



To: Chair & Members of the Safety Committee

The Arc
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Tuesday, 1 September 2020

Dear Councillor

SAFETY COMMITTEE

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held as a virtual meeting and live stream on Thursday, 17th September, 2020 at 11:30 hours.

Members will be sent the details on how to access the Virtual Meeting by email.

Virtual Attendance and Hybrid Meetings

I have provided the Leader and Deputy Leader with advice on the holding of "hybrid" meetings outlining the risks including to employees dealing with the Chamber and to Members. Hybrid meetings are those where some attendance is in person in the Council Chamber and some is virtual.

I would encourage you all to attend virtually.

Accordingly if you attend in person you will be deemed to have accepted the following disclaimer (overleaf) as applying.



We speak your language

Polish **Mówimy Twoim językiem**

Slovak **Rozprávame Vaším jazykom**

Chinese **我们会说你的语言**

**If you require this agenda in large print
or another format please call us on 01246 217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

Risk Assessment Disclaimer

When attending this meeting in person, I confirm that I have read and understood the contents of each of the following risk assessments and agree to act in line with its content.

- Covid-19 ARC RTW RA001
- Working in Offices At The Arc During Covid-19 Pandemic Guidance – ARC – SSW001

Both documents have been emailed to Members and are available on the Modern.Gov App library.

The same advice is given to officers who are also encouraged to participate in the meeting remotely.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised from page 3 onwards.

Yours faithfully

A handwritten signature in black ink, reading "Sarah Sheuberg". The signature is written in a cursive style with a large, looped 'S' at the beginning and a long, sweeping tail that extends to the right.

Solicitor to the Council & Monitoring Officer

SAFETY COMMITTEE

AGENDA

Thursday 17th September 2020 at 11:30 hours taking place as a virtual meeting

Item No.		Page No.(s)
1.	Apologies For Absence	
2.	Urgent Items of Business To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes To consider the minutes of the last meeting held on 18 th December 2019.	4 - 6
5.	Sickness Absence Quarter 1 (April - June 2020).	7 - 15
6.	Health & Safety Update Quarter 1 (April 2020 - June 2020).	16 - 21

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday 18th December 2019 at 1000 hours.

PRESENT:-

Members:-

Councillor David Dixon in the Chair

Councillors Nick Clarke, Tricia Clough, Andrew Joesbury and Evonne Parkin.

UNISON:- Kevin Shillitto and Liz Robinson

UNITE:- None present.

Officers:- Steve Brunt (Joint Head of Streetscene), Grant Galloway (Assistant Director of Development), Sarah Gordon (Human Resources and OD Manager), Mark Dungworth (Strategic Repairs Manager), Rebecca Hutchinson (Health & Safety Coordinator), Ian Clay (Health and Safety Advisor (Housing), Matt Cooper (Corporate Property Manager) and Alison Bluff (Governance Officer).

Also in attendance at the meeting was Councillor Duncan McGregor, Portfolio Holder for Health & Safety.

0522. APOLOGIES

An apology for absence was received on behalf of Bronwyn MacArthur –Williams (Health & Safety Manger).

0523. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0524. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0525. MINUTES – 5TH SEPTEMBER 2019

Moved by Councillor Andrew Joesbury and seconded by Kevin Shillitto (Unison)

RESOLVED that the Minutes of a Safety Committee held on 5th September 2019 be approved as a correct record.

SAFETY COMMITTEE

0526. SICKNESS ABSENCE QUARTER 2 (JULY 2019 – SEPTEMBER 2019)

Committee considered a report which provided sickness absence figures for the second quarter period of 2019/20 (July 2019 to September 2019), with comparative data from previous years; 2016/17, 2017/18 and 2018/19.

Absence for Senior Managers was shown as 50% of the total absence for Senior Managers as this was split with Bolsover and North East Derbyshire District councils.

The average number of days lost per employee for the second quarter of 2019/20 was 1.84 days. The 2019/20 predicted outturn figure for the average number of days lost per employee was 7.38 days. The annual target for the Local Performance Indicator to the end of March 2020 was 8.5 days. Committee was asked to note that it was expected that sickness absence figures would rise during the winter months in comparison to the summer months. However, benchmark data sought showed that the average days' sickness absence per full time equivalent nationally was rising to 10 days and slightly higher for neighbouring councils.

A summary of key corporate trends in table formats were included in the report and covered;

- Organisational Outturn Average Number of Days Absence
- Organisational Long Term/Short Term Split Days Percentage
- Number of Long Term/Short Term Cases
- Top Three Services Proportionately Experiencing Highest Levels of Absence
- Top Three Services Proportionately Experiencing Lowest Level of Absence
- Top Three Reasons for Absence

As agreed at the last meeting, the report provided the sickness absence figures in relation to shared staff with NEDDC. For the second quarter period, ICT Services was 0.51 days per full time employee and Environmental Health was 4.57 days per full time employee. Also provided in the report was the cost of sickness absence to the Authority in quarters 1 and 2, which was £79,136.56 in quarter 1 and £69,134.38 in quarter 2.

A Member noted that two recurring sickness absence reasons, stress and depression and muscular/skeletal, appeared to be affecting the same departments each quarter. The Human Resources and OD Manager replied that most of the cases of stress and depression were non work related and these employees were being supported wherever possible including the offer of occupational health and counselling. The Strategic Repairs Manager and the Joint Head of Streetscene noted that muscular/skeletal was a common reason for sickness absence in both Housing and Streetscene due to the manual/heavy duty nature of the operatives work.

In response to a Unison representative's comments, the Head of Human Resources and OD Manager noted that Customer Services was a small team and any sickness absence made a big impact on their figures. There had also been some changes in Revenues and Benefits during the year. HR worked proactively with Managers to look at alternative working for an employee such as homeworking etc.

Moved by Kevin Shillitto (Unison) and seconded by Councillor Andrew Joesbury
RESOLVED that the report be noted.

SAFETY COMMITTEE

0527. HEALTH & SAFETY UPDATE QUARTER 2 (JULY 2019 – SEPTEMBER 2019)

Committee considered a report which provided an update on health and safety performance during the second quarter of 2019/20.

The number of employee accidents recorded in the quarter had risen from 7 to 9. This was in line with the target indicator. The total number of lost time accidents recorded was 1. This 1 accident incurred over 7 days of lost time and as such was Riddor reportable.

The main causes of employee accidents in the quarter were; 3 Manual Handling (33.5%), 3 Slips, Trips and falls on Same Level (33.5%), 2 Striking Against Fixed Object (22 %) and 1 Violence and Aggression (11%). Further details relating to these incidents were contained in the report.

The number of lost days recorded in the 2nd quarter was 39. These were attributed to a single accident, work related injury and the person was still currently absent as a result of their injury.

The operational areas recording accidents during the quarter were; Housing (44%), Street Scene (22%), Governance (22%) and Planning (12%).

The Health & Safety team had undertaken a large planning and budgeting exercise to enable training to be allocated specifically where required and appropriately funded. No date thresholds for compliance had been missed as a result and Health and Safety training required in the current financial year would be delivered during quarters 3 and 4.

Moved by Kevin Shillitto (Unison) and seconded by Councillor Andrew Joesbury
RESOLVED that the report be noted.

The Chair wished everyone a happy Christmas and New Year.

The meeting concluded at 1020 hours.

Bolsover District Council

Report of HR & OD Manager

Sickness Absence Quarter 1 (April – June 2020)

1. Purpose of the Report

1.1 To report the sickness absence figures throughout the Council for Quarter 1 (April to June 2020).

2. Issues for Consideration

2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months April to June 2020.

✓ 2.2 The **average number of days lost per employee** for the Quarter One was **1.50 days**

2.3 The projected **2020/21** outturn figure for the **average number of days lost per employee is 6 days**

2.4 The annual target for the Local Performance Indicator to the end of March 2020 is **8.5 days**.

2.5 For the purposes of sickness reporting, following recent restructures Senior Management is split as follows

- 1 x Joint Director (2 x 0.5 fte), 1 x Director (BDC), 3 x Joint Heads of Service and 1 x Head of Service and 1 x Assistant Director (BDC only). Sickness equates to 3.5 days with costs of £1086.87, split between the both Councils (this will be subject to review due to further proposed changes)

3. Summary of Key Corporate Trends

The following tables detail the key pattern and trends being experienced corporately in relation to sickness absence.

Table One: Organisational Outturn Average Number of Days Absence

	2017/18	2018/19	2019/20	Current Year 20/21	Current Year Costs
Quarter One	2.00	2.23	1.85	1.50	**£51,292.61
Quarter Two	2.12	1.86	1.84		
Quarter Three	2.38	2.52	2.43		
Quarter Four	2.80	2.09	1.68		
Overall Outturn	9.3	8.7	7.8		

** Please refer to Key trends section towards the end of the report.

Table Two: Organisational Long Term/Short Term Split Days Percentage

	2017/18		2018/19		2019/20		2020/21	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short Term	Long Term
Quarter One	31.4%	69.6%	34.0%	66.0%	43%	57%	33%	67%
Quarter Two	35.5%	64.5%	35.0%	65.0%	54%	46%		
Quarter Three	50.3%	49.7%	32.4%	67.6%	44.8%	55.2%		
Quarter Four	49.4%	50.6%	43.6%	56.4%	60.1%	39.9%		
Overall Outturn	37.4%	62.6%	36.25%	63.75%	48.1%	51.9%		

Table Three: Number of Long Term/Short Term Cases

	2017/18		2018/19		2019/20		2020/21	
	Short term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	69	16	104	18	94	15	48	15
Quarter Two	96	18	85	14	87	11		
Quarter Three	112	18	98	21	102	14		
Quarter Four	144	18	103	14	90	9		
Overall Outturn	421	70	390	67	373	49		

Table Four: Top Three Services Proportionately Experiencing Highest Levels of Absence

	2017/18	2018/19	2019/20	Current Year 2020/21
Quarter One	1. Customer Services 2. Housing 3.Planning	1.Customer Services 2.Property/Estates 3.Housing/CS	1.Elections 2.Customer Services 3.CEO/Dir/HoS	1. Leaders/Exec.Team 2. Legal 3. Revs. & Bens.
Quarter Two	1. Planning 2. Customer Services 3. Democratic	1. Customer Services 2. Elections 3 .Revs & Bens	1.Customer Services 2.Revs & Bens 3.Housing	1. 2. 3.
Quarter Three	1. Customer Services 2. ICT 3. Democratic	1. Elections 2.. HR/Payroll/H&S 3 CEO/Dir/HoS	1. Customer Services 2.HR/Health & Safety 3. Revs & Bens	1. 2. 3.
Quarter Four	1. Streetscene 2. Customer Services 3. Revenues	1. CEO/Dir/HoS 2. Democratic 3. Customer Services	1.Legal 2.Revs & Bens 3.Partnership	1. 2. 3.
Overall Outturn	1. Cust Services 2. Housing 3. Revenues	1. Cust Services 2 .CEO/Dir/HoS 3. HR &Payroll	1.Customer Services 2.Comms 3.Housing/CS	1. 2. 3.

Table Five: Top Three Services Proportionately Experiencing Lowest Level of Absence

	2017/18	2018/19	2019/20	Current Year 20/21
Quarter One	1. Perf/Comms 2. ICT 3. Legal	1. HR & Payroll 2. Elections 3. Procurement	1. Performance 2. HR& HS 3. Econ Dev	1. Elections Health&Safety, HR Comms Performance & Finance 2. Democratic 3. Customer Services
	1. Finance 2. Perf/Comms 3. CEPT	1. Perf/Comms 2. CEPT 3. Econ Growth	1. Legal 2. Governance 3. HR&Health& Safety	1. 2. 3.
Quarter Three	1. Finance 2. Planning 3. Econ. Dev	1. Procurement 2. Partnerships 3. Finance	1. Elections 2. Performance 3. Econ Dev	1. 2. 3.
Quarter Four	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	1. Elections 2. Econ Dev 3. Legal	1. 2. 3.
Overall Outturn	1. Finance 2. Legal 3. CEPT	1. Procurement 2. Finance 3. CEPT	1. Performance 2. Econ Dev 3. Planning	1. 2. 3.

Table Five: Top Three Reasons for Absence

	2017/18	2018/19	2019/20	Current Year 20/21
Quarter One	1 Operations/Hosp 2 Stress/Dep 3 Other Musc Skeletal	1 Stress/Dep 2 Other Musc Skeletal 3 Other	1. Viral Infection 2. Other Musc Skeletal 3. Other	1. Stress/Depression 2. Other 3. Headaches/Migraines
Quarter Two	1 Stress/Dep 2 Operations/Hosp. 3 Other Musc Skeletal	1 Stress/Depression 2 Other Musc Skeletal 3 Other	1. Stress/Depression 2. Other Musc/Skeletal 3. Chest/Respiratory	1. 2. 3.
Quarter Three	1 Stress/Dep 2 Operations/Hosp 3 Other Musc Skeletal	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1. Stress/Depression 2. Chest/Respiratory 3. Other Musc/Skel	1. 2. 3.

Quarter Four	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1 Ops/Hospital 2 Stress/Depression 3 Viral	1.Stress/Depression 2.Coronavirus Symptoms 3.Other Musc/Skel	1. 2. 3.
Overall Outturn	1 Stress/Dep 2 Other Musc Skeletal 3 Operations/Hosp	1 Other Musc Skeletal 2 Stress/Depression 3 Back Problems	1.Stress/Depression 2.Other Musc/Skel 3.Operations/Hosp	1. 2. 3.

Key Trends

- The average number of days per full time equivalent employee lost during Quarter 1 (1.50)
- Other Stress/Depression continues to remain within the top two reasons for absence and stress/depression remains consistently in the top 3, a significant proportion of these are as a result of non-work related issues.
- Six Departments experienced zero sickness in Quarter One.
- This is the lowest quarter reported over the last 4 financial years – which is interesting given the following factors
 - Streetscene & Housing have continued to operate throughout the lockdown period
 - Leisure staff have been subject to normal sickness arrangements even while on furlough
 - Many employees have been working at home
 - Further analysis will be undertaken as part of the corporate Home Working group established by SAMT

5. Actions

- 5.1 Managers have support from dedicated service area HR Link Officers and are issued monthly sickness absence information. Managers are also able to access sickness information for their teams' on a daily basis via HR21 Self Service.
- 5.2 Support for managers and employees is provided by Occupational Health where appropriate and employees have access to the 24 hour, 7 days a week Employee Assistance Programme where confidential advice is provided on a range of issues
- 5.3 Operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with as per standard practice and policy.

Recommendations

- 6.1 To note the contents of this report

Appendix One: Summary Figures for the Quarter by Directorate/Service

Figure One – Service Breakdown Short/Long Term Split

Service	Short term days	No. of Employees absent	Long term days	No. of Employees absent	Total Days lost	FTE No. in Section	Average days lost per FTE
Directors and Heads of Service	3.5	1	0	0	3.5	7	0.5
Democratic	1.5	1	0	0	1.5	6.51	0.23
Elections	0	0	0	0	0	4	0
Health & Safety	0	0	0	0	0	4	0
Human Resources	0	0	0	0	0	2.43	0
Legal	0	0	63	1	63	8.69	7.25
Communications	0	0	0	0	0	5	0
Performance	0	0	0	0	0	2.81	0
Finance	0	0	0	0	0	12.42	0
Revenues & Benefits	26	3	19	1	45	29.23	1.54
Customer Services	5	5	0	0	5	19.81	0.25
Leisure	3	1	35	2	38	42.09	0.90
Leaders/Executive Team	0	0	56	1	56	6.82	8.21

Streetscene	49	15	46	2	95	81.28	1.69
Development/Business Growth	1	1	22	1	23	7.22	3.18
Housing Management (including CS)	46	6	110	2	156	65.18	2.39
Housing Repairs (BDC)	38	7	22	1	60	63	0.95
Planning	18	1	35	2	53	21.05	2.51
Prop/Commercial/Estates	7	2	0	0	7	15.75	0.44

FOR INFORMATION ONLY – EMPLOYEES HOSTED BY NEDDC

Service	Short term days	No. of Employees absent	Long term days	No. of Employees absent	Total Days lost	FTE No. in Section	Average days lost per FTE
Environmental Health	1	1	18	2	19	38.9	0.49
ICT	16	4	0	0	16	31.45	0.51

Figure Two: Directorate Breakdown Short/Long Term Split

Directorate	No. of FTE Employees	Short term days	No of employees absent		Long term Days	No of employees absent
Directors/Heads of Service	7	3.5	1		0	0
Corporate Services	143.81	35.5	10		173	5
Development BDC	85.97	46	13		44	2
Env/Enforcement	167.51	113	22		191	8

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of FTE Employees	Top 3 Reasons for Absences
Directors/Heads of Service	7	1.Stomach/Kidney/Liver
Corporate Services	143.81	1. Other 2.Headaches/Migraines 3.Operations/Hospital
Development	85.97	1. Stress/Depression 2.Other 3.Stomach/Kidney/Liver
Env/Enforcement	167.51	1.Other Musc/Skeletal 2. Stress/Depression 3. COVID related symptoms

Bolsover District Council

Safety Committee

17th September 2020

Health & Safety Update

Report of the Health & Safety Manager

This report is public

Purpose of the Report

- To update Safety Committee on the Health and Safety performance of the Council in the key areas of incidents occurred and Health and Safety training conducted in the preceding quarter.

1 Report Details

- 1.1 Health and safety performance is a critical element in the Authority's overall success and the report outlines key accident performance information along with details of all employee accidents occurring. Information on the health and safety training delivered during the quarter is also outlined.
- 1.2 The graphs show information on 4 key areas namely accident type, accident category, number of lost days, and operational areas where accidents occurred.
- 1.3 The total number of employee accidents recorded in the quarter is 5
- 1.4 There were 3 lost time accidents reported in quarter 1 in total. Two of these lost time accidents were over 7 day absences and as such were reported to the HSE under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- 1.5 The main causes of employee accidents in the quarter were:
 - 2 Slips, Trips and Falls on Same Level (40%)
 - 1 Struck by Moving Object (20 %)
 - 1 Manual Handling (20%)
 - 1 Other - medical (20%)

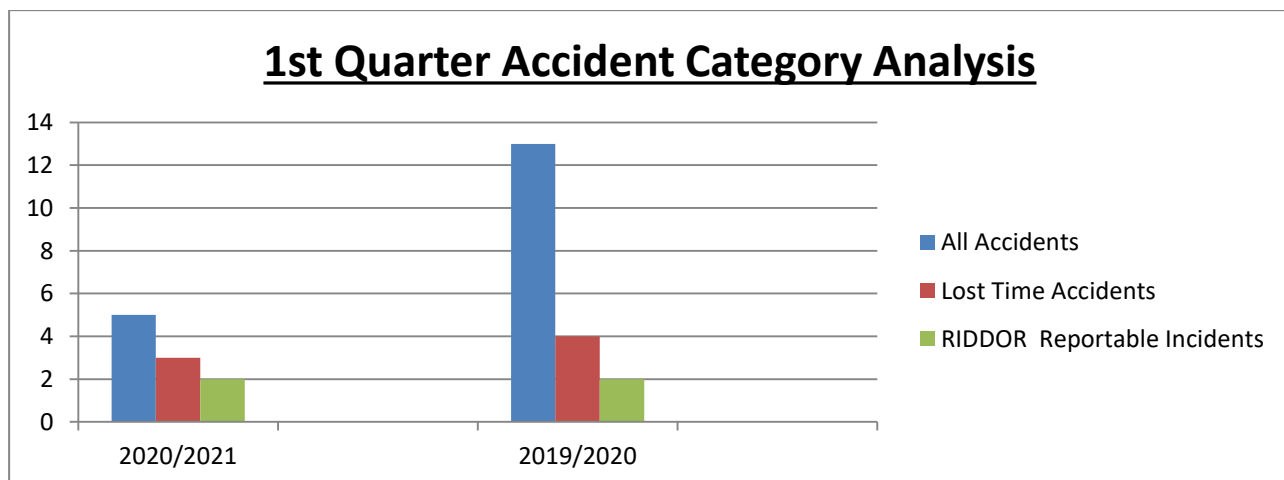
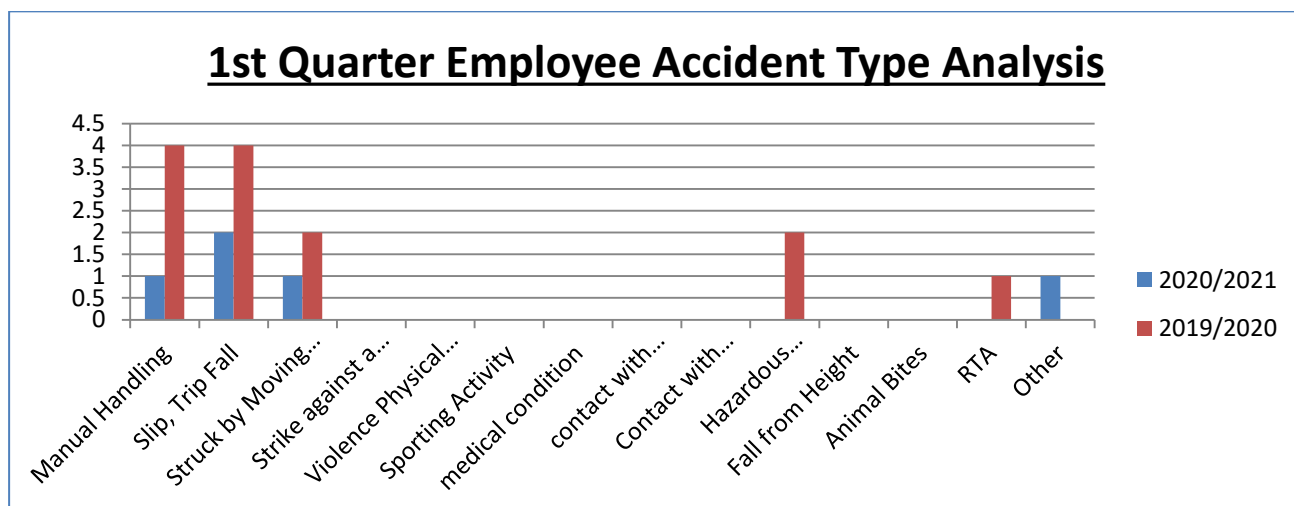
Total Number of Employee Accidents - 5

- 1.6 The number of lost days recorded in the quarter is 51 lost days. These were as a result of the 2 RIDDOR reportable accidents, one of which occurred in StreetScene (30 lost days) and the second occurred in Housing Repairs (18 lost days). There was a second accident in Streetscene which resulted in a short absence period of 3 lost days. Lost days are calculated in line with RIDDOR and

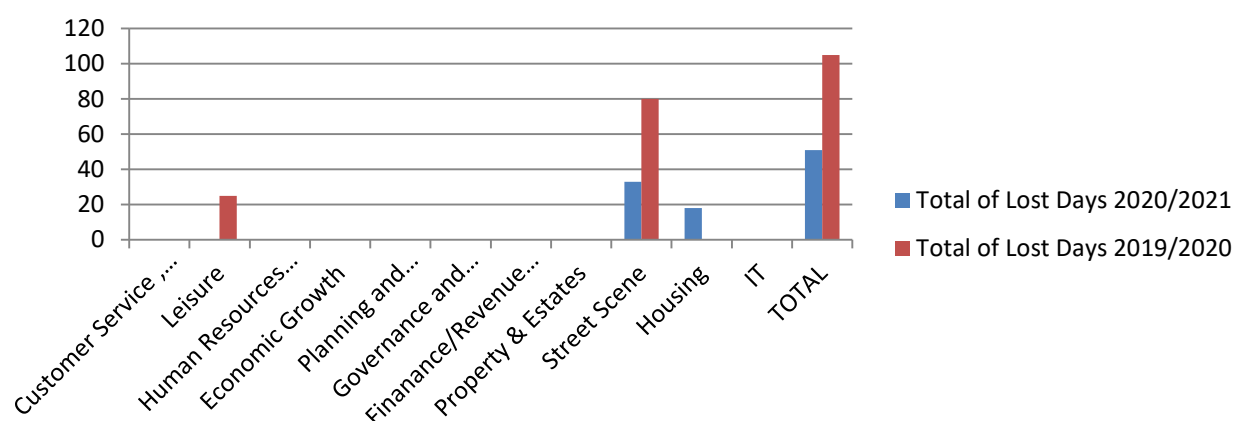
do not count the day of the accident but count subsequent days including rest days and weekends.

- 1.7 Streetscene (60%), Housing (40%), are the operational areas recording accidents during the quarter. It should be noted that the overall number of accidents is significantly lower than the same period last year. This is due to Covid-19 lockdown restrictions limiting work activities.
- 1.8 The Health and Safety training programme was suspended for the whole of Quarter 1 due to Covid-19 lockdown restrictions.
- 1.9 Employee Incident Breakdown

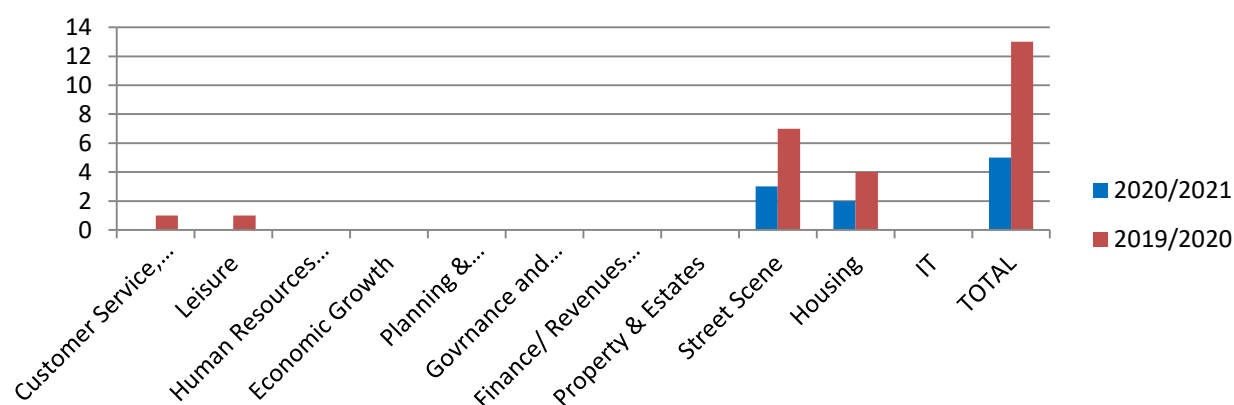
ACCIDENTS FOR QUARTER (Apr 2020 - Jun 2020)	ACCIDENTS FOR QUARTER (Apr 2019 – Jun 2019)	YEARLY TOTAL (Apr 2020 – Jun 2020)	YEARLY TOTAL (Apr 2019 – Jun 2019)
5	13	5	13



1st Quarter Lost Days Analysis



1st Quarter Operational Area Accident Analysis



1.10 Details of employee incidents

Date of Incident	Incident Details	Type of Incident	Incident Severity	Section	Lost Time Days (Actual)	Reportable?
30/04/2020	IP was working steadily through the day and a strain developed through twisting	Manual Handling	Minor Injury – No lost days	Housing	0	No
15/05/2020	IP was pulling bins, behind him, to the kerbside. A car caught the bin	Struck by Moving Object	Lost Time – Over 7 days	Streetscene	30	Yes

	wheels which knocked it into the IP's foot					
26/05/2020	IP was on refuse round collecting bins to load and tripped up over a kerb stone, landing heavily on his right arm and hurting his shoulder	Slips, Trips and Falls on same level	Lost Time – Up to 7 days	Streetscene	3	No
28/05/2020	IP tripped on a loose slab, slipping and grazing his head	Slips, Trips and Falls on same level	Minor Injury – No Lost Days	Streetscene	0	No
24/06/2020	IP was knelt on the floor working and knee clicked and gave way. IP was taken to A&E for treatment	Other	Lost Time – Over 7 days	Housing	18	Yes

1.11 Details of employee Health & Safety Training

No training was carried out in this quarter.

2 **Conclusions and Reasons for Recommendation**

All Items – It is recommended that the committee consider and note the information provided.

3 **Consultation and Equality Impact**

The report will be formally reviewed at the Health and Safety Committee. Any issues highlighted will then be referred to the Equalities and Diversities' Officer for guidance and resolution

4 **Alternative Options and Reasons for Rejection**

Not applicable for this report.

5 Implications

5.1 Finance and Risk Implications

It is not envisaged that there is any significant financial implications connected with this report as the report seeks to provide managers with accident performance data to enable them to effectively monitor the authorities overall health and Safety performance and that of their operational areas and any financial outlays in connection to training have been included as part of the corporate training plan.

5.2.1 Legal Implications including Data Protection

The report should not have any legal implications on the authority other than ensuring that sufficient information has been supplied to ensure it can manage its health and safety provision and meet all requirements of the Management of Health and Safety Regulations 1999.8

5.2.2 Human Resources Implications

There are no initial human resources implications connected with this report however should accident investigation findings show that an individual or individuals have failed to work appropriately in-line with agreed procedures then it may be necessary to evoke the authority's disciplinary procedures as a means of dealing with this.

6 Recommendations

- 6.1 It is recommended that the meeting considers and notes the information provided.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC:</i> <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	Yes/No
Has the relevant Portfolio Holder been informed?	Yes
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	All

8 Document Information

Appendix No	Title
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Rebecca Hutchinson, Health & Safety Coordinator	Extn 2564

Report Reference –