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| **Name of Meeting** |  | **Meeting Date** |  |
| **Title of Paper** |  | **Agenda Item No.** |  |
| **Report Author**  |  | **Job Title** |  |

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| **Purpose of paper:** | Decision[ ]  | Discussion[ ]  | Assurance[ ]  | Information[ ]  |

| **Background**  |
| --- |
| Please include any background information for the paper. |

| **Executive Summary**  |
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| Please include a brief summary of the paper. |

## Implications

| **Implication heading** | **Implication overview** |
| --- | --- |
| Outline of involvement – clinical, stakeholder and public/patient: |  |
| Management of conflicts of interest: |  |
| Risk assessment: |  |
| Finance / resource implications: |  |
| Strategic objectives (which of the HCP / Health and wellbeing board priorities does this relate to?): |  |
| Legal / Constitutional Implications: |  |
| Implications for sustainability or climate change (if any): |  |

## Assurance checks

| **Assurance heading** | **Assurance overview** |
| --- | --- |
| Has a quality impact assessment been completed?Have any quality and safety implications been identified?  |  |
| Have departments and / or organisations that are affected been consulted? |  |
| Has a Data Protection Impact Assessment (DPIA) been completed? |  |
| Meetings at which the subject / paper has been previously presented: |  |
| Reference document(s) / enclosures: |  |

| **Recommendations** |
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