

#### **City and County of Swansea**

#### **Notice of Meeting**

You are invited to attend a Meeting of the

### **Scrutiny Performance Panel – Child & Family Services**

At: Committee Room 5 - Guildhall, Swansea

On: Monday, 25 February 2019

Time: 4.00 pm

Convenor: Councillor Paxton Hood-Williams

#### Membership:

Councillors: C Anderson, M Durke, K M Griffiths, Y V Jardine, P K Jones, S M Jones

and D W W Thomas

#### Agenda

Page No.

- 1 Apologies for Absence.
- 2 Disclosure of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests
- 3 Notes of previous meetings

1 - 8

To receive the notes of the previous meetings and agree as an accurate record.

4 Public Question Time

Questions must relate to matters on the Agenda and will be dealt with in a 10 minute period.

5 Presentation - Update on Impact of Prevention and Early Intervention on Child and Family Services

Rachel Moxey, Head of Poverty and Prevention Gavin Evans, Poverty and Prevention

6 Presentation - Safeguarding: Child Sexual Exploitation (is there a problem in Swansea? What is happening to prevent it?)

Julie Thomas, Head of Child and Family Services

#### 7 Child Disability Update

9 - 14

Chris Francis, Principal Business Development and Commissioning Lead

9 Letters 17 - 19

a) Convener's letter to Cabinet Member (18 December 2018 meeting)

Next Meeting: Monday, 29 April 2019 at 4.00 pm

Huw Evans

Huw Ears

**Head of Democratic Services** 

Tuesday, 19 February 2019

Contact: Liz Jordan 01792 637314





#### **City and County of Swansea**

## Notes of the Scrutiny Performance Panel – Child & Family Services

Committee Room 3A - Guildhall, Swansea

Tuesday, 18 December 2018 at 4.00 pm

**Present**: Councillor P R Hood-Williams (Chair) Presided

Councillor(s)Councillor(s)Councillor(s)M DurkeD WW ThomasK M GriffithsY V JardineP K JonesS M Jones

**Other Attendees** 

William Evans Cabinet Member - Children Services Elliott King Cabinet Member - Children Services

Officer(s)

Owen Davies Information Officer, Social Services

Liz Jordan Scrutiny Officer

Rachel Moxey Head of Poverty & Prevention

Julie Thomas Head of Child & Family Services

Jane Whitmore Partnership & Commissioning Manager Gemma Whyley Child & Family Services Project Manager

Sue Jones Abertawe Bro Morgannwg University Health Board

#### 1 Disclosure of Personal and Prejudicial Interests.

No disclosures of interest were made.

#### 2 Notes of meeting on 29 October 2018

The Panel agreed the notes as an accurate record of the meeting.

#### 3 Public Question Time

No members of the public were present at the meeting.

#### 4 Corporate Parenting Board update

Julie Thomas, Rachel Moxey, Jane Whitemore, Gemma Whyley and Sue Jones of ABMU attended to provide an overview of the Corporate Parenting Board, update on

progress made on the objectives in the corporate parenting strategy and answer questions.

#### Discussion points:

- The Panel was disappointed that Education and Culture and Leisure were not represented at the meeting
- Corporate parents need to be reminded of how broad their responsibilities are
- Need to ensure there is full buy in from partners and that officer groups meet regularly
- Need to be able to demonstrate that work being done is making a difference to looked after children (LAC)
- Corporate Parenting Board Annual Report page 11 second table. Panel
  very concerned about educational performance figures and in particular the
  poor results for Key Stage 4 in Swansea. This was picked up in the
  Inspection Report and the Bright Spots Survey and is in the Action Plan.
- Child and Family Services plan to track children who have done well
  educationally to identify what has been done for these to succeed. Need to
  try and find common strands. Education and Social Services are meeting to
  scope the work. A briefing on this will then be brought to the Panel.
- All governors should be receiving information to help scrutinise schools
  properly. The Panel feels this is very important. Would be useful for
  governors to know the right questions to ask at governor meetings and to ask
  LAC teachers and safeguarding teachers about vulnerable children in school.
- Governors also need to monitor Pupil Development Grants.
- Panel would like to see historical data over 20 years to see the trends for looked after children
- A single point of entry for Family Support Services is being piloted within the IAA team and results are very positive
- · Still issues with CAMHS but figures are improving
- Panel has been concerned about Health's involvement for some time.
   Pleased to hear that Health and Social Care are working better together.
- Early intervention is key to improving outcomes. Therefore there is a massive push for the first 1000 days.
- The next Corporate Parenting Board annual report will hopefully be written collaboratively and with the involvement of children
- Panel to receive Corporate Parenting Board update annually in future to monitor progress.
- Suite of performance indicators is going to be developed for the Panel on the 8 objectives in the Strategy. Most will be reported on a quarterly basis, some annually.
- Panel thanked objective leads for attending and providing a very interesting update. The Panel's current concern is with Education. They were not represented at the meeting and performance figures are very worrying.

#### Actions:

• Education representatives to be invited to a future Panel meeting to explain poor results for Key Stage 4 in Swansea and to answer the Panel's questions.

### Minutes of the Scrutiny Performance Panel – Child & Family Services (18.12.2018) Cont'd

- Child and Family Services Department to think about solution focussed questions governors can ask head teachers, LAC teachers and safeguarding teachers about vulnerable children in schools.
- Rachel Moxey to provide the Panel with the results of the IAA pilot.
- Add 'Corporate Parenting Board update' to the future Work Programme for December 2019.

#### 5 Audit on child protection registration of emotional abuse

Item not dealt with at the meeting.

Performance Monitoring Report for November 2018 discussed instead. Overall the report is one of the best the Panel has seen. Department going in the right direction. Still a few issues that need to be monitored closely.

#### Action:

 Add 'Audit on child protection registration of emotional abuse' to Panel's future work programme.

#### 6 Work Programme Timetable 2018-19

The Panel considered the Work Programme.

#### 7 Letters

Letter received and considered by the Panel.

The meeting ended at 6.05pm.



To:
Councillor Elliott King, Cabinet Member for
Children's Services (Early Years) /
Councillor Will Evans, Cabinet Member for
Children's Services (Young People)

Please ask for: Scrutiny Gofynnwch am:

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Date Dyddiad: 21 January 2019

**Summary:** This is a letter from the Child & Family Services Scrutiny Performance Panel to the Cabinet Members for Children's Services following the meeting of the Panel on 18 December 2018. It covers update on Corporate Parenting Board and Performance Monitoring November 2018.

Dear Cllr King and Cllr Evans,

The Panel met on 18 December and received an update on the Corporate Parenting Board and discussed the Performance Monitoring report for November 2018.

We would like to thank Julie Thomas, Rachel Moxey, Jane Whitemore, Gemma Whyley, Owen Davies, Sue Jones of ABMU and yourselves for attending to discuss the reports and answer our questions. We appreciate your engagement and input.

We are writing to you to reflect on what we learnt from the discussion, share the views of the Panel, and, where necessary, raise any issues or recommendations for your consideration and response. The main issues discussed are summarised below:

#### **Update on Corporate Parenting Board**

We were given an overview of the Corporate Parenting Board by Julie Thomas and an update on progress made on the objectives in the Strategy from the lead officers. The Panel found this very interesting. However we were disappointed to see that Education and Culture and Leisure were not represented at the meeting.

We heard that corporate parents need to be reminded of how broad their responsibilities are and that there is a need to ensure that there is full buy in from partners and that officer groups meet regularly. We also heard that there is a need to

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

SWANSEA COUNCIL / CYNGOR ABERTAWE
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I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod To receive this information in alternative frank, or in Welsh please contact the above be able to demonstrate that the work being done is making a difference to looked after children.

The Panel was very concerned about the second table on page 11 of the Corporate Parenting Board Annual Report. It shows very poor education figures for Key Stage 4 in Swansea. We were informed that this was picked up in the Inspection Report and the Bright Spots Survey and is in the Action Plan. The Panel would like to invite representatives from Education to a future meeting of the Panel as educational performance figures are very concerning and in particular to explain the poor results for Key Stage 4 in Swansea.

We heard that Child and Family Services plan to track children who have done well educationally to identify what has been done for these to succeed as there is a need to try and find common strands. Education and Social Services are meeting to scope the work and then a briefing on this will be brought to a future meeting of the Panel.

The Panel feels it is very important that all governors are receiving information to help them to scrutinise schools properly. We agreed at the meeting that it would be useful for governors to know the right questions to ask at governor meetings and to ask LAC teachers and safeguarding teachers about vulnerable children in school. We agreed that Child and Family Services will think about solution focussed questions that governors can ask. We also discussed that governors need to monitor Pupil Development Grants.

The Panel would like to see historical data over 20 years to see the trends for looked after children as we feel this would be useful.

We heard that a single point of entry for Family Support Services is being piloted within the IAA team and that the results are very positive. Rachel Moxey agreed to provide the Panel with the results of the IAA pilot.

The Panel was informed that there are still issues with CAMHS but that figures are improving. We were pleased to hear this.

We have been concerned about Health's involvement for some time so were pleased to hear that Health and Social Care are working better together.

We heard that early intervention is key to improving outcomes and therefore there is a massive push for the first 1000 days.

The Panel was pleased to hear that the next Corporate Parenting Board annual report will hopefully be written collaboratively and with the involvement of children.

The Panel feel it is important to monitor progress being made by the Corporate Parenting Board and would therefore like to receive an update on an annual basis in future. We were informed that a suite of performance indicators is going to be developed for the Panel on the 8 objectives in the Strategy. Most will be reported on a quarterly basis, some annually.

#### **Performance Monitoring**

Julie Thomas went through the Performance Report for November 2018 highlighting the main points and answering the Panel's questions.

This performance report overall is one of the best the Panel has seen and we feel that the Department is going in the right direction but there are a few issues we will need to monitor closely.

#### **Your Response**

We hope you find this letter useful and informative. We would welcome your views and comments on any of the issues raised but please note that in this instance, a formal response is not required.

Yours sincerely

**PAXTON HOOD-WILLIAMS** 

**CONVENER, CHILD & FAMILY SERVICES SCRUTINY PANEL** 

CLLR.PAXTON.HOOD-WILLIAMS@SWANSEA.GOV.UK

Parter Hord- Williams



#### **City and County of Swansea**

## Notes of the Scrutiny Performance Panel – Child & Family Services

Council Chamber - Guildhall, Swansea

Monday, 11 February 2019 at 2.00 pm

**Present**: Councillor P R Hood-Williams (Chair) Presided

Councillor(s)Councillor(s)P K JonesY V JardineS M JonesD W W Thomas

**Other Attendees** 

William Evans Cabinet Member - Children Services Elliott King Cabinet Member - Children Services

Officer(s)

David Howes Director of Social Services

Liz Jordan Scrutiny Officer

Julie Thomas Head of Child & Family Services

**Apologies for Absence** 

Councillor(s): C Anderson, M Durke and K M Griffiths

#### 1 Disclosure of Personal and Prejudicial Interests.

No disclosures of interest were received.

#### 2 Child and Family Services Draft Budget Proposals

Councillors Will Evans and Elliott King, Cabinet Members for Children's Services, Dave Howes, Chief Social Services Officer and Julie Thomas, Head of Child and Family Services went through the proposed budget proposals in relation to Child and Family Services highlighting the main issues and answering questions.

#### 3 Summarising Views and Making Recommendations

The panel agreed the following views and recommendations on the budget proposals in relation Child and Family Services it would like to make to Cabinet:

- No real concerns as far as budget is concerned. All questions were answered at the meeting.
- Although pleased to see budget for CFS is increasing next year, we understand that it is not increasing in real terms as the increase is to cover increases in salary and accommodation costs.

### Minutes of the Scrutiny Performance Panel – Child & Family Services (11.02.2019) Cont'd

- The Panel acknowledges that it is difficult to forecast what is going to transpire during the year as it is a demand driven service.
- The CFS Panel will continue to scrutinise the Service going forward and make suggestions and recommendations for improvement.

#### Following on from this meeting:

The convener will feed in the views of this Panel, along with the conveners of the other panels to the Service Improvement and Finance Panel which meets on 12 February. The convener of the Service Improvement and Finance panel will then attend Cabinet on 14 February to feed in the collective views of the scrutiny performance panels and write a letter to the Cabinet member.

The meeting ended at 2.25 pm



# Report of the Cabinet member for Children Services (Early Years) and Cabinet member for Children's Services (Young People)

## Child and Family Services Scrutiny Performance Panel – 25 February 2019

#### **CHILD DISABILITY SERVICES**

Purpose	To provide scrutiny with an overview of the child disability service area.
Content	This report includes a discussion of service developments that aim to better safeguard and promote the wellbeing of children with a disability and their families. This report is limited to those developments where Social Services is the primary lead agency.
Councillors are being asked to	To give their views on the recent developments and proposals for moving forwards.
Lead Councillor(s)	Cabinet Member for Children's Services (Early Years) Cabinet Member for Children's Services (Young People)
Lead Officer(s)	Julie Thomas – Head of Child and Family Services
Report Author	Christopher Francis – Principal Officer, Child and Family Services Christopher.francis@swansea.gov.uk / 01792 637630

#### 1. Background

- 1.1 Children with a disability are a particularly vulnerable group within our community. They are three to four times more likely than non-disabled children to be abused or neglected. They are more susceptible to bullying and to mental health disorders. Their families are more susceptible to higher levels of stress, lower levels of parental wellbeing and poverty.
- 1.2 The Social Services and Wellbeing (Wales) Act 2014 ("the Act") brings together some of the different legal duties that the Council has to these families from the perspective of social services. Key amongst these duties are:-
  - Section 14 requires a Council and the Health Board to secure the provision of prevention and early intervention services that will minimise the effect on disabled people of their disabilities.
  - To assess the child's need for care and support under section 21. Importantly, section 21(7) states that there is a presumption that disabled children have a needs for additional support.
  - Section 24 of the Act imposes a separate duty on the Council to assess the needs of parents who are caring for a disabled child.
  - Section 54 requires social services to create and maintain a care and support plan to meet the needs identified in the course of the above assessments.
- 1.3 This report provides Members with an overview of the different projects underway to better discharge these and other statutory duties in the future.

#### 2. Family Support Commissioning Review

- 2.1 In February 2018 the Cabinet agreed the recommendations of a Commissioning Review focusing on services for children with a disability. The Review noted that the services in question had not been systematically and thoroughly reviewed for many years. The recommendations and progress in implementing them are set out below:-
- 2.2 Parent / Carer Participation and Engagement The Review noted that the Council lacked the mechanisms to effectively and routinely engage with parents and carers. It is acknowledged that parents are often best placed to identify problems and to plan services to meet their child's needs. Parent carer forums are widely used in other parts of the country to harness this expert knowledge. It was subsequently recommended that the Council should commission an independent service provider to develop and run a parent carer forum in Swansea.
- 2.3 The final design of the new forum was co-produced with parents and carers. This was important for the future success of the service but

meant it took longer to procure. The contract was awarded to the successful consortia at the end of 2018. The forum is currently establishing their governance and financial arrangements, developing policies, and lead parents are undergoing training in order to begin fully performing their role.

- Overnight Breaks Overnight breaks are part of the continuum of family support services available to support children and families with the most complex needs. The Review noted that Child and Family Services needed to undertake a procurement exercise to ensure compliance with the Council's Contract Procedural Rules and procurement legislation. The tender exercise was completed in the summer 2018. The existing provider, Action For Children, was successful and the service continues to be delivered at the specialist children's home, Ty Laura. Nevertheless, the nature of the service offer has changed considerably as a result of the Review. Whereas the service had previously been exclusively reserved for overnight breaks, it is now available to provide families with day breaks during school holidays as well.
- 2.5 **Domiciliary or Home Care** A relatively small number of families require the support of carers who are registered with the Care Inspectorate Wales to enter the family home to provide support. The form of support varies from cases to case but can include the provision of childminding and personal care. The Review noted that the private domiciliary care market has often struggled for the capacity to support our families to the standard we expect. At the same time our in-house Flexible Home Support Service has a long track record of delivering a high quality care. The report therefore recommended that the service was expanded to meet the needs of the very complex children who require this form of intervention. Recruitment for the (four) new staff members was undertaken in 2018, and they have been trained and available to support families since September 2018.
- 2.6 **Early Help Team** – Early Help Teams started to rise in prominence following a series of high profile reviews into children's social care at the start of the decade. Many reviews, including one by Professor Eileen Munro, highlighted the potential of prevention and early intervention services to promote safety and wellbeing, whilst simultaneously promoting the financial sustainability of statutory services. These reviews have influenced national and local policy and encouraged many authorities to provide families with an improved early offer of help. Where families need help and support from many different agencies, it is recognised that integrated working is essential to this early offer; it assists practitioners and managers to put children and their families at the centre of holistic, co-ordinated and seamless service delivery. Delivering this in practice can be assisted by the formation of key worker teams to assess and co-ordinate support. The Council is working to develop such teams for children at risk of harm because of neglect or abuse, but had not made similar arrangements

for those where the vulnerability is primarily (not solely) due to their child's disability. The Review recommended that this gap be addressed.

- 2.7 In 2018/19, Child and Family Services and Poverty and Prevention worked with a third sector organisation to pilot a small Early Help Team. Largely delivered by volunteers with professional experience of supporting disabled children, it is judged to have been a successful pilot with emerging evidence that it has helped to alleviate demand for the Child Disability Team. Work is underway to take the lessons learnt from the pilot and apply them to the formation of a larger and more robust Early Help Team that can support a greater number of families from 2019/20.
- 2.8 Play and Leisure Opportunities Participating in play and leisure opportunities are key to a child's development. They enable them to develop their social and physical skills and become more confident in their communities. They are also beneficial to parents as they offer parents a short break from parenting responsibilities while their child is playing with friends or involved in leisure activities. Unfortunately, disabled children too often have limited opportunities as our community-based opportunities are not always inclusive.
- 2.9 The Review noted that play and leisure opportunities are separately funded by Child and Family Services and Poverty and Prevention. It was recommended that in the future the service areas should pool their resources to jointly commission targeted and specialist services. The intention being for the new interim service arrangements to be in place from 2018/19 and, during the course of 2018/19, further work could be undertaken, in partnership with the newly established parent carer forum, to determine what should happen in the long-term.
- 2.10 Services were jointly commissioned in 2018/19 and plans are at an advanced stage to commission services for 2019/20.

#### 3. Palm Tree Resource House

3.1 In 2018/19 Child and Family Services utilised Integrated Care Funding to develop a specialist family centre setting to support children with a disability and their families. The centre, named the Palm Tree Resource House, opened towards the end of 2018. Work is presently underway to fully develop the scope of the offer for families. This includes identifying third sector organisations that can run complementary services from the House, and to extend our capacity to support families during the evenings and weekends.

#### 4. Pathways for support

4.1 In 2018/19 Swansea led strategic projects at a national and regional level that seek to improve the way in which we work with partners,

- especially Health, to support children with a disability and other complex needs.
- 4.2 Child and Family Service chaired a group established by the National Commissioning Board which has produced best practice guidance to enable partners to work efficiently, effectively and in a child centred approach.
- 4.3 At a regional level Swansea has been part of work to understand how this best practice guidance can be put into practice. This work has led to the design of an integrated pathway for children with complex needs. Further work is still required and one of the key outstanding tasks is to devise a mechanism for determining multi-agency funding responsibilities for children who require high-cost packages of support.

#### 5. Transition and the Policy Development Committee

- 5.1 In the autumn and winter of 2018 Child and Family Services started to work with the Policy Development Committee which sought information on the arrangements for how we support children with a disability to transition adulthood. Having reviewed the situation as it currently operates, the Committee has instructed Officers to revise the Transition Protocol with the input of disabled children and their parents. The timescales for finalising the Protocol are the summer of 2019.
- Furthermore, the Terms of Reference for the operational Transition Meeting have been revised. The meeting quality assures the plans of young people transitioning between Child and Family Services and Adult Services. Previously attended exclusively by the two sections of Social Services, the intention is to increase representation to include professionals from other agencies such as health and education. By including a greater range of agencies it is hoped that plans will be more effective and better co-ordinated.

#### 6. Local Offer

- 6.1 In January 2019 a project group met for the first time to create a Local Offer for Swansea. A Local Offer is a concept enshrined in legislation in England. In essence it means the publication of the provision and arrangements available for supporting children with a disability and their families. The Local Offer has the following key objectives:-
  - ➤ To provide clear, comprehensive, accessible and up-to-date information about how agencies meet needs.
  - To make agencies more responsive to local needs and aspirations by directly involving children and their families in its development and review.
  - Support greater service alignment and identification of opportunities for better integration and joint working.

- The identification of any duplication of service provision and any gaps.
- Improved joint working across organisations and with families.
- 6.2 In developing a Local Offer, it is important to learn the following lessons from England:-
  - It must involve children, young people and their parents as this will help to ensure the advice and information is easily accessible and that the arrangements are more likely to meet local needs. The initial project team meeting had four representatives of the parent carer forum.
  - ➤ To be effective requires the input of all key service partners including education, health and social care.
  - ➤ The Local Offer should support the third sector by promoting their offer as well.
  - It should be accessible in a number of formats and widely publicised.
  - It will need to be well maintained to have any real value.
  - ➤ The language should be clear and it should be attractive and visually interesting.
- 6.3 The plan is to finalise the Local Offer by the end of 2019.

## CHILD & FAMILY SERVICES SCRUTINY PERFORMANCE PANEL WORK PROGRAMME 2018/19

Meeting 1 Monday 25 June 2018	Impact of Prevention and Early Intervention on CFS (under 11 and over 11 services)
4pm	Review of the year 2017/18
	Work Programme 2018/19
Meeting 2 Tuesday 28 August 2018	Adoption update including report on Inspection of the Adoption Service
4pm	Advocacy Update
· · ·	Bright Spots Survey
Meeting 3 Monday 29 October	Report on Youth Offending Services
2018	Performance Monitoring (including BAYS +)
4pm	Feedback on Inspection Report
Meeting 4 Tuesday 18 December 2018	Corporate Parenting Board update (5 leads invited)  Julie Thomas, Head of Child and Family Services
4pm	Performance Monitoring
Additional meeting 11 February 2019 2pm	Draft budget proposals for Child and Family Services
Meeting 5 Monday 25 February 2019	Update on Impact of Prevention and Early Intervention on Child and Family Services Rachel Moxey, Head of Poverty and Prevention
4pm	Safeguarding – Child Sexual Exploitation (is there a problem in Swansea? What is happening to prevent it?)
	Child Disability update
Meeting 6 Monday 29 April	Performance Monitoring
2019	Report on Looked After Children Audit (TBC)
4pm	End of year review

#### Future work programme items:

- Presentation from Western Bay Justice Board invite representative to attend once end of year figures are available (date tbc)
- Wales Audit Office reports (dates to be confirmed)
  - First Point of Contact Assessments under the Social Services and Well-being (Wales) Act 2014 (Joint Adult Services and CFS)
  - Integrated Care Fund (Joint Adult Services and CFS)
  - Care Experienced Children & Young People
- Cabinet Member presentation and Q and A session (June 2019)
- CFS Complaints Annual Report 2017-18 (June 2019)
- Corporate Parenting Board update (December 2019?)
- Audit on child protection registration of emotional abuse (date tbc)
- Update on progress with CAMHS (referred from CAMHS Inquiry Panel) (date tbc)



To:
Councillor Elliott King, Cabinet Member for
Children's Services (Early Years) /
Councillor Will Evans, Cabinet Member for
Children's Services (Young People)

Please ask for: Gofynnwch am:

Scrutiny

Scrutiny Office Line: 01792 637314

Llinell Unionavroch

Uniongyrochol:

e-Mail e-Bost: scrutiny@swansea.gov.uk

Date Dyddiad: 21 January 2019

**Summary:** This is a letter from the Child & Family Services Scrutiny Performance Panel to the Cabinet Members for Children's Services following the meeting of the Panel on 18 December 2018. It covers update on Corporate Parenting Board and Performance Monitoring November 2018.

Dear Cllr King and Cllr Evans,

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#### **Update on Corporate Parenting Board**

We were given an overview of the Corporate Parenting Board by Julie Thomas and an update on progress made on the objectives in the Strategy from the lead officers. The Panel found this very interesting. However we were disappointed to see that Education and Culture and Leisure were not represented at the meeting.

We heard that corporate parents need to be reminded of how broad their responsibilities are and that there is a need to ensure that there is full buy in from partners and that officer groups meet regularly. We also heard that there is a need to

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The Panel was informed that there are still issues with CAMHS but that figures are improving. We were pleased to hear this.

We have been concerned about Health's involvement for some time so were pleased to hear that Health and Social Care are working better together.

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#### **Your Response**

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Yours sincerely

**PAXTON HOOD-WILLIAMS** 

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Parter Hord- Williams