**RECORD OF RESPONSE TO OUTCOMES FROM THE VALIDATION**

**[DEPARTMENT]**

**DATE OF EVENT: [DATE]**

As part of the Validation, departments are required to respond to any conditions, recommendations and developments in progress as set out in the report.

Please complete this form and sent back to the Chair, **[NAME OF CHAIR]**, and the Secretary, **[NAME OF SECRETARY]**, by the deadline of **[DATE]**. The Chair will review the response and liaise with the Panel and/or raise any areas to be clarified if needed. The final response will be signed off by Chair.

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|  | **Condition, Recommendation or Development in Progress** | **Relevant Paragraphs in Report** | **Department Response** |
| **Conditions** |
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| **Recommendations** |
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| **Developments in Progress** |
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