



Board of Governors of the City of London School for Girls

Date: THURSDAY, 6 FEBRUARY 2014

Time: 11.30 am

Venue: CITY OF LONDON GIRL'S SCHOOL - ST GILES TERRACE, BARBICAN,
EC2Y 8BB

Members:

Sir Michael Snyder (Chairman)	Tom Hoffman
Clare James (Deputy Chairman)	Alderman Vincent Keaveny
Professor John Betteridge (co-opted)	Sylvia Moys
Nigel Challis	Henrika Priest
Dennis Cotgrove	Deputy Richard Regan
Deputy Billy Dove	Mary Robey (co-opted)
Revd Dr Martin Dudley	Virginia Rounding
Stuart Fraser (ex-officio)	Richard Sermon (co-opted)
Alderman David Graves	Deputy Dr Giles Shilson, (ex-officio)

Enquiries: Gemma Stokley
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Lunch will be served at the conclusion of the Board meeting

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 14 November 2013.

For Decision
(Pages 1 - 4)

4. **SCHEME OF DELEGATIONS**

Report of the Town Clerk.

For Decision
(Pages 5 - 12)

5. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls (copy attached).

For Information
(Pages 13 - 18)

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

8. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

9. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 14 November 2013.

For Decision
(Pages 19 - 24)

10. **PRESENTATION FROM HEAD OF CAREERS**

The Head of Careers, City of London School for Girls, will deliver a presentation to Governors on areas such as university preparation and work experience.

For Information

11. **PRESENTATION FROM THE PREMISES MANAGER**

The Premises Manager, City of London School for Girls, will deliver a presentation to Governors on premises management under the City Surveyor's Department's revised structure.

For Information

12. **CITY OF LONDON SCHOOL FOR GIRLS ACCOMMODATION PROJECT -
ADDITIONAL CONSTRUCTION COSTS: REQUEST FOR APPROVAL**

Report of the City Surveyor.

For Decision
(Pages 25 - 26)

13. **NON-PUBLIC REPORT OF THE HEADMISTRESS**

Non-public report of the Headmistress of the City of London School for Girls.

For Information
(Pages 27 - 48)

14. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE
BOARD**

15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND
WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC
ARE EXCLUDED**

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Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS Thursday, 14 November 2013

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Room - 2nd Floor West Wing, Guildhall on Thursday, 14 November 2013 at 11.00 am

Present

Members:

Sir Michael Snyder (Chairman)
Clare James (Deputy Chairman)
Ray Catt
Nigel Challis
Deputy Billy Dove
Revd Dr Martin Dudley

Alderman David Graves
Tom Hoffman
Alderman Vincent Keaveny
Sylvia Moys
Virginia Rounding

Officers:

Gemma Stokley
Daniel Hooper
Steven Reynolds
Sarah Port
Sarah Hall
Diana Vernon

Ned Yorke
Ena Harrop

David Libby

- Town Clerk's Department
- Town Clerk's Department
- Chamberlain's Department
- Chamberlain's Department
- City Surveyor's Department
- Headmistress, City of London School for Girls
- Bursar, City of London School for Girls
- Director of Studies, City of London School for Girls
- Director of IT, City of London School for Girls

The Chairman opened the meeting by welcoming Alderman Keaveny to his first meeting of the Board.

1. **APOLOGIES**

Apologies for absence were received from Professor John Betteridge (co-opted), Stuart Fraser (ex-officio), Henrika Priest, Mary Robey (co-opted), Richard Sermon (co-opted) and Deputy Dr Giles Shilson (ex-officio).

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **MINUTES**

The public minutes and summary of the meeting held on 8 October 2013 were considered and approved as a correct record.

4. **REVIEW OF TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**
The Board considered a report of the Town Clerk requesting that Governors review the Board's Terms of Reference and Frequency of Meetings.

The Board commented that they were content with their current frequency of meetings.

RESOLVED – That, the terms of reference of the Board of Governors of the City of London School for Girls are approved for submission to the Court of Common Council in May 2014.

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were no urgent, additional items of business for consideration.

7. **EXCLUSION OF THE PUBLIC**
RESOLVED: - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

<u>Item No.</u>	<u>Exempt Paragraph(s)</u>
8	1, 2, 3 & 4
9	2, 3 & 4
10	1, 3 & 4
11	1 & 3
12	3
13	2, 3 & 4
14	-
15	-

8. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 8 October 2013 were considered and approved as a correct record.

9. **PRESENTATION FROM THE DIRECTOR OF IT**
David Libby, Director of IT, was heard with regard to the School's 'Ten Year Plan' for its IT Department.

10. **REPAIRS, MAINTENANCE, IMPROVEMENTS AND MAJOR WORKS FUND**
The Board considered and approved a joint report of the Chamberlain, the Headmistress and the City Surveyor providing an updated projection of the cost of works to be met from the Repairs, Maintenance, Improvements and Major Works Fund over the next 21 years.

11. **REVENUE BUDGETS 2013/14 AND 2014/15**

The Board considered and approved a joint report of the Chamberlain and the Headmistress presenting the proposed 2014/15 revenue budget for review and subsequent submission to the Finance Committee.

12. **CITY OF LONDON SCHOOL FOR GIRLS: GYMNASIUM ACCOMMODATION - DETAILED OPTIONS APPRAISAL**

The Board considered and approved a joint report of the Headmistress and the City Surveyor regarding the creation of additional floor space for the School's Gymnasium.

13. **TEACHING STAFF PAY CLAIM 2013**

The Board received a report of the Director of Human Resources regarding the Teaching Staff Pay Claim 2013.

14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions in the non-public session.

15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Matters concerning the Good Schools' Guide, and the Chairman's 2014 Dinner were raised.

The meeting ended at 12.10 pm

Chairman

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Agenda Item 4

Committee: Board of Governors of the City of London School for Girls	Date: 6 February 2014
Subject: Corporate Governance – Scheme of Delegations and Standing Orders	Public
Report of: Town Clerk	For Decision
Summary	
<p>As part of the City Corporation's arrangements for ensuring good governance the Scheme of Delegations to Chief Officers has been reviewed and a number of changes have been proposed. The changes, which principally reflect changes to legislation and previously agreed City Corporation's policies, are due to be considered by Policy and Resources Committee on 23 January 2014 before being submitted to the Court of Common Council.</p> <p>The Policy Committee is responsible for the review and for the co-ordination of the City Corporation's governance arrangements. The Committee will therefore be considering the Scheme in its entirety including the general framework and conditions of the delegations and an amendment to Standing Orders which relate to the declaration of operation property assets which are surplus to requirements.</p> <p>All service committees/boards are required to consider those elements for which they have responsibility. A copy of the revised section(s) applicable to this Board is attached as an appendix to this report for your consideration.</p>	
Recommendations	
<ol style="list-style-type: none">1. Subject to the approval of the Policy and Resources Committee of the overall Scheme of Delegation, the delegations relating to the Headmistress of the City of London School for Girls as set out in the appendix to this report be approved; and2. Governors note the proposed amendment to Standing Orders relating to the declaration of operation property assets which are surplus to requirements.	

Main Report

Background

1. As a corporate body all decisions are vested in the Court of Common Council. To facilitate the administration of the City Corporation's many and complex functions, the Court delegates the majority of its functions to its committees/boards and officers. The committee terms of reference set out the functions delegated to committees whilst the Scheme of Delegations sets out those functions which have been delegated to officers.

Scheme of Delegations

2. The Scheme of Delegations has recently been reviewed and a number of changes are proposed which on the whole reflect changing legislation, amendments to corporate policy and operational needs. A copy of the revised Chief Officer(s) delegations relevant to this Committee is attached as an appendix to this report. Whilst none of the changes involve a significant new delegation of powers, where new powers are proposed for delegation, these have been highlighted.
3. A full copy of the Scheme is available for Members to view in the Members' Reading Room and is also available on request.
4. City Schools
The powers of the Head Teacher of the City of London's Freeman's School have been brought into line with those of the other two City Schools. Various changes have also been made to update the delegations in line with corporate policy.
5. The Policy and Resources Committee are responsible for the review and co-ordination of the City Corporation's governance arrangements which includes amongst other things, committees and Standing Orders.

Standing Orders – Declaring Assets Surplus

6. The drive for efficiency savings including the Corporate Asset Realisation Programme and the more recent Service Based Reviews have highlighted the need for the City to more effectively identify those assets which are surplus to departmental need so they can be considered for alternative uses or disposal.
7. Whilst there are a number of officer groups considering the efficient and effective use of assets and resources it is felt that their work would be assisted by a change to Standing Orders which would formalise the process for Chief Officers and Committees identifying assets as surplus. It should be noted that prior to the approval of the Court, the Policy and Resources Committee is being asked to consider adding the following with regard to this.

Standing Order No 55 - Identification of Property Assets Surplus to Departmental Requirements

(1) Committees are required to consider the effective and efficient use of all operational property assets. This will be monitored by the Corporate Asset Sub Committee

(2) Where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Corporate Asset Sub Committee. This does not apply where letting are an integral part of the service e.g. market or housing tenancies

Corporate & Strategic Implications

8. The proposed changes to the Scheme of Delegations and Standing Orders are intended to support the effective governance of the City of London and ensure that decision making is effective and transparent.

- Appendix 1 – Revision(s) to Scheme of Delegations relevant to this Board.

Angela Roach

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HEAD TEACHER, CITY OF LONDON SCHOOL FOR GIRLS

The following matters are delegated to the Head Teacher.

Operational

1. The letting of school premises in consultation with the City Surveyor.

HR

2. In relation to Teaching Staff:

Creation of Posts

- (a) to make appointments below the level of Head of Department, provided that they are funded from the approved budget and adhere to City of London Corporation salary structure, terms and conditions for teachers. **To be reported to Board of Governors;**
- (b) to approve additional responsibilities, provided that they are funded from the approved budget. **To be reported to Board of Governors.**

Appointments

- (c) to appoint the Director of Studies, with final selection in consultation with the Chairman and Deputy Chairman of the **Board of Governors;**
- (d) to appoint Heads of Departments and Teachers;
- (e) to approve overlapping of employment in a post, provided it can be funded from approved budget;
- (e) to appoint casual agency staff and temporary staff for up to one year, subject to adequate provision within the temporary staffing contingency fund;
- (e) to permit the extension of posts and employment contracts of administrative/support staff, provided funding is met from the approved budget, in consultation with the Director of HR and the Pay Office. **To be reported to Board of Governors.**

Employment policies, procedures and contracts

- (f) to issue to teachers – in consultation with the Director of HR;
- (g) to issue to administrative/support staff, subject to consultation with HR and recognised Unions.

Salary Structure and Increases

- (h) to approve responsibility allowances, provided can be funded from approved budget. **To be reported to Board of Governors;**
- (i) to approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are

demonstrable problems in recruitment or retention for a particular teaching post).
To be reported to Board of Governors.

Payments

- (j) to approve extensions of payments beyond 26 weeks and up to 52 weeks, in consultation with the Director of HR;
- (k) to approve payment of the Lump Sum Allowance for Newly Qualified Teachers, in accordance with the policy approved by Establishment Committee.

Leave of Absence

- (l) to approve paid work during term-time, in accordance with policy agreed by **Board of Governors**;
- (m) to approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget;
- (n) to approve compassionate leave with pay for between 1-5 working days, in accordance with the policy agreed by Establishment Committee;
- (o) to approve compassionate leave with pay for between 6-10 working days, in consultation with the Director of HR.

Termination of Employment

- (p) to give notice of redundancy in consultation with HR and adherence to City of London Corporation policy on teacher redundancy. **Report to Board of Governors and Establishment Committee**;
- (q) to approve voluntary early retirements without enhancement and not due to redundancy or in the interests of efficiency, subject to consultation with the Director of HR and approval of Teachers Pensions;
- (r) to approve early retirements on the grounds of ill health where supported by the Occupational Health Manager, subject to consultation with the Director of HR.

Dismissal

- (s) to dismiss the Director of Studies, in consultation with the Chairman and Deputy Chairman of the **Board of Governors** and the Director of HR;
- (t) to dismiss Heads of Department, Teachers and administrative/support staff, following consultation with the Director of HR.

Suspension

- (u) to suspend the Director of Studies, in consultation with the Chairman and Deputy Chairman of the **Board of Governors** and the Director of HR;
- (v) to suspend Heads of Department, Teachers and administrative/support staff, following consultation with the Director of HR.

3. In relation to Administrative Staff:(a) to approve dismissal only following consultation with the Director of HR;
- (b) to approve suspension, following consultation with the Director of HR.

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Agenda Item 5

Committee: Board of Governors of the City of London School for Girls	Date: 6 th February 2014
Report of: The Headmistress	Public For Information

Forthcoming Events for Remainder of Spring Term

1. 12th February Sing and Swing Concert
- 13th February Biennial Careers Convention Years 9-13
- 17th-21st February Half Term
- 25th February Comedy Charity Event
- 27th February Year 13 Parents' Evening
- 3rd & 4th March Hamlet Performance (a student led production)
- 5th March Year 8 Parents' Evening
- 6th March 6th Form Bursary Concert
- 7th March Staff INSET - School Opens at 10.30am
- 11th March Prep Parents' Evening
- 11th & 12th March Die Fledermaus Performance (a student led production)
- 13th March Prep Parents' Breakfast and Poetry Performance
- 18th March Head Girl Hustings'
- 18th March Joint Concert with CLS at CLS
- 19th March Prep Spring Concert and Art Exhibition
- 20th March Prep Parents' Evening
- 20th March Mission Charity Evening Event
- 20th & 21st March AS/A2 Controlled Music Assessments
- 21st & 24th March GCSE Art
- 24th-27th March Year 11 GCSE Practical Drama Exams
- 26th March Chairman's Dinner and Farewell to DV
- 28th March Term Ends

Educational Visits

2. 1st-15th February Year 9 de la Salle Immersion Exchange
- 10th-13th February U2 French Trip
- 11th-13th February CERN Trip
- 13th-16th February Classics and Geography Study Tour of Naples
- 13th-19th February Year 12 Seville Trip
- 14th-22nd February Ski Trip to Canada
- 3rd-6th March L2 Grove Trip
- 10th March Prep Trip to Cadogan Hall
- 11th March Year 8 Trip to Hampton Court
- 13th March Year 13 English Literature Students' Trip to the British Library
- 15th-29th March Year 9 de la Salle Immersion Exchange
- 20th March Year 9 Trip to the Black Country Museum
- 30th March – 6th April China Trip
- 29th April 6th Form Theatre Club Trip – to see the Three Sisters'

30 th April	L2 Trip to the Ragged School Museum
6 th May	Year 11 Evening Theatre Trip – to see a View from the
Bridge	
8 th May	L2 Golden Hinde Overnight Trip
8 th May	Year 10 Evening Theatre Trip – to see a View from the
Bridge	
13 th June	Year 10 Higher Education Access Day, SussexUniversity
20 th -24 th June	Year 8 Normandy Trip
24 th June	Year 10 Away Day
28 th June - 3 rd July	Year 12 Biology Field Trip

Governors' Visiting Days

3. The School is always delighted to welcome Governors to spend a day in school either attending lessons in a specific subject or else shadowing a particular year group.

Any Governors who would like to make a visit are asked to contact the Deputy Head at the school to discuss possible dates and the programme that would interest them.

Health & Safety

4. An emergency evacuation bomb drill took place on the 17th January and an emergency fire drill took place the 4th February.

There have been 5 reportable incidents during the period of 30th September to 14th January 2014.

- A head injury caused by a ball in a basketball lesson - the pupil was sent to Moorfields hospital and was given the all clear.
- An incident where a girl got her hand caught in a school window and caused a deep laceration, the pupil was check at St Barts Minor injuries unit and the window was deemed safe by the Premises Manager.
- A pupil was hit in a PE lesson with a ball; the force of the accident broke her glasses and caused her to have a head injury. Child sustained concussion 3 days afterwards and was treated in hospital.
- A broken ankle at a netball tournament which was treated by first aiders from the PE department. Child was taken to A&E by her parents.
- An injury to a pupil's knee after a simple fall in the playground during a PE lesson. Pupil required 5 stitches at the local minor injuries unit.

The minutes of the Health and Safety Committee meeting held on 7th January 2014 are at Annex A.

Lettings

- | | | | |
|----|---------------------------|--|-----------------------|
| 5. | Barbican Association | 21 st January | Main Hall |
| | Crossrail | 9 th April | Committee Rail |
| | Girls School Association | 19 th March | Main Hall |
| | Guild of Scholars | 1 st April | Committee Room |
| | London Philharmonic Choir | 19 th , 23 rd and 30 th April | Main Hall/New Hall |
| | London Symphony Chorus | 9 th , 11 th , 31 st January, 6 th , 11 th , 18 th ,
20 th February, 6 th , 11 th and 23 rd | Main Hall or New Hall |

	March	
The Philharmonia Chorus	18 th March	Main Hall
The Voice Festival	8 th and 9 th March	Main Hall

Regular Hirers

Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Global Harvesters Fellowship	Every Sunday	Main Hall/New Hall
Go Mammouth	Every Monday-Thursday Evenings	Gymnasium
Nanuk Swimming	Every Thursday and Saturday	Swimming Pool
Otter Swimming Club	Every Wednesday	Swimming Pool
Royal Choral Society	Every Monday	Main Hall
Tri for Fitness	Every Monday and Tuesday	Swimming Pool

6. Building Projects

a. Main Hall (Colton) Extension

Further delay to the project has been caused as a result of discharge of waste into the working area at the end of last term. However, adjustments have been made to the programme to allow important school events, including examinations to take place as planned. The extension will be taken into full use on our return from half-term, with just the final permanent roof glazing to be installed over the Easter Holiday.

b. Gymnasium

The application for Planning Permission and Listed Building Consent process continues with completion expected by the end of March. Details of the project were notified to residents at the end of last term and a consultation meeting has been arranged for the 30th January.

List of Annexes:

Annex A: Health and Safety Minutes

Background Papers:
None

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City of London School for Girls
Health & Safety Committee Minutes
Meeting Held on Tuesday 7th January 2014

Present: Jason Valentine (H&S Coordinator), James Cunningham, Andrew Douglas, Ena Harrop, Jane Rogers, Ann McLean, Jane Curtis, Maggie Donnelly, Caroline Cole, Emily Herbert, Ellie Perkins, David Libby, Andy Hill, Geraldine Walshe, Kirsty Packer, Adam Stylianou, Vicky Pyke (Secretary)

In Attendance: Diana Vernon, Mary Robey

Apologies

Ned Yorke (Chairman)

JV welcomed James Cunningham representing the Property Facilities Managers Department who is replacing Peter Moore on the Health and Safety Committee. JV also thanked Peter Moore for his services on the committee.

Item 1 Previous Minutes

Minutes of the Monday 2nd September were approved.

Item 2 Matters Arising

a. Item 1 – D Floor Music Cabinets

JV advised that these had arrived and are now in place.

b. Item 2 – Fire Plan

JV advised that this is ongoing.

Item 3 – Health and Safety Assurance Inspections 2013 Update and 2014 Dates

JV advised that all Assurance Inspections for 2013 were all up to date and completed and the first Inspection for 2014 is Friday 17th January. Further dates to be listed shortly.

Item 4 – Oxford Safety Risk Management Inspection – Progress Report

- JV thanked all those who spent time with Joan Stevenson from Oxford Safety Management.
- JV advised that all departments had returned completions on the red high priority items.
- JV advised that returns for the amber items are due by the end of February.
- MD advised that ear protection for music peri staff should be provided and asked JV if she could go ahead and purchase. JV advised that this was ok.

MD

Item 5 - Management of Health and Safety in Schools Policy

JV advised that the policy has been reformatted slightly and asked for approval to put forward to the Board of Governors – Approval given.
 JV advised that CLSG, CLS and Freemans in association with CoL Health and Safety Department will get together to draft a common Health and Safety in Schools Management Plan later in the year to comply with the CoL.

Item 6 – Work Experience Policy

- JV advised that EP had been asked to draft a new Work Experience Policy.
- EP gave out hard copies of the policy and gave a brief outline of how it is to be completed and stored on the schools database.
- EP pointed out that one of the key issues was that we should be having staff visiting work experience placements and that checks should be in place to make sure students were in a safe environment.
- AM asked EP how this would work. EP advised that all Year 11 teachers would be required to visit work placements in the free periods where they would normally teach year 11 students.
- MR asked if this exercise had been costed. DV advised not yet as it isn't known where all the work placements will be, but advised that no one would be out of pocket and that the school would cover any expense.
- EP advised that forms should be completed for all work experience placements done through the school unless placements are organised by the students themselves in their own time.
- AM asked if there were guidelines for staff for when they visit placements. EP advised that there were but that she was still in the process of writing these up.

EP

Item 7 – Any Other Business

JV advised that there will be a fire and bomb drill later this half term
 JV welcomed Adam Stylianou (Head of Chemistry) to the Committee.

Item 8 – Next Meeting

Wednesday 23rd April

Agenda Item 9

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 10

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of the Local Government Act 1972.

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Agenda Item 11

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of the Local Government Act 1972.

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Agenda Item 12

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Agenda Item 13

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