



Board of Governors of the City of London Freemen's School

Date: MONDAY, 27 NOVEMBER 2017
Time: 11.00 am
Venue: CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY,
KT21 1ET

Members:

Deputy Roger Chadwick (Chairman)	Andrew McMillan
Deputy Philip Woodhouse (Deputy Chairman)	Hugh Morris
Stuart Fraser	Graham Packham
Deputy John Bennett	Deputy Elizabeth Rogula
Nicholas Goddard	Councillor Chris Townsend
Brian Harris	Alderman Dame Fiona Woolf
Michael Hudson	Gillian Yarrow
Alderman Alastair King	Deputy Clare James (Ex-Officio Member)
Vivienne Littlechild	Ian Seaton (Ex-Officio Member)

Enquiries: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

Lunch will be available on the rising of the Board.

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 25 September 2017.

For Decision
(Pages 1 - 8)
4. **DRAFT MINUTES OF THE ACADEMIC AND PERSONNEL SUB COMMITTEE**
To receive the draft minutes of the Academic and Personnel sub committee meeting held on 16 October 2017.

For Information
(Pages 9 - 12)
5. **DRAFT MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE**
To receive the draft minutes of the Finance, General Purposes and Estates sub committee meeting held on 16 October 2017.

For Information
(Pages 13 - 16)
6. **PRESENTATION - BOARDING AT CITY OF LONDON FREEMEN'S SCHOOL**
The Head of Boarding and Co-curricular to be heard.

For Information
7. **CONFIRMATION OF SUB-COMMITTEES AND FOCUS GROUPS**
Report of the Town Clerk.

For Decision
(Pages 17 - 22)
8. **DATA PROTECTION/GENERAL DATA PROTECTION REGULATION UPDATE**
Report of the Headmaster.

For Information
(Pages 23 - 24)

9. **DESIGNATED OFFICER ANNUAL REPORT FOR 2016 TO 2017**

Report of the Director of Community and Children's Services.

For Information

(Pages 25 - 40)

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

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

12. **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

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 25 September 2017.

For Decision

(Pages 41 - 50)

14. **DRAFT NON-PUBLIC MINUTES OF THE AUDIT AND PERSONNEL SUB COMMITTEE**

To receive the draft non-public minutes of the Audit and Personnel sub committee meeting held on 16 October 2017.

For Information

(Pages 51 - 54)

15. **DRAFT NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE MEETING**

To receive the draft non-public minutes of the Finance, General Purposes and Estates sub committee meeting held on 16 October 2017.

For Information

(Pages 55 - 56)

16. **HEAD OF JUNIOR SCHOOL REPORT**
Report of the Head of the Junior School, City of London Freemen's School.
- For Information**
(Pages 57 - 60)
17. **HEADMASTER'S REPORT**
Report of the Headmaster.
- For Information**
(Pages 61 - 88)
18. **HEADMASTER'S SAFEGUARDING REPORT**
Report of the Headmaster.
- For Information**
(Pages 89 - 90)
19. **STRATEGIC INTENT UPDATE AND PROGRESS**
Report of the Headmaster.
- For Information**
(Pages 91 - 112)
20. **GATEWAY 3 - CITY OF LONDON FREEMEN'S SCHOOL 2016 MASTERPLAN PROGRAMME AND PROGRESS**
Joint report of the Headmaster and City Surveyor. **[TO FOLLOW AS LATE PAPER]**
- For Decision**
21. **GATEWAY 4C - DETAILED DESIGN - CITY OF LONDON FREEMEN'S SCHOOL MAIN HOUSE REFURBISHMENT**
Report of the City Surveyor. **[TO FOLLOW AS LATE PAPER]**
- For Decision**
22. **PROPOSED REVENUE BUDGET 2018/19**
Joint Report of the Chamberlain and Headmaster. **[TO FOLLOW AS LATE PAPER]**
- For Decision**
23. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**
Joint report of the Chamberlain, City Surveyor and Headmaster.
- For Decision**
(Pages 113 - 124)

24. **RISK REGISTER**
Report of the Headmaster.

For Information
(Pages 125 - 134)

25. **GOVERNOR TRAINING LOG**
The Town Clerk to be heard.

For Information

- a) Governor Training Log - School Master Copy (Pages 135 - 136)
- b) Governor Training Log - City of London Corporation (Pages 137 - 138)

26. **ANNUAL WAIVERS REPORT 2016/17**
Report of the Chamberlain.

For Information
(Pages 139 - 146)

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

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

29. **CONFIDENTIAL MINUTES - 8 JUNE 2017**
To agree the confidential minutes of the meeting held on 8 June 2017.
[CIRCULATED SEPERATELY ON BLUE PAPER]

For Decision

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BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Monday, 25 September 2017

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 25 September 2017 at 11.00 am

Present

Members:

Roger Chadwick (Chairman)
Stuart Fraser
Deputy John Bennett
Michael Hudson
Alderman Alastair King
Vivienne Littlechild
Andrew McMillan

Graham Packham
Deputy Elizabeth Rogula
Councillor Chris Townsend
Alderman Dame Fiona Woolf
Gillian Yarrow

Officers:

Roland Martin	-	Headmaster
Stuart Bachelor	-	Deputy Headmaster
Sue Williams	-	Bursar
Matt Robinson	-	Head of Junior School
Andrew McCleave	-	Deputy Head (Academic)
Alistair MacLellan	-	Town Clerk's Department
Julie Cornelius	-	Town Clerk's Department
Steven Reynolds	-	Chamberlain's Department
Chris Bell	-	Commercial Director, Chamberlain's
Mark Lowman	-	City Surveyor's Department

1. APOLOGIES

Apologies were received from Deputy Philip Woodhouse, Nicholas Goddard, Hugh Morris, Deputy Clare James and Ian Seaton.

The Chairman welcomed Alderman Alastair King and Stuart Bachelor (Deputy Head) to their first meeting of the Board.

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

There were no declarations.

3. MINUTES

The minutes of the meeting held on 8 June 2017 were approved as a correct record.

4. MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE

The draft minutes of the meeting of the Finance, General Purposes and Estates Sub Committee meeting held on 19 June 2017 were received.

Governors noted that the meeting took place at Guildhall, not the City of London Freeman's School as noted in the minutes.

Matters Arising

Co-Option of Brian Harris

The Chairman noted that Brian Harris, a former Governor and former member of the City of London's Court of Common Council, had been put forward by the Sub Committee for consideration as a co-opted Governor by the Board.

Governors noted the depth of experience of Mr Harris and the skills and experience he could offer to the Board.

RESOLVED, that Brian Harris be appointed as a co-opted Governor of the City of London Freeman's School for a term ending 31 July 2021.

Audio-Visual Equipment for Board Meetings

The Chairman noted that the sub committee had discussed the potential for Governors to participate in Board meetings via audio-visual link. He expressed concern at what he felt was the slow pace at which the City of London Corporation was investigating the potential for the use of audio-visual equipment and invited the opinions of Governors as to whether the proposal should be pursued further.

Governors agreed that the proposal should be pursued and that it would be appropriate for a Common Council Governor to raise the issue at a meeting at the Court of Common Council.

5. MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE

The draft minutes of the Academic and Education Sub Committee meeting held on 19 June 2017 were received.

Governors noted that the meeting took place at Guildhall, not the City of London Freeman's School as noted in the minutes.

Matters Arising

Terms of Reference

The Chairman noted that the sub committee had put forward some suggested amendments to its terms of reference for consideration by the Board.

In response to a request from a Governor, the Town Clerk agreed to set and circulate the dates of the Board's sub committees.

RESOLVED, that the following amendments to the terms of reference of the Academic and Education Sub Committee be agreed:

- *To make recommendations for the Board's approval on the following matters:* should appear before the section '*With power to act on the following matters*'.

- To move (this bullet point should appear as the first bullet point within the 'recommendations' section) and amend as follows, the penultimate bullet point of the recommendations:
'To monitor general compliance with safeguarding requirements (not involving individual cases).'
- The name of the sub-committee be changed to the Academic and Personnel Sub Committee.

6. REVENUE OUTTURN 2016/17

Governors considered a Revenue Outturn Report of the Chamberlain and the Headmaster for the year 2016/17 and the following points were made.

- A Governor noted that School revenue was down whereas expenditure was up.
- The Chairman noted that the School had historically not taken as much advantage as it could have done of match-funding. In response, the Chamberlain agreed to establish whether it would be possible for the School to retrospectively claim for match funding as the Bursar had been erroneously told that match-funding was only applicable for Livery Company donations

RECEIVED

7. DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017 FOR THE CHARITIES ADMINISTERED IN CONNECTION WITH THE CITY OF LONDON FREEMEN'S SCHOOL

Governors considered a report of the Chamberlain regarding the draft Annual Report and Financial Statements for the year ended 31 March 2017 for the Charities Administered in connection with The City of London Freeman's School and the following points were made.

- In response to queries from Governors over whether more than the amount proposed could be invested in the Charities Pool, the Chairman noted that there were only two opportunities each year – 1 October and 1 April – to invest in the Pool and encouraged Governors to agree the report's recommendations.
- In response to a question from a Governor, the Chamberlain confirmed that it was the Chamberlain who was responsible for filing the Annual Reports and Financial Statements.
- In response to questions from Governors, the Chamberlain confirmed that the School should be absolutely clear why it was holding Reserves, and therefore he agreed to work with the Bursar to bring the School's Reserves Policy to the Board for review.

RESOLVED, that Governors,

- receive the draft 2016/17 Annual Report and Financial Statements for the Charities Administered in connection with The City of London Freeman's School (charity number: 312120);
- endorse that cash of £5,199 be invested in the Charities Pool on 1 October 2017; and
- note that the next review of the available cash balance will be presented to the June 2018 Board meeting.

8. THE CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

Governors considered a report of the Chamberlain regarding the City of London Freeman's School Bursary Fund Draft Annual Report and Financial Statements for the year ended 31 March 2017 and the following points were made.

- The Headmaster noted that Bursary criteria had the potential to preclude allocating more money to bursaries, as often deserving cases were turned down as parents or family members failed the criteria through owning assets such as property.
- The Headmaster noted that the School had identified a recipient of a Boarding Bursary.
- The Headmaster assured Governors that Bursaries given to pupils were not only those from the Hardship Fund.

RESOLVED, that Governors,

- receive the draft 2016/17 Annual Report and Financial Statements for the City of London Freeman's School Bursary Fund;
- endorse that cash of £28,764 be invested in the Charities Pool on 1 October 2017; and
- note that the next review of the available cash balance will be presented to the June 2018 Board meeting.

9. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

11. EXCLUSION OF THE PUBLIC

RESOLVED, 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 Act.

12. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 8 June 2017 were approved as a correct record.

13. **NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**
The draft minutes of the Finance, General Purposes and Estates Committee meeting held on 19 June 2017 were received.

RECEIVED

14. **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**
The draft minutes of the Academic and Education Sub Committee meeting held on 19 June 2017 were received.

RECEIVED

15. **CORPORATE CATERING SERVICES - PROCUREMENT STAGE 1**
The Town Clerk noted that this report had been withdrawn.

16. **HEADMASTER'S REPORT**
Governors considered a report of the Headmaster.

At this point of the meeting, two hours having elapsed since the start time of the meeting, Governors agreed to extend the meeting.

17. **HEAD OF JUNIOR SCHOOL REPORT**
Governors considered a report of the Head of the Junior School.

18. **BURSAR'S REPORT**
Governors considered a number of reports of the Headmaster and Bursar.

18.1 **Health and Safety report**
Governors considered a report of the Headmaster and Bursar regarding Health and Safety.

18.2 **Risk Register**
Governors considered a report of the Headmaster and Bursar regarding the Risk Register.

18.3 **Catering, Cleaning and Housekeeping**
The Town Clerk noted that this report had been withdrawn.

19. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY (OR URGENCY)**
Governors received a report of the Town Clerk regarding decisions taken under delegated authority or urgency since the last meeting.

RECEIVED

20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There was one non-public question.

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

There was one item of other business that the Chairman considered urgent that the Board agreed should be considered whilst the public were excluded.

22. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 8 June 2017 were deferred until the next meeting for consideration.

The meeting ended at 1.40 pm

Chairman

Contact Officer: Julie Cornelius
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julie.cornelius@cityoflondon.gov.uk

Board of Governors of the City of London Freemen's School

Actions

Date	Action	Officer responsible	Progress Update
25 September 2017	Location to be corrected on June sub committee minutes.	Town Clerk	Completed
25 September 2017	Brian Harris to be notified of his co-option to the Board.	Town Clerk	Completed
25 September 2017	Amendments to be made to terms of reference of sub committees.	Town Clerk	Report on November Board Agenda
25 September 2017	Clarification to be sought on whether School could retrospectively claim match funding.	Chamberlain	Update at November Board Meeting
25 September 2017	School Reserves Policy to be reviewed and submitted to Board for approval.	Chamberlain/Bursar	Update at November Board Meeting

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**ACADEMIC AND PERSONNEL SUB COMMITTEE OF THE BOARD OF
GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 16 October 2017**

Minutes of the meeting of the Academic and Personnel Sub Committee of the Board of Governors of the City of London Freeman's School held at Guildhall on Monday, 16 October 2017 at 10.30 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Stuart Fraser
Andrew McMillan
Hugh Morris
Councillor Chris Townsend
Gillian Yarrow

Observing:

Brian Harris

Officers:

Roland Martin	- Headmaster of the City of London Freeman's School
Andrew McCleave	- Deputy Head (Academic) , City of London Freeman's School
Susan Williams	- Bursar, City of London Freeman's School
Alistair MacLellan	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Deputy Philip Woodhouse, Deputy John Bennett, Nicholas Goddard, Michael Hudson, Alderman Alastair King, Vivienne Littlechild, Graham Packham, Deputy Elizabeth Rogula, Alderman Dame Fiona Woolf, Deputy Clare James and Ian Seaton.

The Chairman welcomed Brian Harris to the meeting as an observer, noting that his first formal meeting as co-opted Member would be the November Board meeting.

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

There were no declarations.

3. MINUTES

The minutes of the meeting held on 19 June 2017 were approved as a correct record.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no questions.
5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was no other business.
6. **EXCLUSION OF THE PUBLIC**
RESOLVED, 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 Act.
7. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 19 June 2017 were approved as a correct record.
8. **ACADEMIC AND PERSONNEL SUB COMMITTEE REPORT**
Governors considered an Academic and Personnel Sub-Committee report of the Headmaster.
9. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no non-public questions.
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.

The meeting ended at 11.33 am

Chairman

Contact Officer: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

Academic and Personnel Sub-Committee of the City of London Freemen's School

Actions Sheet

Date	Action	Officer responsible	Progress Update
16 October 2017	Governor Training Log to be submitted to November 2017 Board meeting.	Town Clerk/Headmaster's Office	Completed
16 October 2017	Safeguarding 'lessons learned' reports to be discussed as part of February 2018 Governor training session.	Headmaster	Due February 2018
16 October 2017	Annual Departmental Reporting to feature column on Added Value.	Deputy Head (Academic)	Due at next relevant Sub-Committee Meeting

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**FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE
BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 16 October 2017**

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freeman's School held at Guildhall on Monday, 16 October 2017 at 11.30 am

Present

Members:

Stuart Fraser (In the Chair)
Hugh Morris
Andrew McMillan
Councillor Chris Townsend
Gillian Yarrow

Officers:

Roland Martin	- Headmaster of the City of London Freemen's School
Sue Williams	- Bursar, City of London Freeman's School
Alistair MacLellan	- Town Clerk's Department
Steve Reynolds	- Chamberlain's Department

1. APOLOGIES

Apologies were received from Deputy Roger Chadwick, Deputy Philip Woodhouse, Deputy John Bennett, Michael Hudson, Alderman Alastair King, Vivienne Littlechild, Graham Packham, Deputy Elizabeth Rogula, Alderman Dame Fiona Woolf, Deputy Clare James and Ian Seaton.

Stuart Fraser was in the Chair.

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

There were no declarations.

3. MINUTES

The minutes of the meeting held on 19 June 2017 were approved as a correct record.

Matters Arising

Audio-Visual Equipment

The Headmaster noted he had attended a meeting with the Assistant Town Clerk to discuss the use of AV equipment at Board meetings. There remained issues around the legality of conducting meetings using AV equipment that needed to be clarified by the Comptroller and City Solicitor before the proposal was taken forward, and therefore a meeting had been scheduled two weeks hence.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT
City of London Freeman's School Masterplan Planning Applications**

A Governor noted that there was potential for local discontent arising from the perception of the potential for construction traffic to affect the local area and potential opposition to the reversal of the one-way system currently in operation at the School.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED, 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 they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

7. **MINUTES**

The non-public minutes of the meeting held on 19 June 2017 were approved as a correct record.

8. **FINANCIAL UPDATE**

Governors considered a report of the Bursar.

9. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no non-public questions.

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

There was no other business.

The meeting ended at 12.08 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

Finance, General Purposes and Estates Sub-Committee of the City of London Freemen's School

Actions Sheet

Date	Action	Officer responsible	Progress Update
16 October 2017	Budget Monitoring Report to be submitted to November 2017 Board meeting.	Bursar	Update at November Board Meeting
16 October 2017	Fee Increase Modelling to be submitted to a meeting of the Board of Governors.	Bursar	Update at November Board Meeting
16 October 2017	Echelon Report to be submitted to the November 2017 Board meeting.	Bursar	Update at November Board Meeting
16 October 2017	Bursary Committee to be convened during the period February-April 2018.	Town Clerk	Update at November Board Meeting

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Committee(s) Board of Governors of the City of London Freemen's School	Dated: 27 November 2017
Subject: Confirmation of Sub Committees and Focus Groups	Public
Report of: Town Clerk	For Decision
Report author: Alistair MacLellan, Town Clerk's Department	

Summary

The Board appointed its sub-committees for 2017/18 at its meeting in June 2017. Since then, a new Clerk has been assigned to the Board, the terms of reference of some of the sub-committees amended, and a further body – the Masterplan Focus Group – convened. This report provides the Board with the opportunity to note the most up to date terms of reference of its sub-committees and update their membership as required.

Recommendation(s)

That Members,

- Note the terms of reference of the sub-committees and focus groups of the Board;
- Confirm the membership of those sub-committees and focus groups for the remainder of the 2017/18 academic year.

Main Report

Background

Bursary Committee

1. The Bursary Committee considers applications for 'Hardship Bursaries' to pupils where the parents fall into financial hardship and are unable to pay the school fees or where a pupil is unable to take up a place at the respective School because of financial hardship. These awards are funded from the charitable trust funds for the school and any awards made are reviewed on an annual basis (after three terms of assistance).
2. Meetings precede Board meetings as and when an application for assistance is received.

Finance, General Purposes and Estates Sub-Committee

3. This sub-committee was formed in June 2007. In October 2011, its membership was expanded from a total of five to six members as to avoid the sub-committee being inquorate.

4. The sub-committee has a monitoring role, identifying any financial problems before they became serious and recommending a course of action to the Board so that it may take any relevant decisions.
5. The sub-committee meets once a term in sufficient time to report to the Board any matters that need agreement.

Academic and Personnel Sub-Committee

6. This sub-committee was formed as the Academic and Education Sub-Committee in June 2007. In October 2011, its membership was expanded from a total of five to six members as to avoid the sub-committee being inquorate.
7. The title of the sub-committee was changed to the Academic and Personnel Sub-Committee in September 2017, and its terms of reference adjusted to reflect its responsibility to monitor general safeguarding matters.
8. The Academic and Personnel Sub Committee has an important role in supporting the Head and senior management team, ensuring that important curricular and staffing issues are given appropriate discussion by Governors. To enable the Sub Committee to fulfil this role it is expected that Governors appointed to the Sub Committee would, with the Headmasters support, attend classes from time to time.
9. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

City of London Freemen's School Masterplan Focus Group

10. This focus group was formed by the Board at its meeting in September 2017 to act as an informal sounding board for officers engaged in delivering the City of London Freemen's School Masterplan and associated projects.

Appendix

- Composition, Quorum and Terms of Reference of Sub-Committees

Alistair MacLellan

Town Clerk's Department

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(A) **Bursary Committee**

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to five other Governors appointed by the Board of Governors.

Quorum

The quorum shall be any three Governors.

Terms of Reference

The Bursary Committee at their sole discretion after considering recommendations by the Headmaster of the School have power by a simple majority of those present and voting at a meeting of the Bursary Committee to apply the Fund for the advancement of public education by the following purposes:-

- (i) contributing towards the fees payable to the School on behalf of suitably qualified pupils who but for financial assistance having commenced education at the School would not be able to continue their education at the School;
- (ii) contributing towards the fees payable to the School on behalf of pupils of academic merit who but for financial assistance would not be able to obtain suitable education at the School;
- (iii) such other charitable purposes as shall be associated with the School as the Bursary Committee shall direct.

Provided always that no such bursary shall be made in respect of a pupil who is the issue of a parent of a member of the Board or of the spouse of such a member.

(B) **Finance, General Purposes and Estates Sub-Committee**

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- All Governors on the Board are eligible to serve, and any Governors serving on this sub-committee shall serve on the Academic and Personnel sub-committee.

Quorum

The quorum shall be any three Governors.

Any decision taken by the Sub-Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The Sub-Committee should report to each Board of Governors' meeting.

Terms of Reference

With power to act on the following matters:

- To agree action to be taken on arrears of fees; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters

To make recommendations for the Board's approval on the following matters:

- the annual budget, scrutinised at the appropriate stage in the planning cycle and to monitor spending against the budget each term;
- the acceptance, or not, of the annual budget;
- any proposed Fee increases;
- consideration of any proposals for Major capital spending, as defined in the Capital Programme;
- the review of any investments and reserves held by the school;
- major developments (e.g. new buildings);
- compliance with health & safety requirements; and
- to make recommendations to the full Board on any other finance issues which may arise (e.g. a rise in employers' contribution to pensions, salary structure, etc).

(C) **Academic and Personnel Sub-Committee**

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- All Governors on the Board are eligible to serve, and any Governors serving on this sub-committee shall serve on the Finance, General Purposes and Estates sub-committee.

Quorum

The quorum shall be any three Governors.

Any decision taken by the sub-committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The sub-committee should report to each Board of Governors' meeting.

Terms of Reference

To make recommendations for the Board's approval on the following matters:

- to monitor general compliance with child protection requirements (not involving individual cases); and
- the development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- curriculum and co-curricular issues;
- standards, including academic results;
- pastoral and ethos policy and practice;
- INSET and Professional Development policy and practice;
- staffing issues;
- to make recommendations on any other issues which have been referred by the full Board.

With power to act on the following matters:

- To agree requests for Sabbatical Leave; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

(D) **City of London Freeman's School Masterplan Focus Group**

Composition

- Deputy Chairman
- Up to three other Governors appointed by the Board, one of whom must be a Common Council Governor
- City of London Corporation Programme Manager, or their representative.

Quorum

Given this is a focus group and not a formal sub-committee of the Board, there shall be no quorum, but it is expected that all matters shall be communicated to all Focus Group Members.

The Focus Group shall convene in person, or be consulted on matters relating to the Masterplan and associated projects by email.

Terms of Reference

The Focus Group shall have no decision-making powers. Instead it will act as a sounding board for officers engaged in the delivery of the City of London School Masterplan and associated projects, and will report to the Board any issues that its Members believe require consideration.

Agenda Item 8

Committee(s) Board of Governors of the City of London Freemen's School	Dated: 27 November 2017
Subject: Data Protection/General Data Protection Regulation Update	Public
Report of: The Headmaster	For Information

Summary

The law concerning Data Protection is changing from next May, following the introduction of the European General Data Protection Regulation (GDPR), which will be implemented in the UK through a new Data Protection Act. The Data Protection Bill for this was released in mid September 2017.

The change in legislation will result in additional requirements in terms of how, where and why we process personal data, including fundraising data.

Recommendation(s)

- Members are asked to note the report.

Main Report

Background

1. In 2016 the European General Data Protection Regulation changes were announced, with an implementation date of 25 May 2018. Since the announcement, Freemen's has been monitoring information updates regarding the GDPR and preparing for the changes.

Current Position

1. The Information Commissioner's Office (ICO) issued draft guidance on consent (published in March 2017) and were anticipating issuing further updates over the summer and autumn of 2017. This guidance is now due to be finalised at the end of 2017. The EU guidance is also delayed.

The UK Data Protection Bill was announced in September 2017. This will not replace or contradict the GDPR but is expected to bring it into UK law at the same start date (25 May 2018).

There is currently no date expected for any specific guidance on legitimate interests - an issue of great relevance to independent schools and development teams in particular.

The Independent Schools Bursar's Association (ISBA) has produced a series of model policies on GDPR ahead of finalised guidance. Freemen's is working through these now with a view to updating our policies and procedures in relation to Data Protection 2018.

Options

2. There are no options associated with this legislation.

Proposals

3. That we continue to prepare for the implementation on 25th May 2018.

Corporate & Strategic Implications

4. The Corporation's Information Officer is holding briefing meetings during November for all Corporation staff. Freeman's staff are attending these briefings.

Implications

5. Staff at Freeman's are receiving updates as these become available and all staff will undertake further Data Protection training as soon as the finalised guidance is received.

Conclusion

6. This report is to keep Governors updated of progress towards the implementation of the new Data Protection legislation which comes into force on 25th May 2018. Regular updates will follow.

Appendices

7. None

Susan Williams

Bursar

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Agenda Item 9

Committee(s) Safeguarding Sub (Community and Children's Services) Committee Board of Governors of the City of London School Board of Governors of the City of London Freemen's School Board of Governors of the City of London School for Girls	Dated: 27 September 2017 28 November 2017 27 November 2017 6 December 2017
Subject: Designated Officer Annual Report for 2016 to 2017	Public
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Pat Dixon, Safeguarding and Quality Assurance Service Manager	

Summary

This report summarises the work of the Designated Officer (DO), formally known as the Local Authorities Designated Officer (LADO) for 2016 to 2017. The role of the DO is set out in *Working together to safeguard children*, March 2015 and the *London Child Protection Procedures*, 5th edition, Chapter 7. All allegations made against staff (including volunteers) that call into question their suitability to work or be in a position of trust with children, whether made about events in their private or professional life, need to be formally reported to the DO.

The report identifies that there has been a reduction in referrals to the DO for 2016 to 2017; this in part has been due to more rigour in the application of thresholds. There is also some indication that the role of the DO is not fully understood by some professionals. Therefore, a recommendation from this annual report is to deliver more in-depth training on the management of professional allegations, using anonymised case scenarios from across London.

Recommendation(s)

Members are asked to note the report.

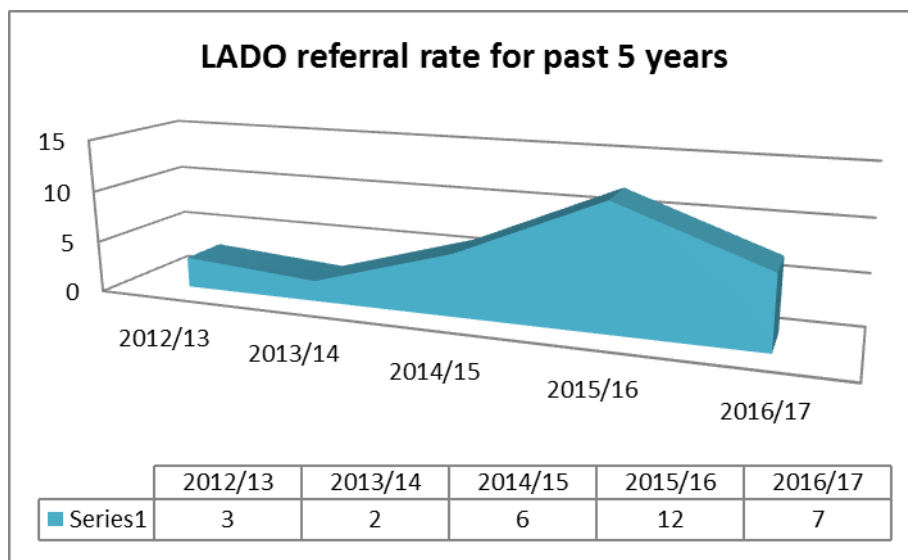
Main Report

Background

1. In the City of London, the DO work is carried out by the Safeguarding and Quality Assurance Service Manager. The current DO is a qualified social worker with a background in child protection investigation and experience of managing professional allegations for over 14 years. In 2016, the City of London Corporation was subject to the Ofsted “single inspection framework” of local authorities’ children’s services. In this inspection, the role of the DO was described as being effective in raising awareness about professional allegations, demonstrating a commitment to good practice in the management of professional allegations.
2. In 2016, peer audits were completed by the Hackney DO on City of London cases. The audits found that the City of London was adhering to thresholds and that decision making was grounded in research-based analysis. There was only one recommendation from the peer audits, which related to case recordings being on the electronic recording system. This has been slightly delayed due to changes in the recording system, as the City of London Corporation is moving from Frameworki to Mosaic. The new recording system has been configured to include the work of the DO in the future.

Current Position

3. There have been concerns in the past about the low referral rate to the DO in the City of London; in 2015 to 2016 there was a concerted effort to raise awareness of the role. This awareness campaign increased the number of referrals and awareness sessions were carried through into 2016 to 2017 as part of the staff induction programme. However, as can be seen from the graph below, there has been a significant reduction in referrals for 2016 to 2017.



4. In 2016 to 2017, seven referrals were made to the DO; however, of those seven referrals only one met the threshold for a professional allegation. There does appear to be a discernible reduction in the number of appropriate referrals that meet the threshold for the DO in comparison to previous years. This may in part be due to a more rigorous application of thresholds, as there appeared to be a lack of clarity between what constituted a referral to the DO and what was a general safeguarding enquiry.
5. There was also evidence that some agencies were sometimes unable to differentiate between when a referral needed to be made to the DO and when it should be dealt with by their own internal disciplinary procedures. Often the situations that were referred were related to complex human resource issues, rather than meeting the threshold for a professional allegation.
6. Although six referrals did not meet the threshold for the DO, one of the referrals resulted in learning, which is leading to improvements in safeguarding for children and young people in the City of London. A member of the public raised concerns that parents and carers were not always aware of the potential risks when hiring nannies and au pairs. When this area was researched, there appeared to be limited information for parents and carers on recruiting nannies and au pairs safely. This is now being redressed by information made available through the Family and Young People's Information Service.

Conclusion

7. Due to the decreased number of referrals and the lack of clarity in relation to thresholds, there is evidence that although professionals are aware of the role of the DO, they have a limited understanding of when to make a referral or the process involved. This has highlighted the need for more in-depth training on the thresholds and remits of professionals responsible for making referrals, to ensure that they understand the potential risks involved. This will hopefully give professionals the confidence to know when and how to make referrals to the DO.
8. In collaboration with the Metropolitan police, Hackney DO and the City of London police, a training package has been developed to support the in-depth training required. As part of this training, professionals will use anonymised case scenarios, which have been collated through the DO London network. These scenarios will support an understanding of the range of cases being dealt with by the DO and the potential outcomes.
9. The DO will deliver this training, which will be in addition to that offered by the City and Hackney Safeguarding Children's Board. Success will be measured through the number of referrals and contacts being made and whether or not they meet the threshold for a professional allegation.

Appendices

- Appendix 1 – City of London Designated Officer (DO) Annual Report 2016-17

Pat Dixon

Safeguarding and Quality Assurance Service Manager

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City of London Designated Officer (DO) Annual Report 2016- 17

1. Introduction

This report to City and Hackney Safeguarding Children Board provides an overview of the work undertaken by the City of London's Designated Officer (DO) between April 2016 and March 2017. This role was previously known as the Local Authority Designated Officer (LADO), but has now been changed to Designated Officer. The report will review the impact of the continued raising awareness campaign of the DO role, identifying key priorities for 2017/2018 based on data analysis and audit findings completed with commissioned services.

2. Designated Officer role

The responsibilities of the DO are set out in "Working Together" to safeguard children, March 2015 and the London Child Protection Procedures 5th edition, updated 2016, Chapter 7. All allegations made against staff (including volunteers) that call into question their suitability to work with or be in a position of trust with children, whether made about events in their private or professional life, need to be formally reported to the DO.

In the City of London the DO work is carried out by the Safeguarding and Quality Assurance Service Manager who reports directly into the Assistant Director People. Guidance and training on professional allegations is available through the City and Hackney Safeguarding Children Board website and agencies have access to consult with the DO in the City of London. In 2016 the City of London was subject to the Ofsted "Single Inspection Framework" of Local Authorities children's services. In this inspection the role of the D.O was described as being effective in raising awareness about professional allegations.

3. Referrals

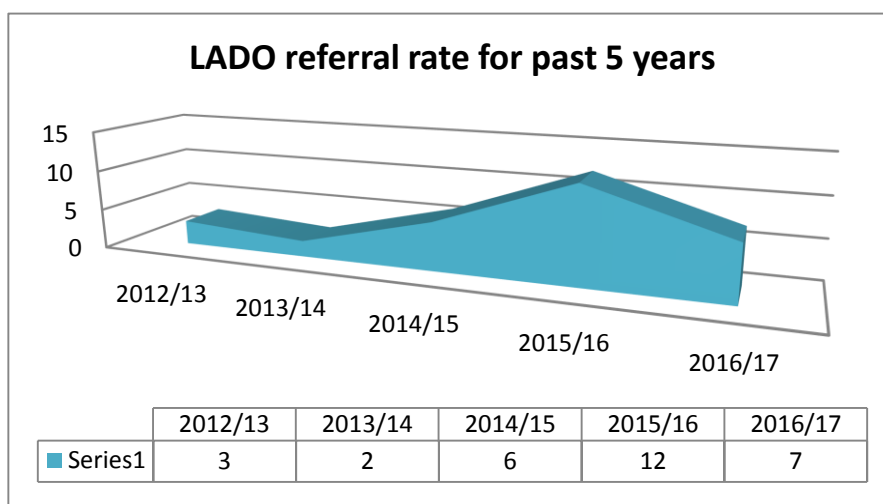
As can be seen in Fig 1 there have been seven referrals made to the DO for 2016/2017, however out of those seven referrals only one met the threshold for the D.O. There does appear to be a discernible reduction in the number of appropriate referrals that meet the threshold for the DO in

comparison to previous years, as can be seen by Fig 2. This in part may be due to a more rigorous application of thresholds, as there appeared to be a lack of clarity between what constituted as a referral to the DO and what was a general safeguarding enquiry.

Although six referrals did not meet the threshold for the DO there was learning identified from one of the referrals, which is leading to improvements in safeguarding for children and young people in the City of London. A member of the public raised concerns that parents and carers were not always vigilant as to the potential risks when hiring Nannies and Au Pairs. When this area was researched there appeared to be limited information for parents and carers on recruiting Nannies and Au Pairs safely. The majority of the information available related to employment rights.

In light of recent allegations relating to the sports field it is concerning that there is such limited information available about safeguarding advice for parents and carers. This is especially pertinent in relation to the recruitment and employment of Nannies and Au Pairs, as they are often resident in the family home and have considerable unmonitored contact with children. The lack of regulation in this area compared to registered child-minders demonstrates the gap in safeguarding; going forward for 2017 to 2018 the City of London will be providing some information and guidance for parents and carers in this area.

Fig 1



A key priority for 2015 to 2016 was to raise the profile of the LADO role across the City of London Corporation, and with partner agencies, from the statutory and voluntary sectors. As can be seen in Fig 1 this strategy considerably improved the numbers of referrals being made in 2015 to 2016, although it has not been sustained through 2016 to 2017.

Fig 2

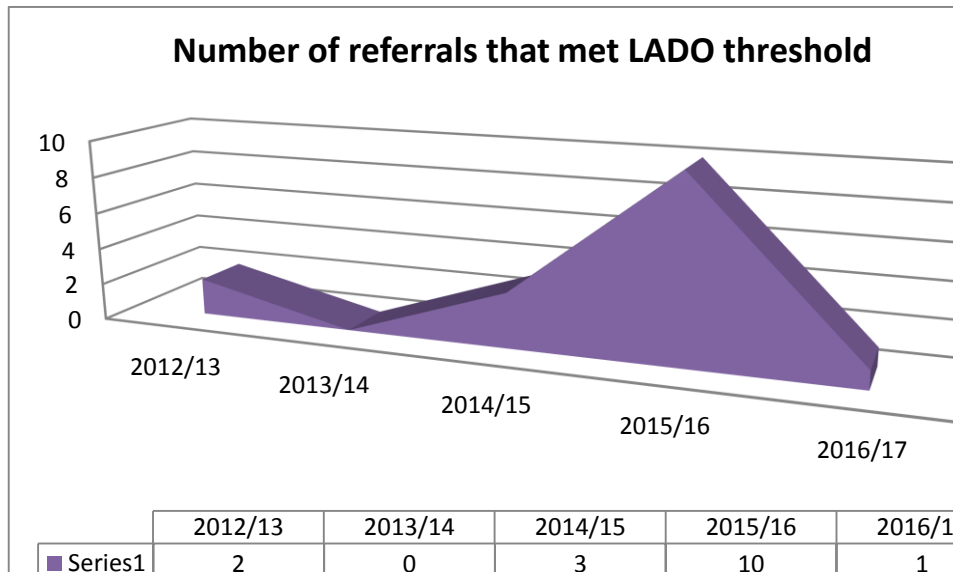
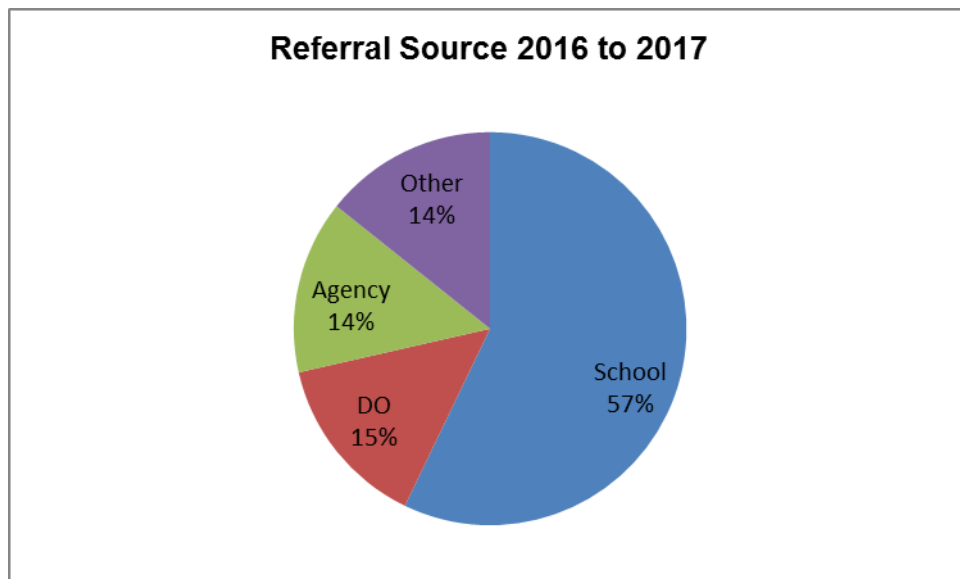


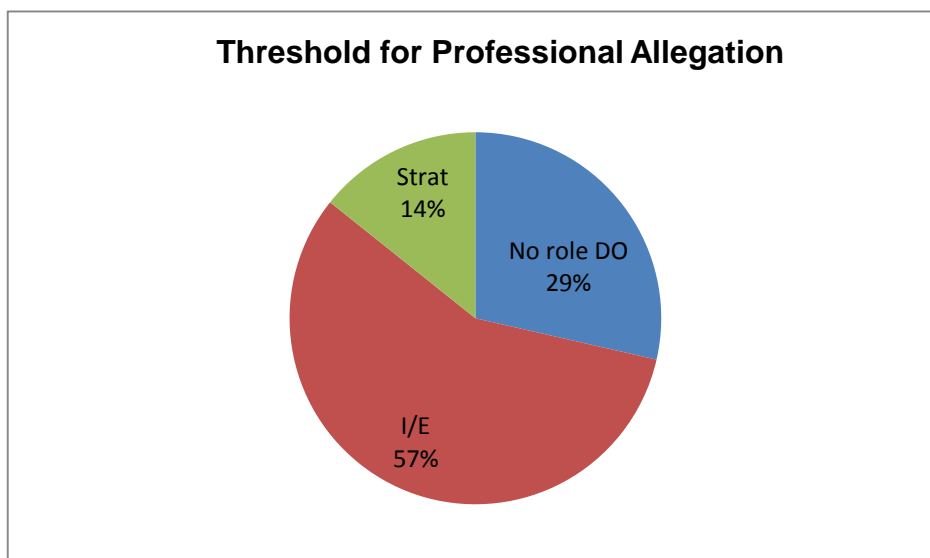
Fig 3 shows the referrals source for 2016 to 2017, there were four referrals from Schools, one from an agency who provided teaching staff, one from the courts and one from another Local Authorities D.O. As identified in Fig 4 only one referral met the threshold for professional allegation and that was from a Teaching Agency. Two referrals were not progressed as they did not meet the threshold for the D.O, four did have an Initial Evaluation meeting however they did not meet the threshold for the D.O and were dealt with by the organisation’s internal HR procedures.

Fig 3



Audits completed on commissioned services identified that although frontline staff were aware of the role of the D.O they appeared less clear around the threshold and process of dealing with professional allegations. Therefore more in-depth training will be offered around thresholds and the process involved, looking at the potential outcomes, to give professionals the confidence to know when to refer. This training tool is currently being developed in conjunction with the City of London Police, Metropolitan Police and Hackney's D.O.

Fig 4



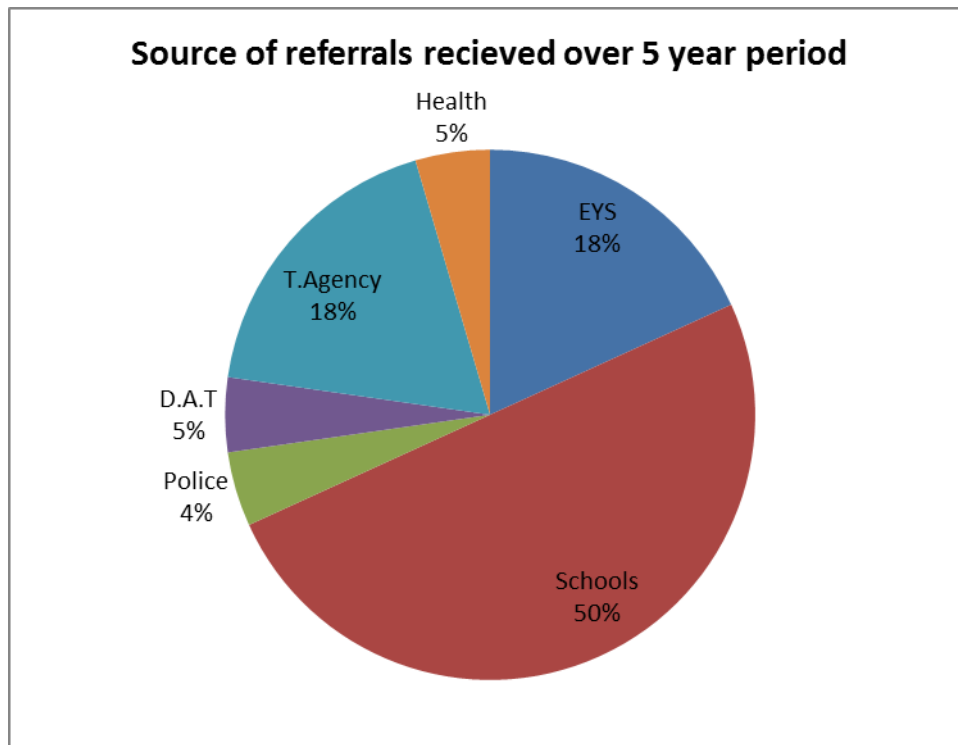
The “Single Inspection Framework” Ofsted inspection in 2016 identified that the work carried out in relation to professional allegations in the City of London showed “commitment to good practice”. This was further identified within the peer audits completed by the Hackney’s D.O, whereby the audits found the City of London were adhering to thresholds and decision making was based on research based analysis. The only recommendation to come from the audits was around recording the information on the electronic recording system, Frameworki. The City of London is in the process of changing the current system; once this is complete this will be progressed.

When looking at the referral sources over the past five years it is evident that we are continuing to receive low numbers of referrals from some organisations, and in some instances there have been no referrals, such as the voluntary sector. Fig 5 shows the referrals source over the past five years, the data below shows how this equates in numbers;

- There have been four referrals from Early Years Settings – There are currently 9 Nurseries and Pre- School settings in the City of London.
- There have been 11 referrals from Schools – There is one maintained School and four Independent Schools in the City of London.
- There has been one referral from the City of London Police.

- There has been one referral from the Drug and Alcohol Team, which related to a professional in another service.
- There have been four referrals from a Teaching Agency based in the City of London; this followed the introduction of a new manager and safer recruitment training for staff.
- There has been one referral from Health.

Fig 5



As previously identified in earlier LADO reports the number of referrals received from agencies in the City of London is proportionally lower than its statistical neighbours. There has been an ongoing awareness campaign around the role of the D.O and this initially precipitated an increase in referrals; however this does not appear to have been sustained. The contact details of the D.O have now been put on the City of London web site and this has generated referrals from the public, but the majority of these referrals relate to other Local Authorities in London.

4. Raising Awareness

Members in the City of London have continued to support the role of the DO by raising awareness around the role through the various committees. In 2016/2017 the annual DO report completed for 2015/2016 went to the following committees, from September 2016 through to January 2017;

Safeguarding Sub (Community & Children's Services) Committee
Community & Children's Services Committee
Establishment Committee
Culture, Heritage and Libraries Committee
Barbican Residential Committee
Board of Governors of the City of London Freeman's School
Board of Governors of the City of London School
Board of Governors of the City of London School for Girls
Board of Governors of the Guildhall School of Music and Drama
Chief Officers Group

There have been awareness sessions around the role of DO throughout 2016/2017 as part of a staff induction programme.

5. Emerging themes

Due to the low number of referrals it is difficult to discern emerging themes; however given that there has been only one referral out of seven that has met the threshold for a professional allegation it is likely that agencies are not clear on the threshold for referring. Often the situations that were referred were related to complex Human Resource issues, rather than meeting the threshold for a professional allegation.

As identified earlier within this report the D.O for the City of London is also the Safeguarding and Quality Assurance Service Manager. As part of this broader role general safeguarding advice is offered to partners around their safeguarding duties, policies and procedures, as well as individual case advice on potential referrals to Children's Social Care within the City of London and in other Boroughs. This dual role may in part be a factor in the confusion around the role of the DO, as it may be difficult to discern the difference between general safeguarding advice and advice relating to professional allegations.

6. Multi-agency working

During 2016/2017 there were raising awareness sessions with partners through the Staff Induction programme and multi-agency forums, such as the City of London's Executive Safeguarding Children Board and the Education Forum. As previously identified within this report there will be more in-depth training for 2017 to 2018 on professional allegations. This training will focus on the thresholds for the D.O and the updated Pan London Child Protection Procedure on professional allegations. Scenarios

will be used to give people the opportunity to see the various types of referrals and potential outcomes following the investigation. It is envisaged that this will give professionals an understanding of the thresholds and more confidence in knowing when to refer. Multi-agency safeguarding training is also available for partner agencies through the City and Hackney Safeguarding Children Board.

Links have been made with the City of London Police, Professional Standards Department, this has enabled a better understanding of their role and the interface between Professionals Standards and the D.O. It was agreed that it would be advantageous to maintain contact to ensure there was good information sharing.

7. Links in London and nationally

The City of London D.O is a member of the pan-London designated officer group, which meets on a quarterly basis. This is a sub-group of the London Safeguarding Children Board. The City of London DO is also a member of the City and Hackney Safeguarding Children's Board and is a member of the Quality Assurance Sub Group, Training and Development Sub group and City of London's Executive Safeguarding Children Board.

8. Police Notifications – Notifiable Occupational Scheme (NOS)

Between April 2016 and March 2017 there have been no direct notifications from the Police. The City of London, Public Protection Unit (PPU) has identified that there have been no professional allegations for the City of London in 2016 to 2017 that would have met the threshold for a professional allegation. PPU are involved in developing a joint training tool with City and Hackney D.O's and the Metropolitan Police.

Pat Dixon,
Designated Officer, (LADO)
Safeguarding and Quality Assurance Service Manager

ALLEGATIONS AGAINST PEOPLE WHO WORK WITH CHILDREN IN

Date: April 2016 -March 2017

1. Total number of referrals to the Designated Officer				
Local Authority	City of London		Number of referrals regarding allegations and matters of concern	1
2. Number of referrals from each or organisation				
Agency	Number			
1.Social Care	0			
2.Health-hospital staff	0			
3.Health-community	0			
4.Education	0			
5.Early Years-Child-minder	0			
6.Early Years-Nursery Staff	0			
7. Foster Carer-IFA with other LA children or other LA in house carers living in City.	0			
8.Police	0			
9.Probation	0			
10.CAFCASS	0			
11.Voluntary Organisations <small>Include sports clubs, scouts, brownies, dance clubs and charitable organisations</small>	0			
12.Faith Groups	0			
13.Immigration/Asylum Support services	0			
14.Transport <small>Transport provided to services through a contract</small>	0			
15.Care Agency – Education Employment agency	One referral			
16.Other Dept. in City of London	0			
17 Other – Anon Youth Services	0			
18. Leisure Services	0			
19.Adult Services	0			
20.Housing Associations/ Providers	0			

3. Who made the Referral	
	Number
1.Social Care	0
2.Health-hospital staff	0
3.Health-community	0
4.Education	0
5.Early Years-Child-minder	
6.Early Years-Nursery Staff	2
7.Foster Carer-IFA with City of London children	0
8.Police	0
9.Probation	0
10.CAFCASS	0
11.Voluntary Organisations Include sports clubs, scouts, brownies, dance clubs and charitable organisations	0
12.Immigration/Asylum Support services	0
13.Transport Transport provided to services through a contract	0
14.Care Agency- Education Employment Agency	One referral
15.Other Dept.'s City of London	0
16. Other	0
17.Leisure Services	0
18.Adult Services	0
19.Housing Associations/Housing Providers.	0

Number of referrals about an adult within specific employment/volunteer sector which reached a multi-agency strategy discussion and/or meeting and primary reason(s) for referral.

Employer	Physical <i>state whether concern arose from authorised physical intervention restraint or arrest</i>		Emotional	Sexual	Neglect	Behaviour which called into question person's suitability
	Yes	No				
Social Care						
Health-hospital staff						
Health-community						
Education-teaching staff				3 allegations from 1 referral source, involving one case		4 th Allegation in relation to the one referral
Education-non teaching staff						
Early Years-child-minders						
Early Years-nursery staff						
Foster Carers-IFA with City children						
Police						
Probation						
CAFCASS						
Voluntary Organisations						
Faith Groups						
Armed Forces						
Immigration/Asylum Support Services						
Care Agencies						
Transport						
Other						
Leisure Services						
Adult Services						
Housing Associations/Provider						

4. Number of referred cases that resulted in: <i>please note there could be more than one outcome</i>						
Being Substantiated	1 allegation involving behaviour					
Being Unsubstantiated	3 Allegations in regard to sexual abuse					
Being Unfounded						
CSM held						
Met the threshold for LADO input but not for a Complex strategy meeting						
Criminal investigation/joint work with CAIT						
Criminal prosecution						
Caution						
Conviction						
Acquittal						
Initial inquires by employers						
Disciplinary investigation						
Disciplinary meeting/hearing						
Suspension						
Dismissal						
Cessation of use						
Deregistration						
Training needs identified for member of staff or the agency.						
Risk Assessment completed by Employer						
Referral to DBS						
Referral to regulatory body e.g. GMC /Ofsted etc...						
5. At the point of conclusion, the number of cases that were resolved within the following timeframes						
1 month						
3 months	1- Delay due to complexity of the case which involved numerous agencies/LA					
6 months						

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