



HILLINGDON
LONDON



Public Safety and Transport Select Committee

Date: WEDNESDAY, 9 JUNE 2021

Time: 7.00 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE

**Meeting
Details:** Members of the Public and
Media are welcome to attend.
This meeting may also be
broadcast live on the
Council's YouTube channel:
Hillingdon London.

You can view the agenda
at www.hillingdon.gov.uk or
use a smart phone camera
and scan the code below:



Councillors on the Committee:

Keith Burrows (Chairman)

Teji Barnes (Vice-Chairman)

Kuldeep Lakhmana

Richard Lewis

Colleen Sullivan

Jan Sweeting (Opposition Lead)

Steve Tuckwell

Published: 01 June 2021

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Putting our residents first

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW

Useful information for those attending

Travel and parking

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Accessibility

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Attending, reporting and filming of meetings

For the public part of this meeting, residents and the media are welcomed to attend, and if they wish, report on it, broadcast, record or film proceedings as long as it does not disrupt proceedings. It is recommended to give advance notice to ensure any particular requirements can be met. The Council will provide a seating area for residents/public, an area for the media and high speed WiFi access to all attending. The officer shown on the front of this agenda should be contacted for further information and will be available at the meeting to assist if required. Kindly ensure all mobile or similar devices on silent mode. Please note that the Council may also record or film this meeting and publish this online.

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Public Safety & Transport Select Committee

Membership

7 Councillors appointed on a proportional basis.

Terms of Reference

To undertake the overview and scrutiny role in relation to the following Cabinet Member portfolio(s) and service areas:

Cabinet Member Portfolio	<ul style="list-style-type: none">• Cabinet Member for Public Safety & Transport
Relevant service areas	<ol style="list-style-type: none">1. Community Safety & Cohesion2. Anti-Social Behaviour and Enforcement Team (ASBET)3. Trading Standards, Environmental Health & Licensing4. Transportation5. Highways6. Parking Services

This Committee will also act as lead select committee on the monitoring and review of the following cross-cutting topics:

- Enforcement activities across the Council

Agenda

- 1 Apologies for Absence and to report the presence of any substitute Members
- 2 Declarations of Interest in matters coming before this meeting
- 3 To receive the minutes of the previous meeting 1 - 2
- 4 To confirm that the items of business marked as Part I will be considered in Public and that the items marked Part II will be considered in Private
- 5 Update on Scrutiny Call-in Procedure Verbal Report
- 6 Service Overview: Trading Standards, Environmental Health & Licensing Verbal Report
- 7 Committee Review: Topic Selection Phase 3 - 10
- 8 Forward Plan 11 - 16
- 9 Work Programme 17 - 20

Minutes

PUBLIC SAFETY AND TRANSPORT SELECT COMMITTEE

20 May 2021

Meeting held at Council Chamber - Civic Centre,
High Street, Uxbridge



HILLINGDON
LONDON

	<p>Committee Members Present: Councillors Keith Burrows, Teji Barnes, Kuldeep Lakhmana, Richard Lewis, Colleen Sullivan, Jan Sweeting (Opposition Lead) and Steve Tuckwell</p> <p>LBH Officers Present: Nikki O'Halloran (Democratic Services Manager)</p>
1.	<p>ELECTION OF CHAIRMAN (<i>Agenda Item 1</i>)</p> <p>RESOLVED: That Councillor Burrows be elected as Chairman of the Public Safety and Transport Select Committee for the 2021/22 municipal year.</p>
2.	<p>ELECTION OF VICE CHAIRMAN (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That Councillor Barnes be elected as Vice Chairman of the Public Safety and Transport Select Committee for the 2021/22 municipal year.</p>
	<p>The meeting, which commenced at 9.08 pm, closed at 9.18 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Steve Clarke on 01895 250693. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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COMMITTEE REVIEW - TOPIC IDEAS/SELECTION PHASE

Committee name	Public Safety and Transport Select Committee
Officer reporting	Steve Clarke – Democratic Services
Papers with report	Appendix A - Review topic selection scorecard
Ward	All

HEADLINES

To discuss ideas on a suitable next major review topic for the Committee. To assist, this report gives guidance on the Committee's remit, an overview of how reviews can be undertaken, potential new and previous review topics and a scorecard to use to assess viable ideas.

RECOMMENDATIONS

That the Public Safety and Transport Select Committee consider potential topic ideas for their next major scrutiny review and decide on a topic for officers to produce a scoping report.

SUPPORTING INFORMATION

The Committee's direct remit of activity

This Committee's specific Terms of Reference are set out below. This sets the parameters (or service areas) in which the Committee can undertake reviews, present findings, request reports and provide direct input on matters:

Cabinet Member Portfolio	<ul style="list-style-type: none">• Cabinet Member for Public Safety & Transport
Relevant service areas	<ol style="list-style-type: none">1. Community Safety & Cohesion2. Anti-Social Behaviour and Enforcement Team3. Trading Standards, Environmental Health & Licensing4. Transportation5. Highways6. Parking Services

This Committee will also act as lead select committee on the monitoring and review of the following cross-cutting topics:

- Enforcement activities across the Council

Undertaking policy reviews

Over the years, the Council's scrutiny Committees have undertaken successful in-depth reviews of Council services and policies. This has resulted in a number of positive changes locally, with some also affecting policy at a national level. Such committees engage Councillors in a wide range of Council activity and build a greater understanding about service provision to residents.

Review phases

The typical phases of a review are as follows:

1. Selection of topic
2. Scoping the review / setting out objectives
3. Witness & evidence stage (this is the main activity)
4. Draft recommendations considered / early draft of review report
5. Final report approved by Committee
6. Referred to Cabinet for consideration
7. Monitoring the implementation of recommendations once approved / amended by Cabinet at meetings, i.e. in six months

Selecting review topics

It is always best to sound out potential review topics early on. In respect ideas of areas to review these can come from a variety of sources e.g. Committee Members; Council officers; External partners / residents and Cabinet Members. When a Committee considers a potential review topic, officers recommend running it past the following criteria as part of our scorecard (see Appendix A); i.e. topics that are:

- Resident-focused
- Under the correct remit of the Committee
- Matters the Council has influence over
- New issues
- Achievable for the Council
- Can gain wider organisational buy-in and support
- Drive improvement / efficiency
- Provide early warning or resilience for national changes
- Investigate the 'big issues' locally or nationally within Hillingdon

Witness and evidence stage

Ultimately, any Select Committee's efforts are at their best when external witnesses and residents participate, adding value to intelligence gathering and findings. In support of this, Committees have undertaken a variety of both formal and informal activity "in meetings" and "outside meetings". It is important to pull together a broad evidence based for any potential findings later on. Additionally, the ability for Councillors to bring their 'local' insight is highly valuable. Activities the Committee can undertake include:

- Surveys / social media
- Promotion of review to seek views
- Invite the relevant Cabinet Member to attend for their views
- Question key council officers
- Hold informal workshops
- Networking events, e.g. with partners
- Have closed meetings, i.e. confidential, such as social care clients
- Commission reports from Council officers / externally
- Request data and intelligence on the topic
- Visits to other local authorities
- Undertake site visits within the Borough or council facilities
- Appoint experts or advisors to join the Committee throughout its review
- Selecting the best range of witnesses to get a real user / resident perspectives
- Invite national experts in their field

Whilst information will be provided to Councillors, it may be helpful when preparing for this stage of a review, that Councillors:

- Prepare their draft questions for each witness in advance;
- Read a witness bio or find out more about their organisation;
- Do their own additional research on the topic - you may find something officers don't!
- Use their network of councillors in other local authorities to seek views;
- Tell residents at Surgeries / Ward Walks about your review, get their thoughts.

Drafting recommendations / final report

After hearing from witnesses and receiving evidence, the Committee then will meet to pull together all the information and shape its collective findings. Any final recommendations that come to Cabinet ideally should:

- Meet the initial aims / objectives of the review
- SMART, Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Affordable or can be aligned neatly with the MTFF process
- Based on a broad evidence base as possible
- Seek to review or amend existing approved policies (unless there is an imperative for a new policy)
- If publicity or wider engagement or education is recommended, to target such communications as best as possible rather than generally
- Consider 'conclusions' as well as any specific recommendations.

Nearer this time, Democratic Services staff supporting the Committee will advise further on findings and drafting recommendations. Throughout this process, their role is critical to the Committee, to guide Members and secure the information and any witness activity that Members wish to undertake. They also work with the Chairman to bring the final draft report for the Committee before it is scheduled to Cabinet.

Possible next review topic ideas

This section of the report lists potential review topics for discussion, along with details of past reviews. Members may wish to present their own new topic ideas at the meeting and provide details of what particular aspects merit a review to assist officers in any scoping exercise.

Topic ideas suggested by the Chairman, Officers or Cabinet Member to consider

During preliminary discussions the Chairman has suggested a review pertaining to future policy direction around Electric Vehicles (EV) and EV Infrastructure within the Borough, exploring how the Council has adapted to date and how the Council's own fleet and highways responsibilities may need to adapt moving forward.

It is hoped that a review on this topic would produce positive medium and long-term overarching outcomes to present to Cabinet to help shape the Borough moving forward. In addition to the Council's own zero-carbon commitment and climate emergency declaration, this review would tie in with related deadlines set by central government such as the proposed ban on the sale of new petrol and diesel cars in the UK from 2030.

A review on this topic would fit firmly within the remit of the Committee.

Previous reviews undertaken by the Residents, Education and Environmental Services Policy Overview Committee

Below is a list of recent reviews that were undertaken by the Residents, Education and Environmental Services Policy Overview Committee and subsequently submitted to Cabinet. It should be noted that the review listed below fit within what is now the remit of the Public Safety and Transport Select Committee. It is advised not to review an area that has been reviewed recently, unless there have been substantial changes in service provision.

2015/16	2016/17	2017/18	2018/19	2019/20
Hoarding in Hillingdon	Disposal of Charity Shop Waste at New Years Green Lane Civic Amenity Site Shisha Bars, Lounges and Cafes	Air Quality in Hillingdon	Payment Modernisation and Embracing Future Technology Across Key Resident Services	Addressing Littering and Fly-Tipping within Hillingdon

Implications on related Council policies

A role of the Council's Select Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

None at this stage, pending any findings approved by Cabinet.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

Council Constitution

APPENDIX A - NEW REVIEW TOPIC SELECTION SCORECARD

Scores showing 1-5 (5 being the highest, 1 the lowest)

Topic	Resident focused	Correct remit	Influence	New	Achievable	Wider organisational support	Drives improvement	Drives transformation and efficiency	National and local	Score

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Detailed criteria to assess review scoring

Resident-focused - High impact on residents and the community, with public interest and scope for making a positive difference (whether universal or a targeted group or area, e.g. young people or a particular town centre)

Correct remit - is it covered in the Committee's Terms of Reference and does it cut across into the domain of other Committees? If it does, narrow the topic or consider suggesting the Chairman of the POCs consider setting up a task and finish review panel for this and which Committee to report back to.

Influence - A topic that affects residents, groups, businesses and other key stakeholders in Hillingdon and relates to a service, event or issue in which the Council is in control of, has a significant stake in or has influence over, e.g. with partners.

New - A new and fresh topic preferably. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally.

Achievable - A good level of expertise, best practice and information is available to draw on to complete this review. Committee resources, departmental plans and organisational timings permit a successful review with positive recommendations, during the current municipal year. Is the review ToR too wide and need to be narrowed to be achievable? Will the Committee's work programme accommodate the review?

Wider organisational support - A topic that is likely to receive organisational buy-in from the Committee and wider Council. Possibly support from partner organisations to add value to existing work.

Drives improvement - a service or area of partnership that has been identified internally or externally that requires improvement in the medium-long term and would benefit from Members' insight. Performance risks or areas of consistent under-performance.

Drives transformation and efficiency - in support of the Council's objectives, any areas where service re-modelling is under consideration in the longer-term, that with Members' insight can help to deliver future savings, efficiencies and VFM.

National and local - a topic that will assist the Council in the implementation or awareness of external challenges, new legislation, national policy or the changing role of the public sector. A topic relevant to Hillingdon's residents that seeks to lobby change in national legislation, policy or practice.

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PUBLIC SAFETY AND TRANSPORT SELECT COMMITTEE - FORWARD PLAN

Committee name	Public Safety and Transport Select Committee
Officer reporting	Steve Clarke - Democratic Services
Papers with report	Appendix A – Forward Plan
Ward	All

HEADLINES

The Committee is required by its Terms of Reference to consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within its remit (before they are taken by the Cabinet or by the Cabinet Member).

RECOMMENDATION

That the Public Safety and Transport Select Committee notes and comments on items going to Cabinet.

SUPPORTING INFORMATION

The latest published Forward Plan is attached, with items relevant to the Committee's brief.

Implications on related Council policies

A role of the Council's Select Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

The Council's Select Committees directly engage residents and external partners in the work they do.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

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Ref **Upcoming Decisions** Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month Council Departments: PE =Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Cabinet meeting - 17 June 2021 (report deadline 2 June)

SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public
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Cabinet meeting - 8 July 2021 (report deadline 23 June)

SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public
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NO CABINET IN AUGUST 2021

Cabinet meeting - 2 September 2021 (report deadline 18 August)

033 Papers	Transport for London Local Implementation Plan - Annual Spending Submission	Cabinet will consider the Council's submissions to Transport for London for funding on local transport infrastructure projects.	All		Cllr John Riley	IT- Alan Tilly			Public
	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - Democratic Services	TBC		Public

Cabinet meeting - 14 October 2021 (report deadline 29 September)

036	Provision of Pesticide Analysis, Radiation Testing, Bacterial Testing	Cabinet will consider a contract on behalf of the Imported Food Office at Heathrow Airport for the Provision of Pesticide Analysis, Radiation Testing, Bacterial Testing of imported food.			Cllr John Riley	PE - Sam Doherty / Stephanie Waterford / Allison Mayo			Private (3)
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - Democratic Services	TBC		Public

Cabinet meeting - 11 November 2021 (report deadline 27 October)

SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - Democratic Services	TBC		Public
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Cabinet meeting - 16 December 2021 (report deadline 1 December)									
58	Contract for the provision of veterinary services at the Imported Food Office (Heathrow Airport)	Cabinet will consider a contract for the provision of veterinary services at the Imported Food Office (Heathrow Airport) where veterinary checks are required on the wide variety of products of animal origin that arrive at Heathrow Airport and supporting the issuing of export certification when required.	All		Cllr John Riley	PE / FD - Sam Doherty / Alison Mayo		NEW ITEM	Private (3)
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - Democratic Services	TBC		Public
Cabinet meeting - 6 January 2022 (report deadline 15 December)									
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - Democratic Services	TBC		Public
Cabinet meeting - 17 February 2022 (report deadline 2 February)									
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - Democratic Services	TBC		Public
Cabinet meeting - Thursday 24 March 2022 (report deadline 9 March)									
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public
Cabinet meeting - Thursday 21 April 2022 (report deadline 6 April)									
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public
Cabinet meeting - Thursday 19 May 2022 (report deadline 4 May)									
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

Cabinet Member Decisions: Standard Items (SI) that may be considered each month

SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	CR&S - Democratic Services			Public
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action	TBC		Cllr John Riley	IT - David Knowles	Traffic Liaison Group		Public
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities	TBC		Cllr John Riley	IT - David Knowles			Public
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	various			Private (1,2,3)
SI	Transport - Local Implementation Programme	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.	TBC		Cllr John Riley	IT - David Knowles			Public
Page 155	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a		All	various			Private (3)
	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	various			Public / Private (1,2,3)
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		All	various			Public
SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		All	various			Public

The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK

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PUBLIC SAFETY AND TRANSPORT SELECT COMMITTEE - WORK PROGRAMME

Committee name	Public Safety and Transport Select Committee
Officer reporting	Steve Clarke - Democratic Services
Papers with report	Appendix A – Work Programme
Ward	All

HEADLINES

To enable the Committee to track the progress of its work in 2021/22 and forward plan its work for the current municipal year. It should be noted that, following changes to the structure of overview and scrutiny made by the Council on 20 May 2021, the items listed on the Committee's Work Programme have been drawn from the Work Programmes of the previous Policy Overview Committees.

RECOMMENDATION

That the Public Safety and Transport Select Committee considers the Work Programme and agrees any amendments.

SUPPORTING INFORMATION

1. The Committee's meetings tend to start at 7pm and the witnesses attending each of the meetings are generally representatives from external organisations, some of whom travel from outside of the Borough. The forthcoming meeting dates for the Committee are as follows:

2021/22 Municipal Year Meetings	Room
09 June 2021, 7pm	CR5
28 July 2021, 7pm	TBC
21 September 2021, 7pm	TBC
19 October 2021, 7pm	TBC
17 November 2021, 7pm	TBC
18 January 2022, 7pm	TBC
10 February 2022, 7pm	TBC
08 March 2022, 7pm	TBC
07 April 2022, 7pm	TBC

Implications on related Council policies

A role of the Council's Select Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

The Council's Select Committees directly engage residents and external partners in the work they do.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

WORK PROGRAMME 01 May 2021 - 30 April 2022

PUBLIC SAFETY & TRANSPORT SELECT COMMITTEE	June 9	July 28	August No meeting	September 21	October 19	November 17	December No meeting	January 18	February 10	March 8	April 7
REVIEW:											
Topic selection / scoping stage	Selection										
Witness / evidence / consultation stage		Scoping Report			Witness Session	Witness Session					
Findings, conclusions and recommendations						Findings					
Final review report agreement									Approval		
Target Cabinet reporting										Cabinet	
Regular service & performance monitoring											
Complaints & Service Annual Report				X							
Mid-year budget / budget planning report		X									
Cabinet's Budget Proposals For Next Financial Year								X			
Cabinet Forward Plan Monthly Monitoring	X	X		X	X	X		X	X	X	X
One-off service monitoring											
ASBET Fines and Prosecutions (incl. dog fouling)						X					
Road and Footway Resurfacing					X						
Parking Enforcement / Abandoned Cars						X					
Service overview - Highways				X							
Service overview - Anti-Social Behaviour and Enforcement Team				X							
Service overview - Transportation		X									
Service overview - Community Safety & Community Cohesion		X									
Service overview - Trading Standards, Environmental Health & Licensing	X										
Service overview - Parking Services		X									
Past review delivery											
Littering and Fly-tipping review					X						
Internal use only											
Date deadline confirmed to report authors											
Report deadline	28 May	16 Jul		10 Sep	8 Oct	5 Nov		7 Jan	31 Jan	25 Feb	28 Mar
Agenda published	1 Jun	20 Jul		13 Sep	11 Oct	9 Nov		10 Jan	2 Feb	28 Feb	30 Mar

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