



Borough of Douglas

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

Town Hall,

Douglas,

2nd April, 2015

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 8th day of APRIL, 2015, 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, 11th March, 2015.

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

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held at 2.30pm on Friday, 27th March, 2015.

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

In Attendance: Chief Executive, Borough Treasurer, Borough Engineer and Surveyor, Assistant Town Clerk.

REPORT

PART A –

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

A1. Apologies for Absence

No apologies for absence were submitted.

A2. Declarations of Interest

No declarations of interest were submitted.

A3. Minutes

The minutes of the meeting held on Friday 27th February 2015 and the minutes of the special meeting held on Tuesday 10th March 2015 were approved and signed.

A4. Matters Arising From Previous Minutes

There were no matters arising from the previous public minutes.

A5. Minutes and Referrals of the Environmental Services Committee

The Committee considered the public minutes of the Environmental Services Committee meeting held on Monday 16th March 2015, including the below items specifically referred to the Executive Committee:

Clause B11 – Promotional Recycling Bins for Schools: approval for funding was sought for the purchase of ‘bottle-shaped’ and ‘can-shaped’ recycling bins, which would be loaned out to every school in Douglas, should they wish to have them.

Clause B12 – Shaw’s Brow Car Park Lighting Controls: approval for funding was sought for microwave sensor lighting controls for the Car Park. The Car Park operated twenty-four hours a day, seven days a week and, while use was minimal between 9.00pm and 6.00am, all levels were lit continuously, and, by installing sensors, the time that the lights were switched on would be reduced, thus reducing energy consumption.

Clause B13 – Attendance at Parkex / Traffix Exhibition / Conference: approval was sought for travel expenses (including accommodation and meals) for attendance by the Chair of the Environmental Services Committee and one officer at the Exhibition, which was being held at the National Exhibition Centre from 21st to 23rd April 2015. There was discussion as to whether this item required Committee approval, as it was an exhibition rather than a conference.

Resolved, “(i) That particulars of the public minutes of the Environmental Services Committee be noted;

- (ii) That approval be given for funding up to a maximum of £11,950, for the purchase of ‘bottle-shaped’ and ‘can-shaped’ recycling bins for loaning out to any schools in Douglas that wished to utilise them, the funding to be through virement of savings in the budget for cleaning of public conveniences;
- (iii) That approval be given for funding in the sum of £20,000, comprising £17,120 vired from the public conveniences cleaning contract and £2,880 from General Revenue Reserves, for the installation of microwave sensor lighting controls in the Shaw’s Brow Car Park; and

- (iv) That approval be given for funding up to a maximum of £960, from the Bottleneck Car Park budget (SW030), to cover travel expenses (including accommodation and meals) in respect of attendance by the Chair of the Environmental Services Committee and one officer at the Parkex / Traffix Exhibition.”

A6. 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 17th March 2015. 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.”

A7. Minutes and Referrals of the Housing and Property Committee

The Committee considered the public minutes of the Housing and Property Committee meeting held on Wednesday 18th March 2015. 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.”

A8. Corporate Plan 2013 – 2017

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 Executive Committee would formally review the Plan annually, with regular reports being submitted to each Committee to review progress against the Action Plan (as contained in the Corporate Plan).

Members also considered the latest monitoring schedule for items specific to the Executive Committee (as appended to the written report). It was noted that a separate monitoring schedule had been submitted to the Standards Committee, as ‘Executive Governance and Strategy’ were all intrinsic parts of the main, policy-led, functions of the Council, and that actions which specially mentioned, or were within the remit of, the Standards Committee, were included for completeness in this report to the Executive Committee.

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

- (ii) That the latest monitoring schedule from the Corporate Plan 2013 – 2017, in respect of responsibilities relevant to the Executive Committee, be approved.”

A9. Consultation Document – Reform of the Domestic Rating System

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Isle of Man Treasury.

The current domestic rating system was based on taxing the rental value of domestic properties. It was, however, widely accepted that this system needed to be changed to make it more consistent and fair, and the consultation document was a first step towards reforming it.

It was being proposed that using the capital value (based on market valuation) would be a more equitable and simpler system to understand. The proposal was therefore to create several bands so that similar properties, having similar values, would be placed in the same band and rated accordingly.

Suggestions for alternative methods were invited, but it was recommended that the Council should support the retention of the domestic rating system for raising funds for local authority services, albeit in a form which enhanced fairness and transparency.

It was further recommended that the Council should support the introduction of a form of local income tax in place of rates for burial authorities and utilities, which would enable the costs of such services to be shared on an Island-wide basis.

The consultation document also raised the question of whether there should be a rate rebate system. It was suggested that support be given to the provision of a rebate scheme related to the number of people in a household only. Any other discounts and exemptions would be a cost to the rating authority and, if a property was unable to benefit from the services being rated for, then that would already have been taken into account in the property valuation.

The Borough Treasurer also circulated a paper he had prepared in relation to the report, as time constraints had meant his views could not be incorporated into the report before circulation.

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

(ii) That the following views be submitted to the Isle of Man Treasury –

1. That the Council supports the proposed change from basing rateable values on rental values to capital values, as most residents were more conscious of property sale values than of rental values, and that in itself would make the system more transparent;
2. That the Council supports the proposal that property owners should declare their property values, subject to the caveats that
 - a) support be made available to those owners who may not be able to fix a current valuation by reason of the property not having been sold for many years;
 - b) if a valuation is required by the Treasury to verify an owner’s declared value, the valuation should be paid for by the Treasury; and
 - c) valuations should be based on the market value of the property in fair condition, and not take account of dilapidation or dereliction.
3. That the Council does not support either local income tax or taxation based on the area of properties for the funding of local authority services, as both would involve administrative issues and not necessarily lead to greater fairness than the system proposed;
4. That the Council supports the retention of the domestic rating system for raising funds for local authority services, but in a form which enhanced fairness and transparency;
5. That the Council does not support the introduction of any form of local income tax, but supports the retention of rates based on capital values for funding utilities such as burial grounds, water and sewerage;
6. That the Council does not support the provision of a rebate scheme based on the number of people in a household;
7. That the Council opposes the continuation of exemptions for uninhabitable properties, on the grounds that such exemptions act as an incentive for property owners to leave their properties in an unfit state;
8. That the Council opposes any discount for charitable ownership or occupation, on the grounds that any property so used did benefit from the services provided and therefore should contribute; and
9. That the Council does not support the proposal that non-domestic properties continue to be valued on a rental basis, but would prefer all property to be valued on a capital basis.
10. That the suggestion be made that the notice period to be given to owners of their liability for rates on default of tenants should be within six months after the year end rather than one month.
11. That the obligation of occupiers to provide information should be extended to include a similar obligation on the part of property owners.”

During consideration of the report Mr Councillor D.J. Ashford confirmed that the Motion in Council of which he had given notice, relating to rating of uninhabitable properties, had been superseded by the Committee’s resolutions and need not be put to the Council meeting on Wednesday 8th April.

A10. Consultation Document – Review of the Role, Remit and Operation of the Road Transport Licensing Committee

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Department of Infrastructure. Members were advised that the Road Transport Licensing Committee (RTLTC) had been established in 2001, principally to take over the regulation and licensing of taxis and private hire cars, but with a wider remit to embrace regulation of all public passenger vehicles and heavy goods vehicles and their operators.

Not all of the provisions of the Road Transport Act 2001 had been invoked, so the RTLTC was currently restricted to the regulation of public passenger transport vehicles. Tynwald had now called on a Council of Ministers’ Committee to review the role, remit and operation of the RTLTC, as a number of concerns had been raised by Members of Tynwald. Although this Council of Ministers’ Committee was seeking views on the remit and role of the RTLTC, it was not, at this stage, looking in detail at the extent and scope of existing legislation under which the RTLTC operated.

The consultation document asked whether the RTLC needed to be independent, and whether it or its functions should be transferred to another Department or agency. Its parent body was currently the Department of Infrastructure, which itself was a major contractor, vehicle fleet operator, bus operator, and vehicle testing agency, and there was the potential for conflict between the Department's role in operating regulated vehicles and its sponsorship of the RTLC.

In the consultation document, a suggestion was also made that the maximum period of drivers' licenses should be extended from three to five years, together with an increased onus on operators and employers to verify the fitness of their drivers. It was recommended that the Council should not express support for deregulation in any area of the industry, particularly in relation to the fitness of drivers.

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

- (ii) That the Council acknowledges its inclusion in the consultation exercise and submits the following views to the Department of Infrastructure –
 - (a) That the licensing of taxis and related vehicles, and their drivers, could be considered as suitable functions for transfer back to local authorities;
 - (b) That the remainder of the role currently fulfilled by the Road Transport Licensing Committee should continue, but under the auspices of another Government Agency, such as the Office of Fair Trading, to demonstrate separation between Departmental operational and regulatory responsibilities;
 - (c) That deregulation of any aspect of the transport industry, particularly in relation to the fitness of drivers, should be resisted."

A11. Consultation Document – New Legislation for the Isle of Man Territorial Seas

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

It was noted that regulations made by the Department in 2013, extending planning requirements to the territorial waters, had been found defective in that the regime for consenting to applications was unnecessarily onerous, and the objective of this exercise was therefore to formulate more appropriate legislation to govern offshore developments.

There appeared to be no reason for the Council not to support the revised process being brought into effect, however, there was one point of issue, this being the ownership of the Douglas foreshore. In the preamble to the consultation document there was reference to the Department owning the seabed from the boundary of the territorial waters to the high-water mark, when, in fact, in Douglas, the Council owned it to the low-water mark of ordinary spring tides. Although the ownership issue need not affect the application of the legislation, it was suggested that the Council's ownership should be drawn to attention at this early stage in order to avoid the wrong assumptions in future.

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

- (ii) That the Department of Infrastructure be advised that the Council supported the proposed introduction of comprehensive and consolidated legislation to govern development within Isle of Man territorial seas; and
- (iii) That no comment be offered on the detail of the document, except to remind the Department that the foreshore at Douglas was owned to the low-water mark by Douglas Borough Council."

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.

The Borough Treasurer reported in relation to the Rate levied by the Council for 2015 / 2016 and, at 402 pence in the pound, the Douglas rate remained the highest on the Island. Members noted that the Rate levied by other local authorities ranged from 357.5 pence in the pound to 91 pence in the pound, with seven authorities seeing no increase on the previous year and Braddan, again, seeing a reduction. It was noted, however, that some authorities levied a separate refuse charge and, of those that levied a fixed annual charge, that charge had increased by between 0.59% and 15.82%. The Water Rate increase was also again quite significant at 2.2%.

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

A13. Annual Internal Audit Review

The Committee considered a written report by the Assistant Chief Officer (Finance) on the work carried out by Internal Audit (KPMG) during 2014 / 2015.

The remit of the Internal Audit function covered potentially all areas of work carried out by the Council, and included a review that the Council's Standing Orders and Financial Regulations were being complied with. It was noted that the report was a requirement under the Internal Audit contract and was also a legal obligation under the Audit Act 2006.

The Internal Audit Report was specially prepared for the Executive Committee annually, and gave an overall assessment of internal control; a rating against each review; a review of the significant areas that KPMG wanted bringing to the Committee's attention. Of the twenty-seven areas audited, twenty-two (81%) were rated green ('no improvements needed'); and five (19%) were rated amber ('some improvements needed'). These ratings showed a clear trend of system control improvement.

Members considered the findings and recommendations in relation to the 'amber' areas, as set out in the schedule appended to the written report. It was noted that these were as at the point of audit (conducted between April 2014 and February 2015), and progress made by officers so far against the action plans in KPMG's report was also noted.

The findings and recommendations were of an operational management rather than policy nature, and it was therefore the responsibility of managers to ensure that adequate systems of control were in place and that the Internal Audit recommendations were implemented. It was noted that the report had already been presented to the Chief Officers' Management Team and the Extended Chief Officers' Management Team, both of which would continue to monitor progress against implementation of agreed recommendations.

Resolved, "(i) That particulars of the report, including the management responses and the progress made, be noted on the minutes; and

(ii) That a Briefing Note be circulated on those areas within the report marked amber, updating Members on the steps that have been or are being taken to improve the designation."

A14. Fees for New Car Parks

The Assistant Chief Officer (Corporate & Development) attended at 3.50pm for consideration of this item.

The Committee considered a written report by the Assistant Chief Officer (Finance) seeking approval of 'pay and display' car park fees for the Chester Street and Drumgold Street Car Parks.

Members were advised that, following agreement by the Council to the localisation of certain services, the Department of Infrastructure had undertaken to use its best endeavours to transfer the operation of the Chester Street and Drumgold Street Car Parks to the Council, so that car park fees could be put into line with the Shaw's Brow Car Park fees by the 1st June 2015, as the case for the Council agreeing to the localisation of services had been based on setting the fees for these car parks at the Council's rates for 2015 / 2016.

It was noted that the Drumgold Street Car Park was for short-stay only, the maximum stay being three hours. However, the charging structure for the Chester Street Car Park was different to Shaw's Brow, in that it had provision for stays of 1 hour, 2 hours, 3 hours, 4 hours, and over 4 hours; whereas Shaw's Brow had provision for 1 hour, 2 hours, up to 6 hours, up to 7 hours, an all-day fee, and an overnight rate. It was not possible to have different overnight charges and an all-day fee with pay-and-display parking and, therefore, the Council's charges would need to be adapted to provide for an 'over 7 hours' fee instead.

It was also suggested that, as the Council did not charge for parking on Sunday (whereas the Department of Infrastructure did) and to remain consistent with the principle of standardising charges, that it should be free to park in all Council car parks on a Sunday.

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

(ii) That the following (VAT-inclusive) fees be approved for the Drumgold Street Car Park –

Up to 1 hour = £1.80

Up to 2 hours = £2.40

Up to 3 hours = £3.50;

(iii) That the following (VAT-inclusive) fees be approved for the Chester Street Car Park –

Up to 1 hour = £1.80

Up to 2 hours = £2.40

Up to 6 hours = £3.50

Up to 7 hours = £5.10

Over 7 hours = £5.80;

- (iv) That parking in the Chester Street Car Parks be free on Sundays but that the charge remain on Sundays at Drumgold Street Car Park;
- (v) That an amendment be made to the Council's Car Parks Order accordingly to reflect the above charges; and
- (vi) That the charges be reviewed, with all other car park charges, during the 2016/17 budget process.

A15. Insurance Renewal

The Committee considered a written report by the Assistant Chief Officer (Finance) seeking approval for a new five-year insurance deal.

Members were advised that the Council's new insurance brokers, Rossborough Insurance, had conducted an exercise to market-test the Council's insurance, and, accordingly, had invited quotations from ten major providers of public sector insurance. Bids had been received both on the basis of providing individual types of cover and on the basis of providing all insurance collectively. The best offer had been from the current provider, Zurich Municipal, to provide the whole package collectively, and would result in savings in 2015 / 2016 and each year thereafter during the agreement.

Members also noted a list of risks not insured (as appended to the written report). If a loss occurred in relation to any of these risks, the cost would have to be covered from Revenue Balances. It was also noted that cover was not in place for sprinkler leakage and therefore suggested that officers should investigate this further.

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

- (ii) That the offer of a five-year agreement from Zurich Municipal be approved;
- (iii) That the list of risks not insured (as detailed in the written report), with any costs arising being met from Revenue Reserves, be approved; and
- (iv) That officers be requested to investigate the Sprinkler Leakage cover further."

A16. Internal Audit Charter

The Committee considered a written report by the Assistant Chief Officer (Finance) seeking approval of the Internal Audit Charter and the 2015 / 2016 Internal Audit Plan.

Members were advised that the approach adopted by the Council's new internal auditors, Crowe Clark Whitehill Audit LLC (CCWA), included the agreement of a Charter. This set out the purpose, authority and responsibility of CCWA as Internal Auditors to the Council, and a draft Internal Audit Charter (as appended to the written report) was considered by the Committee. It was noted that CCWA had also been made aware of the Council's Constitution requirements, which had been incorporated into the Charter accordingly.

The Borough Treasurer advised that the annual summary report, presented in March, normally summarised the internal audits conducted in the previous year and included a plan of audits to be conducted in the following financial year. As this was the last year of KPMG's provision of the service, their summary did not include a plan for the forthcoming year, and a proposed Plan was instead appended to the written report. It was noted that the Service Specification, upon which the Internal Audit Tender exercise was based, included a draft Strategic Plan for 2015 to 2020, with areas of the highest volume and value transactions being audited on an annual basis, and lower risk areas being audited on a biannual or triennial basis.

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

- (ii) That the Internal Audit Charter be approved; and
- (ii) That the 2015 / 2016 Internal Audit Plan also be approved."

A17. Replacement Machinery – Utility Vehicle

The Committee considered a written report by the Transport & Plant Manager seeking approval for the replacement of a utility vehicle operating within the Parks Section.

Members were advised of the age, mileage covered, and the mechanical reasons for replacement in respect of vehicle HMN 677F. The Head of Parks had also sought an additional request to include an enclosed cab for the new vehicle, on the grounds that the vehicle was operational all year round and that, although provided with wet-weather protective clothing, operatives could be in situ for extended periods each day, particularly during the winter period. It was noted that the existing machine had a cab.

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

- (ii) That approval be given for the procurement of a John Deere TH 6x4 Gator from J D Faulkner Ltd to be funded from the Plant Renewals Fund;

- (iii) That approval be given for the procurement of a cab for the vehicle from J D Faulkner Ltd, also to be funded from the Plant Renewals Fund; and
- (iv) That a trade-in price in respect of vehicle HMN 677F from J D Faulkner Ltd be accepted.”

A18. 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 26th February 2015, together with the Secretary’s Report dated 19th March 2015, and the Monthly Financial Statement for February 2015.

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

A19. 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.”

A20. Conference Attendance – CIPFA

The Committee considered a written report by the Borough Treasurer seeking early approval in order to attain discounted rates for attendance by the Vice-Chair of the Executive Committee (as the Chair would be unavailable) and himself at the 2015 CIPFA Conference.

The Chair and the Borough Treasurer had attended the Conference in previous years and found it of great benefit in following current trends in public sector finance and accountancy and the workshop programme usually includes Pensions topics. The main speakers were normally drawn from politicians from Central and Local Government and finance practitioners in the public sector.

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

- (ii) That approval be given for the Vice-Chair of the Executive Committee and the Borough Treasurer to attend the CIPFA Conference and Exhibition, to be held at the Novotel London West Hotel on 8th and 9th July 2015; and
- (iii) That the cost of attendance at the Conference be met from the General Revenue Reserve.”

PART B –

Matters subject to Council approval

There were no matters requiring Council approval.

The meeting ended at 4.35pm.

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

PENSIONS COMMITTEE

PENSIONS COMMITTEE – Minutes of Meeting held at 11.00am on Wednesday, 25th March, 2015.

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 Mark Freeman, Scheme's Investment Advisor – Hymans Robertson, Mr David Chatel and Mr Simon Betteley, BlackRock – agenda item A8 only, Mr Chris Bell, Capital International – agenda item A9 only, Borough Treasurer, Assistant Chief Officer (Finance), Assistant Democratic Services Officer.

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Minutes – 25th February, 2015

The minutes of the meeting held Wednesday, 25th February, 2015 were approved and signed.

A2. Annual Review of the Pensions Risk Register

The Committee considered a report submitted by the Borough Treasurer setting out a review of the risk register for the administration of the Pension Scheme and to advise Members of risk management issues.

Managing the pension scheme involves significant levels of risk in a variety of areas and the Pensions Committee has a vital role to play. The Committee needs to be aware of the risks facing the scheme, and needs to be satisfied that the Council as the administering authority and all of its partners have effective strategies for the management of the risk.

The Borough Treasurer reminded Members that in 2014, Officers did a major review of the risk register and identified a series of new risks. The risk register has been updated in 2015 and Members were presented with a table of thirty-two risks, each with an inherent risk score, calculated from impact and probability. Those with low risks highlighted green, moderate risks highlighted yellow, major risks highlighted amber and severe risks highlighted red. The same thirty-two risks also calculated a residual risk score with impact and probability calculated after a chosen action. Members noted that there had been no severe residual risk scores as a result of actions taken to mitigate the risks.

Members reviewed the updated risk register, there were no additional items suggested for inclusion.

In answer to question, the Borough Treasurer advised that the higher the control strength the greater the control is exerted through chosen actions. The lowest control strength featured in the register had been noted as a 2, the Assistant Chief Officer (Finance) explained that this was a good control strength in that case because it represented a significant reduction in the inherent risk score which was only 4.

The Borough Treasurer confirmed that the Club Vita membership had been of benefit to the Scheme.

Resolved, "That particulars of the report and discussion be noted on the minutes and the approved chosen actions set out in the risk register be approved."

A3. Update on Cost Sharing (Changes to Employee Contributions)

The Committee considered a report submitted by the Assistant Chief Officer (Finance) and Capita, following a request from the Committee, to consider possible changes to the Isle of Man Local Government Superannuation Scheme (Scheme) employee contributions.

Members were advised that the 2012 Regulations provided a mechanism by which the administering authority (the Council) can seek to increase employee contributions. The Council would need to make a case to the Minister for Infrastructure based upon an actuarial valuation as at 31st March, 2014 requesting the authorisation to change the employee contribution rates. The trigger for such a review of the contributions (or Scheme benefits) however was expected to be an employer contribution rate of 14% (excluding past service liabilities).

The triennial cycle of Scheme valuations did not result in a valuation exercise as at 31st March, 2014. The 2013 valuation produced a future contribution rate of 24% from April 2015 rising to 26% in 2017. The past service liabilities represented 10.6%, so the future contribution rate becoming 25% on 1st April, 2016 represents a trigger point. It was therefore suggested that a case be developed to present to the Minister based upon the 2016 valuation.

The report suggested three options to be considered by the Committee in order to assist reducing the pension fund deficit. A 1% increase in employee contributions could be sought as a simple increase for

all pensionable pay bands. Members were reminded that the current employee contribution levels depend on pensionable pay with higher paid employees paying a higher percentage contribution than lower paid employees.

Alternatively, an employee contribution increase could be implemented by increasing the percentage contributions of the higher paid by a higher percentage than those of the lower paid. The Assistant Chief Officer (Finance) stated that based on a very rough estimate it appeared that such a banding approach would yield the same as a simple 1% increase across the board.

The third option is to make a case to the Minister for regulations to be changed to bring the Scheme retirement age into line with the Isle of Man state pension age. This would reduce liabilities as pensions would be payable for a shorter period. It was noted that the state pension age will increase from 65 to 66 between 2018 and 2020, it will increase later to 67 and then to 68.

Members with service prior to the new regulations taking effect would still be permitted to retire at 65 with no reduction in the pension to which they are entitled to under the old regulations. If a Member retired at 65 they would have an actuarial reduction in respect of the portion of the service that was under the new regulations. If a Member retired at 66 in 2021 then they would have an actuarial increase in respect of their service under the old regulations.

Members unanimously agreed that changes to the Scheme are needed. It was agreed that both the employer contribution increase based on salary and the retirement age should be considered. Members requested that the 2016 valuation exercise include evaluation of;

- (a) a banded increase in employee contributions,
- (b) linking the standard age at which scheme members become eligible to draw their pension to the Isle of Man state retirement age, and
- (c) both of those changes.

The Assistant Chief Officer (Finance) confirmed that the majority of Douglas Borough Council employees are in band four and although the Council do not have employees in band 1, other local authorities may have.

The Borough Treasurer advised that if the Minister accepted the changes, the Department would have to develop the new Regulations and consult on them.

Members queried the final paragraph of the report recommendation; it was recommended that the Council's Chief Officers Management Team review the possible effects on employers and for further consideration of the effects on the Scheme by consultants. After a short debate, it was agreed to remove this part of the recommendation.

Resolved, "That particulars of report and discussion be noted on the minutes and the following options be considered individually and collectively in order to assist in reducing the pension fund deficit;

- (i) An increase to employee pension contributions of:
 - (a) 0.7% for employees with pensionable pay in band 1;
 - (b) 0.8% for employees with pensionable pay in band 2;
 - (c) 0.9% for employees with pensionable pay in band 3;
 - (d) 1.0% for employees with pensionable pay in band 4;
 - (e) 1.1% for employees with pensionable pay in band 5;
 - (f) 1.2% for employees with pensionable pay in band 6;
 - (g) 1.3% for employees with pensionable pay in band 7.
- (ii) An increase in the age at which Scheme members become eligible to draw their pension in line with increases in the Isle of Man State Pension Age (with protections in respect of entitlements accumulated up to the effective date of the new regulations)."

A4. Update on Scheme Actuarial Guidance

The Committee considered a report submitted by the Borough Treasurer setting out a review of progress made in respect of Scheme Actuarial Guidance.

Members were reminded that to date 52 cases for early payment of pension, purchase of additional pension and additional cash commutation have been resolved with the guidance obtained so far. The remaining cases (excluding trivial commutation and late retirement cases) were 2 divorce cases, 19 transfers in and 11 transfers out.

The report advised that early information received from the Government Actuary Department (GAD) estimated costs of £25,000 for transfers (both in and out of the fund). The Borough Treasurer advised he

was not satisfied with the estimated cost. Having provided information in relation to the guidance for transfers, the Borough Treasurer questioned whether the guidance could be provided for transfers out separately from transfers in. The response confirmed this could be done, the Borough Treasurer had considered just doing the transfers out which are most beneficial to the fund.

The final estimates provided transfers out at a cost of £10,000 on its own with a further £5,000 for transfers in. The price to have guidance provided for both transfers in and out together is £13,000. The report therefore recommended that further guidance be obtained for transfers (both in and out) estimated at £13,000 to be funded from the budget to implement new regulations.

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

- (i) The latest update on Scheme Actuarial work be noted;
- (ii) Further guidance be obtained for transfers (both in and out) estimated at £13,000 to be paid for out of the budget to implement new Regulations."

A5. Douglas Borough Council Corporate Plan 2013-2017

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). Members queried two actions marked green in the schedule. In response to query, the Borough Treasurer advised that the selection of the fund managers was highlighted green as the Canaccord agreement has been signed and the Investasure agreement is currently with the Council's Advocate so should be agreed soon.

The second query related to the market testing of arrangements for investment consultant, fund managers and custodians. Although Officers advised the action had been highlighted green as it was on schedule to be complete by December, 2017, Members were of the opinion that as the action has not yet commenced it should feature as amber as it is reliant on a further action to be completed before it can commence.

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 and the action mentioned therein be noted as amber not green."

A6. 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 Executive Committee approval

B7. Training Presentation – State Second Pension

The Committee received a presentation on the contracting out of the State Second Pension by Mr Beedall of Capita.

Mr Beedall began by providing a background to the contracting out of the State Second Pension, created in 2002, replacing the State Earnings Related Pension Scheme.

Mr Beedall provided a summary of the state retirement pension, comparing the basic State Pension, State Graduated Pension and the State Earnings Related Pension Scheme (SERPS); now the State Second Pension.

Members were advised that by contracting out the SERPS the pension fund had to guarantee a minimum pension payment equal to the State additional pension. It was noted that the guaranteed

minimum pension (GMP) is not paid as an additional amount; the Local Government Superannuation Scheme just has to ensure the pension paid to the Member is no less than the GMP.

Mr Beedall went on to explain the consequences of ceasing contracting-out. Members were presented with the current national insurance rates and the percentage payable if employees had been contracted in or out. An example contribution for a non LGSS and an LGSS member earning £300 per week was provided.

Members were advised that contracting-out will cease in April 2016. A service was set up in 2014 to reconcile employer's records with HMRC records. The conciliation service will close in 2016 and HMRC intend to write to all members telling them of their entitlement in 2018. It was noted that there will be no further opportunity to amend incorrect records after April 2018.

As a consequence of the UK Government planned changes, Members were advised that a flat rate pension will be introduced in April 2016. The Local Government Pension Scheme members and employers will pay higher contributions and members may not receive the full state pension due to being contracted out.

The GMP reconciliation exercise cost is to be met by administering authorities and an incorrect GMP could mean additional increases being paid from the pension fund. The Local Government Association is continuing to lobby the UK Government for the increased contributions to be recycled into LG pension funds to reduce deficits.

Mr Beedall went on to consider the future of contracting-out in the Isle of Man. At the moment no decision has been made. The options will be considered following the review of the social security benefits and National Insurance systems by consultants Ci65.

Members discussed the Ci65 consultation and raised great concern that the implications are unknown. It was suggested that the Committee's concerns be referred to the Executive Committee with a suggestion for the Council to research the implications of the consultation.

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

- (i) the Executive Committee be asked to research the impact of the Ci65 consultation as an employer, and recommend to other local authorities that are part of the Scheme to do the same."

PART C –

Matters requiring Council approval

There were no matters requiring Council approval.

The Committee rose at 12.23pm.

VI(iii) - The proceedings of the STANDARDS COMMITTEE as follows:

STANDARDS COMMITTEE

STANDARDS COMMITTEE – Minutes of Meeting held at 10.30am on Monday, 23rd March, 2015.

Members Present: Councillor Mrs R. Chatel (Chairman), Councillor Mrs C.A. Corlett, Councillor Miss D.A.M. Pitts, Mr Councillor W.M. Malarkey, 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 – 24th February, 2015

The minutes of the meeting held Monday, 24th February, 2015, were approved and signed, subject to amendment made at Council of Clause A5, resolution ii which should now read “*The outcome of a complaint or investigation be reported to the Council in public*”.

A2. Summary of Cases and Complaint Investigated January to March 2015

The Committee reviewed the summary of cases investigated between January and March 2015.

One investigation included in this summary is of a complaint which arose in the last quarter of 2014 and was reported to Committee as on-going in the December quarterly summary. That investigation is concluded and the matter reported to the Committee in this summary. In that instance there had been a minor Breach of Clauses 13 and 16 and the “Guidance for Members on the Use of Council Resources in Part 5 of the Constitution”. The Member has been reminded of correct procedures. The Committee agreed that in this instance the Member should not be publicly identified because the investigation identified a minor breach which was rectified by the guidance given and because the issue pre-dated the decision to name Members who are the subject of any complaint.

There are two complaints currently under investigation. One Member has complained that there has been a Breach of the Principles of Corporate Governance by another Member. One Member has complained that there has been a Breach of Standing Order 101 by another Member. The outcome of the investigations into these two complaints will be reported to the Standards Committee at a future meeting.

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

A3. Review of Forward Planning

The Committee reviewed the Forward Plan and accepted all the matters listed on it. Additionally the Committee asked for a review of the procedures for the initial investigation of complaints. The Committee asked for a revision of the Standards Committee Handbook to include more detailed definitions of misconduct and guidance as to correct conduct.

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

A4. Draft Annual Report 2014/2015

The Committee reviewed the draft annual report for 2014/2015.

Resolved, “That the draft annual report for 2014/2015 be approved subject to three minor clerical corrections.”

A5. Dates of Future Meetings 2015/2016

The Committee were presented with the dates and times of future meetings in 2015/16. There was suggestion that the Committee should meet more frequently, but no firm decision on the matter was made.

Resolved, “That particulars of the discussion be noted on the minutes and the following dates be agreed for meetings in 2015/16:-

Monday, 22nd June, 2015;

Monday, 21st September, 2015;

Monday, 7th December, 2015;

Monday, 21st March, 2016.”

PART B –

Matters subject to Council approval

There were no matters for approval by Council.

The meeting ended at 12.51pm.

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

HOUSING AND PROPERTY COMMITTEE

HOUSING AND PROPERTY COMMITTEE – Minutes of Meeting held at 10.30am on Wednesday, 18th March, 2015.

Members Present: Mr Councillor D.J. Ashford (Chairman), the Mayor, Councillor Mrs S.D.A. Hackman, Councillor Miss D.A.M. Pitts, Councillor Mrs C.E. Malarkey, Councillor Ms K. Angela.

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

REPORT

PART A –

Matters decided by the Committee

A1. Minutes 18th February, 2015

The minutes of the meeting held Wednesday, 18th February, 2015 were approved and signed.

A2. Matters for Future Consideration

The Committee noted the report on matters for future consideration.

The Chairman asked that performance management reports be brought to the Committee for review on a quarterly basis.

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

PART B –

Matters to be decided by the Executive Committee

There were no matters to be decided by the Executive Committee.

PART C –

Matters subject to Council approval

There were no matters referred to the Council

The meeting ended at 11.00am.

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

REGENERATION AND COMMUNITY COMMITTEE

REGENERATION AND COMMUNITY COMMITTEE – Minutes of Meeting held at 10.30am on Tuesday, 17th March, 2015.

Members Present: Mr Councillor J.E. Skinner (Chairman), the Mayor, Messrs Councillors E.A. Joyce, G.J. Faragher.

Apologies: Mr Councillor S.R. Pitts, Councillor Mrs R Chatel.

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

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Minutes – 17th February, 2015

Minutes of the meeting held on Tuesday, 17th February, 2015, were approved and signed.

A2. Johnny Watterson's Lane Allotments

Mr Les Gerrard joined the meeting to discuss the Johnny Watterson's Lane allotments.

Mr Gerrard reported no major issues with the allotments, he advised that any issues are usually dealt with as and when they arise with the Assistant Head of Parks (Technical).

The Chairman advised that Mr Mark Pilkington had resigned as allotment representative. The Committee expressed its thanks to Mr Pilkington for his contribution to the operation of the allotments. The Head of Parks confirmed the Council will draft a notice seeking a new allotment representative; the advertisement will be displayed in the allotment notice board. In answer to question, the Head of Parks advised that a ballot of allotment holders will be held if more than one nomination comes forward.

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

Mr Gerrard was thanked for his attendance and left the meeting.

A3. Corporate Plan Monitoring

The Committee considered a written report submitted by the Assistant Chief Executive to review progress against the Action Plan contained in the Corporate Plan.

Appended to the report was the latest monitoring schedule for items specific to the Regeneration and Community Committee, as set out in the Action Plan contained in the Corporate Plan 2013-2017.

In answer to question, the Assistant Borough Engineer confirmed that all pathways and the roadway at the Douglas Borough Cemetery will be upgraded as part of the capital project.

Resolved, "That particulars of the report and discussion be noted on the minutes and the monitoring scheduled from the Corporate Plan 2013-2017 in respect of responsibilities relevant to the Regeneration and Community Committee be noted."

A4. Douglas Borough Council Public Events Media Support Package

The Committee considered a report submitted by the Assistant Democratic Services Officer on the media support proposals submitted for 2015 public Council events.

In response to the Council's advert for a media partner for 2015 public events, namely the Noble's Park Fun Day, Fireworks Display and Christmas Lights Ceremony, three radio stations submitted a media package proposal. The three radio stations, Manx Radio, 3FM and Energy FM subsequently presented their proposals to Members of the Committee on Friday, 13th March, 2015.

The three presentations were well received by the two Members in attendance at the meeting. Members were advised that all three stations complied with the requests outlined in the initial advertisement. The report confirmed the cost proposed by all three radio stations for their services.

The Members in attendance at the presentations agreed that the Manx Radio submission was the better overall proposal. Manx Radio have the higher number of listeners (approximately 50% of the population) and the Manx Radio proposal offered significantly more air time for each event. At the

presentation, Manx Radio advised that the package summary listed would be the minimum the Council would receive and the event promotions would also feature in the 'bonus' pot to fill unsold advertising.

The Manx Radio proposal would produce a £492.50 reduction per event compared to 2014.

Resolved, "That Manx Radio be appointed the Council's media partner for 2015 public events, namely the Noble's Park Fun Day, Fireworks Display and Christmas Lights Ceremony."

A5. Items for Future Report

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

A Member asked Officers to explore if the rough ground at the perimeter of Grove's Road football pitch could be utilised by residents to extend their gardens. The Head of Parks agreed to discuss with the Member and the Housing Department.

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 12.15pm.

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

ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of Meeting held at 10.00am on Monday, 16th March, 2015.

Members Present: Mr Councillor W.M. Malarkey (Vice-Chairman), the Mayor, Councillors Mesdames C.A. Corlett, E.C. Quirk.

In Attendance: Assistant Town Clerk, Assistant Borough Engineer, Building Control Manager, Accountancy Manager, Democratic Services Officer, Assistant Chief Officer (Corporate and Development) [for item A2 only].

REPORT

PART A –

Matters decided by the Committee

A1. Minutes – 16th February, 2015

The minutes of the regular meeting held Monday, 16th February, 2015 were approved and signed.

A2. Litter Control Notices

The Committee considered a report submitted by the Borough Warden Manager on the steps taken to ensure that operators of licensed premises in the Borough keep the areas surrounding their premises clear of litter, particularly smoking-related litter produced by their patrons. Officers had previously investigated the possibility of service of Litter Control Notices and the Committee granted approval of service of these Notices on several premises.

Officers contacted the Licensing Bench seeking views about imposing conditions on licensees to ensure the areas surrounding their premises remain free from litter, especially smoking-related litter. The Chair of the Licensing Bench invited the Borough Warden Manager to attend the first of the Triennial Licensing Sessions on Wednesday, 18th February, 2015. The Chief Constable was invited to address the Court and in doing so he made two very pertinent remarks about smoking in the areas around licensed premises. First, he indicated that where local authorities had concerns about the amount of smoking litter in the vicinity, applicants had been asked to attend the Licensing Court in person. (This is noteworthy because this year, for the first time, unless premises had been identified as requiring some mention or supervision, the licence would be considered without personal attendance by the applicant.) Second, he warned licence holders that they must do more to supervise outside smoking and to encourage customers not to drop litter. Further he stated that whilst the Constabulary has not yet opposed licenses on the basis of poor management of smoking areas, unless standards improve they may well do so.

Following representations at the Court, the licence holders for the Manx Legion Club, the Old Market Inn, Jaks Steakhouse and Bar and the Woodbourne Hotel, each signed a Section 9 Undertaking “*to ensure that the area at the front of the premises be swept and kept clean at all times*”, with the additional undertaking for Jaks being that the area be “*swept and kept clean of litter prior to 08.00 hours each day*”.

The effect of the signed undertaking is that in the event of a breach of it, the matter may be viewed most seriously by the Court and may result in the cancellation or suspension of the Licence.

In discussion it was noted that the representations had been made to the Triennial Sessions and Members asked if this could only be considered once every three years. Officers advised that there are monthly sittings of the Licensing Court and so matters could be brought forward to any of those sittings as required.

Resolved, “That the report and discussion be noted on the minutes and

- (i) Approval be given to rescind the Litter Control Notices on Manx Legion Club, the Old Market Inn, and Coasters Restaurant previously approved by the Committee due to the imposition by the Licensing Court of specific conditions on the proprietors requiring the clearing of smoking-related litter; and
- (ii) Approval be given for acceptance of signed undertakings made before the All-Island Licensing Court, under the provisions of the Licensing Act 1995 as more suitable tools to ensure areas around identified licensed premises remain free from litter; and

- (iii) Approval be given for the Borough Warden Manager to make further approaches to the Licensing Court, should evidence be available, to request similar undertakings from licensed premises.”

A3. 33 Princes Street

The Mayor declared an interest in this item and left the meeting whilst it was considered.

The Committee asked for an update on 33 Princes Street, which is on the Schedule of unsightly properties being dealt with on behalf of the Council by the Building Control Section. The owner has been found guilty of failure to comply with a Notice. The Building Control Manager confirmed that the works required to comply with the Notice are underway and good progress is being made on them.

Resolved, “That the Schedule and discussion be noted on the minutes.”

A4. Schedule of Unsightly Properties

The Committee considered the Schedule of unsightly properties being dealt with on behalf of the Council. Members reviewed the schedule and discussed a number of specific properties. Members expressed disappointment that the presentation on plans for the site of the former Park Road School set out only conceptual designs and that no real timetable has been put forward for progression of the scheme.

There was discussion of the suggestions made during Council debate that the works required to improve the appearance of several prominent properties should be done by the Council and the owners charged for the cost of those works. The Building Control Manager advised Members that it would not be possible to recover the costs if the owners had not been properly served with a Notice and been given the opportunity to carry out the improvement works. Where more than one owner may be involved, or where there is disputed ownership, Notice could be served on all known owners, but this approach could lead to difficulties for the Council should the matter proceed to Court. Steps are being taken to investigate and resolve questions of ownership, but this is not a speedy process for some properties.

Resolved, “That the Schedule and discussion be noted on the minutes.”

A5. Kerbside Re-Launch

The Committee considered a report setting out a framework for a re-launch of the public relations campaign to support the kerbside recycling programme. The report included information on a promotional campaign, a schools campaign and development of the Council’s existing recycling website. The report sought approval for funding of six elements of a proposed public relations campaign. Whilst the report did include details of the amounts of funding sought, Members were of the view that the entire proposal was expensive and that the report did not supply sufficient information to explain and justify each element of the funding request.

There was suggestion that displays, videos and other materials to promote recycling may be available at little or no cost to the Council from companies in the recycling industry.

A Member suggested that information should be provided on which areas of the Borough are better at recycling, and resources should be targeted on areas which need to improve. In general terms, the Committee expressed support for the educational initiatives included in the report, but nonetheless require more information.

Resolved, “That full consideration of the report be deferred to the next meeting where receipt of a supplementary report containing detailed information on the proposals itemised in the report be provided.”

A6. Facility for Processing Waste Wood

The Committee considered a report setting out the research carried out into the feasibility of the Council setting up a facility for processing waste wood. There are several companies in the UK that manufacture machinery for the production of briquettes from wood waste. In 2013 the Chairman and the Assistant Borough Engineer met two companies who supply the machinery and the Committee requested research be carried out into the feasibility of the Council purchasing machinery and setting up a facility for processing wood waste.

The wood briquettes which are produced are sold primarily for use in wood burning stoves. The report stated that approximately 1,000 tonnes of wood and green waste is collected at the Eastern District Civic Amenity Site per annum. The machinery available manufactures approximately 1,000 tonnes of briquettes per day.

The machinery to process the waste wood into briquettes costs approximately £50,000 - £60,000. Other costs associated with the process include a kiln dryer to reduce moisture content, materials handling, plant and plant running costs, labour, packaging and marketing.

The Assistant Borough Engineer reported that whilst it does not appear that the manufacture of wood briquettes should be explored further, it may be useful to liaise with the Department of Environment, Food and Agriculture (DEFA) to explore options to utilise wood waste in the production of biomass fuel.

Members discussed the report and noted that as wood that has been treated or painted cannot be used in wood briquettes it would be very difficult to obtain sufficient material to progress this method of dealing with wood waste.

Resolved, "That the report and discussion be noted on the minutes and no further action be taken on the suggestion that the Council establish a facility for processing of waste wood, and that there be further dialogue with the Department of Environment, Food and Agriculture for development of biomass fuel from waste wood."

A7. Items for Future Consideration

The Committee considered a report setting out items on which there are reports outstanding.

The Committee noted that the report on the evaluation of the trial recycling initiative at Ballakermeen High School had been removed from the schedule of future reports. Whilst the trial recycling initiative was mentioned in one of the reports on the Agenda, the Committee nonetheless requested a full report be brought back with an evaluation of the project.

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

PART B –

Matters requiring approval from the Executive Committee

B8. Promotional Recycling Bins for Schools

The Committee considered a report seeking approval for funding to purchase bottle-shaped bins and can-shaped bins for collection of recyclable plastics in schools. Ballakermeen High School, Cronk-y-Berry Primary School and Anagh Coar Primary School have each been supplied with two bottle-shaped bins. In the primary schools the delivery of the bins was coupled with a talk to the whole school assembly by the Mayor of Douglas and Council officers. Feedback from the three schools has been positive, and the bins are being used.

The report requested approval for the purchase of thirty large PET bottle bins at £140 per bin; twenty-five small bottle-shaped bins at £120 per bin and thirty bins shaped like soft drink cans at £125 per bin. The report sought approval for expenditure of £11,950 for purchase of the bins including haulage. The proposal is to provide the bins to the schools on loan, with the actual bins remaining as Council property.

Members were of the view that whilst the bins are a useful tool to promote recycling in schools, they queried whether every school in Douglas wants and would utilise the bins. The Committee does not want to purchase more bins than may be required.

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

- (i) Approval is given for the expenditure up to a maximum of £11,950 for promotional recycling bins; subject to specific confirmation from each school in Douglas that it wishes to be supplied with these bins before the bins are purchased; and
- (ii) That the matter be referred to the Executive Committee for funding of the expenditure from the General Revenue Reserve."

B9. Shaw's Brow Car Park Lighting Controls

The Committee considered a report on the feasibility and costs associated with installation of modern lighting control systems in Shaw's Brow Car Park. The car park operates twenty-four hours a day, seven days a week. Whilst usage is minimal between 9.00pm and 6.00am all levels are lit continuously. The report set out details of different types of sensor systems which could be installed so that lighting was only on when needed. Members noted that there is an on-going programme to switch to LED light fittings which have greater energy efficiency and which have led to savings on electricity costs. Installation of sensors to reduce the time that the lights are switched on will reduce energy consumption, but the report did not detail the anticipated level of savings. The Committee were reminded that whilst the bulk of the energy costs for the car park were associated with lighting, there would continue to be energy costs for the lifts and barriers in the facility.

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

- (i) Approval be given for the installation of microwave sensor lighting controls in Shaw's Brow car park at a cost of £20,000; and

- (ii) The report be referred to the Executive Committee for funding approval from the General Revenue Reserves for the expenditure.”

B10. Attendance at Parkex / Traffix Exhibition / Conference

The Committee considered a report seeking approval for the Chairman and an appointed officer to attend the Parkex / Traffix Exhibition / Conference at the National Exhibition Centre in Birmingham from the 21st to 23rd April, 2015. Members noted that the report did not include any estimate of the cost of attendance. The Accountancy Manager advised that the total annual budget for travel, accommodation and meals in 2015/16 in SW030 (Bottleneck Car Park) is £960.

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

- (i) approval be given for the attendance of the Chairman and one officer at the Parkex / Traffix Exhibition which takes place at the National Exhibition Centre in Birmingham from the 21st to 23rd April, 2015; and
- (ii) that the report be referred to the Executive Committee for approval of the expenditure on travel expenses including accommodation and meals from SW030 (Bottleneck Car Park), up to a maximum of £960.”

PART C –

Matters requiring Council approval

There were no matters requiring Council approval.

The meeting ended at 12.25pm.

IX – MOTIONS, of which Notice has been given by Members of the Council under Standing Order 26:

MOTIONS

1. Councillor Mrs C.A. Corlett to move:

“That the Council:

- (1) Makes a scheme to reduce the number of Councillors to twelve;*
- (2) Implements such scheme in time to be effective for the April 2016 local authority general elections;*
- (3) Reviews the Ward boundaries and allocation of Members to Wards, in order to achieve fairness of representation.”*

Under Standing Order 30, the Motion, upon being moved and seconded and without debate, shall stand referred to the Executive Committee for consideration and report back to the Council by 8th July, 2015.