**Template: [Add your briefing document name here]**

Key takeaways

B=Board: GC-Governance committee;   
C-Chair; CEO-Chief Executive Officer; ELT-Executive Leadership Team

| **Recommendations** | **Responsibility** | **3 mths** | **6 mths** | **12 mths** | **18 mths** |
| --- | --- | --- | --- | --- | --- |
| **The role of Board reports is to help the Board focus on what is important** | | | | | |
| Further Develop Block Agenda | CEO, C | x |  |  |  |
| CEO Report-What keeps me awake at night section and flagging what might be into the future | CEO | x |  |  |  |
| Focus Committee meetings and reports on strategic implications | ELT |  | x |  |  |
| Assist focusing the Board by making it clear what is required from them re the Board papers (eg Is the attachment optional or must be read etc) | ELT | x |  |  |  |
| Reframing reports so issues are up front and strategic implications are highlighted at the beginning, not hiding in the body of the report (The “Where’s Wally” syndrome) | ELT |  |  |  |  |
| Establish mechanism for checking regarding issues or clarification required, prior to Board meeting | CEO,C |  | x |  |  |
| “What have we missed?” as a key question to be included in reports where appropriate | ELT | x |  |  |  |
| Set a limit of between 70-80 pages for Board pack | ELT |  | x |  |  |
| Focus reporting on impact implications and addressing the “So what?” question | ELT |  | x |  |  |
| Other |  |  |  |  |  |
| Other |  |  |  |  |  |
| Other |  |  |  |  |  |