



## Borough of Douglas

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**MR. COUNCILLOR RICHARD HENRY McNICHOLL, J.P.  
MAYOR**

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Town Hall,  
Douglas,  
7<sup>th</sup> October, 2011

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 12th day of OCTOBER, 2011, at 2.30 o'clock in the afternoon, in the COUNCIL CHAMBER within the TOWN HALL, DOUGLAS for the transaction of the hereinafter mentioned business.

I am,  
Yours faithfully

Town Clerk & Chief Executive

# Order of Agenda

- I.- Election of a person to preside (if the Mayor is absent).
- II.- Any statutory business.
- III.- Approval as a correct record of the minutes of the last regular and any intermediate Meetings of the Council.
- IV.- Questions of which Notice has been given by Members of the Council, pursuant to Standing Order No. 36.
- V.- Consideration of the minutes of proceedings of the Council in Committee.
- VI.- Consideration of the minutes of proceedings of Committees of the Council in the following order:
  - (i) The Policy and Resources Committee;
  - (ii) The Leisure Services Committee;
  - (iii) The Public Health and Housing Committee;
  - (iv) The Public Works Committee;
  - (v) Any other Joint Committee;
  - (vi) Any Select Committee of the Council.
- VII.- Consideration of such communications or petitions and memorials as the Mayor or Town Clerk may desire to lay before Council.
- VIII.- Notices of Motion submitted by Members of the Council in order of their receipt by the Town Clerk.
- IX.- Any Miscellaneous Business of which Notice has been given pursuant to Standing Orders.

The above Order of Agenda is in accordance with Standing Order No. 15(1); under Standing Order No. 15(2) it may be varied by the Council to give precedence to any business of a special urgency, but such variation shall not displace business under I. and II.

\*Items marked thus in the Minutes of Committees are those in respect of which the Committees have delegated powers, and such matters are therefore reported for information only.

# AGENDA

III. – Chief Executive to read minutes of the Council Meeting held on Wednesday, 10<sup>th</sup> August 2011.

VI(i). - The proceedings of the POLICY AND RESOURCES COMMITTEE as follows:

## POLICY AND RESOURCES COMMITTEE

POLICY AND RESOURCES COMMITTEE – Minutes of Meeting held on Friday, 16<sup>th</sup> September, 2011.

Members present: Mr Councillor D W Christian (Chairman), the Mayor, Mr Councillor S R Pitts, Councillor Mrs S D A Hackman, Mr Councillor D J Ashford, Councillor Mrs C E Malarkey.

In Attendance: Chief Executive, Borough Engineer & Surveyor, Assistant Borough Treasurer (Financial Services), Assistant Town Clerk (from 2.30pm to 4.00pm), Assistant Chief Executive (from 3.45pm to 4.00pm).

### REPORT

1. **Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor Mrs E C Quirk, Councillor Mrs D M Kinrade and the Borough Treasurer.

\*2. **Declarations of Interest**

No declarations of interest were submitted.

3. **Minutes**

Minutes of meeting held on Friday 29<sup>th</sup> July 2011 were approved and signed.

\*4. **Matters Arising from Previous Minutes**

- CCTV: a Member queried whether Ballaughton Country Park and children's play area would be included within the schedule, as only Ballaughton Nursery was listed. The Borough Engineer & Surveyor confirmed that, by default, it had been agreed that CCTV would be installed in all children's playgrounds.

Resolved, "That particulars of the report be noted on the minutes."

\*5. **Library Working Group**

The Committee considered the minutes of the meeting of the Library Working Group, held on Friday 29<sup>th</sup> July 2011.

Although the next meeting of the Group had been scheduled for today's date, the meeting had not taken place as further information was being obtained in relation to taking proposals forward. A further meeting would, however, be held in due course and Members notified accordingly.

Resolved, "That particulars be noted on the minutes."

### ***Attendance***

*The Assistant Town Clerk joined the meeting at 2.30pm.*

### **COMMUNITY EVENTS**

\*6. **Community Events sub-Committee**

The Committee had been circulated with the minutes of the meeting of the Community Events sub-Committee held on Monday 5<sup>th</sup> September 2011 and noted the following:-

Previous Minutes: minutes of meeting held on Monday 4<sup>th</sup> July 2011 had been approved and signed accordingly.

Matters Arising - 2011 Fun Day: this event had been well-attended, with positive feedback from the public, although it had been suggested that additional speakers from the public address system would have made it easier to hear announcements.

2011 Fireworks Display: the event was due to take place on Saturday 5<sup>th</sup> November. Mobile catering vehicles would be open from 6.00pm, 3FM would be providing music and a compère from 6.00pm, and

'glow-sticks' would be handed out in return for a donation to the Mayor's Charity Appeal. There would be a 'Best Dressed Guy' competition, and the fireworks would be set off from a barge in Douglas Bay at 7.00pm.

Publication of sub-Committee Minutes: following comments by Members at recent Council meetings seeking the publication, in full, of minutes from meetings of sub-Committees and the suggestion that the parent Standing Committee, which received and approved sub-Committee minutes, should determine the extent to which those minutes were published, it had been resolved to continue the current practice of the parent Standing Committee deciding on publication.

The Committee considered, in particular, Clause 4 relating to a possible change in procedures for dealing with minutes from sub-Committees. This had followed comments by Members at recent Council meetings seeking the publication, in full, of minutes from meetings of sub-Committees and the suggestion that the parent Standing Committee, which received and approved sub-Committee minutes, should determine the extent to which those minutes were published.

Specifically, in relation to the Community Events sub-Committee, Members felt that the events being proposed and discussed should be publicised as much as possible.

Discussion also took place in relation to resolution (v) of Clause 3, the proposed 'Best Dressed Guy' competition to be held as part of the Fireworks Display on 5<sup>th</sup> November 2011. It was suggested that the proposed prize money was not sufficient and should be increased.

Resolved, "(i) That the Community Events sub-Committee minutes be approved;

(ii) That in future, sub-Committee minutes be circulated to the parent Standing Committee in full;

(iii) That in future, the Community Events sub-Committee minutes be circulated, in full, to all Members at the same time as the Council Agenda (but not forming part of that Agenda);

(iv) That in respect of the Community Events sub-Committee, a separate section be created within the Policy and Resources Committee minutes, summarising items discussed by the sub-Committee;

(v) That the dates and details of all events were to go on the Council website as soon as finalised; and

(vi) That the prize money for the 'Best Dressed Guy' competition in 2011 be increased as follows:- £100 for first prize; £50 for second prize; and £25 for third prize."

#### ***Adjournment and Resumption***

*The Committee adjourned at 3.15pm and resumed at 3.30pm, when the following Members were present: Mr Councillor D W Christian (Chairman), the Mayor, Mr Councillor S R Pitts, Councillor Mrs S D A Hackman, Mr Councillor D J Ashford, Councillor Mrs C E Malarkey.*

#### **\*7. Members' Attendance Allowance Payments**

The Committee considered a written report by the Assistant Town Clerk seeking approval to submit the schedule of meetings and payments for the financial year ended 31<sup>st</sup> March 2011 to the Department of Infrastructure.

Members were advised that the Council was required by Schedule 2 of the Local Government Act 1985 to publish a report detailing the number of meetings of the Council and its Committees, and the total sums paid to Members. It was also obliged to send a copy of the report to the Department of Infrastructure with a certificate by the Council's auditors. Members had been circulated with the schedule setting out these details and it was noted that, as specified by the Committee in 2010, that the information contained reference to the number of 'sessions' each Member had attended. Although this could not replace the requirement for the number of meetings to be reported under the Act, it was provided as additional information.

The Committee had also directed, in 2010, that Members' absence from meetings due to other Council business should be recorded. Although the report stated that during the 2010 / 2011 year no such instances had been brought to attention, Mr Councillor D J Ashford advised that in September 2010 he had been absent from a meeting due to being away at conference on behalf of the Council.

Resolved, "(i) That particulars of the report be noted on the minutes;

(ii) That the appended schedule be amended to reflect Mr Councillor Ashford's attendance at conference in September 2010;

(iii) That approval be given for the submission of the amended schedule to the Council's auditors with the Annual Accounts, and thence to the Department of Infrastructure; and

(iv) That approval be given for the report to be made available to the public through the Council's website, as well as through the Town Hall Reception and circulated with the public Council Agenda for the October 2011 meeting."

**\*8. Charity Patronage**

The Committee considered a written report by the Assistant Town Clerk in relation to a letter received from the charity Kemmyrk inviting the Worshipful the Mayor to become a patron.

Members noted that His Worship had supported Kemmyrk throughout his term of office and had received the invitation to become patron in recognition of his fundraising and publicity. It was noted that, if the invitation were to be accepted by His Worship in his official capacity as Mayor, it would naturally follow that at the end of his term of office the next Mayor would take on the role. Acceptance of the invitation and the status of patron attached to the Office of Mayor would imply the ongoing support of the Council for the charity and might lead to embarrassment, should any incoming Mayor not wish to support this specific charity, or be active in support of another such body. It might also infer more tangible support, such as the free use of Council facilities.

There was currently no clearly defined policy on the acceptance of patronage invitations on behalf of the Mayoralty but, if the current Mayor were to accept the invitation personally, the patronage would remain in his name rather than resting with the Office of Mayor. The report stated that the only current permanent link between the Mayoralty and any organisation was the Presidency of the Douglas Town Band, with the Council appointing two Members to its Committee and providing financial support, however, Members suggested that, if research was undertaken, this would identify other organisations of which the Mayor was patron.

Resolved, “(i) That particulars of the report be noted on the minutes;

(ii) That the invitation by Kemmyrk for charitable patronage be accepted on behalf of the Mayoralty for the remainder of the current municipal year only;

(iii) That it be suggested to Kemmyrk that if they wished charitable patronage to be considered again, then they should make an approach to next year’s and future year’s Mayors; and

(iv) That the Assistant Town Clerk be requested to undertake research to identify other organisations / charities of which the Mayor was patron and to draw up a list accordingly.”

**\*9. Two-Chair Procedure – Expenditure Associated with the 2011 Commonwealth Youth Games**

The Committee considered a written report by the Assistant Chief Executive seeking ratification of a Two-Chair Procedure in relation to expenditure in the sum of £11,258 associated with the Commonwealth Youth Games.

Members recalled that, as part of the 2011 / 2012 budget, a sum of £30,000 had been allocated to provide a welcome for competitors and visitors and to ensure that Douglas, being the main base for sporting activities, was suitably representative. It was noted that it had been necessary to expend monies during the summer recess to put in place a number of initiatives, such as banners, flags, lighting, planters and hospitality, and accordingly a Two-Chair Procedure had been instigated.

Members also noted that an email had been received from the Chairman of the Commonwealth Youth Games Organising Committee thanking the Council for its hospitality and assistance.

Resolved, “That particulars of the report be noted on the minutes and that the Two-Chair Procedure be endorsed.”

**\*10. Two-Chair Procedure – Procurement of Tractor**

The Committee considered a written report by the Assistant Borough Engineer seeking ratification of a Two-Chair Procedure in relation to the purchase of a new Holland Boomer 2030 Compact Tractor.

Members were advised that vehicle DMN 826D was sixteen years old, had a recorded working time of over 7,000 hours and had been replaced in 2007 with a larger, more powerful unit to power the compost machine. The Parks Department had, however, been granted permission to retain DMN 826D in the fleet to continue operating within Noble’s Park and at the Golf Course and its replacement would therefore be an additional fleet resource.

It was noted that the tractor was now unusable, as a number of parts were significantly worn, and the cost of the replacement parts and labour required to rectify the situation was estimated to be greater than the residual value of the vehicle. A tractor was currently being hired to carry out the work of vehicle DMN 826D at a cost of £150 per week.

The total capital cost of the new Holland Boomer 2030 Compact Tractor was £13,123 plus VAT, with a further estimated £150 being required for livery and vehicle tracking / radio transfer.

Resolved, “That particulars of the report be noted on the minutes and that the Two-Chair Procedure be endorsed.”

**Attendance**

*The Assistant Chief Executive joined the meeting at 3.45pm.*

**\*11. Monthly Financial Report**

The Committee considered a written report by the Borough Treasurer setting out details of progress made compared to key performance indicators in relation to rates collected; the increase in direct debit take-up for the year; the percentage of net rent collected; gross rent arrears; the number of tenants owing over £500; and sundry debtors over three months old.

Resolved, "That particulars of the report be noted on the minutes."

**\*12. Local Government Internal Audit Guidance**

The Committee considered a written report by the Assistant Borough Treasurer (Financial Services) in relation to the new Local Government Internal Audit Guidance, which had been issued by The Treasury.

It was noted that the Guidance was primarily to provide clarity to those local authorities that did not yet have in place a proper internal audit function and / or which might still need to appoint an internal auditor. On receipt of the document, the views of KPMG (the current providers of the Council's internal audit function) had been sought, in particular, to identify any ways in which the Guidance could cause the Council's approach to internal audit to change. Re-assurance had, however, been provided that compliance with the Guidance was being achieved.

Officers had also reviewed the report in detail, concluding that the current approach required little change. Although the Guidance did suggest that the work of internal audit could be reported to an Audit Committee, the view of the Chief Officers' Management Team was that the Policy and Resources Committee adequately performed this role through the Annual Summary Report to this Committee. It was noted that the Annual Summary Report in respect of the 2010 / 2011 financial year was due to be presented to this Committee either at the end of September or during October 2011.

Members were also advised that the Guidance recommended that the annual Internal Audit Plan be formally approved by Committee each year. It was recalled that a five-year Audit Plan had been formally agreed by this Committee at the time the current contract with KPMG had commenced in 2008 and, as the originally-agreed Audit Plan had been updated in order to address areas of risk identified, it was considered appropriate to now adopt the approach suggested of an annual approval of the Audit Plan. The Audit Plan for 2011 / 2012, as appended to the written report, was also considered by Members.

Resolved, "(i) That particulars of the report be noted on the minutes;

(ii) That the Local Government Internal Audit Guidance recently issued by The Treasury be noted;

(iii) That the response from the Council's internal auditor in respect of this Authority's compliance with the Guidance be noted;

(iv) That the Council's current approach to internal audit be endorsed; and

(v) That the Internal Audit Plan 2011 / 2012 be approved."

**\*13. Items for Future Report**

The Committee considered a written report by the Chief Executive identifying those issues on which further reports had been requested or which were outstanding, so that Members and officers were aware of them and could monitor progress.

Resolved, "That particulars of the report be noted on the minutes and that it be considered and monitored at each meeting of the Policy and Resources Committee."

The Assistant Chief Executive and Assistant Town Clerk were thanked for their attendance and left the meeting at 4.00pm.

**\*14. Agenda Review**

The Committee undertook a full review of its agenda.

Resolved, "That particulars be noted on the minutes."

The Committee rose at 4.05pm.

## POLICY AND RESOURCES COMMITTEE

POLICY AND RESOURCES COMMITTEE – Minutes of Meeting held on Friday, 30<sup>th</sup> September, 2011.

Members present: Mr Councillor D W Christian (Chairman), the Mayor, Mr Councillor S R Pitts, Councillor Mrs S D A Hackman, Mr Councillor D J Ashford, Councillor Mrs E C Quirk, Councillor Mrs D M Kinrade.

In Attendance: Chief Executive, Borough Treasurer, Assistant Borough Engineer, Assistant Chief Officer (Corporate & Development) (from 2.40pm to 2.55pm), Democratic Services Officer (from 2.45pm to 3.10pm), Assistant Borough Treasurer (Income Services), (from 3.10pm to 3.40pm).

### REPORT

#### 1. **Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor Mrs C E Malarkey and the Borough Engineer & Surveyor.

#### \*2. **Declarations of Interest**

No declarations of interest were submitted.

#### 3. **Minutes**

Minutes of meeting held on Friday 16<sup>th</sup> September 2011 were approved and signed.

#### \*4. **Town Centre Regeneration – Way-marking Signage**

The Assistant Chief Officer (Corporate & Development) joined the meeting at 2.40pm.

The Committee considered a written report by the Borough Engineer & Surveyor detailing tender returns in relation to the design, fabrication and installation of way-marking signage for Douglas Town Centre.

Four contractors had applied for inclusion on the select list, submitting their tenders accordingly. One tenderer had subsequently withdrawn from the process and another had submitted a qualified tender and had been excluded accordingly. Of the remaining two, these had come in at 20% and 50% below the pre-tender estimate. It had been confirmed that the tender received from Gallas Foundry Ltd, (being some 50% below the pre-tender estimate), would be valid for the tender period of eight weeks from receipt, and that all aspects of the Council's specification could be met within the price.

As works of this nature were specialised and the environmental and aesthetic values involved needed to be fully considered, it was recommended that a prototype model be commissioned from Gallas Foundry Ltd for installation in Nelson Street (Upper) as part of the regeneration scheme in that location. This would enable the Council and the Douglas Regeneration Committee to evaluate the capability of the successful tenderer to provide a quality product fit for service. Therefore, in order to move the project on, it was further recommended that a Two-Chair Procedure be carried out, with authority being given to the Chairmen of the Policy and Resources and Public Works Committees to authorise the commissioning of the prototype model, after negotiation and recommendation from the Borough Engineer & Surveyor, based on the rates submitted in the successful tender.

Members expressed concern in relation to the Council entering into an agreement for the total number of signs (forty-five) which would eventually be erected in the Town Centre, as it was unknown if funds would be made available from the Town Centre Regeneration Fund. The Assistant Chief Officer (Corporate & Development) advised that, currently, funding was being approved on a phase-by-phase basis and that it was unlikely there would ever be a one-hundred percent commitment to the whole project, however, Government could be lobbied to establish if the regeneration fund would be topped-up.

In response to Members' concerns that the paving in Nelson Street was already stained, the Assistant Borough Engineer advised that some sections would have to be lifted to enable the installation of the benches. Once the refurbishment work was completed, the paving would then be washed down and sealed.

Resolved, "(i) That particulars of the report be noted on the minutes;

(ii) That it be further noted, following a selective tendering procedure, that the lowest tender submitted had been from Gallas Foundry Ltd;

(iii) That approval be given for a Two-Chair Procedure to be undertaken to agree costings and to commission a prototype unit for the Nelson Street (Upper) regeneration scheme, based on the schedule of rates included in the successful tender; and

(iv) That following evaluation of the prototype (as detailed in (iii) above), a further report be submitted to the Committee."

The Assistant Chief Officer (Corporate & Development) was thanked for his attendance and left the meeting at 2.55pm.

**\*5. Consultation Document – Schedule of Fees Payable to Officials at Local Elections**

The Democratic Services Officer had joined the meeting at 2.45pm, during discussion of the previous item.

The Committee considered a written report by the Chief Executive in relation to a consultation document issued by the Department of Infrastructure on a proposed amendment to the Schedule of Fees payable to officials at local elections.

Members noted that the fees were fixed by Order of the Department of Infrastructure but that the cost was ultimately borne by the ratepayer through the Council. The normal arrangement in Douglas for staffing local election polling stations was for Council officers to be used wherever possible, taking annual leave or time off in lieu, to enable them to be away from work for the day. The last revision of fees was in January 2008 and, at that time, even with the increase in fees to the current levels, difficulty had been found in staffing polling stations and counting votes for the Council's elections.

The Council was the only local authority with multiple concurrent elections and, because of the resistance to a reduction in the number of polling stations in each Ward, a considerable number of staff was required, and concern was expressed that, even taking account of the proposals for a substantial percentage increase in the fees, this might be insufficient to persuade people to give of their time. It was therefore suggested that consideration be given to a separate scale of fees applicable to Douglas, in recognition of the difficulties peculiar to the area and to encourage the active participation of willing and effective staff to protect the democratic process.

The Borough Treasurer informed Members that the proposed increase in fees equated, since 2008, to the rate of inflation. The Chief Executive also advised that it had been suggested that an approach be made to the relevant Government Department seeking consideration to an increase in Members' Allowances in line with the rate of inflation.

Resolved, "(i) That particulars of the report and the proposed amendments to the Schedule of Fees be noted;

(ii) That the principle of increasing the fees be supported;

(iii) That the recommendation for an additional enhancement to be made to promote the availability of good-quality staff for election service in Douglas be not supported; and

(iv) That approval be given for an approach to be made to the relevant Government Department seeking consideration to an increase in Members' Allowances in line with the rate of inflation."

**\*6. Consultation Document – Local Elections (Absent Voters) Regulations 2008**

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Department of Infrastructure on proposed changes to the Local Elections (Absent Voters) Regulations 2008.

The amendments were generally minor issues, such as the change of Department name following the Government restructure, and were intended to bring the Regulations more into line with those applicable to House of Keys elections. The changes also provided some clarity in areas that had previously been uncertain and focused on the administrative procedures to be followed by the Returning Officer, although, from that perspective, they did not introduce any more onerous responsibilities than currently existed.

Members' attention was particularly drawn to the proposed changes in Regulation 16, paragraph (3), in which there was an error, as it should refer to 'larger' rather than 'smaller' envelope, as this second envelope was to contain both the smaller envelope and the declaration of identity.

Members noted the reference to electronic communications in Clause 18 (Delivery of Absent Voters' Ballot Papers). Although it would facilitate applications for absent votes by that medium, it could not at present be used for the submission of absent votes by email as other Regulations would need radical alteration.

It was also suggested that the change in Regulation 21, to allow Certifying Officers to act in more than one district, was unnecessary as far as Douglas was concerned as, for some years, because there were multiple Wards and few Certifying Officers, the Department had appointed several of them to act in more than one Ward.

Finally, the changes to the application form, if implemented, would help to simplify it and reduce the bureaucratic appearance of the procedures for the voter.

Resolved, "(i) That particulars of the report be noted on the minutes;

(ii) That the proposed amendments to the Local Election (Absent Voters) Regulations 2008 be noted and supported, as improving the efficiency of local authority elections and bringing procedures more closely in line with House of Keys elections for the sake of consistency; and

(iii) That the Department of Infrastructure be recommended to review the proposed wording of Clause 16, relating to covering envelopes, to ensure clarity."



**\*7. Consultation Document - Local Election Rules 2003 (as amended 2008)**

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Department of Infrastructure on proposed amendments to the Local Election Rules 2003 (as amended 2008).

The amendments were generally minor issues, such as the change of Department name following the Government restructure, however, Members noted a proposal for a fixed period on a specified day for the receipt of nominations (as was the case in House of Keys elections). Until now, there had been a fixed 5.00pm closure on the set date, with candidates being able to submit their nomination papers at any time, even several days, beforehand.

Other proposed amendments included:

The introduction of Maundy Thursday as an excluded day for computation of time, which would allow more time to carry out the administration of the election;

The printing of ballot papers so as to include a margin, which was not a major issue as far as Douglas was concerned as the Council used presses in preference to punches for imprinting the official mark. It was noted, however, although the press could be placed over the names of candidates without effect, ideally any mark, even if pressed, should be neutrally placed, so a margin might be of assistance in doing so;

The proposed inclusion of the candidate's electoral number on the nomination form, which was intended to bring practice into line with the House of Keys. It was noted that, although this would assist the Returning Officer in checking the candidate's qualification, it would be meaningless unless the electoral area was also identified;

The insertion of the Assentors' addresses, which would be a further step in easing identification by making them more straightforward to find on the voters' list, and, in this respect it was suggested that it might also be useful to include the Assentors' electoral number.

Resolved, "(i) That particulars of the report be noted on the minutes;

(ii) That the proposed amendments to the Local Election Rules 2003 (as amended 2008) be noted and supported, as improving the efficiency of local authority elections and bringing procedures more closely in line with House of Keys elections for the sake of consistency; and

(iii) That it be recommended to the Department of Infrastructure that the proposed change to include the candidate's electoral number in the nomination paper should be expanded to include identification of the district in which he / she was registered; and

(iv) That it be recommended to the Department of Infrastructure that the Assentors' electoral number be inserted on the nomination form as well as their address."

The Democratic Services Officer was thanked for her attendance and left the meeting at 3.10pm.

**\*8. Treasury Management Strategy**

The Assistant Borough Treasurer (Income Services) joined the meeting at 3.10pm.

The Committee considered a joint written report by the Borough Treasurer and the Assistant Borough Treasurer (Income Services) seeking the Committee's support for the development of a strategy in relation to Treasury Management.

The Borough Treasurer advised that it had been intended for some years that a Treasury Management Strategy be introduced and, although improvements had already been made to procedures, the approach being proposed would facilitate the formalisation of the good practice that was already in place within the Council and help identify some areas where improvements could be made.

Members were advised that the Chartered Institute of Public Finance and Accountancy (CIPFA) had published two professional codes of practice (the Treasury Management Code and the Prudential Code) to assist public service organisations in the development and maintenance of firm foundations and clear objectives for their treasury management activities. The objectives of the Prudential Code were to ensure, within a clear framework, that the capital investment decisions of local authorities were affordable, prudent and sustainable and, to demonstrate that local authorities had fulfilled these objectives, the Code set out indicators that should be used. These indicators were mainly in relation to capital expenditure and debt, and were recommended to cover the current and following two financial years.

It was noted that CIPFA recommended that all public sector organisations should adopt the Codes and put in place formal objectives, policies and practices, strategies and reporting arrangements for the effective management and control of their treasury management activities. The proposed Treasury Management Policy for the Council was as follows:

*1. As an organisation, Douglas Borough Council (the Council) defines its treasury management activities as: the management of the organisation's investments and capital market transactions; the effective control of risks associated with those activities; and the pursuit of optimum performance consistent with those risks.*

2. *The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.*

3. *The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.*

The Borough Treasurer informed Members that, as part of the work that had been done on treasury management practices, a risk had been identified in relation to absence cover. Currently the only officers authorised to sign Loan Agreements with the Isle of Man Bank under the Government-backed Local Authority Loan Scheme were the Borough Treasurer and Assistant Borough Treasurers. When the Council was in a position to arrange to take out a loan, the Borough Treasurer's Department monitored interest rates to try to secure the best rate for long-term borrowing. As two signatures were required, this exposed the Council to the risk that it could miss out on a good rate if one of the three was on holiday and another fell ill, or if one post was vacant. To overcome this risk it was proposed that four other senior officers, already authorised for other more regular banking transactions, be approved as signatories to these Loan Agreements, provided the first signatory was the Borough Treasurer or an Assistant Borough Treasurer.

CIPFA also recommended that all public sector organisations should cover treasury management in their financial regulations. It was noted that the relevant clauses had been drafted and it was planned that these would be presented for approval by 2012. The following reports would also be provided to the Committee each year:

- An annual report on the plan to be pursued in the coming year;
- A mid-year review; and
- An annual report on treasury management performance after the end of the financial year.

The Borough Treasurer also informed Members that the Assistant Borough Treasurer (Income Services) had gained the Certificate in International Treasury Management, which included consideration of the CIPFA Codes. As a result, improved procedures had been developed without the need to engage outside consultants, thus providing significant savings for the Council.

Resolved, "(i) That particulars of the report be noted on the minutes:

(ii) That the proposed Treasury Management Policy as set out above be approved; and

(iii) That approval be given for the addition of the following four officers as second signatories to Loan Agreements, provided that the first signatory was either the Borough Treasurer or an Assistant Borough Treasurer:

- Chief Executive
- Borough Engineer & Surveyor
- Assistant Chief Executive
- Assistant Town Clerk."

#### \*9. **Treasury Management Plan 2011 / 2012**

The Committee considered a joint written report by the Borough Treasurer and the Assistant Borough Treasurer (Income Services) in relation to the Treasury Management Plan 2011 / 2012 and setting out the Council's plans and related Prudential Indicators.

As set out in Clause 9 (above), the plan was a key aspect in delivering the Treasury Management Strategy. It summarised the planned treasury management activities and outlined information in relation to Prudential Indicators for 2011 / 2012 in respect of Long-term Loans; Bond Repayments; and Short-term Investments.

Resolved, "That particulars of the report be noted on the minutes and that the Treasury Management Plan 2011 / 2012 be approved."

#### \*10. **Rate Collection – Effect of New Court Procedures**

The Committee considered a written report by the Assistant Borough Treasurer (Income Services) in relation to the effect new court procedures were having on the Council and its ability to collect rates.

Members were reminded that one key change, from the Council's perspective, had been that applications for Instalment Orders were now considered by a Judicial Officer in chambers, rather than at a hearing in front of a Deemster. Previously, the requirement to attend Court for Instalment Order hearings had been very helpful to the Council in collecting debts. Many judgment debtors would pay the sum due in order to avoid going to court and many would adhere to Instalment Orders made in court hearings they attended.

Additionally, there was the further advantage that the judgment debtor could be asked for the employer name in the hearing, meaning that an Attachment of Earnings Order could be applied for later if they failed to comply with the Instalment Order. Although the new approach might be more efficient from the court's perspective, following the streamlining of processes, it was less effective from the Council's viewpoint in securing payment of the debt.

A number of other approaches were being tried in relation to non-paying judgment debtors, including the arrest of bank accounts (where a judgment debtor had previously applied to pay rates or other debts by direct debit); applications instructing the judgment debtor to declare their employment details; and the arrest of goods, including property (although the arrest of property would be a last resort measure). A further option, which had not been taken for some years, was to seek imprisonment of the judgment debtor.

The Borough Treasurer reported that officers in his Department were working within the new court procedures whilst continuing to explore the options available and to collect as much as possible of the debts. Although there had been some reservations about the new procedures, there was no action at the present time that should be taken to improve the situation, however, the situation would continue to be monitored.

The Assistant Borough Treasurer (Income Services) advised that there had been some concern in the last financial year that the target for the collection of rates was falling behind, however, the target had in fact been exceeded and for this financial year the figures were on target.

Resolved, "That particulars of the report and the steps being taken to overcome the impact of the new court procedures be noted on the minutes."

The Assistant Borough Treasurer (Income Services) was thanked for his attendance and left the meeting at 3.40pm.

**\*11. Twinning sub-Committee**

The Committee had been circulated with the minutes of the Twinning sub-Committee meeting held on Thursday 22<sup>nd</sup> September 2011 and noted the following:

Election of Vice Chair: Mr Councillor R I Kissack had been elected for the remainder of the municipal year (*not 'financial' year, as stated in the minutes*);

Previous minutes: the minutes of the meeting held on 11<sup>th</sup> January 2011 had been approved and signed accordingly;

Invitation from Ballymoney Borough Council: (i) it had been agreed that an invitation for five people to visit Ballymoney later in the year should be accepted in principle; and (ii) it had also been agreed that an approach be made to Ballymoney with a view to arranging a re-match of a boxing event held several years ago;

Future Twinning Programme: discussion had taken place in relation to current and future projects. A number of potential links between the two areas, which could be developed, had been identified (commercial; musical; youth; sporting) and it had been agreed that these suggestions for developing and strengthening the links be forwarded to Ballymoney accordingly;

Next meeting: it had been agreed that no specific date should be set for the next meeting, but that this be arranged once a response had been received from Ballymoney.

Resolved, "That particulars of the Twinning Committee minutes be noted."

**\*12. Items for Future Report**

The Committee considered a written report by the Chief Executive identifying those issues on which further reports had been requested or which were outstanding, so that Members and officers were aware of them and could monitor progress.

Resolved, "That particulars of the report be noted on the minutes and that it be considered and monitored at each meeting of the Policy and Resources Committee."

**\*13. Agenda Review**

The Committee undertook a full review of its agenda.

Resolved, "That particulars be noted on the minutes."

The Committee rose at 3.50pm.

VI(ii). – The Proceedings of the LEISURE SERVICES COMMITTEE as follows:

## LEISURE SERVICES COMMITTEE

LEISURE SERVICES COMMITTEE – Minutes of Meeting held on Thursday, 22<sup>nd</sup> September, 2011.

Members present: Mr. Councillor S.R. Pitts (Chairman), The Mayor, Mr. Councillor R.I. Kissack, Councillor Mrs. R. Chatel, Councillor Mrs. C.E. Malarkey (3:05pm onwards).

Apologies: Councillor Mrs. E.C. Quirk, Mr. Councillor J.R. Mitchell, Mr. Councillor S. Cain.

In Attendance: Assistant Town Clerk, Assistant Chief Executive, Senior Technical Officer, Senior Engineering Manager, Assistant Democratic Services Officer.

There were no Declarations of Interest.

### REPORT

#### \*1. Minutes – 21<sup>st</sup> July, 2011

Minutes of meeting held on Thursday, 21<sup>st</sup> July, 2011, were approved and signed.

#### \*2. Referral from Policy and Resources Committee – Replacement of Horsetram Wheels and Axles

The Committee noted the minute from the meeting of the Policy and Resources Committee held 29<sup>th</sup> July, 2011 regarding expenditure of £4,000 to replace horsetram wheels and axles.

A Member asked if the Council's insurance will cover the Tramways Staff replacing the wheels and axles on horsetrams on the basis that horsetrams are public transport and Tramways Staff are not qualified engineers. The Assistant Chief Executive agreed to research the item and advise accordingly.

#### \*3. Allotments Sub-Committee Minutes

The Committee had been circulated with the minutes of the meeting of the Allotments Sub-Committee held on Thursday, 15<sup>th</sup> September, 2011 and noted the following:-

Allotments Phase 2: Members discussed Phase 2 of the Allotments, it was highlighted that a large amount of top soil is required to progress the project.

Under Utilised Plots: It was brought to the attention of Members that there were a number of under utilised allotment plots, Members agreed a letter be sent to all Allotment Holders informing if the land is not satisfactorily cultivated before December their Allotment tenancy will not be renewed. Members discussed the size of the Allotment plots and agreed the phase 2 allotment plots should be reduced in size. It was agreed that following the completion of Phase 2 of the allotments Allotment Holders be invited to attend an introductory meeting to discuss ways to develop and maintain allotments to avoid new allotments being under utilised.

Other items discussed included the possibility of a toilet and hand washing facilities being sited at the allotments and the recent Douglas in Bloom Competition.

Resolved, "That the Allotments Sub-Committee minutes of Thursday, 15<sup>th</sup> September, 2011, be noted and approved."

#### \*4. Isle of Man Bay Festival Limited

The Committee considered a report by the Assistant Chief Executive, following receipt of a letter from the Director of the Isle of Man Bay Festival, requesting a refund of the hire fee in respect of the cancelled Isle of Man Bay Festival 2011.

Mr. Irving, Director of the Isle of Man Bay Festival, made an initial payment in September 2010, to hire Noble's Park for a three day period in June 2011 and an additional fee was subsequently charged for the hire on 16<sup>th</sup> June for the Elton John concert.

The Isle of Man Bay Festival was cancelled by Mr. Irving on 17<sup>th</sup> May 2011; the event was scheduled to take place 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> June 2011.

Mr. Irving has now requested by letter that the Council considers refunding the hire fee for Isle of Man Bay Festival. As the Elton John concert went ahead Mr. Irving accepts that the additional fee will not be refunded.

Although the Bay Festival did not proceed the area of Noble's Park was still out of use to the public for the same period as would have been had the Bay Festival taken place as the tent had to be erected, dismantled, security put in place etc.

Significant legal costs were incurred by the Council in respect of the Isle of Man Bay Festival agreement, legal advice in respect of its cancellation and subsequently advice in respect of related matters concerning the Elton John concert and Marshall Arts Promotions Limited.

In addition significant amount of Officers time, administration and other public resources had to be incurred both prior to and following the cancellation of the Isle of Man Bay Festival, without which the Elton John concert would not have proceeded. If the Council had been requested by a third party to let Noble's Park for a one-off concert such as Elton John the minimum recommended let would have been £5,000.

It was noted that no liability rests with the Council to refund the hire fee charges.

Resolved, "That particulars of the report be noted on the minutes and the hire fee, in respect of the cancelled Isle of Man Bay Festival 2011, not be refunded."

**\*5. Noble's Park 5 Year Plan**

The Committee considered a report by the Assistant Chief Executive on the Noble's Park 5 Year Plan. The item was previously deferred to enable Members to prioritise suggestions, and enable Officers to build up more detailed costings on the schemes.

Members were presented with a second draft plan that incorporated outline financial information. It was agreed that due to the small number of Members present at the meeting the item be deferred. The Assistant Chief Executive reminded Members any growth items need to be supported by a business case, this business case would have to be reported to October's Leisure Services meeting to include in the programme for 2012/2013. It was agreed that a meeting should take place before October's Leisure Services Committee to discuss potential growth items and provide Officers with sufficient time to prepare business cases.

Resolved, "That the Noble's Park 5 Year Plan be deferred and a special meeting be scheduled to allow Members the opportunity to prioritise ideas and decide future growth items."

**\*6. Attendance**

Councillor Mrs. C.E. Malarkey joined the meeting at 3:05pm.

**\*7. Switched On Events**

The Committee considered a report by the Assistant Chief Executive, following receipt of a letter from Mr. J. Gale, Director of Switched On Events, requesting approval to site a marquee in Noble's Park during December 2011 for hosting private functions and public events.

Mr. Gale visited the Committee earlier in 2011 to discuss a number of ideas he would like to progress at Noble's Park. Mr. Gale held a roller rink in Noble's Park in 2010 and used the tennis courts during the 2010 Christmas period to erect a marquee for corporate events. Unfortunately there were a number of security and other issues relating to the organisation of the events. Following discussion Members agreed attracting the public to the Noble's Park should be encouraged.

In 2010 Switched On Events were charged a fee for the site only; Members agreed the same figure be charged for hire in 2011 but legal fees and additional accrued costs also be charged in addition to the agreement.

Mr. Gale e-mailed all Members of the Leisure Services Committee with plans for the marquee in Noble's Park. It is suggested that the marquee be sited adjacent to the storage area, as opposed to the main grassed area that was requested.

Resolved, "That (ii) Mr. J. Gale of Switched On Entertainment be approved to site a marquee in Noble's Park during December 2011 for hosting private functions and public events, at a hire charge the same as in 2010 plus additional legal and accrued costs.

(ii) Mr. J. Gale be approved to apply for an alcohol licence, on the condition alcohol is not served after midnight, for the marquee."

**\*8. Items for Future Consideration**

The Committee considered the report setting out the items for future consideration.

A Member requested an update on the Douglas Library e-Books, the Chairman requested a meeting of the Library Sub-Committee be scheduled to discuss the item.

Resolved, "That the report and discussion be noted on the minutes."

**\*9. Agenda Review**

The Committee undertook a review of the agenda and agreed all items can be considered public.

The Committee rose at 3:15pm.

VI(iii). – The Proceedings of the PUBLIC HEALTH AND HOUSING COMMITTEE as follows:

# PUBLIC HEALTH AND HOUSING COMMITTEE

PUBLIC HEALTH AND HOUSING COMMITTEE – Minutes of Meeting held on Monday, 26<sup>th</sup> September, 2011. Members Present: Councillor Mrs C.E. Malarkey (Chairman), Councillor Mrs G.G.S. Corkish, Councillor Mrs S.D.A. Hackman, Mr Councillor D.J. Ashford, Councillor Mrs E.H. Callow, Mr Councillor T.M. Gelling, Councillor Mrs. D.M. Kinrade, Mr Councillor D.W. Christian and Mr Councillor S.R. Pitts as observers

Apologies: None

In Attendance: Assistant Borough Treasurer (Income Services), Assistant Chief Officer (Housing and Property), Acting Housing Manager, Democratic Services Officer, Assistant Chief Executive (for items 6 & 7 only), Bereavement Services Manager (for items 6 & 7 only)

There were no Declarations of Interest.

## REPORT

### \*1. Minutes 25<sup>th</sup> July, 2011

The minutes of the regular meeting held Monday, 25<sup>th</sup> July, 2011 were approved and signed

### \*2. Annual Public Sector Housing Rents Increase

The Committee considered a report submitted by the Assistant Borough Treasurer (Income Services) on the proposals for the public sector housing rent increase from April 2012, possible ways of reducing the Housing Deficiency Account and an explanation of how the Housing Deficiency Account works.

Consideration of the report focussed on several areas. First there was discussion of the timing of the report. The view was put forward that as the Government will change following the House of Keys general election on the 29<sup>th</sup> September, it is too early to consider these issues. Another view was put forward that this is exactly the time to consider the report as government Departments have to finalise their budgets by mid-November.

The Committee was reminded that the Department of Social Care has asked for the Council's view on rent levels. Although the final decision does rest with the Department, this is an opportunity for the Council to put forward its views.

The view was put forward that any rent increase will be unaffordable for tenants as many workers have had wage freezes for the past two years. There was some discussion of the effect of any rent increases on the budgets for the Department of Social Care as many tenants have their rent paid through that Department.

During discussion it was moved and seconded that there be no public sector rent increase in 2012/2013. A vote was taken on the motion and the results were as follows:-

For: 2 – Against: 5. Motion fell.

Councillor Mr T.M. Gelling and Councillor Mrs E.H. Callow asked that their names be recorded as voting for the motion.

There was discussion of a rent increase at a set percentage as opposed to an increase which is pegged to inflation. The point was made that in recent years rents have increased by 5% which was above the rate of inflation. The Assistant Borough Treasurer (Income Services) advised that the effect of setting rents below the rate of inflation would be to reduce the budget available for maintenance and administration.

There was a Motion moved and seconded to amend Recommendation 1 of the report to remove the words "by the higher of" and to amend Recommendation 2 so as to include all blocks of flats (not only sheltered) in the 10% retention of rents for maintenance of communal areas. A vote was taken on the Motion and the results were as follows:-

For: 5 – Against: 2. Motion carried.

Councillor Mr T.M. Gelling and Councillor Mrs E.H. Callow asked that their names be recorded as voting against the motion.

There was discussion of the administration costs for housing and the fact that some of these costs are rate borne.

The Assistant Borough Treasurer (Income Services) explained the way in which the Housing Deficiency Account operates.

Resolved, "That particulars of the report and the discussion be noted on the minutes and approval be given for:-

- i. That the Council recommends to the Department that the rents be increased by 5%; and
- ii. That the retention percentages be recommended to revert to their previous levels of 33.33% for housing maintenance, and 7.5% for administration, and 10% of sheltered rents for maintenance of communal areas and that this 10% retention also apply to rents from all blocks of flats for maintenance of communal areas; and
- iii. That the Council suggest to the Department that they consider the following options for reducing the cost to them of the Housing Deficiency:-
  - a) A revision of the points assigned for various factors to consider whether the points for each are appropriate and whether there are any other factors which should attract points.
  - b) Take loans for new build over a longer period, say fifty years. If the Department were to take this approach they would have to get Isle of Man Government Treasury concurrence and re-negotiate the Government-backed local authority scheme with the Isle of Man Bank.
  - c) Market-test the Government-backed local authority loan scheme with a view to reducing the bank margin."

**\*3. Capital Housing Schemes**

The Committee considered a schedule setting out the monthly updated position on the capital housing schemes 2011/2012. The Assistant Chief Officer (Housing and Property) advised that the information in this schedule will now be included in the quarterly housing performance management report.

Resolved, "That the schedule be noted on the minutes."

**\*4. Attendance**

Mr Councillor S.R. Pitts joined the meeting at 11:40am for consideration of the next two items.

The Assistant Chief Executive and Bereavement Services Manager were in attendance at the meeting from 11:40am for the following two items.

**\*5. Chapel and Crematorium Upgrades**

The Committee considered a report submitted by the Planned Maintenance Officer on the Crematorium and Chapel upgrades capital project. The Assistant Chief Officer (Housing and Property) advised that as was notified to Committee last month, the appointed Mechanical and Electrical (M&E) consultant on this scheme has left the Island, necessitating the appointment of another M&E consultant in order to progress the scheme.

There was some discussion of the stage to which this scheme had progressed. The Assistant Chief Officer (Housing and Property) explained that the Department of Infrastructure had requested to see the Business Case before further steps were taken. The Business Case was presented to the Department which had approved it.

Resolved, "That particulars of the report be noted on the minutes; and the fee proposal to carry out Mechanical and Electrical professional services submitted by Hoare Lea in the amount of £24,000 be accepted.

Further resolved, "That the Committee approves the Architect's proposed plans and authorises submission of a planning application."

**\*6. Cemetery Regulations**

The Committee considered a report submitted by the Assistant Chief Executive regarding the cemetery regulations. There was a thorough discussion of issues relating to the cemetery, and the regulations for memorials and working practices. Attached to the report was a draft of the cemetery regulations including proposed amendments. During discussion of the permitted shapes for memorials, it was agreed that the Bereavement Services Manager should be authorised to allow irregular-shaped memorials as long as the memorial can be safely erected and the permitted dimensions are not exceeded, subject to the Committee making a decision on any very unusual request. The Committee discussed memorial benches and agreed that any benches should be made of varnished wood.

Resolved, "That the report be noted on the minutes and approval be given to the amendments to the cemetery regulations proposed in the report and made these additional amendments:-

1. Removal of the requirement in section 2ii that all memorials should be straight-sided; and
2. Removal of the requirement in section 2iii that the top shall be of an even 'symmetrical shape' with the highest point of the stone being at the centre of the memorial; and
3. Retention of the requirement of 3<sup>rd</sup> Party Liability Insurance in the amount of £2,000,000 in section 5iii and on the application form for registration to work in Douglas Borough Cemeteries; and
4. An additional paragraph be added to section 6iii reserving the Council's right to remove any memorials erected without permission."

The Assistant Chief Officer and the Bereavement Services Manager were thanked for their attendance and left the meeting.

**\*7. Kitchen Framework Agreement Phase 2, Anagh Coar Estate**

The Committee considered a report on the tender received from Cedar Developments Limited, being the approved contractor for the Kitchen Framework Agreement in Douglas.

Resolved, "That the particulars of the report be noted on the minutes and the tender submitted by the appointed contractor under the Kitchen Framework Agreement, Cedar Developments Limited, being within the previously accepted rates and good value for money, be accepted."

Further resolved, "That the Town Clerk and Chief Executive be authorised to petition the Department of Social Care for borrowing powers in the sum of £810,623.56, being the amount required to defray the cost of the Phase 2, Anagh Coar Estate Kitchen Replacement works."

Further resolved, "That the Department of Social Care be advised that an assessment of the Council's reserve funds had been undertaken to establish if sufficient monies were available to fund the proposed scheme via that source."

**\*8. Housing Allocation Policy**

The Committee considered the Housing Allocations Policy, Issue 2. The Assistant Chief Officer (Housing and Property) reminded the Committee that the policy document had been substantially approved in March 2011, with section 8 receiving approval in May 2011. When the policy was approved it was agreed to monitor the operation of the policy and report back to Committee within six months. Since the implementation of the document, a few areas for improvement have been identified and are addressed in Issue 2.

The Assistant Chief Officer (Housing and Property) reported that the section on Data Protection has been substantially re-drafted after receipt of legal advice from the Council's Advocate. The most noteworthy impact of this section is that the information provided by applicants cannot be shared with third parties without the specific permission of the applicants. Councillors are third parties in this context so unless specific permission is given by an applicant, Housing Officers are not able to disclose information to Members (such as the number of points awarded to an individual applicant). So applicants, who wish Members or MHKs to enquire on their behalf, must have signed the form allowing the disclosure of the information. The Assistant Chief Officer (Housing and Property) advised that the latest application forms already include the updated Data Protection statement which has been completed by recent applicants. Other persons on the housing waiting list will be contacted when they are due for the annual review. Members stated that all applicants should be given the opportunity to fill in the Data Protection statement sooner than the annual review and directed that a letter be immediately sent to all those on the housing waiting list asking them to complete the updated form. Officers advised that as there are in the region of eight hundred applicants this will present an administrative burden for the section.

Resolved, That particulars of the report and the discussion be noted on the minutes and approval given to the Housing Allocations Policy Issue 2 Document as drafted; and that all applicants on the housing list who have not had the opportunity to complete the updated Data Protection form be sent it by letter as a matter of urgency."

**\*9. Items for Future Consideration**

The Committee considered the report on items for future consideration.

**\*10. Agenda Review**

The Committee reviewed the Agenda to check that all matters had been dealt with and to determine which items should be considered in public and which in private Council.

The Committee rose at 1:10pm.



VI(iv). – The proceedings of the PUBLIC WORKS COMMITTEE as follows:

# PUBLIC WORKS COMMITTEE

PUBLIC WORKS COMMITTEE – Minutes of meeting held on Wednesday, 21<sup>st</sup> September 2011.  
Members Present: Mr Councillor D.J. Ashford (Chairman), The Mayor, Councillor Mrs. G.G.S. Corkish, Mr. Councillor R.I. Kissack Mr Councillor G.J. Faragher, Mr Councillor T.M. Gelling

Apologies: Councillor Mrs E.C. Quirk, Councillor Mrs D.M. Kinrade

In Attendance: Assistant Town Clerk, Senior Engineering Manager, Assistant Borough Treasurer (Financial Services), Building Control Manager (for items 1 to 6 only), Democratic Services Officer, Electrical Services Manager (for item 7 only)

There were no Declarations of Interest.

## REPORT

### \*1. Minutes – 20<sup>th</sup> July, 2011

Minutes of the meeting held on Wednesday, 20<sup>th</sup> July, 2011 were approved and signed

### \*2. Planning Application – 11/01091/B – Summerhill Quarry, Douglas

The Committee considered planning application 11/01091/B seeking approval for the erection of a block of sixty-eight apartments with landscaping and parking and demolition of 6 Summerhill to provide amended vehicle access at former Tours (IOM) site at Summerhill Quarry, Summerhill, Douglas. The Committee viewed architectural drawings and photo montages of the proposed scheme. The Committee was made aware that the applicant has submitted a transport assessment, a habitat survey, a ground investigation survey, land contamination survey, and a report on the stability of the rock faces with the application. The Committee noted that the documents accompanied the application but did not have the opportunity to scrutinise them in detail prior to or at the meeting. There were positive comments about the overall design of the building.

Members discussed the existing traffic in the area and stated that it already suffers from traffic congestion. There was comment that additional traffic entering and leaving the site will exacerbate existing traffic problems in the area. Members noted the proposed demolition of 6 Summerhill in order to improve vehicular access to the development.

A Member commented that he believed that in the past, bats roosted in part of the old quarry. The Building Control Manager reported that the applicant had had an environmental impact study and a full habitat survey carried out which had been submitted with the application. Members asked if the Manx Wildlife Trust had surveyed the area.

Members noted that the number of parking spaces to be provided within the development fell short of the two per apartment as required by the Planning Department's Transport Policy 7.

Resolved, "That particulars of the application be noted on the minutes and objection be raised on the grounds that there is inadequate parking provision within the development. The Committee expressed concerns about the proposed traffic management in the area and asked that the views of the Manx Wildlife Trust be sought in connection with the possible presence of bats in the vicinity."

### \*3. Planning Application – 11/01092/C – 5 Strathallan Crescent

The Committee considered planning application 11/01092/C seeking approval for the changes of use of existing dwelling to provide two residential / tourist apartments at 5 Strathallan Crescent.

Resolved, "That the particulars of the application be noted on the minutes and no objection be raised."

### \*4. Former Boxing Club, Castle Drive, Douglas

The Committee considered a report on the former Boxing Club, Castle Drive, Douglas. The property suffered fire damage and was vacated by the Boxing Club. The building was sold and the new owners have indicated that the building is to be demolished. A local building company has been engaged to carry out the work, but it has not yet been done and no date has been given as to when it will be done.

Resolved, "That the particulars of the report be noted on the minutes and approval given for service of a Notice under Section 24 of the Building Control Act 1991 to require the work to be done."

### \*5. 21 Woodbourne Road, Douglas

The Committee considered a report on 21 Woodbourne Road, Douglas. The paintwork to the front elevation of the property is in an unsightly condition. Whilst assurances have been offered that work was to start, the dates given in the assurances have passed without work substantially starting. The property occupies a prominent position on Woodbourne Road opposite the Prospect Terrace shops which is a principal traffic route into town.

Resolved, "That the particulars of the report be noted on the minutes and approval given for the service of a Notice under Section 24 of the Building Control Act 1991 to require the work to the property to be done."

**\*6. Schedule of Dilapidated, Ruinous, Neglected, or Dangerous Properties**

The Committee noted the schedule of dilapidated, ruinous, neglected or dangerous properties submitted by the Building Control Manager and voiced concerns about other specific properties.

The Building Control Manager was thanked for his attendance and left the meeting at 11:10am. The Electrical Services Manager joined the meeting at the same time.

**\*7. Woodbourne Road Lane Public Street Light**

The Committee considered a report submitted by the Electrical Services Manager setting out the response to a residents' survey in connection with the proposed installation of a public light in Woodbourne Road Lane. The survey had been carried out on the instruction of the Committee. Surveys were sent to the twenty-seven properties on Woodbourne Road and York most closely accessed by the section of the lane. In response to question, the Electrical Services Manager confirmed that a plan of the lane and a drawing showing the proposed light had been included with the survey. Fourteen replies were received; of those, one resident was opposed to the light, two residents did not express either approval or disapproval of the installation, and the remaining eleven residents were in favour of the light.

The Electrical Services Manager gave some further background information to the matter. Earlier this year a local resident wrote to the Electrical Services section requesting lighting in the lane. This request was supported by the Manx Workshop for the Disabled. Around the same time that the resident's letter was received, an approach was made by a lighting manufacturer, Urbis Limited, offering to supply a 23 watt low energy lantern for a public light as a trial at no charge. The Electrical Services Manager then approached long-serving officers within the Electrical Services section seeking background information on the resident's request. It was confirmed to him that from 2004 onwards, that resident had requested installation of a light. The matter had been deferred several times and officers understood that there had been approval for installation of a light to be done as and when funding was available. The opportunity to trial the new lantern at no cost meant that the costs would be limited to trenching works and the charge by the MEA for supply and connection to the power supply. Accordingly, the lighting column has been installed and is awaiting connection of the lantern for the light to become functional. This has not been done because one resident has written in to object to the installation of the light and the matter has been brought to Committee for consideration. The basis of the objection is the resident's belief that the nearby playing field will be lit by the streetlight which will attract youths to the area and increase the likelihood of incidents of anti-social behaviour. The Electrical Services Manager has consulted the Policing Unit and the comments received from them were included in the survey letter.

The Committee discussed the report, the results of the survey and the further information provided by the Electrical Services Manager. In response to query the Electrical Services Manager confirmed that there are some public lights in back lanes throughout the Borough, but that not all back lanes are lit. He further confirmed that other lights are 100 watt, but this would be a low energy LED lantern. There was some confusion on the part of Members as to exactly which section of Woodbourne Road Lane would be lit as it is a very long lane. There was some criticism of the wording of the survey as well as the extent of the survey. Members expressed doubt as to whether or not the Police are in favour of installation of the light. Question was raised as to whether or not an assessment has been carried out.

Resolved, "That particulars of the report and the discussion be noted on the minutes and the matter deferred for one month so that a report can be brought back to include these additional items:-

- i. a plan and photos of the lane; and
- ii. results of a assessment of the area; and
- iii. the views of the Police on the matter."

The Electrical Services Manager was thanked for his attendance and left the meeting at 11:33am.

**\*8. Attendance**

Councillor Mrs G.G.S. Corkish left the meeting at 11:35am and gave her apologies for the remainder of the meeting.

**\*9. Tenders for the Maintenance of Douglas Beach**

The Committee considered a report submitted by the Senior Engineering Manager advising of the tenders received for the contract for the maintenance of Douglas Beach. At the closing date, six tenders were received and two companies on the select list declined to tender. The Senior Engineering Manager reported that the specification included beach levelling as well as beach cleaning. There was discussion about the capability of the tenderers to carry out the required works if awarded the contract. The Senior Engineering Manager reported that he had carried out additional research to ensure that the company could manage the work.

Resolved, "That particulars of the report be noted on the minutes and the tendered rates from Waterworks Limited, being the lowest rates, good value for money and within the budget estimates, be accepted and the

company be appointed to act as the Council's beach cleaning contractor from 1<sup>st</sup> October, 2011 until 31<sup>st</sup> March, 2014."

For: 3 – Against: 1

Mr Councillor T.M. Gelling asked that his name be recorded as voting against the resolution.

**\*10. Shaw's Brow Car Park, Level 6 Resurfacing Works**

The Committee considered a report submitted by the Assistant Town Clerk setting out proposed arrangements to enable the resurfacing works on Level 6 of Shaw's Brow car park to proceed. There are one hundred and thirty-six spaces on Level 6 which are all let on annual contract. It is proposed that for the duration of the resurfacing works all the affected contract holders should be reallocated space to Level 4 which is currently available for public car parking. This will have the effect of eliminating any public parking on Level 4 which will lead to a loss of revenue estimated to be £16,920. The work is expected to take four weeks. The Council is awaiting petition approval for the project and once that is received, a start date can be agreed with the contractor.

Resolved, "That particulars of the report be noted on the minutes and approval be given:-

- i. to close Level 4 of Shaw's Brow Car Park to the public for the duration of the contract for the resurfacing of Level 6 to facilitate the relocation of all contract holders currently located on Level 6; and
- ii. to instruct the Council's Public Relations Consultant to issue an appropriate press release in relation to the essential nature of the work, the disruption of public parking and the availability of other public car parks; and

to allow the use by the contractor of spaces 1040, 1041, 1042, 1043, 1044, 1045, 3087, 3088, and 3089 together with any further unused space in the car park for the storage of materials."

**\*11. Items for Future Consideration**

The Committee noted the report setting out the items for future consideration. These reports will be brought to a future meeting:-

Resolved, "That the report and discussion be noted on the minutes."

**\*12. Agenda Review**

The Committee reviewed the Agenda to ensure that all matters had been dealt with and determined which items should be considered in public and which in private Council.

The Committee rose at 12.05pm.

VI(v). – The proceedings of the EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE as follows:

# EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE

EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE – Minutes of meeting held on Monday, 25<sup>th</sup> July, 2011 at the Strathallan Suite, Strathallan Crescent, Douglas.

Present:

For Douglas Borough Council	Mr. Councillor D.J. Ashford (Member)
For Onchan District Commissioners	Mr. I.J.G. Clague (Borough Engineer)
For Laxey Village Commissioners	Mrs. J. Kelly (Member)
For Braddan Parish Commissioners	Mr. P.M. Hulme (Chief Executive/Clerk)
For Lonan Parish Commissioners	Mr. G. James (Member)
For Santon Parish Commissioners	Mr. A. Jessopp (Member)
	Mr. J.C. Whiteway (Clerk)
	Mr. P. Hill (Clerk)
	Mr. N. Kelly (Member)
Secretary	Mr. P.E. Cowin
Representing the Council as Contractor	Mr. A.J. Donnelly

The meeting had been convened at 2.00 p.m., as the first meeting of the Joint Committee constituted under an Agreement signed on 29<sup>th</sup> June 2011 between the six participating Authorities.

The Secretary advised at that time that the consent of the Department of Infrastructure, required by the Local Government Act 1986 for the legitimate constitution of the Joint Committee had not been received. Information was received by telephone that the letter had been signed and could be collected. Mr. Donnelly left to do that at 2.25 p.m. On his return at 2.40 p.m. he passed six copies of the letter to the Secretary and left the room to await summons into the meeting to discuss operational issues.

The meeting commenced at 2.45 p.m.

## 1. Election of Chairman

The Secretary invited Members to elect a Chairman of the Joint Committee.

Mr. Councillor D.J. Ashford was nominated by Mr. Jessopp and seconded by Mr. Kelly.

There were no further nominations and all Members present voted in favour.

**Mr. Councillor Ashford thereupon assumed the Chair of the meeting.**

## 2. Election of Vice-Chairman

The Chairman invited nominations for a Vice-Chairman.

Mr. Jessopp nominated himself and was seconded by the Chairman.

Mrs. Kelly nominated herself and was seconded by Mr. Kelly.

The Chairman proposed that the vote be taken on simple majority rather than by weighted voting as provided in the Agreement.

On a vote being taken, three Members voted for Mr. Jessopp and three for Mrs. Kelly.

The Chairman exercised his casting vote in favour of Mr. Jessopp.

**Mr. Jessopp was therefore declared elected as Vice-Chairman.**

## 3. Future Operation of the Civic Amenity Site

Mr. Clague, on behalf of Douglas Council, advised that the Council was also the current Contractor for operation of the Civic Amenity Site. However, he suggested that the Joint Committee, rather than simply

continuing the arrangement, might at the end of the current contract wish to test the market in case a private contractor could be found at less cost.

Members expressed favourable comment about Douglas Council's operation of the Site as Contractor but agreed that participating Authorities were required to demonstrate that they had sought good value. Mr. Clague further advised that the current contract is due to expire on 31<sup>st</sup> March 2012, which leaves little time to draft a detailed specification, invite select list applications, check them, then seek tenders. He suggested that Members might consider extending the existing contract for a further twelve months to enable that to be done in a considered manner.

Mr. Whiteway suggested that rather than going through the tender process to test the market some form of audit tool could be used to demonstrate good value.

Mr. Clague left the meeting at 2.50 p.m. as he considered it important for Members to consider the matter without influence from Officers of the Council as Contractor.

Members reiterated that their respective authorities would prefer to continue with the operation of the Site on the current basis, with Douglas Council as Contractor, rather than seeking tenders for a new contract commencing on 1<sup>st</sup> April 2012. This was on the basis that they wished to undergo a period of reviewing policies and other significant issues, before seeking any major changes. Mr. Jessopp stated that Braddan Commissioners would wish to see an expansion of some services at the site, such as green waste disposal, which could possibly be taken into account when any new contract was issued.

After discussion it was unanimously agreed

**That the current contract for operation of the Civic Amenity Site by Douglas Borough Council, be extended until 31<sup>st</sup> March 2013.**

#### 4. Operational Issues

Mr. Clague and Mr. Donnelly returned to the meeting at 2.55 p.m.

Mr. Donnelly advised that there were currently no major operational issues at the Site. Most categories of waste throughput were constant or decreasing, but there had been an increase in inert waste including rubble. While there was a suspicion that some contractors were misusing the Site, the explanation might be that in the current economic climate more householders were carrying out their own repairs and producing waste in doing so. That situation was being monitored to preclude contractors misusing the facility as such was against the conditions of the Site's Waste Disposal Licence.

Some repairs had been carried out by the Department of Infrastructure to the drainage channels on the Site and some higher fencing was to be installed at inner end of the skip bays to encourage users to tip from the gantries rather than the ends.

The "Re-Use" area was working well and a great deal of material was passing through; Mr. Jessopp asked for the floor surface of that area to be looked at because in wet weather it could become slippery. Mr. Donnelly undertook to look into it.

Mr. Donnelly stated that currently there was a unit charge of £14.00 for disposal of television sets and the like, charged under a contract between the Department of Infrastructure, the four Civic Amenity Sites, and the licenced disposal contractor.

There was a small income from the collection of ferrous and non-ferrous metals. Plastic recycling was not as prolific and possibly should be encouraged as there was potential for some return.

Green waste was currently being taken to the composting plant at Ballanevin, as directed by the Department of Infrastructure. However because of the cost of the gate fee of £20.00 per tonne, with £40,000 per annum transport costs, alternatives closer to the Site were being examined.

In response to questions from Members, Mr. Donnelly advised that the Site was staffed by a team of four personnel, working shift patterns with a minimum of two on Site at any time. During the summer this was supplemented by one using G4S personnel.

Disposal of WEEE Directive goods was currently funded by the Government but it could be anticipated that the charges would eventually fall on the Authorities. Fluorescent light tubes were disposed of by Luminaires under a Departmental contract but may be added to the WEEE Directive goods contract in future.

There was discussion of the number of individual disposal contracts that applied to the Site, including green waste, WEEE Directive goods, television sets, fridges and freezers, fluorescent light tubes, scrap metal disposal. Most of these were recognised to have been implemented by the Department acting as Administrator, before establishment of this Joint Committee. It was agreed to review them at the next meeting of the Joint Committee.

It was noted that there were currently no major concerns with the operation of the Site and agreed that

**The Joint Committee at its next meeting review the various contracts, other than the principal contract with Douglas Borough Council, affecting the operation and costs of the Site.**

#### 5. Frequency of Meetings

The Secretary asked for guidance on the frequency of meetings of the Joint Committee. Mr. Jessopp expressed a preference for two-monthly meetings, at least for the short term, but other Members took the view that quarterly meetings would be appropriate, recognising that if any urgent matters arose for consideration in between the Secretary could convene a special meeting at any time.

The conclusion reached was

**That meetings of the Joint Committee take place on a quarterly basis.**

#### 6. Delivery of Agenda Papers

The Secretary sought guidance on Members' wishes in respect of delivery of agenda papers and was asked to deliver by e-mail to the Clerk and representative of each authority.

#### 7. Date of Next Meeting

Members considered the date for the next meeting, recognising that they had agreed to meet quarterly but that there were a number of issues they wished to consider early in the life of the Joint Committee, and decided

**To meet at 2.00 p.m. on Monday, 12<sup>th</sup> September, 2011, at the Strathallan Suite.**

#### 8. Procedural

On a point of order, Mr. Jessopp questioned the validity of the vote in relation to the appointment of Vice-Chairman at Clause 2 above. He stated that under the Agreement only elected Members of the participating authorities could vote, but Mr. Hill, as Clerk to Lonan Commissioners, had voted.

Mr. Hill explained that he was mandated by his Commissioners to vote on their behalf if none of the Members could be present.

The Chairman thanked Mr. Jessopp for raising the issue in order that such constitutional issues could be addressed at an early stage. It was agreed

**That the Secretary seek clarification and if necessary legal advice, and report back to the next meeting.**

The meeting ended at 3.25 p.m.

VI(vi). – The proceedings of the PENSIONS COMMITTEE as follows:

## PENSIONS COMMITTEE

PENSIONS COMMITTEE – Minutes of meeting held on Wednesday, 21<sup>st</sup> September, 2011.

Members Present: Mr. Councillor D.W. Christian (Chairman), Councillor Mrs. G.G.S. Corkish, Messrs. Councillors Kissack and Ashford.

Apologies: Mr. Councillor C.L.H. Cain and The Worshipful the Mayor.

In Attendance: Borough Treasurer, Senior Technical Officer, Mrs. Jayne Wiberg – Capita Hartshead, Mr. Andrew Beedall – Capita Hartshead, Assistant Democratic Services Officer.

### REPORT

**\*1. Non-club transfer factors and consideration of future policy for discretion on acceptance of transfers-report.**

The Borough Treasurer informed the Chairman that this report still required additional work and requested the item be deferred to the next meeting.

Resolved, “That particulars of the discussion be noted on the minutes and the item be deferred to the next meeting of the Pensions Committee.”

**\*2. Minutes – 23<sup>rd</sup> March 2011**

Minutes of meeting held on Wednesday, 23<sup>rd</sup> March, 2011, were approved and signed.

**\*3. Matters arising from the Minutes**

Agenda Item 2 – Review of Risk Register for the Isle of Man Local Government Superannuation Scheme.

The Borough Treasurer highlighted the importance of reviewing the risk register on an annual basis as the Pensions Committee were faced with a number of risks throughout the year. It was suggested the item be included on the Items For Future Report, to be reported in March, 2012.

Resolved, “That particulars of the discussion be noted on the minutes and the review of the risk register be included on the Items For Future Report to be reported in March 2012.”

**\*4. Presentation by Capita Hartshead – Overview of Changes in Regulations included in the Consultation Document.**

The Committee considered a presentation by Mrs. Jayne Wiberg, representing Capita Hartshead, on the Draft Local Government Superannuation Scheme (LGSS) 2012. Mrs. Wiberg focused on three factors throughout the presentation, what elements were new, changed and gone in comparison to the Isle of Man Local Government Superannuation Scheme 2003.

Mrs. Wiberg began the presentation by discussing the Scheme Accrual, up to and including 31<sup>st</sup> March 2012 an annual pension is 1/80<sup>th</sup> of final pay for each year of membership, and the lump sum is 3/80<sup>th</sup> of final pay for each year of membership. On and after the 1<sup>st</sup> April 2012 the annual pension is 1/60<sup>th</sup> of final pay for each year of membership and the lump sum can be purchased by conversion from pension at a rate of 12:1 subject to maximum limits. In answer to question Mrs. Wiberg informed that there is no lifetime allowance value for taxation in relation to Isle of Man Pensions, unlike the UK.

Mrs. Wiberg went on to discuss membership and contributions. Entry to the Scheme remains the same for those active Members that are still employed on 1<sup>st</sup> April 2012. Two changes were highlighted, firstly new members can only join the Scheme in 2012 if they have an employment contract of 3 months or more whereas all employees were previously eligible to join. Benefits are payable after 3 months membership unlike the current scheme that requires a minimum of 2 years membership. Secondly, members can join any time up to the day prior to 75<sup>th</sup> birthday; Mrs. Wiberg indicated this may cause complications with Manx Tax Laws.

Members contributions will be determined on members earnings, 7 bands will be introduced with escalating different percentage contribution rates as pay bands increase. Contributions will be assessed for existing members on 1<sup>st</sup> April 2012. Bands will increase annually with the cost of living and members will be informed where a change in contribution rate occurs.

Mrs. Wiberg went on to discuss the cost sharing benefits of the Scheme, mechanisms are to be put in place to lessen impact on future employer contribution increases and the Scheme is governed by the Department of Infrastructure and guidance is to be provided by a Scheme Actuary, Mrs. Wiberg highlighted that a Scheme Actuary does not exist on the Island and the Department of Infrastructure has been notified.

Mrs. Wiberg discussed the final pay, pensionable pay earned in the final year in Local Government or either of the two preceding years if higher will be used to calculate member’s benefits., Certificates of Protection will no longer be issued and final pay reductions will be introduced.

Mrs. Wiberg went on to discuss the changes to minimum and maximum pension age, the minimum pension age will increase to 55, the maximum pension age is the day prior to a members 75<sup>th</sup> birthday and normal retirement age will remain at 65. Transitional protection will be available for certain members who met the 85 year rule prior to the age of 65.

If members wish to take late retirement this is deemed at after 65 and benefits will actuarially increase if paid after the age of 65. Flexible retirement will be introduced and will give members the opportunity on or after the age of 55 but prior to the day of the 75<sup>th</sup> birthday and with the consent of the employing authority reduce the hours worked or the grade in which the member is employed and may receive payment of all or part of the pensions benefits. Benefits paid prior to the age 65 will be actuarially reduced, unless the employing authority consents to waive all or part of the reduction, benefits paid after the age of 65 are actuarially increased.

Mrs. Wiberg discussed ill health retirement; the new Scheme will introduce a 3 Tier Ill Health Provision depending on the severity of illness or injury. Tier 1 and 2 would be payable for life if the member was incapable of any gainful employment, Tier 1 and 2 may include enhanced benefits and Tier 3 will be short term to cover periods of incapability. Members requested a report on the number of Members that have retired due to ill health. Death grants will also change in the new Scheme, death in service would receive 3 times final pay, a deferred member would receive 5 times a deferred pension and a pensioner member would receive 10 times pension less pension paid, all payments must be paid within 2 years of the date of the notification of the death.

Survivor's will no longer receive short term pensions, long term pensions will be payable to spouse, civil partners, nominated co-habiting partners and eligible children, accrual rates are the same as the LGSS 2003.

Mrs. Wiberg went on to discuss additional contributions to the Scheme; Members have the option to purchase additional pension, as with the current scheme members will have the option to pay additional contributions to an In House Additional Voluntary Contribution (IHAVC) Provider or Shared Cost Additional Voluntary Contribution (SCAVC). The option to purchase additional years and days will be removed from the Scheme. Maximum contribution limits have been increased.

Employer awards of additional benefits have also been updated, employers have the opportunity to award additional pensions and additional membership, the option to pay to SCAVC is still available but the option to award unfunded compensatory added years has been removed.

Mrs. Wiberg finished by discussing the new governance that would be introduced as part of the Scheme, it will be mandatory to produce a Governance Compliant Statement, Pension Fund Annual Report, Cost Sharing and Annual Benefit Statements, it will be discretionary to produce Pensions Administration Strategy Statement. Mrs. Wiberg applauded the Committee for having produced most of these Governance documents and advised caution in the production of Pensions Administration Strategy Statement.

Resolved, 'That particulars of the presentation be noted on the minutes.'

**\*5. Cost of the Review of the Isle of Man Local Government Superannuation Scheme**

The Committee considered a report by the Borough Treasurer and Capita Hartshead seeking approval to the work and resulting costs in responding to the consultation and implementation of the Isle of Man Local Government Superannuation regulations 2012 (IOMLGSS 2012).

Following a resolution of the Committee in July 2011 work has progressed on the IOMLGSS 2012 review. The original rough Cost Benefit Analysis of the change to mirror the English and Welsh Local Government Pensions Scheme has been updated. Members were presented with a detailed report, produced by Capita Hartshead, setting out detail behind the original contract costs. The Borough Treasurer highlighted the Scheme would pay back in 1.9 years.

The change to regulations are not included in the amount of the annual contract or the annual budget, it is suggested the Superannuation Fund be used to finance the changes. The Borough Treasurer requested authority to sign the letter of intent to cover the contractual issues.

Members were presented with a timetable of four stages to implement the changes. It is intended the implementation will happen on 1<sup>st</sup> April 2012, despite the recent delays. To assist with the original timescales the Borough Treasurer suggested a special meeting be scheduled to review a response to the consultation.

In answer to question Mrs Wiberg confirmed a Project Manager was required to take responsibility for the Scheme and keep contact between both sides, however a Project Manager will not be necessary until the consultation document has been issued.

Resolved, "That (i) the work set out in the Capita Hartshead report in the sum of £232,495 and for the supporting actuarial work of £10,000, increasing the current year and next year's budget accordingly, be approved.

(ii) The costs be financed from the Superannuation Fund.



(iii) The Borough Treasurer be authorised to sign the letter of intent for the Pensions Administration Implementation Services from Capita Hartshead.

(iv) A special Committee meeting be arranged on Wednesday, 26<sup>th</sup> October, 2011 in order to review a response to the consultation.”

**\*6. Feasibility of Holding a Forthcoming Meeting in BlackRock London Offices.**

The Committee considered a report by the Borough Treasurer to review when it is best to have a Pensions Committee meeting in the new London Offices of BlackRock.

At a previous meeting the possibility of visiting the new BlackRock London offices was discussed (following an invitation from BlackRock for 2012) with various dates considered for a future Committee meeting.

Due to the current economic climate, the proposed new regulations diverting attention from investment monitoring and the issue that BlackRock are still currently moving offices it is recommended the Committee visit the BlackRock offices in July 2012.

Resolved, “That the July 2012 Pensions Investment meeting be held in the new BlackRock London Office.”

**\*7. Items of Administration for Future Consideration**

The Committee considered a report from the Borough Treasurer setting out items that are to be considered at future meetings and to review any future training requirements. Where there has been a delay in reporting, the reason for this is outlined.

Resolved, “That particulars of the report be noted on the minutes.”

**\*8. Dates and Times of Next Meetings**

The following dates and times for future meetings were approved:

(Investments)

Wednesday, 23<sup>rd</sup> November, 2011 at 11:30am.

(Administration)

Wednesday, 26<sup>th</sup> October, 2011 at 2:15pm. (Special)

Wednesday, 28<sup>th</sup> March, 2011 at 2:15pm.

Resolved, “That particulars of the dates and times be noted on the minutes.”

**\*9. Agenda Review**

The Committee undertook a review of the agenda and agreed all items can be considered in public.

The Committee rose at 3:50 p.m.