



### **5.3 PRIORITY 1 RECOMMENDATIONS : PROGRESS REPORT - QUERIES ON CAPITAL RECEIPTS AND MANAGEMENT RESPONSES FROM MAINTAINED SCHOOLS (12)**

Mr Fair confirmed that cash receipts were retained by DE following the sale of land and buildings. This information was declared to and approved by DE during the course of the financial year and was incorporated into DE's capital budget for possible re-allocation. He said that EA was able to retain and use all other receipts.

Mr Anderson drew attention to the Committee's concerns at the number of maintained schools which had not provided management responses to Priority 1 recommendations. He said that he had raised this issue at a meeting of the CCMS Audit and Risk Assurance Committee and it had been agreed that he would inform that Committee of non-responses from CCMS schools.

### **5.4 AUDIT COVERAGE OF VOLUNTARY GRAMMAR / GRANT MAINTAINED INTEGRATED (VG / GMI) SCHOOLS (15)**

Mr Anderson said that he had engaged with management following the Board's agreement that VG / GMI schools would be informed of the need to adhere to the guidance set out in DAO 10/07 on separate firms being engaged to undertake internal and external audit services in schools. He said that a letter would issue shortly from the Chief Executive to all VG / GMI schools to inform them of their requirement to adhere to the guidance set out in DAO 10/07 for the incoming financial year.

## **6. CHAIRPERSON'S BUSINESS**

### **6.1 MATTER REFERRED FROM CYPS COMMITTEE - FORECAST OVERSPEND RELATING TO STATEMENTED PUPILS AT VG / GMI SCHOOLS**

A report on this matter would be presented to the Committee in the coming months. The matter had also been referred to the Finance and General Purposes Committee.

### **6.2 EXTERNAL INDEPENDENT MEMBERS SERVING ON THE AUDIT AND RISK ASSURANCE COMMITTEE**

The Chair drew attention to arrangements to reconstitute the EA Board for a further twelve month period commencing 1 April 2019. He said that Mr R Forrest had submitted his resignation as an external independent member of the Committee and, as this was his last meeting, he paid tribute to Mr Forrest for his commitment and contributions to the work of the Committee and EA during the four year term of office. The Chair said that Mr T Salmon had agreed to continue his membership as an external independent member on the Committee for the ensuing twelve month period. This aligned to the arrangements in respect of the term of office for the EA Board.

The Chair said that he would meet the Chair of the Board and the Chief Executive to discuss arrangements for the appointment of a second external independent member to serve on the Committee. An update would be provided to the Committee in due course.

A Member queried the arrangements for Board and Committee business should there be vacancies on the Board arising from reconstitution. Mr Boyd referred to previous guidance from DE to state that the proceedings of the EA Board were not invalidated by any vacancies within its membership. However, he considered that in line with previous guidance from DE core business should be scheduled outside the period where there was no non-political representation on the Board. He undertook to check this position.

**Action:** *Liaise with DE to check the position on scheduling core business during a period when there is no non-political representation on the Board.*

### **6.3 RETIREMENT OF CHIEF EXECUTIVE AND DIRECTOR OF EDUCATION**

As Mr Boyd and Mr Collings were attending their last Committee meeting prior to their retirement, the Chair expressed appreciation to both officers for their support and guidance to the work of the Committee. The Chair also congratulated Ms Long on her appointment as Chief Executive Designate.

### **7. CORPORATE RISK REGISTER : REVIEW AS AT 31 DECEMBER 2018**

Mr Anderson presented the Corporate Risk Register\*\* (ARA/1/19/6.1) reflecting the risk environment up to 31 December 2018. The CRR incorporated three new risks which related to preparations for planning for Brexit Day 1 and two major ICT projects which DE had requested should be included as separate corporate risks. Mr Anderson presented a report\* (ARA/1/19/6.2) setting out his independent evaluation of the content of the CRR. A summary of high and low residual risk areas was provided. Mr Anderson confirmed that he was satisfied that appropriate action and controls were being applied to bring residual risk levels into line with the agreed risk appetite. He said that in some cases resource constraints and complexity were limiting EA's ability to achieve the desired outcomes quickly. He was not aware of any further emerging risks that should be included in the CRR.

A Member queried whether challenges associated with collaborating with the Health sector in respect of early years interventions and special educational needs should be included in the CRR. He also queried whether the CRR should include a risk on complexities involved with rural issues. Mr Collings said that areas of risk within each Directorate were contained in the Directorate Risk Register. He advised that the Board had agreed that Risk Registers would be presented to the relevant Committees for consideration and each Directorate Register would be scrutinised through that forum. He expected that the two issues raised by the Member were outlined in Directorate Risk Registers and he undertook to come back to the Member to provide this assurance. The Member referred to issues associated with free school meals and uniform grants. Ms Long said that EA monitored entitlement and uptake on these areas.

In response to a Member's query, Mr Anderson said that the CRR influenced planning for Internal Audit. Recommendations which were brought forward through audits were discussed with relevant Directors.

The Chair said that all Board Members should be aware of the risks associated with the two major ICT projects. Mr Boyd said that a presentation on the two projects would be provided to the Finance and General Purposes Committee in the coming months. All Board Members would be invited to attend that meeting in order to raise awareness of progress as well as risks.

Mr Fair referred to a number of risks within the CRR showing low residual risk. He queried this outcome particularly in areas relating to safeguarding. Ms McCavigan queried whether there were systemic weaknesses in this area that would increase risk for children and young people. Ms Long said that there was a comprehensive piece of work being undertaken with regard to child protection arrangements and home to school transport. She said that all the recommendations arising from the initial audit had not been fully implemented across the region by the time of the second audit. She confirmed that the work now being taken forward by the Assistant Director was robust and included all recommendations from audit. Mr Anderson said that the Assistant Director for Transport could be invited to attend a meeting to provide an update on progress.

Mr Fair considered that the residual risk for some areas associated with safeguarding should be revisited. Mr Boyd confirmed that the Directors would review this area.

A Member said that the Child Protection and Safeguarding Committee was also reviewing child protection arrangements around home to school transport. He said that while it was appropriate that ARAC should receive assurance in this area, the matter should be discussed and resolved through the appropriate Committee of the Board, ie the Child Protection and Safeguarding Committee. The Member outlined further issues of concern of the Child Protection and Safeguarding Committee which related to contractual issues and particularly training of contractors. The Member said that a process should be devised to enable the assurances provided to ARAC on various issues by the HIAA would also be presented to the relevant Committees. This was agreed.

**Actions:** Assurance to be provided to the Member that the risks associated with his queries are included in a Directorate Risk Register; all Board Members to be made aware of the presentation to be given to the Finance and General Purposes Committee on the two ICT projects in the coming months; Directors to review risks associated with safeguarding issues; Child Protection and Safeguarding Committee to take forward issues relating to home to school transport and safeguarding; and devise a process to enable the assurance provided to ARAC by the HIAA on various issues to also be presented to relevant Committees.

## **8. TRANSFORMATION PROGRAMME**

Mrs Duffield said that the Board had agreed that, at its meeting on 25 October 2018, issues of risk and governance relating to transformation should be reported to the Committee on a regular basis. She said that as transformation was critical to the achievement of EA's objectives, the overall risk associated with transformation was included as a main risk in the Corporate Risk Register.

Mrs Bremner presented a paper\* (ARA/1/19/7) which set out arrangements for governance and managing risk. The paper set out the responsibilities of DE's Transformation Programme Board, the governance arrangements for transformation within EA, as well as the list of transformation projects which had been commissioned by DE. She said that, given the volume and breadth of work, the transformation team was working with EA colleagues to prioritise transformation activities and to develop a risk register for EA's transformation programme. The delivery of transformation projects, either funded by the DE Transformation Programme or resourced through other means, would be managed through existing Directorate structures.

Mrs Bremner said that risks associated with the delivery of specific EA transformation projects were captured in Directorate risk registers and / or project risk registers. Details of the main risks contained in DE's Transformation Programme risk register, along with EA's corporate risk on transformation, were provided.

Members referred to the challenging environment which could impact on EA's ambitions to deliver transformation. A query was raised in respect of plans to prioritise transformation activities. Mrs Bremner said that the paper which was currently being drafted on programme priorities would align with EA's risk register for the transformation programme. It was anticipated that an initial draft of early programme priorities would be available by the end of March and would be considered by the Board Members' Sub-Group.

Mr Fair drew attention to risks highlighted around the adequacy of staffing resources to deliver transformation projects. He was particularly mindful of EA's two high risk ICT projects. Mr Boyd said that the Education sector was under enormous financial pressure. He said that the Comptroller and Auditor General, in his draft public interest report dated 11 January 2019, had referenced systemic constraints in the Education system which could only be addressed through transformation. He referred to the new digital admissions system which had gone live

at the start of January and had been a great success in transforming business. The new system had been funded and managed entirely within EA and would make a considerable difference to EA's cost base. He said that, due to insufficient resources, officers were frustrated at the lack of pace in transformation activity.

Members highlighted that there was no assurance that the expected financial benefits from transformation would be realised. For example it was difficult to quantify benefits which were taken through area planning. It was pointed out that the main focus of area planning was to achieve better educational experiences for children and young people through a process of transformation and re-investment. Mr Boyd said that EA would continue to modernise its services internally.

The Committee noted the paper.

## 9. ANNUAL REPORT AND ACCOUNTS 2017/18

Mr Collings presented the Annual Report and Accounts for 2017/18\* (ARA/1/19/8). The draft Accounts had initially been considered by the Committee at its meeting on 30 May 2018 prior to their submission to the NIAO. The Committee had also reviewed iterations of the Annual Report at its May and October 2018 meetings. Mr Collings paid tribute to all officers involved in the preparation and production of the Annual Report and Accounts. He also drew attention to the effective engagement between NIAO and EA officers in its preparation.

Mrs Flavell said that the new presentation and layout of the Annual Report and Accounts reflected the feedback provided by Members at previous meetings. She confirmed that no changes had been made to the primary statements contained within the Financial Statements following audit. A small number of minor presentational changes had been made to the Annual Report. She said that NIAO was undertaking a final review of the Annual Report and, if this resulted in any minor changes, the Annual Report would be amended to reflect these changes prior to certification. The intention was that the Accounts would be certified as soon as the audit queries were clarified.

Mrs Flavell said that the Comptroller and Auditor General (C&AG) intended to issue an unqualified audit opinion on the Financial Statements and the final certified version of the Accounts would include the C&AG's public interest report on EA's overspend.

The Chair congratulated officers on the final report. He asked that the narrative on page 4 in the Annual Report should give clarity to the term 'non-school based staff' and also that the figure reported on the reduction in annual funding in real terms to EA since 2011 should be consistently applied throughout the report.

A Member referred to the information provided in the Annual Report on school inspections and statements of special educational needs. He said that some further breakdown of this data in the Report would be informative going forward.

A Member received clarification that the wording contained within the Equality Statement in the Annual Report was taken directly from Section 75 of the Northern Ireland Act 1998.

The Committee noted that NIAO was performing a final review of the Annual Report and that some minor presentational changes would be necessary to the Annual Report. The Annual Report would also be amended to reflect Members' comments. On the proposal of Miss Rainey, seconded by Mr McMullan, the Committee agreed to recommend that the Board should authorise the Chair and the Chief Executive to sign the Financial Statements.

**Action:** *Annual Report to reflect Members' comments; and Chair and Chief Executive authorised to sign the Financial Statements.*

## **10. NORTHERN IRELAND AUDIT OFFICE**

### **10.1 DRAFT REPORT TO THOSE CHARGED WITH GOVERNANCE FOR THE YEAR ENDED 31 MARCH 2018**

Ms Kane presented the draft Report to those Charged with Governance\* (ARA/1/19/9.1) which set out the provisional findings of NIAO's audit of EA's Financial Statements for 2017/18. The Report had not yet been considered by management due to time of receipt.

Ms Kane said that it was proposed the Comptroller and Auditor General (C&AG) would certify the 2017/18 Financial Statements with an unqualified audit opinion without modification. She said that the C&AG had produced a draft report, to accompany his audit opinion, on EA's overspend of £16.6m compared to its 2017/18 budget allocation.

Ms Kane drew attention to NIAO's review of qualitative aspects of EA's accounting practices and financial reporting. She outlined the audit findings which included six priority 2 and one priority 3 recommendations within the categories of Financial Audit and IT Audit.

A Member queried progress on management's implementation of prior year priority 1 recommendations. Ms Kane said that most of the recommendations had related to ICT issues and controls. Progress had been made in some areas but some issues remained outstanding such as the appointment of an IT security officer to co-ordinate and manage all EA IT security matters and the recommendations on business continuity planning and testing.

Ms Kane referred to the draft Letter of Representation. She said that NIAO had asked Mr Boyd to include a reference to the £16.6m overspend in the Letter.

Ms Kane said that management was now being asked to respond to the draft Report to those Charged with Governance. Once the management response was received and the audit was complete, a final Report to those Charged with Governance would be presented to the Committee.

The Committee noted the findings in the draft Report, including the proposed Audit Certificate and draft Letter of Representation. The final Audit Certificate and final Letter of Representation, as well as the C&AG's public interest report, would be appended to the Financial Statements.

### **10.2 REPORT ON OVERSPEND**

Ms Kane outlined the content of the draft C&AG's report\*\* on EA's 2017/18 overspend position. The report included draft DE and EA comments on the rationale for the overspend position. Ms Kane highlighted the conclusions within the report which said that the C&AG had expressed concern that EA had once again overspent its budget. The C&AG had referenced NIAO's Report on the Financial Health of Schools which had highlighted pressures on education funding. He had also welcomed EA and DE's recognition of the need to reform the Education sector which he considered to be urgent.

Ms Kane said that management was being asked to review and comment on the C&AG's report.

Mr Collings said the report was a fair and balanced explanation of the facts that had led to EA's overspend position. He said that the savings delivered by EA in 2017/18 were £31m, which included £9.3m in terms of school stock. He confirmed that management would respond to NIAO's report and provide information around any changes.

In response to a Member's query, Mr Fair provided a report on the outcome of the January monitoring round. It was noted that a number of EA's bids would be met through January monitoring, including the bid on cash pressures for VG / GMI schools.

A Member received clarification that potential existed for EA's overspend to be carried forward into the 2018/19 financial year.

The Chair received confirmation that the NI Affairs Committee was still receiving evidence in respect of its Inquiry on Education Funding in NI.

*Ms O'Connor left the meeting at 11.51 am.*

The Committee agreed to consider business in the following order.

#### **11. TRUST AND ENDOWMENT FUNDS 2016/17 - REPORT ON CERTIFICATION**

The Trust and Endowment Funds for 2016/17\* (ARA/1/19/11) had been considered by the Finance and General Purposes Committee on 5 September 2017 and had been subsequently submitted to NIAO and DE.

The Committee noted that the Comptroller and Auditor General had certified these Accounts on 17 December 2018.

#### **12. GOVERNANCE STATEMENT - SEPARATION OF DUTIES**

Mr Anderson presented a paper\* (ARA/1/19/10) which set out the rationale for separating the administrative responsibility for the Corporate Risk Register and the annual Governance Statement from the HIAA. He said that discussions were taking place to identify a suitable administrative function within EA to take over the role of support for the collation and quarterly review by Directors of the CRR and the collation of the annual Governance Statement. It was intended that this separation of duties would take effect from 1 April 2019.

The Committee noted the paper.

#### **13. PRIORITY 1 RECOMMENDATIONS - PROGRESS REPORT**

Mr Anderson presented a paper\* (ARA/1/19/12) setting out progress on implementing priority 1 recommendations. He referred to areas where satisfactory progress had been made and said that these areas would be removed from the paper.

*Ms Kane left the meeting at 11.55 am.*

A Member commended progress against various recommendations. She received an update on the actions being taken forward with regard to school meals cash losses and the development of the Disaster Recovery Strategy.

*Mr McMullan left the meeting temporarily at 12.00 noon.*

Attention was given to areas where recommendations had not been implemented to agreed timeframes. Mr Anderson said that, at the next meeting of the Assistant Directors' Forum, he would impress upon all Assistant Directors the need to give appropriate focus to realistic timeframes to implement priority 1 recommendations.

A Member pointed out that the Chief Executive should be satisfied with the process, which would include timeframes, around the implementation of priority 1 recommendations.

A Member commented that the Committee had requested this item to be a standing item on the agenda. This was an indicator of the importance to the Committee of progressing priority 1 recommendations.

*Mr McMullan re-entered the meeting at 12.07 pm.*

**Action:** *Appropriate focus to be given to realistic timeframes to implement priority 1 recommendations.*

## **14. INTERNAL AUDIT**

### **14.1 INTERNAL AUDIT PLAN 2018/19 - PROGRESS REPORT**

Mr Anderson said that the Audit Plan had been reprioritised to reflect Members' issues at the previous meeting. He presented the progress report\* (ARA/1/19/13.1) giving information on all 73 audits to be covered in 2018/19. He said that 40% of the audits in the 2018/19 plan had been progressed to either draft or final report stage and a further 21 audits (29%) were ongoing. He drew attention to the summary of priority recommendations which had been accepted by management at final report stage.

A Member expressed concern with regard to confidence in delivering the plan by year end. He queried whether the plan was overly ambitious and whether it incorporated emerging new risks. He queried whether Internal Audit was adequately resourced. Mr Anderson said he anticipated that the majority of the audits in the reprioritised plan would be completed to at least draft report by year end to enable reasonable assurance to be reported in his Assurance Report and Opinion for 2018/19. He drew attention to current arrangements for restructuring within Internal Audit and the arrangements for a number of Internal Audit staff to undertake a formal audit qualification.

Ms McCavigan referred to the number of whistleblowing and fraud cases which impacted on Internal Audit resourcing. She said that if a pressure existed on Internal Audit staff, EA could avail of a dedicated resource within DE to take forward whistleblowing and fraud cases. Mr Anderson advised that a number of Internal Audit staff were qualified in fraud investigations.

Mr Fair said that a number of high priority areas had been removed from the reprioritised plan, specifically ICT strategic planning, information assurance, and the review and monitoring of school governance. He said that areas that were removed from the plan should be identified for the Committee's information. He advised that DE's ARAC took the decision on which items should be deferred. Mr Anderson explained that as management was giving consideration to work on those areas deferred from the Internal Audit Plan, the timing was not appropriate to commence audit work. The Chair said that the Committee, at its last meeting, had asked the HIAA to present a reprioritised plan to the Committee following engagement with the Interim Chief Executive.

A Member said that the Internal Audit four year plan should coincide with the term of office for EA Board Members. The Committee should be discussing at the start of the financial year its priorities for the four year plan and the annual plans.

Mr Anderson said he would give attention to Members' comments when presenting the next iteration of the Plan.

The Committee noted the Plan.

**Action:** *Attention to be given to Members' comments when presenting the next iteration of the Plan.*

#### **14.2 INTERNAL AUDIT STAFFING STRUCTURE : PROGRESS REPORT**

The Committee noted a position paper\* (ARA/1/19/13.2) which had been issued to Members on 11 December 2018 in the absence of a special meeting of the Committee in December.

Mr Anderson provided an update on recent negotiations. He reported that it was anticipated that the enduring structure for Internal Audit would be implemented by 31 March 2018. This would involve revisions to job descriptions and staff carrying out regional audits.

The Committee welcomed progress in this area.

#### **14.3 REVISED INTERNAL AUDIT CHARTER**

The Committee noted that the Internal Audit Charter\* (ARA/1/19/13.3) had been revised to take account of a recommendation from the independent external quality review. The Internal Audit Charter now reflected the Public Sector Internal Audit Standards and gave an explicit formal commitment to the Core Principles for the Professional Practice of Internal Auditing and International Standards.

#### **14.4 ASSURANCE MAPPING**

Mr Anderson presented a paper\* (ARA/1/19/13.4) detailing initial work which had taken place to map the full range of assurances available within EA. Templates used were part of a HM Treasury best practice guidance paper on assurance mapping. He said that sources of assurance had been defined into three broad categories and this helped to show how the 'three lines of defence' model contributed to the overall level of assurance provided. This information would be used to support the Accounting Officer's Governance Statement.

Mr Anderson said that a comprehensive framework of assurance existed within EA through its Committee structure. He said that some potential opportunities to strengthen the current assurance framework had been identified and these would be discussed further with the Corporate Leadership Team.

The Chair said that the diagram should incorporate the Education and Training Inspectorate as an independent source of assurance. A Member said that the diagram should reflect on assurances and processes around child protection, both internal and external, and engagement with bodies such as the Safeguarding Board for NI.

The Committee noted the paper showing work to date.

**Action:** Assurance framework to be revised and reflect Members' comments.

#### **14.5 FRAUD PROGRESS REPORT 2018-19**

Mr Anderson presented the report summarising current and completed fraud investigations. Particular attention was given to three new cases.

The Committee noted the report\* (ARA/1/19/13.5).

### **15. WHISTLEBLOWING CASES - PROGRESS REPORT 2018-19**

Mr Anderson presented the report\* (ARA/1/19/14) setting out current and recently completed reviews relating to Whistleblowing. He said that cases which had closed would be removed from the report.

The Chair said that the Committee had agreed to review the Whistleblowing Policy so that a Board Member could have responsibility for Whistleblowing cases only where an employee, in bringing forward a particular case, had no confidence in senior management. The Chair undertook to speak to Mr Boyd to progress this issue.

Mr Fair pointed out that a number of cases in the report related to safeguarding issues.

The Committee noted the report.

***Action:** Chair to speak to Mr Boyd on the matter concerning a Board Member having responsibility for particular Whistleblowing cases.*

## **16. PROCUREMENT TRANSFORMATION AND GOVERNANCE**

Ms Long presented a paper\* (ARA/1/19/15) setting out progress on EA's Procurement transformation programme. She said that all outstanding recommendations from the CoPE Accreditation assessment (in March 2018), the external review (in February 2017) and the internal strategic review (in July 2017) had been incorporated into a project implementation plan and this plan was being taken forward by a Procurement Project Board.

Ms Long referred to internal arrangements to support the effective delivery of Procurement. This included the establishment of a new Procurement Panel at management level. She also referred to the external governance framework in place to support Procurement. A DE / EA Oversight Group monitored and reported EA's progress in maintaining CoPE status and provided assurance to DE's Permanent Secretary that EA continued to operate effectively as a CoPE in compliance with NI Public Procurement Policy. A Procurement risk register had been developed and was reviewed by DE's Transformation Project Board and the DE / EA Oversight Group.

Ms Long said that focus continued to be given on a successful CoPE Re-accreditation through successful implementation of the Transformation project plan. Following the outcome of the Accreditation Assessment in March 2018, the Procurement Board had met in June 2018 and had decided that EA would be accredited for 12 months to allow for actions on recommendations to be completed.

A Member sought assurance that all appropriate actions were being taken to implement the Transformation project plan. Ms Long confirmed this was in place.

Mr Fair said the paper provided good assurances. He referred to recommendations which had related to the absence of a Head of Procurement. Ms Long confirmed that those recommendations had been addressed.

The Committee noted the paper.

## **17. OUTSTANDING REQUESTS FOR JOB RE-EVALUATION**

Mr McGreevy referred to prior consideration given to this matter by the Committee and the Finance and General Purposes Committee. He said that FGP Committee, at its meeting on 3 October 2017, had agreed to recommend an approach to resolve the matter which included individual Directorates funding evaluations as part of restructuring within their own Directorates. He advised that, following engagement with DE, an amended business case had been submitted to DE on 7 January 2019. Agreement had also been reached in principle with Trade Union Side on a high level process for job evaluation. He said that Management Side was currently asking Trade Union Side for formal confirmation of its agreement to the job

evaluation procedures documentation. As soon as confirmation was provided by DE and Trade Union Side, Mr McGreevy advised that re-evaluations would be progressed with individual Directorates.

Mr McGreevy said that, as a result of the actions taken, the potential liability for re-evaluations had decreased significantly for EA. He provided a report on the number of staff involved in re-evaluations and the estimated cost.

A Member received clarification that all staff involved in the re-evaluations were currently employed by EA.

In response to a Member's query, Mrs Duffield confirmed that officers engaged with Trade Unions on EA's approach to job evaluations through the JNC Forums.

The Committee noted the paper (ARA/1/119/16) and the potential liability in respect of re-evaluations for the staff concerned.

## **18. DIRECT AWARD CONTRACTS**

The Committee noted the Direct Award Contracts\* (ARA/1/19/17).

Mr Boyd said that, following the appointment of the new Head of Procurement, a review was being carried out on the nature and type of Direct Award Contracts that had been previously awarded. This was with a view to considering alternative approaches to Direct Award Contracts.

## **19. ACCOUNTABILITY AND FINANCIAL MANAGEMENT**

The Committee noted Circular DAO DoF 04 18 on Fraud Proof Guidance.

## **20. DATE OF NEXT MEETING**

The next meeting was scheduled for 8 April 2019.

The meeting ended at 1.02 pm.

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**Chair**

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**Date**

\* Paper circulated

\*\* Paper tabled