

# Agenda

## Joint Consultative and Safety Committee

Date: **Tuesday 20 February 2024**

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Time: **5.30 pm**

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Place: **Council Chamber**

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For any further information please contact:

**Democratic Services**

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0115 901 3844

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# Joint Consultative and Safety Committee

## Membership

**Chair** Councillor Michelle Welsh

**Vice-Chair** Councillor Jim Creamer

Councillor Paul Hughes  
Councillor Ron McCrossen  
Councillor Catherine Pope  
Councillor Alex Scroggie  
Councillor Jane Walker

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Responsibility of committee:

Providing a forum for discussion and consultation between the Council and Trade Union representatives on matters affecting the Council's employees. Such matters to include but not limited to:

- 1) Employee terms and conditions; and
- 2) Employee health and well-being; and
- 3) Health and Safety of employees.

## AGENDA

Page

- 1 **Apologies for Absence and Substitutions.**
- 2 **To approve, as a correct record, the minutes of the meeting held on 14 November 2023.** 5 - 6
- 3 **Declaration of Interests.**
- 4 **Sickness absence** 7 - 15  
Report of the Head of HR, Performance and Service Planning.
- 5 **Minor Establishment changes** 17  
Report of the Head of HR, Performance and Service Planning.
- 6 **Current staffing issues** 19  
Report of the Head of HR, Performance and Service Planning.
- 7 **Any other item which the Chair considers urgent.**
- 8 **Exclusion of the public and press.**  
Exclusion of the public and press. To move that under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 9 **Consultation closure- Workforce Strategy** 21 - 46  
Report of the Head of HR, Performance and Service Planning.

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## **MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE**

**Tuesday 14 November 2023**

Present: Councillor Jim Creamer                      Councillor Alex Scroggie  
              Councillor Paul Hughes                Councillor Jane Walker  
              Councillor Catherine Pope

Unison:            Alison Hunt                                      Craig Thomson (GMB)

Absent:            Councillor Michelle Welsh and Councillor Russell Whiting

Officers in        D Archer and B Hopewell  
Attendance:

### **19            APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Councillors Welsh and whiting.

In the absence of Councillor Welsh, Vice-Chair Councillor Creamer chaired the meeting.

### **20            TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 29 AUGUST.**

#### **RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

### **21            DECLARATION OF INTERESTS.**

None.

### **22            SICKNESS ABSENCE**

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing Members of the current levels of sickness absence in the organisation and to examine trends.

#### **RESOLVED:**

To note the report.

**23 MINOR ESTABLISHMENT CHANGES**

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, highlighting any minor changes to the establishment proposed by the Senior Leadership Team for implementation outside the formal full JCSC process but following consultation with trade unions.

**RESOLVED:**

To note the report.

**24 CURRENT STAFFING ISSUES**

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, highlighting to the committee any issues of particular interest that relate to the Council's workforce.

**RESOLVED:**

To note the report.

**25 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

The meeting finished at 5.45 pm

Signed by Chair:  
Date:



## **Report to Joint Consultative and Safety Committee**

**Subject:**      **Sickness Absence: summary of current trends**

**Date:**        **20 February 2024**

**Author:**      **Head of HR, Performance and Service Planning**

### **1. Purpose of the Report**

This is an information item to inform the Committee of the current levels of sickness absence in the organisation and to examine trends. Relevant data is shown at Appendix 1; officers will present a verbal report on the context of this data.

As part of the introduction of this item officers will also highlight to the Committee through verbal report, any matters of particular current interest in respect to absence management.

### **2. Recommendation**

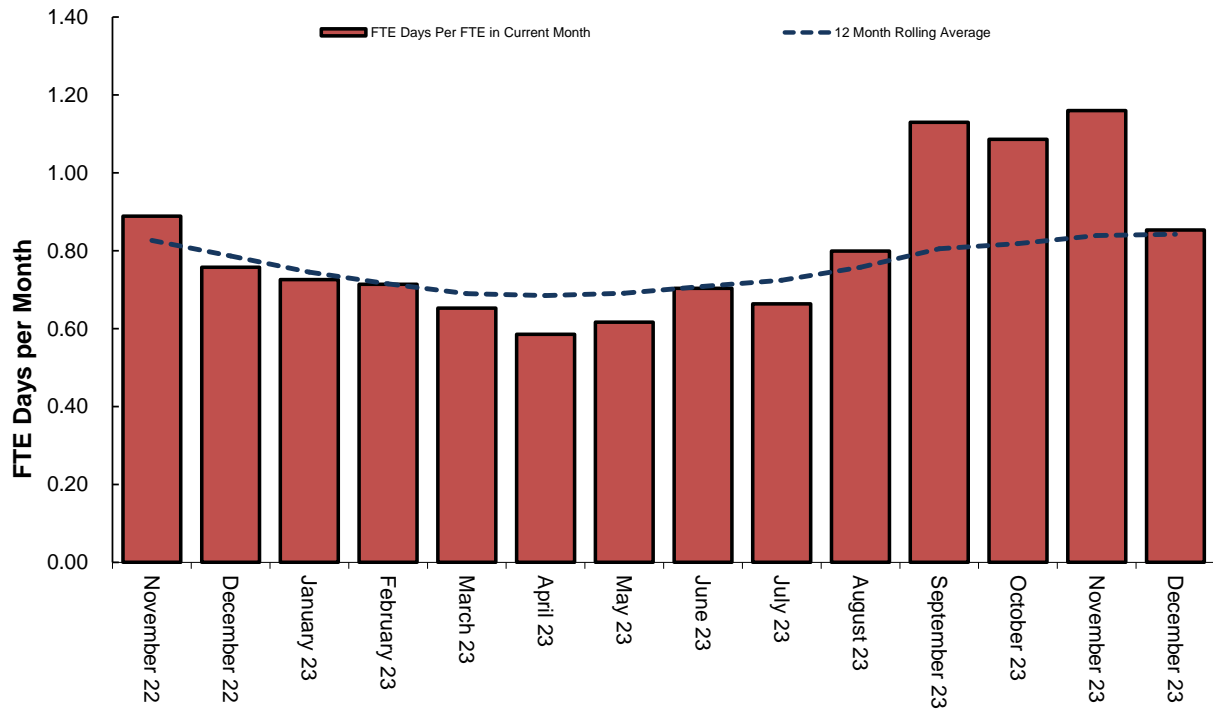
The Committee is asked to note this report.

### **3. Summary of key data**

- The summary of trends graph in Appendix 1 shows the outturn for absence for the full year up to December 2023 at 10.11 days which remains above the target of nine days.
- Although the absence rate for December was lower than the previous month it was slightly higher than the same month last year and so the overall year-to-date figure is also slightly higher.
- Active management of long-term cases of absence continues with regular training being offered to managers to help them to effectively support employees back to work. Although the analysis of long and short term absence for December shows that the number of long-term cases of absence has slightly reduced since last quarter (from 12 to 10), the amount of days as a proportion of total days lost is still high at about 60%.
- As identified at the last committee meeting, to help support people to remain at work the Council provides an Employee Assistance Programme that gives 24/7 access to a range of "talking therapies" and support material either telephone-based or in person together with access to a local physiotherapy service through HR referral. A re-launch of the EAP has now begun and the availability of support is being widely publicised to employees again. An extract of the promotional material appearing on the Intranet is shown at the end of Appendix 1 (contact and login details have been redacted). Similar material is to be made available to employees who don't have easy access to the Intranet.

## Summary of trends graph; year to date December

Summary of Trends



Month	Total Absence %	12 Month Average (%)	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE per Month Average
November 22	4.04	3.82	0.89	9.92	0.83
December 22	3.99	3.70	0.76	9.44	0.79
January 23	3.46	3.54	0.73	8.94	0.75
February 23	3.57	3.42	0.71	8.58	0.72
March 23	2.84	3.28	0.65	8.28	0.69
April 23	3.25	3.23	0.59	8.22	0.69
May 23	3.08	3.27	0.62	8.29	0.69
June 23	3.20	3.34	0.70	8.50	0.71
July 23	3.16	3.39	0.66	8.69	0.72
August 23	3.63	3.48	0.80	9.09	0.76
September 23	5.38	3.68	1.13	9.66	0.81
October 23	4.94	3.71	1.09	9.82	0.82
November 23	5.27	3.81	1.16	10.07	0.84
December 23	4.49	3.86	0.85	10.11	0.84



## Year to date absence data, by service area with six month trend

### Days Lost Per FTE Employee: Year to December 2023

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	% Rate of absence	Days lost 1 month ago	Days lost 2 months ago	Days lost 3 months ago	Days lost 4 months ago	Days lost 5 months ago	Days lost 6 months ago
Corporate Resources	Customer Services	17.95	18.78	18.36	14.34	298.39	16.25	6.47%	17.75	19.37	22.09	24.57	26.74	28.06
	Democratic Services and H&S	9.30	10.30	9.80	2.09	4.65	0.47	0.19%	0.99	1.30	1.90	1.90	1.83	1.94
	Financial Services	9.43	8.96	9.20	6.12	29.89	3.25	1.30%	4.64	4.76	4.46	4.27	4.27	4.44
	HR, Performance and Svs Planning	4.74	4.95	4.84	1.00	1.00	0.21	0.08%	0.21	0.91	0.95	0.95	0.95	1.36
	Information & Communications Technology	8.00	7.59	7.80	2.00	94.00	12.06	4.80%	13.34	13.34	14.49	13.85	10.90	10.13
	Legal Services	4.65	5.65	5.15	0.81	3.24	0.63	0.25%	0.63	0.70	1.13	0.62	0.62	0.62
	Revenues	12.18	11.78	11.98	4.62	138.44	11.56	4.60%	11.57	12.00	12.08	10.59	9.55	8.65
		3.00	2.00	2.50	2.00	144.00	57.60	22.95%	56.80	56.80	50.80	43.20	34.00	25.60
Service Total:		69.25	70.01	69.63	32.99	713.61	10.25	4.08%						
Environment, Communities & Leisure	Community Relations	4.95	3.95	4.45	0.65	4.05	0.91	0.36%	0.91	0.91	0.91	0.91	1.94	3.25
	Leisure Services	53.85	55.99	54.92	29.70	822.49	14.98	5.97%	14.27	12.67	10.98	8.71	6.80	6.44
	Parks and Street Care	48.09	46.55	47.32	29.44	867.42	18.33	7.30%	17.86	16.95	16.45	14.97	13.84	12.95
	Public Protection	30.11	29.11	29.61	12.26	102.31	3.46	1.38%	3.69	4.52	5.57	5.89	5.89	5.73
	Transport and Waste	58.28	63.28	60.78	31.76	584.58	9.62	3.83%	8.89	8.13	7.25	6.93	7.33	6.96
		2.00	2.00	2.00	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		197.28	200.87	199.07	103.80	2380.85	11.96	4.76%						
Regeneration, Development and Comms	Communications	4.50	3.50	4.00	1.50	6.33	1.58	0.63%	2.83	2.15	2.15	2.15	1.78	1.78
	Development Services	16.69	14.69	15.69	1.59	1.99	0.13	0.05%	2.17	4.35	5.85	6.67	6.81	6.18
	Economic Growth and Regeneration	4.73	4.00	4.36	2.00	25.00	5.73	2.28%	4.93	2.54	3.68	1.95	1.95	2.16
	Facilities- Community Centres	2.81	2.92	2.86	2.00	106.99	37.35	14.88%	42.33	47.31	52.06	52.52	46.36	47.76
	Planning Policy	4.05	4.05	4.05	0.59	2.03	0.50	0.20%	1.75	2.25	2.25	2.25	1.75	2.30
	Projects	0.00	1.00	0.50	1.00	2.00	4.00	1.59%	2.97	2.97	2.97	2.97	2.97	2.97
	Property	10.01	11.01	10.51	3.54	65.95	6.27	2.50%	4.95	4.05	5.31	6.41	6.72	7.40
	Welfare Support	18.08	18.84	18.46	9.74	54.64	2.96	1.18%	3.13	3.10	2.43	2.33	2.34	3.03
Service Total:		63.88	63.02	63.45	21.97	264.93	4.24	1.66%						
Grand Total:		330.41	333.90	332.15	158.76	3359.40	10.11	4.03%	10.07	9.82	9.66	9.09	8.69	8.50

## Current month's absence data, by service area with six month trend

Days lost per FTE employee: December 2023

Current month trend

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	% Absence	Days lost 1 month ago	Days lost 2 months ago	Days lost 3 months ago	Days lost 4 months ago	Days lost 5 months ago	Days lost 6 months ago
Corporate Resources	Customer Services	18.78	18.78	18.78	1.88	15.09	0.80	4.23%	1.16	0.53	0.49	0.04	0.05	1.40
	Democratic Services and H&S	10.30	10.30	10.30	0.00	0.00	0.00	0.00%	0.29	0.00	0.00	0.00	0.00	0.00
	Financial Services	8.96	8.96	8.96	1.00	1.00	0.11	0.59%	0.00	0.00	0.00	0.00	0.00	0.43
	HR, Performance and Svs Planning	4.95	4.95	4.95	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.20	0.00
	Information & Communications Technology	7.59	7.59	7.59	0.00	0.00	0.00	0.00%	0.00	0.00	0.66	3.03	0.79	0.00
	Legal Services	5.65	5.65	5.65	0.00	0.00	0.00	0.00%	0.00	0.00	0.52	0.00	0.00	0.00
	Revenues	11.78	11.78	11.78	1.00	2.00	0.17	0.89%	0.07	0.34	1.52	1.56	2.07	1.67
		2.00	2.00	2.00	1.00	2.00	1.00	5.26%	0.00	7.50	10.50	11.50	10.50	11.00
Service Total:		70.01	70.01	70.01	4.88	20.09	0.29	1.51%						
Environment, Communities & Leisure	Community Relations	3.95	3.95	3.95	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.62	0.41	0.00
	Leisure Services	56.24	55.99	56.11	4.12	47.43	0.85	4.45%	1.92	2.10	2.78	1.32	0.94	0.76
	Parks and Street Care	46.55	46.55	46.55	8.00	123.00	2.64	13.91%	2.78	3.24	2.56	1.48	0.77	0.45
	Public Protection	28.68	29.11	28.89	2.00	6.25	0.22	1.14%	0.11	0.20	0.00	0.10	0.13	0.30
	Transport and Waste	60.28	63.28	61.78	8.89	66.71	1.08	5.68%	1.51	0.79	0.58	0.50	0.92	1.07
		2.00	2.00	2.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		197.70	200.87	199.28	23.01	243.40	1.22	6.43%						
Regeneration, Development and Comms	Communications	3.50	3.50	3.50	0.00	0.00	0.00	0.00%	0.42	0.00	0.00	0.37	0.00	0.00
	Development Services	13.69	14.69	14.19	0.00	0.00	0.00	0.00%	0.07	0.08	0.00	0.00	0.00	0.00
	Economic Growth and Regeneration	5.00	4.00	4.50	1.00	1.00	0.22	1.17%	2.55	0.39	1.61	0.00	0.00	0.00
	Facilities- Community Centres	2.92	2.92	2.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.80	4.27	5.08
	Planning Policy	4.05	4.05	4.05	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.50	0.00	0.00
	Projects	1.00	1.00	1.00	1.00	2.00	2.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Property	11.01	11.01	11.01	0.97	14.19	1.29	6.78%	0.89	0.05	0.44	1.28	0.39	0.55
	Welfare Support	18.84	18.84	18.84	1.81	2.84	0.15	0.79%	0.09	0.39	0.00	0.22	0.01	0.28
Service Total:		63.02	63.02	63.02	4.78	20.03	0.32	1.67%						
Grand Total:		330.72	333.90	332.31	32.68	283.52	0.85	4.49%	1.16	1.09	1.13	0.80	0.66	0.70

## Long term (20 days+ in month)/ short term sickness analysis for December 2023

### Analysis of Short and Long Term Absence - December 2023

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Corporate Resources	Customer Services	1	4	13	16.84	68.42%	25%
	Financial Services	0	1	0	0.98	0%	0%
	Revenues	0	1	0	1.96	0%	0%
		0	1	0	1.96	0%	0%
Head of Service Total:		1	7	13	21.73	59.83%	14.29%
Environment, Communities & Leisure	Leisure Services	3	6	37.63	44.95	83.72%	50.00%
	Parks and Street Care	4	8	82.18	120.34	68.29%	50.00%
	Public Protection	0	2	0	6.13	0%	0%
	Transport and Waste	1	10	20.55	65.27	31.48%	10.00%
Head of Service Total:		8	26	140.36	236.69	59.83%	30.77%
Regeneration, Development and Comms	Property	1	1	14.19	14.19	100%	100%
	Projects	0	1	0	1.96	0%	0%
	Welfare Support	0	2	0	3.59	0%	0%
Head of Service Total:		1	4	14.19	19.74	71.88%	25.00%
Grand Total:		10	37	167.55	278.16	60.24%	27.03%

## Long term (20 days+ in month)/ short term sickness analysis for September 2023

### Analysis of Short and Long Term Absence - September 2023

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Corporate Resources		1	1	20.55	20.55	100.00%	100.00%
	Customer Services	0	3	0.00	9.05	0.00%	0.00%
	Information & Communications Technology	0	2	0.00	4.89	0.00%	0.00%
	Legal Services	0	1	0.00	2.43	0.00%	0.00%
	Revenues	1	2	16.22	17.84	90.91%	50.00%
Head of Service Total:		2	9	36.76	54.76	67.13%	22.22%
Environment, Communities	Leisure Services	6	23	98.13	153.92	63.75%	26.09%
	Parks and Street Care	3	9	61.64	111.54	55.26%	33.33%
	Transport and Waste	1	5	20.55	35.22	58.33%	20.00%
Head of Service Total:		10	37	180.32	300.68	59.97%	27.03%
Regeneration, Development	Economic Growth and Regeneration	0	1	0.00	8.92	0.00%	0.00%
	Property	0	1	0.00	4.86	0.00%	0.00%
Head of Service Total:		0	2	0.00	13.78	0.00%	0.00%
Grand Total:		12	48	217.08	369.23	58.79%	25.00%

## Long term (20 days+ in month)/ short term sickness analysis for June 2023

### Analysis of Short and Long Term Absence - June 2023

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Corporate Resources		1	1	21.52	21.52	100.00%	100.00%
	Customer Services	1	4	21.52	25.72	83.67%	25.00%
	Financial Services	0	1	0.00	4.95	0.00%	0.00%
	Revenues	1	2	17.84	20.27	88.00%	50.00%
Head of Service Total:		3	8	60.89	72.46	84.02%	37.50%
Environment, Communities & Leisure	Leisure Services	1	9	10.13	40.58	24.96%	11.11%
	Parks and Street Care	1	1	21.52	21.52	100.00%	100.00%
	Transport and Waste	2	6	43.05	63.66	67.62%	33.33%
Head of Service Total:		4	16	74.70	125.77	59.40%	25.00%
Regeneration, Development and Comms	Facilities- Community Centres	1	1	13.32	13.32	100.00%	100.00%
	Property	1	1	5.95	5.95	100.00%	100.00%
	Welfare Support	0	2	0.00	4.99	0.00%	0.00%
Head of Service Total:		2	4	19.26	24.26	79.41%	50.00%
Grand Total:		9	28	154.86	222.50	69.60%	32.14%

## Long term (20 days+ in month)/ short term sickness analysis for March 2023

### Analysis of Short and Long Term Absence - March 2023

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Corporate Resources	Customer Services	0	2	0.00	11.16	0.00%	0.00%
	Democratic Services and H&S	0	1	0.00	0.82	0.00%	0.00%
	Financial Services	0	1	0.00	0.82	0.00%	0.00%
	Information & Communications Technology	0	1	0.00	17.61	0.00%	0.00%
	Revenues	0	2	0.00	9.77	0.00%	0.00%
Head of Service Total:		0	7	0.00	40.19	0.00%	0.00%
Environment, Communities	Leisure Services	0	12	0.00	29.13	0.00%	0.00%
	Parks and Street Care	2	7	42.07	58.26	72.21%	28.57%
	Public Protection	1	3	9.09	13.00	69.91%	33.33%
	Transport and Waste	1	8	22.50	55.10	40.84%	12.50%
Head of Service Total:		4	30	73.66	155.50	47.37%	13.33%
Regeneration, Development	Communications	0	1	0.00	2.94	0.00%	0.00%
	Facilities- Community Centres	1	1	13.92	13.92	100.00%	100.00%
	Property	0	1	0.00	0.81	0.00%	0.00%
Head of Service Total:		1	3	13.92	17.67	78.80%	33.33%
Grand Total:		5	40	87.59	213.36	41.05%	12.50%



## How to access FREE support

26th January 2024

**Did you know that you are entitled to free, confidential, independent and impartial support?**

Here's how to access a range of services, 24 hours a day, 365 days a year.

### What we offer:

- Face to face counselling sessions.
- Online chat with counsellors.
- Citizens Advice help.
- Debt advice.
- Critical Incident trained counsellors.
- Online information and webinars.
- Mental Health First Aiders (MHFA) support.
- A budget calculator

**Remember, all contact is free and confidential. You don't even have to give your name. All of this is available to you every day.**

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## **Report to Joint Consultative and Safety Committee**

**Subject:** Information item: Minor changes to the Establishment agreed outside the formal full JCSC process (Standing Item).

**Date:** 20 February 2024

**Author:** Head of HR, Performance and Service Planning

### **1. Purpose of the Report**

This is a standing information item highlighting to the Committee any minor changes to the Establishment proposed by the Senior Leadership Team for implementation outside the formal full JCSC process but following consultation with trade unions. Such minor changes will not have wide organisational impact and will be authorised for implementation by the Chief Executive under delegated powers.

### **2. Recommendation**

The Committee is asked to note this report.

### **3. Background**

Prior to the minor changes being implemented local trade unions are always consulted. Should there be concern raised during this consultation about any proposal made, the proposal would be taken out of this "shortened process" and placed before the Joint Consultative and Safety Committee for full consideration. All new posts have been job evaluated through formal arrangements.

### **4. Summary of proposals**

Since the last JCSC meeting and at the time of papers being written there has been one staffing proposal affecting the permanent Establishment that has been considered by Senior Leadership Team outside the full JCSC framework;

#### **4.1 Community and Leisure Services**

There has been a minor structural change to introduce a several new part-time posts as follows:

- Three Band 3 Swim Scheme Administrators at Arnold, Carlton Forum, and Calverton Leisure Centres (between three and six hours each)
- One 15 hour per week Cleaner at Carlton Forum Leisure Centre
- One 15 hour per week Leisure Attendant at Arnold Leisure Centre

To run the swim scheme efficiently and maximise the programme there was a need to increase the resource slightly to support the necessary administrative tasks associated with the provision of swimming classes and increased footfall has led to the need for an increase in the cleaning and general support provision.

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## **Report to Joint Consultative and Safety Committee**

**Subject:** Current staffing issues (Standing Item)

**Date:** 20 February 2024

**Author:** Head of HR, Performance and Service Planning

### **1. Purpose of the Report**

This is an information item highlighting to the Committee, any issues of particular interest that relate to the Council's workforce.

### **2. Recommendation**

The Committee is asked to note this report.

### **3. Summary of current issues**

#### **3.1 The Gedling Inclusion Group Support (GIGS)**

The first meeting of the GIGS has taken place. The group has 13 members drawn on a voluntary basis from across most service areas across the Council.

The group has worked hard to identify its purpose and goals and has produced its terms of reference. The group has determined that it will be a driver for positive change in relation to equality, diversity and inclusion across our workplace and that it will be an objective forum away from leadership or management that staff can approach to raise concerns, queries or complaints. Also, the group will participate in any plans to encourage an awareness and celebration of equality and diversity.

The group has set a number of short-term goals that include becoming a forum for communication between employees, supporting the collection of information about the experience of staff in the workplace, becoming more knowledgeable about equality and diversity-related policies and legislation, and contributing to the calendar of events to celebrate and promote diversity and inclusion.

Longer term goals include the closer working with external partners to learn more about how others approach equality, diversity and inclusion, being an internal resource to help support and inform service-based projects, and encouraging the promotion of equality, diversity and inclusion through support of work to improve the mainstreaming of these themes into processes such as performance and development reviews (PDR).

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