**Agenda Item #:**

**Agenda Item:** *[Insert Title]*

**Date:***[Insert Date]*

**Draft Resolution**

*[Insert exact wording of proposed board resolution that the Board is asked to pass. The draft resolution must be clear, concise and unambiguous.]*

**Executive Summary**

*[Briefly explain what the paper is about and what it is endeavouring to achieve. The paragraph should be clear and concise and should state whether the paper is being submitted for the Board’s information or is seeking the Board’s approval for a contract, action, etc.]*

**Background**

*[Outline what is being proposed to the Board; pros or cons for recommendations concerning the problem and any further comments to help a board come to a final conclusion about said event or problem*

*Summarise any previous Board consideration of the specific proposal. If it is not possible to explain the background to a proposal in a couple of paragraphs include an attachment and provide further details.*

*Identify any external advice/consultants/information who has been involved in the preparation of the proposal.]*

**Recommendations**

*[Outline the recommendation. Mention the options that were considered and explain why the preferred option was chosen. Also detail the outcomes that the proposal is seeking to achieve.]*

**Issues [If appropriate comment on the below issues]**

***Strategy Implications***

*[Briefly explain how this proposal is aligned to the agreed strategic and business plans.]*

***Financial Implications***

*[Briefly explain the expenditure implications of the proposal.]*

***Risk Analysis***

*[Analyse the major risks associated with the proposal and explain how these risks will be managed.]*

**Signing of Board Paper**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

[Chief Executive Officer] [Print Name]