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Author(s)

Date

Briefing Paper

Background

Objectives & Scope

Current Services

Current Activity & Costings

Options appraisal

The following options were considered:

Option 1:

Option 2:

Option 3:

Costings of Options

	Benefits/Outcomes	Risks	Resource Implications	Assumptions
Option 1				
Option 2				
Option 3				

Conclusion:

Recommendation:

Appendices

Appendix 1

Appendix 2