

## **Executive Summary and Recommendations**

### **Introduction**

Ms Tripp updated the Committee on this matter at its last meeting and identified issues that would need to be dealt with by the Committee.

### **Decision**

The Committee is asked to consider the enclosed guidance and, if applicable, make appropriate suggestions, amendments and recommendations.

### **Background information**

See enclosed papers.

### **Resource implications**

None

### **Financial implications**

None

### **Background papers**

None

### **Appendices**

None.