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| Meeting: | Board of NHS Golden Jubilee |
| Date:Subject:  | 29 September 2022 New Board and Committee Report Template |
| Recommendation:  | Board members are asked to:

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| Discuss and Note |  |
| Discuss and Approve | X |
| Note for Information only |  |

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1. **Introduction**

Board is asked to discuss and approve the appended Board and Committee template for future use within NHSGJ governance committees and at meetings of the Board, commencing with the Committee cycle in October/November 2022, leading up to the meeting of the Board on 24 November 2022.

1. **Background**

The attached template has been approved for use throughout NHS Scotland by the Scottish Government. It aims to standardise the approach to Board reporting throughout NHS Scotland.

It differs from templates currently in use within NHS Golden Jubilee by requiring completion of a series of fields, for instance on equalities considerations.

Scottish Government Guidance on use of the new templates is also appended. This will be used in communications with senior leaders to facilitate use of the template moving forward.

Scottish Government requires that the template be used at Board level. However, there are attractions to making use of the template at Committee level. It is considered by the Executive team that use at governance committee levels will ease the process of board reporting, and also ensure that the targeted prompts which the new templates provide to report writers will strengthen decision-making at that level.

It is recommended that Board therefore endorse adoption of the use of the new template at both governance committee and Board level.

1. **Recommendation**

That the Board approve adoption of the template appended at Appendix 1 for use at NHSGJ Board and governance committee meetings, commencing with the Partnership Forum on 21st October 2022.

**Gareth Adkins,**

**Director of Quality, Innovation and People**

**21 September 2022**

**Appendix 1 –** Standard Board/Committee template

**Appendix** 2 – NHS Scotland Model Meeting Paper Template Completion Guidance