Easy read report template

- The following is an easy read report template.

- The purpose is to provide an easy-to-understand summary of the main information, highlighting issues that require discussion and decision-making.

- It should be given as an added resource, together with the full report.

- We suggest that this is given to any Board or Committee member that may benefit.

Report title:

Date:

What this report is about:

Important information in this report:

Issues to discuss:

Decisions to make: