

Bristol City Council

Minutes of the People Scrutiny Commission

28 November 2022 at 5.00 pm



Members present:

Councillors: Tim Kent (Chair), Christine Townsend (Vice-Chair), Kerry Bailes, Brenda Massey, Mark Weston and Tim Wye

Also in attendance:

CLlr Asher Craig, Deputy Mayor with responsibility for Children's Services, Education and Equalities
CLlr Helen Holland, Cabinet member with responsibility for Adult Social Care and Integrated Care System

31 Welcome, Introductions and Safety Information

The Chair welcomed all attendees to the meeting, including Trish Mensah who was attending her first meeting representing Bristol Older People's Forum following the retirement of Judith Brown from that role.

The Chair then explained the emergency evacuation procedure.

32 Apologies for Absence and Substitutions

It was noted that apologies for absence had been received from CLlr Scott.

33 Declarations of Interest

None.

34 Minutes of Previous Meeting

The Commission **RESOLVED:**

That the minutes of the meeting of the People Scrutiny Commission held on 26 September 2022 be confirmed as a correct record.



It was noted that Cllr Massey, in submitting her apologies for the 26 September meeting, had arranged for a substitute member to attend in her place although that substitute had not subsequently been able to attend the meeting.

35 Action Tracker

The Commission noted the action tracker in relation to the 26 September meeting.

The Chair commented that following the Commission's endorsement (on 26 September) of the report from the working group on inclusion in mainstream education, he had presented the report to the Overview and Scrutiny Management Board and the Bristol Learning City Excellence in Schools Group; there was an outstanding action to complete in terms of the report being presented to the Race Equality Steering Group.

36 Chair's Business

a. Judith Brown, Bristol Older People's Forum

The Chair moved a formal vote of thanks to Judith Brown following her retirement as the Bristol Older People's Forum representative at People Scrutiny Commission meetings.

The Chair and other members also expressed their appreciation of her valued contribution to the Commission's discussions over many years.

b. Ofsted Joint area SEND revisit in Bristol: 4-6 October 2022

At the request of the Chair, the interim Director of Education and Skills gave an update on the report published by Ofsted following the SEND revisit inspection carried out from 4-6 October.

Summary of main points raised/noted:

1. The inspection report had identified that sufficient progress had been made in 4 of the 5 areas of significant weakness identified at the initial inspection, including the area's improvement plans and self-evaluation. However, insufficient progress had been made in relation to the remaining area of significant weakness, namely the fractured relationships with parents and carers, lack of co-production and variable engagement and collaboration.
2. Further work would be taken forward in all 5 areas, and in line with Ofsted's anticipated requirements, an accelerated action plan would be developed in relation to the area where insufficient progress had been made. All of this work would inform the development of the SEND partnership plan, to be published in early 2023.
3. In relation to the issue of repairing the fractured relationships with parents and carers, it was acknowledged that ensuring effective co-production would be essential moving forwards and that



improvement work must be implemented at pace. The accelerated action plan would include defined key outcomes and milestones and would be overseen by the Department for Education. The detail of the accelerated action plan would be shared with scrutiny members; the Chair suggested it would be appropriate for members to be briefed at an appropriate point before the action plan was finalised, to allow an opportunity for scrutiny input to be taken into account.

4. It was noted that as part of the further action to be taken, officers would arrange to meet representatives of the Bristol Parent Carer Forum.

c. External investigation into social media monitoring (further to the Commission's consideration on 26 September 2022 of the fact finding report into the use of social media by Council staff in respect of the Bristol Parent Carer Forum)

The Chair reminded members that at their last meeting, the Commission had agreed a motion calling for the Mayor and Chief Executive to arrange an external investigation into this matter; subsequently, at their meeting held on 18 October, the Full Council had agreed a separate motion calling for the Mayor to progress an independent inquiry.

The Chair advised that he had now been informed that the outcome of the Ofsted Joint area SEND revisit would be reported to the Cabinet in January and that the Mayor's decisions on the key elements of the People Scrutiny and Full Council motions (i.e. whether to progress a further investigative process and to reinstate the Bristol Parent Carers Forum as the partner organisation) would be announced at the January Cabinet meeting.

The Commission noted the above information.

37 Public Forum

Public questions:

It was noted that the following public questions had been received (written replies had been circulated and published in advance of the meeting):

Q1. Jen Smith - topic: Agenda item 10 – Education Health and Care Performance

In response to a supplementary question from Jen Smith, officers reiterated the very significant impact of the pandemic in terms of increased difficulties faced by some of the city's children and young people, together with the pressures faced by schools during the pandemic.

Q2. Jen Smith - topic: Agenda item 10 – Education Health and Care Performance

In response to a supplementary question from Jen Smith, officers stressed the key importance of and their commitment to progressing an improved partnership and co-production approach with parents and carers; further progressing improved partnership work with schools was also of critical importance.



Public statements:

It was noted that a public statement had been received as follows:

- Statement from Jen Smith - topic: Special Educational Needs and Disabilities (SEND).

The Chair noted the issue raised in the statement around providers suspending or withdrawing services to families in some cases due to the Council not making payments to cover the cost of provision. The Chair indicated that he would raise this issue with the Chair of the council's Audit Committee with a view to the Audit Committee potentially looking into the detail of this matter.

38 Quarterly Performance Report - Quarter 1, 2022/23

The Commission considered and discussed the quarter 1 2022/23 performance report. It was noted that this report had been prepared in line with the new corporate approach to performance reporting, with performance progress tracked under each of the themes in the Council's Corporate Strategy, plus a data appendix specific for the Commission; in relation to the performance metrics and actions reported for this quarter against the People Scrutiny Commission remit:

- 25% of priority measures were on or above target (4 of 16).
- 57% of priority measures had improved (8 of 14).
- 83% of actions were currently on track or better (24 of 29).

It was noted that members had submitted the following questions/points in advance of the meeting (these are set out below together with written responses from officers):

a. Questions / points raised in advance by Cllr Townsend**1. Covering report: Theme 1 - NEET**

'If these children are NEET, then how is university their next step? Is this the intention of this wording or is this about aspiration? If aspiration, what does the evidence tell us about those who are NEET aged 17-18 moving into university?'

Officer written response:

This comment in the cover report (linked to CYP Theme) is in relation to "BPOM217: 17-18 year-old Care Leavers in EET", not related to NEETs. Apologies if this wasn't clear.

2. Covering report: Theme 2 - work for priority groups

'A key group for this city is supporting those with learning difficulties into paid work – what are these pathways? How do these conjunct with the WECA responsibilities? Is this 'WE WORK'? Or is this programme at the Bristol level? Whilst WECA do not fund the EHCP plans for those up to the age of 25, most young people will have their plans terminated long before the year they turn 25, so how is the adult learning element of the WECA responsibility and funding targeted at this group and is this effective?'

Officer written response:



This relates to priority BPPM270 and the provision of targeted experiences of work for young people pre-16 delivered by the Bristol WORKS Team. The Bristol WORKS team is funded through a mix of external funders including WECA as part of their West of England Careers Hub. By providing career inspiration and information, the team are supporting young people most at risk of becoming NEET to achieve improved post-16 pathways and outcomes. The WORKS Team is also contributing to delivery of the WE Work for Everyone programme through specific activities for young disabled people with learning difficulties and autism.

In relation to adult learning provision for young people whose EHCP has ceased, WECA are responsible for commissioning the Adult Education Budget for learners aged 19+. The City of Bristol College are the main provider of programmes for learners with high needs in Bristol. At their last full inspection in 2019, they were awarded 'Good' status.

3. Covering report: Theme 5 - related to the above:

'WE WORK: how/is this different from Theme 2 work for priority groups?

EHCP – where is the data and monitoring of the annual reviews? I will continue to ask this until we have a full picture of the EHCP system – assessment and final plan issue is only the start of this system'

Officer written response:

a. WE Work for Everyone is the ESF/WECA funded programme supporting disabled people with learning difficulties and autism into employment.

Bristol WORKS is delivering a pre-16 experience of work programme for priority groups, which also includes young people with SEND, including disabled people with learning difficulties and autism.

(Note: definition of "priority groups" includes: Young people at risk of and currently not engaging in education, employment and training, children in care or care leavers, people with a learning difficulty and/or disability, people with a disability, Black, Asian and other non-white minority backgrounds, returning to work, living in the 25% most deprived lower super output areas, over 55).

b. Re: EHCP data and monitoring of the annual reviews:

A specific performance metric - "PE415: Increase the percentage of annual reviews completed within timescale" - was set up in April 2020, with a view to start recording data in April 2021. However, only quarter 1 2021/22 was reported (at 35.8 %), noting this was establishing an initial baseline.

After the first round of reporting, it became clear that the data reporting systems were not accurate, and so reporting was suspended. Over the last 18 months, officers have been developing an electronic casework system to ensure accurate annual review reporting. Annual review reporting is complex with multiple facets, which is a national issue, and the Department for Education has historically not sought data in this area for this reason. The decision was taken not to report on annual review data as recording systems required development and until completed, the accuracy of the data could not be relied upon. From January 2023, the DfE will start to ask for basic annual review information as part of the census (SEN2) return. Subsequent IT developments and work with schools will enable the authority to deliver on its statutory duties and has improved its data. With annual reviews, partnership working is vital (with schools and all professionals) to improve timeliness and quality of meetings and EHC plans as a result.



4. Appendix A1: Clinic Report - Children & Young People

BPOM217 – ‘Why is only the Virtual School mentioned here? Not all 17/18 year olds are/were children in care and not all children in care are NEET, what is the other work being done for this group?’

School absence – the 22/23 academic year is now well into Term 2, what are the early indications of the effectiveness of this strategy?’

Officer written response:

There is a typographical error in the CYP Clinic report which says “BPOM217 – 17-18 year-old NEETS” when it should say “BPOM217 – 17-18 year-old *care leavers in EET*”. This is why the comment refers to the Virtual School. Apologies for the confusion this has caused.

Note: At the meeting, the Interim Director of Education and Skills added that school absence data for terms 1 and 2 of the current academic year would be available in the new year. This data (which would be added to through the remaining terms) would inform assessment of the effectiveness of the school absence strategy.

5. Appendix A1: Clinic Report - Economy and Skills

a. ‘Apprentices – how are the priority groups, including those with learning difficulties, being targeted with this element?’

Officer written response:

The Employment, Skills and Learning Team were managing the BCC apprenticeship function up until August 2022. The team were successful in targeting priority groups through a range of mechanisms: targeted career events in priority schools; working with the Council’s employee-led groups; promoting apprenticeships through jobs fairs and post-16 services. Out of 186 apprentice starts since April 2021, 35% were aged 16-24, 7.26% were disabled young people; 15% were from Black and minoritised groups; 7% were care leavers; 31% were from Bristol’s most deprived wards. From September 1st, this function was relocated to the Council’s HR team as part of the Common Activities programme.

b. ‘Proposal – developers actively targeting workforce from deprived areas – how are these developers creating pathways for those with learning difficulties?’

Officer written response:

Building Bristol is a new strategic programme, supported through changes to the Council’s planning rules, requiring major developers to work with the Employment, Skills and Learning team on the production of robust employment and skills plans. Officers are starting to create stronger working links between developers at both construction and end use phase with our different programmes – including We Work for Everyone and Bristol WORKS. Whilst it is too early to show impact, we are confident that this will include new employment opportunities for disabled people with learning difficulties and autism.

6. Appendix A1: Clinic Report - Home and Communities

‘Why are EHCPs included in this area/section?’



Officer written response:

This is following the BCC Corporate Strategy structure which places “Disability” as “Home and Communities, Priority 4”, reflecting the social model of disability; a focus on “Our Special Educational Needs and Disability (SEND) improvement programme” is included within the Disability Priority (Home and Communities 4) and so the metric on EHCPs is shown here.

Note: in discussion at the meeting, it was noted that this matter could be kept under review so that this metric was included within the most appropriate section of the performance report.

b. Question / point raised in advance by Cllr Wye

Re: Appendix A1: Clinic Report - Health, Care & Wellbeing

‘A question on adults (BPPM291a & b) - whilst there are improvements, we are still below target for placing less people in tier 3/residential.

I wonder if this is due to difficulties in getting home care and care managers having to place people by default. And if so, is the trend going to get worse?’

Officer response at the meeting:

This performance figure is improving and is better than the same period last year. There is now a reduction in the number of older people in residential care homes, with an increase in older people receiving care in their own homes. The position in terms of residential home care supply/availability has also improved since last year. Further detail of the data via Power BI can be made available on request.

c. Question / point raised in advance by Councillor Lisa Stone

Re: Appendix A1: Clinic Report - Economy and Skills

Question on the action & comment: “Create more jobs and skills training in construction through the new Building Bristol initiative – Building Bristol launched on 25th April and has 14 large developments engaged in discussions to create Employment and Skills plans.”

‘Will this include sustainable retrofitting carbon reduction skills needed in construction?’

Officer written response:

Building Bristol is working with developers to create employment and skills plans at construction and end use phase for all major developments. These are expected to incorporate the development of skills for new construction technologies. Also, Building Bristol is working closely with City Leap and the BCC/Ameresco team to develop training of a skilled retrofit workforce, starting in 2023, working together with key local employment and skills services e.g. One Front Door, On Site Bristol and local colleges.

The following additional questions/points were then raised at the meeting:

1. BPPM225e (Education, Health and Care plans): Cllr Bailes queried whether the quality of plans had improved. In discussion, the Chair commented that through the recent Ofsted Joint area SEND revisit, the inspector had commented that the quality of plans had improved; it was also noted that through the



'time for change' project, 'new style' plans were being produced, utilising the portal which was now in place.

2. P-HCW3.1 (Delivery of Fuel Poverty action plan): In response to a question from Cllr Weston, it was noted that the effectiveness of measures was being kept under review, also in the context of winter pressures.

3. BPPM266 (Increase % of adults with learning difficulties known to social care who are in paid employment): In response to a query from the Chair, Cllr Holland outlined details of We Work For Everyone, a free employment support programme for people with a learning difficulty and autistic people (Note: subsequent to the meeting, a web link to the programme [Home - We Work For Everyone](#) was circulated to members).

4. BPPM294 (Increase % of regulated CQC Care Service providers where provision is rated 'Good or Better'): Cllr Massey welcomed the fact that performance was significantly above target, noting also the commentary that Bristol was continuing to be a top performer on quality of care based on the CQC ratings with 96.2% of care service providers rated good or better by CQC.

5. P-EDO1.1 (Work with the universities in Bristol and the Further Education sector to create a written Civic University Agreement): Cllr Weston asked for further detail on this priority.

(Note: following the meeting, the following background information was obtained:

- Along with 30 other universities, the University of Bristol has committed to developing a Civic University Agreement, by working with local government, businesses and community organisations to incorporate the needs of the city into its strategic plans. The agreement is one of several recommendations made by the Civic University Commission in a report published in 2019 that sets out how universities have the capability, opportunity and responsibility to support the people and places that surround them.
- In discussions with Bristol City Council, it was suggested this activity could bring together UWE and the City of Bristol College into a joint agreement, with UoB, UWE, CoBC and the Council as core signatories. The Civic University Agreement is focused on the input and engagement of the University as the institution rather than students directly.
- A Bristol Civic University Agreement is likely to see addressing inequalities in education, skills and employment as an initial focus for the first two years covered by the agreement.)

The Commission RESOLVED:

- To note the report and the above information.

39 Corporate Risk report (People risks) - Quarter 2, 2022-23

The Commission considered and discussed the quarter 2 2022/23 corporate risk report.

Summary of main points raised:



1. It was noted that currently one critical external risk was identified for the People directorate: BCCC5 - Cost of living crisis impact on citizens and communities. The risk tolerance level and progress on mitigating actions against this risk were also noted.

2. CRR50 (Impact of Adult Care Charging Reforms Legislation): It was noted that this risk would reduce as the government had announced through the recent autumn statement that adult social care charging reforms would be delayed until 2025. As per discussion earlier at this meeting, it was noted that the local position in terms of residential home care supply/availability and staffing had improved since last year, noting that some parts of the South-West, e.g. Cornwall, continued to experience care home closures and ongoing, post-pandemic residential care staffing/recruitment issues.

The Commission **RESOLVED:**

- To note the report and the above information.

40 Education Health and Care performance update

The Commission considered a report setting out the latest Education, Health and Care Plan (EHCP) performance update.

Summary of main points raised:

1. In terms of this latest performance update, it was noted that the most significant points were:
 - a. The number of EHC Needs Assessments (EHCNA) finalised had increased in 2022 compared with 2021.
 - b. Performance continued to be affected by the rise in new EHCNA requests.
 - c. In overall terms, the EHC plan timeliness target of 50% had not been achieved.
 - d. All EHCNA requests which were over 52 weeks had now been finalised.
 - e. 85% of annual reviews had taken place over the last 12 months and 75% had been processed so far this year.
2. The Chair welcomed the improved position during September in finalising EHCPs and commented that the update report included the appropriate level of detail.
3. In response to a question from Cllr Bailes, it was noted that an increase in staff had been achieved in both the Statutory SEND Team and the Education Psychology service; in addition, through partnership working and the new allocation system, the Education Psychology service had been able to assess more children and young people prior to the summer holiday period, and the Statutory SEND Team had ensured consultation paperwork was available as soon as schools re-opened in early September, enabling plans to be finalised promptly thereafter.
4. It was anticipated that the increase in requests for assessment was likely to continue into 2022/23. Currently, weekly meetings continued to take place between the Statutory SEND service leads and key officers from Education Psychology and Children's Social Care to plan work within resources and agree



the best achievable balance between overdue cases and those EHCPs than could be issued within the 20-week timescale. All 20 cases which had exceeded the 52-week timescale would have finalised EHC plans by 30 November 2022.

5. In response to a point raised by Cllr Townsend, it was noted that, as now required by the DfE, basic annual review information would be submitted by the authority as part of the census (SEN2) return. It was anticipated that IT improvements through developing the electronic casework system and continuing work with schools would improve the Council's data and delivery on its statutory duties.

6. Members noted that the report included a proposal to set up a working group to agree KPIs for EHC needs assessments for 2023. In discussion, the Chair and Cllr Weston both welcomed the opportunity to discuss this matter further but it was agreed that it would be more appropriate to consider this through a People scrutiny member briefing(s) to which all Commission members could be invited.

On the motion of the Chair, seconded by Cllr Weston, the Commission **RESOLVED**:

1. To note the report and the above information.
2. That an update on EHCP performance should continue to be submitted to each meeting of the Commission.
3. That a People scrutiny member briefing(s) be set up to agree KPIs for EHC needs assessments for 2023 (all Commission members to be invited to attend).

41 Adult Social Care transformation - topic focus: housing

The Commission considered and discussed a report setting out the scope of housing work included in the Adult Social Care (ASC) transformation programme and the progress made on increasing the supply of specialised and supported housing, as well as supporting people to live independently in their own tenancies.

Summary of main points raised:

1. It was noted that:
 - Joint working between Adult Social Care and Housing had enabled the development of new specialised and supported housing in the city. This included accommodation for people with complex needs (which there was a shortage of in the city, putting pressure on ASC budgets due to expensive 'out of area' placements).
 - The two services were working together on a pipeline of new specialised and supported housing, including through partnership working with registered providers. Savings were being built into the ASC budget between 2024/25 and 2026/27 on the basis of this housing being available. The example of specialist, affordable accommodation highlighted at appendix A (Addison apartments, Sea Mills) was noted. Officers also explained in detail the example of the approach taken, in collaboration with a registered provider, in successfully moving an individual to specialist accommodation; in this case, this



had the double benefit of achieving an improved quality of life for the individual concerned whilst also delivering a financial saving for the authority.

- ASC and Housing were also working collaboratively on a project to support individuals with care and support needs to live independently and sustain tenancies within the Council's general needs housing. This had enabled ten people to move from supported accommodation to their own general needs home, with eight identified for possible moves, and work underway to identify up to another 152 through to 2023/24.

2. The progress as outlined in the report and as highlighted by officers in presenting the report was generally welcomed.

3. In response to a question, it was noted that the principles of the Better Lives at Home programme were effectively embedded through this approach.

4. Cllr Weston referred to a care home in Brentry that had closed, with the site then having been redeveloped. It was possible that this building might have been suitable for conversion for specialist accommodation purposes. In discussion, officers confirmed that there was regular liaison with providers, and with the Council's housing/landlord service and housing associations to spot opportunities for specialist accommodation development as suitable sites/buildings became available. For example, a current scheme being developed at a site in Fishponds included 8 specialist flats as part of a mixed development. Cllr Weston suggested that appropriate site opportunities falling outside but close to the city's boundary should also be considered, for example in relation to the Cribbs New Patchway development, which in time would be well served by public transport and other local infrastructure.

5. In response to a question, it was noted that the aim was to try to secure sustainable solutions for those people with complex needs, recognising that bespoke solutions were required in some cases.

6. It was noted that the target of moving 152 people from supported accommodation to their own general needs home was recognised as ambitious but reflected the commitment to taking forward the transformation programme and also achieving the savings included in the Council's Medium Term Financial Plan.

7. Cllr Holland referred to the work also being taken forward by Housing / Landlord services to reduce the costs of providing temporary accommodation to those with immediate housing needs. This would involve creating new temporary accommodation, making use of existing properties, including some council housing units, and working with partners to source available properties. As sites / units became available, it would be important to assess carefully the most appropriate future use of each unit given competing demands.

8. The Chair welcomed the information provided about the Addison apartments site, noting that the configuration enabled the option of a degree of flexibility in terms of 'overlap' support to individuals living there.



The Commission **RESOLVED:**

To note the report and the above information.

42 Tackling disproportionality in the youth justice system

The Commission considered a report updating on action being taken to tackle disproportionality in the youth justice system.

Summary of main points raised:

1. It was noted that:

- The Identifying Disproportionality in the Avon and Somerset Criminal Justice System report (March 2022) had outlined the findings of the review linked to priority themes within the criminal justice system; the data had identified disproportionate outcomes for people from black and ethnic minoritised groups in Avon and Somerset.
- The Avon & Somerset Police and Crime Commissioner's Office and Chief Constable were leading on the programme management approach to implementing the recommendations from the report.
- Data indicated that there was disproportionality, particularly for black and multi-heritage young people at both a national and local level across the youth justice system.
- Governance arrangements were in place to oversee the development and monitoring of an action plan to implement the recommendations from the review, with a key focus on improving data collation and analysis and actions to address disproportionality.

2. It was noted that from Bristol's perspective, local actions were prioritised through the youth justice action plan, with full commitment to delivering the identified actions.

3. Whilst noting the detail set out in the report and the context of early intervention and preventative work, Cllr Weston suggested that, as part of the approach, instances of anti-social behaviour in localities should be tackled effectively.

4. Cllr Craig referred to the important issues around equalities and diversity that need to be addressed within the city's teaching system / workforce; within the context of the Belonging Strategy, a number of organisations and networks in the city were working to address the lack of representation and diversity within teaching staff as part of an ongoing, collective effort to improve the situation. Work was also starting with academy trusts on a pilot working towards 100% inclusion of pupils.

5. In discussion, it was suggested it would be important to learn from examples of innovative best practice from elsewhere in delivering education / youth services, e.g. work being taken forward in Croydon and some other London borough councils. Cllr Townsend stressed the critical importance of ensuring an inclusive approach to education services.



6. Cllr Craig highlighted the importance of also delivering focused interventions; for example, co-ordinated activity had taken place to improve significantly the representation of people from black and ethnic minoritised groups in terms of the city's magistrates.

7. The Chair suggested that it would be useful to provide a further update in 6 months' time (this could be through a briefing to members rather than via a formal report).

The Commission **RESOLVED**:

To note the report and the above information.

43 Family Hubs and Start for Life programme update (information item)

The Commission received an information report providing a summary of the Family Hubs and Start for Life programme, including an overview of the programme's ambition and an update in relation to Bristol's current position in the process.

In brief discussion, it was suggested that at an appropriate future point, a progress update could be the subject of a wider member briefing for all councillors.

The Commission **RESOLVED**:

To note the report and the above information.

44 Work Programme

The Commission received the latest update of the scrutiny work programme.

Summary of main points raised:

1. Discussion took place on identifying a topic that could be the subject of an in-depth inquiry/policy investigation day in March 2023. It was agreed that an email poll of members should be carried out, asking members to express their preference between the following topics:

Topic 1 – looking into the issue of support for vulnerable young adults (including mental health support) as they transition from secondary school to college or employment, and in terms of transitional care support as young people move into adulthood or leave care.

Topic 2 – looking into the issue of 'adult services' trauma-informed support for people at risk of homelessness, particularly focused on those people who have chaotic lifestyles.

It was noted that once the topic was identified, further work would need to take place with relevant People directorate officers on the specific detail / lines of inquiry to ensure a focused inquiry day.



2. It was suggested that the next update on Adult Social Care transformation could be focused on the theme of direct payments.

The Commission **RESOLVED:**

To note the latest update of the work programme and the above information.

Meeting ended at 7.34 pm

CHAIR _____

