

Management Committee

Date:

Agenda Item:



**Outcome (insert outcome number and description)
Progress Report**

1. Recommendations

Is it all for noting or are there key areas for the Management Committee to discuss?

2. Successes and key achievements to date for Outcome 1

List in bullet point or other suitable format for the information

3. Risks

Highlight where planned action is not likely to happen and why, plus other identifiable risks to achieving progress.

4. Opportunities

Are there opportunities for further partnership working, sharing assets, joining resources?

Background

Consultations	Who has been consulted in relation to this report? Has the information been to any boards for any decisions?
Resources	What are the financial and people implications as a result of this report?
Prevention	Does this report manage a problem or prevent a problem from happening?
Equalities	How does the information relate to equalities?

Outcome lead:

Job title and organisation:

For more information contact:

Name

E-mail

Telephone number