



Finance Grants Oversight and Performance Sub Committee

Date: TUESDAY, 15 NOVEMBER 2016
Time: 3.30 pm (or on the rising of the Finance Committee)
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Simon Duckworth (Chairman)
Philip Woodhouse (Deputy Chairman)
Randall Anderson
Deputy John Barker
Nicholas Bensted-Smith
Deputy Roger Chadwick
Jeremy Mayhew
Randall Anderson
Nicholas Bensted-Smith
Nigel Challis
Deputy Jamie Ingham Clark
Gregory Lawrence
Jeremy Mayhew
Alderman Professor Michael Mainelli
Sheriff & Alderman William Russell

Enquiries: Julie Mayer
tel. no.: 020 7332 1410
julie.mayer@cityoflondon.gov.uk

NB: Part of this meeting could be the subject of audio or video 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 approve the public minutes and non-public summary of the meeting held on 21 July 2016.

For Decision
(Pages 1 - 6)
4. **OUTSTANDING ACTIONS LIST**
Report of the Town Clerk.

For Information
(Pages 7 - 8)
5. **CENTRAL GRANTS PROGRAMME - 360GIVING**
Report of the Chief Grants Officer
Members will also receive a short presentation from Katherine Duerden, Partnerships & Engagement Manager, 360Giving.

For Decision
(Pages 9 - 10)
6. **CENTRAL GRANTS PROGRAMME**
Report of the Chief Grants Officer.

For Information
(Pages 11 - 14)
7. **CENTRAL GRANTS PROGRAMME (CGP) WORK PROGRAMME**
Report of the Chief Grants Officer.

For Information
(Pages 15 - 16)
8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
10. **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 1 of schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-public Agenda

11. **MINUTES**

To approve the non-public minutes of the meeting held on 21 July 2016.

For Decision
(Pages 17 - 18)

12. **ANALYSIS OF GRANTS AGREED FOR THE FIVE YEARS 2011/12 TO 2015/16**

Report of the Chamberlain.

For Information
(Pages 19 - 48)

13. **BENEFITS IN KIND REPORTING**

Report of the Chief Grants Officer.

For Information
(Pages 49 - 50)

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

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

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FINANCE GRANTS OVERSIGHT AND PERFORMANCE SUB COMMITTEE

Thursday, 21 July 2016

Minutes of the meeting of the Finance Grants Oversight and Performance Sub Committee held at Guildhall on Thursday, 21 July 2016 at 10.00 am

Present

Members:

Simon Duckworth (Chairman)
Philip Woodhouse (Deputy Chairman)
Randall Anderson
Nicholas Bensted-Smith
Nigel Challis
Deputy Jamie Ingham Clark
Alderman Prof. Michael Mainelli
Jeremy Mayhew
Alderman William Russell

In Attendance

Alderman Alison Gowman - Chairman of the City Bridge Trust

Officers:

Steven Reynolds - Chamberlain' Department
Neil Davies - Town Clerk's Department
David Farnsworth - Chief Grants Officer
Scott Nixon - Town Clerk's Department
Emily Rimington - Comptroller and City Solicitor's Department

Before commencing the business on the agenda, the Chairman advised Members that the Finance Committee had met on 19 July 2016 and agreed to change the name of the former Finance Grants Sub Committee to the '*Finance Grants Oversight and Performance Sub Committee*'.

The Finance Committee had also appointed Mr Simon Duckworth as Chairman and Mr Philip Woodhouse as Deputy Chairman.

1. APOLOGIES

Apologies were received from Deputy John Barker, Deputy Roger Chadwick and Greg Lawrence.

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

There were no declarations.

3. **MINUTES**

The minutes and non-public summary of the former Finance Grants Sub Committee held on 17 November 2015 were approved.

Members noted that the new Chairman had not been in attendance but some of those Members present today had been.

Matters arising

- Further to a recent article in 'The Observer', in respect of the Sylvia Pankhurst Statue, Members were reminded that a grant of £10,000 would be awarded once the remaining £90,000 had been confirmed.
- There was an update in respect of the delegated decision in the non-public agenda and in the non-public minutes.
- The additional information requested from an applicant had since been received.

4. **UPDATE ON ENGAGEMENT WITH PREVIOUS FINANCE GRANTS SUB-COMMITTEE GRANTEES**

The Committee received a report of the Chief Grants Officer in respect of the engagement with previous Finance Grants Sub-Committee grantees. Members noted that this would be the last piece of work undertaken by Mrs Barbara Riddell. The Town Clerk would be writing to Mrs Riddell to thank her for many years' service to the Finance Grants Sub Committee. The new Finance Grants Oversight and Performance Sub Committee also asked for their thanks and best wishes to go on record.

During the discussion, the following matters were raised/noted:

- Of the twelve entities listed in paragraph 10 of the report, one 'funder-to-funder' organisation was flagged. Having regard to concerns about funding gaps, the Chief Grants Officer agreed to contact the organisation separately to discuss the Central Grants Programme and the City Bridge Trust 'Investing in Londoners' Grants Programme. The Chief Grants Officer agreed to check the eligibility of livery companies.
- The Corporate Grants Review had aimed to take the good practice of The City Bridge Trust, from the past 20 years, and apply it to the former Finance Grants Sub Committee, which had become somewhat fragmented. The review had rationalised the Sub Committee and implemented a more strategic programme.
- Further to the decision of the Finance Committee to agree interim staffing to support the Central Grants Programme, the process of appointing a Senior Grants officer had started. This officer would attend all the new grant-giving Committees.

- There was now a dedicated web page in place, with email and telephone contact details provided for the Central Grants Unit. The Chief Grants Officer agreed to email the link to the webpage and details of the new contact to Members of the Sub Committee.
- As a result of the review, only one funding window had been missed but, going forward, there would be greater efficiency and transparency. Furthermore, the Town Clerk advised that there would be a continuum at today's meeting, arising from the receipt of the monitoring reports under agenda item 14, and the subsequent release of second/third phases of grants. The new Central Grants Programme would be open for business from 15th August 2016.
- It was noted that the Central Grants Programme would not follow the City Bridge Trust's historic practice of 'fallow years' in grant giving and this would allow grant giving under the Central Grants Programme to be more flexible. Members noted that the Education Board, which was due to meet later today, was the final grant-giving Committee to consider and agree the eligibility criteria specific to their funding theme.
- Pending this decision, and the decision of the Policy and Resources Committee on 8th September, in respect of the management fee and the decision in respect of the carry forward of any unspent Finance Grants Sub-Committee grants budget, the Sub Committee would receive a summary report. Members noted that this report would show the breakdown of funding between the new grant themes, including minimum and maximum grants, where these had been set by the relevant grant-giving Committee. The Chief Grants Officer advised that the four grant-giving Committees would not receive equal funding allocations.
- It was noted that, where grants were made from charitable funds, the grants must be made in accordance with the objectives of that particular charity.
- The Chairman of the City Bridge Trust was in attendance and welcomed the report and approach.

RESOLVED, that – the outcomes of the engagement work undertaken by the Grants Management Consultant be noted.

5. **CENTRAL GRANTS PROGRAMME**

The Sub Committee received two reports of the Chief Grants Officer in respect of the Central Grants Programme:

- a) The Grant Management Process; and
- b) The Performance Management Framework.

The Chairman suggested that these items be taken together.

In respect of the new Terms of Reference of the Finance Grants Oversight and Performance Sub Committee, Members agreed that the appointment of Chairman and Deputy Chairman would need to be amended to say: *‘to be nominated by the Chairman and approved by the Finance Committee.’* The first point in the Terms of Reference should be explicit in that - *‘for all grants’*, should be followed with - *‘excluding the City Bridge Trust’*.

In respect of performance assessment, it was suggested that this be made more explicit in terms of impact assessment, output tracking and monitoring processes and include statistical analysis. Members also noted The City Bridge Trust’s good practice in using ‘secret shoppers’. Furthermore, the Chief Grants Officer advised that he had been working with Trust for London and would track the longer term impacts. In addition, each grant-giving Committee would be asked to produce impact reports and they would be reported to this Sub-Committee. Members noted that this additional information would be included as part of the 2018 Review of Grants (which will align with City Bridge Trust’s next quinquennial review).

The Finance Grants Oversight and Performance Sub Committee would also receive a gap analysis on those grants not conforming with current eligibility criteria, in order to inform future grant eligibility.

Members noted that the Sub Committee would receive updates on the City Bridge Trust’s Quinquennial Review, including an executive summary of the research and the market analysis, in order to support its strategic oversight of the Central Grants Programme. Future meetings of the Sub Committee would also include consideration of performance management reports.

A Member offered to provide details of work he had done elsewhere in tracking the impact of grants.

Finally, the Chief Grants Officer highlighted the key milestones to be achieved between June and September. The Chairman suggested that the timeline for meetings over the current year be December 2016; April and July 2017.

RESOLVED, that -

1. The processes to be implemented by the Central Grants Unit be noted.
2. A note of the new Central Grants Programme be sent to Members of the Sub Committee, summarising the funding available and decisions made by the new grant-giving Committees.
3. The key milestones leading to the launch of the Central Grants Programme be noted.
4. The Central Grants Programme Performance Management Framework be approved subject to the comments set out above.
5. The proposed annual reporting cycle be approved, subject to the timeline variation set out above for an initial period.

6. **BENEFITS IN KIND REPORTING**
The Sub Committee considered and approved a report of the Chief Grants Officer, noting a non-public appendix at agenda item 11.
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were no items of urgent business.
9. **EXCLUSION OF THE PUBLIC**
RESOLVED – that, under Section 100 (A) of the Local Government Act 1972, the public be excluded from the following items on the grounds that they may involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item No	Paragraph no
10-15	3
10. **NON PUBLIC MINUTES**
The non-public minutes of the meeting held on 17th November 2015 were approved, subject to an amendment.
11. **BENEFITS IN KIND REPORTING**
The Sub Committee considered and approved a report of the Chamberlain.
12. **REPORTS OF GRANTS RECIPIENTS**
The Sub Committee considered and approved a report of the Town Clerk.
13. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**
The Sub Committee received a report of the Town Clerk.
14. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were no questions.
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no items of urgent business.

The meeting ended at 11.10 pm

Chairman

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Finance Grants Oversight and Performance Sub-Committee- Outstanding Actions- November 2016 update

	Item	Action	Officer responsible	Progress updates/target	
	1.	Sheriffs and Recorders	The Chief Grants Officer agreed to contact the Sheriff and Recorders Fund to discuss the Central Grants Programme and the City Bridge Trust 'Investing in Londoners' Grants Programme	Chief Grants Officer	David Farnsworth met with Lady Tessa Brewer, Chairman of the Sheriff and Recorders Fund on 06/10/2016.
Page 7	2.	CGP Eligibility	The Chief Grants Officer agreed to check the eligibility of livery companies.	Chief Grants Officer	Liveries vary in size, structure and interests however are generally not established as charities and therefore generally do not meet the eligibility criteria. Those Liveries which are registered charities tend to issue funds in their own right, however may be eligible to apply for funds should their project align with the CGP eligibility criteria.
	3.	CGP Webpage and Contact details	The Chief Grants Officer agreed to email the link to the CGP webpage and details of the new contact to Members of the Sub Committee.	Scott Nixon	Members were emailed the information on 26/07/2016
	4.	CGP Finances	In respect of the management fee and the decision in respect of the carry forward of any unspent Finance Grants Sub-Committee grants budget, the Sub Committee would receive a summary report. Members noted that this report would show the breakdown of funding between the new grant themes, including minimum and maximum grants, where these had been set by the relevant grant-giving Committee.	Scott Nixon	Carry forward of £208,000 was agreed on 26/07/2026 for the CGP.

				A breakdown of the funding to be awarded to the CGP funding themes was provided to Members on 26/07/2016.
5.	Terms of Reference	Terms of reference to be amended to say: 'To be nominated by the Chairman and approved by the Finance Committee.' The first point in the terms of reference should be explicit in that – 'for all grants', should be followed with – 'excluding the City Bridge Trust'.	Julie Mayer	This will not immediately affect the operation of the Sub Committee and the Terms of Reference will be reviewed, in due course, at the first 2017/18 Meeting of the Finance Committee in May 2017.
6.	Performance Reporting	Each grant-giving Committee would be asked to produce impact reports and they would be reported to this Committee.	Jack Joslin	At the first meeting of each officer panel or committee charged with evaluating and approving the allocation of funds, it will be raised that this information will be required in due course.
		The Finance Grants Oversight and Performance Sub-Committee would also receive a gap analysis on those grants not conforming with current eligibility criteria, in order to inform future grant eligibility.	Jack Joslin	This information will be provided to members of this Sub—Committee after one full grant round has been completed.
7.	Public Relations – Benefits in Kind	The Director of Communications would be recruiting a new Communications Officer shortly and this post holder would have a more focused brief of the 'Giving' agenda. This would also be an opportunity to make more of the giving and benefits in kind.	Chief Grants Officer	The new Communications officer started in the Communications Department on 1 st November 2016. A meeting has been arranged to bring them up to speed on the Benefits in kind, CGP and giving related projects in December 2016.

Committee Finance Grants Oversight and Performance Sub-Committee	Dated: 15/11//2016
Subject Central Grants Programme – 360Giving	Public
Report of: Chief Grants Officer	For decision
Report author: Scott Nixon, Project Manager	

Summary

In July 2016, Members of this Sub-committee agreed a Grants performance management framework. One section of the framework specified that the Central Grants Programme (CGP) will be required to comply with the Governments Transparency code through publishing details of all grants made to voluntary, community and social enterprise organisations.

Members are provided information on the 360Giving initiative within this report and requested to agree whether CGP grants data can be shared in a public forum using the 360Giving Standard. 360Giving supports funders to publish their grants data in an open, comparable format that anyone can freely access and use. It aims to improve transparency amongst grant makers and importantly to make sure grants data shared can be easily used and compared to inform better grant-making.

Recommendations:

- To agree that the Central Grant Programme grants data can be published using the 360Giving Standard on a bi-annual basis.

Main Report

Background

Governments Transparency code compliance

1. To ensure that the CGP is compliant with the Government's Transparency code, it must publish details of all grants made to voluntary, community and social enterprise organisations. In the past, decisions made on grants have been made available in the Public section of the committee minutes and in due course uploaded to the City of London Corporation website. This will continue, however the presentation of the data on the CGP's website will make it clearer and more easily accessible.
2. For each grant, the following information should be published as a minimum, twice yearly:
 - Date the grant was awarded.
 - Time period for which the grant has been given.
 - Details of who awarded the grant.
 - Beneficiary.

- Beneficiary's charity registration number (if applicable).
 - Summary of the purpose of the grant.
 - Amount.
3. There is growing momentum in encouraging better sharing of grants information to inform funders and grantees to reduce duplication and increase impact.
 4. Publishing using the 360Giving Standard meets the minimum information requirements of the Transparency code. Local Government Association practitioner guidance for Local Authorities highlights that using the 360Giving Standard gives greater comparability of information. In May 2016 UK's Open Government Partnership National Action Plan committed all Central government departments to collect and publish data on grantmaking in-line with the 360Giving Standard by March 2018.
 5. In 2013, 360Giving was set up to support funders to publish their grants data in an open, comparable format that anyone can freely access and use. It aims to improve transparency amongst grant makers and make sure grants data shared can be easily used and compared to inform better grant-making and so potentially have more impact.
 6. In September 2016 City Bridge Trust published details of over 500 grants made between September 2013 and July 2016 in the project's open data format. Whilst their grant-making has always been in public, this takes their commitment to transparency to a new level, allowing their data to be easily compared alongside other funders including Big Lottery Fund, Esmée Fairbairn Foundation and BBC Children in Need.
 7. This will help those interested in the sector to identify trends such as shared areas of giving, geographic 'cold-spots' in giving and the average value of grants. To make this easier, at the end of September 360Giving launched GrantNav – a new search platform which will allow users to easily search all the data published using the 360Giving Standard, and see which funder is funding what, where and for how much: <http://grantnav.threesixtygiving.org/>.
 8. It is proposed that the Central Grants Programme data is published using the 360Giving Standard on a bi annual basis by the Senior Grants officer. Once published, a link to the online data would be made available on the dedicated Central Grants Programme webpage.
 9. There are no direct costs associated with publishing data using the 360Giving Standard and it follows good practice.
 10. The City of London Corporation Data protection team will review and approve all data to be published using the 360Giving Standard.

Scott Nixon
 Project Manager, Town Clerk's Department
 T: 020 7332 3722
 E: Scott.Nixon@cityoflondon.gov.uk

Committee Finance Grants Oversight and Performance Sub-Committee	Dated: 15/11//2016
Subject Central Grants Programme	Public
Report of: Chief Grants Officer	For Information
Report author: Scott Nixon, Project Manager	

Summary

Members are requested to note the outcomes of a report submitted to the Policy and Resources Committee in September 2016. The Sub-Committee agreed the approach of seconding from City Bridge Trust (CBT) to manage the CGP for a 6 month period; that a follow up report will be submitted in March 2017 to approve resources for 2017/2018 and agreed that the Central Grants Unit (CGU) can recharge up to £41,000 to manage the CGU over a 6 month period.

An update on the Central Grants Programme (CGP) has been provided within this report for Members of this Sub-Committee to note.

Recommendations:

- To note the interim staffing and management fee proposal agreed by the Policy and Resources Committee in October 2016.
- To note the update on the Central Grants Programme.

Main Report

Background

CGP Staffing and management fee

1. In September 2016, Members of the Policy and Resources Committee agreed to endorse an approach which allowed CBT to second staff in to manage the CGP until 31st March 2017 and an interim resource of up to £41,000 to support the CGU during this time (equivalent to 10% of the CGP's total budget allocation).
2. During this six month period a time recording system has been implemented by the CGU so that each individual grant programme can be recharged for the actual time and resource spent by Officers.
3. By taking this approach, the CGU will benefit not only from the expertise of CBT in its first six months of operation, but also allow the actual time and resource required to manage one full grant round (which includes all four agreed funding themes) to be better understood. This evidence will form the basis for a further report to be submitted to the Policy and Resources Committee in March 2017.

CGP Progress update

4. The secondment of an existing CBT Officer (Jack Joslin) to the CGU Senior Grants Officer (SGO) role began on 1st October 2016. The SGO will be working an average of 2 days a week on the CGP. Since starting the secondment, the SGO has been meeting with Officers from each grant-giving department to ensure that he is fully up to speed with both the background and their individual requirements. The SGO is now the main point of contact for the CGP.
5. The SGO is currently developing all back office grant application assessment processes for all four themes, so as to ensure the required robust, proportionate and standardised approach.
6. The grants@cityoflondon.gov.uk inbox is receiving daily enquiries from prospective applicants. Enquiries to date have primarily focused on whether projects align with the eligibility criteria and whether their organisational structure and constitution are valid.
7. Workshops for prospective grantees have now been set for Wednesday 9 November 2016 and Friday 13 January 2017 in the Guildhall. These workshops will allow prospective grantees to discuss an application with our SGO and have the eligibility criteria explained in greater depth. These workshops will be delivered on a regular basis by the SGO and as and when requested by external community groups or organisations. The dates for these workshops have been made available online and tweeted through the corporate Twitter account.
8. The closing dates for all four CGP funding themes have now been established and the dates for all Officer Panels or Committees to make a decision on the grant requests received have been set.

Funding theme	Closing dates	Decision-making process	Date of meeting
Stronger communities	31/01/2017	Community and Children's Services Officers in consultation with the Chairman and Deputy Chairman of the Grand Committee.	21 March 2017
Enjoying green spaces and the natural environment	31/01/2017	Open Spaces Officers, in consultation with the Chairman and Deputy Chairmen of the Open Spaces and City Gardens.	3 March 2017
Inspiring London through culture	31/12/2016 31/07/2017 31/12/2017	Culture, Heritage and Libraries (CHL) Officer/Member panel which will make recommendations to the Culture, Heritage	13 January 2017 (Officer Panel) 06 February 2017 CHL Committee meeting.

Funding theme	Closing dates	Decision-making process	Date of meeting
		and Libraries Committee.	
Education and employment support (Combined Education Charity and City Educational Trust Fund)	15/11/2016	Education Charity Sub-Committee	12 December 2016

9. All grant giving committees have been requested to convene before end March 2016 in order to ensure that available funds have been allocated to projects before the end of the financial year. Should any City's cash remain unallocated, it will be subject to the standard City's Cash carry forward process.
10. Note: Community and Children's Services Committee have agreed that any unspent City's cash is paid into the endowment of the Combined Relief of Poverty Charity.

Publicity for the CGP

11. City of London Corporation Officers have been provided an update on the CGP through the Staff CoLnet Intranet page and several departments have been provided additional information to raise the profile of the Grants programme through internal departmental newsletters e.g. Community and Children's Services.
12. In conjunction with the Communications team, a regular tweet schedule has been established via the Corporate Twitter account. Interest generated to date has been steadily increasing as the Twitter presence increases. Each of the four grant-giving departments has also been working to tweet and raise the profile of the CGP through their own networks.
13. A new Communications Officer that will work across CBT, giving projects and the CGP has now been recruited and started in post on 1st November 2016. This will further increase the capacity to further communicate about the CGP.

Background Papers:

- Policy and Resources Committee, October 2016, 'Central Grants Programme Resourcing and Management Fee'

Scott Nixon
Project Manager, Town Clerk's Department
T: 020 7332 3722
E: Scott.Nixon@cityoflondon.gov.uk

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**Finance Grants Oversight and Performance Sub-Committee –
Central Grants Programme (CGP) Work Programme**

Meeting:	November 2016	February 2017	July 2017
Strategic oversight and progress review			
	None	Mid-year CGP Grants performance review 2016/2017, and; Recommendations for City's Cash allocations to programme themes.	Annual CGP Grants performance review 2016/2017. Annual update of the Performance management framework.
Benefits in Kind			
	Annual report on CoLC Benefits in Kind, including the approval of CoLC benefits in kind over £2,500 (if required).	Approval of CoLC benefits in kind over £2,500 (if required).	Approval of CoLC benefits in kind over £2,500 (if required).
5 Year analysis of grants			
	Annual report on all CoLC grants (prepared by Chamberlains)	None	None
Statutory compliance reporting			
	None	None	Compliance update on CGP – (Local Government Transparency Code 2015 and the Equality Act 2010 and Charity Commission Best Practice guidelines).

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