

**SOUTH EAST ENGLAND REGIONAL ASSEMBLY
EXECUTIVE COMMITTEE**

MINUTES OF THE MEETING ON 14 DECEMBER 2007

- Present:**
- Keith Mitchell (Chairman)
 - Mary Ballin
 - Jeremy Birch
 - Louise Bloom
 - Paul Carter
 - Elizabeth Cartwright
 - Michael Chater
 - Ian Chisnall
 - Myles Cullen
 - Peter Dean
 - Ian Fowler
 - Moira Gibson
 - Douglas Horner
 - Roger House
 - Tim Lockwood
 - David Neighbour
 - Joan O'Byrne
 - Tony Page
 - Jerry Patterson
 - Tony Reid
 - Nick Skellett
 - Karen Stalbow
 - Cec Tallack
 - Matthew Tyler-Jones
 - Ian Ward
 - Paul Watkins
- In Attendance:**
- Paul Bevan, Chief Executive
 - Diana Pogson, Finance and Administration Director
 - Martin Tugwell, Director of Development
 - Catriona Riddell, Director of Planning
 - Heather Bolton, Communications Director
 - Nick Woolfenden, Head of Policy
 - Louise Wilby, Committee Administrator
 - Steve Baker, PR Executive
 - Claire Hamilton, Policy Advisor
 - Jo Shockley, Assembly Partner Support Manager
 - Ian Coates, GOSE
 - Sheila Hopson, GOSE
 - Pam Alexander, SEEDA
 - Paul Lovejoy, SEEDA
 - Barbara Hammond, SEEDA
 - Henry Ball, Learning and Skills Council
 - Susan Samson, Learning and Skills Council
 - Dr Yvonne Doyle, South East Coast NHS

1. **Apologies for Absence, Substitutions and Declarations of Interest**

1.1 Apologies were received from Alison Cook, Chris Corrigan, Patricia Harris, Roy Illott, Gordon Keymer, Jeremy Kite, Keith Mann and David Shakespeare OBE. The following substitutions were declared: Tim Lockwood for Roy Illott, Joan O' Byrne for Patricia Harris and Paul Watkins for Gordon Keymer CBE.

1.2 There were no declarations of interest.

2. **Minutes of the Meeting held on 19 October 2007**

2.1 The minutes, subject to the following amendment, were **agreed and signed** as a true record of the meeting.

2.2 Page 7 para 6.16
Cllr Michael Chater indicated that the paragraph was ambiguous because Town and Parish Councils were included in local government under the Local Authority Act. He also noted that there was no reference to independent groups.

2.3 The Chairman noted that some town and parish councils were political and some were not and suggested that the words "local government" be replaced with **principal authorities**. (Amendment in bold) This was **agreed**.

3. **Matters Arising**

3.1 Page 5 paras 6.4 - 6.6
Ian Chisnall expressed his profound disappointment that the Committee had failed to agree a solution to the Sub-National Review (SNR). He believed that it was important to find a way to recover from this position.

3.2 The Chairman expressed his concern that it currently appeared that the South East may be the only region unable to agree a response to Government. He cautioned the Committee that there was not much time in which to change the position. He advised that negotiations were continuing in what was proving to be a very complicated scenario. He warned that in the event of the region failing to agree a response Government will impose a solution.

4. **Learning and Skills Council Regional Commissioning Plan**

4.1 Henry Ball, Regional Director introduced his presentation by explaining that since his last report on 19 January 2007 the Learning and Skills Council (LSC) had experienced significant change and further change is expected. Every opportunity was being taken to ensure a seamless transition to the new arrangements.

4.2 The LSC was working closely with local authorities, SEEDA and Job Centre Plus to coordinate proposed changes to post-19 provision. In future there will be a planned approach to funding for 14-19 year olds. However post-19

provision will be demand led and target those in most need who historically had not continued to further education.

- 4.3 A flexible, responsive approach was required at local authority level to address local performance disparities and to achieve a successful economy and a more cohesive society.
- 4.4 Discussions with the Regional Assembly and SEEDA were focused on national priorities which will inform the final Commissioning Plan for 2008-10.
- 4.5 The key priority was to stimulate demand for learning and skills, make further education more attractive to those not in education, employment or training (NEET)s and to increase employee take up of post-19 provision to raise the skills of many employees currently below a basic level 2.
- 4.6 He advised that there will be a 2% drop in the national demographic projections over the next two years. In contrast the South East will continue to grow requiring a transfer of funding to the region.
- 4.7 Between 2008-10 there will be a significant decrease in the amount of national funding available for further education through traditional routes and a corresponding rise in the amount of money available for Train to Gain. This will give employers the power to determine provision and will require further education colleges to attract employers to ensure that funding remains in the region.
- 4.8 If the employer uptake continues at its current rate there will be a funding gap of a £100m in 2010-11 which will be transferred to regions which are able to change their funding methodology and capitalise on the new arrangements. Currently 75% of provision for learning is not allocated to priority areas. 95% of provision will be directed to priority areas in 2010.
- 4.9 The unprecedented scale of capital investment of £1.8bn over five years will require a co-ordinated approach. The LSC is working with SEEDA to prepare an integrated plan aligning investment to ensure that the South East continues to perform well compared with other regions and more importantly with other globally high performing regions.
- 4.10 Responding to a number of questions about the region's current poor funding and the need to impact on unskilled hard-to-reach groups Henry Ball reported that by 2020 there will be a dramatic change in the skills set required for employment. Currently a quarter of the working population does not have the skills needed for employment in 2020.
- 4.11 The sharing of LSC data about deprived areas with local authorities will ensure more appropriate, targeted provision through Local Area and Multi Area Agreements. The greatest challenge will be to retain funding which, in future, will be based on enrolment numbers for young people and through employers for adult learners.

- 4.12 Henry Ball reported that it was crucial to address the problem of poor progression pathways and improve the take up rate for apprenticeships in the South East which is the lowest in the country.
- 4.13 During the ensuing discussion a number of points were raised. Formula funding needs to be sufficiently flexible to support both the learner and industry. Train to Gain currently favours large organisations which have the capacity to release staff.
- 4.14 Henry Ball advised that in future schools and colleges will need to work collaboratively to respond to change and eliminate gaps in provision.
- 4.15 Pam Alexander welcomed the proposed co-ordinated approach to skills which was central to the Regional Economic Strategy (RES). She also welcomed the value attributed to vocational qualifications. She hoped that the new arrangements will make the necessary links between Business Link, Train to Gain and small and medium sized businesses (SME)s.

The Committee **noted** the Statement of Priorities which will be used to inform the Learning and Skills Council (LSC) South East Regional Commissioning Plan.

5. **GOSE Report**

a) Concessionary Bus Fare Scheme

- 5.1 Ian Coates provided information on the funding of the national concessionary bus fare scheme requested at the last meeting. He reported that an announcement was made on 6 December 2007 by the Department for Transport (DfT) concerning non-ring fenced grant allocations for district and unitary councils for 2008-11. This funding was additional to the formula grant for free off-peak bus travel.
- 5.2 Cllr Jerry Patterson referred to the varying levels of funding. He believed the financial formula used to calculate the grant was wrong and suggested that it should be based on usage.
- 5.3 Cllr Cec Tallack agreed that the formula was based on the costs of introducing the scheme and did not reflect usage. He believed that Government needed either to provide more money or resolve issues of capacity.
- 5.4 Ian Coates indicated that he understood that the intention was to target funding to increase usage and agreed to take the message back to Government that this does not appear to be happening.

b) Sub-National Review of Economic Development and Regeneration

- 5.5 Ian Coates advised that Chris Wormald, Director General of CLG, had written to all assemblies, regional development agencies (RDAs) and government associations confirming that the consultation document which should have been published in December 2007 had been delayed to the New Year to give time

for CLG and the Department for Business, Enterprise and Regulatory Reforms (BERR) to understand and develop the detailed consultation document and understand the complex issues around the development of RDAs, local government representation and accountability.

- 5.6 Chris Wormald will provide an interim document before the end of the year including the timetable, scope of the consultation document and further advice on transition arrangements. Ian Coates advised that the time available to influence decisions was reducing rapidly.
- 5.7 He reported that Chris Wormald had recently visited Reading, attending a dinner, meeting with officials and visiting a housing estate. These opportunities focused on the challenges of attracting first class international business and tackling local deprivation.
- 5.8 Ian Chisnall asked for the community sector to be represented at future events.
- 5.9 The Chairman suggested that a meeting with representatives of the political groups would be helpful. Douglas Horner also welcomed the opportunity for Chris Wormald to meet with independent stakeholders.

c) Regional Housing Allocations

- 5.10 Ian Coates announced that the final allocations were announced by Yvette Cooper on 13 December 2007. He noted that the initial figures remained unchanged. He also referred to the inclusion of additional funding for Gypsies and Travellers. The region's funding will increase to £500m by 2010-11. He acknowledged the different views of the Regional Housing Board (RHB) and CLG over the level of the funding required. He also acknowledged that the detailed information had not been made available and he encouraged the Committee to press CLG for the release of the data.
- 5.11 Ian Coates acknowledged the absence of the Regional Infrastructure Fund (RIF) funding in the Regional Housing Allocation but noted there was scope for flexibility in the settlements for years two and three. This will provide the basis for discussions between the Assembly, GOSE and CLG in the New Year.
- 5.12 Cllr Elizabeth Cartwright expressed her profound disappointment that Government was not prepared to fund affordable housing to the level required and she was concerned that this will not address overcrowding and unsuitable accommodation and would have a detrimental effect on the region.
- 5.13 She referred to the innovative measures which were being considered by the RHB to deliver more affordable housing. In particular, the Brownfield Land Assembly Company (BLAC) that would enable brownfield sites too small for development to be brought forward. Under such arrangements for a (net) cost of £7.4m the Board's investment will enable sites to the value of £30m to come forward for affordable housing (approx 650 homes).

- 5.14 Cllr Elizabeth Cartwright queried whether the Housing and Communities Agency referred to in the Housing and Regeneration Bill had the capacity to deliver the required numbers of affordable homes particularly as the Housing Corporation (HC) was unable to do so.
- 5.15 Pam Alexander expressed her support for the RHB Chairman's views and reported that SEEDA's view had been conveyed to Yvette Cooper.
- 5.16 Cllr Louise Bloom urged that the strength of views was clearly communicated to Government. Cllr Paul Carter declared his interest as a house builder and advised that the housing allocations had not taken account of the additional £20,000-£30,000 per unit which the House Builders Federation had calculated will be required to build to eco-standards.
- 5.17 Karen Stalbow asked whether the methodology used for determining the housing allocation had been affected by firstly the region's success in reducing the numbers of homelessness acceptances and secondly, by achieving the 2010 target of reducing the numbers housed in temporary accommodation by half. She also expressed concern that the tenure split in the Government's housing numbers did not reflect the priorities for social rented housing in the South East Plan or the Regional Housing Strategy. She asked Cllr Elizabeth Cartwright whether the potential double subsidy issue relating to BLAC had been resolved.
- 5.18 The Chairman made the observation that Government had not thought through the political implications of the funding figures. He was also concerned that they made the assumption that developers will provide land for affordable units free of charge. He believed the cost of the land so provided will reduce the amount of development gain available to fund infrastructure requirements.
- 5.19 Responding to the issue of double subsidy Cllr Elizabeth Cartwright explained that due to the economies of scale the houses built under the BLAC scheme may need less HC grant. She believed that the benefits derived from the regeneration of difficult sites made this worthwhile.
- 5.20 Ian Coates assured the Committee that their views will be conveyed to Ministers. He acknowledged that homelessness and temporary accommodation had been factored into the formula reducing the allocation where targets had been met. He confirmed the scope for top-slicing the resources for the Regional Infrastructure Fund in the second and third years of the settlement was not ruled out.
- d) Government Response to Independent Panel Report, South East Plan
- 5.21 Ian Coates indicated that GOSE was hoping to make its response in the New Year which will be followed by a 12 weeks' consultation. He acknowledged that progress was being made with CLG, although probity meant that he was unable to comment further at this stage.

5.22 The Director of Planning advised that despite the delay the Assembly was being encouraged to carry out the first review of the South East Plan. This will be especially difficult if the response was delayed until the run up to local elections in May 2008.

e) Local Government Finance Scheme

5.23 Ian Coates advised that Working Neighbourhood Funding (WNF) had been established under the Local Government Financial Settlement.

5.24 Cllr Jeremy Birch asked for flexibility in the monitoring of the WNF which replaced the Neighbourhood Renewal Funding. He believed that to make a real impact it was necessary to focus on worklessness and employability rather than prosperity and skills.

f) Transport Matters - Local Transport Plans Capital Settlement

5.25 Cllr Nick Skellett expressed concern that the real settlement received by Surrey County Council had been erroneously presented as capital funding of £80m over 20 years. In reality, this amounted to £12m of grant with the balance as consent to borrow £68m. He also noted that the grant element had been reduced from 25% to 15% this year. He advised that Surrey and other floor authorities cannot afford borrowing on this scale without raising council tax beyond the capping limit.

5.26 He requested that GOSE and SEEDA make a strong case to Government on this matter.

5.27 Ian Coates suggested that a letter, outlining the parameters of the problem and referring to the associated bigger picture, should be sent to Rolande Anderson prior to a meeting to discuss the issue.

5.28 The Chairman advised that other authorities were also affected by this serious issue and that the problem stemmed from the lack of understanding of the mechanics of the funding by civil servants.

g) Local Transport Bill

5.29 Ian Coates advised that the Transport Bill, announced at the beginning of November, had implications for local authority transport. He drew attention to the current electronic consultation on the new Passenger Champion, who will have a very strong role relating to bus users. The closing date was 17 March 2008.

5.30 It was suggested that the new role should be carried out by someone who actually uses public transport.

h) Government's Response to Eddington Report

- 5.31 Ian Coates drew the Committee's attention to the publication of the DfT's response to the Stern Review Report on the Economics of Climate Change and the Eddington Report, Towards a Sustainable Public Transport System. He referred to the seminar organised by GOSE on 4 December 2007 and undertook to keep members informed.
- i) Regional Minister
- 5.32 Ian Coates reported on the Regional Minister's programme which had included visits to the CBI, a number of local authorities and a meeting with Cllr Henry Smith to discuss the Sub-National Review (SNR) and regional funding. He reported that the Minister was keen to maintain a dialogue with local authorities and stakeholders and meetings were scheduled with stakeholders on 17 January 2008 and with county leaders in May 2008. He added that the Minister was keen to work with the Assembly and SEEDA.
- j) New Growth Points - Eco Towns
- 5.33 Ian Coates referred to the announcement of Growth Points funding on 4 December 2007: £732m allocated nationally, £105m for the South East and an invitation to bid in the near future for £200m of Community Infrastructure Funding for transport.
- 5.34 He indicated that the outcome of the bidding for the most recent New Growth Points and Eco Towns will be announced in February 2008.
- 5.35 The Director of Planning advised that local authorities had not been informed of bids in their area. In addition she understood that the Assembly would be testing bids against the Regional Spatial Strategy. She reported that this had not happened despite repeated requests to be involved in the process.
- 5.36 The Chairman expressed concern that regions were being treated differently. Ian Coates undertook to pursue the matter.
- k) New Regional Director of Public Health for NHS South Central
- 5.37 Ian Coates advised that Professor John Newton had been appointed as the Regional Director for Public Health for NHS South Central replacing Dr Simon Tanner.

The Chairman thanked Ian Coates for his report.

6. SEEDA Report

- a) Agency Report to SEEDA Board, 25 October 2007.
- b) Agency Report to SEEDA Board, 6 December 2007.
- 6.1 Pam Alexander drew the Committee's attention to Thames Gateway Economic Development Investment Plan which had established a fund of £80m from

£0.5bn available from CLG to focus on strategic transformational projects around Kent Thameside near Ebbsfleet. She confirmed that the Institute of Sustainable Planning which was establishing a global standard of research for sustainable construction would be based there.

- 6.2 Pam Alexander introduced Barbara Hammond, SEEDA's Strategy Director, who is working with Paul Lovejoy on SEEDA's draft Corporate Plan to be presented to the Executive Committee in January 2008.
- 6.3 She also announced the appointment of two Board Members, representing the business community: Dr Dolores Byrne, currently Managing Director of Innovation at QinetiQ, and Keith Riley, currently Managing Director of Group Technical Services of Veolia Environmental Services.
- 6.4 Ian Chisnall asked for references to faith and tourism to be included in the Agency Reports wherever possible. He referred specifically to Agency Report 6a, page 6, para 35 and page 10, para 59 as opportunities to make this explicit. Pam Alexander accepted this suggestion and offered to check the specific references.
- 6.5 Responding to his question about gaining an understanding of SEEDA's strategic objectives from the Agency Activity Reports, Pam Alexander explained that these reports reviewed operational detail for the SEEDA Board and were public documents.
- 6.6 Douglas Horner asked a question about the preparedness for Local Area Agreements. Ian Coates was asked to respond. He noted that targets will be in place by the end of March 2008 with sign off anticipated by the end of June 2008. He was confident that deadlines would be met.
- 6.7 Douglas Horner asked when SEEDA expected to report on the progress with the SNR. Pam Alexander referred to the recent reorganisation which had taken place to reflect the themes of the RES. Currently SEEDA was engaged in discussions about the future shape of the external architecture. She also acknowledged the discussions with stakeholders to consider their future role.
- 6.8 Internally discussions were taking place between the Assembly and SEEDA to consider the transition arrangements to ensure retention, where possible, of the crucially important skills of Assembly staff.

The Chairman thanked Pam Alexander for her report.

7. Report of the Select Committee on the Global Challenge and Global Regions

- 7.1 Ian Chisnall noted that this was the first scrutiny report to use the new approach designed to create better understanding and greater effectiveness.
- 7.2 Cllr Michael Chater suggested that further education be added to the third recommendation. This was **noted**. He asked whether the reference in para

3.2 to the South East beginning to slip in global competitiveness rankings should refer to significant slippage.

- 7.3 Roger House asked for the strengthening of the wording of para 5.26. This was **noted**.
- 7.4 Karen Stalbow suggested that para 5.8 was supportive of making the case for affordable housing.
- 7.5 Supporting this view, Cllr Cec Tallack referred to para 5.6 and argued that the viability of the South East depended on international connections. He believed that the region needed to argue this more effectively with Government.
- 7.6 Pam Alexander welcomed the report. She acknowledged the rapid growth of new global sectors and the need to understand the evidence base behind this growth and the recent slippage of the region.

The Committee received the report of the Select Committee on the Global Challenge and Global Regions and **agreed** the Select Committee's recommendations.

8. Regional Infrastructure Fund

- 8.1 The Director of Development introduced the report by advising that its framework drew heavily on the template developed by the South West which had been successful in unlocking DfT funding and a contribution from the South West Regional Development Agency. He advised that the report will form the basis for discussion with CLG about the regional housing allocation in January 2008.
- 8.2 He acknowledged that the report was work in progress and that discussions will begin with SEEDA to provide the detail with respect to governance and accountability arrangements. The intention is to identify a contribution towards the RIF within SEEDA's Corporate Plan. He suggested that further discussions with members take place outside the meeting to ensure that all views were captured.
- 8.3 Cllr Elizabeth Cartwright supported the RIF but expressed strong concern that if the Community Infrastructure Levy (CIL) was additional to Section 106 agreements this would have a detrimental effect on affordable housing. Cllr Nick Skellett also shared this concern.
- 8.4 The Director of Development undertook to address the issues relating to local concerns in a report to the Committee early in the New Year. He reported that there was a particular issue with the CIL and advised that the current legislation was for enabling purposes and therefore further detail was anticipated. The implications will be considered in the next report.
- 8.5 Pam Alexander confirmed that the report's second recommendation will need to be put to the SEEDA Board.

- 8.6 She reported that the General Procurement Committee had recently approved the SWERDA's funding to the South West RIF.

The Committee:

- i) Considered and commented on the draft framework for the Governance and Accountability of the Regional Infrastructure Fund;
- ii) Looked to SEEDA to identify, as part of their Corporate Plan, a contribution towards establishing the Regional Infrastructure Fund;
- iii) Requested the input of the Regional Housing Board and Regional Transport Board into the preparation of the initial Business Plan for the Regional Infrastructure Fund.

9. Scrutiny Programme 2008-09

- 9.1 Ian Chisnall provided an overview of the scrutiny programme for 2008-09. He drew particular attention to the two proposed topics and noted that it was crucial to develop workforce skill and in particular how to support unemployed people into the workforce and the impact of migration. He advised that the scrutiny of sub-regional partnership working would lead to better understanding of how this will be embedded in LAA arrangements.

- 9.2 The Head of Policy confirmed that the Assembly was currently working closely with SEEDA on the economic impact of migration. This will be concluded in April 2008. A report on the conclusions will be presented to the Committee.

The Executive Committee **agreed** the proposed programme for the select committees for 2008-09.

10. South East England Health Strategy (Tabled after Agenda Item 6)

- 10.1 Dr Yvonne Doyle, Regional Director of Public Health and Medical Director, provided an update on the issues previously raised by the Committee. These focused on dissemination and partnership, sustainability and local ownership.
- 10.2 The Draft Strategy had been sent to stakeholders including representatives of regional organisations, the voluntary sector, black and ethnic minorities, regional development agencies and regional assemblies. 75 written responses were received, in addition to verbal feedback at stakeholder events.
- 10.3 A sustainable assessment was currently being carried out and a report will be available in the near future. Chapters on sustainable regions and sustainable communities had been added to the strategy. The former considered the contribution of health and the latter focused on issues including crime,

disorder, the prison population and alcohol abuse. The draft strategy considered how the NHS could support these areas.

- 10.4 Dr Yvonne Doyle advised that the document had been radically changed to include thirty objectives and six aims. The themes had been expanded to show key actions, delivery routes, indicators and targets. Wherever possible the outcome indicators had been aligned with national indicators to reflect future actions.
- 10.5 She reported that a Quality Impact Assessment had been carried out and was included in the final version of the strategy, together with a detailed implementation programme.
- 10.6 Dr Yvonne Doyle indicated that 29 of the written responses were from the NHS and local government. She explained that the role of the voluntary and community sector had been explored through discussions with the Social Inclusion Partnership South East (SIPSE) but that delivery through the sector would be delayed until there was funding available to support delivery.
- 10.7 She reported that actions had been included relating to the role of carers, alcohol abuse and mental health. Actions for mental health had been strengthened with respect to older people, children and offenders.
- 10.8 A project manager has been appointed and a training programme for each of the themes had been created. It was intended to provide a progress report to the Executive Committee every two years. The strategy will be launched at the regional conference in February 2008.
- 10.9 Ian Chisnall stated that the role of the voluntary sector in LAAs was crucial. He suggested that it would be unhelpful not to acknowledge the voluntary sector's critical role in delivery. It would be empowering to make it clear to statutory agencies that it will be essential to release the necessary funding to ensure delivery. He referred to a workshop on the Draft Strategy in which Dr Simon Tanner had indicated his confidence that funding would be available.
- 10.10 In response Dr Yvonne Doyle reported that £5.2m of Big Lottery funding had been secured and she was confident that funding would be forthcoming.
- 10.11 The Executive Committee endorsed the final draft of the South East England Health Strategy on behalf of the Assembly.

11. Half-year Financial Report

The Committee **noted** the financial update.

12. Reports of Committees:

a) Joint Europe Committee Minutes, 7 November 2007

The Committee **noted** the report.

b) Regional Planning Committee, 28 November 2007

- 12.1 Cllr Moira Gibson reported that the consultation process of the Partial Review on Gypsies and Travellers and Travelling Showpeople: Consultation Arrangements had generated lively debate. The consultation content will be reported to the Regional Planning Committee (RPC) on 31 January 2008 and to Plenary on 7 March 2008.
- 12.2 Cllr Tony Page commented on the joint RHB/RPC workshop that preceded the RPC on 28 November 2008. He sought clarity about the status of the RHB. He believed it should have an equal role to the RPC to discuss the accommodation issues of Gypsies and Travellers and report its views to the Assembly.
- 12.3 Cllr Elizabeth Cartwright confirmed the role of the RHB to prioritise funding for Gypsy and Traveller sites when they became available. She explained that due to the low level of bids there had not been a need to prioritise. Consequently all new sites and those requiring refurbishment, had been funded. She confirmed that planning policy for Gypsies and Travellers did not fall within the remit of the Board.
- 12.4 The Chairman clarified that workshops were private meetings without decision making powers. Therefore minutes were not taken. The purpose was to provide opportunities for members to receive information and broaden their understanding.
- 12.5 Cllr Tony Page maintained his view that the RHB should discuss the matter.
- 12.6 The Chairman indicated that the issue will be put to the Leadership Group for consideration.

The Committee **noted** the report.

c) Regional Housing Board, 5 December 2007

- 12.7 Cllr Elizabeth Cartwright drew attention to the publication of the Making the Case document which argued the case for more public funding for affordable housing. The document was tabled at the meeting.

The Committee **noted** the report.

13. Any Other Business

- 13.1 There being no further business the meeting closed at 13.20.
- 13.2 Date of next meeting Friday, 25 January 2008 at 10.30 at the Institute of Materials, 1 Carlton House Terrace, London.