**INTERNAL CIRCULATION ONLY**

A short introduction summarising the issue and action underway to resolve.

1-3 paragraphs maximum. Provide further detail in key points section below.

# KEY POINTS

* How does this affect Falkirk residents or the Partnership?
* What services /facilities are involved? Incl. Location
* Which partner organisations are involved?
* Why has this happened?
* How many people / cost / timescale
* Further details of actions and reasoning

# Media Statement

**To be issued to media upon request / at time, date (delete as appropriate).**

**A spokesperson for Falkirk Health and Social Care Partnership said:** “First paragraph quote

“Second paragraph quote.

“third, if needed. Close quotes.”

# contacts

* For further information and operational queries, please contact (SERVICE MANAGER)
* Media enquiries should be directed to the Partnership’s communication officer, Paul Surgenor on paul.surgenor@falkirk.gov.uk.