## FINANCE AND POLICY COMMITTEE DECISION RECORD

31 May 2013

The meeting commenced at 9.30 am in the Civic Centre, Hartlepool

#### Present:

- Councillor: Christopher Akers-Belcher (In the Chair)
- Councillors: Peter Jackson, Robbie Payne, Carl Richardson, Chris Simmons, Paul Thompson and Angie Wilcox
- In accordance with Council Procedure Rule 5.2 (ii), Councillor Rob Cook was in attendance as substitute for Councillor Marjorie James and Councillor Morris was in attendance as substitute for Councillor Ray Wells.
- Officers: Andrew Atkin, Assistant Chief Executive Chris Little, Chief Finance Officer Peter Devlin, Chief Solicitor Denise Ogden, Director of Regeneration and Neighbourhoods Damien Wilson, Assistant Director, Regeneration Dean Jackson, Assistant Director, Education Wally Stagg, Organisational Development Manager Catherine Grimwood, Performance and Partnerships Manager Alastair Rae, Public Relations Manager Joan Stevens, Scrutiny Manager Rob Smith, Senior Regeneration Officer Ann Turner, Governor Support Officer Angela Armstrong, Principal Democratic Services Officer

### **10.** Apologies for Absence

Apologies for absence were received from Councillors Keith Dawkins, Marjorie James and Ray Wells.

### 11. Declarations of Interest

Councillor Peter Jackson declared a personal interest in minute 21. For further declarations of interest see minutes 15 and 21.

### 12. Minutes

None.

# 13. Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17 (Chief Finance Officer)

#### Type of decision

**Budget and Policy Framework** 

#### **Purpose of report**

The purposes of the report are to:-

- i) Update Members on the Council's financial position and the budget deficits forecast for 2014/15 to 2016/17; and
- ii) To enable Members to approve the recommended approach to be adopted for managing the budget deficits over the period 2014/15 to 2016/17.

#### Issue(s) for consideration

The report provided the background and Government spending plans for 2014/15 onwards. The Chief Finance Officer indicated that this is the first in a series of reports to the Committee during this financial year and these reports will enable Members to approve final proposal to be referred to full Council. Members were advised that the Council faces the most difficult financial position since becoming a unitary authority and the cuts which will be required over the next 3 years will involve even more difficult decisions than required over the last three years.

Detailed in the report were the one-off resources available to manage risks and/or support Council priorities. The report detailed proposals for allocating these resources to manage business rates risks, to support the Local Council Tax Support scheme, to support the General Fund budget to support the Highways Maintenance Programme. A range of options in relation to the Local Council Tax Support (LCTS) Scheme 2014/15 to 2016/17 was outlined in the report.

In relation to the General Fund budget the report indicated that for the three years 2014/15 to 2016/17 the Council faces a budget deficit of £17.426m to £19.426m, based on current planning assumptions. It was indicated that the position will be updated after the June 2013 Spending Review. A number of measures were identified to address the 2014/15 budget deficits including: Full Year ICT saving; Public Health Funding and a Review of Planning Assumptions. After reflecting these measures the currently forecast 2014/15 deficit reduces to £4.974. Assuming this deficit can be bridged from permanent saving the Council still faces a budget deficit in

2015/16 and 2016/17 or between £9.582m and £11.582m based on current forecasts.

It was noted that as a consequence of a number of concerns expressed by residents, the Leader of the Council had asked Officers to examine the implications of enhancing the existing 5 year planned highways maintenance programme. The proposal identified suggested that an amount of £0.2m was allocated towards this from the one off resources. The Chief Finance Officer informed Members that since the compilation of the report, notification had been received that the Council would receive a £210k refund from previous grant cuts.

A Member sought clarification on the forecast of future cuts affecting local authorities. The Chief Finance Officer commented that the Local Government Association had argued that local authorities had suffered disproportionate budget cuts across the whole public sector and it was expected that the forecast of 7.5% was a reasonable planning assumption for 2015/16 and 2016/17. It was indicated that the budget forecast will be updated after the June 2013 Spending Review.

The report highlighted the impact of the unplanned closures at the Power Station on business rate income for the Council and a Member questioned whether the Government would provide any support in relation to this loss of income, especially in view of the levels of risk compared to the size of the local authority. The Chief Finance Officer informed Members that the Chair of the Finance and Policy Committee, the Chief Executive, the local MP Iain Wright and himself had met with Local Government Minister, Brandon Lewis MP who listened sympathetically to the financial risks faced by the Council and undertook to look into it and come back with a response. To date, a response had not been received.

A Member sought clarification on what impact the welfare reform changes was having on the collection rates and how people were being affected. The Chief Finance Officer indicated that a report would be submitted to a future meeting of the Finance and Policy Committee with comparative information on collection rates with other local authorities, if this is available It was requested that in addition to the comparative information, further information on the potential to utilise the family poverty reserve and the implementation of the social fund be included in the report to enable Members to undertake a full review and make appropriate recommendations.

It was noted that the £210k Government refund referred to earlier in the meeting could be utilised for a variety of purposes and this issue be considered at a future meeting of the Committee.

#### Decision

The following principles were approved for developing the MTFS and note

that the final decision on these issues will need to be made latter in the year when more information is available:

#### (1) Allocation of one-off funding

(i) The allocation of the available one-off funding of £2.640m to support the following issues was approved:

	£'000
Business Rates risks (detailed section 5)	900
Support of Local Council Tax Support scheme	860
(details section 6)	
Support of 2014/15 Revenue budget (details section 7)	680
Support for Highways Maintenance Programme (details	
section 8)	
	2,640

- (ii) It was noted that the available one-off funding of £2.640m included £1.060m to be achieved in 2013/14 and assumes there are no unbudgeted expenditure commitments in 2013/14;
- (iii) It was approved that Council approval be sort to release the £0.2m support for the Highways Maintenance Programme in the current financial year.

#### (2) Local Council Tax Support Scheme 2014/15 to 2016/17

 The adoption of Option 3 which will result in cuts in Council Tax Support and the use of additional one of resources of £0.86m as follows was approved:

	Reduction in Council	Additional use of
	Tax Support	one-off funding
2014/15	12%	£300,000
2015/16	12%	£300,000
2016/17	15%	£260,000
Total		£860,000

- (ii) It was noted that the use of one-off funding of £0.86m was in addition to the existing one-off funding allocated to support the Local Council Tax Support scheme over the period 2014/15 to 2016/17 of £0.66m approved by Council in January 2013.
- (iii) It was noted that the adoption of Option 3 would not commit the available Supporting Family Poverty Reserve of £0.149m, whereas Options 1 and 2 would fully commit this amount. However, Members requested further information on the impact of utilising the whole reserve to be included in a future report to the Committee.

(iv) It was noted that a further report on the development of the 2014/15 Local Council Tax Support Scheme will be submitted to a future meeting to enable Members to review other factors such as capital limits used to determine eligibility, restricting eligibility to Band A and B properties or limiting support to all households at the maximum of a Band B property. This report should also include up to date position in relation to the collection rates of Council Tax, comparative data with other local authorities.

#### (3) General Fund Revenue Budget 2014/15 to 2016/17

- (i) The indicative Council Tax increases of 1.99% for 2014/15 and 2.5% for 2015/16 and 2016/17 was approved and it was noted that these proposals will need reviewing in light of Government announcements on Council Tax referendum thresholds and / or decision by the Government to pay Council Tax freeze grant in 2014/15 and future years.
- (ii) The following package of measures to reduce the 2014/15 budget gap from £8.524m to £4.974m was approved:

Budget Deficit reported February 2013	£8,524k
Public Health Funding	(£500k)
Full Year ICT saving (includes potential rental	(£500k)
income)	
Changes in Planning assumption	(£1,870k)
Net Budget Gap 2014/15	£5,654k
One-off funding (paragraph 4.7)	(£680k)
Permanent budget cuts to be implemented 2014/15	£4,974k

- (iii) It was noted that the use of Public Health funding of £0.5m in 2014/15 and future years was only sustainable whilst the existing grant continued and there was a potential risk that this grant would be reduced in future years.
- (iv) The allocation of the forecast 2013/14 Public Health saving of £0.5m as an earmarked reserve to manage in-year Public Health risks in the first year of operating these services was approved. In the event these monies were not needed in 2013/14 it was recommended that a specific Public Health Risk reserve be established to manage ongoing risk and / or to manage the future 'pace of change' risk.
- (v) It was noted that the use of one-off funding of £0.680m (detailed in paragraph 12.12) was not a permanent solution and deferred additional budget cuts until 2015/16.
- (vi) It was noted that detailed reports will be presented to a future meeting on a range of issues detailed in paragraphs 7.21 and 7.22 of the report covering:

- Departmental savings plans to address the residual 2014/15 budget deficit of £4.974m;
- Unavoidable budget pressures 2014/15;
- Review of 2012/13 and 2013/14 approved budget pressures;
- Review of Reserves;
- The financial implications of potentially providing free swims during the 6 week school holiday, free parking in the run up to Christmas and the use of yellow buses outside of core usage periods.
- (vii) It was noted that based on forecast grant cuts (actual grant cuts may be higher) that over the next three years cuts of £17.426 million to £19.426m will need to be made. These cuts equate to between 19% and 21% of the existing General Fund budget and need to be made before the start of 2015/16. Assuming the revised 2014/15 budget deficit can be bridged from permanent budget cuts the Council will still need to make additional cuts before the start of 2016/17 of between £9.582m to £11.582m.

#### (4) Highways Maintenance Plan

(i) It was noted that a detailed report on the use of £0.2m to examine the implications of undertaking the 5 year planned highways maintenance programme over a 4 year period. This proposal will require funding either on a one-off basis, or a loan basis. Under both options additional funding will need to be provided in 2014/15.

#### (5) EIG and LACSEG grant cuts

(i) It was noted that detailed reports on the development of strategies to manage these issues will be reported to a future meeting.

#### (6) Right to buy income

(i) That a future report be submitted to the Committee to enabled Members to determined a preferred option for using the Right to buy income of £166,000 from the three options detailed in paragraph 10.2. It was noted that this will enable a further report to be submitted detailing a business case for the preferred option and the linkages to the MTFS. This will include an update on progressing in achieving the existing capital receipts target and the financial risks of achieving this target.

#### (7) Local Council Tax Support Scheme and Social Fund

(i) That further information be provided to Members in a future report to the Committee around the impact of the implementation of these changes from 1<sup>st</sup> April 2013.

## 14. Reviewing the Sustainable Community Strategy for Hartlepool (Assistant Chief Executive)

#### Type of decision

**Budget and Policy Framework** 

#### Purpose of report

To inform the Committee of the need to review the Sustainable Community Strategy and to ask the Committee which of the 3 options for reviewing the Strategy they wish to follow.

#### Issue(s) for consideration

The report provided the background to the Community Strategy and reminded Members that it was a statutory requirement for local authorities to prepare a Sustainable Community Strategy. Three options were provided in the report to review and refresh the Community Strategy as follows:

- (1) A fundamental refresh and rewrite similar to the exercise undertaken 5 years ago;
- (2) A light touch review to reaffirm priorities and identify relevant new ones;
- (3) A change in approach with a downsized Community Strategy focussing on other key strategies to provide the detail.

Details and comparisons across the three options were included in the report and Members were informed that after due consideration, the Corporate Management Team supported Option 3.

The Chair highlighted that the Community Strategy needed to be meaningful and to resonate with the residents that Members represent. In view of this, it was suggested that Option 3 was the most appropriate option and included an effective timescale. The importance of the Policy Committees including the consideration of the Community Strategy as part of their work programmes was reiterated.

#### Decision

- (i) The need to undertake a review of the Sustainable Community Strategy was noted.
- (ii) That Option 3 was approved 'A Change in approach with a downsized Community Strategy focussing on other key strategies to provide the detail'.

## 15. DCLG Capital Clawback Rights from Historic Grant Programmes (Director of Regeneration and Neighbourhoods)

#### Type of decision

Non-key.

#### Purpose of report

To inform members of the changes in circumstances and responsibilities regarding the potential repayment (or clawback) of funding from Single Regeneration Budget, City Challenge, Urban Programme, and Inner Area Grants funding, and seek members views regarding how these queries are dealt with by the Council in the future.

#### Issue(s) for consideration

The report provided the background to the issue of DCLG capital clawback rights from historic grant programmes. It was noted that the DCLG had issued revised guidance concerning the clawback of grant funding and this was outlined in the report. It was highlighted that the Council as the accountable body had responsibility for deciding if clawback of grant from organisations and these particular type of grant regimes should be pursued. The following two options were provided for Members' consideration:

- a) A process (to be agreed) that would allow clawback queries to be considered on an individual basis and reported to Finance and Policy Committee for decision, which could allow the clawback of grant in certain circumstances if deemed appropriate; or
- b) Enquiries that were received were dealt with strictly in line with the issued guidance, ie clawback rights are lifted (and money is not paid back) for those particular organisations described in the guidance that wish to sell properties these would then be reported to Finance and Policy Committee for information.

#### Upon clarification being sought from the Chief Solicitor, Councillor Rob Cook, Chris Simmons and Angie Wilcox declared personal interests in this item.

The Assistant Director, Regeneration commented that as some of the grant regimes affected could date back up to 20 years, it may be difficult to determine if Members had an interest to declare. However, Members were reassured that further guidance on this matter would be provided.

The Assistant Director, Regeneration confirmed that clawback could only be sought where the organisation had an asset lock in place as part of a

conditional offer for the grant received.

A Member questioned whether the Local Authority would be in a position to compulsory purchase a property where a grant had been provided to improve the property, but it had been left in a state of disrepair. The Assistant Director, Regeneration confirmed that it would depend on the individual circumstances surrounding the specific grant allocation.

Clarification was sought on how cost effective the process to identify any clawback arrangements in grants going back up to 20 years would be considering the level of work involved. The Assistant Director, Regeneration commented that each case would be considered individual to assess whether it was cost effective to pursue. In response to a question from a Member, the Assistant Director, Regeneration confirmed that the process of identifying clawback would include the original purchase price, the cost of any improvements undertaken, the new value of the property once the works were complete including any assessed depreciation.

In conclusion, Members accepted Option (a) and the Chair indicated it would be helpful for the full detailed history and purpose of each grant to be included in future reports, as well as the financial position of the organisation receiving the grant and whether the objectives of the grant were met.

#### Decision

That a process be developed to allow clawback queries to be considered on an individual basis and reported to Finance and Policy Committee for decision, which could allow the clawback of grant in certain circumstances if deemed appropriate.

The Director of Regeneration and Neighbourhoods left the meeting during the consideration of the following item.

## 16. Performance Increment Scheme (Chief Executives and Directors) (Assistant Chief Executive)

#### Type of decision

Non key.

#### **Purpose of report**

To agree the Performance Increment Scheme for the Chief Executive, Director of Child and Adults and Director of Regeneration and Neighbourhoods.

#### Issue(s) for consideration

The report provided the background to the recent change to the incremental arrangements for the posts of Chief Executive, Director of Child and Adults and Director of Regeneration and Neighbourhoods. The proposals detailed in the report requested Members consideration of the following:

- Who undertakes the appraisals
- The objectives of appraisals
- Measuring performance
- Linkage to increments
- An appeal process
- First year arrangements
- Performance Increment Scheme
- Training for Members.

A Member suggested the inclusion on the appraisal panel of the independent persons appointed to the Audit and Governance Committee to enable a neutral voice to be heard. The Chief Solicitor indicated that the involvement of independent persons could be explored further at a later date if Members so wished. The Chair commented that the key driver in staff related issues had always been elected Members as the employers of Council staff. However, it was requested that the membership of the Appraisal Panel should include the Leader of the Largest Opposition Group. It was recognised that the appraisal of the Directors would be the responsibility of the Chief Executive and reported to the Finance and Policy Committee.

However, it was noted that as a performance increment scheme was not agreed at the time of the appointment of the current Chief Executive and Director of Regeneration and Neighbourhoods, it would not apply in the first year of their appointment. The Finance and Policy Committee agreed that the first appraisals under this new scheme will take place in September/October this year where:

- backdated objectives will be set from the date of appointment to 31 March 2013 and for 2013/14 from 1st of April this year (based on the Budget and Policy Framework, Council Plan and Annual Governance Statement); and
- performance against both sets of objectives up to the end of August 2013 will be measured and a decision made about the annual increment payable on the first anniversary of appointment.

A Member commented that in view of the current financial constraints being faced by the Council, all increment payments should be withheld. The Chair indicated that the majority of Council employees' salaries were within a range with increments received as part of their contractual terms and conditions.

### Decision

- (i) The draft Performance Increment Scheme and associated appeals procedure for Chief Executive and Directors was approved.
- (ii) That the appraisal panel for the Chief Executive's post comprise the following:
  - Policy Committee Chairs (including the Leader of the Council)
  - Chair of the Audit and Governance Committee
  - Leader of the largest Opposition Group
- (iii) That the first appraisals under this new scheme will take place in September/October this year where:
  - backdated objectives will be set from the date of appointment to 31 March 2013 and for 2013/14 from 1<sup>st</sup> of April this year (based on the Budget and Policy Framework, Council Plan and Annual Governance Statement); and
  - performance against both sets of objectives up to the end of August 2013 will be measured and a decision made about the annual increment payable on the first anniversary of appointment.

The Director of Regeneration and Neighbourhoods rejoined the meeting.

## 17. Quarter 4 – Council Overview of Performance and Risk 2012/13 (Corporate Management Team)

#### Type of decision

For Information.

#### Purpose of report

To inform the Finance and Policy Committee of the progress made against the Council's 2012/13 Corporate and Departmental Plans for the period ending 31st March 2013.

#### Issue(s) for consideration

The report provided an overview of performance and risk across all three Departments. The Assistant Chief Executive indicated that the overall performance of the Council was very positive in view of the recent budgetary constraints and policy changes and Officers should be credited with the delivery of high quality services to the best of their ability.

The Chair noted that the report indicated the revised Complaints Policy would be submitted in Quarter 1 of the 2013/14 financial year. However, it

was suggested that this be amended to indicate that it would be submitted in Quarter 2.

#### Decision

- (i) The current position with regard to performance was noted.
- (ii) The revised Complaints Policy to be submitted to the Finance and Policy Committee in Quarter 2.
- **18. Peer Review Action Plan Update** (Corporate Management *Team*)

#### Type of decision

For Information.

#### Purpose of report

The purpose of the report is to update Finance and Policy Committee on the progress made to date on the Peer Review Action Plan.

#### Issue(s) for consideration

The report set out the progress made against each of the actions at the beginning of May 2013 from the implementation of the Peer Review Action Plan. The Chair thanked Officers for their contribution to the progress on the actions within the Action Plan.

#### Decision

The progress made to date on the Peer Review Group Action Plan was noted.

## 19. Any Other Items which the Chairman Considers are Urgent

The Chairman ruled that the following items of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

## **20.** Support for Secondary Schools (Assistant Director, Education)

#### Type of decision

Key Decision – Test (i) and (ii) applies – Forward Plan Reference CAS 008/13.

#### Purpose of report

Following the publication of the validated 2012 GCSE results and pupil progress data for secondary schools in February 2013, the Council decided to allocate up to £200,000 of the net forecast uncommitted 2012-13 underspend, subject to the provision of a detailed business plan, to support Hartlepool secondary schools in bringing about improvements in pupil outcomes over the next three years and to ensure all schools are judged by OFSTED to be Good or Outstanding by September 2015.

The report detailed the proposals that emerged from the Children's Services Committee meeting of 22 May 2013 where a number of options were considered for supporting secondary schools in Hartlepool.

The report provided the Finance and Policy Committee with the information to enable them to:

- consider the proposals from the Children's Services Committee
- agree to the accompanying costs associated with these actions.

#### Issue(s) for consideration

A number of proposals in relation to support for secondary school improvement were considered and agreed by the Children's Services Committee and these were detailed in the report.

The Chair of the Children's Services Committee confirmed that the Committee were eager to support the plans to improve Hartlepool secondary schools and hoped that the additional funding being provided to schools would help them focus forensically on areas that required improvement within their individual schools. The Chair of the Children's Services Committee highlighted that the appointment of a Secondary School Improvement Officer would be considered at a later date when the outcome of the reviews were known and would form part of the next year's budgetary considerations. In addition, it was noted that the arrangement to share the post of Assistant Director, Education would cease, resulting in the Assistant Director being able to fully concentrate on the improvement of Hartlepool schools. It was confirmed that from the budget of £200k previously identified by Cabinet, £100k would be released in 2013/14 and would be match funded by the schools.

The Chair commented that the proposals would assist the Council to tackle educational attainment in Hartlepool secondary schools which was fundamental to the future education of children in the town. The Children's Services Committee sought authorisation to allocate the funding school by school as each action plan was agreed between Officers, the school management and the Chair of the Children's Services Committee.

#### Decision

- (i) The funding to pay for the independent reviews was approved.
- (ii) The Children's Services Committee were authorised to allocate the remaining fund school by school, as each action plan was agreed between Officers, the School Management and the Chair of the Children's Services Committee with the expectation that the school match the Local Authority funding and that there will be measurable improvement outcomes within the action plans.
- (iii) That the shared Assistant Director position with Darlington terminates on 31 August 2013.

### 21. Appointment of Local Authority Representatives to Serve on School Governing Bodies (Assistant Director, Education)

#### Type of decision

Non key.

#### Purpose of report

To request members of Finance and Policy Committee consideration and approval of the applications received in respect of the appointment of the Local Authority representative governors to serve on school governing bodies where interest has been expressed in the vacancies.

#### Issue(s) for consideration

The Chair of Children's Services Committee proposed that the future consideration of the appointment of Local Authority Governors should be considered by the Children's Services Committee as this Committee was already developing a comprehensive training programme for Local Authority Governors. The Chair indicated that the Finance and Policy Committee would prepare a report for Council to transfer the responsibility for the consideration of future appointments of Local Authority School Governors to the Children's Services Committee.

The Governor Support Officer updated Members in respect of vacancies that currently existed for Local Authority (LA) representative governors for consideration. A schedule set out at Appendix 1 to the report gave details of vacancies which currently existed for LA representative governors, together with applications received in respect of the vacancies. The applications were included by way of a confidential appendix to the report. This appendix contained exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, information relating to any individual (para 1). The meeting moved into closed session to enable Members to consider the confidential appendix.

The Governor Support Officer advised that recruitment posters had been distributed to all schools, public buildings and Hartbeat highlighting the benefits of being involved in local schools and shaping the future of local education provision.

A Member highlighted that a number of forms included within the confidential appendix appeared to be dated up to 3 years ago. The Governor Support Officer confirmed that elected Members forms were kept on file to be submitted as part of future applications to become school governors. It was suggested that whilst it may prove useful to file forms for future reference, all applicants should submit new and update forms for each application.

#### Councillor Carl Richardson declared a personal interest at this point in the meeting as the Chair of Lynnfield Governing Body.

Members considered each vacancy on an individual basis and where there were no contested positions, agreed the appointment of the nominations received. However, where positions were contested, these positions were voted on.

#### Decision

That the following appointments of Local Authority representative governors were approved:

Brougham Primary School – Christine Atkinson and Lee McPherson Fens Primary School – Keith Tabram and Alan Ward Golden Flatts Primary School – Joan Fletcher and Janet E Henderson Grange Primary School – Ann Parkinson and Marjorie Waller Jesmond Gardens Primary School – Councillor P Hargreaves Jane Davies Lynnfield Primary School – Peter Ingham and Jill Foreman Kingsley Primary School – Jan Brough and John Vale Rossmere Primary School – Maureen Smith and David Burns Seaton Carew Nursery School – Stephanie Hayes Springwell School – Keith Tabram St Aidan's CE Memorial Primary School – Maxine Coss St Helen's Primary School – Reuben Atkinson and John Ibbotson Throston Primary School – Jonathan Dunning St Hild's CE Aided School – Sylvia Tempest West Park Primary School – Margaret Boddy

# 22. Any Other Items which the Chairman Considers are Urgent

The Chairman ruled that the following items of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

## 23. Any Other Business – Review of Pink Papers

The Chair requested that a report be submitted to a future meeting of the Finance and Policy Committee to enable Members to review the production and distribution of pink papers. The report should detail the process for the production and distribution of pink (confidential) papers. The Chief Solicitor highlighted to Members that this review would have consequences for the Constitution and governance arrangements of the Local Authority.

#### Decision

That the Chief Solicitor/Monitoring Officer submit a report to a future meeting of the Finance and Policy Committee detailing the process for the production and distribution of pink (confidential) papers.

The meeting concluded at 11.22 am

#### P J DEVLIN

CHIEF SOLICITOR

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