

**DECISION OF THE CERTIFICATION OFFICER ON CERTAIN APPLICATIONS  
MADE UNDER SECTION 55 OF THE TRADE UNION AND LABOUR RELATIONS  
(CONSOLIDATION) ACT 1992**

**IN THE MATTER OF COMPLAINTS  
AGAINST THE CIVIL AND PUBLIC SERVICES ASSOCIATION**

**Date of Decision: 30 December 1994**

**DECISION**

Under section 55 of the Trade Union and Labour Relations (Consolidation) Act 1992 (the 1992 Act) I am empowered to make, or refuse to make, a declaration on the application of any person who claims that his or her trade union has failed to comply with one or more of the provisions of Part I of Chapter IV of the 1992 Act concerning the need for, and conduct of, elections to certain positions within the union. In making a declaration, I am required to specify the provisions with which the trade union has failed to comply.

For the reasons which follow I make a declaration at paragraph 40 to the effect that in the 1994 elections of their Vice-Presidents and National Executive Committee the Civil and Public Services Association (the union) failed to comply with section 52, subsections (3), (4) and (5) of the 1992 Act, in that the union published certain results relating to the National Executive Committee (NEC) elections before it had received the scrutineer's report; that it failed to publish the scrutineer's report on the election of the Vice-Presidents in the manner and within the time scale laid down in the 1992 Act; and that in respect of both elections complained of the union did not publish a statement to members on the availability of the scrutineer's reports as is required by statute.

At this stage I should add that I regard all of these breaches as essentially procedural and stemming largely from the peculiar circumstances surrounding the 1994 Presidential election.

### **The applications and decision**

1. On 16 August 1994 I received a formal complaint from a member of the Civil and Public Services Association (CPSA) that the reports issued by the union in respect of the 1994 ballots to elect its Vice-President and the Ordinary NEC members did not fully comply with the requirements of section 52 of the 1992 Act. Two other members subsequently made complaints in the same vein. All three complainants were given the opportunity to put their case in correspondence and at a formal hearing on 8 December 1994. Two of the complainants attended the hearing but argument centred on the evidence presented by the first of the complainants ("the first complainant") who, with their agreement, generally acted as spokesman for the three. None of the complainants nor the union was legally represented. My decision is in respect of the complaints brought by all three members.

### **The Facts**

2. The union's NEC comprises the President, two Vice-Presidents and twenty-six Ordinary Members. In accordance with the rules of the union these positions are filled annually by election. The union holds the ballots for the three parts of the NEC simultaneously. While candidates can and do offer themselves for election in more than one part, the rules provide that a successful candidate for President must accept that position, and decline other positions to which he/she may have been elected. Similarly a successful candidate for Vice-President must accept that position and, if he/she has been elected an ordinary member of the NEC, decline that position. There are additional provisions limiting the number of candidates who may be elected from certain departments. Finally the union rules also provide for the results of the ballot to be announced as early as possible during the annual delegate conference.

3. In 1994 the ballots for these posts were held in the four weeks ending on 6 May. But a problem arose in the election for President which resulted in a legal action by the first complainant about a matter irrelevant to the issue before me. The outcome of that action was a Consent Order of the High Court barring the union from declaring the results of "the 1994 national elections for the posts of President, Vice-Presidents and membership of the National Executive Committee" pending a re-run of the ballot for President.

4. Subsequently one of the other candidates in the ballots for Vice-President and Ordinary Members of the National Executive Committee approached the first complainant and his solicitors who then contacted the union. As a result the complainant's solicitors, acting on his behalf, agreed to the union announcing the results of the election for Vice-Presidents and the 26 candidates for election to the NEC with the highest votes, excluding any elected as Vice-Presidents. This agreement was conditional on assurances that the complainant's chances of becoming the President in the re-run ballot would not be prejudiced.

5. It was against this background that the union received, during its annual conference, from the scrutineers a report containing the full ballot details and votes cast for all six candidates for the two Vice-President posts. The report contained all the details required by the statute (see para 12 below). They also received a report with balloting details and other administrative details required in a scrutineer's report and a photocopy of the votes cast in the ordinary members' ballot for 30 of the 75 candidates. They needed 30 results as 4 candidates in the top 30 were unable to take up ordinary members seats either because they had been elected as Vice-Presidents or because of departmental limitations (see para 2).

6. At the Conference on, or about, 12 May the union announced the results of the Vice-Presidential ballot and the names and votes cast for 25 people elected to the NEC. They did not announce a twenty sixth name, as one of those in the top 30 was also a candidate for President who, if unsuccessful in the Presidential election would make up the 26 but who if successful would leave a place for the person who was 31st on the list.

7. The 2 successful Vice-Presidents and the 25 successful ordinary members joined the incumbent President to form the new National Executive at the end of the Conference. All of the names and balloting information announced at Conference but nothing else from the scrutineer's report were printed in the June edition of the union journal "Red Tape" published on 31 May.

8. On 16 June the union received from the scrutineers a report on the results of the re-run Presidential election. They also received details of the votes cast for all 75 candidates in the ordinary members ballot. These details enabled them to declare that the incumbent President had been re-elected and therefore that a Mr Baugh who had unsuccessfully defended his post in the Vice-President's ballot was elected as an Ordinary National Executive member (after the elimination on departmental grounds of the candidate with the 31st highest number of votes). On 16 June the results of the Presidential election were conveyed to the first complainant who was a candidate. Mr Baugh was invited to an NEC meeting which was due to convene on 23 June.

9. The July/August edition of "Red Tape" published on 29 June, contained full ballot and voting details for the Presidential and Vice-Presidential elections, ballot details and voting figures for the 59 candidates with the highest number of votes for Ordinary membership of the NEC. This showed Mr Baugh and the original 25 Ordinary members of the NEC as having been elected. It did not show the votes for the remaining 26 candidates (including those for the first complainant and those successful in the other ballots).

10. It was at this stage that the first complainant wrote to me on 16 August about the partial publication of the results. I wrote to the union on 23 August. On that day, before they could have received my letter, the union began a special mailing to all members of the September edition of "Red Tape". This included the information contained in the scrutineer's three reports in full including votes cast for all 75 candidates for the Ordinary membership of the NEC. It also contained full results of the re-run Presidential ballot and of those for the Vice-Presidents.

11. I have set these facts out in some detail as there was no substantial argument about them. Argument was about motivation, which except in a limited sense (see para 42) is nothing to do with me, and about the interpretation of the facts which is what the whole case turns on.

### **The requirements of the legislation**

12. Section 52 of the 1992 Act contains the provisions relating to the scrutineer's report as follows:

- "52.-(1) The scrutineer's report on the election shall state -
- (a) the number of voting papers distributed for the purposes of the election;
  - (b) the number of voting papers returned to the scrutineer;
  - (c) the number of valid votes cast in the election for each candidate, and
  - (d) the number of spoiled or otherwise invalid voting papers returned;
  - (e) the name of the person (or each of the persons) appointed under section 51A or, if no person was so appointed, that fact.
- (2) The report shall also state whether the scrutineer is satisfied -
- (a) that there are no reasonable grounds for believing that there was any contravention of a requirement imposed by or under any enactment in relation to the election;
  - (b) that the arrangements made (whether by him or any other person) with respect to the production, storage, distribution, return or other handling of the voting papers used in the election, and the arrangements for the counting of the votes included all such security arrangements as were reasonably practicable for the purpose of minimising the risk that any unfairness or malpractice might occur, and

- (c) that he has been able to carry out his functions without such interference as would make it reasonable for any person to call his independence in relation to the union into question;

and if he is not satisfied as to any of those matters, the report shall give particulars of his reasons for not being satisfied as to that matter.

(2A) The report shall also state -

- (a) whether the scrutineer -
  - (i) has inspected the register of names and addresses of the members of the trade union, or
  - (ii) has examined the copy of the register as at the relevant date which is supplied to him in accordance with section 49(5A)(a),
- (b) if he has, whether in the case of each inspection or examination he was acting on a request by a member of the trade union or candidate or at his own instance;
- (c) whether he declined to act on any such request, and
- (d) whether any inspection of the register, or any examination of the copy of the register, has revealed any matter which he considers should be drawn to the attention of the union in order to assist it in securing that the register is accurate and up-to-date;

but shall not state the name of any member or candidate who has requested such an inspection or examination.

(2B) Where one or more persons other than the scrutineer are appointed under section 51A, the statement included in the scrutineer's report in accordance with subsection (2)(b) shall also indicate -

- (a) whether he is satisfied with the performance of the person, or each of the persons, so appointed, and
- (b) if he is not satisfied with the performance of the person, or any of them, particulars of his reasons for not being so satisfied.

**(3) The trade union shall not publish the result of the election until it has received the scrutineer's report.**

**(4) The trade union shall within the period of three months after it has received the scrutineer's report either -**

- (a) send a copy of the report to every member of the union to whom it is reasonably practicable to send such a copy; or**
- (b) take all such other steps for notifying the contents of the report to the members of the union (whether by publishing the report or otherwise) as it is the practice of the union to take when matters of general interest to all its members need to be brought to their attention;**

**(5) Any such copy or notification shall be accompanied by a statement that the union will, on request, supply any member of the union with a copy of the report, either free of charge or on payment of such reasonable fee as may be specified in the notification.**

**(6) The trade union shall so supply any member of the union who makes such a request and pays the fee (if any) notified to him." (My emphasis).**

13. Subsections 52(3), (4) and (5) are particularly relevant to the complaints before me.

**The complainants' case**

14. The complainants alleged that the union had failed to fully meet the requirements of section 52 of the 1992 Act in respect of the ballots to elect the union's Vice-Presidents and Ordinary Members of the NEC.

15. The alleged failures by the union were threefold and are considered in turn below.

**Complaint (i)**

16. The union had published both at its Conference and in its journal the results of the election of Ordinary Members to the NEC before it had received the scrutineer's report thus breaching section 52(3) of the 1992 Act.

17. Key to the complainants' argument here was the timing of the announcement/publication of the election results. It was submitted that the publication of the partial election results for the Vice-Presidents and ordinary NEC members on or about 12 May 1994 to the union's annual delegate conference conflicted with the fact that the scrutineer's report which met the statutory requirements was not received by the CPSA until sometime in June 1994, "allegedly 17 June 1994". Accordingly section 52(3) of the 1992 Act had been breached because results of the Vice-Presidents and Ordinary NEC elections had been published before the scrutineer's report had been received.

**Complaint (ii)**

18. The union had failed to notify the full contents of the scrutineer's report to members within three months of receipt of the report on the election of the Vice-Presidents and possibly (depending on my findings on complaint (i)) of the Ordinary members of the National Executive Committee, thus breaching section 52(4).

19. The complainants' contended that a scrutineer's report of the Vice-Presidents election which satisfied the requirements of the 1992 Act was received by the union on 12 May 1994. However it was alleged that in not sending every member a copy of the report or its contents



until September 1994, more than three months later, the union was in breach of section 52(4) of the 1992 Act. In addition if it was held that a satisfactory scrutineer's report had been received on the election of the Ordinary Member of the National Executive Committee in time for the May announcements then that report should have been published by 12 August 1994 rather than in the September edition of "Red Tape".

### **Complaint (iii)**

20. The results of neither of the elections were accompanied by a notification as required by section 52(5) that a copy of the scrutineer's reports would be supplied, on request, to any member either free or charge or on payment of a specified charge.

21. In respect of the 1994 NEC election results, it was alleged that none of the reports of the CPSA elections were accompanied by the statement prescribed by section 52(5) which provided that a copy of the scrutineer's report be made available to members on request. By way of evidence the complainants produced extracts from the three editions of the union journal "Red Tape" in which the results were published but a statement satisfying section 52(5) was not included.

22. A further complaint that in breach of section 52(6) the union had failed to supply copies of the scrutineer's reports to a member who had so requested them is not dealt with in this decision but considered separately in my observation at paragraphs 45 and 46.

### **Significance of the breaches**

23. The complainants argued that these breaches were motivated by three factors. First, to avoid censure from union members for having to re-run a Presidential election with all of the consequences that entailed; secondly for political reasons to exclude Mr Baugh totally from NEC activity for as long as possible; and thirdly to conceal from CPSA members for as long as possible the fact - recorded in the scrutineer's report - that where no registered address was available for a member ballot papers were addressed personally to members at their office address contrary to statutory requirements.

### **The Union's case**

24. The union's case centred around their submission that for statutory purposes we were talking about one election for the National Executive Committee not three separate ones. The interdependence of the three ballots clearly set out in the union rules and demonstrated in the facts surrounding the 1994 election (see paras 2 to 10) was used to argue that we are here considering a single package.

25. The union further argued that none of the problems complained of would have occurred had it not been for the actions of the first complainant in authorising or, viewed from their position at the time, requesting the publication of partial results at the time of the May Conference.

### **Argument - complaint (i)**

26. The union submitted that the reports on the election of Ordinary NEC members and Vice-Presidents received from the scrutineers at its Conference in May (see para 5 above), were, although in the case of Ordinary NEC Members only partial, sufficient to satisfy the requirement to have the scrutineer's report before publishing the results of an election. They had sufficient of the scrutineer's report to substantiate the election process and all of the results they announced and published at that time. Their decision not to announce the votes received by the incumbent President in the ordinary members ballot had been to avoid prejudicing the re-run Presidential ballot in which both she and the first complainant were candidates. There had therefore been no breach of section 52(3) of the 1992 Act.

### **Argument - complaint (ii)**

27. The union maintained, in line with its contention, that we are here considering one election not three, that the results of the annual NEC elections were notified to members within three months of receipt of the scrutineer's report. The scrutineer had notified the union of the complete results of the NEC elections on 16 June 1994. The full results of the elections were subsequently published to individual members in the September 1994 edition of "Red Tape" (distributed at the end of August); this was within the three month period required by statute for announcing results. There had therefore not been a breach of section 52(4).

28. The union conceded that at no stage had it published the notification (required by section 52(5)) that "the union will, on request, supply any member of the union with a copy of the report either free of charge or on payment of the [reasonable fee specified in the notification]". It contended however that section 52(5) cannot sensibly be read as meaning that if a member had been given a full copy of the scrutineer's report, that report must also state that the Union will supply a further copy of the same report upon request. If that had been Parliament's intention it was asserted, the subsection could easily have referred to the individual being supplied "with a further copy of the report". The union submitted that this subsection applies to the situation in which only a partial notification of the full report has been given to members, enabling members to obtain a full copy should they so wish. On this basis the union considered that there had been no breach of section 52(5) and no case to answer.

#### **Argument - materiality of any breach**

29. As an alternative submission the union stated that in its opinion any breaches that may be established by the Certification Officer against the union concerning subsections 52(3), (4) and (5), were in any event not material. Any such breaches would be purely technical having regard to the unique and urgent situation that arose out of the application for an injunction against the union and subsequent Consent Order at the instigation of the first complainant. Furthermore if the union was found to be in breach of subsection 52(5) it was contended that such a breach was of the highest technicality, given that individual members of the union were sent a copy of "Red Tape" in which the scrutineer's reports were reproduced in full. The union also emphasised that, exceptionally, this edition of "Red Tape" was posted to each individual member.

#### **Reasons for reaching my decision**

30. As I have indicated above by the end of the hearing there appeared to me to be no dispute about the basic facts behind these complaints. I therefore have to decide the following questions:

1. Am I here dealing with three elections or one?
2. In relation to each election or to the one election, when was a scrutineer's report, satisfying the statutory requirements received by the union?
3. In respect of each election or the election when did the union publish the result?
4. When was a report of each election or of the election, satisfying the statutory requirements sent to all members?
5. Does the publication of the full contents of the scrutineer's report obviate any requirement to tell members they can have a copy on request?

I shall give my considered answers to each in turn, draw together my conclusions and then consider whether any breaches are material.

### **Three elections or one?**

31. The ballots for the three parts of what is the single National Executive Committee of the union are always conducted simultaneously and the outcomes of them are heavily interdependent. On this basis it might be concluded that these are three ballots making up one election, and until now in this decision unless quoting from others I have deliberately used the terms in a way consistent with this interpretation. However it seems to me that there are three separate, albeit connected and interdependent elections. Section 46 makes it clear that the union must ensure that people do not hold specified positions in the union unless elected to that position by an election satisfying the 1992 Act. The 1992 Act draws a distinction between positions. These include the President who has to be elected and members of the executive each of whom also has to be elected. The fact that the ballots took place at the same time does not mean that there was one election. Members had a vote in each election. I am reinforced in this view by the fact that the Consent Order (see para 3) talked of "refraining from declaring the results of the 1994 national elections for the posts of President, Vice-Presidents and membership of the National Executive Committee" (my

emphasis). In addition in circulating the results to branches the present and immediate past General Secretary of the union have referred to elections in the plural. Moreover the scrutineers produced separate reports for each election. On balance I conclude that we are here considering three separate elections.

### **When were scrutineer's reports received?**

32. In relation to the Ordinary members election there is the prior issue of whether the report received in May was a scrutineer's report at all. As explained in paragraph 5 it contained voting figures for 30 of the 75 candidates. The statutory requirement is for the report to specify "the number of valid votes cast in the election for each candidate" - (my emphasis). The May report on the Ordinary members election clearly did not satisfy that requirement.

33. In terms of putting actual dates to the scrutineer's reports the evidence was messy as the independent person who carried out the balloting and the scrutineers adopted varying and confusing practices. Some relevant papers were dated with a day and month, some with just a month and some were undated. However I have concluded that the union was in possession of a statutorily acceptable scrutineer's report in relation to:

- (a) the Vice-Presidents election on or about 12 May 1994;
- (b) the Presidents and the Ordinary members election on 16 June.

### **Publication of Results?**

34. It was not disputed that the union "announced" the results for 25 of the 26 places on the NEC and the Vice-Presidential election at the Conference on or about 12 May. The question is whether this is a publication of the results within the meaning of section 52(3). I have no doubt in deciding that such an announcement to members of the union attending the annual conference is a publication. Publication is not to be read as being limited to the publication required by section 52(4), but means any publication of the result whether oral or in writing and, in any case publicising the results in "Red Tape" on 31 May was a further written publication.

**When was the scrutineer's report sent to members?**

35. The union sought to satisfy the requirements of section 52(4) by publicising the report through the medium of its Journal, "Red Tape". Given that is the union's practice when bringing matters to the attention of all its members that medium can satisfy the statutory requirement as specified in section 52(4)(b). However the June and July/August editions of "Red Tape" contained nothing about any independent person, the scrutineer's views on whether or not there had been any contravention of statute, arrangements for handling voting papers, any interference with his independence, and the inspection or otherwise of the members register. In relation to each of the elections, only the report in the September edition of "Red Tape", mailed to members on or after 23 August, met the requirement to tell members of the full contents of the scrutineer's reports.

**Should members have been told that copies of the scrutineer's reports were available on request?**

36. I find it somewhat odd that Parliament requires unions when sending a copy of the scrutineer's report to members, to tell them that a copy is available on request. But clearly that is what the statute says. The provision is easier to understand where a union, as in this case, decides to make available to members not a copy of the report but the contents of the report. In these circumstances members might wish to check the contents of the reports against the eventual publication and also satisfy themselves of the authenticity of the date when the report was made. I would not expect many members to avail themselves of this right but as this case demonstrates some will and I have no doubt that they have such a right.

**Conclusion and declaration**

37. In relation to the election of ordinary members to the NEC (complaint (i)) the union did not receive a scrutineer's report satisfying the statutory requirements until 16 June 1994. In publishing the results of this election in respect of 25 of the 26 members in May the union was in breach of section 52(3) of the 1992 Act.

38. In relation to the Vice-Presidents' election (complaint (ii)) the union received the scrutineer's report on or about 12 May 1994 but did not publish the report or its contents in

the manner required until 23 August 1994 and this constitutes a breach of section 52(4) of the 1992 Act.

39. In relation to the Vice-Presidents' election and that of Ordinary members of the executive (complaint (iii)) the union was in breach of section 52(5) in that it did not inform members that they would, on request, be supplied with a copy of the scrutineer's reports.

40. In the light of these findings I therefore make the following declaration:-

**I declare that the Civil and Public Services Association breached the requirements of Chapter IV of Part I of the 1992 Act by:**

- **publishing results of the 1994 election of Ordinary members of the National Executive Committee before it had received a scrutineer's report in contravention of section 52(3) of the 1992 Act;**
- **failing to send a copy of the scrutineer's report on the 1994 Vice-Presidential election to members, or otherwise publish the results, within three months after it had received the scrutineer's report contrary to the provisions of section 52(4) of the 1992 Act;**
- **failing to notify members that a copy of the scrutineer's report on the Vice-Presidential and Ordinary Members elections would be supplied, on request, either free of charge or on payment of a reasonable specified fee as detailed in section 52(5) of the 1992 Act.**

#### **Materiality**

41. I now turn to the issue of whether any of these breaches were other than technical. The first point I would make is that no question was raised about the validity of the balloting process, no-one is in office now or has been at any stage since the balloting took place who would not have been there had the breaches not occurred. In my judgement the union acted in good faith throughout. They genuinely (if mistakenly) believed that they were dealing

with one election, that the first complainant had actually requested them to issue partial results and that the scrutineer's report they had in May was sufficient to justify that partial announcement. As a consequence of an earlier decision by me the union had agreed to publish the scrutineer's report in full and they were in the process of so doing when I informed them of these complaints. I have no doubt that had it not been for the peculiar circumstances surrounding the Presidential election the only breaches would have been in respect of the need to issue the notification about the scrutineer's reports being available on request. On this the union clearly thought there was no need to do so as they had published the report in full.

42. The complainants raised, without any specific evidence, three points on materiality (see para 23). First the breaches enabled the union to avoid censure for having to re-run the Presidential election. Given the union's views, whether well founded or not, on the circumstances leading to that re-run I find it hard to attribute much to that argument. Secondly, it enabled the union to exclude from its National Executive Committee someone whom it regarded as politically awkward. On that it is quite clear to me that the union did not know who the 26th Ordinary member was going to be until 16 June - he could have been anywhere on the political spectrum. Moreover to have allowed the previous Vice-Presidents and Ordinary Members to remain in office until the Presidential election had been re-run would have left the executive open to accusations of clinging to power. Thirdly it enabled the union to hide from members the scrutineer's statement that some unregistered work addresses had been used in the election. On that, all I would say is that without any prompting from me the union published that element of the scrutineer's reports within three months of receiving such a report on one of the elections complained of and within three months and about ten days of receiving the other.

43. Against that background I have no hesitation in recording that I regard the first two breaches specified in my declaration as essentially procedural causing no material damage to anyone. They were rapidly rectified and of no material effect. The third breach has yet to be rectified but each member of the union was sent the contents of the reports through the direct mailing of "Red Tape".



### OBSERVATIONS

44. Section 55(5) of the 1992 Act allows the Certification Officer to make written observations on any matter arising from, or connected with, proceedings in relation to elections. I do so now as there is a number of issues which need to be highlighted in regard to this case.

#### Breach of section 52(6)

45. During the course of the correspondence with the first complainant, allegations were made that the union had breached section 52(6) of the 1992 Act. This concerned a request by the complainant that the union supply to him copies of the 1994 scrutineer's reports. The union had failed to supply such copies on request.

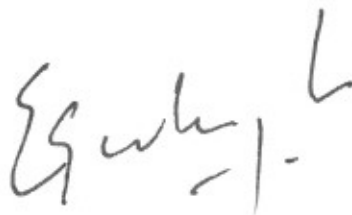
46. In this connection the first complainant in his initial correspondence with me had made it clear that he wished to remain anonymous to the union. For me to follow up this complaint with the union would clearly have revealed his identity. Accordingly I wrote to the complainant telling him that, given his wish to remain anonymous, this particular complaint would not be taken up with the union. Subsequently at the hearing when the complainant's identity was revealed, he asked that this complaint should now be taken forward, along with a similar one from the second of the complainants. I have accordingly set in hand investigations into these allegations which will be dealt with separately from this present case.

#### Presidential election

47. I did not receive a complaint about the reporting of the Presidential election, the result of which became known on 16 June 1994. I did however note that the report of that, as with the two elections complained of, did not contain the notification of the availability of a copy of the scrutineer's report. Should the union decide to rectify this omission in respect of any of the 1994 elections, or subsequent ones, it should do so in respect of all.

and the manner in which he performs his functions. Equally important, once any ballot is completed, is the scrutineer's report on the election and the 1992 Act sets out quite clearly what matters must be covered in the report. For the majority of members the scrutineer's report on the election is the only means they have of satisfying themselves that any ballot was conducted in a proper manner. It is the only means of ascertaining the number of votes cast for individual candidates and it also plays a vital role in determining any complaints or concerns that might arise about an election. To this end it is important that the scrutineer's report sets out the details required by the legislation in a way that is clear and unambiguous.

49. Whilst in this case the conduct of the ballot was not in any way questioned the scrutineer's reports played an important part in the determination of the complaints. I have to say that I did not find the format used by the scrutineer for his reports helpful. The use of a proforma with options to be deleted according to events and the use of initials to identify independent persons did not lead to clarity. The use of just the month and year to date the reports was not helpful and was possibly misleading. I would urge all scrutineers to consider carefully the reports they provide. In meeting the requirements of the legislation they should aim to provide a report which can be easily understood in the form in which it is provided by members and other interested parties and in a format which can be readily copied. All members, as this decision makes clear, are after all entitled to see a copy.

A handwritten signature in black ink, appearing to read 'E G Whybrow', with a large, stylized flourish extending upwards and to the right.

E G WHYBREW