

CABINET

8 June 2022

Present:-

Councillors R Croad, A Davis, J Hart (Chair), S Hughes, A Leadbetter, J McInnes (Vice-Chair) and A Saywell

Councillor P Twiss (in remote attendance)

Apologies:-

Councillors R Gilbert

Members attending in accordance with Standing Orders 25

J Bailey, J Brazil and C Whitton (in person attendance)

T Adams and F Biederman (remote attendance)

* 167

Minutes

RESOLVED that the minutes of the meeting held on 11 May 2022 be signed as a correct record.

* 168

Items Requiring Urgent Attention

There was no item raised as a matter of urgency.

* 169

Announcements

The Chair welcomed Mrs Mayes who was attending the meeting via Teams in her capacity as a Co-opted Member of the Council's Standards Committee to observe and monitor compliance with the Council's ethical governance framework.

* 170

Petitions

The Leader was presented, by Gill Cameron Webb (on behalf of Bev Raw) with a petition organised by residents of Newton Poppleford containing 767 signatures seeking improvements to road safety in Newton Poppleford, specifically "making the 'puffin' crossing safe, introducing two additional pedestrian crossings, reducing the speed limit to 20mph and improving the pavements.

The Chair indicated that the relevant Director would be asked to respond direct to the petitioners on the issues raised, within 15 days.

[NB: The relevant Head of Service would be asked to respond direct to the petitioners on the issues raised, within 15 days, letting him/her know how long it would take to undertake the requested review in line with the [Council's Petition Scheme](#)]

* **171** **Question(s) from Members of the Council**

In accordance with the Cabinet Procedure Rules, the relevant Cabinet Members responded to six questions from a Member of the Council on the following matters:

- Data for children and young people living in the Council area;
- Children and young people registered with an NHS Dentist;
- The number of dental practices registered for NHS patients;
- The number of dental practices in Devon accepting new NHS Patients;
- How residents find practices that accept them and children; and
- The number of children and young people, in care, registered with a dentist.

A copy of the questions and answers had been circulated and published to the website and there were no supplementary questions arising from the above.

[NB: A copy of the questions and answers are available on webpage for the meeting]

* **172** **Revenue and Capital Outturn 2021/2022**

(Councillors Adams, Bailey, Brazil and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet considered the Report of the Director of Finance and Public Value, (DF/22/52) presenting the Revenue and Capital Outturn position for 2021/2022.

The Cabinet noted that Members had received regular budget monitoring reports throughout 2021/22 in which budget pressures and risks had been identified. The outturn overspend of £3.3 million was an improvement from the £5.8 million forecast outturn which had been reported to Cabinet on the 9th March 2022. Cabinet further noted that the overspends related primarily to the budgets for Adult Care and Health and to Children's Services, which sections 2.1 and 2.2 of the Report provided further detail.

There had however been other cost pressures of just over £4.5 million in terms of the pay award and lower than forecast income guarantee compensation grant for council tax and business rates, as set out in section 2.6 of the Report.

Almost £4 million of underspend on the Public Health Grant had been transferred to the ring-fenced Public Health Reserve. A transfer of £3.3 million from the Budget Management reserve would be required in order to meet the net overspend in 2021/22.

When the Council approved the 2021/22 budget in February 2021, it agreed to use £9.8 million of earmarked reserves to fund various one-off projects (economic recovery, Edge of Care, transformation and recruitment of social workers amongst others). Actual spending of £4.9 million was lower than forecast and had helped to offset the £3.3 million of earmarked reserves used to finance the overspend. Further detail was provided in the table on Earmarked Reserves in the Report.

The Dedicated Schools Grant Special Educational Needs and Disabilities (SEND) Service continued to be under significant pressure which had resulted in an overspend of £37.5 million this year. There was a brought forward cumulative deficit of just under £49 million at the beginning of the year, therefore the cumulative deficit at 31st March 2022 was now £86.5 million. The deficit was explained in more detail in paragraph 5.2 of the Report.

At the time of writing the Report, the Council had received business rates outturn information from four of the eight districts which indicated the County Council's share of local business rates income was £4 million lower than was notified at budget for 2021/22. However, compensatory grant income from central government was just under £4 million higher to compensate for the additional reliefs to local businesses.

Outturn would be updated when all eight returns had been received and confirmed.

Detailed explanations of the final financial position for each service area were highlighted in section 2 of the Report.

Section 3 of the Report outlined that the Better Care Fund had underspent this year and just over £9.7 million of the Improved Better Care Fund Grant was being carried forward into 2022/23.

In response to the COVID-19 outbreak Government had continued to put in place a number of grant funding streams to help support Local Authorities, of which the Council directly received £56.3 million in 2021/22. With funding brought forward from the previous year, the Council had spent £59.4 million. There was a balance of just over £22 million to be carried forward into 2022/23 in line with specific grant terms and conditions. The table contained within paragraph 2.6 of the Report on page 8 detailed the spending of COVID grants.

At the beginning of the financial year, earmarked reserves (excluding schools and non-schools carry forwards) stood at £137.5 million. During the year earmarked reserves had decreased by just under £8.8 million leaving reserves of just under £128.7 million.

In summary, the Cabinet noted for the first time in recent decades, the Council had finished 2021/22 with a budgetary overspend, which reflected the exceptional nature of the array and depth of operational and financial challenges. Demand for services was higher than ever before, set against a backdrop of rising prices and labour market shortages. This trend of rising demand pressure and rising prices was likely to continue into 2022/23, which would create a challenging financial environment going forward.

The matter having been debated and the options and/or alternatives and other relevant factors (e.g. financial, sustainability (including carbon impact), risk management, equality and legal considerations and Public Health impact) set out in the Director's Report and/or referred to above having been considered:

it was **MOVED** by Councillor Hart, **SECONDED** by Councillor McInnes, and

RESOLVED

- (a) that the draft outturn for 2021/22, after carry forwards and contributions to and from balances, reserves and provisions, showing an overspend of £3.3 million against the approved revenue budget, be noted;
- (b) that the 2021/22 revenue outturn, including transactions on earmarked reserves and provisions, spending against budget, treatment of over and under spending and the implications for balances, as set out in the tables and the narrative of the Report, be approved;
- (c) that any variances on final business rates outturns from the Districts be taken to/(from) the Business Rates Risk Management Reserve and used to offset the variances in the Collection Funds in future years;
- d) that the 2021/22 capital outturn including spending against budget and proposed carry forwards, in accordance with the tables, be approved;
- e) that the use of capital finance, as set out in the Determination of Capital Finance section 11 of the Report, be approved;
- f) that a total of £13.9 million is set aside from revenue resources as Minimum Revenue Provision (provision for credit liabilities to repay debt);
- g) that the Prudential Indicators, as set out in section 10 of the Report, be noted; and
- h) that the total monies owing to the Council, as at 31st March 2022, also be noted.

* 173 **Proposed closure of Chittlehampton Church of England Primary School**

(Councillors Adams, Bailey, Brazil and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet considered the Report of the Director of Climate Change, Environment & Transport (CET/22/5) outlining proposals for the closure of Chittlehampton Church of England Primary School, circulated prior to the meeting in accordance with regulation 7(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Governing Body of the Devon Moors Federation had brought forward a statutory proposal to close Chittlehampton C of E Primary School. The Local Authority was the decision-maker, following completion of the statutory process, therefore Cabinet was being asked to consider the responses received during the statutory process, as well as the reasons for bringing the proposal forward, in order to determine whether Chittlehampton C of E Primary School should close from 31 August 2022.

Chittlehampton C of E Primary school was a small, rural primary school for children aged 3 - 11 and was part of The Devon Moors Federation, which consisted of six schools. Chittlehampton Primary historically operated as a two class school due to the number on roll and had a published admission number of 8 with a capacity for 56 pupils. The school had been under-subscribed for a number of years and pupil numbers had consistently fallen. The school currently had 15 pupils on roll with five of those due to leave in July.

Chittlehampton C of E Primary School was recognised by Ofsted as being a 'Good' school (April 2018), however the delivery of a broad and balanced curriculum at Chittlehampton C of E Primary School was challenging. Providing social and emotional development would also be very challenging.

The Report outlined the current picture with regard to area health authority data which provided data on the number of 0 - 4 year olds living in the school's catchment area and any proposals for future housing development. It also said there was sufficient capacity across local schools to accommodate the children from Chittlehampton C of E Primary School and those choices were outlined in the Report as well as relevant distances and policy for school transport.

The impact on staff at the School was highlighted as well as the detailed consultations that had taken place (informal consultation period held between 14 February to 4 April 2022 and consultation information session held at the school on 3 March 2022). The consultation document, a report of the consultation event and response is available at: [Consultation on the future of Chittlehampton C of E Primary School - Have Your Say \(devon.gov.uk\)](https://www.devon.gov.uk/consultation-on-the-future-of-chittlehampton-c-of-e-primary-school) and

the summary of the responses attached at Appendix 3. The consultation responses had been considered and addressed in the published Full Statutory Proposal available via: [Proposed closure of Chittlehampton C of E Primary School: formal representation period - Have Your Say \(devon.gov.uk\)](#). The formal representation period on the closure of the school ran for a four-week period from 25 April to 23 May 2022 in accordance with DfE regulations.

The Cabinet noted that whilst the proposal would lead to the loss of the school, the Governing Body, the Local Authority and the Diocesan Board of Education believed that the proposal was in the best educational interests of the children in the future as the school was neither educationally nor financially sustainable.

An Impact Assessment was also circulated with the agenda for the attention of Members at the meeting and could also be found at <https://www.devon.gov.uk/impact/chittlehampton-primary-closure/>. This highlighted that the Consultation on the closure had been open and fair and undertaken in line with best practice guidance and the Cabinet Office guidance on consultation principles. Should the school close, families would be able to express a preference for three schools. Where schools were oversubscribed, admission authorities ranked applications in accordance with their determined arrangements and that oversubscription criteria had to be reasonable, clear, objective, procedurally fair and compliant with all relevant legislation, including equalities legislation. Admission authorities had to ensure that arrangements would not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.

The matter having been debated and the options and/or alternatives and other relevant factors (e.g. financial, sustainability (including carbon impact), risk management, equality and legal considerations and Public Health impact) set out in the Director's Report and/or referred to above having been considered:

it was **MOVED** by Councillor Leadbetter, **SECONDED** by Councillor Hart, and

RESOLVED

(a) that the closure of Chittlehampton C of E Primary School from 31 August 2022 be approved, and;

(b) that the proposed new designated areas for the area currently served by Chittlehampton C of E Primary School to inform school transport eligibility, also be endorsed.

(NB: The Impact Assessment referred to above may be viewed alongside Minutes of this meeting and was also available at; <https://www.devon.gov.uk/impact/chittlehampton-primary-closure/>).

* 174 **Devon County Council Carbon Footprint and Environmental Policy Review**

(Councillors Bailey, Brazil and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet considered the Report of the Director of Climate Change, Environment and Transport (CET/22/3), circulated prior to the meeting in accordance with regulation 7(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Report presented the Authority's annual carbon footprint for the financial year 2020/21 (Appendix 2) and provided an update to the authority's Environmental Policy (Appendix 1).

The annual carbon footprint monitored the effectiveness of implementing the Authority's Carbon Reduction Plan, whilst the Environmental Policy summarised how the Council would continue to lead by example to minimise the impact of its own operations and its supply chain on the environment and encourage others to do the same.

The proposals in relation to the Carbon Footprint was outlined in section 3.1 of the Report but included that it be published, submitted to DEFRA and an infographic prepared to communicate its key points. Also included was the effect of home working as a result of the COVID-19 pandemic.

Other aspects of note had been included in the Report including the decline of corporate emissions (53% below the base year) as well as information on property emissions reductions, vehicle fleet, business travel and procurement.

In terms of the Environment Policy Review, the production of a short and focused Policy had been favoured, leaving the detail in the topic-specific strategies and action plans that sat beneath it. However, general additions included a link to the 2021 – 2025 Strategic Plan, commitment to addressing the climate and ecological emergency and incorporation of the net-zero target, the need for innovation and testing new approaches, a mention of the single-use plastic issue and the need for a circular economy, using pesticides only when necessary and a firmed up Countryside, Coast & Heritage section and the Community Leadership section.

An Impact Assessment was also circulated with the agenda for the attention of Members at the meeting and could also be found at - <https://www.devon.gov.uk/impact/environmental-policy/>. This highlighted that Climate change and environmental decline would affect everybody in the County, and would affect people less able to adapt the most which could include the less affluent, those living with physical and mental health conditions, people living in coastal communities or areas prone to flooding and young people who would live with the effects becoming worse over their

lifetimes. Implementing the Environmental Policy would require changes to the way the Authority's services were provided, which had the potential to impact negatively and positively on service users depending on the specifics of the proposals. Future tactical-level changes to services would need their own impact assessment to consider their effect on equality characteristics.

The Cabinet further noted that the recommendations in the Report contributed to delivering three of the six priorities of the Strategic Plan.

To summarise, the authority's corporate carbon emissions continued to decline and were on track to achieve the 70% absolute reduction by 2030 and the review of the Environmental Policy brought it up to date to include contemporary environmental issues.

The matter having been debated and the options and/or alternatives and other relevant factors (e.g. financial, sustainability (including carbon impact), risk management, equality and legal considerations and Public Health impact) set out in the Director's Report and/or referred to above having been considered:

it was **MOVED** by Councillor Davis, **SECONDED** by Councillor Hart, and

RESOLVED

(a) that the 53% reduction in corporate carbon emissions since 2012/13, be noted and the carbon footprint be approved for publication and submission to Defra;

(b) that the Authority's revised Environmental Policy also be approved; and

(c) that the Director of Climate Change, Environment and Transport in consultation with the Cabinet Member for Climate Change, Environment and Transport be given delegated authority to make minor changes to the Environmental Policy.

(NB: The Impact Assessment referred to above may be viewed alongside Minutes of this meeting and is available at <https://www.devon.gov.uk/impact/environmental-policy>).

* 175 **Magdalen Road, Exeter, Permanent Road Layout Changes**

(Councillors Adams and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet considered the Report of the Director of Climate Change, Environment & Transport CET/22/4) which outlined proposals for Permanent Road Layout Changes in Magdalen Road, Exeter, circulated prior to the meeting in accordance with regulation 7(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

In June 2020, Magdalen Road, Exeter had temporarily been made one-way westbound, with a contra-flow (eastbound) cycleway and widened footway to support social distancing. Following public consultation and monitoring of the impacts of the temporary scheme, the [Exeter Highways and Traffic Orders Committee \(HATOC\)](#) resolved to progress permanent restrictions on the road.

This also complemented changes elsewhere on the E9 route, on Wonford Road, Dryden Road and Ludwell Lane, to create quieter roads for walking and cycling.

The proposal was outlined in section three of the Report and in plan no. 70073648-WSP-CON-100-DR-02 P07 in Appendix 1. The permanent scheme would be constructed to:

- Restrict vehicular traffic to one-way westbound on Magdalen Road, between the junctions with College Road and Denmark Road, with contra-flow (eastbound) cycling permitted;
- Introduce a restricted parking zone to ban all parking and loading outside of the following marked bays:
 - Existing limited waiting parking bays on the southern side of Magdalen Road, which will be widened as part of the scheme, resulting in the loss of two spaces;
 - Three new loading-only bays on the northern side of Magdalen Road, incorporated into the widened footway.
- Introduce a raised hump uncontrolled crossing point on Denmark Road, at its junction with Magdalen Road;
- Alter the existing zebra crossing on Magdalen Road to match the new highway alignment.

It was also proposed to make a number of improvements to the public realm, including the introduction of planters and additional cycle parking.

Following the implementation of the permanent scheme for Magdalen Road, it was proposed to trial an extension of the one-way system to the junction with Fairpark Road.

Section 5 of the Report outlined the outcome of the [public consultation](#), with over 1,500 responses received. It also referenced the role of the Exeter Highways and Traffic Orders Committee in considering the feedback and then the further consultation during February 2022, with feedback invited from local traders, the St Leonards Neighbourhood Association and the resident with vehicular access from Magdalen Road.

The scheme was well-aligned with a range of actions within the Strategic Plan, insofar as it would prioritise walking and cycling over vehicular traffic, and therefore encourage more people to walk and cycle.

An Impact Assessment was also circulated with the agenda for the attention of Members at the meeting and could also be found at - <https://www.devon.gov.uk/impact/magdalen-road-changes/>. This highlighted the potential for the scheme to particularly advance equality of opportunity for those without access to a car, by virtue of the scheme giving enhanced priority to pedestrians and cyclists.

The potential benefits of the permanent scheme exceeded those of the existing temporary scheme, as it would enable the footway widening to be formalised and the public realm to be enhanced. The potential adverse impacts were similar to those of the temporary scheme, which had been reduced as far as practicable, e.g. permitting westbound vehicular traffic on Magdalen Road and thus maintaining access to businesses for those reliant on the car.

In summary, the proposal would build upon the Council's encouragement of active travel in response to the COVID-19 pandemic and enable people to maintain behavioural changes in the longer-term.

The Cabinet Member for Highway Management said he welcomed the proposals, which built upon the Ludwell Lane, Dryden Road and Wonford Road schemes to complete the 5km E9 strategic cycle route and added that local support for the scheme was reaffirmed by the approval of the Traffic Regulation Orders at the Exeter Highways and Traffic Orders Committee of 6 June 2022.

The matter having been debated and the options and/or alternatives and other relevant factors (e.g. financial, sustainability (including carbon impact), risk management, equality and legal considerations and Public Health impact) set out in the Director's Report and/or referred to above having been considered:

it was **MOVED** by Councillor Hughes, **SECONDED** by Councillor Hart, and

RESOLVED

(a) that the design and construction of permanent road layout changes on Magdalen Road, Exeter (plan no. 70073648-WSP-CON-100-DR-02 P07 in Appendix 1) with an estimated cost of £900,000 be approved, noting that the Exeter Highways and Traffic Orders Committee had approved the relevant Traffic Regulation Orders at its meeting on the 6 June 2022; and

(b) that the Director of Climate Change, Environment and Transport in consultation with the Cabinet Member for Highway Management and relevant local member be given delegated authority, to make minor variations to the scheme as required.

(NB: The Impact Assessment referred to above may be viewed alongside Minutes of this meeting and at <https://www.devon.gov.uk/impact/magdalen-road-changes/>).

* 176 **Corporate financial and Integrated Adult Social Care systems replacement**

(Councillors Biederman and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet considered the Report of the Director of Finance and Public Value, (DF/22/56) on the proposed replacement of the Council's Corporate Financial and Integrated Adult Social Care systems, circulated prior to the meeting in accordance with regulation 7(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Cabinet noted that the authority had two legacy IT systems that now needed replacing. The first was FINEST, the corporate accounting and finance system; and Care First, which was the Adult Social Care system. The proposal was for a total of £12.3 million of non-recurrent revenue expenditure with £5.8 million for replacement of Adult Social Care systems and £6.5 million for the replacement of the corporate financial system.

Modern ICT systems were software as a service and cloud-based, meaning they were hosted externally. Current accounting regulations did not permit such solutions to be funded through the capital programme; they had to be charged to Revenue.

In terms of the ledger system "FINEST", replacement was required by the end of 2025 as underpinning technology would not support it from that date. The system had been in use since 1995 and its functionality was limited. Whilst modules had been added over the years integration between systems remained challenging and as such it remained difficult to see a clear and complete snapshot of a budget at a given time without specialist finance support. There was also a need for manual processes which heightened risks around data quality. Furthermore, it required on premise support which did not align with the rest of the Council's ICT architecture.

The Integrated Adult Social Care Programme included the replacement of the case management and finance system and the implementation of a Provider Assessment and Market Management System (PAMMS).

The current case management system (CareFirst) had been in place for more than 19 years on a series of rolling contracts and was not intuitive and added to the burden of recording upon already pressurised frontline staff. The current systems constrained both the ability to transform the service; work in new and innovative ways as well as collaboration with partners. A full specification had been developed and the procurement stage was planned to commence in July 2022.

The Report outlined the Council's ICT strategy which promoted a "cloud-first" approach and the numerous benefits of Cloud-based software.

The Cabinet noted that Procurement of new systems was the only viable proposal for the replacement of both care and financial systems. Upgrading the existing software platforms did not provide a viable alternative and neither did building software. The proposal to replace aligned the Authority's vision and priorities in the [Council's Strategic Plan 2021- 2025](#), contributing to the objectives including but not limited to:

- supporting us to "make best use of our data and intelligence";
- supporting us to transform the way we work;
- ensuring that suppliers / customers were easily able to see information on payments and charges and access information on the status of their accounts; and
- supporting financial resilience and improved financial planning, by minimises manual processing.

The proposal was also in line with the [Digital and Technology Strategy 2021- 2024](#), in relation to updating business and corporate systems, supporting better access to intelligence and investing in more user friendly and intuitive systems.

The Cabinet Member for Organisational Development, Workforce & Digital Transformation commented that he would welcome the oversight and involvement of the Corporate Infrastructure and Regulatory Services Scrutiny Committee moving forward.

The matter having been debated and the options and/or alternatives and other relevant factors (e.g. financial, sustainability (including carbon impact), risk management, equality and legal considerations and Public Health impact) set out in the Director's Report and/or referred to above having been considered:

it was **MOVED** by Councillor Saywell, **SECONDED** by Councillor Hart, and

RESOLVED

(a) that revenue funding of £12.3million for:

- the procurement and implementation of a new financial system; and
- the procurement and implementation of an Integrated Adults Social Care case management and finance system, and a provider assessment and market management solution,

be approved;

(b) that the cost of the system replacements be funded from reserves;

(c) that the capital programme be reduced by the amount previously set aside for the Adult Social Care system replacement; and

(d) that a mechanism to rebuild reserves for this investment is considered as part of the budget setting process.

* 177 **Exeter Highways and Traffic Orders Committee (Exeter Residents Parking Priorities - Minute *52)**

(Councillors Biederman, Adams and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet noted that at its meeting on 29 April 2022, the Exeter Highways and Traffic Orders Committee, in considering the Report of the Director of Climate Change, Environment and Transport on proposals to prioritise the future roll-out of residents parking schemes in Exeter (Minute *52), had RESOLVED;

(c) that the Cabinet be urged to provide additional resourcing (both financially and Officer time) to progress residential parking schemes as outlined above in a timelier manner given the long delays already experienced and the impact on local residents.

The Cabinet Member commented that whilst the team were developing tools to assist prioritisation of schemes going forward, there were currently no additional resources available, either financial or officer time.

It was **MOVED** by Councillor Hughes, **SECONDED** by Councillor Hart and

RESOLVED that due to the unavailability of additional resources (both financial and officer time), the residents parking schemes in Exeter progress as per the current programme.

* 178 **Question(s) from Members of the Public**

There was no question from a Member of the public.

* 179 **Minutes**

It was **MOVED** by Councillor Hart, **SECONDED** by Councillor McInnes, and

RESOLVED that the Minutes of the following be endorsed and any recommendations to Cabinet therein be approved:

Farms Estate Committee – 16 May 2022

* **180** **Delegated Action/Urgent Matters**

The [Registers of Decisions taken by Members under the urgency provisions or delegated powers](#) were available for inspection, in line with the Council's Constitution and Regulation 13 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. [Decisions taken by Officers](#) under any express authorisation of the Cabinet or other Committee or under any general authorisation within the Council's Scheme of Delegation set out in Part 3 of the Council's Constitution.

* **181** **Forward Plan**

In accordance with the Council's Constitution, the Cabinet reviewed the [Forward Plan](#) and determined those items of business to be defined as key and framework decisions and included in the Plan from the date of this meeting onwards reflecting the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

NOTES:

1. *Minutes should always be read in association with any Reports for a complete record.*
2. *If the meeting has been webcast, it will be available to view on the [webcasting site](#) for up to 12 months from the date of the meeting*

* **DENOTES DELEGATED MATTER WITH POWER TO ACT**

The Meeting started at 10.30 am and finished at 11.47 am