

**Aberdeenshire Council: The Role of the Monitoring Officer**

**The Role of the Monitoring Officer**

The Monitoring Officer’s job is to make sure that officers, elected members and the Council, through its Committees and Sub-Committees, act within the powers set out in the relevant Acts of Parliament by –

* offering advice and assistance where required;
* monitoring all Committee reports and by offering advice to members during Committee Meetings; and,
* Where appropriate, reporting to the Council any action that has or is likely to contravene any Act of Parliament or Code of Practice.

The Monitoring Officer’s job is a statutory post and is vital in supporting good governance and decision-making within the Council.

By interacting with officers and elected members in this way, the Monitoring Officer assists the Council in delivering principles 2-5 of the CIPFA & SOLACE principles for delivering Good Governance in Local Government.

**“Local authorities are bound by statute set out in Acts of Parliament. Councils are governed by UK and Scottish Acts. Acts of Parliament lay down specific duties that Councils must carry out (mandatory acts) and things that Councils may do if they wish (permissive powers). Councils are bound by statutes and at times may need to take advice on what actions they are able to take”**

***“Monitoring Officer***

**The Local Government and Housing Act 1989 established this role. The Monitoring Officer may be the Head of Paid Service, but must not be the Chief Finance Officer. The role of the Monitoring Officer is to support the legality of council actions and work with elected members to provide guidance and support to help them fulfil their role.**

**Who Holds the Post Within Aberdeenshire Council?**

Karen Wiles, Head of Legal & People is the Monitoring Officer within Aberdeenshire Council. Ruth O’Hare, Legal Service Manager (Governance) is the Depute Monitoring Officer.

The solicitors in the Governance Team assist the Monitoring Officer in ensuring that the business dealt with by each of the Council’s Committees is monitored. These solicitors are known as Monitoring Solicitors.

Your main contacts will be:

**Karen Wiles, Head of Legal & People**

karen.wiles@aberdeenshire.gov.uk (01467 536160)

**Ruth O’Hare, Legal Services Manager (Democratic Services)**

ruth.o’hare@aberdeenshire.gov.uk (01467 539702)

**Lauren Cowie, Principal Solicitor (Governance)**

lauren.cowie@aberdeenshire.gov.uk (01467 534938)

**Arlene Gibbs, Principal Solicitor (Democratic Services)**

arlene.gibbs@aberdeenshire.gov.uk (01467 538089)

**Ann Riddell, Principal Committee Services Officer**

ann.riddell@aberdeenshire.gov.uk (01467 536618)

You can find further contact details for officers with specific monitoring duties for Policy Committees, Area Committees and other Boards and Committees with Aberdeenshire Council on the Arcadia webpages [here](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/Legal%20and%20Governance/Committee%20Services/Home-Page.aspx).

**What documents assist the Monitoring Officer to fulfil his/her duties?**

* **The Councillor’s Code of Conduct**
* **The Council’s Scheme of Governance:**
* **Standing Orders**
* **List of Committee Powers**
* **List of Officer Powers**
* **List of Planning Delegations**
* **Financial Regulations**
* **Guidance**
* **The Local Government (Scotland) Act 1973 (as amended)**
* **Relevant Council Policies**
* **The Local Development Plan**
* **Planning Legislation, Policies and Guidance**
* **Local Area Community Plans**
* **Licensing Legislation, Policies and Guidance**

The above documents are all available to elected members through Arcadia or the Ward Pages or through information provided in Committee Reports.

Members should familiarise themselves in particular with the Code of Conduct and the Scheme of Governance.

**What does the Monitoring Officer do on a day-to-day basis?**

The Monitoring Officer/Monitoring Solicitors gives legal advice and offers an opinion on issues of competency, relevancy and the application of legislation in relation to matters that are to be referred to Council or Committee for decision making.

All reports going before any Committee of the Council will be monitored by the Appropriate Monitoring Officer/Solicitor and Section 95 Finance Officer to ensure that decisions can be taken lawfully by the Council. The Monitoring Officer or Monitoring Solicitor is often involved in offering legal advice in complex matters or projects from an early stage. Alternatively, for more routine matters they may be involved at the later stage of reporting to Council or Committee. However, members can be assured that by the time the report reaches Council or Committee, it will have been scrutinised by the Monitoring Officer or Monitoring Solicitor.

At Area Committee Level, the Monitoring Solicitor (representing the Monitoring Officer) is a member of the Local Management Team along with Area Manager’s staff and staff from other services across the Area, working at local level to ensure proper and efficient delivery of services to local people.

The Monitoring Officer/Monitoring Solicitor works with Committee Officers on any procedural issues that arise in advance of a Committee and assists in dealing with queries and complaints raised by officers, elected members or members of the public regarding matters that have been dealt with, or are to be dealt with at Committees or, in relation to work in multi-member wards or community groups involving elected members or officers.

The Monitoring Officer/Monitoring Solicitor will take a view on whether any report should be considered by Council or Committee in private, if exempt or confidential information is likely to be discussed in relation to that item at the meeting.

The Monitoring Officer and Depute Monitoring Officer will offer support and confidential advice to all members in respect of ethical standards and the application of the Councillor’s Code of Conduct.

**What is the role of the Monitoring Officer at a Committee Meeting?**

Advice may be sought from the Monitoring Officer/Monitoring Solicitor at the start of the meeting on Declarations of Interest in respect of the Councillor’s Code of Conduct. Whilst it is members’ responsibility to declare an interest, seeking legal advice in the lead up to the meeting allows the Monitoring Officer/Monitoring Solicitor better opportunity to consider the query and offer confidential advice and support.

The role of the Monitoring Officer/Monitoring Solicitor at Committee is to ensure that any decisions which are taken by the Council or Committee are lawful. This means ensuring that the Council or Committee has a statutory power to take a decision, that other legal issues have been considered where relevant and that the Council’s Scheme of Governance and Policies have been followed. This minimises the risk of legal challenge to the decision and provides assurance that decisions can be taken competently and confidently. The Monitoring Officer will work closely with the Chair and Vice Chair of the Committee so that any issues arising before the meeting can be addressed quickly, and will offer advice at the agenda setting and pre-meetings. This all helps to ensure the smooth running of the meeting on the day.

The Monitoring Officer/Solicitor will also assist in answering any legal questions that arise during the meeting. If the Monitoring Officer/Solicitor cannot provide an immediate answer, this will be provided to the Committee following the meeting by e-mail or through Ward Pages, or at the next meeting of the Committee. If the advice is required in order to allow the Committee to take a decision, a short adjournment to the meeting may be appropriate.

**Issues which may arise at Council or Committee Meetings**

Conduct at Meetings

*Standing Order 5: During Meetings*

In terms of Standing Order 5, the Chairperson will control the conduct of the meeting and decide all matters of order, admissibility and urgency. At all times during the Meeting, Members must respect the authority of the Chairperson.

Remember that members of the press and members of the public will be present. Be careful not to say anything that is out of context, derogatory or to reveal confidential information in public.

**The public have a right to expect honest and upright behaviour from their elected representatives. Confidence in local democracy is essential to an open and inclusive society. This can only be achieved when those serving their communities adhere to – and can be held accountable for – the high standards expected of them.**

*Extract from Notebook 4: Standards and Ethics and Information Handling*

**You must respect all other councillors and all council employees and the role they play, treating them with courtesy at all times. Similarly, you must respect members of the public when performing duties as a councillor.**

**The behaviour of elected members impacts on the climate and culture of a local authority so you need to ensure that your behaviour is exemplary. For example you should avoid behaviour that might be construed as bullying or harassment.**

*Extract from Notebook 4: Standards and Ethics and Information Handling*

Declarations of Interest

*Councillor’s Code of Conduct: Section 5: Declarations of Interest*

If the Monitoring Officer/Solicitor has reason to believe that a member may have an interest in a particular item on the agenda, the Monitoring Officer/Solicitor may attempt to discuss the issue with the member prior to the meeting in order to offer support, guidance and advice. This would be with the aim of helping the member to ensure that they fully comply with the Code of Conduct and to help minimise the risk of the member being subject to a potential complaint to the Commissioner for Ethical Standards in Public Life. However, members may choose not to accept advice and it is always the responsibility of the member to decide when it is appropriate for them to make a declaration of interest.The Monitoring Officer/Solicitor will also ensure that any reasons given in relation to Declarations are appropriate in terms of the Code and the circumstances.

The Code of Conduct gives clear advice – You must consider

1. Whether you have a connection to a matter, and then
2. Consider whether that connection is sufficient to be classed as an interest. You need to make a decision as to whether the “objective test” has been met. Ask yourself this question:

“Would a member of the public, with knowledge of the relevant facts, reasonably regard your interest as so significant that it is likely to influence the discussion or decision making?”

If you think you have an interest, you should declare it. Any declaration of interest must result in you not participating in the discussion nor decision making and you must leave the room, physical or virtual.

If you are not sure about the need to declare an interest, the Monitoring Officer/Solicitor will be happy to talk it through with you and offer advice.  A useful flowchart can be found at **Appendix 3** of this document which will assist you in your thought and decision-making process.

Requests to Speak

*Standing Order 6: Public Participation at Meetings*

This is most relevant in relation to requests to speak relating to planning applications. The Committee Officer will ensure that the correct procedure is followed.

The Chair of the Committee will have determined in advance of the Committee that any request to speak is competent, and that any objectors have been accorded the same opportunity to be heard. The Monitoring Officer/Solicitor may be asked to assist the Chair in determining competency.

The Committee has a discretion to hear people speak or not to allow them to speak. The Committee should first determine whether to hear those have requested to speak.

If the Committee determines not to hear people, the Committee proceeds to determine the report in the usual way.

If the Committee determines to allow people to speak, there is a protocol which should be followed. The protocol can be obtained from Committee officers or from the Arcadia webpage [here](https://aberdeenshire.sharepoint.com/%3Aw%3A/r/sites/Arcadia/services/_layouts/15/Doc.aspx?sourcedoc=%7B749AD768-14B4-4BE3-B61B-C6A604BCCFA9%7D&file=Monitoring%20Solicitors%20recommended%20request%20to%20speak%20protocol.doc&action=default&mobileredirect=true&DefaultItemOpen=1).

Notices of Motion

*Standing Order 4.2: Notices of Motion and Members Promoted Business*

The above standing order sets out the procedure allowing Members to submit Notices of Motion to a Council Meeting.

The Monitoring Officer/Solicitor and Committee Officer will assist the Chair of the relevant Committee and the relevant Director/Area Manager and member making the request to ensure that the Notice of Motion is competent, that all steps available to resolve the issue have been taken before lodging the Notice of Motion and that the correct procedure is followed at the Committee.

Member Promoted Issues

Members can ask for an item to be added to a Committee agenda under the Member Promoted Issues procedure. This applies to Area Committees, Policy Committees and Full Council.

Guidance on the procedure can be found at **Appendix 2**. In order to make the request you should complete the Member Promoted Issue form attached to the guidance and submit it to the Director of Business Services. This will enable a report to be prepared by officers and submitted to the relevant Committee who will then take a decision as to whether to progress the matter further.

Motions and Amendments

*Standing Order 5.2: Rules of Debate and how Motions and Amendments are moved and decided*

Members should familiarise themselves with this Standing Order.

The Monitoring Officer/Solicitor will query any motion or amendment that is not legally competent. The Committee Officer will advise on the procedure for Motions and Amendments.

Taking Decisions against Council Policy or Officer’s Recommendations

Area Committees for certain matters may only take a decision if it is in line with agreed Council wide policy and/or if it is in line with officer recommendations. In certain circumstances, the Monitoring Officer/Solicitor will advise if the Committee is required to refer a decision to another (Policy) Committee.

Voting

*Standing Order 5.4: How votes are taken*

The Committee Officer will oversee voting at a Committee. However, proceedings can be confusing for members.

The following is a rough guide to voting -

1. Where there is a motion, properly moved and seconded and no amendment, normally it will be taken that the motion is “agreed” by all members and the decision will be minuted as unanimous.

e.g. Motion to grant moved by Cllr Red and seconded by Cllr White is agreed to by all.

1. Where there is a motion, properly moved and seconded, and an amendment, properly moved and seconded, each member will be asked to vote, either electronically or by roll call, whether he/she is voting for the motion or the amendment. Whichever proposal receives the most votes will be carried.

e.g. Motion to grant moved by Cllr Red and seconded by Cllr White

 Amendment to refuse moved by Cllr Green, seconded by Cllr Blue

The Motion receives 6 votes, the amendment receives 4. The Motion is therefore carried as the decision of the Committee.

1. Where there is a motion, properly moved and seconded and more than one amendment, each properly moved and seconded, then the last amendment is voted for against the one immediately preceding until only one amendment remains. The motion and the remaining amendment are then voted on.

e.g. Motion to grant moved by Cllr Red and seconded by Cllr White

1st amendment to grant subject to condition to shut at 11pm moved by Cllr Green, seconded by Cllr Blue

2nd amendment to grant subject to a condition to shut at 11pm and an inaudibility clause to be attached moved by Cllr Yellow, seconded by Cllr Orange.

Members are first asked to vote between the 1st amendment and the 2nd amendment. The 1st amendment receives 8 votes; the 2nd amendment receives 2 votes. This means the 2nd amendment is dropped leaving the motion and the 1st amendment.

Members then vote between the motion and the 1st amendment. The motion receives 3 votes and the 1st amendment receives 7 votes. The 1st amendment is therefore carried as the decision of the Committee.

1. Where there is a motion or amendment that is not seconded, it will not be discussed however the mover can request that it be recorded in the minutes. Such a request will only be allowed if it is made immediately after the decision on the item has been made. Similarly a Member who has taken part in a vote can have their dissent from the eventual decision recorded in the Minutes if a request is made by the Member immediately after the decision on the item has been made.
2. Where a member does not agree with either the proposed motion or with the proposed amendment; that Member can indicate that he/she is abstaining from voting when asked their preference. The minute of the meeting will reflect this position. Equally, a Member who has moved an un-seconded motion, or amendment, can indicate they are abstaining from voting as an alternative to indicating their dissent to the motion.
3. Where there is an equality in the number of votes cast, ordinarily the Chair has the casting vote (there are a few exceptions when this rule doesn’t apply). The Chair does not have to use this vote in the same way as his ordinary vote. For example the Chair could indicate he is voting for the motion. He/she can choose to vote for the amendment in using his casting vote if he/she decides it is appropriate to do in the circumstances.
4. The Chair or another member may choose to “formally” second a member who has proposed a motion or amendment, in order to allow the matter to proceed to a vote. In those circumstances, the “formal” seconder is not tied to voting for the proposal seconded.

The Committee Officer will always review the terms of the motion and amendment before proceeding to a vote. If any member is not clear about what they are being asked to vote on, they can ask for clarification from the Committee Officer before they cast their vote.

Exempt Items – Access to Information

*Standing Order 6.1: Public Access to Meetings*

*The Local Government (Scotland) Act 1973*

Not every item considered at a Committee will be considered in public. Some items will be considered in private. These are referred to as “Exempt” or “Confidential” Items. There will be

specific reasons why these papers have to be considered in private and this will be listed at the foot of the first page of the report as follows:

**NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH #### OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973**

The author of the report will stipulate the appropriate paragraph and the Monitoring Officer will check this when monitoring the report.

A list of the exempt paragraphs is attached at **Appendix 1** to this Bulletin for your information.

It is vital that you keep confidential any information that has been provided to you as such. You must not release any information relating to these reports, even after a decision has been taken at Committee. The information can only be released by the Chairperson or a person authorised by him/her in a press statement or in the publicly available minute.

Members can also decide at any meeting to exclude the public when it is considering an item of business if it is likely that exempt information would be disclosed to members of the public. These decisions will be taken by passing a resolution which will make clear which part of the proceedings it applies to and will include a description of the exempt information.

Reports that are marked “Confidential” must be considered in private.

Suspension of Standing Orders

*Standing Order 2 – Arranging Meetings*

*Standing Order 8 – Suspension of Standing Orders*

There are occasions when Standing Orders require to be suspended. The most common use is to allow a meeting to continue after 1pm or after 5pm.

Planning Applications

*Councillor’s Code of Conduct: Section 7: Taking Decisions on Individual Applications*

Members should familiarise themselves with this section of the Code of Conduct. Members will often be approached by their constituents in relation to support of, or opposition to, planning applications. Members should ensure their impartiality and transparency in relation to the making of planning decisions.

The following parts of Section 7 are very important –

**7.4** **In dealing with these applications,**

**I WILL:**

**a) throughout my involvement with the entire application process act fairly and be seen to act fairly;**

**b) declare interests where required in terms of Section 5 of this Code and leave the meeting until the matter has been determined;**

**c) deal fairly and impartially with all parties involved in the application; 20**

**d) tell those who may be seeking to influence me out with the proper decision-making process that I will not formulate an opinion on any particular application until all information is available to all decision-makers and has been duly considered at the relevant meeting;**

**e) take into account professional advice given to me by council employees; and**

**f) seek advice from the relevant council employee if I am in doubt as to any material or relevant considerations**

**7.5 In dealing with such applications,**

**I WILL NOT:**

**a) pre-judge or demonstrate bias or be seen to pre-judge or demonstrate bias;**

**b) indicate or imply support for or opposition to an application nor indicate my voting intention prior to the appropriate meeting where the application will be considered;**

**c) in advance of the decision-making meeting, attempt to influence employees to adopt a particular position as that would imply that I am prejudiced in my decision-making;**

**d) lobby other councillors who may be dealing with the application;**

**e) express any view on the application before the appropriate meeting where the application will be considered. If I do so I will not participate in any aspect of the decision-making nor vote on the application;**

**f) formulate my conclusions on an application until all available information is to hand and has been duly considered by me at the meeting where the application will be considered;**

**g) express any indicative or provisional views in the course of my involvement in any aspect of the application; or h) otherwise act improperly or do anything which could reasonably create a perception that I have acted improperly.**

Your constituents may seek to lobby you by email regarding planning applications. To ensure you do not inadvertently give any indications of support either for or against an application it is recommended that you set up an automated response to your emails using the following wording:-

*“"Thank you for your e-mail. Please note, if your email relates to a Planning matter, I am not in a position to lend support for or against any planning application or other application that I may have to make a decision on in the future.  I will not formulate an opinion on a particular matter until all available information is to hand and has been duly considered."*

Guidance on setting up an automated response can be found [here](https://support.microsoft.com/en-gb/help/290846/how-to-use-the-out-of-office-assistant-in-outlook).

If you are not sure how to deal with matters relating to planning that are brought to you as an elected member, please contact both your local planning officer and the Monitoring Officer/Solicitor. It can be easier to refer the constituent to Officers for a reply that to try and deal with it yourself. Be careful what you say about pending applications in the press as it can be construed to mean that you have declared your position on the application in advance.

**And finally…**

We are here to work with you and to help you if there is anything you are not sure of or need advice on.

Call us or come in and have a chat with us if there is anything you think we can help with. We are looking forward to working with all of you.

**Appendix 1**

**The Local Government (Access to Information) Act 1985**

| **Reason** | **Par** | **Description of Exempt Information** |
| --- | --- | --- |
| **EMPLOYEE** | 1. | Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder or applicant to become and office-holder under the authority. |
| **COUNCIL TENANT** | 2. | Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority. |
| **RECIPIENT OF COUNCIL SERVICES** | 3. | Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the authority. |
| **RECIPIENT OF FINANCIAL ASSISTANCE** | 4. | Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority. |
| **PARTICULAR CHILD** | 5. | Information relating to the adoption, care, fostering or education of any particular child or relating to the supervision or residence of any particular child in accordance with a supervision requirement made in respect of that child under the Social Work (Scotland) Act 1968. Child is defined as a person under the age of 18 and any person over that age who is a school pupil. |
| **FINANCIAL AFFAIRS OF A PARTICULAR PERSON** | 6. | Information relating to the financial or business affairs of any particular person (other than the authority). Information is **not** exempt if required to be registered under the Companies Act 1985 or similar legislation. |
| **SOCIAL WORK RELATING TO A PARTICULAR PERSON** | 7. | Information relating to anything done or to be done in respect of any particular person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons). |
| **ESTIMATED EXPENDITURE ON CONTRACTS:** | 8. | The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services **provided** that the disclosure to the public of the amount there referred to would be likely to give an advantage to a person or organisation entering, or seeking to enter, a contract with the Council. |
| **TERMS OF ACQUISITION OR DISPOSAL** | 9. | Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services **provided** disclosure of these terms would prejudice the Council in these or any other negotiations. |
| **TENDERER FOR CONTRACT** | 10. | The identity of the authority (as well as of any other person by virtue of paragraph 6. above) as the person offering any particular tender for a contract for the supply of goods or services. |
| **LABOUR RELATIONS** | 11. | Information, if its disclosure to the public would prejudice the Council, relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of or office-holders under, the authority. This is further qualified by reference to labour relations legislation and consultation should take place within the Department of Administration. |
| **LEGAL PROCEEDINGS** | 12. | Any instructions to counsel and any opinion of counsel(whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with – 1. any legal proceedings by or against the authority, or
2. the determination of any matter affecting the authority.

(whether, in either case, proceedings have been commenced or are in contemplation.) |
| **NOTICES UNDER LEGISLATION** | 13. | Information which, if disclosed to the public, would reveal that the authority proposes – 1. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
2. to make an order or direction under any enactment and which might allow an individual or organisation to defeat the purpose of the notice or order.
 |
| **CRIME** | 14 | Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. |
| **INFORMANT** | 15 | The identity of a protected informant |

**Appendix 2**

**MECHANISM FOR MEMBER PROMOTED ISSUES**

1. A Member may complete and submit the attached MEMBER PROMOTED ISSUE FORM (“the form”) to the Director of Business Services.

1. The Director of Business Services will ensure that a report is compiled by suitably qualified officers within 28 days of receipt of the form.
2. The report will then be submitted to the next cycle of Area Committee, Policy Committee or Full Council for consideration of the business proposed.
3. The Director of Business Services will ensure that the officers compiling the report liaise with the Member who has raised the issue in the production of the report. The purpose of liaising is to ensure that the Member concerned is assisted to fully narrate and explain the background to the issue and enable the officers to accurately reflect the matter in their report.

1. Once it reaches a meeting of the Area Committee, Policy Committee or Full Council, the member who has promoted the issue may propose the recommendations and speak to the report. However, the report remains an officer report in which officers will give their professional views on the issue raised and the implications for the Council in progressing the issue further.

1. Whilst officers will strive to ensure that matters raised through this mechanism receive timeous and prompt attention, it is recognised that not all issues can receive the justified treatment they warrant in a short period of time. If the Member promoting the issue is in agreement, the period of 28 days can be extended further as appropriate so as to allow the report to be drafted with all due professional care. In the event of a Member failing to agree to extend the period of 28 days, the Director of Business Services will present a report indicating, so far as possible, the officer response to the issue being promoted and any reasons for the lack of opportunity to make full recommendations on the issue. A decision can be taken by Full Council or Committee as the case may be as to whether to further extend officer consideration of the issue or to deal with matter as presented.
2. Area Committee, Policy Committee or Full Council will give full consideration to the promoted issue and take a decision on whether to progress it further and if so minded, give appropriate instructions to officers to enable this to happen.

**MEMBER PROMOTED ISSUE FORM**

SUBMITTED BY MEMBER , WARD .

FULL DESCRIPTION OF THE ISSUE TO BE PROMOTED:

IS THIS ISSUE CONNECTED OR RELATED TO ANY OTHER PROJECT CURRENTLY BEING PROGRESSED, PLEASE OUTLINE:

HAS THIS ISSUE ARISEN AS THE RESULT OF ANY REPRESENTATION BY CONSTITUENTS OR OTHER PARTIES, PLEASE IDENTIFY ANY INTERESTED PARTIES:

HAS THIS ISSUE BEEN CONSIDERED IN THE PAST AND IF SO, WHEN AND BY WHOM (OFFICER OR COMMITTEE):

SIGNED:

DATED:

**Appendix 3**

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