

VI(i) - The proceedings of the EXECUTIVE COMMITTEE as follows:

# EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Tuesday, 28<sup>th</sup> February, 2017.

Members Present: Mr Councillor R.H. McNicholl (Vice-Chair), the Mayor, Mr Councillor S.R. Pitts, Councillor Mrs C.L. Wells.

In Attendance: Chief Executive (Miss K.J. Rice), Director of Housing & Property (Mrs S. Harrison), Assistant Chief Officer (Finance) (Mr E.P. Pierce), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Democratic Services Officer (Mrs D. Atkinson) (taking minutes).

## REPORT

### **PART A –**

#### ***Matters within the scope of the Executive Committee's delegated authority***

##### **A1. Chair of Meeting**

In the absence of the Chair, the Vice-Chair chaired the meeting.

##### **A2. Apologies for Absence**

Apologies for absence were submitted on behalf of the Chair, Mr Councillor D.W. Christian, Mr Councillor I.J.G. Clague, the Director of Finance (Mr G.M. Bolt), the Director of Environment & Regeneration (Mrs D. Eynon), and the Executive Officer (Mrs J. Keig).

##### **A3. Declarations of Interest**

No declarations of interest were submitted.

##### **A4. Minutes**

The minutes of the meeting held on Friday 27<sup>th</sup> January 2017 were approved and signed.

##### **A5. Matters Arising From Previous Minutes**

There were no public matters arising from the previous minutes.

##### **A6. Referrals from the Environmental Services Committee**

There were no referrals from the public minutes of the Environmental Services Committee meeting held on Monday 13<sup>th</sup> February 2017.

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

##### **A7. Referrals from the Regeneration & Community Committee**

The Committee considered the following referral from the private minutes of the Regeneration and Community Committee meeting held on Tuesday 14<sup>th</sup> February 2017:

Douglas Golf Course – Revised Fees and Charges for 2017 / 2018: following the Executive Committee's request that a review of the fees and charges be undertaken to take account of a proposed fifteen-year strategic plan, consultation had subsequently taken place with the Golf Professional. A proposed revised tariff structure had been presented to the Regeneration and Community Committee, which would allow the Council and the Golf Professional to more easily market the golf membership to under-represented groups, whilst still increasing the overall income.

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

- (ii) That the recommended revised schedule of fees and charges for Douglas Golf Course for the 2017 / 2018 financial year be approved; and
- (iii) That the amended Schedule of Fees and Charges be published online, and also be made available at the Golf Shop at Douglas Golf Course."

##### **A8. Monthly Financial Review**

The Committee considered a written report by the Director of Finance setting out details of progress made, compared to key performance indicators, in relation to strategic governance objectives; the percentage of rates collected; the increase in the number of non-cash / non-cheque payments; and the percentage of sundry debtors collected within three months.

The Assistant Chief Officer (Finance) reported that the percentage of rates collected target had now been achieved for the financial year.

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

**A9. Isle of Man Municipal Association**

The Committee had been circulated with a number of documents received from the Isle of Man Municipal Association.

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

**A10. 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 Executive Committee."

**A11. Town Hall – Reconfiguration of the Former Housing Office**

The Committee considered a written report by the Assistant Property Manager (Assets) seeking approval to appoint a Principal Contractor to undertake the reconfiguration of the former Housing Office in the Town Hall.

Members were advised of the work that had already been undertaken in the former Housing Office, and noted the layout for the new office. Six Finance Department (Expenditure Section) staff, who were currently temporarily housed in separate offices throughout the Town Hall building, would be accommodated in the new office.

Tenders had been issued, and the resulting submissions analysed. The lowest tender, submitted by J Clawson Limited, had been checked for any arithmetical errors and to ensure that all elements of the work had been priced as intended. The tender analysis had established that Clawson's tender was considered to be competitive and represented good value for money, and it was therefore recommended that it was suitable for acceptance. The company had also confirmed that it would be able to undertake the works as intended. It was noted that the programme of works would be for the contractor to commence on site as soon as directed, with the reconfiguration works being completed within an on-site contract period of six weeks.

Funding for the project would be by virements from savings in the 2016 / 2017 revenue budgets. Members noted the estimated project costs which, when accumulated, totalled more than the limit that Chief Officers had authority under Financial Regulation F18 to divert, hence authority for the virements was required from the Executive Committee. As it was likely that the project would continue into the 2017 / 2018 financial year, it was also recommended that any unspent balance be carried forward into 2017 / 2018.

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

- (ii) That approval be given for J Clawson Limited to be appointed to act as the Principal Contractor for this project;
- (iii) That approval be given for virements across Committees (which total more than the Chief Officers limit under Financial Regulations) for use on this project; and
- (iv) That the unspent balance on this project be carried forward into 2017 / 2018, in order to complete the project."

***PART B –***

***Matters subject to Council approval***

No matters subject to Council approval were considered.

The Committee rose at 4.06pm.