



**Board of Trustees
One-Page Summary - Template**

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|---------------------------------|---|
| AGENDA ITEM NO. | |
| TITLE | |
| AUTHOR | |
| EXECUTIVE SUMMARY | This section should briefly summarise (in no more than one paragraph) the content of the attached paper. It should detail what is being recommended and why, what you are asking the Board to do (normally approve certain specific recommendations) and explain how the paper was developed and by whom. |
| PURPOSE | <p>This section should provide any necessary background to the paper/report/recommendations. This could be that the paper is a review of an existing policy, last approved in ?????; it could explain the consultation process and any major changes from the existing policy.</p> <p>This section could detail any links to the Organisational or Departmental Operating Plans and/or to the Strategic Plan.</p> |
| RISK IMPLICATIONS | Detail any major anticipated risks and how they are being mitigated at this stage. |
| FINANCIAL IMPLICATIONS | Any financial implications from the paper/recommendations should be clearly laid out here. |
| LEGAL REVIEW REQUIRED? | |
| DECISION/ACTION REQUIRED | The specific recommendations from the report should be listed here, as separate points if applicable |