**Agenda Item No.**

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**Executive Board Meeting - date**

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| --- | --- |
| **Report:** |  |
| **Director:** |  |
| **Author:** |  |
| **Strategic Aim:** |  |

**THE ENTIRITY OF THIS REPORT SHOULD NOT EXCEED THREE PAGES**

**1. Purpose**

[No more than two sentences setting out why you are submitting this report to the Executive Board.]

**2. Recommendations**

[What specific decisions are you asking the Executive Board to make? These should not include anything ‘to note’.]

**3. Background**

[Summarise the issues in no more than 200 words (two paragraphs).]

**4. Advice**

[Set out your advice in no more than 200 words (two paragraphs). Why should the Executive Board agree to what you’re recommending should be done?]

**5. Risks**

[Summarise any risks in doing, and of not doing, what you are recommending.]

**6. Summary**

[Set out in two/three sentences what will be the effect of the Executive Board agreeing the report as proposed.]