



Borough of Douglas

**MR COUNCILLOR STANLEY COLVIN CAIN, JP
MAYOR**

Town Hall,

Douglas,

7th November, 2014

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 12th day of NOVEMBER, 2014, 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. 39.

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 Executive Committee;
- (ii) The Pensions Committee;
- (iii) The Standards Committee;
- (iv) The Eastern District Civic Amenity Site Joint Committee;
- (v) Any other Joint Committee;

VII - Consideration of the report of each Chair in the following order:

- (i) Housing and Property;
- (ii) Regeneration and Community;
- (iii) Environmental Services;

VIII - Consideration of such communications or petitions and memorials as the Mayor or Chief Executive may desire to lay before Council.

IX - Notices of Motion submitted by Members of the Council in order of their receipt by the Chief Executive.

X - 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. 16(1); under Standing Order No. 16(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.

AGENDA

III – Chief Executive to read minutes of the Council Meeting held on Wednesday, 8th October, 2014.

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

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Friday, 24th October, 2014.

Members Present: Mr Councillor D.W. Christian (Chair), the Mayor, Messrs Councillors S.R. Pitts, D.J. Ashford, J. Joughin, R.H. McNicholl.

Apologies: Chief Executive.

In Attendance: Borough Treasurer, Borough Engineer & Surveyor, Assistant Town Clerk, Head of ICT (for Clause A5).

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Apologies for Absence

Apologies for absence were submitted on behalf of the Chief Executive.

A2. Declarations of Interest

No declarations of interest were submitted.

A3. Minutes

The minutes of the meeting held on Friday 26th September 2014 were approved and signed.

A4. Matters Arising From Previous Minutes

There were no matters arising from the previous minutes.

A5. Data Storage Infrastructure

The Committee considered a written report by the Head of ICT seeking approval for funding to upgrade the Council's existing data storage infrastructure.

Members were provided with background information relating to the Council's data storage infrastructure, which included disks, physical servers, switches and enabling hardware. The data and systems that were stored were critical to the successful running of the Council, and the disk infrastructure that stored the data was now at the end of its maintainable life-span, following a five-year service period.

It was recommended that the quotation from the existing supplier be accepted (under Standing Order 146(f)), and that they be awarded the contract for the upgrading works, which it was noted required specialist skills and equipment.

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

(ii) That, under Standing Order 146(f), approval be given to award the contract for upgrading the Council's data storage infrastructure to the existing supplier; and

(iii) That approval be given to draw funds from the Information Technology Fund for the purchase of disk equipment and software, together with the cost of installation, for the upgrading works."

A6. Proposal to Introduce Pay-and-Display Parking on the Loch Promenade Walkway

The Committee considered a written report by the Borough Engineer & Surveyor in relation to proposals from the Department of Infrastructure to introduce pay-and-display parking on the Loch Promenade Walkway.

Members were advised that the Department had given notice that it intended to make an Order, the effect of which would be to designate that part of the Loch Promenade Walkway between the War Memorial and the Sea Terminal car park as a parking place, where charges could be made for the

parking of specified vehicles. Another Order, the effect of which would be to amend the disc parking restriction of waiting on Loch Promenade from two hours to one hour, was also proposed.

Additionally, the Department had publicly announced that it now intended to charge an administration fee for the issuing of residents' parking permits in disc zones throughout the Borough.

Members recalled their response to the Department's consultation document – 'Proposed Changes to Public Transport and Parking Places' – which had been considered at the meeting of the Executive Committee on 25th July 2014, which was -

'That the Committee recognised that the Department was likely to introduce charges for on-street parking in critical areas, such as Loch Promenade, and supported this, provided such charges were fixed at an appropriate level (for example, that the first two hours be free in order not to deter shoppers from visiting the Town Centre); and

That the Committee did not support the suggestion of introducing charges for residents' permits for disc zones'.

Although it was not known what potential charging regime was to be introduced, the proposals for charging and the reduction of free parking time on the Loch Promenade, together with charging for residents' permits in disc zones, was clearly in conflict with the Council's previous resolution.

The Council's policy was to encourage use of the retail sector in Douglas, therefore, if charging significantly and / or removing at least a two-hour free parking regime in such a sensitive area was introduced, it was very likely to have an adverse impact on footfall in the retail area of the Douglas Regeneration area.

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

- (ii) That the Department of Infrastructure be informed that the Proposed Order, to be made under Sections 1, 14, 14A, and 39(1) of the Road Traffic Regulation Act 1985, the Promenade Douglas (Parking Places) Designation Order 2014 – the effect of which would be to designate that part of the Loch Promenade Walkway, between the War Memorial and the Sea Terminal car park, as a parking place, where charges could be made for the parking of specified vehicles – be supported, with the proviso that the first two hours be designated for free parking;
- (iii) That the Department of Infrastructure be informed that the Proposed Order, to be made under Sections 1 and 14 of the Road Traffic Regulation Act 1985, the Douglas Promenades (Provision of Parking) (No.1) (Amendment) Order 2014 – the effect of which would be to amend the disc parking restriction of waiting on Loch Promenade from two hours to one hour – be opposed, and that the status quo of two hours' free disc parking on the Loch Promenade carriageway remain;
- (iv) That the Department of Infrastructure be informed that the Council opposed the introduction of charging for the issuing of residents' parking permits in disc zones; and
- (v) That the Department of Infrastructure be further informed that the recommendations above were entirely consistent with the Council's existing policies, as forwarded to the Department in July 2014, following consideration of the Department's consultation document 'Proposed Changes to Public Transport and Parking Provision';
- (vi) That (ii) to (v) above form the response to the Department of Infrastructure's public consultation; and
- (vii) That a press release, setting out the Council's position in relation to the Department of Infrastructure's proposals, be issued immediately."

A7. Minutes and Referrals of the Environmental Services Committee

The Committee considered the public minutes of the Environmental Services Committee meeting held on Monday 13th October 2014. There were no items specifically referred to the Executive Committee.

Resolved, "That particulars of the public minutes of the Environmental Services Committee be noted."

A8. Minutes and Referrals of the Regeneration and Community Committee

The Committee considered the public minutes of the Regeneration and Community Committee meeting held on Tuesday 14th October 2014. There were no items specifically referred to the Executive Committee.

Resolved, "That particulars of the public minutes of the Regeneration and Community Committee be noted."

A9. Minutes and Referrals of the Housing and Property Committee

The Committee considered the public minutes of the Housing and Property Committee meeting held on Friday 17th October 2014. There were no items specifically referred to the Executive Committee.

Resolved, "That particulars of the public minutes of the Housing and Property Committee be noted."

A10. Consultation Document – Draft Equality Bill

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Cabinet Office.

It was noted that the draft Bill proposed to introduce protection against discrimination on the grounds of age; disability; gender re-assignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. It would apply both to employment and to the provision of services, and would also invoke equal pay provisions for people doing similar jobs.

The Bill was intended to consolidate and strengthen various pieces of legislation that already existed to deal with discrimination, victimisation, and harassment, and to bring them together under one Act. Local authorities would be affected, both in relation to the equal pay provisions and in ensuring their services and employment provisions were accessible to all without discrimination. There would be some cost in ensuring that the provisions of the Bill (if enacted) were met, however, many of the provisions were already implemented as good practice by the Council.

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

(ii) That the Cabinet Office be advised that the Council was in general support of the proposals and principles within the consultation document and already had a fair and consistent approach to all employees; and

(iii) That the following issues be noted as being specifically of concern to the Council -

- The Council already operated to best practice and endeavoured to provide equal opportunities, however, the requirements of the Bill went beyond this and there may, therefore, be far-reaching implications, such as the need to change office layouts to accommodate wheelchair users;
- The Council would need to introduce equal pay for work of equal value and equal pay for similar work;
- The Council would need to review its policies and practices to ensure compliance with the Bill, which may result in substantial costs being incurred;
- The implications would be far-reaching, particularly in terms of age discrimination and retirement age, etc;
- Advertising and recruitment procedures would need to be changed to ensure compliance."

A11. Consultation Document – Police Codes of Practice

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Department of Home Affairs.

The Department had issued (for public consultation) a draft Order under the Police Powers and Procedures Act, together with a number of Codes. The aim of the Codes was to replace a number of existing Codes which were outdated. One new proposal noted within the Codes was about the visual recording of interviews in specified serious cases.

It was noted that the Codes were to guide police officers in how they carried out their duties and therefore had no impact on the Council, being relevant only to the Isle of Man Constabulary and the legal profession. Therefore, as there was no direct effect on the Council, it was recommended that the introduction of the Codes be supported as providing clear and uniform guidance to police officers in the performance of their duties.

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

(ii) That the Department of Home Affairs be advised that the Council supported the Revision of the Police Codes of Practice as set out in the consultation document."

A12. Monthly Financial Review

The Committee considered a written report by the Borough Treasurer setting out details of progress made compared to key performance indicators in relation to 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.

It was noted that the outstanding invoices relating to the Shaw's Brow Car Park had now been paid. Members requested information on the amounts outstanding by other sundry debtors, and on the monies that had been invested outside of the Isle of Man Bank.

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

- (ii) That the Borough Treasurer circulate to Members of the Committee the information requested relating to sundry debtors and monies invested outside of the Isle of Man Bank.”

A13. IRRV Conference (Telford)

The Committee considered a written report by the Borough Treasurer setting out the content from the recent Institute of Revenues, Rating and Valuation Conference which he attended.

The annual IRRV conference provided access to up-to-date information and training on Income Services, and was the main source of the Borough Treasurer’s compulsory Continuing Professional Development, which was required to retain his qualification.

Resolved, “(i) That particulars of the report and the details from the 2014 IRRV Conference be noted on the minutes; and

- (ii) That authority for attendance at this Conference in future be sought from the Executive Committee, on an individual basis.”

A14. Statement of Accounts for Year Ending 31st March 2014

The Committee considered a written report by the Assistant Chief Officer (Finance) in relation to the Statement of Accounts for the year ending 31st March 2014.

It was noted that the Accounts and Audit Regulations 2013 required local authorities to have their Statement of Accounts approved and certified by the external auditor by 31st October each year. The Borough Treasurer, as Responsible Financial Officer, had approved the issue of the accounts for audit in July 2014 in accordance with those Regulations.

As in previous years, the Council’s auditor had also asked that a Letter of Representation be issued by the Council, alongside the Statement of Accounts. This provided added assurances to the auditor on the accuracy and integrity of the accounts, including the control systems that underpinned them, in order that certification could take place.

Members were advised that the auditor’s Completion Letter mentioned an issue in relation to housing points. A review of housing rent points for all properties was therefore being undertaken by the Housing Department to incorporate the corrections from April 2015 at the same time as the annual housing rent increase.

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

- (ii) That the Statement of Accounts for the year ended 31st March 2014 be approved subject to the following -

- Related Party Interests: that the value of transactions with Members having business dealings with the Council be separately listed and attributed to the Member concerned accordingly;
- That the Borough Treasurer clarify to Members of the Committee the number of operating leases it holds in respect of land;

(iii) That the Letter of Representation be signed and presented to the Council’s external auditor; and

(iv) That the Completion Letter also be noted, with the responses given therein being approved accordingly.”

A15. ‘Local Services at a Local Level’

The Committee considered a joint written report by the Borough Treasurer and the Borough Engineer & Surveyor in relation to a letter received from the Honourable Minister for the Department of Infrastructure setting out proposals for the localisation of services.

Members were advised that officers were of the belief that there was the technical and professional ability within the Council to be able to take on all of the services that were being offered by the Minister, and it was therefore recommended that a positive response be sent accordingly on behalf of the Council.

It was noted that a number of issues would need to be discussed, including:- the extent of any transfers; an evaluation of expenditure on services; whether legislation changes would be required, etc.

The Minister’s letter also sought discussion with regard to refuse collection and options for reform. It was noted that all local authorities would be invited to participate in a Refuse Collection Forum to discuss ideas for service provision.

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

- (ii) That the Minister’s letter be circulated to all Members of Council;

- (iii) That a positive response be sent to the Minister, welcoming the opening of discussions to evaluate the localisation of services; and
- (iv) That participation in the Refuse Collection Forum be confirmed, with the Council being represented by the Chair of the Environmental Services Committee and the Borough Engineer & Surveyor.”

A16. Vehicle Replacement – Small Van

The Committee considered a written report by the Transport and Plant Manager seeking approval for the replacement of a small van operating within the Housing Maintenance Section.

Members were advised of the age, mileage covered and the mechanical reasons for replacement in respect of vehicle HMN 340J.

It was noted that an evaluation of electric vehicles had been undertaken, however, it had been concluded that these were not a viable alternative because of the high initial purchase cost and a lack of warrantable and standard maintenance support on the Island.

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

- (ii) That approval be given for the procurement of one Citroen Berlingo LX625 vehicle, via the Department of Infrastructure’s procurement process, to be funded from the Plant Renewals Fund; and
- (iii) That approval be given for the disposal of HMN 340J via the auction method.”

A17. Vehicle Replacement – Small Van

The Committee considered a written report by the Transport and Plant Manager seeking approval for the replacement of a small van operating within the Byelaws and Borough Wardens’ Section.

Members were advised of the age, mileage covered and the mechanical reasons for replacement in respect of vehicle GMN 181K.

The recommended replacement vehicle was a multi-seat. The Borough Warden Manager had been consulted in terms of the specification and had justified a need for such a vehicle to enable staff to carry out cash collections, graffiti removal, patrols, and inspections around the Borough.

It was noted that an evaluation of electric vehicles had been undertaken, however, it had been concluded that these were not a viable alternative because of the high initial purchase cost and a lack of warrantable and standard maintenance support on the Island.

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

- (ii) That approval be given for the procurement of one Citroen Berlingo Multi-Space vehicle, via the Department of Infrastructure’s procurement process, to be funded from the Plant Renewals Fund; and
- (iii) That approval be given for the disposal of GMN 181K via the auction method.”

3 For. 2 Against. Messrs Councillors D.J. Ashford and R.H. McNicholl requested their vote against resolution (ii) be recorded on the minutes.

A18. Replacement Vehicle – Small Van

The Committee considered a written report by the Transport and Plant Manager seeking approval for the replacement of a small van operating within the Property Maintenance Section.

Members were advised of the age, mileage covered and the mechanical reasons for replacement in respect of vehicle GMN 925V.

It was noted that an evaluation of electric vehicles had been undertaken, however, it had been concluded that these were not a viable alternative because of the high initial purchase cost and a lack of warrantable and standard maintenance support on the Island.

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

- (ii) That approval be given for the procurement of one Citroen Dispatch Hdi 90 van, via the Department of Infrastructure’s procurement process, to be funded from the Plant Renewals Fund; and
- (iii) That approval be given for the disposal of GMN 925V via the auction method.”

A19. Replacement Vehicle – Panel Van

The Committee considered a written report by the Transport and Plant Manager seeking approval for the replacement of a panel van operating within the Housing Maintenance Section.

Members were advised of the age, mileage covered and the mechanical reasons for replacement in respect of vehicle HMN 588M.

It was noted that an evaluation of electric vehicles had been undertaken, however, it had been concluded that these were not a viable alternative because of the high initial purchase cost and a lack of warrantable and standard maintenance support on the Island.

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

(ii) That the recommendation to replace vehicle HMN 588M at this time be not supported.”

A20. Replacement Vehicle – Panel Van

The Committee considered a written report by the Transport and Plant Manager seeking approval for the replacement of a panel van operating within the Electrical Services Section.

Members were advised of the age, mileage covered and the mechanical reasons for replacement in respect of vehicle HMN 854J.

It was noted that an evaluation of electric vehicles had been undertaken, however, it had been concluded that these were not a viable alternative because of the high initial purchase cost and a lack of warrantable and standard maintenance support on the Island.

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

(ii) That the vehicle recommended as a replacement be not supported, instead authority be given for the procurement of one Ford Transit Custom 310 L1H1 base 2.2TDCi van, as it was considered that this vehicle was better suited to the Section in which it would be operating;

(iii) That the vehicle referred to in (ii) above be purchased via the Department of Infrastructure’s procurement process, to be funded from the Plant Renewals Fund;

(iv) That approval be given for the disposal of HMN 854J via the auction method; and

(v) That in future all reports seeking authority for vehicle replacements include a photograph of the vehicle to be replaced.”

4 For. 1 Against. Mr Councillor R.H. McNicholl requested his vote against resolution (ii) be recorded on the minutes.

A21. Isle of Man Municipal Association – Minutes of Meetings

The Committee had been circulated with the minutes of the Isle of Man Municipal Association meeting held on Thursday 25th September 2014. It was noted that the minutes of these meetings would continue to come before the Committee as a regular item for approval.

Resolved, “That particulars of the minutes of the Isle of Man Municipal Association be noted and approved.”

A22. 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.”

PART B –

Matters requiring Council approval

B23. Constitutional Changes – Proposed Separation of the Housing and Property Committee / Revision of Housing Services

The Committee considered a joint written report by the Chief Executive and the Borough Engineer & Surveyor in relation to the proposal to form a dedicated Housing Committee.

Housing was the Council’s biggest function, employing 15.5% of the total number of Council employees. The Council was the largest social housing authority on the Island, currently having 2,355 social housing units, and it was noted that this would increase by thirty-eight units in November 2014 when the sheltered accommodation in Upper Pulrose was completed.

The Council’s housing function was governed by the Housing Act 1955. This provided for the provision of public sector housing within a local authority’s district, and under which it had legal duties and responsibilities to its tenants. Alongside this, the Council also needed to continue to ensure that it was getting value for money and meeting the high performance standards expected by Government in its strategy for regeneration and neighbourhood renewal.

Members were advised that it was important that social housing was provided in a way that met tenants' needs, as the quality of housing could have a huge impact on well-being, and, therefore, of major importance, was the involvement and empowerment of local tenants. It was therefore felt that there was a need for the Council to re-assess the way in which the Committee structure delivered its responsibility as a housing authority, and for a new Committee to concentrate solely on the housing function, in order to give it greater responsibility and accountability, and enable better scrutiny and transparency of its decisions. To this end, it was suggested that membership of the proposed new Housing Committee should remain as the Chair and four Members plus, in addition, one Independent Member (who should be a Council tenant) to be appointed to the Committee.

It would, however, need to be remembered that the Council was the Housing Authority under the Housing Act 1955, and there were some responsibilities that it could therefore not delegate.

It was noted that there would be a change to the way capital costs and funding were considered. In future, the Capital Programme would be approved by the Housing Committee and would not receive scrutiny and approval from the Executive Committee (only by the Council). This change would also apply in future to Fees and Charges; Revenue Estimates; and funding for Housing Services.

Changes to Revenue costs identified were that the Housing Committee Administration would now be specifically for Housing, and would therefore become a cost of the Housing Service. There would also be a Members' Allowance cost for the new Independent Member.

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

(ii) That the following changes (including relevant changes to the Constitution) be approved and recommended to Council:-

- (a) That the Housing and Property functions of the present Committee be separated;
- (b) That present Property functions be transferred as follows -
 - Service SP255 - Maintenance of commercial property owned or leased by the Council (excluding ground maintenance) not assigned to any other Committee - be transferred to the Regeneration and Community Committee
 - Service SP255 - Letting of commercial properties owned by the Council - be transferred to the Regeneration and Community Committee
 - Service SP290 - Market Hall (excluding public conveniences) - be transferred to the Regeneration and Community Committee

on the basis that the Market Hall was now a community facility, and it would be sensible to keep all the commercial properties together, which it could be argued also came under the community portfolio;

- (c) That Membership of the Committee remain as the Chair and four Members plus, in addition, one Independent Member (who should be a Council tenant) to be appointed to the Committee, in line with the appointments to the Pensions and Standards Committees;
- (d) That the Housing Committee report directly to the Council rather than through the Executive Committee, although those matters presently the responsibility of the Executive Committee or Council (as set out in Part 3 of the Constitution – 'Responsibility for Functions and Scheme of Delegation'), and those that required Council approval by statute, must still be referred to the relevant body;
- (e) That the Chair of the Housing Committee be a Member of the Executive Committee, based on the fact that Housing was one of the Council's biggest functions;
- (f) That the Housing Committee, together with officer support, liaise directly with other social housing authorities on the Island, to ensure best practice, value for money, and any shared services (such as procurement), which would enable the Council to consistently improve its housing function;
- (g) That the Housing Committee Administration be shown with the Housing Committee budget; and
- (h) That the Housing Management Service and Committee costs (not paid for by income from Rents and Grant) become a subsidy from the ratepayers and shown as a separate Service in the Executive Committee."

The Committee rose at 5.20pm.

VI(ii) – The Proceedings of the PENSIONS COMMITTEE as follows:

PENSIONS COMMITTEE

PENSIONS COMMITTEE – Minutes of Meeting held on Wednesday, 22nd October, 2014.

Members Present: Mr Councillor J. Joughin, (Chairman), the Mayor, Messrs Councillors D.J. Ashford, C.L.H. Cain, R.H. McNicholl, Councillor Ms K. Angela, Mr A. Thomas (Independent Member).

In Attendance: Mr Andrew Beedall – Capita, Borough Treasurer, Payroll and Payments Manager, Assistant Democratic Services Officer.

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Minutes – 10th September, 2014

The minutes of the meeting held Wednesday, 10th September, 2014, were approved and signed.

A2. Training Presentation – Survivor's Benefits

The Committee considered a training presentation by Mr Andrew Beedall of Capita.

Mr Beedall began by explaining that a survivor's pension is payable on death of the scheme member. Mr Beedall explained the different types of survivors and how their pensions can be supplemented by additional contributions.

Members noted the changes to a survivor pension after 1st April 2012, a spouse/civil partner or nominated cohabiting partner are entitled to 1/160 x final pay. Eligible cohabiting partners only have pensions based on membership after 1 April 2012. Prior to 1st April 2012, the survivor was entitled to half of the deceased member's pension.

Mr Beedall went on to list the eligible criteria for a nominated cohabiting partner.

The presentation went on to explain what would happen if a survivor remarries, enters a new civil partnership or cohabits. Mr Beedall advised that post 31st March 2013, there would be no change to the pension received, pre 1st April 2003 the pension may cease at the discretion of the Administering Authority.

The presentation referred to short and long term survivor pensions for leavers before 1st April 2012. Mr Beedall advised a widow or widower would receive a short term pension to the full amount of the scheme member's pension for a three month period. If the widow or widower was caring for an eligible child they would receive a further three months full pension. The long term pension, half the deceased's pension at death, would then be applicable.

Mr Beedall went on to discuss children's pensions which are payable on death of the member and payable to "eligible" child/children on death of a member. Members noted the eligibility conditions for leavers on or after 1st April 2012.

Mr Beedall finished by reminding the Committee of the Administering Authorities discretions for a child pension.

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

A3. Common and Conditional Data Sets

The Committee considered a report prepared jointly by the Borough Treasurer and Capita on common and conditional data sets.

Members were advised that guidance on record keeping issued by the Pensions Regulator in the UK has been advocated as best practice in the governance of the Local Government Superannuation Scheme. A recent change implemented within UK pension schemes is the introduction of testing and measuring of member record data.

Members noted that currently the principles as set out by the UK Pensions Regulator do not extend to the Isle of Man but the report suggested the Isle of Man Pensions Committee may wish to introduce data testing as part of the governance of the scheme as a matter of "best practice".

Mr Beedall advised the Pensions Regulator (tPR) splits the data held by a pension fund into two separate areas, common and conditional data. The report listed data that was specified as common and data that was specified as conditional.

Capita completed a DatA+ Essentials analysis on the scheme and assessed the overall presence of the common data against tPR's requirements as below standard. The report recommended that common data inaccuracies be corrected immediately in order to bring common data items up to the required standard.

The report identified costs for Capita to improve the Common data presence issues identified as a result of the Essentials analysis. Mr Beedall circulated the DatA+ Essentials Common Data Certificate confirming that 30 errors had been outlined for deferred members.

Capita had initially proposed a cost of £270 to assess the common data accuracy however Mr Beedall advised that a number of the 30 errors had been cleared and only 12 remained, all of which were address errors due to deferred members not updating the administering authority of an address change.

Mr Beedall suggested that of the 12 remaining errors the first step is to approach employing authorities for an address. If the employer is unable to provide an address it is likely that the deferred member will be located using a tracing company.

Members noted the member forename recorded as missing was due a deferred member changing his name, this was a legal name change and therefore not an error.

Capita proposed a cost of £4,540 for a full DatA+ analysis.

In answer to question, Mr Beedall advised that Capita does its best to keep common data up to date and the errors lie with deferred members who have not updated their address. To avoid common data errors deferred members are written to annually.

Members queried the high cost for a full DatA+ analysis and why the Administering Authority is being asked to pay for what appears to be the Contract Administrators role. Mr Beedall undertook to investigate this.

The Borough Treasurer proposed that initially only permanent conditional data that will not vary over time be checked and corrected where necessary.

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

- (i) The address data be sent to last employing authority to seek correct data;
- (ii) The full DatA+ analysis not be approved and Capita be asked to check for errors in the permanent conditional data that will not vary."

A4. Scheme of Delegation

The Committee considered a report by Capita, as part of the governance review, on different areas of the pension administration responsibilities to see if it would be prudent to delegate any further responsibilities and if any safeguards would also need to be applied to ensure accountability.

Capita identified a number of events that may occur infrequently which are not covered in the discretionary policy and require a decision from the Administering Authority. The events were listed in the report.

Members noted the development of further decision making would require a formal Scheme of Delegation outlining circumstances under which such delegation could take place and the processes to follow in making such decisions in a manner which met the needs of the Administering Authority.

Mr Beedall advised that the cost in setting up a Scheme of Delegation may be onerous if it were to cover all scenarios and the cases arising of the nature listed in the report arise infrequently even in the largest of pension funds.

Resolved, "That particulars of the report and discussion be noted on the minutes and a scheme of delegations not be entered into at this time but Capita and the Borough Treasurer's staff keep this under review."

A5. The Isle of Man Local Government Superannuation Scheme (IOMLGSS) Fund Annual Report for the Year Ending 31st March 2014.

The Committee considered a report submitted by the Assistant Chief Officer (Finance) seeking approval of the IOMLGSS Pension Fund Annual Report for the year ending 31st March 2014.

The report advised that the Accounts and Audit Regulations 2013 require Local Authorities to have their Statement of Accounts approved and certified by the external auditor by 31st October each year. This also applies the Pension Fund Annual Report. As in previous years, Members noted the Council's auditor has asked that a Letter of Representation be issued by the Council, alongside the Statement of Accounts, in order that audit certification can take place.

The Borough Treasurer referred Members to an issue raised by auditors. Capital International did not include an amount for dividend income earned on shares where the ex-dividend date was before the year end but the dividend was not actually paid until after the year end. It was confirmed that this did not

impact the income receivable by the pension fund, it only affects the year in which the income is reported.

The issue raised was not required to be amended for the scheme accounts. It is intended that the issue will be raised with Capital International to ask them to include an accrual for this form of income in future year end valuation reports.

A Member queried the significant increase in valuation costs in 2013/14 compared to 2012/13. The Borough Treasurer advised that the valuation is a triennial exercise and the majority of the valuation took place in the 2013/14 year meaning there will be little cost included in the 2014/15 accounts. The valuation process values assets and liabilities and considers various different scenarios for forward projection. The Borough Treasurer agreed to circulate further information on the cost of the valuation.

In answer to question, the Borough Treasurer confirmed the increase in costs for investment advice had been a result of the review of investment strategy and changes to fund managers. The Borough Treasurer agreed to provide a breakdown of the costs.

The Borough Treasurer advised that additional legal costs had been incurred as a result of the legal advice required for Manx Churches Adoption and Welfare Society (MCAWS) and agreed to provide a breakdown of the legal costs for the year.

Resolved, "That particulars of the report and discussion be noted on the minutes and;

(i) The Pension Fund Annual Report for the year ended 31st March, 2014, be approved;

(ii) The Letter of Representation be signed and presented to the Council's external auditor;

(iii) The completion letter be noted and the responses given be approved."

A6. Scheme's Corporate Bond Fund

The Committee considered a report submitted by Hymans Robertson on the 8% of assets to be invested in a pooled corporate bond fund with BlackRock.

Members were reminded at a meeting on 10th September 2014, the manager presented two possible fund options for the Committee to consider further. The report set out the broad characteristics of the two options.

Resolved, "That particulars of the report and discussion be noted on the minutes and the Ascent UK All Stocks Corporate Bond Fund be used for all future bond allocation with BlackRock."

A7. Corporate Plan Monitoring

The Committee considered a written report by the Assistant Chief Executive setting out a review of progress made in respect of the Action Plan as contained in the Corporate Plan 2013 / 2017.

Members were advised that forward planning provided the framework for the Council's future activities and, by publishing a Corporate Plan, the Council was providing a documented demonstration to its stakeholders of its intentions.

The Corporate Plan was a strategic document, focusing on major priorities, and was also an essential element of the Council's responsibilities as part of good governance. Over-arching aims fed into Department and Section plans, with these then being converted into actions assigned to individual officers at the relevant levels.

It was intended that the Pensions Committee would formally review the monitoring schedule from the new Corporate Plan every six months.

Members also considered the latest monitoring schedule for items specific to the Pensions Committee (as appended to the written report).

In response to query, the Borough Treasurer hoped to consider the governance review at the November meeting of the Pensions Committee.

Resolved, "(i) That particulars of the report be noted on the minutes and the Committee review the monitoring schedule from the new Corporate Plan 2013-2017 every six months in respect of the responsibilities relevant to the Pensions Committee."

A8. Consideration of Electronic Communication with Scheme Members

The Committee considered a report submitted by Capita on the consideration of electronic communication with scheme members.

The report highlighted that the communications landscape has changed dramatically over the past few years, as the cost of technology reduces and accessibility has increased. The report went on to suggest scheme members are used to being able to use a range of channels to access information about financial services 24 hours a day, 7 days a week.

Mr Beedall advised that for pension schemes and funds this can bring benefits, not only in cost and effectiveness of administration, but also in accessibility and member engagement.

The cost of a basic digital hub, with secure pin protection for members and a mailbox to receive information would cost in the region of £10,000 to build and implement. In addition to the digital hub, paper communications would need to advertise the new provisions and encourage members to sign up.

Pension providers could have two options, mandate members to go digital, meeting regulatory duties by sending letters to inform that content will be available online, or move to a channel of choice approach, where members can elect to engage through the channel most suitable for them.

The report advised that as the cost of benefit statements is included in the administration contract the development of digital benefit statements would not see a saving for the pension fund. However, the annual report and accounts would see a reduction in print and postage costs estimated up to £1,200 per annum should every active member agree to discard their right to paper. Savings could take years to materialise and although the risk should be balanced against the increased benefit to members of the digital strategy, Capita advise that it would be too costly to implement at the moment.

Members raised concern at the number of members on the scheme that may not be in a position to engage through electronic channels.

Resolved, "That particulars of the report and discussion be noted on the minutes and electronic communication with members not be advanced at this time but continue to monitor potential savings in the future."

A9. Items for Future Report and Review of any Training Requirements

The Committee considered a report submitted by 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 the items for future report be noted on the minutes."

PART B –

Matters requiring Council approval

There were no matters requiring Council approval.

The Committee rose at 12.31pm.

VI(iii) – The Proceedings of the STANDARDS COMMITTEE as follows:

STANDARDS COMMITTEE

STANDARDS COMMITTEE – Minutes of Meeting held on Monday, 27th October, 2014.

Members Present: Councillor Mrs R. Chatel (Chairman), Councillor Miss D.A.M. Pitts, Messrs Councillors W.M. Malarkey, J.E. Skinner, Mr D.M. Booth (Independent Member).

In Attendance: Assistant Town Clerk, Democratic Services Officer.

REPORT

PART A -

Matters within the scope of the Committee's delegated authority

A1. Minutes - 2nd July, 2014

The minutes of the meeting held Wednesday, 2nd July, 2014 were approved and signed.

A2. Matters Arising

Members asked if the matters raised in the previous investigation have now been addressed and asked for information on the matter from the Chief Executive. There was discussion on consideration of confidential matters and the extent to which these remain confidential within the context of Council debate.

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

A3. Amendments to the Standards Committee Handbook

The Committee considered a schedule of possible amendments to the Standards Committee Handbook. The Handbook is a Guide to the dealing of complaints against Members, their investigation and determination. Members noted that since its adoption in November 2012, the Handbook has not been reviewed and that some amendments may be required. Many of these amendments may be relatively minor technical or grammatical matters, with the aim of providing greater clarity for Members. It was agreed that the Handbook be reviewed further and the matter considered at the next meeting.

There was discussion on the reporting by the Standards Committee to the Council, and the extent to which this should be in private or public Council. Members were reminded that it is Council policy that all committee minutes should ordinarily be considered in public. There was further discussion as to comments made by Members during Council debate. It was noted that there is no 'parliamentary privilege' applicable to Council meetings; consequently Members could be subject to legal action for comments made during Council debate.

Resolved, "That the schedule and discussion be noted on the minutes and the matter be deferred to the next Committee meeting."

A4. ICT Policy

The Committee considered a draft ICT policy for Members. Question was raised as to where this document sits in relation to the Council's overall ICT policy. Members suggested that the document did not provide sufficient clarity for Members on a number of issues. The references to data protection legislation and issues should be made more explicit. There should be a greater emphasis on the need for Members to take care of the equipment provided. Insurance of equipment needs to be mentioned.

Resolved, "That the discussion be noted on the minutes and a further ICT policy document be brought forward for consideration taking into account the matters raised."

A5. Forward Plan

The Committee considered the Forward Plan of Key Items for consideration by the Committee in the coming months. There was discussion of training needs and it was agreed that training at the start of the next meeting should consist of analysis and discussion of a scenario.

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

A6. Schedule of Meetings 2014/2015

The Committee noted and agreed that the next regular meetings of the Committee will be as follows:-

Monday, 22nd December, 2014; 10.30am

Monday, 23rd March, 2015; 10.30am

Monday, 22nd June, 2015; 10.30am

Resolved, "That the dates and times of the regular Committee meetings be noted on the minutes."

PART B –

There requiring Council approval

There were no matters for approval by Council.

The meeting ended at 12.20pm.

VII(i) – The proceedings of the HOUSING AND PROPERTY COMMITTEE as follows:

HOUSING AND PROPERTY COMMITTEE

HOUSING AND PROPERTY COMMITTEE – Minutes of meeting held on Friday, 17th October, 2014.

Members Present: Mr Councillor D.J. Ashford (Chairman), the Mayor, Mr Councillor J.E. Skinner, Councillor Ms K. Angela.

Apologies: Councillors Mesdames S.D.A. Hackman, C.E. Malarkey.

In Attendance: Assistant Town Clerk, Assistant Chief Officer (Income), Assistant Chief Officer (Housing and Property), Housing Manager, Democratic Services Officer.

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Minutes - 16th July, 2014

The minutes of the meeting held Wednesday, 16th July, 2014 were approved and signed.

A2. Housing Capital Projects Monitoring 2014/2015

The Committee noted the quarterly monitoring schedule for housing capital projects 2014/2015.

A3. Council Corporate Plan 2013/2017

The Committee considered the Monitoring report on the Council Corporate Plan 2013/2017. There was discussion on the meaning of the column titled 'target date' and whether the target was a date for an action to be completed or the date for report to Committee. There was some discussion of several different action points being generated by the same priority.

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

A4. Douglas Market Hall Basement Refurbishment (Shell Unit) Project

The Committee considered a report setting out an estimated budget of £230,000 for refurbishment of the Douglas Market Hall basement in order to make the space usable and to prevent further deterioration of the structure. This initial budget estimate is based on carrying out damp-proofing works to a completed shell unit, based on the structural engineer's report and recommendations previously reported to Committee. A full refurbishment scheme was not put forward as part of the scheme because the future use of the basement is not known.

The report detailed the scope of works included in the budget calculations. The capital cost is not based on any design details and a revised budget would be required based on a full design. Included in the budget estimates were construction costs, professional fees, planning & building control fees, site supervision and a contingency sum.

The Committee discussed the report and agreed that a further report is required setting out the estimated cost of carrying out only those works essential to preserve the fabric of the building, and not works to bring the basement back into use. Officers advised the Committee that the information may not be available in time for consideration at the November meeting.

Resolved, "That the report be noted on the minutes and the recommendation for a budget allocation of £230,000 to carry out the works identified in the Market Hall Basement Douglas visual survey inspection in the 2015/2016 financial year not be approved; and a further report be brought forward for consideration setting out the budget estimates for carrying out only those works essential to preserve the fabric of the building."

A5. Willaston Retail Units – Mobile Food Units

The Committee considered a request from the owner of the Kirk Michael Chippy mobile chip van for permission to operate his mobile food unit in the car park next to the shops for one evening a week. A nominal sum was offered as weekly rental for the space. The shop tenants were canvassed for their opinion on the proposal and two were opposed to the suggestion and three made no comment. The Committee discussed the matter thoroughly.

Resolved, "That the request be noted on the minutes and approval not be given."

For: 2; Against: 1

Mr Councillor J.E. Skinner asked that his name be recorded as voting against the motion.

A6. Housing Maintenance Procurement Improvements

The Committee considered a report setting out an alternative method of delivering some housing maintenance repairs including work on void properties. The report set out that in order to remain within budget it is considered essential to concentrate the in-house workforce on responsive and reactive repairs only. Private contractors are then employed to carry out more routine areas of housing maintenance such as central heating servicing, work on void properties and planned maintenance.

The Council is currently under contract with two companies in relation to the external door replacement programme; one with Rockdoor Ltd as supplier and another with NK Construction Ltd as principal contractor and installer. Both contracts carry warranties which remain in effect until May 2017 should defects arise in either the door manufacture itself or the fitting of the doors on-site. In addition, the supplier provides an extended guarantee for all parts fitted to the doors for a ten year period from the date of supply. This negotiated guarantee was obtained due to the high number of doors being supplied.

The report recommended that the contract with NK Construction Ltd be extended to include not only the current arrangements for fitting of doors, but also to include all repairs to other UPVC components on housing properties such as fascia boards and soffits, and all the work required on void properties in order to maintain, service and repair external doors and UPVC windows. The vacant post of joiner within the Housing Maintenance section would not be filled, reducing the overall number in the workforce to seventeen in total. The savings arising from not filling the post would be applied to the contract.

In 2017, at the end of the warranty period, housing management will review the specifications and tender the work on the open market.

Members asked how the contract would be managed and were advised that the repair jobs would still be raised through the Housing Section and that the contractor would only be paid for those jobs. A housing maintenance officer inspects and supervises the work.

Resolved, "That the report and discussion be noted on the minutes and approval given to the appointment of NK Construction Ltd to carry out UPVC component repairs, servicing and maintenance to the Council's housing stock for a three-year period up until 2017, with the contract to be entirely funded from the Housing Maintenance budget."

A7. Matters for Future Consideration

The Committee noted the report on matters for future consideration.

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

PART B –

Matters requiring Executive Committee approval

There were no matters requiring approval from the Executive Committee.

PART C –

Matters requiring Council approval

C8. Social Housing Rent Increase 2015 – 2016

The Committee considered a report prepared in response to correspondence from the Department of Health and Social Care seeking the Council's views on social housing rent levels for 2015/2016. The Department asked that the Council respond by mid-October. The correspondence also advised that means testing for public sector rents will not be introduced in April 2015; as legislative changes are required to enable this course of action to proceed. The Committee discussed the recommendations set out in the report and the aims and assumptions on which these were based.

The report recommended social housing rent increases of 14% for 2015/2016 based on the Council's aim set out in the Corporate Plan to become self-financing without need for deficiency funding. When the Council's aim of self-financing for housing was formulated, there was an understanding that means-testing in relation to the rents payable for social housing would be implemented in April, 2015. In discussion it was agreed that without means-testing being in place, rent increases of 14% were unjustifiable and unacceptable to the Committee.

The report further recommended that the Council seek a special, one-off additional maintenance allowance of £100,000 from the Department for 2015/2016 in order to reduce the high number of void properties within the housing stock. The number of void properties that can be re-let to an acceptable standard in any one year is approximately one hundred, with fifteen to twenty properties empty at any

one time. There are currently forty-six void properties awaiting re-letting, which is a reduction from the high of sixty-two earlier this year.

There was discussion of the maintenance allowance retention which has reduced in real terms in recent years as the retention was changed from a percentage of the rents paid to a flat amount. If the retention was restored to the 30% levels, then there would be sufficient income to carry out the necessary maintenance without seeking an additional maintenance allowance grant from the Department. In discussion it was agreed that restoration of the percentage retention was preferable to a one-off grant for housing maintenance.

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

- (i) Approval be given for Council officers to immediately advise the Department of Health and Social Care of the Council's views on rental increases for 2015/2016 and related matters as set out in (a) and (b) below; and
 - (a) The Department set rental increases for 2015/2016 for Council housing stock at 5%; and
 - (b) The Department restores the percentage calculation of the housing maintenance allowance retention at 30% as from 1st April, 2015."

The meeting ended at 12.15pm.

VII(ii) – The proceedings of the REGENERATION AND COMMUNITY COMMITTEE as follows:

REGENERATION AND COMMUNITY COMMITTEE

REGENERATION AND COMMUNITY COMMITTEE – Minutes of meeting held on Tuesday, 14th October, 2014.

Members Present: Mr Councillor S.R. Pitts (Chairman), the Mayor, Messrs Councillors E.A. Joyce, G.J. Faragher, Councillor Miss D.A.M. Pitts.

Apologies: Councillor Mrs R. Chatel.

In Attendance: Assistant Chief Executive, Assistant Chief Officer (Finance), Assistant Borough Engineer, Head of Parks, Assistant Democratic Services Officer.

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Minutes – 16th September, 2014

Minutes of the meeting held on Tuesday, 16th September, 2014, were approved and signed.

A2. Matters Arising – Christmas Lights Ceremony

In response to query, Officers confirmed the arrangements agreed by the Committee are in place for the 2014 Christmas Lights Ceremony.

A3. Twinning and Affiliations Budget

The Committee considered a report submitted by the Borough Treasurer, following a request by the Committee Chairman, on expenditure against the twinning and affiliations budget.

The report recommended that expenditure against the twinning and affiliations budget should be in respect of costs incurred in relation to an activity, authorised by the Regeneration and Community Committee, with the Council's twinned authority, Ballymoney Borough Council, or the Council's recognised affiliated body, HMS Vigilant.

Members were advised that following a request from the Committee Chairman for the amount remaining in the twinning and affiliations budget, it was discovered that expenditure that had not been authorised by the Committee had been incorrectly allocated against that budget. Members noted that whilst the costs could have been construed to be in respect of the Council's twinning or affiliation, they were not in respect of an activity minuted by the Regeneration and Community Committee. The costs were subsequently transferred to the correct service.

Resolved, "That particulars of the report and discussion be noted on the minutes and all future payment requests against the twinning and affiliations budget are to be accompanied by the relevant Committee minute authorising expenditure against the event."

A4. Ballymoney Invitation to Douglas Borough Council

The Committee considered a report submitted by the Assistant Democratic Services Officer, following receipt of an invitation from Ballymoney Mayor, Alderman Kennedy, extending an invitation to the Mayor, Mayoress and four Members of the Council to attend the unveiling of the World War I bronze sculpture soldier at Ballymoney cenotaph.

The report recommended that two Members of the Regeneration and Community Committee and the Mayor and Mayoress attend the unveiling in order to reduce costs.

The Assistant Democratic Services Officer advised that the Twinning and Affiliations budget was currently underspent by £1835 for the year.

Members opined that the Mayor and Mayoress should be funded through the Mayor's travel budget. The Mayor subsequently advised that he could not attend but agreed to fund the travel expenses for the Deputy Mayor and Deputy Mayoress to attend in his absence.

It was agreed that all three Members of the Regeneration and Community Committee, who had confirmed their availability, attend the unveiling. The Members agreed to provide details to Officers after the meeting.

Resolved, "That particulars of the report and discussion be noted on the minutes and three Members of the Regeneration and Community Committee attend the unveiling of the World War I bronze sculpture soldier at Ballymoney Cenotaph on Saturday, 1st November, 2014 to be funded from the twinning and affiliations budget."

A5. Items For Future Consideration

The Committee considered a report by the Assistant Town Clerk regarding reports for future consideration by the Committee.

Members briefly discussed the Living Promenade scheme.

A Member requested an update on the nut grove.

Resolved, "That particulars of the matters for future consideration be noted on the minutes."

PART B –

Matters requiring Executive Committee approval

There were no matters requiring Executive Committee approval.

PART C –

Matters requiring Council approval

There were no matters requiring Council approval.

The meeting ended at 12.05pm.

VII(iii) – The proceedings of the ENVIRONMENTAL SERVICES COMMITTEE as follows:

ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of meeting held on Monday, 13th October, 2014.

Members Present: Mr Councillor R.H. McNicholl (Chairman), the Mayor, Councillor Mrs C.A. Corlett, Councillor Mr W.M. Malarkey, Councillor Mrs E.C. Quirk

Apologies: Mr Councillor C.L.H. Cain.

In Attendance: Assistant Borough Engineer, Building Control Manager, Senior Accountancy Officer, Democratic Services Officer.

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Minutes – 15th September, 2014

The minutes of the regular meeting held Monday, 15th September, 2014 were approved and signed.

A2. Matters Arising from the Minutes

Members asked about the progress on disposal of the mechanical sweeper which is being replaced. The matter has gone to the Executive Committee, which authorised the Borough Engineer & Surveyor to liaise with the Chairman regarding disposal of the equipment. The Assistant Borough Engineer reported that he will be speaking to officers within the Department of Infrastructure regarding the matter.

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

A3. Planning Application 14/01131/B – 62 Circular Road, Douglas

The Committee considered planning application 14/01131/B seeking approval for the erection of an office building with integral car parking at 62 Circular Road, Douglas. The property, at the corner of Circular Road and Hillside Avenue, is currently cleared and used as a car park.

The proposed development will be connected to MGS House via an aerial walkway and will provide 4,232 square metres nett of office accommodation, on-site parking for forty-three cars and twenty-four bicycles. The current car parking standard for town-centre office development is one space per 50 square metres of nett office floor space. The development would therefore generate a need for eighty-five parking spaces and so the on-site car parking provision is insufficient. The covering letter submitted with the application states that the applicant will meet the shortfall of parking spaces by making another planning application for car parking provision on a nearby site. In discussion, Members were broadly supportive of the plans for development, but expressed concern that the applicant might not secure the off-site parking as planned.

Resolved, "That particulars of the application be noted on the minutes and no objection raised, subject to the acquisition by the applicant of sufficient off-site parking spaces prior to development of the site."

A4. Nuisance Abatement Notice – Stanley House Site, Douglas Head

The Committee considered a report on the appearance of the vacant plot formerly the site of Stanley House, Douglas Head. Timber hoardings around the site are unpainted and in a poor condition.

Resolved, "That the report be noted on the minutes and approval be given for the service of a Notice under s14 of the Local Government (Miscellaneous Provisions) Act 1984 requiring the owner to tidy and paint the timber hoardings at the site."

A5. Nuisance Abatement Notice – Unit 1 Castlemona Shops, Central Promenade

The Committee considered a report on the external appearance of Unit 1, Castlemona Shops, Central Promenade, Douglas. The timber framing and lower wall of the shop front require repairs and repainting. Photos of the property were included in the report.

Resolved, "That the report be noted on the minutes and approval be given for the service of a Notice under s24 of the Building Control Act 1991 on the owners of Unit 1, Castlemona Shops, Central Promenade requiring repairs and repainting of the timber frame shop front and lower front wall of the property."

A6. Nuisance Abatement Notice – the Kenilworth, 5 Castlemona Terrace, Douglas

The Committee considered a report on the external appearance of the Kenilworth, 5 Castlemona Terrace, Central Promenade, Douglas. Quite a number of months ago scaffolding was erected to the front of the property and some improvement works were done. Work stopped in June 2014 and has not resumed despite repeated assurances from the owner that work would restart shortly. The scaffolding remains in place.

Resolved, "That the report be noted on the minutes and approval be given for the service of a Notice under s24 of the Building Control Act 1991 on the owners of the Kenilworth, 5 Castlemona Terrace, Central Promenade requiring the repainting of the front elevation including the window frames and the steel railings to the balcony."

A7. Unsightly Properties

The Committee considered the Schedule of unsightly properties being dealt with on behalf of the Council by the Building Control Section and by Environmental Health Officers. Members reviewed the schedule and discussed a number of specific and additional properties.

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

The Building Control Manager was thanked for his attendance and left the meeting.

A8. Visit to Service Centre

Members discussed the operation of the Waste Services Section and the Chairman suggested that the whole committee should visit the Service Centre to gain a greater understanding of the system. It was agreed that this would be a useful exercise.

Resolved, "That Members of the Committee meet at the Service Centre at 10.30am on Wednesday, 15th October, 2014 to view the operation of the Waste Services Section."

A9. Recycling and Waste Management Exhibition and Conference and associated events 2014

The Committee considered a report on the recent Recycling and Waste Management Exhibition and Conference which took place at the National Exhibition Centre in Birmingham on the 16th, 17th and 18th September, 2014. The Chairman of the Environmental Services Committee attended all three days of the Exhibition, the Chairman of the Housing and Property Committee and the Borough Engineer & Surveyor each attended for one day, and the Senior Engineering & Waste Services Manager attended for two days.

The report detailed some of the activities undertaken including visits to exhibitors specialising in methods of energy usage, reduction and efficiencies; visits to existing suppliers of bins and street sweeping equipment; and to exhibitors concerned with material recycling plant, bin-weighing equipment and the company to which the Council currently send recycled aluminium.

The Chairman stated that this exhibition is the major event for the waste services industry and it provides an ideal opportunity to gain a good overview of trends in the industry. He reported that the current trend for recycling collections is for all materials to be collected in one bin then sent to large processing centres where it is sorted partly by machine, and partly by hand. Because this is the current prevailing trend, there are few manufacturers producing new vehicles dedicated to kerbside sorting and collection of recyclable materials. There are some vehicles for kerbside collections which are divided into two sections, one for paper and one for metals so that two different sorts of wheeled bins can be lifted at the same time.

The Chairman reported that he saw something which in his view would complete the cycle of recycling and that was equipment to process waste wood for reuse primarily as a fuel. At the Exhibition there were examples of many different machines to chip wood or to chip & compress wood and several brochures on the subject were circulated. The waste wood the Chairman has identified includes wooden pallets and wood from the Parks Department. The wood for this process should be untreated and so this process may not be able to accommodate items such as fence panels. Members discussed the idea and opined that this might be a venture better suited to development by the private sector; although it might possibly be suitable for a public/private venture. The Chairman asked that officers investigate the matter and report back to Committee with a business case including costs to establish a facility for processing of waste wood.

The report included a recommendation that there be attendance at the 2015 RWM Exhibition and Conference and associated events.

Resolved, "That the report and discussion be noted on the minutes and approval be given for attendance by the Chairman and appropriate officers at the 2015 Recycling and Waste Management Exhibition and Conference and associated events."

A10. Items for Future Consideration

The Committee considered a report setting out items on which there are reports outstanding and discussed the matters raised earlier in the meeting for future report.

The Committee asked for a report on Shaw's Brow car park, to include details of night-time usage of the car park, and to set out estimated costs for installation of motion-sensitive lighting, and detailing the number of calls to the car park control system received throughout the working day and the number received between 5.00pm and 7.00pm.

The Committee asked for a further report on charges for domestic bulk refuse collection of small items, refrigerators, televisions and personal computers, in light of the disposal charges levied by the DoI for electrical goods.

The Committee asked for the cost of a gravity lock for commercial refuse bins to be reviewed and a report brought back setting out the proposed fee and an explanation of how officers arrived at the figure.

The Committee asked for a report to come back to Committee detailing the extent and cost estimates of proposed health and safety works to the gates to Levels 1 and 2 of Shaw's Brow Car Park.

The Chairman asked that officers investigate and report back to Committee with a business case including costs to establish a facility for processing of waste wood.

The Committee asked for the report on a new refuse vehicle to be brought forward for consideration at the next meeting.

The Chairman stated that Byelaw Officers should take more robust action in enforcing the Byelaw which requires residents to take their wheely bins back onto their property promptly after these have been emptied. Bins should not be left on the pavement or in the lane.

Comment was made that the Agendas are still not being received by Members soon enough to allow adequate time for preparation for the meeting.

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

PART B –

Matters requiring Executive Committee approval

There were no items requiring Executive Committee approval

PART C –

Matters requiring Council approval

C11. Dogs on Douglas Beach and Changes to Byelaws

The Committee considered a further report on changes to byelaws to allow dogs onto a portion of Douglas Beach year-round. Attached to the report was a draft of the Douglas Dog Control Byelaws 2014 which when implemented will replace the existing Byelaw. The Committee reviewed and thoroughly discussed the draft Byelaw.

Resolved, "That the report be noted on the minutes and approval be given to the Byelaw, subject to amendment to section 2 (1) to show that "the Department" is the Department of Infrastructure."

The meeting ended at 1.20pm.