

ONCHAN DISTRICT COMMISSIONERS

Hawthorn Villa,
79 Main Road, Onchan.

ORDINARY MEETING

27th May 2026

Sir/Madam

You are hereby summoned to attend an **ORDINARY Meeting of the Authority** to be held in the Boardroom at **HAWTHORN VILLA, 79 MAIN ROAD, ONCHAN** to transact the undernoted business on:

Monday 1st June 2026

**(P) – 6:00 pm – No Offshore Turbines 4 IOM
Presentation**

7:00 pm - Board Meeting

which will be followed by a meeting of the Board sitting **IN COMMITTEE**. Items on this agenda marked **(P)** will be considered in private, and correspondence is circulated separately.

Please note that the minutes referred to in the agenda have yet to be confirmed by the Authority as a true and correct record of proceedings at the various meetings, and will be published after ratification.

Yours faithfully



**R PHILLIPS
CHIEF EXECUTIVE/CLERK**

AGENDA

The order of business at every meeting of the Authority shall be in accordance with that laid down in Standing Order No. 17 or by a resolution duly moved and seconded and passed on a motion which shall be moved and put without discussion.

Chief Executive/Clerk to provide emergency evacuation procedure for Hawthorn Villa at the commencement of the Meeting.

1. To choose a person to preside if the Chairman and Vice-Chairman be absent:

None.

2. Declarations of Interest of Members and Officers (in accordance with Standing Order 18):

3. To deal with any business required by statute to be done before any other business:

None.

4. To approve as a correct record and sign the Minutes of the:

4.1 Minutes of the Ordinary Meeting held on Monday 18th May 2026 *(Appendix 4.1)*

5. To dispose of any relevant business arising from such minutes if not referred to in the Minutes of any Special Committee:

None.

6. To dispose of any relevant business adjourned from a previous meeting:

None.

7. To deal with any business expressly required by statute to be done:

None.

8. To consider any planning decisions/communications from the Department of Infrastructure Planning Committee:

8.1 Plans for Consideration *(Appendix 8.1)*

	Planning Reference	Applicant/Address	Return Date
(a)	PA 26/00466/B	Mr & Mrs B McManus - Upper Sulby Farmhouse, Scollag Road	5 th June 2026
(b)	PA 26/00297/B	Dr C Gray - 140 Royal Avenue	5 th June 2026
(c)	PA 26/00330/B	Mr Justin Moughtin - 26 Furman Close	12 th June 2026

9. Finance and General Purposes:

None.

10. Consideration of any Reports from the Clerk or other Officer:

- 10.1 Standing Orders – Update *(Appendix 10.1)*
- 10.2 Board Members’ Allowances Policy & Procedure – Update *(Appendix 10.2)*
- 10.3 Onchan Pleasure Park – Event Ground and Vendor Hire Charges *(Appendix 10.3)*
- 10.4 Unoccupied Urban Sites Register – Public Consultations *(Appendix 10.4)*

11. Consideration of any relevant correspondence (already circulated unless indicated):

- 11.1 Douglas City Council – Pensions Committee *(Appendix 11.1)*
- 11.2 Regulatory Framework for Charities in the Isle of Man – Public Consultation *(Appendix 11.2)*
- 11.3 Onchan Football Club – Invitation *(Appendix 11.3)*

12. To answer any questions asked under Standing Order 25:

None.

13. To answer any Motions in the order in which notice has been received:

- 13.1 Motion 81 The Authority resolves to create and formally adopt a Code of Practice for the Proactive Publication of Information. *(Appendix 13.1)*

Proposed by Mr Wilson and seconded by Miss Corkish at the Ordinary Meeting held on Monday 18th May 2026.

14. Environmental and Technical Services:

None.

15. Housing Matters:

- 15.1 Sheltered Housing Communal Areas Policy *(Appendix 15.1)*

16. Chairman’s Announcements:

Dates for Diary:

Date	Organisation	Event	Time
1 st June 2026	Onchan District Commissioners	Board Meeting	7:00 pm
12 th June 2026	Onchan Methodist Church	Coffee Morning in aid of Live at Home	10:00 am to 12 noon
15 th June 2026	Onchan District Commissioners	Board Meeting	7:00 pm
29 th June 2026	Onchan District Commissioners	Board Meeting	7:00 pm

17. Any other URGENT business as authorised by the Chair for consideration

PLANS LIST**Board Meeting to be held on Monday 1st June 2026****The Lead Member of Environmental and Technical Services and the District Surveyor have viewed the applications and recommend the following:-**

	Applicant/Address	Description
PA 26/00466/B Return Date 05/06/2026	Mr & Mrs Brian & Claire McManus Upper Sulby Farmhouse Scollag Road Hillberry Onchan IM4 5BT	Conversion of existing barns to three self-contained tourist accommodation units, store, estate office, garage and workshop, and erection of boundary walling to create courtyard, parking area and access track to fields
<i>Recommendation – Approve</i>		
PA 26/00297/B Return Date 05/06/2025	Dr Colin Gray 140 Royal Avenue Onchan IM3 1LJ	Replacement of door and windows
<i>Recommendation – Approve</i>		
PA 26/00330/B Return Date 12/06/2026	Mr Justin Moughtin 26 Furman Close Onchan IM3 1BT	Erection of single storey extension to rear elevation of existing dwellinghouse with formation of roof balcony
<i>Recommendation – For Members Consideration</i>		



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Chief Executive/Clerk
Date of the Meeting:	1 st June 2026
Subject:	Standing Orders – Update
Public or Private Document:	Public

Introduction:

At the Ordinary Board Meeting of the Board held on 27th April 2026, it was resolved that the Authority agrees to introduce a structured opportunity for ratepayers of the District to ask prepared questions of the Chairman or relevant Commissioners, in order to enhance transparency, accessibility, and public engagement in the Authority's decision making process, for a trial period of 3 months and subject to the Authority's Standing Orders being amended accordingly to make such procedural provision.

The Board Members are requested to consider the proposed amendments to the Authority's current Standing Orders.

Previously Considered by the Board:

Ordinary Board Meeting held on 27th April 2026.

Minute reference C26/04/02/13.

Recommendation/s or Action/s Taken:

Option 1

That the Board resolves to approve and implement the amended Standing Orders as detailed within the Chief Executive/Clerk's report dated 1st June 2026, with immediate effect.

Option 2

That the Board proposes further amendments to the Standing Orders, and that the matter be brought back to the Board for further consideration.

<p>Supporting Rationale:</p> <p>A resolution expresses the Board's intent, but the Standing Orders are the authoritative procedural document that officers and Board Members must adhere to. Standing Orders set out the formal rules for how decisions are made, how authority is delegated, and how meetings and governance processes must operate.</p> <p>When the Board agrees a governance resolution that changes how it wishes to operate, the Standing Orders must be updated to reflect that decision. If the Standing Orders are not updated, the Authority is left with new intentions but old rules, creating inconsistency and procedural risk.</p> <p>Outdated or unclear Standing Orders mean that decisions made under new governance arrangements can be challenged as acting outside the Board's powers or procedurally improper. This exposes the Authority to legal, operational, and reputational risk, as officers and Board Members may inadvertently act outside of the governance framework.</p> <p>Updating the Standing Orders ensures that the Board's governance decisions are legally robust, transparent, and enforceable, and that officers and Board Members have a clear, current, and authoritative set of rules to work within.</p>
<p>Alternatives Considered but not Recommended:</p> <p>Not applicable.</p>
<p>Standing Orders:</p> <p>Not applicable.</p>
<p>Resource Impact:</p> <p>Not applicable.</p>
<p>Financial Impact:</p> <p>Not applicable.</p>
<p>Legal and/or Insurance Impact:</p> <p><u>Local Government Act 1985 – Section 27 (Standing Orders)</u></p> <p><i>(1) A local authority shall, subject to the provisions of this Act, make standing orders for the regulation of the proceedings and business of the authority and of any committee of the authority.</i></p> <p><i>(9) A copy of the standing orders of a local authority or joint committee shall be open to the inspection of any person —</i></p> <p><i>(a) at all reasonable hours, at the principal office of the authority or committee, and</i></p> <p><i>(b) at any time when the authority or a committee of the authority, or the joint committee, is meeting in public, in the room where the meeting is taking place.</i></p>

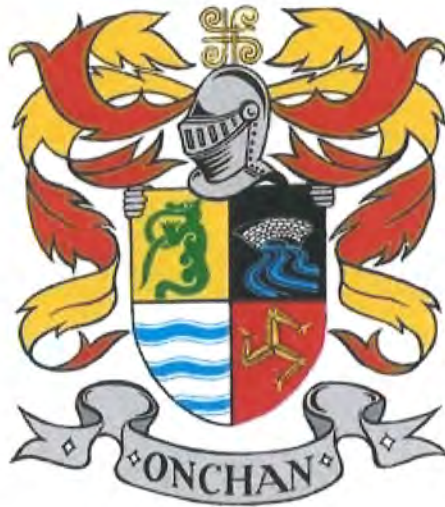
<p>Local Government Act 1985 – Section 27A (Standing Orders to be made Public)</p> <p><i>(1) Standing orders made or having effect as if made under section 27 shall be public documents and accordingly shall be made available for inspection or copying by any member of the public during —</i></p> <p><i>(a) normal office hours of the local authority or committee; and</i></p> <p><i>(b) any public meeting of the local authority or committee.</i></p> <p><i>(2) It shall be the duty of a local authority or committee to comply with subsection (1)</i></p>
<p>Equality Impact:</p> <p>Not Applicable.</p>
<p>Climate Change Impact:</p> <p>Not Applicable.</p>
<p>Consultation with Others:</p> <p>None.</p>
<p>General Data Protection Regulations and/or Confidentiality Impact:</p> <p>Not Applicable.</p>
<p>Appendices:</p> <p>See the enclosed draft Standing Orders, with amendments highlighted in yellow.</p>

For Members Consideration



**ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK**

ONCHAN DISTRICT COMMISSIONERS



STANDING ORDERS

FOR THE REGULATION AND OBSERVANCE

OF PROCEDURE AND BUSINESS WITH

RESPECT TO

MEETINGS OF THE AUTHORITY

WITH EFFECT FROM **TBC JUNE 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;
- 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 TBC June 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 be subject to the full Board's approval where a resolution or decision is required.

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 at 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 negating 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 negated, 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 of no confidence of a Member of the Board in his or her role on the Board shall be recorded and for them to be removed from their role of responsibility e.g. as the Chair, Vice Chair, Lead Member, or representative of a body on behalf of the Authority.

In such a case a vote to censure a Member of the Board in his or her role on the Board shall be recorded and for them to no longer be permitted to partake in future meetings of the Authority for a period specified by 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

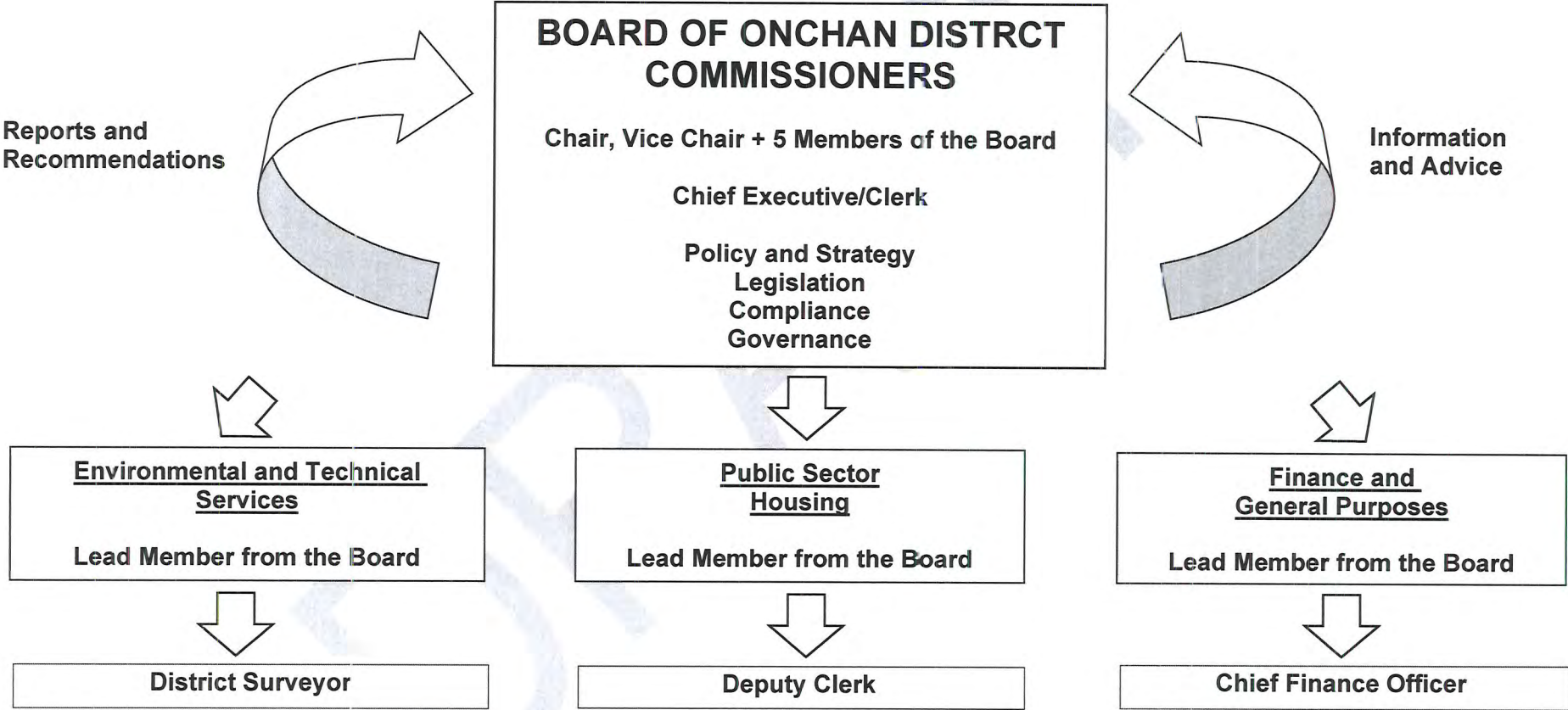
LEAD MEMBER FOR ENVIRONMENTAL AND TECHNICAL SERVICES

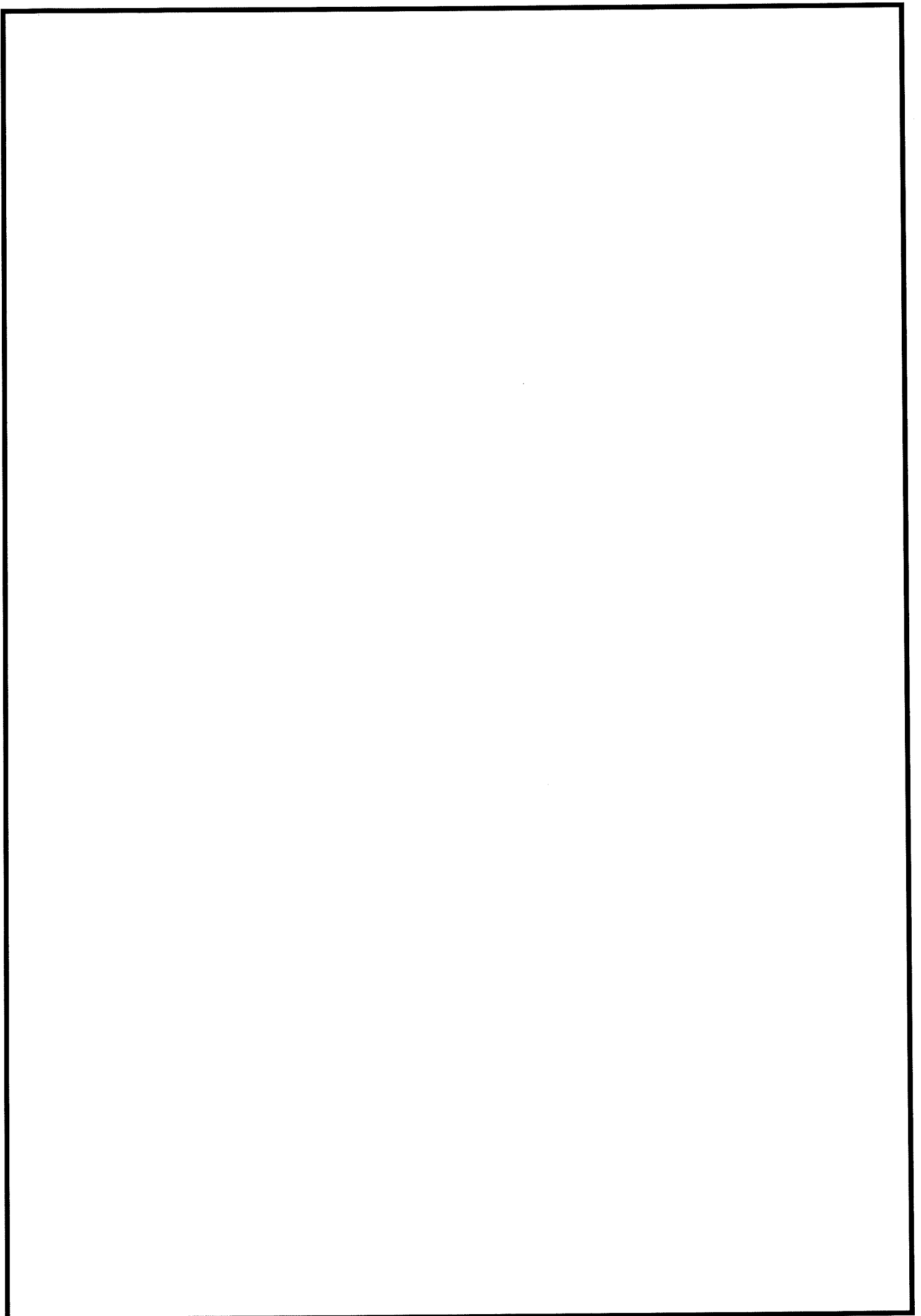
It shall be the duty of the Lead Member for Environmental and Technical Services subject to the provisions of these Standing Orders and of any amendment thereto, to advise and inform the Board with regard to the following matters:-

- (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**







REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Chief Executive/Clerk
Date of the Meeting:	1 st June 2026
Subject:	Board Members' Allowances Policy and Procedure – Update
Public or Private Document:	Public

Introduction:

The Authority's Board Members' Allowance Scheme document was due for review in May 2021. The current document was based on Douglas City Council's policy document.

Following a review, it is recommended that the following alterations be considered:

- 1) There are some errors contained within the current document relating to the differing governance structures of the Council and the Authority. It is suggested that these errors be rectified to align with the Authority's governance structure.
- 2) Change the document name from Scheme to Policy and Procedure.
- 3) That the procedure for completing the allowance claims forms be the responsibility of the Board Members, and not that of the Authority's officers.
- 4) Change the allowance claim form to demonstrate that the Chief Executive/Clerk has authorised any payment of allowances.
- 5) That the "Authorised Duty" list shown in Appendix B be amended based on the Board Members' views.

The Board Members are requested to consider the proposed updated Policy and Procedure document.

Previously Considered by the Board:

Ordinary Board Meeting held on 10th June 2019.

Minute reference C19/06/01/19.

Recommendation/s or Action/s Taken:**Option 1**

That the Board resolves to approve and implement the draft Board Members' Allowances Policy and Procedure, dated June 2026 to May 2029.

Option 2

That the Board, subject to the inclusion of alterations proposed and agreed by the Board, resolves to approve and implement the draft Board Members' Allowances Policy and Procedure, dated June 2026 to May 2029.

Option 3

That the Board does not approve the implementation of the draft Board Members' Allowances Policy and Procedure, dated June 2026 to May 2029, and requests that the matter be brought back before the Board for further consideration once alterations are made.

Supporting Rationale:**Local Government Act 1985**

Advice has been obtained from the Local Government Team within the Department of Infrastructure regarding this matter. It is advised that the definition of "Authorised Duty" for which an allowance can be claimed in the Local Government Act 1985 does not specify all of the possible duties that a Board Member may undertake.

It has become apparent that since the Act was passed, the nature of Board Members' duties has evolved beyond the attendance at meetings on which the Act focuses. The definition enables a local authority itself to approve "Authorised Duties" for which an allowance can be claimed.

Other Local Authorities

Different local authorities interpret and administer Board/Council Members' allowances differently, so currently there is no recognised rule or list of "Authorised Duties" to work to.

Custom Practice

Currently the officers of the Authority monitor the Board Members' attendances at Ordinary and Extra Ordinary Board Meetings, and payments for allowances are administered on this basis.

Details as to how this practice came to be in existence are not available, but it is noted that the current Board Members are not being given the opportunity to claim for all reasonable allowances for which they may be entitled.

Alternatives Considered but not Recommended:

That the Authority does not review the current Board Members' Allowances Scheme.

Standing Orders:
Not applicable.
Resource Impact:
There will be a resource impact on the Chief Executive/Clerk and Finance Department as the proposed new procedure for claiming allowances will require additional administrative time.
Financial Impact:
If Board Members wish to claim more allowances in line with the "Authorised Duties" list, then there will be a higher expenditure for the Authority.
Legal and/or Insurance Impact:
<ul style="list-style-type: none"> • Local Government Act 1985 – Schedule 2 (Attendance and Travel Allowances). • Local Government (Members' Attendance Allowances) Order 2013.
Equality Impact:
Not Applicable.
Climate Change Impact:
Not Applicable.
Consultation with Others:
<ul style="list-style-type: none"> • Douglas City Council. • Ramsey Town Commissioners. • Peel Town Commissioners. • Braddan Parish Commissioners. • Onchan District Commissioners – Lead Member for Finance and General Purposes. • Onchan District Commissioners – Finance Department. • Isle of Man Government – Department of Infrastructure, Local Government Team.
General Data Protection Regulations and/or Confidentiality Impact:
Not applicable.
Appendices:
See the enclosed draft Board Members' Allowances Policy and Procedure.

For Members Consideration

A handwritten signature in black ink, consisting of three distinct, sweeping horizontal strokes that curve upwards at the ends.

**ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK**



**ONCHAN DISTRICT
COMMISSIONERS**

**BOARD MEMBERS'
ALLOWANCE
POLICY &
PROCEDURE**

Date: June 2026
Review: May 2029



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Appendix A – Local Government Act 1985, Schedule 2 (Attendance and Travelling Allowances).

Appendix A1 – Local Government (Members’ Attendance Allowances) Order 2013.

Appendix A2 – Local Authority Members (Travelling Allowances) Order 2023.

Appendix B – Onchan District Commissioners Approved Board Member Duties.

Appendix C – Board Members Allowance Claim Form.

Please be aware that a hard copy of this document may not be the latest available version, which is available in the Authority's document management system, and which supersedes all previous versions.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

Effective from:	Replaces:	Originator:	Page X of Y
June 2026	Version 1	Chief Executive/Clerk	1 of 12
Board Ratification:			

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
1.	06/20219	New Policy
2.	06/2026	Updated Policy

1. INTRODUCTION

- 1.1** Under the Local Government Act 1985 Schedule 2 (copy attached as Appendix A), Board Members of Onchan District Commissioners are entitled to payment of an allowance for each session during which they undertake an "Approved Duty".
- 1.2** The amount of the allowance is fixed by the Department of Infrastructure, and is subject to an annual limit. The Order of the Department specifying these amounts is attached in Appendix A1 and A2.

2. APPROVED DUTY

- 2.1** Whilst entitlement for Board Members' attendance at Board Meetings is very clear, the entitlement for attendance at other meetings and for spending time on Onchan District Commissioners ("the Authority") business in other ways is less clear.
- 2.2** The definition in the Local Government Act 1985 ("the Act") helps to some extent, but it does not cover specifically all the possible duties that Board Members may undertake. It has become apparent that since the Act was passed, the nature of Board Members' duties has evolved beyond attendance at meetings on which the Act focuses.
- 2.3** The definition does, however, enable the Authority itself to approve Approved Duties for which the allowance shall be payable; therefore, creating a list of Approved Duties provides a clear and transparent governance structure for the Board Members, the Authority's administering officers, and members of the public.

3. RENUNCIATION

- 3.1** A Board Member may by notice in writing given to the Chief Executive/Clerk, elect to forego any part of their entitlement to an allowance under this policy.

4. CLAIMS

- 4.1** Claims for payment of attendance and travel allowances should be made on the official forms as shown in Appendix C, as soon as possible at the end of each month.

These forms are available from the Chief Executive/Clerk.

5. UPDATING

- 5.1** Board Members will be informed at any time when the allowances are amended or updated.

**LOCAL GOVERNMENT ACT 1985
SCHEDULE 2**

ATTENDANCE AND TRAVELLING ALLOWANCES

1.

[Para 1 repealed by the Local Government Act 2006 s 14 and Sch 4.]

2. (1) Subject to the following provisions of this paragraph, a local authority shall pay each member of the authority an attendance allowance of the prescribed amount for each session during which the member undertakes an approved duty.
- (2) Not more than one attendance allowance shall be paid to any person in respect of any one session.
- (3) The aggregate of the attendance allowances paid to any one person by any one local authority in a financial year shall not exceed the prescribed amounts.
- (4) A member of a local authority may, by notice in writing to the clerk of the authority, elect not to accept any attendance allowances in respect of a financial year.
- (5) Allowances under this paragraph shall be treated as allowances in respect of expenses and disbursements in the performance of the recipient's duties.
3. (1) A local authority shall pay each member of the authority who makes a claim in accordance with sub-paragraph (2) a travelling allowance under this paragraph shall submit his claim in writing, in such form as may be approved by the Department, to the clerk of the authority.

[Subpara (2) amended by GC192/86]

4. (1) The Department may by order prescribe:
- (a) the amount of an attendance allowance payable under paragraph 2 (1);
- (b) the maximum allowances payable by virtue of paragraph 2(3); and
- (c) the rate at which travelling allowances shall be payable under paragraph 3 (1).

[Subpara 1 amended by GC192/86.]

- (2) An order under sub-paragraph (1) shall not have effect unless it is approved by Tynwald, but may provide for its operation from such date (which may be before and after the making of the order) as may be specified therein.

5. Any sum payable under this Schedule shall be exempt from income tax and shall not be brought into account by the Assessor of Income Tax as part of the income of the recipient.
6. (1) Every local authority shall publish a report in respect of each financial year, which shall state:
- (a) the number of meetings of the authority;
 - (b) the number of meetings of each committee or sub-committee of the authority;
 - (c) the number of attendances of each member of the authority at meetings of the authority and each committee or sub-committee of the authority; and
 - (d) the total sums paid to each member under this Schedule during the financial year in question.

[Subpara (1) amended by the Local Government Act 2006 s 14 and Sch 4.]

- (2) The Authority shall send a copy of the report published under sub-paragraph (1) to the Department, together with a certificate of the auditor appointed to audit the accounts of the authority that the information contained in the report is correct.
7. In this Schedule:

'approved duty', in relation to a member of a local authority, means:

- (a) attendance at a meeting of the authority, or of a committee or sub-committee of the authority;
- (b) the doing of any other thing approved by the authority, or any- thing of a class so approved, for the purpose of, or in connection with, the performance of a function of the authority or of any committee or sub-committee of the authority; or
- (c) The doing of any thing as a member of a designated body for the purpose of, or in connection with, the performance of any function of that body;

'designated body', in relation to a member of a local authority, means a body (other than a joint board) designated by order of the Department for the purposes of this Schedule, of which the member has been appointed a member by or on the nomination of the authority.

[Definition of 'designated body' amended by GC1982/86 and the Local Government Act 2006 s 14.]

'prescribed' means prescribed by order under paragraph 4;

'session' means a period of 4 hours in any day.

LOCAL GOVERNMENT ACT 1985
LOCAL GOVERNMENT (MEMBERS' ATTENDANCE ALLOWANCES)
ORDER 2013

Approved by Tynwald: 19 November 2013

Coming into Operation: 1 April 2014

The Department of Infrastructure makes the following Order under paragraph 4(1)(a) and (b) of Schedule 2 of the Local Government Act 1985.

1 Title

This Order is the Local Government (Members' Attendance Allowances) Order 2013.

2 Commencement

If approved by Tynwald, this Order comes into operation on 1 April 2014.

3 Interpretation

In this Order

'**Act**' means the Local Government Act 1985;

'**daytime**' means any 4 hour period between 8.00 am and 1.00 pm or 1.00 pm and 6.00 pm; and

'**evening**' means any 4 hour period between 6.00 pm and midnight.

4 Attendance Allowances

(1) The amount of attendance allowance payable under paragraph 2(1) of Schedule 2 to the Act is —

- (a) £7.50 per hour or part thereof for an evening session up to a maximum of £30.00 per session; or
- (b) £12.50 per hour or part thereof for a daytime session up to a maximum of £50.00 per session

(2) The maximum allowances payable by virtue of paragraph 2(3) of Schedule 2 of the Act within a financial year is —

- (a) £3,600 for attendance only at evening sessions; or
- (b) £6,000 for attendance only at daytime sessions or at both daytime and evening sessions.

5 Revocation

The Local Authority Members (Attendance Allowances) Order 2006 is revoked.

MADE: 25TH OCTOBER 2013

LOCAL GOVERNMENT ACT 1985

LOCAL AUTHORITY MEMBERS (TRAVELLING
ALLOWANCES) ORDER 2023

Approved by Tynwald: 19 July 2023

Coming into Operation: 1 April 2024

The Department of Infrastructure makes the following Order under paragraph 4(1)(c) of Schedule 2 of the Local Government Act 1985.

1. Title

This Order is the Local Authority Members (Travelling Allowances) Order 2023.

2. Commencement

If approved by Tynwald, this Order comes into operation on 1 April 2024.

3. Interpretation

In this Order

“**Act**” means the Local Government Act 1985;

“**motor car**” and “**motorcycle**” have the same meaning as section 65 of the Road Traffic Act 1985;

“**public passenger vehicle**” has the same meaning as in section 63 of the Road Transport Act 2001; and

“**railway**” has the same meaning as in section 30 of the Isle of Man Passenger Transport Act 1982.

4. Travelling Allowances

The following travelling allowances are prescribed for the purposes of paragraph 3 of Schedule 2 to the Act

- (a) Where the members uses –
- (i) a public passenger vehicle; or
- (ii) the railway

for the purpose of undertaking an approved duty, the cost actually and reasonably incurred in the use of such means of transport; and

- (b) where the member uses a motor car or motor cycle for the purpose of undertaking an approved duty, the amount specified in the Schedule calculated on the mileage actually and reasonably travelled for that purpose.

5. Revocation

The Local Authority Members (Travelling Allowances) Order 2000 is revoked.

SCHEDULE – MILEAGE RATES (PENCE PER MILE)

Within a 12 month period commencing 1 st April		
	First 6,000 miles	Over 6,000 miles
Motor car	57.0	39.0
Motor cycle	30.0	20.0

For each eligible passenger, an additional allowance of 5 pence per mile may be claimed by the member sharing his or her own motor car or motor cycle with the eligible passenger.

MADE: 15TH MAY 2023

ONCHAN DISTRICT COMMISSIONERS

APPROVED BOARD MEMBER DUTIES

DESCRIPTION OF APPROVED DUTY

Attendance at an Ordinary or Extra Ordinary Board Meeting of the Authority.

Attendance at any site visit, informative meeting or presentation arranged on behalf of the Board, but not convened as a formal meeting.

Attendance at a Joint Committee or Association Meeting where the Board has resolved that an appointed Board Member do attend.

Attendance at the Commissioners' office at the request of the Chief Executive/Clerk to open tenders or for consultation.

Attendance at the Commissioners' office for consultation with officers in relation to a Board Member's role as a Lead Member; these being Finance and General Purposes, Housing, and Environmental and Technical Services.

Attendance at a private meeting of the Board arranged outwith the normal governance structure, provided a record of the attendance, business and duration of the meeting is available to the Chief Executive/Clerk.

Attendance at training sessions relating to the Authority's business, where organised by the Chief Executive/Clerk.

Attendance at any press briefing or similar event arranged through the Chief Executive/Clerk.

Travelling time and preparation for any "Approved Duty" within this list. Up to a maximum of two hours per event and payable in addition to any allowance in respect of the event itself, although the total payable for any event shall not exceed the sessional maximum.

**ONCHAN DISTRICT COMMISSIONERS
BOARD MEMBERS' ALLOWANCE CLAIM FORM**

BOARD MEMBER'S NAME: _____

CLAIM PERIOD:- **MONTH:** _____ **YEAR:** _____

PAYMENT METHOD (CHEQUE OR BACS TRANSFER): _____

I certify that I have carried out the Authority's duties detailed overleaf, and I submit the following claim:

Travel Expenses: Fares (tickets/receipts attached) £ _____

Mileage in my own vehicle _____ miles @ _____ per mile £ _____

Daytime Attendance Allowance @ £12.50 per hour. Maximum claim is £50.00 per session £ _____

Evening Attendance Allowance @ £7.50 per hour. Maximum claim is £30.00 per session £ _____

I claim the total sum of £ _____

BOARD MEMBER'S SIGNATURE: _____ **DATE:** _____

CEO/CLERK'S SIGNATURE: _____ **DATE:** _____

NOTES:

- "Daytime" means any 4 hour period between 8:00 am and 1:00 pm or 1:00 pm and 6:00 pm.
- "Evening" means any 4 hour period between 6:00 pm and midnight.
- Mileage rates:
 - Motor car (first 6,000 miles) – £0.57 per mile.
 - Motor car (over 6,000 miles) – £0.39 per mile.
 - Motor cycle (first 6,000 miles) – £0.30 per mile.
 - Motor cycle (over 6,000 miles) – £0.20 per mile.
- The maximum allowances payable by virtue of paragraph 2 (3) of Schedule 2 of the Act within a financial year is:
 - £3,600 for attendance only at Evening sessions; or
 - £6,000 for attendance only at Daytime sessions or at both Daytime and Evening sessions.
- Claims to be submitted on a monthly basis.
- The Chief Executive/Clerk can assist with any claim queries or with completing a claim form.

Date of duty	Daytime duty details	No. of hours to be claimed	No. of miles to be claimed	Travel expenses/fares to be claimed	Total allowance due
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
SUB TOTAL					£ :
Date of duty	Evening duty details	No. of hours to be claimed	No. of miles to be claimed	Travel expenses to be claimed	Total allowance due
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
SUB TOTAL					£ :
TOTAL ALLOWANCE TO BE PAID					£ :
OFFICE USE ONLY					
Date Paid			Budget Code (Members' Allowances)	6360	



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Chief Executive/Clerk
Date of the Meeting:	1 st June 2026
Subject:	Onchan Pleasure Park – Event Ground and Vendor Hire Charges
Public or Private Document:	Public

Introduction:

At the Ordinary Board Meeting held on 30th March 2026, the Board requested that the Chief Executive/Clerk obtain information regarding event ground hire charges at comparable venues and prepare a report outlining proposed charges for consideration in relation to future events hosted at Onchan Pleasure Park.

The Board Members are requested to consider the proposed Onchan Pleasure Park Event Ground Hire Charges.

Previously Considered by the Board:

Ordinary Board Meeting held on 30th March 2026.

Minute reference C26/03/03/10.

Recommendation/s or Action/s Taken:

Option 1

That the Board resolves to approve and implement, with immediate effect, the Onchan Pleasure Park Event Ground Hire Charges as detailed in the report of the Chief Executive/Clerk dated 1st June 2026. Furthermore, the Board agrees that these charges will be reviewed annually as part of its consideration of service charges and the District Rate.

Option 2

That the Board makes amendments to the proposed charges and thereafter resolves to approve and implement, with immediate effect, the Onchan Pleasure Park Event Ground Hire Charges. Furthermore, the Board agrees that these charges will be reviewed annually as part of its consideration of service charges and the District Rate.

Option 3

That the Board requests that more information be obtained regarding other venues, and the matter be brought back to the Board for further consideration.

Supporting Rationale:**Potential Positive Impacts of Introducing Event Ground and Vendor Hire Charges**

- Increased income – charges generated will provide additional revenue for the Authority that can be used to offset operational and maintenance expenditure.
- Cost recovery – those who use the facilities will contribute fairly to the costs incurred by the Authority, rather than these being absorbed entirely by ratepayers.
- Supports long term sustainability of the Park – income can be reinvested into maintaining and improving the facilities.
- Good governance – a formal charging structure encourages more responsible and planned use of the grounds, as well as transparency and equal treatment for all event organisers.

Additionally, charging for event spaces and food vendor pitches shows fairness towards local businesses who are paying rates, and rent or mortgage repayments.

Potential Negative Impacts of Introducing Event Ground and Vendor Hire Charges

- Reduction in usage – some event organisers may be discouraged by the introduction of charges, leading to fewer bookings.
- Perception of reduced community access – members of the public may feel that charging limits the accessibility of public spaces; however, the Park has in recent years been used for many events, including limitations on access to public spaces.
- Administrative burden – implementing and managing a charging system will increase workload for the Administration and Finance Departments.
- Possible need for concessions or exemptions – the Board may wish to consider discounted rates or waivers for certain groups, which can complicate the Authority's administration processes.

Other Local Authority Hire Costs

- Other local authorities and Isle of Man Government Departments are charging event organisers and food vendors ground rent when using their venues. A list of the details obtained can be viewed in the appendix labelled "Comparative Hire Fees".

Alternatives Considered but not Recommended:

That the Authority continues to allow event organisers and food vendors to use Onchan Pleasure Park as a venue with ad hoc charges for ground hire administered.

Standing Orders:
Not applicable.
Resource Impact:
There will be a resource impact on the Administration and Finance Departments, as the charges will require additional administrative time, processing, and debt recovery.
Financial Impact:
Charges set for event ground hire will generate additional income for the Authority, thereby contributing to offsetting operational expenditure.
Legal and/or Insurance Impact:
Not applicable.
Equality Impact:
Not Applicable.
Climate Change Impact:
Not Applicable.
Consultation with Others:
<ul style="list-style-type: none"> • Event Lighting Solutions Group Limited. • Department of Education, Sport and Culture. • Numerous local authorities.
General Data Protection Regulations and/or Confidentiality Impact:
Not applicable.
Appendices:
<p>See enclosed:</p> <ul style="list-style-type: none"> • Proposed Onchan District Commissioners Event Ground and Vendor Hire Charges. • Comparable Event Charges.

For Members Consideration

A handwritten signature in black ink, consisting of three distinct, sweeping horizontal strokes that are slightly curved and overlapping.

ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK

APPENDIX 10.3

Proposed Onchan District Commissioners Event Ground and Vendor Hire Charges

Ground Rent Fee - hire of grassland per metre squared	
3 day charge including set up and dismantling	£0.45
3 day charge including set up and dismantling (registered charity)	£0.23
Deposit Fee - hire of grassland per metre squared	
Deposit	£0.23
Deposit (registered charity)	£0.12
Food or Drink Vendor Pitch Fee	
Daily charge	£0 to 25
Daily charge (registered charity vendor)	£0.00

Note: All fees are exclusive of VAT.

Note: All fees do not include access to electrical supplies, or the provision of refuse services. If required, the fees for these services are to be agreed in advance of the event by the Chief Executive/Clerk.

Example 1: The former pitch and put green in front of the café at Onchan Pleasure Park is 1125 metres squared. For an event organiser to use this space it is £506.25 plus a £258.75 refundable deposit.

Example 2: The former pitch and put green in front of the café at Onchan Pleasure Park is 1125 metres squared. For a charity event organiser to use this space it is £258.75 plus a £135.50 refundable deposit.

Comparable Event Charges

<u>Nobles Park</u>	
Administration Fee	
Up to 500 attendees	£280.54
501 to 2,000 attendees	£329.33
2,001 to 10,000 attendees	£548.79
Ground Rent Fee - hire of grassland per 1,000 m2	
Minimum 5 day charge	£353.70
Minimum 5 day charge (registered charity)	£146.50
Daily charge thereafter	£72.10
Daily charge thereafter (registered charity)	£29.50
Deposit Fee	
Hire of grassland up to 2,000 m2	£1,219.60
Hire of grassland up to 2,000 m2 (registered charity)	£1,219.60
Hire of grassland up to 2,001 m2 up to 5,000 m2	£6,097.60
Hire of grassland up to 2,001 m2 up to 5,000 m2 (registered charity)	£6,097.60
<u>Villa Marina Gardens</u>	
Ground rent fee per day of event	£2,650
Ground rent fee per day of setting up event	£1,325.00
Ground rent fee per day of dismantling event	£663
Deposit is 50% of the overall event daily fees	-
<u>Food or Drink Vendor Pitch Fee</u>	
Ramsey Town Commissioners per pitch (sporadically)	£100 to £150
Braddan Parish Commissioners per pitch (sporadically)	£0 to £50
Douglas City Council per pitch	£0
Other local authorities had either no or limited information available, but all that do administer charges do so sporadically	-

Note: All fees are exclusive of VAT

Note: Douglas City Council used to charge food and drink vendors a pitch fee to attend their events, but experienced difficulties obtaining the services of vendors to support their events so removed the charge



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Chief Executive/Clerk
Date of the Meeting:	1 st June 2026
Subject:	Unoccupied Urban Sites Register – Public Consultations
Public or Private Document:	Public

Introduction:

The Authority has recently been contacted by the Cabinet Office regarding the Unoccupied Urban Site Register consultation.

The deadline for responses is 16th June 2026.

The Board Members are requested to consider the draft responses to the consultation, highlighted in red text within the Supporting Rationale section of this report.

Previously Considered by the Board:

Ordinary Board Meeting held on 18th May 2026.

Minute reference C26/05/02/10.

Recommendation/s or Action/s Taken:

Option 1

That the Board agrees to submit the proposed draft responses included within the Chief Executive/Clerk's report dated 1st June 2026 to the Cabinet Office's Unoccupied Urban Sites Register public consultation.

Option 2

That the Board makes amendments to the proposed draft responses included within the Chief Executive/Clerk's report dated 1st June 2026, and agrees to submit the amended responses to the Cabinet Office's Unoccupied Urban Sites Register public consultation.

Supporting Rationale:

The Cabinet Office is updating the Unoccupied Urban Sites Register to help identify, monitor and unlock brownfield sites for redevelopment. The consultation seeks

suggestions for new sites to be included on the register and to receive comments on those sites that are already on the register to help inform a future update.

Definition of Unoccupied Urban Site

For the purposes of the register, an unoccupied urban site (UUS) is currently defined as an area of land, whether occupied by a building(s) or not. Generally, all sites which appear on the register will be previously developed land and fit with the definition set out in the Isle of Man Strategic Plan 2016 (or replacement thereof).

Exclusions include:

- Sites that fall outside of the settlement boundary will be excluded from the UUS Register (these are settlements recognised by the Isle of Man Strategic Plan 2016).
- Sites that are located within Green Gaps, open space and/or sports pitches will also be excluded from the register.
- Other exclusions include vacant office premises or vacant upper floors, as conversion may be an acceptable alternative in these instances.
- Undeveloped plots within a predominantly residential or mixed use area or industrial estate.

Question – Do you agree with the definition as it is currently?

Answer – No.

Undeveloped plots within predominantly residential or mixed use or industrial areas should not be excluded from the UUS Register as they represent land with redevelopment potential.

Question – Would you support sites that fall outside of an existing settlement boundary, but are otherwise previously developed in nature to be included on the register?

Answer – Yes.

Such sites can contribute to regeneration, reduce pressure on greenfield sites, and align with the principles of sustainable land use, provided that the sites meet the definition of previously developed land and have realistic development potential.

Development viability

Development viability is crucial for the success of brownfield site redevelopment because it determines whether a project can realistically proceed without incurring unsustainable financial losses. Brownfield sites often involve higher costs due to remediation works, complex planning requirements, and infrastructure upgrades, which can make them less attractive compared to greenfield alternatives.

A robust viability assessment ensures that these projects are economically feasible, balancing build costs against potential returns and identifying where incentives or policy adjustments may be needed. Without addressing viability, brownfield sites risk remaining

vacant or underutilised, undermining regeneration goals and the efficient use of urban land.

In 2022 Cabinet Office published the Isle of Man Development Viability Testing report and a further update in 2023. This report showed that certain types of development were financially unviable both on greenfield and brownfield sites.

Sites that are included on this register will be eligible for consideration to receive funding from the Island Infrastructure Scheme operated by the Department for Enterprise. This Scheme offers financial support, by way of a grant and/or loan, towards development projects of up to 25% of eligible expenditure. Further rounds of funding are anticipated.

Question – Properties which are only occupied in part such as vacant upper floors are currently excluded. Please select your preference as to how Cabinet Office should treat these properties.

Answer – The whole property should be included on the register.

Excluding these partially vacant properties will provide an incomplete picture of available opportunities for regeneration and reuse, and would undermine the purpose of the register in identifying land and premises capable of contributing to redevelopment opportunities.

Question – To what extent do you agree that undeveloped land (greenfield or land not considered previously developed) within existing settlements should be included on the register?

(Choices are strongly disagree, disagree, neutral, agree, or strongly agree).

- **Residential use (private and public sector housing) – strongly agree.**
- **Mixed use (office, retail, tourism, leisure and residential) – strongly agree.**
- **Employment use (light, general and special industrial) – strongly agree.**
- **Civic, cultural and other uses – strongly disagree.**

Question – To what extent do you agree that undeveloped land (greenfield or land not considered previously developed) outside existing settlements should be included on the register?

(Choices are strongly disagree, disagree, neutral, agree, or strongly agree).

- **Residential use (private and public sector housing) – neutral.**
- **Mixed use (office, retail, tourism, leisure and residential) – neutral.**
- **Employment use (light, general and special industrial) – agree.**
- **Civic, cultural and other uses – strongly disagree.**

East region Existing Unoccupied Urban Site Map

The current unoccupied urban sites register includes 54 sites across the settlements of Douglas, Onchan and Laxey. Only one site is listed in Onchan, this being the Former Follies Cabaret Restaurant, Harbour Road.

Question – Is there anything you'd like to tell us about this site?

The Authority strongly supports this site being redeveloped for residential use. The site has remained vacant for a considerable period and currently makes no positive contribution to the surrounding area.

Redevelopment in line with the most recently approved planning application for a housing development would help bring an under utilised site back into use, support housing delivery within an established settlement, and improve the visual quality of Harbour Road.

Submit a New Site for Consideration for Inclusion on the Unoccupied Urban Site Register

Sites that fall within the current definition for inclusion on the UUS register

- **Former Haydn Minay vehicle workshop/garage and associated buildings, Church Road.**

The premises are now vacant and located within an established residential area, making the site both under utilised and suitable for redevelopment to support housing delivery within an established settlement.

- **Former gas works compound, Second Avenue.**

The site has been unoccupied for many years and is located within a mixed use area comprising both residential and industrial uses. Its long term vacancy means it is currently under utilised and suitable for redevelopment to support housing or industrial use delivery within an established settlement.

- **Former Nursery Hotel adjacent to Tesco, Avondale Road.**

The site has been unoccupied for many years and is located within a mixed use area comprising both residential and industrial uses. Its long term vacancy means it is currently under utilised and suitable for redevelopment to support housing or industrial use delivery within an established settlement.

- **Former Lourdes Grotto, Ridgeway Road.**

The site has been unoccupied for many years and is located within a mixed use area comprising residential, public amenity, and cultural uses. Its long term vacancy means it is currently underutilised and suitable for redevelopment to support housing or public amenity use delivery within an established settlement.

Sites that do not fall within the current definition for inclusion on the UUS register, but could be if the definition or exemptions were to be changed

- **Auction House, Second Avenue.**

The site is partially occupied and is located within a mixed use area comprising both residential and industrial uses. Its partial occupation means it is currently under utilised and suitable for redevelopment to support housing or industrial use delivery within an established settlement.

- **Meadow View, Second Avenue.**

The site has become unoccupied and is located within a mixed use area comprising both residential and industrial uses. Its vacancy means it is currently under utilised and suitable for redevelopment to support housing or industrial use delivery within an established settlement.

- **Site adjacent to St. Anthony's Church, Ridgeway Road.**

The site is currently used as an overflow car park and is located within a mixed use area comprising residential, public amenity, and cultural uses. It is currently underutilised and suitable for redevelopment to support housing or public amenity use delivery within an established settlement.

- **Site to the rear of Convery Close, Ridgeway Road.**

The site has never been developed, but is located within a residential area. Its vacancy means it is currently under utilised and suitable for redevelopment to support housing delivery within an established settlement.

- **Site to the rear of Triumph Actuation Systems, Second Avenue.**

The site has never been developed, but is located within a mixed use area comprising both residential and industrial uses. Its vacancy means it is currently under utilised and suitable for redevelopment to support housing or industrial use delivery within an established settlement.

- **Site to the rear of Onchan Methodist Church, Main Road.**

The site has never been developed, but is located within a residential area. Its vacancy means it is currently under utilised and suitable for redevelopment to support housing delivery within an established settlement.

- **Site to the rear of Whitebridge House, Ennerdale Avenue.**

The site has never been developed, but is located within a residential area. Its vacancy means it is currently under utilised and suitable for redevelopment to support housing delivery within an established settlement.

- **Plot to the rear of 10 Furman Road.**

The site has never been developed, but is located within a residential area. Its vacancy means it is currently under utilised and suitable for redevelopment to support housing delivery within an established settlement.

<ul style="list-style-type: none"> • Hague Farm, Summerhill Road. <p>The site has never been developed, but is located within a residential area. Its vacancy means it is currently under utilised and suitable for redevelopment to support housing delivery within an established settlement.</p> <ul style="list-style-type: none"> • Site adjacent to 1 Manor Park. <p>The site has never been developed, but is located within a residential area. Its vacancy means it is currently under utilised and suitable for redevelopment to support housing delivery within an established settlement.</p>
Alternatives Considered but not Recommended:
That the Authority does not submit a response to the consultation.
Standing Orders:
Not applicable.
Resource Impact:
Not applicable.
Financial Impact:
Not applicable.
Legal and/or Insurance Impact:
Not applicable.
Equality Impact:
Not Applicable.
Climate Change Impact:
Not Applicable.
Consultation with Others:
Not applicable.
General Data Protection Regulations and/or Confidentiality Impact:
Not Applicable.
Appendices:
Not applicable.

For Members Consideration

A handwritten signature consisting of three distinct, sweeping strokes that form the name 'ROSS PHILLIPS'.

**ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK**

**Coonceil Ard-Valley Ghoolish**

16 April 2026

Dear Commissioners,

I have been asked by the Pensions Committee to write to you with an update on the status of the planned reform of the Isle of Man Local Government Superannuation Scheme.

It is now three years since the Scheme reform proposals (based around a scheme similar to the Government Unified Scheme GUS model) had been agreed by the Department of Infrastructure, following a series of presentations given to Scheme employers, Scheme members and unions, together with an informal consultation. Since that time the Department had commenced the legislative drafting stage, which is both technical and complex. This task has however stalled given the low priority status given to this work by the Department, due to other legislative proprieties at the political level, mainly around marine infrastructure. This is both disappointing and frustrating as the Committee has been trying to engage the Department on the need for Scheme reform and the need to update the Scheme's regulations now for over a decade. The Scheme 2012 regulations are now so far out of step with the England and Wales Local Government Pension Scheme (LGPS) which it is intended to mirror that it is becoming increasingly difficult to administer (the 2012 Scheme mirrors the 2007 LGPS, which has since been updated on a number of occasions).

The Policy Review Group Chaired by Ioan Murray (former Chief Officer of the PSPA) and comprising of officers from the Department and the Council as Administering Authority has continued to meet on a periodic basis since 2023, and there remains a real commitment at officer level to restart the legislative drafting and scheme reform process once the Department's priorities allow.

The Pensions Committee is however now concerned that the momentum for Scheme reform is at risk of being lost. For each year that reform is delayed, the potential of realising Scheme employer savings in terms of reduced superannuation contributions which would translate into ratepayer savings is not being realised. With up to an estimated £0.7m savings p.a. across all scheme employers, it is important that Scheme reform can be achieved as soon as practicable.

It is for this reason that the Pensions Committee asks your Board to consider raising the issue directly with your local MHK, thereby raising awareness at the national level of the need for reform not just for the interests of the Council as Administering Authority, but in the interests of all Scheme employers. The sustainability and affordability reforms will also benefit employees in the long run, with a Scheme that would retain a level pension benefits that remain very attractive.

Kind regards



Mr Councillor F Horning
Pensions Committee Chair



Copy to:



Alyson Crellin

To: Admin
Subject: FW: Email to Local Authorities

From: [REDACTED]
Sent: 12 May 2026 08:53
Cc: [REDACTED]
Subject: FW: Email to Local Authorities

Dear Clerks,

Please find the message below issued on behalf of Mr David Kinrade, Head of Corporate Services at the Attorney General's Chambers.

Any enquiries should be directed to him, [REDACTED]

"Dear Clerks

The Attorney General's Chambers has launched a public consultation on the regulatory framework for charities in the Isle of Man. The consultation forms part of the Government's response to the recommendations resulting from the post-legislative scrutiny of the Charities Registration and Regulation Act 2019, undertaken by Standing Committee on the Business and Functioning of the Council, which reviewed how the Act is operating in practice.

Charities play a vital role in Island life, supporting communities both locally and internationally. The consultation seeks views from charities, trustees, advisers, fundraisers, members of the public, and all other interested parties, on how the current regulatory system can be improved so that it remains effective, proportionate and straightforward to operate, while continuing to address the risks associated with charitable activity in the Island.

In particular, the consultation asks for feedback on:

- whether electronic filing is working effectively in practice, and whether any legislative change is required;
- whether smaller charities should be subject to different registration or regulatory requirements;
- what exemptions should apply to religious or ecclesiastical charities; and
- whether accounting and reporting requirements should be more flexible, including where a charity exceeds current thresholds due to a one off donation.

The aim is to ensure that the regulatory framework supports charities and their trustees to carry out their work, and that regulatory requirements remain proportionate to the size, nature and risk profile of each organisation.

The Attorney General's Chambers is encouraging all stakeholders to respond to the consultation, particularly those with direct experience of running, supporting, advising or fundraising for charities, and would welcome responses from Local Authorities in that regard.

The consultation document and details on how to submit a response are available here:

[Consultation on the regulatory framework for charities](#)

President : David Quirk

Chairman : David Rees



Secretary : Lisa Cringle



Home Ground
Nivison Stadium, Onchan

APPENDIX 11.3

ONCHAN FOOTBALL CLUB

Mr Ross Phillips
Onchan District Commissioners
Hawthorn Villa, Main Road
Onchan
IM3 1RD

20 May 2026

Dear Ross

On behalf of Onchan AFC, I would like to extend a cordial invitation to a representative of the Onchan District Commissioners, plus one guest, to attend our Annual Awards Evening.

The event will be held at Woodbourne House, Douglas, on Saturday, 27 June at 7:00pm.

We would be grateful if you could confirm attendance at your earliest convenience.

Yours sincerely



Secretary



ONCHAN DISTRICT COMMISSIONERS

NOTICE OF MOTION

Proposed by: Commissioner Scott Wilson

To: Chief Executive/Clerk

Date: 30th April 2026

Standing Order 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, this being Monday 1st June 2026.

Motion

That the Authority resolves to create and formally adopt a Code of Practice for the Proactive Publication of Information.

Supporting Information

The draft Isle of Government Proactive Publication of Releases: Code of Practice for Public Sector Bodies in the Isle of Man was developed and consulted upon in 2022 to promote proactive publication of information across public bodies in the Isle of Man.

A copy of the draft Code is enclosed with this Motion.

The Executive Summary of the draft Code stated that the purpose of the Code was to:

- Reduce the reliance on Freedom of Information requests as a source of information, and the associated time taken to process them.

- Improve the transparency and accountability of processes.
- Highlight the rationale and reasoning for policy decisions; and
- Encourage greater meaningful participation with stakeholders by showing current issues and options considered to address them.

It is noted that the draft Code was never formally adopted by the Isle of Man Government, but it is recommended that the Authority use the draft Code as the basis to create its own Code.

The Authority already publishes a significant amount of information as recommended within the draft Code; however, there are currently gaps, and therefore an opportunity to provide more information to stakeholders. Examples for improvement include the publication of:

- Legal framework of the organisation.
- Statutory basis for providing services and functions.
- Mission statement, corporate plans, and strategies.
- Externally commissioned reports.
- Monitoring and progress of policy decisions; and
- Budget allocation across the organisation.

This motion does not intend to impose an unreasonable requirement. Instead, it will introduce a structured and proportionate approach to transparency and openness. The motion aims to:

- Recognise the Code as a benchmark.
- Assess the Authority's current practice against it; and
- Identify and address any gaps.

This Motion provides an opportunity for the Authority to demonstrate its efforts to uphold the ethical standards of public life (the Nolan Principles).

This Notice of Motion dated 30th April 2026 signed by:

Name SCOTT NILSON.....

Signed .....



Proactive Publication Releases: Code of Practice for Public Sector Authorities in the Isle of Man

ISLE OF MAN GOVERNMENT
July 2022

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Executive Summary

In efforts to raise transparency and openness across the public sector, an opportunity has arisen to proactively release information and data which public sector bodies produce.

This Code of Practice has been created to guide Government Departments, Boards and Offices, and Local Authorities (Public Authorities) as to what information they may wish to consider routinely releasing, which information should be redacted, and how and where they should publish them to ensure the public are aware of and engage with the data to support transparency and, to an extent, to manage expectations of government services.

This Code of Practice should be considered alongside Section 10 of the Freedom of Information Act Code of Practice, which provides further guidance on the proactive release of information by Public Authorities.¹

Whilst implementation of this Code of Practice is not compulsory, public authorities should consider the benefits this practice can provide to the general public. This is dependent upon the type and frequency at which information is released, but can include:

- Reducing the reliance on Freedom of Information (FOI) requests as a source of information, and the associated time taken to process FOIs;
- Improving the transparency and accountability of government processes;
- Highlighting the rationale and reasoning for some policy decisions;
- Encouraging greater meaningful participation with stakeholders by showing current issues and options considered to address them;

During stakeholder engagement, it became clear that a Code of Practice should be prescriptive as to which information should be included. This could, for instance, include:

- Organogram (organisational structure chart);
- Accounts and/or financial information;
- Board meeting minutes (or equivalent);
- Expenses for Ministerial trips.

It is important to note, however, that public authorities are under no obligation to produce this information, and if one public authority chooses to release a certain document, or certain types of document, this does not compel others to follow.

There are a number of considerations which must be reflected upon which can influence the types, frequency, and detail of information released. This includes:

- Personal or identifiable information of employees;
- Politically or economically sensitive information;
- Personal views of Ministers or Political Members;

For full guidance on redaction of public documents, please view the Code of Practice on Access to Government Information²

¹ <https://www.gov.im/media/1358113/foia-code-of-practice.pdf>

² <https://www.inforights.im/media/1154/2016-guidance-notes-on-code-of-practice-on-access-to-government-information.pdf>

Overview

Introduction to the Document

Following the passing of the [Freedom of Information Act 2015](#), citizens of the Isle of Man can submit requests for information to all government departments, bodies, boards and publically-owned companies, as well as all Local Authorities (provided that information is not exempt). This highlights the wide variety of information which could be released into the public domain, and consideration should be given as to whether proactive release of this information would be in the public interest.

This Code of Practice should be used to guide Public Bodies when deciding if, and how, to proactively release information which may be in the public interest.³ At present, the information released across the public sector varies greatly. Whilst some Public Bodies have a statutory obligation to produce annual reports and greater transparency for government departments is achieved through annual Department Plans, this is not consistent amongst all Public Authorities, and can always be built upon to further enhance openness of the public sector, and its processes.

This Code of Practice will outline the benefits of proactive publication to both the general public and Public Authorities, as well as highlighting information which would be suitable for release and information which should not be released. It shall also cover the accessibility of information, ensuring that information which is published is user-friendly and can be found easily.

Benefits of Proactive Publication

When considering whether to adopt a release schedule, the benefits that it may bring should be weighed against the potential issues which could arise from proactive release. The below SWOT analysis is not intended to be exhaustive, and it is recognised that different bodies will place varied importance on each factor. It does, however, provide some initial examples of the impacts of proactive release of documents by Public Bodies.

Strengths

- Improves transparency of public sector processes
- Reduces the reliance on Freedom of Information requests as a source of information
- Provides clearer reasoning as to why and how some policy decisions were agreed
- Encourages cooperative engagement with the public sector
- Encourages decision makers to act in the public interest at all times

Opportunities

- Potential to improve public confidence through enhanced transparency
- More collaborative policymaking processes arising from increased public engagement

Weaknesses

- Increased workload for those processing the information for release
- Increased cost and public sector employees to manage and provide information to comply with release schedules
- Higher risk of GDPR breaches with more information being released

Threats

- Potential for sensitive information to be released inadvertently
- Greater scrutiny could limit risk appetite amongst decision makers, hampering growth
- Losing first mover advantage to rival jurisdictions, or facilitating fast followers

³ Public Authorities may include government departments, statutory boards or bodies, publically-owned companies, or local authorities

Preparing for Release

When preparing for a proactive release of information, it should be considered which information may be suitable for publication. The following section is intended to guide and inform those considering proactive release of information, covering the types of information which may be suitable for release as well as constraints on what can and cannot be released that should be considered when preparing for a proactive release.

Information to be released

The information to be released is not expected to be consistent across all Public Bodies. In some cases, information will already be available elsewhere, whereas in others this information will not be produced in a format which would be suitable for public exposure. Nevertheless the below list aims to broadly set out the type and examples of information which may be suitable for release.

1. Authority Description

This is intended to provide the general public with a greater knowledge of a Public Body's internal structure, aims, and duties. Information to be released can include:

- Organogram;
- Legal framework for the Public Body, such as constitution, articles of association etc;
- Functions and services, and the statutory basis for them;
- Governance structure and policies;
- Mission Statement, Corporate Plans, Policies, and Strategies;
- Contact details for complaints, reporting of concerns, or requesting information.

2. The Decision-Making Process

This is intended to provide greater context around policy decisions, as well as highlighting issues which are currently being considered. Examples of this can include:

- Decision-making structure, including the structure of associated boards etc;
- Meeting documents, including agendas, minutes, and reports which have been considered;
- Public consultations and engagement strategies;
- Any externally-commissioned reports, once they have been considered appropriately
- Continual monitoring of policy decisions, including progress against KPIs etc.

3. Financial Accountability

Financial accountability is often the primary tool used to determine good governance and responsible spending. Whilst the vast majority of public bodies must present their annual accounts to Tynwald this information is often difficult to access for those who are not aware of the statutory responsibilities of Public Bodies. Therefore, consideration should be given to the release of financial information by the Public Body themselves such as:

- Audited accounts
- Budget allocation across the organisation

- Travel expenses
- Funding awards made, and what is available
- Capital funding plans

Principles of Information Release

When deciding what data may be suitable for release, it is important to consider the principles of information release. For instance, it should be considered whether:

- The release of data would be in the public interest;
- Disclosure would harm the economic, commercial, external, or security interests of the body or the Island;
- Disclosure, or the threat of disclosure, may jeopardise the candour of debate on policy decisions or relate to ongoing policy decisions;
- Any information may prejudice legal proceedings, relates to ongoing legal proceedings, or is subject to legal professional privilege;
- Disclosure of information could endanger life or safety of a person, or disrupt public order;
- Disclosure of information could increase the likelihood of damage to the environment, protected species and/or their habitats;
- Such a release would be premature in the release of information for which an announcement was planned.

Additionally, all information released must be compliant with [data protection legislation](#) to ensure no personal or identifiable information would be contained in the releases. This includes but is not limited to:

- Any personal information, including a person's name, age, address, contact details, ethnicity, marital status, family members etc;
- A person's opinions and/or beliefs, including but not limited to political alignment, religion, and sexual orientation;
- Any personal identification numbers, including but not limited to medical and tax numbers and records;
- Any information with regards to a singular person's income, salary, or financial interests;
- A person's membership of any political group, trade union, or similar.

For full details and guidance for publishing information, please consult with your organisation's data protection officer (DPO), visit the [Office for the Information Commissioner](#), or email ask@inforights.im

Accessibility of information

Whilst, in some cases, information is already in the public domain, it is often not collated in a central place nor readily available to those who wish to access it. As a bare minimum, all public bodies should have a digital presence to provide ease of public access to documents and information and to simplify the publication process. Alongside this, opportunities for those who are not digitally literate should be made available, with physical copies readily accessible in locations convenient to the general public.

Publishing

When publishing information, it is important to consider and make clear on issues such as copyright or the use of an [Open Government License](#), any charging schedules, and the duration for which the information will be available.

An index of all information published which is relevant to the organisation that is clear and accessible can assist the public to quickly identify what they are looking for. Without a suitable index in place many of the benefits to proactive release, in particular reducing the reliance on Freedom of Information Requests, may not be realised.

An index can come in many forms, and can be used to link to information which is already available across a number of different sources from a single point, which can also contain information which the organisation themselves has chosen to publish. Essentially, the type of index is, to a certain extent, irrelevant, so long as users are able to find the information they require quickly and effectively.

Continual Monitoring

Continual monitoring of information which has already been published, as well as that which may become suitable for publishing in the future, is an inherent component of a proactive publication release. Some common good practice approaches taken by authorities to reviewing and maintaining their Guides include:

- Setting review dates as part of the approval process
- Maintaining a schedule of information due for publication
- Training staff to think about publication as they prepare information (“thinking FOI” as they write, marking information for redaction at publication)
- Making the decision to publish information a deliberate step when new information is approved
- Incorporating processes for checking and updating the Guide to Information as part of the procedures for updating and reviewing documents and records management procedures and systems.



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Housing Manager
Date of the Meeting:	1 st June 2026
Subject:	Sheltered Housing Communal Areas Policy
Public or Private Document:	Public

Introduction:
<p>The Authority recognises the importance of ensuring internal and external communal areas within the sheltered housing complexes are managed safely and kept free from obstructions and hazards.</p> <p>The policy sets out clear guidance for tenants on the appropriate use of communal areas, to keep the areas safe, accessible and a pleasant environment for all residents.</p>
Previously Considered by the Board:
Not applicable.
Recommendation/s or Action/s Taken:
That the Sheltered Housing Communal Areas Policy be approved.
Supporting Rationale:
The policy will support reducing trip hazards and maintaining clear access within shared spaces.
Alternatives Considered but not Recommended:
That the Board does not approve the policy.
Standing Orders:
<p>Housing Schedule (B) (8)</p> <p><i>“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.”</i></p>
Resource Impact:
<ul style="list-style-type: none"> The policy can be implemented within existing staffing and management arrangements.

Financial Impact:
<ul style="list-style-type: none"> No additional financial implications are anticipated.
Legal and/or Insurance Impact:
Not applicable.
Equality Impact:
The policy ensures that all communal areas remain accessible for all residents including those with mobility, sensory or health needs.
Climate Change Impact:
Not applicable.
Consultation with Others:
<ul style="list-style-type: none"> Deputy Clerk District Surveyor Property Maintenance Manager Lead Member for Housing Housing Manager Housing Officer Sheltered Housing Co-Ordinators
General Data Protection Regulations and/or Confidentiality Impact:
Not applicable.
Appendices:
Appendix 1 – Draft Sheltered Housing – Communal Areas Policy

For Members Consideration.


A.S. GALE (Mrs)
HOUSING MANAGER



ONCHAN DISTRICT COMMISSIONERS

02/02/26 Policy drafted.
11/03/26 – Deputy Clerk reviewed
12/03/26 – Amendments undertaken
13/03/26 – Draft to Property Maintenance
Manager for Review
23/04/26 – No amendments.
18/05/26 - Policy to ODC Board deferred
20/05/26 – Addition of communal facilities
section
01/06/26 – Policy to ODC Board

SHELTERED HOUSING COMMUNAL AREAS POLICY

POLICY

Date: May 2026

Review: May 2029

**ONCHAN DISTRICT COMMISSIONERS
SHELTERED HOUSING
COMMUNAL AREAS POLICY**



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Please be aware that a hard copy of this document may not be the latest available version, which is available in the Authority's document management system, and which supersedes all previous versions.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

Effective from:	Replaces:	Originator:	Page X of Y
May 2026	New Policy	Chief Executive/Clerk	1 of 12
Board Ratification:			

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
1	20/05/2026	New Document

Onchan District Commissioners

Sheltered Housing – Communal Areas Policy

1. PURPOSE

Onchan District Commissioners (“the Authority”) recognise the importance of ensuring that all internal and external communal areas are managed safely and kept free from obstructions and hazards. This is to protect the health and safety of residents, staff, contractors and visitors.

The Authority is committed to maintaining communal areas that are safe, accessible and welcoming for all residents, in line with relevant fire safety, health and safety, and data protection regulations.

Residents are expected to comply with this policy. Failure to do so may result in enforcement action in accordance with the Authority’s tenancy conditions and procedures.

2. SCOPE

This policy applies to:

- Internal communal areas within the buildings – passageways, entrance halls and staircases
- Shared facilities, e.g. bin stores, bin chutes or other storage facilities.
- Shared communal and social facilities, e.g. communal lounges, kitchens, laundry facilities and cage rooms.
- External areas, e.g. shared gardens and through routes.

3. AIMS

This policy aims to:

- Maintain safe and accessible communal areas.
- Ensure compliance with fire safety, access and health and safety standards.
- Ensure residents’ enjoyment of communal spaces while maintaining the need for safety.

4. DEFINITIONS

Internal Communal Areas	Connecting corridors, landings, stairwells, lobbies, meeting rooms, communal lounges.
External Areas	Garden Areas and Courtyards
Communal Lounge	A shared space for all residents of the Complex and guests.

5. GUIDELINES FOR COMMUNAL AREAS

Communal areas, including those directly outside of a resident’s property, are not an extension of any individual home. Residents should not use these spaces for their personal belongings or treat any part of the communal area for their exclusive use, particularly where access is required by other residents or staff.

5.1 Internal Communal Areas

Internal communal areas, such as corridors, landings, stairwells, lobbies, meeting rooms, or communal lounges, must be kept entirely free from obstruction at all times.

Even temporary obstructions pose fire risks and may cause injury, restrict accessibility or prevent safe evacuation.

Common obstructions include, but are not limited to:

- Rubbish and items awaiting disposal
- Furniture such as mats and flower pots
- Wheelchairs, Bicycles, motorised cycles and scooters
- Mobility Scooters (See section 11)

- Personal items such as photos, ornaments or decorative items.

These items must not be stored in any communal areas.

5.2 **Communal Facilities – Use and Responsibilities**

The Authority provides communal facilities within the sheltered housing schemes to support residents' day to day living and social wellbeing. These facilities must be used responsibly and respectfully to ensure fair access for all residents.

5.2.1 **Communal Lounge**

The communal lounge can be used for:

- Family visits (visitors must be accompanied by the resident they are visiting)
- Coffee mornings
- Approved events such as celebrations open to all residents
- Group activities (for example, crafting or exercise classes)
- Training sessions
- Informal resident gatherings

Registered Assistance dogs are allowed in the communal lounge, provided they are kept on a lead.

Onchan District Commissioners may occasionally use communal lounges to conduct official business.

5.2.2 **Laundry Facilities**

- Communal washing machines and dryers are provided and maintained by the Authority.
- Residents are responsible for:
 - Supplying their own laundry detergents and related products.
 - Using the machines in accordance with instructions provided.
- Residents must:
 - Be considerate of other users at all times.
 - Remove laundry promptly once washing or drying cycles are complete.
 - Avoid leaving items unattended for extended periods which may prevent use by others.
- Laundry areas must be left, clean, tidy and free from personal belongings once use is complete.

5.2.3 **Dishwasher Facilities**

- Dishwashers located within communal kitchens are provided and maintained by the Authority.
- These facilities are **not for personal use**.
- The dishwasher is intended solely to support, communal activities, coffee mornings, organised social events and resident gatherings.
- Users must ensure:
 - The dishwasher is used appropriately and not overloaded.
 - Items are moved in a timely manner.
 - The area is left clean and ready for the next users.

5.2.4 **Salon Facilities**

- Salon facilities are provided to support residents who may require assistance with personal care, such as hair washing and grooming.
- These facilities may be used by Residents, family members assisting residents and visiting personal hairdressers or barbers.
- The facilities may be used by visiting personal hairdressers or barbers for the benefit of residents. Any such use must not interfere with access for other residents and remains the responsibility of the resident for arranging the service.
- After use, the salon must be:
 - Cleaned thoroughly.
 - Left tidy and ready for the next resident.

5.2.5 **Storage Facilities (Storage Cages and Cupboards)**

- Storage facilities are provided by the Authority and may be rented by tenants subject to availability and agreement.
- Tenants must ensure that:
 - All items are stored securely within their allocated storage area only.
 - No items are stored loose within the cage room or in any adjoining communal areas.
 - Access routes, walkways, and doorways are kept clear and unobstructed at all times.
- The following are not permitted:
 - Storage of items outside designated cages or storage areas.
 - Storage of hazardous, flammable, or perishable materials.
 - Any items that may create a fire risk, obstruction, or health and safety concern.
 - Any unauthorised items may be removed without notice where they pose an immediate risk.
- ☐ The Authority accepts no responsibility for loss, theft, or damage to items stored within these facilities.
- Tenants are responsible for:
 - Ensuring they have appropriate home contents insurance to cover any stored belongings.
 - Ensuring that items stored do not:
 - Compromise health and safety.
 - Breach fire regulations.
 - Impact the Authority's building insurance arrangements.
- ☐ The Authority reserves the right to:
 - Remove items stored in breach of this policy.
 - Recharge tenants for any costs incurred in removal, storage, or disposal.

5.2.6 **General Conditions of Use**

All communal facilities must be used in a way that:

- Respects other residents' access and enjoyment.
- Maintains hygiene and cleanliness standards.

- Prevents damage or misuse of Authority-owned equipment.
- Failure to comply may result in:
 - Restrictions on use.
 - Recharge for cleaning, maintenance or damage where appropriate.

5.3 **External Areas**

External areas provide greater flexibility for residents to enjoy an outdoor space.

The Authority aims to balance the health and safety requirements, the need for unobstructed access, residents' enjoyment and use of the gardens.

6. **SOCIAL EVENTS**

- 6.1 If a resident wishes to use the communal lounge for a social gathering such as a birthday or any other social event, the tenant will need to contact the Sheltered Housing Co-Ordinator to make a formal request. When making a request, we will need:-
- The date of the event.
 - Type of gathering.
 - How many people will be in attendance.
 - Start and End Time.

This will be booked in to the scheme diary.

- 6.2 If a resident wishes to hold a large event, it is recommended that a community hall is hired.

7. **STAFF**

- 7.1 Staff will not be required to be on site during an event being held at the communal lounge.
- 7.2 It is the hosting tenant's responsibility for their guests' behaviour and to comply with health and safety procedures of the complex.
- 7.3 It is the hosting tenant's responsibility to ensure any rubbish created by the event is cleared, and the communal lounge and kitchen are left in a clean and tidy condition.

8. **PERMISSIONS**

- 8.1 Residents must request permission before making any alterations to communal areas, including adding hanging baskets, planters, seats, furnishings or decorative features.

Requests should be made to the Housing Manager:

Email: housing@onchan.org.im
Tel: (01624) 675564 option 3

- 8.2 Requests will be considered on a case-by-case basis at the Authority's discretion. Approval will only be granted if:
- The alteration is risk-assessed and does not create an obstruction or hazard.
 - The item is not considered offensive to any person.
- 8.3 The Authority will maintain the furniture and items it provides in communal areas. Any resident owned item that is deemed unsafe, obstructive, or a fire hazard may be removed by the Authority.
- 8.4 The following items and behaviours are not permitted at any time:
- Combustible and flammable materials.

- Items that limit the use of shared facilities by other residents.
- Obstructions to bin stores, chute rooms or collection areas.
- Items obstructing stairwells, fire escapes and through routes.
- Items or behaviour considered offensive to residents or staff.

8.5 Residents will receive written confirmation of the decision within 10 days of submitting their request.

9. ACCESSIBILITY OF COMMUNAL SPACES

9.1 Residents must be able to safely access their own home, all communal areas and shared facilities in their building.

9.2 Communal areas, access routes, and shared facilities must be kept clear of obstruction to ensure safe and unrestricted movement for residents, staff, visitors and emergency services.

9.3 Where accessibility issues are identified, the Authority will consider and implement reasonable adjustments wherever possible, taking into account health and safety, building constraints, and the needs of all residents.

9.4 Residents must not undertake any action that restricts access to communal spaces or compromises accessibility for others, including the placement of personal items, furniture or equipment in shared areas.

9.5 Where obstructions are identified, the Authority may take action to remove items in accordance with this policy.

10. PETS IN COMMUNITY SPACES

10.1 Where permission has been granted for pet ownership:

- Residents are responsible for any damage caused by their pet in both the communal and private areas.
- Dogs must not be left unattended and must be kept on a lead in communal gardens, shared spaces and or internal corridors.
- Residents must clean up immediately after their pets, including additional deep cleaning where an area has been soiled, ensuring it is returned to a clean and hygienic condition.

10.2 Pets must not cause nuisance, disturbance or risk to other residents, staff, or visitors. This includes excessive noise, aggressive behaviour, or fouling of communal areas.

10.3 Pets are not permitted in certain communal areas such as kitchens, or food preparations areas, except for registered assistance dogs.

10.4 The Authority reserves the right to withdraw permission for pet ownership where there is a breach of these conditions or where the pet is considered to pose a risk to others.

11. MOBILITY SCOOTERS

11.1 Mobility scooters must not be stored or charged in the corridors or communal areas, or access routes due to significant fire, safety and obstruction risks. Access routes must be kept clear at all times.

11.2 Mobility scooters may only be stored within a residents' home where this can be done safely, and only where they do not block fire escape routes or restrict access.

11.3 Charging of mobility scooters must only take place within the resident's property and must be carried out in accordance with the manufacturer's instructions to minimise fire risk.

- 11.4 The Authority accepts no responsibility for loss, damage, or charging-related incidents involving mobility scooters stored within resident properties.
- 11.5 Where a mobility scooter is deemed to pose a safety risk or is stored in breach of this policy, the Authority reserves the right to require its removal and take appropriate enforcement action.
- 11.6 Permission may be sought to store a mobility scooter within the designated cage room. Requests must be made in writing to the Authority, and will be considered on a case-by-case basis.
- 11.7 Any approval will be subject to conditions, including but not limited to:
- The storage location not causing obstruction to access routes or other users.
 - Compliance with all fire safety requirements.
 - No charging of mobility scooters within the cage room or communal storage areas.
- 11.8 The Authority reserves the right to refuse or withdraw permission where storage is considered to pose a risk to health and safety, fire safety or access.

12. POTENTIAL ENFORCEMENT ACTION

The Authority may take steps including issuing warnings, removing hazardous items, restricting use of facilities, or recharging associated costs where there is a breach of this policy.

- 12.1 The Authority will work with residents to resolve issues, considering individual circumstances. This may include referrals to occupational therapists, social services, or other relevant agencies.
- 12.2 The Authority may recharge residents for costs incurred from damage caused by mobility scooters or prohibited items, legal or storage costs.

13. DATA PROTECTION and PRIVACY

Personal data is treated with care and in compliance with the General Data Protection Regulations and the Data Protection Act 2018. Personal data will not be shared with third parties without the individual's consent unless there is a lawful basis for doing so.

The Authority understands the sensitivity of special category data and the information individuals may share with them. Any personal data collected will be stored in line with our privacy policy¹.

14. RISK MANAGEMENT

Employees have a right to work in an environment that is free from aggressive, threatening, or abusive behaviour. The Authority is committed to maintaining a safe and respectful workplace where all individuals can carry out their duties without fear of harm, intimidation or harassment.

Links to policies used for reference

[PCHA-Communal-Areas-Policy.pdf](#)

[Policy for use of communal areas by sheltered housing residents](#)

¹ Privacy Policy 2022 – [https://www.onchan.org.im/your-commissioners/policies-procedures/board-Communal-Areas-Policy V-1 May 2026](https://www.onchan.org.im/your-commissioners/policies-procedures/board-Communal-Areas-Policy-V-1-May-2026)