ONCHAN DISTRICT COMMISSIONERS

STANDING ORDERS

FOR THE REGULATION AND OBSERVANCE

OF PROCEDURE AND BUSINESS WITH

RESPECT TO

MEETINGS OF THE AUTHORITY

WITH EFFECT FROM 5th OCTOBER 2026

ANTHONY ALLEN
CHAIRMAN

ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK

These Standing Orders have been compiled by the Board of Onchan District Commissioners and the Chief Executive/Clerk based on the following documents:

- Onchan District Commissioners Standing Orders 2014;
- Onchan District Commissioners Standing Orders 2019;
- Onchan District Commissioners Standing Orders 2025;
- Isle of Man Government Local Authority Model Standing Orders; and
- Relevant resolutions of the Board that relate to the Governance of the Authority.

These Standing Orders were resolved by the Board of Onchan District Commissioners at the Authority's Ordinary Meeting held on 5th October 2026, and are hereby effective from this date.

Attention is drawn to Standing Order 27 regarding Improper Conduct and to the need for Members of the Board to be aware that they are not protected by "Parliamentary Privilege" when speaking in public at meetings of the Authority.

ONCHAN DISTRICT COMMISSIONERS

STANDING ORDERS

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1.0 INTERPRETATION

In these Standing Orders, the term “Chair” shall mean the person chairing a meeting of the Authority.

The ruling of the Chair upon the construction and application of these Standing Orders at a meeting shall be final.

In these Standing Orders, the term “Clerk” shall include any properly nominated officer of the Authority acting in that capacity at a meeting of the Authority.

2.0 MEETINGS OF THE AUTHORITY

2.1 The annual general meeting of the Authority shall be held at a venue set by the Clerk on the first Tuesday in May during each calendar year.

2.2 The ordinary meetings of the Authority shall be held once per fortnight (14 days) at a venue set by the Clerk on Mondays or a Tuesday if a bank holiday occurs.

Or on such other day or days as may be decided by resolution of the Authority.

2.3 If all business to be transacted at a meeting is not completed, if necessary, a meeting may be arranged to transact the remaining business on the following day.

2.4 In the event of an emergency or if advance notice is given that a meeting will not be quorate, delegated authority is given to the Chair and the Clerk to cancel and rearrange a meeting by giving adequate notice.

2.5 All meetings of the Authority shall commence at 7:00 p.m. unless notice to the contrary is given by the Clerk. A meeting shall close no later than 10:00 p.m. unless decided otherwise by a majority vote of those present.

2.6 An extraordinary meeting of the Authority may be called at any time by the written notification of the Chair or the Clerk.

Where an extraordinary meeting is convened the business to be transacted will be determined with sufficient urgency to warrant a meeting being called.

2.7 Any requisition for an extraordinary meeting shall state the nature of the business to be transacted at such meeting, and the same shall be specified in the notice of the meeting and no other business shall be transacted at such a meeting.

2.8 If the Chair refuses to call an extraordinary meeting of the Authority after receiving a requisition for that purpose, signed by at least four of the Members of the Board, or if without so refusing the Chair does not call an extraordinary meeting within 7 days after the requisition has been presented to him, then at least four Members of the Board may forthwith call such a meeting.

3.0 NOTICE OF MEETINGS

3.1 Public notice of the dates for meetings of the Authority will be displayed at the Authority’s Offices and on its website, and at any other place the Clerk shall, from time to time, determine.

3.2 A notice of a meeting of the Authority, signed by the Clerk and specifying the business to be transacted, shall be sent to each Member of the Board at least three clear days preceding the holding of a meeting, and in the case of an extraordinary meeting shall be delivered with all possible despatch.

3.3 The method of notice shall be determined by the Clerk. A notice may be sent electronically and/or a physical copy left at the usual place of abode of every Member of the Board other than if a Member gives notice in writing to the Clerk of some other address at which notice should be served.

3.4 Any method of notice given shall be deemed sufficient service of the notice. Want of service of a notice on any Member of the Board shall not affect the validity of a meeting.

4.0 ELECTION OF CHAIR, VICE CHAIR, LEAD MEMBERS, AND NOMINATED REPRESENTATIVES

4.1 On the first Tuesday of May in each calendar year the annual general meeting shall be held for the election of the Chair, Vice Chair, Lead Members, and any other appointments for representation necessary for the ensuing municipal year.

4.2 The Clerk shall occupy the Chair and conduct the proceedings necessary for the election of the Chair of the Authority.

4.3 At such election of the Chair, should there be more than one nomination received, voting shall be by secret ballot. Each Member of the Board shall place a mark opposite the nominated person for whom they wish to record their vote.

If a Member of the Board is to be in attendance at a meeting remotely, the recording of votes will be in the manner prescribed in Standing Order 11 hereof.

4.4 Once all Members of the Board have voted, the Clerk shall announce the result of the ballot and the Member elected will assume the Chair.

4.5 In any case where more than 2 persons are nominated for the Chair, and of the votes recorded there is not a majority in favour of one person, the name of the person having the least number of votes shall be excluded and a fresh vote shall be taken, and so on until a majority of votes is recorded in favour of one person.

4.6 The Chair so elected shall then take the Chair and proceed to the election of the following:-

- Vice Chair;
- Lead Member for Finance and General Purposes;
- Lead Member for Housing;
- Lead Member for Environmental and Technical Services;
- Eastern Civic Amenity Site Joint Committee Representative;
- Isle of Man Municipal Association Representative; and
- Onchan Schools Representative.

In any case, where there are more nominations received than vacancies such election shall be by secret ballot as prescribed in Standings Order 4.3 and 4.5 hereof.

In the event of any candidate failing to receive a majority of the votes, the person with the least number of votes shall be excluded wherever possible.

Fresh nominations shall be sought if equality of votes prevents the majority election of a person after two ballots.

4.7 If a Member of the Board will not be in attendance at the annual general meeting of the Authority advance notice in writing can be given to the Clerk to record that the Member consents to be nominated for a position for the municipal year.

5.0 DELEGATION OF POWER

5.1 All Members of the Board acting in representation of the Board at a committee, association, or other body shall have delegated authority to participate in discussions, exercise voting rights and make decisions on behalf of the Board, except in relation to any matter involving expenditure or financial commitment exceeding £5,000, which shall be referred to the Board for approval

6.0 CHAIR OF THE MEETING

6.1 The Chair of the Authority shall preside, if present, at a meeting of the Authority. In the absence of the Chair, the Vice Chair shall preside, if present, and in the event of both the Chair and the Vice Chair being absent, another Member of the Board chosen by the Members in attendance shall preside.

Any power of the Chair in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

7.0 QUORUM

7.1 No business shall be transacted at a meeting of the Authority unless at least four Members of the Board are in attendance.

In the event of the Board not being quorate, the names of those who are present and those who are absent shall be recorded by the Clerk in the minutes of the meeting.

7.2 If there is not a quorum present at any stage of a meeting of the Authority, the meeting shall stand adjourned and the consideration of any business not transacted shall be adjourned to a time set by the Chair and the Clerk, or to the next ordinary meeting of the Authority.

7.3 Where more than four Members of the Board become disqualified at the same time, the quorum of the Authority shall be determined by reference to the number of the Members of the Board remaining qualified.

7.4 If after the expiration of 15 minutes past the 7:00 pm start time of a meeting of the Authority there is not a quorum of Members of the Board in attendance, the meeting will stand adjourned and the consideration of any business not transacted shall be adjourned to a time set by the Chair and the Clerk, or to the next ordinary meeting of the Authority.

7.5 Apologies for non-attendance at a meeting of the Authority shall be given to either the Chair or Clerk in advance of the commencement of a meeting.

8.0 VALIDITY OF PROCEEDINGS

8.1 The proceedings of the Authority shall not be invalidated by any vacancy among the number of Members of the Board or by any defect in the election or qualification of any Member.

9.0 RECORD OF ATTENDANCE

9.1 The Clerk shall record the Members of the Board and Officers of the Authority present at a meeting of the Authority and shall note in the minutes the time at which any person leaves the meeting other than temporarily.

10.0 WITHDRAWAL DURING MEETINGS

10.1 No Member of the Board or Officer of the Authority in attendance at a meeting of the Authority shall leave or withdraw from such a meeting, except temporarily, without first asking and obtaining permission from the Chair.

11.0 VOTING

11.1 The method of voting at meetings of the Authority shall be by show of hands or by electronic means.

11.2 All resolutions and decisions recorded shall be voted upon by all Members of the Board in attendance at a meeting of the Authority and who are eligible to vote upon a matter under consideration.

Attendance at a meeting of the Authority is defined as both physical or remote attendance.

11.3 Every Member of the Board in attendance at a meeting of the Authority and eligible to vote must record their vote for or against.

For the avoidance of doubt, no Member of the Board may abstain from voting unless a Motion is recorded and voted upon that that Member leave the meeting. On such a Motion being voted upon, if resolved, the Member named must then forthwith leave the meeting and take no further part in the meeting and their removal from the meeting be recorded within the minutes.

11.4 In the event of equality of votes, the Chair shall have a second or casting vote, and shall be free to cast that vote as they think is fit and not to be under any obligation, real or perceived, to vote for the maintenance of the status quo.

11.5 The names of the Members of the Board whose votes are cast must be recorded within the minutes of a meeting of the Authority.

12.0 RULES OF DEBATE

12.1 A Member of the Board or Officer of the Authority when speaking shall address the Chair. If two or more persons wish to speak, the Chair shall call on one to speak and the other or others shall then await being called on by the Chair to speak.

Whilst a person is speaking the other persons shall remain silent, unless rising to a point of order or a point of personal explanation.

12.2 A person shall direct his or her speech to the question under discussion or to a point of order or a point of personal explanation.

13.0 RESPECT FOR THE CHAIR

13.1 During debate all remarks shall be addressed to the Chair.

13.2 All proceedings of a meeting of the Authority shall be governed by the Chair. Any intervention in a debate or conduct of persons present at the meeting is at the discretion of the Chair.

14.0 INTERVENTION OF CHIEF EXECUTIVE/CLERK IN DEBATE

14.1 Notwithstanding anything contained in these standing orders, it shall be competent for the Chief Executive/Clerk or other officer in attendance, with the consent of the Chairman, to make any statement in relation to any matter or thing connected with the public interest or public business and it shall be competent for any member speaking during the progress of a debate to address any question through the Chairman to the Chief Executive/ Clerk or other officer in attendance in relation to any matter or thing in connection with the subject under consideration.

15.0 QUESTIONS OF OFFICERS

15.1 Any Member of the Board during the progress of a debate may address any question through the Chair to the Clerk or any other Officer of the Authority in attendance at a meeting in relation to any matter due for consideration as part of the notice of the meeting.

Such Officer shall, if the information required is readily available, with the leave of the Chair advise the Board accordingly.

16.0 MINUTES

16.1 Minutes of the proceedings of a meeting of the Authority shall be compiled by a relevant Officer of the Authority in attendance.

16.2 Minutes must clearly record as follows:-

- The location, date, commencement, end time, and the attendees of the meeting;
- Apologies received from absentees;
- Resolutions and decisions agreed upon at the meeting of the Authority;
- The proceedings as is necessary to give reasons as to the decision making of the Members of the Board; and
- Declarations of interest or Members of the Board and Officers of the Authority.

16.3 Upon the minutes of a meeting of the Authority being circulated, such minutes will be deemed to be in a draft format and not for publication to those outside of the Authority.

16.3 At such ordinary meeting of the Authority the Chair shall put the question to the Members of the Board that such minutes of the preceding meeting be signed as an agreed record of the proceedings.
No Motion or discussion shall take place upon the minutes, except upon their accuracy.

16.4 Once disposed of, the Chair shall sign the minutes and shall initial each consecutively numbered leaf comprising those minutes.

16.5 All minutes of an ordinary meeting of the Authority will be kept in a book for public inspection and displayed on the Authority's website, or any other place as the Clerk shall, from time to time, determine.

16.6 Minutes referencing the employment of any Officer of the Authority shall be treated at all times as private and confidential and kept in a book for that purpose.

Access to the staffing minutes will only be permissible to the Members of the Board and at the discretion of the Clerk.

17.0 ORDER OF BUSINESS

17.1 The order of business at a meeting of the Authority shall be regulated and arranged by the Clerk and set out in the notice of any meeting.

A discretionary power is invested in the Clerk to alter the order of business if required.

17.2 No business shall be transacted at a meeting of the Authority other than that specified in the notice of the meeting, subject to the Chair's discretion.

Any business to be considered that is not included within the notice of the meeting must be notified to the Chair in advance of the meeting commencing to allow the Chair the opportunity to consider if the business will be heard, or not.

17.3 The order of business at every ordinary meeting of the Authority shall be as follows:-

- To choose a person to preside if the Chair or Vice Chair is absent;
- Declarations of interest of Members of the Board and Officers of the Authority in relation to any matter due to be considered as part of the notice of the meeting;
- To deal with any business required by statute to be done before any other business;
- To approve as a correct record the minutes of the previous ordinary or extraordinary meeting of the Authority;
- To dispose of any relevant business arising out of such minutes;
- To dispose of any relevant business adjourned from a previous meeting;
- To consider any planning applications/communications relevant to the District;
- To consider any report from the Clerk or other relevant Officer of the Authority;
- Consideration of any relevant correspondence;
- The Members of the Board to answer any questions submitted under the provision of Standing Order 25;

- To consider any Motions submitted under the provision of Standing Order 19;
- Chair's announcements and dates for the diary; and
- Any other urgent business, if any, authorised by the Chair for consideration.

18.0 DECLARATIONS OF INTEREST

18.1 If any Member of the Board has, for the purposes of section 11 of the Local Government Act 1985, a pecuniary interest in any contract, proposed contract, or other matter, that person shall withdraw from the meeting while the matter is under consideration by the authority unless:-

(a) His or her inability to discuss that matter has been removed by the Department of Infrastructure under section 14(1) of that Act; or

(b) The contract, proposed contract, or other matter is under consideration by the Authority as part of the report of a committee and is not itself the subject of debate; or

(c) The Authority invites him or her to remain.

18.2 The Clerk shall report to a meeting of the Authority particulars of any notice given by an Officer of the authority under section 23 of the Local Government Act 1985 of a pecuniary interest in any contract or matter under consideration by the Authority.

18.3 If any Member of the Board, or an Officer of the Authority has a non-pecuniary interest in any contract, proposed contract, or other matter, that person shall withdraw from the meeting while the matter is under consideration by the authority unless:-

(a) The Authority invites him or her to remain.

Any perception of bias or influence in relation to any matter due for consideration during a meeting of the Authority must be considered and recorded where relevant.

19.0 NOTICES OF MOTION

19.1 Notices of every motion relating to any new subject or matter not already before the Authority, other than a motion which under Standing Order 20 may be moved without notice, shall be given in writing to the Clerk no later than noon on the Wednesday prior to the next ordinary meeting of the Authority.

19.2 Any notice delivered to the Clerk shall be dated and numbered by him or her, in the order in which it is received, and entered in a book which shall be open to inspection by any Member of the Board.

19.3 The Clerk shall set out in the notice for every meeting of the Authority any motion of which notice has been duly given in the order in which it was received, unless the Member of the Board giving such notice intimated, in writing, when giving it, that he or she proposes to move it as some later meeting, or has since withdrawn it in writing.

19.4 If a motion thus set out in the notice of the meeting be not moved either by a Member of the Board who gave notice thereof or by some other Member on his or her behalf it shall, unless postponed by consent of the Authority, be treated as withdrawn and shall not be moved without fresh notice.

19.5 Any motion of which notice has been duly given, upon being moved and seconded, shall stand deferred without discussion until the next ordinary meeting of the Authority.
Provided that the Chair may, if conducive to the despatch of business, allow the motion to be dealt with at the meeting at which it is brought forward.

19.6 Every motion shall be relevant to some matter in relation to which the Authority has powers or duties or which affects the District.

20.0 MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE

20.1 The following motions and amendments may be moved without notice:-

- On the accuracy of the minutes;
- That an item of business to be transacted in the notice of the meeting shall have precedence;
- For referring any business to a committee, association, or other representation of a body;
- For appointing or deferring any business for consideration at a future meeting;
- For the appointment of a Special Committee or members thereof, occasioned by an item mentioned in the notice to the meeting;
- For the adjournment of any meeting or debate;
- For dealing with correspondence, or reports of which notice has been given and approval sought from the Chair prior to the commencement of the meeting;
- For amendments to any motion;
- For hearing any application or evidence;
- For appointing a Chair;
- That the Chairman do leave the Chair;
- For the suspension of any specified standing order or orders, in accordance with Standing Order 47;
- That any specified business be transacted in private at a later stage in the meeting;
- For taking any business from the private business for consideration in public;
- That a Member of the Board named under Standing Order 27 be not further heard or do leave the meeting;
- For leave to withdraw a motion before a vote has been taken, but not afterward;
- That a Member of the Board be now heard;
- That the question be now put;

- To proceed with the next item of business;

- Authorising the sealing of documents;
- Inviting a Member of the Board or Officer of the Authority to remain in relation to Standing Order 18; and

- That the meeting does now adjourn.

Provided that a motion is moved and seconded shall be put without debate.

21.0 AMENDMENTS TO MOTIONS

21.1 Amendments to any motion must be relevant thereto and shall not have the effect of introducing a new proposal into or negativing the motion before the Authority.

When an amendment has been moved no second amendment shall be considered until the first is disposed of.

21.2 If such amendment is carried it shall then be submitted as a substantive or original motion, upon which a further amendment may be moved.

21.3 If a first amendment is negatived, a further amendment to the original question may be moved, but only one amendment can be submitted for discussion at any one time.

22.0 MOTIONS OR AMENDMENTS TO BE SECONDED

22.1 A Member of the Board when seconding a motion or amendment may declare his or her intention to reserve his or her speech until a later period in the debate.

23.0 MOTIONS OF NO CONFIDENCE OR TO CENSURE

23.1 Upon a motion of which due notice has been given under the provision of Standing Order 19, if signed by four Members of the Board can be considered at a meeting of the Authority.

In such a case a vote to censure a Member of the Board in his or her capacity as a Board Member shall be recorded and entered into the minutes. A resolution to censure shall constitute a formal expression of the Board's disapproval of the conduct or actions of the Board Member concerned but shall not remove the Board Member from office or affect their entitlement to continue to serve as a Member of the Board.

24.0 RESCISSION OF PRECEDING RESOLUTION

24.1 No Motion to rescind any resolution passed within the preceding six months, and no Motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof given in pursuance of Standing Order 19 bears the signature of at least four Members of the Board.

25.0 QUESTIONS

25.1 A Member of the Board or a Ratepayer of the District may, in writing to the Clerk by noon on the last working Wednesday before the commencement of the next ordinary meeting of the Authority, ask a Member of the Board a question on any matter in relation to which the Authority has powers or duties or which affects the District.

25.2 The Clerk, in consultation with the person to whom the question has been directed, may deem that the question is of a nature such that the matter should be considered by Board in private. However, by a simple majority of the Members of the Board in attendance at the meeting may allow the matter to be considered in public.

25.3 Any questions relating to the employment of any Officer of the Authority will be at the discretion of the Clerk as to whether the question will be answered. All matters relating to Officers of the Authority shall always be considered in private without exception.

25.4 Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer.

25.5 An answer may take the form of:-

- A direct oral answer;
- Where the desired information is contained in a publication of the Authority, a reference to that publication;
- Where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Board as well as to those who submitted the question; or
- Indicate that a written private and confidential answer will be given and circulated to all Members of the Board in due course.

26.0 REPORTS AND CORRESPONDENCE

26.1 The adoption of reports and recommendations shall be moved by the appropriate Lead Member, or should he or her decline or be unable to, then by some other Member of the Board.

26.2 All correspondence for consideration by the Authority shall be submitted to the Chief Executive/Clerk.

26.3 Any correspondence received later than four days prior to the day of a meeting shall not be considered at such meeting unless the Chief Executive/Clerk is consulted and agrees otherwise.

26.4 Provided that the provisions of Standing Orders 26.2 and 26.3 shall not prevent the Chair of the Authority from ruling on whether or not to consider any late item of correspondence.

27.0 IMPROPER CONDUCT

27.1 If at a meeting any Member of the Board or Officer of the Authority who, in the opinion of the Chair, misconducts themselves by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Authority, the Chair or any other Member of the Board may move "That the person named be not further heard", and the notice, if seconded, shall be put and determined without discussion.

27.2 If the person named continues to act improperly after a motion under the foregoing paragraph has been carried, the Chair shall:-

- Either move "That the person named do leave the meeting" (in which case the motion shall be put and determined without seconding and without discussion, and if such motion is carried the person named shall be under a duty to withdraw from the meeting); or

- Adjourn the meeting of the Authority for such period as the Chair in his or her discretion shall consider expedient.

27.3 If the Chair rules that language used by a Member of the Board or Officer of the Authority ought to be withdrawn it shall be the duty of that person to withdraw it.

27.4 Any Member of the Board or Officer of the Authority making comments of a derogatory or defamatory nature and refusing to withdraw such comments, shall be solely responsible for the consequences of his or their actions. Any person shall also be under a duty to desist from making derogatory or defamatory comments of a personal nature concerning other public bodies and/or elected representatives.

27.5 In the event of general disturbance, which in the opinion of the Chair or the Clerk renders the due and orderly despatch of business impossible, the Chair or the Clerk in addition to any other powers vested in him or her may, without question put, adjourn the meeting of the Authority of such period in their discretion shall consider expedient.

27.6 If a member of the public interrupts the proceedings of any meeting, the Chair may, after warning, order the person to be removed from the meeting of the Authority, or may order that the public be cleared from the meeting.

28.0 CONDUCT OF MEMBERS AND OFFICERS

28.1 The conduct of Members of the Board and Officers of the Authority shall be governed by the Authority's relevant policies and procedures, and based upon the 7 Principles of Public Life, otherwise known as the Nolan Principles.

29.0 POINT OF ORDER

29.1 A Member of the Board may raise on a point of order and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the way in which the Member considers it has been broken.

30.0 POINT OF PERSONAL EXPLANATION

30.1 A Member of the Board may raise on a point of personal explanation and shall be entitled to be heard forthwith. A point of personal explanation shall be confined to some material part of a speech made during the course of the debate which may appear to have been misunderstood.

31.0 DISCLOSURE OF INFORMATION

31.1 All agenda, reports, and other documents and all proceedings of the Authority shall be treated as private and confidential unless and until they become public in the ordinary course of the Authority's business.

31.2 Except that any question arising at a meeting of the Authority, as to the appointment, promotion, dismissal, salary, superannuation, conditions of service, or conduct of any

person employed by the Authority, shall not be the subject of a public debate, minute or report to be discussed in public.

31.3 All matters dealt with or brought before the Authority when sitting in private shall be treated as strictly private and confidential and, unless otherwise determined by the Authority, shall not be disclosed to any person outside the Authority.

Any Member of the Board or former Member of the Authority who, without the consent of the Authority, divulges any information communicated to him or her in confidence whilst a member shall be guilty of an offence and liable on summary conviction to a fine not exceeding £1,000 (Local Government Act 1985).

Any Officer of the Authority who, without the consent of the Authority divulges any information communicated to him or her in confidence whilst employed shall be guilty of an offence and liable to be dealt with under the provision of the Authority's disciplinary policy and procedure.

32.0 SEALING OF DOCUMENTS

32.1 The Common Seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority to which the Authority has delegated powers on this behalf, but a resolution of the Authority authorising the acceptance of any tender, the purchase, sale, letting, or taking of any property, the issue of any stock, the presentation of any petition, memorial, or address, the making of any rate or contract, or the doing of any other thing shall be sufficient authority for sealing any document necessary to give effect to the resolution.

32.2 The seal shall be attested by the Chair or Vice Chair of the Authority or other Member of the Board, and the Chief Executive/Clerk or other designated Officer of the Authority with delegated authority.

33.0 CUSTODY OF SEAL

33.1 The Common Seal of the Authority shall be kept in a safe place in the custody of the Chief Executive/Clerk.

34.0 AUTHENTICATION OF DOCUMENTS

34.1 Any notice, order, or other documents which the Authority is authorised to give, make, or issue shall be signed on behalf of the Authority by the Chief Executive/Clerk or a person authorised in their absence by the Chief Executive/Clerk.

35.0 INSPECTION OF DOCUMENTS

35.1 A Member of the Board may, for the purposes of his or her duty but not otherwise, on application to the Chief/Executive/Clerk inspect any document which has been considered by the Authority, and if copies are available shall on request be supplied for the like purposes with a copy of such document.

Provided that a Member of the Board shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he or she is professionally or personally interested or in which he or she has directly or indirectly any pecuniary or non-pecuniary interest within the meaning of sections 11 and 12 of The Local Government Act, 1985.

This Standing Order shall not preclude the Chief Executive/Clerk or the legal advisor to the Authority from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of legal advisor and client.

36.0 INSPECTION OF LANDS, PREMISES, ETC.

36.1 Unless specifically authorised to do so by the Board, a Member of the Board shall not issue any order respecting any workings which are being carried out by or on behalf of the Authority or claim by virtue of his or her membership of the Authority any right to inspect or to enter upon any lands or premises which the Authority have the power or duty to inspect or enter.

37.0 FILLING OF NEW POSTS AND VACANCIES

37.1 No new office shall be created, nor any person be employed in addition to the Authority's establishment except with the agreement of the Board.

37.2 All vacancies to be filled in established posts of the Authority, unless they are to be filled by promotion or transfer, shall be advertised publicly unless the Authority determines otherwise.

Provided that where a similar vacancy occurs, within six months of such a vacancy having been advertised, the Authority may appoint one of the former applicants.

38.0 ADVERTISEMENTS AND NOTICES

38.1 Every advertisement, notice, placard or form published or issued by or on behalf of the Authority shall be so published or issued by and over the name of the Chief Executive/Clerk.

39.0 SALARIES AND PROMOTION OF OFFICERS

39.1 The procedure for changing the grading of any post shall be for the Department Manager to prepare the job description, subject to the approval of the Chief Executive/Clerk, showing all variations from the existing post (or posts) affected and justifying the contents of those changes and duties to the satisfaction of the Chief Executive/Clerk.

39.2 A re-evaluation will then be undertaken in accordance with the London Boroughs Scheme or equivalent approved scheme and the cost of the re-evaluation if any reported to the Board.

40.0 CANVASSING OF AND RECOMMENDATIONS BY MEMBERS OR OFFICERS

40.1 The canvassing of Members of the Board or Officers of the Authority directly or indirectly for any appointment under the Authority shall disqualify the candidate concerned for that appointment. The purpose of this paragraph of this Standing Order shall be included in every advertisement inviting applications for appointments or in any form of application.

40.2 A Member of the Board shall not solicit for any person any appointment under the Authority, and this paragraph of this standing order shall preclude a member from giving a written testimonial of a candidate's ability, experience, or character for submission to the Authority with an application for appointment.

41.0 RELATIVES OF MEMBERS OR OFFICERS

41.1 A candidate for any appointment under the Authority who knows that he or she is related to any Member of the Board or Officer of the Authority shall when making an application disclose that relationship to the Chief Executive/Clerk. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice.

Every Member of the Board and Officer of the Authority shall disclose to the Chief Executive/Clerk any relationship known to him or her to exist between them and any person whom he or she knows is a candidate for an appointment under the Authority.

42.0 ELECTRONIC EQUIPMENT

42.1 During any meeting of the Authority all mobile communications devices shall be switched to silent operation. Except as noted below, no mobile telephone or computer shall be used for any form of communication during the meeting except in case of potential emergency where the Chair has given consent, and in such case when a communication is received the individual concerned shall obtain permission from the Chair to leave the meeting to deal with the matter.

42.2 The use of electronic equipment by a Member of the Board or Officer of the Authority during meetings of the Authority shall be permitted only for the purpose of viewing files relevant to the business of the meeting.

43.0 ATTENDANCE OF THE PUBLIC AND PRESS

43.1 At all public meetings of the Authority, members of the public and accredited journalists shall be permitted to attend in such part of the meeting as the Chief Executive/Clerk may allocate for their accommodation, but they shall withdraw, upon a vote of the Board if so required during any portion or the whole of the meeting.

43.2 The admission of members of the public and reporters to the meeting shall be subject to the condition that no expression of dissent or approval, conversation, or interruption to the proceedings of the Authority shall take place nor shall any person, other than a person authorised by the Chair, record on tape or by other mechanical or electronic means the proceedings of the Board, or record or communicate photographic or electronic images of such proceedings.

In the event of the breach of this condition, the Chair may order the person so offending to be removed from the meeting.

43.3 If a member of the public interrupts the proceedings of any meeting, the Chair may, after warning, order his or her removal from the meeting, or may order that the public be cleared from the meeting.

43.4 At the discretion of, and with the approval of the Chair, for the dispatch of business being transacted, a member of the public in attendance at a meeting may be permitted to talk in relation to a matter under consideration by the Board. This is at the discretion of the Chair.

44.0 URGENT BUSINESS

44.1 In any case where a matter arises that in the opinion of a Member of the Board or the Chief Executive/Clerk cannot be deferred for consideration until the next sitting of an ordinary or extraordinary meeting of the Authority, at the discretion of the Chair, the urgent business to be transacted can be heard and considered.

45.0 DECLARATION OF SECRECY

45.1 No Member of the Board or Officer of the Authority shall disclose to the public details of any matter dealt with by or brought before the Authority without the Board's permission until the Board has concluded the matter and if relevant transferred the matter into public.

45.2 No Member of the Board or Officer of the Authority may disclose details of any matter which has been considered in private and not transferred into the public domain without permission of the Chief Executive/Clerk.

45.3 Any Member of the Board proven to be in contravention of the provisions of this Standing Order shall be reported to police by the Chief Executive/Clerk as contravening Section 65 of the Local Government Act 1985 and may be removed by resolution of the Board for a period of time to be determined by the Board.

45.4 Any Officer of the Authority contravening the provisions of this Standing Order shall be dealt with under the Authority's disciplinary policy and procedure.

46.0 PRIVILEGE

46.1 Any Member of the Board feeling personally aggrieved by anything which may have transpired between the termination of one meeting of the Authority and the commencement of another may, with the consent of the Chair, raise the question involved by pleading privilege.

Such matters shall be limited to matters within the Authority's jurisdiction affecting the Member individually, where no recourse is open to the Member concerned.

46.2 In the event of privilege being raised, it shall take precedence over all other business, and be immediately raised after the confirmation of the minutes of the previous meeting of the Authority.

47.0 SUSPENSION OF STANDING ORDERS

47.1 Any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where such suspension is moved.

47.2 A Motion to suspend Standing Orders shall not be moved without notice unless there shall be present at least five Members of the Board in attendance.

48.0 VARIATION AND REVOCATION OF STANDING ORDERS

48.1 Any Motion to add to, vary or revoke these Standing Orders shall when proposed and seconded shall stand adjourned without discussion to the next ordinary meeting of the Authority.

No new or revised Standing Order or any revocation of a Standing Order shall be valid or binding until confirmed by the Board at the ordinary meeting held after the meeting at which it was approved.

49.0 STANDING ORDERS TO BE GIVEN TO MEMBERS

49.1 A copy of these Standing Orders, and of such statutory provisions as regulate the proceedings and business of the Authority, shall be given to each Member of the Board by the Chief Executive/Clerk upon acceptance of office.

It is noted that any current version of the Standing Orders will be available for viewing and download from the Authority's website.

50.0 LEAD MEMBERS

50.1 A Lead Member shall be appointed by the Authority to undertake special responsibilities for each of:-

- Finance and General Purposes matters;
- Housing matters; and
- Environmental and Technical Services matters.

50.2 The areas of special responsibility of each Lead Member shall be as set out in Schedules A to C respectively of these Standing Orders.

50.3 The Board may at any time delegate any matter not coming within the special area of responsibility of any Lead Member.

50.4 Each respective Lead Member shall be given delegated authority at the discretion of the Board for day-to-day matters coming within each respective special area of responsibility.

It shall be the duty of every Lead Member to liaise as necessary with the Chief Executive/Clerk and Senior Officers of the Authority, and any other designated official in dealing with delegated matters and in advising and informing the Board.

50.5 Questions as to the extent and nature of delegated authority to be given to Lead Members and to the Chief Executive/Clerk and Senior Officers of the Authority will be decided by the Board from time to time.

Orders or instructions to be given to an Officer of the Authority in relation to any matter shall be conveyed only by the Chief Executive/Clerk or in his absence by any other designated official.

SCHEDULE A

LEAD MEMBER FOR FINANCE AND GENERAL PURPOSES

It shall be the duty of the Lead Member for Finance and General Purposes matters, subject to the provisions of these standing orders and of any amendments thereto, to advise and inform the Board with regard to the following matters:-

(1) Quarterly reporting relating to finance and general purposes.

(2) Provision and management of the Library services provided on behalf of the Authority.

(3) Provision and management of the Onchan Park amenities kiosk.

(4) Provision and management of commercial tenancies and lettings on behalf of the Authority.

(5) Staff personnel and establishment.

(6) Provision and management of public information services including the Authority's website and social media.

(7) Estimates of the probable income and expenditure of the Authority for the ensuing year.

(8) Consideration of the amount of rate to be levied in such financial year, in order to meet the contemplated expenditure.

(9) Control of the collection of all rents due to the Authority and accounting for such.

(10) Control of the collection of all rates due to the Authority and accounting for such.

(11) Payment of all accounts together with all salaries, wages, interest, rents, rates, taxes, and other fixed charges by payment following agreed procedures.

(12) Ensuring collection of all other income due and receivable by the Authority and accounting for such in liaison with relevant Departments within the Authority.

(13) Supervision of keeping all necessary books of account and other records and control of the banking arrangements.

(14) Consideration of the collection of outstanding debt and recommendations regarding the writing off of such debts.

(15) Consideration of proposed expenditure not provided for in the estimates for the current financial year.

(16) Negotiation of all authorised loans for capital expenditure with a bank, accounting for loan requirements, allocation of charges, and inclusion within estimates.

(17) Preparation, not less than once a quarter, of an account of the income and expenditure of the Authority for the period of the financial year to that date.

(18) Annual presentation to the Authority of the financial statements for the financial year commencing on the first day of April and ending on the thirty-first day of March, in accordance with the Accounts and Audit Regulations 2018.

(19) Receipt of the Auditor's Report upon the annual financial statements.

(20) Receipt and report upon valuations reports.

(21) Ensuring All necessary insurance policies are in place, that the amounts insured are adequate, and that all insurable risks are included in such insurance cover.

(22) Consideration of the financial impact of byelaws or amendments to existing byelaws.

(23) Consideration of all matters relating to furnishing, equipment, and Information Services in the Commissioners' offices.

(24) Relevant proposed applications for licences, certificates, and permissions in relation to finance and general purposes.

(25) Introduction of and amendments to policies and procedures relevant to the services and functions undertaken by the Authority in relation to finance and general purposes.

(26) Relevant proposed amendment bills or introduction of new legislation or consultations which may, directly or indirectly, have an impact upon the Authority.

(27) Liaison and consultation with relevant other bodies such as Government departments, finance and employment professionals, and other local authorities.

SCHEDULE B

LEAD MEMBER FOR HOUSING

It shall be the duty of the Lead Member for Housing, subject to the provisions of these standing orders and of any amendments thereto, to advise and inform the Board with regard to the following matters:-

(1) Quarterly reporting relating to public sector housing.

(2) Upkeep and maintenance of public sector housing properties owned by the Authority including planned refurbishment schemes.

(3) Management of the housing waiting and transfer lists ensuring compliance with legislation and relevant policies and procedures.

(4) Allocations of all public sector housing properties to eligible individuals or families in accordance with current legislation and the Authority's policies and procedures.

(5) Relevant applications and appeals relating to the management and provision of public sector housing.

(6) On all matters relating to future expansion and development of public sector housing within the District.

(7) Management and enforcement of housing byelaws and introduction of amendments.

(8) Introduction of policies and procedures relevant to the provision of services and functions undertaken by the Authority in relation to public sector housing, and any amendments which may be required.

(9) Relevant proposed amendment bills or introduction of new legislation or consultations which may, directly or indirectly, have an impact upon the Authority.

(10) Liaison and consultation with relevant other bodies such as Government departments, the Police, public sector housing professionals, and other local authorities.

SCHEDULE C

LEAD MEMBER FOR ENVIRONMENTAL AND TECHNICAL SERVICES

It shall be the duty of the Lead Member for Environmental and Technical Services subject to the provisions of these Standing Orders and of any amendment thereto, to advise and inform the Board with regard to the following matters:-

(1) Quarterly reporting relating to environmental and technical services.

(2) Upkeep and management of Onchan Pleasure Park including the Nivison Stadium, all buildings and equipment, roads and car parks and footpaths, walls and fences and gates, grass verges, flowers and hedges and trees, boating pool, tennis courts, bowling greens, play equipment, golf course, and all other amenities.

(3) Upkeep and management of all open public spaces owned by the Authority, including the repair and maintenance of social housing estate communal landscaping, glens, grass verges, play parks and equipment, buildings and structures, signage, roads and car parks and footpaths, walls and fences and gates, flowers and hedges and trees.

(4) Upkeep and maintenance of all commercially let properties owned by the Authority.

(5) Upkeep and management of all public buildings (excluding social housing) owned by the Authority including Hawthorn Villa, Pennington Hall Depot, Snugborough Depot, Onchan Library, The HUB, public conveniences, shelters, and other buildings or structures.

(6) Upkeep and maintenance of all public memorials, seats, shelters, and public clocks.

(7) Upkeep and maintenance of any other facility that the Authority may think fit.

(8) Planned refurbishment schemes relating to Onchan Pleasure Park, public open spaces, commercial properties, public buildings, and any other building or structure or facility in the ownership of the Authority.

(9) Undertaking of all maintenance works and contracts as ordered by the Authority.

(10) Upkeep and management of all vehicles and equipment in the ownership of the Authority.

(11) Upkeep and management of street lighting and decorative lighting.

(12) Provision and management of household and commercial refuse and the disposal of such refuse, including public litter bins and recycling and special collections, and contracted services on behalf of others.

(13) Provision and management of Government deferred responsibilities including footpath/street cleansing, gulley cleaning, road verge hedge cutting, weed spraying, and road sweeping.

(14) Consideration of planning applications within the District.

(15) Provision and management of Building Regulations functions within the District.

(16) On all matters relating to construction development within the District.

(17) On all matters relating to conservation within the District.

(18) Provision and management of ruinous and dilapidated buildings and structures and open spaces.

(19) On all applications for the registration of flats under the provisions of the Housing [Flats] Regulations.

(20) Provision and management of enforcements including Onchan Bye-Laws, Trees and High Hedges, Dog Bye-Laws, highway obstructions, and any other area of responsibility of the Authority.

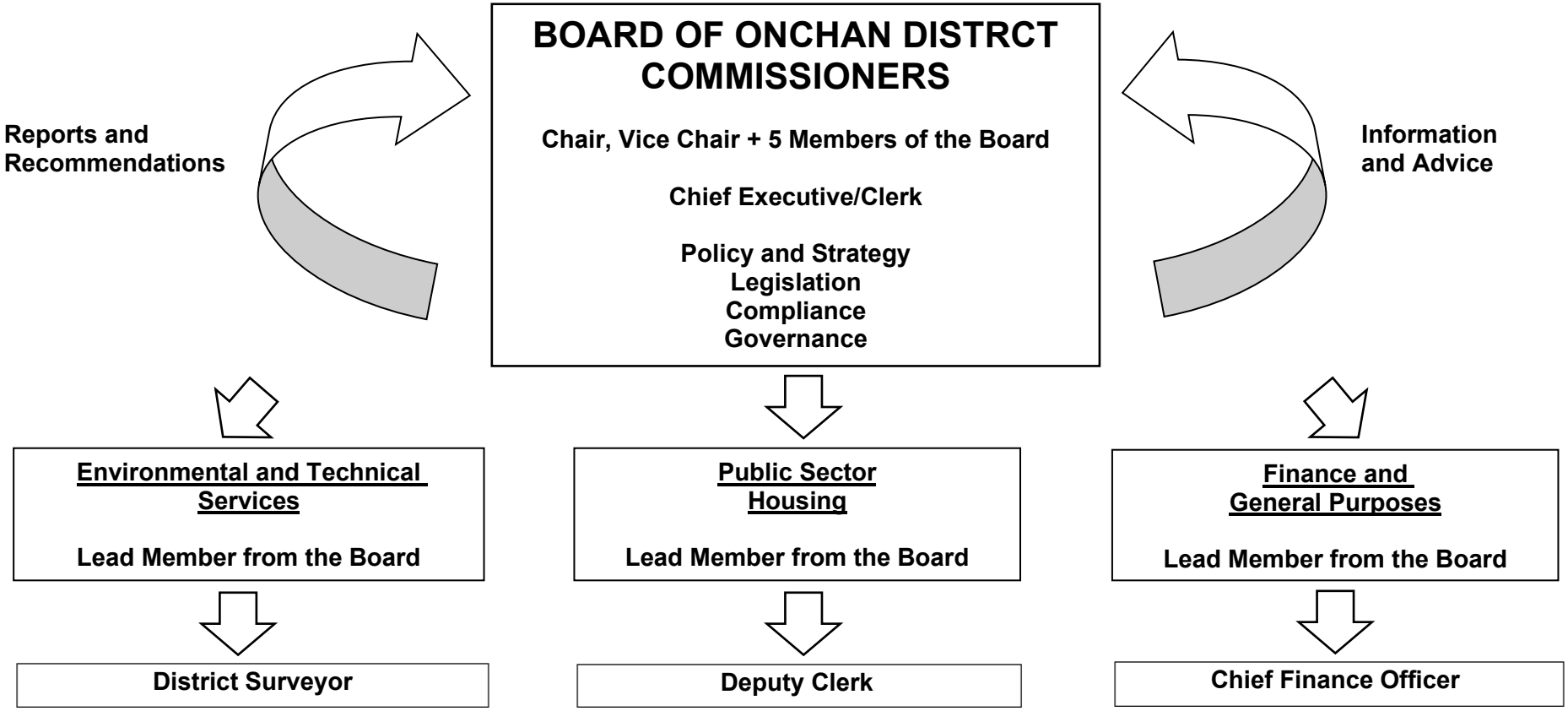
(21) Provision and management of off-street car parks under the control of the Authority's Parking Places Orders including liaison with relevant Government Departments and the Police on all traffic arrangements in the District.

(22) Provision and management of all health and safety matters pertaining to the services and functions undertaken by the Authority.

(23) Relevant proposed applications for licences, certificates, and permissions in relation to Environmental and Technical Services.

(24) Introduction of and amendments to policies and procedures relevant to the services and functions undertaken by the Authority in relation to Environmental and Technical Services.

(25) Relevant proposed amendment bills or introduction of new legislation or consultations which may, directly or indirectly, have an impact upon the Authority.

(26) Liaison and consultation with relevant other bodies such as Government departments, the Police, construction professionals, and other local authorities.

SELFLESSNESS – INTEGRITY – OBJECTIVITY – ACCOUNTABILITY – OPENNESS – HONESTY – LEADERSHIP