



**Nottingham City Council
Executive Board**

Date: Tuesday 19 October 2021

Time: 2:00pm

Place: Ground Floor Committee Room, Loxley House, Station Street, Nottingham,
NG2 3NG

Please see the information at the bottom of this agenda front sheet about the measures for ensuring Covid-safety

Councillors are requested to attend the above meeting to transact the following business

Director for Legal and Governance

Governance Officer: Adrian Mann

Direct Dial: 0115 8764468

Agenda	Pages
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3 Minutes Minutes of the meeting held on 21 September 2021, for confirmation	3 - 10
4 Additional Restrictions Grant - Discretionary Grant Framework Report of the Portfolio Holder for Skills, Growth and Economic Development	11 - 16
5 Exclusion of the Public To consider excluding the public from the meeting during consideration of the remaining items in accordance with Section 100A of the Local Government Act 1972, under Schedule 12A, Part 1, Paragraph 3, on the basis that, having regard to all the circumstances, the public interest in maintaining an exemption outweighs the public interest in disclosing the information	

6 Exempt Minutes

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Exempt Minutes of the meeting held on 21 September 2021, for confirmation

All items listed under 'Exclusion of the Public' will be heard in private. These items have been included under this section of the agenda because no representations against hearing them in private were received.

Councillors, co-optees, colleagues and other participants must declare all disclosable pecuniary and other interests relating to any items of business to be discussed at the meeting. If you need any advice on declaring an interest in an item on the agenda, please contact the Governance Officer shown above before the day of the meeting, if possible.

In order to hold this meeting in as Covid-safe a way as possible, all attendees are:

- **asked to maintain a sensible level of social distancing from others as far as practically possible when moving around the building and when entering and leaving the meeting room. As far as possible, please remain seated and maintain distancing between seats throughout the meeting;**
- **strongly encouraged to wear a face covering when entering and leaving the meeting room and throughout the meeting, unless you need to remove it while speaking to enable others to hear you. This does not apply to anyone exempt from wearing a face covering;**
- **asked to make use of the hand sanitiser available and, when moving about the building, follow signs about traffic flows, lift capacities, etc.**

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Nottingham City Council Executive Board

Minutes of the meeting held in the Ground Floor Committee Room, Loxley House, Station Street, Nottingham, NG2 3NG on 21 September 2021 from 2:00pm to 2:33pm

Membership

Present

Councillor David Mellen (Chair)
Councillor Sally Longford (Vice Chair)
Councillor Cheryl Barnard
Councillor Eunice Campbell-Clark
Councillor Neghat Khan
Councillor Adele Williams (items 49-53, 55-59)
Councillor Linda Woodings

Absent

Councillor Rosemary Healy
Councillor Rebecca Langton
Councillor Sam Webster

Colleagues, partners and others in attendance:

Councillor Kevin Clarke
Councillor Andrew Rule

Mel Barrett	- Chief Executive
Nicki Jenkins	- Director of Economic Development and Property
Frank Jordan	- Corporate Director for Resident Services
Lisa Kitto	- Finance Strategic Lead
Nick Lee	- Director of Education Services
Tajinder Madahar	- Head of Extensive and Specialist Services
Adrian Mann	- Governance Officer
Sajeeda Rose	- Corporate Director for Growth and City Development
Shail Shah	- Head of Internal Audit and Risk
Caroline Stevens	- Principal Risk Specialist

Call-in

Unless stated otherwise, all decisions made by the Executive Board are subject to call-in. The last date for call-in is **Friday 1 October 2021**. Decisions cannot be implemented until the next working day following this date.

49 Apologies for Absence

Councillor Rebecca Langton	- On leave
Councillor Sam Webster	- Council business
Clive Heaphy	- Interim Corporate Director for Finance and Resources
Malcolm Townroe	- Director of Legal and Governance
Catherine Underwood	- Corporate Director for People

50 Declarations of Interests

Councillor Adele Williams declared a Disclosable Pecuniary Interest in item 54 because she is a director of Thomas Bow City Asphalt. She left the meeting prior to the discussion of and voting on this item.

51 Minutes

The Committee confirmed the minutes of the meeting held on 17 August 2021 as a correct record and they were signed by the Chair.

52 Ofsted Focussed Visit

This item does not contain any decisions that are eligible for call-in.

The Portfolio Holder for Children and Young People presented a report on the outcomes of the latest Ofsted Focused Visit for Children's Services. The following points were discussed:

- (a) Focused Visits are not intended to review or change the rating given as a result of the latest full Ofsted inspection. Following an original Focused Visit in February 2020, inspectors returned on 30 June 2021 for a second visit to review the Council's arrangements for children in need and those subject to a Child Protection Plan;
- (b) the report from the latest visit recognised the Council's difficulties in responding to the Covid-19 pandemic, including significant bereavements within the Service, while noting that improvements have still been achieved. The report found that leaders were realistic about the progress made and about the change still required in order to embed workforce stability, raise the quality of social work practice, and improve the lives and experiences of children living in Nottingham in need of help and protection;
- (c) in response to the findings of the original Focussed Visit, an action plan was developed and the 'Children at the Heart' Improvement Board was established to oversee the improvement and work through the day-to-day challenges in the community. Support has been received from the Department for Education through the Partners in Practice programme, which provides peer support from a partner Local Authority. The improvement journey will continue to the current plan until the next full Ofsted inspection.

The Board noted the report.

53 Asset Disposals Policy

The Portfolio Holder for Strategic Regeneration and Communications presented a report on the development of an Asset Disposals Policy for the management of the Council's surplus land and property assets in a clear and transparent way. The following points were discussed:

- (a) the new policy is intended to regularise how the Council approaches the disposal of land and property assets that have become surplus to requirement. A 'best value' approach will be taken for most disposals, but assets may be disposed of at less than best value if an appropriate social value business case can be made. Each surplus asset will be disposed of through the most appropriate avenue for its circumstances, in line with the policy. A purchaser register will be maintained for property disposals, for the purposes of transparency;
- (b) a separate policy for community land and property assets held by the Council is being developed, and there is a wide range of types of asset in this category. Where community land and property assets are considered for disposal, the affected ward councillors will be consulted as part of the process.

Resolved to approve the proposed Asset Disposals Policy.

- **Reasons for the decision**

There is a need to make clear and public the Council's approach to the disposal of land and property assets, and how it will meet its related statutory requirements. This Policy provides confidence that these processes are robust, and the adoption of the Policy supports the Asset Management requirements of the Recovery and Improvement Plan.

- **Other options considered**

To not develop an Asset Disposals Policy: this option is rejected as it would not support the Asset Management requirements of the Recovery and Improvement Plan.

54 Procurement of the Next Phase of the Broad Marsh Public Realm Works

Councillor Adele Williams declared a Disclosable Pecuniary Interest in this item because she is a director of Thomas Bow City Asphalt. She left the meeting prior to the discussion of and voting on this item.

The Portfolio Holder for Strategic Regeneration and Communications presented a report on the future stages of public realm delivery for the Broad Marsh regeneration programme. The following points were discussed:

- (a) Transforming Cities Funding has been secured to enable new public realm works that will bring significant benefits to the city centre. The first phase of the works is underway and is being delivered by Thomas Bow City Asphalt. The next stage of the public realm programme will incorporate works at Middle Hill and Sussex Street, and the most appropriate route to deliver this work is via an extension of the current contract with Thomas Bow;
- (b) the decision to award the extended contract to Thomas Bow directly is based on balancing the benefits of undertaking a competitive tendering process against the additional cost and time in setting up a new contractor to work alongside an existing contractor. A value testing and benchmarking process was carried out to ensure that the additional works would achieve best value if carried out by the on-

site contractor, and this concluded that a direct award of the contract to Thomas Bow is justified.

Resolved:

- (1) to approve dispensation from the need to conduct a tender process as set out by Contract Procedure Rule 4.1.2, in accordance with Financial Regulation 3.29, to instruct Thomas Bow City Asphalt to carry out public realm works at the northern section of Middle Hill and on Sussex Street as an extension under the current works contract, up to the value of £2,100,000;**
- (2) to delegate authority to the Corporate Director for Growth and City Development, in consultation with the Corporate Director for Finance and Resources, to award and enter into the contract extension.**

- **Reasons for the decision**

Transforming Cities Funding (TCF) has been secured to deliver new public realm works in the Broad Marsh area. The first phase of delivery is now progressing well on Sussex Street and Carrington Street through works contracted to Thomas Bow City Asphalt. It is proposed that the next stage of public realm development should incorporate work to transform the northern section of Middle Hill and an area on Sussex Street that formed part of the Intu shopping centre site. It is proposed that the most appropriate route to deliver this work is via an extension of the current contract with Thomas Bow.

- **Other options considered**

To do nothing: this option was rejected, as the project would not then be delivered in accordance with the Broad Marsh public realm programme.

To carry out an open tender process, or a mini competition under the Council's highways framework: this option was rejected, as it would establish a less than optimum delivery programme and introduce additional and commercial risks over and above the proposed route.

To wait until design work on Collin Street and Lister Gate is concluded and carry out all of the remaining works as a single contract: this option was rejected as it would also establish a less than optimum delivery programme, potentially impacting on the ability to deliver the full scheme within the TCF funding window, and it would also introduce additional and commercial risks over and above the proposed route.

55 Use of the Contain Outbreak Management Fund

The Portfolio Holder for Energy, Environment and Waste Services presented a report on the award of funding from the Department of Health and Social Care to support the development and delivery of Local Outbreak Management Plans. The following points were discussed:

- (a) in total, the Council has been allocated £14,806,000 from the Contain Outbreak Management Fund (COMF) across 2020/21 and 2021/22, to support the ongoing response to and recovery from the Covid-19 pandemic. Responsibility for the COMF budget is to be delegated to the Director of Public Health, in line with an approved financial plan. All funding must be spent by 31 March 2022;
- (b) the Council is still in a deficit position in relation to the spend that it has been required to make on the response to the pandemic, as the costs incurred over the last 18 months have not yet been reimbursed centrally. As such, it is vital to make full and best use of the funding now available to maximise benefits to citizens, support recovery, and maintain test and trace processes and effective health messaging;
- (c) the Board commended community organisations, citizens and officers for their response in responding to the pandemic, and a Community Recovery Fund has been implemented to help to address health inequalities by further resourcing the community organisations that have been providing support to citizens during the pandemic.

Resolved:

- (1) to accept the £11,670,000 of Contain Outbreak Management Funding provided to support the Council’s response to the Covid-19 pandemic;**
- (2) to support, in principle, the proposed allocations of the funding to provide an ongoing response and to support recovery during 2021/22;**
- (3) to delegate authority for the agreement of the approach to the Community Recovery Fund to the Director of Public Health, in consultation with the Corporate Director for Finance and Resources, the Chair of the Engagement Board and the Portfolio Holder for Adults and Health;**
- (4) to instruct the Director of Public Health to review the activity and spend in three months’ time and provide an update report to the Executive.**

• **Reasons for the decision**

The Council has both delivered and commissioned a wide range of activity in order to both prevent and respond to local outbreaks of Covid-19 and protect the health of the population. The Contain Outbreak Management Funding (COMF) is provided to Local Authorities to enable this activity to take place. In line with the agreed Outbreak Management Plan, the Corporate Leadership Team has oversight across all Covid-19 response funds, and delegates responsibility for the COMF budget to the Director of Public Health, in line with an approved financial plan.

The community and local organisations in Nottingham have been critical partners in the Covid-19 response, providing essential practical and emotional support to people affected by the virus. As the city moves from a pandemic response into recovery, it is proposed to build on this community support by offering financial support via a Community Recovery Fund to local organisations who can provide services enabling and supporting recovery.

- **Other options considered**

To limit spending to the health protection function only and return underspend: this option was rejected as the full and appropriate utilisation of the COMF by the end of March 22 will enable local community and voluntary sector groups to support local people in response to the Covid-19 pandemic, as well as to recover from its impacts on their wider health and wellbeing.

56 Review of 2021/22 Revenue and Capital Budgets at 30 June 2021 (Quarter 1)

The Portfolio Holder for Strategic Regeneration and Communications presented a report on the Council's current and forecast outturn position for the General Fund revenue account, the Capital Programme and the Housing Revenue Account (HRA), based on activity to the end of the first quarter. The following points were discussed:

- (a) the report sets out the Council's financial position as at the end of June 2021. Currently, there is an overall forecast adverse variance of just under £11,000,000, which is due largely to the requirements of Children's Services, reduced income as a result of the Covid-19 pandemic, and a forecast reduction in returns from Council-owned companies. There is a favourable variance in the HRA, though there has been some slippage in the Capital Programme. There has been some movement of budget between portfolio areas;
- (b) the Council is committed to acting within the budget set in March, and in-year spending control measures have been implemented to help manage the forecast overspend. The long-term budget pressures and mitigations are being reviewed, and the Council's senior members and officers are updated on the budget position regularly. The March 2022 budget is being compiled, with a consultation to take place during November.

Resolved:

- (1) to note, in respect of 2021/22 budgets, the overall forecast adverse variance of £10,900,000; the forecast favourable variance of £9,400,000 on the Housing Revenue Account; the forecast position on the Capital Programme; the Capital Programme projections at Quarter 1; and the refreshed Capital Programme;**
- (2) to approve, in respect of the movement of resources between budgets and/or portfolios, the movement in resources as set out in Paragraph 2.18 and Appendix D to the report;**
- (3) to endorse the Council's commitment to delivering services within its approved budget for 2021/22 and to take all reasonable measures to do so whilst meeting its statutory obligations.**

- **Reasons for the decision**

To enable formal monitoring of progress against the 2021/22 budget, the impact of actual and planned management actions to address the adverse variance to budget, and to reaffirm the Council's commitment to delivering services within budget. The approval of budget virements is required by corporate financial procedures.

- **Other options considered**

To do nothing: this option was rejected, as the Council is required to ensure that, at the corporate level, expenditure and income are kept within approved budget levels.

57 Corporate Risk and Assurance Register

This item does not contain any decisions that are eligible for call-in.

The Portfolio Holder for Energy, Environment and Waste Services presented a report on the top corporate risks to the Council, including the cross-cutting risks and risks escalated from Directorates. The following points were discussed:

- (a) the Council is ensuring that the awareness of corporate risks is raised across the whole organisation. These risks must be responded to and managed proactively, and risks must be faced knowingly, for the benefit of service users and Council Tax payers. A risk appetite statement is being developed across the Council to help decision-makers at all levels take risks that are appropriate;
- (b) the Register will be brought to the Board for review every six months, and Portfolio Holders must be aware of and discuss risks with officers. A Risk and Assurance Working Group is in place and there will be ongoing training in risk management for councillors, including Portfolio Holders and members of the Audit Committee;
- (c) there is a strong ownership of and engagement with the Register from senior officers and Portfolio Holders, though there is still a great deal of work to be done in this area. However, good progress is being made in the improvement journey to ensure the visible assessment and management of risk, which is often changing and dynamic.

The Board noted the report.

58 Exclusion of the Public

The Board resolved to exclude the public from the meeting during consideration of the remaining items in accordance with Section 100A of the Local Government Act 1972, under Schedule 12A, Part 1, Paragraph 3, on the basis that, having regard to all the circumstances, the public interest in maintaining an exemption outweighs the public interest in disclosing the information.

59 Corporate Risk and Assurance Register - Exempt Appendices

This item does not contain any decisions that are eligible for call-in.

The Portfolio Holder for Energy, Environment and Waste Services presented the Exempt Appendices to the report on the top corporate risks to the Council, including the cross-cutting risks and risks escalated from Directorates.

The Board noted the Exempt Appendices to the report.

Executive Board
19 October 2021

Subject:	Additional Restrictions Grant – Discretionary Grant Framework
Corporate Director(s)/Director(s):	Sajeeda Rose, Corporate Director for Growth and City Development Nicki Jenkins, Director of Economic Development and Property
Portfolio Holder(s):	Councillor Rebecca Langton, Portfolio Holder for Skills, Growth and Economic Development
Report author and contact details:	Robert Dixon, Head of Business Growth robert.dixon@nottinghamcity.gov.uk
Other colleagues who have provided input:	Ceri Walters, Head of Commercial Finance
Subject to call-in: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Key Decision: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Criteria for Key Decision:	
(a) <input checked="" type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision	
and/or	
(b) Significant impact on communities living or working in two or more wards in the City	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Type of expenditure: <input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital	
Total value of the decision: £1,836,957	
Wards affected: All	
Date of consultation with Portfolio Holder(s): 1 September 2021	
Relevant Council Plan Key Theme:	
Nottingham People	<input type="checkbox"/>
Living in Nottingham	<input type="checkbox"/>
Growing Nottingham	<input checked="" type="checkbox"/>
Respect for Nottingham	<input type="checkbox"/>
Serving Nottingham Better	<input type="checkbox"/>

Summary of issues (including benefits to citizens/service users):

The Council has received an additional £1,836,957 Additional Restrictions Grant from the Government, to support businesses affected by the Coronavirus pandemic. This report seeks approval for a framework for the distribution of that grant in line with local priorities. This additional funding is on top of approximately £150,000,000 of grant funding distributed already to businesses for Covid-19 support.

The Additional Restrictions Grant is a discretionary grant subject to UK Government Guidance, but a local flexibility to support businesses based on local knowledge and priorities. The grant will be distributed to businesses via an open grant application process in line with the national guidance. The framework below is to allow grant distribution to targeted groups with local discretion, with 'ring-fenced' priority amounts, subject to successful grant application.

Exempt information: None.

Recommendation(s):

(1) To accept the allocation of the £1,836,957 Additional Restrictions Grant from central Government to support businesses adversely affected by the Coronavirus pandemic.

(2) To agree the framework as outlined in the report to inform the distribution of business grants through the Additional Restrictions Grant.

1 Reasons for recommendations

- 1.1 The Council has been allocated £1,800,000 of Additional Restrictions Grant (ARG) by the UK Government.
- 1.2 The Additional Restrictions Grant is part of an allocation of funding by the Government to support businesses impacted by the Coronavirus pandemic. While the main grant funding was administered via a mandatory grant scheme with Government guidance, the Additional Restrictions Grant is specifically available for local authorities to provide additional support to impacted businesses with local discretion.
- 1.3 Ongoing consultation with businesses has identified a number of gaps that previous grant funding has not supported, or where local businesses still have significant challenges due to reduced income or additional costs as a result of Covid-19. In addition, additional priorities have been identified in line with the Economic Recovery and Renewal Plan to support the longer-term recovery of the economy.
- 1.4 Key issues identified are as follows:
 - retail and hospitality businesses, still reporting reduced custom;
 - ongoing low footfall within the Victoria Centre Market due to the ongoing effects of lockdown and a declining market environment;
 - taxi drivers continuing to experience a reduction in sales due to lockdown and a lower hospitality and business market. While self-employment support helped

with wage subsidy, additional costs of cleaning, screens, etc., were not supported;

- high levels of vacancy within the city centre, particularly surrounding the Broadmarsh area;
- low new business start-up rates within the city; and
- businesses experiencing significant recruitment and skills issues within the city.

1.5 These proposals are therefore intended to provide a framework for the distribution of the remaining grant allocation, to enable the Council to continue to remove barriers to business survival and growth, therefore safeguarding jobs and supporting the local economy.

1.6 The grant will be administered through an application process in line with the Government's eligibility criteria, but will target the sectors or groups identified within the priorities with specific amounts tailored to their needs and a capped number of grants available as outlined in the table below.

1.7 Due to the need to support some sectors quickly, the framework for Taxi Drivers and the Victoria Centre Market has been agreed separately via a delegated decision.

Table 1: Breakdown of target sectors and funding amounts

Sector/Business Targeted	Grant amount	Capped at
<p>Taxi Drivers (agreed through Delegated Decision 4378, effective from 29/09/2021) To cover additional costs of cleansing and screens, etc., in addition to £400 payment already made</p>	£200	£320,000 (1600 grants*)
<p>Victoria Centre Market Traders and other similar traders (to be agreed through a separate delegated decision) Financial support for traders adversely affected by lockdown</p>	£17,350 (average grant dependent on rental)	£347,000 (20 grants)
<p>Employment and Skills Organisations To enable the provision of employment and skills support to businesses and residents in the city</p>	£20,000	£600,000 (30 grants)
<p>Vacant Shops Grant Continuation of previous scheme, providing grants to independent retailers opening a new city centre retail unit</p>	£5,000	£250,000 (50 grants)
<p>New Business Start Up fund Financial support to enable the</p>	£2500	£250,000 (100 grants)

start-up and survival of new businesses		
	Total	£1,767,000

*The Taxi Drivers scheme is based on applications from the cohort of available licences in the city. Previous schemes generated 1600 responses from live valid taxi drivers.

- 1.8 The remaining allocation of £33,000, and any allocation out of the above not spent, will be available to other businesses who are able to demonstrate they are still adversely affected by Covid-19 under the existing grant scheme regulations and have not received other grants already.

2 Background (including outcomes of consultation)

- 2.1 The ARG is a discretionary grant allocated to the Council to support the economy by providing direct support to businesses. The Council has local discretion to direct the grant spend.
- 2.2 This may primarily take the form of discretionary grants, but local authorities can also use this funding for wider business support activities.
- 2.3 ARG funding should not be used as a wage support mechanism, for capital projects that do not provide direct business support, or to fund projects whereby local authorities are the recipients.
- 2.4 The principles of the local discretion applied are:
- to support businesses impacted by Covid-19 (the primary purpose of the ARG fund) not covered by other grant schemes; and
 - to support the Economic Development agenda priorities as identified within the Council Plan and the Nottingham Economic Recovery and Renewal Plan.
- 2.5 The funding must be spent by 31 March 2022.

3 Other options considered in making recommendations

- 3.1 Other options reviewed and excluded were:

To refuse the funding: this option was rejected as the funding will directly support businesses to recover from this difficult period and will positively impact upon the ability of our economy to recover post Covid-19.

To add to the funding to create a larger fund: this option was rejected as there is no obvious source of extra grant funding available.

4 Finance colleague comments (including implications and value for money/VAT)

- 4.1 The funding received of £1,800,000 will be allocated on the approved framework basis, which aligns to the guidance issued by the Government.
- 4.2 The deadline for utilising this funding is 31 March 2022.

4.3 The risks associated with this grant are:

- Fraudulent claims: this will be mitigated by applying processes and procedures to the allocation of the grant.
- Under-utilisation: this will be mitigated by ensuring timely monitoring is in place that will facilitate further application opportunities and consultations with businesses to maximise the grant.

Advice provided by Ceri Walters, Head of Commercial Finance, on 30 September 2021.

5 Legal and Procurement colleague comments (including risk management issues, and legal, Crime and Disorder Act and procurement implications)

- 5.1 The decision is asking for the Additional Restrictions Grant fund be allocated and spent as set out in this report. This is not a policy document, but rather an approval as to how the funding will be ring-fenced against those different categories of businesses. This is a discretionary grant, but the Council must ensure that it is allocated within any funding principles. Allocation of grant funding is likely to amount to a subsidy and, therefore, if advice has not been taken already as part of the acceptance of the funding, it should be sought before any allocation is made. In addition, there should be clear guidance prepared and made available to those who wish to submit an application and the basis on which the Council will assess and evaluate the same. Should any conditions be attached to an awarded grant then appropriate terms should be drafted and issued with any award letter/confirmation.

Advice provided by Naomi Vass, Team Leader – Commercial Employment and Education, on 17 September 2021.

6 Strategic Assets and Property colleague comments (for decisions relating to all property assets and associated infrastructure)

- 6.1 Not applicable.

7 Social value considerations

- 7.1 Not applicable.

8 Regard to the NHS Constitution

- 8.1 No applicable.

9 Equality Impact Assessment (EIA)

- 9.1 An EIA is not required because the report does not represent proposals for a new or changing policy, service or function. Further, reporting of all grants to businesses is covered under the Council's existing Equality Reporting Framework.

10 List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

10.1 None.

11 Published documents referred to in this report

11.1 None.

Document is Restricted

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