



Choose an item.

Choose an item.

DATE OF MEETING	(DD/MM/YYYY)
------------------------	--------------

PUBLIC OR PRIVATE REPORT	Choose an item.
---------------------------------	-----------------

IF PRIVATE PLEASE INDICATE REASON	Choose an item.
--	-----------------

PREPARED BY	(Please Include Name and Title)
--------------------	---------------------------------

PRESENTED BY	
---------------------	--

EXECUTIVE SPONSOR APPROVED	Choose an item.
-----------------------------------	-----------------

REPORT PURPOSE	FOR NOTING
-----------------------	------------

ACRONYMS	

1. PURPOSE

- 1.1 This paper had been prepared to provide the Board with details of the key issues considered by the (INSERT MEETING NAME) at its meeting on the (INSERT DATE).
- 1.2 Key highlights from the meeting are reported in section 2.
- 1.3 The Board is requested to **NOTE** the contents of the report and actions being taken.

2. HIGHLIGHT REPORT



ALERT / ESCALATE	<p>To include where applicable:</p> <p>Explicit references to any items on the risk register that needs to be escalated.</p> <p>Items endorsed by Committee for further consideration by the full Board e.g. policies, business cases, reports.</p>
ADVISE	<p>To include where applicable:</p> <p>External/Independent Reports/Reviews (e.g. WAO reports, HIW, WG Policies/Initiatives.</p> <p>Internal Control Issues (e.g. Internal Audit Reports, system effectiveness, resource management)</p> <p>Corporate Risk Register - (explicit reference should be made to the risks discussed and any direction agreed by the committee to help mitigate/reduce the risk)</p>
ASSURE	<p>To include where applicable:</p> <p>External/Independent Reports/Reviews (e.g. WAO reports, HIW, WG Policies/Initiatives.</p> <p>Internal Control Issues (e.g. Internal Audit Reports, system effectiveness, and resource management).</p>
INFORM	
APPENDICES	<p>Choose an item.</p>