**** WY ICB logo here if required

Wakefield District Health & Care Partnership Report Title

Subtitle

* Reports should be written in Arial, font size 12, with 1.15 spacing.
* Please use the template style settings for titles and headers.
* Sections should be number and should adopt the format outlined here.
* If your report is for a meeting, eg the partnership board, please ensure you also use template 6 – Wakefield District HCP meeting report front sheet template.
* If you would like to include an illustrated front page in your report, please select from templates 2-4.

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# Introduction

Use this section briefly to set out the background to your report.

## 1.1

# Detail

Use this section to explain in more detail. Include information on what you want to do and how, what you want from the meeting, and what you think is important. Keep the report concise and clear – avoid duplication, irrelevant material, and explain any abbreviations and acronyms.

## 2.1

# Next Steps

Use this section to set out the next steps after the report has been considered and any decisions made.

## 3.1

# Implications

This should be linked to the Meeting Report Front Sheet Template. It should include further detail related to any identified implications and mitigating actions.

Please use the following headings structure, deleting any which are not required for this report.

## 4.1 Quality and Safety Implications

### 4.1.1

## 4.2 Engagement and Equality Implications

### 4.2.1

## 4.3 Resources / Finance Implications

### 4.3.1

## 4.4 Data Protection Impact Assessment

### 

## 4.5 Risk

### 4.5.1

## 4.6 Legal / CCG Constitutional Implications

### 4.6.1

## 4.7 Conflicts of Interest

### 

# Recommendations

Use this section to set out what you are recommending to the meeting, as an outcome of the report. Ensure your recommendations are clear, concise and unambiguous, and the same as the recommendations included in the report front sheet. Number each recommendation: It is recommended that the meeting:

1. X

2. X

# Appendices

Use this section to list any appendices to the report. Remember to aim for clear and concise reports, avoiding any duplication and irrelevant material.

**TIP:** Add our partnership strapline to the end of your document where possible:

Proud to be part of West Yorkshire Health and Care Partnership