

**MINUTES OF THE EASTERN HEALTH AND SOCIAL SERVICES COUNCIL
MEETING HELD ON 11 DECEMBER 2003 AT 1.30PM IN THE
GROSVENOR HOUSE TRAINING & CONFERENCE CENTRE,
GLENGALL STREET, BELFAST**

PRESENT: Cllr Mrs Elizabeth Campbell Mr Brian Compston
 Mr Brian Coulter Cllr Robert Andrew Drysdale
 Mr Cecil Graham Mrs Elizabeth Hamilton
 Cllr Joseph Lockhart Mr Brian Marshall
 Mrs Sylvia McGarry Mrs Rosemary McGrotty
 Mr Jeremy McMahan Miss Patricia McMillan
 Mr George Monds Mrs Mary Muldoon
 Miss Muriel Patterson

Mr Coulter was in the Chair

IN ATTENDANCE:

Mrs Jane Graham, Chief Officer
Mrs Brenda Devine, Senior Manager
Mrs Helen Mallen, Office Manager
Dr Paula Kilbane, Chief Executive,
Eastern Health and Social Services Board – For Minute 108/03
Mr Cletus McCloskey, Assistant Director of Finance
Eastern Health and Social Services Board – For Minute 110/03

107/03 APOLOGIES were received from the following members:

Mrs Eileen Askham, Cllr Dermot Curran, Mr Brendan Henry, Mr James Hutchinson,
Cllr Ms Marie Moore

NOTE: Dr M Harriott was not present at the Council Meeting as he was representing Council business elsewhere.

108/03 DR PAULA KILBANE, CHIEF EXECUTIVE, EASTERN HEALTH AND SOCIAL SERVICES BOARD

(a) Dr Kilbane provided details on some of the issues being discussed at the Eastern Health and Social Services Board meeting being held later that day.

• Developing Better Services

The framework for implementation of the recommendations made in the Developing Better Services Report will be discussed. This framework shows the magnitude of what has to be achieved over the next 10-20 years. It has been estimated that the capital investment required for this implementation will be just under £1 billion. This will also have to cover the enhanced revenue required to maintain the provision of services as detailed in the Developing Better Services Report.

The changes to be implemented in primary and secondary care will require planning based on the demographic make up and movement of the Northern Ireland population. Dr Kilbane explained that the latest census results have shown a decline in the population in the Eastern Health and Social Services Board area but an increase in the number of people living alone who are vulnerable and often have complex needs.

Cllr Lockhart highlighted that as a result of consultation on Developing Better Services in 2002 a number of concerns had been communicated to the then Minister for Health, Ms Bairbre De Brun, and asked if there is any evidence that the points raised have been taken on board. He said that the public are keen to know when the proposed changes to services will take place, for example the removal of Accident and Emergency Services in some areas. Dr Kilbane said that part of the work being carried out includes producing a detailed plan of when changes will occur, both for the reduction and increase of services in specific areas. The timetable for changes to services will have to be based on service requirements up until 2013.

Mr Coulter explained during the consultation of the Developing Better Services Report Council's position had been to support the Eastern Health and Social Services Board's recommendations that there should be no reduction in medical bed capacity at Lagan Valley Hospital until there is evidence that alternatives have been put in place.

In relation to implementation plans Dr Kilbane explained that a Regional Steering Group representative of the four Health and Social Services Boards and the Department of Health, Social Services and Public Safety, will oversee the implementation process. Each Board will set up an Area Project Board to develop a Business Plan for approval by the Regional Steering Group. The time required to achieve implementation will depend on when the money is made available to fund the proposed developments.

- Needs and Effectiveness Study

The Department of Health, Social Services and Public Safety has published the findings of the Needs and Effectiveness study which was commissioned a few years ago. To date, only the effectiveness element of the study has been published and this provides comparisons on the effectiveness and efficiency of the resources available in Northern Ireland to the resources available in England and Wales. This study contributes to the argument being made to the Treasury about the under allocation of resources for health and social services in Northern Ireland.

Dr Kilbane explained that the Northern Ireland Confederation, which is composed of all the Boards and Trusts, will be publishing a document in the spring which will provide details of the needs, the effectiveness and the investment of all the resources available for health and social services in the last three years. This will be an important document that will be helpful in debate about future services and in demonstrating accountability for how money has been spent.

- Aids Control paper

This paper has highlighted an increase of HIV in Northern Ireland. Routine screening for HIV in pregnant women is now taking place and unexpectedly there have been a few positive HIV cases reported. There is also evidence of a failure to control sexually transmitted diseases as there is currently a low-level epidemic of syphilis in Northern Ireland. There is still much work needed on encouraging the public to take on board the messages about safe sexual behaviour.

(b) New General Medical Services Contracts for General Practitioners

The Minister for Health, Social Services and Public Safety in Northern Ireland has issued a News Release on the outcome of consultation on the new General Medical Services Contract for General Practitioners. Essentially the consultation did not identify any major flaws in the proposals for the new contract and Northern Ireland legislation will be put in place as part of the national implementation of this GP contract.

The main issues for the Eastern Health and Social Services Board will be getting the right investment in place for the infrastructure in general practice and ensuring alternative arrangements for out of hours service provision are in place. A General Medical Services Contract Implementation Group has been set up and one of the issues being discussed is the provision of out of hours services. This will involve bringing together all the major stakeholders who currently provide out of hours services. It is anticipated that this group will meet at the end of January to examine the options available for out of hours service provision which include Accident and Emergency Departments, current Co-Operative arrangements, New Treatment and Care Centres and the possible introduction of an NHS Direct telephone support service. It is important to highlight that under the new GP contract every General Practitioner will have the right to opt out of providing out of hours services and the Implementation Group will examine what remuneration must be made available to General Practitioners who will continue to provide out of hours services. Dr Kilbane said that she hoped that the Chief Officer will be able to represent Council in contributing to the Implementation Group in the future.

In response to a question from Mr Graham regarding resources being made available by government to cover the additional costs for providing alternative out of hours service arrangements, Dr Kilbane confirmed that some additional money will be allocated for these changes. However, although it is expected that basic provision of essential services will be covered, there are questions as to whether the money available will be adequate to cover all the changes to GP services.

(c) Northern Ireland Draft Priorities and Budget Statement

At the previous Council Meeting Dr Kilbane had highlighted concerns regarding the proposed budget allocation for 2004/2005. There remains uncertainty about the financial statement for 2004/2005 and an expected announcement next week has now been postponed.

(c) Patients waiting on trolleys

Dr Kilbane reported that since the last Council meeting she and other Eastern Health and Social Services Board staff have been in discussion with representatives from the Ulster Community and Hospitals Trust in an attempt to advance a review of why the steps which have been put in place, have failed to impact on this unsatisfactory practice. The discussions are quite detailed and the Eastern Health and Social Services Board have offered some additional investments for staff. However, it is recognised that additional resources alone are not impacting on this problem and the Eastern Health and Social Services Board will continue to work with the Trust to obtain a better understanding of why initiatives put in place have not worked and where resources need to be targeted.

The situation has got worse this week and the Ulster Community and Hospitals Trust have now cancelled elective surgery in order to cope with the number of emergency medical admissions.

Cllr Drysdale praised the work of staff at both the Ulster Community & Hospitals Trust and Ards Hospital. He asked if pressure could be put on government to provide additional money to extend the opening hours at Ards Hospital. This would go some way to relieving pressure on the Ulster Community and Hospitals Trust. Dr Kilbane agreed that more could be done at Ards Hospital if the resources are available but there is no additional funding available at present and the Eastern Health and Social Services Board have concerns about maintaining and developing service levels in this area.

Miss McMillan had previously raised concerns about the lack of radiology services in Bangor and Ards Hospitals and pointed out that the level of service in these hospitals does not meet the out of hours demand, especially when you take into consideration the number of sporting activities held in these areas over the weekend. Dr Kilbane confirmed that she has raised this issue with the Ulster Community and Hospitals Trust and asked them to reconsider the return of out of hours radiology services in Bangor and Ards Hospitals. However, it is likely that the Ulster Community and Hospitals Trust would not have the relevant level of staff to enable this to happen.

In response to a question from Mr Monds regarding the number of patients awaiting a community care package for discharge from the Ulster Community and Hospitals Trust, Dr Kilbane confirmed that there are approximately 60 patients waiting on alternative placement in the North Down, Ards and East Belfast areas.

Mrs Muldoon asked why the vacant places at Minnowburn House are not being used for patients who are waiting on discharge into a place in the community. Dr Kilbane explained that at present the Ulster Community and Hospitals Trust do not have the resources available to fund other placements.

Mrs McGrotty asked Dr Kilbane if any figures are available on the delayed discharge of patients who are waiting on the approval of senior staff before they can leave the hospital. Although this delay may range from a number of hours to days, this could impact on patients waiting for an inpatient bed on trolleys in Accident and Emergency. Dr Kilbane did not have details on this but explained that the Emergency Admission Project undertaken at the Ulster Community and Hospitals Trust had attempted to improve the whole discharge process, with discharge planning commencing the day of admission.

Mr Compston expressed concern about the efforts being put into planning future services when the trolley wait figures are continually increasing. He stressed that the Eastern Health and Social Services Board should be focusing their efforts on eradicating this unacceptable practice. Mr Compston sought assurances of the full commitment and best efforts of Managers to resolve the problems, given that we are now facing a trolley wait crisis of alarming proportions.

Dr Kilbane assured Council that she has been making every effort to identify ways to improve the trolley wait situation at the Ulster Community and Hospitals Trust and stressed that the Eastern Health and Social Services Board will not give up attempting to identify solutions to this ongoing problem. Since the last Council meeting Dr Kilbane has had detailed discussions with the Ulster Community and Hospitals Trust and has also met with senior staff from a number of other Trusts. Dr Kilbane confirmed that she has discussed some further investments for the Ulster Community

and Hospitals Trust in order to improve their worsening trolley wait situation. Once the initiatives have been fully investigated and agreed details of actions being taken will be made public.

Mr Coulter informed members that following the extensive discussions held about trolley waits at the last Council meeting he had met with Dr Kilbane the next day to discuss the matter further. The main focus of discussion was on the Emergency Admissions pilot project carried out at the Ulster Community and Hospitals Trust. Council had placed a great deal of faith on this project producing substantive improvements which could be replicated elsewhere. Council's confidence in this project has been shaken and questions must be asked as to the appropriateness of the model being implemented. Mr Coulter and Dr Kilbane had subsequently met with Dr Jim McFarland, Medical Director and Mr Jim McCall, Chief Executive, Ulster Community and Hospitals Trust and Dr Ann Wilson, Eastern Health and Social Services Board. Mr McCall had hoped to attend today's Council meeting but this had not been possible with other engagements. Mr Coulter confirmed that he and the Chief Officer will be meeting with Mr McCall on 23 December 2003 to discuss the trolley wait situation. Meetings have also been arranged with the Chief Executives of the Down Lisburn Trust and Mater Hospital Trust to discuss their Trusts response to increases in Trolley Waits.

Council would also be concerned about the continued level of involvement in the Emergency Admissions Project by the Department of Health, Social Services and Public Safety as the seriousness of this problem requires major investment and involvement from all parts of the service.

Mr Coulter thanked Dr Kilbane for her input to the Council meeting.

109/03 NEW COUNCIL MEMBER

On behalf of Council Mr Coulter welcomed a new Council member, Cllr Robert Drysdale, who was attending his first Council Meeting.

110/03 MR CLETUS MCCLOSKEY, ASSISTANT DIRECTOR OF FINANCE, EASTERN HEALTH AND SOCIAL SERVICES BOARD

Mr Coulter welcomed Mr Cletus McCloskey who was attending the meeting to explain the Financial Equity Update for 2003/2004 which was published in October 2003.

Mr McCloskey explained that the purpose of the equity update is to ensure that the Eastern Health and Social Services Board's annual budget is distributed fairly between its four main geographic localities, according to the health and social care needs of the individuals within local populations. A formula which has been refined by a Regional Group is used to share out the £17.5 million available. The Regional Group is currently working on the Fourth Capitation Report which was due out by the end of September. As this involves very extensive research the Report is now not expected until March 2004. The primary objective of these Reports is to assure the public that the budget allocation process is transparent and open and allows dialogue and review.

Ultimately the purpose of the Capitation Report is to recognise the health and social services needs of individuals and to allocate resources fairly to ensure that these needs are met. Using the information available the needs of the population must be balanced against the level of service provided. From this comparison you can determine what areas are over or under their target share of the budget and corrective action can be taken to balance the equity of resource allocation.

Mr McCloskey explained that there are three main issues influencing the latest Equity Update as follows:

1) 2001 Belfast Electoral Ward Census

Prior to the 2001 census, results dated back to 1991. Between 1991 and 2001 experts in the Population Office and the Register Generals Office in the Northern Ireland Statistics Research Agency had to endeavour to assess the change in population. In order to make an estimate of the population the Population Office used a major estimate process called the Noble Population Estimate. This process starts with the 1991 census results and then includes figures available for births, deaths and migration. This had to be done for the 10 year period for which census results were not available.

In 2000, prior to census data being available, the Population Office estimated the Eastern Health and Social Services Board to have a civilian population of 670,029. The census results saw this figure decrease by 7,000 people to a population of 663,000.

The Equity Update was published in October 2003 because the results for the Belfast Electoral Ward Census had only been made available in August 2003. These results have seen the core impact on the issue of population change in the Eastern Health and Social Services Board area.

A new data source based on the 2001 census population results for the four localities in the Eastern Health and Social Services Board showed the following:-

Locality	Population	% of Eastern Health and Social Services Board Population
Down and Lisburn	171,049	25.80%
South and East Belfast and Castlereagh	199,855	30.14%
North and West Belfast	142,988	21.56%
North Down and Ards	149,207	22.50%

The formula used to assess the Northern Ireland population's health and social care needs and to ensure that resources are fairly distributed involves the following process:-

- determine the population of the individual locality
- apply an age and gender cost curve to the population. The older the population the greater the health and social care need
- apply the needs factor. This is based on all the academic information available through research of the needs of the population.

Allocation of resources prior to the 2001 census information being made available, had been made using the assessment of the population change carried out by the Population Office. When the census results became available, with the exception of the Belfast Electoral Wards, the share of the money at December 2002 reflected that the four Eastern Health and Social Services localities had been funded as follows:

South and East Belfast and Castlereagh	- funded £9.9 million over target share
North and West Belfast	- funded on target share
Down and Lisburn	- funded £5.3 million under target share
North Down and Ards	- funded £4.6 million under target share

Using this information funding adjustments were made and the latest Equity Report in October 2003 has shown that after applying the available resources of £715 million, the funding position is now as follows:

South and East Belfast and Castlereagh	- funded £4.2 million over target share
North and West Belfast	- funded £3.6 million over target share
Down and Lisburn	- funded £3.3 million under target share
North Down and Ards	- funded £4.5 million under target share

Although some areas are showing over target Mr McCloskey highlighted that further work needs to be done on how the money is broken down into the individual Programmes of Care. Some areas are experiencing variances in funding of some services, for example North Down and Ards have overfunding of family and childcare services but are £4.3 million underfunded for acute services. Mr McCloskey emphasised that the conclusions made about over funding assumes that the funding available is enough to provide the level of service required, which is often questionable. The Programmes of Care to which resources are allocated are Health Promotion, Primary Care, Acute Health, Mental Health, Learning Disability, Family and Child Care, Maternity and Child Health and Physical Disability.

Mr McCloskey explained that if the Fourth Capitation Report is endorsed and implemented by the Health Minister, subject to consultation, there will be a revision of the Mental Health Programme of Care and new work on Learning Disability and Physical Disability.

Mr McCloskey concluded that the census results showed major dynamic population issues in Belfast. The decline in the North and West Belfast population would have been difficult for the academics to assess or plan prior to census. Since the census was carried out in 2001 the major estimates for 2002 have shown that the population is still changing. The pattern of population projection to 2015 estimates an increase in all areas except the Belfast area where there is a decline.

1) Three year average hospital utilisation pattern

Consideration had been given to whether 3 year averages should be used to assess the population use of hospital services as it was felt that using a 1 year average may not be truly reflective. Information has been gathered on a yearly basis examining how the

population uses hospital services within each locality. Review of this information has shown that assessing the population needs based on a 3 year average of hospital use is appropriate. There are some facilities for which only the current use of services could be used to assess future needs, for example Muckamore Abbey, as the characteristics of the facility would skew a 3 year average.

2) 2003/2004 New Funding to Localities

Mr McCloskey said that there is further challenging work required on responding to needs in the locality areas while maintaining an equitable share of resources as different local areas have different requirements.

There are a number of outstanding issues which need to be considered in future Capitation Reviews. These include:

- An update of health and social care needs. Whilst the population in some areas is decreasing it is important to recognise that the needs characteristics will also change. In the Belfast area there is a decrease in the number of people per household and an increase in the number of single people households.
- Fixed cost localities. It will be important to ensure that where an area has a facility that provides a specialised service for regional use there must be no disadvantage to local people in the budget allocation for their local needs.
- Fourth Capitation Report. In order to have the best available data looking at the demographics of the changing population, a significant amount of research has been commissioned by the Eastern Health and Social Services Board and the results have the potential to change the next Capitation Report.

The current work being carried by the Eastern Health and Social Services Board to ensure equitable provision of resources includes:

- continued topping up of under target localities with new funds available. This policy was adopted by the Eastern Health and Social Services Board following endorsement through a consultation process.
- further work on the impact of the implications of fixed cost infrastructure
- continuing to ensure targeting areas of need
- developing services as detailed in the Developing Better Services Report

Mr Compston said that the difficulties demonstrated in some Programmes of Care in each locality will require major work by the Eastern Health and Social Services Board on the use of administration resources in order to ensure that the services needed are delivered. Mr McCloskey confirmed that in administration terms at Commissioner level, the Eastern Health and Social Services Board are set a prescriptive limit of 1.5% for the total commissioning share, and the Eastern Health and Social Services Board have remained within this limit at around 1.2% in the last two years.

Mr Coulter thanked Mr McCloskey for his comprehensive input to the meeting.

111/03 CHAIRMAN'S BUSINESS

Mr Coulter reported on his Council engagements and highlighted the following media contact:

The Irish News had been contacted by staff from the Ulster Community and Hospitals Trust regarding the pressures of the trolley wait situation. The Irish News had subsequently contacted Mr Coulter for comment and had subsequently featured a report on this matter.

112/03 MINUTES OF THE PREVIOUS COUNCIL MEETING

The Chief Officer reported that Dr Paula Kilbane, Chief Executive, Eastern Health and Social Services Board had asked for an amendment to the minutes as follows:

Minute 98/03 (a)

Northern Ireland Draft Priorities and Budget Statement

The first sentence to read 'The Department of Health, Social Services and Public Safety, of all government departments, would normally get the greatest increase in budget but this is not the case in this years allocation for 2004/2005 where it is in fifth position'.

Paper on Personal Relationships for People with a Learning Disability

The first sentence to read 'This paper was presented to the Eastern Health and Social Services Board for approval as a consultation document....'

Members agreed the minutes of the Council Meeting held on 20 November 2003 subject to the above changes.

113/03 MATTERS ARISING FROM MINUTES

The Chief Officer reported that she is still pursuing a number of issues which were raised at the Council meeting held in October 2003. Mrs Graham said that she will report back to members on these matters when she receives feedback

(a) Minute 101/03 (a) Patients waiting on trolleys

The figures had been circulated for the number of patients waiting more than 2 hours on trolleys in Accident and Emergency in November 2003. The Chief Officer and the Chairman will meet with the Chief Executives' of the Mater Hospital Trust and Lagan Valley Hospital Trust in December to discuss the increase in the number of patients waiting on trolleys in Accident and Emergency. Alarming, in examining the recent figures there has been a significant increase in the number of patients waiting in the Belfast City Hospital Trust and Royal Victoria Hospital.

Following further discussion on this matter members agreed that the Chairman and Chief Officer should communicate Council's concerns on the increasing trolley wait situation to the Minister for Health and other senior staff at the Department of Health, Social Services and Public Safety. It was also agreed that in the absence of the Assembly Health Committee, this matter should be drawn to the attention of MLA's.

The Chief Officer and Chairman have also discussed the trolley wait situation with the BBC Health Correspondent. The Council will continue dialogue with the media in order that Council's concerns are constantly expressed about the unacceptable practice of patients' waiting on trolleys.

Mrs Graham explained that for some time she has been asking the Eastern Health and Social Services Board to monitor the use of non-designated beds. These are beds

which are set up for patients in corridors or in day rooms. Council have previously raised concerns about this practice as there are issues about the availability of equipment and privacy in these areas. These figures are now available on a daily basis from 10 September 2003, and show the following:

Trust	Number of non-designated beds used in October 03	Number of non-designated beds used in November 03
Belfast City Hospital Trust	33	128
Ulster Community and Hospitals Trust	7	36

Mrs Graham reported the figures for community care waiting lists as follows:

Trust	Number of people in hospital	Number of people in the community
North and West Belfast Trust	41	59 (48 due to no funding)
South and East Belfast Trust	31 (5 due to no funding)	59 (2 due to no funding)
Ulster North Down and Ards Trusts	28 (27 due to no funding)	26 (20 due to no funding)
Down Lisburn Trust	33 (22 due to no funding)	24 (19 due to no funding)

(b) Minute 101/03 (b) Draft Mental Health Strategy

Mrs Graham reported that eight Council members had met with Mr Hugh Connor, Director of Social Services, Eastern Health and Social Services Board, regarding consultation on the draft Mental Health Strategy. Although the consultation process closed today, Mr Connor will accept Council's response at a later date. Members agreed that the Chief Officer should submit a response supporting the strategy.

114/03 REPORT FROM CHIEF OFFICER

(a) Annual Work Programme

The Chief Officer provided members with an Annual Work Programme Update for the period April 2003 to September 2003. In view of the time constraints on the meeting, she asked members to contact her if they have any questions in relation to this paper.

(b) Quarterly Waiting List Statistics to September 2003

The quarterly waiting list statistics received in December 2003 showed a continued downward trend in inpatient waiting lists to the end of September 2003. The waiting lists for outpatient appointments for the same period showed a slight increase.

(c) Local Health and Social Care Groups

The Chief Officer reported that at the Eastern Health and Social Services Board Senior Management Team meeting she had raised the likelihood of General Practitioners being involved in the Local Health and Social Care Groups in the near future. The British Medical Association's position on this matter remains unchanged and the GPs' have still not agreed to join the Local Health and Social Care Groups.

- (d) Review of Mental Health and Learning Disability Services
This review is being carried out on a Regional basis. A letter has been received from Professor Roy McClelland who is Deputy Chair of the Regional Group. The Group is keen to meet with Council representatives and Mrs Graham proposed that a workshop be arranged for January 2004. This workshop will be similar to that held earlier in the day to examine the Eastern Health and Social Services Board draft Mental Health Strategy. Members agreed.
- (e) Strategy for Older People
Mr Hugh Connor, Director of Social Services, Eastern Health and Social Services Board had confirmed today that work will commence on a Strategy for Older People. A Steering Group will be set up and Council representation on this group has been requested, Mrs Graham asked any members interested to contact her.
- (f) Northern Ireland Cancer Registry
The Northern Ireland Cancer Registry has had a consumer representative from the Western Health and Social Services Board area on their group for some time. They are now inviting representation from the four Councils. The meetings are held six monthly and are scheduled for Thursday 6 May 2004 and Tuesday 16 November 2004. Mrs Graham asked any members interested to contact her.
- (g) Review of Public Administration
A letter has been received confirming that in view of the Assembly elections the deadline for consultation on the Review of Public Administration has now been extended until the end of February 2004.
- (h) Northern Health and Social Services Council
The Northern Health and Social Services Council has gone through an election process and Tom Creighton has been elected Chairman and Irene Johnston Vice Chairman of the Council.
- (i) Vice Chairman Election
Mrs Graham asked members to give consideration to the election of a Vice Chairman and she will send out the necessary papers to seek nominations.

115/03 ANY OTHER BUSINESS

- (a) Meeting with the Permanent Secretary
Mr Coulter explained that the Chairman and Chief Officer of the four Councils' meet periodically and there has been agreement that the Council's should write to Mr Clive Gowdy, Permanent Secretary in an effort to get the Department of Health, Social Services and Public Safety to engage with representatives from the four Councils' regarding future plans for public and user involvement.
- (b) Monitoring visits
Miss McMillan informed Council that the planning permission for the new Bangor GP practice has been refused and local Councillors will be raising objections to this decision.
- (c) Investing for Health Strategy

Mrs Hamilton said that she felt it would be worthwhile to discuss the Eastern Health and Social Services Board contribution to the Investing for Health Strategy at a future meeting.

116/03 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 22 January 2004, 5.30pm in Grosvenor House Training and Conference Centre, Glengall Street, Belfast.

Signed: _____ Date: _____
Chairman

Witnessed: _____ Date: _____
Chief Officer