



Board of Governors of the City of London School for Girls

Date: MONDAY, 26 FEBRUARY 2018

Time: 11.30 am

Venue: COMMITTEE ROOMS, GUILDHALL, EC2V 5HH

Members:

Deputy Clare James (Chairman)	Deputy Tom Hoffman
Nicholas Bensted-Smith (Deputy Chairman)	Ann Holmes
Professor Anna Sapir Abulafia (External Member)	Deputy Robert Merrett
Rehana Ameer	Sylvia Moys
Randall Anderson	Elizabeth Phillips, (External Member)
Deputy Roger Chadwick (Ex-Officio Member)	Deputy Richard Regan
Emma Edhem	Mary Robey, (External Member)
Dr. Stephanie Ellington, (External Member)	Alderman William Russell
Soha Gawaly (External Member)	Ian Seaton (Ex-Officio Member)
Alderman David Graves	Sir Michael Snyder

Enquiries: Paige Upchurch / paige.upchurch@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1pm

N.B. Some of this meeting may be subject to audio-visual recording.

**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 non-public summary of the meeting held on 6 December 2017.

For Decision
(Pages 1 - 6)

4. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Report of the Town Clerk.

For Decision
(Pages 7 - 10)

5. **PUBLIC REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls.

For Information
(Pages 11 - 14)

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 and the action sheet of the meeting held on 06 December 2017.

For Decision
(Pages 15 - 22)

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

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 23 - 32)

- a) Appendix 1 - Complaints Policy (Pages 33 - 40)
- b) Appendix 2 - Exam Policy (Pages 41 - 56)
- c) Appendix 3 - Proposed International Student Exchange Programme to Lauriston School for Girls, Melbourne, Australia (Pages 57 - 58)
- d) Appendix 4 - CLSG proposed trip to Belfast and Derry / Londonderry (Pages 59 - 60)
- e) Appendix 5 - 2-Day Northern Ireland Tour Working Itinerary (Pages 61 - 64)
- f) Appendix 6 - More Summary Report (Pages 65 - 74)
- g) Appendix 7 - Risk Register (Pages 75 - 86)
- h) Appendix 8 - Minutes from the Health and Safety Committee Meeting held on 4th January 2018 (Pages 87 - 90)

11. **MATERNITY, ADOPTION AND SHARED PARENTAL PAY**

Report of the Director of Human Resources.

For Decision
(Pages 91 - 96)

12. **MANAGEMENT INFORMATION DASHBOARD**

Report of the Chamberlain and the Bursar.

For Information
(Pages 97 - 122)

13. **ACTION TAKEN BETWEEN MEETINGS**

Report of the Town Clerk.

For Information
(Pages 123 - 124)

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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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS **Wednesday, 6 December 2017**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at City of London School for Girls - St Giles Terrace, Barbican, EC2Y 8BB on Wednesday, 6 December 2017 at 11.00 am

Present

Members:

Deputy Clare James (Chairman)
Nicholas Bensted-Smith (Deputy Chairman)
Randall Anderson
Emma Edhem
Dr Stephanie K. Ellington (External Member)
Alderman David Graves
Deputy Tom Hoffman

Ann Holmes
Deputy Robert Merrett
Sylvia Moys
Elizabeth Phillips (External Member)
Mary Robey (External Member)
Alderman William Russell
Sir Michael Snyder

Officers:

Ena Harrop
Alan Bubbear
Claire Tao
Alistair MacLellan
Paige Upchurch
Steve Reynolds
Sarah Port
Lisa Moore
Mark Lowman
Michael Bradley

- Headmistress
- Bursar
- Deputy Head (Staff)
- Town Clerk's Department
- Town Clerk's Department
- Chamberlain's Department
- Chamberlain's Department
- Chamberlain's Department
- City Surveyor's Department
- City Surveyor's Department

1. APOLOGIES

Apologies for absence were received from Professor Anna Sapir Abulafia, Rehana Ameer, Professor John Betteridge, Deputy Roger Chadwick, Deputy Richard Regan and Ian Seaton.

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

Ann Holmes and Randall Anderson declared a non-pecuniary interest in item 17 (Expansion Options) by virtue of being Members of the City of London Corporation's Barbican Residential Committee.

3. MINUTES

RESOLVED – That the minutes of the meeting held on 10 October 2017 be approved as a correct record.

4. APPOINTMENTS TO SUB COMMITTEES AND WORKING PARTIES

Governors considered a report the Town Clerk regarding appointments to sub-committees and working parties.

RESOLVED, that Governors,

- Note the terms of reference of the Committees and Working Parties of the Board.
- Confirm the Membership for the remainder of 2017/18 as follows:

Bursary Committee

Deputy Clare James (Chairman)
Nick Bensted-Smith (Deputy Chairman)
Richard Regan
Alderman David Graves
Ann Holmes

Reference Sub-Committee

Deputy Clare James (Chairman)
Nick Bensted-Smith (Deputy Chairman)
Richard Regan
Sir Michael Snyder
Randall Anderson

125th Anniversary Working Party

Alderman William Russell (Chairman)
Deputy Clare James
Ann Holmes
Ena Harrop
Up to two representatives of the Friends of the City of London School for Girls
Up to two representatives of the City of London Old Girls' Association

Academic Working Party

Mary Robey (Chairman)
Dr Stephanie K Ellington
Ann Holmes
Deputy Clare James
Elizabeth Phillips
Alderman William Russell
Ena Harrop (Headmistress)
Neil Codd (Deputy Head, Academic)
Katie Brice (Deputy Head, Pastoral)
Claire Tao (Deputy Head, Staff)

Teachers' Pay Panel

Deputy Clare James

5. **GENERAL DATA PROTECTION REGULATION - IMPACT FOR THE CITY OF LONDON SCHOOL FOR GIRLS**

Governors considered a report of the Headmistress regarding Data Protection and General Data Protection Regulation.

RESOLVED, that the report be noted.

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

Governors considered a report of the Director of Community and Children's Services regarding the Designated Officer Annual Report 2016/17 and the following points were made.

- The Headmistress informed the Governors that the School did not make many referrals the City's Designated Officer because most girls at the School did not live in the City of London and concerns were therefore reported to their local Councils. Nevertheless, the Headmistress emphasised that the School did have a close and effective working relationship with the City's Designated Officer.
- A Governor commented that the School should take a 'over reporting better than under reporting' approach regarding safeguarding referrals.

RESOLVED, that the report be noted.

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

There were no questions.

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

Appointment of Co-Opted Governor – Soha Gawaly

Governors considered a tabled *curriculum vitae* of a potential candidate for co-opted Governor, Soha Gawaly. The Headmistress and Chairman endorsed Ms Gawaly and commented that she was previous parent of a girl at the School, Chairman of the Friends of the City of London School for Girls Committee, and in that role had demonstrated a firm grasp of the strategic needs of the School. In her view Ms Gawaly also brought significant fundraising expertise to the Board, which would contribute to the Board's oversight of the School's future expansion.

RESOLVED, that Soha Gawaly be appointed as a co-opted Governor for a term ending December 2020.

Notice of Resignation as Co-Opted Governor – Mary Robey

The Chairman noted that Mary Robey had given notice that she would be standing down from the Board at Easter 2018. The Chairman gave thanks to Ms Robey for her tremendous contribution to the work of the Board and noted that she had made a huge difference to the School during her time on the Board. Ms Robey was heard in reply.

Retirement of Co-Opted Governor - Professor John Betteridge

The Chairman noted that Professor Betteridge, whose term on the Board ended in December 2017, had given notice of his intention not to seek another term as co-opted Governor due to ill health. Governors joined the Chairman in noting their thanks to Professor Betteridge for his longstanding service to the Board and wished him well in his retirement. The Chairman noted that she would be writing to Professor Betteridge to that effect.

Desired Skills of Future Co-Opted Governors

A Governor commented that when considering appointments to the co-opted Governor vacancies on the Board, previous students of the School should be considered particularly if they could be considered leaders in their chosen profession. The Chairman noted that in light of Ms Robey's resignation, and educationalist would also be considered as priority. A Governor concluded discussion by noting that a candidate with proven expertise in project management and/or architecture would be of benefit to the Board given the School's expansion plans.

New Common Council Governor – Rehana Ameer

The Chairman noted that Rehana Ameer had been appointed as Common Council Governor to the Board by the City's Court of Common Council. At the Chairman's request, the Town Clerk agreed to circulate Ms Ameer's *curriculum vitae* to the Board and agreed further to circulate the *curriculum vitae* of any future Governors when they joined the Board.

9. 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.

10. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting of 10 October 2017 be approved as an accurate record.

11. DRAFT MINUTES OF THE ACADEMIC WORKING PARTY MEETING - 28 SEPTEMBER 2017

RESOLVED, that the draft minutes of the Academic Working Party meeting held on 28 September 2017 be noted.

12. DRAFT MINUTES OF THE 125TH ANNIVERSARY WORKING PARTY MEETING - 31 OCTOBER 2017

RESOLVED, that the draft minutes of the 125th Anniversary Working Party meeting held on 31 October 2017 be noted.

13. ANNUAL WAIVERS REPORT 2016/17

Governors considered a report of Chamberlain regarding Annual Waivers for 2016/17.

14. **REPORT OF THE HEADMISTRESS**
Governors considered a report of the Headmistress concerning non-public matters in relation to the School.
17. **CITY OF LONDON SCHOOL FOR GIRLS EXPANSION OPTIONS - FEASIBILITY STUDY**
Governors agreed to vary the order of items on the agenda so that Item 17 (City of London School for Girls Expansion Options) was considered next.

Governors considered a report of the Headmistress regarding the City of London School for Girls Expansion Options Feasibility Study.
15. **GATEWAY 6 ISSUE REPORT - CITY OF LONDON SCHOOL FOR GIRLS REFURBISHMENT PROGRAMME: PHASE 2 - UPDATE; AND PHASE 3- SEEKING APPROVAL OF SCOPE FOR WORKS**
Governors considered a Gateway 6 Issue report of the Headmistress regarding the City of London School for Girls Refurbishment Programme.
16. **CITY OF LONDON SCHOOL FOR GIRLS BUILDING STRATEGY**
Governors considered a report of the Headmistress regarding the City of London School for Girls Building Strategy.
18. **CITY OF LONDON SCHOOL FOR GIRLS EXPANSION OPTIONS - FEASIBILITY STUDY**
Governors considered a report of the Headmistress regarding the City of London School for Girls Expansion Options Feasibility Study.
18. **PROPOSED REVENUE BUDGET 2018/19**
Governors considered a joint report of the Headmistress and the Chamberlain regarding the proposed 2018/19 Revenue Budget.
19. **REPAIRS, MAINTENANCE & IMPROVEMENTS FUND**
Governors considered a joint report of the Headmistress, the Chamberlain and the City Surveyor regarding the Repairs, Maintenance and Improvements Fund.
20. **FUNDRAISING STRATEGY PROGRESS REPORT**
Governors considered a progress report of the Headmistress regarding fundraising.
21. **REPORT ON OUTREACH INITIATIVES BY THE CITY OF LONDON SCHOOL FOR GIRLS**
Governors considered a report of the Headmistress regarding outreach initiatives undertaken by the School.
22. **CITY OF LONDON SCHOOL FOR GIRLS MANAGEMENT INFORMATION DASHBOARD**
Governors considered a joint report of the Chamberlain and the Bursar regarding the School's Management Information Dashboard.

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

There were no questions.

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

There were no items of urgent business.

25. **CONFIDENTIAL - DRAFT MINUTES OF THE ACADEMIC WORKING PARTY MEETING HELD ON 28 SEPTEMBER 2017**

RESOLVED, that the confidential draft minutes of the Academic Working Party meeting held on 28 September 2017 be noted.

The meeting ended at 12.38 pm

Chairman

Contact Officer: Paige Upchurch / paige.upchurch@cityoflondon.gov.uk

Committee(s): Board of Governors of the City of London School for Girls	Dated: 26 February 2018
Subject: Annual Review of Terms of Reference	Public
Report of: Town Clerk	For Decision
Report Author: Paige Upchurch, Committee and Members' Services Officer	

Main Report

1. Each grand committee of the Court of Common Council is obliged to review its terms of reference annually and in good time for any changes to be considered before committees are reappointed by the Court in April each year.
2. The terms of reference of the Board of Governors of the City of London School for Girls are attached as an appendix for your consideration.
3. It is proposed that the approval of any further changes to the Committee's terms of reference be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.
4. The Board is also required to review the frequency of its Committee meetings. At present the Board is scheduled to meet four times in 2018, in February, June, October and December.

Recommendation(s)

- That, subject to any comments, the terms of reference of the Board be approved for submission to both the Policy and Resources Committee and the Court of Common Council, as set out at Appendix 1, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman; and
- Members consider whether any change is required to the frequency of the Committee's meetings.

Appendices

- Board of Governors of the City of London School for Girls – Terms of Reference

Paige Upchurch

Town Clerk's Department

T: 0207 332 1427

E: paige.upchurch@cityoflondon.gov.uk

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PARMLEY, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 27th April 2017, doth hereby appoint the following Committee until the first meeting of the Court in April, 2018.
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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

1. Constitution

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to six co-opted non-City of London Corporation Governors with experience relevant to the Board

The Chairman of the Board shall be elected from the City Corporation Members.

2. Quorum

The quorum consists of any five Common Council Governors.

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

3. Membership 2017/18

ALDERMEN

- 4 William Anthony Bowater Russell, Sheriff
- 1 David Andrew Graves

COMMONERS

- 4 (4) Nicholas Michael Bensted-Smith, J.P.
- 4 (4) Ann Holmes
- 3 (3) Randall Keith Anderson
- 16 (3) Tom Hoffman, Deputy
- 16 (3) Sylvia Doreen Moys
- 17 (2) Richard David Regan, O.B.E., Deputy
- 28 (2) Sir Michael Snyder
- 4 (1) Emma Edhem
- 9 (1) Clare James, Deputy

Vacancy

Vacancy

Vacancy

together with :-

Prof. Anna Abulafia

Prof. John Betteridge

Dr. Stephanie Ellington

Elizabeth Phillips

Mary Robey

Richard Sermon, M.B.E.

together with the ex-officio Members referred to in paragraph 1 above.

4. Terms of Reference

To be responsible for:-

- (a) all School matters;

- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

Committee(s) Board of Governors, City of London School for Girls	Dated: 26 February 2018
Subject: Public Report of the Headmistress	Public
Report of: Ena Harrop, Headmistress, CLSG	For Information

Main Report

Forthcoming Events

26 th February – 2 nd March	Prep Book Fair Week
27 th February	Early Music Lunchtime Concert
2 nd March	Year 10 & 12 Career's Fair (Guildhall)
9 th March	Prep Poetry Performance
13 th March	Open Lunchtime Concert
14 th March	Prep Parents' Evening /Prep Quiz Night
15 th March	Year 7 Concert
16 th March	Year 6 Parents' Breakfast
20 th March	Joint Concert, CLS
21 st March	Year 8 Parents' Evening
22 nd March	Prep Parents' Evening
23 rd March	GCSE Art Exams
	Grade 1 LAMDA Examinations
	Year 3 Parents' Breakfast
	Wind, Brass & Percussion Lunchtime Concert
27 th March	ABRSM Exams
28 th March	Term Ends
18 th April	Staff Day
19 th April	Term Begins
24 th April	City Schools' Orchestral Day
25 th April	Founder's Day
1 st May	Year 8 Vaccinations
4 th May	Year 11 Last Day
7 th May	Bank Holiday
14 th -17 th May	Prep Cross Curricular Week
16 th May	Year 13 Last Day
17 th May	Prep Guildhall Takeover Day
18 th May	Staff Day
21 st May	Staff Day
22 nd -25 th May	Prep assessments, Year 7 ILP, Years 8-10 & 12 Exams
28 th May -1 st June (inclusive)	Half Term
4 th -5 th June	Year 10 Exams
5 th June	Prep Sports Day
6 th June	Year 7 Parents' Evening

11 th June	Year 12 UCAS Morning
12 th June	7+ Welcome Morning
13 th June	Senior School Sports Day
	Grade 2 LAMDA Examinations

Educational Visits

23 rd -26 th March	Year 8 Barcelona
25 th March – 3 rd April	Year 10 China Trip
26 th -31 st March	Year 10 -13 Iceland Trip
1 st -3 rd May	Year 12 CERN Trip
10-11 th May	Prep overnight trip to Chatham dockyard
7 th -11 th June	Year 8 Normandy Trip
8-9 th June	Bronze Duke of Edinburgh Qualifying Expedition
14 th -15 th June	Year 9 & 10 Battlefields Trip
17 th -22 nd June	Year 10 Antibes Trip
18 th -19 th June	Year 12 Belfast *

*Subject to final confirmation

Governors' Visiting Days

1. 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. We had several visits from Governors last term:
 - a. On 8th November 2017, Deputy Regan observed Extra-Curricular activities.
 - b. On 23rd November 2017, Dr Ellington visited the Sixth Form and Careers Department having also helped with Oxbridge interview practice. On 11th January 2018, she came to meet Sue Overy, Assessor for The Quality in Careers Standard Reassessment.
 - c. On 9th November 2017, Professor Abulafia helped with mock interviews.
 - d. On January 18th 2018, Deputy James, Ms Robey and Alderman Russell came to meet the Inspectors.
 - e. On 24th January 2018, Mr Bensted Smith attended an IT Strategy Meeting.
 - f. On 25th January 2018, Ms Holmes visited the SEND Department.
 - g. On 7th February 2018, Alderman Russell made a safeguarding oversight visit and visited some PSHCE lessons.
 - h. On 7th February 2018, Ms Robey and Deputy James participated in the Senior Deputy Head interviews.

- i. On 9th February 2018, Mrs Phillips visited the Prep for the Year 4 parents' breakfast.
2. 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

3. The minutes from the Health and Safety meeting held on 4 January are included with the Non-Public Report of the Headmistress (Appendix 8). A fire evacuation test is scheduled for later this term and a bomb invac will also be held this term.

Lettings

Hirer	Dates	Venue
3S Swim School	Mon, Thurs, Fri and Sunday	Swimming Pool
Baring Asset Management Limited	9th Dec	Main Hall
Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Crossrail	11th Oct	Main Hall
Cor et Lumen Christi Community	13th and 14th Oct and 10th Nov	Main Hall
Global Harvesters Fellowship	Every Sunday	Main Hall or New Hall
Go Mammoth	Every Monday, Tues, Wed and Thursday Evenings	Gymnasium
Justin Craig Education	21st - 28th Oct and 21st-27th Dec	B Floor Classrooms
London Gay Men's Chorus	20th Sept, 5th and 9th October, 6th Nov Nov 2017 2, 6, 7, 9, 14, 16, 21, 24, 28, 30 Dec 2017 5, 7, 12, 19	New Hall
London Symphony Chorus		
London Gay Symphony Orchestra	15th Oct and 10th Dec	Main Hall / New Hall
NANUK Swimming	Every Saturday	Swimming Pool
Otter Swimming Club	Every Wednesday	Swimming Pool
Royal Choral Society	Every Monday	Main Hall
Royal Philharmonic Society	18th and 19th Nov	New Hall
SOS Internationale	20 - 21st Oct	New Hall
South London Orienteering	9th Sept	Main Hall
Tri For Fitness	Every Tuesday	Swimming Pool

Alan Bubbear

Bursar, CLSG

T: 0207 847 5524

E: bursar@cls.org.uk

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