

Meeting: Meeting name
Meeting date: 1 January 2019
Title: Name of report
Responsible Executive/Non-Executive: Full name and title of responsible lead
Report Author: Full name and title of report author

1 Purpose

Please select one item in each section and delete the others.

This is presented to the Board for:

- Awareness
- Decision
- Discussion

This report relates to a:

- Annual Operation Plan
- Emerging issue
- Government policy/directive
- Legal requirement
- Local policy
- NHS Board/Integration Joint Board Strategy or Direction

This aligns to the following NHSScotland quality ambition(s):

- Safe
- Effective
- Person Centred

2 Report summary

2.1 Situation

Provide a concise statement of the situation. Why is this being brought to the meeting's attention? What is the strategic context? What is the Board being asked to do? (Cross-reference with Recommendation Section below).

2.2 Background

Provide pertinent information relating to the situation. Summarise issues of significance, any National / Local objectives involved and relevant legislative / Healthcare Standards.

2.3 Assessment

Provide analysis of the situation and considerations. Assess the current position, identifying any organisational risks, stakeholder considerations and evidence base to help inform decision making.

2.3.1 Quality/ Patient Care

Describe any positive and negative impact on quality of care (and services).

2.3.2 Workforce

Describe any positive and negative impact on staff including resources, staff health and wellbeing.

2.3.3 Financial

Describe the financial impact (capital, revenue and efficiencies) and how this will be managed.

2.3.4 Risk Assessment/Management

Describe relevant risk assessment/mitigations.

2.3.5 Equality and Diversity, including health inequalities

State how this supports the Public Sector Equality Duty, Fairer Scotland Duty, and the Board's Equalities Outcomes.

An impact assessment has been completed and is available at... or

An impact assessment has not been completed because...

2.3.6 Other impacts

Describe other relevant impacts.

2.3.7 Communication, involvement, engagement and consultation

The Board has carried out its duties to involve and engage external stakeholders where appropriate:

State how this has been carried out and note any meetings that have taken place.

- Stakeholder/Group Name, date written as 1 January 2019
- Stakeholder/Group Name, date written as 1 January 2019

2.3.8 Route to the Meeting

This has been previously considered by the following groups as part of its development. The groups have either supported the content, or their feedback has informed the development of the content presented in this report.

- Committee/Group/Meeting Name, date written as 1 January 2019
- Committee/Group/Meeting Name, date written as 1 January 2019

2.4 Recommendation

State the action being requested. Use one of the following directions for the meeting. No other terminology should be used.

- **Awareness** – For Members' information only.
- **Decision** – Reaching a conclusion after the consideration of options.
- **Discussion** – Examine and consider the implications of a matter.

3 List of appendices

The following appendices are included with this report:

- Appendix No, Document title
- Appendix No, Document title
- Appendix No, Document title