

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

25th November 2022

Sir/Madam

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

Monday 28th November 2022

(P) 6:30 pm – Flat Green Bowling Club

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

1. To choose a person to preside if the Chair and Vice-Chair be absent.
2. To deal with any business required by statute to be done before any other business.
3. To approve as a correct record and sign the Minutes of the:-

None.

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

None.

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

- 5.1 (P) Minutes of the Extra Ordinary Board Meeting held on Monday 26th September 2022 *(Previously circulated)*

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

None.

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

- 7.1 Plans for Consideration *(Appendix 7.1)*

	PA Reference	Applicant/Address	Return Date
(a)	PA22/00767/B	Rowany Limited – 104 Summerhill Road	9 th December 2022

8. Finance and General Purposes:-

None.

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

- 9.1 Capability Policy & Procedure *(Appendix 9.1)*

- 9.2 Management of Sickness Absence Policy & Procedure *(Appendix 9.2)*

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

- 10.1 Cabinet Office – Local Elections Fees Order *(Appendix 10.1)*

- 10.2 Onchan Silver Band – Christmas Concert *(Appendix 10.2)*

- 10.3** The Lieutenant Governor & Lady Lorimer – Christmas Reception *(Appendix 10.3)*
10.4 (P) Local Authorities – Joint Press Release *(Appendix 10.4)*

11. To answer any questions asked under Standing Order 34:-

To be confirmed.

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

None.

13. Environmental and Technical Services:-

None.

14. Housing Matters:-

- 14.1** Housing and Communities Board *(Appendix 14.1)*
14.2 Income Thresholds for access to General Needs Housing *(Appendix 14.2)*
14.3 Income Thresholds for access to Elder Persons Housing *(Appendix 14.3)*

15. Chairman's Announcements:-

Dates for Diary

Date	Organisation	Event	Time
26 th November 2022	St Peter's Church	Christmas Fair	11:00 am to 3:00 pm
28 th November 2022	Onchan District Commissioners	Board Meeting	7:00 pm
30 th November 2022	The Friends of Onchan's Heritage	"the White Boys" – The Village Hall, Royal Ave	7:30 pm
3 rd December 2022	Onchan District Commissioners	Commissioners Surgery – The Hub	10:00 am to 12 noon
3 rd December 2022	Onchan Silver Band	Christmas Concert	6:30 pm
6 th December 2022	Onchan District Commissioners	Commissioners Surgery – Heywood Court	2:00 pm to 3:00 pm
7 th December 2022	Onchan District Commissioners	Night of Light	5:30 pm to 9:30 pm

16. Any other URGENT business as authorised by the Chair for consideration:-

PLANS LIST

Board Meeting to be held on 28th November 2022

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

Planning Application	Applicant/Address	Description
PA22/00767/B Return Date 09/12/22	Rowany Limited 104 Summerhill Road	Conversion of four apartments into a single residential dwelling and the erection of new terraced residential dwelling. (amended plans)
Recommendation - Approve		



Onchan District Commissioners

Capability Policy and Procedure

Draft: November 2022
Review: March 2025



Capability Policy & Procedure

Contents

1. **Scope & Purpose**
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3. **Definition**
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8. **Informal Stage :-**
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 - b. **Standards have not been met/sufficient progress has not been made**
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 - a. **Standards have been met/sufficient progress has been made**
 - b. **Standards have not been met/sufficient progress has not been made**
10. **Stage Two:-**
 - a. **Standards have been met/sufficient progress has been made**
 - b. **Standards have not been met/sufficient progress has not been made**
11. **Termination**
12. **Appeal**
13. **Data Protection**
14. **Loss of Qualification**

Capability Policy & Procedure

Policy Review

History:-

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

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

Effective from:	Replaces:	Originator:	Page X of Y
December 2019	2006	Chief Executive/Clerk	1 of 7
Management Team Approval:			
Board Ratification:			

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
December 2019	04/12/19	Procedure
December 2019	04/12/19	Appeal Procedure
December 2019	04/12/19	Includes Data Protection
December 2019	04/12/19	Includes loss of qualifications

Capability Policy & Procedure

1. Scope and Purpose

This Capability Procedure applies to all individuals who are employed under the following terms and conditions:

- National Joint Council (NJC) Employees;
- Public Service Commission Manual and Craft Workers

The focus of this Policy and Procedure is to resolve less than satisfactory performance to enable the employee to perform to the standard required and seek/receive appropriate support as necessary.

2. Policy

Onchan District Commissioners ("the Authority") is committed to ensuring that all employees are given the opportunity and support to deliver and maintain a high level of performance at work.

All employees should be made fully aware of the performance standards they are expected to deliver, including standards with regard to attendance at work and should have the opportunity for regular meetings with their Line Manager to discuss their work and performance.

It is the responsibility of Line Managers to ensure that any performance issues are addressed at an early stage and where possible resolved, initially on an informal basis, without recourse to the formal procedure.

The following procedure provides a framework for managing capability in a constructive, fair and consistent manner.

3. Definition

The Authority differentiates between:-

- A deliberate or wilful failure on the part of the employee to perform to the standards required (misconduct) in which case the Authority's Disciplinary Procedure will apply; and
- Where, an employee is lacking in knowledge, skill or ability and so cannot carry out their duties to the standard required, including the standard of attendance (e.g. short term/long term absence due to health reasons) in which case the following procedures will apply in order to bring about the required improvement in performance.

4. Key Principles

The following principles will apply to the application of this procedure:-

- a) Line Managers should be supportive, help the employee to take action to improve performance and consider any mitigating circumstances that may be affecting performance.
- b) The Employee is responsible for co-operating with the Line Manager in improving their performance and attending meetings under this procedure.
- c) Information obtained under this procedure will be treated in confidence and in accordance with the Authority's Data Protection Policy.

Capability Policy & Procedure

- d) A meeting will be held to discuss the area(s) of concern in accordance with Clause 5.1 below. The employee has the right to be accompanied if they wish, by a work colleague or trade union representative at any formal stage meeting where a warning may be issued. The employee's companion has the right to address the meeting to put the employee's case, sum up the case and respond on the employee's behalf to any views expressed at the meeting. The companion may also confer with the employee during the meeting. The companion may not answer questions on behalf of the employee, address the meeting if the employee does not wish this, or prevent the employer from explaining their case.
- e) An employee will not normally be dismissed for performance reasons without previous warnings. However, where performance falls significantly below the acceptable standard and the actual or potential consequences are, or could be extremely serious, moving straight to Formal Stage Two (b) Termination of Employment may be appropriate in exceptional circumstances.

5. Procedure

5.1 Structure for Meetings:-

Applicable at Informal and Formal Stages One and Two of the procedure the Line Manager will:-

- a) Clarify the concern about performance and how it does not meet the required standard, providing examples/evidence to support this;
- b) Reiterate the standards required;
- c) Discuss with the employee the reasons for not achieving the required standards and/or any issues that may contribute to this;
- d) Confirm the standards to be achieved, and measures that might be put in place by the employee and/or the Line Manager e.g. further training;
- e) Determine a reasonable monitoring period to achieve the required standard and agree a date to review performance. Interim reviews may be appropriate;
- f) Explain the potential consequences of not achieving the required improvement in performance i.e. move to the next stage, which may lead to termination of employment.

5.2 Written Confirmation

Following each meeting the Line Manager will confirm in writing:-

- the discussion;
- agreed outcomes;
- monitoring period;
- review date; and
- consequences of not meeting the standard(s)

Capability Policy & Procedure

5.3 Informal stage

If it becomes clear that the employee is not performing their duties to the required standard due to a lack of knowledge, skill or ability, including the standard of attendance the Line Manager will arrange a meeting to discuss the matter with the employee in accordance with the required structure for meetings (see clause 5.1 above).

If at the end of the monitoring period:-

a) Standards have been met/sufficient progress has been made:-

The Line Manager will discuss progress with the employee and may consider the matter to be resolved and take no further action or may decide to continue monitoring the employee's performance for a further specified period to ensure the standard is achieved/maintained.

Following this review the Line Manager will confirm the discussion and outcome in writing.

b) Standards have not been met/sufficient progress has not been made:-

If it has become evident that performance during the informal monitoring period has not improved sufficiently, the Line Manager will arrange a formal Stage One meeting at which the employee may be accompanied.

5.4 Formal Stages

Stage One:-

At this formal meeting held in accordance with the required structure at which the employee is entitled to be accompanied, the employee will be informed about the precise nature of the poor performance, the level of improvement required and the time for achieving that improvement. The Line Manager will confirm the outcome of this meeting as soon as possible in writing and a copy will be placed on the employee's personal file.

At the end of the specified period a review meeting will be held to confirm:

a) Standards have been met/sufficient progress has been made

If the required standards are met this will be confirmed in writing with an expectation that the agreed standards will be maintained.

If performance is not subsequently maintained at the standard required, formal procedures will be instigated at the next stage (Formal Stage Two). This must be advised (in the written confirmation).

OR

b) Standards have not been met/sufficient progress has not been made:-

If the review confirms that performance has not improved sufficiently the Line Manager will progress to Formal Stage Two of this procedure.

Capability Policy & Procedure

Stage Two:-

At this formal meeting held in accordance with the required structure at which the employee is entitled to be accompanied, the employee will be informed about the precise nature of the poor performance, the level of improvement required and the time for achieving that improvement. **The Line Manager will advise the employee that failure to achieve the required standard may result in termination of employment.** The Line Manager will confirm the outcome of this meeting as soon as possible in writing and a copy will be placed on the employee's personal file.

At the end of the specified period a review meeting will be held to confirm:

a) **Standards have been met/sufficient progress has been made:-**

If the required standards are met this will be confirmed in writing. There is an expectation that the agreed standards will be maintained.

If performance is not subsequently maintained at the standard required formal procedures will be re-instigated at this stage (Formal Stage Two). This must be advised (in the written confirmation).

OR

b) **Standards have not been met/sufficient progress has not been made:-**

Should all attempts to improve performance not bring about the required standard the Line Manager will consider:-

- 1) a further monitoring period allowed to demonstrate improvement;
- 2) voluntary redeployment should this be an option, but not necessarily on equivalent terms (with an extension of the monitoring period at Formal Stage 2); and
- 3) termination of employment.

A formal meeting will be arranged with the employee who will be entitled to be accompanied.

If the decision is made to terminate employment on the grounds of capability the Line Manager will advise the employee of this decision at the meeting and determine the period of notice to be worked/paid in lieu in accordance with the terms and conditions of employment. The employee will be advised of their right of appeal.

c) **Termination of Employment**

A letter of termination of employment will be issued confirming the reason(s) for termination, and advising the right of appeal and the procedure for appeal.

7. **Appeal Procedure**

There is the right of appeal against a decision to terminate employment. The grounds of appeal should be submitted in writing to the Chief Executive/Clerk within 5 working days of written confirmation of the decision to terminate employment being received.

An appeal meeting will be held with the Chief Executive/Clerk within 10 working days of receipt of the appeal or as soon as is reasonably practicable. The Line Manager who made the decision

Capability Policy & Procedure

to terminate employment will be in attendance. The employee is entitled to be accompanied if they wish by a work colleague or trade union representative.

Within 5 working days of the appeal meeting the outcome will be confirmed in writing explaining the grounds on which the decision was reached.

Whatever the outcome, the written decision of the appeal meeting is final and no further appeal within the Authority may be made.

Until the outcome of the appeal is determined, the employment remains terminated.

8. Data Protection

The Authority processes personal data collected during the implementation of the Capability procedure in accordance with its Data Protection Policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the Capability Procedure. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Authority's Data Protection Policy immediately. It may also constitute misconduct, which will be dealt with under the Authority's Disciplinary Procedure.

9. Loss of Qualifications

Where an employee no longer has the prerequisites to continue to perform their duties (eg driving licence) management will consider:-

- whether adjustments can be made to existing duties, either temporarily or permanently so that employment can continue, and if not
- whether the employee can be moved to another position temporarily or permanently which will require an amendment to terms and conditions of employment.

Consideration may also be given to return to original duties, once the qualification has been regained.

If amendment of existing duties or redeployment is not possible employment will be terminated on the grounds of capability with the subsequent right of appeal.



Onchan District Commissioners

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

Management of Sickness Absence

Policy and Procedures

Draft: November 2022
Review: August 2024



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 - 7.3 Recording Sickness Absence
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 - 7.10 Phased Return to Work
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 - 7.12 Accident/Injury at Work
 - 7.13 Sickness during Annual Leave
8. Appendix 1 Sickness Contact Form
 - Appendix 2 Sickness Declaration Form/Monitoring Form
 - Appendix 3 Isle of Man Government Incapacity Benefit Form

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Management Team Approval:			
Board Ratification:			

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:

1. Policy

Regular and reliable attendance at work is a fundamental principle of the employment contract and the highest possible levels of attendance are an essential requirement. Frequent short-term absences can be disruptive to effective delivery of services. Whilst Onchan District Commissioners ("the Authority") have a duty of care to employees who are unavoidably absent due to ill health, the Authority has an obligation to take reasonable steps to address the effect that unacceptable levels of absence.

Personnel who are absent due to sickness will be treated sympathetically and every effort will be made to assist recovery and safeguard employment. It has to be recognised, however, that the loss of working days through sickness absence can result in a significant cost to the Authority which can include, for example, costs associated with arranging absence cover, as well as the additional pressure such absences place on colleagues.

2. Purpose

The purpose of this Policy is to ensure that Line Managers and employees understand the contractual and management authority underpinning the procedures for managing sickness absence; that Line Managers and employees understand their responsibilities in relation to the procedures; and to define the support that will be given and action that will be taken where an individual's level of attendance gives rise to concern.

The procedures set out below ensures there is consistency and fairness in the management of absence and accurate records are maintained.

3. Scope

This Policy applies to all employees who are employed by the Authority whether full-time, part-time or limited term.

4. Privacy

The Authority's Privacy Notice describes how personal information about you is collected and used during and after your working relationship within the Authority and what legal basis there is for gathering and retaining that information in accordance with the Data Protection Act 2018, including the General Data Protection Regulations. A copy of the Authority's Privacy Notice is available on its website or from the office of the Chief Executive/Clerk.

5. Definition

For the purposes of this Policy, long-term sickness absence is a single absence of 20 or more working days.

6. Key Principles

To demonstrate the Authority's commitment to ensuring the highest possible levels of attendance:-

- All Line Managers will have the responsibility for recording, monitoring and managing sickness absence.
- Records of all categories of absence must be kept to facilitate effective management, monitoring and identification at an early stage of individual and organisational absence patterns.
- The concept of Sick Leave assumes a return to duty and the full provisions of the relevant Sick Pay Scheme only apply if there is likely to be a return to work.
- All employees will have a responsibility to make every effort to achieve the highest possible level of attendance and to obtain authorisation for all absences and to comply with the provisions of their Sick Pay Scheme.
- Employees who have health issues that impact on work may be required to attend for Occupational Health Assessments if requested by their Line Manager. They will be supported, wherever possible and appropriate, by reasonable workplace adjustments, within the resources available to the Authority. Employees will be expected to adhere to advice given by these services to maximise recovery and fitness for work.
- Where an employee is found to be working or indulging in activities whilst purporting to be absent due to sickness, which are likely to be inconsistent with the reason for absence and/or which are unlikely to be conducive to recovery, the disciplinary procedure will apply.

7. Procedures

7.1 Absence Notification

You must notify your Line Manager as soon as possible but no later than one hour after your normal start time.

You are expected to:-

- make contact personally by telephone - only in exceptional circumstances should someone else make contact for you;
- give details of your sickness and if possible indication of when you are likely to return to work.
- if your Line Manager is unavailable, you must contact the office of the Chief Executive/Clerk.

Failure to report sickness absence within the agreed timescale will result in it being treated as unauthorised absence and may lead to sick pay being withheld and/or disciplinary action.

You must keep in regular contact with your Line Manager during your sickness absence, the times and frequency to be agreed with your Line Manager at the start of the absence.

While the reporting requirements provide for employees to regularly update Line Managers during periods of sickness absence it is a key responsibility of the Line Manager to ensure regular contact is maintained. If no contact has been made by the employee after the first day of absence, the Line Manager should make contact to ascertain the reason for absence.

7.2 Absence Documentation

For periods of absence of 4 days or more an SC1 form must be completed and submitted to your Line Manager who will forward it to the Incapacity Benefits Team.

A medical certificate ("Sick Note") from a Doctor is not required for absences of up to 14 days inclusive.

For periods of sickness absence of 8 or more calendar days a Sick Note must be obtained and submitted to your Line Manager. A copy will be placed on your personal file and the original forwarded to the Incapacity Benefit Team.

It is important that each Sick Note relates to the period commencing immediately after the expiry of the preceding Sick Note. Days not covered by a Sick Note will not attract sick pay and may be treated as unauthorised absences.

If you wish to return to work within the certified sick period, you must obtain a certificate from your GP to confirm that you are fit to return to work at an earlier date than that specified on the original Sick Note.

7.3 Recording Sickness Absence

- For long term sickness complete Sickness Declaration Form (Appendix 1& 2);
- For short term sickness complete Sickness Declaration Form (Appendix 2).

7.4 Sick Pay

Details of sick pay for which employees may be eligible are set out in the Written Statement of Terms and Conditions of Employment. In all cases, eligibility to sick pay requires full compliance with the Absence Notification procedures and provision of appropriate certification.

Calculations for sick pay will include all days of absence including weekends and public holidays if they occur within a period of sick absence. Only those weekends or public holidays occurring at the beginning or end of a period of sick absence should not be included or reckoned.

During a period when the employee is on Sick Leave and eligible for full sick pay, a deduction from pay will be made equal to the amount of Incapacity Benefit payable by Incapacity Benefits, so that sick pay is not greater than normal working pay. When the employee is eligible for sick pay calculated at half normal pay, the employee must provide evidence of benefits received so that half pay combined with the benefits received do not exceed full pay.

Management of Sickness Absence

Line Managers will ensure that employees are given no less than one month's notice as to when they will progress to half or nil pay.

7.5 Occupational Health

If your frequent short term or long-term absence(s) is/are a cause for concern, then your Line Manager may refer you for medical advice. In this event it is a condition of your employment that you attend a consultation carried out by an Occupational Health Adviser when required to do so, particularly if you are absent for prolonged or frequent periods.

The discussion between you and the Doctor is confidential. The medical advice provided to the Authority will include such information as is necessary to assist in making decisions about the management of your absence/attendance. Decisions may be in relation to your ability to undertake your normal duties, any adjustments that might be required and the prognosis regarding further absences/return to work.

The Authority may also seek medical advice from your GP with your consent.

Advice received by the Authority about you will be treated in the strictest confidence.

7.6 Return to Work

You must give your Line Manager, advance notice of your intended date of return to work wherever possible.

If your Line Manager has concerns regarding your fitness to return to work, you may be asked to obtain a certificate of fitness for work from your GP which should state the date you can return to work.

Regardless of how long you have been absent, when you return to work your Line Manager will arrange a return to work meeting to discuss your sickness absence with you. The purpose of this discussion is to ensure you are fit for work, give you an opportunity to discuss any problems which may be a factor in the absence and brief you on what has happened while you have been absent.

You will need to complete a Sickness Declaration Form (Appendix 2).

7.7 Short Term Sickness Absence

The Authority recognises that people will occasionally have short term sickness absence.

Frequent short-term absences and/or any pattern of absence will be reviewed by the Manager and discussed with the employee.

Where an individual's level of attendance gives rise to concern the Authority's Capability Procedure will be implemented.

7.8 Long Term Sickness Absence

During periods of long-term absence your Line Manager will agree with you how and when you will keep in touch, for example by telephone, e-mail and/or visits to your home at agreed times e.g. when Sick Notes are due. The purpose of

maintaining contact is to monitor your well-being and progress so that appropriate support can be given where possible, as well as enabling adjustments to be made to operational planning or workforce management.

7.9 Return to Work after Long Term Sickness Absence

When you are well enough to return to work, your Line Manager will meet with you to discuss how this can be supported. The discussions will take into account any medical advice received and will include:-

- your capabilities, for example in relation to full job performance;
- return to work to normal contracted hours or a phased return;
- any medication you are required to take after your return to work that might have side effects, for example tiredness; and
- any arrangements, additional support or adjustments to your duties, working conditions or environment that would help you to reintegrate into the workplace;

After your return, your Line Manager will:-

- monitor your progress to ensure that you are coping with the work and the day-to-day pressures of working life;
- ensure that your workload is appropriate, and you are not required to deal with a significant backlog of work caused by the period of absence; and
- take all reasonable steps to facilitate your reintegration into the workplace.

7.10 Phased Return to Work

Following a period of long-term sickness absence and in order to facilitate an early return to work consideration will be given to a phased return to work in consultation with the Occupational Health Adviser. This may include a change to working days, hours or duties, or a combination of some or all of these. A phased return will be for up to but not exceeding 6 weeks, unless there are exceptional circumstances.

Where the phased return includes a temporary reduction in working hours, Sick Notes for hours not worked may be required or accrued annual leave will be used for the hours not worked.

7.11 Continuing Long term Absence

There may be instances in which it becomes evident at some stage that a return to work is unlikely. The Authority will refer the employee to the Occupational Health Adviser to ascertain whether the criteria for ill health retirement are satisfied and if this is the case, the employee will be advised accordingly.

Where the criteria for ill health retirement are not met, employment may be terminated on the grounds of capability due to ill health. Before making this decision, consideration will be given to whether reasonable adjustments can be made to the employee's current role, or redeployment to another role within the Authority should this be available, on the terms and conditions applicable to that role.

The Employee has the right of appeal against the decision to terminate employment due to ill health retirement or capability due to ill health.

(The procedures for ill health retirement/termination of employment on the grounds of capability due to ill health set out in Article 31 of the Manual & Craft Workers Agreement 2015 will apply in the case of manual and craft employees of the Authority. The procedures set out in Stage 3 (Termination of Employment) of the Authority's Capability Procedure will to apply to all employees of the Authority who are employed under the National Joint Council (NJC) Written Statement of Terms and Conditions of Employment.

7.12 Accident/Injury at Work

You must follow the procedures for reporting accidents at work where the sickness absence is due to an accident or injury at work.

7.13 Sickness during Annual Leave

If an employee falls sick during a period of annual leave and the Line Manager is notified immediately, provided that the period of incapacity seriously interrupts the period of leave (i.e. 4 or more days of illness) and the employee produces a self-certificate or a Sick Note to that effect the period of illness should be recorded as sick leave and not as annual leave.

Periods of sickness spanning the end of one leave year and start of the next, will result in any unused leave being carried forward subject to the maximum permitted carry over allowance. Any unused leave in excess of the permitted carry over allowance will be lost.



ONCHAN DISTRICT COMMISSIONERS SICKNESS CONTACT FORM

Employee Name	
Line Manager	
Department	
Date absence commenced	
Date absence ended	
Total number of days absent	
Contact Tel No:	

Please Note: _____ – 6 months half pay will commence

Date of Contact	Contact made by:	Type of Communication	Outcome



ONCHAN DISTRICT COMMISSIONERS SICKNESS DECLARATION FORM

Name:			
Address:			
Department :			
Date last worked		Date Returned:	
Brief Details of Sickness:			
Is sickness the result of Industrial injury		YES/NO*	
If yes was accident reported		YES/NO*	
Name and Address of your Doctor			
Have you consulted your Doctor?	YES/NO	Date:	
(If you received a doctor's statement, it should be submitted to your Supervisor, together with this form)			
<u>IF SICKNESS LASTS LONGER THAN 7 DAYS (EXCLUDING SUNDAYS). YOU MUST OBTAIN A DOCTOR'S STATEMENT</u>			
<u>DECLARATION</u>			
I declare that the details given above are true.			
SIGNED: Date:			
Any person who wilfully makes a false statement renders themselves liable to disciplinary and legal action			
Signature of Line Manager: Date:			
THIS FORM SHOULD BE COMPLETED AND RETURNED TO YOUR LINE MANAGER IMMEDIATELY ON RETURN TO WORK OR AFTER THE FIRST WEEK OF LONGER ABSENCES IN ORDER TO AVOID ANY DELAY IN THE PAYMENT OF WAGES/SALARIES.			
(*Delete as applicable)			
<i>N.B. Where absences due to sickness extend beyond 4 days or more, incapacity benefit should be claimed from Incapacity Benefits, any deductions of salary will be dealt with in accordance with the Authority's Management of Sickness Absence Policy</i>			



Cabinet Office

Oik Coonceil ny Shirveishee

Crown and Elections Team

Government Office
Bucks Road
Douglas
Isle of Man, IM1 3PN
Tel: +44 1624 685754
Email Elections@gov.im
Website: www.gov.im

To: All Local Authorities

7th November 2022

Dear Colleagues,

Consultation re: Local Elections Fees Order

The Cabinet Office is seeking the views of Local Authorities in relation to the prescribed fees payable under the Local Elections (Fees) Order.

The introduction of the Elections (Keys and Local Authorities) Act 2020 and the Elections (Local Authorities) Regulations 2022 require the Local Elections (Fees) Order to be reinstated.

The previous Local Elections (Fees) Order – copy attached to this letter for your convenience – was last brought forward by the Department of Infrastructure and approved by Tynwald in February 2020. As part of the process of updating the elections legislation the Fees Order relating to House of Keys elections was last reviewed and updated in 2021.

Historically, Local Authority Fees were reviewed in relation to Retail Price Index (RPI) however most recently the House of Keys Fees were reviewed in relation to the Consumer Price Index (CPI) which was felt to be a more appropriate formula for these purposes. The below table illustrates the percentage rise from 2020 until 2022 (figures provided by Statistics Isle of Man). We have selected April and September for this purpose; April being the start of the financial year with September as the midpoint in the financial year but also to reflect the recent significant rise in cost of living expenses.

Formula used	April 2022	September 2022
CPI	9.8%	15.2%
RPI	12.0%	17.3%

Local Authorities are requested to consider which of the following options they would prefer to form the basis of a new Local Elections (Fees) Order 2023:

Option 1 – No change in fees payable from those listed in the Local Elections (Fees) Order 2020

Option 2 – Increase the fees payable in line with RPI at April 2022 (12.0%)

Option 3 – Increase the fees payable in line with RPI at September 2022 (17.3%)

Option 4 – Increase the fees payable in line with CPI at April 2022 (9.8%)

Option 5 – Increase the fees payable in line with CPI at September 2022 (15.2%)

The Cabinet Office recommends option 5 as the most appropriate formula to adopt when compiling the Local Elections (Fees) Order 2023, as it mitigates for the cost of living rise which increased significantly since April, and also utilises the recommended CPI rather than RPI previously used. However we are mindful that Local Authorities will be required to fund any increased fees required by the Local Elections (Fees) Order 2023 and therefore all Local Authorities are requested to indicate their preferred option from the above 5 options. If no response is received from any authority by the deadline below it will be presumed that they are content to accept the recommended option 5.

I would be grateful if you could submit the views of your Local Authority in writing or email to elections@gov.im **no later than noon on Wednesday 21st December 2022.**

If you require any further information or clarification about the proposed new Fees Order, please contact elections@gov.im or telephone 685754.

Yours sincerely


Crown and Elections Manager
Crown and External Relations Directorate

Statutory Document No. 2020/0013

*Local Elections Act 1986*

LOCAL ELECTIONS (FEES) ORDER 2020

Approved by Tynwald: 18 February 2020
Coming into operation: 1 March 2020

The Department of Infrastructure makes the following Order under section 23(1) of the Local Elections Act 1986.

1 Title

This Order is the Local Elections (Fees) Order 2020.

2 Commencement

If approved by Tynwald, ¹, this Order comes into operation on 1 March 2020.

3 Fees for election officials

The fees payable to returning officers and other officials for local elections are as specified in the following table —

Official	£
Returning officer/clerk to the authority	97.23 (if there is no poll) 258.40 (if there is a poll)
Presiding Officer	19.71 (per hour)
Poll Clerk	14.54 (per hour)
Chief Counting Officer	67.91 (basic fee) 22.78 (additional fee for every hour* by which the count extends beyond 3 hours)
Counting Clerk	52.22 (basic fee) 17.43 (additional fee for every hour* by which the count extends beyond 3 hours)

¹ Tynwald approval is required under section 23(4) of the Local Elections Act 1986.

Certifying person	97.95 (basic fee)
	1.86 (additional fee for every ballot paper)

Note – Where additional time worked is less than a whole hour, the additional fee is adjusted pro rata.

4 Revocation

The Local Election (Fees) Order 2016² is revoked.

MADE **13 JANUARY 2020**

R K HARMER
Minister for Infrastructure

² SD 2016/0009.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order increases the fees, in line with the average Retail Price Index, compounded over the years since 2016, paid to officials with respect to local elections. This order revokes the Local Election (Fees) Order 2016 (SD 2016/0009).

Alyson Crellin

From: secretary@onchansilverband.im
Sent: 18 November 2022 10:19
To: Alyson Crellin
Subject: Onchan Silver Band Christmas Concert Saturday 3rd December @ 6.30pm Onchan Methodist Church

Hi Alyson

The Band are holding their Christmas Concert on Saturday 3rd December @ 6.30pm in the Onchan Methodist Church, and would be delighted if the Commissioners and staff could join us. The Concert will feature both the Isle of Man Brass Academy and Onchan Silver Band and will finish approx 8.30pm.

Hope to see you there.

Many thanks

Karen

Secretary
Onchan Silver Band Limited

IOM Registered Charity No. 1325
www.onchansilverband.

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	HOUSING MANAGER
Ref:	HOUSING AND COMMUNITIES BOARD
Date:	1 st November 2022

1. Background

The Housing and Communities Board's overarching vision is to build a secure, vibrant and sustainable future for our Island nation. Their work within the Island Plan demonstrates their commitment to ensuring that public and private sector housing is accessible, secure and affordable.

Further information for the Housing and Communities Board please see their website <https://www.gov.im/housingandcommunities>

2. Introduction

The Vice-Chair and Lead Member for Environment and Technical Services along with the Housing Manager, attended a meeting held with the Department of Infrastructure's Housing and Communities Board at Braddan Church Hall on 24th October 2022 at 7 pm.

This forum offered an opportunity for an open discussion with representatives in attendance from other Eastern Local Authorities.

3. Periodic Rent Setting

The Minister for Department of Infrastructure (DOI) wanted opinions with regard to linking the annual rent increase to the Consumer Price Index (CPI), as this would assist Local Authorities in their planning. He stated that it was less about political drivers, but more about focusing on meeting the costs to run the service. The DOI are keen to progress a framework for rent setting.

This was met positively by the majority of the representatives present.

Although it was acknowledged that public sector housing was subsidised, there was a consensus opinion that housing costs were not being met. It was suggested that a consultation exercise may be undertaken to ascertain the true cost of housing provision.

4. Maintenance Allowances

Discussion ensued with regard to altering the percentage for allowances, so those with poorer maintained stock get a higher allowance than those Local Authorities whose property was in good condition.

We did state that we were not keen on exploring this model as the maintenance needs to be kept up to a certain standard, and improved upon, irrespective on the state of the stock. Disabled adaptations also impact on the maintenance allowance received, and as Government were encouraging people to remain in their homes longer, then this was a consideration which may have a greater impact in the future.

5. Fixed Term Tenancies

The national average of tenancies which have been transferred to fixed term tenancies is 54%. Onchan District Commissioners total is 57% as at 02/11/22).

The Minister asked for opinion with regard to setting a deadline for moving the remaining tenancies over to fixed term tenancies straight away.

We advised that although all social housing providers were actively changing over the tenancies, to do this in one hit would be a massive administrative burden. For example, in 2006 a notice to quit was issued to all tenants and new tenancy agreements were issued. This was a massive task on its own, without the additional administration undertaking to review income and assets as you transfer tenants over to a fixed term tenancy.

Changing people over at trigger points is working smoothly, and spaces out the reviews during the year. Good communication during the process alleviates the tenants fears regarding having no home and is an opportunity to review their housing needs

Discussion ensued with regard to generating movement within the housing stock particularly for downsizing. There is not enough suitable housing to encourage this, and any suggestions regarding incentive packages, e.g. new carpets, has a cost implication which would impact the budgets.

We did state that if the Department are considering new builds they need to think about what the Social Housing Model would look like, and what type of properties will be required. Most Housing Authorities are experiencing the same issues:-

- No accommodation to transfer people
- People not ready for sheltered housing
- Limited supported housing/next level of care availability
- Reluctance to encourage transfers due to impact on void costs and subsequent maintenance budget.
- Consideration of New builds: -
 - Homes for life standard, so that properties would be suitable for all ages (wider doors for example).
 - Consideration of 2 bedroom accommodation, which is more flexible in its allocation.

6. Review of Income Thresholds

The last review was undertaken in 2018. A review of the income thresholds has been urgently prioritised and will be placed before Tynwald as soon as possible.

A consultation paper has been received from the Department of Infrastructure regarding the changes and is included in the agenda papers for the meeting of the Board to be held on 14th November 2022. This will affect the income thresholds for both general housing applicants and reviews of fixed term tenancies.

A second piece of work will be undertaken suggesting index linking with CPI within the Public Sector (General Needs) (Allocation) Policy 2019 but this will also require public consultation and is expected to be completed in early 2023. This will ensure that the income thresholds move with inflation.

7. Renewable Energy

Costs are high for installation for sustainable energy solutions. Reliance on supply, how it is paid for and what the gain is needs to be balanced. Keeping the power supply steady, gives the tenant a cheap house and cheap energy but it is difficult to point for their rent under the current set up.

One option is to consider electric heating which is a culture shift, this sees the costs of the home going up but energy costs would be lower.

There was further discussion regarding older persons housing complexes and sustainable energy and energy efficiency needed to be considered.

8. Publicity

It was respectfully requested that any publicity or statements from politicians both local and national are given careful management and consideration. It is understood that changes are positive, but there is not enough public sector housing to meet housing demand should there be a greater upturn in applications.

Report submitted for Members for information.

A handwritten signature in black ink, appearing to read 'ASGale' with a stylized flourish underneath.

A.S. Gale (Mrs)
Housing Manager

The Housing & Communities Board

Our Island Plan vision for Housing is everyone "having a suitable and affordable place to call home" with the Island's **housing stock meeting the needs of our population now and into the future**".



"Putting People First"

- Ensuring all residents have a "place to call home"
- Ensuring a "Home for Life"

The Housing & Communities Board Action plan is split into **six key areas** of work:

- Homes For All
- Housing First
- Modern Housing & Tenancy Law
- Vibrant Communities
- Change How we Work

SUCCESSES TO DATE:

- Flexibility of First Time Buyer Offering
- Empty Properties Initiative
- Funding Emergency Shelter until March 2023
- Understanding 'No Fixed Abode'

The Housing & Communities Board

Housing Policy/Legislation Re-
form

Planning Reform & Housing
Need



Working in Conjunction



Social Housing Reform

First Time Buyers Reform

Exploration of other rental options

POLITICAL POLICY OVERSIGHT

Hon Chris Thomas, MHK, Chair
Mrs Marlene Maska, Vice Chair
Hon Lawrie Hooper, MHK

LAYMEMBER ADVISORY GROUP

**Six "Industry experts" with
wide-ranging interests and
skills**

LEAD OFFICERS

Consisting of officers from:

**DOI, DHSC, DfE, DESC, DEFA, Manx
Care and CABO**

SUB-GROUPS FOR SPECIFIC PROJECTS

EMPTY
PROPERTIES
INITIATIVE

KEY WORKER
HOUSING

OCCUPANCY
DEPOSIT

HOMES FOR ALL
BANKING

DATASET
COLLECTION

Mid Rent Housing

Mid rent housing is an affordable housing option designed to assist households to save a deposit for future home ownership.

The Department of Infrastructure has operated a Mid Rent Housing Pilot Scheme, using six properties in Colby, since 2017.

Current financial eligibility criteria for Mid Rent Housing

Eligible persons	Maximum annual income
Single - no children	£35,000
Couple - no children	£55,000
Single or couple with 1 or more children	£60,000

Present situation

The Department carried out a public consultation on the principles of a Mid Rent Housing Scheme and a range of feedback was received, including:

- Review the need for 'local area' priority
- Ensuring priority is given to people living in private sector rentals
- Extending the maximum allowable tenancy duration to 4 years

A Mid Rent Allocation Policy is currently being drafted and will be considered by Tynwald during 2023 with the intention to make this tenure type a permanent affordable housing offering operated by the Department of Infrastructure.

Fixed Term Tenancies – Key Facts

54% of general needs tenancies have now been granted on a fixed term basis

The Department has been actively working with local authority housing professionals in an ongoing effort to update fixed term tenancy policy benefiting from lessons learned

Housing Provider estimates suggest that sector-wide, **48%** of households on a fixed term tenancy are in receipt of income support

Currently, **99** households out of **3,023** on a fixed term tenancy pay above the public sector housing rental levy. Of these;

23 pay 15% above public sector housing rent (equivalent to 60% market rent)

69 pay 80% market rent

7 pay 100% market rent as they exceed the maximum income threshold of £60,000 to remain eligible for subsidised public sector housing

The tenancy renewal process begins 12 months before the expiry of the five year tenancy and a full review of circumstances is undertaken between 6 months and 3 months towards the end of the tenancy period

Fixed Term Tenancies - the story so far

April 2014 – all new public sector housing (PSH) general needs tenancies that are granted from this point onwards are for a fixed term of 5 years.

April 2019 – the first batch of 5 year tenancies came due for renewal. Subject to a satisfactory tenancy history, households remaining within PSH income thresholds are offered a further 5 year tenancy at the standard public sector rent level.

With no government-wide means testing policy in place, an interim solution was introduced for calculating different term rents for tenants exceeding PSH income thresholds upon the expiry of their 5 year tenancy.

There are 3 levels of enhanced rent that tenants are required to pay depending on how much they exceed the income thresholds on review of their circumstances: 60%, 80% or 100% of equivalent market value rents.

Present situation

- 3,023 tenancies are now on a fixed term basis out of a total of 5,550 active tenancies, equating to 54% of all general needs tenancies.
- Of the 3,023 fixed term tenancies, 99 households (3%) currently pay one of the enhanced rent amounts due to the reviews finding that they now exceed the PSH income thresholds.
- Of the 99 households that exceed PSH income thresholds
 - 23 households pay 10% above the standard public sector rent level (equivalent to 60% market rent)
 - 69 households pay 80% private market rent and
 - 7 households pay 100% market rent as their annual income exceeds the maximum threshold of £60,000

Fixed Term Tenancies - the story so far (continued)

Households in receipt of income support

It is difficult for housing providers to determine precisely the number of tenants in receipt of income support, however we asked the general needs housing providers to estimate the number of fixed term tenancy tenants they believe to be in receipt of income support. Sector-wide, the average number is approximately 48%.

It is useful to be aware of this information as it indicates with a degree of certainty the **minimum** proportion of tenancies that are likely to remain in public sector housing on standard renewal terms.

Next Steps

The Department is reviewing various aspects of the fixed term tenancy policy as circumstances are arising that require further consideration. These include;

- Introduction of an additional income threshold level for households that currently fall into the income bracket that would pay 80% market rent – this would be aimed at households at the lower end of this income range who might only be marginally above the previous income level.
- Suitability of using market rents as a benchmark, especially due to the current volatile private rental market.
- How to account for large lump sum payments received during the term of a tenancy, especially if a tenant is approaching or has already reached retirement age.
- Whether the PSH annual rent increase should apply to those paying 80% or 100% market rent, which are currently unaffected by rent increases.
- Whether **all** general needs housing should be moved onto Fixed Term Tenancies.
- After the above issues are settled, the Department aims to put the Fixed Term Tenancy policy onto a statutory footing

Civica Cx Software

Cx is a web based housing management system that is the market leader in Housing Systems in the UK. The Isle of Man Government purchased Cx for the management of the Department of Infrastructure's housing stock with the intention of offering it to Local Authority housing providers in the future.

Customer Relationship
Management System

Repairs and contractor
management

Benefits

Automated arrears
process

Promotes good
governance

Local Authority adoption of Cx software

The Department will shortly begin engaging with housing providers to promote the opportunity for them to consider utilising the Cx platform owned by the Department.

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	HOUSING MANAGER
Ref:	INCOME THRESHOLDS FOR ACCESS TO GENERAL NEEDS HOUSING
Date:	2 nd November 2022

Dear Commjssioners

A letter and supporting documentation has been received from the Department of Infrastructure (DOI) dated 27th October for Members' consideration regarding a review of the income thresholds for access to general needs housing. The Department are requesting feedback to questions detailed within their letter, and this report is submitted for your consideration as follows:-

What are your views about increasing the income thresholds for general needs public sector housing?

The Board support the review of income thresholds as detailed in correspondence issued to the DOI on 20th October 2022. The criteria within the Public Sector (General Needs) (Allocation) Policy 2019 has not been reviewed since it commenced the original consultation and is overdue.

Residents are facing many challenges with the cost of living crisis, and reviewing the income thresholds for general public sector housing may alleviate the impact that residents face in meeting their housing need. This will further benefit tenants who are being reviewed under the fixed term tenancy guidance document.

What are your views about the Department's proposal to increase the current thresholds in line with increases to CPI between September 2021 and September 2022?

Having studied the research paper supplied by the Department, the favoured option is to increase the current thresholds in line with increases to CPI.

This is a more realistic figure for the average working person, and it is appropriate to update the income thresholds in line with the consumer price index. It would be further beneficial to link the inclusion of CPI into the Policy going forward, as this will prevent the income thresholds from being overlooked again in the future, with an annual review keeping the income thresholds current.

As most people will automatically assume we should use the living wage statistics, the DOI have given the example that using the living wage statistics currently only a couple with three or more children would be eligible for housing. This is discriminatory as only hits a specific family unit, and the housing application list should be access to all whether singles or couples. With the hike in private rental cost, many are in a downward spiral.

The observations for the living wage increasing the income thresholds by 41.5% seems too high - many working people in private rental and whom have mortgages are managing their finances within those income thresholds displayed. Increasing by 41.5% will create an influx of housing applications, and we do not currently have the properties to meet that demand.

What are your views about whether there are any alternative methodologies that are more suitable?

Do have not have any other views. The research paper has explored the options well.

What would be your recommendation?.

Agreement with the recommendation from Statistics Isle of Man to use the CPI rate taken from September 2022 and comparing this with the same rate from a year earlier in September 2021, which shows an increase of 14.5%.

Agreement with the recommendation from the DOI to increase using the CPI rate as detailed above and rounded up to the nearest £500.

Further that the policy be amended to add in that Income Limits will be reviewed annually to reflect the prevailing CPI as published annually by the Cabinet Office.

This report is submitted for Members consideration in support of the letter and research paper received from DOI.

Kind regards

A handwritten signature in black ink, appearing to read 'A.S. Gale' with a stylized flourish underneath.

A.S. Gale (Mrs)
Housing Manager

**To Local Housing Authority Clerks
(via email)**

Switchboard: (01624) 686600
Telephone: (01624) 687541
Date: 27/10/2022

Dear All

Income thresholds for access to General Needs Housing

In light of the current cost of living crisis it has recently become very apparent that the current income thresholds are preventing many individuals and families from applying to public sector housing even though they are increasingly finding it less affordable for them to live in private rental accommodation.

The current income thresholds have not been increased since the Public Sector Housing (General Needs) (Allocation) Policy 2019 was approved by Tynwald during that same year. As such, these thresholds are not reflective of any current measure of average annual earnings or of income levels measured against what is needed to meet living costs.

The Department has researched changes to income levels and to the Consumer Price Index (CPI) and also sought advice from Statistics Isle of Man within the Cabinet Office. Having completed this exercise, the Department proposes increasing the current income thresholds by 14.5%, which reflects the change in CPI between September 2021 and September 2022 and then rounding up these figures to the next £500 above this amount as shown in the table below:

No. of children (dependent)	Maximum Gross Income	
	Single applicant	Joint applicant
None	£34,500	£38,000
One Child	£40,000	£43,500
Two Children	£43,500	£47,000
Three or more children	£47,000	£50,500

The Department would now like to seek the formal views of each of the Local Housing Authorities about any changes that should be made to the current income thresholds for access to general needs housing, and specifically would like feedback in regards to the following questions:

- 1- What are your views about increasing the income thresholds for general needs public sector housing?**
- 2- What are your views about the Department's proposal to increase the current thresholds in line with increases to CPI between September 2021 and September 2022?**

3- What are your views about whether there are any alternative methodologies that are more suitable than the Department's proposal?

4- What would be your recommendation?

The views you submit will be reviewed by the Minister when the Department seeks approval to proceed to Tynwald with any amendments to the income thresholds. This one aspect of the access and eligibility criteria for general needs public sector housing is being treated by the Department as an urgent one, which is why the timeframe for this consultation is shorter than normal. I apologise if this makes it difficult for your Local Authority to consider the proposals and provide full feedback to the Department on the issue.

However, please be assured that there will be a full period of consultation for each Local Housing Authority to engage with a broader range of issues that will be under consideration next calendar year in regards to the Public Sector Housing (General Needs) (Allocation) Policy 2019, including a desire to index link income thresholds in the future.

Thank you in advance for your urgent consideration of this matter. The Department hopes to be able to progress short-term and urgent amendments to the income thresholds as soon as possible in the public interest. Please send your formal feedback to Carrie Yates via email to Carrie.Yates@gov.im no later than **Wednesday 16th November 2022**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Holden', enclosed within a simple rectangular box.

Jared Holden

Interim Head of Housing Operations

Encl. Research Document: Income thresholds for General Needs Public Sector Housing

Research Document: Income thresholds for General Needs PSH

Current Financial Eligibility thresholds for general needs housing

The income thresholds for access to public sector general needs housing were last updated in 2019 (using economic data from 2017) and may need to be reviewed and increased to reflect the current economic levels.

This document will consider the economic changes since the thresholds were last set and the views of Statistics Isle of Man about whether an increase to income thresholds should be applied and if so, what indicators should be used. The current income thresholds are detailed in Table 1 below:

TABLE 1 - Current income thresholds

No. of children (dependent)*	Maximum Gross Income	
	Single applicant	Joint applicant
None	£30,000	£33,000
One Child	£35,000	£38,000
Two Children	£38,000	£41,000
Three or more children	£41,000	£44,000

Median gross weekly pay

A letter written in March 2007 from the Department's former Housing Policy Manager to all local authority housing providers stated:

CoMin agreed changes to the Uniform Criteria in early 2005, it was also agreed at this time that in the interest of 'fairness', the income limits for Financial Qualification for public sector would be adjusted by the average wage increase each year as from 1st April 06.

Assuming this has been the commonly used criteria until the updated Allocations Policies in 2019 then we might consider applying the same logic for average wage increases since the 2019 criteria was set - the 2019 Allocation Policy was written in 2018, meaning the average wage data would have been based on 2017 figures.

Statistics Isle of Man publish median gross weekly pay figures each year. The overall percentage increase in median gross weekly pay between 2017 and 2021 was 9.9% (an increase from £558 per week to £613 per week).

As such, if the increase in the gross median weekly pay since 2017 continued to be used the income thresholds would be set as detailed in Table 2.

Research Document: Income thresholds for General Needs PSH

TABLE 2 - Median gross weekly pay increase

No. of children (dependent)	Maximum Income	
	Single applicant	Joint applicant
None	£32,970	£36,270
One Child	£38,465	£41,760
Two Children	£41,760	£45,060
Three or more children	£45,060	£48,360

Statistics Isle of Man advised that there are issues with using median gross weekly pay to determine thresholds like these as it risks making things difficult for people when salaries don't keep up with the cost of living.

The Manx Living Wage

The 2020 Living Wage was announced on 12 August 2022 to be £11.05 per hour, which equates to a weekly income of £414 and annual income of £21,548 based on a 37.5hr working week.

An application for General Needs Public Sector Housing comprising of two adults earning the living wage might be anticipated to earn £43,095 per annum, meaning that a couple earning a living wage would currently only be eligible to apply for public sector housing if they had three or more children.

Statistics Isle of Man publish living wage figures each year and after a recent revision, the overall percentage increase in living wage between 2017 and 2021 was 41.5% (an increase from £7.81 to £11.05 per hour).

Table 3 shows what income limits would be if a 41.5% increase was applied to the current eligibility thresholds:

TABLE 3 - Living wage increase

No. of children (dependent)	Maximum Income	
	Single applicant	Joint applicant
None	£42,450	£46,695
One Child	£49,525	£53,770
Two Children	£53,770	£58,015
Three or more children	£58,015	£62,260

Statistics Isle of Man advised that the Living Wage is a cost of living measure, but for various methodological reasons, is not necessarily the best measure for determining the income thresholds for public sector housing. They advised that cost of living measures do have the advantage of giving an indication of the pressures household incomes are subject to, but that there is the possibility that thresholds set using them become too generous if the cost of living falls but salaries stay the same or rise.

Research Document: Income thresholds for General Needs PSH

The Minimum Wage

The current minimum wage approved by Tynwald in February 2022 is £9.50 per hour, meaning gross income based on a 37.5hr week would be £356p/w, £1,544p/m, and £18,525p/a.

This represents an increase of 21.0% compared with the minimum wage data available at the time when the income thresholds were last increased. If a 21.0% increase was applied to the current eligibility criteria the thresholds would be:

TABLE 4- Minimum wage increase

No. of children (dependent)	Maximum Income	
	Single applicant	Joint applicant
None	£36,300	£39,930
One Child	£42,350	£45,980
Two Children	£45,980	£49,610
Three or more children	£49,610	£53,240

Statistics Isle of Man discouraged using the minimum wage to determine thresholds on account of the fact that the minimum wage is based on an assessment not only of what people need, but also what businesses can accommodate, and so it may go down if the threat to business is judged too great, even if the needs for individuals and families are increasing.

CPI Inflation

Statistics Isle of Man recommended using the CPI rate taken from September 2022 and comparing this with the same rate from a year earlier in September 2021, which shows an increase of 14.5%. The reasons given are as follows:

- *"Like the Living Wage, inflation can be thought of as a measure of how the cost of living is changing, which seems to... be more fair as a basis than how salaries are changing.*
- *Inflation is more rigorous methodologically than is the Living Wage*
- *Inflation is calculated much more regularly than either the Living Wage or Average/Median salaries, the latter of which is usually at least 6 months out of date by the time it's calculated—if you were to base increases to thresholds for 2022 on the median wage in April of that year, you would in effect be using data that was nearly a whole year old.*
- *Inflation is already reasonably widely used as a metric for determining things like wage increases, spending plans, and private rentals."*

If applying an increase of 14.5%, the new income thresholds would be set as shown in Table 5:

Research Document: Income thresholds for General Needs PSH

TABLE 5 – CPI Inflation

No. of children (dependent)	Maximum Gross Income	
	Single applicant	Joint applicant
None	£34,350	£37,785
One Child	£40,075	£43,510
Two Children	£43,510	£46,945
Three or more children	£46,945	£50,380

The Department's Recommendation

The Department's recommendation would be to follow the advice of Statistics Isle of Man and apply an increase of 14.5% rounded up to the nearest whole £500 for ease of use operationally, as shown in Table 6:

TABLE 6 – Proposed income thresholds

No. of children (dependent)	Maximum Gross Income	
	Single applicant	Joint applicant
None	£34,500	£38,000
One Child	£40,000	£43,500
Two Children	£43,500	£47,000
Three or more children	£47,000	£50,500

Research Document: Income thresholds for General Needs PSH

Additional information

Income Support claimants

Based on Income Support Guidance*, equivalent annual income within the same categories as our income thresholds are illustrated in Table 7:

TABLE 7 – Income Support Rates - annual equivalent (weekly rate x 52)

No. of children (dependent)	Annual Income Support	
	Single applicant	Joint applicant
None	£5,842	£8,912
One Child	£8,177	£11,248
Two Children	£10,512	£13,582
Three Children	£12,846	£15,917

*April 2022 Income support rates

Mid Rent Housing Eligibility thresholds

TABLE 8 – Mid Rent Housing Eligibility thresholds

Eligible persons	Maximum annual income
Single - no children	£39,000
Couple - no children	£62,000
Single/couple with 1 or more children	£67,000

First Time Buyer (Shared Equity Purchase Assistance) thresholds

Financial thresholds for the First Home Fixed Scheme:

TABLE 9 – FTB First Home Fixed

Eligible persons	Maximum annual income
Single - no children	£33,000
Couple - no children	£44,000
Single/couple with 1 or more children	£55,000

TABLE 10 – FTB First Home Choice

Eligible persons	Maximum annual income
Single - no children	£39,000
Couple - no children	£62,000
Single/couple with 1 or more children	£67,000

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	HOUSING MANAGER
Ref:	INCOME THRESHOLDS FOR ACCESS TO OLDER PERSONS HOUSING
Date:	7 th November 2022

Dear Commissioners

In line with the Public Sector Housing (Older Persons) (Allocation) Policy 2019 there is provision to amend the income thresholds for access to older persons housing under Clause 3 (7) as follows:-

- (7) *In this paragraph— "annual median earnings" means the median weekly earnings of full-time employees on adult rates as published in the Isle of Man Earnings Survey Report from time to time, multiplied by 52; and*

"the median house price" has the meaning given in the Isle of Man Housing Market Review from time to time.

The Department of Infrastructure have advised that the:-

- Statistics Isle of Man 2021 Housing Market report which was recently published, the median house price now stands at £321,000.
- IOM Earnings Survey report (for 2021) recently published, indicates that the median gross weekly pay of full-time employees has increased slightly to £613 per week, equating to an annual income of £31,876, applicable to single applicants. For joint applicants, this increases to £35,063 p.a.

The changes to the acceptance criteria for access to older persons housing is as now follows:

Maximum gross income is £31,876 for single applicants, and £35,063 for couples

Maximum financial/asset value is £321,000 (this includes savings and any property).

Any elements which fall outside of the Policy is considered on a case by case basis and referred to the Department of Infrastructure under the exceptions policy for approval or refusal as the case may be.

This report is submitted for Members information.

Kind regards



A.S. Gale (Mrs)
Housing Manager