

Agenda item: 4(i)

NORTH WALES FIRE AUTHORITY

These are the minutes of the North Wales Fire Authority meeting held on Monday 15th March 2004 at the Council Chamber, Anglesey County Council Headquarters, Llangefni. Meeting commenced at 10:30am.

Present:

Councillor

Representing

T Roberts (Chairman)
M Ll Davies (Vice-Chairman)

Gwynedd Council
Denbighshire County Council

P C Evans JP
J R Hughes
J A MacLennan
D Jones MBE
E F Evans
R Hill
R P MacFarlane
D G Parry
C Shone
D B Evans
M Griffith
E Morgan Jones
W T Owen
W J Chorlton
J A Roberts
W T Roberts
E C George
J G S Roberts
H T Williams

Conwy County Borough Council
Conwy County Borough Council
Conwy County Borough Council
Denbighshire County Council
Flintshire County Council
Flintshire County Council
Flintshire County Council
Flintshire County Council
Flintshire County Council
Gwynedd Council
Gwynedd Council
Gwynedd Council
Gwynedd Council
Isle of Anglesey County Council
Isle of Anglesey County Council
Isle of Anglesey County Council
Wrexham County Borough Council
Wrexham County Borough Council
Wrexham County Borough Council

Also present:

S A Smith (Chief Fire Officer and Chief Executive); I R Miller (Clerk and Monitoring Officer to the Authority); D Wrigley (Treasurer's Department, Conwy County Borough Council); P S Coles (Deputy Chief Fire Officer); C Hanks (Assistant Chief Fire Officer, Service Support); P S Claydon (Assistant Chief Fire Officer, Service Delivery); P L Slee (Assistant Chief Officer, Corporate Services), H Jones (Treasurer's Department, Conwy County Borough Council) and Rh Evans (Member Liaison Officer).

PART I

1) Apologies

Councillor

S C Jones
W E Jones
N Hugh-Jones
D M Morris
A R Cattermoul
F A Nichols
M Williams

Representing

Conwy County Borough Council
Conwy County Borough Council
Denbighshire County Council
Denbighshire County Council
Flintshire County Council
Wrexham County Borough Council
Wrexham County Borough Council

K W Finch

Treasurer to the Authority

2) Notice of Urgent Matters

- i. **“Draft Fire and Rescue Service National Framework for Wales”** – Members were informed that this document had been published the previous week and that the Chief Fire Officer would provide them with a short briefing
- ii. **Scheme of Conditions of Service** (*the Grey Book*) – The Chairman informed the Authority that the amendments to the Scheme of Conditions of Service (*Grey Book*) were due to be published for consultation that day. It was believed that the timescale for the consultation on the amendments would be extremely tight. He therefore requested that the Authority delegate the task of forming the Authority’s view on the amendments to the Executive Panel who would need to hold an extraordinary meeting to discuss the document. It was:

Resolved: - that the Executive Panel be delegated the powers to form the Authority’s view on the amendments to the Scheme of Conditions of Service (Grey Book) and that an extraordinary meeting of the Panel be held on Friday 19th March 2004 at 10:15am at Fire and Rescue Service Headquarters for this purpose

3) Chairman's Announcements

- i. Members were informed that the Authority would observe a minute's silence at 11am in memory of the victims of the terrorist attack in Madrid
- ii. The Authority's condolences were extended to Councillor W J Chorlton on the recent loss of his brother
- iii. Congratulations were extended to Mr Paul Claydon on his recent promotion to the post of Assistant Chief Fire Officer
- iv. Members were informed that this would be the last full Fire Authority meeting for the Deputy Chief Fire Officer to attend in the line of duty prior to retirement, although it was intended that the Authority's formal appreciation of his service would be presented to Mr Coles at the Authority's annual meeting.

- v. The Authority was informed that all members who had been able to participate in the visit to the Fire and Rescue Service International Training Centre at Chorley on 2nd February felt that the visit had been truly worthwhile. They were impressed by the facilities the Centre had to offer and the quality and diversity of the training available. They had also taken the opportunity to meet recruits from North Wales who were undergoing their initial training at the Centre; the recruits provided members with a demonstration of their recently acquired skills.
- vi. Dates of future committee meetings were announced: in addition to the extraordinary meeting of the Executive Panel convened for 19th March, the Executive Panel would also meet on 22nd April 2004 at 10am. A meeting of the sub-committee which the Executive Panel had established would be held immediately following this meeting. The Best Value Committee's next meeting was scheduled for 7th May 2004 at 10:30am; all meetings to be held at Fire and Rescue Service Headquarters, Rhyl
- vii. The change in the date for the local authority elections had necessitated the Authority to change the date of both its Annual Meeting and its next full Authority meeting. These meetings would now be held on Monday 19th July 2004 at Denbighshire County Council's Headquarters, Ruthin at 10:30am

4) Minutes

The following minutes were submitted:

- i. Fire Authority meeting held on 15th December 2003

Resolved: - that the minutes be approved as a true and correct record of proceedings

The following minutes were submitted for information purposes:

- ii. Executive Panel meeting held on 14th January 2004
- iii. Standards Committee meeting held on 28th January 2004
- iv. Best Value Committee meeting held on 29th January 2004
- v. Executive Panel meeting held on 23rd February 2004

5) Matters Arising

The following matters arose from the minutes submitted:

Fire Authority and Executive Panel Meetings (Allowances for Members of Fire Authorities): The Clerk advised members of the current position: a letter of acknowledgement had been received from the Minister following the Authority's request for an urgent meeting with her to discuss a number of issues relating to the draft regulations. A letter had also been received from Sir Harry Jones CBE, Leader of the Welsh Local Government Association (WLGA), lending the Association's continued support to the Authority on this issue. The Chairman advised that the Wales Fire Services' Forum (WFSF) had also discussed this matter

at their last meeting; South Wales Fire Authority had written to the Minister on this issue and Mid and West Wales Fire Authority also supported the issue in principle. The Forum had also requested an urgent meeting with the Minister to discuss the matter.

Executive Panel meeting 23rd February 2004 (Former Llanfairfechan Fire Station):

Councillor J R Hughes requested further details regarding this item of business. The Clerk advised that as this item had been discussed under Part II business at the Executive Panel meeting, it would be advisable to answer the query raised under Part II business at the current meeting. Councillor Hughes agreed to this.

6) Presentation on Firebrake Wales

The Chairman welcomed Mr Antony Feasey, the Chief Executive of Firebrake Wales to the meeting to give the Authority a presentation on the organisation and its work. Mr Feasey explained that Firebrake Wales, formerly the All-Wales Community Fire Safety Charitable Trust, consisted of a partnership between the three fire authorities in Wales and the Welsh Assembly Government (WAG). Harnessing together the huge strength of these individual organisations under the umbrella of Firebrake Wales facilitated a means of attracting funding into Wales for the purpose of community fire safety initiatives and projects. Mr Feasey then proceeded to give members an overview of the organisation's structure and work. He explained that the organisation itself was simple, effective and streamlined. It concentrated on three specific areas: education, public promotion and research. Members were given examples of how the organisation assisted the three fire authorities' educationalists in their work with school children; this had been done by attracting sponsorship from private businesses to fund various competitions which were designed to heighten the pupils' awareness of fire safety issues. On the 'public promotion' side, he advised that a campaign was currently taking place to raise the public's awareness of "kitchen fire safety"; this was being undertaken by the delivery of leaflets to 1.3 million households in Wales. These leaflets included an entry form to a free prize draw. 3000 entries had already been received and therefore using this method was an effective way of gauging that the organisation was interacting with the wider community. He proceeded to explain that future campaigns would be targeted at specific vulnerable groups: each authority would identify these groups within their own areas. Mr Feasey explained that the 'research' arm of its work had not yet got underway but that the aim was to play an active part in researching into the causes of fires in Wales with a view to reducing the overall number and their devastating consequences. He listed to members the names of the sponsorship and partnership companies which the organisation had been able to attract so far to support its work and he also gave examples of a number of projects that were in the pipeline, such as the introduction of arson reduction teams, a "Saving our Schools" conference, education website, community fire safety conferences – one of these was to be held in North Wales on 21st October 2004, and various other road shows. The next major project, which would be undertaken shortly, was the establishment of "Fire Service Direct" based on the same principle as "NHS Direct". This year Firebrake

had undertaken all the arrangements for the "Wales Fire Conference", which was to be held in Tenby between 27th and 28th May; the arrangements were going according to plan and the National Assembly for Wales' (NAfW) Minister for Social Justice and Regeneration, Mrs Edwina Hart AM had been invited to officially open the conference. Mr Feasey concluded his presentation by thanking the Authority for its continued support to Firebrake Wales and undertook to report back to the Authority periodically on the organisation's progress.

11am: At this point the Authority observed the minute's silence in memory of those who lost their lives in the Madrid disaster.

In reply to questions from members Mr Feasey advised that the organisation was in the process of arranging a series of approximately 15 "safe and sound" road shows which would be held at venues across North Wales during September and October 2004. He also advised that Firebrake would not be able to access funding on behalf of local authorities for the purpose of installing sprinkler systems in schools, but that the organisation was currently forging a strong link with the NAfW's education department and was lobbying hard on the importance and the benefits of installing sprinkler systems in schools. On the issue of whether the organisation had a bilingual policy he confirmed that it did have such a policy; the Chief Fire Officer informed members that Firebrake utilised the services of North Wales Fire and Rescue Service's translator for its translation work.

The Chairman thanked Mr Feasey for his presentation and for answering members' questions.

The meeting adjourned at 11:10am and re-convened at 11:20am

7) Presentation on the Fire Service Pay and Conditions Agreement – Verification Work on North Wales Fire and Rescue Service

The Chairman welcomed Mr David Jones from the Audit Commission in Wales to the meeting to present the report (previously circulated) on the verification work undertaken by the Commission on North Wales Fire Authority in relation to the modernisation of the Service. Firstly Mr Jones apologised that the Welsh language version of the report had not been distributed with the committee papers. This had been an oversight on the part of the Audit Commission's London office that was responsible for compiling the report; Welsh language copies were available for distribution at the meeting. Mr Jones detailed the background necessitating the production of the verification audit report and advised members that its purpose was to assess the Authority's progress in implementing the modernisation agenda as set out in the pay agreement and in the White Paper; although he emphasised that the Commission was not in any way making a recommendation as to whether the pay award should be implemented. He detailed the methodology used to assess the Authority's progress and advised that the methodology itself was a national prescriptive one which had little or no scope for local discretion. It was the Commission's opinion

that North Wales Fire Authority had achieved an overall "some progress" rating; this meant that it had responded positively to the modernisation process and that the Authority was currently standing at a point where the Commission expected it to stand at this point in time. The Authority had demonstrated "good practice" in various areas, especially in the way the process had been member led; he commented that the format the Authority had chosen for the publication of the Integrated Risk Management Plan (IRMP) document itself was the best he had seen. Good progress had also been achieved in other areas, such as the initial introduction stages of the "rank to role assimilation" of the Integrated Personal Development System (IPDS). Some areas had been earmarked as "in need of further development"; these areas included pre-planned overtime, part time working and other conditions of service. Mr Jones acknowledged that some national uncertainties were potential obstacles in the way of progress in the modernisation programme. An example of this was the uncertainty surrounding the timetable for the devolution of responsibility for the fire service in Wales to the NafW, this could contribute to a potential loss of impetus. He concluded his presentation by saying that the Commission had undertaken an honest assessment within the prescribed guidelines, but he was of the view that differentials between various authorities needed to be recognised and the current stringent guidelines did not allow for any such considerations. The Commission had submitted its recommendations to the Authority which would now compile an action plan prior to the Commission undertaking the second phase of the audit process during the summer. He thanked officers, members and the Fire Brigades' Union (FBU) for their cooperation with the Commission during the audit process.

In reply to members' questions Mr Jones advised that he was aware that the Authority had considered issues such as pre-planned overtime, part-time working and conditions of service and had come to the conclusion that, at present, these areas did not warrant changes; but as the guidelines on these issues were rigid the Commission had requested that the Authority should give them further consideration. Councillor R P MacFarlane commented that the Authority been under immense pressure since June 2003 due to the requirement to produce an IRMP. He was firmly of the view that the whole modernisation agenda was far more complicated than it seemed at face-value and that the Authority had achieved a considerable amount to date, although he acknowledged that there was still a long way to travel on the devolution and modernisation road.

The Chairman thanked Mr Jones for his presentation and for answering members' questions. Members:

Resolved: - to accept the report

8) Annual Audit Letter 2002/03

Mr David Jones then presented the Audit Commission in Wales' Annual Audit Letter 2002/03 (previously circulated) to the Authority. Members were informed that the audit had been carried out as per Audit Commission rules and had

encompassed three main areas: accounts; financial aspects of corporate governance and performance management. He proceeded to give an overview of the various aspects contained within the report and advised the Authority that the Audit Commission had issued an unqualified audit opinion on 24th December 2003. The Commission's overall conclusion was that the Authority had sound arrangements in place relating to the legality of significant financial transactions, internal financial control and the standards of financial control. However, the Commission was of the view that further enhancements were required in relation to a scheme of reservation and delegation. The Authority also needed to safeguard against slippage on the capital expenditure programme, which seemed to have been a recurring problem over recent years. In reply to a question as to whether a slippage, that resulted in an underspend, was surely better than the Authority incurring an overspend on its budget, the Audit Manager advised that it was the Authority's duty to ensure that all necessary measures were taken in order to keep within the capital expenditure programme and budget it had set itself. The Audit Manager was of the view that the introduction of the Prudential Borrowing system in April 2004 would assist the Authority in this area, as the new system would not be as rigid as the current Basic Credit Approval (BCA) system which required any unused BCA to either be 'lent' to another authority at the end of a financial year, or otherwise be lost. He emphasised, however, that the Authority should aspire to keep as near as possible to the capital expenditure programme it had set itself. Guidelines also needed to be drawn up for non-uniformed staff on the registering of hospitality and gifts. He apologised that the Welsh version of the Annual Audit Letter did not define clearly that this recommendation referred to non-uniformed staff as opposed to all staff. He also apologised for the error contained in the letter regarding the Standards Committee and acknowledged the fact that the Authority had not encountered difficulties in attracting applications from members of the public that wished to serve as independent members of the Committee; it had merely been a case that the original arrangements undertaken for establishing the Committee had not met with the relevant statutory requirements. This problem had since been resolved and the Committee had now been established.

The Chairman thanked Mr Jones for attending to present his report and for answering members' questions. It was:

Resolved: - to note the Annual Audit Letter and its recommendations

9) Integrated Risk Management Plan (IRMP)

The Chief Fire Officer introduced his report (previously circulated) informing members of the recommendations of the Executive Panel following the conclusion of the consultation period on the Authority's Integrated Risk Management Plan (IRMP) "Having Your Say". He explained that the Authority was now reaching the end of the 2004/05 IRMP process. The results of the public consultation had been reported to the Executive Panel at its meeting on 23rd February 2004; the minutes of that meeting along with the report presented to

the Authority detailed the amendments which the Panel was recommending that should be made to the Draft Plan prior to its adoption; the Plan had to be formally adopted by 31st March 2004.

Assistant Chief Fire Officer Claydon then detailed the Executive Panel's recommendations, as listed in the report, and furnished members with the relevant background information on the "risk areas" on which the Panel had requested the wording of the proposals be strengthened prior to adoption of the Plan. Some members queried the reason for the inclusion of an option paper, as an appendix to the report, on "Risk Area 5 – Shift Patterns". Assistant Chief Fire Officer Claydon informed members that this had been done following a request received at the Executive Panel meeting that costings should be provided for both the "proposed change" in the day crewing system as specified in the Draft IRMP and an "alternative proposal" for the day crewing system which had been put forward at Panel's meeting, for members' consideration. He advised that, regardless of the cost benefit, the proposal in the Draft IRMP ensured that the Authority would be targeting its resources at the time of greatest demand, which was one of the main objectives of the modernisation programme. The Clerk advised that adopting this approach would assist in reducing the risk of a successful legal challenge being made against the Authority, as the Authority could demonstrate, in accordance with legislation, that it had taken all reasonable measures to make its resources available at the times of highest demand.

Councillor J R Hughes informed members that he had recently visited Llandudno fire station, where firefighters had aired their concerns to him about the proposed change in the shift pattern; they foresaw difficulties for firefighters in responding to mobilising calls during the early evening due to the traffic problems in the station's vicinity. Councillor P C Evans commented that retaining the current shift pattern would benefit the community fire safety aspect; he was of the view that it would be easier to gain access to private dwellings during the morning period than during the early evening; Assistant Chief Fire Officer Claydon provided statistics that contradicted this assumption and advised that utility companies had long established that it was easier to contact people at home during the early evening period. Councillor W J Chorlton was of the view that the Authority may be premature in deciding on any issues relating to changes in shift patterns ahead of the publication of the revised "Grey Book". The Chief Fire Officer and Councillor E C George advised that the current "Grey Book" was, and its successor would also most probably be, silent on the issue of start and finish times for day shifts. The Chairman and Officers reminded members that the pattern, if adopted, would not be cast in stone and could be reviewed by the Authority at any time.

It had recently transpired that the FBU had been under the impression that negotiations with the unions on the change in shift patterns would commence once the Authority had adopted its Plan. The Chairman advised members that he had spoken to FBU officials the previous week regarding this matter and had explained to them that, under the terms and conditions of the pay agreement,

comments on any proposals contained in an IRMP had to be submitted during the consultation period. Negotiations on such issues would not be permitted following the adoption of the Plan by the Authority. Any changes agreed in the plan would be implemented.

On the issue of Automatic Fire Alarms, it had since transpired that an article which had appeared in a recent issue of the Daily Post quoting an officer from North Wales Fire and Rescue Service as saying that false alarms from these apparatus did not cause a problem for the Authority had taken the officer's quote out of context. Assistant Chief Fire Officer Claydon informed the Authority that a letter had been sent to the newspaper refuting the suggestion made in the article and highlighting the scale of this specific problem in the area.

Councillor J A Roberts left the meeting at this point.

Councillor R P MacFarlane proposed and Councillor D G Parry seconded that, the recommendations as detailed in the report, and the recommendation for "Risk Area 5" as proposed in the Draft IRMP document, be approved.

Councillor J R Hughes proposed an amendment to "Risk Area 5" which was seconded by Councillor P C Evans that, the main working day be between the hours of 8am and 6pm, with standby time off station being between 6pm and 8pm, along with both wholtime and retained staff being available off station between 8pm and 8am be adopted, and that this system be reviewed after 12 months.

The amendment was put to the vote first and was defeated by a majority vote. The proposal was then put to the vote and, with a majority in favour, it was:

Resolved: - to -

- i. note the contents of the report and appendices;***
- ii. approve the Executive Panel's proposed inclusions and amendments, and that the option for "Risk Area 5 – "Our Working Days Don't Match Our Busy Times" be included as drafted in the "Draft IRMP" document; and***
- iii. pending the inclusion of the above that the "Draft Plan" be adopted as the Authority's Integrated Risk Management Plan***

10) Provisional Outturn 2003/04

The Chairman welcomed Mr Dave Wrigley, deputising for the Treasurer, to the meeting to present the Treasurer's report (previously circulated) detailing the expected outturn figures for the 2003/04 financial year. He explained that all the relevant details were as contained in the report and he undertook to answer members' questions. It was:

Resolved: - that:

- i. The overspend for 2003/04 be funded from the previous year's underspend; and that***
- ii. £100,000 be transferred to a Provision for Computers to fund the purchase of the human resources management system in 2004/05***

11) Integrated Personal Development System (IPDS)

The Chief Fire Officer introduced his report (previously circulated) informing members of the progress to date in implementing the Integrated Personal Development System (IPDS). Assistant Chief Fire Officer Hanks detailed to members the information contained in the report and explained that the introduction of IPDS would bring about the biggest single change within the British Fire Service. The Service would adopt a totally new approach towards the training and development of both uniformed and non-uniformed staff from the day they joined until the day they left the Service. In reply to members' questions he advised that the rank to role assimilations had been agreed by the representative bodies. Further work needed to be undertaken on other areas and negotiations were still taking place at national level in order to resolve some issues around the duplication of roles. Members:

Resolved: - to note the progress to date

12) Proposed changes to Standing Orders

The Clerk introduced his report (previously circulated) the annex of which contained the proposed amendments to the Authority's Standing Orders following the Authority's decision at its meeting on the 29th September 2003 that the minutes of the Authority's annual meeting should not be reported or approved until its next annual meeting. The amendments had been proposed and seconded at the Authority's December meeting, and in accordance with the Authority's Standing Orders stood adjourned for debate until the current meeting. It was:

Resolved: - to approve the amendments to the Standing Orders as detailed in the annex to the report

13) Amendment to the Code of Conduct

The Clerk introduced his report (previously circulated) advising members that a minor amendment was required to the Authority's Code of Conduct in order to reflect an amendment to the model code of conduct that had been made by the National Assembly; the Authority had adopted the Assembly's model code of conduct as its own Code. Therefore, this minor amendment had effectively left the Authority with little choice but to amend its own Code. The Clerk advised that he had written to all members of the Authority's Standards Committee to draw their attention to the proposed amendment and had requested that they submit any observations they had on the proposal to him prior to the current meeting. No comments had been received. Members therefore:

Resolved: - to amend paragraph 15(d) of the Authority's code of conduct by inserting the words "an allowance or pension made under" before "Section 18"

14) Best Value

The Chief Fire Officer introduced his report (previously circulated) informing members of matters relating to Best Value. He explained that this was the standard update report. The Deputy Chief Fire Officer then proceeded to detail the various issues listed. It was:

Resolved: - to note and approve the actions and proposed actions reported

15) Informative

The Chief Fire Officer presented the latest and new look issue of the "Informative" magazine to members. He explained that this, and future issues, would be full colour publications, which sought to enhance its appearance and appeal to readers. The Chairman agreed that the new look publication was an improvement on its predecessor and he thanked Miss Bethan Davies for her work in compiling and editing the magazine. Members:

Resolved: - to accept the publication

16) Urgent Matters

"Draft Fire and Rescue Service National Framework for Wales"

The Chief Fire Officer informed members that the WAG had, the previous week, published the "Draft Fire and Rescue Service National Framework for Wales" document for consultation, the closing date for responses having been set as 3rd May 2004. He informed members that the Authority had already submitted a response to the Draft English National Framework document on issues which had cross-border implications. Members were advised by the Chief Fire Officer that this document was a "blueprint" and a statement of the WAG's vision for the future way forward for the Fire Service in Wales following the devolution of responsibility for the Service to NAFW. It was believed that, following the consultation process, it was the Minister's intention to officially launch the "National Framework for Wales" at the Wales Fire Conference at the end of May. Members were also informed by the Chief Fire Officer that a debate had been held on the "Devolution of the Fire Service" at a plenary session of the Assembly the previous week; copies of the record of proceedings were distributed to all members present, and would be sent to absent members. The Chief Fire Officer proceeded to inform members that the Chairs and Chief Fire Officers of all Welsh fire authorities had been summoned to a meeting with the Minister for Social Justice and Regeneration, at the Assembly, the following day.

The Welsh Fire Services' Forum were due to discuss the Framework document at its next meeting, scheduled for 8th April 2004, and the Chairman undertook to report the Forum's views on the document to the Executive Panel at its meeting on 22nd April 2004. He also requested that the Authority delegate the task of formulating a response to the WAG on the draft National Framework for Wales' document to the Executive Panel. Members:

Resolved: - that the Executive Panel be delegated the responsibility of formulating a response to the Welsh Assembly Government's consultation on the "Draft Fire and Rescue National Framework for Wales" document on the Authority's behalf

The Chairman informed members that it was recommended that the discussion on the following business item be undertaken without the public or Press present. Members:

Resolved: - pursuant to Section 100A(4) of the Local Government Act, 1972 that the Press and Public be excluded from the meeting during consideration of the following item of business because it was likely that there would be disclosed to them exempt information as defined in Paragraphs 1, 8, 9 and 10 of Part I of Schedule 12A of the Local Government Act, 1972.

PART II

Matters Arising: Former Llanfairfechan Fire Station (Executive Panel minutes 23rd February 2004) – Councillor J R Hughes enquired whether, following the Panel's decision, officers had received a written request from Llanfairfechan Town Council regarding the site, as he had been given to understand that a letter had been sent to the Authority. The Deputy Chief Fire Officer advised that, to date, no letter had been received from the Town Council. In the meantime the original applicant had indicated that its wish would be to purchase the site at the earliest available opportunity once sufficient funding had been secured; it had also undertaken to submit a business plan to the Authority. Members were assured that the Authority would be kept up to date on the situation.

Before bringing the meeting to a close the Chairman thanked all members and officers for the support they had given him during his term of office. He also extended the Authority's best wishes to all members who were retiring from public service at the forthcoming local authority elections and extended his best wishes to every member who would be seeking re-election.

Councillor D B Evans then proposed a vote of thanks on the Authority's behalf to the Chairman for his diligent work during his two year term of office. He expressed the Authority's gratitude to him for the effective and impartial manner with which he had conducted the Authority's business from the Chair.

Meeting concluded at 1:05pm

The above minutes, pending any inclusions shown, are approved as a true and correct record of proceedings.

Signed: T Roberts

Dated: 19 July, 2004