

# Cabinet

## DOCUMENTS FOR THE MEMBERS ROOM

Tuesday, 21st March, 2017  
at 4.30 pm

MEMBERS ROOM DOCUMENTS ATTACHED TO THE  
LISTED REPORTS

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# MEMBERS ROOM DOCUMENTS

## 8 TOWNHILL PARK REGENERATION NEXT STEPS (Pages 1 - 26)

Equality and Safety Impact Assessment  
Privacy Impact Assessment

Monday, 13 March 2017

SERVICE DIRECTOR, LEGAL AND GOVERNANCE

The **public sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with section 17 of the Crime and Disorder Act and will enable the council to better understand the potential impact of the budget proposals and consider mitigating action.

<p><b>Name or Brief Description of Proposal</b></p>	<p><u>Townhill Park Regeneration:</u></p> <p>Townhill Park Regeneration continues the momentum already achieved in delivering improvements to a number of council estates.</p> <p>The aim of the Townhill Park Estate Regeneration project is to comprehensively regenerate the area. The project aims to redevelop all the blocks in the area over a ten year period and re-provide with a mix of new apartment blocks and houses of mixed tenure. The new homes will be designed to modern standards and be energy efficient.</p> <p>In addition, the external environment will be improved for the benefit of both existing residents and those occupying the new homes. Environmental proposals include a new green space in the centre of the development with play facilities a meeting place and new convenience store. There is also improved walking, cycling and access to neighbouring green spaces. A series of improvements to Meggeson Avenue, is planned, to calm the traffic and provide a more pedestrian friendly environment.</p> <p>The project will provide a much improve living environment for the new and existing residents of Townhill Park.</p> <p>This assessment focuses particularly, but not exclusively, on the impact of the following areas of the regeneration project (subject of the March 2017 Cabinet report):</p> <ul style="list-style-type: none"> <li>• proposal to redevelopment Plots 1 and 2 (formerly known as Phase 1).</li> <li>• approval for future demolition of the further redevelopment plots in order to achieve Estate Regeneration objectives.</li> <li>• approval for implementation of the statutory process in order to set up the programme and decant process for the remainder of the estate involving circa 300 households.</li> </ul>
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<p><b>Brief Service Profile (including number of customers)</b></p>	<p><u>Estate Regeneration Objectives</u></p> <p>The Council's Estate Regeneration programme aims to identify the potential within Southampton's council housing estates for the development of new modern energy efficient homes and to deliver mixed tenure communities.</p> <p>A range of models for development and funding are therefore being considered and it is proposed that the Council will develop ongoing relationships with a number of development and funding partners with models replicated across the city.</p> <p>Opportunities to increase density and the mix of housing to include affordable homes and those for market rent or sale (including shared ownership and starter homes) will be pursued.</p>
<p><b>Summary of Impact and Issues</b></p>	<p>The new homes will be built to a modern high specification which provides an improvement on the existing homes. They will have better energy efficiency, which means reduced running costs for the properties.</p> <p>New homes also avoid the need for temporary decants and disruption to tenants, as in the case of older properties in need of major repair</p> <p>The new homes on Plot 1 will be charged at Affordable Rent level (80% of the local market rent). This is higher than the current rents of many existing Council properties and combined with a number of welfare benefit changes may be a consideration when Council tenants are deciding whether or not they wish to consider moving to the properties. However, this will be offset by the homes being new and having lower running costs</p> <p>Plot 2 homes are likely to be a mixture of Affordable Rent and Private Rent. Due to higher rents these may not be as attractive to existing Council tenants, but will help to achieve the objective of diversifying the tenure mix on the estate. There is general agreement that residential areas that offer a mix of tenures provides the basis for a more sustainable community.</p> <p>In order to achieve maximum regeneration benefit it is necessary to demolish the existing properties on plots to be redeveloped. This is a disruptive process for affected residents. Council tenants require to be decanted and allocated new homes and leaseholder properties purchased by the Council, with leaseholders and, in some cases their tenants finding new homes. Seven out of the 8 blocks of existing flats in Phase 1 have already been decanted and demolished.</p> <p>Existing residents who are not directly affected are still subject to the redevelopment process while adjacent sites are vacated, demolished and redeveloped.</p>
<p><b>Potential</b></p>	<p>There is potential for specifying housing types that meet the</p>

<b>Positive Impacts</b>	<p>housing needs of the people on the housing register.</p> <p>The general mix of homes will be based on current and future needs, better enabling the housing on the estate to meet the requirements of local residents.</p> <p>A more diverse tenure mix in the area will provide a wider range of choice for residents and has the potential to create a more sustainable community.</p> <p>Experience from previous estate regeneration schemes has shown that only a small proportion of residents that are decanted wish to return to the redeveloped properties.</p> <p>Once the first plots start to build this should create opportunities for tenants decanting from future redevelopment plots to be relocated in Townhill Park in the new build properties, rather than relocating elsewhere in the city.</p> <p>The implementation of the Townhill Park regeneration is being phased to lessen the impact on residents and also to provide continuous convenience store access for local residents.</p> <p>The new homes will be modern and energy efficient. The relationship between buildings and open space will be more efficient and useable.</p> <p>The New Village Green will be a focus for the whole community and the improved walking, cycling and access to open spaces will benefit all residents.</p> <p>The traffic calming of Meggeson Avenue will create a more pedestrian friendly residential environment.</p>
<b>Responsible Service Manager</b>	<u>Sue Jones</u>
<b>Date</b>	<u>15.03 17</u>

<b>Approved by Senior Manager</b>	<u>Mark Bradbury</u>
<b>Signature</b>	
<b>Date</b>	<u>15.03 17</u>

### Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<b>Age</b>	New affordable homes will be allocated as per Lettings Policy. Decants will be managed in accordance with the Council's Decant Policy. (Note the current Decant Policy is under review)	<p>Ensure consistent implementation of the Council's adopted policies and plans.</p> <p>Ensure through design of the scheme that mobility and</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	Potential for specifying housing types that meet the housing needs of the people on the housing register	accessibility are maximised in both housing and the surrounding environment.
<b>Disability</b>	<p>New affordable homes will be allocated as per Lettings Policy. Decants will be managed in accordance with the Council's Decant Policy. (Note the current Decant Policy is under review)</p> <p>The Council has a range of policies and procedures which support the Council's equality and diversity standards</p> <p>Where required a Vulnerability Assessment can be completed with tenants and the Council's Specialist Assessment Unit can provide support and advice to Housing Management.</p> <p>Potential for specifying housing types that meet the housing needs of the people on the housing register.</p> <p>The project will follow the Council's disability policy</p>	<p>Ensure consistent implementation of the Council's adopted policies and plans.</p> <p>Ensure through design of the scheme that mobility and accessibility are maximised in both housing and the surrounding environment.</p> <p>Council guidelines on wheelchair liveable homes to be followed and set out in the specification.</p>
<b>Gender Reassignment</b>	<p>New affordable homes will be allocated as per Lettings Policy. Decants will be managed in accordance with the Council's Decant Policy. (Note the current Decant Policy is under review)</p> <p>The Council has a range of policies and procedures which support the Council's equality and diversity standards</p>	<p>Council's adopted policies and plans are publicly available to view.</p> <p>Ensure consistent implementation of the Council's adopted policies and plans.</p>
<b>Marriage and Civil Partnership</b>	New affordable homes will be allocated as per Lettings Policy. Decants will be managed in accordance with the Council's Decant Policy. (Note the current Decant Policy is under review)	<p>Council's adopted policies and plans are publicly available to view.</p> <p>Ensure consistent implementation of the Council's adopted policies and plans.</p>
<b>Pregnancy and Maternity</b>	New affordable homes will be allocated as per Lettings Policy. Decants will be managed in accordance with the Council's Decant Policy. (Note the current Decant Policy is under review)	There will be a good range of family units provided on the new schemes
<b>Race</b>	<p>New affordable homes will be allocated as per Lettings Policy. Decants will be managed in accordance with the Council's Decant Policy. (Note the current Decant Policy is under review)</p> <p>The Council has a range of policies and procedures which support the Council's equality and diversity standards</p>	<p>Council's adopted policies and plans are publicly available to view.</p> <p>Ensure consistent implementation of the Council's adopted policies and plans.</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<b>Religion or Belief</b>	<p>New affordable homes will be allocated as per Lettings Policy. Decants will be managed in accordance with the Council's Decant Policy. (Note the current Decant Policy is under review)</p> <p>The Council has a range of policies and procedures which support the Council's equality and diversity standards</p>	<p>Council's adopted policies and plans are publicly available to view.</p> <p>Ensure consistent implementation of the Council's adopted policies and plans.</p>
<b>Sex</b>	<p>New affordable homes will be allocated as per Lettings Policy. Decants will be managed in accordance with the Council's Decant Policy. (Note the current Decant Policy is under review)</p> <p>The Council has a range of policies and procedures which support the Council's equality and diversity standards</p>	<p>Council's adopted policies and plans are publicly available to view.</p> <p>Ensure consistent implementation of the Council's adopted policies and plans.</p>
<b>Sexual Orientation</b>	<p>New affordable homes will be allocated as per Lettings Policy. Decants will be managed in accordance with the Council's Decant Policy. (Note the current Decant Policy is under review)</p> <p>The Council has a range of policies and procedures which support the Council's equality and diversity standards</p>	<p>Council's adopted policies and plans are publicly available to view.</p> <p>Ensure consistent implementation of the Council's adopted policies and plans.</p>
<b>Community Safety</b>	<p>Good design will be sought to 'design out crime' through Secured By Design Secured by Design criteria to be followed and set out in the specification for developers to adhere to.</p>	<p>Ensure through design of the scheme that security is maximised and minimise potential for anti-social behaviour in any new housing on the site and comply with the Secured By Design criteria.</p>
<b>Poverty</b>	<p>The Indices of Multiple Deprivation show that a proportion of residents in Townhill Park are affected by poverty.</p> <p>Development has been phased to allow for the continuous delivery of a local convenience store for local residents</p> <p>The increase in rents to the affordable rent model may cause difficulties for those residents identified as being in poverty.</p>	<p>Council services work together to maximise the social and economic benefits of the project.</p> <p>The council works with partner organisations to identify and support those most vulnerable. These measures include information and advice along with support into employment and training opportunities.</p>
<b>Other Significant Impacts</b>	<p><b>Local Employment Opportunities</b></p> <p>There are resident in the area who are unemployed and regeneration brings opportunities to promote employment for local people</p>	<p>An Employment and Skills Plan will accompany any planning consent and ensure the construction phase includes opportunities for local employment and training.</p> <p>Provision continues to be made</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		for the existing public transport within the traffic calming of Meggeson Avenue
	<p><b>Health and Well-Being</b></p> <p>There is a link between quality homes and state of health</p>	<p>Improved specification and energy efficiency of homes and access to well-connected green spaces and opportunities to walk and cycle will contribute to residents' health and well-being.</p> <p>Ensure through design of the scheme that mobility and accessibility are maximised in both housing and the surrounding environment.</p>
	<p><b>Contribution To Local Economy</b></p> <p>The proposal allows for a new retail/convenience provision and possible café facility</p>	<p>The redevelopment has been phased to allow continued provision of the existing convenience store for local residents.</p>





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## What is a Privacy Impact Assessment?

A Privacy Impact Assessment (“PIA”) is a process that assists organisations in identifying and minimising the privacy risks of new projects or policies.

Projects of all sizes could impact on personal data.

The PIA will help to ensure that potential problems are identified at an early stage, when addressing them will often be simpler and less costly.

Conducting a PIA should benefit the Council by producing better policies and systems, and improving the relationship with individuals.

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## Why should I carry out a PIA?

Carrying out an effective PIA should benefit the people affected by a project and also the organisation carrying out the project.

Whilst not a legal requirement, it is often the most effective way to demonstrate to the Information Commissioner’s Officer how personal data processing complies with the [Data Protection Act 1998](#).

A project which has been subject to a PIA should be less privacy intrusive and therefore less likely to affect individuals in a negative way.

A PIA should improve transparency and make it easier for individuals to understand how and why their information is being used.

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## When should I carry out a PIA?

The core principles of PIA can be applied to any project that involves the use of personal data, or to any other activity that could have an impact on the privacy of individuals.

Answering the screening questions in **Section 1** of this document should help you identify the need for a PIA at an early stage of your project, which can then be built into your project management or other business process.

## Who should carry out a PIA?

Responsibility for conducting a PIA should be placed at senior manager level. A PIA has strategic significance and direct responsibility for the PIA must, therefore, be assumed by a senior manager.

The senior manager should ensure effective management of the privacy impacts arising from the project, and avoid expensive re-work and retro-fitting of features by discovering issues early.

A senior manager can delegate responsibilities for conducting a PIA to three alternatives:

- a) An appointment within the overall project team;
- b) Someone who is outside the project; or
- c) An external consultant.

Each of these alternatives has its own advantages and disadvantages, and careful consideration should be given on each project as to who would be best-placed for carrying out the PIA.

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## How do I carry out a PIA?

Working through each section of this document will guide you through the PIA process.

The requirement for a PIA will be identified by answering the questions in **Section 1**. If a requirement has been identified, you should complete all the remaining sections in order.

The Privacy Impact Assessment Statement in **Section 7** should be completed in all cases, and a copy of this document should be sent to the Senior Legal Assistant (Information) to record and review.

The Senior Legal Assistant (Information) will then issue a report, confirming whether the proposed measures to address the privacy risks identified are adequate, and make recommendations for additional measures needed.

These measures will be reviewed once in place to ensure that they are effective.

Advice can be found at the beginning of each section, but if further information or assistance is required, please contact the Senior Legal Assistant (Information) on 023 8083 2676 or at [foi.requests@southampton.gov.uk](mailto:foi.requests@southampton.gov.uk).

# Section 1 - Screening Statements

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The following statements will help you decide whether a PIA is necessary for your project.

Please tick all that apply.

The project will involve the collection of new information about individuals.

The project will compel individuals to provide information about themselves.

Information about individuals will be disclosed to organisations or people who have not previously had routine access to the information.

You are using information about individuals for a purpose it is not currently used for, or in a way it is not currently used.

The project involves you using new technology which might be perceived as being privacy intrusive. For example, the use of biometrics or facial recognition.

The project will result in you making decisions or taking action against individuals in ways which can have a significant impact on them.

The information about individuals is of a kind particularly likely to raise privacy concerns or expectations. For example, health records, criminal records, or other information that people would consider to be particularly private.

The project will require you to contact individuals in ways which they may find intrusive.

The project involves making changes to the way personal information is obtained, recorded, transmitted, deleted, or held.

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If any of these statements apply to your project, it is an indication that a PIA would be a useful exercise, and you should complete the rest of the assessment, including the Privacy Impact Assessment Statement in **Section 7**.

If none of these statements apply, it is not necessary to carry out a PIA for your project, but you will still need to complete the Privacy Impact Assessment Statement in **Section 7**.

## Section 2 - Identifying the Need for a PIA

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With the screening statements in mind, briefly explain what the project aims to achieve, what the benefits will be to the organisation, to individuals, and to other parties.

You may find it helpful to link to other relevant documents related to the project, for example a project proposal.

## Section 3 - Describe the Information Flows

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The collection, use, and deletion of personal data should be described here, and it may also be useful to refer to a flow diagram or another way of explaining data flows.

You should also say how many individuals are likely to be affected by the project.

# Section 4 - Identify the Privacy Risks

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Answering the questions below will help you identify the key privacy risks, and the associated compliance and corporate risks.

The questions cover the 8 Principles of the [Data Protection Act 1998](#), and whilst all may not be relevant to your project, they may prompt you to consider areas of risk which aren't initially apparent.

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## Principle 1

**Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:**

- a) at least one of the conditions in Schedule 2 is met, and**
  - b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.**
- 

Have you identified the purpose of the project?

What information will be collected and/or shared?

With whom will the information be shared?

How will individuals be told about the use of their personal data?

Who should be consulted about the processing of personal information, internally and externally?

How will you carry out the consultation?

## Conditions for processing

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For all data (tick all that apply):

The individual who the personal data is about has consented to the processing.

The processing is necessary in relation to a contract which the individual has entered into, or because the individual has asked for something to be done so they can enter into a contract.

The processing is necessary because of a legal obligation that applies to you (except an obligation imposed by a contract).

The processing is necessary to protect the individual's "vital interests".

The processing is necessary for administering justice, or for exercising statutory, governmental, or other public functions.

The processing is necessary for the purposes of the Council's legitimate interests.

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If your project involves the processing of [sensitive data](#)\* (tick all that apply):

The data subject has given his explicit consent to the processing of the personal data.

The individual who the sensitive personal data is about has given explicit consent to the processing.

The processing is necessary so that you can comply with employment law.

The processing is necessary to protect the vital interests of the individual (in a case where the individual's consent cannot be given or reasonably obtained), or another person (in a case where the individual's consent has been unreasonably withheld).

The processing is carried out by a not-for-profit organisation and does not involve disclosing personal data to a third party, unless the individual consents. Extra limitations apply to this condition.

The individual has deliberately made the information public.

The processing is necessary in relation to legal proceedings (for obtaining legal advice, or otherwise for establishing, exercising or defending legal rights).

The processing is necessary for administering justice, or for exercising statutory or governmental functions.

The processing is necessary for medical purposes, and is undertaken by a health professional or by someone who is subject to an equivalent duty of confidentiality.

The processing is necessary for monitoring equality of opportunity, and is carried out with appropriate safeguards for the rights of individuals.

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\* Under the Data Protection Act 1998, sensitive personal data is defined as personal data consisting of information as to:

- (a) the racial or ethnic origin of the data subject,
- (b) his political opinions,
- (c) his religious beliefs or other beliefs of a similar nature,
- (d) whether he is a member of a trade union,
- (e) his physical or mental health or condition,
- (f) his sexual life,
- (g) the commission or alleged commission by him of any offence, or
- (h) any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings.

If you are relying on consent to process personal data, how will this be collected and what will you do if it is withheld or withdrawn?

Do you need to create or amend privacy notices (which inform the data subject at the point of collection how their information will be used)?

Will your actions interfere with the right to privacy under [Article 8 of the European Convention on Human Rights](#) (right to respect for private and family life)?

Will any information from the project be published on the Internet or in other media?

Will a third party contractor be involved in the data processing process?

Have you identified the social need and aims of the project?

Are your actions a proportionate response to the social need, and why?



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## Principle 2

**Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.**

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Does your project plan cover all of the purposes for processing personal data?

Have potential new purposes been identified as the scope of the project expands?

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## Principle 3

**Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.**

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Is the information you are using of good enough quality for the purposes it is used for?

Which personal data could you not use, without compromising the needs of the project?

How will you ensure that only data that is adequate, relevant, and not excessive in relation to the purpose is processed?

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## Principle 4

**Personal data shall be accurate and, where necessary, kept up to date.**

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If you are procuring new software does it allow you to amend data when necessary?

How will you ensure that personal data obtained from individuals or other organisations is accurate?

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## **Principle 5**

**Personal data processed for any purpose or purposes shall not be kept for longer than necessary for that purpose or those purposes.**

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What retention periods are suitable for the personal data you will be processing?

Are you procuring software which will allow you to delete information in line with your retention periods?

What processes will be put in place for the destruction of the data?

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## **Principle 6**

**Personal data shall be processed in accordance with the rights of data subjects under this Act.**

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Will the systems you are putting in place allow you to respond to subject access requests more easily?

If the project involves marketing, have you got a procedure for individuals to opt out of their information being used for that purpose?

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## Principle 7

**Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.**

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Where, and in what format, will the personal data be kept?

Will an IT system or application be used to process the personal data?

Do any new systems provide protection against the security risks you have identified?

What training and instructions are necessary to ensure that staff know how to operate the system securely?

Will staff ever work away from the office (e.g. on laptops, tablets, or smart phones)?

How will access to the personal data be controlled?

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## Principle 8

**Personal data shall not be transferred to a country or territory outside the European Economic Area (EEA) unless that country or territory ensures and adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.**

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Will the project require you to transfer data outside of the EEA?

If you will be making transfers, how will you ensure that the data is adequately protected?

If a contractor is being used to process the personal information, where are they (and their data stores) based?

## Section 5 - Summary of Identified Risks

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Completing the questions in Section 4 will hopefully have identified areas in your project where personal data is at risk.

Use this section to summarise those risks.

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Privacy Issue

Risk to Individual

Risk to the Council

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Privacy Issue

Risk to Individual

Risk to the Council

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Privacy Issue

Risk to Individual

Risk to the Council

Privacy Issue

Risk to Individual

Risk to the Council

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Privacy Issue

Risk to Individual

Risk to the Council

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Privacy Issue

Risk to Individual

Risk to the Council

Privacy Issue

# Section 6 - Identify Privacy Solutions

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For each of the risks identified in Section 6, describe the actions you could take to reduce them, and any future steps which would be necessary (e.g. the production of new guidance or future security testing for systems).

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Risk

Solution

Result

Risk Eliminated

Risk Reduced

Risk Accepted

Is impact of solution on individuals justified, compliant, and proportionate?

Yes

No

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Risk

Solution

Result

Risk Eliminated

Risk Reduced

Risk Accepted

Is impact of solution on individuals justified, compliant, and proportionate?

Yes

No

Risk

Solution

Result

Risk Eliminated

Risk Reduced

Risk Accepted

Is impact of solution on individuals justified, compliant, and proportionate?

Yes

No

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Risk

Solution

Result

Risk Eliminated

Risk Reduced

Risk Accepted

Is impact of solution on individuals justified, compliant, and proportionate?

Yes

No



Risk

Solution

Result

Risk Eliminated

Risk Reduced

Risk Accepted

Is impact of solution on individuals justified, compliant, and proportionate?

Yes

No

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Risk

Solution

Result

Risk Eliminated

Risk Reduced

Risk Accepted

Is impact of solution on individuals justified, compliant, and proportionate?

Yes

No

# Section 7 - Privacy Impact Assessment Statement

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This statement must be completed for all projects, regardless of whether a PIA was deemed to be necessary on completion of the screening questions in Section 1.

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Name:

Position:

Project Summary:

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Please choose one of the following options:

None of the screening statements in Section 1 of this document apply to the above project, and I have determined that it is not necessary to conduct a Privacy Impact Assessment.

Some of the screening statements in Section 1 of this document apply to the above project, and a need to carry out a Privacy Impact Assessment was identified. The assessment has been carried out, and the outcomes will be integrated into the project plan to be developed and implemented.

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Date:

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Once completed, please send a copy of this document to the Senior Legal Assistant (Information):

Email: [foi.requests@southampton.gov.uk](mailto:foi.requests@southampton.gov.uk)

Internal post: Corporate Legal, Civic Centre, Municipal, Ground Floor West

## Document Information

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**Title:** Privacy Impact Assessment

**Author:** Chris Thornton, Senior Legal Assistant (Information)

**Version:** v2.1

**Owner:** Information Governance Board on behalf of the Council's Management Team

**Agreed by:** Richard Ivory, Head of Legal and Democratic Services

**Effective from:** 17th July 2015

**Review Date:** 17th July 2016

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06/12/13 - Version 1.0 - Reviser: Vikas Gupta - Document Created

10/03/15 - Version 2.0 - Reviser: Chris Thornton - Updated to PDF form format

17/07/15 - Version 2.1 - Reviser: Chris Thornton - Added information re report in introduction

14/01/16 - Version 2.2 - Reviser: Chris Thornton - Added screening question

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