

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

31st August 2023

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 4th September 2023

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.**

None.

- 2. To deal with any business required by statute to be done before any other business.**

None.

- 3. To approve as a correct record and sign the Minutes of the:-**

3.1 Minutes of the Ordinary Meeting held on Tuesday 29th August 2023 (Appendix 3.1)

3.2 (P) Staff Minutes of the Ordinary Meeting held on Tuesday 29th August 2023 (Appendix 3.2)

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

None.

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

None.

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

None.

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

7.1 Plans for Consideration

(Appendix 7.1)

	PA Reference	Applicant/Address	Return Date
(a)	PA23/00953/B	Ms M E L Griffiths – 81 King Edward Road	15 th September 2023

8. Finance and General Purposes:-

- 8.1 (P) 2023/24 – Quarter 1 Management Accounts (Appendix 8.1)

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

- 9.1 Key Holder Policy and Procedure (Appendix 9.1)
 9.2 Net Zero Report (Appendix 9.2)
 9.3 (P) Ocean Views (CEO to report)
 9.4 (P) Unit A Willow House – Tenancy Update (Appendix 9.4)

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

None.

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 Rent Increase (Appendix 14.1)
 14.2 Fixed Term Tenancies Update (Appendix 14.2)

15. Chair's Announcements:-

Dates for Diary

Date	Organisation	Event	Time
4 th September 2023	Onchan District Commissioners	Board Meeting	7:00 pm
6 th September 2023	The Friends of Onchan Heritage	The Lost Farms and Railway of West Baldwin Reservoir – Village Hall, Royal Avenue	7:30 pm
18 th September 2023	Onchan District Commissioners	Board Meeting	7:00 pm

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

PLANS LIST

Board Meeting to be held on 4th September 2023

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
PA23/00953/B Return Date 15/09/23	Ms M.E.L. Griffiths 81 King Edward Road	Removal of chimney stack.
	Recommendation - Approve	



ONCHAN DISTRICT COMMISSIONERS

AIM: To give guidance on the issue of keys in the Authority's possession, return, monitoring and auditing.

KEY HOLDER POLICY AND PROCEDURE

Policy Date: August 2023
Review Date: August 2026



ONCHAN DISTRICT COMMISSIONERS

KEY HOLDER POLICY

Policy Review - History:

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

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

Effective from:	Replaces:	Originator:	Page X of Y
July 2020	New	District Surveyor	3
Board Ratification:		10/08/2020	

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
1	1707/20	New Document
2.	24/08/23	Updated



ONCHAN DISTRICT COMMISSIONERS KEY HOLDER POLICY

1. PURPOSE

The purpose of this Policy is to define the rules governing the issue, return and monitoring of keys that are used by Onchan District Commissioners Employees and Contractors.

Keys are issued for the purpose of accessing restricted areas in the ownership of the Authority to carry out works and services.

2. DEFINITIONS

- | | |
|----------------------|---|
| The Authority | - Onchan District Commissioners; |
| The Site | - Any land, buildings or facilities owned and operated by the Authority; |
| Keys | - keys and access cards; |
| Master Key | - suited key(s) that access more than one restricted area; |
| Contractors | - Contractors and Agency Personnel that have been approved to work for the Authority; |
| Key Monitor | - the person responsible for ensuring keys are returned and keys are used in accordance with this Policy; |
| Key Holder | - Employees of the Authority, Contractors and Agency Personnel. |

3. PROCEDURE

- 3.1** The overall responsibility for the issuing of keys resides with the District Surveyor and upon completion of the Key Holder Agreement detailed at Appendix 1;
- 3.2** Keys must only be used for work and purposes that have been authorised by the Key Monitor;
- 3.3** Restricted access areas will be restricted to those with authorisation. The key is issued only for the Key Holder's sole use and it must not be loaned or otherwise provided for the use of anyone else under any circumstances;

- 3.4** Key Holders must show their identification on request;
- 3.5** Keys will not be issued if the Key Holder does not have the correct authorisation;
- 3.6** Improper use of the Authority's keys will be reported to the Department Head and may result in the person(s) being removed as a Key Holder in the system and/or other Disciplinary/Police action;
- 3.7** Loss of keys must be reported immediately to the Property Maintenance Manager. If incurred by a Contractor they may be charged for the cost incurred in changing locks or obtaining replacement key(s);
- 3.8** Keys are individually numbered, signed and dated for by the recipient. When a key is returned it will be signed and dated back in the Key Log by a member of the Surveyors Team.
- 3.9** Master Key(s) when returned will be signed and dated back by the District Surveyor.

4. KEY HOLDER – TERMS AND CONDITIONS

The Key Holder agrees to and will abide by the following terms and conditions:

- 4.1** The key(s) will be remain the property of the Authority;
- 4.2** The Key Holder will keep the key(s) in their possession or in a safe place.
- 4.3** The Key Holder is responsible for any abuse or damage caused by the use of their key.
- 4.4** The Site is to be left secure at all times when the Key Holder leaves the Site;
- 4.5** The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to;
- 4.6** No copies of the key(s) are to be made under any circumstances;
- 4.7** Key(s) cannot be transferred to a third party under any circumstances;
- 4.8** The Authority reserves the right to withdraw the key(s) without reason;
- 4.9** The Key Holder must return a Master Key upon cessation of employment.

ONCHAN DISTRICT COMMISSIONERS KEY HOLDER AGREEMENT

Name:	
Company:	

The Key Holder agrees to and will abide by the following terms and conditions:

1. The issued key(s) will remain the property of the Authority;
2. The key(s) are issued only for the Key Holder's sole use and must not be loaned or otherwise provided to the use of anyone else under any circumstances;
3. The Key Holder will keep the key(s) in their possession or in a safe place;
4. The Key Holder is responsible for any abuse or damage caused by the use of their key(s);
5. The Site is to be left secure at all times when the Key Holder leaves the Site;
6. The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to;
7. No copies of the key(s) are to be made under any circumstances;
8. The key(s) are not permitted to be transferred to a third party under any circumstances.

Key Issued:

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Key Holder:

Signature:	
Name:	
Date:	

Approved on behalf of the Authority:

Signature:	
Name:	
Position:	District Surveyor
Date:	

MEMORANDUM

To:	Onchan District Commissioners
From:	Chief Executive/Clerk
Ref:	Public Bodies Climate Change Report – Year Ended March 2023
Date:	31/08/23

Overview:

Under the Climate Change (Public Bodies' Reporting Requirements) Regulations 2022, which are formed under Section 35 of the Climate Change Act 2021, Onchan District Commissioners as a public body is required to prepare and submit to the Isle of Man Government Climate Change Transformation Team (CCTT) an annual report regarding compliance with its climate change duties.

The Authority's annual report for the year ended 31st March 2023 is enclosed. Please note the following:

- This report is to be treated as the Authority's baseline (first) year of reporting;
- The report is based on data collected from the period 1st April 2022 through to 31st March 2023;
- The Authority is classified as a "Category B" public body due to the Authority employing between 16 and 150 full-time employees. Category B public bodies are only required to submit information relating to Reporting Period Data, and Governance and Behaviour;
- This report was submitted to the CCTT for consideration before the deadline of 31st July 2023. To date no feedback has been received.

Conclusions:

Following review of the report it is apparent that the Authority should consider implementing improvements in relation to Governance and Behaviour. Highlights for Members to consider are as follows:-

- 1) With the exception of the current Environmental Policy, there is no reference to the Authority's climate change duties within the current Standing Orders, or any other governance documents such as our policies and procedures;
- 2) Currently there is no requirement within our relevant policies and procedures that insists that climate change impact assessments are undertaken when procuring services or goods;

- 3) No person has been formally appointed as having responsibility for ensuring compliance of the Authority's climate change duties;
- 4) Current non-existence of a climate change or emissions reduction plan relating to the Authority's service provision;
- 5) Due to the level of compliance required under the above mentioned Regulations, the Board will need to be aware of potential resource requirements when consideration is given to setting future District Rates.

For members consideration.

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes that form a stylized, elongated shape.

ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK

Public Bodies - Climate Change Reporting

This form is your annual report, required under the Climate Change (Public Bodies' Reporting Requirements) Regulations 2022 (as amended by the Climate Change (Public Bodies' Reporting Requirements) Amendment Regulations 2023).

This report relates to compliance with the climate change duties set out in Section 21 of the Climate Change Act 2021.

The climate change duties are:

- (1) A public body, in performing its duties, must act in the way that it considers best to contribute to —
- (a) the meeting of the net zero emissions target by
 - (b) the meeting of any interim target;
 - (c) supporting the just transition principles and the climate justice principle;
 - (d) sustainable development, including the achievement of the United Nations sustainable development goals; and
 - (e) protecting and enhancing biodiversity, ecosystems and ecosystem services.

Please complete this form and submit it to: publicbodiesclimate@gov.im along with any supporting documents.

Public bodies' climate change reporting does not feed into the national GHG inventory.

It is intended to provide an overview of climate action within the public sector and ensure that the climate change duties are understood and being implemented.

The report therefore focusses on a small number of high-level indicators.

It is not a full-scale, detailed emissions report, which would need to be undertaken by a suitably experienced emissions auditor.

Guidance is included throughout and FAQs are included on a separate tab.

However, if you have any queries about how to complete this form please email: publicbodiesclimate@gov.im.

>>>> In each section relevant to your public body ONLY complete the GREEN fields <<<<

Only complete the sections (tabs) relevant to your category of public body, as follows:

Category A	Category B	Category C
More than 150 fte stationed employees	Between 16 and 150 fte stationed employees	Inactive or 15 or fewer fte stationed employees
Introduction	Introduction	Introduction
Reporting Period	Reporting Period	Category C
Baseline (if baseline year different to reporting period)	Governance & Behaviour	
Governance & Behaviour	Missing & Estimated Data (if applicable)	
Missing & Estimated Data (if applicable)		

Q-11

PUBLIC BODY INFORMATION

Name of public body (choose from drop down)	01074110001 Authority
Contact phone number	0124675194
Contact email address	16062110001@01074110001.gov.im
Number of fte stationed employees	1

SECTION COMPLETE - WHAT NEXT?

Category A and B public bodies - proceed to the 'Reporting Period' tab.

Category C public bodies - proceed to the 'Category C' tab.

CATEGORIES A & B ONLY

REPORTING PERIOD DATA

In this tab enter the data for the period **1 April 2022 - 31 March 2023**

>>>> Only fill in the GREEN fields <<<<

Your emissions will be automatically calculated and appear in the BLUE fields

Guidance Notes

If any of the data requested is missing, incomplete or estimated, please also complete the 'Missing & Estimated Data' tab.

Q-R1

TRANSPORT

Both category A and B public bodies must complete this question.

Enter the total amount of each vehicle fuel used during the reporting period, in the units listed.

	Amount used	Emissions	
Petrol (litres)	0	0	kgCO ₂ e
Diesel (litres)	30108	81,255	kgCO ₂ e
Coal (tonnes)	0	0	kgCO ₂ e
Total transport emissions:		81,255	kgCO ₂ e

If you have used a fuel that is not listed, for the purposes of powering a vehicle, please contact CCTT

Guidance Notes

Transport emissions are generated from burning fossil fuels to power vehicles.

Enter the total amount of each type of fuel used to power all vehicles used by the public body during the reporting period. Use the units listed.

Obtain this information from your vehicle fuel receipts/invoices.

If the vehicles used by the public body are managed by DoI Fleet Services, please contact the Climate Change Transformation Team.

For marine fuel, please use 'diesel'.

Q-R2

BUILDINGS (HEATING)

Both category A and B public bodies must complete this question.

Enter the total amount of each heating fuel used during the reporting period, in the units listed.

	Amount used	Emissions	
Natural gas (kWh)	17909	4,260	kgCO ₂ e
Heating oil (litres)	7000	18,762	kgCO ₂ e
Coal (tonnes)	0	0	kgCO ₂ e
LPG/Propane (litres)	0	0	kgCO ₂ e
Wood - Logs (tonnes)	0	0	kgCO ₂ e
Wood - Chips (tonnes)	0	0	kgCO ₂ e
Wood - Pellets (tonnes)	0	0	kgCO ₂ e
Total buildings emissions:		23,022	kgCO ₂ e

If you have used a fuel that is not listed, for the purposes of heating a building, please contact CCTT

Guidance Notes

Building emissions are generated from burning fossil fuels for heating.

Enter the total amount of each type of fuel used to heat all buildings occupied by the public body during the reporting period. Use the units listed.

Obtain this information from your heating fuel bills.

If the buildings occupied by the public body are managed by DoI Estates Shared Services, please contact the Climate Change Transformation Team.

Q-R3

ELECTRICITY GENERATION

Both category A and B public bodies must complete this question.

Enter the total amount of each fuel used to generate electricity during the reporting period, in the units listed.

	Amount used	Emissions	
Petrol (litres)	0	0	kgCO ₂ e
Diesel (litres)	0	0	kgCO ₂ e
Total electricity generation emissions:		0	kgCO ₂ e

Guidance Notes

Enter the total amounts of any fuel used to generate electricity by the public body during the reporting period. Use the units listed.

Primarily this will mean the use of stand-alone generators for works undertaken where a grid connection is not available, but any electricity generation from fossil fuels should be included.

DO NOT enter relating to electricity use (i.e. sourced from the national

If you have used a fuel that is not listed, for the purposes of generating electricity for the public body's own use, please contact CCTT.

Manx Utilities/Dol should NOT enter data for electricity generated for

Q104

ELECTRICITY USE

Both category A and B public bodies must complete this question.

Enter the total amount of electricity used during the reporting period, in kWh.

	Amount	Emissions	
Electricity used (kWh)	50581	21348	kgCO ₂ e

Guidance Notes

Enter the total amount of electricity used, in all buildings occupied by the public body, during the reporting period.

You can find this information on your electricity bills for the reporting period.

If your property/properties are managed by Dol Shared Services, please contact the Climate Change Transformation Team.

TOTAL FOR REPORTING PERIOD

This section will show the public body's total emissions, for the reporting period, based on the data entered.

NOTE: This report is limited to a small number of high level indicators and therefore does not cover all GHGs or GHG emitting activities.

Total reported emissions:	323831	kgCO ₂ e
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Guidance Notes

The blue field will automatically populate with the public body's total reported emissions for the reporting period.

Q-R5

LAND AND HABITATS

Both category A and B public bodies must complete this question.

Enter details of any parcels of land of over 1 hectare owned by the public body during the reporting period.

Parcel reference / address	Area (hectares)	Habitat type	Gas exchange (pa)	
Groudie Glen	2.3	Forest land (woods, plantations etc.)	-260,878	kgCO ₂ e
Molly Quirk's Glen	2.4	Forest land (woods, plantations etc.)	-77,210	kgCO ₂ e
Northbank Lakeside	3.5	Grassland (pasture, rough grassland, heath etc.)	-11,357	kgCO ₂ e
Onchan Park	0.6	Settlement (urban, buildings, car parks etc.)	-16,434	kgCO ₂ e
The Rec	1	Grassland (pasture, rough grassland, heath etc.)	-1,320	kgCO ₂ e
Birch Hill & Centenary Park	4.6	Grassland (pasture, rough grassland, heath etc.)	-6,072	kgCO ₂ e
Heywood Park	4.5	Settlement (urban, buildings, car parks etc.)	-11,295	kgCO ₂ e
Social Housing Estates	8.34	Settlement (urban, buildings, car parks etc.)	-20,767	kgCO ₂ e
			0	kgCO ₂ e
			0	kgCO ₂ e
			0	kgCO ₂ e
			0	kgCO ₂ e
			0	kgCO ₂ e
		Total gas exchange:	-354,174	kgCO ₂ e

IMPORTANT

Some habitat types are EMITTERS (ie. they release CO₂ into the atmosphere).

Habitat types that remove CO₂ will return a minus value in the blue column, habitats that release CO₂ will return a positive value.

PLEASE NOTE

This section is designed to give only a rough indication of the carbon removed by the land owned by the public body and, in future reports, to track land use change.

If you have more detailed information or would like to improve the level of detail relating to removals by land owned by the public body, please contact the Climate Change Transformation Team.

Please see 'Guidance Notes' for assumptions.

Guidance Notes

Parcel reference

This could be a short address or a reference number.

The purpose of a parcel reference is so that the public body can identify land use change in future reports - so it's important you choose a reference which will allow you to refer to the same parcel in future.

Parcel area

Only enter details for parcels with an area of 1 hectare or more.

Only enter details of land owned by the public body during the reporting period.

Assumptions

All habitat types are assumed to have remained in the same land use category from the previous year for the purposes of establishing indicative gas exchange figures.

Grasslands are assumed to be on mineral soils. A weighted average has been taken between 'Intensive Pasture' and 'Semi-natural Grassland' based on percentage of each category within mineral grassland types across the Isle of Man.

Forestlands are assumed to be on mineral soil. A weighted average has been taken between 'Broadleaf' and 'Conifer' based on percentage of each category within mineral forestland types across the Isle of Man.

Cropland is assumed to be on mineral soil.

Settlement is assumed to be on mineral soil.

[To convert other area measures to hectares click HERE](#)

NET REPORTED EMISSIONS FOR REPORTING PERIOD

The public body's net emissions (ie. emissions minus carbon stored) for the reporting period are: 134,724 kgCO₂e

Guidance Notes

The blue field will automatically populate with the public body's net emissions for the reporting period (ie. the total emissions minus the total stored carbon)

Q-R6

BASELINE SAME AS REPORTING PERIOD?

Only Category A public bodies need to complete this question.

Is the reporting period also the public body's baseline year? Yes - reporting period and baseline are the same

If the baseline year is **different** to the reporting period, you will need to complete the 'Baseline' tab.

If the reporting period and the baseline are **the same**, please **do not** complete the 'Baseline' tab, as the information will be the same.

SECTION COMPLETE - WHAT NEXT?

Category A public bodies:

If your baseline year **is not the same** as the reporting period, proceed to the 'Baseline' tab

CATEGORIES A & B ONLY

GOVERNANCE & BEHAVIOUR

In this tab enter the data for the period 1 April 2022 - 31 March 2023

Only fill in the GREEN fields

Guidance Notes

Q-G1

DECISION MAKING

Only category A and B public bodies should complete this question.

	Description	Name of supporting document (if applicable)
Please describe any processes or mechanisms by which the public body has included the climate change duties in its decision making processes. See guidance notes if you are not sure how to answer.	Picture dictate that environmental impacts	

Guidance Notes

It is important that the climate change duties are considered when a public body is making decisions.

This can be achieved in a number of ways, for example:

- Standing agenda items at decision making meetings, minuting how the duties have been considered
- Adding consideration of the duties to process paperwork such as policy papers, keeping records of how the duties were considered
- Any form of impact assessment relating to the duties
- Appointing a person or body with responsibility for ensuring the duties are considered

Q-G2

AWARENESS

Only category A and B public bodies should complete this question.

	Description	Name of supporting document (if applicable)
Please describe any ways in which the public body has raised staff awareness of the climate change duties. See guidance notes if you are not sure how to answer.	Toolbox talks with staff regarding awareness	
	Notices on staff notice boards	
	Environment and Technical Services they	
	Single use plastic allowed within the organ	

Guidance Notes

It is important that staff are aware of the climate change duties - or the actions they need to take to contribute toward them (eg. ways to use energy more efficiently) - so that they can ensure the way they undertake their roles, and any decisions they are responsible for making, align with the duties.

Some ways of raising staff awareness include:

- Email correspondence
- Appointing a climate change champion to provide/share information
- Information on notice boards
- Meetings
- Measures to raise awareness on specific aspects of the duties, such as promoting efficient energy use behaviours or ways to reduce fuel use or waste.

Q-G3

EMISSIONS REDUCTION PLANS

Only category A and B public bodies should complete this question.

Guidance Notes

Complete this question in relation to a dedicated climate change action plan, prepared by the public body.

Has the public body prepared a climate change/emissions reduction plan? Please choose from the drop down list and enter the name of the document.	Status	Name of document (if applicable)
	No plans in place	

If actions relating to climate change are contained within other documents select 'Actions in other relevant documents' and list those documents in the next question.

Q-G4

OTHER RELEVANT DOCUMENTS

Only category A and B public bodies should complete this question.

Has the public body prepared any other documents, in relation to the climate change duties, during the reporting period?	Yes - see below
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Please enter details of any plans, strategies or other similar documents relating to the climate change duties. Please refer to the guidance if you are not sure how to answer.	Name of document	Relevant climate change duty	Status
	Environmental Policy		

Guidance Notes

Use the table to provide details of any plans or documents (other than a dedicated climate change plan) which support compliance with the climate change duties.

This might include other strategic documents, team or directorate plans, department plans, or plans relating to specific areas, sectors or initiatives.

Don't forget to send a copy of the relevant document along with your report.

Q-G5

CLIMATE ACTION

Only category A and B public bodies should complete this question.

Has the public body taken any action to reduce its emissions, or in relation to any other aspect of the climate change duties, during the reporting period?	Yes - see below/attached
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Please complete the table below with details of any actions taken.
If multiple actions are contained within a supporting document please feel free to refer directly to the document, rather than listing the actions individually.

Description of action/s	Relevant climate change duty	In progress/complete	Name of document
Conversion to LED lighting of our public street lights	1 & 2	In progress	works completed in the meantime includes
Conversion to LED lighting of our public buildings	1 & 2	Completed	N/A
Inclusion of solar panels for Barrule Drive social housing	1, 2 & 3	In progress	Barrule Drive Reports 1 & 2
Fleet vehicles	1 & 2	In progress	Fleet Vehicle Overview
Cycle to work scheme introduced	1 & 2	Completed	Cycle to Work Scheme
Equipment replaced with battery operated versions in	1 & 2	In progress	Equipment Overview
Woodland Trust Lease	1, 2, 3 & 4	Completed	Woodland Trust Lease & Plan

Guidance Notes

Use this section to tell us about any actions, taken by the public body during the reporting period, that contribute to compliance with the climate change duties.

Actions can contribute to any of the aspects of the climate change duties, or multiple aspects.

If multiple actions are contained within a supporting document please feel free to refer directly to the document, rather than listing the actions individually.

Don't forget to send a copy of the relevant document along with your report.

Q-06

HIGHLIGHTS

Only category A and B public bodies should complete this question.

Are there any actions or initiatives taken by the public body over the reporting period, in relation to the climate change duties, that you would like to highlight?

If so, please describe the action, project or initiative:

Improvements to public street lighting

To which aspect of the climate change duties does the action, project or initiative relate?

Please briefly explain why you have chosen to highlight this action, project or initiative:

Effects the whole island, not just Onchan. We are currently working in conjunct

Guidance Notes

If there are any actions, projects or initiatives that the public body would like to highlight please enter them here. If there is a document associated with this answer please include the title and send a copy with your report.

Reasons might include actions, projects or initiatives that were particularly successful, popular or effective.

SECTION COMPLETE - WHAT NEXT?

If you have any missing, incomplete or estimated data, proceed to the 'Missing & Estimated Data' tab.

If you DO NOT have any missing, incomplete or estimated data **YOUR REPORT IS COMPLETE**
PLEASE SUBMIT IT

by sending a copy (along with any supporting documents) to: publicbodiesclimate@gov.im

DO NOT FORGET TO RETAIN A COPY

Guidance Notes

What happens next?

The Climate Change Transformation Team will review your report.

Your report, and those of the other public bodies, will be used to produce a report on the general progress of Manx public bodies.

You will receive an email either confirming that your report has been accepted or, if necessary, requesting additional information.

You have a legal duty to publish your report, once you have received confirmation that it has been accepted.

If you have any queries please contact the Climate Change Transformation Team.

Notes to Accompany Public Bodies Climate Change Report

Governance and Behaviour Page – the spreadsheet supplied by the Climate Change Transformation Team is encrypted so the layout cannot be changed. Some of the wording within the cells is not fully visible.

Q-G1 – Please describe any processes or mechanisms by which the public body has included the climate change duties in its decision making processes.

Answer – Business cases for borrowings submitted to the Department of Infrastructure dictate that environmental impacts are considered as part of any proposed scheme, which we comply with.

Q-G2 – Please describe any ways in which the public body has raised staff awareness of the climate change duties.

Answer:

- Toolbox talks with staff regarding awareness;
- Notices on staff notice boards;
- Although they are not staff, each time a new Elected Member is promoted in to the role of Lead Member for Environment and Technical Services they are briefed as to what the officers aspirations are in relation to our responsibilities in relation to climate change;
- No single use plastic allowed within the organisation.

Q-G5 – Has the public body taken any action to reduce its emissions, or in relation to any other aspect of the climate change duties, during the reporting period.

Answer:

- Conversion of LED lighting of our public street lighting columns;
- Conversion to LED lighting of our public buildings;
- Inclusion of solar panels for Barrule Drive social housing refurbishment;
- Fleet vehicles – two electric vehicles now in use within the organisation;
- Cycle to Work Scheme for staff introduced;
- Petrol powered equipment replaced with battery operated versions alternatives within the Parks and Refuse Departments;
- Woodland Trust Lease renewed, tree planting to offset some of our emissions.

Q-G6 – Are there any actions or initiatives taken by the public body over the reporting period, in relation to the climate change duties, that you would like to highlight.

Answer – Improvements to public street lighting. This effects the whole island, not just Onchan. We are currently working in conjunction with Ramsey Town Commissioners, and Douglas City Council in relation to this matter. Together we have set up a Local Authority Public Street Lighting Forum to allow Local Authorities to share information, and to allow the smaller Authorities to utilise the larger Authorities' resources. One of the forum's aims is to promote the use of more energy efficient lighting alternatives, and smart controls when considering undertaking repairs, and when proposing business cases to petition for borrowings for larger schemes.

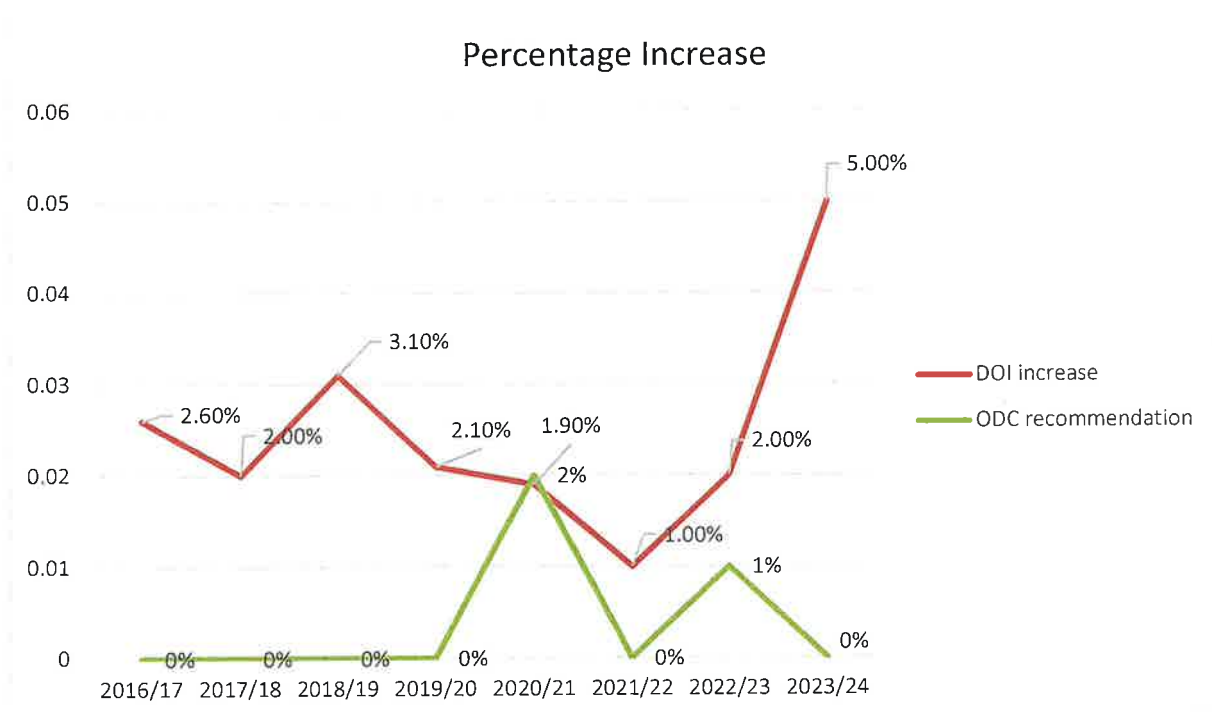
MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	HOUSING MANAGER
Ref:	RENT INCREASE
Date:	23 rd August 2023

Dear Commissioners

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

Rent Increase by percentage per year.

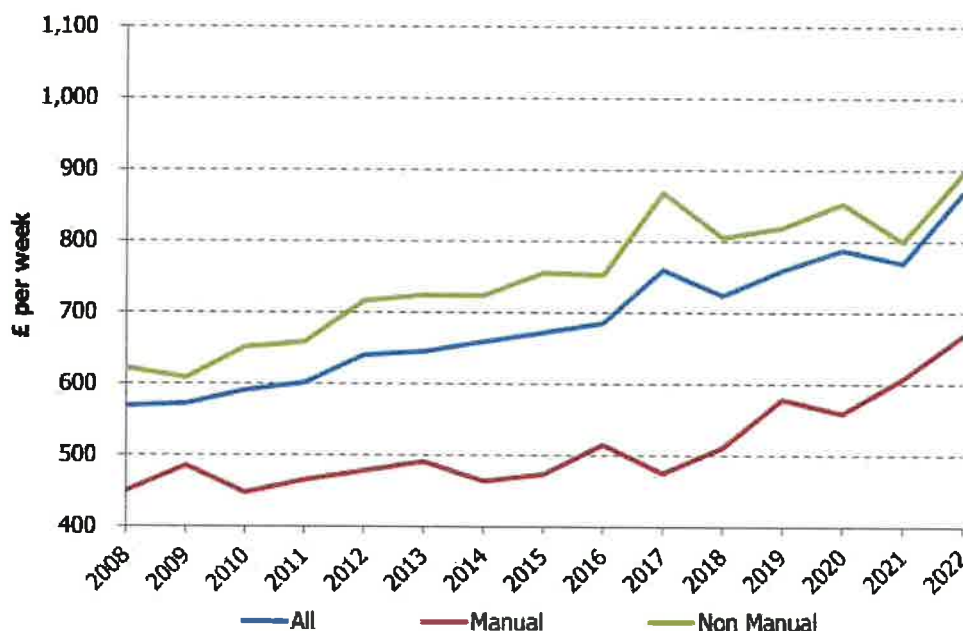


Below is detailed an extract from the Summary of Results – Isle of Man Earnings Survey 2022 updated May 2023

- Median gross weekly pay to £673 a week (£34,996 a year), compared to £613 a week (£31,876 a year) in 2021. Earnings increased by 9.7%
- Although nominal median and average weekly pay have risen compared with 2021, both remain below a ten-year high in 2017 once inflation is taken into account. Moreover, there is considerable overlap between margins of error in the estimates of average weekly pay for previous years, raising the possibility that differences in the data between successive years are artifacts resulting from the sampling process
- Full-time employees worked an average of 37.7 hours per week, the same amount as in 2021, including 1.0 hours of overtime.

- Overtime, incentive pay and shift premiums made up 5.3% of employees' gross weekly earnings, up from 6.2% in 2021
- Median earnings were 5.2% higher than the median United Kingdom
- 16.9% of employees in 2022 earned less than the Isle of Man Living Wage, up from an estimated 10.1%, 4.5% of employees earned the Minimum Wage, up from 1.3% in 2021. In both cases, this is at least in part due to significant increases in both the Living and Minimum Wages.
- 71% of the randomly selected sample worked full time, 19% worked part time and 10% had zero contracted hours.
- Of the randomly selected sample, 69% worked full time in 2020, 19% worked part time and 12% had zero-contracted hours

Weekly Average Earnings at Current Prices 2008 – 2022



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

The IOM Earnings Survey 2022 has been released, a copy of the full report may be viewed on the Government Website https://www.gov.im/media/1379748/isle-of-man-earnings-survey-2022-publish_compressed.pdf

The Living Wage Report 2023/24 has been released, a copy of the full report may be viewed on the Government Website <https://www.gov.im/media/1380058/living-wage-report-23.pdf>

The Living Wage is intended to reflect the minimum salary necessary for families to afford the basic opportunities, choices, goods, and services required for them to participate fully in society. It should not be confused with the National Living Wage that the UK Government introduced in 2016—this is a rate of minimum wage for workers aged over 25 and is not calculated with any explicit reference to the cost of living.

The report highlights that the IOM Living Wage is £12.01 compared to the UK Living Wage of £10.90. This is a rise of £0.96 compared with the IOM Living Wage for 2022/23 (£11.05)

Both figures take into account tax, national insurance contributions, and benefits received – this is the gross amount necessary to fulfil the requirements of the living wage. Neither figure currently takes into account pension contributions. ¹

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

Household Type	Weekly Cost	Hourly Rate
Single Male	£404.23	£12.36
Single Female	£413.91	£12.74
Couple	£565.23	£8.06
Single + 1 child	£735.64	£18.71
Single + 2 children	£819.93	£18.61
Single + 3 children	£923.32	£22.97
Couple + 1 child	£846.28	£12.58
Couple + 2 children	£916.14	£13.60
Couple + 3 children	£1,078.54	£16.40
Couple + 4 children	£1,395.83	£22.19
Male pensioner	£305.48	£8.15
Female pensioner	£308.99	£8.24
Partnered pensioner	£427.91	£5.71

Average Weekly Rent Per Property Type (Rental Element Only)

House Type Average Weekly Rent	2023	2022	2021	2020	2019
5 Bed House	141.70	£134.94	£132.30	£130.99	£128.55
4 Bed House	130.55	£124.33	£121.89	£120.69	£118.44
3 Bed House	112.81	£107.23	£105.06	£103.03	£102.08
2 Bed House	97.67	£92.63	£90.68	£92.72	£88.11
3 Bed Bungalow	103.49	£98.55	£95.14	£94.20	£92.44
2 Bed Bungalow	89.21	£84.95	£83.06	£83.89	£80.70
1 Bed Bungalow	73.97	£70.45	£69.07	£70.65	£67.11
2 Bed Flat	93.93	£89.46	£87.70	£97.14	£85.49
1 Bed Flat	72.38	£68.93	£67.58	£64.76	£65.92
2 Bed Flat - EPH	93.30	£88.85	£87.11	£88.31	£84.64
1 Bed Flat - EPH	73.24	£69.74	£68.38	£64.76	£66.44

¹ Extract from IOM Living Wage 2023/24 Report

For Members' information, the Department of Infrastructure assess general housing and sheltered housing together. Effectively general housing subsidises sheltered housing as it runs at a deficit.

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

The housing expenditure is funded via:-

- Allowances granted (maintenance including disabled adaptations, administration and community allowances)
- Capital Funding/Loans
- Deficiency Payments

For Members consideration by Members.

A handwritten signature in blue ink, appearing to read 'A.S. Gale', with a horizontal line extending to the right.

A.S. Gale (Mrs)
Housing Manager

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	HOUSING MANAGER
Ref:	FIXED TERM TENANCIES UPDATE
Date:	24 th August 2023

Dear Commissioners

Background

The Fixed Term Tenancy Policy was introduced on 1st April 2014.

The guidelines on the implementation and management of fixed term tenancies in public sector housing were amended to reflect the changes of income thresholds and the equivalent rent uplift should a tenant be over the income criteria and came in to effect on 1st July 2023. .

Fixed Term Tenancy

Tenancies are issued on a weekly tenancy irrespective of whether there is an open time period, or whether the tenancy would expire through effluxion of time. The role of a fixed term tenancy is to

- Provide the landlord with the opportunity to formally review a tenant's circumstances prior to the grant or renewal of any new tenancy;
- To adjust the terms of the tenancy if required (i.e. by way of rent adjustment or otherwise, such as downsizing etc.);
- To provide a fixed term to the tenancy with a set expiry date, so that both the landlord and the tenant can reconsider their respective positions and decide whether a new contract of tenancy should be entered into.

Current Position

60% of the general housing are on fixed term tenancies. This is an increase of 7% compared to the publication of the Annual Housing Review Report in September 2022 (53%).

Since the last report 81 tenancies have been reviewed for a variety of reasons:-

- Tenancy renewals through effluxion of time
- Ending of introductory tenancy
- Clearance of Notice to Quit
- Transfer requests
- Trigger events

Report submitted for Member's information.



A.S. Gale (Mrs) CIH(4), CIHM, CMgr MCM/I
Housing Manager