

Agenda

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City Executive Board

Date: **Tuesday 26 May 2015**

Time: **8.30 am**

Place: **The Old Library, Town Hall**

For any further information please contact:

Sarah Claridge, Committee and Member Services Officer

Telephone: 01865 252402

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As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

City Executive Board

Membership

Chair

The quorum for this meeting is three, substitutes are not allowed.

Future items to be discussed by the City Executive Board can be found on the Forward Plan which is available on the Council's [website](#)

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 PUBLIC QUESTIONS

When the Chair agrees, the public can ask questions about any item for decision at the meeting for up to 15 minutes. Questions must have been given to the Head of Law and Governance by 9.30am one clear working day before the meeting (email executiveboard@oxford.gov.uk or telephone the person named as staff contact). No supplementary questions or questioning will be permitted. Questions by the public will be taken as read and, when the Chair agrees, be responded to at the meeting.

4 COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

City Councillors may, when the Chair agrees, address the Board on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by no later than 9.30am at least one clear working day before the meeting. An address may last for no more than three minutes. If an address is made, the Board member who has political responsibility for the item for decision may respond or the Board will have regard to the points raised in reaching its decision.

5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES

10 minutes of the meeting is available for any Councillor to raise local issues on behalf of communities directly with the Board. Priority will be given to those who have not already attended within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

6 TENDER FOR THE CIVIL ENGINEERING GROUND WORK AT THE JOHN RADCLIFFE AND CHURCHILL HOSPITALS

7 - 10

Lead Member: Executive Board Member for Finance, Asset Management and Public Health

The Head of Direct Services has submitted a report which seeks approval to submit a bid for the civil engineering works associated with a proposed direct

heat link between two large local employers' buildings, as the potential value of the bid exceeds delegated authority levels.

Officer Recommendations: That the City Executive Board

1. Authorises the submission of a bid for the civil engineering work referred to in this report

2. In the event that the bid is successful, grants delegated authority to the Executive Director, Community Services, in consultation with the Council's S151 Officer and Monitoring Officer, and subject to the contract making a satisfactory contribution towards central overheads, enter into an appropriate contract for the supply of relevant civil engineering works as identified in the Not for Publication Appendix.

7 ITEMS RAISED BY BOARD MEMBERS

8 MINUTES

11 - 20

Minutes of the meeting held on 2 April 2015

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 2 April 2015 as a true and accurate record.

9 MATTERS EXEMPT FROM PUBLICATION

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule I2A of the Local Government Act 1972.

The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART TWO
MATTERS EXEMPT FROM PUBLICATION

**10 NOT FOR PUBLICATION_APPENDIX 1_TENDER FOR THE CIVIL
ENGINEERING GROUND WORK AT THE JOHN RADCLIFFE AND
CHURCHILL HOSPITALS**

21 - 24

Lead Member: Executive Board Member for Finance, Asset Management and Public Health

Appendix 1 is exempt from publication by virtue of Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972 for the following reasons:

Appendix 1 – commercial affairs of the Council.

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

To: City Executive Board

Date: 26 May 2015

Report of: Executive Director, Community Services

Title of Report: Bid for civil engineering element of a direct heat link between two large local employers buildings

Summary and Recommendations

Purpose of report: To seek approval to submit a bid for the civil engineering works associated with a proposed direct heat link between two large local employers' buildings, as the potential value of the bid exceeds delegated authority levels.

Key decision? No

Executive lead member: Councillor Ed Turner, Board member for Finance, Asset Management and Public Health

Policy Framework: Corporate Plan

Recommendations: That the City Executive Board

1. Authorises the submission of a bid for the civil engineering work referred to in this report
2. In the event that the bid is successful, grants delegated authority to the Executive Director, Community Services, in consultation with the Council's S151 Officer and Monitoring Officer, and subject to the contract making a satisfactory contribution towards central overheads, enter into an appropriate contract for the supply of relevant civil engineering works as identified in the Not for Publication Appendix.

Appendix 1: Not for publication Tender for the civil engineering work.

Introduction

1. The City Executive Board approved a report in September 2011 which set out a framework for expanding income generation through service supply to public sector bodies and charging for discretionary services.
2. Since that time ambitious but achievable targets for income generation have been included in the Council's Medium Term Financial Strategy.

3. The City Executive Board approved proposals to provide services to public sector bodies and to charge for the provision of discretionary services. Where the value did not exceed £100,000 the decision was delegated to officers.
4. This report seeks approval to make a bid, and if successful, to enter into contractual relations as a sub-contractor of a contractor engaged by two local large scale employers to provide certain engineering services, as the potential value of the services to be provided exceeds that figure.

Proposal

5. Under the terms of the proposed contract, Direct Services would provide appropriate labour, plant, materials, site supervision and management resource to undertake the civil engineering element of the proposed direct heat link.
6. Direct Services would establish a dedicated team of operatives to run and deliver the contracted service supplemented by additional resources within the current supply chain. It is not envisaged that any additional management resource will be necessary to service this contract.
7. A briefing for members on the commercial opportunities and risks is set out in the separate appendix attached, which is exempt from publication.
8. This report seeks a delegation of authority to the Executive Director, Community Services, in consultation with the Council's S151 Officer and Monitoring Officer to enter into the proposed sub-contract, if the Council's bid is accepted. It is not possible at this stage to seek approval to the proposed sub-contract itself as due to the timing of the tender release and submission it will be necessary to continue work on the exact detail of the submission post the date of this report.

Legal Implications

9. In entering into this proposed arrangement, the Council would be relying on the provisions of s93 of the Local Government Act 2003, which permits the Council to charge for the provision of discretionary services, subject to certain constraints. The body ultimately procuring the overall works is, however, a public sector body.

Financial Implications

10. The bid for the work is calculated to provide a contribution to departmental overheads as a minimum. The contribution made will be monitored on a monthly basis by the Council's Trading and Development Board and reported to Members on a quarterly basis through normal budget monitoring

11. Supply of these services would make a useful contribution to the income targets currently set in the Council's Medium Term Financial Strategy of £4.2 million for 2015/16.

Equal Opportunities Policies

12. All relevant Council policies such as the Oxford Living Wage and Apprenticeships will be applied to the delivery of these services and will be costed into the proposal.

Conclusion

13. The delivery of this contract would bring both an income opportunity and some limited amount of risk. The Council's approach is to balance this by seeking to achieve an appropriate contribution to overheads and ensuring that sufficient resources are deployed to mitigate risks.

Name and contact details of author:-

Name: Shaun Hatton

Job title: Highways and Engineering Manager

Service Area: Direct Services

Tel: 01865 252927 / 07710384746 e-mail: shatton@oxford.gov.uk

Background Papers: None

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CITY EXECUTIVE BOARD

Thursday 2 April 2015

COUNCILLORS PRESENT: Councillors Price (Chair), Turner (Deputy Leader), Sinclair, Simm, Brown, Kennedy, Lygo, Rowley and Tanner.

OTHER MEMBERS PRESENT: Councillor Jean Fooks

OTHER ATTENDEES: Wayne Hawkins (Divisional Business Manager for Fusion-Lifestyle)

OFFICERS PRESENT: Peter Sloman (Chief Executive), Nigel Kennedy (Head of Finance), Ian Brooke (Head of Leisure, Parks and Communities), Lucy Cherry (Leisure and Performance Manager), Paul Wilding (Benefit Operations Manager), Sarah Harrison (Senior Planner), Lindsay Cane (Law and Governance) and Sarah Claridge (Committee Services Officer)

156. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Scott Seamons

157. DECLARATIONS OF INTEREST

No declarations of interest were made.

158. PUBLIC QUESTIONS

Full written questions with answers were distributed as a supplement before the meeting.

The City Executive Board noted the public questions.

159. SCRUTINY COMMITTEES REPORTS

The following scrutiny committee report was discussed:

Item 7: Fusion Lifestyle Annual Service Plan 2015/16 (minute 160)

160. SCRUTINY COMMITTEE REPORT: FUSION LIFESTYLE ANNUAL SERVICE PLAN 2015/16

The Scrutiny Officer submitted a report (previously circulated, now appended) which detailed recommendations from the Scrutiny Committee on the Fusion Lifestyle – Annual Service Plan 2015/16

The Scrutiny Officer presented the report. He ran through the recommendations.

Cllr Rowley, Board Member for Leisure Contract and Community Partnership Grants said that he would look into the possibility of the first two recommendations and agreed with recommendation 3. He felt that it would be possible to measure the carbon reduction target on a per user basis (recommendation 4)

Cllr Simm asked how disabled users were identified and monitored. The Divisional Business Manager for Fusion-Lifestyle explained that disabled users statistics used the number of customers that registered as disabled on their membership cards.

The City Executive Board resolved to AGREE

1. To investigation whether a more ambitious performance target is adopted for increasing the participation of users resident in the most deprived wards in our city (the existing proposal is for the target to increase from 110,000 visits in 2014/15 to 114,000 visits in 2015/16).
2. To investigation whether a more ambitious performance target is adopted for increasing the participation of disabled users (the existing proposal is for the target to increase from 15,000 visits in 2014/15 to 16,000 visits in 2015/16).
3. To continue to work with Fusion Lifestyle to remove barriers to participation for our target groups, for example by seeking to extend crèche provision to more Council leisure facilities.
4. That the utility consumption performance target is changed to a carbon reduction target, measured on a per user basis and total carbon emissions p.a. This could be in line with the City Council's corporate target of reducing carbon emissions by 5% per annum.

161. FUSION LIFESTYLE - ANNUAL SERVICE PLAN 2015/16

The Head of Leisure, Parks and Communities submitted a report (previously circulated, now appended) which detailed Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2015/16.

The Head of Leisure, Parks and Communities presented the report. He explained that the Board could expect to see another report which would present the end of year target results in June.

The Blackbird Leys facility is operating well, an independent audit had rated it a first class facility for disable users.

Cllr Rowley, Board Member for Leisure Contract and Community Partnership Grants explained that it was a testament to the Leisure Strategy that the Council was able to show flexibility and stretch targets. He congratulated all officers involved.

Cllr Tanner asked how Fusion was able to continue to make money. The Divisional Business Manager for Fusion-Lifestyle explained that it was combination of increased attendance, opening facilities for longer – for example

the Hinksey Outdoor Pool was due to open a month earlier than last year and a small increase in membership fees.

The City Executive Board resolved to ENDORSE Fusion Lifestyle's Annual Service Plan for 2015/16.

162. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

Cllr Fooks addressed the Board on the following items:

Item 10: Appointments to Outside Bodies 2015/16 (minute 166)

Item 11 Grants Allocation to the South Oxford Adventure Playground (minute 167)

Her comments were addressed during the discussion of each item.

163. UNIVERSAL CREDIT DELIVERY PARTNERSHIP AGREEMENT

The Head of Customer Services submitted a report (previously circulated, now appended) which requested approval of the Delivery Partnership Agreement with the Department of Work & Pensions for the provision of services required as a consequence of the roll out of Universal Credit.

Cllr Brown, Board Member for Customer Services and Social Inclusion presented the report. She explained that as an early adopter of Universal Credit, the Council would be able to recommend changes to influence how it is rolled out elsewhere.

Cllr Price asked what the outstanding issues were in rolling out the programme.

The Revenue and Benefits Programme Manager explained that since the writing of the report, all the outstanding implementation issues with the Department for Work and Pensions (DWP) and other partners had been resolved. The Council is in a position to sign off on the project next week.

The City Executive Board resolved to AUTHORISE the Executive Director for Organisational Development and Corporate Services to enter into these arrangements provided that she is satisfied that the full terms of the agreement are acceptable and properly reflect the principles set out in the report.

164. HERITAGE PLAN FRAMEWORK

The Head of City Development submitted a report (previously circulated, now appended) which sought endorsement of the Heritage Plan Framework.

The Senior Planner presented the report.

The City Executive Board resolved to ENDORSE the Heritage Plan Framework.

165. NOMINATIONS FOR THE OXFORD HERITAGE ASSET REGISTER IN THE EAST AND WEST OXFORD PILOT AREAS

The Head of City Development submitted a report (previously circulated, now appended) which details the registration of heritage assets identified through the character assessments and to consider the recommendation to make the process of identification, assessment and registration more efficient.

The Senior Planner presented the report, she explained that the owner of 49 Marston Street had not received notification of the consultation but had subsequently presented evidence to counter the heritage value of the property. She would like the property; Jingle Cottage, 49 Marston Street to be withdrawn from the list and referred back to the panel for reconsideration.

Cllr Price, Board Member for Corporate Strategy, Economic Development and Planning explained that the pilot schemes had enabled the Council to develop the best way to identify and assess the significance of heritage assets in the city.

The City Executive Board resolved to:

1. AGREE the 69 Heritage Assets (with the exclusion of Jingle Cottage, 49 Marston Street) recommended for inclusion on the heritage assets register by the Review Panels for each ward.
2. NOTE the two character studies will be material considerations in determining relevant planning applications against saved Policies HE.6 & HE.8 of the Adopted Local Plan 2001-2016 and Core Strategy Policy CS.18 (or any subsequent replacement policy).

166. APPOINTMENT TO OUTSIDE BODIES 2015/16

The Head of Law and Governance submitted a report (previously circulated, now appended) which agreed nominations to outside and other bodies for the 2015/2016 Council Year.

The Committee Services Officer presented the report, she explained that the Oxfordshire Partnership does still exist and does still want a council representative. The current Council representative is Cllr Bob Price. Cllr Price agreed to continue as Council's representative.

Cllr Turner mentioned that he had been attending the Oxfordshire Health Improvement Partnership Board and sought formal nomination to continue as Council's representative. The Board agreed.

Cllr Fooks spoke about the good work John Thompson had been doing with the Forest of Oxford Steering Group. The Board felt there was scope for the group to be involved in the Bio-diversity Strategy (if they so wished).

The vacancy on the Donnington Doorsteps body was offered to the Liberal Democrats who will confirm their nominee after their group meeting.

The City Executive Board resolved to:

1. NOT re-appoint to the Mortimer Hall Management Committee, Forest of Oxford and the Susan Kidd Charity
2. REDUCE the number of representatives on the Alice Smith Trust and Sarah Nowell Educational Foundation to one.
3. APPROVE appointments to outside bodies as shown in the amended Appendix 3 (attached).
4. AGREE that any appointments which need to be made during the course of the Council year 2015/16 shall be made by the Leader of the Council in consultation with other Group Leaders.
- 5 NOTE that guidance for representatives on Outside Bodies will be provided by the Head of Law and Governance.

167. GRANT ALLOCATION TO SOUTH OXFORD ADVENTURE PLAYGROUND

The Head of Leisure, Parks and Communities submitted a report (previously circulated now appended) which sought an increase of £2,500 to the 2015/2016 community and voluntary organisations (CVOs) grant programme.

Cllr Rowley, Board Member for Leisure Contract and Community Partnership Grants presented the report. He apologised to the Grants officer for the need for the second report.

Cllr Fooks queried why the proposed grant increase had not been mentioned in the previous minutes. The Chief Executive explained that the minutes were a comprehensive record not a verbatim record of the meeting.

The Chief Executive explained that he had asked for an internal review of the grants process to take place, the findings will be reported to the Board in due course.

The City Executive Board resolved to APPROVE an additional allocation of £2,500 to the CVO's grant programme to increase the grant awarded to South Oxford Adventure Playground.

168. MINUTES

The Board resolved to APPROVE the minutes of the meeting held on 12 March 2015 as a true and accurate record.

169. DATE OF FUTURE MEETINGS

The Board noted that the next meeting would be held on 27 April at 9am.

The meeting started at 5.00 pm and ended at 5.45 pm

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Appointments to Outside Bodies 2015/16

Name of Organisation	Appointment	Length
150 (City of Oxford) Squadron Air Cadets	Cllr Humberstone	Annually
Association Public Service Excellence (APSE)	Cllr Coulter	Annually
Barton Community Association Management Committee	Cllr Coulter	Annually
Blackbird Leys Neighbourhood Support Scheme Ltd	Cllr Seamons	Annually
Bullingdon Community Association	Cllr Kennedy, Cllr Lloyd-Shogbesan	Annually
Citizen's Advice Bureau	Cllr Kennedy, Cllr Tarver	Annually
Council of Ruskin College	Cllr Kennedy, Cllr Coulter, Cllr Paule	Annually
Cotteslowe Community Association	Cllr Fooks , Cllr Gant	Annually
District Council's Network Association	Cllr Coulter	Annually
Donnington Community Centre	Cllr Tanner, Cllr Tarver	Annually
Donnington Doorstep Management Committee	Cllr Tarver, Vacancy (Liberal Democrats to appoint)	Annually
East Oxford Community Association	Cllr Clack, Cllr Hayes	Annually
English Heritage SE - Heritage Champion	Cllr Cook	Annually
Florence Park Community Association	Cllr Simm, Cllr Henwood	Annually
Fusion Arts	Cllr Clack, Cllr Coulter	Annually
Gatehouse	Cllr Upton	Annually
Headington Action	Cllr Clarkson, Cllr Sinclair	Annually
Headington Community Association	Cllr Munkonge, Cllr Sinclair	Annually
Health and Wellbeing Board	Cllr Turner	Annually
Jericho St Barnabas Community Association Management Cttee	Cllr Cook, Cllr Pressel	Annually
Littlemore Community Association	Cllr Tanner	Annually
LGA General Assembly	Cllr Price	Annually
Local Government Information Unit	Cllr Coulter	Annually
Modern Art Oxford	Cllr Smith, Cllr Hollingsworth	Annually
North Oxford Association	Cllr Fry, Nigel Chapman	Annually
Northway Community Association	Cllr Anwar, Cllr Darke	Annually
Oxford Airport Consultative Committee	Cllr Lloyd-Shogbesan	Annually
Oxford Asian Cultural Association	Cllr Hayes, County Cllr Jamila Azad	Annually
Oxford and District Sports and Recreation Association for the Disabled (OXSRAD)	Cllr Upton	Annually
Oxford Homeless Pathways	Cllr Hollingsworth, Cllr Seamons	Annually
Oxford HUB	Cllr Hayes	Annually
Oxfordshire Health Improvement Partnership Board	Cllr Turner	Annually
Oxford In Bloom	Bryan Keen	Annually
Oxfordshire Partnership	Cllr Price	Annually
Oxford Playhouse	Cllr Clarkson	Annually

Appointments to Outside Bodies 2015/16

Oxford Poverty Action Trust	Cllr Taylor	Annually
Oxford Preservation Trust	Cllr Cook, Cllr Darke, Cllr Fry	Annually
Oxford Sports Council	Cllr Lygo, Cllr Rowley	Annually
Oxfordshire Community and Voluntary Action	Cllr Simm	Annually
Oxfordshire County Council School Organisation Stakeholder Group	Cllr Kennedy	Annually
Oxfordshire Ethnic Minorities Enterprise	Cllr Lloyd-Shogbesan	Annually
Oxfordshire Environmental Partnership	Cllr Tanner	Annually
Oxfordshire Museums Council	Cllr Pressel	Annually
Oxford Safer Communities Partnership	Cllr Sinclair	Annually
Pegasus Theatre	Cllr Lygo	Annually
Police and Crime Panel	Cllr Sinclair	Annually
Regal Community Centre	Cllr Abbasi, County Cllr Jamila Azad	Annually
Risinghurst Community Centre	Cllr Munkonge, Cllr Sinclair	Annually
Rose Hill Community Association	Cllr Paule	Annually
Rose Hill & Donnington Advice Centre	Cllr Paule, Cllr Sanders	Annually
South East Reserve Forces and Cadets	Cllr Humberstone	Annually
South Oxford Adventure Playground Executive Committee	Cllr Price	Annually
South Oxford Community Association Management Committee	Cllr Van Nooijen, Cllr Price	Annually
The Porch Steppin Stones Centre	Cllr Wolff	Annually
West Oxford Community Association	Cllr Cook, Cllr Pressel	Annually
Charities		
Alice Smith Trust and Sarah Nowell Educational Organisation	Bryan Keen	2017
City of Oxford Charity	Cllr Fooks	2018
	Cllr Sanders	2016
	Graham Jones	2017
	Catherine Hilliard	2016
	Cllr Coulter	2016
	Steve Curran	2016
Elder Stubbs Charity	Cllr Abassi	2017
	Cllr Benjamin	2018
	Cllr Simm	2018
	Cllr Tarver	2018
	Judith Harley	2019
	Bryan Keen	2016
Headington Parish Charity	Cllr Clarkson	2019
	Cllr Wilkinson	2019
Katherine Rawson Trust	Cllr Gotch	2016
	Cllr Goddard	2018
	Margaret Broadbent	2016
Oxford Leon Trust	Cllr Tanner	2019
	Cllr Rowley	2018
Old Marston Charities Trust	Cllr Clarkson	2016

Appointments to Outside Bodies 2015/16

	Cllr Haines	2016
Parochial Charities of St Clements	Cllr Clack	2016
	Cllr Hayes	2018
St Aldate's Parish Charity	Cllr Kennedy	2016
	Cllr Hollingsworth	2019
Charities of St Mary's Magdalen	Cllr Brown	2016
	Cllr Rowley	2018

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of the Local Government Act 1972.

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