

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

1st October 2026

Sir/Madam

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

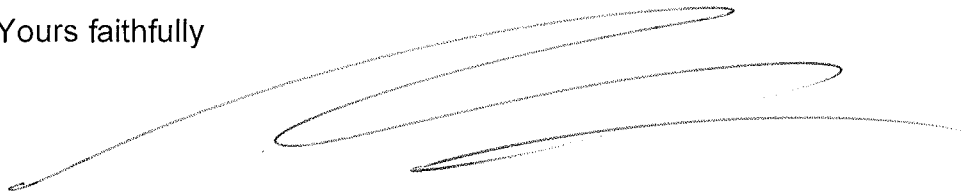
Monday 5th October 2026

7:00 pm - Board Meeting

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

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

Yours faithfully



**R PHILLIPS
CHIEF EXECUTIVE/CLERK**

AGENDA

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

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

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

None.

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

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

None.

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

4.1 Minutes of the Ordinary Meeting held on Monday 21st September 2026 (Appendix 4.1)

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

None.

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

6.1 Secondary Employment and Business Interest Policy – Proposed New Policy (Appendix 6.1)

6.2 Code of Practice for the Proactive Publication of Information (Appendix 6.2)

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

None.

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

8.1 Plans for Consideration (Appendix 8.1)

	Planning Reference	Applicant/Address	Return Date
(a)	PA 26/00483/B	Mr Mukunda Measurie - 1 Main Road	16 th October 2026
(b)	PA 26/00734/B	Peveril Rifle Club - Peveril Rifle Range, Slieau Lhost Range, A18 Mountain Road	16 th October 2026

9. Finance and General Purposes:

- 9.1 (P) Quarter 1 Management Accounts *(Appendix 9.1)*

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

- 10.1 Standing Order 5 (Delegation of Power) – Review *(Appendix 10.1)*

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

None.

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

None.

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

None.

14. Environmental and Technical Services:

- 14.1 Play Inclusive Play Areas (PIPA) Report *(Appendix 14.1)*

15. Housing Matters:

- 15.1 Public Sector Housing (General Needs) (Allocations) Policy 2026 *(Appendix 15.1)*
 15.2 (P) Social Housing – Mutual Exchange of Properties Request *(Appendix 15.2)*
 15.3 (P) Housing Allocation HA 5089 – Appeal *(Appendix 15.3)*

16.

Chairman's Announcements:

Dates for Diary:

Date	Organisation	Event	Time
5 th October 2026	Onchan District Commissioners	Board Meeting	7:00 pm
13 th October 2026	Onchan District Commissioners	Commissioners Surgery – Heywood Court	2:00 pm to 3:00 pm
19 th October 2026	Onchan District Commissioners	Board Meeting	7:00 pm

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



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Chief Executive/Clerk
Date of the Meeting:	5 th October 2026
Subject:	Secondary Employment and Business Interest Policy – Proposed New Policy
Public or Private Document:	Public

Introduction:

The Authority recognises that employees may wish to undertake paid or unpaid employment, self-employment, business activities, public appointments, voluntary work, or other external interests outside their employment with the Authority.

In the interests of good governance, transparency, and the effective management of conflicts of interest, it is appropriate for the Authority to establish a clear framework governing the declaration and approval of secondary employment and other external interests.

The Board previously requested that the draft policy be circulated to employees prior to consideration of its approval and adoption. The policy has now been circulated to the Authority's employees, and no feedback or comments have been received.

The Board was due to consider the draft document at its Ordinary Board Meeting held on 21st September 2026. However, consideration of the matter was deferred to allow Mr Wilson the opportunity to provide comments on the proposed draft. Those comments have now been incorporated into the revised draft.

The Board is therefore requested to consider the attached draft policy and determine whether it should be approved and adopted for implementation across the Authority.

Previously Considered by the Board:

- Ordinary Board Meeting held on Monday 7th September 2026.
Minute reference C26/07/01/10.
- Ordinary Board Meeting held on Monday 21st September 2026.
Minute reference C26/07/01/10.

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

That the Board resolves to approve and adopt the Secondary Employment and Business Interests Policy, as appended to the Chief Executive/Clerk's report dated 5th October 2026, with immediate effect.

Option 2

That the Board resolves to approve and adopt the Secondary Employment and Business Interests Policy, as appended to the Chief Executive/Clerk's report dated 5th October 2026, subject to such amendments as the Board may determine, with immediate effect.

Option 3

That the Board resolves to defer consideration of the Secondary Employment and Business Interests Policy pending further review and amendment.

Supporting Rationale:

- The introduction of a Secondary Employment and Business Interests Policy will provide the Authority with a clear and consistent framework for the declaration, consideration, approval, and monitoring of secondary employment and other external interests undertaken by employees.
- The policy is intended to support good governance, transparency, and accountability by ensuring that any actual, potential, or perceived conflicts of interest are identified and appropriately managed. It will also assist in protecting the Authority's reputation, safeguarding confidential information, and ensuring that external activities do not adversely affect an employee's ability to perform their duties or comply with working time and health and safety requirements.
- Whilst the Authority recognises that employees may wish to undertake legitimate employment, business, voluntary, or public service activities outside their employment, it is important that such activities are considered within an appropriate governance framework to ensure that the interests of both the employee and the Authority are protected.
- The adoption of the policy will establish clear expectations for employees and managers, promote consistency in decision-making, and provide a formal mechanism for the declaration and management of external interests across the Authority.

Key Amendments following further Review

Inclusion of:

- Transitional declaration period.
- Section covering political activity, candidature for public office and politically restricted posts.
- Strengthened requirements relating to working hours.

- Expanded employee responsibilities to require notification where an injury, illness, fatigue or other consequence of secondary employment could affect their duties with the Authority. - A specific process for applications made by the Chief Executive/Clerk. - Whistleblowing and protection from detriment provisions for employees who raise genuine concerns relating to undeclared interests or conflicts; and - Expanded the review and appeal arrangements.
Alternatives Considered but not Recommended:
<u>Option 3</u> That the Board resolves not to adopt the Secondary Employment and Business Interests Policy appended to the Chief Executive/Clerk's report dated 21st September 2026 and acknowledges that, in the absence of a formal policy, matters relating to secondary employment, business interests and external activities will continue to be considered on a case-by-case basis without a defined governance framework or approval process.
Standing Orders:
Not applicable.
Resource Impact:
Not applicable.
Financial Impact:
Not applicable.
Legal and/or Insurance Impact:
There are no immediate legal implications arising from the Board's decision. However, if the policy is not adopted, the Authority will continue to manage secondary employment matters without a formal governance framework. This may increase the risk of inconsistent decision-making and could make it more difficult for the Authority to defend allegations of unfair treatment, inconsistency or discrimination should any future employment-related dispute arise.
Equality Impact:
Not applicable.
Climate Change Impact:
Not applicable.
Consultation with Others:
Not applicable.
General Data Protection Regulations and/or Confidentiality Impact:
Not applicable.

Appendices:
See enclosed draft Secondary Employment and Business Interest Policy.

For Members Consideration.

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form a stylized representation of the name Ross Phillips.

**ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK**

APPENDIX

6.1



**ONCHAN DISTRICT
COMMISSIONERS**

SECONDARY EMPLOYMENT AND BUSINESS INTERESTS POLICY

Date: October 2026
Review: October 2029



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Policy Review - History:

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

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

Effective from:	Replaces:	Originator:	Page X of Y
5 th October 2026	None – new Policy	Chief Executive/Clerk	1 to 12
Board Ratification:			

History or Most Recent Policy Changes		
Version:	Date:	Change:
1	5 th October 2026	New Policy

1. PURPOSE

Onchan District Commissioners ("the Authority") recognises that employees may wish to undertake paid or unpaid work, voluntary activities, self-employment or other business activities outside their employment with the Authority.

The Authority does not seek to restrict employees from undertaking legitimate activities outside their employment. However, secondary employment or other external activities must not conflict with the interests of the Authority, adversely affect an employee's ability to perform their duties, create unacceptable health and safety or working-time risks, or involve the inappropriate use of Authority information or resources.

This Policy sets out the requirements for obtaining approval for secondary employment, declaring relevant business interests, and the procedures by which such matters will be considered and managed.

2. SCOPE

This Policy applies to all employees of the Authority.

For the purposes of this Policy, secondary employment includes:

- employment with another employer;
- self-employment or running a business;
- consultancy, freelance or contract work;
- paid directorships or other paid appointments;
- regular voluntary or unpaid work where it may affect the employee's duties or create a conflict of interest; and
- any other external work or business activity which could reasonably affect the employee's employment with the Authority.

Occasional personal activities which have no connection with, and no reasonable potential to affect, the employee's work for the Authority would not normally require approval.

Business interests include any external appointment, office, financial or business interest, trusteeship, committee membership or other activity which is not secondary employment but which could reasonably give rise to an actual, potential or perceived conflict with the employee's duties or the interests of the Authority. This may include, for example, a significant shareholding or other financial interest in an organisation, an unpaid advisory or consultancy role, a directorship or partnership, or a position held as an elected member of any public body, or as a governor or trustee.

Employees must disclose any such business interest where they reasonably consider that a conflict may arise. Routine personal, social, recreational or community activities which have no connection with the employee's duties and do not give rise to a conflict do not need to be declared.

The requirement to obtain prior approval for secondary employment does not normally apply to the Authority's casual or zero-hours workers, unless otherwise required by their terms of engagement. However, all workers must disclose any business interest or external activity which creates, or could reasonably be perceived as creating, a conflict of interest with their work for the Authority.

3. PRINCIPLES

Employees are expected to ensure that any secondary employment:

- does not interfere with the proper and effective performance of their duties for the Authority;
- does not create an actual, potential or perceived conflict of interest, including a contractual conflict where the employee could be required to work for two employers at the same time;
- does not involve the unauthorised use or disclosure of confidential or personal information obtained through their employment;
- does not involve the unauthorised use of Authority premises, equipment, systems, materials, contacts, working time or other resources;
- does not adversely affect the employee's availability for work or their ability to meet the requirements of their role;
- does not create an unacceptable working-time, rest-period, wellbeing or health and safety risk;
- does not adversely affect the reputation or legitimate interests of the Authority; and
- does not otherwise breach the employee's contractual or statutory obligations.

Employees remain responsible for ensuring that they are fit and able to perform their duties for the Authority.

4. REQUIREMENT TO OBTAIN APPROVAL OR DECLARE A BUSINESS INTEREST

Employees must obtain written approval before commencing secondary employment or an external activity falling within the scope of this Policy.

A business interest which does not constitute secondary employment does not necessarily require prior approval, but must be declared promptly where it creates, or could reasonably be perceived as creating, a conflict with the employee's duties or the interests of the Authority. The Authority may put appropriate arrangements in place to manage any identified conflict.

A business interest should be declared in writing to the Chief Executive/Clerk, setting out the nature of the interest and any potential conflict. Where a formal register of interests is introduced, declarations will be recorded in accordance with that arrangement.

Existing secondary employment which has not previously been formally approved should be declared and submitted for approval as soon as reasonably practicable. This applies both to secondary employment already being undertaken when this Policy takes effect, and to any secondary employment an employee subsequently identifies as not having been declared in accordance with this Policy.

Approval relates to the circumstances described in the employee's application. Where there is a material change, including a change in employer, duties, hours, location or nature of the activity, the employee must notify the Chief Executive/Clerk and may be required to submit a new request.

Employees who declare existing secondary employment or business interests within 28 days of the date of this Policy take effect will not face action under the Disciplinary Policy solely because they did not previously seek approval.

5. APPLICATION PROCEDURE

An employee wishing to undertake new secondary employment must complete the Secondary Employment Permission Request Form at Appendix 1 and submit it to the Chief Executive/Clerk before the proposed activity commences. The same procedure applies where an employee is declaring existing secondary employment which has not previously been approved, in accordance with Section 4.

Where a candidate for a post with the Authority indicates, at interview or on appointment, that they intend to retain existing secondary employment or have a relevant business interest, this should be discussed with them before their start date. Existing secondary employment should be recorded using the Secondary Employment Permission Request Form, while a relevant business interest should be declared in writing in accordance with Section 4.

The employee must provide sufficient information to allow the request to be properly assessed, including:

- the name of the secondary employer or organisation;
- the nature of the work or business activity;
- the proposed role and duties;
- whether the activity is paid, unpaid, voluntary or self-employed;
- the proposed start date and, where applicable, end date;
- the expected hours and days of work; and
- the location at which the work will be undertaken.

The employee must also declare whether the proposed activity could:

- affect their ability to perform their Authority role effectively;
- create an actual, potential or perceived conflict of interest;
- involve the use of confidential information, equipment, systems, contacts or other Authority resources;
- affect their availability, working hours, rest periods, wellbeing or health and safety; or
- affect the reputation or interests of the Authority.

Employees are expected to provide complete and accurate information and to raise any matter about which they are uncertain.

6. ASSESSMENT OF REQUESTS

The Chief Executive/Clerk will consider each request on its individual circumstances.

In considering an application, regard should be given to:

6.1 Performance and availability

Whether the proposed secondary employment is compatible with the employee's existing duties, responsibilities, working arrangements and required availability.

6.2 Conflicts of interest

Whether the activity creates, or could reasonably be perceived as creating, a conflict between the employee's private interests and their responsibilities to the Authority.

Particular consideration should be given where the external employer, client or organisation supplies, tenders to supply, or is seeking to provide goods, works or services to the Authority, or where the employee could influence any decision affecting that person or organisation.

6.3 Confidentiality and information

Whether there is a risk of confidential, commercially sensitive or personal information acquired through the employee's Authority role being disclosed or used improperly, including information relating to ratepayers, employees, contractors, procurement exercises or other non-public Authority business.

6.4 Authority resources

Whether the activity could involve use of Authority premises, equipment, IT systems, email accounts, telephones, vehicles, materials, contacts or working time.

Authority resources must not be used for secondary employment unless expressly authorised. This includes an employee's public-facing local authority status, uniform, vehicles, tools, or municipal keys, which must not be used to advance a private business or second job.

6.5 Working time, wellbeing and health and safety

The combined effect of the employee's working arrangements should be considered where relevant, including whether secondary employment could result in excessive working hours, inadequate rest or fatigue which could affect the employee's wellbeing, safety or ability to undertake their Authority role effectively.

Particular care should be taken where an employee's Authority role involves safety-critical field tasks, such as driving refuse vehicles, operating machinery, lifting, or clearing public areas. Employees must not undertake secondary employment in circumstances where the resulting working hours or lack of adequate rest could reasonably be expected to cause fatigue which compromises their ability to work safely or effectively for the Authority, and employees must declare their total external working hours to allow the Chief Executive/Clerk to assess a working time or safety risk.

Where an injury or health condition arising from secondary employment affects, or is likely to affect, an employee's ability to carry out their Authority duties safely, the employee should tell the Chief Executive/Clerk as soon as practical, and the matter will be dealt with under the Authority's absence and health and safety procedures.

6.6 Reputation and public confidence

Consideration should be given to whether the proposed activity could reasonably undermine public confidence in the Authority, compromise the employee's impartiality in their Authority role, or otherwise materially damage the Authority's legitimate interests or reputation.

Employees are entitled to hold party political membership, to vote and to hold public office. Political activity undertaken as part of a business interest or secondary employment should be declared where it could be reasonably be seen to compromise the employee's impartiality in the Authority role.

An employee who decides to stand for election to any public body must formally inform the Chief Executive/Clerk as soon as practicable so that any necessary arrangements can be agreed. Any post subject to political restrictions will be identified in its job description, together with that is restricted.

7. IMMIGRATION AND WORK PERMIT COMPLIANCE

Employees are responsible for ensuring that they have any immigration permission, work permit or other authorisation required to undertake secondary employment.

Where an employee's right to undertake secondary employment is subject to immigration or work permit restrictions, the employee must satisfy the Authority that any necessary permission has been obtained before commencing the secondary employment.

Approval under this Policy does not constitute confirmation by the Authority that an employee is legally entitled to undertake the proposed secondary employment. Employees who are uncertain about their position should obtain appropriate advice or guidance from the Isle of Man Government.

Where the Authority becomes aware that approved secondary employment may be contrary to an employee's immigration or work permit conditions, the approval may be suspended or withdrawn while the position is clarified.

Before approval is suspended or withdrawn under this section, the employee will be given an opportunity to discuss the position, as provided in section 10 of this Policy. This section applies in the same way to every employee who holds a permit.

8. PERSONAL TAX IMPLICATIONS

Employees are responsible for their own tax and National Insurance affairs arising from secondary employment or other external activities.

Approval of secondary employment by the Authority does not constitute tax advice. Employees should ensure that any secondary income is properly declared and should contact the Isle of Man Income Tax Division or obtain independent advice if they are uncertain about their tax obligations.

The Authority will operate payroll deductions in accordance with the tax code and other instructions issued to it by the relevant authorities.

9. DECISION

Following consideration of the request, the Chief Executive/Clerk may:

- approve the request;
- approve the request subject to conditions; or
- refuse the request.

The Chief Executive/Clerk will provide a decision to the employee within 10 days workings of receiving a completed request form. If no decision has been made within 10 working days, the employee may refer the matter to the Chair to raise with the Chief Executive/Clerk.

The decision must be recorded in writing on the Secondary Employment Permission Request Form.

The Authority will keep a record of decisions so that all requests are treated consistently.

Where approval is subject to conditions, these must be clearly stated.

Conditions might include, for example:

- restrictions on particular working hours;
- requirements to maintain separation between the employee's Authority duties and external activities;
- restrictions intended to manage an identified conflict of interest;
- prohibition on the use of Authority information or resources;
- a requirement to notify the Authority of specified changes; or
- approval being subject to review after a specified period.

Where permission is refused, the employee should be provided with the reasons for the decision.

A request should not be refused merely because an employee wishes to undertake secondary employment. Any refusal or conditions imposed should relate to a reasonable concern connected with the employee's duties or the legitimate interests of the Authority.

Where a request raises significant or unusual concerns, the Chief Executive/Clerk should seek advice from the Authority's HR Adviser, or such other specialist advice as is appropriate, before making a final decision.

Requests and declarations from the Chief Executive/Clerk will be decided by the Chair, or a Board Member nominated by the Board.

Where a request raises significant or unusual concerns, the Chair or nominated Board Member should seek advice from the Authority's HR Adviser, or such other specialist advice as is appropriate, before making a final decision.

10. REVIEW AND WITHDRAWAL OF APPROVAL

Approval may be reviewed where circumstances change or where concerns subsequently arise.

The Authority may amend the conditions attached to an approval or withdraw approval where there are reasonable grounds to do so, including where:

- the secondary employment begins to affect the employee's performance, attendance or availability;
- an actual or potential conflict of interest arises;
- working arrangements create a health, safety, wellbeing or working-time concern;
- confidential information or Authority resources are used inappropriately;
- the nature or circumstances of the secondary employment materially change; or
- the activity otherwise adversely affects the legitimate interests of the Authority.

The employee will normally be given an opportunity to discuss the concerns before approval is withdrawn or conditions are materially changed.

Any decision to withdraw approval should be confirmed in writing, together with the reasons.

In addition to any review prompted by a change in circumstances, the Chief Executive/Clerk should review approved secondary employment and declared business interests at least annually to confirm that the information previously provided remains accurate, that any identified conflicts continue to be appropriately managed and, in the case of secondary employment, that any conditions attached to approval continue to be met.

11. EMPLOYEE RESPONSIBILITIES

Employees are responsible for:

- seeking approval before undertaking secondary employment covered by this Policy;
- declaring any business interest which creates, or could reasonably be perceived as creating, a conflict of interest in accordance with this Policy;
- providing complete and accurate information;
- complying with any conditions attached to approval;
- maintaining appropriate confidentiality;
- ensuring Authority resources are not used without permission;
- ensuring that external commitments do not adversely affect their Authority duties; and
- notifying the Chief Executive/Clerk promptly of any material change in circumstances.

Employees must also notify the Chief Executive/Clerk if a conflict of interest or other relevant concern arises after approval has been granted.

12. FAILURE TO DECLARE SECONDARY EMPLOYMENT OR BUSINESS INTERESTS

Subject to the transitional arrangement outlined within section 4 of this Policy, failure to disclose secondary employment or a business interest where disclosure is required under this Policy, providing materially inaccurate or misleading information, breaching conditions attached to an approval, undertaking secondary employment during a period of sickness absence where, having considered the employee's explanation and any medical advice, the Authority reasonably concludes that it is inconsistent with the reason for the absence or with that advice, breaching immigration restrictions, or continuing secondary employment after permission has been withdrawn, may be addressed under the Authority's Disciplinary Policy and Procedure.

Any action taken will depend upon the circumstances and seriousness of the matter. A late or mistaken declaration, made without intent to conceal, will normally be resolved informally.

13. DATA PROTECTION, CONFIDENTIALITY AND PROTECTED DISCLOSURES

Information provided in connection with a secondary employment request will be handled appropriately and in accordance with the Authority's Data Protection Policy and applicable data protection requirements.

Information will only be shared with those who reasonably require it for the purposes of assessing, administering or reviewing the request or dealing with related employment matters.

Completed forms and decisions will be retained securely in accordance with the Authority's Retention Schedule and Disposal Policy.

No confidentiality obligation in this Policy prevents or discourages an employee from making a protected disclosure under Part IV of the Employment Act 2006, or from raising a concern through the Authority's whistleblowing procedure.

No employee will be subjected to detriment for making a declaration, requesting a review under section 14 of this Policy, or making a protected disclosure.

14. REVIEW OF DECISIONS

An employee who is dissatisfied with a decision to refuse permission, impose conditions or withdraw an existing approval should first discuss the matter with the Chief Executive/Clerk.

Where the matter cannot be resolved, the employee may request a review within 10 working days of the decision. The review will be carried out by the Chair and/or another Board Member nominated by the Chair who has not previously been involved in the matter.

The Chair or nominated Board Member should seek advice from the Authority's HR Adviser, or such other specialist advice as is appropriate, before making a final decision.

The outcome and decision of any review will be confirmed in writing to the employee within 10 working days.

The request for review should explain why the employee considers the decision should be reconsidered. The outcome of the review will be confirmed in writing.

15. RELATED DOCUMENTS

This Policy should be read in conjunction with, where applicable, the Authority's:

- Secondary Employment Permission Request Form (Appendix 1);
- Disciplinary Policy and Procedure;
- Data Protection Policy;
- Health and Safety Policy;
- Anti-Fraud and Corruption Policy;
- Retention Schedule and Disposal Policy; and
- Code of Conduct.

16. MONITORING AND REVIEW

This Policy will be reviewed periodically, or sooner if significant changes to relevant Isle of Man legislation make an earlier review necessary, and updated where required to reflect changes in legislation, guidance, or the operational requirements of the

Authority. Any questions regarding this Policy should be directed to the Chief Executive/Clerk.

DRAFT

APPENDIX 1

SECONDARY EMPLOYMENT PERMISSION REQUEST FORM

To be completed before undertaking any paid or unpaid work outside your primary employment.

Instructions: Please complete all relevant sections and submit this form to the Chief Executive/Clerk for consideration. Permission must be granted in writing before any new secondary employment begins. Existing secondary employment which has not previously been approved must be declared as soon as reasonably practicable. If circumstances change, a new request should be submitted.

1. Employee Details

Employee name	
Job title	
Department/team	
Line manager	
Date of request	
Contact details	

2. Proposed Secondary Employment

Name of secondary employer / organisation	
Nature of work or business activity	
Role title / duties	
Employment type	Paid / Unpaid / Voluntary / Self-employed
Proposed start date	
Expected end date, if applicable	
Hours and days of work	
Location of work	

3. Employee Declaration

Declaration	Yes / No	Details, if yes
Will the secondary employment affect your ability to carry out your current role effectively?		
Could the secondary employment create an actual, potential, or perceived conflict of interest?		
Will you use any confidential information, equipment, systems, contacts, or resources from your primary employment?		

Could the work affect your availability, working hours, rest periods, wellbeing, or health and safety?		
Could the work affect the reputation or interests of your primary employer?		
Where applicable, do you require any immigration or work permit permission to undertake the proposed secondary employment?	Yes / No / N/A	If yes, please provide details of the permission held or required.

I confirm that the information provided is accurate and that I will notify the Chief Executive/Clerk immediately if any details change. I understand that permission may be refused, withdrawn, or made subject to conditions where appropriate.

Employee signature	
Date	

4. Chief Executive/Clerk Assessment

Is the secondary employment compatible with the employee's current role and responsibilities?	
Are there any conflict-of-interest, confidentiality, reputational, wellbeing, or working-time concerns?	
Are any conditions required if permission is granted?	

5. Decision

Decision	Approved / Approved with conditions / Refused
Conditions or reasons for refusal	
Review date, if applicable	
Chief Executive/Clerk name	
Chief Executive/Clerk signature	
Date	



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Chief Executive/Clerk
Date of the Meeting:	5 th October 2026
Subject:	Code of Practice for the Proactive Publication of Information
Public or Private Document:	Public

Introduction:

At the Ordinary Board Meeting held on 1st June 2026, the Board, following consideration of Motion 81, resolved that the Authority should develop and formally adopt a Code of Practice for the Proactive Publication of Information.

The Board was due to consider the draft document at its Ordinary Board Meeting held on 21st September 2026. However, consideration of the matter was deferred to allow Mr Wilson the opportunity to provide comments on the proposed Code. Those comments have now been incorporated into the revised draft.

The enclosed draft Code establishes a framework for the routine publication of information held by the Authority in the exercise of its statutory functions, with the aim of promoting transparency, accountability and public engagement.

The Authority already publishes a significant amount of information, and the proposed Code formalises existing good practice while identifying areas where further publication may be appropriate. The Code also provides guidance on the types of information that should be published, the circumstances in which information may be redacted or withheld, and the methods by which information should be made available to the public.

The Code has been developed in the context of the Freedom of Information Act 2015 and reflects recognised principles of openness, transparency and accountability. In particular, it seeks to reduce reliance on Freedom of Information requests by ensuring that key information is made routinely available to the public wherever practicable.

The Board is requested to consider the attached draft Code of Practice for the Proactive Publication of Information and determine whether it should be approved and adopted by the Authority.

Previously Considered by the Board:

- Ordinary Board Meeting held on 1st June 2026.

Minute reference C26/06/01/13.

- Ordinary Board Meeting held on 21st September 2026.

Minute reference C26/07/01/10.

Recommendation/s or Action/s Taken:

Option 1

That the Board resolves to approve and adopt the Code of Practice for the Proactive Publication of Information, as appended to the Chief Executive/Clerk's report dated 5th October 2026, with immediate effect.

Option 2

That the Board resolves to approve and adopt the Code of Practice for the Proactive Publication of Information, as appended to the Chief Executive/Clerk's report dated 5th October 2026, subject to such amendments as the Board may determine, with immediate effect.

Option 3

That the Board resolves to defer consideration of the Code of Practice for the Proactive Publication of Information pending further review and amendment.

Supporting Rationale:

- The proposed Code of Practice will formalise the Authority's existing commitment to openness and transparency by establishing clear and consistent arrangements for the proactive publication of information. While the Authority already publishes a considerable amount of information, the adoption of a formal Code will provide a structured framework for determining what information should be routinely made available, how it should be published, and when information may need to be withheld or redacted.
- The Code supports the principles of good governance and accountability by enabling residents, stakeholders and other interested parties to better understand the Authority's decision-making processes, policies and activities. Increased access to information can encourage greater public engagement, foster trust and confidence in the Authority, and demonstrate adherence to the Nolan Principles of Public Life.
- The Code is also expected to reduce the administrative burden associated with responding to Freedom of Information requests, as information that is routinely sought can be made available proactively. This will support the more efficient use of officer time and resources, whilst ensuring that information is accessible to the public wherever practicable.
- The Code has been developed with reference to recognised good practice guidance, including the Isle of Man Government's Code of Practice for Public Sector Bodies and other established publication frameworks.

Key Amendments following further Review

Inclusion of:

- Detailed statutory references.
- Specific rather than generalised data protection obligations.
- Reporting timescales; and
- Reference to external providers (Impact Professional Services) as the Authority's Data Protection Officer.

Alternatives Considered but not Recommended:

That the Board resolves not to adopt a Code of Practice for the Proactive Publication of Information.

Standing Orders:

Not applicable.

Resource Impact:

No significant resource implications are anticipated.

Financial Impact:

No additional expenditure is anticipated.

Legal and/or Insurance Impact:

The Code does not create any new statutory obligations but provides a framework to assist the Authority in meeting its existing responsibilities.

Equality Impact:

Following completion of Equality Impact Assessment screening, no adverse equality impacts have been identified.

Climate Change Impact:

No significant climate change impacts have been identified.

Consultation with Others:

Executive Assistant/Officer and Housing Manager – Onchan District Commissioners.

General Data Protection Regulations and/or Confidentiality Impact:

The Code introduces a structured framework, including a pre-publication checklist and incident reporting procedure, for managing the data protection implications of proactive publication (see Sections 7 and 12, and Appendices A and B of the Code). No adverse impact is anticipated provided that framework is followed.

Appendices:

See enclosed the draft Code of Practice for the Proactive Publication of Information.

For Members' Consideration.

A handwritten signature in black ink, consisting of several fluid, overlapping loops and strokes, positioned above the printed name.

**ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK**



ONCHAN DISTRICT COMMISSIONERS

CODE OF PRACTICE FOR THE PROACTIVE PUBLICATION OF INFORMATION

Date: October 2026
Review: October 2027



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Policy Review - History:

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

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

Effective from:	Replaces:	Originator:	Page X of Y
5 th October 2026	None (new Code)	Chief Executive/Clerk	1 to 12
Board Ratification:		<i>[to be completed following the meeting]</i>	

History or Most Recent Policy Changes		
Version:	Date:	Change:
1	5 th October 2026	New Code of Practice

1. SCOPE

This Code of Practice applies to all information held by Onchan District Commissioners ("the Authority") in the exercise of its statutory functions. It applies to the Board, its Committees (such as the Health and Safety Committee), and to all employees of the Authority, and covers information published via the Authority's website, social media channels and notice boards, or made available for inspection where online publication is not practicable.

This Code does not apply to joint committees on which the Authority is represented, as the publication of information relating to those bodies is governed by the arrangements and responsibilities of the relevant joint committee.

2. POLICY

The Authority resolved to create and formally adopt a Code of Practice for the Proactive Publication of Information at the meeting of the Board of Commissioners held on 1st June 2026.

The Authority already publishes a significant amount of information consistent with good practice; this Code recognises that practice as a benchmark, assesses it against the models referenced in Section 6 below, and identifies and addresses any gaps.

3. PURPOSE

The purpose of this Code is to guide the Authority as to what information it should routinely publish, what should be redacted or withheld, and how and where information should be made available, so as to:

- reduce reliance on Freedom of Information requests as a source of information, and the officer time taken to process them;
- improve the transparency and accountability of the Authority's processes;
- highlight the rationale and reasoning for policy decisions; and
- encourage greater and more meaningful participation by members of the public and stakeholders, by showing current issues and the options considered to address them.

In doing so, this Code gives practical effect to the Nolan Principles of Public Life, in particular the principles of Openness and Accountability.

4. BACKGROUND AND LEGAL CONTEXT

Following the passing of the Freedom of Information Act 2015, members of the public may submit requests for information to Local Authorities, provided that information is not exempt. This Code should be read alongside Section 10 of the Freedom of Information Act 2015 Code of Practice, which provides further guidance on the proactive release of information by public authorities.

This Code has been developed with reference to two established good-practice frameworks, neither of which imposes additional statutory obligations on the Authority:

- the draft Isle of Man Government Proactive Publication of Releases: Code of Practice for Public Sector Authorities (July 2022) which, although not formally

adopted by Isle of Man Government at the date of this Code, is recommended by Motion 81 as the basis for the Authority's own Code; and

- the UK Information Commissioner's Office (ICO) Model Publication Scheme for Parish and Community Councils which, although developed for public authorities subject to the UK Freedom of Information Act 2000 and not directly applicable to the Isle of Man, has been used by the Authority since 2021 as a good-practice framework for its website disclosure programme.

The Authority's processing of personal data is governed by the Data Protection Act 2018 and the GDPR and LED Implementing Regulations 2018 (together, the Isle of Man's applied data protection legislation), overseen by the Isle of Man Information Commissioner.

5. PRINCIPLES OF INFORMATION RELEASE

Before publishing information, the Authority will consider whether release is in the public interest, and whether any of the following considerations apply. In determining whether information is suitable for proactive publication, the Authority will have regard to whether disclosure would:

- harm the economic, commercial, external or security interests of the Authority or the Island;
- jeopardise the candour of debate on policy decisions, or relate to ongoing policy deliberations;
- prejudice legal proceedings, relate to ongoing legal proceedings, or breach legal professional privilege;
- endanger the life or safety of any person, or disrupt public order;
- increase the likelihood of damage to the environment, protected species or their habitats; or
- be premature, where an announcement on the matter is already planned.

These considerations broadly mirror the qualified exemptions in the Freedom of Information Act 2015, which apply where a specific request for information is made under that Act.

The fact that information is not considered suitable for proactive publication does not of itself determine whether that information would be disclosed in response to a request under the Freedom of Information Act 2015. Any such request will be considered separately in accordance with the Act and the Authority's Freedom of Information guidance and procedures.

6. WHAT WE PUBLISH

Published information is organised into the seven classes below. Within each class, the Authority will publish information relating to its current and previous financial or municipal year as a minimum, unless a longer period is indicated. Publication remains subject in all cases to Sections 5, 7 and 12 of this Code and to any applicable legal restrictions.

Class 1 - Authority Description

The objective of Class 1 documentation is to provide members of the public with a clear understanding of the Authority's structure, aims and duties.

Information Published	Detail / Examples	Format	Review
Structure of the Authority, Board and Committees	Structure of the Board, Lead Board Member portfolios and any Committees, including Terms of Reference.	Website	Annually / on change
Names and contact details	Board Members and key officers, with named contacts, telephone numbers and email addresses where possible	Website	On change
Location of offices and accessibility	Location of the main Commissioners' Office and accessibility arrangements	Website / Notice boards	On change
Staffing structure	Organisational chart (organogram)	Website	Annually / on change
Contact details for complaints and information requests	How to make a complaint, report a concern, or request information	Website	On change

Class 2 - Financial Accountability

The Authority's annual accounts are presented to Tynwald, but this information is often difficult to locate. The Authority will therefore also publish financial information directly.

Information Published	Detail / Examples	Format	Review
Statement of Accounts	Audited financial statements, including fixed asset information	Website (PDF)	Annually
Auditor's report	Independent auditor's report, included within the audited financial statements	Website (PDF)	Annually
Budget	Finalised annual budget and budget allocation across the organisation	Website (PDF)	Annually
Quarterly financial monitoring	Quarterly accounts considered by the Board (July / October / January / April)	Board agenda and minutes	Quarterly
Borrowing, capital funding and significant approvals	Approved borrowing, capital funding plans and significant capital commitments, where applicable	Board minutes	As they arise
Financial Regulations and Standing Orders	Approved financial regulations and relevant financial provisions within Standing Orders	Website (PDF)	Annually / on change
Grants and funding	Grants given or received, applications for significant external funding and other material funding decisions	Board agenda and minutes	As they arise
Contracts and procurement	Significant contract and procurement decisions, including tender awards and approved exemptions from normal procurement requirements, where appropriate	Board agendas and minutes/Website	As they arise
Board Members' allowances and expenses	Reported to the relevant Local Government Unit and published on the website	Website	Annually

Class 3 - Priorities and Progress

Class 3 documents provide members of the public with an understanding of the Authority's strategic priorities, its corporate plans, and how it is performing against them.

Information Published	Detail / Examples	Format	Review
Mission, corporate plans and strategies	Mission statement, strategic objectives and plans (e.g. Road Map)	Website	Annually
Annual reports and performance information	Annual or periodic performance information, where produced	Website	As produced
Significant external reports and reviews	Material reports or findings arising from external reviews, inspections or assessments of the Authority's services or assets (e.g. structural or condition reports), where appropriate for publication	Website / Board agendas and minutes	As they arise
Maintenance and improvement programmes	Planned maintenance and improvement programmes for the Authority's assets and	Website	As they arise

	services (e.g. housing stock, parks and open spaces, or highway-related works)		
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Class 4 - The Decision Making Process

Class 4 documents provide context around policy decisions and highlight issues currently under consideration.

Information Published	Detail / Examples	Format	Review
Meeting Timetables	Authority, Committee, Sub-Committee and Parish meetings	Website / Notice Boards	Annually / on change
Agendas	Published ahead of meetings, with attachments in PDF format	Website/Facebook	Before each meeting
Minutes	Published after meetings, excluding information properly regarded as private or exempt	Website/Facebook	After each meeting
Reports considered by the Board	Reports presented to Board/Committee meetings, excluding exempt items	Included in agendas, decisions recorded in minutes	Ongoing
Public consultations and engagement	Consultation papers issued and the Authority's responses to external consultations	Website / included in agenda and minutes	As they arise
Planning application responses	The Authority's responses to planning applications on which it is consulted	Included in agenda and minutes	As they arise
Byelaws	Onchan District Byelaws currently in force (e.g. dog control, parking)	Website (PDF)	On approval / on change
Externally commissioned reports	Reports commissioned from external consultants or auditors, once considered appropriately by the Board	Website (PDF) or on request	As commissioned
Monitoring of policy decisions	Progress updates against significant Board decisions and KPIs	Board reports	Periodically

Class 5 - Policies and Procedures

Current policies and procedures are made available on the Authority's website.

Information Published	Detail / Examples	Format	Review
Governance policies	Procedural Standing Orders; Corporate Governance Principles and Code of Conduct; and any approved scheme or record of delegated authority	Website (PDF)	On approval / on change
Human Resources and staff policies	Equality, Diversity and Inclusion; Health and Safety; Shared Parental Leave; Hybrid/Remote Working, Bullying and Harassment and Victimisation; Secondary Employment and Business Interests Policy; and other approved employment policies suitable for publication	Website (PDF), subject to redaction of personal data	On approval / on change
Information governance policies	Data Protection Policy; Data Subject Access Requests; Data Subject Rights; Document Retention Schedule and Disposal Policy and associated Retention Schedule; Internet and Email Policy and Procedures; and Freedom of Information guidance and procedures	Website (PDF)	Annually / on change
Complaints Policy and Procedure	Covering requests for information and operation of this Code, with statutory timescales	Website (PDF)	On approval / on change
Service delivery policies	Customer Service Standards and other policies relating to service delivery	Website (PDF)	On approval / on change

Other policies and procedures	Other approved Authority policies and procedures suitable for publication	Website (PDF)	On approval / on change
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Class 6 - Lists and Registers

Class 6 provides members of the public with access to key lists, registers and recorded information maintained or published by the Authority.

Information Published	Detail / Examples	Format	Review
Fixed Asset information	Fixed asset information contained within the Statement of Accounts	Website (PDF)	Annually
Disclosure Log	Anonymised record of information provided in response to Freedom of Information requests, where appropriate	Website or on request	Periodically
Register of Board Members' Interests	Declarations of Board Members' interests	Website / office, subject to statutory limits on personal data	Annually / on change

Class 7 - Services We Offer

Class 7 documents provide members of the public with information about the services and facilities the Authority offers, including how to access them.

Information Published	Detail / Examples	Format	Review
Parks, playing fields and recreational facilities	Including open spaces and glens	Website	As updated
Community centres and village halls	Hall hire information	Website	As updated
Public conveniences	Locations and opening arrangements	Website	As updated
Markets and regular events	Details of weekly and seasonal events	Website	As updated
Chargeable services	Information on services for which the Authority makes a charge, including applicable fees or charges where appropriate	Website/on request	On change
Housing services	Social housing and related housing services	Website	As updated
Waste and environmental services	Refuse collection, Eastern Civic Amenity Site, and related services	Website	As updated
Street lighting and cleaning	Street lighting and street cleaning services and information	Website	As updated
Building Control	Building Control services and guidance	Website	As updated
Library services	Onchan Library services and facilities	Website	As updated
Additional information	Any other information the Authority chooses to publish that is not itemised in the classes above	Website	As available

7. DATA PROTECTION AND REDACTION

All information must be reviewed for compliance with the Isle of Man's applied data protection legislation before publication. Personal data will only be proactively published where there is a lawful basis for doing so and publication is necessary and proportionate, having regard to the purpose of publication.

Unless publication is required or permitted by law, or is otherwise justified in the public interest and compliant with the Isle of Man's applied data protection legislation, information published under this Code should not include:

- personal information, including a person's name, age, address, contact details, ethnicity, marital status or family members (other than named Board Members and officers acting in their official capacity);
- a person's opinions or beliefs, including political opinions, religion or sexual orientation;
- personal identification numbers, including medical or tax numbers and records;
- information about a named individual's income, salary or financial interests; or
- a person's membership of any political group, trade union or similar body.

Documents will be reviewed and redacted as necessary before publication. For full guidance on redaction, officers should consult the Code of Practice on Access to Government Information, the Authority's Data Protection Policy, or the Office of the Information Commissioner (ask@inforights.im).

The Authority is registered as a data controller with the Isle of Man Information Commissioner. Questions about this section should be directed to Impact Professional Services as the Authority's Data Protection Officer or lead.

8. ACCESSIBILITY OF INFORMATION

Proactive publication is only effective if members of the public can actually find and use the information made available; this section sets out how the Authority will keep published information accessible to as wide an audience as possible.

- The Authority will maintain a digital presence sufficient to provide ease of public access to documents and information, primarily via www.onchan.org.im.
- Documents will be published in commonly accessible formats (typically PDF), with alternative formats provided on reasonable request, for example for members of the public with visual impairments.
- Opportunities will be made available for those who are not digitally literate, with physical copies accessible at the Authority's offices where practicable.
- Where information covered by this Code is not published online, the Authority will provide clear details of how it may be accessed or inspected.

9. PUBLISHING, INDEXING AND CHARGING

The Authority will maintain a clear and accessible index of published information relevant to the organisation, so that members of the public can quickly identify what they are looking for. The index may link to information already available from a number of sources, as well as to material the Authority publishes directly.

- The majority of information covered by this Code will be available free of charge via the Authority's website.
- Where a charge applies, details of the charge will be made clear in the relevant service information or otherwise made available on request.
- Where relevant, the Authority will make clear any copyright position or licensing terms applying to published material, and the period for which information will remain available.

10. CONTINUAL MONITORING AND REVIEW

Continual monitoring of information already published, and of information that may become suitable for publication in future, is an integral part of this Code. The Authority will adopt the following good practice:

- setting review dates as part of the approval process for new information;
- maintaining a schedule of information due for publication;
- training and encouraging officers to consider publication as they prepare information ("thinking FOI" as they write, and marking material for redaction at the point of drafting);
- treating the decision to publish new information as a deliberate step whenever that information is approved; and
- incorporating checks on this Code into the Authority's records management procedures and document review cycles.

11. ROLES AND RESPONSIBILITIES

11.1 Board

The Board is responsible for:

- approving this Code and any material amendments to it;
- supporting the Authority's commitment to proactive publication and transparency; and
- receiving an annual report on compliance with this Code.

11.2 Chief Executive/Clerk

The Chief Executive/Clerk is responsible for:

- overall ownership and implementation of this Code;
- co-ordinating compliance across the Authority;
- ensuring that appropriate arrangements are in place for the review and publication of information;
- approving information for publication, or ensuring that it has been approved by another authorised officer, before it is placed in the public domain;
- consulting the Authority's Data Protection Officer before publication where a document contains personal data;
- resolving or escalating any significant gaps in compliance; and
- reporting to the Board on compliance at least annually.

11.3 Heads of Department

Heads of Department are responsible for:

- identifying information within their areas that should be considered for proactive publication;
- ensuring that information provided for publication is accurate, current and complete;
- reviewing published information relating to their areas in accordance with the review periods set out in this Code; and
- identifying information that may require redaction or further consideration before publication.

11.4 Officer(s) Responsible for the Website

The officer(s) responsible for maintaining the Authority's website are responsible for:

- publishing information approved for publication;
- ensuring that published information is presented in an accessible and appropriate format;
- maintaining and updating published information as required; and

- bringing any technical, accessibility or website-related issues affecting publication to the attention of the relevant Head of Department or the Chief Executive/Clerk.

12. CONFIDENTIALITY AND EXEMPT INFORMATION

Nothing in this Code requires the Authority to publish information that is confidential or exempt from disclosure, including but not limited to:

- personal data protected under the Isle of Man's applied data protection legislation;
- information properly regarded as private to a meeting, for example matters considered in a closed or confidential session;
- information that is legally privileged, commercially sensitive, or otherwise exempt under the Authority's Freedom of Information guidance and procedures.

All information will be reviewed prior to publication in line with Section 7. Where information is withheld, the Authority will, so far as practicable, indicate that a category of information exists and explain the basis on which it is withheld.

13. BREACHES OF THIS CODE

As this Code represents a voluntary commitment by the Authority rather than a statutory publication scheme, an isolated failure to publish information in accordance with the Code will normally be addressed through corrective action. Nothing in this section prevents action being taken under another Authority policy where the circumstances independently warrant it. However:

- persistent or significant failure to publish information in line with this Code should be raised with the Chief Executive/Clerk for corrective action;
- any disclosure made in breach of Section 7 (Data Protection and Redaction) will be managed as a data protection incident under the Authority's Data Protection Policy and reported as required to the Isle of Man Information Commissioner within the timescale set out in Appendix B; and
- any request for information that this Code does not already cover will continue to be handled under the Authority's guidance and procedures.

14. REVIEW

This Code will be reviewed by the Chief Executive/Clerk at least annually, and reported to the Board, or sooner if there is a material change in legislation, in Isle of Man Government's own (currently unadopted) Code, or in the ICO Model Publication Scheme on which it is based.

15. RELATED DOCUMENTS

- Complaints Policy and Procedure
- Data Protection Policy
- Freedom of Information guidance and procedures
- Document Retention Schedule and Disposal Policy

APPENDIX A FREEDOM OF INFORMATION PRE-PUBLISHING CHECKLIST*For completion before approving any document for website upload.***Document title:** _____

Check	Requirement	✓
1. Publication Class and Retention	The document has been allocated to the appropriate publication class (Classes 1–7).	☐
	The information falls within the publication period required by the Code (current and previous financial or municipal year as a minimum, unless a longer period is specified).	☐
2. Data Protection and Redaction	The document has been checked for personal data and any necessary redactions have been made in accordance with Section 7.	☐
	Names, ages, home addresses and personal contact details have been removed where required (excluding named Board Members/officers acting in an official capacity).	☐
	Personal opinions or beliefs, including political opinions, religion or sexual orientation, have been removed where required.	☐
	Personal identification numbers and records, including medical or tax information, have been removed where required.	☐
	Individual income, salary and personal financial interests have been removed where required.	☐
	Trade union, political group or similar membership information has been removed where required.	☐
3. Public Interest and Context	Publication has been considered against Section 5 and will not harm the economic, commercial, external or security interests of the Authority or the Island.	☐
	Publication will not jeopardise the candour of debate on policy decisions or disclose ongoing policy deliberations.	☐
	Publication will not prejudice legal proceedings or breach legal professional privilege.	☐
	Publication will not endanger the life or safety of any person or disrupt public order.	☐
	Publication will not increase the likelihood of damage to the environment, protected species or their habitats.	☐
	Publication is not premature where an announcement on the matter is already planned.	☐
4. Accessibility	The document is in a commonly accessible, readable format (normally PDF).	☐
	Images or scanned material have appropriate accessibility features where required, and an alternative format can be provided on reasonable request.	☐
5. Confidential or Withheld Information	The document has been checked for confidential or exempt information under Section 12.	☐
	Where information is withheld, the Authority has, so far as practicable, indicated that the category of information exists and explained the basis on which it is withheld.	☐

Checked by: _____ **Date:** _____

APPENDIX B PUBLICATION DATA INCIDENT REPORTING TEMPLATE

To be initiated immediately by the Website Officer or Head of Department if a publication breach occurs.

1. Incident Overview

Date & Time of Discovery:	
Discovered By (Name & Job Title):	
Live URL where breach occurred:	
Document Title / File Name:	

2. Breach Characterisation (tick all that apply)

☐	Unauthorised publication of personal identifying or contact information (e.g. name, age, home address or personal contact details)
☐	Unauthorised publication of personal characteristics or family information (e.g. ethnicity, marital status or family members)
☐	Unauthorised publication of personal opinions or beliefs (e.g. political opinions, religion or sexual orientation)
☐	Unauthorised publication of personal identification numbers, medical information or records, or tax information
☐	Unauthorised publication of individual income, salary or personal financial interests
☐	Unauthorised publication of trade union, political group or similar membership information
☐	Exposure of private or closed Board/Committee meeting information
☐	Exposure of legally privileged or commercially sensitive information
☐	Other confidential or exempt information:

3. Containment and Remediation Actions

☐	Unpublish file - document taken down from the live website/server
☐	Remove or replace any affected links or copies under the Authority's control
☐	Notify the officer responsible for the website / technical support where required
☐	Preserve a copy of the affected material and relevant records for incident review
☐	Server Cache Cleared - technical team has purged the server cache to prevent recovery

Time taken down / access restricted:	
Immediate action taken / details:	

4. Notification and Escalation

Date Chief Executive/Clerk notified:	
Date Data Protection Officer notified:	
Is notification to the Isle of Man Information Commissioner required? (Yes / No, with reasons):	

Date Isle of Man Information Commissioner notified (must be within 72 hours of becoming aware, where feasible):	
Is notification to affected individuals required because of a likely high risk to their rights? (Yes / No, with reasons and date notified):	

PLANS LIST

Board Meeting to be held on Monday 5th October 2026

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

	Applicant/Address	Description
PA 26/00483/B Return Date 16/10/2026	Mr Mukunda Measurie 1 Main Road Onchan IM3 1BA	Installation of replacement shopfront
	Recommendation – Approve	
PA 26/00734/B Return Date 16/10/2026	Peveril Rifle Club Peveril Rifle Range Slieau Lhost Range A18 Mountain Road Onchan IM10 1MM	Removal of a berm and the creation of a new berm encompassing existing additional land into the rifle club
	Recommendation – Approve	



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Chief Executive/Clerk
Date of the Meeting:	5 th October 2026
Subject:	Standing Order 5 (Delegation of Power) – Review
Public or Private Document:	Public

Introduction:

At the Ordinary Board Meeting held on 21st September 2026, during consideration of a matter relating to the Eastern Civic Amenity Site Joint Committee, the Board requested that the extent of the powers delegated to Board Members appointed to serve on joint committees, associations, and other bodies on behalf of the Authority be reviewed.

The Board is therefore requested to consider the current arrangements provided for with the Authority's Standing Orders and determine whether any amendments should be made.

Previously Considered by the Board:

Ordinary Board Meeting held on Monday 21st September 2026.

Minute reference C26/07/01/10.

Recommendation/s or Action/s Taken:

Option 1

That the Board resolves that the Authority's current Standing Order 5 (delegation of power) not be amended, and that any Board Member acting in representation of the Board on a committee, association or other body shall remain subject to the approval of the full Board where a resolution or decision is required.

Option 2

That the Board resolves to amend Standing Order 5.1 to read as follows:

"All Members of the Board acting in representation of the Board at a committee, association or other body shall have delegated authority to vote and make decisions on behalf of the Authority where a resolution or decision is required by that body."

Option 3

That the Board resolves to amend Standing Order 5.1 to read as follows:

"All Members of the Board acting in representation of the Board on a committee, association or other body shall be delegated authority to participate in discussions, exercise voting rights and make decisions on behalf of the Authority, without requiring prior approval of the full Board, unless the Board has determined otherwise in relation to a specific matter."

Supporting Rationale:

Option 1 overview:

- Retains the current governance arrangements without amendment.
- Ensures that decisions affecting the Authority remain subject to consideration and approval by the full Board.
- Provides for collective decision making and ensures all Board Members have the opportunity to consider matters before the Authority is committed to a particular course of action.
- Minimises the risk of a representative inadvertently committing the Authority to a position that has not been considered by the Board; and
- Maintains a clear audit trail of decisions through Board resolutions and minutes

Option 2 overview:

- Enables appointed Board Members to make decisions and exercise voting rights at meetings without the need to refer matters back to the Board.
- Allows the Authority to respond more quickly and effectively where decisions are required between Board meetings.
- Ensures the Authority's representative can fully participate in the business of joint committees, associations and other external bodies.
- Reduces the potential for delays in decision making resulting from the need to seek Board approval; and
- Demonstrates trust and confidence in the judgement of Board Members appointed to represent the Authority.

Option 3 overview:

- Provides appointed Board Members with sufficient authority to participate fully in discussions, negotiations and decision making on behalf of the Authority.
- Retains the Board's ability to issue directions or reserve specific matters to itself where it considers this necessary.
- Creates a balance between operational flexibility and democratic accountability; and
- Avoids delays associated with seeking approval from the full Board while maintaining ultimate Board oversight.

Alternatives Considered but not Recommended:

Not applicable.

Standing Orders:
<u>Standing Order 5 (Delegation of Power)</u> <i>5.1 – All Members of the Board acting in representation of the Board at a committee, association, or other body shall be subject to the full Board's approval where a resolution or decision is required.</i>
Resource Impact:
Not applicable.
Financial Impact:
Not applicable.
Legal and/or Insurance Impact:
Not applicable.
Equality Impact:
Not applicable.
Climate Change Impact:
Not applicable.
Consultation with Others:
None.
General Data Protection Regulations and/or Confidentiality Impact:
Not applicable.
Appendices:
None.

For Members Consideration.



**ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK**



MEMORANDUM

Memorandum to:	Board of Onchan District Commissioners
Reporting Officer:	District Surveyor
Date of the Meeting:	5 th October 2026
Subject:	Play Inclusive Play Areas (PIPA) Report
Public or Private Document:	Public

Introduction:

The resolution recorded following consideration of Motion 79 at the Ordinary Board Meeting held on 27th April 2026 states:

"RESOLVED that the Board requests a comprehensive review of all existing play area equipment and play apparatus currently provided within Onchan Pleasure Park be undertaken, and that a subsequent report be provided to the Board for consideration. Furthermore, that as part of a review and report, accessibility within all Onchan District Commissioners' play areas must be considered."

Subsequently, the resolution recorded at the Ordinary Board Meeting held on 18th May 2026 states:

"RESOLVED that the Board accepts the proposal from Play Inclusive Play Areas (PIPA) to carry out assessments and prepare a report for each play park in the Authority's ownership, as well as Onchan Pleasure Park and the Jubilee Garden. Furthermore, that this work is to be funded from the Authority's General Reserves."

In accordance with the above resolutions, Play Inclusive Play Areas (PIPA) has now completed the instructed assessments and provided its findings to the Authority. The enclosed report has been prepared to present the outcome of those assessments and to assist the Board in considering the current provision, condition, and accessibility of play facilities across the Authority's play areas.

The Board is therefore invited to consider the findings and recommendations contained within the report and determine whether any further guidance, priorities, or instructions should be provided to the Authority's officers in relation to future play area improvements, accessibility enhancements, or financial investment.

Previously Considered by the Board:
- Ordinary Board Meeting held on 27th April 2026. Minute reference C26/04/02/13. - Ordinary Board Meeting held on 18th May 2026. Minute reference C26/05/02/18.
Supporting Information:
- The report commissioned by the Board for PIPA to undertake an audit of the Authority's play spaces was completed during August 2026, and the findings of the report are attached in Appendix A. - The audit provides an independent assessment of the Authority's existing play provision, including the condition, inclusivity, accessibility, and overall suitability of the equipment and facilities currently available across the various sites. The findings are intended to support the Board in identifying future priorities for investment and improvement, particularly in relation to accessibility. - Comments received from the PIPA company: <i>"We hope these insights prove valuable as you determine the next steps for these play spaces. Once you begin considering proposed changes or implementations, we would also be very happy to provide a complimentary follow-up design review before any final decisions are made."</i>
Standing Orders:
Not Applicable.
Resource Impact:
Not Applicable.
Financial Impact:
Not Applicable.
Legal and/or Insurance Impact:
Not Applicable.
Equality Impact:
At this stage, the report itself does not result in any direct changes to services or facilities and therefore does not have any immediate adverse equality impacts. However, any future proposals arising from the report should have due regard to the principles of equality, accessibility, and inclusion and should seek, where reasonably practicable, to enhance access and participation for all users of the Authority's play areas.

Climate Change Impact:

Not Applicable.

Consultation with Others:

- Onchan District Commissioners – Chief Executive Officer/Clerk.
- Onchan District Commissioners - Lead member for Environmental and Technical Services.

General Data Protection Regulations and/or Confidentiality Impact:

Not Applicable

Appendices:

Appendix A – PIPA Report:

- Onchan Pleasure Park.
- Ballchurry Park.
- Jubilee Park.
- Lakeside Park.
- Onchan Park Sensory Garden.
- The Rec Park.
- Onchan Summary.

For Members Attention.



RYAN FORGIE
DISTRICT SURVEYOR

PiPA Play Audit: Ballchurry Play Park, Onchan District, Isle of Man

Assessment date: August 2026. **Assessment basis:** on-site.

Overall assessment: RED

Assessment area	Rating
Accessibility of the Area	RED
Dynamic Play Opportunity	RED
Nurturing the Senses	RED
Rest & Recharge	GREEN

Overall Findings

Ballchurry Play Park offers a spacious, well-fenced traditional play area: a spinner, spring rockers, swings, a multi-play tower with a rope bridge, a seesaw, and a hopscotch pad, with a good-quality entrance path. Each piece of equipment sits on its own isolated hard-standing pad separated by several meters of grass.

The principal areas for attention are:

- Add hard-standing paths linking inclusive equipment with hard standing pads together.
- Broaden the dynamic play offer: a wheelchair-accessible roundabout, wheelchair swing, a high backed supportive-seat swing.
- Introduce a designed sensory element, such as a tactile trail, mirror panel, play panels or scented planting bed reachable from hard standing surfacing.
- Consider adding armrests to one of the two existing benches: advisory only, recommended where multiple benches are deployed.

1. Accessibility of the Area: RED

Assessment summary

The entrance path into the park is smooth hard concrete and step-free, and each individual piece of equipment sits on its own hard wetpour or rubber-crumb pad. Those pads are not linked: grass gaps of several metres separate the spinner, spring rockers, swings, multi-play tower, seesaw, and hopscotch pad from one another.

Evidence against the assessment criteria

- ☒ Hard-standing surface present around the main equipment (each item sits on its own wet pour/rubber pad)
- ☐ Hard-standing connects every piece of inclusive equipment without grass or loose-fill gaps
- ☒ Entrance routes into the play area are step-free and on hard-standing path (smooth concrete perimeter path)

Why is this RED?

While each item individually sits on a firm pad, there is no continuous hard-standing path connecting them, so a wheelchair user cannot move between pieces of equipment without crossing grass.

Recommendations to improve the assessment.

- Add a hard-standing path network connecting every inclusive equipment product to the entrance path.

2. Dynamic Play Opportunity: RED

Assessment summary

Assessed against the four play-value criteria: full-body movement without transfer, full-body movement with transfer, height access without transfer, and height access with transfer. The site's equipment includes a standard roundabout, belt-seat swings, spring rockers, a seesaw, and a multi-play tower with a rope bridge and flat-foot wooden steps.

Evidence against the four play-value categories

- ☐ Full-body movement, WITHOUT transfer: the roundabout is a standard raised-rim unit with no wheelchair bay
- ☐ Full-body movement, WITH transfer: swings are plain belt seats, with no high-back, side-entry or hammock nest swing
- ☐ Height access, WITHOUT transfer, with play value at the top: the only ramp-like feature is a log-roller step ramp to the slide, not a wheelchair ramp
- ☒ Height access, WITH transfer, via flat-foot steps with handrail: the multi-play tower has flat-foot wooden steps with handrails on both sides up to the deck and rope bridge

Why is this RED?

The roundabout has no space for a wheelchair to roll on, and the swings offer no supportive seat. The tower's flat-foot access offers accessibility for a mobility impaired child, but on its own it does not amount to meaningful dynamic play provision.

Recommendations to improve the assessment.

- Install a wheelchair-accessible roundabout or swing, so a wheelchair user can take part without transferring.
- Add a supportive-seat swing (high-back, side-entry, reverse entry or hammock nest) alongside the existing belt-seat swings.
- Consider a springer or rocker with back and side support for transferring dynamic play experiences.
- A ramp product with genuine play value could complement the existing tower.

3. Nurturing the Senses: RED

Assessment summary

The equipment on site uses standard manufacturer colours rather than a designed sensory scheme, and no touch, sound or scent element was identified.

Evidence against the assessment criteria

- ☐ Sight: standard equipment colours are present, but there is no deliberately designed visual feature, such as contrast for wayfinding or colour-coding for a change in level, so this does not meet the category's bar
- ☐ Touch: no sensory or touch panel exists on site, confirmed by Mel, and nothing on hard standing is reachable due to grass boundaries
- ☐ Sound: discretionary, does not gate (no chimes, tubes or auditory equipment observed)
- ☐ Smell: adjacent provision only

Why is this RED?

The equipment's colouring is standard rather than purposefully designed for visual stimulation, and there is no touch element anywhere on site.

Recommendations to improve the assessment.

- Install a dedicated sensory trail combining varied natural and manufactured textures as a designed feature rather than an incidental one.
- Add tactile panels, mirrors, or a small musical instrument installation positioned on hard standing surfaces.
- Use colour with purpose: contrast markings at changes in level or hazard points, rather than colour used only decoratively on the equipment.
- A scented planting bed reachable directly from hard standing would add a smell element that supports touch and sight.

4. Rest & Recharge: GREEN

Assessment summary

Two benches were identified on site, both plain wooden plank benches with a backrest but no armrests, and both step-free and reachable on hard standing path.

Evidence against the assessment criteria

- ☒ Number of high-backed benches, reachable on hard standing or via 1m or less of grass: 2 identified.
- ☐ At least one bench has an armrest: advisory only; neither of the 2 benches has one *[advisory]*
- ☐ Picnic table with wheelchair clearance

Why is this GREEN?

The provision of at least one high-backed bench that is reachable is met by both benches. Armrests are advisory only and do not affect this rating.

Opportunities for further improvement

- Consider adding armrests to one of the two existing benches: advisory only, recommended where multiple benches are deployed, so at least one option suits a wider range of users. This would not change this category's rating, which is already Green.
- Consider a shaded seating cluster near the multi-play tower, so families and support workers can rest together within sight of the equipment.

Additional Observations: Outside PiPA Scope

This assessment is based on a 2026 site visit; no formal safety or equipment condition inspection has been conducted. PiPA recommends a RoSPA-style safety/maintenance inspection alongside any future accessibility works.

Assessment Method

Where information could not be confirmed, no assumption has been made in the site's favour.

PiPA Play Audit: Jubilee Park Birch Hill, Onchan District, Isle of Man

Assessment date: August 2026. **Assessment basis:** on-site.

Overall assessment: RED

Assessment area	Rating
Accessibility of the Area	RED
Dynamic Play Opportunity	RED
Nurturing the Senses	RED
Rest & Recharge	GREEN

Overall Findings

Jubilee Park Birch Hill is a well-maintained, visually appealing playground with a colourful pirate ship, swings, and a roundabout, but is a grass-field playground. Every entrance opens directly onto open grass, and each piece of equipment sits on its own isolated rubber island with no connecting hard-standing path anywhere on site.

The principal areas for attention are:

- The grass requires re-surfacing: a hard-standing path network is needed from each entrance with a path to all the inclusive play equipment.
- Prioritise at least one full-body-movement item, such as a wheelchair accessible swing, roundabout or a supportive high backed seat swing.
- Add a designed touch and sensory feature: there are no tactile elements in this park.
- Consider adding armrests to at least one of the existing seats.

1. Accessibility of the Area: RED

Assessment summary

All entrances are on a tarmac footway outside the park, but they open straight onto open grass; there is no hard-standing path continuing from any gate into the play area.

Evidence against the assessment criteria

- ☐ Hard-standing surface present around the main equipment: each item is an island surrounded by grass

- ☐ Hard-standing connects every piece of inclusive equipment without grass or loose-fill gaps
- ☐ Entrance routes into the play area are step-free and on hard-standing path: entrances open onto grass beyond the immediate gate pad

Why is this RED?

This is the most comprehensive accessibility gap of the six sites assessed: there is no continuous hard-standing path anywhere on site.

Recommendations to improve the assessment.

- Re-surfacing is needed to enable access into and around the park.

2. Dynamic Play Opportunity: RED

Assessment summary

The site's equipment includes a standard roundabout, standard-seat swings, and a pirate ship reached by rope net, rung ladder, and a wooden plank stair.

Evidence against the four play-value categories

- ☐ Full-body movement, WITHOUT transfer: the roundabout is a standard standing/grip-rail type
- ☐ Full-body movement, WITH transfer: swing seats are standard flat seats, with no high-back or hammock nest swing
- ☐ Height access, WITHOUT transfer, with play value at the top: no ramp to an elevated deck
- ☐ Height access, WITH transfer, via flat-foot steps with handrail: no flat-foot access with handrails anywhere on the ship

Why is this RED?

Neither of the two full-body-movement criteria are met, and no other criterion is met either. This is a comprehensive equipment gap rather than a single missing item.

Recommendations to improve the assessment.

- Once connectivity is addressed, install a wheelchair-accessible roundabout/swing/seesaw with a wheel-on platform.
- Add a supportive-seat swing (high-back, side-entry or hammock nest) alongside the existing standard swings.
- Replace or supplement the ship's rung ladder and plank stair with a flat-foot staircase and handrail to at least one deck.
- An accessible playhouse or structure with sensory features at ground level could add full-body play value without depending on the ship's stair section.

3. Nurturing the Senses: RED

Assessment summary

The pirate ship, swings and roundabout provide standard manufacturer colour, but no touch, sound or scent element was identified.

Evidence against the assessment criteria

- ☐ Sight: standard equipment colouring is present on the ship, swings, and roundabout, but there is no deliberately designed visual feature.
- ☐ Touch: the ship's panels are plain wooden panels with no sensory engagement and are unreachable without crossing grass.
- ☐ Sound: no auditory equipment observed
- ☐ Smell: adjacent provision only

Why is this RED?

The equipment's colouring is standard rather than purposefully designed, and the ship's panels are not tactile in addition to being unreachable.

Recommendations to improve the assessment.

- Once connectivity is addressed, install tactile and sensory items (textured surfaces, moving parts, mirrors).
- Add a musical instrument installation or talking tube positioned on hard standing surfacing.
- Use deliberate colour-coding at level changes and hazard points.
- Consider a scented planting border along the new hard-standing path once installed.

4. Rest & Recharge: GREEN

Assessment summary

Three seats were identified: two benches and one picnic table, all step-free and reachable, all with backrests but none with armrests.

Evidence against the assessment criteria

- ☒ Number of high-backed, reachable seats (on hard standing, or via 1m or less of grass): 3 identified (2 benches + 1 picnic table), all reachable
- ☐ At least one seat has an armrest: advisory only, none of the 3 seats has one

☒ Picnic table with wheelchair clearance: advisory only; a picnic table is present, though its integrated-bench style makes wheelchair clearance limited.

Why is this GREEN?

The provision of at least one high-backed bench that is reachable is met by all three seats.

Opportunities for further improvement

- Consider adding armrests to at least one of the three existing seats: advisory only, recommended where multiple seats are deployed. This would not change this category's rating, which is already Green.
- Replace the picnic table with a wheelchair-accessible design (recessed clearance) when the site is next refurbished.

Additional Observations: Outside PiPA Scope

This assessment is based on a 2026 site visit; no formal safety or equipment condition inspection has been conducted. PiPA recommends a RoSPA-style safety/maintenance inspection alongside any future accessibility works.

Assessment Method

Where information could not be confirmed, no assumption has been made in the site's favour.

PiPA Play Audit: Lakeside Play Park, Onchan District, Isle of Man

Assessment date: August 2026. **Assessment basis:** on-site.

Overall assessment: AMBER

Assessment area	Rating
Accessibility of the Area	GREEN
Dynamic Play Opportunity	RED
Nurturing the Senses	RED
Rest & Recharge	GREEN

Overall Findings

Lakeside Play Park is a traditional timber playground: log-rung climbing towers, a rope bridge, monkey bars and A-frame swings, set on a continuous rubberised wet-pour surface offering full hard-standing access into the park. The expensive surfacing infrastructure is already done, and the equipment-level gaps are comparatively low-cost to close.

The principal areas for attention are:

- Install at least one full-body-movement item, a wheelchair-accessible roundabout, or a supportive-seat swing, so Dynamic Play moves beyond Red: the surfacing to support it is already in place.
- Add a designed touch and sensory feature on the existing hard standing surface.
- Add armrests to the existing step-free bench or add a second bench with both backrest and armrests.

1. Accessibility of the Area: GREEN

Assessment summary

The whole play area sits on a continuous black rubberised wet-pour safety surface, linking the swings, climbing frame/slide, log A-frame, rope bridge, monkey bars, and seating.

Evidence against the assessment criteria

- ☒ Hard-standing surface present around the main equipment (continuous rubberised wet-pour surface throughout)

- ☒ Hard-standing connects every piece of inclusive equipment without grass or loose-fill gaps
- ☒ Entrance routes into the play area are step-free and on hard-standing path (concrete/tarmac entrance path)

Why is this GREEN?

All three criteria are met. The entrance path is visibly cracked and patched in places, noted below as a maintenance risk, but this does not affect the result.

Opportunities for further improvement

Connectivity is fully confirmed across the entire site, however there is a limited inclusive play provision available in this park due to the nature of products installed.

2. Dynamic Play Opportunity: RED

Assessment summary

Assessed against the four play-value criteria. All equipment on site is traditional timber play: log-rung climbing towers, a rope bridge, monkey bars, a straight metal slide, and A-frame swings with standard strap seats.

Evidence against the four play-value categories

- ☐ Full-body movement, WITHOUT transfer: no wheelchair-accessible roundabout or see-saw on site
- ☐ Full-body movement, WITH transfer: swing seats are standard straps, with no supportive-seat or hammock nest swing
- ☐ Height access, WITHOUT transfer, with play value at the top: no ramp to an elevated deck
- ☐ Height access, WITH transfer, via flat-foot steps with handrail: height access throughout is via log ladder rungs, not flat-foot stairs

Why is this RED?

Neither full-body-movement criterion is met, and no other criterion is met either. This is a comprehensive gap across the whole equipment set, reflecting the site's traditional-play design rather than any physical access barrier, since the surface underneath already offers full access.

Recommendations to improve the assessment.

- Install a wheelchair transfer play item (accessible roundabout, swing, or seesaw). The existing surface already supports this without further groundwork.
- Add a supportive-seat swing (high-back, side-entry, reverse-entry, or hammock nest).
- A ground-level trampoline or springer would add full-body play value that fits the site's traditional-play character while meeting the full-body-movement threshold.

3. Nurturing the Senses: RED

Assessment summary

The site offers colour through surfacing graphics and blue rope netting, but no deliberately designed sensory or touch element was identified anywhere: it is a wooden park only.

Evidence against the assessment criteria

- ☐ Sight: coloured surfacing graphics and rope netting are present, but there is no deliberately designed visual feature, so this does not meet the category's bar
- ☐ Touch: none identified, it is a wooden park only
- ☐ Sound: discretionary, does not gate (no chimes or auditory equipment observed)
- ☒ Smell: adjacent provision only (mature hedging borders the whole play area)

Why is this RED?

The surfacing colour and rope netting are incidental to a traditional timber play set rather than a designed sensory feature, and no touch element exists at all.

Recommendations to improve the assessment.

- Add a touch and sensory element to the existing hard-standing surface: the surface needed to support it is already in place, making this a comparatively low-cost fix.
- Consider a natural sensory trail using timber, stone and rope textures that complement the site's existing traditional-play character.
- A chime or talking-tube installation would add a sound element that suits the site's woodland setting.

4. Rest & Recharge: Green

Assessment summary

One freestanding bench and one picnic table were identified. The bench is step-free and reachable, with a backrest but no armrests; the picnic table has no backrest and no visible wheelchair clearance than side on access.

Evidence against the assessment criteria

- ☒ Number of high-backed benches, reachable on hard standing or via 1m or less of grass: 1 identified, reachable on hard standing
- ☐ At least one bench has an armrest: advisory only.

☒ Picnic table with wheelchair clearance: advisory only, a picnic table is present with no visible wheelchair clearance

Why is this, Green?

The provision of at least one high-backed bench that is reachable is met. Armrests are advisory only and do not affect this rating.

Recommendations to improve the assessment.

- Consider fitting an armrest to the existing bench, or the new one: advisory only, and would not itself change this category's rating.
- If possible adapt the picnic table to allow for wheelchair clearance (as evidenced in Onchan Sensory Park)

Additional Observations: Outside PiPA Scope

This assessment is based on a 2026 site visit; no formal safety or equipment condition inspection has been conducted. The entrance path is visibly cracked and patched, flagged here as a maintenance risk even though it does not affect the accessibility result. PiPA recommends a RoSPA-style safety/maintenance inspection alongside any future accessibility works.

Assessment Method

Where information could not be confirmed, no assumption has been made in the site's favour.

PiPA Play Audit: Onchan Pleasure Park, Onchan District, Isle of Man

Assessment date August 2026. **Assessment basis:** on-site.

Overall assessment: AMBER

Assessment area	Rating
Accessibility of the Area	GREEN
Dynamic Play Opportunity	AMBER
Nurturing the Senses	GREEN
Rest & Recharge	GREEN

Overall Findings

Onchan Pleasure Park is the best-equipped of the six sites assessed: a dedicated wheelchair-accessible roundabout (Gottardo H511), a hammock nest swing, a castle multi-play structure with flat-foot stairs and handrails, and a fully paved sensory panel maze reachable entirely on hard standing surface.

The principal areas for attention are:

- Add a second high-backed bench reachable on hard standing path.
- Add an elevated non transfer ramped accessible item with play panels and high play value so Dynamic Play improves.

1. Accessibility of the Area: GREEN

Assessment summary

Tarmac paths and bonded black rubber surfacing run under the main structures providing wheelchair-accessible surfaces. Entrance paths are tarmac, flush and step-free.

Evidence against the assessment criteria

- ☒ Hard-standing surface present around the main equipment: bonded black rubber surfacing counts as hard standing
- ☒ Hard-standing connects every piece of inclusive equipment without grass or loose-fill gaps
- ☒ Entrance routes into the play area are step-free and on hard-standing path (tarmac, flush, step-free)

Why is this GREEN?

All three criteria are met. This is a connectivity result only; it does not speak to the quality or completeness of the equipment itself, which is addressed in Dynamic Play below.

Opportunities for further improvement

- None: connectivity is confirmed across the site.

2. Dynamic Play Opportunity: AMBER

Assessment summary

Assessed against the four play-value criteria. The site includes a Gottardo H511 wheelchair-accessible roundabout with an orange non-slip disc and support rails, a hammock/nest swing on the main swing frame, and a castle tower with flat-foot stairs and handrails.

Evidence against the four play-value categories

- ☒ Full-body movement, WITHOUT transfer: Gottardo H511 wheelchair-accessible roundabout with support rails
- ☒ Full-body movement, WITH transfer: hammock/nest swing on the main swing frame
- ☐ Height access, WITHOUT transfer, with play value at the top: no ramp-accessed elevated deck with play value identified
- ☒ Height access, WITH transfer, via flat-foot steps with handrail: the castle tower has flat-foot stairs and handrails

Why is this AMBER?

Both full-body-movement criteria met, but only three of the four play-value criteria in total are evidenced.

Recommendations to improve the assessment.

- Consider adding a ramp-accessed elevated deck with sensory, auditory and/or high play value.
- The park is dated and would benefit from a refresh. It is recommended that you request feedback from the local community on the appeal and use of the park.

3. Nurturing the Senses: GREEN

Assessment summary

A dedicated, fully paved sensory panel maze, with tactile, counting and shape boards, is reachable entirely on hard standing. The maze's own visual design, satisfies Sight.

Evidence against the assessment criteria

- ☒ Sight: met through the dedicated sensory panel maze itself, whose shape and colour-coded boards are a deliberately designed visual and cognitive feature.
- ☒ Touch: dedicated paved sensory panel maze (tactile, counting and shape boards), reachable entirely on hard standing
- ☐ Sound: discretionary, (no auditory equipment observed)
- ☐ Smell: adjacent provision only

Why is this GREEN?

Sight and Touch are both met through the same feature: the sensory panel maze is a purpose-built visual, cognitive and tactile installation, not simply colourful play equipment.

Opportunities for further improvement

- The sensory provision is aged and could benefit from a refresh. It should be noted this sensory provision is a strength of the site, and a reference point worth comparing with the provision within the other five sites assessed.

4. Rest & Recharge: GREEN

Assessment summary

Two freestanding benches and several fixed round picnic tables with no visible wheelchair clearance were identified. The bench has a high back and sits on grass, but the grass gap is under a metre, close enough to count as within reach; it has no armrests, though this does not affect the rating.

Evidence against the assessment criteria

- ☒ Number of high-backed benches, reachable on hard standing or via 1m or less of grass: one bench sits within a metre of hard standing, counted as within reach
- ☐ At least one bench has an armrest: advisory only, does not gate or score; the benches identified have none

☐ Picnic table with wheelchair clearance: advisory only, the fixed round picnic tables show no visible wheelchair clearance. There is additional seating outside the park with no visible wheelchair clearance.

Why is this AMBER?

The provision of at least one high-backed bench that is reachable is met: the grass gap to reach the bench is under a metre. Armrests are advisory only and do not affect this rating.

Recommendations to improve the assessment.

- Add a second high-backed bench reachable on hard standing surface.
- Consider fitting an armrest to the existing bench, or the new one: advisory only.

Additional Observations: Outside PiPA Scope

This assessment is based on a 2026 site visit; no formal safety or equipment condition inspection has been conducted. Onchan Pleasure Park is the strongest-performing site of the six assessed, and the remaining gaps are narrow and specific. PiPA recommends a RoSPA-style safety/maintenance inspection alongside any future accessibility works.

Assessment Method

Where information could not be confirmed, no assumption has been made in the site's favour.

PiPA Play Audit: Onchan Sensory Garden, Onchan District, Isle of Man

Assessment date: August 2026. **Assessment basis:** on-site.

Overall assessment: AMBER

Assessment area	Rating
Accessibility of the Area	GREEN
Dynamic Play Opportunity	RED
Nurturing the Senses	GREEN
Rest & Recharge	GREEN

Overall Findings

Onchan Sensory Garden is a mature, well-planted sensory garden with excellent, gap-free wheelchair-accessible circulation, among the strongest accessibility layouts of the six sites assessed. Dynamic Play reads Red: this is a passive sensory garden, so no full-body-movement item exists at all, and no separate play equipment exists either. This reflects the site's purpose rather than a design failing: nothing here suggests the garden was meant to deliver dynamic play. Nurturing the Senses and Rest & Recharge both confirm Green: the garden's colour-zoned surfacing, Manx flag emblem inlay and water sculpture are deliberately designed visual features, planting is reachable directly from hard standing for touch, and seating provision is adequate for the site's scale.

The principal areas for attention are:

- No physical work is required for the garden to deliver fully against its own purpose: Accessibility, Senses and Rest & Recharge are all confirmed Green.
- If the site were ever to add a dynamic play element, a low-level, sensory-integrated piece (a musical trail or a gentle rocking feature) would suit the garden's character better than standard playground equipment, and would move Overall to Green.

1. Accessibility of the Area: GREEN

Assessment summary

A continuous smooth resin-bound surface runs throughout the garden, connecting picnic tables, benches, the water feature and the gate areas with no gaps on any through-route.

Evidence against the assessment criteria

- ☒ Hard-standing surface present around the main features (continuous resin-bound surface throughout)
- ☒ Hard-standing connects every feature without grass or loose-fill gaps (no gaps identified on any through-route)
- ☒ Entrance routes into the garden are step-free and on hard-standing path (level, step-free entrance gate onto the same surface)

Why is this GREEN?

All three criteria are met. This is among the cleanest connectivity results of the six sites assessed.

Opportunities for further improvement

- None: connectivity is fully confirmed across the whole site.

2. Dynamic Play Opportunity: RED

Assessment summary

Assessed against the four play-value criteria. No dynamic play equipment was identified anywhere on site: this is a passive sensory garden, the site is sensory only, with scent provided by the plants and flowers.

Evidence against the four play-value categories

- ☐ Full-body movement, WITHOUT transfer: no dynamic play equipment on site
- ☐ Full-body movement, WITH transfer: no dynamic play equipment on site
- ☐ Height access, WITHOUT transfer, with play value at the top: no dynamic play equipment on site
- ☐ Height access, WITH transfer, via flat-foot steps with handrail: no dynamic play equipment on site

Why is this RED?

None of the four play-value criteria applies to this site. This is reported as a factual finding, not a criticism: the site is designed as a sensory garden, and this rating should be read alongside that context rather than in isolation.

Recommendations to improve the assessment.

- Not required for the garden to fulfil its stated purpose. If a dynamic play element were added in future, a low-level, sensory-integrated piece would fit the setting better than standard playground equipment.

3. Nurturing the Senses: GREEN

Assessment summary

The garden offers extensive, deliberately designed visual variety through varied planting, colour-zoned resin surfacing, a Manx flag emblem inlay and a silver leaf water sculpture. Visitors can reach planting and sensory elements directly from hard standing without crossing grass or wood-chip, and there is no audible sound provision beyond the plants themselves.

Evidence against the assessment criteria

- ☒ Sight: the garden's colour-zoned surfacing, Manx flag emblem inlay and water sculpture are deliberately designed visual features, not incidental equipment colouring
- ☒ Touch: visitors can reach planting/sensory elements directly from hard-standing without crossing grass or wood-chip
- ☐ Sound: discretionary, does not gate (just plants, no chimes, panels or audible water feature)
- ☒ Smell: adjacent provision only (abundant planting directly borders the paths throughout)

Why is this GREEN?

Sight and Touch are both met through deliberately designed features: this is one of the strongest sensory results of the six sites assessed.

Opportunities for further improvement

- None: this is a strength of the site.

4. Rest & Recharge: GREEN

Assessment summary

Three step-free benches were identified: two plain wooden benches with backrests, and a celtic-design bench with both backrest and armrests, plus two picnic tables. One bench has a wheelchair cut-out space so a wheelchair user can be pushed under the table to use it, and seating provision is adequate for the site's scale.

Evidence against the assessment criteria

- ☒ Number of high-backed, reachable benches: 3 identified
- ☒ At least one bench has an armrest: advisory only, the celtic-design bench has one
- ☒ Picnic table with wheelchair clearance: one table has a wheelchair cut-out space so a user can be pushed under to use it

Why is this GREEN?

The provision of at least one high-backed bench that is reachable is met, the bench count exceeds one, and proportionality is adequate for the site's scale. This is a clean Green result.

Opportunities for further improvement

- None: this is a strength of the site.

Additional Observations: Outside PiPA Scope

This assessment is based on a 2026 site visit; no formal safety or equipment condition inspection has been conducted. This is a strong reference site for sensory and seating provision, and Category 2's Dynamic Play Red rating should be read in the context of the site's purpose rather than as a gap to close. PiPA recommends a maintenance inspection alongside any future works.

Assessment Method

Where information could not be confirmed, no assumption has been made in the site's favour.

PiPA Play Audit: The Rec Play Park, Onchan District, Isle of Man

Assessment date: August 2026. **Assessment basis:** on-site.

Overall assessment: RED

Assessment area	Rating
Accessibility of the Area	RED
Dynamic Play Opportunity	RED
Nurturing the Senses	RED
Rest & Recharge	RED

Overall Findings

The Rec Play Park offers a roundabout, a climbing frame/slide, a standalone slide, and swings, but every item sits on its own isolated rubber-tile pad in open grass. Of the two entrances one path does lead toward the roundabout, but the roundabout is not flush to the ground and has no seating for a wheelchair user to transfer onto the equipment, so it is not accessible. Dynamic Play is red: no item on site offers full-body movement either with or without transfer, height access without transfer, or genuine flat-foot steps with handrail. Nurturing the Senses is Red: the site's colour is standard, and the only touch-relevant surface, the climbing frame's rope netting, is an incidental texture on standard equipment rather than a designed sensory feature.

The principal areas for attention are:

- Improve the dynamic play provision.
- Add hard-standing paths linking the inclusive equipment.
- Add a designed touch and sensory feature, tactile panels, or a small sensory trail.
- Add at least one bench that sits directly on hard standing path with backrest.

1. Accessibility of the Area: RED

Assessment summary

Rubber-tile safety surfacing provides a firm, level surface under each item, but the roundabout, climbing frame/slide, standalone slide and swings are not linked by any hard-standing path; grass must be crossed between them. One of the entrance paths does lead toward the roundabout, but it is not flush to the ground and has no seating for a wheelchair user to roll on or transfer to the equipment.

Evidence against the assessment criteria

- ☒ Hard-standing surface present around the main equipment (rubber-tile pads under each item)
- ☐ Hard-standing path connects every piece of inclusive equipment without grass or loose-fill gaps: every item sits on its own isolated pad in open grass
- ☐ Entrance routes into the play area are step-free and on hard-standing path.

Why is this RED?

Neither connectivity nor entrance access is accessible.

Recommendations to improve the assessment.

Add a hard-standing path network linking inclusive equipment together.

2. Dynamic Play Opportunity: RED

Assessment summary

Assessed against the four play-value criteria. The site's equipment includes a roundabout, a climbing frame/slide, a standalone slide, and swings.

Evidence against the four play-value categories

- ☐ Full-body movement, WITHOUT transfer: no wheelchair-accessible roundabout, swing, or seesaw usable without transfer
- ☐ Full-body movement, WITH transfer: no high-back, side-entry or hammock nest swing on site
- ☐ Height access, WITHOUT transfer, with play value at the top: no ramp to an elevated play deck
- ☐ Height access, WITH transfer, via flat-foot steps with handrail: the only steps are red ladder-style rungs on the climbing tower, not flat-foot stairs

Why is this RED?

None of the four play-value criteria is met: the roundabout has no wheelchair bay, neither swing set offers a supportive seat, there is no ramp to an elevated deck, and the climbing tower's access is ladder-style rungs rather than flat-foot steps with a handrail.

Recommendations to improve the assessment.

- Install a wheelchair-accessible roundabout, swing, or seesaw; usable without transferring.

- Add at least one supportive-seat swing (high-back, side-entry, reverse-entry, or hammock nest) alongside the existing seats.
- Add flat-foot steps with a handrail to the climbing tower, replacing or supplementing the ladder-style rungs.
- As a refurbishment option, an accessible seesaw or a ground-level trampoline would add a full-body item without new surfacing beyond the path network already needed.

3. Nurturing the Senses: RED

Assessment summary

The bright red slide and multicoloured roundabout/climber provide standard manufacturer colour, but no deliberately designed visual feature. The only touch-relevant surface on site is the climbing frame's rope netting, an incidental texture rather than a purpose-built sensory feature, and it also sits on an isolated pad reached only by crossing grass.

Evidence against the assessment criteria

- ☐ Sight: standard equipment colouring is present, but there is no deliberately designed visual feature.
- ☐ Touch: the only touch-relevant surface is the climbing frame's rope netting, an incidental texture on standard equipment rather than a designed sensory feature;
- ☐ Sound: discretionary (no auditory equipment observed)
- ☐ Smell: adjacent provision only, (no adjacent scent provision observed)

Why is this RED?

Both Sight and Touch fail. Touch fails on two separate grounds: the rope netting is not a designed sensory feature even where equipment is reachable, and it also sits behind the same grass barrier.

Recommendations to improve the assessment.

- Add a designed touch and sensory feature, tactile panels, a texture wall, or a small sensory trail, positioned on hard standing once connectivity is addressed.
- Use deliberate colour coding for wayfinding or level changes, rather than colour used only decoratively on the equipment.
- A chime or musical panel would add a sound element currently missing from the site entirely.

4. Rest & Recharge: RED

Assessment summary

Two benches were identified, a memorial bench and a second plain bench, both simple slatted benches with backrests, but both are only accessible via grass, with a gap of more than a metre to hard standing.

Evidence against the assessment criteria

- ☐ Number of high-backed, reachable benches (hard standing, or 1m or less of grass): 2 benches identified, but accessible only via grass more than a metre wide, not within reach
- ☐ Picnic table with wheelchair clearance: advisory only, no picnic table was identified on site

Why is this RED?

The provision of at least one high-backed bench that is reachable (hard standing, or a grass gap of 1m or less) is not met: the grass gap to the benches exceeds a metre, so neither is within reach.

Recommendations to improve the assessment.

- Add at least one bench that sits directly on hard standing surface, not reached via grass, with back support.
- Once the connecting path is installed, position at least one bench along it so seating and equipment access are together.

Additional Observations: Outside PiPA Scope

This assessment is based on a 2026 site visit; no formal safety or equipment condition inspection has been conducted. PiPA recommends a RoSPA-style safety/maintenance inspection alongside any future accessibility works.

Assessment Method

Where information could not be confirmed, no assumption has been made in the site's favour.

PiPA Play Audit: Summary, Onchan District, Isle of Man

Assessment date: August 2026. **Assessment basis:** on-site.

Overview: all six sites

Site	Overall	1. Access	2. Dynamic Play	3. Senses	4. Rest & Recharge
Onchan Pleasure Park	AMBER	GREEN	AMBER	GREEN	GREEN
Lakeside Play Park	AMBER	GREEN	RED	RED	GREEN
The Rec Play Park	RED	RED	RED	RED	RED
Ballchurry Play Park	RED	RED	RED	RED	GREEN
Jubilee Park Birch Hill	RED	RED	RED	RED	GREEN
Onchan Sensory Garden	AMBER	GREEN	RED	GREEN	GREEN

Executive Summary

Six sites were assessed. Two sites are close to Green: Onchan Pleasure Park and Lakeside Play Park. Onchan Sensory Garden is confirmed Green on every category the site is designed to deliver against and needs no physical work. The remaining three sites, Ballchurry Play Park, Jubilee Park Birch Hill and The Rec Play Park, all fail on the same underlying issue: equipment sits on isolated hard-standing pads that is separated by grass, so a wheelchair or mobility impaired user cannot move between them as there is no accessible surface.

The three biggest cross-site themes:

- Path connectivity is the single largest driver of a Red Overall rating. Three of six sites fail purely on hard-standing connectivity, not on equipment quality. Closing this at Ballchurry Play Park and The Rec Play Park is comparatively contained; at Jubilee Park Birch Hill it is a larger surfacing project.
- Dynamic Play Opportunity splits the six sites cleanly rather than sitting at one uniform rating. Onchan Pleasure Park has two full-body-movement items and reads Amber. The other five sites have none and are Red. There is a lack of wheelchair user accessing play activity, only adapted access to existing equipment. Onchan Sensory Garden's Red reflects being a sensory garden rather than a play structure destination.
- Nurturing the Senses is Green at only two of six sites, and both pass through a purpose-built feature rather than incidental colour: Onchan Pleasure Park's sensory panel maze, and Onchan Sensory Garden's colour-zoned planting design. The other four sites rely on standard

equipment colouring and incidental texture such as rope netting, neither of which is treated as a designed sensory feature.

Priority Ranking

What is the realistic next step for each site;

1. Onchan Pleasure Park: Overall AMBER

The gap is Dynamic Play, adding an elevated play opportunity through ramped access with high play value would move this site to Green.

2. Lakeside Play Park: Overall AMBER

The surfacing investment is already made, and Rest & Recharge is Green. But neither full-body-movement criterion is met anywhere on site, so Dynamic Play and Senses are both Red. The equipment set needs real inclusive additions, not adaptation of what is already there. A wheelchair-accessible roundabout or supportive swing and a designed touch feature would move both remaining categories at comparatively low cost.

3. The Rec Play Park: Overall RED

Equipment sits on isolated pads separated by grass, and the one path that reaches the roundabout is not flush to the ground and has no transfer seating. This single connectivity fix would not by itself resolve Dynamic Play or Nurturing the Senses. A single linking path across the field would improve accessibility, though true full-body movement and separate, designed sensory features are needed.

4. Ballchurry Play Park: Overall RED

Each item sits on its own isolated pad, with no path linking them. Dynamic Play is Red, since the one criterion met (flat-foot tower steps) does not amount to meaningful play provision on its own, and no touch element exists anywhere on site. A hard-standing path between pads would improve accessibility with the introduction of non-transfer play items with sensory elements.

5. Jubilee Park Birch Hill: Overall RED

The most comprehensive gap of the six sites: no hard-standing connects any entrance to any piece of equipment, and no play-value criterion is met at all.

6. Onchan Sensory Garden: Overall AMBER

Accessibility, Senses and Rest & Recharge are all confirmed Green. The one non-Green category, Dynamic Play, is Red because there is no play equipment at all, which reflects the site's purpose as a passive sensory garden rather than a gap to close. This site is effectively at its ceiling for what it is designed to be.

Recommended Roadmap

Phase 1: low-cost, highest leverage

- Confirm whether an elevated deck with play panels, sensory panels, auditory provision (i.e. talking/communication tubes) can be added to the castle structure at Onchan Pleasure Park.

Phase 2: medium-cost, gate-clearing

- Add a hard-standing path linking the equipment pads at The Rec Play Park and Ballchurry Play Park. At The Rec Play Park Dynamic Play and Senses still need separate adjustments.

Phase 3: real dynamic-play and sensory additions

- At Ballchurry Play Park, Jubilee Park Birch Hill, Lakeside Play Park and The Rec Play Park, add at least one full-body-movement item, a wheelchair-accessible roundabout or a supportive-seat swing, rather than relying on adapted height-access features alone.
- At the same four sites, add a designed touch and sensory feature (tactile panels, a sensory trail, deliberate colour-coding for wayfinding or level changes), positioned on hard standing path with connecting paths.

Phase 4: larger capital works

- Plan to address the surfacing at Jubilee Park Birch Hill. Every entrance and every piece of equipment needs a connecting hard-standing path before any equipment-level fix has value.

None of these recommendations are prescriptive about budget or timing. They set out the range of options, from adapting existing equipment to adding new features or landscaping, that would move each category.

Full evidence and criterion-by-criterion findings for each site are set out in the six individual PiPA Play Audit reports.



MEMORANDUM

Memorandum to:	Board of Onchan District Commissioners
Reporting Officer:	Housing Manager
Date of the Meeting:	5 th October 2026
Subject:	Public Sector Housing (General Needs) (Allocations) Policy 2026.
Public or Private Document:	Public

Introduction:

The following report provides Members with an update on policy changes affecting housing allocations and fixed-term tenancy reviews.

Tynwald has approved amendments to the Public Sector Housing (General Needs) (Allocations) Policy 2019, and those changes come in to effect on 1st October 2026.

The Housing Team has completed the implementation of the amended allocation criteria including:

- Reassessment of all active housing waiting list applications against the new policy prior to 1st October 2026.
- Updating points assessments, income assessments and eligibility status to reflect the revised criteria.
- Review of applications refused on income grounds within the previous 6 months to determine whether applicants now qualify under the revised income thresholds.
- Review of fixed-term tenancies subject to higher rent levels against the new income thresholds for public sector housing.
- Communication has been issued to all applicants on the housing waiting list and tenants currently paying uplifted rents.

Previously Considered by the Board:

C26/04/01/15(1) - Amendment to Public Sector General Needs Housing Income Thresholds – Public Consultation

Supporting Information:

Fixed Term Tenancies

A review has been completed of fixed term tenancies currently subject to uplifted rents. Of the 39 on an uplift.

- 20 will revert to public sector rent
- 15 will move to a lower percentage rent uplift
- 4 will remain on their current uplifted rent level.

The revised policy has positively impacted the majority of tenants.

The policy is operational from 1st October 2026, any revised rent charges will take effect from the first rent week following determination, which is Monday, 5th October 2026.

For Housing Applications.

A full review of the housing waiting list has been undertaken to reflect the policy changes, of the removal of:

- private sector tenant points;
- asset related pointing.

The reassessment has resulted in movement within the housing waiting list. It should be noted, however, that the waiting list is dynamic and subject to change on a daily basis due to new applications, changes in circumstances, allocations, and application withdrawals. The figures below therefore provide a snapshot of the impact of the policy changes at the point of review.

1 Bed Waiting List

- 8 applications remain in the same position.
- 16 applications moved up the list.
- 9 applications moved down the list.

2 Bed Waiting List

- 5 applications remained in the same position
- 12 applications moved up the list
- 12 applications moved down the list.

3 and 4 bed waiting list

- No changes to applicant positions.

All active housing applications have now been reviewed and updated to ensure compliance with the new policy.

Standing Orders:

Housing Schedule B

Resource Impact:

Implementation of the policy has required staff resources to:

- Review housing applications and fixed-term tenancies
- Review waiting list positions
- Amend rent accounts where applicable; and
- Ensure relevant system updates and notifications have been completed.

Financial Impact: The impact of the policy changes will reduce rent income receivable, as the majority of fixed-term tenancies currently subject to rent uplifts will either revert to standard public sector rents or move to lower uplift levels. Changes to rent charges will take effect from Monday 5th October 2026, being the first rent week following determination.
Legal and/or Insurance Impact: Implementation of the revised policy is required to ensure compliance with the Public Sector Housing (General Needs) (Allocations) Policy 2026, which comes into effect on 1st October 2026.
Equality Impact: The review of all applicants and fixed-term tenancies promotes fairness, transparency, consistency and equal application of the policy. This reduces the risk of challenge arising from uneven application of the policy.
Climate Change Impact: Not applicable.
Consultation with Others: Housing Agency, Department of Infrastructure DPN Software Chief Executive/Clerk Housing and Finance Teams.
General Data Protection Regulations and/or Confidentiality Impact: All application and tenancy reviews have been undertaken in accordance with existing data protection requirements.
Appendices: None.

For Members' Attention.



A.S. Gale (Mrs) CIH(5), CIHCM, CMgr MCMI
Housing Manager