

Time began: 6.04pm
Time ended: 7.45pm

COUNCIL CABINET
21 June 2017

Present Councillor Rawson (part up to item 08/17) and Banwait (Chair – part from item 09/17 onwards)
Councillors Afzal, Bolton, Hussain, Raju, Repton and Shanker

In attendance Councillors Barker, Care, Graves, Grimadell, Hezelgrave, M Holmes, Hudson and Willoughby
Paul Robinson – Chief Executive
Christine Durrant – Strategic Director Communities and Place
Andy Smith – Strategic Director of People
Janie Berry – Monitoring Officer
Mark Taylor – Interim Director of Finance
Claire Davenport – Director of leisure, Culture and Tourism
Duncan Cowie – Parks Development Officer
Gordon Stirling – Director of Strategic Services and Organisational Development
Carl Willis – Project Manager Delivering Differently
Yvonne Wilkinson - Head of Communications and Consultation

This record of decisions was published on 23 June 2017. The key decisions set out in this record will come into force and may be implemented on the expiry of five clear days unless a key decision is called in.

01/17 Apologies

Apologies for absence were received from Councillors Russell and Skelton.

02/17 Late Items

There were no late items.

03/17 Receipt of Petitions

There were no petitions received.

04/17 Identification of Urgent Items to which Call In will not Apply

There were no items.

05/17 Declarations of Interest

There were no declarations on interest.

06/17 Minutes of the Meeting Held on 12 April 2017

The minutes of the meeting held on 12 April 2017 were agreed as a correct record and signed by the Chair.

Matters Referred

07/17 Recommendations from the Executive Scrutiny Board

The Council Cabinet considered a report on Recommendations from the Executive Scrutiny Board. The Executive Scrutiny Board met and discussed items contained within the Council Cabinet Agenda. The report enabled the views and recommendations resulting from these discussions to be formally shared with Council Cabinet. These were submitted to Council Cabinet as Appendix 2, prior to commencement of the meeting.

Decision

To receive the report and consider the recommendations alongside the relevant report.

Key Decisions

08/17 Regionalisation of Adoption

The Council Cabinet considered a report which stated that the Government legislated to regionalise adoption services in the 2016 Education and Adoption Act and Derby had been part of an East Midlands Regional Adoption Agency Project Governance Board (PGB) to oversee this process.

Lead Members across the East Midlands on the 2 December 2016 endorsed a D2N2 (Derby, Derbyshire, Nottingham, Nottinghamshire) model that would pilot the creation of Children's Permanence Teams in each Local Authority, that would specialise in progressing children's plans to adoption. Lead members requested that a pilot specification to be brought to their 23 June 2017 meeting.

Simultaneous to this a pan regional home finding and matching model was being developed to maximise the opportunities to match children with a plan for adoption and approved adopters across the whole East Midlands. This would bring particular benefits for Derby as we often had to place Derby children outside of Derby given our small geographical area and the risk of identification of children by birth families.

The Council was still awaiting publication of the March 2017 Ofsted inspection of 'services for children in need of help and protection, children looked after and care leavers'. However the adoption service was pleased with the findings for adoption

and the establishment of permanency teams was viewed as supporting the speeding up of the adoption process and further improving quality.

The Executive Scrutiny Board made no recommendations to Council Cabinet but requested that

1. Officers ensure that taking part in the pilot does not damage the Council's good reputation for adoption placements.
2. The Board's concerns are noted in relation to the lack of an inspection framework for the pilot and hopes that appropriate mechanisms are in place for inspections when the time arrives.
3. Request an update report on progress of the pilot in early 2018.

Options Considered

1. Initially a pan regional pilot was pursued across the whole East Midlands, however agreement on one model proved difficult to achieve and there was not agreement from all lead Members to the regionalisation plan. The East Midlands was the largest adoption region in the country and splitting into a D2N2 pilot provided sufficient children and adopters to meet Government targets for regionalisation.
2. There was an option to not comply with the legislation and for Derby to choose not to move towards regionalisation. This was not in the best interests of children or adopters as regionalisation would bring benefits for Derby and there was the risk of Government sanctions in relation to financial claw back of the project funding already received by the region.

Decision

1. To endorse the commencement of a D2N2 pilot of a permanency team from July 2017.
2. To receive an update report early 2018 with outcomes from the pilot and next steps for regionalisation and the implications for Derby's adoption services.

Reasons

The implications for staff and the Council of piloting a permanency team for Derby during 2017 were minimal. However after this pilot D2N2 and the other East Midland Local Authorities would have to decide whether to move to a model where one Local Authority hosts a regionalised adoption service. This would have HR, legal and financial implications for the Council which would require further consideration by Council Cabinet.

At this point Councillor Banwait arrived and took the Chair.

09/17 Secondary School Place Planning Schools Capital Programme

The Council Cabinet considered a report which stated that Local authorities had a legal duty to ensure that sufficient school places existed for all children and young people residing within their boundary.

Pupil projections were showing an increasing trend in secondary pupil numbers. Following a significant level of growth in pupil numbers in the primary sector, proposals had been developed to provide additional secondary school capacity. This was to ensure that there were sufficient secondary places available, with growth in pupil numbers projected for the Year 7 in-take from September 2018, and September 2019. Pupil projections were regularly updated and reviewed and proposals developed as necessary.

The report set out proposals for accommodating increasing secondary pupil numbers from September 2018 and September 2019. The proposals related to the schools below.

September 2018

- Bemrose School (proposal already approved by Council Cabinet);
- Derby Cathedral School;

September 2019

- Derby Moor Community Sports College (additional 170 places);
- Murray Park School (additional 550 places);
- West Park School (additional 150 places).

In relation to the proposed Derby Cathedral School, the original proposal had been for the free school to open with an admission number of 120. In view of significantly increasing secondary pupil numbers, the Council was working closely with Derby Diocesan Academy Trust and the Education Funding Agency on opening Derby Cathedral School with a higher admission number of 180 from September 2018.

The Council would be required to make a capital contribution towards the cost of providing the additional places at the Derby Cathedral School as basic need funding had been allocated to the Council by the Department for Education (DfE) specifically to increase pupil places. A further report setting out proposals on the Council's capital contribution would be presented to Council Cabinet for consideration later in the year, once further information was available in relation to the Derby Cathedral project.

The report sought approval to add the proposed secondary school expansion schemes at Derby Moor, Murray Park, and West Park schools to the Council's School Capital Programme. It was proposed to fund an initial commitment of £700,000 to complete the detailed feasibility and design works in 2017/18 from basic need funding available. A further report would be presented to Council Cabinet for final capital programme approval once scheme costs and final DfE Basic Need allocations were confirmed.

The Executive Scrutiny Board resolved to note the report.

Options Considered

School place planning proposals had been developed with a view to creating additional capacity across a number of schools. This was to ensure a spread of additional school places across the City as a whole. In developing proposals a range of factors had been considered, including whether school sites to allow for expansion.

Decision

1. To note the secondary school place planning proposals outlined in the report.
2. To approve the Secondary school expansion schemes for Derby Moor, Murray Park and West Park Schools to be added to the Council's capital programme.
3. To approve consultation on the proposal to expand Murray Park School by 550 places from September 2019, as part of the required statutory process.
4. To amend the 2017/18 - 2020/21 approved Capital Programme following the DfE announcement of 2019/20 Basic Need funding as detailed in Appendix 2 of the report.

Reasons

1. Pupil projections were showing an increasing trend in secondary pupil numbers. Following a significant level of growth in pupil numbers in the primary sector, proposals had been developed to provide additional secondary school capacity. This was to ensure that there were sufficient secondary places available, with growth in pupil numbers projected for the Year 7 in-take from September 2018 and September 2019.
2. The Murray Park School expansion proposal was subject to a statutory process as the proposal was to add over 200 school places. The process involved consultation, publication of a statutory notice and consideration of the responses received.
3. In accordance with Financial Procedure Rules, amendments to the Council's capital programme were required to be reported to Council Cabinet.

10/17 Our River Our City (OCOR) Masterplan – Project Munio Phases and Further Funding Opportunities

The Council Cabinet considered a report which sought a number of approvals which would enable further delivery of elements of the Our City, Our River (OCOR) Masterplan.

The OCOR Masterplan Project had been successful with the proposal for ERDF funding to deliver the Munio Project, which would deliver further flood alleviation measures to help protect Derby. The report now sought approval to tender and award the necessary contracts to deliver this project. The authority to accept the ERDF grant for the Munio Project was delegated to the Strategic Director of Communities and Place and the Director of Finance, following consultation with the Deputy Leader was agreed by Council Cabinet at the meeting 7 September 2016.

OCOR still had a significant funding gap; of the approx. £95m forecast total cost, £52.5m had so far been secured to deliver the 3 packages. This figure included this latest allocation from ERDF for the Munio project but almost £43m remained to be secured to complete the entire scheme. There was an opportunity to bid for an additional £1.5m to deliver Munio Phase 2 later this year.

Further funding and wider finance opportunities were actively being identified to address the OCOR shortfall and calls for submissions and proposals could involve a short and challenging submission timeframe.

The Executive Scrutiny Board resolved to note the report.

Options Considered

The Council continued to explore third party/private sector funding sources and other government grant sources to close the funding gap for the overall OCOR project. However, there were fewer funding opportunities available to the Council in respect of OCOR; therefore the opportunity to secure funding was welcome and would allow the OCOR project to commence delivery of some elements of the remaining scheme.

Decision

1. To approve the tender and award of such contracts and ancillary documentation to allow for the delivery of Project Munio in line with grant funding conditions.
2. To delegate authority to the Strategic Director of Communities and Place, following consultation with the Cabinet Member for Regeneration and Economy and as appropriate, the Director of Finance and Director of Governance to enter into such contracts and ancillary documentation to allow the delivery of Project Munio, in line with the ERDF approved application and the ambitions set out in the Our City Our River (OCOR) Masterplan for Derby, subject to acceptance of the ERDF grant conditions.

3. To delegate authority to Strategic Director of Communities and Place following consultation with the Director of Finance and the Cabinet Member for Regeneration and Economy to approve the OCOR Project submitting future funding bids as the opportunities arise, including the second call for ERDF bids later this year and to Highways England. Should future bids be successful, Council Cabinet approval would be sought for the acceptance of funding in line with the Council's current financial procedure rules.

Reasons

1. To comply with the Council's Financial Procedure rules for bidding for External Funding and Procurement Policy and Procedures for tendering and awarding contracts.
2. The delegation of approvals to submit funding proposals would allow OCOR to keep pace with the tasks and funding opportunities as they arose.
3. The ERDF funding programme had an ambitious timeframe for delivery; due mainly to the impact of the UK plans to exit the European Union (Brexit). Any expenditure post the defined Brexit date would become the responsibility of the UK government, hence, the project would be actively encouraged to deliver on time and to budget. The ability to commence the procurement process to deliver the Munio Project was deemed essential to help mitigate any potential risks as identified in Appendix 1 of the report.

11/17 Use of Section 106 Funding for Improvements to Leisure Facilities in Littleover and Blagreaves

The Council Cabinet considered a report which stated that a sum of £333,000 was secured from developers for improvements to leisure facilities within a one-mile radius of the eastern side of Heatherston. The money was part of a Section 106 (S106) Agreement, signed in 2003, and paid to the Council in 2009. It should be spent by April 2019 or returned to the developer. Around £15,000 of the total sum was spent on improvements to paths in Sunnydale Park in 2014/15 following approval by the Neighbourhood Board; therefore there was £318,000 remaining.

The money had originally been intended to be used towards implementing the long-standing "City Park" proposal in the green wedge between Moorway Lane and Oaklands Avenue. This was identified by the hatched area in Appendix 2 of the report. However, it became apparent that the S106 money on its own would not be sufficient to purchase the additional land, and that as the 2019 deadline for spending money was fast approaching, there was a need to agree alternative schemes.

To this end, officers were asked to draw up a list of proposed schemes in consultation with local Ward Members. The options were detailed in paragraphs 4.8 to 4.18 of the report.

Following consideration of the options set out in paragraphs 4.8 to 4.18 of the report the recommended schemes with estimated costs were:

1. Oaklands Avenue cycle/path link including widening of path in Millennium Park (£150k including estimated legal costs).
2. Heatherton Pond improvements (£34k)
3. Sunnydale Park improvements, option 1 (£49k).
4. Millennium Park improvements, option 1 (£11k).
5. Clemson's Park improvements (£5k).
6. Improvements to Sunnydale Park and Havenbault Lane play facilities (£69k).

The total estimated cost of the proposed schemes above was £318,000. The detailed design and tender stage would confirm actual costs, therefore it was proposed that schemes numbered 2 to 6 inclusive above would be delivered within an overall budget of £168,000 to ensure that project 1, Oaklands Avenue cycle/path link, could be delivered within the budget specified. If there was any budget remaining after all projects had been delivered, an additional scheme(s) may be considered under the procedure outlined in paragraph 4.5 of the report.

The general locations of the proposed schemes were shown on the plan included as Appendix 2 of the report.

Due to the long standing commitment of local Ward Members to a desired City Park as well as the large sum of money involved, it was considered that the most appropriate way forward is to agree the schemes through the Scrutiny and Council Cabinet process.

The Executive Scrutiny Board resolved to note the report.

Options Considered

1. Paragraphs 4.8 to 4.18 of the report provided details of options considered.
2. In addition, Heatherton Community Association requested an unspecified amount of funding from the £318,000 available towards extension proposals for Heatherton Community Centre. Estimated costs of the whole extension were around £300,000 - £350,000 with the extension itself being said to be the most important part with an estimated cost of around £150,000. However the schemes proposed in the report were preferred by local Ward Members because the provision of outdoor recreation facilities had always been the ambition of the Council via the original City Park proposal. It should however be noted that the Council had earmarked £53,219 for the development of Heatherton Community Centre from an alternative Section 106 Agreement specifically relevant to community centre provision.

Decision

1. To approve the recommended schemes outlined in paragraph 1.4 of the report and authorise officers to implement those schemes, subject to obtaining the necessary consents identified at paragraph 9.4 of the report.
2. To amend the 2017/18 – 2019/20 Capital Programme to include the budget required for the S106 schemes at a total value of £318,000.

Reasons

1. To ensure that the £318,000 remaining from the Heatherton Section 106 Agreement was spent in a timely manner and in accordance with the agreement.
2. Implementing the S106 schemes would enhance the facilities for the local communities helping more people be more physically active.
3. The new Oaklands Avenue Cycle path link between two communities improved the access to parks and open spaces helping promote health and well-being through cycling and walking and furthers the objectives of the Council's Rights of Way Improvement Plan 2014-2017.

12/17 Council House: Ground Floor Redevelopment

The Council Cabinet considered a report which stated that as part of the Delivering Differently programme, the Council was seeking ways to optimise resources and enhance services to our customers while creating commercial opportunities to generate long-term sustainable income streams. The success of the Derby Workstyle project and the flexible working arrangements that this offered meant that there was now an opportunity to reconfigure the ground floor office space within the Council House to gain a long-term rental income from an external organisation.

The creation of commercial office space gives the Council the opportunity to address a number of other issues on the ground floor at the same time. The Ground Floor Redevelopment project therefore had five core elements...

1. Creation of commercial office space to generate income for the Council.
2. Creation of a Derby Riverside Library (subject to separate Cabinet approval).
3. Relocating the Accessible Ground Floor Meeting Room.
4. Relocation of Customer Interview Rooms.
5. Improving Security.

The report set out the Business Case for the redevelopment of the Ground Floor of the Council House and sought approval for the capital expenditure required to fund the project.

In considering the report the Council Cabinet took into account the equalities impact assessment for the project.

The Executive Scrutiny Board resolved to recommend to Council Cabinet that:

- 1) The effectiveness of the location of the Registration Service at the Council House should be reviewed to determine:
 - a) whether efficiency savings have been realised in relation to the relocation of the Registration Service; and
 - b) the impact on customers of the relocation the service to Council House and review what customer feedback has been received.
2. The reconfiguration of the Ground Floor of the Council House Reception/Atrium area is paused to consider the need to relocate the Registration Service back to Royal Oak House and give the Council an opportunity to redesign/use the Ground Floor of the Council House to accommodate Unison or for other purposes.

Options Considered

The Council could continue to occupy the back-office space on the ground floor. This would not enable any income to be generated and finance to address the other issues on the ground floor, which would still need to be dealt with, would need to be identified.

Decision

Subject to a formal agreement with the Department for Work and Pensions (DWP) and completion of a Financial Appraisal approved by the Interim Director of Finance following consultation with the Cabinet Member for Finance and Governance, approve the following recommendations...

1. To approve the redevelopment of the ground floor of the Council House as outlined within the report.
2. To amend the Capital Programme to include this project at an estimated total capital cost of £2.713m of which the Derby City Council element would be £1.518m.
3. To approve the use of £0.5m from the Capital Reserve as outlined in Financial and Value for Money Implications in Appendix 1 of the report.
4. To approve the use of an additional £767,659 from Property Rationalisation capital receipts as outlined in Financial and Value for Money Implications in Appendix 1 of the report.
5. To delegate approval of the fully costed scheme to the Chief Executive, Director of Governance, Director of Finance and the Director of Strategic

Services and Customer Management following consultation with the Cabinet Member for Finance and Governance.

6. To accept the recommendation from the Executive Scrutiny Board that

The effectiveness of the location of the Registration Service at the Council House should be reviewed to determine:

- i. whether efficiency savings have been realised in relation to the relocation of the Registration Service; and
- ii. the impact on customers of the relocation the service to Council House and review what customer feedback has been received.

7. To reject the recommendation from the Executive Scrutiny Board that

The reconfiguration of the Ground Floor of the Council House Reception/Atrium area is paused to consider the need to relocate the Registration Service back to Royal Oak House and give the Council an opportunity to redesign/use the Ground Floor of the Council House to accommodate Unison or for other purposes.

Reasons

1. This project provided the Council with an excellent opportunity to make better use of the ground floor of the Council House and to establish a rental income which would support the Medium Term Financial Strategy and the Council's desire to seek commercial opportunities to help protect frontline services. It demonstrated the Council's commitment to optimise resources and improve services for our customers.
2. The income generated by leasing part of the ground floor to a third party would fund the work required by the Council to address other issues on the ground floor.

Performance

13/17 Council Scorecard 2017/18

The Council Cabinet considered a report which stated that to make sure Chief Officers and Members remained briefed on key performance outcomes, Derby City Council developed a 'Council Scorecard' in April 2010, which was a small basket of priority performance measures reported on each quarter. Derby, like other councils, was subject to regular monitoring against hundreds of performance measures and the Council Scorecard allowed leaders to focus on the areas that they had decided 'mattered the most'.

The Council Scorecard was reviewed and updated on an annual basis to make sure it continued to measure the latest priority areas.

The criteria for selection of the measures for the Scorecard was approved by Council Cabinet in 2015/16. However the publication of the Council Delivery Plan in 2017 had resulted in a proposed amendment to the selection criteria to strengthen the alignment...

- o Measure linked to an area of significant budget pressure / income source (1).
- o A reflection of demand for services (2).
- o Key inspection / reputational / compliance risk area (3).
- o NEW CRITERION - Measure links to a commitment in the 2017 edition of the Council Delivery Plan, including Cabinet Member pledges, and also meets at least one of the criteria above (4).

The aim of the report was to present Council Cabinet with an updated Scorecard for 2017/18 (Appendix 2 of the report), which had been refreshed in line with the Council Delivery Plan, whilst still taking account of the selection criteria approved in 2015/16.

It should be noted that both Council Cabinet and the Executive Scrutiny Board would receive quarterly updates on performance against the Scorecard throughout 2017/18. It was proposed that the measures in the Delivery Plan that were not in the Council Scorecard were subject to, as a minimum, a review at the end of quarter 2 and quarter 4. From this, more detailed performance reviews could be commissioned through Performance Surgeries with Members where an in-depth challenge session was required to support improvements.

The Executive Scrutiny Board resolved to note the report.

Decision

1. To approve the amendment to the selection criteria of the Council Scorecard to make sure it supports the delivery of the contents of the Council Delivery Plan 2017.
2. To approve the Council Scorecard 2017/18 that would be used as the basis for quarterly performance monitoring, of key measures, during 2017/18.
3. To approve a mid-year and full year review of all measures contained within the Council Delivery Plan to make sure that there were suitable opportunities to review and challenge progress.
4. To note that both Council Cabinet and Executive Scrutiny Board would review performance on a regular basis and may select indicators for Performance Surgery on the basis of reports and presentations.

14/17 The Future of Derby – Cabinet Pledges and Council Delivery Plan 2016-19

The Council Cabinet considered a report which stated that Council Cabinet received a report on 12 April 2017 presenting the Council Delivery Plan 2016-19, incorporating the Cabinet Member Pledges.

Council Cabinet resolved to receive a final report on the Council Delivery Plan following a period of informal consultation.

Only minor amendments to wording and timescales had been made following this consultation. No objectives or pledges had been removed or added.

The Council Delivery Plan should be regarded as a dynamic document, and not firmly fixed at any point in time. It was intended to reflect the most significant activity across the Council over the course of the Council Plan 2016-19, but needed to be flexible to accommodate new requirements on the Council that arise or change over time.

The Executive Scrutiny Board noted the report and requested further information be presented by the Performance Team to the topic specific Scrutiny Board Meetings in relation to pledges relevant to their individual remits to inform their work programmes and identify areas for performance review.

Decision

1. To ratify the Council Delivery Plan 2016-19.
2. To delegate authority to the Chief Executive following consultation with the Leader of the Council to publish and maintain the Council Delivery Plan as a document to be updated throughout the lifetime of the Council Plan.
3. To receive quarterly monitoring reports on the progress of the Council Delivery Plan.

Contract and Financial Procedure Matters

15/17 Contract and Financial Procedure Matters

The Council Cabinet considered a report which dealt with the following items which required reporting to and approval by Council Cabinet under the Contract and Financial Procedure rules.

- Bid for grant
- Acceptance of grant
- Entering into a joint agreement
- Framework procurement agreement
- Changes, including additions, to the current 2017/18 Capital programme

- Acting as accountable body.

The Executive Scrutiny Board resolved to note the report.

Decision

1. To approve the submission by Derby Homes and the Council of a joint bid, led by Nottingham City Council, for European Regional Development Funds (ERDF) to support the funding of energy efficiency works, as detailed in section 4 of the report.
2. Subject to a successful bid for funding, as detailed in section 4 of the report, to delegate approval to the Strategic Director for Communities and Place in consultation with the Director of Finance to:
 - a) enter into a Partnership Agreement with Nottingham City and County Councils and Derbyshire County Council,
 - b) accept grant funding, subject to suitable grant conditions.
3. To approve the delivery of a procurement exercise and delegate the award to establish a framework agreement for the provision of day opportunities for adults with complex needs, as detailed in section 5 of the report, to the Director of People in consultation with the Director of Finance and the Cabinet Member for Integrated Health and Care.
4. To approve changes, including additions, to the capital programme as detailed in section 6 and Appendix 2 of the report, and to request Council approval for the additional borrowing detailed in paragraph 6.4 of the report.
5. To approve the submission of two separate bids for funding as part of the National Productivity Investment Fund for the Local Road Network, as detailed in section 7 of the report.
6. To delegate authority to the Director of Communities and Place, following consultation with the Cabinet Member for Regeneration and Economy and the Director of Finance, to approve the details of the bids and to accept the grant awarded, as detailed in section 7 of the report.
7. To approve the submission of a Stage 2 European Social Fund full application to Enterprise, Innovation and Pathways call, as detailed in section 8 of the report.
8. To approve the Council acting as the Accountable Body for the ESF Enterprise, Innovation and Pathways funded project 'Gateway to Success' in Derby City during its implementation and delivery up to 2019, as detailed in section 8 of the report.
9. Subject to the approval of the ESF funding applications, to authorise the Director of Finance to take all necessary action as the Accountable Body for

the project, including acceptance of grant, as detailed in section 8 of the report.

16/17 Exclusion of the Press and Public

To consider a resolution to exclude the press and public during consideration of the following item

“that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following items on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information”

Key Decision

17/17 Council House – Ground Floor Redevelopment

The Council Cabinet considered exempt information in relation to Council House Ground Floor Redevelopment.

Options Considered

These were set out in paragraph 5.1 of the report.

Decision

1. To agree to the proposed commercial terms being negotiated with the DWP as outlined within the report.

2. To delegate to the Chief Executive, Director of Governance and Director of Finance following consultation with the Cabinet Member for Finance and Governance to:
 - (a) settle final terms; and
 - (b) enter into formal agreement with the DWP, based on those terms.

Reasons

These were set out in paragraphs 3.1 and 3.2 of the report.

MINUTES END