



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 4 APRIL 2016

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members.

Report of Report of the Head of Property and Regeneration

2. Creation of New Post within the Regeneration & Economic Development Team *(Pages 3 - 10)*

Report of the Head of Children's Services

3. To establish an additional Independent Reviewing Officer post in the Conference and Review Team. *(Pages 11 - 22)*
4. Appointment of One Additional Social Worker in the Llangatwg Community Children's Team *(Pages 23 - 30)*

Report of the Head of Human Resources

5. Local Government Pay 2016 - Update *(Pages 31 - 32)*
6. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972.
7. Access to Meetings - to resolve to exclude the public for the following items pursuant to Section 100A (4) and (5) of the Local Government Act 1972 and the relevant Exempt Paragraphs of Part 4 of Schedule 12A to the above Act.

PART 2

Private Report of the Head of Commissioning and Support Services

8. Western Bay Area Planning Board Regional Substance Misuse Support Team (*Pages 33 - 42*)
9. Housing Services Re-Structure (*Pages 43 - 56*)

Private Report of the Head of Corporate Strategy and Democratic Services

10. Urgency Action - 0413 - The Transfer of Domestic/Cleaning Provision at Hillside Secure Children's move to Environment Department, Facilities Management (*Pages 57 - 58*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Tuesday, 29 March 2016

Committee Membership:

Chairperson: **Councillor A.N.Woolcock**

Vice
Chairperson: **Councillor S.Jones**

Members: Councillors Mrs.R.Davies, Mrs.J.Dudley,
Mrs.L.H.James, E.V.Latham, Ms.C.Morgans,
S.Rahaman, P.A.Rees, A.L.Thomas,
A.H.Thomas and Mrs.D.Jones

Non Voting
Member: Councillors M.L.James, Mrs.S.Miller,
P.D.Richards, J.Rogers and A.J.Taylor

ENVIRONMENT DIRECTORATE

PERSONNEL COMMITTEE

Report of the Head of Property and Regeneration – Simon Brennan

4th April 2016

SECTION A – MATTER FOR DECISION

Wards Effected: The designated Rural Development wards of Aberdulais, Blaengwrach, Bryn & Cwmavon, Bryncoch North, Coedffranc West, Crynant, Cwmllynfell, Cymmer, Dyffryn, Glyncorrwg, Glynneath, Godre'r graig, Gwaun Cae Gurwen, Gwynfi, Lower Brynamman, Margam, Onllwyn, Pelenna, Pontardawe, Resolven, Rhos, Seven Sisters and Taibach.

Creation of New Post within the Regeneration & Economic Development Team

1. Purpose of the Report

To seek Members' approval to establish the following 37 hour post within the Regeneration & Economic Development team:

- i. Business Development Officer (Tourism) – JEID 3626 (Grade 8)

2. Background

The Regeneration & Economic Development team has successfully secured £150,000 from the Welsh Government's Rural Development Programme 2014-2020 to employ a Business Development Officer to work with local tourism businesses to help them:

- Increase the quality and diversity of facilities, services and activities;

- Create new employment opportunities;
- Safeguard existing jobs;
- Encourage joint marketing initiatives to promote “local distinctiveness”.

This project therefore, will not only help the long term sustainability of local tourism businesses but importantly, it will assist in improving links between providers and local services to increase local spend and encourage a “sense of place” to enhance the visitor experience. In addition, the project will help tourism businesses to use ICT and digital marketing to ensure they exploit developments in new technology as well as encouraging them to invest in energy saving measures that have a positive effect on the environment and their business performance.

Providing support to existing tourism businesses and new investors in the sector to access funding, develop product ideas and encourage networking through sharing best practice and developing joint working arrangements will also be a priority of the project.

Project delivery will adopt a co-ordinated approach by working in partnership with organisations such as Business Wales and Tourism Swansea Bay to deliver outputs.

The post holder will work within the Economic Development Team and will be employed to work with tourism related businesses in the rural wards.

3. Proposal

It is proposed to create the post as a 3 year fixed term contract commencing 1st June 2016 until 31st May 2019. The post holder will report to the Business Development Coordinator for the duration of the post. The post has been graded at Grade 8 under the Council’s Job Evaluation Scheme (JEID 3626).

4. Financial Appraisal

The total cost of the 3 year project is £200,000. The Welsh Government's Rural Development Plan programme has awarded the project £150,000 (75% of total project costs).

Consequently, there is a financial implication to the Council of £50,000 over the duration of the project which will be met from existing budgets. Please refer to Appendix 3.

5. Equality Impact Assessment

There is no equality impacts associated with this report.

6. Workforce Impacts

The proposal will have a positive impact on the workforce as the post will be advertised following the Council's usual recruitment process which gives priority to "at risk" employees.

7. Legal Impacts

There are no legal impacts associated with this report.

8. Consultation

There is no requirement under the Constitution for external consultation on this item.

9. Recommendation

It is **RECOMMENDED** that Members **APPROVE** the establishment of the post of Business Development Officer (Tourism) at a Grade 8 (37 hours per week).

FOR DECISION

Implementation of Decision

The decision is proposed for immediate implementation.

Appendices

Appendix 1 – Financial Appraisal

Appendix 2 – Existing Structure

Appendix 3 – Proposed Structure

List of Background Papers

None

Officer Contacts

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APPENDIX 1

FINANCIAL APPRAISAL – Business Development officer (Tourism)

POST	PROPOSED CHANGE (New Post/ Delete/ Re-grade)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	Min	Max
Business Development Officer (Tourism)	New Post	N/A	APT&C Grade 8	27,000	30,000
		On costs		9,000	10,000
		Total		37,000	40,000

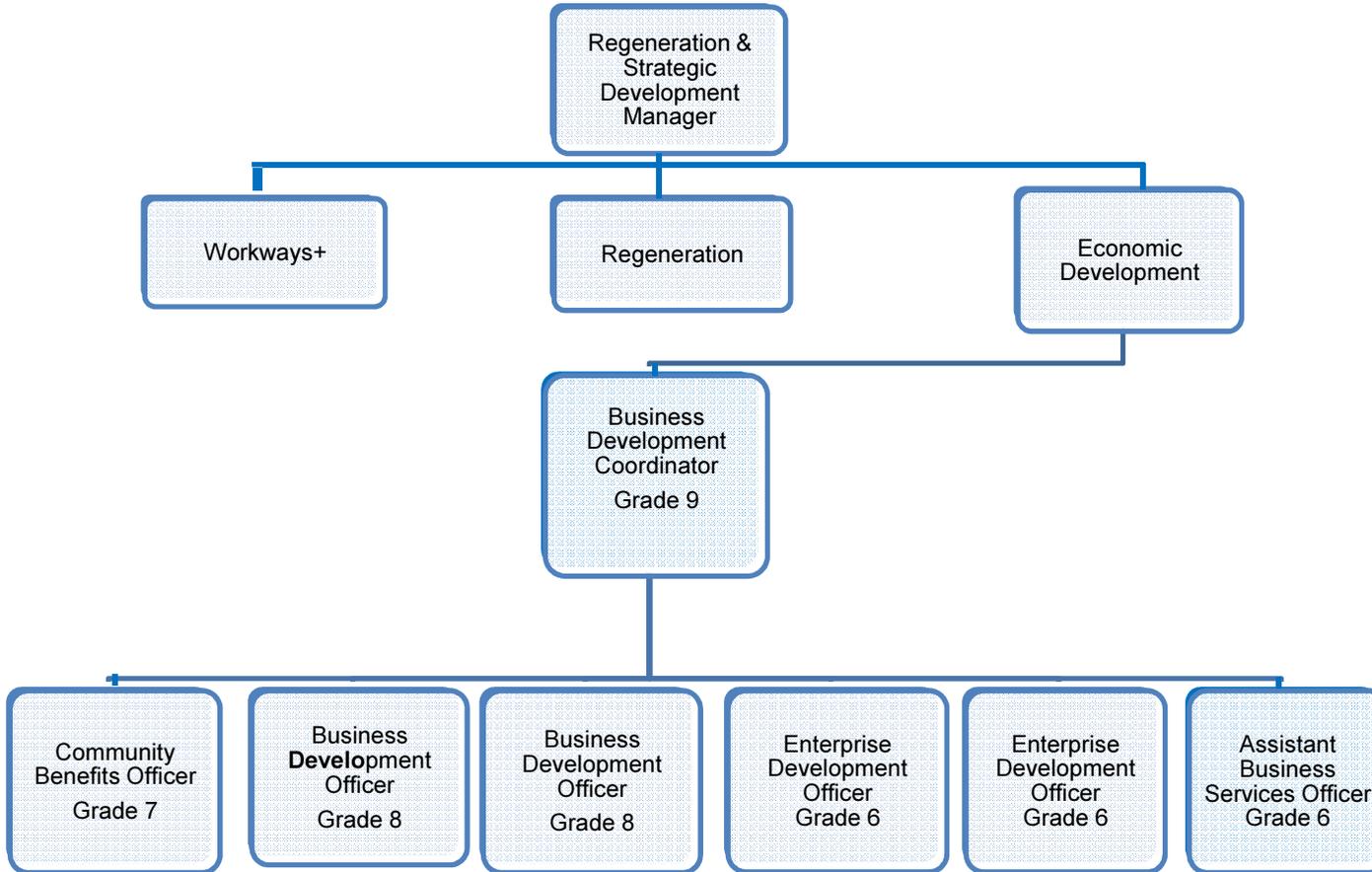
FUNDING BREAKDOWN 2016/17

	£	£
Funding of Costs	Min	Max
External Funding		
Welsh Government Rural Development Plan funding	27,750	30,000
Internal Funding		
Existing Budget Allocation	9,250	10,000
	_____	_____
Total Costs	37,000	40,000
	_____	_____

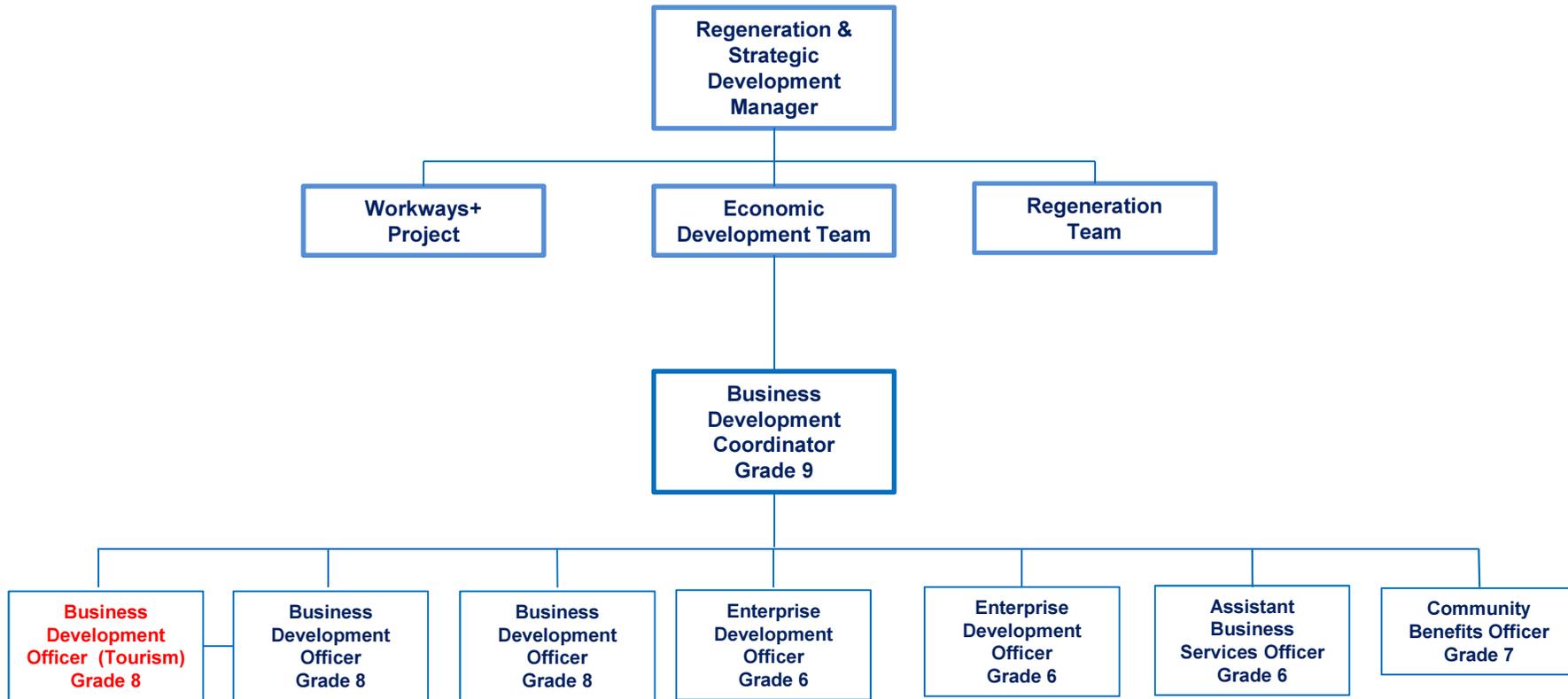
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Appendix 2

**Regeneration & Economic Development Team
Existing Structure**



**Regeneration & Economic Development Team
Proposed New Structure**



NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

4th April 2016

Report of the Head of Children's Service - Andrew Jarrett

Wards Affected: All wards.

Matter for Decision:

To establish an additional Independent Reviewing Officer post in the Conference and Review Team.

1. Purpose of the Report

The purpose of this report is for members to approve the establishment of an Independent Reviewing Officer (IRO) post, Grade 10, 37 hours per week within the Conference and Review Service.

2. Background

Approval was given at Personnel Committee on 28th July 2014 when the structure for Children and Young People's Services was approved, to allow flexibility within the structure to allow the service to recruit Social Workers, Consultant Social Workers and IROs at Grades 8, 9 or 10 in order to ensure the service is flexible to meet the demands whilst continuing to improve.

The Conference and Review Service is currently staffed by 11 Independent Reviewing Officers across Neath Port Talbot. The IRO is clearly defined in statute and their role and function has been commented on in detail in the Family Justice Review published in Nov 2011.

Family Law Review.” Out of the children who chose where they thought IRO’s should work the clear majority view was that in future the IRO should carry on working for the Local Authority.”

3.1.15. “We do share the concern that IRO workloads may sometimes be too high in some Local Authorities. We recommend that Local Authorities should review the operation of their service to ensure it is effective. In particular they should ensure that they are adhering to guidance regarding caseload.”

“Revised guidance for IRO’s in England emphasises and strengthens the function of dispute resolution and escalation that should exist within an authority. The formal referral mechanism is one only to be used by exception and the threat is often effective without use .The figures published in this review suggest that the informal route is used as helping to resolve issues without court action. That said the work of the IRO and their impact needs to be more clearly seen and understood.’

Statutory guidance produced for England “The IRO Handbook 2009” is not fully adhered to or officially adopted by Wales, but the broad guidelines are being advised to be noted. The Family Law review is using these guidelines as a benchmark. The caseloads for the IRO in that statutory guidance, are as follows:

Page 49 7.15

“It is estimated that 50 – 70 looked after children for the equivalent of one full time IRO. This range should reflect the diversity and complexity of cases across local authorities. IRO’s are in the front line of ensuring that the Local Authority acts as a responsible and conscientious corporate parent for the children it looks after.”

The IRO’S in Neath Port Talbot are currently holding between 63 - 73 cases each. These cases require the facilitation of child protection conferences, LAC (Looked After Children), Respite and

Adoption reviews. The IRO in Neath Port Talbot is responsible for children across the spectrum of disability, learning difficulty, children with mental health difficulties, child protection, and those children in the court arena of care proceedings and adoption. Their knowledge and skill base is vast and the role is complex. Further duties are now expected in terms of pathway planning and this means that to effectively manage these duties one more IRO will be needed.

Pathway Planning:

The young person's Independent Reviewing Officer (IRO) has a crucial role in making sure that a young person's views are taken into account in planning for transition from care. Before any move can take place, there must be a statutory review meeting, chaired by the IRO, to evaluate the assessment of the young person's readiness and preparation for any move. No young person should be made to feel that they should 'leave care' before they are ready.

The young person, the professionals responsible for contributing to the young person's care and support plan and pathway plan, and the review must all agree that the young person has developed the skills necessary to manage any transition to more 'independent living' where less support will be provided. Local Authorities must ensure that each care leaver is provided with appropriate leaving care support, and that the young person's needs for care and support are subject to on-going assessment and review. 'Social Services and Well-being (Wales) Act Guidance (draft)'

House of Lords rulings are clear that the Pathway Plan must be formulated and reviewed by a qualified Social Worker (Caerphilly and Lambeth rulings)

This is extremely significant, as relevant and former relevant children are, as a general rule, not provided with a social worker. While this judgment does not require local authorities to allocate a social worker to be in regular contact with such young people, it does require a qualified social worker to be brought in with regard to every review and to monitor and oversee all Pathway Plans.

This should act as a procedural check to ensure that all Pathway

Plans are properly reviewed at least every six months and to make sure that service provision of children in and leaving care is prioritized as opposed to being placed at the bottom of the pile. (Family Law Week, 2010)

Good practice guidance recognises that it would also be inappropriate for the management team of Route 16 to oversee the review and development of the Pathway Plans, given that they are responsible for the oversight of the team budget and have direct supervisory oversight of the allocated workers. The Social Services and Well-being (Wales) Act Guidance (draft) highlight that these responsibilities are not compatible with an effective reviewing process.

There are specific categories of persons that the local authority may not appoint to carry out the IRO function. These are:

- a person involved in preparing the child's care and support plan or the management of the child's case
- the child's social worker or personal adviser
- the representative of the local authority appointed to visit the child
- a person with management responsibilities for any of the above
- a person with control over the resources allocated to the case. (Social Services and Well-being (Wales) Act Guidance (draft)).

Given the above it is recognised good practice for there to be independent oversight of each Pathway Plan review up to the point where the young person ceases to receive a service from the Children's Directorate of the Local Authority. This will ensure that the Local Authority is meeting their responsibility towards this vulnerable and high need group of young people as they transition into adulthood and independence. The Social Services and Well-Being (Wales) Act clearly lays out the legal requirement for a robust Pathway Plan review process to be in place in line with an agreed policy.

In some other Welsh Local Authorities, it is standard practice for Independent Reviewing Officers to be responsible for the oversight of Pathway Plans for young people leaving care. Where this is not

the case, the Local Authority has a designated worker in place to provide independent oversight.

Local Authority	Review Process
Torfaen	IRO
Pembrokeshire	IRO
Bridgend	IRO
Ceredigion	IRO
Cardiff	IRO
Wrexham	Dedicated Social Worker or Young Person
Denbighshire	Complex or high finance cases – IRO Other 18 +– Dedicated Practice Leader
Monmouthshire	Dedicated Social Worker
Merthyr	IRO

Number of Eligible, Relevant and Former Relevant as of 24th February 2016

	31.03.11	31.03.12	31.03.13	31.03.14	18.08.15	24.02.16
Eligible	0	0	12	59	64	53
Relevant	23	22	25	25	22	19
Former Relevant	212	216	223	232	242	255
Total	235	238	260	316	328	327

Please note that the number of former relevant young people listed currently includes young people who are qualifying under Section 24, and those who are open with minimum support due to Special Guardianship Order (SGO) or post 21 years old due to continuing financial support in respect of their education. It also includes those young people who are entitled to re-engage with the service under Re-Connect to Care should they commence an education or training course prior to their 25th birthday.

The actual number of relevant and former young people who require Pathway Plan reviews at this current time is 120.

The Conference and Review Service need to begin undertaking reviews for relevant and former relevant young people without further delay. In order to achieve this staffing capacity needs to increase. Based on the amount of Pathway Plan Reviews that currently need to take place and current staff caseloads the Conference and Review Service would require a further 1.5 IRO's to take this forward. In the first instance it is proposed that the team is increased by 1 full time member of staff.

For eligible young people coming through the service the review process should simply continue unheeded past the point where they leave care and until they are no longer provided a service by Route 16, or until they formally request that the process ceases as

outlined above. Reviews should continue to be scheduled at a minimum of every six months.

3. Financial Impact

As mentioned above, approval was given at Personnel Committee on 28th July 2014 that there is flexibility within the structure and budget to allow the service to recruit Social Workers, Consultant Social Workers and IROs at Grades 8, 9 or 10. Therefore as a social worker in the service is retiring, this post will be re-designated as an IRO post. The additional amount will be met from within the existing staff budget for CYPS so no additional funding is required.

4. Equality Impact Assessment

The Equality Impact Assessment Screening Form has been completed in order to comply with the Authority's Public Sector Equality Duty. This screening has assessed that a full Equality Impact Assessment is not deemed necessary.

5. Workforce Impacts

The workforce implications arising from this proposal is that an IRO post will be advertised following the Council's usual recruitment and selection practices.

6. Legal Impacts

Under current legislation, the Pathway Plan should be reviewed at a minimum of six monthly periods until the involvement of the Local Authority ceases (at 21 years old or up to 25 years old, dependent upon the young person's engagement with education and training).

At present there is no formal Pathway Plan review process in place in Neath Port Talbot for young people who have left care and

continue to have a service from Route 16 as relevant or former relevant under the Children (Leaving Care) Act 2000.

Local Authorities must ensure that each care leaver is provided with the appropriate leaving care support, and that the young person's needs for care and support are subject to ongoing assessment and review. Social Services and Well-Being (Wales) Act.

7. Risk Management

At present there is no formal Pathway Plan Review process in place in Neath Port Talbot. This not only falls short of the legal requirements it places the most vulnerable and high need group of young people as they transition into adulthood and independence at risk of failing to reach their full potential.

In the absence of ongoing assessment and reviews there is no efficient monitoring taking place. This could potentially disadvantage the young person in Neath Port Talbot eligible for the service in ensuring that appropriate leaving care support is being provided, in order to meet the individual's needs to afford them the maximum opportunities to ultimately promote their independence.

8. Consultation

There is no requirement for public consultation on this proposal.

9. Recommendations

It is recommended that Members approve the establishment of an Independent Reviewing Officer post, Grade 10, 37 hours per week within the Conference and Review Service.

FOR DECISION.

10. Reasons for Proposed Decision

The additional post will ensure that the Local Authority will be able to execute their responsibilities towards a vulnerable and high need group of young people as they transition into adulthood and independence post 18 years of age.

It will also ensure that Neath Port Talbot can satisfy the legal requirement for a robust Pathway Plan review process to be in place in line with an agreed policy as per The Social Services Well-Being (Wales) Act.

In addition to this, given the recommendations of the Family Law review, the implementation of the Social Services and Well-being Act, and the need to commence pathway planning, I suggest that these legislative drivers, alongside the anticipated projected increase in need for services in Wales and the number of Pathway Plans, we will need to undertake and evidence as a Local Authority. Furthermore without this post, we will leave some of our children vulnerable, and run the risk of not achieving the best outcomes for children in Neath Port Talbot, who are in receipt of our services.

11. Implementation of Decision

The decision is for immediate implementation.

12. Officer Contact

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Ali Davies Principal Officer 01639 683322
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SET UP COSTS

APPENDIX 1

	This Year (2016/17) £
Costs	
Recruitment Costs	
Accommodation Costs	
Office Costs	
Others	
Total Set Up Costs	_____
	n/a

Funding of Set Up Costs	
Revenue Budget	
Reserves	
Special Grant	
Other (Specify)	
Total Funding of Set Up Costs	_____
	n/a

RECURRING COSTS

	This Year	Maximum
Costs	£'000	£'000
Employee Costs		
- Starting Salary		
- Additional cost at Maximum Salary	Nil	£5,000
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (Tuition Fees)		
Total Recurring Costs	_____	_____
Funding of Recurring Costs		
External Sources		
Specific Grant:		
- staffing costs		
- other		

Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
Internal Sources		
Existing Budget Allocation (CYPS Staffing Budget)	Nil	£5,000
Additional Guideline Allocation		
Other		
<hr/>		
Total Funds Available		

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

4th April 2016

Report of the Head of Service, Children and Young People Services – Andrew Jarrett

Matter for Decision

Wards Affected: All Wards.

Appointment of One Additional Social Worker in the Llangatwg Community Children's Team

1. Purpose of the Report

The purpose of this report is to establish an extra Social Worker post in the Llangatwg Community Children's Team.

This extra post will substantially reduce on-going agency costs and providing long term stability for the Team.

2. Executive Summary

One additional social worker will allow the caseloads of the agency staff to be disseminated more proportionately within the team and not allow for caseloads to become unmanageable. Social workers as a result will be able in the longer term continue to provide good quality assessments and intervention and are afforded more time with the families that they work with. Less experienced staff will be afforded the opportunity to develop and build in confidence. Work related sickness will be minimised as caseloads remain manageable and families will receive consistency through their social worker and their practice.

3. Background

There are 3 agency social workers currently within the team, which cost substantially more than permanent workers, the proposal is to recruit one permanent social worker to replace 3 agency workers. It is proposed that the agency staff will leave the authority by July 2016.

The team receives the highest volume of transfers to its team, where figures show that the team takes 40% of transfers out of the 4 community teams that are within the authority. This has been measured as consistently being the trend for many years.

The team has consistently closed a high volume of cases. However, the amount of cases that transfer to the team is greater than the cases closed. The amount of Public Law Outline (PLO) cases and court cases held within the team is high. The number of inexperienced staff and caseload number places difficulty in allocation of such complex cases.

The team have de-registered a high volume of children from the child protection register between September 2015 to March 2016 however, again the volume of Initial conferences held by the Intake team and transferred to the Llangatwg team is high (up to 2 families per week), not including the number of cases that continue to proceed to conference within its own team. This causes difficulty with the number of cases already held within the team by staff and their experience to manage such cases and complexities given the caseload already held.

Performance management is very good and morale is positive within its team. Caseloads have been reduced however, due to the volume of cases that transfer to the team given the area size it covers, caseloads are unfortunately increasing to figures as previously felt unmanageable and effective work not being

undertaken with children and their families to achieve positive outcomes.

3. Proposal

Having one permanent worker (rather than agency workers) will increase stability within the team and will have a positive impact on morale and motivation as they are less likely to leave at short notice.

One additional social worker will allow the caseloads of the agency staff to be disseminated more proportionately within the team and not allow for caseloads to become unmanageable. Social workers as a result will be able in the longer term continue to provide good quality assessments and intervention and are afforded more time with the families that they work with. Less experienced staff will be afforded the opportunity to develop and build in confidence. Sickness through work will be minimised as caseloads remain manageable and families receive consistency through their social worker and their practice.

Professionals will receive consistency and feel more confident in the team and its decision making due to caseloads being manageable and social workers being afforded the time to actually work their cases.

4. Financial Impact

As the table below demonstrates, recruiting one permanent social worker will save the Service approximately £141,822 this year, please also see financial appraisal in Appendix 1.

Cost of 3 agency workers at £1200 per week for a 48 week year (4 weeks unpaid holiday)	Cost of 1 permanent social worker Grade9 £. Per week
£172,800	£30,372
Saving	£141,822

5. Equality Impact Assessment

An Equality Impact Assessment (EIA) screening form has been completed and a full EIA is not required.

6. Workforce Impacts

This will increase headcount and will have a positive impact on the workforce by reducing the number of agency workers and increasing stability within the team.

7. Legal Impacts

There are no legal impacts.

8. Risk Management

There are no significant risks associated with this proposal.

9. Consultation

There is no requirement under the Constitution for external consultation on this item.

10. Recommendations

It is RECOMMENDED that Members APPROVE the establishment of one extra Social Worker post in the Llangatwg Community Children's Team.

FOR DECISION

11. Reasons for Proposed Decision

Having one permanent worker (rather than agency workers) will increase stability within the team and will have a positive impact on morale and motivation within the team as a whole.

12. Implementation of Decision

This decision is for immediate implementation..

13. Appendices

Appendix 1 – Financial Appraisal

14. List of Background Papers

Equality Impact Assessment Screening Form

15. Officer Contact

Andrew Jarrett, Head of Children and Young People Services

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SET UP COSTS

	<u>This Year</u>	-	-	<u>Comments</u>
	<u>£</u>			
-				
-				
<u>Costs</u>				
Recruitment Costs	-			
Accommodation Costs	-			
Office Costs	-			
Others	-			
Total Set Up Costs	<u>-</u>			
<u>Funding of Set Up Costs</u>				
Revenue Budget				
Reserves				
Special Grant				
Other (Specify)				
Total Funding of Set Up Costs	<u>-</u>			

RECURRING COSTS

	<u>2016-17</u>	-	<u>At Max</u>	
	<u>£</u>		<u>£</u>	
-				
-				
<u>Costs</u>				
Employee Costs (Financial Appraisal Statement)	-		-	
> Starting Salary	40,900		40,900	
> Additional cost at Maximum Salary			5,100	
Accommodation Running Costs			-	
IT Annual Costs			-	
Other Running Costs (specify)	600		600	<i>mobile phone & travel</i>
Total Recurring Costs	<u>41,500</u>		<u>46,600</u>	

Funding of Recurring Costs

External Sources

Specific Grant:

- staffing costs

- other

Funding from External Agencies

Service Level Agreement

Other (specify)

Internal Sources

HRA

Existing Budget Allocation	41,500	46,600
Additional Guideline Allocation		
Other (specify)		
Total Funding Available	41,500	46,600

The cost of the new post will be met by a virement from the CYPS agency budget.

Refer to this statement in the report's section on Financial Appraisal.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

4th April 2016

Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: all wards

Local Government Pay 2016 - Update

1. Purpose of Report

The purpose of this report is to update Members in relation to national pay negotiations for Local Government Services Pay 2016.

2. Updated Position

Following the Employers' Side final pay offer which was reported to this Committee on 11th January 2016, GMB members have voted to accept the pay offer, however both UNISON and UNITE have rejected the offer.

The Joint Trade Union Side met on 18th March 2016 to consider the next steps given the different outcomes of their pay ballots and they were unable to agree a joint position.

The National Employers are next meeting on 1st April 2016 and following this a further update will be provided.

3. Recommendation

It is **RECOMMENDED** that this report be **NOTED**.

FOR INFORMATION.

4. Officer contact

Sheenagh Rees – Head of Human Resources

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5. Appendices

None

6. List of Background Papers

None

By virtue of paragraph(s) 15 of Part 4 of Schedule 12A of the Local Government Act 1972.

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By virtue of paragraph(s) 15 of Part 4 of Schedule 12A of the Local Government Act 1972.

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