

## KEY ACHIEVEMENTS - ENVIRONMENTAL SERVICES

### FIRST QUARTER 2006/2007

The first Safer Neighbourhoods Warden was appointed. Two further appointments have been agreed but are subject to delays on CRB checks.

Village Carbon Footprint scheme advertised to find a village interested in cutting greenhouse emissions.

Improved street cleaning regime commenced with more litter picking around the urban core and with minor roads across the whole district now swept four times year instead of twice.

Licensing officers joined forces with Derbyshire Police, the DSS and the Vehicle Inspectorate to carry out a series of checks on private hire drivers and vehicles licensed by the District Council and East Staffordshire Borough Council.

In total 19 vehicles were inspected in four hours on one evening. Five of the cars were given prohibition notices that meant that they had seven days to fix the fault. Some vehicles were issued with immediate prohibition notices because the faults were very serious that the vehicle had to be taken of the road straight away.

Educational sessions delivered to 100 catering businesses to explain the principles and duties involved in the new Safer Food Better Business Regime.

3 Formal Cautions issued, one voluntary closure and papers passed through to initiate a prosecution by the Commercial and Licensing Team.

Description	Ref No.	05/06 Outturn	AC Quartile Data	Target 2006/07	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Assessment Against Target (Red/Amber/Green)	Progress to Date/Remedial Measures
<b>HEAD OF ENVIRONMENTAL SERVICES</b>										
<b>CORPORATE PLAN</b>										
Appoint Safer Neighbourhood Wardens to patrol anti social behaviour 'hotspots' and enforce the Cleaner Neighbourhoods and Environment Act	4			Wardens appointed and patrolling the district.					<b>GREEN</b>	One warden appointed, 2 awaiting CRB clearance. All possible being done to accelerate appointment.
Raise awareness amongst local communities of emergency planning, especially in relation to the risk of flooding	7			Information and advice provided to Parish Councils and local communities through meetings, our newsletter ('The News') and the web site.					<b>GREEN</b>	Parish Forum received a presentation. Item in Council newsletter, web site populated (policing public safety/accidents).
Extend the composting and the kerbside 'green box' recycling scheme	14			Composting scheme extended to a further 3,000 households (achieving 58% coverage across the district). Green box scheme extended to a further 11,000 households (achieving 93% coverage across the district).					<b>GREEN</b>	Plans finalised with Contractor to commence expansion on 17 <sup>th</sup> July 2006.
Improve the cleanliness of public spaces	15			An extra 20 litter bins provided at locations of identified need. Frequency of weed control treatments and mechanical road sweeping increased.					<b>GREEN</b>	All 20 bins deployed. Weed treatments and street cleaning now undertaken at increased frequency.
Support the establishment of the South Derbyshire Environmental Forum (by the South Derbyshire Local Strategic Partnership	17			Help organise and promote the inaugural meeting of the Forum. On-going support provided.					<b>GREEN</b>	Event Planning being progressed satisfactorily.
Identify and deliver a community based programme of environmental projects through Groundwork Trust	19			Programme developed in consultation with local communities. Projects delivered.					<b>GREEN</b>	Consultation with local businesses, Council tenants and Parish Councils. Projects underway.

Description	Ref No.	05/06 Outcome	AC Quantile Data	Target 2006/07	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Assessment Against Target (Red/Amber/Green)	Progress to Date/Remedial Measures
Undertake a housing needs and market assessment	35			Needs assessment completed and evaluated. Results shared with stakeholders.					AMBER	Plans in partnership with Derby City progressing well but timetable has slipped and may not be complete until June 2007. Option to analyse South Derbyshire's data separately and in advance of Derby City is being explored in order to keep to timescale.
Reduce the time taken to provide home adaptations for people with disabilities	37			At least 90% of all cases processed within the Government target of 42 weeks.					GREEN	Relates to cases commenced since design service brought in house in February 2006. No jobs yet complete. Indications suggest average of 35 weeks.
Deliver key milestones in the Affordable Warmth Strategy	38			Database of tenants in privately rented accommodation established. Advice and assistance provided to these tenants.					GREEN	Not yet established but still achievable within year.
Provide help to vulnerable households living in private sector homes who cannot afford to make their homes decent	40			Vulnerable households identified. Homes of 100 households improved to meet the decent homes standard.					GREEN	Wide publicity campaign commenced to get vulnerable households to ID themselves. 10 made decent main delivery vehicle about to start working.
<b>IMPROVEMENT PLAN</b>										
NONE										
<b>COMMUNITY STRATEGY</b>										
Feasibility study on uniformed presence completed and submitted for approval	1,21			Study approved. Target date - Sept 05					GREEN	Completed.

Description	Ref No.	05/06 Outturn	AC Quaffle Data	Target 2006/07	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Assessment Against Target (Red/Amber/Green)	Progress to Date/Remedial Measures
Implement scheme to recruit and deploy more uniformed presence	1, 21			3 officers deployed. Target date - Mar 05					<b>AMBER</b>	Partially achieved. Scheme revised in light of reduced funding. New scheme implementation begun with Uniformed Park Patrols. <b>Target will be achieved August 2006&amp;Warden recruitment commenced. Full patrols to be effective from August 2006.</b>
Establish a baseline to determine current levels of enforcement activity and set targets for improvement				Baseline established and targets set. Target date - Jun 05					<b>GREEN</b>	Baseline established as one Fixed Penalty Notice, for dog fouling. Target of "At least 10 enforcement actions" set for 06/07.
Establish enforcement scheme with partners				Enforcement scheme agreed. Target date - Sep 05					<b>GREEN</b>	The Safer Neighbourhood Warden scheme has been established in consultation with the Police and the Safer South Derbyshire Partnership.
Implement enforcement scheme				Increased prosecutions. Target date - Jan 06					<b>AMBER</b>	Partially achieved. New scheme implementation begun with Uniformed Park Patrols. <b>Warden recruitment commenced. Full patrols to be effective from August 2006.</b>
Prepare and implement media campaign				Campaign undertaken. Target date - Jan 06					<b>GREEN</b>	Linked to introduction of Wardens. A campaign was undertaken to keep the profile at the maximum level appropriate. (Cuttings available) The campaign will increase further in intensity over the Summer 2006.
Develop eligibility criteria for the Healthy and Warm referral scheme	55			Criteria established. Target date -Sep 05					<b>GREEN</b>	Scheme established and working well with 121 referrals received and 29 households already having received grant assistance.
Review the Council's street cleaning operations and devise a programme to deliver improvements				Action Plan in place. Target date Sep 05					<b>GREEN</b>	Review completed. Action Plan in place and implemented. Significant improvement in performance (BVP1 199)

Description	Ref No.	05/06 Outturn	AC Quartile Data	Target 2006/07	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Assessment Against Target (Red/Amber/Green)	Progress to Date/Remedial Measures
Devise a programme to provide higher profile enforcement and education on litter and fly tipping				Action Plan in place. Target date Sep 05					<b>GREEN</b>	Action Plan in place and implemented. The campaign will increase further in intensity over the summer 2006.
All partners to implement at least one waste minimisation measure	5			Number of Waste minimisation measures implemented. Target date Mar 06					<b>AMBER</b>	Partially achieved. A number of partners introduced their own measures including DWT, DCC Countryside Service. For the next year we will engage all partner organisations across the whole LSP.
Prepare educational programme in relation to waste reduction	5			Programme fully developed. Target date - Dec 05					<b>GREEN</b>	Programme developed.
Engage partners in implementing an educational programme to reduce waste				At least two key partners also delivering programme. Target date - Mar 06					<b>GREEN</b>	EA and DCC Education promoting waste minimisation in community. 10 Schools engaged in Cash for Trash Scheme. 11 Schools engaged via 'Trashtown Mystery' plays.
Prepare and agree brief, and seek partnership support and funding for the preparation of a comprehensive review of parks, open space and countryside strategy, involving National Forest, Local Authority, Wildlife Trust, etc. sites	66			Brief agreed and funding secured. Target date - Sep 05					<b>GREEN</b>	Brief agreed and funding secured.
<b>BEST VALUE PERFORMANCE INDICATORS</b>										
The number of private sector vacant dwellings that are returned into occupation or demolished during the financial year as a direct result of action by the local authority.	64	11.00	56.25 17.00 4.00	12.00	0.00				<b>GREEN</b>	The empty homes grants complete towards the end of the financial year.
Percentage of household waste arisings which have been sent by the authority for recycling	82a(i)	13.19%	17.89% 14.73% 11.78%	14.50%	12.30%				<b>GREEN</b>	Slight reduction in percentage over summer as other waste (esp green waste) levels higher over summer see also below.

Description	Ref No.	05/06 Outturn	AC Quartile Data	Target 2006/07	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Assessment Against Target (Red/Amber/Green)	Progress to Date/Remedial Measures
Total tonnage of household waste arisings which have been sent by the authority for recycling	82a(ii)	5129.89		5850.00	1246.00				<b>GREEN</b>	Expansion of scheme to cover most of district to commence in July.
Percentage of household waste sent by the authority for composting or treatment by anaerobic digestion	82b(i)	12.40%	9.80% 5.02% 1.53%	13.00%	19.00%				<b>GREEN</b>	
Total tonnage of household waste sent by the authority for composting or treatment by anaerobic digestion	82b(ii)	4883.02		5300.00	1923.00				<b>GREEN</b>	
Number of kilograms of household waste collected per head	84a	461.0	397.7 437.0 491.6	488.0	119.0				<b>GREEN</b>	
Percentage change from the previous financial year in the number of kilograms of household waste collected per head of population	84b	-2.95%		1.40%	N/A				<b>GREEN</b>	Measured via 84a.
Cost of waste collection per household	86	£46.80	£35.31 £40.96 £48.13	£48.37	in budget				<b>GREEN</b>	
Percentage of households resident in the authority's area served by a kerbside collection of recyclables	91a	98.8%	100% 97.0% 88.7%	97.0%	97.6%				<b>GREEN</b>	
Percentage of households resident in the authority's area served by a kerbside collection of at least two recyclables	91b	68.9%		94.0%	68.9%				<b>GREEN</b>	The expansion was scheduled for 17 July and the 94% should be achieved in the next quarter.
The proportion of relevant land and highways (expressed as a percentage) that is assessed as having combined deposits of litter and detritus that fall below an acceptable standard	199a	15.7%	11.0% 17.5% 24.0%	14.0%	N/A				<b>GREEN</b>	The survey is undertaken 3 times per year and is not yet complete however indications are positive.
The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of graffiti are visible	199b	2%		2%	N/A				<b>GREEN</b>	The survey is undertaken 3 times per year and is not yet complete however indications are positive.

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The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of fly-posting are visible	199c	0%		1%	N/A				GREEN	The survey is undertaken 3 times per year and is not yet complete however indications are positive.
Score against a checklist of enforcement best practice for environmental health	166a	100.0%	97.0% 90.0% 79.1%	100.0%	100.0%				GREEN	
Number of 'sites of potential concern' within the local authority area with respect to land contamination	216a	1274		No target set	1279				RED	Clarify target calculation with Audit Commission and Project March 2007 outturn figure.
Number of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary, as a percentage of all 'sites of potential concern'	216b	3%		No target set	3%				RED	Clarify target calculation with Audit Commission and Project March 2007 outturn figure.
Percentage of pollution control improvements to existing installations completed on time	217	100%		100%	100%				GREEN	
Percentage of new reports of abandoned vehicles investigated within 24 hours of notification	218a	71.55%		80.00%	82.00%				GREEN	
Percentage of abandoned vehicles removed within 24 hours from the point at which the authority is legally entitled to remove the vehicle	218b	59.32%		70.00%	71.00%				GREEN	

### LOCAL PERFORMANCE INDICATORS

Number of Environmental Health service requests dealt with within target	1	99%	N/A	95%	95.5 % (450)				GREEN	
'Good' or better customer satisfaction rating for all Environmental Health.	2	89%	N/A	90%	96%				GREEN	
Percentage High Risk Food premises inspected when due	3	99.60%	N/A	100%	51%				RED	FSA imposed new regime in which inspections are sacrificed to deliver a national educational programme to food business.

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Number of requests for pest control treatments dealt with within 3 working days.	4	100%	N/A	96%	99% (278)				<b>GREEN</b>	
Number of Private Sector Homes made decent	5	N/A	N/A	100	11				<b>GREEN</b>	Time taken to organise housing improvement works mean figures cluster around year end
Percentage of DFG adaptations completed within ODPM guideline maximum for District Council (42 weeks)	6	new	N/A	50	48%				<b>GREEN</b>	Includes historic cases completed this period, will improve dramatically through year
Average number of weeks for Social Services referral of DFGs. (ODPM guideline maximum <10 weeks)	7	30	N/A	10	14				<b>RED</b>	Latest info suggests a 22 week wait. Close liaison to seek improvement planned
Vulnerable Households receiving energy efficiency improvements	8	363	N/A	363	12				<b>GREEN</b>	Time taken to organise housing improvement works mean figures cluster around year end
Tonnage of CO2 reductions arising from the above	9	111 tonnes	N/A	111	16.6				<b>GREEN</b>	Time taken to organise housing improvement works mean figures cluster around year end
Annual contribution towards HECA target	10	2.07	N/A	2%	N/A				<b>GREEN</b>	HECA information collected annually from partner organisations
Average number of weeks Wallbrook take to deliver care and repair grants.	11	39.9	N/A	40	N/A				<b>GREEN</b>	Wallbrook not yet supplied information
Nomination rights secured via grant activity.	12	6	N/A	6	0				<b>GREEN</b>	Time taken to organise housing improvement works mean figures cluster around year end
Percentage of Rural Parishes Surveyed to identify local housing need	13	13%	N/A	56	35%				<b>GREEN</b>	
Household waste and compost collections missed per 100,000 due	14	14	N/A	25	22.1				<b>GREEN</b>	







## **KEY ACHIEVEMENTS - PLANNING SERVICE**

### **FIRST QUARTER 2006/2007**

#### **Development Control**

- All government targets for the processing of applications exceeded
- New concept housing to meet the Government's challenge for affordable market housing approved at Hilton
- Completion of study into Public Speaking at Committee

#### **Building Control**

- Secured major housing scheme against strong competition from alternative service providers
- Continued involvement in partnership with other Local Authorities secured work on two industrial units at William Nadins Way

#### **Planning Policy**

- Scoping consultation on first Sustainability Appraisal undertaken
- Stakeholder workshop for first Area Action Plan well attended
- Smooth introduction of new software for housing land availability

### **Heritage & Conservation**

- Conclusion of Swadlincote Town Centre Study and approval of Masterplan for major street improvements
- Completion of HERS projects at West Street, Sharpes and 71 High Street

### **Enforcement & Rights of Way**

- 143 complaints of unauthorised work or untidy site investigated
- 65 footpaths received first cut back of undergrowth and overgrowth
- Erection of safety signs by British Rail at Willington secured
- Secured developer involvement upgrading Cadley Hill Road footpath

### **Planning Admin**

- Scanning land charges plans implemented for effective retrieval

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<b>HEAD OF PLANNING SERVICES</b>										
<b>CORPORATE PLAN</b>										
Promote further tree planting within the National Forest	16			National Forest Planting Guidelines applied to all relevant planning applications					<b>GREEN</b>	Applied to all relevant planning applications.
Deliver key stages in the Local Development Scheme	20			Milestones set out in the Local Development Scheme achieved					<b>GREEN</b>	Consultation on AAP Issues and options commenced June as per LDS.
Produce best practice planning guidance on the provision of affordable housing	44			Guidance document published					<b>AMBER</b>	Research undertaken/new guidance by DCLG still awaited. <b>Once government guidance published and implications assessed the document can then be quickly produced possibly before end March 2007.</b>
Explore ways of continuing the Rural Transport Partnership (with the Countryside Agency and Derbyshire County Council) beyond 2006	45			Funding beyond September 2006 secured.					<b>AMBER</b>	Review by EMDA/DDEP current and results imminent. Future funding dependent on outcome. <b>Monitor position and work with EMDA/DCC and other partners when results published.</b>
Ensure that environmental issue are adequately dealt with in planning policies	46			Sustainability Appraisal for LDF Core Strategy produced. Consultation completed.					<b>GREEN</b>	Work substantially underway.
<b>IMPROVEMENT PLAN</b>										
NONE										
<b>COMMUNITY STRATEGY</b>										
Ensure Partners and Members contribute to the DCC process of producing the Accessibility Strategy and Local Transport Plan 2	2			Respond to consultations. Target date Sep 05					<b>GREEN</b>	Presentations to Board Meetings. Council report circulated to Partners to help awareness and engagement.

Description	Ref No.	05/06 Outturn	AC Quartile Data	Target 2006/07	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Assessment Against Target (Red/Amber/Green)	Progress to Date/Remedial Measures
Undertake and complete the Woodville to Swadlincote Regeneration Action Area – Wider Employment Options study	15			Study completed. Target date Mar 06.					<b>GREEN</b>	Highway feasibility current by DCC funding obtained for study being commissioned by Consultant.
<b>BEST VALUE PERFORMANCE INDICATORS</b>										
Percentage of new homes built on previously developed land	106	82.21%	94.00% 79.25% 57.14%	60.00%	N/A				<b>GREEN</b>	Survey performed annually. Current indications on target.
Percentage of major applications determined in 13 weeks	109a	56.25%	68.90% 58.00% 46.88%	61.00%	84.20%				<b>GREEN</b>	
Percentage of minor applications determined in 8 weeks	109b	69.92%	75.40% 69.24% 61.12%	71.00%	77.20%				<b>GREEN</b>	
Percentage of other applications determined in 8 weeks	109c	86.65%	88.00% 84.00% 80.00%	82.00%	87.30%				<b>GREEN</b>	
Did the local planning authority submit the Local Development Scheme (LDS) by 28 March 2005 and thereafter maintain a rolling programme?	200a	Yes		Yes	Yes				<b>GREEN</b>	
Has the local planning authority met the milestones which the current LDS sets out?	200b	Yes		Yes	Yes				<b>GREEN</b>	
Did the local planning authority publish an annual monitoring report by 31 December of each year?	200c	Yes		Yes	Yes				<b>GREEN</b>	
The percentage of appeals allowed against the authority's decision to refuse planning permission	204	19.0%	25.0% 30.0% 37.5%	25.0%	0.1%				<b>GREEN</b>	
Score against a quality of planning service checklist	205	77.8%	88.9% 83.3% 72.2%	83.0%	83.0%				<b>GREEN</b>	

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The number of visits to/usages of local authority funded or part funded museums per 1,000 population	170a	No data collected		583	183				GREEN	
The number of those visits to local authority funded or part funded museums that were in person per 1,000 population	170b	334		374	110				GREEN	
The number of pupils visiting museums and galleries in organised school groups (including visits to schools)	170c	291		375	71				GREEN	
Total number of Conservation Areas in the local authority area	219a	22		22	22				GREEN	
Percentage of Conservation Areas with an up to date character appraisal	219b	50.00%		60.00%	60.00%				GREEN	
Percentage of Conservation Areas with published management proposals	219c	0.00%		0.00%	0.00%				GREEN	





## **KEY ACHIEVEMENTS - POLICY & ECONOMIC REGENERATION DIVISION**

### **FIRST QUARTER 2006/2007**

#### **Economic Regeneration**

- Progressing the development of a new Economic Regeneration Strategy with a Member workshop and tour of the district and a consultation event with businesses and partners
- Opening of the Tourist Information Centre at Sharpes Pottery Museum to the public; trade launch and formal accreditation of the Centre
- 'Tractivity' – online database becomes operational; first Property Bulletin produced from the new system
- Outline approval secured from the Derby and Derbyshire Economic Partnership for a £100,000 project relating to ground investigations and master planning for the Woodville Action Area

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<b>HEAD OF POLICY &amp; ECONOMIC REGENERATION</b>										
<b>CORPORATE PLAN</b>										
Improve arrangements for reporting racial incidents and supporting victims	3			Agreement with Derby Racial Equality Council for Caseworker support finalised. Arrangements for reporting incidents reviewed.					GREEN	Preliminary discussion have been held with the DREC.
Develop a corporate communications and consultation strategy	10			Strategy approved.					GREEN	Initial scoping is underway.
Do more to consult with 'hard to reach' groups	11			Agreement with South Derbyshire CVS (for specialist support) finalised. Agreed programme delivered.					GREEN	Consultation is taking place with stakeholders to determine priorities for support.
Establish a rolling programme of local Community Plans	18			Programme finalised and resources in place.					GREEN	This work is planned for later in the year.
Establish a rolling programme of customer satisfaction surveys	26			Programme finalised. Year 1 surveys completed and evaluated.					GREEN	Arrangements are well advanced for the Best Value User Satisfaction Surveys that will form the core of the 2006 programme.
Agree improvement priorities with Audit Commission and deliver required actions	28			Improvement plan agreed. Performance monitored and reported to Council on a quarterly basis.					GREEN	The Improvement Plan has been incorporated in the 2006 BYPP and the first quarter monitoring report has been produced.
Develop a strategic approach to social inclusion	31			Strategy adopted.					GREEN	The project brief has been agreed and consultation has taken place with stakeholders on the issues that will need to be addressed in the Strategy
Develop a Corporate Equalities Plan	32			Plan adopted.					GREEN	The work programme to develop the Corporate Equalities Plan will continue to be implemented by the Corporate Equalities Group.

Description	Ref No.	05/06 Outturn	AC Quartile Data	Target 2006/07	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Assessment Against Target (Red/Amber/Green)	Progress to Date/Remedial Measures
Develop a new Strategy for economic regeneration in South Derbyshire	41			Vision agreed with key stakeholders. Strategy approved.					<b>GREEN</b>	The project brief has been agreed and consultation has taken place with stakeholders on the issues that will need to be addressed in the strategy.
Work with investors to bring more higher skilled jobs to the areas	42			Implementation of 'Tractivity' (an electronic property enquiry system for inward investors). Marketing campaign launched.					<b>GREEN</b>	Staff have been trained in the operation of 'Tractivity' and implementation is underway.
Deliver our contribution to the Community Strategy	51			Delivery of actions linked to the Council's planning and performance management processes					<b>GREEN</b>	The remaining actions in the year 1 Action Plan have been rolled over to the 2nd Action Plan 2006 to 2008.
Assist the South Derbyshire Local Strategic Partnership (SDLSP) to operate effectively	52			Community Strategy Year 2 Action Plan approved by Partnership Forum. Review of SDLSP operating arrangements completed and resource requirements addressed by partners.					<b>GREEN</b>	The Year 2 Action Plan was launched at a Forum event in July.
<b>IMPROVEMENT PLAN</b>										
Initiate a pilot project for collecting and analysing service delivery data at a local level	3			Brief for project agreed. First performance report produced and results evaluated					<b>GREEN</b>	This work is currently planned for later in the year.

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Continue to deliver and develop our 'Achieving More' performance management framework	4			Achievement of agreed targets, reported regularly to Members and stakeholders. Framework developed to include a 'value for money' component. Format for Service Plans 'refreshed'. Procedures/protocol for ensuring data quality established. Performance Management training provided to members and employees across the organisation.					<b>GREEN</b>	First quarterly report (June) presented to Members; the format for Service Plans has been refreshed and initial work on data quality has been completed.
Improve performance against the national Best Value Performance Indicators (BVPis)	5			All national standards achieved. For priority areas, no bottom quartile performance by March 2007. For non priority areas, at least 90% of indicators improving and/or staying the same at March 2007.					<b>GREEN</b>	On track to achieve all 3 targets (see June 06 performance management report).
Identify a suitable Performance Improvement Tool and prepare to 'roll out'	6			Improvement tools reviewed. Training of assessors completed. Roll out plan in place.					<b>GREEN</b>	This work is planned for later in the year. Possible use of IDEA or similar.
Prepare for the Direction of Travel Assessment	8			Progress formally reviewed by Members (ahead of next assessment). Self assessment completed.					<b>GREEN</b>	This work is planned to commence after the completion of the Use of Resources Value for Money component (end September).
Develop a good practice protocol for partnership working	15			Protocol approved and rolled out across the organisation.					<b>GREEN</b>	Initial scoping (including review of best practice) is underway.
<b>COMMUNITY STRATEGY</b>										
Prepare 'healthier living' guide lines and distribute through the Council Tax bills				Guides produced and distributed. Target date Mar 06					<b>GREEN</b>	Guides to be produced by PCT. Arrangements in hand for distribution.



