

Leisure and Environment Committee

Thursday 12 November 2009 7.30pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors M J Brown (Chairman), Miss M N Heath and J J Wilson (Vice-Chairmen), A J Davis, Mrs M T Harnden, Mrs G M Kingerley, M T Kusneraitis, A M Moore, C J Norman and Mrs G Warner.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C Pinnock, Administration and Leisure Department, Committee Section, Civic Centre, Station Road, Addlestone (Tel. Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

LIST OF MATTERS FOR CONSIDERATION

PART I

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PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

- a) Exempt Information
(No reports to be considered under this heading)
- b) Confidential Information
(No reports to be considered under this heading)

1. FIRE PRECAUTIONS

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

3. MINUTES

To confirm and sign as a correct record the Minutes of the meeting of the Committee held on 24 September 2009, which were included in the October 2009 Minute Book previously circulated.

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is personal and prejudicial.

6. FINANCIAL MONITORING STATEMENT (DF)

(Ref: Minutes of Leisure and Environment Committee, September 2009, page 267, para 289)

1. Purpose of Report

1.1 **The purpose of this report is to inform the Committee of the latest financial projections for the 2009/10 financial year for leisure and environmental services.**

2. Background Information

2.1 The Financial Monitoring Statement was introduced to all Committees in September 2006 to inform Members of the current financial position of the services under the remit of each Committee. This Committee receives two statements, one for Leisure services and the other for Environmental services.

2.2 Each statement reflects an updated position based upon the 2009/10 original estimates approved by this Committee in January. The statements have now been updated to include changes identified in the Financial Forecast considered at the Corporate Management Committee in October 2009.

3. Report

3.1 The statement at Appendix 'A' is split into two parts:

- Leisure services
- Environmental services

Each statement is split into three distinct parts:

- Projected budget and forecast
- Savings still to be delivered
- Current year key budget indicators

- 3.2 The Projected budget and forecast sections show any anticipated variations in the current year's budget. These variations are categorised as approved changes and other potential changes. Implications for the following three years are included for completeness so that the full-year effect of any changes can be seen.
- 3.3 The achievement of the revenue reductions programme approved by the Council is one of the Council's key performance indicators. Savings targets not yet achieved are reported in the second section of each statement. These savings are all incorporated into the projected budget and forecast figures in section one.
- 3.4 The final section sets out the key budget indicators for the significant areas of this Committee's budget. This indicates the actual income received set against the amount expected (the budget) for the period covered by each statement. In addition to this, at the request of this Committee, there are also graphs showing the membership numbers for each Leisure Centre, and also for the number of subscribers to the Council's Green Waste Collection service.

(FOR INFORMATION)

Background Papers

None stated.

7. SERVICE PLAN 2008/2010 (DAL/DTS)

Ref: Minutes of Leisure and Environment Committee, June 2009, page 85, para 105)

1. Purpose of Report

1.1 **The purpose of the report is to advise the Committee of progress on the Leisure and Environment Committee Service Plan.**

2. Background Information

2.1 In November 2008 the Committee approved a new Service Plan for the period 2008 – 2010.

2.2 Service Plans are a fundamental part of performance monitoring and contain actions from the Council's key strategic documents.

2.3 The Plans derive from action points from, amongst others, the Sustainable Community Strategy, Play Strategy, Equality Policy, Crime, Disorder and Drug Reduction Strategy and the Risk Management Plan.

3. Report

3.1 Attached at Appendix 'B' is the report setting out the current performance against the plan targets. A "traffic lights" system has been used to show where targets are progressing well, are at risk of not being developed, failing, or are complete. Where targets have not been achieved then they appear as "failing" and proposals for addressing them are provided in the "comments" column. This is also the case where a target is delayed beyond the target date.

3.2 The majority of targets are classed as 'progressing well' across the service areas. Those targets that have been completed can be removed from the Plan.

3.3 Attached to the Service Plan are the departmental Equality Action Plans for Admin and Leisure and Technical Services on which comments are also invited.

3.4 With regard to the Equalities Action Plans the corporate departmental objectives on page 2 have been slightly reworded and updated with the Council's recent achievement of level 3 of the Equality Standard.

- 3.5 Colour versions of the Service Plan are available on the Council's website; black and white versions for Members and Officers, to save on printing costs.
4. Financial Implications
- 4.1 The resource implications for each target are outlined within the Plan and reports are brought to Committee if there are any specific resource implications.
5. Council Policy
- 5.1 It has been Council Policy since 2003 to adopt Service Plans.

OFFICERS' RECOMMENDATION that –

the Committee note the performance within the Service Plan and confirm whether the measures proposed to address any shortfall are satisfactory.

(TO RESOLVE)

Background Papers

None stated.

8. SUMMER ACTIVITY PROGRAMME (PLAY AND YOUTH) – 2009/2010 (DAL)
(Ref: Minutes of Leisure and Environment Committee, November 2008, page 450, para 312)
1. Purpose of Report
- 1.1 **The purpose of this report is to inform Members about the performance of Leisure Development's 2009 Summer Activity Programme, and to seek approval of the proposals for 2010.**
2. Background Information
- 2.1 Leisure Services has run Summer activities throughout the Borough for 18 years. The activities provided this year consisted of:
- Three weeks of playschemes at four different sites, catering for 4 -11 year olds.
 - Three weeks of the SPLASH programme operated from Strode's College, catering for 11-16 year olds
 - Two weeks of multi-sports camps operated from Addlestone Leisure Centre, catering for 8 -16 year olds
 - Two weeks of Star:Track Athletics operated from St George's College, catering for 8-15 year olds
 - Two weeks of open-access play sessions (2 x 2 hour sessions per day) at five different parks/open spaces around the borough
 - A free Playday event at Runnymede Pleasure Grounds, primarily aimed at 5 -13 year olds.
- 2.2 The aims of the activities are to provide a stimulating, happy and safe environment for children and young people during the summer holidays.
3. Playschemes
- 3.1 The playschemes cater for 4 -11 year olds and operate from four different sites, based at Jubilee High School (Addlestone), Magna Carta School (Egham), St Anne's Primary School (Chertsey) and Ottershaw Memorial Fields. The standard hours of operation are 8:30am – 3:30pm at all four sites, with Addlestone and Egham also offering extended hours from 8:30am – 5:00pm.

- 3.2 Out of Borough residents were charged an additional rate (£70 per week rather than £60 per week for residents) and a 50% concession was made available for parent/guardians in receipt of Income Support, Unemployment Benefit, Housing Benefit, or Council Tax Benefit. If a child/young person is at risk of offending, the referral body is charged the concessionary rate. If a child/young person is at risk of offending and comes from a means tested benefit family then the referral body is only charged 50% of the concession rate (in order to ensure those most in need do benefit). Three 'looked after children' also accessed the scheme this year after being offered free of charge places to support the County Council's Children and Young People Plan.

Childcare Vouchers

- 3.3 Childcare Vouchers were not advertised as being accepted in the brochure this year, but after a number of requests following the release of the brochure, it was decided they would be accepted as a pilot when a parent/guardian enquired. The vouchers allow working parents to benefit from the tax relief offered by Central Government for childcare. Part of the terms and conditions of the vouchers is that they can only be used for Ofsted registered sites. This meant the vouchers could only be accepted for the playschemes rather than all the Council's play related activities, but it was an appreciated benefit for those who took advantage of them and there is no financial loss to the Council in accepting them. Eight bookings, totalling £1,143 were made using the Childcare Vouchers as payment. Officers are also including the possibility of accepting vouchers provided by Spelthorne Borough Council next year.

School-age Care Environment Rating Scale (SACERS) Review

- 3.4 Whilst none of the sites were Ofsted inspected this year, the Council received a SACERS Review by Surrey County Council's Early Years Team who visited all of the playscheme sites. The feedback from the review was that all sites performed well above average when compared to other providers in Surrey. SACERS review each scheme's space and furnishings, health and safety, activities, interactions, programme structure, and special needs support. The average score across Surrey was 3.86. However, this Council's sites were scored 4.90 for Ottershaw, 4.52 for Addlestone, 4.40 for Chertsey, and 4.1 for Egham. With a couple of easy to implement suggestions for improvement given, this score could be improved even further.

Recruitment Issues

- 3.5 This year there was an added difficulty for the recruitment of staff due to Ofsted changing the qualification requirements for staff to work with Under 8's on playschemes. Nationally, if working with children aged 6 or 7 the new requirements mean Supervisors must possess one of the new Level 3 qualifications in a relevant area of work, and 50% of staff need to have one of the new Level 2 qualifications in a relevant area of work. If working with children aged 5 or under, the requirement is that all Supervisors need to have the new 'full and relevant' (as opposed to just a relevant area of work) Level 3 qualification and 50% of the remaining staff have one of the new 'full and relevant' Level 2 qualification.
- 3.6 This situation caused major problems for all holiday scheme providers that rely on casual holiday staff because casual holiday staff are generally not already qualified to this level and the qualifications take around 18 months to complete. Also, many of the staff are already full-time students and would not have the time or inclination to complete these qualifications.
- 3.7 The County Play Development Officers Group therefore sent an email to Ofsted to complain and fortunately the Officers in Surrey were informed that staff meeting the old qualifications could be employed if an action plan is in place for the new qualifications to be obtained by 2012. It remains unclear however if this was just a temporary allowance for this summer. Skills Active are currently in discussions with the Department for Children, Schools and Families to relax the requirements for holiday schemes but at present they do still stand nationally, which could cause problems for all holiday playschemes providers next summer.

Playscheme Bookings

- 3.8 After reducing from four weeks provision last year to three weeks this year (due to the £25,000 budget cuts), there were 2754 spaces booked across the four playscheme sites. 2055 of the spaces were booked in advance of the holidays, and a further 699 daily bookings were taken onsite. On average there were therefore 183 children per day on the playschemes. A total of 366 different children took part, compared to 473 last year, across the four sites operated.
- 3.9 A breakdown of the number of children on each scheme compared to last year is set out below:

Number of children booked on each site and scheme in 2009 (2008 figure)			
Site	Playscheme 4-7 year olds	Play Plus 8-11 year olds	Total
Egham	38 (44)	51 (61)	89 (105)
Chertsey	53 (69)	71 (54)	124 (123)
Addlestone	43 (59)	46 (82)	89 (141)
Ottershaw	30 (54)	34 (50)	64 (104)
Totals	164 (226)	202 (247)	366 (473)

- 3.10 Officers believe the reduction in people using the playscheme is due to the current economic climate as other schemes across the county have also seen a reduction this year. This view is also supported by an increased percentage of concessions as shown in the pricing level table below.

Price Band	2009 (2008)
Concession	19% (14%)
Out of Borough	2% (2%)
RBC Staff	6% (9%)
Referral	5% (4%)
Resident	68% (71%)

Venues

- 3.11 Officers are currently investigating the possibility of moving the Addlestone playscheme from Jubilee High School to Darley Dene Infant School and the Egham playscheme from Magna Carta School to Hythe Primary School as it is believed that the Primary Schools would offer a more appropriate setting for this age group.

Partnership Working

- 3.12 Officers are also currently investigating the possibility of joint working with Spelthorne Borough Council and Woking Borough Council for next year's playschemes.

4. SPLASH

- 4.1 'SPLASH' was set up in 1993 to offer the 11 to 16 age group a range of leisure activities during the school summer holidays. The main objective of the scheme is to provide activities for young people that alleviate boredom, which might lead to anti-social behaviour. The venue chosen this year was Strode's College in Egham and transport was provided from major communities around the Borough for young people who needed it.
- 4.2 Like playschemes, Out of Borough residents were charged an additional rate (£70 per week rather than £60 per week for residents) and a 50% concession was made available for parent/guardians in receipt of Income Support, Unemployment Benefit, Housing Benefit, or Council Tax Benefit. If a child/young person is at risk of offending, the referral body is charged the concessionary rate. If a child/young person is at risk of offending

and comes from a means tested benefit family then the referral body is only charged 50% of the concession rate (in order to ensure those most in need do benefit).

Venue

- 4.3 Officers are currently investigating the possibility of moving the venue from Strode's College to Magna Carta School. This is due to feedback from the staff that the Strode's College site is too spread out. Any move would be dependent on Hythe Primary School being able to accommodate the Egham playscheme.

Partnership Working

- 4.4 Officers are currently investigating the possibility of joint working with Spelthorne Borough Council next year for this programme. Minimal savings would be found, due to the extra staffing and transport required for the Spelthorne residents, but it is considered this may enhance the service through the extra people attending.

SPLASH Bookings

- 4.5 There were 965 spaces booked across the three weeks. 850 of the spaces were booked in advance of the holidays, and a further 115 daily bookings were taken onsite. On average there were 57 young people per day on the programme and 125 different young people took part. Last year there were on average 81 young people per day, and 176 different young people taking part in total.
- 4.6 Officers believe the reduction in young people using the programme, like the playschemes, is due to the current economic climate. The pricing level percentages are shown in table below.

Price Band	2009 (2008)
Concession	13% (10%)
Out of Borough	5% (5%)
RBC Staff	4% (3%)
Referral	0% (1%)
Resident	78% (81%)

5. Multi-sports Camps

- 5.1 This year saw the introduction of multi-sports camps for 8-16 year olds which were run for two weeks at Addlestone Leisure Centre. A successful Youth Opportunity Fund (YOF) bid covered the cost of hiring the facility.
- 5.2 There were 256 spaces booked across the two weeks, which equates to an average of 26 children per day.

6. Star:Track

- 6.1 The Star:Track Athletics programme was once again offered this year and ran for two weeks at St George's College. The venue was provided free of charge.
- 6.2 There were 233 spaces booked across the two weeks, which equates to an average of 23 children per day.

7. Runnymede Open Access Recreation (ROAR) and Playday

- 7.1 ROAR is the three year project which is managed by Runnymede Borough Council but funded by the Big Lottery Fund. The project aims to give children aged 5 - 13 years more opportunities to take part in free open access play in parks, open spaces and community venues, both during term-time and the school holidays. Each session offered lasts for two hours.

- 7.2 During the summer holidays, the ROAR sessions ran twice a day for two weeks in various parks and open spaces around the borough. During this period the attendance figure was 405 (over 20 sessions), meaning on average 20 children attended each session.
- 7.3 From February to September 2009, there have been 1479 attendances by 672 different children. Most of this activity has been outdoors in the parks and open spaces which has accounted for 1351 attendances by 561 different children (almost double the target set by the BIG Lottery).
- 7.4 At the end of the summer holidays, a free Playday event was also organised at Runnymede Pleasure Grounds. The event saw over 180 different children enjoy a wide range of activities. Playday is a nationally celebrated event which aims to remind people about the importance of play in a child's development.

8. Marketing of the Activities

- 8.1 The activities were promoted through a variety of different avenues and contacts. 10,000 copies of the Summer Activity Brochure were distributed to schools throughout the Borough. The activities were also promoted in the Runnymede Voice, local newspapers through adverts and press releases, the Council's notice boards and website.
- 8.2 Officers in the IT department, in liaison with the Leisure Development Team, have recently been working on a new Youth Website (which will link to the Council website). It is hoped this new website will be much more 'youth- friendly' and therefore encourage more young people to regularly check all the Council's leisure activities on offer as well as providing useful information/news. Due to the trend for so much more advertising to be done on-line, next Summer the brochures will be made available on this new website in a very user friendly way. It is hoped that although fewer brochures will be printed the Council can still maintain or improve upon this year's booking figures.

9. Feedback on the Summer Activities

- 9.1 Noteworthy feedback from 157 people regarding the Summer Activities this year has included:
- 92% of responses believed the quality of staff were excellent/very good.
 - 91% of responses felt the activities offered were excellent/very good.
 - 81% of responses felt the fees and charges were excellent/very good.
- 9.2 Comments provided on the feedback forms this year have included:
- "I would like to comment on the fantastic staff based at St Anne's, Chertsey. My son was diagnosed as type 1 diabetic a few days before he was due to attend and they were brilliant towards his needs and case."
 - "Another excellent year. My children thoroughly enjoyed every day they attended."
 - "My child has really enjoyed his time. Excellent value for money. Staff are wonderful. Please put it on again next year!"
 - "My daughter loved it and tried some activities she had never tried before."
 - "My son and I love the Ottershaw summer camp. I particularly like the fact it is small as I don't think I would take my son to one of the big sites. My son feels safe and secure."
 - "Found SPLASH excellent. My daughter has special needs and the staff were fabulous with her. Better than her own school."
 - "Excellent friendly staff. My son had a fab time and can't wait to go back next year. Sorry it's late, just wanted to say well done!"
 - "Excellent days out, bus service was good, my daughter went (to SPLASH) for the first time and is already planning on going back next year."
 - "Nice to see some of the same staff as last year. Lovely bunch. Have been for the last three years and apart from the disappointment at the reduced length of playscheme and lack of off-site trips, I would say this is the best year yet."

10. Finances

- 10.1 The predicted and proposed budgets for the playschemes are shown in the table below, along with the actual figures for 2008/2009.

Playscheme Budget

	2008/09 Actual £	2009/10 Budget £	2009/10 Probable £	2010/11 Proposed £
Expenditure				
Wages and Training	57,000	44,000	46,000	46,100
Other Costs	39,900	19,000	14,700	12,500
Total	96,900	63,000	60,700	58,600
Income				
Fees and Charges	41,300	30,000	26,400	28,600
Sponsorship and Donations	24,200	9,000	8,200	6,000
Total	65,500	39,000	34,600	34,600
Net Cost	31,400	24,000	26,100	24,000

- 10.2 The predicted and proposed budgets for SPLASH are shown in the table below, along with the actual figures for 2008/2009.

SPLASH Budget

	2008/09 Actual £	2009/10 Budget £	2009/10 Probable £	2010/11 Proposed £
Expenditure				
Wages and Training	14,900	16,400	10,200	14,400
Other Costs	23,300	27,600	27,500	27,600
Total	38,200	44,000	37,700	42,000
Income				
Fees and Charges	18,300	20,000	13,400	18,000
Sponsorship and Donations	7,500	5,000	7,700	5,000
Total	25,800	25,000	21,100	23,000
Net Cost	12,400	19,000	16,600	19,000

The net cost reduction in the current year is due to additional funding of £2,700 from YOF.

- 10.3 Officers will monitor the budget closely to identify opportunities to deliver savings in the next financial year. This could be through generating additional income, identifying external funding and/or revenue savings.

11. Fees and Charges

- 11.1 Officers ensured that SPLASH trip costs varied so that families on lower incomes could benefit from some of the trips on offer and not feel unable to access the full programme

of activities. Officers propose a further increase in charges for 2010 as set out in the table below along with the figures for 2008/09 for comparison.

Charge	2008	2009	2010
Standard Week	£55	£60	£65
Extended Hour Week (two playscheme sites)	£80	£85	£90
Concessionary Standard Week	£27.50	£30	£32.50
Standard Daily	£13	£13	£15
Extended Hours Daily	£19	£19	£21
Concessionary Daily	£6.50	£6.50	£7.50
SPLASH Trips	£3-£22	£6-£25	TBC
SPLASH Daily Bus Service	£5 per week	£5 per week	£7 per week
SPLASH Daily Bus Service Concessionary	£2.50 per week	£2.50 per week	£3.50 per week
ROAR sessions	N/A	FREE (agreed with the BIG Lottery)	FREE (agreed with the BIG Lottery)

12. Council Policy

12.1 The Sustainable Community Strategy and Corporate Plan (2009) states that the Council will:

- Provide activities for teenagers Improve access to and enhance the provision of Parks and open Spaces

The Leisure Service Plan (2008-2010) states that Leisure will:

- Deliver Playschemes
- Deliver SPLASH
- Provide facilities and activities for teenagers
- Encourage increased provision of after-school clubs and schemes for vulnerable young people

The Runcyede Borough Council Play Strategy states that the Council will:

- Produce a balanced portfolio of projects that allow a wide range of young people to access free play provision from the drawdown of the lottery funding allocated to the Borough by the Big Lottery.

OFFICERS' RECOMMENDATION that –

- i) Childcare Vouchers be accepted on the Council's playschemes in future years, and the facility be advertised;**
- ii) Officers be authorised to implement the venue changes described in the report, following consultation with Ofsted, should they be practicable, in order to provide more age-appropriate venues; and**
- iii) the revised fees and charges and budgets set out in this report be approved for 2010.**

(TO RESOLVE)

Background Papers

Relevant papers on Leisure Services file.

9. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – MINUTES – 10 SEPTEMBER 2009 (DAL)

The Minutes of the meeting of the Management Liaison Group held on 10 September 2009 are attached at Appendix 'C'.

(FOR INFORMATION)

Background Papers

None.

10. ADDLESTONE LEISURE CENTRE JOINT MANAGEMENT COMMITTEE – MINUTES – 15 SEPTEMBER 2009 (DAL)

The Minutes of the meeting of the Committee held on 15 September 2009 are attached at Appendix 'D'.

(FOR INFORMATION)

Background Papers

None.

11. RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP – MINUTES – 29 SEPTEMBER 2009 (DAL)

The Minutes of the meeting of the Steering Group held on 29 September 2009 are attached at Appendix 'E'.

(FOR INFORMATION)

Background Papers

None.

12. URGENT ACTION –STANDING ORDER 42

The following action has been taken after consultation with the Chairman of the Committee under Standing Order 42.

<u>Officer</u>	<u>Action</u>	<u>Central Index No.</u>
Head of Leisure Services	To purchase a van to help deliver the play activities in the community venues which after 2 years will revert to the Parks service and replace an existing vehicle that will be at the end of its useful life. The capital Programme contains provision of £30,000 for the replacement of the Parks vans in 2009/10. By purchasing one vehicle now and utilising Lottery funding of £6,500, a saving of £6,500 can be made in the Capital Programme.	707

(FOR INFORMATION)

Background Papers

Proforma No. 707 dated 12 October 2009.

13. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that –

where appropriate the press and public be excluded from the meeting during discussion of report(s) under Section 100A(4) of the Local Government Act 1972 on the grounds that the report(s) in question would be likely to involve disclosure of exempt information of the description specified in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

(TO RESOLVE)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)