



Gwasanaeth Democraidd
Democratic Service
Swyddfa'r Cyngor
Stryd y Jêl
CAERNARFON
Gwynedd
LL55 1SH

Cyfarfod / Meeting

PWYLLGOR ARDAL DWYFOR
DWYFOR AREA COMMITTEE

Dyddiad ac Amser / Date and Time

5.15PM, DYDD LLUN, 18 MAWRTH, 2013
5.15PM, MONDAY, 18 MARCH, 2013

Lleoliad / Location

YSTAFELL GYFARFOD, FRONDEG, PWLLHELI
MEETING ROOM, FRONDEG, PWLLHELI

Pwynt Cyswllt / Contact Point

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Dosbarthwyd / Distributed 11-03-13

AELODAETH/MEMBERSHIP

Y Cynghorwyr/Councillors:

Stephen W. Churchman

Anwen Davies

Aled Evans

Gweno Glyn

Simon Glyn

Alwyn Gruffydd

E. Selwyn Griffiths

Jason Humphreys

John Brynmor Hughes

Llywarch Bowen Jones

Michael Sol Owen

Peter Read

Liz Saville Roberts

W. Gareth Roberts

Angela Ann Russell

Eirwyn Williams

Gruffydd Williams

Owain Williams

R.H. Wyn Williams

Robert J. Wright

AGENDA

1. APOLOGIES

To receive apologies for absence.

2. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

3. URGENT BUSINESS

To note any items that are a matter of urgency in the view of the Chairman for consideration.

4. MINUTES OF DWYFOR AREA COMMITTEE

4a) The Chairman shall propose that the minutes of the last meeting of this committee held on 17 December, 2012, be signed as a true record, (copy herewith – **yellow** enclosure)

4b) The Chairman shall propose that the minutes of the special meeting of this committee, held on 1 March, 2013, be signed as a true record, (copy herewith – **cream** enclosure)

5. PUBLIC TRANSPORT AND EDUCATION TRANSPORT IN DWYFOR

To consider the report of the Head of Regulatory Department, (copy herewith – **white** enclosure).

6. COUNCIL'S STRATEGIC PLAN 2013-2017

To hold an interactive session to discuss the Council's Strategic Plan

7. LEISURE SERVICES SUFFICIENCY REVIEW

To hold, at the request of the Healthy Gwynedd Cabinet Member, a session to discuss and receive Members' opinion on the review to be undertaken by "Just Solutions Leisure Consultants".

(Background paper enclosed – **grey** paper)

DWYFOR AREA COMMITTEE 17-12-12

Present: Councillor Alwyn Gruffydd (Chairman)
Councillor John Brynmor Hughes (Vice-chairman)

Councillors: Aled Evans, Jason Humphreys, Llywarch Bowen Jones, Michael Sol Owen, Angela Ann Russell, Eirwyn Williams, Gruffydd Williams, R.H. Wyn Williams and Robert J. Wright.

Also present: Gareth James (Member Support and Scrutiny Manager) and Ioan Hughes (Member Support and Scrutiny Officer).

Apologies: Stephen Churchman, Anwen Davies, Gweno Glyn, Simon Glyn, E. Selwyn Griffiths, Peter Read, Liz Saville Roberts, and Owain Williams.

1. CHAIRMAN

RESOLVED to elect Councillor Alwyn Gruffydd as Chairman of the Dwyfor Area Committee for 2012/13.

2. SICKNESS

The Chairman wished a complete and speedy recovery to Councillor Peter Read who had suffered a period of ill-health.

3. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any member present.

4. AGENDA

The Chairman expressed concern as only one item had been included on the agenda of the meeting.

Guidance was provided by the Member Support and Scrutiny Manager in which he stated that an informal discussion could be held at the end of the meeting to consider the Committee's work programme

Members referred specifically to flooding problems in Penrhos and it was agreed that the attention of the Head of Service and the appropriate Cabinet Member could be drawn to the matter.

5. MINUTES

The Chairman signed the minutes of the previous meeting of this committee, held on 17 September 2012, as a true record.

6. THE RURAL AGENDA

a) Submitted – the report of the ‘Community Energy Survey’ prepared for Ynni Llŷn by Gritten Management.

b) The Chairman referred to the information provided in the report, noting that as many as 38% of all Gwynedd households suffered from fuel poverty. He noted that this was astounding and perhaps a condemnation of the Council for allowing the situation to reach such a standard.

c) The Member Support and Scrutiny Manager explained that the matter had been considered by the Corporate Scrutiny Committee. As a consequence, a request had been made for the opinion of the Area Committees on the intention to include a scrutiny item on what the Council was achieving in this field and how the scrutineers could contribute to the developments.

ch) Members expressed different opinions, noting:-

- residents could be encouraged to take advantage of opportunities to save fuel costs by taking advantage of insulation schemes and similar improvements;
- insulation schemes would not be appropriate for every house and some experts were of the opinion that such schemes caused dampness;
- it was possible to search for more competitive rates in terms of electricity costs;
- efforts to search for different electricity providers could create problems especially for the elderly;
- there was a need to consider the actual costs of various fuels in detail and avoid the danger of seeing the rates of households suffering from fuel poverty increasing;
- advantage should be taken of the opportunity to voice an opinion regarding the Supplementary Planning Guidance on wind turbines which was within the consultation period;
- simple assistance, such as schemes for new windows, could be far less trouble than developments such as solar panels;
- rural areas such as Llŷn faced higher costs than other areas because of fuel transport costs;
- some solar panel and wind turbine schemes were being developed privately and others were community based and there was a need to consider whether there was any difference between them in terms of costs to users;
- focus should not be placed on only certain rural areas;
- steps which could be taken by the Council should be considered for promoting a local body that would operate cooperatively;
- it would be possible to use advertising methods, such as through the Newyddion Gwynedd magazine, to encourage communities to work cooperatively to ensure better fuel purchasing terms;
- a pilot area could be considered with this in view;
- the situation could become worse as a consequence of changes to benefits;

d) The Member Support and Scrutiny Manager explained that the intention of the Corporate Scrutiny Committee was to consider three contrasting areas

within the County, namely, one rural area, one urban area and a third area of a medium nature.

Following initial steps, it was proposed to undertake a scrutiny investigation into the Rural Agenda so that what was involved in being within the three areas could be clearly defined and consideration given to whether the Council's policies reflected this as they were being developed in the Strategic Plan.

RESOLVED to express support to the proposal of the Corporate Scrutiny Committee to undertake a Scrutiny Investigation into the Rural Agenda.

The meeting commenced at 5.15pm and concluded at 6.15pm.

SPECIAL MEETING OF THE DWYFOR AREA COMMITTEE 01-03-13

Present: Councillor Alwyn Gruffydd (Chairman)
Councillor John Brynmor Hughes (Vice-chairman)

Councillors: Anwen Davies, Aled Evans, Gweno Glyn, Simon Glyn, E. Selwyn Griffiths, Llywarch Bowen Jones, Peter Read, Liz Saville Roberts, W. Gareth Roberts, Angela Ann Russell, Eirwyn Williams, Gruffydd Williams, R.H. Wyn Williams and Robert J. Wright.

Also present: Aled Davies (Head of Regulatory Department), Dafydd P. Lewis (Corporate Director), Dafydd Wyn Williams (Chief Engineer – Transportation and Street Care), Iwan Evans (Legal Service Manager), Eluned Williams (Senior Ancillary Services Officer, Education Department), Ceri Hughes (Contracts Officer), Llinos Roberts (Public and Community Transport Officer), Bethan Rowlands (Transport Co-ordinator) and Ioan Hughes (Members and Scrutiny Support Officer).

Apologies: Councillors Stephen W. Churchman, Michael Sol Owen, Owain Williams and Jason Humphreys

1. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any members present.

2. DWYFOR AREA PUBLIC TRANSPORT AND EDUCATION TRANSPORT SERVICES

a) The Corporate Director, Dafydd P. Lewis, set out the context and explained that the work being undertaken was not limited to the Dwyfor Area. By following the procedure of re-tendering for transport services in each area in turn, it was intended to have an overview of transport arrangements in the whole of Gwynedd.

b) It was noted that changes were happening regionally and nationally. Consequently, it was considered that the work, in terms of looking at the transport arrangements in Gwynedd, was of value so that the Council had control over what was happening in the County prior to discussions being held with a regional body which would have influence in the future.

c) The Head of Regulatory Department reported that the work of looking at transport elements had started as long as five years ago. This had led to the current situation where the process of re-tendering across the County was being followed. It was added that great emphasis was being placed on integrating various elements of transport, with the best use being made of the available resources.

ch) It was added that the changes made in relation to integrating the Council's transport provision had been independently assessed and, although there was room for improvement, it was seen that much of the work which had not

been done in some authorities had been done, or was at least in the pipeline in Gwynedd.

d) The Head of Regulatory Department added that he had already reported to the Audit Committee regarding his concerns about historical contract arrangements in Gwynedd. He emphasised that he was referring to the County as a whole and he believed that there were many ad-hoc contracts in place and that there had not been a re-tendering process for over twenty years in relation to some services.

dd) Members emphasised that the purpose of the meeting was to consider transport to schools and that priority should be given to the safety of children.

e) In response to further comments, officers noted that the information regarding some services which had not been re-tendered for over twenty years were mainly linked with public transport and that transport to schools was being adapted as and when needed. In addition, it was noted that public transport and transport to schools were being integrated where appropriate in order to ensure best value for money.

Furthermore, it was emphasised that reviews were being undertaken in order to ensure that every pupil entitled to education transport did receive it.

f) The Chief Engineer – Transportation and Street Care explained that tenders were currently being submitted for packages of work which could include public transport and education transport. This could offer better value for money.

It was further noted that a more effective service could be provided and savings secured without interrupting services.

g) In terms of consultation, it was noted that officers had met with councillors and representatives of bus companies and a promise had been made that the tendering results would be presented to the Area Committee prior to the contracts being set.

ng) It was confirmed that the closing date for submitting tenders had passed and that it was intended to commence the services after Easter. A further report would be submitted to the Area Committee on 18 March.

h) Considerable dissatisfaction was expressed by a member who noted that a step taken to do away with the bus service through Garn Fadryn had proven that no consideration had been given to the location of the home of every learner in relation to the location of the school.

i) Furthermore, he referred to comments made by the Chief Engineer – Transportation and Street Care noting that he had travelled along roads leading to Ysgol Botwnnog and that it appeared that the roads were not suitable for pupils to walk to school. The member added that the officer had stated that he would go as far as saying that every pupils within the Ysgol Botwnnog catchment area was entitled to education transport, with the exception of those living in Botwnnog itself. The member emphasised that he had not received a clear interpretation of these comments.

In response, the officer noted that the conversation between him and the member had been held in relation to the journey between Garn Fadryn and Ysgol Botwnnog and that his initial opinion had been that parts of the road

were dangerous. He emphasised that he had made the comments in relation to this road only and not all the roads to Ysgol Botwnnog.

l) The same member drew specific attention to the policies which existed and he made the following main points:-

- that the school transport methods could not be changed during an educational year unless there was an emergency, such as road works which would make it necessary;
- that the education transport procedure needed to be reviewed an educational year in advance;
- that consultation needed to be held with the schools, parents and even the pupils so that they could contribute to the review;
- that consultation of this type had not happened until he had asked the Head of Regulatory Department to contact the schools;
- that any intention to change arrangements after Easter meant that the Council should complete a risk assessment on the road in question.

m) Several members made further comments noting:-

- i) that some pupils were expected to walk quite a distance along roads considered dangerous, in order reach collection points;
- ii) that a risk assessment had shown that some rural roads in Llŷn were dangerous and that it was impossible to differentiate between such rural roads;
- iii) some parents could move their children to receive their education at a different school in order to avoid transport problems and that rural schools could suffer because of this;
- iv) that the situation of families in relation to paying for transport should be considered;
- v) that it was not always possible for pupils to take advantage of the empty seats scheme which would give them an opportunity to pay for the journey to school;
- vi) having fewer buses carrying children to the schools could lead to dangers with more cars near school entrances.

n) The Cabinet Member for the Environment noted that it was the councillors who were responsible for the policies and that they should be changed if they were not acceptable.

He believed that the Council acted in accordance with the policies and that the companies had flexibility to respond to them.

o) In response, a member noted that the national policy and guidelines stated that the Council had a responsibility to provide transport to schools free of charge if the road was dangerous, and he did not wish to see this being changed.

r) The officers responded appropriately to the comments made, and it was confirmed that a further report would be submitted for consideration at the Dwyfor Area Committee meeting on 18 March.

The meeting commenced at 2pm and concluded at 4.05pm.

MEETING	DWYFOR AREA COMMITTEE
DATE	18 MAWRTH, 2013
TITLE	PUBLIC TRANSPORT AND EDUCATION TRANSPORT IN DWYFOR
PURPOSE:	Provide Background to the Retendering Process
REPORT BY	ALED DAVIES, HEAD OF REGULATORY DEPARTMENT
CABINET MEMBER	COUNCILLOR W GARETH ROBERTS

1. The process of retendering Dwyfor's transport services is part of the retendering programme across the whole of Gwynedd, with Meirionnydd completed and Arfon to receive attention before the end of the year.
2. As reported to the Committee in the special meeting on 1 March 2013, not all of the analysis and assessment work has been completed by the date of writing this report, and therefore, the information that can be provided in this report is limited. The report presented to the Special Area Committee contains the necessary background and a copy is attached as Appendix A to this report.
3. Tenders were invited to provide public transport and Education transport in the Dwyfor Area on 15 January 2013. The tenders were returned on 25 February 2013. Since then, staff from the Integrated Transport Unit have been working with staff from the Procurement Unit to analyse and make a full assessment of all the offers received. In compliance with the expected procedure, this assessment takes into account matters including price and quality before forming a recommendation to offer contracts – this means that it is not necessarily the lowest price that wins the tender.
4. In accordance with the promise made by the Cabinet Member when information was presented to Dwyfor Area members at the beginning of the process in the Area Committee meeting held on 17 September 2012, it is intended to present feedback to the Area Committee on the process' results and on the transport route options before final decisions on the contract proposals are taken.
5. It should also be kept in mind that much of the information regarding the tendering processes is sensitive commercial information and as such it cannot be included in the report nor reported fully orally in the meeting on 18 March. One of the main reason is that the contracts will not have been awarded and so the prices and names of the companies on specific bus routes must be kept confidential.
6. The aim is to start new services from the 1st April 2013 onwards.
7. However, attention has been given to the concerns noted by the members about the provision of transport for learners. The precise starting dates for some of the education contracts will depend on the Council's ability to agree contracts with the providers and the degree of change that is likely to happen. For example, changing providers or changing from a bus to a mini bus or taxi is not considered a basic change in provision nor are changes that mean

providing smaller vehicles to meet a larger bus on a main transport route. It is foreseen that the majority of the provision will fall into the category where there will not be considerable change.

8. Once the review of the tender results has been completed, the unit will focus on preparing timetables for the public and informing the schools of any changes, including preparing new bus passes. It is important to emphasise that education transport policy is not being changed as part of this process.

9. The Committee should keep in mind that it is the transport services' retendering process in its entirety that is at issue here, it is not a process of retendering education buses only. The whole of the network will receive attention, including the taxi services and on call services, which will influence the final provision that will be commissioned through the process.

10. At present, £692,292.05 is spent on public transport subsidy in the Dwyfor area; £1,213,824.89 for education transport by bus and £491,747.00 for transporting learners by taxi and by parents. As some services in Dwyfor have not been tendered for over 20 years, it is unavoidable that the numbers of learners have changed. In principle, efficiency savings should be gained and opportunities identified to obtain value for public money from the retendering process. This is key, considering the cuts in public transport grants by the Welsh Government.

11. Retendering is also an opportunity to ensure that the services that are being provided conform with the Council's procurement rules and policies. It is not possible to state with certainty that this has been happening under the present arrangements.

Questions raised by members

12. The main concerns expressed by members are about education transport. Answers to some of the questions are offered in the following paragraphs. It will be more appropriate to respond to others when there is a clearer picture of the process results. I am confident that the majority of these can be dealt with in the Meeting on 18 March 2013.

13. An important step in the retendering process for education transport was to look at the location of each learner's home in relation to the location of the school, and structure the tenders around the learners who have the right to education transport, namely those who are in:

- i) Primary Schools – transport for learners who live 2 miles or more from the school whose catchment area they live in or to the nearest school.
- ii) Secondary School - transport for learners who live 3 miles or more from the school whose catchment area they live in or the nearest school.
- iii) Transport for Learners with additional learning needs or disabilities in accordance with the recommendations of the Special Education Needs Joint Committee.

This was done using the full register of schools given either by the schools or through the SIMS system.

14. Firstly, it must be emphasised that transport is procured in three forms, namely:

- i) A bus for school use only
- ii) Public transport

iii) Mini buses and taxis (8 seater vehicles or less)

15. In the case of transport from Llithfaen to Ysgol Pentreuchaf, it was considered that the best way of providing service for learners would be by ticket from the provider. Unfortunately, the provider refused the offer and therefore a request for prices for a 16 seater bus was published at the beginning of March, as part of a cluster of journeys including college travel. The prices received will be considered as part of the wider assessing process.

16. In the case of transport from Uwchmynydd to Ysgol Crud y Werin and Ysgol Bownnog, the tenders for providing two taxis closed on the 4th March. Transport will be provided for those who live over 2 miles from the Junior School and who have made an application for transport. All of the children of secondary school age who live in the Uwchmynydd area will receive transport through one of the methods noted with a connection to the 318 bus service in Aberdaron to Botwnnog.

17. In the Meeting members expressed the opinion that the rural roads on the Llŷn Peninsula cannot be differentiated and that every one of them is dangerous. The Committee must note that the policy states that transport should be provided when a road is especially dangerous and that the assessment takes into consideration that there is an expectation that children are accompanied by an adult. The assessments are conducted on the basis of specific criteria and on the basis of the present level of traffic. These roads cannot be assessed as a group, they must be assessed on how dangerous they are individually. To assist members to respond to questions and requests they might receive, it is intended to provide a copy of the assessment guidelines for each member in the coming days.

18. With regards de-minimis contracts, it is true to say that they are a means or a tool of procuring service. However, their scope is to provide parts of services rather than services in their entirety. The over use of de-minimis contracts is one of the reasons why the Council cannot state with certainty that the present transport provision gives value for money. Legislation states that we cannot over use de-minimis contracts. Tendering processes enable fair and transparent competition and can provide a simple and clear proof of value for money.

19. It must be remembered that the Council has arrangements, wherever possible, to take advantage of empty seats on the education transport only contracts that are provided. Learners who are not eligible for free transport can take advantage of the empty seats scheme once the results of the retendering process has been reviewed completely. As noted in paragraph 7, the unit will be concentrating on communicating and sharing information with stakeholders and will respond to Empty Seats Scheme applications.

Presentation to the Committee.

20. The oral presentation will try to reassure the committee that the proposed arrangements for providing statutory transport for eligible learners is in accordance with the Council's policies and arrangements.

21. The information presented on public transport will focus on any basic changes to the present provision. It is possible that there will be changes to the services' times and possibly the frequency of services in some cases – but it is also possible that there will not be any change in the present services. Attention will be paid to ensuring a suitable service provision, that is sustainable and gives value for money and offers suitable travelling opportunities to access work and education.

22. Although this cannot be guaranteed at present, the hope is that the results of the assessment work will mean that only a few cases will need detailed attention in the discussions.

23. It is important to note that a healthy response has been received for the tendering process and the Council has received competitive prices and timetables drawn up by companies. This recognises that the companies have understood the need and can use their resources to their full potential.

MEETING	A SPECIAL MEETING OF THE DWYFOR AREA COMMITTEE
DATE	1 March 2013
TITLE	Dwyfor Area Public Transport and Education Transport Services
PURPOSE	Providing the Context for the Re-tendering Process
REPORT BY	Aled Davies - Head of Regulatory Department
CABINET MEMBER	Councillor W. Gareth Roberts, Cabinet Member for the Environment

1. On 15 January 2013 tenders were invited to provide public transport and education transport in the Dwyfor area. The tenders were returned on 25 February 2013. A full assessment of all the proposals will be undertaken during the next three weeks. It is intended to submit information on the transport route options to the Area Committee on 19 March 2013. The aim is to commence new services from April 2013 onwards.
2. It can be confirmed that an application to extend the tendering period was not received by the transport companies, and that the officers responded to every question they had raised during the tendering period.
3. Applications were invited to introduce services following discussions with members and the transport companies. The Service's Officers have been present in meetings with members and also a presentation was given to the Area Committee [17.09.12] to raise awareness on transport tendering in Dwyfor. I can also confirm that Officers have visited the bus companies on a number of occasions to collect information on the current services and have gone through the tendering process with them. Also, the companies have been offered support by Menter a Busnes and Bravo Solutions.
4. At the moment **£692,292.05** is being spent as a public transport subsidy in the Dwyfor area and the Council is spending **£1,213,824.89** on transporting learners to schools in Dwyfor on a bus, and £491,747.00 on transporting learners in a taxi and with parents.
5. Some services in Dwyfor have not been tendered for over 20 years; therefore there is a real need to readdress the situation in its entirety to ensure value for money. This is vital, especially as the Welsh Government continues to cut transport grants that are given to local authorities and therefore there is a risk of increased costs for the authorities. Retendering also offers an opportunity to ensure that the services provided conform to the Council's arrangements and policies.

6. The main concerns expressed by members involve education transport. For information, a copy of the national guidelines on Education Transport and also Gwynedd Council's policy that is based on these guidelines has been appended in Appendix A.
7. An important step was taken in preparing the tendering information for education transport, namely to look at the location of the home of every learner in relation to the location of the school, and to structure the tenders around the learners who have the right to education transport, namely those who are in:
 - Primary schools – transport for learners who live two miles or more from the school in their catchment area, or the nearest school
 - Secondary schools – transport for learners who live three miles or more from the school in their catchment area, or the nearest school
 - Transport for learners with additional educational needs or disabilities, in accordance with the recommendations of the Special Educational Needs Joint Committee.
8. It must also be borne in mind that the Council has arrangements to take advantage of empty seats on the transport provided. Learners who are not eligible for transport can take advantage of the empty seats scheme once we are aware of what is being offered by the transport companies.

GWYNEDD COUNCIL
LEISURE SERVICES SUFFICIENCY REVIEW



Gwynedd Council is considering its strategy and management options for the future provision of leisure facilities and services.

The Council is committed to meeting its objective of continued improvement through the delivery of high quality services and wishes to determine the most suitable options available to achieve this objective.

With this in mind the Council has commissioned a sufficiency review to inform future provision and plans for improvement, rationalisation and development.

The sufficiency review conclusions will also inform the options for future management arrangements to take forward the improvement agenda.

The Review will be undertaken by Howard Tolley and Sara Green who are Just Solutions Leisure Consultants (www.justolutiononline.co.uk)

The review and options appraisal will take into account:

- Previous community consultations, surveys, strategic and facilities reviews;
- Any relevant 'residual plans' which cover management reviews/options and facility rationalisation and improvement;
- Education provision, plans and future needs – including 21st century Schools and School transformation plans;
- Health and well-being policies and other important agendas such as in economic regeneration;
- Future development plans (including new commercial or residential plans) and the aspirations of the Council, key partners and other providers;
- The relevance and potential future contribution and role of other sport and leisure providers including the voluntary sports sector and private health and fitness clubs, as well as other significant community facilities such as town halls, youth and community centres.

The schedule will embrace desk work; consultative, facilitated interviews undertaken with a sample of stakeholders, partners and operators and a number of site visits.

The review will address the sufficiency, suitability and appropriateness of the public leisure provision, as well as relevant school and other sport, recreation and physical activity facilities, whilst identifying opportunities, issues and challenges.

GWYNEDD COUNCIL
LEISURE SERVICES SUFFICIENCY REVIEW



It will analyse: provision; levels of use; current and future needs; issues and the need for change; ideas, proposals and options; potential to maximise opportunities.

Gwynedd Council also wishes the review to explore and appraise available management options, the primary purpose being to continue delivering a public leisure offer whilst ensuring best value and securing efficiencies.

The review will identify and evaluate all suitable management options having examined all aspects of the Leisure Service as an integral part of the review approach. It will provide an in depth analysis of the financial and operational implications of each option as they specifically apply to Gwynedd Council.

Timescales

The review will be undertaken by area:

1. Meirionnydd Area Review Jan/Feb
2. Dwyfor Area Review Feb/March
3. Arfon Area Review Feb/March
4. Final Conclusions and County Perspective
5. Final Report April/May 2013

If you are contacted to be involved in this important piece of work, I would be grateful if you would give of your time – your involvement is unlikely to require more than an hour.

If you have any queries please do not hesitate to contact me.

Ian Jones

14th January 2013