

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

18th August 2022

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:

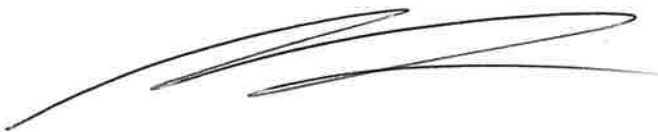
Monday 22nd August 2022

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
ACTING 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. 24 unless varied by the Chairman at his discretion (with the exception of items 1, 2, 3 or 4 which cannot be varied) or by a resolution duly moved and seconded and passed on a motion which shall be moved and put without discussion.

1. To choose a person to preside if the Chair and Vice-Chair be absent.
2. To deal with any business required by statute to be done before any other business.
3. To approve as a correct record and sign the Minutes of the:-
 - 3.1 Minutes of the Ordinary Meeting held on Monday 8th August 2022 (Appendix 3.1)
 - 3.2 (P) Minutes of the Staffing Meeting held on Monday 11th July 2022 (Appendix 3.2)
 - 3.3 (P) Minutes of the Staffing Meeting held on Monday 8th August 2022 (Appendix 3.3)
4. To dispose of any relevant business arising from such minutes if not referred to in the Minutes of any Special Committee:-

None.
5. To dispose of any relevant business adjourned from a previous meeting:-

None.
6. To deal with any business expressly required by statute to be done:-

None.
7. To consider any planning decisions/communications from the Department of Infrastructure Planning Committee:-

7.1 Plans for Consideration

(Appendix 7.1)

	PA Reference	Applicant/Address	Return Date
(a)	PA 22/00824	Bittylicious (IOM) Ltd - The Chapel, Nursery Avenue	12 th August 2022
(b)	PA21/000877	Mr G Dudley - 15 Central Drive	19 th August 2022
(c)	PA 22/00906	Mr P Peniata - 2 Wybourn Drive	19 th August 2022
(d)	PA 22/00914	Mr M McDowell - 19 Highfield Crescent	2 nd September 2022
(e)	PA 22/00822	Ms R Storey - 22 Alberta Drive	9 th September 2022
(f)	PA22/00709	Mr P Gale – 10 Langdale Close	9 th September 2022

(g)	PA 22/00441	Mr W Costain - 9 Hollydene Avenue	9 th September 2022
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8. Finance & General Purpose Matters:-

- 8.1 Rent Increase (Appendix 8.1)
- 8.2 (P) 2022 Year End Draft Accounts (Appendix 8.2)

9. Consideration of any report from the Clerk or other Officer:-

- 9.1 Privacy Statement (Appendix 9.1)
- 9.2 Needle Stick Injuries Policy (Appendix 9.2)
- 9.3 Notice of Motion submitted under Standing Order 26 (Appendix 9.3)
- 9.4 Mural Festival – Location proposals for Murals to be Displayed (Appendix 9.4)
- 9.5 Housing Fixed Term Tenancies (Appendix 9.5)
- 9.6 (P) Onchan Park Feasibility Study – Professional Services (Appendix 9.6)

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

- 10.1 Manx Wildlife Trust – Community Consultation (Appendix 10.1)
- 10.2 Clerk of Tynwald – Youth Justice request for Evidence (Appendix 10.2)
- 10.3 Royal Air Forces Association – Battle of Britain (Appendix 10.3)
- 10.4 Royal Air Forces Association – Musical Entertainment (Appendix 10.4)
- 10.5 82nd Anniversary of the Battle of Britain (Appendix 10.5)
- 10.6 Climate Change Duties – Statutory Reporting by Public Bodies (Appendix 10.6)
- 10.7 Department of Infrastructure – Highway Maintenance Charter (Appendix 10.7)

11. To answer questions asked under Standing Order 34:

To be confirmed.

12. To consider Motions in the order in which notice has been received:-
(Note: See Standing Order No. 26)

- 12.1 Board Minutes of Onchan District Commissioners (Appendix 12.1)

13. Environmental & Technical Services Matters:-

None.

14. Housing Matters:-

None.

15. Chairman's Announcements:-

Dates for Diary

Date	Organisation	Event	Time
21 st August 2022	Onchan Crown Green Bowls	Onchan Commissioners any combination – Chair of ODC attending	12 noon to 5:00 pm
22 nd August 2022	Onchan District Commissioners	Board Meeting	7:00 pm
27 & 28 August 2022	Friends of Onchan Heritage	Molly Carrooin's Cottage – Open Days	1:30 pm to 4:30 pm
3 rd September 2022	Onchan District Commissioners	Commissioners Surgery The Hub – Commissioners Williams and Turton attending	10:00 am to 12 noon
3 rd September 2022	Onchan Methodist Church	Pointless & Puddings Evening	7:00 pm
5 th September 2022	Onchan District Commissioners	Board Meeting	7:00 pm
6 th September 2022	Onchan District Commissioners	Commissioners Surgery – Heywood Court – Commissioners Turton and Quirk attending	2:00 pm to 3:00 pm

16. Any other URGENT business as authorised by the Chair for consideration:-**16.1 (P) Staffing Matter – Recruitment**

PLANS LIST

Board Meeting to be held on 22nd August 2022

The Lead Member of Environmental and Technical Services and the Acting District Surveyor have viewed the applications and recommend the following:-

Planning Application	Applicant/Address	Description
PA 22/00824 Return Date 12/08/22	Bittylicious (IOM) Ltd The Chapel, Nursery Avenue	Installation of illuminated and non-illuminated signage.
	Recommendation - Approve (notify 58/60, 73 Main Road)	
PA21/000877 Return Date 19/08/22	Mr G. Dudley 15 Central Drive	Single storey flat roof extension to rear, replace windows, rendering and remove both chimney stacks.
	Recommendation - Approve (notify 13 Central Drive)	
PA 22/00906 Return Date 19/08/22	Mr P. Peniata 2 Wybourn Drive	Replacement rear and side single storey extension, install bi-fold doors to rear, replacement windows and balustrade to terrace and widen vehicle access and drop kerb.
	For Members' consideration (notify 4 Wybourn Drive & 1, 3, 5 Governors Road)	
PA 22/00914 Return Date 02/09/22	Mr M. McDowell 19 Highfield Crescent	Widening of existing access and creation of additional access.
	Recommendation – Approve	
PA 22/00822 Return Date 09/09/22	Ms R. Storey 22 Alberta Drive	Alterations, erection of rear extension, and use of garage as storage, associated bicycle storage to replace a lost parking space and use as a dog grooming business.
	Recommendation – Defer (notify 20 & 24 Alberta Drive)	
PA22/00709 Return Date 09/09/22	Mr P. Gale 10 Langdale Close	Erection of extension to replace existing conservatory. (amended plans)
	Recommendation – Approve	
PA 22/00441 Return Date 09/09/22	Mr W. Costain 9 Hollydene Avenue	Erection of single storey extension to rear elevation. (amended plans)
	Recommendation – Approve	

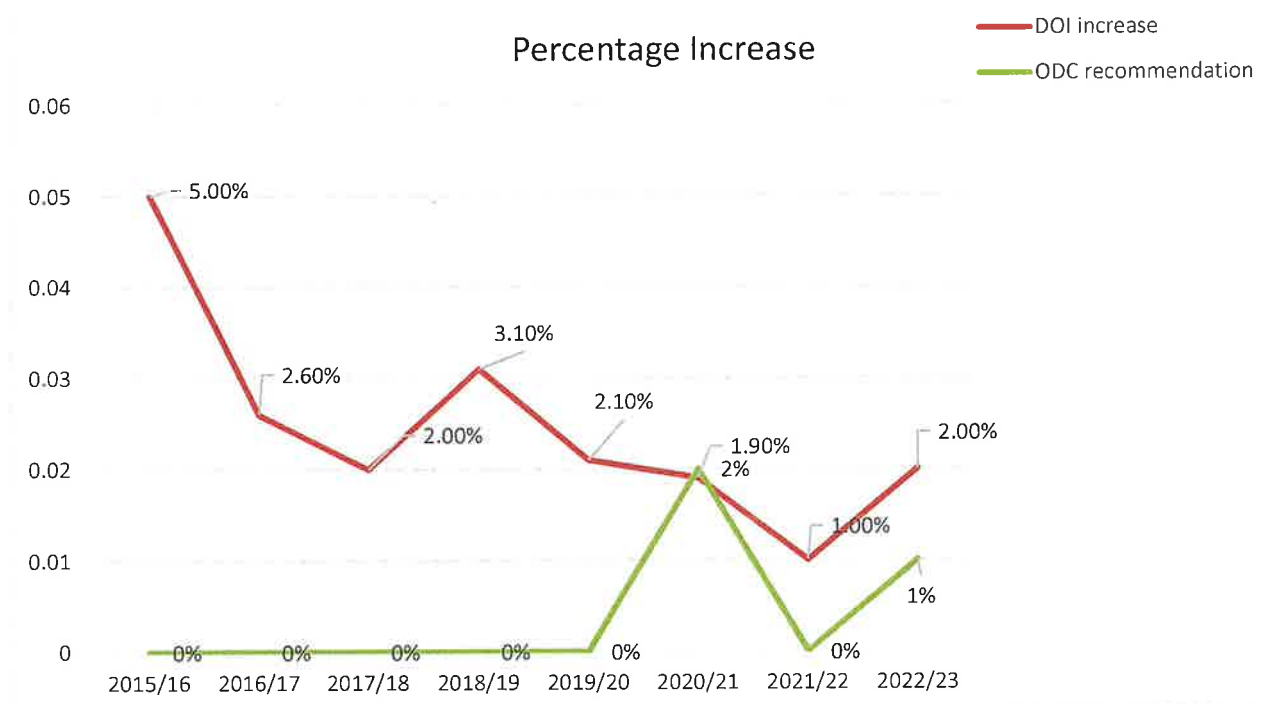
MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	FINANCE MANAGER
Ref:	RENT INCREASE
Date:	17 th August 2022

Dear Commissioners

Please find included extracts of key information that may assist in the discussion for rent setting for social housing.

Rent Increase by percentage per year.

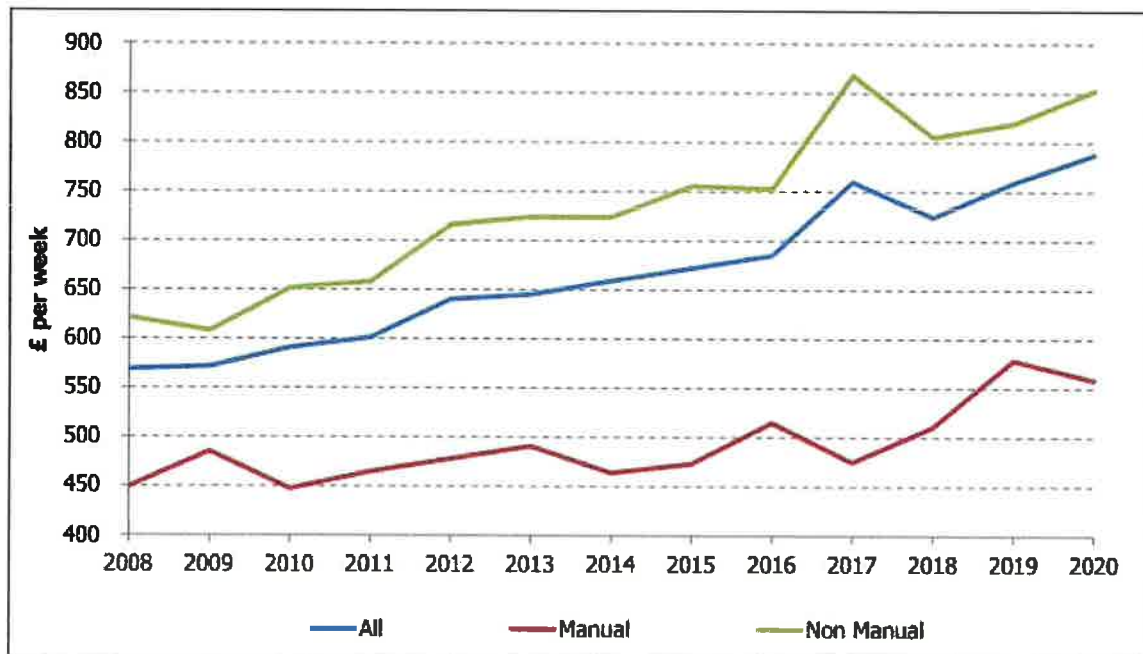


Below is detailed an extract from the Summary of Results – Isle of Man Earnings Survey 2020 updated April 2021

- Median weekly earnings increased by 3.4% to £611 a week (£31,853 a year), compared to £593 a week (£30,911 a year) in 2019
- Full-time employees worked an average of 38 hours per week compared to 37.9 in 2019, including 1.2 hours of overtime
- Overtime, incentive pay and shift premiums comprised 5.4% of employees' gross weekly earnings, a reduction from 6.7% in 2019 and 6.3% in 2018
- Median earnings in the Isle of Man were 4.3% higher than the UK median
- 16.5% of employees earned less than the Isle of Man Living Wage, representing an increase from 15.7% in 2019
- 2.5% of employees earned less than the Minimum Wage, a reduction from 3.1% in 2019 and 3.4% in 2018

- Of the randomly selected sample, 69% worked full time in 2020, 19% worked part time and 12% had zero-contracted hours
- The gender pay gap in median earnings decreased from 9% in 2019 to 8% in 2020

Weekly Average Earnings at Current Prices 2008 – 2020



Note: A methodological change implemented from 2012 onwards means that average and median earnings prior to 2012 may not be directly comparable.

The IOM Living Wage 2022 guidance document has been released, a copy of the full report may be viewed on the Government Website [2022-05-20-living-wage-report.pdf \(gov.im\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/102222/2022-05-20-living-wage-report.pdf)

The Living Wage is intended to reflect the minimum salary necessary for families to afford the basic opportunities, choices, goods, and services required for them to participate fully in society. It should not be confused with the National Living Wage that the UK Government introduced in 2016—this is a rate of minimum wage for workers aged over 25 and is not calculated with any explicit reference to the cost of living. The report highlights that the IOM Living Wage is £11.05 compared to the UK Living Wage of £9.92. Both figures take into account tax, national insurance contributions, and benefits received – this is the gross amount necessary to fulfil the requirements of the living wage. Neither figure takes into account pension contributions.¹

¹ Extract from IOM Living Wage 2022 Guidance Document

The following table provides a detailed account of the different living wages according to various types of family.

Household Type	Weekly Cost	Hourly Rate
Single Male	£372.98	£11.23
Single Female	£382.52	£11.59
Couple	£521.67	£7.37
Single + 1 child	£685.34	£17.74
Single + 2 children	£792.96	£15.21
Single + 3 children	£902.22	£22.34
Couple + 1 child	£773.94	£11.30
Couple + 2 children	£886.87	£13.17
Couple + 3 children	£1,035.13	£15.73
Couple + 4 children	£1,328.19	£21.09
Male pensioner	£274.70	£7.33
Female pensioner	£277.61	£7.40
Partnered pensioner	£388.83	£5.18

Average Weekly Rent Per Property Type (Rental Element Only)

House Type Average Weekly Rent	2022	2021	2020	2019	2018	2017	2016
5 Bed House	£134.94	£132.30	£130.99	£128.55	£125.91	£122.13	£119.73
4 Bed House	£124.33	£121.89	£120.69	£118.44	£116.01	£112.52	£110.31
3 Bed House	£107.23	£105.06	£103.03	£102.08	£99.88	£96.78	£94.89
2 Bed House	£92.63	£90.68	£92.72	£88.11	£85.91	£83.33	£81.69
3 Bed Bungalow	£98.55	£95.14	£94.20	£92.44	£93.37	£90.57	£88.79
2 Bed Bungalow	£84.95	£83.06	£83.89	£80.70	£79.03	£76.65	£75.15
1 Bed Bungalow	£70.45	£69.07	£70.65	£67.11	£65.73	£63.75	£65.20
2 Bed Flat	£89.46	£87.70	£97.14	£85.49	£81.79	£72.21	£70.80
1 Bed Flat	£68.93	£67.58	£64.76	£65.92	£64.17	£62.24	£61.02
2 Bed Flat - EPH	£88.85	£87.11	£88.31	£84.64	£82.90	£80.41	£78.84
1 Bed Flat - EPH	£69.74	£68.38	£64.76	£66.44	£65.08	£63.12	£61.88

For Members' information, the Authority no longer receive deficiency payments as the Department of Infrastructure assess general housing and sheltered housing together. Effectively general housing subsidises sheltered housing as it runs at a deficit.

The local level funding is limited, as this is driven by the rent re-invested in housing repairs, maintenance programmes which are dictated by the allowances agreed by the Department of Infrastructure. Currently day to day maintenance/ repairs are funded through our income and expenditure account for housing.

The housing expenditure is funded via:-

- Allowances granted (maintenance including disabled adaptations, administration and community allowances)
- Capital Funding/Loans
- Deficiency Payments (not currently received)

For Members consideration by Members.



S. JOHNSON (Mrs)
FINANCE MANAGER

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	ACTING CHIEF EXECUTIVE/CLERK
Subject:	PRIVACY STATEMENT
Date:	8th August 2022

Dear Commissioners

A review has been undertaken with regard to the Authority's Privacy Policy in consultation with our Data Protection Officer at Quinn Legal, copy of which is attached. Amendments are as follows:

(a) **Review Date** – Changed throughout document

(b) **Item 1.2 - Questions**

Highlights to contact Data Protection Officer (DPO) at the Authority. Technically people should contact Quinn Legal directly as our DPO. However, upon clarification it is acceptable for the Authority to intercept the queries and then forward them to Quinn Legal.

(c) **Item 3.1 – Personal Information** - Addition of bullet point:

(q) Onchan District Commissioners will also retain photographs in relation to the Onchan Off-Street Parking Places Order 2021, the Onchan General Byelaws 2017, and the Onchan Dog Control Byelaws 2020.

(d) **Item 3.2 – Special Category Personal Information**

Delete bullet point as not managed by the Authority :

(c) 'Shop Watch' administration

Amend download location to read "Authority's Website at <https://www.onchan.org.im/uploads/policy-document-retention-policy-march-2020.pdf>

(e) **Item 10.2 - Payment Security – Online** - Delete asterisks at the end of 2nd paragraph as do not relate to anything.

(f) **Item 11. CCTV** – Changed to put in full and then abbreviation

(g) **Appendix 2 – Photographs, Picture Release, Press Releases** – Rename Torchlight to Night of Light.

(h) **Appendix B – Review History of Privacy Policy** - New addition to log the review history of the document.

Report and Policy submitted for your information.



R. PHILLIPS
ACTING CHIEF EXECUTIVE/CLERK

Attach.



Onchan District Commissioners

Aim: Onchan District Commissioners are committed to protecting your privacy and security and to complying with the relevant data protection laws.

Privacy Policy

DRAFT

Date: August 2022
Review: August 2024

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ONCHAN DISTRICT COMMISSIONERS

PRIVACY POLICY

1. INTRODUCTION

- 1.1. Onchan District Commissioners is committed to protecting your privacy and security and to complying with the relevant data protection laws. Please take your time to read this Privacy Policy carefully, as this policy explains how and why we collect, use and store your personal information, to ensure that you remain informed and in control of your information. This Privacy Policy is divided into the following sections:

1. Introduction
2. About us
3. What personal information we collect
4. When we obtain your personal information
5. How we use your personal information
6. Disclosing and sharing your personal information
7. Sending your personal information overseas
8. How we protect your personal information
9. How long do we store your personal information
10. Payment security
11. CCTV
12. Cookies and links to other sites
13. Your duty to inform us of changes
14. What we may need from you
15. Your rights and keeping you in control
16. Contacting our Data Protection Officer
17. Updates to this Privacy Policy

Appendix A – How we process your personal information

1.2 Questions?

Any questions you have in relation to this policy or how we use your personal information should be sent to admin@onchan.org.im or addressed to the Data Protection Officer, Onchan District Commissioners, Hawthorn Villa, 79 Main Road, Onchan, Isle of Man, IM3 1RD. Mr P. Cannell, Quinn Legal, has been appointed to oversee our handling of personal information.

Deleted: (who has been appointed to oversee our handling of personal information) at "The Data Protection Officer

Furthermore, the data protection supervisory authority in the Isle of Man is the Isle of Man Information Commissioner, who can be contacted by calling 01624 693260 or alternatively at www.inforights.im.

2. ABOUT US

Onchan District Commissioners is a local authority operating in the Isle of Man. The address for Onchan District Commissioners is Hawthorn Villa, 79 Main Road, Onchan, Isle of Man, IM3 1RD. For the purposes of the data protection law Onchan District Commissioners will be the Controller.

3. WHAT PERSONAL INFORMATION WE COLLECT

The personal information we collect will depend upon our relationship with you and the services which we provide. Your personal information (i.e. any information which identifies you, or which can be identified as relating to you personally) will be collected and used by the Authority. This includes information you give when using particular services.

We collect personal information that is necessary for us to perform a contract or otherwise perform services to you. We also collect personal information from third parties to allow us to do this. In addition, we may require information from you and from third parties about you to allow us to comply with legislation and regulations that apply to us – examples of this may be for anti-money laundering purposes.

Your activities and involvement with Onchan District Commissioners will generate further information. Examples of this could be information in relation to your contact with us or ongoing account payment data; or it could be just a record of your general enquiries. It very much depends on the service that you are using.

We may generate personal information about you in relation to the services that we offer. In our Housing Department we would generate a customer contact record that would be kept up to date to enable us to best service your needs and requirements e.g. this may be time of the week when you are more likely to prefer a housing repair visit.

We do collect data from third parties but this is in a very limited capacity. For example, we may collect information from social media where you have given us permission to do so, or if you post on one of our social media pages. Further, we may receive information from Government bodies in relation to you as an individual. This will only be done where there is a defined data sharing agreement between both parties, and you have been made aware.

3.1 Personal information

We may receive, generate and/or collect from third parties the following personal information:

- (a)** Personal details, e.g. name, previous names, gender, date and place of birth, employment history;
- (b)** Contact details, e.g. address, email address, landline and mobile number;

- (c) Identification information such as national insurance number, passport number or driving licence number;
- (d) Next of kin and emergency contact details;
- (e) Information concerning your identity, e.g. photo ID, passport information, National Insurance number or equivalent tax identification number, National ID card, birth number (or equivalent) and nationality;
- (f) Job information, e.g. job title or other information about that person's job;
- (g) Financial information such as financial history and needs, income, bank details, payment details and information obtained as a result of our credit checks;
- (h) Information on relevant family members;
- (i) Information relating to the advice that is requested or the services that we are providing;
- (j) Information captured during telephone calls;
- (k) Information obtained through our use of cookies. Please see below for more information
- (l) We may carry out credit checks and these may be carried out by third parties on our behalf;
- (m) Complaints information;
- (n) Records of correspondence and other communications between us, including email and social media communications;
- (o) Information that we need to support our legal and regulatory obligations e.g. information relating to the detection of suspicious and criminal activity;
- (p) Licence plate details in respect of car park services;
- (q) Retention of photographs in relation to the Onchan Off-Street Parking Places Order 2021, the Onchan General Byelaws 2017, and the Onchan Dog Control Byelaws 2020.
- (r) Monitoring of telephone calls to Onchan District Commissioners and the Housing Office;
- (s) Photographs of events ran by Onchan District Commissioners; and

Commented [AG1]: Amended to include numbering change.
Addition of item (q)

3.2 Special category personal information

We do not normally collect or store special category personal information. However, where we do these require higher levels of protection. Types of special category personal information which may be processed about you include:

- (a) Details of current or former physical or mental health;
- (b) Information relating to criminal sanctions (including offences and alleged offences and any caution, court sentence or criminal conviction);
- (c) Details of race and/or ethnicity, political opinions, religious or philosophical beliefs or trade union membership; and/or
- (d) Data concerning sex life and/or sexual orientation.

We may process special category personal information in the following circumstances:

- (a) In relation to an application for social housing;
- (b) An application for a job.

Commented [AG2]: (a)'Shop Watch' administration. ODC do not operate one, so item deleted.

We will only keep such personal information for as long as is required and in line with our Data Retention Policy. A copy of the Data Retention Policy can be access on the Authority's Website at <https://www.onchan.org.im/uploads/policy-document-retention-policy-march-2020.pdf>

Commented [AG3]: Location updated

4. WHEN WE OBTAIN YOUR PERSONAL INFORMATION

We collect personal information from a number of different sources, including:

- (a) Directly from you or from someone else on your behalf;
- (b) Via publicly available sources such as internet search engines and social media sites
- (c) From credit reference agencies and fraud prevention databases;
- (d) From government agencies including tax agencies and agencies that issue identification documentation.

5. HOW WE USE YOUR PERSONAL INFORMATION

We only ever use your personal information where it is necessary:

- In order to perform a task carried out in the public interest or in the exercise of official authority held by the controller;
- In order to enter into, or perform, a contract with you;
- With your explicit consent. Usually this will be a one-off and will not permit us to continue processing indefinitely;
- In order to comply with a legal or regulatory obligation to use such personal information;
- In order to establish, exercise or defend our legal rights; and/or
- In order to protect your vital interests.

*** Vital interests are intended to cover only interests that are essential for someone's life. So this lawful basis is very limited in its scope, and generally only applies to matters of life and death.*

Commented [AG4]: ** Removed. Do not relate to anything.

Deleted: **

We will only use your personal information for the purposes for which we collect it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If we need to use your information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, where this is required or permitted by law.

You will find further details of our legal grounds for each of our processing purposes at Appendix A below.

5.1 Marketing

We do not collect your personal data for the purposes of Marketing. There may be situations where you have requested to be notified of a particular event or activity that you are interested in. At this time we would ask you to opt in to receive this information and will be very specific about what and how your information will be used. At any time you can choose to change your preferences.

6. DISCLOSING AND SHARING YOUR PERSONAL INFORMATION

We will **never** sell your personal information.

We may share personal information in assisting with responding to enquiries and complaints and also with subcontractors or suppliers who provide us with services. However, we only use these details to provide the service the person has requested and for other closely related purposes. For example, if you have a problem with your social housing heating system then we will pass your information to the private central heating contractor. However, these activities will be carried out under a contract which imposes strict requirements on our supplier to keep your information confidential and secure. Our contractor will not use your information for any other purpose.

Further reasons for sharing your personal information may include

- Prevention and detection of fraud, and where litigation is being contemplated or defended;
- Prevention and detection of crime;
- Employment Screening;
- To fulfil a service offering e.g. Boiler servicing
- Credit and financial checks
- Audit requirements
- To fulfil our legislative responsibilities

Information may be shared with the following organisations

- Law enforcement agencies
- Government departments
- Local Authorities
- Occupational Health
- Contracted third party service providers
- Financial companies
- Financial organisations including Banks and Pensions providers
- External and Internal Auditors
- Third sector organisations (Charities)

Finally, we may also share information with the Isle of Man Public Records Office, which may be permanently preserved for research use at the Isle of Man Public Record Office if the records containing your personal data are selected for permanent preservation under the Public Records Act 1999. This is because

the Isle of Man Public Record Office preserves records of the Isle of Man public authorities that are of long-term historic and cultural value. Should you wish to find out more information regarding this please contact the Isle of Man Public Record Office (which is part of the Department of Enterprise) at public.records@gov.im and/or the Department of Enterprises Data Protection Officer at DPOdE@gov.im.

7. SENDING YOUR PERSONAL INFORMATION OVERSEAS

We (or third parties acting on our behalf) may store or process information that we collect about you in countries outside the Isle of Man and the European Union. Where we make a transfer of your personal information outside of the Isle of Man and EU we will take the required steps to ensure that your personal information is protected. Such steps may include placing the party we are transferring information to under contractual obligations to protect it to adequate standards. If you would like further information regarding the steps we take to safeguard your personal information, please contact our Data Protection Officer using the details outlined above at paragraph 1.

8. HOW WE PROTECT YOUR PERSONAL INFORMATION

We employ a variety of physical and technical measures to keep your personal information safe and to prevent unauthorised access to, or use or disclosure of your personal information.

We store your digital data in safe and secure locations within the Authority's ICT infrastructure in the Isle of Man. We control who has access to information (using both physical and electronic means). This data is also backed up to protect against loss of our data storage facility. The Authority's ICT systems are audited on a regular basis.

Some of our services use the internet to pass data and therefore this data is stored in the 'cloud' for a period of time. These services that the Authority use have undergone strict evaluation, making sure that the service runs to the highest security standards. We only use cloud services that operate in the EU and are therefore governed by the same strict data protection laws as the Isle of Man.

Our physical files are stored in secure locations and only permitted staff gain access to these files. These premises are protected using access security systems.

Our Document Retention policy identifies levels of security required for particular types of files. Files and documents that contain personal information are given our highest level of security requirement.

Our staff receive data protection training and we have a set of detailed data protection procedures which personnel are required to follow when handling personal data.

9. HOW LONG DO WE STORE YOUR PERSONAL INFORMATION

We will only store your personal information for as long as reasonably necessary to fulfil the purposes set out in this Privacy Policy and to comply with our legal obligations. The record types that we manage are defined within the Onchan District Commissioners' Retention Policy.

How long information will be stored for is contained within the Onchan District Commissioners' Retention Policy and depends on the information in question and what it is being used for. We are required to keep some personal data for specific periods of time in line with legislation. For example, if you have applied for job with the Authority but you were unsuccessful we will delete your information straight away, as this personal information is no longer required by Onchan District Commissioners.

We continually review what information we hold and delete what is no longer required. We never store payment card information.

10. PAYMENT SECURITY

Onchan District Commissioners accepts a number of payment options and we are required to collect and process payments for a number of our services; e.g payment counters, on-line payments etc.

If you are using a payment card (credit/debit) we will never store your card payment details.

10.1 Online

All electronic payment forms (on our website) that request financial data will use the Secure Sockets Layer (SSL) protocol to encrypt the data between your browser and our servers.

If you use a credit/debit card to make a payment, your card details are sent securely to our payment providers (World pay or Sumup), we will never store your card payment details on our systems. Our payment providers are all PCI DSS Compliant

Deleted: , Barclaycard and Paypoint

If you are making your transaction from your PC or Mobile device, we cannot guarantee the security of your home computer or the internet, and any online communications (e.g. information provided by email or our website) are at the user's own risk.

It is important that personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

10.2 Phone

Any payments made over the telephone using payment card will be done confidentially. No details are written down, they are always input into our payment machines in real time.

10.3 In person

If you choose to pay by payment card then this will be done securely using one of our card payment machines. The card and pin will only be managed by yourself, we will never ask for your card or pin at time of payment.

All Cheques will be kept safe and secure in our safe area until they are passed to the banks.

11. CLOSED CIRCUIT TELEVISION (CCTV)

Commented [AG5]: Written in full, then abbreviated.

Some of our premises have CCTV and you may be recorded when you visit them. CCTV is there to help provide security and to protect both you and Onchan District Commissioners staff. CCTV will only be viewed when necessary (e.g. to detect or prevent crime), and footage is only stored temporarily in line with our retention policy. The only exception to this would be if footage has been highlighted for review.

Clear CCTV signage is in place in areas where we operate CCTV.

12. COOKIES AND LINKS TO OTHER SITES

12.1 Cookies

Our website uses cookies. Cookies are files containing small amounts of information which are downloaded to the device you use when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies do lots of different and useful jobs, such as remembering your preferences, and generally improving your online experience.

You may refuse the use of cookies by selecting the appropriate settings in your browser, however, if cookies are disabled you may not be able to fully utilise our website.

12.2 Links to other sites

Our website contains hyperlinks to many other websites. We are not responsible for the content or functionality of any of those external websites (but please let us know if a link is not working by using the 'Contact us' link at the top of the page).

13. YOUR DUTY TO INFORM US OF CHANGES

It is important that personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

14. WHAT WE MAY NEED FROM YOU

We may need to request specific information from you to help us confirm your identity and ensure your right to access the personal information (or to exercise any of your other rights). This is to ensure that personal information is not disclosed to any person who has no right to receive it.

15. YOUR RIGHTS AND KEEPING YOU IN CONTROL

Under data protection law you have the right to make certain requests in relation to the personal information that we hold about you. We will not usually make a charge for dealing with these requests. If you wish to exercise these rights at any time please contact using the details set out above in paragraph 1.

There may be cases where we may not be able to comply with your request (such as where this would conflict with our obligation to comply with legal requirements). However, if we cannot comply with your request, we will tell you the reason provided we are allowed to do so by law, and we will always respond to any request you make.

There may be circumstances where exercising some of these rights (such as the right to erasure, the right to restriction of processing and the right to withdraw consent) will mean that we can no longer provide you with services and may therefore result in the cancellation of the relating contract/your services.

Your rights include:

The right to access personal information/ Subject Access Requests (SAR's)

The right to confirmation as to whether or not we have your personal information and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request) and certain details as to how we use it. We shall reply promptly, and certainly within one month from the point of receiving the request and all necessary information from you. We will usually provide you with your information in writing, unless you request otherwise, or where you have made the request using electronic means, in which case the information will, where possible, be provided to you by electronic means.

The right to erasure

You have the right to ask us to erase your personal information in certain circumstances, for example, where the personal information we collected is no

longer necessary for the original purpose. This will need to be balanced against other factors however. For example, we may have legal obligations which mean we cannot comply with your request.

The right to rectification

We take reasonable steps to ensure that information we hold about you is accurate and complete.

However, you have the right to have personal information amended or updated without any undue delay if you do not believe this is the case.

The right to restriction of processing

In certain circumstances, you have the right to request that we stop processing of your personal information, for example, where you think that we no longer need to use your personal information or where you think that the personal information we hold about you may be inaccurate.

The right to data portability

You have the right to receive your personal data, which you have provided to us, in a structured, commonly used digital (machine readable) format and have the right to transfer this data to another controller, without objection or obstruction from us. It should be noted that this request can only be met where data is being processed by automated means and is therefore stored in a way that it can be extracted into a machine readable file. For example, any data stored on paper record would not be available by this method (however, see above for how to obtain copies of your personal information).

Please keep in mind that there are exceptions to the rights above and, although we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

The right to Object

You have the right to object to the processing of your personal information, relating to a particular situation, at any time. This includes personal profiling. We shall no longer carry out the processing of this personal information unless we can demonstrate legitimate grounds for the processing.

The right not to be subject to automated decision making

We do not carry out automated decision making based upon your personal information. Information will be used to assess certain circumstances but this is always subject to ratification; e.g. we have a housing points system for social housing applications, however final allocations of properties are always managed by our allocations team.

The right to complain to the Information Commissioner

You can complain to Onchan District Commissioners directly by contacting our Data Protection Officer using the details set out above at paragraph 1.

If wish to make a complaint which does not directly relate to your data protection and privacy rights, you can do so in accordance with the Onchan District Commissioners' Complaints Policy that can be found on our website.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the Isle of Man Information Commissioner that regulates and enforces data protection law in the Isle of Man. Details of how to do this can be found at www.inforights.im

16. CONTACTING OUR DATA PROTECTION OFFICER

You may contact our Data Protection Officer if you have any questions about how we collect, store or use your personal information.

If you would like further information on your rights or wish to exercise them, please write to our Data Protection Officer, Onchan District Commissioners, Hawthorn Villa, 79 Main Road, Onchan, Isle of Man, or email admin@onchan.org.im.

Commented [AG6]: Email change

Deleted: dataprotection@onchan.org.im

17. UPDATES TO THIS PRIVACY POLICY

We will amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal information. The current version of our Privacy Policy will always be posted on our website.

This Privacy Policy was last updated on the 8th August 2022

Deleted: 31st March

APPENDIX A – HOW WE PROCESS YOUR INFORMATION

We will use your information for purposes including:

1. To deliver our products and services to you on an ongoing basis and to administer the contract we have with you:

We will use your information to provide products and/or services to you and to administer your accounts. This extends to the provision of:

- (a) Social Housing services;
- (b) Private parking;
- (c) Library services
- (d) Receiving and processing payments including Rates, rent, memberships and private refuse collection;
- (e) Refuse and recycle collection.
- (f) Building Control
- (g) Byelaws Enforcement
- (h) Dilapidated properties
- (i) Procurement of goods
- (j) Venue hire
- (k) Commercial property management
- (l) IOM Local Government Superannuation Scheme

Our lawful basis for using your personal information for this purpose is to perform our contract with you, that it is necessary for compliance with a legal obligation, that it is necessary for the performance of a task carried out in the public interest, and/or necessary in the exercise of official authority vested in Onchan District Commissioners.

2. Product and service improvement:

We will analyse your information to identify possible service and product improvements. The lawful basis for this is to perform our contract with you and/or that it is necessary for compliance with a legal obligation and/or that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Onchan District Commissioners.

3. Photographs, pictures, press releases:

We run a number of local events throughout the year, ranging from large events such as the Night of Light to small events, such as young reading groups in our library. With your consent (or the consent of a parent if aged under 16) and in the interests of generating a closer community we will routinely publish photographs, pictures and press releases which may include your personal information. Furthermore, we may forward photographs of events to media outlets such as local newspapers. Our basis for lawful processing of this personal information is that it is undertaken with consent, and/or that it is necessary for the performance of a task carried out in the public interest.

4. CCTV:

We have a number of CCTV cameras in operation. CCTV is there to help provide security and to protect both you and Onchan District Commissioners' staff. CCTV will only be viewed when necessary (e.g. to detect or prevent crime), and footage is only stored temporarily in line with our retention policy. The only exception to this would be if footage has been highlighted for review. The lawful basis for processing of this personal data is that it is processed in order to protect the vital interests of data subjects and/or is undertaken in the interests of the public.

5. Telephone calls:

We may monitor or record phone calls made to the reception and housing office of Onchan District Commissioners in case we need to check that we have carried out your instructions correctly, to resolve queries or issues, for legal purposes, to protect our legal rights in case of a dispute, and to help detect and prevent fraud or other crimes. Our basis for lawful processing of this personal information is that it is necessary to perform our contract with you, to comply with a legal obligation and/or that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Onchan District Commissioners.

6. To prevent and detect crime including e.g. fraud, terrorist financing and money laundering:

This will include monitoring, mitigation and risk management. We do this to comply with our legal obligations. We may share your information with relevant agencies, law enforcement and other third parties where the law allows us to for the purpose of preventing or detecting crime.

Additionally we may take steps to help prevent financial crime and manage risk. We will do this because we have a legal obligation to prevent or detect crime or it is in the public interest. We may be required to use your information to do this, even if you've asked us to stop using your information. That could include (amongst other things) passing information to relevant agencies if we think you've given us false or inaccurate information, or we suspect criminal activity.

7. IT systems:

We will use your information to allow us to provide you with access to Onchan District Commissioners' online platforms. The platform may allow you to directly or indirectly communicate with us for applying for services online. The lawful basis for using your information for this purpose is to perform our contract with you.

8. To record events of local and national importance:

On occasions where there is an event of local or national importance your personal data may be forwarded to the Isle of Man Public Record Office. Our

basis for lawful processing of this personal information is that it is undertaken with consent, that it is necessary for compliance with a legal obligation and/or that it is necessary for the performance of a task carried out in the public interest, and/or necessary in the exercise of official authority vested in Onchan District Commissioners.

9. Protecting our legal rights:

We may need to use your information to protect our legal rights e.g. in the case of defending or the protection of legal rights and interests, court action and/or managing complaints or disputes. This may be in connection with action taken against you or the persons. We would do this on the basis that it is necessary for the performance of a task carried out in the public interest, necessary for the performance of a contract and/or is necessary for compliance with a legal obligation to which Onchan District Commissioners is subject.

APPENDIX B - DOCUMENT REVIEW HISTORY

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
<u>10/12/2018</u>	2018 version	Acting Chief Executive/Clerk	1 of 14
Board Ratification:		28/11/2018	

Deleted: March 2020

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
1	28/11/2018	Original Document
2	<u>08/08/2022</u>	<u>Reviewed</u> and Updated

Deleted: 31/03/2022

Deleted: Modernised



Onchan District Commissioners

Aim:

To ensure safe practices are operated.

NEEDLE STICK INJURIES POLICY

Policy Date: August 2022

Review Date: July 2025



NEEDLESTICK CLEARANCE AND REPORTING PROCEDURE

Contents

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Policy Review - History:

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
July 2020	New	Chief Executive/Clerk	1 of 10
Board Ratification:		29/06/2020	

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
1	25/06/2020	New Policy
2	August 2022	Updated



NEEDLESTICK CLEARANCE AND REPORTING PROCEDURE

1. Background

Needlestick injuries are injuries or skin punctures caused by hypodermic needles. The major risks to Employees are those arising from the careless or malicious disposal of needles, with or without a syringe. Onchan District Commissioners ("the Authority") has produced this procedure to ensure safe practices are operated.

Whilst this procedure primarily relates to needlestick finds, Employees should follow the same procedure for any situations involving bodily fluid clearance.

2. Legal Requirements

The Control of Substances Hazardous to Health Regulations 2002 as amended (COSHH) apply to the risks of infection from needlestick injuries at work.

The Authority also has a legal duty carry out risk assessments and protect its Employees and others against risks that arise from its activities. Needlestick injuries are one of those risks.

3. The Risks

The main risks from a needlestick injury are from the Hepatitis B and C and Human Immunodeficiency (HIV) viruses. The Hepatitis viruses are more infectious than HIV and can also be fatal.

The actual risk of an infection depends on:

- Whether the needle was used by a person infected with Hepatitis or HIV viruses.
- How much material enters the bloodstream. For example, a needle attached to a syringe containing blood is likely to present a higher risk than a detached needle.
- How long since the needle was discarded. Both Hepatitis B and HIV can survive for weeks or months, particularly if not dried out.
- In the case of Hepatitis B, whether or not the injured person is immune.

4. Safe System of Work

4.1 Risk Assessment

All Employees visiting certain properties or undertaking Refuse collections are potentially at risk. Any information about previous needle finds, or known intravenous drug use (both legal and illegal) at a property or location will be particularly relevant to the assessment.

Line Managers are responsible for ensuring Employees are aware of the risks and

that these risks are reviewed following a needlestick incident or on an annual basis as part of the job based risk assessment review or more following any incident.

4.2 Control Measures

To reduce to risk Employees should follow a safe system of work. Specifically they should:

- Prior to visiting tenanted properties make themselves aware of any previous reports regarding sharps or intravenous drug use amongst the tenants.
- When inside the property if they suspect hypodermic use, they should only sit on hard surfaces. They should avoid sitting on soft furnishings that could conceal needles.
- Be observant and look out for the signs that drugs may have been used in the property or area.
- Never use their bare hands to clear rubbish or put their unprotected hands where they cannot see them, such as in soil drains and inside bins, etc. Clearing rubbish includes moving rubbish and furniture to enable closer inspection for defects.

4.3 What to do if you find a needle

Information on where needles are seen is important for an effective risk assessment and report. It will help to identify those groups at particular risk and enable preventative controls to be put in place. Employers can only conduct an informed risk assessment if all incidents of needlestick injury, and all cases of discarded needles being found, are reported and recorded using the in-house Accident, Incident and Near Miss reporting procedure.

It is important to record where needles are found so that the higher risk areas can be identified. This information should be recorded on the in-house Accident, Incident and Near Miss Form and sent to the Health & Safety Co-Ordinator in line with the procedure. The Housing Manager should be contacted so that the information can be added to the relevant tenancy record to be updated.

a) In a Void Property

The void inspection process requires inspecting staff to undertake a visual check for evidence of risk. Any needles found during the void inspection **must** be cleared by a trained clinical waste team. No further inspection or work should continue or re-commence until the clinical waste cleansing process is complete. The Property Maintenance Manager should be contacted to raise and order through our repairs system for a clinical waste contractor to carry out the clearance work. The in-house Accident, Incident and Near Miss record form should be completed and the Housing Manager contacted so the relevant tenant record can be updated.

b) In a Tenanted Property

It is not appropriate for Employees to comment on the disposal and safety standards adopted by tenants in their own home while still in the property. It is appropriate for to comment and leave the property if indications are that remaining in the property constitutes an unacceptable risk. The finder must report any needles found when returning to the office by notifying their Line Manager and completing an in-house Accident, Incident and Near Miss reporting form. The Health & Safety Co-Ordinator and Housing Manager should also be informed so an appropriate record is made to ensure subsequent visits are undertaken only after an accurate and informed risk assessment is made.

c) In Sheltered Housing Schemes

In addition to completing the reporting procedure and instigating the clearance procedure, the finder will notify the appropriate Employee if available.

d) Out of Hours Finds

Where the location of the find necessitates immediate action, only Employees or Contractors who have received training in safer removal procedures, should take action to ensure safe temporary disposal. The incident should also be reported to the appropriate Line Manager as soon as possible.

Only Employees who have been trained in safe removal procedures should attempt to clear sharps. Awareness and removal training is available in-house please see the Health & Safety Co-Ordinator for more information.

e) Refuse Collections

The finder must report any needles found when returning to the office by notifying their Line Manager and completing an in-house Accident and Near Miss reporting form. The Health & Safety Co-Ordinator should also be informed so an appropriate record is made to ensure subsequent visits are undertaken only after an accurate and informed risk assessment is made.

5. Contractors and Ordering Work

All of the guidance is mirrored by guidance given to all contractors working for the Authority.

The needle reporting system requires the Authority to pass on any finds to other agencies visiting our property and areas at our request. Needlestick finds that are reported will be recorded on our systems and contractor made aware on job tickets through the AVO (accompanied visits only) procedure. They will need to adopt their own safe working practices, and to share needlestick injury awareness.

6. Identifying Potential Hazards

Identified Employees will be given the appropriate training so that they can identify areas of potential hazard and know the appropriate response.

7. First Aid for Needlestick Injuries

In the event of a Needlestick injury occurring the following actions should be taken:

- Encourage the wound to gently bleed, ideally holding it under running water
- Wash the wound using running water and plenty of soap
- Do not scrub the wound whilst you are washing it
- Do not suck the wound
- Dry the wound and cover it with a waterproof plaster or dressing
- Seek urgent medical advice, as effective prophylaxis (medicines to help fight infection) are available
- Record the incident and the action taken.
- A protective injection against Hepatitis B can be given but needs to be done within 48 hours.

8 Support for those at particular risk

It is not recommended that all employees should be vaccinated against Hepatitis B, because the emphasis should be on preventing exposure. However, vaccination for any high-risk staff identified by their job based risk assessment (generally those with risk of frequent exposure) should be considered. The risk assessment procedure will identify Employees who are at a particular high risk. Employees who want to know more about vaccination should talk to their Line Manager in the first instance.

MEMORANDUM

To:	Onchan District Commissioners
From:	Acting Chief Executive/Clerk
Ref:	Notice of Motion Submitted Under Standing Order 26
Date:	17/08/22

There is confusion relating to the proceedings that have taken place surrounding the proposed Notice of Motion discussed at the Ordinary Meetings held on 25th July 2022 and 8th August 2022.

Under Standing Order 26.3 it states “The Chief Executive/Clerk shall set out in the summons 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 giving such notice intimated, in writing, when giving it, that he proposes to move it at some later meeting, or has since withdrawn it in writing.”

It is minuted at the Ordinary Meeting held on 8th August 2022 that no notice was given within the agenda/summons regarding the motion, therefore Standing Order 26.3 has not been complied with.

Additionally, the updated motion that was circulated during the meeting held on 8th August 2022 was dated 25th July 2022 and is worded “When proposed and seconded, stand adjourned without discussion to the next meeting of the ordinary meeting of the Authority to be held Monday 8th August 2022.” These dates do not run in line with the actual dates that the motion was heard and then adjourned to.

It is recommended to avoid any further confusion and to comply with Standing Orders that the attached updated Notice of Motion is included as part of the agenda/summons for the Ordinary Meeting to be held on 22nd August 2022, and if acceptable by the Members that the motion be adjourned for consideration at the Ordinary Meeting to be held on 5th September 2022.

Please accept my apologies for the administrative errors made by myself, and for the confusion and delays caused.

For members consideration.



ROSS PHILLIPS
ACTING CHIEF EXECUTIVE/CLERK

THIS MOTION NUMBERED _____

DATED 17th August 2022

ONCHAN DISTRICT COMMISSIONERS

NOTICE OF MOTION

Proposed by: Commissioner David Quirk

To: Acting Chief Executive/Clerk

Date: 17th August 2022

MOTION: When proposed and seconded, stand adjourned without discussion to the next meeting of the ordinary meeting of the Authority to be held Monday 5th September 2022

Under the provisions of Standing Order No 26 – Notice of Motion.

- That Members names be identified in the Board Minutes of Onchan District Commissioners.

This motion shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Authority.

This Notice dated 17th August 2022 signed by:



MEMORANDUM

To:	Onchan District Commissioners
From:	Acting Chief Executive/Clerk
Ref:	Mural Festival – Location Proposals for Murals to be Displayed
Date:	17/08/22

Following the success of the Mural Festival held at The Hub during July 2022 the murals are now ready to be displayed throughout the district. Some of the artists have requested specific locations as per the attached document provided by the Lead Member for Environmental and Technical Services.

Suggested sites in ownership of Onchan District Commissioners (ODC) that would allow for minimal installation and reinstatement works by either ODC staff or contractors are as follows:

- Onchan Park – mounted to the Fun Factory overlooking the play area as well as the Crown Green. An additional location would be mounted to the pay kiosk.
- The Hub – mounted to the sports hall overlooking The Rec.
- Elm Tree House – overlooking the war memorial.
- Hawthorn Villa – overlooking Main Road or adjacent the entrance to the building.
- Harvey Briggs Library.
- Port Jack Glen – mounted to the Millennium Shelter.
- Centenary Park – potentially mounted to the Woodland Trust's storage unit with their consent.

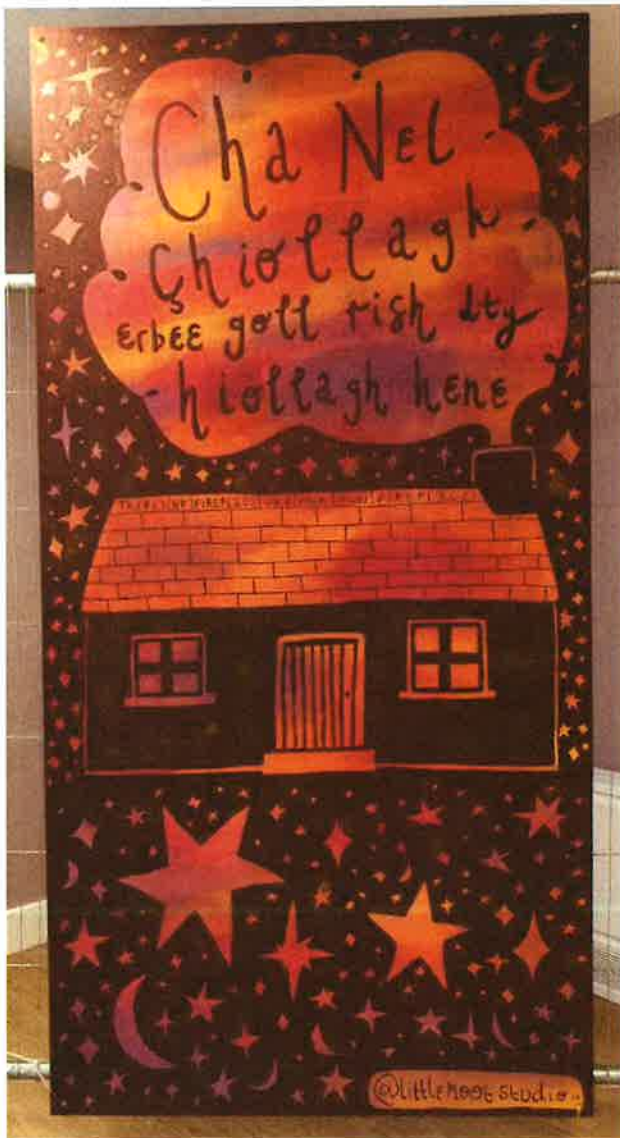
Suggestions for any other locations within the district are welcomed.

For members consideration.



ROSS PHILLIPS
ACTING CHIEF EXECUTIVE/CLERK

Onchan public murals 2022



4 x 8ft -
Little moot studio -
request - somewhere near Molly Corroin's Cottage



4x8ft
Eve Adams Art – request anywhere but
preferably somewhere that people can take
selfies with it - for Instagram



4 x 8 ft -
Beth Cooli
- request - Onchan Park



4 x 4ft -
Quinn Shipton illustration
- request - Onchan Park



4 x 4 ft -
David Britton illustrations
- request - Onchan Park



4 x 8 ft -
CeeCee Illustration -
request - none



4 x 8 ft -
Hannah Wild illustration
- request - none



8 x 4 ft –
 Manx murals and artwork by Fenella Logan –
 request – none – suggestion by the elm tree or the wetlands



4 x 4 ft –
 A. Clucas fine art and illustration
 - request – none



4 x 4 ft -
 Public mural – suggestion -
 Outside of the library to the left
 of the door

MEMORANDUM

To:	Onchan District Commissioners
From:	Acting Chief Executive/Clerk
Ref:	Housing Fixed Term Tenancies
Date:	18/08/22

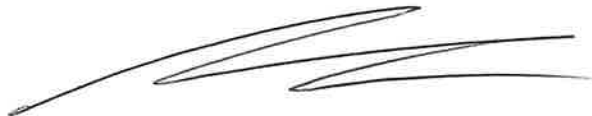
At the Ordinary Meeting held on 11th July 2022 the Department of Infrastructure final guidance document for Fixed Term Tenancies was discussed and within the minutes it was recorded **“After discussion, it was proposed by Mr Turton and seconded by Miss Lewin and unanimously RESOLVED that the Final Guidance Document in relation to Fixed Term Tenancies is approved.”**

The wording within the minutes should have additionally stated **“subject to the following:**

- **Continue the current policy of reviews to be undertaken as and when required, for example, when there is a cause for concern or through transfers, trigger events and tenancy renewals.**
- **Adopt the 12 month introductory tenancy for newly allocated tenants.”**

Under Standing Order 68.1 and 68.2 (Suspension of Standing Orders) it is proposed that the new resolution as outlined above is considered to provide clarity for the Housing officers when carrying out future tenancy assessments.

For members consideration.



ROSS PHILLIPS
ACTNG CHIEF EXECUTIVE/CLERK

Alyson Crellin

From: Admin
Subject: FW: Manx Wildlife Trust Community Consultation
Attachments: Community Consultation Advert.png

From: [REDACTED]
Sent: 05 August 2022 10:01
To: TheHub <thehub@onchan.org.im>
Subject: Manx Wildlife Trust Community Consultation

Hi there,

I'm Hannah, the Community Ranger for Manx Wildlife Trust. I joined the charity in May and am trying to make wildlife friendly places more accessible for all members of the community. Traditionally our nature reserves have been located in places accessible only by public transport and as a charity we're trying to change this.

We currently have a number of new projects starting in Douglas and Onchan and we want them to be community led. These future projects are going to be created for and by the community. With the support of Manx Wildlife Trust, we're encouraging the community to take the lead. As long as helping wildlife is at the heart of the space, then we are open to all ideas. It could be a community garden, orchard, micro-forest whatever!

In September, we are holding two community consultations. The aim of these is to learn more about what wildlife friendly spaces the community would like in their neighbourhood and how we can make this happen. We'd like to establish an Eastern Community Group, who will take the lead on these projects and work with the support of Manx Wildlife Trust.

As a community centre, you're already doing amazing work alongside the community. I wanted to share our plans and ask if you'd like to get involved. I've attached our poster advertising the consultations and would be more than pleased to answer any questions that you might have. I'm keen to advertise the consultations as far and wide as I can. I would love for our community group to be inclusive of all members of the community.

Lesh yeeareeyn share – with best wishes

[REDACTED]

[REDACTED]

Community Ranger



**Manx
Wildlife Trust**
**Treisht Bea-Feie
Vannin**

Supported by



LLOYDS BANK

LLOYDS BANK INTERNATIONAL



Manx Wildlife Trust - **Manx Wildlife for the Future**
 Treisht Vanninagh Y Doogys Feie - **Bea-Feie Vannin son y tra ry-heet**

Stay connected. Find us on [Twitter](#), [Facebook](#), [Instagram](#) or visit www.mwt.im

Manx Wildlife Trust, 7-8 Market Place Peel, IM5 1AB, Isle of Man | (01624) 844432 | Reg Charity 225 IOM | Reg Company 5297 IOM

Please consider the ecological impacts before printing this email.

Alyson Crellin

From: Admin
To: Alyson Crellin
Subject: Youth justice: request for evidence

From: [REDACTED]
Sent: 05 August 2022 16:19
To: [REDACTED]
Cc: [REDACTED]
Subject: Youth justice: request for evidence

To: all Local Authorities

Dear Clerk

The Standing Committee of Tynwald on Constitutional and Legal Affairs and Justice is undertaking an inquiry on youth justice. The Committee would like to invite you to make a written submission on this matter on behalf of your Local Authority, if possible by Wednesday 14th September 2022.

The Committee is particularly interested in views on the following issues:

- the structure and effectiveness of the Island's youth justice system
- the extent of youth crime in the Island and the availability of data on youth justice
- principles of youth justice
- inter-agency working, including the reasons for the success and collapse of the previous Youth Justice Team and prospects for a new, statutory Youth Justice Board
- the quality and value for money of the Island's youth justice services, especially those at Cronk Sollysh and the prison.

The Committee would also be prepared to consider further themes which you may wish to suggest.

The Committee may choose to make public any information it receives. Personal contact details are routinely redacted in advance of such publication. If there is any other information in your submission that you do not wish the Committee to publish, or that you believe the Committee should not publish, please explain this in your submission.

Further information about this inquiry is available on the Tynwald website here:
<https://www.tynwald.org.im/about/news/Pages/2240.aspx>

Thank you and I look forward to hearing from you.

[REDACTED]

[REDACTED]

Clerk of Tynwald
Legislative Buildings, Douglas, Isle of Man IM1 3PW
01624 [REDACTED] (office)
07624 [REDACTED] (mobile)
www.tynwald.org.im



The charity that supports the RAF family
PATRON HE THE LIEUTENANT GOVERNOR

Incorporated by Royal Charter
Registered Charity 226686
Registered under the IOM War Charities Act 1941 462

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

10 August 2022

Dear Sir/Madam,

BATTLE OF BRITAIN

On behalf of the President and Members of the Isle of Man Branch RAF Association I would like to invite you Chairman or representative to the annual church service to commemorate the Battle of Britain.

The service will take place at St George's Church, Douglas on Sunday 18th September at 1100hrs and although there will be no parade this year we are hoping to have a guard of honour at the entrance to the church.

The Isle of Man Branch continues to support veterans, families and serving members on Island and this year we expect an increased demand on our welfare services as the economic situation starts to affect all ages. We also work with other veterans charities to ensure that those who have served or have supported those who have served are now supported in their times of hardship. The annual Wings Appeal ensures that we are able to continue with this support.

We look forward to seeing you at the service and I thank you for your continued support.

Kind regards

[Redacted Signature]

[Redacted Name]

Secretary

THE ROYAL AIR FORCES ASSOCIATION
IOM BRANCH

INVITE YOU TO AN
EVENING OF MUSICAL ENTERTAINMENT

WITH
CASTLETOWN METROPOLITAN
SILVER BAND
and
THE LON DHOO MALE VOICE CHOIR

FRIDAY 16TH SEPTEMBER 7.30PM
ST GEORGE'S CHURCH DOUGLAS
LIGHT REFRESHMENTS AFTERWARDS
£1 ENTRY PAYABLE ON DOOR

CELEBRATE THE RAF AND
COMMEMORATE THE BATTLE OF BRITAIN
All proceeds to Wings Appeal



 **ROYAL
AIR FORCES**
Association
The charity that supports the RAF family

BREW FOR THE FEW



SATURDAY 29TH OCTOBER 2022

MANX AVIATION AND MILITARY MUSEUM

RONALDSWAY AIRPORT

10AM UNTIL 4PM

GUIDED TOURS OF THE MUSEUM, 11AM, 1PM AND
3PM

TO BOOK PLEASE CALL 454596

LIMITED SPACES SO BOOK TO AVOID BEING
DISAPPOINTED!

MUSEUM OPEN TO ALL FREE ADMISSION

HOME MADE CAKES, TEA AND COFFEE

ALL PROCEEDS TO THE RAF Association WINGS
Appeal and the Manx Aviation and Military Museum



82nd Anniversary of the Battle of
Britain

COME ALONG AND SUPPORT THE RAF ASSOCIATION ISLE OF MAN BRANCH IN THEIR
77TH YEAR OF HELPING VETERANS, FAMILIES AND SERVING MEMBERS ON THE
ISLAND.

Alyson Crellin

From: Admin
To: Alyson Crellin
Subject: FW: Climate Change Duties - Statutory reporting by public bodies
Attachments: Public Bodies List.pdf

From: [REDACTED]
Sent: 15 August 2022 15:56
To: [REDACTED]
Cc: [REDACTED]
Subject: Climate Change Duties - Statutory reporting by public bodies

Dear All,

You have received this email because I have your contact details listed in relation to an Isle of Man public body that is subject to reporting under the Climate Change Act 2021.

A list of public bodies is attached; however, if you are not the correct person to receive this email (or you are not sure which public body you are being contacted in relation to) please let me know and, if possible, provide an alternative contact.

Statutory reporting

In July Tynwald approved [regulations](#) setting out requirements for public bodies in relation to their climate change duties under the [Climate Change Act 2021](#).

The first reports will be due in 2023 for the period 1 April 2022- 31 March 2023.

After the end of the reporting period (1 April 2022 – 31 March 2023):

- Category A public bodies (with 150 or more fte staff) have **6 months** to submit their report
- Category B public bodies (with fewer than 150 fte staff) have **4 months** to submit their report
- Category C public bodies (inactive/dormant) have **2 months** to submit their report (a declaration they have remained inactive for the period)

An online portal is being developed which is planned to automatically calculate emissions from consumption data (eg. fuel invoices and electricity bills).

What do you need to do?

The first step is to ensure that someone in your public body has responsibility for collecting the necessary data and submitting the report.

- If that person isn't you, please ask that person to contact me at this email address, so that I can send information relating to reporting directly to them.
- It may be that different sections of your public body need to feed in to a central contact, so you may need more than one person.
- If you're not sure who should be responsible for reporting, please get in touch and we can discuss what additional information you need to make that decision.

What information will be needed to report?

In summary, the information you will need to report will be:

- Consumption of fossil fuels for any purpose eg. heating (oil and gas bills), transport (petrol and diesel purchases), electricity generation (including small and portable generators) and electricity consumption (from electricity bills).
- How the climate change duties have been included in decision making processes within your public body.
- Actions you have planned or undertaken to contribute toward fulfilling the climate change duties including new policies/processes and updates to existing policies/processes.
- Category A public bodies will also need to have established an emissions baseline (for more information on establishing a baseline, please see section 5.2 of the [guidance](#)).

More detailed information about reporting will follow in due course; however, if you have any questions please do not hesitate to contact me.

What's next?

The Climate Change Transformation Team are working on the following resources to help you understand the public bodies' climate change duties:

- Updated guidance. The 'Climate Change Duties – Guidance for Public Bodies' is being updated in September – I will be in touch soon with more information on the expected changes.
- On-line and in-person training.
- Bite sized guidance sheets explaining each aspect the duties on a single page each.
- A resources page specifically for public bodies on the netzero website.
- Public bodies climate network – a resource where public bodies can ask questions; share ideas; find out about webinar and other events; and access support and information.

Useful links are included at the bottom of this email – but if you have any queries, please get in touch!

Best regards,

[Redacted Signature]

Policy Manager

Climate Change Transformation Team

Department of Environment, Food & Agriculture



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Useful links:

- Net zero Isle of Man website
www.netzero.im
- Climate Change Duties – Guidance for Public Bodies
https://netzero.im/media/3zabesuf/climatechangedutiesguidanceforpublicbodies_31032022.pdf
- Climate Change Duties - Quick Reference Guide
<https://netzero.im/media/5mde25qi/ccdutiesquickrefguide.pdf>
- Fair Change Framework
https://netzero.im/media/e4nfvdid/fair-change-framework_31032022.pdf
- Isle of Man Climate Change Plan 2022-2027 (to be voted on in Tynwald in October)
<https://www.tynwald.org.im/business/opqp/sittings/20212026/2022-SD-0065.pdf>

Isle of Man. Giving you freedom to flourish

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No employee or agent is authorised to conclude any binding agreement on behalf of any of the Departments or Statutory Boards of the Isle of Man Government with any party by e-mail without express written confirmation by a Manager of the relevant Department or Statutory Board.

RAAUE: S'preevaadjagh yn çhaghteraght post-l shoh chammah's coadanyn erbee currit marish as ta shoh coadit ec y leigh. Cha nhegin diu coipal ny cur eh da peiagh erbee elley ny ymmydey yn chooid t'ayn er aght erbee dyn kied leayr veih'n choyrtagh. Mannagh nee shiu yn enmyssagh kiarit jeh'n phost-l shoh, doll-shiu magh eh, my sailliu, as cur-shiu fys da'n choyrtagh cha leah as oddys shiu.

Cha nel kied cumit da failleydaghy ny jantagh erbee conaant y yannoo rish peiagh ny possan erbee lesh post-l er son Rheyynn ny Boayrd Slattyssagh erbee jeh Reiltys Ellan Vannin dyn co-niartaghey scrut leayr veih Reireyder y Rheyynn ny Boayrd Slattyssagh t'eh bentyn rish.

Public Bodies - as defined in the Climate Change Act 2021 by reference to the Freedom of Information Act 2015

Public bodies	Type	Comment
Cabinet Office	Government Department	
Education, Sport and Culture	Government Department	
Enterprise	Government Department	
Environment, Food and Agriculture	Government Department	
Health and Social Care	Government Department	
Home Affairs	Government Department	
Infrastructure	Government Department	
The Treasury	Government Department	
Andreas	Local Authority	
Arbory and Rushen	Local Authority	
Ballaugh	Local Authority	
Braddan	Local Authority	
Bride	Local Authority	
Castletown	Local Authority	
Douglas	Local Authority	
Garff (Laxey, Lonan, Maughold)	Local Authority	
German	Local Authority	
Jurby	Local Authority	
Lezayre	Local Authority	
Malew	Local Authority	
Marown	Local Authority	
Michael	Local Authority	
Onchan	Local Authority	
Patrick	Local Authority	
Peel	Local Authority	
Port Erin	Local Authority	
Port St Mary	Local Authority	
Ramsey	Local Authority	
Santon	Local Authority	
HM Attorney General's Chambers	Other	
Manx Museum and National Trust	Other	
Public Services Commission	Other	
Chief Constable	Other	
Clerk of Tynwald	Other	
Financial Intelligence Unit	Other	
General Registry	Other	
Industrial Relations Officers appointed under section 5 of the Trade Disputes Act 1985	Other	
Road Transport Licensing Committee	Other	
Information Commissioner	Publicly owned company	MUA affiliated
e-llan Communications Limited (registered in the Isle of Man with company number 121148C)	Publicly owned company	DfE affiliated
Isle of Man Film Limited (registered in the Isle of Man with company number 108605C)	Publicly owned company	DfE affiliated
Isle of Man Film (DOI) Limited (registered in the Isle of Man with company number 117114C)	Publicly owned company	Inactive
Isle of Man Limited (registered in England and Wales with company number 02963296)	Publicly owned company	DoI/Transport affiliated
Isle of Man National Transport Limited (registered in the Isle of Man with company number 008387C)	Publicly owned company	
Laxey Glen Mills Limited (registered in the Isle of Man with company number 006867C)	Publicly owned company	MUA affiliated
Manx Cable Company Limited (registered in the Isle of Man with company number 091223C)	Publicly owned company	Dissolved
PGT Limited (registered in the Isle of Man with company number 104629C)	Publicly owned company	
Radio Manx Limited (registered in the Isle of Man with company number 001486C)	Publicly owned company	
Communications and Utilities Regulatory Authority	Statutory Board	
Isle of Man Financial Services Authority	Statutory Board	
Isle of Man Office of Fair Trading	Statutory Board	
Isle of Man Post Office	Statutory Board	
Manx Care	Statutory Board	
Manx Utilities Authority	Statutory Board	
Public Sector Pensions Authority	Statutory Board	

Alyson Crellin

From: Admin
To: Alyson Crellin
Subject: FW: Highway Maintenance Charter

From: [REDACTED]
Sent: 15 August 2022 14:35
To: [REDACTED]; Admin <admin@onchan.org.im>; [REDACTED]
Subject: Highway Maintenance Charter

Dear all,

Thank you for making comments on the draft Highway Maintenance Charter that was issued earlier this year.

Jeff Robinson, Director of Highway Services would like to set up a workshop with the Commissioners one evening to discuss the draft charter and any recommendations you may have.

Jeff is currently on leave, so sometime in September would be most appropriate. Would Tuesday 13th September 7pm-8.30pm be suitable to everyone? Would Douglas Town Hall be available for the meeting?

Please let me know if the time or date is not suitable.

Many thanks,

[REDACTED]

[REDACTED]

Research and Analysis Officer
 Highway Services
 Department of Infrastructure
 1st Floor, Sea Terminal, Douglas, Isle of Man, IM1 2RF


infrastructure
 highway services
 bun-troggalys ~ shirveishyn raaldey



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