

## Finance and Resources Committee

3.00pm, Tuesday 4 December 2018

### Present

Councillors Rankin (Convener), Bird (substituting for Councillor Kate Campbell), Child (substituting for Councillor Donaldson), Corbett, Gordon, Hutchison, Johnston, Miller, Neil Ross, Watt and Whyte.

### 1. Minutes

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#### Decision

To approve the minutes of the Finance and Resources Committee of 11 and 22 October 2018 as correct records.

### 2. Finance and Resources Committee Work Programme

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The Finance and Resources Committee Work Programme was submitted.

#### Decision

To note the Work Programme.

(Reference – Finance and Resources Committee Work Programme, submitted.)

### 3. Rolling Actions Log

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The Finance and Resources Committee Rolling Actions Log was submitted.

#### Decision

- 1) To agree to close actions 5(1), 7, 8, 9, 11, 13 and 14.
- 2) To otherwise note the Rolling Actions Log.

(Reference – Rolling Actions Log, submitted.)

### 4. Business Bulletin

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The Finance and Resources Committee Business Bulletin was submitted.

#### Decision

- 1) To agree that a report on the profile of each Spend to Save project would be brought to Committee at the end of the financial year.
- 2) To note the Business Bulletin.

(Reference – Business Bulletin, submitted.)

## 5. Implementing the Programme for the Capital: Coalition Commitments six monthly progress update

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Details were provided on the Council Business Plan (A Programme for the Capital: The City of Edinburgh Council's Business Plan 2017-22) which was approved by the Council in August 2017. The plan had been built around 52 commitments the Council Administration had pledged to deliver over the next five years. Progress against the three coalition commitments where the Finance and Resources Committee had responsibility were outlined.

### Decision

- 1) To note the progress against three coalition commitments.
- 2) To note that the coalition commitments formed part of the wider Council Performance Framework, which included corporate performance indicators covering corporate performance and council service delivery.
- 3) To agree that a briefing note be circulated to members on Participatory Budgeting which should include the anticipated timeline for meeting the coalition's commitment to spend 1% of the Council's discretionary budget and provide clarity on exactly how much this would cost the Council.

(References – Finance and Resources Committee, 12 June 2018 (Item 10); report by the Executive Director of Resources, submitted.)

## 6. Depots Gateway Review

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An update was provided on the implementation of agreed investment in the Council's depot estate, which was aimed at achieving more effective and efficient use of the depot assets and associated service provision.

### Decision

- 1) To welcome progress made with implementing the investment strategy for the Council's depot estate.
- 2) To endorse the direction of travel, noting the potential opportunities for service improvement, benefits realisation, and savings that the Depots Strategy could deliver.
- 3) To note the potential synergies across Council services and with partners and how best they might be facilitated.
- 4) To note that the Depots Strategy was fully aligned with the future strategic direction of the Council's emerging Change Strategy; and that going forward it would be reported and monitored through the Change Board governance structure.
- 5) To note that the Strategy would be delivered within the financial envelope previously approved by Council with capital receipts and income generated by the rationalisation ring-fenced to offset the costs of upgrading the estate, and that any future deviation or additional ring-fencing of capital receipts would require separate financial approval.

- 6) To note the proposed next steps in the report and to request further reports as progress was made.

(References – Finance and Resources Committee, 2 February 2016 (Item 17); report by Executive Director of Resources, submitted.)

## **7. Revenue Budget Framework 2018/23 – Locality Expenditure**

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At the meeting of Council on 3 May 2018, members approved a motion from Councillor Graczyk that sought further detail of comparative expenditure across the City's four localities and potential opportunities to devolve further sums for decision-making at a local level. Details of current spend by locality and clarification of existing locally-devolved budgets were considered by the Finance and Resources Committee on 16 August 2018.

A report was considered which sought to address the remaining parts of the motion, and suggested that relevant actions were best taken forward within the broader context of the development of the Council's Change Strategy, Edinburgh Partnership Community Plan and the review of the operational effectiveness of Locality Committees.

### **Decision**

To note the report and that further updates on the matters raised would be reported to Council and relevant Executive Committees in due course.

(References – Finance and Resources Committee, 16 August 2018 (Item 11); report by the Executive Director of Resources, submitted.)

## **8. Revenue Monitoring 2018/19 – Month Six Position**

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The Committee considered a report which set out the projected Council-wide revenue budget position for the year based on analysis of period five data. The report built on both the earlier period two forecast and the subsequent progress update considered by the Committee on 11 October 2018.

### **Decision**

- 1) To note that a number of significant pressures continued to be highlighted by Executive Directors, such that an overall year-end overspend of £2.075m, without the identification and implementation of further mitigating actions, was forecast as of month six.
- 2) To note that in light of this projected position, relevant Executive Directors and the Chief Officer of the Health and Social Care Partnership / Edinburgh Integration Joint Board (EIJB) were identifying, as a matter of urgency, further proposed actions both to allow a balanced overall Council in-year position to be achieved and to address all recurring budget pressures on a sustainable basis, thereby enhancing the underlying robustness of the budget framework.
- 3) To note the balanced projected position on the Housing Revenue Account (HRA) after making a £33.898m gross contribution towards housing investment.

- 4) To refer the report to the Governance, Risk and Best Value Committee as part of its work programme.
- 5) To agree that the Chief Officer, Edinburgh Health and Social Care Partnership and the IJB's Chief Financial Officer be invited to answer questions related to the Health and Social Care Budget in the Revenue Monitoring report being brought to the Committee meeting on 1 February 2019.
- 6) To agree that a one-off meeting, prior to the next Finance and Resources Committee, also be organised between Committee members, the Chief Officer, Edinburgh Health and Social Care Partnership and the IJB's Chief Financial Officer.
- 7) To agree that a briefing note be circulated to Committee members, in advance of the next Finance and Resources Committee meeting on 1 February 2019, on the recurring financial challenges and anticipated funding gap for the 2019/20 budget.

(References – Finance and Resources Committee, 11 October 2018 (Item 7); report by the Executive Director of Resources, submitted.)

## **9. Resources Directorate – Revenue Budget Monitoring 2018/19 – Month Six Position**

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Details were provided on the projected six-month revenue monitoring position for the Resources Directorate, based on actual expenditure and income to the end of August 2018 and expenditure and income projections for the remainder of the financial year.

### **Decision**

- 1) To note the Resources Directorate was currently projecting expenditure and income to be within budget for 2018/19.
- 2) To note the Resources Management Team would continue to progress identification of savings measures to offset any further budget pressures which may emerge, to achieve outturn expenditure in line with the approved revenue budget for 2018/19.
- 3) To note the ongoing risks to the achievement of a balanced revenue budget projection for the Directorate.

(References – Finance and Resources Committee, 16 August 2018 (Item 10); report by Executive Director of Resources, submitted.)

## **10. Chief Executive – Revenue Budget Monitoring 2018/19 – Month Six Position**

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The Committee considered a report which detailed the projected six-month revenue budget monitoring position for services reporting directly to the Chief Executive, based on actual expenditure and income to the end of August 2018 and expenditure and income projections for the remainder of the financial year.

## **Decision**

- 1) To note services reporting directly to the Chief Executive were currently projecting expenditure and income to be in line with the approved revenue budget for 2018/19.
- 2) To note the risks to the achievement of a balanced revenue budget projection.

(References – Finance and Resources Committee, 16 August 2018 (Item 9); report by Executive Director of Resources, submitted.)

## **11. Capital Monitoring 2018/19 – Half-Year Position**

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Details were provided of the overall position of the Council's capital budget at the half year position (based on month five data) and the projected outturn for the year.

### **Decision**

- 1) To note the projected capital outturn position on the General Fund and Housing Revenue Account at month five.
- 2) To note the prudential indicators at month five.
- 3) To note that the Head of Finance was closely monitoring the capital receipts position.
- 4) To refer the report to the Governance, Risk and Best Value Committee as part of its work-plan.
- 5) To agree that a briefing note be circulated to Committee members which provided clarity on how much of the budget for walking and cycling projects had been spent, what the percentage of the total budget was used for cycling projects, and offered a fuller explanation on the reasons for the slippage in the active travel projects.

(References – Finance and Resources Committee, 16 August 2018 (Item 8); report by Executive Director of Resources, submitted.)

## **12. Treasury Management: Mid-Term Report 2018/19**

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An update was provided on Treasury Management activity undertaken in the first half of 2018/19.

### **Decision**

- 1) To note the mid-term report on Treasury Management for 2018/19.
- 2) To approve the changes to the Treasury Cash Fund Treasury Management Policy Statement.
- 3) To note the forward borrowing undertaken by the Council.
- 4) To refer the report to City of Edinburgh Council for approval and subsequent remit by the City of Edinburgh Council to the Governance Risk and Best Value Committee for scrutiny.

(References – Finance and Resources Committee, 16 August 2018 (Item 13); report by Executive Director of Resources, submitted.)

### 13. Workforce Dashboard

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The Committee considered a report which provided a summary of workforce metrics for the core and flexible workforce, absence, transformation/redeployment, risk, and performance, as detailed on the Finance and Resources Committee Workforce Dashboard, for the period of September 2018.

#### Decision

- 1) To note the workforce information contained in the dashboard.
- 2) To agree to include details for each of the Executive Director's FTE budget alongside the trend charts in future reports.

(References – Finance and Resources Committee, 11 October 2018 (Item 10); report by Executive Director of Resources, submitted.)

### 14. Disability Employment Gap – Motion Update

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At the meeting of Council on 28 June 2018, members approved a motion to bring a report to the Finance and Resources Committee which explored the best way of closing the disability employment gap, and maximised inclusive promotion opportunities across the organisation. An update was provided on work carried out to take forward this motion.

#### Decision

- 1) To note the motion approved by Council in June 2018.
- 2) To note that a Diversity and Inclusion Strategy and Policy encompassing all aspects employability would be presented to a future Committee meeting in the first half of next year for approval.
- 3) To note that, in order to make informed decisions on the actions required, a year long campaign would commence in the spring of 2019 which would ask all colleagues to review and update their personal details including self-disclosed diversity data.

(References – Act of Council No. 27, 28 June 2018; report by Executive Director of Resources, submitted.)

### 15. Bus Tracker – Provision During New System Implementation

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Approval was sought to the extension of a contract for Edinburgh's Real Time Passenger Information (RTPI) system, Bustracker, via waiver, to the end of 2019, and at a value of approximately £400,000. The extension would operate under the terms of the existing contract and had the option of a further one-year extension should this be necessary during the implementation of the new Bustracker system.

#### Decision

To approve a one-year contract extension, via waiver, with optional one-year extension to, Ineo, Bridge Radio, OFCOM and Arqivato to permit ongoing Bustracker system operation and maintenance.

(Reference –report by Executive Director of Place, submitted.)

## **16. Edinburgh Targeted and Integrated Employability Service**

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On 7 June 2018, the Housing and Economy Committee approved the development of a service specification and procurement for provision of a new service to replace the Integrated Employability Service (IES).

A procurement process had since been completed for the new service; Edinburgh Targeted and Integrated Employability Services (ETIES). Approval was sought to award a contract to a consortium led by Community Renewal Trust.

### **Decision**

- 1) To approve the award of a contract to a consortium of providers led by Community Renewal Trust, a Scottish Charitable Incorporated Organisation (SCIO), for provision of the Edinburgh Targeted and Integrated Employability Service. The contract would commence in April 2019 for a period of two years, with options to extend by two additional periods of 12 months each. The estimated maximum contract value is £3,600,000. The actual contract value per annum would depend on performance-related payments.
- 2) To note that it was intended that the contract would be partly funded by the European Social Fund (ESF). If ESF funding was not confirmed, the contract value and targets would be amended accordingly.
- 3) To agree to highlight the potential implications that EU funding ceasing would have on Council employability services to the Council's Brexit Working Group for further scrutiny.

(References – Housing and Economy Committee, 7 June 2018 (Item 12); report by Executive Director of Place, submitted.)

### **Declaration of Interests**

Councillor Child declared a non-financial interest in the above item as a member of Cre8te (Create Opportunities Limited).

## **17. Edinburgh Shared Repairs Service (ESRS) – Progress Report**

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An update was provided on progress for the Edinburgh Shared Repairs Service (ESRS).

### **Decision**

- 1) To note the update on Edinburgh Shared Repairs Service (ESRS).
- 2) To note the management information dashboard report in Appendix 1 of the report.
- 3) To note the update on the progress of the Parliamentary Working Group on Maintenance of Tenement Scheme Property in Appendix 2 of the report.
- 4) To request that a link to the survey monkey consultation which was gathering views about sharing owners details within a tenement be circulated to members of the Committee.

(References – Finance and Resources Committee, 5 September 2017 (Item 28); report by Executive Director of Resources, submitted.)

## **18. Edinburgh Living LLPs: Acquisition of Homes 2019/20**

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The Committee considered a report which advised that in February 2018, the Council agreed to enter into agreements with Scottish Futures Trust (SFT) to establish two Limited Liability Partnerships (LLPs) to deliver 1,500 homes for market and mid-market rent to be let to households on low to moderate incomes. Governance was now in place and following a procurement exercise, Wheatley Group had been appointed to manage the homes for Edinburgh Living.

As part of the governance arrangements, the Finance and Resources Committee was asked to approve the transfer of mid-market and market rent homes being constructed through the Housing Revenue Account (HRA) as part of the Council's mixed tenure housebuilding programme to Edinburgh Living on an annual basis.

### **Decision**

- 1) To agree the transfer of 222 homes constructed as part the Council's housebuilding programme, from the Housing Revenue Account (HRA), to Edinburgh Living in 2019/20.
- 2) To note the requirement for the Council
  - (a) to lend up to £25.901m to the mid-market rent LLP to purchase 222 Homes.
  - (b) to provide a corresponding capital advance from the Loans Fund based on a repayment profile using the funding / income method, as set out in paragraph 3.19 of the report.
- 3) To refer the report to Full Council on 7 February 2019 for approval of the above.
- 4) To note that a contract was awarded to Wheatley Group to provide Management and Maintenance services to the Edinburgh Living LLPs, under delegated authority, as agreed by the Finance and Resources Committee in October 2018.

(References – Finance and Resources Committee, 11 October 2018 (Item 30); report by Executive Director of Place, submitted.)

### **Declaration of Interests**

Councillor Gordon declared a non-financial interest in the above item as a member of the corporate body of Edinburgh Living.

## **19. Extension of Service Level Agreement with Changeworks Resources for Life for Energy Advisory Services – Waiver Report**

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Approval was sought that the Service Level Agreement (SLA) with Changeworks Resource for Life (Changeworks), a registered charity, which provided services to the Council for housing energy projects be extended until the end of March 2020.

## **Decision**

- 1) To approve the extension of the Service Level Agreement with Changeworks for housing energy consultancy services until 31 March 2020 to allow the completion of ongoing projects (as detailed in the report).
- 2) To note procurement options for an alternative service provision to the Service Level Agreement were currently being appraised with a view to appointing a framework of suppliers.
- 3) To note that a report would be produced on replacing the Service Level Agreement once procurement options had been explored.

(References – Finance and Resources Committee, 26 November 2015 (Item 16); report by Executive Director of Place, submitted.)

## **Declaration of Interests**

Councillor Bird declared a non-financial interest in the above item as a board member of Changeworks.

## **20. Low Rise Housing Revenue Account Grounds Maintenance Works – Extension to Contract**

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Details were provided of actions taken, by waiver, under the Urgency Procedure to extend a contract with Glendale Grounds Management Ltd who provided Low Rise Housing Revenue Account (HRA) Grounds Maintenance works on Council Housing land funded through the HRA.

## **Decision**

- 1) To note the decision taken under urgency provisions, (as described in section 4.1 of the Committee Terms of Reference and Delegated Functions by the Executive Director of Place, in consultation with the Convener and Vice-Convener of the Finance and Resources Committee), to extend the contract the Low Rise Housing Revenue Account Grounds Maintenance works up to 4 December 2018.
- 2) To agree to further extend the contract for Low Rise Housing Revenue Account Grounds Maintenance works via waiver up to 31 March 2020. This would allow the service to be aligned and tendered in parallel with similar services undertaken by the Council.
- 3) To note that the procurement options for an alternative service provision were currently being appraised, with a view to undertaking a procurement exercise for services of similar nature and appointing suppliers under a combined framework that would improve efficiency and meet changing service requirements.

(Reference – report by Executive Director of Place, submitted.)

## **21. City Wide Security for Domestic Properties – Extension to Contract**

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Approval was sought to extend a contract with Orbis protect Ltd, via waiver, to the end of March 2020 at a value of approximately £750,000.

### **Decision**

- 1) To approve the extension, via waiver, of the contract awarded to Orbis Protect Ltd for the Citywide Security for Domestic Properties until 31 March 2020.
- 2) To note that this would allow the service requirements to be tendered in parallel with similar services undertaken across the Council, with a view to appointing suppliers under a combined framework from 1 April 2020.

(Reference – report by Executive Director of Place, submitted.)

## **22. Award of Framework Agreement for: Garden Aid and Ad Hoc Grounds Maintenance Works for the period 1 March 2019 until 28 February 2023**

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Approval was sought to award a single contractor Framework Agreement for the provision of gardening support (Garden Aid) to elderly and/or disabled residents, who were not able to undertake gardening work, and who had no other adult in their home able to maintain their garden.

### **Decision**

- 1) To approve the award of the Framework Agreement to Glendale Grounds Maintenance.
- 2) To note that the Framework Agreement was for a period of four years.
- 3) To note that the maximum Framework Agreement value was up to £2.5m over four years.

(Reference – report by Executive Director of Place, submitted.)

### **Declaration of Interests**

Councillor Gordon declared a financial interest in the above item as a recipient of garden aid.

## **23. Building Standards Improvement Team – Extension to Contracts**

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Details were provided of actions taken, by waiver, under the Urgency Procedure to extend the contracts of the three external advisers in the Building Standards Improvement Team to ensure continuity of support, guidance and execution of the Service Improvement Plan through to 30 April 2019.

## **Decision**

To note the decision taken under urgency provisions, as described in section 4.1 of the Committee Terms of Reference and Delegated Functions by the Executive Director of Place, in consultation with the Convener of the Finance and Resources Committee, to extend contracts, via waiver, with the external advisers (Building Standards Improvement Team) to ensure continuity of support, guidance and execution of the Service Improvement Plan through to completion to 30 April 2019.

(Reference – report by Executive Director of Place, submitted.)

## **24. Temporary Accommodation Off-Contract Waiver**

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Approval was sought for one waiver to cover the anticipated spend for the remainder of 2018-19 and 2019-20 to allow the Council to meet its statutory obligations to homeless families.

### **Decision**

To approve a combined waiver for all spot purchases of temporary accommodation in flats, bed and breakfasts and tourist hotels until alternative contracted provision was in place.

(Reference – report by Executive Director for Communities and Families, submitted.)

### **Declaration of Interests**

Councillor Corbett declared a financial interest in the above item as an employee of Shelter Scotland.

## **25. Equally Safe – Multi Agency Centre (ESMAC) for Gender Based Violence and Child Protection**

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The Committee considered a report which set out the case for the Council to contribute to the delivery of a multi-agency centre which would deliver specialist services for child and adult victims of sexual assault and other forms of abuse. St Katharine's Centre, currently part of the City of Edinburgh's Secure Services, had been identified as the best location in Edinburgh for such a centre. It was therefore requested that the committee agreed to the sale of St Katharine's Centre to the NHS to progress this project.

### **Decision**

- 1) To agree the sale of St Katharine's Centre to NHS in order to set up an Equally Safe Multi-Agency Centre for child and adult victims of sexual assault and other abuse.
- 2) To note that this would generate a capital receipt of £825,000 for the council.
- 3) To note that ongoing revenue costs of approximately £69,000 per year for the Equally Safe Multi-Agency Centre would be met by Children's Services.
- 4) To refer the report to the Education, Children and Families Committee to note the outcome of the Finance and Resources Committee's deliberations and to

endorse the proposal to set up an Equally Safe Multi-Agency Centre for child and adult victims of sexual assault and other abuse on the St Katharine's site.

(Reference – report by Executive Director for Communities and Families, submitted.)

## **26. Edinburgh Schools Partnership Settlement**

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Approval was sought to enter into a settlement agreement with the Edinburgh Schools Partnership (“ESP”) on the material terms set out in the report. Further legal and financial detail was also provided in the confidential appendix to the report on the private agenda for this Committee (item 36 refers).

An update was also provided on progress with regard to rectification of defects within the PPP1 estate by ESP and their sub-contractors.

### **Decision**

- 1) To authorise the Chief Executive to enter into a settlement agreement with Edinburgh Schools Partnership on the material terms set out in the report and the confidential appendix to the report.
- 2) To note the progress made in relation to the rectification works carried out at the PPP1 schools.
- 3) To approve the terms of the new inspection and monitoring regime in place throughout the PPP1 estate.

(References – Act of Council No. 29, 3 May 2018; report by the Chief Executive, submitted.)

## **27. Proposed New Leases at Hawes Pier, South Queensferry**

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Approval was sought to grant leases to Maid of the Forth Ltd and Forth Boat Tours Ltd on similar terms, outlined in the report.

### **Decision**

To approve the new leases to Maid of the Forth and Forth Boat Tours Ltd on the terms outlined in the report and other terms and conditions to be agreed by the Executive Director of Resources.

(Reference – report by Executive Director of Resources, submitted.)

## **28. Proposed Lease Extension 18-20 High Street, Edinburgh**

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Approval was sought to grant a 25 year lease extension of retail premises at 18 – 20 High Street to Surinder Singh on the terms and conditions outlined in the report.

### **Decision**

To approve a 25 year lease extension to Surinder Singh of retail premises at 18 – 20 High Street, Edinburgh, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

(Reference – report by Executive Director of Resources, submitted.)

## **29. Proposed Lease Extension at 5-11 Leith Street, Edinburgh**

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Approval was sought to grant a new 25 year lease extension of 5-11 Leith Street to Domemajor Limited on the terms and conditions outlined in the report.

### **Decision**

To approve a new 25 year lease to Domemajor Limited trading as The Newsroom of 5-11 Leith Street on the terms outlined in the report and on other terms and conditions to be agreed by the Executive Director of Resources.

(Reference – report by Executive Director of Resources, submitted.)

## **30. Driving for the Council Policy**

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The Committee considered a report which advised that following the Glasgow bin lorry crash in December 2014 a Fatal Accident Inquiry (FAI) was undertaken by Sheriff John Beckett QC who produced 19 recommendations. The City of Edinburgh Council had always operated within strict guidelines in relation to the management of driving on behalf of the Council and this guidance had now been formalised within a Council policy. The recommendations from the FAI had all been considered when drafting this new policy.

### **Decision**

To approve the new Driving for the Council Policy.

(References – Governance, Risk and Best Value Committee, 25 September 2018 (Item 6); report by Executive Director of Resources, submitted.)

## **31. Retirement Policy**

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### **Decision**

To note that this report had been withdrawn.

## **32. Special Leave Policy**

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Details were provided of a new Special Leave Policy. The Policy had been written in line with ACAS guidance and remained fit for purpose and compliant with the Employment Rights Act 1996.

### **Decision**

To approve the new Special Leave Policy.

(Reference – report by Executive Director of Resources, submitted.)

## **33. Award of Treasury Management Advisory Services Contract for the period 1 January 2019 until 31 December 2022**

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Approval was sought to award a contract for the provision of Treasury Management Advisory Services to Arlingclose Limited.

## **Decision**

- 1) To approve the award of contract to Arlingclose Limited.
- 2) To note that the contract was initially for a period of two years, from 1 January 2019 to 31 December 2020, with the option to extend for two further twelvemonth periods.
- 3) To note that the contract value was up to £150,000 over a four-year period.

(References – Act of Council No.9, 15 March 2018; report by Executive Director of Resources, submitted.)

## **34. King’s Theatre Capital Project Update Report – referral from the Culture and Communities Committee**

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The Culture and Communities Committee on 13 November 2018 considered a report that provided a first update on the King’s Theatre Capital Redevelopment Project. The report had been referred to the Finance and Resources Committee for information.

### **Decision**

To note the report.

(Reference – referred report by the Culture and Communities Committee, submitted.)

## **35. Resolution to Consider in Private**

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The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 6, 8 and 9 of Part 1 of Schedule 7(A) of the Act.

## **36. Edinburgh Schools Partnership – Settlement**

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The Committee considered a confidential Appendix (item 26 above) which provided further financial detail on the proposed settlement agreement with the Edinburgh Schools Partnership (“ESP”).

### **Decision**

To note the confidential Appendix.

(References – Act of Council No. 29, 3 May 2018; report by the Chief Executive, submitted.)