

# ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,  
79 Main Road, Onchan.*

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## ORDINARY MEETING

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23<sup>rd</sup> April 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 27<sup>th</sup> April 2026**

**(P) – 6:30 pm – Culture Vannin**

**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 Ordinary Meeting held on Monday 13<sup>th</sup> April 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 26/00166/B	Onchan School - Forest School Area School Road	14 <sup>th</sup> June 2026

**9. Finance and General Purposes:**

**9.1** Lead Member Report – Quarter 4 *(Appendix 9.1)*

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

- 10.1 Special Leave Policy & Procedure – Review *(Appendix 10.1)*
- 10.2 Isle of Pride Event – Update *(CEO to report)*

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

- 11.1 Mona’s Queen III Anchor Memorial Services Invitation *(Appendix 11.1)*
- 11.2 Isle of Man Municipal Association – Annual General Meeting & Dinner *(Appendix 11.2)*
- 11.3 Junior Achievement Isle of Man – Onchan Pleasure Park Request *(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 77 Members of the Public to ask questions of the Chair or relevant Commissioners *(Appendix 13.1)*
- 13.2 Motion 78 Board Members when relevant be named within the Minutes *(Appendix 13.2)*
- 13.3 Motion 79 That the Board requests a comprehensive review of all existing play areas equipment and play apparatus currently provided within Onchan Pleasure Park *(Appendix 13.3)*
- 13.4 Motion 80 That the Board will consider and set all future District Rates during the In Public section of Ordinary and Extra Ordinary Meetings commencing from the 2027/28 financial year *(Appendix 13.4)*

**14. Environmental and Technical Services:**

- 14.1 Onchan Pleasure Park – Multi Play Equipment Replacement Options *(Appendix 14.1)*
- 14.2 Lead Member Report – Quarter 4 *(Appendix 14.2)*
- 14.3 (P) Non Destructive Street Light Column Testing *(Appendix 14.3)*

**15. Housing Matters:**

- 15.1 Lead Member Report – Quarter 4 *(Appendix 15.1)*
- 15.2 Amendment to Public Sector General Needs Housing Income Thresholds – Public Consultation *(Appendix 15.2)*

**16. Chairman’s Announcements:**

**Dates for Diary:**

Date	Organisation	Event	Time
27 <sup>th</sup> April 2026	Onchan District Commissioners	Board Meeting	7:00 pm
5 <sup>th</sup> May 2026	Onchan District Commissioners	Commissioners Surgery – Springfield Court	2:00 pm to 3:00 pm
5 <sup>th</sup> May 2026	Onchan District Commissioners	Annual General Meeting	7:00 pm
9 <sup>th</sup> May 2026	Onchan District Commissioners	Commissioners Surgery – The HUB	10:00 am to 12 noon

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

**PLANS LIST****Board Meeting to be held on Monday 27th April 2026****The Lead Member of Environmental and Technical Services and the District Surveyor have viewed the applications and recommend the following:-**

	<b>Applicant/Address</b>	<b>Description</b>
<b>PA 26/00166/B Return Date 14/06/2026</b>	Onchan School Forest School Area School Road Onchan IM3 4PD	Erection of Pergola
	<b>Recommendation – Approve</b>	



## REPORT

<b>Report to:</b>	Board of Onchan District Commissioners
<b>Reporting Officer:</b>	Chief Executive/Clerk
<b>Date of the Meeting:</b>	27 <sup>th</sup> April 2026
<b>Subject:</b>	Special Leave Policy and Procedure – Review
<b>Public or Private Document:</b>	Public

### **Introduction:**

The Authority's current Special Leave Policy and Procedure was due for review in February 2025. Due to the workload of the Chief Executive/Clerk, this deadline has been missed.

The Board is asked to consider the approval and implementation of an updated Special Leave Policy and Procedure.

### **Previously Considered by the Board:**

Ordinary Board Meeting held on Monday 13<sup>th</sup> June 2022.

Minute reference C22/06/01/10.

### **Recommendation/s or Action/s Taken:**

#### **Option 1**

That the Board resolves to approve and implement the draft Special Leave Policy and Procedure, dated April 2026 to March 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 Special Leave Policy and Procedure, dated April 2026 to March 2029.

#### **Option 3**

That the Board does not approve the implementation of the draft Special Leave Policy and Procedure, dated April 2026 to March 2029, and requests that the matter be brought back before the Board for further consideration once alterations are made.

<p><b>Supporting Rationale:</b></p> <p><b><u>Review</u></b></p> <p>The Authority's current Special Leave Policy and Procedure was due for review in February 2025. A lack of review of the Authority's policies and procedures has been highlighted as a risk to be addressed by the Authority's internal auditors.</p> <p><b><u>Improvements and Risks</u></b></p> <p>Following a review of the current document and feedback received from some employees, it is recommended that the document requires improvement due to a lack of information for employees to refer to. The current document does not support the Authority's following aims.</p> <ul style="list-style-type: none"> <li>• To set clear expectations for employees.</li> <li>• To create consistency and fairness in decision making.</li> <li>• To provide structure and order.</li> <li>• Enhance compliance and reduce risk by protecting employees and the organisation, and</li> <li>• To ensure policies reflect how the organisation actually works.</li> </ul> <p><b><u>Consultation with Others</u></b></p> <p>Advice has been sought from the other parties to assist with the creation of an updated Policy and Procedure. The basis of the draft document is based on the Public Service Commission Special Leave document dated November 2025.</p>
<p><b>Alternatives Considered but not Recommended:</b></p> <p><b><u>Option 4</u></b></p> <p>That the Board does not review the current Special Leave Policy and Procedure, dated June 2022 to February 2025.</p>
<p><b>Standing Orders:</b></p> <p>Not applicable.</p>
<p><b>Resource Impact:</b></p> <p>Not applicable.</p>
<p><b>Financial Impact:</b></p> <p>Not applicable.</p>
<p><b>Legal and/or Insurance Impact:</b></p> <ul style="list-style-type: none"> <li>• Employment Act 2006.</li> </ul>

- Equality Act 2017.
- Flexible Working Regulations 2020.
- Annual Leave Regulations 2007.
- Maternity Leave Regulations 2007.
- Paternity Leave (Birth) Regulations 2007.
- Adoption Leave Regulations 2007.
- Parental Leave (Disabled Children) Regulations 2007.
- Parental Bereavement Leave Regulations 2025.
- Employment (Time Off for Public Duties) Order 2014.
- Equality Act 2017 (Disability) Regulations 2020.
- Various Codes of Practice relating to the above listed Acts and Regulations.

**Equality Impact:**

Protected characteristics in relation to the Equality Act 2017 have been considered when preparing the updated draft Policy.

**Climate Change Impact:**

Not applicable.

**Consultation with Others:**

- Exceed Outsourcing – the Authority’s human resources advisor/contractor.
- Office of Human Resources – Isle of Man Government.
- Douglas City Council.

**General Data Protection Regulations and/or Confidentiality Impact:**

Not Applicable.

**Appendices:**

See enclosed:

- Current Special Leave Policy and Procedure – dated June 2022 to February 2025.
- Draft Special Leave Policy and Procedure – dated April 2026 to March 2029.

For Members Consideration

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes that form a cursive name.

ROSS PHILLIPS  
CHIEF EXECUTIVE/CLERK



# Onchan District Commissioners

Aim: To help employees balance the demands of work with the demands of domestic responsibilities.

## Special Leave Policy and Procedure

Draft: June 2022  
Review: February 2025



## Contents

1.	<b>Scope</b>
2.	<b>Policy</b>
3.	<b>Purpose</b>
4.	<b>Statutory Rights</b>
5.	<b>Compassionate Leave</b>
6.	<b>Emergency Leave</b>
7.	<b>Medical Dental and Health Appointments</b>
8.	<b>Personal Appointments</b>
9.	<b>Appendix 1 - Application Form for Special Leave</b>

### 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.

<b>Effective from:</b>	<b>Replaces:</b>	<b>Originator:</b>	<b>Page X of Y</b>
August 2019	New	Chief Executive/Clerk	1 of 7
<b>Management Team Approval:</b>			
<b>Board Ratification:</b>			

<b>History or Most Recent Policy Changes – MUST BE COMPLETED</b>		
Version:	Date:	Change:
Version 2	06/06/2022	Reviewed and updated

## **1. Scope**

This Policy applies to all employees who are employed by Onchan District Commissioners ("the Authority") including full time, part time and temporary employees.

It applies to requests for time off work (paid or unpaid) which are not covered by other policies or terms and conditions of employment e.g. Annual Leave, Maternity/Paternity Leave, or leave for which statutory provisions are in place (see Statutory Rights).

## **2. Policy**

The Authority recognises that there may be occasions when employees need to take time off work for reasons that do not necessarily fall under normal leave provisions and the need for other leave options to help employees achieve an appropriate balance between their work and personal commitments.

Any Special Leave granted is always on the provision that it is subject to the operational needs of the Authority and requires prior permission.

The Public Service Commissions – Special Leave Policy 2021 provides guidance relating to the provision of leave for compassionate or urgent reasons which can be accessed by the link below.

<https://hr.gov.im/media/2287/psc-special-leave-policy.pdf>

National Joint Council – National Agreement on Pay and Services

## **3. Purpose**

The purpose of this Policy and Procedure is to ensure that Line Managers and employees understand the statutory, contractual and management authority underpinning the entitlements to and procedures for managing Special Leave. Procedures that are in place ensure that services are maintained, there is consistency and fairness in the management of Special Leave and accurate records are maintained.

## **4. Statutory Rights**

The Employment Act 2006 ("the Act") and associated subordinate legislation provide the right for an employee to:

- reasonable time off with pay for trade union duties;
- reasonable time off without pay for trade union activities; and
- time off without pay for jury service during working hours.

Reasonable time off without pay to undertake other specified public duties, namely as:-

- a justice of the peace;
- a member of a local authority;
- a member of a statutory tribunal;
- a governor of a school maintained by the Department of Education, Sport and Culture;
- a member of the Isle of Man Prison Independent Monitoring Board or a member of the Parole Committee.; and
- Time off with pay for pension scheme trustees

This Policy does not remove any current provisions afforded to employees under their contracts of employment, under existing legislation, or other provisions within relevant collective agreements.

Requests for time off falling under any of the categories above should be made in writing to the Line Manager as soon as possible.

## **5. Compassionate Leave**

Compassionate Leave is to offer immediate paid time off to employees to support them at the time of the death or serious illness of a close relative. A close relative is a parent, child, sibling, grandparent or spouse/partner. This may also apply to relatives 'in law'.

Requests for Compassionate Leave will take into account the individual needs of the employee and will include:-

- the relationship and caring responsibilities between the individual and the employee;
- the nature and extent of any illness or treatment required;
- whether the employee is involved in making funeral arrangements;
- whether there may be a requirement to travel or attend a funeral or ceremony; and
- the operational needs and demands of the Authority at that time and the capacity to make alternative arrangements to cover duties.

## **6. Emergency Leave**

Emergency Leave is intended to cover genuine and unforeseen emergencies involving Dependents, or unexpected domestic emergencies. If however, an employee knows in advance that they are going to need time off, they should speak to their Line Manager about the possibility of taking such time as part of their annual leave entitlement.

### **a) For reasons connected with Dependants**

Unpaid Emergency Leave is available for unexpected emergencies connected with dependants as listed below. Under certain circumstances this may be combined with compassionate leave:-

- to deal with an unexpected disruption or breakdown in care arrangements for a Dependant, for example, when a childminder is unavailable; or when a nursery or school is unexpectedly closed;
- if a Dependant falls ill, gives birth or has been involved in an accident or suffers some form of assault or harm;

- to make appropriate care arrangements for a Dependant who is ill, injured or in need of other forms of significant emergency care;
- to deal with an incident or emergency involving an employee's child while they are at nursery, school or college

Under this Policy the term Dependant is defined as an employee's spouse, civil partner, child (biological, adopted or fostered or for whom the employee has a legitimate responsibility), parent or someone who lives with the employee as part of their family (but is not a lodger or boarder).

A Dependant may also be someone who does not necessarily live at the same address as the employee but reasonably relies on the employee for assistance or to arrange provision of care if they fall ill, give birth, are injured or assaulted, or where care arrangements break down unexpectedly. This may be where the employee is the primary carer or the only person who can help in an emergency, for example where an employee is a registered carer.

### **b) Unexpected domestic and other emergencies**

An employee may request up to 1 day of unpaid leave (or annual leave) if the experience a severe and unexpected domestic emergency (unrelated to children or Dependents) necessitating the employee's presence at home. Any additional time off should be taken as annual leave.

Examples of an emergency include but are not limited to:-

- fire or flood at the employee's home;
- a burglary at the employee's home;
- a road accident or other similar accident involving the employee (excluding time off for illness or injury where the sickness absence policy will apply);
- the breakdown or theft of the employee's car;
- in determining whether a request for emergency leave should be granted the following factors should be taken into consideration;
- the nature and extent of the emergency;
- the availability of others to deal with the emergency; and
- the likely impact of the emergency on the employee.

### **c) Procedure**

An application for Special Leave, whether paid or unpaid, should be submitted to the Line Manager as far in advance as possible of the date of the first day of leave requested and the reason for the leave should be clearly stated using the form at Appendix 1.

Where the circumstances are such that it is not possible to apply in advance, the employee should contact their Line Manager to request verbal agreement as soon as reasonably practicable. The Line Manager will complete the form at Appendix 1 on behalf of the employee.

The Line Manager will discuss with the employee their need for leave either by arranging a meeting with the employee in advance of the start date of the requested leave or by telephone. The discussion may include:-

- the reason for the request;
- the anticipated number of days away from work;
- any additional flexible working pattern arrangements that will be required/appropriate e.g. half day working, late start/early finish;
- any additional leave i.e. annual leave that might be required;
- any implications for the Authority e.g. work commitments to be delegated elsewhere;
- Special Leave requests which fall within the guidance above may be approved by the Line Manager and the employee advised accordingly; and
- additional leave over and above the guidance, with or without pay may be authorised at the discretion of the Chief Executive/Clerk.

If the request for Special Leave does not fall within the scope of this Policy, the Line Manager will advise the employee accordingly, and discuss with the employee options available to enable the employee to have time off work e.g. use of annual leave or refuse the request.

## **7. Medical Dental and Health Appointments**

It is expected that employees make appointments outside of working hours or at the beginning or end of the working day to minimise operational disruption. Approval to attend such appointments must be approved by the Line Manager.

Time off for Off Island Medical Appointments will be treated as paid special leave and not recorded as sick leave, unless the employee is already on sick leave in which case the sick leave provisions will continue to apply.

## **8. Personal Appointments**

Personal appointments should be arranged outside of work hours.

Where this is not possible then the employee must obtain authorisation from the Line Manager to be absent during work time and agree with the Line Manager when the time will be made up. Alternatively, time off in lieu may be authorised where the employee has worked approved additional hours.



**Application Form for Special Leave**

**Please complete this form to request paid or unpaid Special Leave in accordance with the Authority's Special Leave Policy.**

<b>Full Name:</b>	
<b>Post:</b>	

**I wish to apply for the following period of paid/unpaid (delete as appropriate) Special Leave: -**

<b>Date from: - (first day of absence)</b>	<b>Date to: - (last day of absence)</b>
<b>Number of working days/weeks* absent (*delete as appropriate)</b>	

**Reason for application: -**

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<b>Applicants signature:</b> _____ <b>Date:</b> _____
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**Approved by:-**

Line Manager's Name: \_\_\_\_\_

Line Manager's Signature: \_\_\_\_\_

**Authorised by:-**

Chief Executive/Clerk's Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**ONCHAN DISTRICT  
COMMISSIONERS**

**SPECIAL LEAVE  
POLICY AND  
PROCEDURE**

Date: April 2026  
Review: March 2029





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### Appendix 1 – Application for Special Leave

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<b>Effective from:</b>	<b>Replaces:</b>	<b>Originator:</b>	<b>Page X of Y</b>
April 2026	Version 2	Chief Executive/Clerk	1 o 10
<b>Board Ratification:</b>			

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
1.	08/2019	New Policy
2.	06/2022	Policy Reviewed and Updated
3.	06/2026	Policy Reviewed and Updated

## **1. SCOPE**

This Policy applies to all employees who are employed by Onchan District Commissioners ("the Authority"), including full time, part time and temporary employees.

It applies to requests for time off work (paid or unpaid) which are not covered by other policies or terms and conditions of employment e.g. annual leave, maternity/paternity leave, or leave for which statutory provisions are in place (see <https://www.gov.im/categories/working-in-the-isle-of-man/employment-rights/guides-to-employment-rights/>)

## **2. POLICY**

**2.1** The Authority recognises there may be occasions when employees need to take time off work for reasons that do not fall under normal leave provisions, such as annual leave or sick leave and that employees should have the confidence that special leave, with or without pay, may be granted at the discretion of Line Managers and in accordance with the operational needs of the Authority.

**2.2** The purpose of special leave is to help an employee to balance the demands of their work, personal responsibilities and wellbeing.

**2.3** The aim of this policy is to provide a framework that enables employees to request reasonable time off and for Line Managers to consider such requests. Every application should be treated sympathetically and on its own merits.

**2.4** This policy will be reviewed every 3 years, subject to any changes prompting an interim review.

## **3. PURPOSE**

The purpose of this policy and procedure is to ensure that Line Managers and employees understand the statutory, contractual and management authority underpinning managing special leave. Procedures that are in place ensure that services are maintained, there is consistency and fairness in the management of special leave and accurate records are maintained.

## **4. APPLYING FOR SPECIAL LEAVE**

**4.1** An application for special leave, whether paid or unpaid, should be submitted using the relevant form (see Appendix 1) to the employee's Line Manager as far in advance as possible of the date of the first day of the leave requested. If it is not possible to give advanced notice, an employee must notify their Line Manager as soon as reasonably practicable. This should normally be done within one hour of their work start time. The reason for the leave should be clearly stated.

**4.2** Records of all special leave taken, whether paid or unpaid, will be kept on the employee's human resources file (in line with the General Data Protection Regulations and the Authority's agreed Document Retention schedule).

- 4.3** In determining whether special leave without pay should be granted, Line Managers should mainly have regard to the effect of such leave on the discharge of the operational matters of the Authority.
- 4.4** Line Managers do not have the discretion to approve additional periods of special leave in excess of the maximum allowances included in this policy. Additional periods of special leave in excess of the maximum allowances must be approved by the Chief Executive/Clerk, or Deputy Clerk.
- 4.5** Special leave is pro-rata for part time employees.
- 4.6** Any non-working day, such as bank, public and privilege holidays, Saturdays and Sundays that occur within a period of special leave should be treated as follows:
- 4.6.1 Special Leave with Pay** – any non-working day need not be reckoned towards any prescribed limit to the number of days which may be taken as special leave; therefore, there is no entitlement to a day in lieu on the employee's return to work.
- 4.6.2 Special Leave without Pay** – any non-working day need not be reckoned towards any prescribed limit to the number of days taken as unpaid special leave, but no pay should be issued for such days.

## **5. REASONS FOR SPECIAL LEAVE**

### **5.1 URGENT PERSONAL CIRCUMSTANCES**

Periods of special leave with pay will be granted up to a maximum of 10 days in any period of 12 months to deal with an emergency, including urgent personal circumstances such as a bereavement or care of dependents or to allow alternative care arrangements to be put in place.

### **5.2 TIME OFF TO CARE FOR DEPENDENTS IN EMERGENCIES**

In unforeseen emergency situations, special leave will be given to care for dependents (a dependent is a spouse or civil partner, a child or grandchild, a parent or grandparent, in the following circumstances:

- If a dependent falls ill, has been injured or assaulted;
- When a dependent is having a baby;
- To make longer term care arrangements for a dependent who is ill or injured;
- To deal with the death of a dependent;
- To deal with an unexpected disruption or breakdown of care arrangements for a dependent;
- If a child is involved in an incident during school time.

### **5.3 BEREAVEMENT**

To make arrangements for and attend the funeral of an immediate family member, up to a maximum of 3 days paid leave will be granted. For the purpose of this leave, a close relative is husband, wife, partner, mother, father, son, daughter, grandparents, grandchildren, brother or sister, but there may be exceptions to this list, and Line Managers should always use their discretion.

To attend the funeral of another relative, up to half a day of paid leave will be granted.

The amount of time to be granted will depend on individual circumstances e.g. the death of a close relative involving off-Island travel may require a longer period of absence than the death of a close relative on the Island.

### **5.4 PARENTAL BEREAVEMENT LEAVE**

Parental bereavement leave is time off to deal with the death of a child, if they die under the age of 18, or are stillborn after 24 weeks' pregnancy. Eligible parents may take up to 2 weeks' paid leave in the 56 weeks following the child's death, either as 2 weeks together or 2 separate weeks. A week is the same number of days that an employee normally works in a week.

Expectant parents who suffer a miscarriage up to 24 weeks into pregnancy will be entitled to one week of leave in the 56 weeks following the miscarriage. For the purpose of this policy, a week is defined as the same number of days that an employee normally works in a week.

Those who are eligible for parental bereavement leave are:

- Biological parent;
- Adoptive parent, if the child was living with them;
- Biological parent whose child has been adopted, who has a contact order in place;
- A person who lived with the child and had responsibility for them, for at least 4 weeks before they died;
- Intended parent – due to become their legal parent through surrogacy; and
- Partner of the child's parent, if they live with the child and the child's parent is in an enduring family relationship.

When parental bereavement coincides with other statutory leave (for example, maternity leave or paternity leave):

- Parental bereavement leave must start after the other leave has ended, but does not have to be taken immediately after. This includes if the statutory leave is for a child;
- If parental bereavement leave is interrupted by the start of another type of statutory leave, the remaining entitlement to parental bereavement leave can be taken after the other leave has ended. Any remaining parental bereavement leave must still be taken within 56 weeks of the date of death or still birth.

Parental bereavement leave must start after the other leave has ended, but does not have to be taken immediately after. This includes if statutory leave is for another child.

If parental bereavement leave is interrupted by the start of another type of statutory leave, the remaining entitlement to parental bereavement leave can be taken after that other leave has ended. Any remaining parental bereavement leave must still be taken within 56 weeks of the date of death or still birth.

#### **5.4 ON-ISLAND MEDICAL APPOINTMENTS**

**5.4.1** Appointments to visit a doctor, dentist, or hospital should be made in an employee's own time. An employee who wishes to be released from work during their normal working day for a routine appointment can request such time off.

Appointments should be made as close as possible to the start and end of the working day. A Line Manager should endeavour to meet the request and come to an agreement with the employee about making up the necessary hours, or request that it is taken from the employee's Time off in Lieu if they have sufficient TOIL <sup>1</sup>

#### **OFF-ISLAND MEDICAL APPOINTMENTS**

**5.4.2** Time off for employees to attend off-Island medical appointments should be treated as paid special leave and not be recorded as sick leave, unless the employee is already on sick leave, in which case the sick leave provisions will continue to apply.

**5.4.3** The provision does not apply to time off for elective surgery.

**5.4.4** Periods of special leave with pay for off-Island medical appointments for an employee to attend or for an employee to accompany a dependent will be granted up to a maximum of 10 days paid special leave in any 12 month period. Alternatively, an employee may take the time as annual leave or time off in lieu.

**5.4.5** For parents or guardians of disabled children, there are separate provisions for paternal leave for parents of disabled children, which may be appropriate.

### **6. BONE MARROW DONORS**

**6.1** Employees who donate bone marrow should be supported to do so with a period of special leave with pay.

**6.2** An employee may be reimbursed for loss of earnings up to a reasonable level by the organisation which arranges bone marrow donations. In such cases, the granting of paid special leave is subject to the employee undertaking to repay the Authority any reimbursement for loss of earnings in the same way that compensation is received for jury service.

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<sup>1</sup> [ODC TOIL Policy and Procedure](#)

- 6.3** The time off work would be expected to be 3 to 5 days, and some form of medical certificate for any absence in excess of 5 working days. If the absence is for more than 10 days, the absence should be reviewed to determine whether it should be treated as sick leave, as this would be well in excess of the expected normal recovery time from the procedure.

## **7. ELECTIVE SURGERY**

- 7.1** Consideration has been given to the status of absences from work where employees have chosen to undergo surgery of their own accord, for example, vasectomy, female sterilisation, various types of cosmetic surgery etc.
- 7.2** The length of absence will depend on the nature of the surgery and the circumstances of the employee. Therefore, Line Managers will need to exercise discretion when paying regard to individual circumstances, but in the interest of consistency, the following guidance is issued:
- 7.2.1** Where any employee produces a medical certificate advising that they should refrain from work, a statement from their Doctor confirming the surgery is being carried out on medical advice or a certificate of hospitalisation, such absences should be treated as normal sick leave with pay;
- 7.2.2** Where the absence is of a short duration e.g. less than 5 days, consideration should be given to the appropriateness of annual leave or special leave (either paid or unpaid), subject to any overall limits which may apply;
- 7.2.3** In the event that queries arise in regard to the status of absence, advice should be sought from the Office of the Chief Executive/Clerk or the Deputy Clerk.

## **8. FERTILITY TREATMENT**

- 8.1** Employees who are following a course of fertility treatment are eligible for up to 5 days of paid leave for fertility treatment in any 12 months.
- 8.2** If an employee requires additional time off, they may take a period of annual leave, TOIL or unpaid leave by agreement with their Line Manager. Should an employee become ill as a result of or during fertility treatment, any absence should be treated as normal sick leave.

## **9. TIME OFF FOR PUBLIC DUTIES**

- 9.1** Unpaid time off will be granted for public duties by Section 39 of the Employment Act 2006 to an employee who is:
- A Justice of the Peace;
  - A member of a Local Authority;
  - A member of any Statutory Tribunal;
  - A member of a Hospital Administration Committee; or

- A member of the managing or governing body of a school maintained by the Department of Education and Children.

**9.2** If approval is given for an employee to be a paid member of a public body as defined within the Payment of Members' Expenses (Specified Bodies) Order 2017, the above provisions in respect of time off will apply.

## **10. EMERGENCY SERVICES**

**10.1** Unpaid time off will be granted to an employee who is a member of:

- An RNLI lifeboat crew;
- The Civil Defence;
- The Auxiliary Coast Guard;
- The Retained Fire Brigade; and
- The Isle of Man Special Constabulary.

**10.2** Membership of the emergency services is a second employment and requires the permission of the Chief Executive/Clerk or Deputy Clerk. Paid special leave will not be granted for any absences due to employment as an emergency services worker.

**10.3** Employees who volunteer for the emergency services may be entitled to paid special leave to attend training or duties related to the role. The maximum paid special leave entitlement is 5 days per year, and this will be granted in line with operational demands of the Authority.

**10.4** In these circumstances, any allowance paid to the employee as compensation for loss of earnings that have not in fact been lost shall, on their return to work, be paid in full to the Authority.

## **11. JURY SERVICE**

**11.1** A employee summoned for jury service under the Jury Act 1980 or section 8 of the Coroners of Inquests Act 1987 shall be granted special leave with pay.

**11.2** In these circumstances, any allowance paid to the employee as compensation for loss of earnings that have not in fact been lost shall, on their return to work, be paid in full to the Authority.

**11.3** Where an employee is required to perform jury service on a day on which they were not scheduled to work (i.e. weekend, rest day or a period of leave) they shall be permitted to retain the Juror's allowance paid to them in respect of that day.

**11.4** Any allowance paid to an employee for travelling expenses and parking fees may be retained by them.

**11.5** An employee receiving a summons to serve on a jury should inform their Line Manager immediately unless they are clearly ineligible or disqualified and have notified the Coroner (or their Lockman).

- 11.6** A employee called to any court or tribunal as a witness shall be granted paid special leave. An employee summons to court or tribunal should inform their Line Manager immediately upon notification from the court or tribunal.

## **12. TRADE UNION DUTIES**

In the interests of good industrial relations employees may apply to their Line Manager for a reasonable time to undertake trade union duties and activities.

## **13. STUDY LEAVE, EXAMINATIONS, AND FURTHER EDUCATION**

### **Study Leave:**

- 13.1** Special leave with pay, with a maximum allowance of 7 days per annum, will be allowed to an employee to enable them to study for agreed examinations which they choose to take in a subject relevant to their work within the Authority.
- 13.2** The days taken should be selected to cause minimum interference with the Authority's services. The number of days granted within this allowance is a matter for the line manager to determine, having due regard to the examination standard and the number of examinations to be taken.
- 13.3** As a general guideline, the maximum allowance granted should not normally exceed 1 day for each 3 hour examination. However, this may be increased depending on the standard of the examination to be taken.

### **Examinations:**

- 13.4** An employee will be allowed special leave with pay for attendance at examinations held in connection with a course of study approved by the Authority.

### **Further Education:**

- 13.5** Special leave with pay is not applicable for an employee who wishes to undertake further education in relation to a course or qualification not relevant to the work within the Authority.

## **14 TERRITORIAL AND AUXILIARY FORCES**

- 14.1** Volunteer members of the Non-Regular Forces who:
- a)** Attend the 2 week Summer Camp shall be granted 10 days' leave required as paid special leave;
  - b)** Subject to the note below, leave with pay shall also be granted to members of Non-Regular forces who are required to undertake training additional to attendance at Summer Camps and who are unable to arrange for such training to be on days when they are not normally working.
- 14.2** Under the Reserve Forces Act 1996 (an Act of Parliament) as it has effect in the Isle of Man, volunteers may be required to undertake training up to

16 days per annum (usually on Saturdays and Sundays). Territorial Army Units should be in a position to offer alternative dates and the onus is therefore on the employee to try to arrange for the training to be undertaken in off-duty time. If this is not possible, the employee should furnish alternative dates so that mutually acceptable dates may be found.

- 14.3** Employees who are Cadets, Cadets Force Adult Volunteers and Instructors of non-regular forces personnel shall be granted 10 days of paid special leave in order to attend the non-regular forces Annual Camp.

## **15. SPORTING EVENTS**

### **Olympic, Paralympics, Special Olympics Winter and Summer Commonwealth or Island Games:**

- 15.1** An employee, who is selected to compete in the Olympics, Commonwealth or Island Games should be granted 5 days' special leave, with pay to enable them to do so.
- 15.2** An employee who is both coach and carer to athlete(s) who are selected to compete in the Paralympics, Special Olympics Winter and Summer will be granted up to 5 days special leave.
- 15.3** For clarity, this in in instances where the athlete would be unable to participate without the attendance of their coach, as the coach undertakes the role of carer in additional to that of coach.
- 15.4** These provisions are not extended to coaches of athletes who do not require such arrangements. These coaches are required to use annual leave, TOIL or unpaid special leave if they wish to attend sporting events.

### **Other National or International Sporting Events**

- 15.5** Special leave should not be made available in respect of other national or international sporting events, it being left to the employee concerned to make provision out of their annual leave.

## **16. CONTACTING HUMAN RESOURCES**

Any employees who are experiencing difficulties either at work can contact the Authority's human resources adviser, Exceed Outsourcing, for advice.

## ONCHAN DISTRICT COMMISSIONERS



## APPLICATION FOR SPECIAL LEAVE

Please complete this form to request paid or unpaid Special Leave in accordance with the Authority's Special Leave Policy:

<b>Name:</b>	
<b>Job Title:</b>	

I wish to apply for the following period of Special Leave:

PAID  UNPAID

<b>Date from:</b>	<b>Date to:</b>	<b>No of Working Days Absent:</b>

**Reason for Application:**

--

<b>Applicants Signature:</b>	<b>Date:</b>

**Authorised by:**

<b>Line Manager's Name:</b>	
<b>Line Manager's Signature:</b>	
<b>Date Approved:</b>	

Line Managers do not have discretion to approve additional periods of Special Leave in excess of the maximum allowances included in the Authority's Special Leave Policy. In extenuating circumstances additional periods of Special Leave in excess of the maximum allowances must be approved by the Chief Executive/Clerk or Deputy Clerk.

**Authorised by:**

<b>Chief Executive/Clerk Deputy Clerk Name:</b>	
<b>Signature:</b>	
<b>Date Approved:</b>	

[REDACTED]



Ross Philips  
Hawthorn Villa  
79 Main Road  
Onchan  
IM3 1RD

3<sup>rd</sup> March 2026

Dear Ross,

**Mona's Queen III Anchor Memorial Service Friday 29<sup>th</sup> May at 19.00 hrs  
at the Anchor Memorial site, Kallow Point, Port St Mary  
86<sup>th</sup> Anniversary of Operation Dynamo**

Port St Mary Commissioners are holding their annual Mona's Queen III Anchor Memorial Service and would be honoured for your Chair to attend the service. The service will go ahead, outside, regardless of the weather.

Light refreshments will be served after the service

We would be grateful if you could RSVP by the 5<sup>th</sup> May, to enable us to reserve you a seat and to assist with catering arrangements. Please also advise should you have any dietary requirements.

Yours sincerely

[REDACTED]

# APPENDIX 11.2.

## INVITATION TO THE ISLE OF MAN MUNICIPAL ASSOCIATION AGM & DINNER AT THE SOUND - 7PM FOR 7.30PM

Dear all,

The annual Isle of Man Municipal Association AGM & dinner will be held on **Thursday 14th May 2026 (7pm for 7.30pm)** at the Sound Cafe, which is situated at Sound Road, Port Erin, Isle of Man IM9 5PZ. There is plenty of adjacent parking.

Arbory/Rushen Commissioners are the host authority and Mr Peter Gunn as their Municipal Member will be President of the Municipal Association for the coming year. Their chosen speaker will be Mr Phil Gawne.

All Councillors, Commissioners and Clerks including representatives from non-member Authorities, are, invited to attend. Should you wish to invite your MHK, please feel free to do so. This warm and sociable evening is a wonderful opportunity for Local Authority networking.

The dinner menu includes the following options:

### **Main**

Half Roast Chicken or Roast Manx Pork Belly.

Served with Roast Potatoes, Seasonal Vegetables, Stuffing, Gravy, and appropriate condiments.

### **Vegetarian Main**

Manx Bushy's & Mushroom Crumble Pie (Veggie)

A rich mushroom, leek, and root-veg filling cooked in Manx ale, savoury crumble topping. Served with buttered kale and root-veg mash.

### **Dessert**

Manx Cheeseboard served with Bonnag

Lemon Tart served with Manx Ice cream and Fresh Raspberries

Bonnag Bread & Butter Pudding - A twist on the classic using Bonnag (traditional Manx bread) baked with raisins, cream, and nutmeg.

**The cost is £30.00 per head.**

**There will also be a bar for anyone who would prefer to buy an alcoholic drink.**

**It is essential that payment in full is made with your booking and this should either:**

1. Be sent by cheque payable to 'Isle of Man Municipal Association' addressed to Krystina Hodgson Secretary/Treasurer 73 Slieau Curn Park, Kirk Michael, IM6 1EW.
2. Paid direct to our bank account at Isle of Man Bank, East Region, P.O. Box 13, Douglas, IM99 1AN (Sort Code 55-91-00 Account Number 10788379) Ref AGM and Authority.

**As usual there will be a raffle and any contributions to the raffle would be appreciated Any raffle contributions can be brought along on the night.**

The restaurant has asked that we pre-order the food requirements, so you will need to send these details to the Secretary along with your payment or separately. The email address is



**Please book and pre-order no later than Monday 4<sup>th</sup> May 2026 as the venue require food choices by Monday the 7<sup>th</sup> of May 2026.**

## Ross Phillips

---

**From:** Ross Phillips  
**Sent:** 17 April 2026 10:20  
**To:** Ross Phillips  
**Subject:** FW: Request for Onchan pleasure park

**From:** [REDACTED]  
**Sent:** 10 April 2026 16:29  
**To:** Onchan Pleasure Park <[onchanpleasurepark@onchan.org.im](mailto:onchanpleasurepark@onchan.org.im)>  
**Subject:** Request for Onchan pleasure park

You don't often get email from [REDACTED] [Learn why this is important](#)

Good afternoon

I am writing to you regarding a possible event in Onchan Park. Prior to COVID, we delivered a number of successful events in the park, but due to limited resources, these were unfortunately put on hold.

We are now looking to reintroduce a small, family-friendly activity and would like to propose a treasure hunt within the park.

The activity would involve placing letters/clues around the park for children to find using a simple map or guide. Once all letters are collected, participants will be able to form a word and receive a small prize. We would also, if permitted, like to offer candy floss for sale as part of the activity.

We are very mindful when planning events and always aim to work in partnership with local stakeholders so that the activity benefits not only our charity, but also the park and café through increased footfall and engagement.

We are proposing Wednesday 29th July as the event date, with a contingency date of Thursday 30th July in case of poor weather.

To deliver the activity, we would bring our own small tent, ideally located on the grass area near the main entrance, as we have done previously.

We hold full public liability insurance and will of course actively promote the event to help encourage attendance.

We would be grateful for your consideration of this proposal and would be happy to discuss any details or requirements you may have.

**Kind regards**

[REDACTED]

**JUNIOR ACHIEVEMENT ISLE OF MAN**

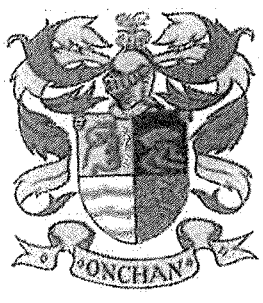
**CLICK THE LINKS BELOW FOR MORE INFORMATION**

R.P.  
Date: 8/4/2026

MOTION NO. 77

APPENDIX 13.1,

ONCHAN DISTRICT COMMISSIONERS RECEIVED	
- 8 APR 2026	
FAO	
ACKNOWLEDGED	
REP	



## ONCHAN DISTRICT COMMISSIONERS

### NOTICE OF MOTION

**Proposed by:** Commissioner Scott Wilson

**To:** Chief Executive/Clerk

**Date:** 8<sup>th</sup> 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 27<sup>th</sup> April 2026.

#### Motion

That the Authority agrees to introduce a structured opportunity for members of the public attending Ordinary Board Meetings to ask questions of the Chair or relevant Commissioners, in order to enhance transparency, accessibility, and public engagement in the Authority's decision-making processes.

#### Motion Details:

- 1) Implementation Date** – this motion is to take effect from the first Ordinary Board Meeting of the Authority following the Annual General Meeting scheduled for Tuesday 5<sup>th</sup> May 2026.
- 2) Question Period** – a dedicated question period to be introduced within the agenda, allowing a period of up to 15 minutes. This period is to be considered within the agenda after the appointment of the Chair, declarations of interest, and business required by statute to be considered before any other business.

- 3) **Scope of Questions** – members of the public to ask questions that are relevant to the business of the Authority.
- 4) **Chair's Discretion and Control** – the Chair shall retain full discretion to:
- Determine the relevance and admissibility of questions.
  - Manage the order and duration of questions.
  - Refuse questions that are defamatory, inappropriate, or outside the remit of the Authority.
  - Require questions to be concise and directed through the Chair.
  - Intervene where contributions become disruptive; and
  - Order the removal of individuals or suspend proceedings in the event of continued disruption.
- 5) **Standing Orders** – the relevant procedural changes to be included within an updated version of the Authority's Standing Orders, specifically in relation to Standing Orders 17 (Order of Business) and 43 (Attendance of the Public and Press).
- 6) **Minutes** – questions raised and considered by members of the public in an Ordinary Board Meeting are to be recorded in the minutes; however, those raising the questions will not be named within the minutes.
- 7) **Trial Period** – the introduction of the public question period shall operate on a trial basis for a period of three months from the date of resolution.
- 8) **Review Mechanism** – at the conclusion of the trial period, the Authority shall formally review the effectiveness, impact, and operational implications of the arrangement.
- 9) **Reversion Provision** – should substantive concerns arise, the Authority may, by way of a further Motion, amend or discontinue the arrangement.

### Supporting Information

At present, members of the public attending Ordinary Board Meetings are permitted to observe proceedings but are not afforded any structured opportunity to participate. This creates a clear limitation in terms of accessibility and public engagement.

Notably, Braddan Parish Commissioners have already implemented a model that allows for public participation within their Ordinary Board Meetings. Their Standing Orders provide for a defined question period, subject to time limits, Chair control, and

procedural safeguards. This demonstrates that such an approach is both workable and capable of being managed effectively within a formal meeting structure.

In contrast, Ramsey Town Commissioners have introduced separate public accountability meetings. While this represents a step towards engagement, it is notably detached from the Authority's formal decision making processes, and does not allow for questions to be raised in the context of live agenda items.

A similar proposal was previously considered by the Authority under Motion 68 in 2023, which was not supported at that time. However, expectations of openness and engagement in public administration continue to evolve, and it is increasingly difficult to justify a position where members of the public may observe decisions being made, but are not permitted to ask questions in a structured and controlled manner.

It is disappointing that such a basic mechanism for public engagement is not already embedded within the Authority's procedures.

This Motion does not propose an unrestricted or unmanaged approach. It introduces clear safeguards, including time limits and the Chair's discretion, ensuring that meetings remain orderly and focused.

Furthermore, by adopting a defined trial period, the Authority retains full control over whether the arrangement should be continued, amended, or withdrawn, based on practical experience rather than assumption.

This represents a proportionate and responsible step towards improving transparency and strengthening public confidence in the Authority's governance.

**This Notice of Motion, dated 9<sup>th</sup> April 2026, signed by:**

Name SCOTT WILSON .....

Signed [Signature] .....

R.P.  
Date: 6/4/2026

MOTION NO. 78  
**APPENDIX 13.2.**

ONCHAN DISTRICT COMMISSIONERS RECEIVED	
- 8 APR 2026	
FAO	
ACKNOWLEDGED	
REPLIED	



## ONCHAN DISTRICT COMMISSIONERS

### NOTICE OF MOTION

**Proposed by:** Commissioner Scott Wilson

**To:** Chief Executive/Clerk

**Date:** 8<sup>th</sup> 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 27<sup>th</sup> April 2026.

#### Motion

That the Authority agrees to amend its current approach to the recording of Board Meeting Minutes, as established by Motion 69 (March 2024), in order to enhance transparency, accountability, and clarity in its decision-making processes.

That this Motion shall replace the resolution adopted under Motion 69 and introduce the recording of individual Board Member names when relevant within the Minutes of Board Meetings, rather than being limited only to recording attendances at meetings and events, declarations of interest, whom questions submitted under Standing Orders have been submitted by, proposers and seconders of motions, and voting in relation to resolutions set by the Board.

**Motion Details:**

- 1) **Implementation Date** – this motion is to take effect from the first Ordinary Board Meeting of the Authority following the Annual General Meeting scheduled for Tuesday 5<sup>th</sup> May 2026.
- 2) **Scope of Recording** – include the recording of Board Member names in relation to:
  - Contributions made during the discussion where these materially inform the decision.
  - Attendances at meetings and events.
  - Declarations of interest.
  - Whom questions submitted under Standing Orders have been submitted by.
  - Proposers and seconders of motions; and
  - Voting in relation to resolutions set by the Board.
- 3) **Trial Period** – the introduction of the public question period shall operate on a trial basis for a period of three months from the date of resolution.
- 4) **Review Mechanism** – at the conclusion of the trial period, the Authority shall formally review the effectiveness, impact, and operational implications of the arrangement.
- 5) **Reversion Provision** – should substantive concerns arise, the Authority may, by way of a further Motion, amend or discontinue the arrangement.

**Supporting Information**

The current approach to recording Minutes, including the exclusion of Board Member names from general discussion, arises from a resolution of the Authority under Motion 69 (March 2024), rather than from any statutory or legal requirement.

Guidance previously issued to Board Members confirms that there is no prescribed statutory definition or format for Minutes, and that local authorities may adopt different approaches depending on their governance preferences.

Guidance has been obtained from the Chief Executive/Clerk in relation to professional guidance, such as Knowles on Local Authority Meetings (a Manual of Law and Practice), the Association of Democratic Service Officers, and the Department of Infrastructure Local Authority Handbook, which support the Authority's

right to retain full discretion to determine the level of detail and transparency within its official record.

The Authority's current format is described as a compromise between a narrative record and a resolution-based record, with the explicit position that contributions are summarised, but not attributed to individual Board Members. However, the same guidance confirms that Board Member names are already recorded in specific circumstances, including attendance, voting, and procedural matters. This demonstrates that the exclusion of names from broader discussion is not a legal necessity, but a discretionary limitation introduced through local resolution.

It is therefore difficult to justify the continued restriction on recording Board Member contributions, particularly in the context of modern expectations of openness in public administration. The absence of named contributions can limit the clarity of the public record and reduce accountability, particularly where decisions are of significance to residents and stakeholders.

This Motion adopts a measured and proportionate approach. It does not impose an immediate permanent change, but instead introduces a defined trial period, allowing the Authority to assess the practical implications before determining whether to adopt the approach on a longer-term basis.

In doing so, it provides an opportunity to align the Authority's practices with broader standards of transparency, while retaining appropriate safeguards and flexibility.

**This Notice of Motion, dated 9<sup>th</sup> April 2026, signed by:**

Name SCOTT WILSON

Signed 



## ONCHAN DISTRICT COMMISSIONERS

### NOTICE OF MOTION

**Proposed by:** Commissioner Gabriella Corkish

**To:** Chief Executive/Clerk

**Date:** 13<sup>th</sup> 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 18<sup>th</sup> May 2026.

#### Motion

**That the Board requests that a comprehensive review of all existing play area equipment and play apparatus currently provided within Onchan Pleasure Park be undertaken, and that a subsequent report be provided to the Board for consideration.**

**Additionally, as part of a review and report, accessibility within Onchan Pleasure Park play area must be considered.**

#### Motion Details

The purpose of this review shall be to:

- Assess the suitability, condition, and inclusivity of the existing equipment.
- Identify what is currently considered accessible and inclusive play provision for children and young people with disabilities, having regard to recognised standards and best practice.
- Evaluate the extent to which the current provision meets the needs of children and young people with a range of physical, sensory, and cognitive disabilities.

Following completion of this review, a report shall be presented to the Board setting out the findings, together with recommendations and costings.

The Board shall then consider the outcomes of the report and determine whether additional or replacement play equipment should be provided, as well as accessibility improvements, with a view to ensuring that Onchan Pleasure Park offers inclusive and accessible play opportunities for all children and young people, including those with disabilities.

**Supporting Information**

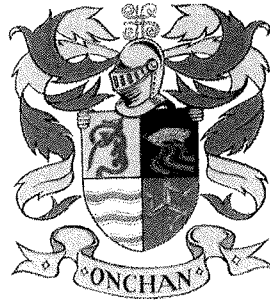
There is an increasing expectation that public recreational spaces are designed to be inclusive and accessible to all members of the community. While Onchan Pleasure Park provides valuable recreational facilities, it is not presently clear whether the current play provision adequately meets the needs of children and young people with disabilities.

A structured and evidence-based review will allow the Board Members to properly understand existing provisions, identify any gaps, and make informed decisions about future investment. This will support a more inclusive approach to community infrastructure and ensure that public funds are directed in a manner that reflects fairness, accessibility, and the needs of all residents.

**This Notice of Motion, dated 13<sup>th</sup> April 2026, signed by:**

Name ..... Gabriella Coruish .....

Signed .....  .....



## ONCHAN DISTRICT COMMISSIONERS

### NOTICE OF MOTION

**Proposed by:** Commissioner Anthony Allen

**To:** Chief Executive/Clerk

**Date:** 21<sup>st</sup> 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 18<sup>th</sup> May 2026.

#### Motion

**That the Board will consider and set all future District Rates during the In Public section of Ordinary and Extra Ordinary Board Meetings, commencing from the 2027/28 Financial Year.**

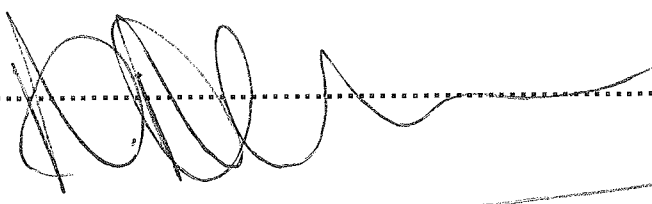
#### Supporting Information

Historically, the Board of Onchan District Commissioners has considered and set the District Rate during the In Committee section of Ordinary and Extra Ordinary Board Meetings. The resulting decisions and resolutions have then been transferred into the public domain through the resolved Minutes.

It is proposed that this practice be changed to strengthen transparency, improve public confidence, and enhance the accessibility of information for ratepayers and the wider community. This proposal aligns with the principles of public life and supports greater public understanding of how rates are determined.

This Notice of Motion, dated 21<sup>st</sup> April 2026, signed by:

Name ..... ANTHONY ALLEN .....

Signed .....  .....



## REPORT

<b>Report to:</b>	Board of Onchan District Commissioners
<b>Reporting Officer:</b>	Environmental and Technical Manager
<b>Date of the Meeting:</b>	Monday 27 <sup>th</sup> April 2026
<b>Subject:</b>	Multiplay Equipment Replacement Options Onchan Park
<b>Public or Private Document:</b>	Public

### **Introduction:**

Officers reported to the Board on 16<sup>th</sup> March 2026 the requirement to remove an item of multiplay equipment from Onchan Park. This report provides potential options for replacement which was requested by the Board from different playground equipment suppliers.

### **Previously Considered by the Board:**

Ordinary Meeting held on Monday 16<sup>th</sup> March 2026.

Minute Reference C26/03/02/14.

### **Recommendation/s or Action/s Taken:**

#### **Option 1**

The the Board resolves to procure and install a new piece of multiplay equipment at Onchan Park as detailed within the report of the Environmental and Technical Services Manager report, dated 27<sup>th</sup> April 2026. Furthermore, that funding provision be included within the draft 2027/2028 financial year budget and District rate setting.

#### **Option 2**

The the Board resolves to procure and install a new piece of multiplay equipment at Onchan Park as detailed within the report of the Environmental and Technical Manager report, dated 27<sup>th</sup> April 2026. Furthermore, that provisions be made from the Authority's general reserves to fund the procurement and installation during the 2026/2027 financial year.

<p><b>Option 3</b></p> <p>That the Board request that more options for replacement multiplay equipment are obtained and brought back before the Board for further consideration.</p>
<p><b>Supporting Rationale:</b></p> <p>The options are laid before the Board to make a decision on which equipment would be best suited to be installed in Onchan Park, incorporating the Board's request that options inclusive equipment choosing from the options presented.</p>
<p><b>Alternatives Considered but not Recommended:</b></p>
<p><b>Option 4</b></p> <p>That the Board resolves to not relace the multiplay equipment previously removed from Onchan park.</p>
<p><b>Standing Orders:</b></p>
<p>Not applicable</p>
<p><b>Resource Impact:</b></p> <ul style="list-style-type: none"> <li>• Staffing – Obtaining quotes, carrying out job specification, overseeing works on site.</li> </ul>
<p><b>Financial Impact:</b></p> <p>There would be a financial impact on the current budget for 2026/2027 which does not allow for the replacement of the equipment. If this isn't replaced within the current financial year, provisions in the budget will need to be made for the 2027/2028 budget year. The Board may resolve to take the required funds out of the Authority's reserves account.</p>
<p><b>Legal and/or Insurance Impact:</b></p>
<p>Not applicable</p>
<p><b>Equality Impact:</b></p> <p>The new equipment options shown in appendices 1 to 4 are classified as inclusive. The options provided aim to provide persons with disabilities the same opportunities and access to play.</p>
<p><b>Climate Change Impact:</b></p>
<p>Not applicable</p>

<b>Consultation with Others:</b>
Lead Member Environmental and Technical Services District Surveyor
<b>General Data Protection Regulations and/or Confidentiality Impact:</b>
Not applicable
<b>Appendices:</b>
Options including prices and graphics of the equipment.

**For Members Consideration.**



**WILL COSTAIN  
ENVIRONMENTAL AND TECHNICAL MANAGER**



Option 1

ESP Play – Scout 2 DDA Play Frame

Supply Only £21,599 + VAT

Delivery £2,500

Installation £18,000 + VAT



ONCHAN DISTRICT COMMISSIONERS



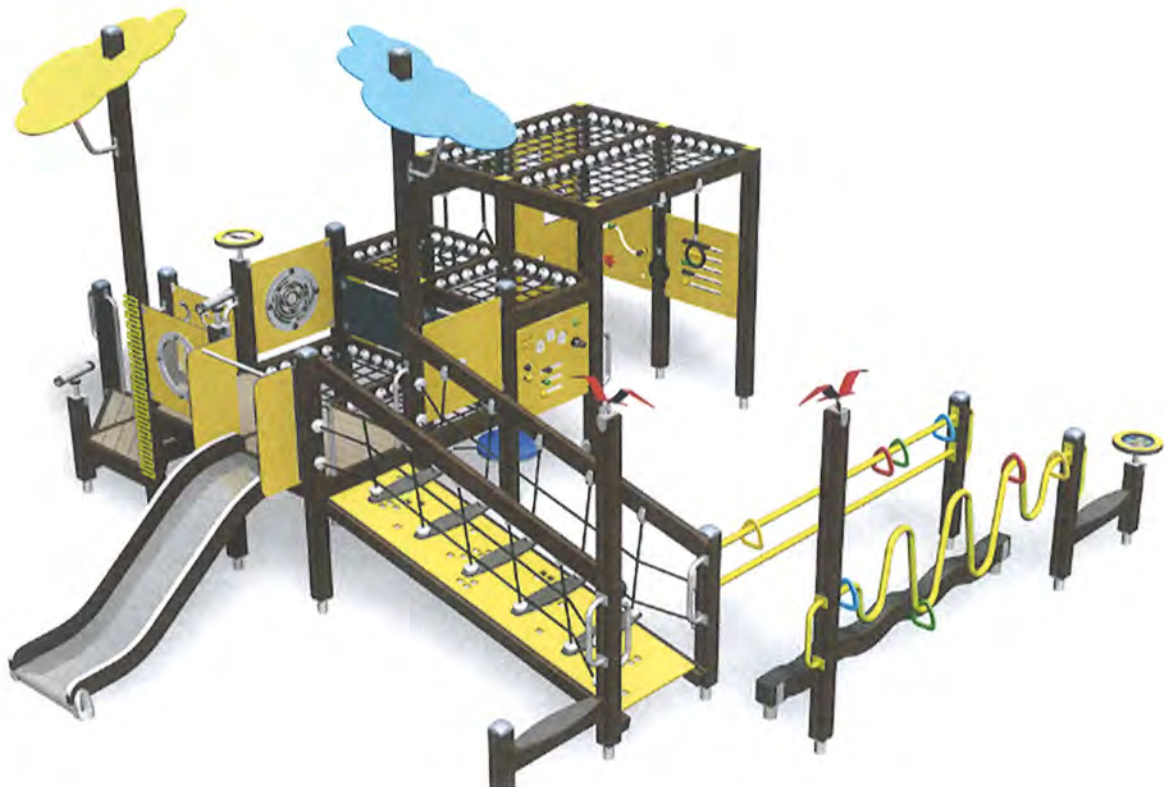
Option 2

Jupiter Play – Inclusive Play Centre

Supply Only £25,820 + VAT

Delivery £2,357 + VAT

Installation £18,000 + VAT





Option 3

Kompan – KPL4005 MultiPlay

Supply Only £21,000 + VAT

Delivery £3,000

Installation 18,000 + VAT





Option 4

Playdale Playgrounds – Oslo Plus

Supply Only £23,224 + VAT

Delivery £2,500

Installation £18,000 + VAT



## Environmental and Technical Services

### Quarter 4 Update – 2025/26

**Reporting period:** 1 January – 31 March 2026 \ **Report author:** Lead Member for Environmental and Technical Services \ **Date:** 19 January 2026

---

### Overview

This report provides a summary of key Environmental and Technical Services activities during Quarter 4 of the 2025/26 financial year. It highlights progress on major projects, essential maintenance works, and service performance across the Surveyors Department.

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## Major Projects and Improvements

### Elm Tree House

The initial phase of refurbishment works at Elm Tree House has been completed. Officers are currently seeking quotations for roof refurbishment works, planned for summer 2026. External funding of **£30,857** has been secured from the Department for Enterprise through the Town and Village Regeneration Scheme. Following this contribution, approximately **£80,000** remains in the allocated project budget to complete outstanding works.

### Onchan Park

Further design work is underway following the Extraordinary Board Meeting held in November 2025. Outline drawings for smaller improvement projects are being prepared and will be considered by Members before detailed costings are confirmed. Several areas within the park require attention, including ageing footpaths, car parking surfaces, lighting, and parking provision. To address safety and condition concerns ahead of the 2026 season, contractors have been instructed to carry out essential repairs.

## Street Lighting Improvements

### Phase 1:

Phase 1 of the street lighting replacement programme is nearing completion. New lighting columns and lanterns have been installed in Turnberry Avenue, Wentworth Close, Howe Road and King Edward Road. Works within Manor Park are scheduled separately.

Expenditure to date totals **£183,238**, which remains within the approved borrowing limit. A further provision of around **£20,000** is required to complete works at Manor Park.

### **Manor Park:**

Officers are progressing arrangements to complete the Manor Park element of the scheme. Engagement with affected residents is ongoing to clarify land ownership responsibilities and lighting standards.

### **Phase 2:**

Approval has been received for Phase 2 of the street lighting programme, which will deliver further asset replacements during 2026/27, including Birch Hill and surrounding avenues. Site set-up is expected in April 2026, with works commencing in May. Residents will be notified in advance.

### Kenyon's

Plans for the proposed extension to Kenyon's are complete and ready for submission to Planning, subject to final consultation feedback from the Isle of Man Fire and Rescue Service.

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## Parks, Environmental Services and Open Spaces

### Centenary Park

Following refusal of a Certificate of Lawful Use, a full planning application was submitted and approved. Officers are now seeking quotations to deliver the approved landscaping and material bay layout.

### Recycling Bring Banks

Two alternative sites are being reviewed following the removal of the recycling facility at Port Jack. Options and costs will be presented to the Board during the budget-setting process, taking account of the Island's emerging 10-year Waste Strategy.

### Bumper Boats

New engine mounts and lifting equipment have been installed. Staff feedback indicates improved reliability and operation.

### Weed Spraying

The annual weed-spraying programme is ongoing. An online interactive map is available on the Authority's website, allowing residents to view spray dates for individual roads. Zones 1–4 have been completed, with Zone 5 programmed for late April and May. A second treatment cycle is scheduled to begin in July.

## Probation Service Partnership

Partnership working with the Isle of Man Probation Service continues to provide valuable additional support within parks and open spaces. During the quarter, the Authority benefited from **358 hours** of unpaid work across three placements, which is approximately 9.5 weeks equivalent to a full time position.

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## Service Performance Summary

- **Report a Problem:** 100 issues reported online; 86 resolved within the reporting period.
  - **Dog Fouling:** No reports received.
  - **Overgrown Vegetation (Section 51):** 7 notices issued; 5 resolved.
  - **Open Land Maintenance (Section 14):** No notices required.
  - **Street Lighting Faults:** 30 reported; 22 repaired to date.
  - **Building Regulations:** 38 applications received (including regularisations); 20 approvals issued. Associated fee income received or pending totals over **£15,000**.
  - **Search Requests:** 40 searches processed in conjunction with Finance.
  - **Refuse and Parks Teams Works Orders:** 103 works orders issued outside routine duties; 86 completed.
- 

## Refuse and Recycling

Refuse and recycling weights for the reporting period are provided in **Appendix A** for information.

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*This report is intended to provide a concise public overview of services and works delivered during the quarter.*

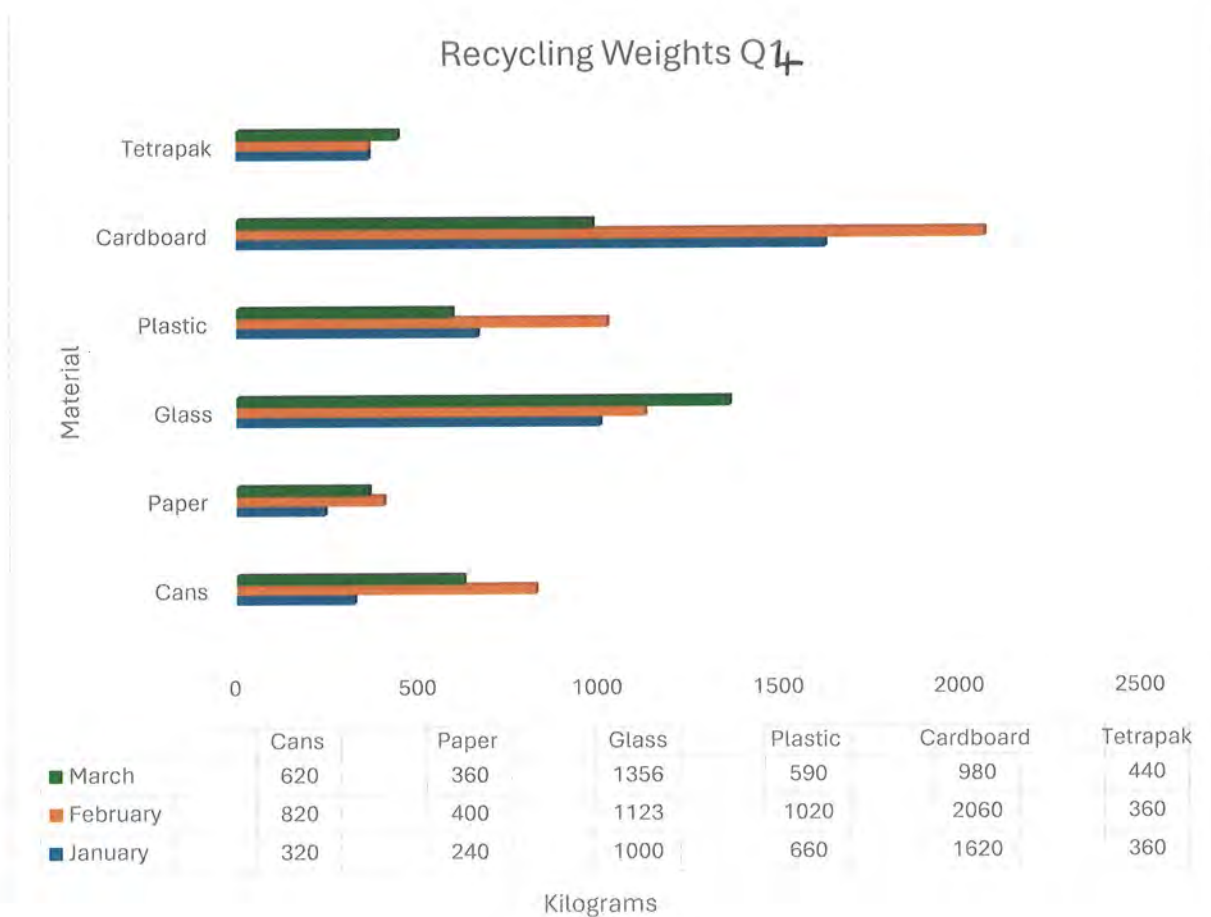
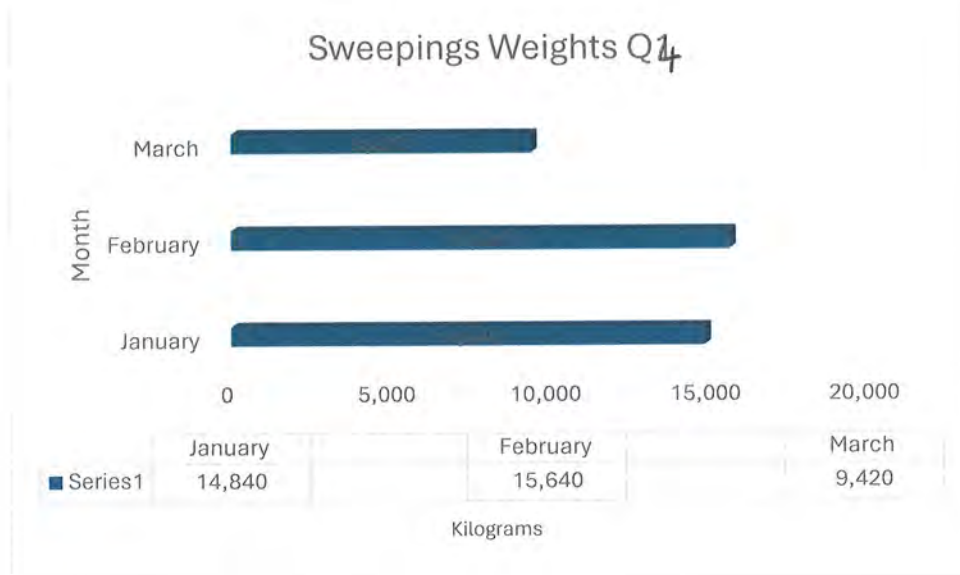
For members information



Andrew Gibson

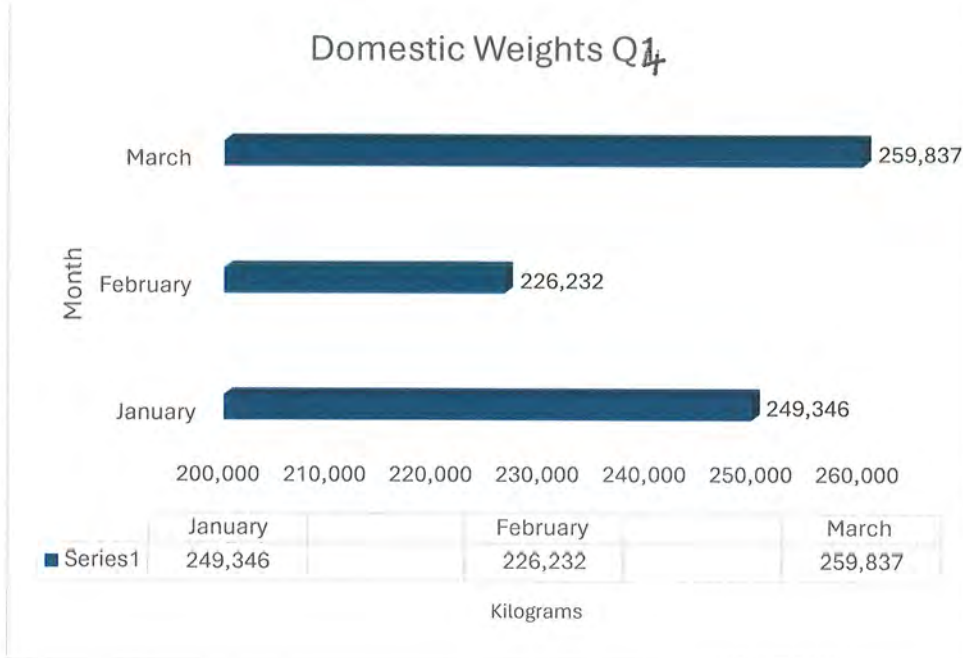


Onchan District Commissioners  
Environmental and Technical Sections Weights 2026





Onchan District Commissioners  
Environmental and Technical Sections Weights 2026





## MEMORANDUM

<b>Memorandum to:</b>	Board of Onchan District Commissioners
<b>Reporting:</b>	<b>Lead Member for Housing</b>
<b>Date of the Meeting:</b>	27 <sup>th</sup> April 2026
<b>Subject:</b>	Housing – Quarterly Report (Quarter 4)
<b>Public or Private Document:</b>	Public

This document covers quarter 4 reporting period for the period 29<sup>th</sup> December 2025 to 5<sup>th</sup> April 2026.

### 1. MAINTENANCE OF PUBLIC SECTOR HOUSES

#### 1.1 Projects in Progress

##### i. **Springfield Court – Refurbishment**

No updates to report. The District Surveyor and the Property Maintenance Manager are working on the next stages of the Department of Infrastructure's Petition Procedures.

##### ii. **Springfield Court Phase 1 – UPVC Windows and Doors Replacement**

The contractor, NK Construction Limited is on site. The project is now 95% completed. Apartment 6 is awaiting the windows being delivered as there was an issue with the order.

##### iii. **Scheme 10 Inner Barrule Drive and Ballachrink Drive – Refurbishment**

The Contractor is NK Construction Ltd. The project is progressing well, with work continuing on the third block. Currently, the works on the first block include installation of the external wall, solar panels, and new roof coverings. The drainage diversion works are nearing completion, and the demolition of 11a has been completed to allow for work to progress on building the two new flats.

#### 1.2 Voids (Vacant Properties)

The reporting period has recorded 11 void properties returned to the Authority and allocated.

This is split as follows:-

- 7 General Housing; and
- 4 Sheltered Housing.

There has been an increased impact on the housing maintenance budget rollover due to the higher number of properties with long-standing tenancies entering the 12 week void period, rather than achieving a quicker turnaround.

This extended void period results in additional costs for maintenance and preparation before re-letting which has placed further pressure on the budget.

### **1.3 Maintenance Costs**

As highlighted within the quarterly standards of performance reported at the meeting of the Board held on 30<sup>th</sup> March 2026, the maintenance costs have been significantly impacted by the high number of void properties managed so far during this financial year and the rising cost of building materials. Each void requires essential works such as repairs, compliance checks, and cleaning prior to re-letting, and the increased price of materials has impacted the expenditure. As a result, there is a growing risk that maintenance costs have exceeded the approved budget if these pressures continue.

While voids generate unavoidable cost implications, the turnover of the properties also provides an opportunity to effectively manage and improve the housing stock before new tenancies commence. This trend shows that empty properties place considerable pressure on the maintenance budgets, while also supporting the Authority's ability to address housing need.

## **2. MANAGEMENT AND CONTROL OF HOUSING WAITING LISTS**

### **2.1 Waiting Lists:**

As of 5<sup>th</sup> April 2026, there are 135 live applications on the Authority's social housing waiting list. The list is split as follows:-

- 77 general housing;
- 43 sheltered housing; and
- 15 transfer requests.

#### **Waiting Lists Housing Needs Breakdown:**

General housing is split as follows:-

- 39 applicants require 1 Bed;
- 43 applicants require 2 Beds;
- 7 applicants require 3 Beds; and
- 3 applicants require 4 Beds.

Sheltered housing is split as follows:-

- 35 applicants require 1 bed.
- 8 applicants require 2 beds.

**3. TENANCY MANAGEMENT****3.1 Anti-Social Behaviour**

There has been one report of anti-social behaviour this quarter in the form of harassment. Individual encouraged to contact the Police for advice. No further action taken.

**3.2 Administration:**

During the reporting period, a range of administrative tasks have been undertaken to ensure effective tenancy and housing management.

A total of 13 tenancy reviews were completed for various reasons. In addition, there has been continued active management of the Housing Waiting List, which involves conducting annual reviews of applicants' current circumstances and responding to individual cases as they arise.

There have been 6 referrals to the Eastern Wellbeing Partnership under safeguarding concerns. 1 case dismissed, 5 cases now have health and welfare professionals involved.

**3.3 Garden Maintenance**

It has been noticed that a lot of discarded appliances are appearing in tenants' gardens. Officers will be carrying out walk through inspections, and where necessary, letters will be issued regarding these items, as well as any gardens which require attention.

**3.4 Formal Complaints**

None.

**3.5 Rent Arrears**

The Housing and Finance Team proactively engage with tenants whose accounts show an arrears balance, encouraging affordable repayment arrangements, and signposting where appropriate support may be required.

A rent report was previously circulated to Members. An update was reported at the meeting of the Board held on 2<sup>nd</sup> March 2026 items C26/03/01/18(1) and C26/03/01/18(2), with a further update also included within the quarterly performance data report previously circulated.

Legal action is pursued where all other avenues have been exhausted. There are currently two Possession Cases which are due to be heard by the IOM Courts of Justice in May and July respectively. In addition, for the U.K. cases,

Papers have been served, and payment of outstanding rent debt is being actively pursued.

**4. LAND FOR HOUSING**

Following advertising for expressions of interest for future housing projects published in November, updates are given below:-

**4.1 Land on Whitebridge Road and Garey Road** – No longer engaging with the Authority.

**4.2 Meadow View bungalows** – Ballacurn Trust. Formal expression of interest was submitted to the Department of Infrastructure. Awaiting an update.

**4.3 Hayden Minay Garage, Church Road**

Approach has made regarding the Hayden Minay garage site. Owners to provide an update at some stage regarding their plans to sell.

**5. STRATEGIC AND POLICY**

**5.1 Void Policy**

No maintenance works to report that fall under the void policy for approval.

**5.2 Housing Strategy**

The draft Housing Strategy Policy is lying with the Chief Executive/Clerk, District Surveyor and Chief Finance Officer to finalise. Due to their current workload, this matter has not progressed since the last update.

**5.3 Amendments to Public Sector General Needs Housing Income Thresholds**

The Housing Agency, on behalf of the Department of Infrastructure are undergoing a review of the Public Sector Housing (General Needs) (Allocation) Policy 2019. Consultation closes on 19<sup>th</sup> May 2026. Draft responses are being drafted for consideration by the Board in due course.

Report submitted for your information.



**Lead Member for Housing  
Scott Wilson**



## REPORT

<b>Report to:</b>	Board of Onchan District Commissioners
<b>Reporting Officer:</b>	Housing Manager
<b>Date of the Meeting:</b>	27 <sup>th</sup> April 2026
<b>Subject:</b>	Amendment to public sector general needs housing income thresholds - Public Consultation.
<b>Public or Private Document:</b>	Public

### **Introduction:**

The Housing Agency in the Department of Infrastructure has launched a public consultation regarding proposed amendments to the Public Sector General Needs Housing Income Thresholds.

The key proposals include:

- Updating income eligibility thresholds and introducing automatic annual uplifts
- Removing certain 'priority' points that do not reflect housing need
- Introducing discretion for local housing authorities on residential requirements

The closing date for responses is 19<sup>th</sup> May 2026. DOI have indicated that no extensions to the deadline will be granted.

### **Previously Considered by the Board:**

Meeting of 13/04/26  
Minute reference C26/04/01/15

### **Recommendation/s or Action/s Taken:**

That responses be considered and agreed for submission through the consultation hub.

That the letter drafted by the Lead Member for Housing be approved for issue to the Head of Housing, Housing Agency, Department of Infrastructure.

### **Supporting Rationale:**

The public consultation has been developed to give people who are affected by these policies an opportunity to share their views and influence the policy. This will help ensure proposed changes are fair and practical. The feedback gathered will help shape the policy before the proposed changes are agreed through Tynwald. The consultation documents are attached.

<b>Alternatives Considered but not Recommended:</b>
That the Board does not submit a consultation response.
<b>Standing Orders:</b>
Not applicable.
<b>Resource Impact:</b>
<ul style="list-style-type: none"> <li>• Officer time – reviewing housing applications to ensure income eligibility under the proposed new policy is applied consistently and fairly.</li> <li>• Officer time – reviewing fixed term tenancies, particularly where rents have already been uplifted to reflect the revised income criteria.</li> </ul>
<b>Financial Impact:</b>
<ul style="list-style-type: none"> <li>• The proposals may lead to a reduction in rents where for some households have had the uplifted rent applied. We would expect this to only have a minimal impact on rents receivable.</li> </ul>
<b>Legal and/or Insurance Impact:</b>
Not applicable.
<b>Equality Impact:</b>
Not applicable.
<b>Climate Change Impact:</b>
Not applicable.
<b>Consultation with Others:</b>
<ul style="list-style-type: none"> <li>• Chief Executive/Clerk</li> <li>• Lead Member for Housing</li> <li>• Housing Manager</li> <li>• Housing Officer</li> </ul>
<b>General Data Protection Regulations and/or Confidentiality Impact:</b>
Not applicable.
<b>Appendices:</b>
<p>Appendix 1 – Draft Responses for Consultation</p> <p>Appendix 2 - Draft Letter to Head of Housing</p>

**For Members Consideration.**



**A.S. GALE (Mrs)**

**HOUSING MANAGER**

## Amendments to public sector general needs housing income thresholds

### Overview

The Public Sector Housing (General Needs) (Allocation) Policy 2019 is currently undergoing a full review. Because this review is extensive, the Housing Agency (on behalf of the Department of Infrastructure) is proposing to introduce several essential changes ahead of the full update.

These early amendments focus on improving fairness, clarity, and consistency in how public sector housing is allocated. We are seeking your views on three key proposed changes:

1. **Updating income eligibility thresholds and introducing automatic annual uplifts**
2. **Removing certain 'priority' points that do not reflect housing need**
3. **Introducing discretion for local housing authorities on residential requirements**

### Why your views matter

Your feedback plays a vital role in shaping how public sector housing is allocated. The proposed changes aim to make the system fairer, clearer, and more responsive -but it is essential that the people who use, rely on, or are affected by the policy have the opportunity to influence it. By sharing your views, you help us to:

- **Understand real-life experiences** of those navigating the housing system
- **Identify unintended impacts** that may not be visible from data alone
- **Test whether the proposed changes feel fair and workable** for households and communities
- **Ensure the policy reflects local needs and values**, not just administrative requirements
- **Strengthen transparency and accountability** in how decisions are made

Public sector housing policy affects thousands of people. Your insight helps ensure that the system is not only technically sound but also grounded in the lived realities of the community it serves. Your views will assist the Department in finalising the draft amendments to the existing Allocations Policy ahead of being taken to Tynwald for formal approval.

Reasonable adjustments and alternative formats The Department is committed to equal opportunities and our aim is to make our documents easy to use and accessible to all.

The Department will take steps to accommodate any reasonable adjustments and provide such assistance as may reasonably be required to enable access or reply to this consultation.

If this document is required in another format or assistance is required with accessing or replying to this consultation, please email [Lisa.philliskirk@gov.im](mailto:Lisa.philliskirk@gov.im)

Responding to this consultation and questions: This consultation can be responded to by clicking on the 'Online survey' link below. <https://consult.gov.im/infrastructure/amendments-to-public-sector-general-needs-housing/>

Alternatively you can download a paper version of this consultation from the 'Related' section below and email it to [Lisa.philliskirk@gov.im](mailto:Lisa.philliskirk@gov.im) or post it to: Lisa Philliskirk

Head of Housing  
2nd Floor Markwell House,  
Market St,  
Douglas, IM1 2RJ

### What happens next

The feedback from this consultation will be reviewed by the Housing Agency Board and will give direction to any final changes to be made to the general needs public sector housing allocation policy. It is anticipated that the amendments will be brought to Tynwald for approval in July 2026.

About you

1 What is your name?

**ONCHAN DISTRICT COMMISSIONERS**

2 What is your email address

**housing@onchan.org.im**

3 The Department will share the consultation response report. May we publish your response?

- Publish in full – your name along with full answers may be published on the hub or on the report (your email will not be published)
- Publish anonymously – only your responses may be published on the hub or on the report (your name and email will not be published)
- Do not publish – nothing will be published publicly on the hub or on the report (your response will only be part of a larger summary response document)

Please select only one item

- Yes, you can publish my response in full**
- Yes, you may publish my response anonymously
- No, please do not publish my response

## Proposed change 1: Updating income eligibility thresholds and introducing automatic annual uplifts

### Increase income thresholds

Income thresholds determine whether a household can join the general needs public sector housing waiting list. These thresholds have not been updated since 2023 and no longer reflect current economic pressures or the rising cost of living.

The Housing Agency has reviewed existing data and proposes to **increase income thresholds to reflect today's economic conditions.**

#### Current income thresholds (maximum gross annual income)

- **Single applicants with:**
  - no dependent children: **£34,500**
  - 1 child: **£40,000**
  - 2 children: **£43,500**
  - 3 children or more: **£47,000**
- **Joint applicants with:**
  - no dependent children: **£38,000**
  - 1 child: **£43,500**
  - 2 children: **£47,000**
  - 3 children or more: **£50,500**

#### Proposed income thresholds (maximum gross annual income)

- **Single applicants with:**
  - no dependent children: **£35,800**
  - 1 child: **£43,000**
  - 2 children: **£47,800**
  - 3 children or more: **£50,200**
- **Joint applicants with:**
  - no dependent children: **£50,200**
  - 1 child: **£56,700**
  - 2 children: **£59,800**
  - 3 children or more: **£63,900**

### Automatic annual adjustments

The Housing Agency has reviewed existing data and proposes to **introduce automatic annual adjustments in line with the Consumer Price Index (CPI).**

From 1 April 2027, the figures shall increase annually on 1 April by a percentage equal to the percentage increase in the Consumer Price Index published by the Cabinet Office for the preceding September, rounded up to the nearest whole pound.

Linking thresholds to CPI would create a clearer, more predictable system. Applicants would better understand how thresholds may change each year, and the policy would remain up to date without requiring frequent manual amendments. This approach helps ensure that eligibility criteria keep pace with inflation and do not erode over time.

4 Do you agree with the proposed income threshold increases?

*Please select only one item*

### **Q Yes, I agree**

Any further comments?

It is positive that the income thresholds are to be reviewed and increased, as they have not kept pace with the rising cost of living. The introduction of higher thresholds will expand access to the housing waiting list for some households who are currently excluded despite experiencing genuine financial difficulties.

However, concern remains that the proposed thresholds do not sufficiently reflect the minimum wage or the current financial difficulties that many households are facing, particularly in relation to rent levels and wider cost of living pressures. This creates a risk that those with genuine need may still be excluded. This is particularly evident for joint applicants with no children, where the proposed threshold excludes them from both earning a minimum wage. In practice such households may exceed the threshold despite having little or no disposable income after rent and living costs are deducted.

The policy relies on gross income as a measure for eligibility. However, households do not live on gross income. This approach risks excluding applicants who appear financially secure on paper, but face real affordability challenges with little disposable income.

There is concern that the policy expands access to the waiting list while simultaneously removing the tools used to differentiate need within it. That combination risks increasing demand without sufficient tools to prioritise applicants effectively.

Income remains a determining factor for eligibility under Part 1 of the framework, yet removed entirely as for assessment of priority under Part 2. This creates an internally inconsistent approach, where financial means determine access entry onto the system but are disregarded once an applicant is accepted. No clear justification is provided for this difference.

A concern should be highlighted with regard to inclusion of benefits within the income criteria for acceptance in housing. Under current policy removal of, say EPA from calculations, causes inequality in assessment of available income.

5 Do you agree with the proposed automatic annual uplift of thresholds?

*Please select only one item*

## Q No, I disagree

Any further comments?

The reliance on Consumer Price Index (CPI) as the sole mechanism for uprating thresholds is particularly unconvincing. CPI is a general measure of inflation and does not reflect housing costs, rental inflation, or local affordability pressures. A policy concerned with access to housing should not be anchored to a metric that fails to measure housing affordability.

There is no provision within the policy for review, or adjustment where CPI does not reflect housing market conditions, nor is there an explanation as to why this approach has been adopted, over alternative measures more closely linked to affordability.

It is essential that the initial thresholds need to be set correctly before any index linking to CPI is introduced. Even once linked, income thresholds should still be reviewed periodically to ensure that they continue to reflect wider economic and external housing pressures.

Additionally, there may be unintended administrative impacts on the management of households on five year fixed term tenancies which are paying uplifted rents. Annual CPI linked changes would require regular reassessment of income and rent levels, increasing the need for annual reviews and correspondence to ensure tenants are being treated fairly and consistently. As a result of annual reviews, it could be argued then tenants on uplifted rents should be annual fixed term tenancies, rather than 5 years.

## Proposed change 2: Removing certain 'priority' points that do not reflect housing need

As part of the review, the Housing Agency has assessed whether current priority criteria genuinely relate to housing need. Some criteria have been found to be outdated or too broad, and therefore no longer appropriate.

The proposal is to remove additional priority currently given for:

- Income level alone
- Living in a private sector tenancy

And to remove the reduction of priority for households with:

- Financial assets above £15,000

### Why remove these criteria

To ensure that priority is only given where circumstances worsen a household's housing need, priority will no longer be awarded for the following:

#### 1. Having a low income:

A low income doesn't always mean someone is living in poor housing. For example, a person on a lower income might be living in a safe, suitable home, while someone with a higher income could be living in overcrowded or unsuitable conditions. **Housing conditions - not income - should be the main factor**

## 2. Living in a private tenancy:

Not all private rentals are the same. Someone might be renting a good-quality home at a reasonable cost, while another household may be living with family or friends in cramped or unsuitable conditions. Again, **the focus should be on actual living conditions**, not the type of tenancy

Priority will **not** be reduced for:

## 3. Having financial assets or property:

Current policy removes priority if a household has property or assets worth £15,000 or more. But this can be unfair - for example, owning a car worth £15,000 doesn't mean someone can sell it to secure long-term housing. What matters most is whether their **current living situation** is safe and suitable

There are already rules in place to make sure that people who can afford to secure their own housing cannot join the public sector housing list. This safeguard remains unchanged.

Removing these criteria ensures that priority is based on actual housing need rather than broad assumptions.

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## 6 Do you agree that the pointing schedule should be based upon housing need only?

*Please select only one item*

Q Yes, I agree

Q No, I disagree

**This is not a question that can be answered with a simple yes or no answer.**

It is agreed, in principle, that pointing schedule should be based upon housing need.

However, housing need is not limited to physical quality or suitability of accommodation. It also includes financial vulnerability and security of tenure. Their proposal removes income and private tenancy status as factors in assessing priority, without explaining why these elements no longer form part of a housing need, nor providing alternative mechanism for capturing these dimensions. The effect is to narrow the assessment of housing need in a way that appears both unjustified and, in practice, regressive.

### Low income as a factor of housing need.

It is accepted that low income does not always link with poor or unsuitable housing. Many applicants on low incomes may be adequately housed, for example through house sharing or living with family and friends. Some households with higher incomes may be living in overcrowded or unsuitable accommodation.

However, housing need should not be determined solely by the condition and suitability of living conditions. Low income individuals, particularly families, may have fewer opportunities to access or sustain suitable private rental accommodation. Even when current accommodation may be suitable, their low income can limit their ability to improve their housing circumstances or respond to changes such as rent increases or cost of living pressures.

While income should not be the sole indicator in identifying housing need, it remains an essential factor in understanding the risk and vulnerability. Removal of financial pointing from priority simplifies housing need and fails to reflect the financial pressures faced by applicants.

There is clear inconsistency within the amended framework. Income remains a determining factor for eligibility under Part 1, yet is removed entirely as a factor in determining priority under Part 2. This creates a system where financial access to the housing list but are disregarded once the applicant is accepted. That is not a coherent policy position, and no justification is provided for it.

## Remove priority points for living in private sector tenancy.

### **No – retain pointing.**

The removal of priority points for households living in private sector tenancies is not supported, and request this element to be retained.

In the current housing climate, many applicants are living with friends and family due to lack of availability and affordable private rental accommodation. These households may appear to have a greater disposable income, but in reality those households may experience insecurity or unsuitable living arrangements, such households gain no recognition of this insecurity, while tenants in private rentals benefitted from the points linked to private tenancy status rather than living conditions.

Housing need should be assessed on the basis of actual circumstances and security, not simply on the type of tenure occupied

## Financial Assets

Support is given to the removal of **priority reduction for households with low level financial assets or savings**. It is reasonable and responsible for an individual and families to save in preparation for their rehousing, particularly as public sector properties are often allocated as a bare shell home. Costs such as service connection charges, white goods, floor coverings, and essential furnishings can quickly eat into their savings. Punishing households for preparing for rehousing seems unfair.

That said, concern remains regarding proportionality and fairness. While eligibility controls allow households to have assets up to £30,000, the removal of a graduated assessment of financial means within the points system means the applicants with significantly different financial circumstances are treated as equivalent once the eligibility threshold is met.

This mirrors the inconsistency seen with income: financial assets are decisive at the point of entry but disregarded entirely when assessing priority. This approach lacks proportionality and fails to reflect the differing capacities of households to respond to housing pressures.

## Conclusion

**We support the principle of basing priority on housing need. However, the proposed changes define housing need too narrowly. By removing income, security of tenure, and financial circumstances from the pointing system, the assessment becomes weak and less able to recognise who is most vulnerable or at risk. A fairer approach would keep housing conditions as the main housing need, whilst taking peoples financial situation into account.**

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## Proposed change 3: Introducing discretion for local housing authorities on residential requirements

The Housing Agency proposes to extend discretion to local housing authorities in relation to certain residency requirements. This would bring the policy in line with the Housing (Miscellaneous Provisions) Act 1976 and ensure authorities can exercise their discretion appropriately.

This discretion is particularly important in safeguarding situations.

### 3-month immediate residency requirement

At the moment, anyone who wants to join the public sector housing waiting list must have lived on the Isle of Man for three months immediately before applying. For most people this is straightforward - but for others, it creates real difficulties.

*For example, a disabled person may need suitable accommodation before they can safely return to the island. But under the current rule, they cannot join the waiting list until they have already been living here for three months.*

This means some of the people who need help the most are unable to even get onto the list.

The amendments propose to let someone join the waiting list without waiting the full three months if the housing authority believes the circumstances justify it. This flexibility is especially important for people who are vulnerable, at risk, or unable to secure suitable accommodation without support.

### 10-year residency requirement

Anyone currently applying for public sector housing must have lived on the Isle of Man for a total of at least 10 years.

While this rule works in many cases, it can create real challenges when a household is facing serious risk or urgent housing need. In situations where someone's safety, health, or wellbeing is at stake, waiting until they meet the full 10-year requirement may not be realistic or fair.

*For example, a person has been living on the island for 8 years and is experiencing a relationship breakdown. They have children here at school who are part of a wider extended family. They require accommodation to ensure they do not need to leave the island.*

The proposed change would allow local housing authorities to reduce the 10-year residency requirement when there is a good reason to do so. This gives authorities the ability to respond to exceptional or urgent situations where strict rules would otherwise prevent someone from getting the help they need.

### 3-year within a local authority residency requirement

At present, applicants must have lived within a specific local housing authority area for at least three years before they can be allocated public sector housing in that area.

While this rule helps prioritise long-term local residents, it can also create difficulties in cases where a household has a genuine and urgent housing need but has not yet met the full three-year requirement.

*For example, a person fleeing domestic abuse who cannot reasonably meet the standard 3-year immediate residency requirement before applying to another local authority to leave the vicinity of a perpetrator.*

The proposed change would give local housing authorities the power to reduce the three-year local residency requirement when there is a good reason to do so.

These changes do **not** widen access to public sector housing. Instead, they ensure that local authorities can respond appropriately to welfare and safeguarding needs without being constrained by rigid rules.

## 7 Do you have any comments regarding the proposed policy change to incorporate discretion relating to any of the residential periods (3 months, 3 years, or 10 years)?

Some discretion already exists within current policy and procedures, although may not be consistently. This inconsistency can lead to uncertainty for both Housing Authorities and applicants.

Placing this discretion within policy should ensure that housing authorities continue to respond appropriately to exceptional circumstances.

Placing this discretion within policy strengthens the ability of housing authorities to act ethically and proportionately, particularly in safeguarding, welfare and urgent housing circumstances. Such instances are already recorded through the Priority for Housing process, and this proposed policy change should reinforce and support the reason for exercising the discretion. Where housing authorities are challenged, having a policy based discretion strengthens and supports defensible, fair and transparency in decisions.

The proposed changes do not create a free for all approach to access to public sector housing. Instead ensures that Housing Authorities can demonstrate that the urgent housing need is clear, evidenced and justified. This will give support and confidence to housing officers in applying discretion, ensuring fairness and transparency in processing the application for housing.

The policy as provisionally drafted contains a significant weakness. It provides no definition of what constitutes sufficient reasons for exercising discretion. There are no criteria, no evidential thresholds, and no requirement for decisions to be recorded or justified. In effect, this creates a form of an unfettered discretion.

This is not a minor drafting omission, but a fundamental issue. The absence of clear parameters increases the risk of inconsistent decision making between authorities, reduces transparency, and exposes decisions to challenge on the basis that they are arbitrary or insufficiently reasoned. While the consultation material refers to safeguarding scenarios, these are not reflected in the operative wording of the policy itself, which undermines confidence in how the discretion is intended to be applied in practice.

To ensure the policy achieves its purpose, discretion should be supported by clear guiding principles, decision making criteria, and requirements for recording and justifying decisions. This would balance flexibility with accountability and ensure that discretion enhances, rather than weakens, fairness and transparency within the housing allocation system.

28<sup>th</sup> April 2026

.....  
Head of Housing  
Housing Agency  
Department of Infrastructure,  
Markwell House,  
Market St,  
Douglas,  
Isle of Man  
IM1 2RJ

Dear

**Re: Consultation Response - Public Sector Housing  
(General Needs) (Allocation) (Amendment) Policy 2026**

I write on behalf of the Board of Onchan District Commissioners, who welcome the opportunity to respond to the proposed amendments of the Public Sector Housing (General Needs) (Allocation) Policy 2019, as drafted within the Public Sector Housing (General Needs) (Allocation) (Amendment) Policy 2026.

As you are aware, the allocation of public sector housing is a core statutory function exercised under the Housing (Miscellaneous Provisions) Act 1976. This determines access to housing for those in greatest need and must therefore operate to a standard that is fair, consistent, transparent and rational. It is not simply an administrative framework. It is a mechanism through which the Island meets its obligations to those experiencing housing need.

It is, therefore, disappointing that the amendments now presented fall materially short of those expectations.

While the proposed changes are described as improving fairness, clarity, and consistency, the Commissioners do not accept that this is borne out in the policy itself. The amendments, when read alongside the 2019 Policy, do not represent refinement. They represent a weakening of the existing framework, removing established indicators of need and replacing them with a model that is less structured, more discretionary, and ultimately more difficult to justify.

The most significant concern arises from paragraph 6(3) of the 2026 Amendment Policy, which removes criterion 5 (gross annual income), criterion 9 (private sector tenant), and criterion 10 (financial/property assets) from the points system in Part 2 of the Schedule.

Continued ....2/

These provisions were not incidental. They formed part of a deliberate framework within the 2019 Policy, which recognised that housing need is not limited to physical accommodation but includes financial vulnerability and insecurity of tenure. Their removal is not explained, nor is it replaced with any alternative mechanism capable of capturing those dimensions of need. The effect is to narrow the assessment of housing need in a way that appears both unjustified and, in practice, regressive.

This is compounded by the changes to eligibility. Paragraph 6(2)(b)(i) replaces the income thresholds in Part 1, paragraph 3(1) with higher figures, while paragraph 4 inserts a new paragraph 3A introducing automatic annual increases based on CPI.

The policy, therefore, expands access to the waiting list while simultaneously removing the tools used to differentiate need within it. That combination is difficult to defend and risks increasing demand while weakening prioritisation.

The reliance on CPI as the sole mechanism for uprating thresholds is particularly unconvincing. CPI is a general measure of inflation. It does not reflect housing costs, does not track rental inflation, and does not account for local affordability pressures.

A policy concerned with access to housing should not be anchored to a metric that fails to measure housing affordability. There is no provision for review, no ability to adjust where CPI proves inadequate, and no explanation as to why this approach has been adopted.

The treatment of income across the amended framework is also internally inconsistent. Income is retained as a determining factor for eligibility under Part 1, yet removed entirely as a factor in determining priority under Part 2. This creates a system in which financial means determine entry into the system but are disregarded once within it. That is not a coherent policy position, and no justification is provided for it.

The same inconsistency arises in relation to financial assets. While the £30,000 cap is retained for eligibility, the removal of financial/property asset considerations from the points system eliminates any graduated assessment of financial means. Applicants with materially different financial circumstances will now be treated as equivalent once they pass the eligibility threshold. This is not an approach that reflects proportionality or fairness.

The removal of the private sector tenant criterion is equally concerning. The existing policy recognised that those in private rented accommodation may experience insecurity of tenure and instability, both of which are relevant to housing need. The decision to remove this consideration suggests either a failure to recognise that reality or a conscious decision to exclude it. In either case, the absence of explanation is notable.

Continued ...3/

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28<sup>th</sup> April 2026

Head of Housing, Housing Agency

Alongside the removal of objective criteria, the amendments introduce a significant expansion of discretion. The insertion of paragraph 4(3A), together with amendments to the residency provisions in Part 1, paragraph 2, allows housing authorities to reduce residency requirements where they consider there to be sufficient reasons.

This includes both the 10-year Island residency requirement and the 3-year local authority requirement.

However, the policy does not define what constitutes sufficient reasons.

There are no criteria, no evidential thresholds, and no requirement for decisions to be recorded or justified. In effect, this creates an unfettered discretion. That is not a minor drafting issue. It is a fundamental weakness. It introduces the risk of inconsistent decision-making between authorities, reduces transparency, and exposes decisions to challenge on the basis that they are arbitrary or insufficiently reasoned.

While the consultation material refers to safeguarding scenarios, these are not reflected in the operative wording of the policy, which further undermines confidence in how the discretion is intended to be exercised.

More broadly, the Commissioners are concerned that the amendments have been brought forward without a clear evidential foundation.

There is no impact assessment, no modelling of demand, and no analysis of how the removal of financial and tenure-related criteria will affect different groups of applicants.

This is particularly concerning given that allocation decisions directly affect individuals who are already experiencing disadvantage. The absence of any equality or distributional analysis raises obvious questions.

A policy which removes recognised indicators of vulnerability without explanation risks producing outcomes that are not only unfair but potentially discriminatory in effect.

There is also a lack of clarity regarding implementation. The amendments do not address how existing applicants will be treated, how points will be recalculated, or how authorities are expected to transition to the amended framework. Given the scale of the changes, this omission is difficult to justify.

Continued ...4/

4

28<sup>th</sup> April 2026

, Head of Housing, Housing Agency

Taken together, these issues suggest that the amendments have not been developed with the level of rigour that would be expected for a policy of this importance. The cumulative effect is a framework that is less precise, less transparent, and more difficult to defend than the one it seeks to replace.

It is, therefore, disappointing that these changes are presented as limited amendments. They are not. They alter core components of the allocation system, including how need is defined, how priority is assessed, and how discretion is exercised. On the evidence available, the Commissioners are not satisfied that the amendments will improve fairness, clarity, or consistency. The more likely outcome is the opposite.

The Commissioners therefore consider that the Department should pause the progression of the amendments and undertake a fuller review. This should include a clear evidential basis for the proposed changes, an assessment of their impact, and a reconsideration of how financial vulnerability and housing insecurity are reflected within the policy.

At a minimum, the policy must retain a broad and realistic understanding of housing need. A framework that excludes financial pressure and insecurity of tenure cannot credibly claim to be fair.

Yours faithfully,

Scott Wilson

Lead Member for Housing

For and on behalf of Onchan District Commissioners

# C

## PUBLIC SECTOR HOUSING (GENERAL NEEDS) (ALLOCATION) (AMENDMENT) POLICY 2026

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Statutory Document No. 20XX/XXXX

## C

*Housing (Miscellaneous Provisions) Act 1976***PUBLIC SECTOR HOUSING (GENERAL NEEDS)  
(ALLOCATION) (AMENDMENT) POLICY 2026***Approved by Tynwald:**Coming into operation in accordance with paragraph 2*

The Department of Infrastructure, having consulted all the local authorities that would be affected by it<sup>1</sup>, adopts the following Policy under paragraph 1A(1)<sup>2</sup> of Schedule 3 to the Housing (Miscellaneous Provisions) Act 1976.

**1 Title**

This Policy is the Public Sector Housing (General Needs) (Allocation) (Amendment) Policy 2026.

**2 Commencement**

If approved by Tynwald, this Policy comes into operation on [TBC]<sup>3</sup>.

**3 Amendment of the Public Sector Housing (General Needs) (Allocation) Policy 2019**

The Public Sector Housing (General Needs) (Allocation) Policy 2019<sup>4</sup> is amended as follows.

*Also 2023 policy does that become void*

**4 Paragraph 3A inserted**

After paragraph 3 (interpretation), insert –

*of schedule (para 4)*

<sup>1</sup> As required by paragraph 1A(2) of Schedule 3 to the Act.

<sup>2</sup> Paragraph 1A was inserted by Schedule 3 to the Housing (Miscellaneous Provisions) Act 2011.

<sup>3</sup> Under paragraph 1A(3) of Schedule 3 to the Act, this Policy shall not come into operation until it is approved by Tynwald.

<sup>4</sup> SD 2019/0075.

✓ «3A Automatic uplift

From 1 April 2027, the figures in the table in paragraph 3(1) of the schedule shall increase annually on 1 April by a percentage equal to the percentage increase in the Consumer Price Index published by the Cabinet Office for the preceding September, rounded up to the nearest whole pound.».

5 Paragraph 4 amended

(1) Paragraph 4 (allocation of general needs public sector housing) is amended as follows.

✓ (2) In subparagraph (3), after "date of allocation.", on a separate line, insert —  
| «This is subject to sub-paragraph (3A).».

(3) After subparagraph (3), insert —

\*\*\*  
| ✓ «(3A) The relevant housing authority may, where it is satisfied with any reasons which appear to the relevant housing authority to be sufficient, reduce the period of 3 months mentioned in subparagraph (3).».

6 Schedule amended

(1) The Schedule (allocation of general needs public sector housing) is amended as follows.

(2) In Part 1 (conditions for inclusion on a housing waiting list for general needs public sector housing) —

(a) in paragraph 2 (residential conditions) —

(i) in subparagraph (1), for "sub-paragraph (3)" substitute « sub-paragraphs (3) and (4)»; and

(ii) in subparagraph (2), for "sub-paragraph (3)" substitute « sub-paragraphs (3) and (5)»; and

(iii) after subparagraph (3) insert —

«(4) The relevant housing authority may, where it is satisfied with any reasons which appear to the relevant housing authority to be sufficient, reduce the period of 10 years mentioned in subparagraph (1).

(5) The relevant housing authority may, where it is satisfied with any reasons which appear to the relevant housing authority to be sufficient, reduce the period of 3 years mentioned in subparagraph (2).»; and

(b) in paragraph 3 (financial conditions) —

(i) for the table in subparagraph (1), substitute —

| «

opening up  
still need  
appropriate  
residential.

Household composition	Maximum income threshold	Household composition	Maximum income threshold
Single, no children	£35,800	Couple, no children	£50,200
Single, 1 child	£43,000	Couple, 1 child	£56,700
Single, 2 children	£47,800	Couple, 2 children	£59,800
Single, 3 children	£50,200	Couple, 3 children	£63,900

»;

- (ii) in subparagraph (2) –
- (aa) after “assets”, insert «(including any interest accrued in respect of the applicant’s or joint applicants’ savings)»; and
- (bb) after “£30,000.”, insert on a separate line –
- «This is subject to sub-paragraph (4).»;
- (iii) omit subparagraph (3).

- (3) In Part 2 (points system for general needs public sector housing), in paragraph 2, in the table, omit –
- (a) criterion 5 (gross annual income); ?
- (b) criterion 9 (private sector tenant); and ✓
- (c) criterion 10 (financial property/assets).?

MADE

**TIM CROOKALL**  
*Minister for Infrastructure*

***EXPLANATORY NOTE******(This note is not part of the Policy)***

This Policy makes a number of amendments to the Public Sector Housing (General) (Needs) Policy 2019 (as amended) [SD 2019/0075].

Paragraph 4 introduces an automatic uplift to the thresholds in line with inflation.

Paragraph 5 clarifies that the housing authority may exercise discretion to reduce the requirement to be resident on the Isle of Man for at least three months.

Paragraph 6 amends the conditions and criteria used to assess an applicant's place on the waiting list for general needs public sector housing.



## PUBLIC SECTOR HOUSING (GENERAL NEEDS) (ALLOCATION) POLICY 2019

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Statutory Document No. 2019/0075

*Housing (Miscellaneous Provisions) Act 1976*

## **PUBLIC SECTOR HOUSING (GENERAL NEEDS) (ALLOCATION) POLICY 2019<sup>1</sup>**

*Approved by Tynwald:* 20 March 2019  
*Coming into operation:* 1 June 2019

The Department of Infrastructure, having consulted all the local authorities that would be affected by it<sup>1</sup>, adopts the following Policy under paragraph 1A(1)<sup>2</sup> of Schedule 3 to the Housing (Miscellaneous Provisions) Act 1976.

### **1 Title**

This Policy is the Public Sector Housing (General Needs) (Allocation) Policy 2019.

### **2 Commencement**

If approved by Tynwald, this Policy comes into operation on 1 June 2019<sup>3</sup>.

### **3 Interpretation and extent**

(1) In this Policy, unless the context otherwise requires, —

“**the Act**” means the Housing (Miscellaneous Provisions) Act 1976;

“**applicant**” means a person who has made an application for housing and, includes a single applicant and either (or both) joint applicants;

“**application for housing**” means an application made to a housing authority to be selected for public sector housing;

“**couple**” means, —

- (a) two people who are married to, or civil partners of, each other; or
- (b) two people who are not married to, or civil partners of, each other but are living together, or have indicated on an application for housing they intend to live together, as a married couple or as civil partners;

<sup>1</sup> As required by paragraph 1A(2) of Schedule 3 to the Act.

<sup>2</sup> Paragraph 1A was inserted by Schedule 3 to the Housing (Miscellaneous Provisions) Act 2011.

<sup>3</sup> Under paragraph 1A(3) of Schedule 3 to the Act, this Policy shall not come into operation until it is approved by Tynwald.

“**dependent child**” means a child or young person, —

- (a) aged under 18; or
- (b) aged between 18 and 21, and receiving full-time education, whether in the Island or elsewhere,

and an applicant “**has a dependent child**” if that dependent child’s place of ordinary residence (disregarding any period during which the dependent child is receiving full-time education outside the Island) is with the applicant;

“**general needs public sector housing**” has the meaning given by paragraph 4;

“**housing authority**” means, —

- (a) the Department; or
- (b) a local authority;

“**housing authority area**” means, —

- (a) in relation to the Department, any area within the boundaries of the district of any local authority in which is situated housing owned by the Department;
- (b) in relation to a local authority, any area within the boundaries of the district of that local authority; or
- (c) in relation to a shared waiting list, the combined area within the boundaries of each of the housing authorities using that list;

a housing authority’s “**housing waiting list**” means the waiting list maintained by that authority for the purpose of allocating housing by that authority in accordance with this Policy and includes any shared waiting list;

“**joint applicant**” means a person who, with another, has made an application for housing;

“**notice to quit**”, “**property**”, “**rent**” and “**tenant**” have the meanings given in section 3 of the Landlord and Tenant Act 1954 and related phrases are to be construed in accordance with that Act;

“**private sector housing**” means housing which is not public sector housing;

“**public sector housing**” means housing provided by a housing authority under the Act or Part IV of the Housing Act 1955;

“**relevant housing authority**” means the housing authority to whom an application for housing has been made;

“**shared waiting list**” means an agreement between two or more housing authorities, which may include the Department, that their housing waiting list is to be shared by each of the authorities in that agreement;

“**sheltered housing**” has the meaning given by paragraph 4 of the Public Sector Housing (Older Persons) (Allocation) Policy 2019<sup>4</sup>;

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<sup>4</sup> See SD 2019/0074

“**single person**” means a person who is not a member of a couple; and

“**unjustified refusal**” means a refusal by an applicant, without a valid reason, of an offer of housing made by a housing authority which that authority considers suitable for the applicant.

- (2) This Policy applies only to any initial allocation of general needs public sector housing.

#### 4 Allocation of general needs public sector housing

- (1) An applicant may be selected by a housing authority for general needs public sector housing which is not sheltered housing (“**general needs public sector housing**”) provided by that authority if, —
- (a) the applicant is, or has been, accepted for inclusion on that authority’s housing waiting list; and
- (b) the applicant has the highest number of points among those other persons on the housing waiting list for that type of housing, subject to the housing being suitable for the applicant’s specific housing needs.

The number of points which an applicant has for the purpose of sub-paragraph (b) is the sum of the points obtained in accordance with Part 2 of the Schedule in the applicant’s case.

This sub-paragraph is subject to sub-paragraphs (2) to (4).

- (2) An applicant may be accepted for inclusion on a housing authority’s housing waiting list only if the applicant meets all of the conditions which apply in the applicant’s case specified in Part 1 of the Schedule.
- (3) An applicant shall not be selected by a housing authority for allocation of general needs public sector housing, unless, —
- (a) the applicant has; or
- (b) in the case of joint applicant’s either or both applicants have,

been ordinarily resident in the Island for at least 3 months immediately prior to the date of allocation.

- (4) An applicant shall not be selected by a housing authority for allocation of general needs public sector housing if the applicant or either of the joint applicants owns residential accommodation in any jurisdiction.

This is subject to sub-paragraph (5).

- (5) If the applicant, or either of the joint applicants, owns residential accommodation (“**the premises**”) in any jurisdiction, the applicant may nevertheless be accepted for inclusion on the relevant housing authority’s housing waiting list for general needs public sector housing providing all of the following conditions are satisfied prior to allocation, —

*Condition 1*

In the opinion of the relevant housing authority, the premises are unsuitable for occupation by the applicant.

*Condition 2*

The applicant can provide evidence the premises are being actively marketed with a view to their disposal.

*Condition 3*

Disposal of the premises is anticipated within six months of allocation of general needs public sector housing.

This condition is subject to sub-paragraph (6).

*Condition 4*

The following are provided by the applicant, —

- (a) an estate agents' current valuation of the premises; and
- (b) details of any financial charges currently held against the premises by third parties; and
- (c) any other documents or information requested by the relevant housing authority.

*Condition 5*

The sum of any savings or assets available to the applicant, along with the residual value of the premises, after the deduction of, —

- (a) any financial charges held against the premises by third parties; and
- (b) any reasonable fees incurred in, or in connection with, the disposal of the premises,

will not exceed the financial condition specified in paragraph 3(2) of Part 1 of the Schedule.

- (6) If the premises have not been disposed of within the period specified in condition 3 of sub-paragraph (5) the applicant may nevertheless be considered to meet that condition if, in the opinion of the relevant housing authority, the applicant is continuing to actively market the premises at a price which reasonably reflects the prevailing market value.

## **5 Review of decisions made by the Department**

- (1) This paragraph applies to any decision ("the relevant decision") made by the Department as to —
  - (a) whether or not an applicant is to be accepted for inclusion on the Department's housing waiting list;
  - (b) the number of points which an applicant has in accordance with Part 2 of the Schedule; or
  - (c) whether or not an applicant is selected for allocation of a property.

- (2) If the applicant is dissatisfied with the relevant decision, the applicant may request that the Department review its decision.
- (3) A request for a review must –
  - (a) state the grounds on which the review is requested; and
  - (b) be made in writing within one month of the date of notification of the relevant decision.
- (4) The Department must –
  - (a) review the relevant decision in a timely manner; and
  - (b) notify the applicant of the outcome of that review.
- (5) Any decision made by the Department following the review is final.<sup>2</sup>

## 6 Review of, and appeal against, decisions made by a local authority

- (1) This paragraph applies to any decision (“**the relevant decision**”) made by a local authority as to, –
  - (a) whether or not the applicant is to be accepted for inclusion on that local authority’s housing waiting list;
  - (b) the number of points which an applicant has in accordance with Part 2 of the Schedule; or
  - (c) whether or not an applicant is selected for allocation of a property.
- (2) If the applicant is dissatisfied with the relevant decision, the applicant may request the local authority, in writing, to review that decision.
- (3) If, on review the relevant decision is upheld, the applicant may appeal against the relevant decision, in writing, to the Department.
- (4) Any decision of the Department on such an appeal is final.

## 7 Guidance

- (1) The Department may issue guidance about the matters to be taken into account in determining (in particular) –
  - (a) how applicants with the same points on a housing waiting list may be prioritised;
  - (b) the category of housing type for eligible applicants (for example the number of bedrooms applicable to the applicant’s or joint applicants’ requirements);
  - (c) how income and capital, including notional capital and notional income, are to be treated;
  - (d) the additional relationships of persons who may apply to a housing authority and be treated as joint applicants in exceptional circumstances;

- (e) how the points may be allocated for joint applicants, where both applicants satisfy the same criterion in Part 2 of the Schedule;
  - (f) how points may be allocated for an applicant, or joint applicants, who share responsibility for a dependent child with another person;
  - (g) the circumstances in which an applicant in tied accommodation may be accepted on a housing waiting list;
  - (h) who the relevant housing authority is for the purposes of, —
    - (i) a review or appeal under paragraphs 5 or 6;
    - (ii) the residential condition in paragraph 2(2) of Part 1 of the Schedule; and
    - (iii) the points available for each year of residence in criterion 3 of Part 2 of the Schedule; and
  - (i) the periodic review of the housing waiting list and the process of removing an applicant from the housing waiting list for failing to respond to any review, and circumstances for reinstatement.
- (2) For the purposes of sub-paragraph (1)(c), where, in the opinion of the relevant housing authority, the applicant deliberately and wilfully disposed of any capital, that capital shall be treated in the same way as notional capital under the Income Support Regulations<sup>5</sup>.
- (3) The guidance may, among other things, give examples in connection with discretion which may be applied in deducting points for, —
- (a) unjustified refusal of an offer of allocation; and
  - (b) accumulated rent arrears.

MADE 15 FEBRUARY 2019

<sup>5</sup> See the Income Support (General) (Isle of Man) Regulations 2000 (SD 26/00).



## SCHEDULE

[Paragraph 4]

## ALLOCATION OF GENERAL NEEDS PUBLIC SECTOR HOUSING

## PART 1

CONDITIONS FOR INCLUSION ON A HOUSING WAITING LIST FOR  
GENERAL NEEDS PUBLIC SECTOR HOUSING**1 Eligible applicant conditions**

- (1) An applicant must be, –
  - (a) a single person who does not have a dependent child;
  - (b) a couple neither member of whom has a dependent child;
  - (c) a single person who has a dependent child;
  - (d) a couple either member of whom has a dependent child.
- (2) Despite sub-paragraph (1), in exceptional circumstances, and with the written approval of the Department, a joint application may be made by two single persons living together, or who intend to live together.
- (3) An applicant, or in the case of joint applicants' at least one of the applicants, must be at least 18 years old.

**2 Residential conditions**

- (1) In accordance with paragraph 1 of Schedule 3 to the Act, an applicant must have been ordinarily resident in the Island for a total period of not less than 10 years.  
This is subject to sub-paragraph (3). + 4.
- (2) An applicant must have been ordinarily resident in the relevant housing authority area for at least 3 years.  
This is subject to sub-paragraph (3). + 5
- (3) In the case of joint applicants, only one of the applicants needs satisfy this paragraph.

+ + 5 to be inserted

**3 Financial conditions**

- (1) An applicant's gross annual income, or the sum of joint applicants' gross annual incomes, including any taxable benefits, must not exceed the maximum amount specified in the following table.

Table<sup>3</sup>

Number of dependent children	Maximum gross annual income	
	Single applicant	Joint applicant
None	£34,500 <i>35,500</i>	£38,000 <i>50,200</i>
1 child	£40,000 <i>43,000</i>	£43,500 <i>56,700</i>
2 children	£43,500 <i>47,500</i>	£47,000 <i>57,800</i>
3 or more children	£47,000 <i>50,200</i>	£50,500 <i>63,900</i>

This is subject to sub-paragraph (3).

- (2) An applicant's or joint applicants' savings and other assets must not exceed £30,000. *including any interest accrued, ...*
- (3) For the purposes of sub-paragraph (1), an applicant's gross annual income is, or the sum of joint applicants' gross annual incomes are, to include all interest accrued.

This is subject to sub-paragraph (4).

- (4) Where actual interest accrued is not evidenced, notional interest of 2% shall be applied to the applicant's or joint applicants' financial savings and other assets.

## PART 2

### POINTS SYSTEM FOR GENERAL NEEDS PUBLIC SECTOR HOUSING

- 1. Points are to be added or deducted in an applicant's or joint applicants' case in accordance with the Table below.

This is subject to paragraph 2.

- 2. In the case of joint applicants' where both applicants satisfy the criteria to be allocated points in the Table below, only the points available to one of the applicants (whichever is the higher amount in each criteria) may be taken into account for the purposes of the sum calculated for the purposes of paragraph 4(1)(b) (allocation of general needs public sector housing).

Table

Criteria	Points
1. Time on housing waiting list	1 point per each 3 month period, subject to a maximum of 20 points.
2. Years of residence in the Island	1 point for every year in excess of ten years the applicant is ordinarily resident, subject to a maximum of 10 points.
3. Years of residence in housing authority area	1 point for every year subject to a maximum of 10 points.



<b>4. Size of family</b>			
(a)	Each dependent child aged under 16; .		5 points
(b)	Each dependent child or young person aged between 16 and 21.		3 points
	Items (a) and (b) are subject to a maximum of three dependent children or young persons.		
(c)	Each additional dependent child or young person in excess of the three maximum		1 point
<b>5. Gross annual income<sup>4</sup></b>			
(a)	including, where applicable, combined income and taxable benefits of joint applicants;		
(b)	for the purposes of assessing income in the table below, child benefit is to be disregarded;		
		<b>Single applicant</b>	<b>Joint applicant</b>
No dependent children		£20,500 and under	£24,000 and under
		£20,501 to £24,000	£24,001 to £27,500
		£24,001 to £27,500	£27,501 to £31,000
		£27,501 to £30,000	£31,001 to £33,501
		£30,001 and over	£33,501 and over
		<b>Single applicant</b>	<b>Joint applicant</b>
With dependent children		£23,500 and under	£27,000 and under
		£23,501 to £28,500	£27,001 to £32,000
		£28,501 to £33,500	£32,001 to £37,000
		£33,501 to £38,500	£37,001 to £42,000
		£38,501 and over	£42,001 and over
(c)	in this criterion, "child benefit" means a benefit under Part 9 of the Social Security Contributions and Benefits Act 1992 <sup>6</sup> (of Parliament), as it has effect in the Island <sup>7</sup> .		
<b>6. Adequacy of present accommodation</b>			
(a)	Property condition/overcrowding (following assessment by an environmental health officer of the Department of Environment, Food and Agriculture )		
	Low priority		5 points
	Medium priority		10 points
	High priority		20 points
(b)	Health/welfare issues (validated by report from health/welfare professional & multidisciplinary assessment by health/welfare panel)		
	Low priority		5 or 10 points
	Medium priority		15 or 20 points
	High priority		25 or 30 points
<b>7. Notice to quit</b>	Court order for possession		25 points
	(excluding for rent arrears)		

<sup>6</sup> 1992 c.4<sup>7</sup> See SD 505/94

<b>8. Manx Housing Trust Limited<sup>8</sup></b>	Accommodated in premises allocated by Manx Housing Trust Limited for 1 year or more (either at the time of application or during any period whilst on the housing waiting list)	10 points
<b>9. Private sector tenant</b>	For 1 year or more (either at the time of application or during any period whilst on the housing waiting list)	5 points
<b>10. Financial/property assets</b>	Including, where applicable, combined financial/property assets of joint applicants	
	£15,000 to £19,999	-1 point
	£20,000 to £29,999	-2 points
<b>11. Unjustified refusal</b>	Discretionary deduction (per refusal)	-10 points
<b>12. Accumulated rent arrears</b>	Discretionary deduction	-10 points

*removing*

*?*

<sup>8</sup> Registered charity no. 400.



## ENDNOTES

### Table of Endnote References

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<sup>1</sup> The format of this legislation has been changed as provided for under section 75 of, and paragraph 2 of Schedule 1 to, the Legislation Act 2015. The changes have been approved by the Attorney General after consultation with the Clerk of Tynwald as required by section 76 of the Legislation Act 2015.

<sup>2</sup> Para 5 substituted by SD2023/0109.

<sup>3</sup> Table substituted by SD2023/0109.

<sup>4</sup> Entry substituted by SD2023/0109, as amended by Correction Notice dated 07 June 2023.