

## Report of Assistant Chief Executive (Customer Access and Performance)

### Report to South Leeds (Inner) Area Committee

**Date: Wednesday 26th September 2012**

**Subject: Wellbeing Report**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Beeston & Holbeck City & Hunslet Middleton Park	
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

### Summary of main issues

This report seeks to provide Members with:

1. Confirmation of the 2012/13 revenue allocation and the proposed 2011/12 carry forward figure.
2. An update on both the revenue and capital elements of the Well being budget.
3. Details of revenue funding for consideration and approval
4. Details of revenue projects agreed to date (Appendix 1)
5. Members are also asked to note the current position of the Small Grants Budget

### Recommendations

Members of the Inner South Area Committee are requested to:

- a) Note the contents of the report.
- b) Note the position of the Well being Budget as set out at 3.0.
- c) Consider the points raised under the ring fencing arrangements in 3.3
- d) Note the Well being revenue projects already agreed as listed in Appendix 1.

- e) Consider the project proposals detailed in 4.0
- f) Note the Small Grants situation in 5.0

## **1.0 Purpose of this report**

This report seeks to provide:

- 1.1 Confirmation of the 2012/13 revenue allocation and the proposed 2011/12 carry forward figure.
- 1.2 An update on both the revenue and capital elements of the Well being budget.
- 1.3 Details of revenue funding for consideration and approval
- 1.4 Details of revenue projects agreed to date (Appendix 1)
- 1.5 Members are also asked to note the current position of the Small Grants Budget

## **2.0 Background information**

- 2.1 Each Area Committee has been allocated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental well being of the area by using the funding to support projects that contribute towards the delivery of local priorities.
- 2.2 Well being funding cannot be paid retrospectively. An application form must be submitted and approved by the Area Committee before activities or items being purchased through Well being funding are completed or purchased.
- 2.3 Members are reminded that due to the timescales required for submission to Area Committee the deadline for receipt of completed documentation is at least five weeks before an Area Committee to allow for processing the necessary paperwork.

## **3.0 Well being Budget Position**

Members should note the following points: -

### **3.1 Revenue funding 2011/12**

- 3.1.1 The approved revenue budget for 2011/12 was **£224,520.00** with a carry forward amount **£175,708.00**. The total commitment for the year 2011/12 was £ £180,890.59

### **3.2 Revenue funding available for 2012/13**

- 3.2.1 The revenue budget approved by Executive Board for 2012/13 is **£224,520.00**.
- 3.2.2 **Appendix 1** shows the projects funded by the Area Committee up to and including the May meeting. The carry forward figure for 2011/12 is **£219,337.41**.
- 3.2.3 Therefore the total amount of revenue funding available to the Area Committee for 2011/12 is **£ 443,857.41**.

### 3.3 Revenue funding 2012/13

#### Children & Young People's Working Group

- 3.3.1 Following the establishment of the Children & Young People's Working Group, Members at the March Area Committee approved the allocation of £60,000 to this area of work. The group brings together representatives from the statutory and community & voluntary sector who work with and for children & young people, their families and carers in the Inner South. By working together the group will support, coordinate and monitor partners' respective delivery arrangements, to ensure that the Area Committee funding produces added value in provision and enhance the positive impact of this work on the lives of children and young people in the Inner South.
- 3.3.2 Work has been ongoing to improve the approval process for projects related to children & young people. This year, projects have been scrutinised by the Area Support Team in the same way as all other submissions, followed up by discussions at the Children & Young People's working group. This process of consideration and recommendations from the sub-group gives a more appropriate overview of how each scheme fits in to the other work occurring in the area.
- 3.3.3 Improvements to the approval systems have continued in preparation for the 2013/14 financial year. An activity brief has been drafted and approved by the CYP working group. This document outlines the sub-group's criteria for activities. This, along with the application forms have been sent out to all of the current appropriate contacts held by the Area Support team, and also publicised publicly through a post on the South Leeds Life Blog. This transparent approach will hopefully lead to a different range of services being delivered than those in previous years.
- 3.3.4 Members approved funding of £60,000 for the year 2012/13. The majority of this has been allocated to schemes already, along with a significant amount of additional schemes funding out of last years budget for delivery this year. These figures are based on the approvals being sort at this meeting are accepted by the committee.

#### **Projects approved for delivery in 2012/13**

Project	Costs
South Leeds Superstars	£9,373.00
St Lukes Cares	£28,301.00
South Leeds Youth Theatre	£6,800.00
Hunslet Club	£30,980.00
Youth Service	£15,390.00
Youth service summer programme	£3,928.00
St Lukes Cares - Oct 2012-March 2013 (To be Approved)	£28,301.00
Middleton Friday night Project (To be	£5,000.00

Approved	
<b>TOTAL</b>	<b>£128,073.00</b>

- 3.3.5 Due to the level of funding for schemes this year and the expected level of interest in the more open approach, funding for the 2013/14 budget will have to reflect the schemes above.
- 3.3.6 If budgets are approved by executive board to a similar level to this financial year members would have in the region of £224,520 to allocate to new schemes. The following indicative ringfences for 2013/14 are the same as the budgets were for 2012/13. However these ringfences may need to be examined to provide additional headroom for the new projects in 2013/14.

Project	Total	B&H	C&H	MP
	<b>£224,520.00</b>	£74,840.00	£74,840.00	£74,840.00
Small grants	<b>£15,000.00</b>	£8,000.00	£4,000.00	£3,000.00
Skips	<b>£3,500.00</b>	£1,500.00	£1,000.00	£1,000.00
Communications budget	<b>£3,000.00</b>	£1,000.00	£1,000.00	£1,000.00
Festivals 2013	<b>£24,880.00</b>	£5,500.00	£5,500.00	£6,000.00
Environmental Budget	<b>£3,000.00</b>	£1,000.00	£1,000.00	£1,000.00
Community Safety Budget	<b>£27,000.00</b>	£9,000.00	£9,000.00	£9,000.00
Priority Neighbourhood Worker	<b>£13,601.58</b>	£13,601.58		
Middleton & Belle Isle Christmas Lights	<b>£6,000.00</b>			£6,000.00
Cottingley NIP	<b>£3,000.00</b>	£3,000.00		
<b>Total potential spend</b>	<b>£98,981.58</b>	<b>£43,084.91</b>	<b>£21,817.67</b>	<b>£34,080.00</b>
<b>Total remaining balance</b>	<b>£125,538.42</b>	<b>£31,755.09</b>	<b>£53,022.33</b>	<b>£40,760.00</b>

- 3.3.7 In the current year we estimate £130,000 will be spent on Children & Young peoples activities. It is suggested that Members ringfence **£130,000** in principle for children & young people's projects for projects delivering in 2013/14 to enable the CYP WG to process applications in time for appropriate approval. This level of funding would allow for a range of schemes to be delivered in all of the wards through a transparent and open process.
- 3.3.8 As with the schemes this year the financial implications of this decision will have an impact on the 2012/13 financial year as well as the 2013/14 financial year. With the levels of current underspend in both Beeston & Holbeck and City & Hunslet spend in this financial year.
- 3.3.9 This proposal will have an effect on the level of money available to each ward next year, further work will be completed by officers for presentation at the November meeting of the Area Committee to explain these in more detail. The aim of these works is to support the work of the CYP working group but also to deliver the necessary longer term commitments such as the Priority Neighbourhood Worker and small grants budget.

3.3.10 Every effort will be made to offer options that maximise the amount of monies available to members for schemes specific to their wards.

3.3.11 Members are asked to note that the last Children & Young Peoples group meeting considered an application from the Friday Night Project. The group supported the application resulting in the summary being presented later in this report.

### 3.3.12 Remaining budget

Allocations already agreed and the decisions made at the March meeting result in the following budgets being available for the 2012/13 financial year:

Project	Total	B&H	C&H	MP
Allocated Budget 2012/13	<b>£224,520.00</b>	£74,840.00	£74,840.00	£74,840.00
Carry Forward	<b>£219,337.41</b>	£83,654.36	£90,342.80	£45,340.25
variations	<b>-£760.41</b>	-£162.91		-£597.50
Available Budget	<b>£443,097.00</b>	£158,331.45	£165,182.80	£119,582.75
Projects carried forward form 2011/12	<b>£113,368.54</b>	£39,866.51	£39,544.49	£33,957.54
Available budget for 2012/13	<b>£329,728.46</b>	<b>£118,464.94</b>	<b>£125,638.31</b>	<b>£85,625.21</b>
Small grants	<b>£15,000.00</b>	£8,000.00	£4,000.00	£3,000.00
Skips	<b>£3,500.00</b>	£1,500.00	£1,000.00	£1,000.00
Communications budget	<b>£3,000.00</b>	£1,000.00	£1,000.00	£1,000.00
Festivals 2013	<b>£17,000.00</b>	£5,500.00	£5,500.00	£6,000.00
Environmental Budget	<b>£3,000.00</b>	£1,000.00	£1,000.00	£1,000.00
Community Safety Budget	<b>£27,000.00</b>	£9,000.00	£9,000.00	£9,000.00
Children & Young People Budget	<b>£60,000.00</b>	£20,000.00	£20,000.00	£20,000.00
Festivals 2012 (additional funding)	<b>£2,880.00</b>	£483.33	£317.67	£2,080.00
South Leeds Superstars	<b>£9,373.00</b>	£2,943.00	£3,610.00	£2,776.00
South Leeds Life	<b>£9,000.00</b>	£3,000.00	£3,000.00	£3,000.00
Marlborough Green Roofs	<b>£5,995.00</b>		£5,995.00	
Hunslet Library	<b>£1,300.00</b>		£1,300.00	
Priority Neighbourhood Worker	<b>£13,601.58</b>	£13,601.58		
Middleton & Belle Isle Christmas Lights	<b>£6,000.00</b>			£6,000.00
Middleton Gala	<b>£5,000.00</b>			£5,000.00
Cottingley NIP	<b>£3,000.00</b>	£3,000.00		
Hamara - Enhance learning & employment	<b>£12,370.00</b>		£12,370.00	
Market place events	<b>£3,000.00</b>	£1,000.00	£1,000.00	£1,000.00
<b>2012/13 projects approved</b>	<b>£200,019.58</b>	<b>£70,027.91</b>	<b>£69,092.67</b>	<b>£60,856.00</b>
<b>Total remaining balance 2012/13</b>	<b>£129,708.88</b>	<b>£48,437.03</b>	<b>£56,545.64</b>	<b>£24,769.21</b>

### 3.4 Capital funding available for 2010/11

3.4.1 Of the **£700,000** capital funding allocated to the Area Committee for 2004/10 a total of **£700,300** has been committed to date leaving an overspend of **£300**

3.4.2 Members are asked to note the capital allocation by Ward. The spend broken down by Ward is as follows:

	Beeston & Holbeck	City & Hunslet	Middleton Park
Total Allocation 2004-11	£233,333.33	£ 233,333.33	£ 233,333.34
Allocation to date	£230,951.99	£232,120.28	£240,551.42
Balance	£2,381.34	£1,213.03	0.00

3.4.3 Members are asked to note that as the capital expenditure report (Appendix 2 in previous reports) has not changed significantly of late, therefore it will not be included as part of this report going forward. Copies of the document are available on request.

### 4.0 Wellbeing Projects for approval

4.1 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in 3.2.4.

4.2 Members are asked to note that the deadline for receipt of completed application forms is seven weeks before an Area Committee to allow officers to appropriately scrutinise schemes and confirm that they adequately meet the priorities set out as part of the Area Committee Business plan. This scrutiny may involve discussion at appropriate working groups and with relevant partner agencies to make sure that the projects presented to Members have all of the necessary information to allow decisions to be made.

4.3 Members are asked to consider the following projects:

#### 4.4 Project Summary: Youth provision

**Name of Group or Organisation:** St. Lukes Cares

**Total Project Cost:** £56,602

**Amount proposed from Well Being Budget 2012/2013:** £28,301 (October 2012-March 2013) (Revenue) - **Subject to successful resolution of issues**

**Wards Covered:** All three wards

The St Lukes Cares project was supported by Members for six months to allow the developments of the CYP working group to be in place. As discussed above these systems will be established to take project applications for delivery in 2013/14.

The 6 month allocation previously given to St Lukes Cares ends on the 30<sup>th</sup> September and if not supported there would be a gap in activities between 1<sup>st</sup> October -31<sup>st</sup> March 2013.

The CYP's recommendation is therefore that funding should be approved for the six months of October-march 2012 as set out below.

**Officers are in discussions with St Lukes to resolve some issues and it is recommended that if funding is agreed that it is subject to the successful resolution of these.**

**Summary:**

The aim of this project is to continue to provide a mix of youth activities for young people aged 8 – 12 years. The mix of sessions include open access activities for young people from various centres ('static sessions'), open access activities from the St. Lukes Cares youth bus ('mobile sessions'), and invite-only young leader programmes (The young leader and life skills programme is targeted at young people at risk of criminal and anti-social behaviour and aimed at getting them to change their lifestyles and become positive leaders in their local community.) The sessions of one and a half hours are run weekly and are the foundation on which St. Lukes Cares offers and signposts young people to further activities, programmes and courses whilst providing support to their families where appropriate. In delivering the sessions, St Lukes Cares will work in partnership and co-ordination with the Youth Service and other voluntary sector providers to avoid duplication and ensure the best use of resources.

The proposed mix of provision in each Ward is the same as that approved by the Area Committee for delivery in 2011/12:

**Beeston & Holbeck Ward**

1 static session in Cottingley

1 static session at Beeston Village Community Centre

1 urban Bar (Malvern Road) session (open access) (jointly funded with City & Hunslet Ward)

1 Urban Bar session (open access but run by young leaders with support) (jointly funded with City & Hunslet Ward)

**City & Hunslet Ward**

1 mobile session in Brett Gardens

1 mobile session in the Leasowes and Telfords

1 static session in the Balmorals (open access run by young leaders with support)

1 urban Bar (Malvern Road) session (open access) (jointly funded with Beeston & Holbeck Ward)

1 Urban Bar session (open access run by young leaders with support) (jointly funded with Beeston & Holbeck Ward)

Middleton Park Ward

1 mobile/static session in the Brooms

1 mobile/static session in The Clearings

1 mobile/static session in Manor Farms

	<b>6 months £</b>
Beeston & Holbeck:	9,282
City & Hunslet:	10,868
Middleton Park	8,151
<b>Total</b>	<b>£28,301</b>

**Area Committee Business Plan Priorities:**

This proposal supports the Area Committee Business plan to ‘All children and young people in Leeds have access to out of school activities.’

**4.5 Project Summary: Middleton Friday Night Project meets Back Yard Breeze**

**Name of Group or Organisation:** Breeze Team (in partnership with Youth Service, South Leeds Health For All ACE Project and NACRO)

**Total Project Cost:** £16,350

**Amount proposed from Well Being Budget 2012/2013:** £5,000 (Revenue)

**Wards Covered:** Middleton Park

Whilst the Middleton leisure centre is closed for refurbishment The Friday Night Project (FNP) is proposing to run as a Back Yard Breeze (BYB) with existing partners; LCC's youth service, NACRO, and SLHFA ACE Project, until they can move back into the leisure centre. Back Yard Breeze will provide sports, arts and crafts, music and media and issue based activities to young people aged 8-18 years of age on their doorstep on a Friday evening. We will make use of the Breeze BAM van (media trucks – please see below for more info), Breeze Football Cage and the youth service bus. These will help us to deliver a variety of activities and provide shelter in adverse weather conditions. We also plan to use the NACRO building in the winter months November to February, alongside the BAM Van and/or football cage.

The “BAM” Van is a multi purpose space that gives organisations the flexibility to deliver a range of activities and sessions to young people. It has workstations down both sides that can cater for 6 people at a time. The BAM van holds CDJ decks and awning on the side of the vans to run DJ workshops inside or out of the vehicle. There are Laptops and Digital cameras for film and creative Image workshops. The workstations can be folded away leaving seating around the van for group work and discussions and enough room for a table down the middle seating 8 comfortably. It can be used as a chill out space with a gaming element with 40” flat screen TVs and PS 3 whilst sessions are delivered outside the van. The “BAM” Vans are a flexible and versatile space that can get into the heart of any community, they are fully accessible with ramp access and they come with a driver, equipment and specialist practitioner. Also with their bright attractive exterior, designed by local young people (including a Middleton FNP club member) they are recognisable to young people from afar.



The funding being sought from the Well Being Fund would be used to pay towards the use of the BAM Van and Football cage. This will enable the team to deliver an attractive 'tried and tested' model of provision to young people, engaging existing club members and new young people by offering an attractive range of facilities in a place that young people socialise.

Staff are funded through the LCC's Breeze Team and in-kind contributions from, the Youth Service (YS), NACRO and ACE. The youth service have also offered the use of the youth service bus as an in-kind contribution.

This scheme has been recommended for approval by the Children & Young People's working group.

**Area Committee Business Plan Priorities:**

This proposal supports the Area Committee action to 'All children and young people in Leeds have access to out of school activities.'

**4.6 Project Title: Off Road Bikes**

**Name of Group or Organisation:** West Yorkshire Police

**Total Project Cost:** £103,928

**Amount proposed from Well Being Budget 2011/2012:** £3,952 Revenue

**Ward Covered:** All three Wards

**Project Summary:**

Following on from a successful initial year of funding for Police Off Road Motorcycles, this project seeks to provide continued funding for a resource which reduces the impact of the anti-social use of motorcycles and quad bikes upon the community.

Such use of motorcycles and quad bikes is regularly raised as an issue with elected members and the Police through engagement opportunities such as community meetings and through calls for service to the Police. The project during 2011/12 received 321 calls for service in Inner South which was approximately two thirds of the total calls received. Members have received a summary of the evaluation by email and several positive comments were made by Members in response.

The grant will be used to fund the leasing and running costs of two off road motorcycles. It is proposed that the costs for this project are shared across the Inner and Outer South Area with each Area Committee being asked to contribute a sum proportionate to the number of calls for service from each area (£3,952 from the Inner South and £1,976 from the Outer South areas) to cover the on-going leasing and running costs of the bikes with the West Yorkshire Police providing staff, equipment and fuel.

This scheme was approved in principle by members at the March 2012 meeting, subject to satisfactory evaluation that has now been received by Members.

**Area Committee Business Plan Priority:**

The project will assist in achieving the 'Residents in Inner South are safe and feel safe as a result of reduced crime and ASB' priority of the Business plan.

- 4.7 Project Title:** Dream Radio Drama  
**Name of Group or Organisation:** Dream Reality  
**Total Project Cost:** £40,795.00  
**Amount proposed from Well Being Budget 2011/2012:** £15,000.00 Revenue  
**Ward Covered:** All three Wards

**Project Summary**

This project aim is to create a series of radio plays over the period of 12 months by the community for a wider audience which will be broadcast by the BBC and be available on a stand alone specifically created web site.

The project will produce 14 new radio plays that can be anything from 5 – 45 minutes in length. The plays will have a maximum cast of 7 and may include some professional actors. The plays can be by young people but with no experience (we would like to omit students except as volunteers on production). Writers will be chosen from the local urban area. The brief will be wide with the one condition that they have an urban, social class or cultural theme, historical or modern. The plays do not have to be related to one another but we will look to relate as least a quarter with the aim of creating an on going series. The plays will be recorded using the facilities of South Leeds Youth Hub with all the facilities of a fully functional studio. Workshop will be held to get the writers on task and up to speed, remote mentoring will be made available up until production.

Officers have scrutinised the project against the Area Committees business plan and feel that the main focus of the project is the production of the plays rather than the support and guidance of the local people involved in the project. This being the case officer would recommend that Members do not support the scheme to its full £15,000 requested. There are merits to the project due to it potential national exposure therefore members could support the principle of the scheme to a level of £3,000 (£1,000 per ward) on the basis of securing relevant match funding but at a reduced amount.

- 4.8 Project Title:** Atha Street Bollards  
**Name of Group or Organisation:** LCC Highways  
**Total Project Cost:** £790.00  
**Amount proposed from Well Being Budget 2011/2012:** £790.00 Revenue  
**Ward Covered:** Beeston & Holbeck

**Project Summary**

This project will replace the flat topped bollards currently situated on the ginnel that runs from Dewsbury Road to Atha Street. The design of the current bollards mean that they are used as tables for people buying takeaways at the adjacent food establishments. This leads to congregations of people and an intimidating atmosphere for local residents using the ginnel. By replacing the bollards with more appropriate street furniture will remove this issue and improve the aesthetics of the area. The quoted price for the works has been provided by LCC Highways department for an appropriate replacement bollard that continues to serve its purpose with regards to restricting vehicular access.

**Area Committee Business Plan Priority:**

The project will assist in achieving the 'Residents in Inner South are safe and feel safe as a result of reduced crime and ASB' priority of the Business plan.

## 5.0 Small Grants Approvals

5.1 There has been three small grants approved since the last Area Committee meeting.

Project	Delivery organisation	Ward	£
Middleton Park Summer Programme	Friends of Middleton Park	MP	500
7th Leeds Boys Brigade Annual Camp	7th Leeds Boys Brigade	B&H/C&H	500
Access to Gardening and Growth	Clarksfield Allotments Association	B&H	257

5.2 Members are also asked to note the current spend on small grants after 6 months of this financial year.

	Total	B&H	C&H	MP
Budget Allocated	<b>£15,000.00</b>	£8,000.00	£,4,000.00	£3,000.00
Spend	<b>£5,786.99</b>	£3,136.99	£1,625.00	£1,025.00
Remaining balance	<b>£9,213.01</b>	£4,863.01	£2,375.00	£1,975.00

## 6.0 Corporate Considerations

### 6.1 Consultation and Engagement

6.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Well being budget is secured at Area Committee.

### 6.2 Equality and Diversity / Cohesion and Integration

6.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.

6.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

6.2.3 A light touch Equality Impact Assessments is carried out for all projects.

### **6.3 Council Policies and City Priorities**

6.3.1 The projects outlined in this report contribute to target and priorities set out in the following council policies:

- Vision for Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

### **6.4 Resources and Value for Money**

6.4.1 Resource implications will be that the remaining balance of the Well being Budget for capital will be reduced as a result of any projects funded.

### **6.5 Legal Implications, Access to Information and Call In**

6.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are not eligible for Call In.

6.5.2 There are no key or major decisions being made that would be eligible for Call In.

6.5.3 There are no legal implications as a result of this report.

### **6.6 Risk Management**

6.6.1 This report provides an update on work in the Inner South and therefore no risks are identifiable. Any projects funded through Well being budget complete a section identifying risks and solutions as part of the application process.

### **7.0 Conclusions**

7.1 The report provides up to date information on the Area Committee's Well being Budget.

### **8.0 Recommendations**

8.1 Members of the Inner South Area Committee are requested to:

- a) Note the contents of the report.
- b) Note the position of the Well being Budget as set out at 3.0.
- c) Consider the points raised under the ring fencing arrangements in 3.3
- d) Note the Well being revenue projects already agreed as listed in Appendix 1.
- e) Consider the project proposals detailed in 4.0
- f) Note the Small Grants situation in 5.0

## **Background Documents<sup>1</sup>**

There are no background documents associated with this report

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.