

Item Number:

**NHS VALE OF YORK CLINICAL
COMMISSIONING GROUP**

GOVERNING BODY MEETING



Vale of York

Clinical Commissioning Group

Meeting Date:

Title

Responsible Chief Officer:

Report Author:

Strategic Priority:

How does this support the priorities of the CCG, e.g. Urgent Care/ Financial Balance

Purpose of the Report

Recommendations

-
-
-
-
-

Impact on Patients and Carers:

Impact on Resources (Financial and HR):

Risk Implications:

What are the risks associated with this paper? Can any potential adverse outcomes be foreseen? How does this paper plan to deal with these risks? How will these risks be monitored and by whom?

Equalities Implications:

Give brief details – including if no impact assessment has been done (eg the proposals would have an equal impact on all users)

LAY OUT OF PAPER

1. Use Arial 12 as the font.
2. Justify the entire text.
3. Use default margin settings of: Top and Bottom 1" (2.54cm), Left and Right 1.25 (3.17cm).
4. If there is only one paragraph under any heading please do not number it.
5. Number paragraphs at standard margin.
6. Insert page numbers in the bottom centre of the page.
7. Do not use 'st', 'nd', 'rd', 'th', with dates. Simply say 1 January; 2 February.
8. In general do not use abbreviations. However, if using an acronym refer to it in full on the first occasion with the acronym in brackets to be used on further references.

DRAFT

Governing Body Meeting: (Insert Date)

Report Title

1. Purpose of the Report

1.1

1.2

2. Background

3. Evidence base

This section should describe the evidence of clinical and/or cost effectiveness. If none is available performance management systems should be detailed which enable evaluation of investment.

4. Content of the report/ Issues to Consider

Numbered as appropriate

5. Stakeholder/ Public Engagement *(to date or proposed)*

6. Financial Implications

6. Legal Implications

External Regulatory Review Bodies: Requirements relating to, for example, Care Quality Commission, NHS Litigation Authority, Health and Safety Executive, National Patient Safety Agency, Audit Commission, Equality and Diversity and NHS Constitution). Are there any issues, are they addressed? If none – state none

7. Equalities Implications

8. Recommendations