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| **KEY ISSUES AND STATUS REPORT**  **\_\_\_\_ COMMITTEE [DATE]** | | | |
| The [Committee/ Group] fulfilled its role as defined within its terms of reference. The reports received by the [Committee/ Group] and the status are set out below. Minutes of the meeting are available upon request from the secretariat. | | | |
| **Issue** | **Status** | **Committee Update** | **Top Risks** |
| **[TITLE]** | **GREEN / AMBER / RED** |  |  |
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| **Status Key** | |
| **Rating** | **Status** |
| **GREEN** | No gaps identified in plans to address major risks in relation to the item. |
| **AMBER** | There are gaps but we are confident appropriate plans are in place to address these. |
| **RED** | There are significant gaps and we need to understand and agree the adequacy of action plans. |