



SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
ON THURSDAY, 22ND OCTOBER 2015 AT 5.30 P.M.**

PRESENT:

Councillor H.W. David - Chair
Councillor S. Morgan - Vice Chair

Councillors:

L. Binding, Mrs P. Cook, C.J. Cuss, Miss E. Forehead, C. Hawker, Ms J.G. Jones, G. Kirby,
A. Lewis, R. Saralis, J. Simmonds

Cabinet Members:

Mrs C. Forehead (HR and Governance/Business Manager), D.V. Poole (Housing)

Together with:

S. Couzens (Chief Housing Officer), S. Cousins (Principal Housing Officer - Housing Portfolio), K. Williams (Private Sector Housing Manager), C. Forbes-Thompson (Scrutiny Research Officer), B. Davies (Solicitor) and R. Barrett (Committee Services Officer)

Also present:

Mr A. Clarke and Mr S. Dwyer (Cornerstone Support Services)
Mr B. Gibbs and Mrs L. Watkins (Argoed Residents for a Safer Community)

1. CHAIR'S WELCOME

The Chair welcomed representatives from Cornerstone Support Services (Mr Andrew Clarke and Mr Stephen Dwyer), together with representatives from Argoed Residents for a Safer Community (Mrs Lisa Watkins and Mr Ben Gibbs). All speakers were in attendance to make representations in respect of the use of bed and breakfast accommodation as emergency housing (Agenda Item No. 5).

In outlining the proceedings for the meeting, the Chair explained that there had been a change to the agenda running order, and that the Officer's report would be presented first, followed by representations from Cornerstone Support Services and Argoed Residents for a Safer Community. All parties would then be invited to participate in the subsequent discussion.

2. BEREAVEMENT - COUNCILLOR GINA BEVAN

The Chair referred to the sad news that Councillor Gina Bevan had recently passed away. All present stood for a moment of silence as a mark of respect.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C.P. Mann, J.E. Fussell, D. Rees and J. Taylor.

4. DECLARATIONS OF INTEREST

Councillor L. Binding declared an interest in Agenda Item 5 (The Use of Bed and Breakfast Accommodation for Emergency Housing). Details are minuted with the respective item.

REPORTS OF OFFICERS

Consideration was given to the following report.

5. THE USE OF BED AND BREAKFAST ACCOMMODATION FOR EMERGENCY HOUSING

During the course of the meeting, Councillor L. Binding declared a personal interest in this item that he is a volunteer with the Caerphilly Churches Night Shelter scheme. In that the interest was deemed to be non-prejudicial, Councillor Binding remained in the room during consideration of the report.

Kenyon Williams (Private Sector Housing Manager) presented the first part of the report, which was prepared in response to a presentation made at Council on 21st April 2015 by members of the Argoed Residents for a Safer Community. At the meeting of Council, the residents outlined their concerns in respect of the use of bed and breakfast (B&B) accommodation for homeless persons. They called upon the Authority to support the Residents' Group in bringing about changes to legislation by ceasing its use of B&B accommodation for the housing of vulnerable persons in the county borough. The Interim Chief Executive had responded by advising Council that the use of B&Bs for temporary accommodation would be examined at a future meeting of the Policy and Resources Committee, and it was in response to this commitment that the report was prepared.

The report provided a comprehensive overview of the use of B&B accommodation within the county borough for clients presenting to the Authority as homeless. It detailed the Authority's activities prior to and following the implementation of the Housing (Wales) Act 2014, which has introduced major changes to the way in which homeless clients must be assisted and housed. A number of statutory obligations are placed on Local Authorities when discharging their homelessness functions and the report detailed the procedures followed by Officers when dealing with cases of homelessness, together with the various options available to the Authority in respect of accommodating homeless persons.

The report outlined the legislative requirements applicable to B&B accommodation and the manner in which these are inspected by the Authority. As part of the substantial changes introduced by the Housing (Wales) Act 2014 and the additional responsibilities now placed upon the Authority, the report referenced revised obligations to prison leavers and progress in respect of the development of the recently introduced Prison Leavers Pathway.

In preparing this report, data was collected on a local, Gwent-wide and national basis to outline the overall picture in respect of the use of emergency and temporary accommodation, which was referenced at various points throughout the report and its appendices.

Officers explained that the use of B&B establishments for emergency accommodation has proven necessary for many years throughout Wales. The Authority has relied on the use of privately-owned B&B establishments (within and outside of the county borough) to place clients whilst their homelessness situation is investigated. Following this, and depending on whether a full housing duty is owed to the homeless applicant, clients are either moved into temporary accommodation or into a social housing property, either from within the Authority's own stock or that of a Housing Association.

Placement of homeless clients within emergency or temporary accommodation is subject to careful consideration of all the risk information available at the time of presentation, but is often limited to the amount of information disclosed by clients at this time. Officers outlined the processes used to ascertain the client reasons for homelessness and determine whether the client meets one of the priority need categories. Officers also detailed the involvement of other agencies and how risk information is shared between the Council and the relevant support agency.

Members were informed that B&B accommodation used by Authorities for emergency housing purposes are classed as "Houses in Multiple Occupation" (HMOs), which are considered to be relatively high risk in terms of fire safety and thus are heavily regulated from a legislative perspective. Full details of the applicable legislation were listed within the report, and it was explained that the Authority operates a risk-based, rolling programme of inspection of HMOs to ensure legislative requirements are consistently met.

Officers outlined the process in cases of homelessness under the age of 18 and explained that B&B accommodation for young people is only accessed when all other accommodation options are unavailable, with the first preference being foster care/supported lodgings and the second for placement within a supported housing project. Homeless young people are always placed in supported accommodation where possible. However, some youngsters exhaust all these supported options and as a result, placement in a B&B becomes the only option available until an alternative can be sought.

Officers outlined details of the Authority's emergency housing process prior to the implementation of the Housing (Wales) Act 2014 in April 2015. Previous to the new Act, clients presenting as homeless were placed in emergency accommodation either in a B&B or hostel-type accommodation. Following investigation, and depending on whether a full housing duty was owed to the applicant, clients would be temporarily housed either within accommodation provided via a Private Sector Housing scheme or one of the other types of supported accommodation available to the Authority.

Due to a shortage of supported accommodation, the Authority has occasionally resorted to the use of B&B accommodation instead, and the time taken for Officers to secure a suitable tenancy within the social housing stock has meant that some placements within emergency and temporary accommodation have lasted for a number of weeks/months.

Members were referred to Section 4.8 of the report, which provided comparative data on the number of homelessness households presenting to the Gwent Authorities for housing assistance over the past 3 years and the number of acceptances across each local authority.

It was explained that there are various types of emergency and temporary accommodation utilised across Gwent, with the nature of the provision and support available being dependant on local policy and funding availability. Within the county borough, the provision of such accommodation has historically been via a mixture of private providers (in the case of B&Bs) and Housing Association partners (in respect of hostel provision). However, the Authority has been actively seeking alternatives to B&B accommodation for a number of years, in part due to the changes in legislation but also to improve the level of support that can be provided to homeless clients.

The Authority owns a 10-room single persons hostel at Ty Croeso in Newbridge, but the costs of providing/adapting accommodation to achieve compliance with the relevant legislation are such that the opportunities for the creation of more in-house accommodation are severely limited. Partnership working with Housing Associations is therefore essential and by this arrangement a 13-unit facility for homeless families at Ty'r Fesen, Caerphilly has been secured, together with an 18-room facility for single homeless persons at Maes y Derwen, Tredomen. Discussions are currently taking place with a Housing Association partner to secure another 13-unit facility of supported accommodation which it is hoped will further reduce the Authority's reliance on the use of B&B accommodation for emergency purposes.

Officers explained that support for homeless clients whilst in B&Bs is provided on a floating basis, with the various support providers being notified each time a new client is placed. Hostel and refuge-type facilities provide in-house support and have a 24-hour staff presence. Clients who have been accepted as owed a full duty of housing and have moved on into the private sector leased accommodation are provided with floating support to assist them with their preparations for their move to independent living in a permanent tenancy. The nature of the support provided depends on the needs of each client but typically consists of access to education, healthcare, training programmes and financial management skills.

Members were referred to Section 4.12 of the report which included a comparative table on the use and type of emergency and temporary accommodation across the Gwent region. This outlined the use of Private Sector Leased (PSL) units, which are properties sourced from private sector landlords and thereafter leased through a partner Housing Association (Hafod) for use by the Authority's Emergency Housing Team. The property management is undertaken by Hafod and the Authority provides the tenancy support needs. These PSL properties have for many years provided the Authority with the facility to house homeless clients whilst they await their allocation of a secure tenancy.

In outlining the main reasons for homelessness, Officers referred Members to Section 5.1 of the report, which detailed the number of households accepted as homeless in priority need across Gwent in 2014/15. Also included in the report was a table which showed the annual costs of B&B provision to the Authority. Members were asked to note that gross expenditure in 2014/15 had significantly increased due to various operational changes undertaken throughout the year which had resulted in higher B&B costs. Households placed into B&B accommodation have predominantly been single person clients whose average length of stay was 39 days in 2013/14 and 29 days in 2014/15.

Suzanne Cousins (Principal Housing Officer – Housing Portfolio) then presented the second part of the report, which outlined the changes to the Authority's response to homelessness arising from the introduction of the Housing (Wales) Act 2014 in April 2015.

The new Housing Act is specific to Wales and has introduced some major changes to the process of responding to homelessness. There is a new duty for the Authority to take all reasonable steps to prevent or alleviate homelessness actually occurring. In addition, the Authority can prevent homelessness occurring by sourcing and offering accommodation in the private rented sector, and prison leavers with no accommodation to return to are no longer owed a duty of housing, unless vulnerability is proven.

Officers explained that the new prevention duty requires the Authority to respond to the threat of homelessness much earlier when a client is threatened with homelessness. The aim is to work with the client and develop a personal housing plan to resolve their accommodation problems. Officers have to demonstrate that they have taken all reasonable steps to prevent or alleviate homelessness, with the client also having to help themselves and work towards achieving the aims of their personal housing plan. The duty to assist in the prevention of homelessness now applies to anyone approaching the Authority, and priority need only has relevance when the Authority is unable to prevent the client from becoming homeless and they are unintentionally homeless and have a local connection to the area.

The effect of re-focusing efforts to prevent homelessness occurring in the first instance has resulted in a need for fewer clients to be placed into B&B accommodation. To date the average number of clients/households residing in B&B since the legislation changed in April 2015 is 4 per week.

Officers also outlined changes to the process in respect of prison leavers, explaining that there is no longer a duty to accommodate prison leavers who have no fixed address to return to following release (unless they are considered vulnerable). Historically, prison leavers with a local connection to the borough would be accommodated in emergency accommodation whilst investigations were undertaken by Officers, and such accommodation has previously been via the use of B&Bs, Ty Croeso and private sector leased properties. The removal of this group from the automatic priority need status is already having the effect of further reducing the Authority's use of B&B accommodation.

Due to the removal of this automatic priority need status, the Welsh Government has recognised the need to develop the pre-planning of a prisoner's release into the community, and the National Pathway for Homelessness Services to Children, Young People and Adults in the Secure Estate has made sweeping changes to the process and places a number of obligations on various agencies. Whilst this procedural document has not been finalised at the time of writing, in practice the Prison Leavers Pathway and joint working practices (which will plan for the resettlement of offenders) has been in place since April 2015.

Officers also outlined the development of a Social Lettings Agency as a future response to homelessness, using private sector properties through a partner housing association and providing affordable tenancies with support. Officers are currently actively working with private sector owners in an effort to increase the availability of properties for this purpose, which will enable a speedier transition from emergency or temporary accommodation into well managed, suitable and affordable properties. The new Housing Act now permits the Authority to also discharge its housing duty into the private rented sector and so access to a local Social Lettings Agency will be a positive mechanism to further reduce the reliance on B&B accommodation.

In closing, Members were informed that both the existing and proposed activities outlined in this report to manage instances of homelessness are potentially under threat as a result of the uncertainty of future funding. This includes Welsh Government Transitional funding and Supporting People funding, and as a result it is difficult to plan for the recruitment of additional staff to meet the additional demands of the Housing (Wales) Act. There is also the financial implication of void costs in supported accommodation should the Authority successfully move away from the use of B&B accommodation, in addition to the continual pressure on Housing Benefit, which places further uncertainty on the financial support available in managing instances of homelessness.

The Officers were thanked for their report.

6. PRESENTATION – MR ANDREW CLARKE, CORNERSTONE SUPPORT SERVICES

Mr Andrew Clarke from Cornerstone Support Services Limited was invited to address the Scrutiny Committee in respect of the use of bed and breakfast accommodation as a response to homelessness.

Mr Clarke introduced himself and his colleague (Mr Stephen Dwyer) to those present. Cornerstone Support Services are a voluntary organisation that deliver a positive support solution within local communities and work with key partners to address the issue of homelessness within South Wales.

With the aid of a slideshow presentation, Mr Clarke outlined the impact of B&B placements on the service user. He explained that clients feel a lack of connection to their placement and

they are faced with continual uncertainty in that it is difficult to judge how long they will be there before they are relocated to alternative accommodation. This has a knock-on effect in that clients struggle to connect to key services in the local area. There are also significant financial implications for those clients residing in B&B accommodation, in that there is a lack of kitchen/laundry facilities available and thus clients have to factor this cost into their finances.

Mr Clarke outlined some alternatives to B&B accommodation and the issues that needed to be taken into consideration in respect of each option. One alternative was the development of more hostels, but Mr Clarke explained the prohibitive development costs in respect of current austerity measures faced by local authorities. Members were advised that there was also a very strong public feeling against the placing of hostels within local communities. Consideration also needed to be given to the costs of voids within hostels in comparison to the costs of B&B accommodation.

A second alternative involved a quicker turn-around in respect of moving clients into temporary/supported accommodation. Mr Clarke outlined the processes that could be used in respect of this, including more efficient use of social housing and greater collaboration with key agencies. A third alternative included the use of Houses in Multiple Occupation from existing housing stock in different areas of the borough and the use of shorter, sharper interventions run in the same model as the Caerphilly Churches Night Shelter scheme.

Mr Clarke suggested a number of improvements that could be made to address the issue of homelessness in the county borough. These included higher impact interventions in respect of homelessness cases, a review of lengthy waiting lists and assessment periods, a focus on securing long-term housing options, assistance in property searches, and a focus on gaining a successful housing outcome at the start of the process.

In closing, Mr Clarke also proposed a number of suggestions in respect of risk assessments within emergency housing placements. These included a more open dialogue with all parties involved and a focus on the "Risk Management Planning Model", and empowering key officers to take the lead in homelessness cases as they have a wealth of experience in relation to the emergency establishments used and other related information in respect of homelessness cases.

Mr Clarke was thanked for his informative presentation.

7. PRESENTATION – MRS LISA WATKINS, ARGOED RESIDENTS FOR A SAFER COMMUNITY

Mrs Lisa Watkins from Argoed Residents for a Safer Community was invited to make representation on behalf of the organisation.

Mrs Watkins explained that the Argoed Residents for a Safer Community were pleased that the new legislation has now been implemented and is helping to reduce homelessness, and that the association were also pleased to note that the average number of households placed in emergency B&B accommodation had been reduced.

However, she stated that the view of the association and local community had not changed and that it was felt that there had been little change for the people still residing within B&B accommodation. She explained that all the risks to personal and emotional safety remained and that the report made no solid promises for the future.

Mrs Watkins explained that Argoed Residents for a Safer Community wished to see an alternative to B&B accommodation provided and hoped that the Council would make a firm commitment to change their policy to cease the use of B&B establishments as temporary or emergency accommodation. She also referred to two local authorities in Wales where the use

of B&Bs as emergency accommodation had ceased and stated that the economical impact of using such establishments should be considered by the Council in these times of austerity.

Mrs Watkins highlighted concerns relating to the housing of prison leavers in B&B accommodation, explaining that this could potentially lead to a mix of vulnerable clients living under one roof. She expressed concerns in relation to the reliability of the risk assessment procedure and referred to a number of homeless charities and Assembly Members who were opposed to the use of B&B establishments as emergency accommodation.

Mrs Watkins also called for a dedicated support network to be provided to those in B&B accommodation and emphasised the importance of specially qualified support staff being accessible to those clients in need at all times. It was also felt by the Argoed Residents for a Safer Community that it is imperative that the Council secure another facility for supported accommodation, owing to the current housing shortage, which has led to placements in B&B accommodation lasting for weeks/months in some cases.

In closing, Mrs Watkins called on the Council to put pressure on the Welsh Government to reconsider its legislation and provision of funding in respect of the management of homelessness within the county borough.

Mrs Watkins was thanked for her presentation and the Chair confirmed that a copy of the presentations from both Mr Clarke and Mrs Watkins would be circulated to Members of the Policy and Resources Scrutiny Committee following the meeting.

8. DISCUSSION ON THE USE OF BED AND BREAKFAST ACCOMMODATION FOR EMERGENCY HOUSING

The Chair invited discussion on the contents of the Officer's report and the presentations of the guest speakers.

In response to a Member's query regarding the frequency of inspections for HMOs, Officers explained that there was a risk assessment regime in operation, whereby a property would be assessed to determine its number of risk elements (such as state of repair). Those HMOs deemed to have a higher number of risk elements are subject to more frequent inspection.

A Member queried the impact of the Housing (Wales) Act 2014 on the number of clients placed in emergency B&B accommodation. Officers confirmed that there had been a significant reduction since April 2015, with only an average of 4 clients per week residing in B&B accommodation across the county borough. Previously clients could be living in such accommodation for an extended period of time, but the few cases are now being resolved more quickly, with the current clients residing at the B&Bs for under a month. Officers further explained that the Authority's first duty is to prevent homelessness and that a personal housing plan to resolve accommodation problems is put in place as soon as the threat of a homelessness situation arises. Officers also referred to the removal of the automatic priority need for prison leavers which had significantly further reduced the Authority's use of B&B accommodation, and outlined the success of the support given to offenders via the Prison Leavers Pathway.

Clarification was sought on the funding made available from Welsh Government to assist Authorities in meeting the additional demands of the Housing (Wales) Act, and whether any additional staff had been recruited as a result. Officers explained that Welsh Government Transitional funding had originally been promised for three years but had only secured commitment for the current financial year, which meant that the Authority were thus unable to recruit additional staff due to future funding uncertainty.

A Member raised a query regarding the percentage of homeless clients currently waiting to be housed. Officers outlined the use of private sector leased properties, which have for many

years provided the Authority with the facility to house those homeless households (who meet the statutory housing duty criteria) in suitable accommodation whilst they await their allocation of a secure tenancy. They confirmed that around 60% of those clients accepted as homeless are currently residing in private sector leased properties and are waiting to be housed in secure accommodation.

A query was raised as to the extent of how the Council had reduced its emergency placements in B&B over the past year. Officers explained that since April 2015, there were an average of 4 clients/households per week living in B&B accommodation, which was viewed as a positive step in the right direction. It was explained that this progression was further supported by the Council's three temporary accommodation facilities (Ty Croeso, Ty'r Fresen and Maes y Derwen).

On behalf of the Argoed Residents for a Safer Community, Mr Gibbs explained that a pressing concern of the association relates to situations where a range of vulnerable clients with different needs and backgrounds are all living within one establishment. He acknowledged that there had been a significant reduction in the number of emergency B&B placements but expressed concern at the possible dangers arising from a mix of client types. He further explained that over the last few months, he had been approached by a number of people previously placed in B&B accommodation, who had experienced intimidation from other clients and had felt very vulnerable as a result.

Reference was made to two local authorities in Wales that had discontinued the use of B&Bs as emergency accommodation. Officers confirmed that they would make enquiries with their counterparts in these councils to determine how this had been achieved.

A Member referred to the risk information considered by Officers at the time of presentation for emergency accommodation, querying whether complete information was being provided to staff or whether this was affected by data protection legislation. Officers explained that each scenario differed on a case-by-basis, which could often be emergency presentations, and that staff were reliant on the information available from the client and other agencies at the time of presentation. Discussion arose on the need to connect and share information with a wider range of agencies, and Officers confirmed that information sharing practices were continually being improved.

Members noted that the number of households accepted as homeless in priority need for 2014/15 (as detailed in Section 5.1 of the report) appeared to be higher in the Caerphilly county borough than in neighbouring local authorities. In outlining the assessment criteria used to verify such cases, Officers confirmed that all these cases were determined as a priority need.

Reference was made to a recent estimation that the number of people sleeping rough within the county borough had doubled, and discussion took place on the preventative measures and support mechanisms developed to address this issue.

In referring to the concerns of the Argoed Residents for a Safer Community regarding a mix of clients under one roof in B&B accommodation, a Member queried whether the same issues would arise by placing clients in a supported accommodation scheme. Officers explained that a detailed risk assessment would take place before placement in supported accommodation and that clients would be placed in a scheme with support appropriate to their needs. It was reiterated that emergency B&B accommodation was only used where clients could not be placed in a suitable supported scheme and that the Authority's first priority was to provide suitable supported accommodation, which was why a further facility of supported accommodation was in the process of being developed. Officers also explained that the main difference between emergency B&B accommodation and supported accommodation was that those clients in supported accommodation received intensive 24/7 support from a range of trained staff.

Mrs Lisa Watkins elaborated on the concerns of the Argoed Residents for a Safer Association in that the Authority sometimes placed a mix of clients in emergency B&B accommodation on the basis of very little information received from the client at the time of presentation. Officers reiterated that there had been a significant reduction in such placements and that the 4 clients/households currently placed in B&B accommodation were located in different establishments spread across the county borough, which should reduce any such issues.

In response to a Member's query, Officers gave assurances that there was a robust process in place in respect of the Prison Pathway Protocol for those prison leavers in need of emergency accommodation, which entailed risk and character assessments, and that there had been significant improvements made in respect of this area.

Members discussed the support available within B&B emergency accommodation and supported accommodation and suggested that this was an area that could be addressed further. Officers explained that they were limited in the support they could provide to clients based in B&B accommodation, in that such properties are privately owned and unable to accommodate Council staff 24/7. Members suggested that this was an issue that could be referred to the Health, Social Care and Wellbeing Scrutiny Committee for further consideration.

A query was raised as to the Authority's remit to revoke their duty of care in certain instances and Officers confirmed that this could potentially apply to those clients who break establishment rules in emergency/supported accommodation or cause problems in the local community.

Discussion took place in respect of the costs entailed within emergency and supported accommodation, together with the potential for void costs in supported accommodation should the Authority successfully move away from the use of B&B accommodation. Officers outlined the processes in respect of those Housing Benefit payments and top-up payments made by the client. A query was raised as to whether it was cheaper for clients to live in supported accommodation than B&Bs and Mr Stephen Dwyer (Cornerstone Support Services) explained that there was less financial outlay to the client in supported accommodation in that kitchen and laundry facilities were available to them.

Officers also responded to queries in respect of ongoing funding for emergency and supported accommodation, explaining that the future of the Welsh Government Transitional funding would not become apparent until January 2016 but that there were indications that there would be cuts to the Supported People funding (which is critical to the successful delivery of many initiatives within the Homelessness field).

The Chair summarised the key points arising from the discussion:-

Having given due regard to the Officer's report, the representations made by all parties and the comments received from Members, the Chair summarised the three main points and comments arising from the discussion and expressed the need for these to be conveyed to the appropriate agencies:-

1. It is of key importance that relevant agencies collaborate in respect of the provision of emergency and supported accommodation in cases of homelessness.

As an aside, Officers were tasked with investigating further how other local authorities have successfully ceased the use of B&B accommodation.

2. With regard to the support for homeless clients whilst in B&B accommodation that is provided on a floating basis (as outlined in Section 4.11 of the Officer's report), it was proposed that a further report on this matter be presented to the Health, Social Care and Wellbeing Scrutiny Committee.

3. The importance of the Welsh Government Transitional funding was emphasised, with it proposed that the views of the Scrutiny Committee on this matter be forwarded to the Welsh Government for consideration.

It was moved and seconded that these findings be endorsed as an accurate record of proceedings, and that they be appended to the Officer's report and presented to the next meeting of the Policy and Resources Scrutiny Committee for ratification. By a show of hands, this was unanimously agreed. As such, it was unanimously agreed that subject to the inclusion of this additional information, the Officer's report be noted.

Following discussion with Officers, it was confirmed that the matter of B&B accommodation as emergency accommodation would be brought back to a future meeting of the Policy and Resources Scrutiny Committee for further review. An invitation to this meeting was extended to the representatives from Cornerstone Support Services Ltd and the Argoed Residents for a Safer Community.

The Chair thanked all those present for their valued contributions to the meeting and welcomed future progress on this matter.

The meeting closed at 7.05 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 10th November 2015, they were signed by the Chair.

CHAIR