

# Section 1 Introduction and Summary

## Introduction

This report deals with library services provided directly to children through the public library service and indirectly via support services to schools, however managed, throughout the UK. It does not cover materials and services available directly to children from their school libraries. The base year of the survey is the financial year April 2004 to March 2005; some schools library services have provided data in respect of the academic year September 2004 to July 2005 where data are collated in this way. A few tables give trends in provision over the last ten years; a more detailed examination of trends over the last five years is included in Section 1.

The data in the report are drawn from individual authorities' returns to LISU, and the authors are grateful to all the librarians who take the trouble to complete their forms each year, and to answer queries on the information provided. The survey is designed to give an ongoing overview of library provision in this sector, as well as giving valuable information for individual library services who may wish to compare their performance with others. For this reason, alterations to the forms are kept to a minimum each year, although changes are introduced to monitor new developments and initiatives as necessary. See page 14 for further information on the methodology.

## Executive summary

### Public library services to children

- One hundred and seventy five responses were received for 2004-05, giving an overall response rate of 84%.
- UK public libraries hold 24.7 million children's books at 31 March 2005, equivalent to 2.3 books per child under 15. 28% of these were on loan, of 0.6 per child. 3.6 million new books were bought during the year, or one for every three children, giving a replenishment rate of 15%. Each book was issued an average of 3.5 times during the year, resulting in estimated total issues of 86.6 million – an increase of almost 4% over 2003-04.
- Total expenditure on children's services is estimated for the first time this year, at £45.9 million. This can be broken down as £24.8 million on specialist staff, £19.8 million on books and other resources, and £1.3 million on specific activities and promotions.
- More than half – an estimated 56% – of the population aged 0-14 years are registered as members of the public library, but less than one third are recorded as being active borrowers – 30%.
- Three quarters of public library authorities have tickets with special terms for children, which include differential loan allowances, restrictions on the material which may be borrowed, and preferential rates of fees and fines, compared to the standard adult ticket. Half have special tickets for those aged under five years.
- The majority of authorities (90%) no longer make any charge to children for requests. In those which do charge, the median cost is 30p. Two thirds do not charge for overdue books. Where charges are made, these range from 1p to 8p per day.

- Spoken word materials for children are available in 98% of authorities, with only 16% making a charge for their loan. Recorded music, videos and PCs are also widely available. 85% of authorities provide internet access in the children's library, and in almost all cases this is free of charge.
- Material is available in a wide variety of minority languages in 79% of authorities, while 80% offer a range of special needs support materials.
- A wide range of outreach activity is undertaken, with 95% of authorities involved with pre-school groups, 91% with health clinics, and 87% with Surestart. The range and number of groups contacted has increased since last year's report.
- Most authorities (87%) offer special tickets for playgroups, and undertake school visits. 85% offer user education, 82% have library tours, and 81% make bulk loans available.
- 95% have a summer reading challenge for primary age children, and 78% for secondary (KS3-4). Other activities are also more likely to be available for primary than for secondary age children, including reading groups, homework clubs and class visits.
- In those authorities carrying out the Children's PLUS survey, 97% of the respondents thought that the public library staff were "OK", while 72% took books home, and 68% found information.

## Schools library services

- One hundred and thirty responses were received for 2004-05, giving an overall response rate of 89%.
- The number of schools library services in the UK continues to fall, with three fewer included in the survey this year. Two further services are known to have closed during 2004-05.
- 15% of LEA pupils in the UK attend schools in areas with no formal SLS provision. Where there is provision, 76% of pupils are in schools which use their SLS for loan of resources, advisory services or both.
- Almost 90% of all services in England receive most of their income directly from the schools which purchase their services. The main exception is in the metropolitan districts, where 30% retain significant central funding.
- In England, 95% of SLSs report that budgets are fully delegated to secondary schools in their area, with two-thirds reporting full delegation to nursery, special and primary schools. In the remainder, budgets are generally devolved and earmarked, although some LEAs hold central funding for nursery and/or special schools, in particular.
- There are an estimated 300 professional library staff working in the service, 50 fewer than last year. Overall, there are 23% fewer professional staff than five years ago.
- Professional staff spend an average of two days per week on advisory services, with a range from zero to 100%, depending on the type of services offered.
- No two schools library services offer the same selection of services to schools in their area. While there is considerable overlap – 95% offer book and resource advice; 91%

offer project loans, for example – there are also a number of specialist services available in some areas.

- There is an increasing engagement with outreach activity and external collaborations, with more than half of all schools library services undertaking one or more such activities in 2004-05.
- An average of 3.4 items are stocked per pupil served, with one new item purchased for every three pupils served. This gives a replenishment rate of 8%. 2.4 items were issued to schools per pupil served, equivalent to a stock turnover of 61%.
- SLSs offering loan delivery services have improved their delivery performance, with 82% of those deliveries required for the start of term being made with five working days, and 98% within ten days. At other times, 93% of deliveries are made within five working days of the request, and 99% within ten days.
- Few SLSs have their own web sites, although nearly 80% have pages within a wider local authority site. One third have catalogues which can be accessed remotely, and over 40% allow schools to book resources electronically. Three quarters offer management system support to school libraries.
- In the UK as a whole, £21.8m is estimated to have been spent on staff, £2.9m on premises, £12.1m on materials, and £3.7m on other expenditure in 2004-05. This is a total of £6.64 per pupil served, compared to £6.35 last year. This increase is entirely due to a rise in staff expenditure, from £3.20 to £3.57 per pupil served.

## Summary of trends 1999-2000 to 2004-05

A number of features have been examined on a consistent basis for some years, and this section looks at the trends over the last five years. In all the graphs and tables in this section, data have first been grossed up to allow for non respondents, and so are estimated totals for the whole sector.

### Expenditure

Fig 1a shows total schools library service expenditure per pupil served, adjusted to 2004 prices according to the retail price index. Northern Ireland continues to have the highest level of spending per capita, with the metropolitan districts the lowest. Figures remain relatively unstable in several sectors.

After adjustment for inflation, spending per pupil served has increased in all sectors except London and Wales this year, albeit only marginally in the metropolitan districts. Northern Ireland continues to report the highest spending levels, and the metropolitan districts the lowest. After three successive increases in spending, the unitary authorities now have the second highest spending levels, having overtaken London.

Over the five year period as a whole, total spending per pupil (after adjusting for inflation) has increased by 50% in the English unitary authorities, 21% in London, 20% in Wales, 19% in Scotland, and 18% in the metropolitan districts. Spending has fallen by 2% in the English counties and by 10% in Northern Ireland, although it should be noted that the level of spending in 1999-2000 was unusually high.

**Fig 1a Total expenditure per capita: schools library services**

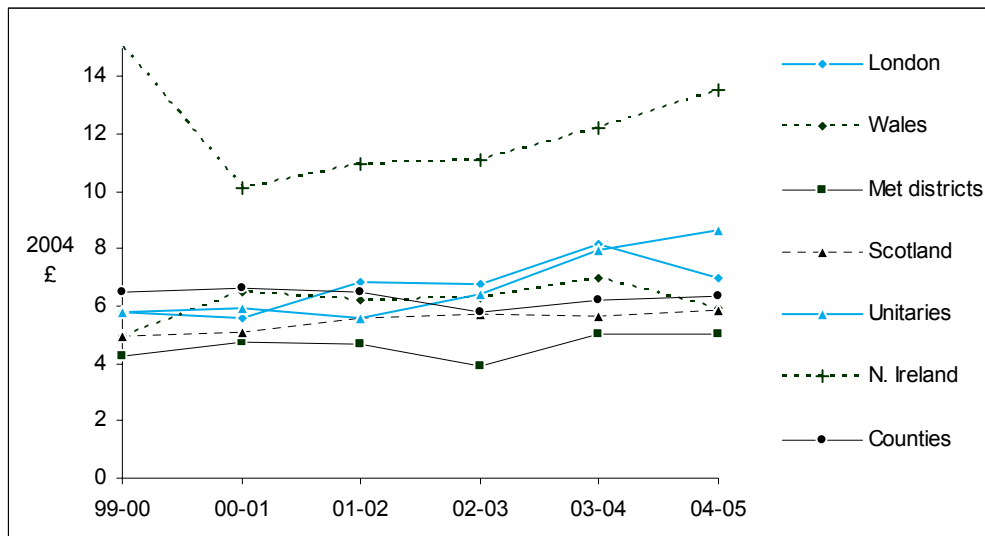


Fig 1b shows figures for materials expenditure per pupil served, and, for public library services, per resident child, again adjusted for inflation using the retail price index. Spending on materials represents between one quarter and one third of total expenditure for schools library services on average, although rather less in Scotland, where advisory services make up a greater part of SLS activity, and slightly more in Northern Ireland. Figures for materials expenditure are also available for public library services to children. These are shown per resident child based on the population aged 0-14 years, and adjusted for inflation in the same way. The pictures for the two services are very different.

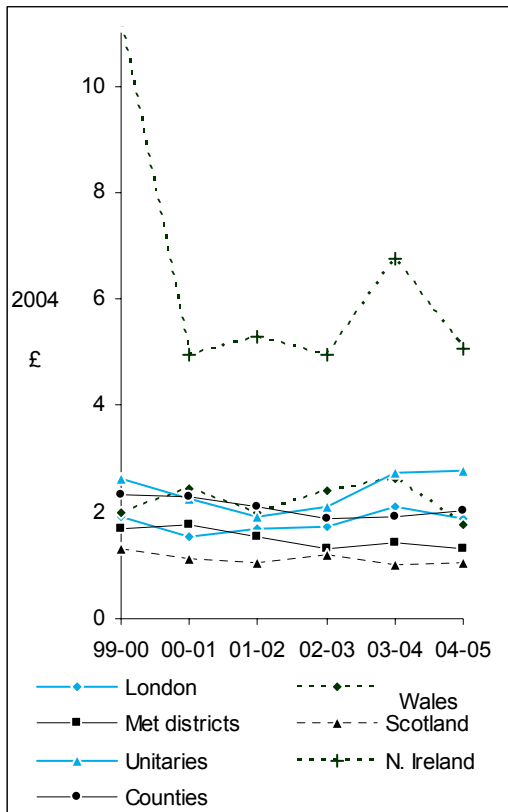
The first point to note is that levels of expenditure on materials are much higher in schools library services than in the public library service to children. The reason for this has more to do with the methods of calculation than levels of provision – for schools library services the basis of the per capita figures is the number of pupils served, whereas for public library services to children it is all children resident in the authority, regardless of whether or not they use the service.

The picture for schools library services is again a mixed one. There have been increases in 2004-05 in the English unitary authorities, English counties and Scotland. However, real spending per pupil is above the levels of five years ago only in the English unitary authorities. Spending on materials remains high in Northern Ireland partly due to the different basis of operation under the Education and Library Boards.

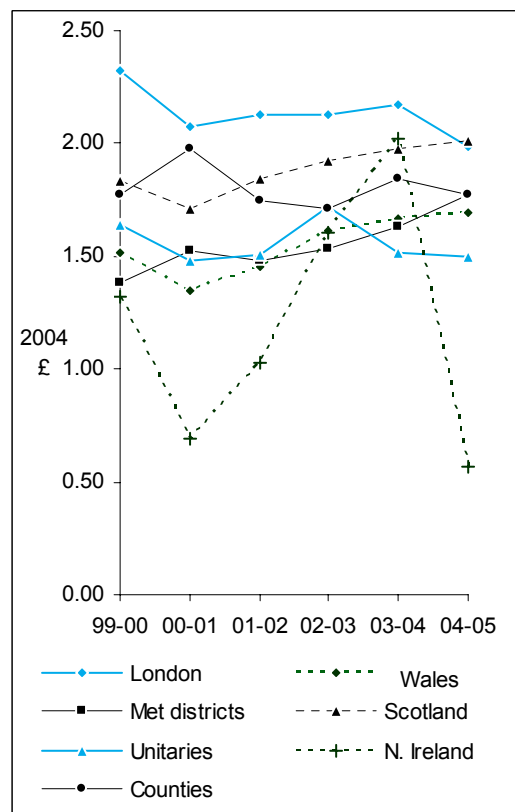
In the public library there have been increases in spending in real terms this year in the metropolitan districts, Wales and Scotland, with falls in the other sectors. The reduction in Northern Ireland is particularly severe. Over the longer term, spending levels appear somewhat variable in the English unitary authorities and counties, while there are encouraging signs of increases in the metropolitan districts, Wales and Scotland. Spending per capita in London is now 14% lower in real terms than in 1999-2000.

**Fig 1b Materials expenditure per capita**

**a) Schools library services**



**b) Public library services to children**



### Coverage of schools library services

The detailed position is considered in Section 4; in this section we have taken a single statistic as an indicator of the penetration of schools library services – the percentage of LEA pupils served.

**Fig 1c Percentage of LEA pupils served by schools library services**

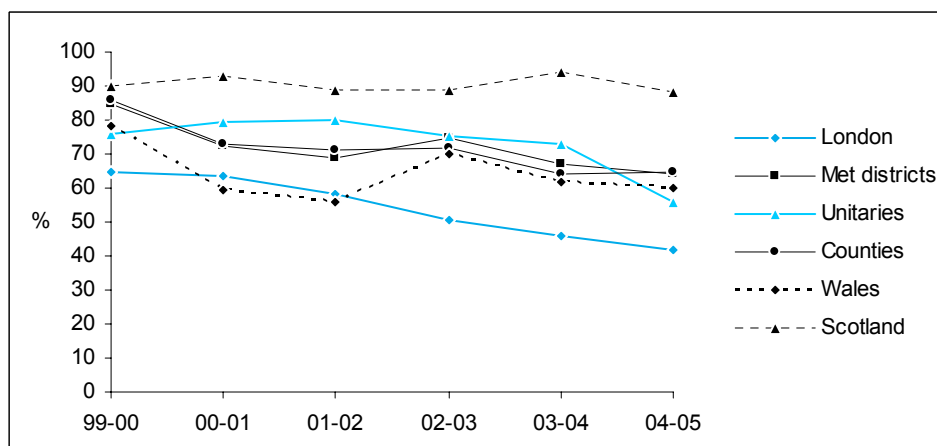


Fig 1c shows the average percentage of LEA pupils served in Great Britain by sector – in Northern Ireland all are served, and there have been no delegation of budgets or service closures to change this position. Differences in the overall levels of the percentage of pupils

served are due to a number of factors – for example, in Wales and London, a number of services are for primary age pupils only.

This year, there have been falls in all sectors except the English counties, which has seen a slight increase, of 2%. Part of the fall in London is due to the closure of two services this year. The unitary authorities have recorded a particularly dramatic fall this year, of 23%; six of these authorities have no formal SLS service provision. All sectors show significant falls over the five year period considered, and this must raise concerns for the longer term future of this provision.

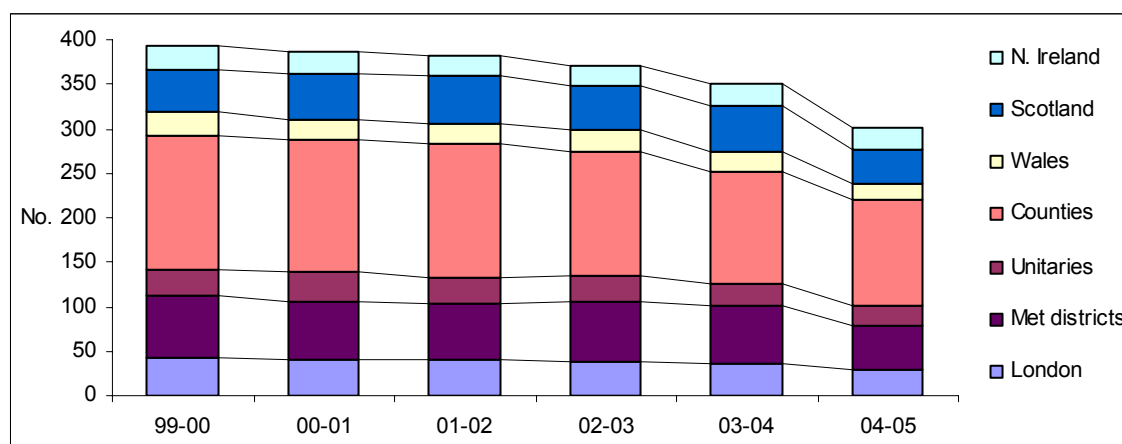
## Staff

Fig 1d shows trends in the numbers of professional library staff working in schools library services (part a) and public library services to children (part b). The figures for each incorporate half of any joint or integrated service staff. All figures are estimates, grossed up to allow for missing data - see Section 2 for details of the methods used. The trends for the two services are slightly different.

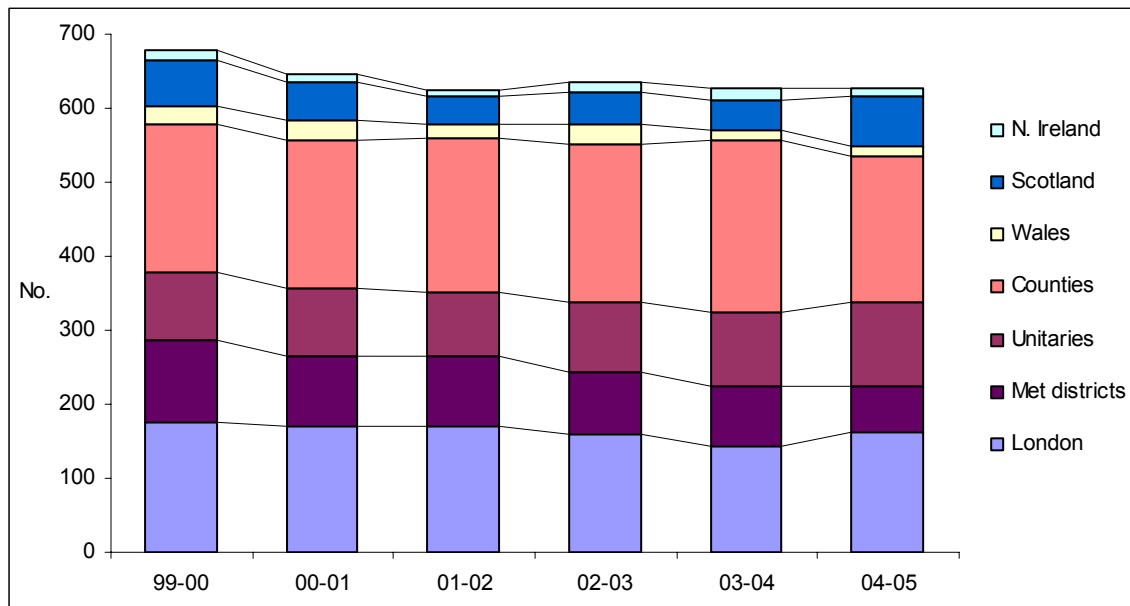
There has been a drop in all sectors this year in staff working in schools library services although there are differences between the sectors. Of particular concern is the rate of decline in the English counties, which shows no sign of slowing, and the falls of 27% and 25% in the metropolitan districts and Scotland respectively. Over the last five years, professional staff numbers have fallen by 23% for the UK as a whole to give an estimated 300 in post at 31 March 2005 – 50 fewer than last year.

For the public library service the picture is more variable. Numbers here can be difficult to estimate, as in many authorities children’s work is combined with other duties – see Section 2 and Appendix B for more details. There was no change in the total number of specialist staff in the UK as a whole this year, although the picture was very different in the different sectors. Over the last five years, only Scotland and the English unitary authorities have reported an increase in the number of specialist professional children’s librarians in the public library service. For the UK as a whole, the number has fallen to an estimated 627, a drop of 8%.

**Fig 1d Total professional library staff**  
**a) Schools library services**



## b) Public library services to children



## Stock and issues

Data for the public library elements of this section for 1999-2000 to 2003-04 have been based on authorities' returns for the CIPFA Actuals<sup>1</sup> and for 2004-05 on data supplied for the LISU survey. Although the definitions for the LISU survey stipulate that the figures provided should be the same as those which will be supplied to CIPFA for the year, it is clear that in many authorities that is not always the case, and there are some discrepancies between the two sets. As the CIPFA data are generally more complete than those supplied to LISU, these are preferred where available.

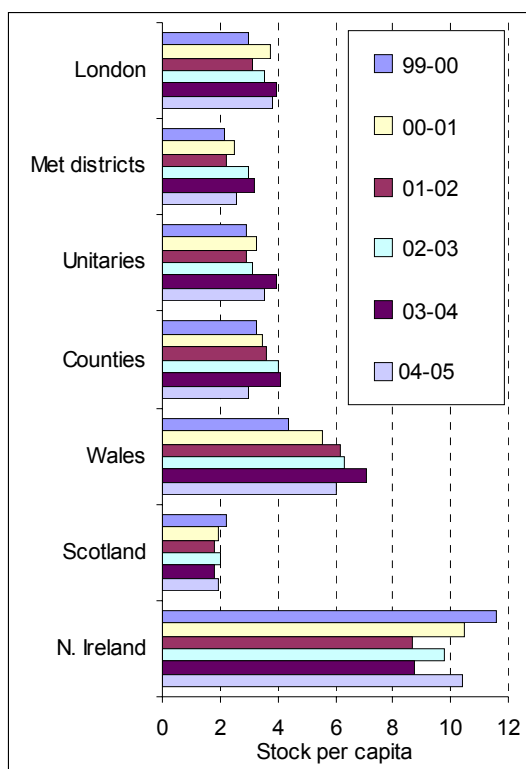
Fig 1e (*overleaf*) shows total schools library service stock per pupil and total public library children's book stock per child. For the schools library service, there is considerable fluctuation, although all sectors of England and Wales have reported falls this year. The English counties now hold less stock per pupil served than they did five years ago; with a reduction in pupils served this represents a considerable reduction in holdings. However, there are a number of factors which can affect this, not least the 'writing off' of stock nominally owned by the SLS but which is in schools and unlikely ever to return. With the increasing introduction of automated library systems within SLSs, such stock adjustments may be taking place on a widespread basis.

Book stock levels per child in the public library service are somewhat lower overall than stock per pupil served in the schools library service. Figures are more stable, and stock levels have generally continued to be steady, although in all sectors per capita figures as at 31 March 2005 were higher than they were five years before, albeit only slightly in some cases.

<sup>1</sup> Public Library Statistics Actuals ISSN 0260-4078, CIPFA, 3 Robert Street, London WC2N 6NH

**Fig 1e Stock per capita**

**a) Schools library services**



**b) Public library services to children**

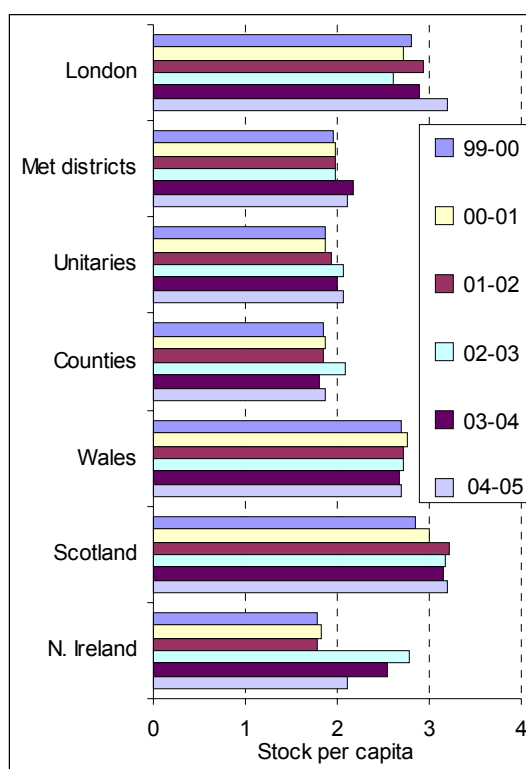


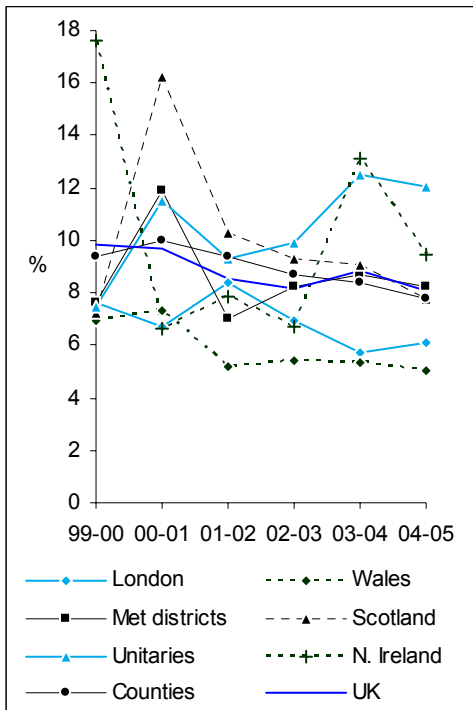
Fig 1f shows the variation in replenishment rates – additions to stock as a percentage of total stock held. There is little consistency in this measure, particularly for schools library services, and this variation must raise questions about stock management policies. The pattern varies by sector, with London and the English counties showing a generally downward trend, and the English unitary authorities a broadly upward one. In Wales and Scotland, there was considerable variation until 2001-02, since when the trend has also been generally downwards.

In general terms, a higher percentage of stock is replaced each year in the public library than in schools library services. One reason for this may be the proportion of schools library service stock which is on long term (or, in some instances, permanent) loan to schools; another may be the different mix of fiction and non-fiction stock held. The introduction of public library standards for rates of acquisitions do not appear to have had a significant impact on replenishment rates for children’s stock, however. Only the English counties and metropolitan districts show an upward trend in replenishment rates over the last five years in the public library service. The fall in Northern Ireland in 2004-05 has been caused by a significant drop in acquisitions, and is in line with the drop in materials expenditure noted above.

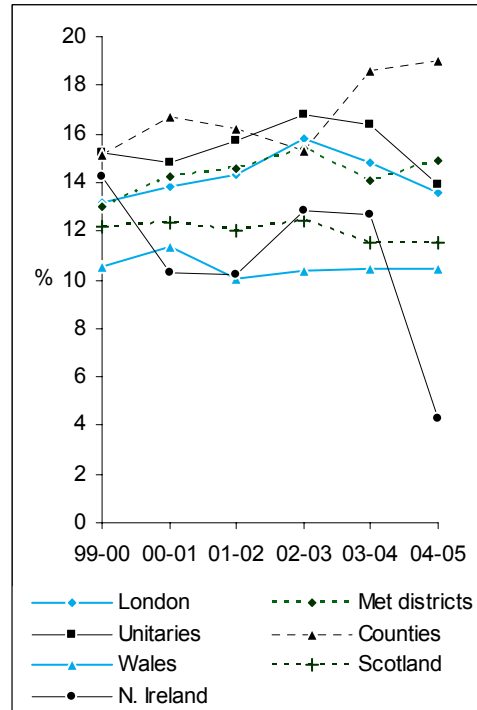
Fig 1g shows the percentages of stock on loan by sector. As has been mentioned, a relatively large proportion of schools library service stock is on extended loan to schools, so the total percentages on loan are high, particularly in Northern Ireland. In 2001-02, there was a change to the way in which these figures were collected, and figures for material on permanent loan to schools are no longer included, This has had a particular impact on the figures for Northern Ireland.

**Fig 1f Replenishment rates**

**a) Schools library services**

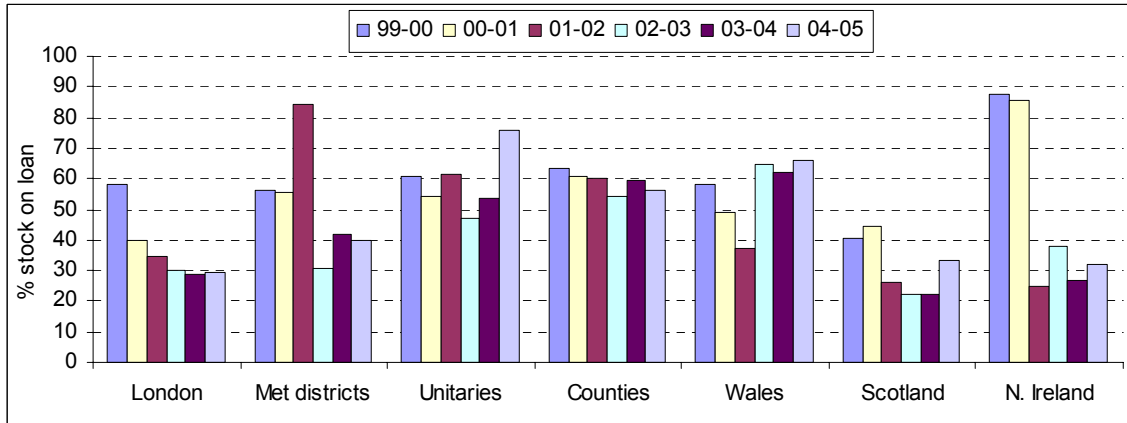


**b) Public library services to children**

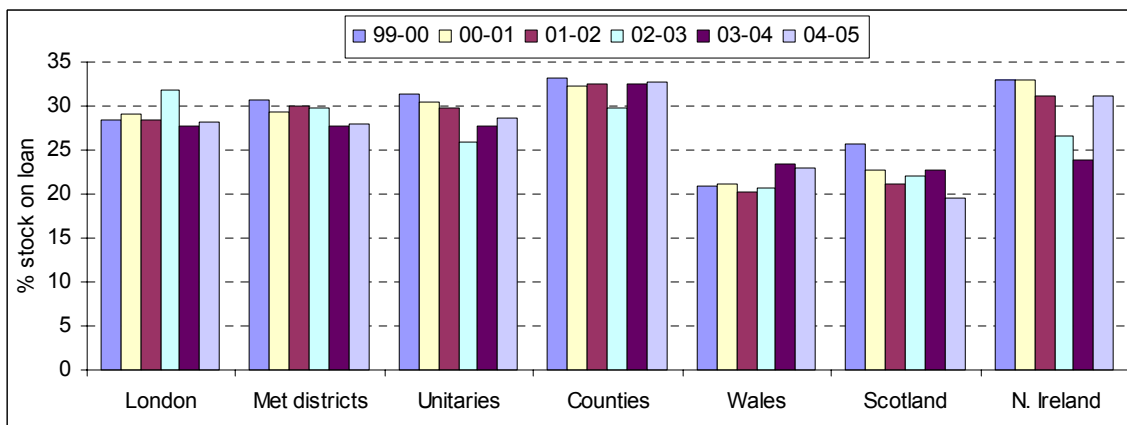


**Fig 1g Percentage of stock on loan**

**a) Schools library services**



**b) Public library services to children**



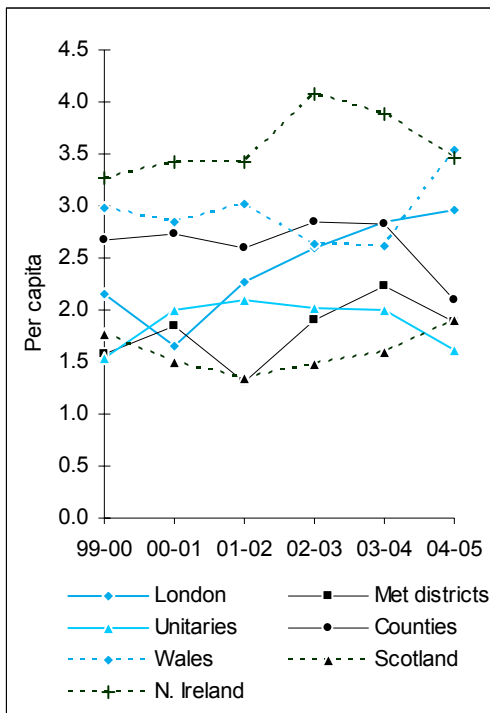
It is important to remember that schools library services count loans to schools, not to individual pupils, and there is no measure of use available within the school. The balance between project loans and extended loans in individual services will affect the proportions of material on loan, in particular because the reporting date – 31 March – often falls during the Easter vacation, when the spring term’s project loans have been recalled, but those for the summer term not yet been issued. Fifty services noted that this was the case in 2004-05. This will affect comparisons between years, as well as those between services, and is discussed in detail in Section 4.

The dominant feature for both schools library services and the public library figures is the variation between years. For schools library services, there are some indications of greater stability appearing in London and the English counties, both of which show a slightly falling trend, despite a small increase in London this year. Wales, Scotland and Northern Ireland have also reported increases this year, as have the English unitary authorities. In the public library service, it is encouraging that all sectors in England have reported increases in 2004-05, of between 1% and 4%.

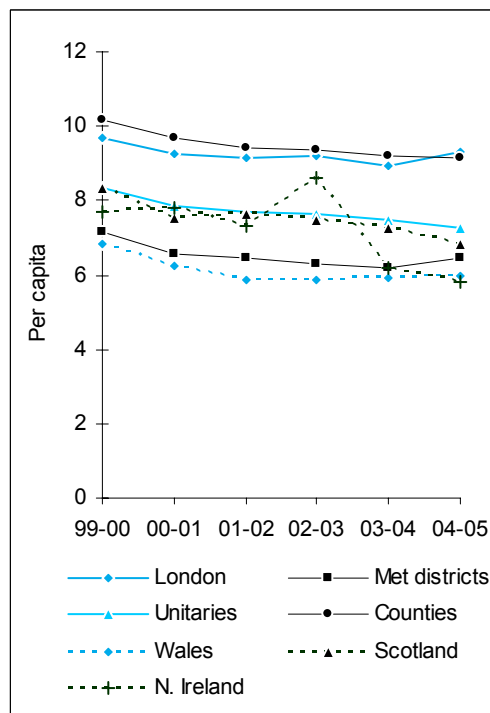
An alternative measure of use is issues per capita, illustrated in Fig 1h. Note that for schools library services, the issues counted are those made in the first instance to schools. They include both short term project loans, and items exchanged within longer term deposit loans. Section 4 gives more details of the loan services offered. No count is made of use of material within schools, and for this reason, the recorded level of loans per capita is lower in schools library services than in the public library service to children. The pattern is a mixed one in most sectors, with few discernible trends overall, although it is notable that all sectors except the English counties have reported higher levels of loans per pupil served than those five years ago.

**Fig 1h Book issues per capita**

**a) Schools library services**



**b) Public library services to children**



This year, there are also some encouraging signs in the public library service, with increased issues per capita in London, the metropolitan districts, and Wales. Issues continue to fall in the remaining sectors, however. All sectors report lower issues per capita in 2004-05 than in 1999-2000, with the falls ranging from 4% in London to 24% in Northern Ireland.

## Summary

The picture for schools library services is a mixed one, with some areas clearly faring better than others. The last ten years have seen a number of organisational changes which have fragmented services and changed their funding basis, particularly in England. Seven services have closed within the last five years – South Ayrshire, Croydon, Waltham Forest, Oldham, Kingston upon Thames, Ealing and Cardiff – and two more closed during the 2004-5 year reported here – Hammersmith & Fulham, and Sefton. There are some encouraging signs, however – issues to schools are rising in London and Scotland, the English unitary authorities report increasing replenishment rates and stock on loan, spending per pupil served has increased ahead of inflation in all sectors except the English counties.

The continuing fall in many areas in the percentage of pupils served by schools library services must remain a concern. Much of this is due to pressure on school budgets, and while many services have successfully marketed themselves in the new climate, some have not. The closure of two services in 2004-05, and continued threat to several more does not bode well for future provision. Whether the reductions noted in staffing are a contributory cause or reactive effect of this diminishing client base, they do not present an encouraging picture. There are opportunities to be grasped, however – one service noted a new agreement to serve schools in a neighbouring borough from 2005-06, for example, and others report increasing interest and levels of activity.

In the public library service to children, the most encouraging sign is an increase in issues in three sectors, and increases in the proportions of books on loan in England. Staff reductions in this service have not been as marked as in the schools library service, and there are signs of increasing materials expenditure in some areas. Overall, the picture presented is more positive than for some years, although it remains to be seen whether the gains made can be consolidated in the medium term.

Variations are only to be expected in the trends for individual library services as circumstances dictate, however, the degree of variation observed on a sector wide scale raises concerns over the longer term management and strategic planning of both schools library services and the public library service for children.

## Materials funds

One of the key recommendations of the 1995 report *Investing in Children* was that the proportion of the total materials budget which was spent on materials for children should reflect the proportion of children in the population. LISU began monitoring this ratio in the 1994-95 survey. The figures showed very little change from year to year, although there have been noticeable changes over the whole period.

CIPFA now collects separate data on public library expenditure on children's books. This does not include expenditure on materials by the schools library services; however, it is now

arguable whether this should be included in any calculation, as in so many cases monies are electively spent by schools, not provided centrally by the local authority. This year we have not included the detailed tables of the proportions of materials expenditure for children, preferring to analyse the position over the period since 1994-95 on a sector wide basis (Table 1i). The figures from this table are illustrated in Fig 1j.

Over the UK as a whole, an average of 14.7% of the materials budget was spent on materials for children in 2004-05, an increase from 14.1% last year. This compares to an average of 18.3% of the population aged under 15 in 2003-04.

**Table 1i Percentages of children and materials expenditure**

		94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05
London	% children	19.0	19.0	19.4	19.5	19.6	19.4	18.9	19.0	18.4	18.4	18.4
	% mat'ls	14.0	15.0	14.4	14.4	14.0	14.1	14.7	14.1	13.7	14.7	14.9
Met dist.	% children	20.0	20.0	20.2	20.1	20.0	19.8	19.5	19.7	19.3	19.0	19.0
	% mat'ls	13.4	13.0	14.0	13.4	13.4	13.5	14.6	13.6	13.8	12.8	15.3
Unitaries	% children			19.3	19.3	19.4	19.3	19.2	19.0	18.7	18.4	18.4
	% mat'ls			12.6	12.0	13.5	13.3	14.0	13.4	14.6	14.1	13.6
Counties	% children	19.0	19.0	19.1	18.7	18.5	18.5	18.3	18.4	18.2	18.0	18.0
	% mat'ls	14.0	13.0	14.5	13.4	13.8	13.0	13.9	12.9	12.7	13.0	15.2
Wales	% children	19.0	19.0	19.6	19.3	19.1	19.1	18.8	18.9	18.6	18.3	18.3
	% mat'ls	16.0	12.0	15.1	17.7	16.3	16.1	17.2	15.0	12.3	12.8	14.3
Scotland	% children	19.0	19.0	18.9	18.7	18.6	18.5	18.5	17.9	17.6	17.4	17.4
	% mat'ls	12.0	12.0	13.0	12.3	11.9	13.2	12.9	13.8	13.1	13.3	13.8
N Ireland	% children	24.0	24.0	23.8	24.4	24.4	23.0	22.6	21.9	17.8	21.2	21.2
	% mat'ls	13.0	14.0	14.9	17.7	15.9	17.0	16.6	15.5	16.4	15.7	9.4

Figures for 1997-98 to 2003-04 Based on CIPFA Actuals; remainder from LISU surveys.

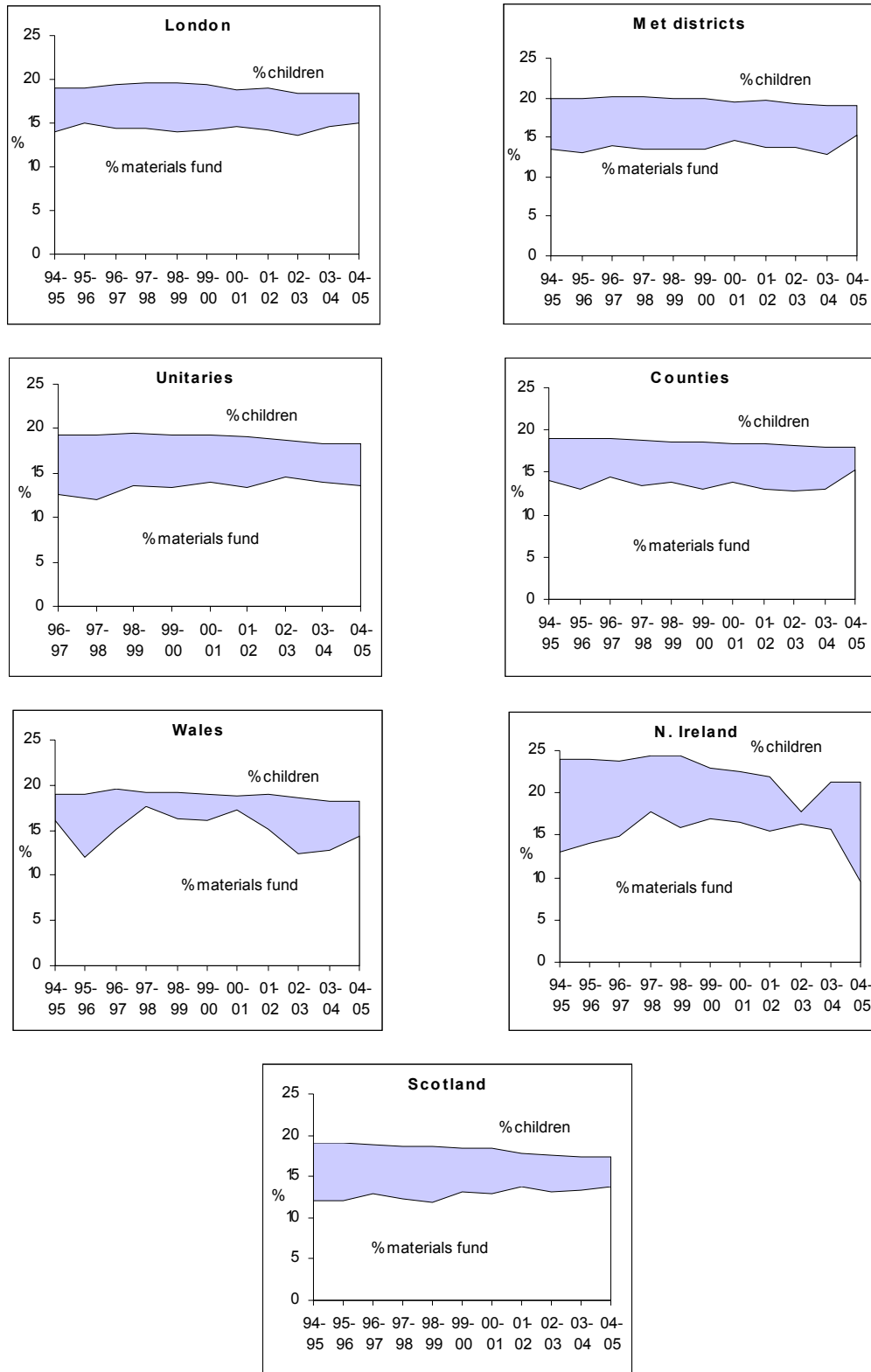
In practice, the proportions of expenditure presented in this table are likely to be conservative, as the CIPFA data on spending on children's materials relate only to books, and do not take into account spending on audio visual and other materials for children. Section 3 shows that spending on non book materials for children varies considerably between authorities. The average for the whole UK is that 13% of the children's materials fund is spent on non book materials, up from 10% last year (Table 3.13). The degree of under reporting in Table 1i is therefore around 2.2 percentage points, on average. Note also that these averages conceal a wide variation between individual authorities, and in every sector there will be a number of authorities which are meeting the target on a regular basis.

In some authorities, special circumstances apply such that the LISC(E) target is not appropriate. This is most obviously the case in the Corporation of London, where the large daytime commuter population affects all aspects of the library service. Similar considerations apply in some other London boroughs and large cities.

It should also be remembered that the proportion of the materials budget spent on materials for children is not the only figure by which to measure adequacy of library provision for children. There are many other factors which should be taken into account – the difference

in average prices of adult and children’s books is an obvious one. Patterns of use will also impact upon the service offered, and these are different for adult and children’s services. For example, the 2003-04 CIPFA Actuals show that every adult book is issued on average 4.4 times per year, while children’s books have a lower stock turn of 3.6 issues per year.

**Fig 1j Percentages of children and materials expenditure**



## Notes on the survey

This is the sixteenth report in the LISU series of surveys of library services to schools and children which began with a survey of England and Wales in 1989-90. In 1991-92 the survey was expanded to include Scotland and Northern Ireland. The survey covers public library services for children, and the support to schools provided by schools library services. The most important area of library services to children which is not covered is that available from school libraries. The basic core of the questionnaires remains unchanged, to allow for comparisons over time; however some new features are introduced and others dropped as appropriate to the circumstances of each survey.

## Local government reorganisation

This report covers the period 1 April 2004 to 31 March 2005, the seventh year following completion of local government reorganisation in England. It is the ninth year of operation for the unitary authorities in Wales and Scotland, and some of those in England. The process was completed on 1 April 1998 – full details are given in Appendix G.

It is now possible to see trends clearly emerging in the sectors affected. In all detailed tables where figures span the period of local government reorganisation, the discontinuities have been clearly marked.

## Methodology

Separate questionnaires were circulated in May 2005 to all public library authorities and schools library services in the UK. This year, the initial distribution of questionnaires was again carried out electronically, and the compilers are grateful for the many returns which were received in this format.

Responses were requested by the end of June, and response rates were generally high. Details of response rates for each of the questionnaires are given at the start of Section 3 for public library services to children, and Section 4 for schools library services. Lists of non-responding authorities are given in Appendix F, and copies of both questionnaires are reproduced as Appendices D and E. Throughout the report, non responding authorities have been included in the main tables, indicated by **x x x x x** in the relevant columns.

## Conventions and notations

Authorities in England are listed within sector in the same order as in the *CIPFA Actuals*. Welsh authorities are listed in alphabetical order, and Scottish authorities are listed alphabetically, but with the island authorities at the end. English unitary authorities generally come before English counties, except where space constraints dictate the reverse. Similarly, Northern Ireland frequently comes before Scotland. Where trend tables span the period of local government reorganisation, cross references are given between the old and new authorities as far as possible, to enable a general indication of the relative positions to be ascertained. Direct comparisons will in many cases, however, be affected by organisational changes.

The following symbols and abbreviations have been used throughout the main tables:

x x x x x	Non responding authority or service
n/k	Not known specified on the return
§	Not applicable - service not offered
-	Zero or not applicable
	Discontinuity in the data series, due to local government reorganisation

Table cells have been left blank where blank in the original return, and italics are used to indicate estimated figures. Footnotes to all pages of each table are shown together at the start of the table, unless lack of space makes this impractical. Where appropriate, comments from individual respondents have been incorporated as footnotes to the tables, or within the commentary.

## Layout of the report

The report is in four main sections.

1. Section 1 considers trends in a number of key measures for both schools library services and public library services to children over the last five years, on a sector wide basis. A brief discussion of the proportion of the total materials expenditure in the public library service which is spent on materials for children concludes this section.
2. Section 2 considers staffing of services for children, with considerable detail on schools library service staffing. Some new questions have been added this year, extending the detail available for public library services to children, and investigating the use of a range of resources designed to support children's and schools' librarians.
3. Section 3 covers all aspects of the children's service in the public library. This includes data on stock, issues and expenditure. Figures for fiction and non-fiction book stock for children are presented separately. Figures are also given for non book stock, where available.
4. Section 4 covers schools library services, and includes tables and commentary on the organisation and coverage of services; the diversity of facilities and services available; stock levels; financial information; and use.

There are seven appendices this year. In addition to those already mentioned, Appendix A gives details of the population figures used as the base for per capita calculations throughout the report, Appendix B lists the many comments received concerning staffing structures which are not included in the commentary to Section 2, and Appendix C gives details of the many collaborations and outreach activities undertaken by schools library services.

## Regional supplement

For the second time this year, a supplement is available, reproducing the main tables of the report organised for eight of the English Government Office Regions. These are the North East, North West, Yorkshire & the Humber, East Midlands, West Midlands, East of England, South East and South West. London is included in the main report, as are the three home countries. No commentary is given with the supplement, which has been produced as a separate document, distributed with the main report.