

COMMUNITY BUILDING PROJECT COMMITTEE

Wednesday 1st June 2022 - 8.30pm

EXECUTIVE OFFICER REPORT

I have convened the inaugural meeting of this committee to take place directly after the Planning Committee meeting on Wednesday 1st June, being the earliest opportunity to meet since the Annual meeting and as 4 of the 5 members, including reserves, will be at the various committee meetings on the same evening, this seems logical for the first meeting.

The Committee will agree the meeting frequency of its meetings during this meeting and the first item of business will be to elect a chairman, then agree the terms of reference, and for continuity purposes appoint the current working group as a sub-group of this committee.

I believe it is important that the working group continues its role, but with an agreed terms of reference and reporting structure in place. The working party propose to continue with the administrative tasks that require ongoing work, for example the business and marketing plan, project initiation document and organisation of public consultations, and with the ability to meet with the flexibility not afforded by the restrictions of a full Committee. As Executive Officer I will continue to liaise with the architects and advise the working party and committee members accordingly, and I am happy to continue serving as previously on the working party in an advisory capacity.

With reference to expenditure, the Council agreed a delegated authority level of £10,000, however this means that before this becomes effective, the Council will need to review and readopt its Financial Regulations.

However, following concerns raised at the recent working party meeting over the current appointment of additional services, and compliance with the Council's Financial Regulations, I have met with the Internal Auditor who has advised that the best course of action would be for the Council to sub-contract out the appointment of these services via the Architect. The Architects will carry out due diligence as per their own terms and conditions, and I have attached these for consideration prior to the meeting for approval. There will be a condition within the brief that the Council will still need to approve the expenditure over the delegated authority level.

In summary, for this meeting, the Committee needs to:

- Elect a chairman
- Agree its terms of reference for proposal for adoption at Full Council
- Agree the future role of the working party and subsequent terms of reference
- Agree whether to sub-contract additional planning services to the Architect, with agreed conditions.
- Consider whether to accept Council's delegated authority level of up to £10,000 and request an amendment of Financial Regulations accordingly or the committee remains in compliance with the current Financial Regulations and other committee delegated authority levels, and any expenditure over £5,000 needs ratification at Full Council.
- Approve the fee proposals as circulated

A reminder that as a full Committee, it will be conducted under Standing Orders, open to the public with an open session to allow public participation. The Agendas will be posted on the website and all notice boards.

If there is anything that members require clarification on, then please do not hesitate to contact me prior to the meeting.

Sarah Goudie, Executive Officer