

**Draft Short Description**

<b>Agenda Item</b>	<b>Notes</b>
<b>Housekeeping, governance, minutes, Matters arising</b>	Minutes approved, no matters arising and no conflicts of interest declared.
<b>Time Audit, Assessment text</b>	Deliberations focussed primarily on time audit forwarded to the Executive. <ul style="list-style-type: none"><li>• Targeted feedback on potential audits discussed and some amendments agreed across all strands.</li><li>• Assessment text in draft specification agreed</li></ul>
<b>Next steps</b>	<b>Next Meeting</b> TBC The executive will draw up text to reflect the decisions. Once circulated to the group, the draft will be sent to the Board for Senior Cycle then Council to seek approval for consultation