



## **ONCHAN DISTRICT COMMISSIONERS**

# BOARD MEMBERS' ALLOWANCE POLICY & PROCEDURE

Date: June 2026  
Review: May 2029

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**Appendix A1 – Local Government (Members’ Attendance Allowances) Order 2013.**

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**Appendix B – Onchan District Commissioners Approved Board Member Duties.**

**Appendix C – Board Members Allowance Claim Form.**

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

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

<b>Effective from:</b>	<b>Replaces:</b>	<b>Originator:</b>	<b>Page X of Y</b>
June 2026	Version 1	Chief Executive/Clerk	1 of 12
<b>Board Ratification:</b>			

<b>History or Most Recent Policy Changes – MUST BE COMPLETED</b>		
Version:	Date:	Change:
1.	06/20219	New Policy
2.	06/2026	Updated Policy

## **1. INTRODUCTION**

- 1.1 Under the Local Government Act 1985 Schedule 2 (copy attached as Appendix A), Board Members of Onchan District Commissioners are entitled to payment of an allowance for each session during which they undertake an “Approved Duty”.
- 1.2 The amount of the allowance is fixed by the Department of Infrastructure, and is subject to an annual limit. The Order of the Department specifying these amounts is attached in Appendix A1 and A2.

## **2. APPROVED DUTY**

- 2.1 Whilst entitlement for Board Members’ attendance at Board Meetings is very clear, the entitlement for attendance at other meetings and for spending time on Onchan District Commissioners (“the Authority”) business in other ways is less clear.
- 2.2 The definition in the Local Government Act 1985 (“the Act”) helps to some extent, but it does not cover specifically all the possible duties that Board Members may undertake. It has become apparent that since the Act was passed, the nature of Board Members’ duties has evolved beyond attendance at meetings on which the Act focuses.
- 2.3 The definition does, however, enable the Authority itself to approve Approved Duties for which the allowance shall be payable; therefore, creating a list of Approved Duties provides a clear and transparent governance structure for the Board Members, the Authority’s administering officers, and members of the public.

## **3. RENUNCIATION**

- 3.1 A Board Member may by notice in writing given to the Chief Executive/Clerk, elect to forego any part of their entitlement to an allowance under this policy.

## **4. CLAIMS**

- 4.1 Claims for payment of attendance and travel allowances should be made on the official forms as shown in Appendix C, as soon as possible at the end of each month.

These forms are available from the Chief Executive/Clerk.

## **5. UPDATING**

- 5.1 Board Members will be informed at any time when the allowances are amended or updated.

**LOCAL GOVERNMENT ACT 1985  
SCHEDULE 2**

**ATTENDANCE AND TRAVELLING ALLOWANCES**

1. ....

**[Para 1 repealed by the Local Government Act 2006 s 14 and Sch 4.]**

2. (1) Subject to the following provisions of this paragraph, a local authority shall pay each member of the authority an attendance allowance of the prescribed amount for each session during which the member undertakes an approved duty.
- (2) Not more than one attendance allowance shall be paid to any person in respect of any one session.
- (3) The aggregate of the attendance allowances paid to any one person by any one local authority in a financial year shall not exceed the prescribed amounts.
- (4) A member of a local authority may, by notice in writing to the clerk of the authority, elect not to accept any attendance allowances in respect of a financial year.
- (5) Allowances under this paragraph shall be treated as allowances in respect of expenses and disbursements in the performance of the recipient's duties.
3. (1) A local authority shall pay each member of the authority who makes a claim in accordance with sub-paragraph (2) a travelling allowance under this paragraph shall submit his claim in writing, in such form as may be approved by the Department, to the clerk of the authority.

**[Subpara (2) amended by GC192/86]**

4. (1) The Department may by order prescribe:
- (a) the amount of an attendance allowance payable under paragraph 2 (1);
- (b) the maximum allowances payable by virtue of paragraph 2(3); and
- (c) the rate at which travelling allowances shall be payable under paragraph 3 (1).

**[Subpara 1 amended by GC192/86.]**

- (2) An order under sub-paragraph (1) shall not have effect unless it is approved by Tynwald, but may provide for its operation from such date (which may be before and after the making of the order) as may be specified therein.

5. Any sum payable under this Schedule shall be exempt from income tax and shall not be brought into account by the Assessor of Income Tax as part of the income of the recipient.
6. (1) Every local authority shall publish a report in respect of each financial year, which shall state:
  - (a) the number of meetings of the authority;
  - (b) the number of meetings of each committee or sub-committee of the authority;
  - (c) the number of attendances of each member of the authority at meetings of the authority and each committee or sub-committee of the authority; and
  - (d) the total sums paid to each member under this Schedule during the financial year in question.

**[Subpara (1) amended by the Local Government Act 2006 s 14 and Sch 4.]**

- (2) The Authority shall send a copy of the report published under sub-paragraph (1) to the Department, together with a certificate of the auditor appointed to audit the accounts of the authority that the information contained in the report is correct.
7. In this Schedule:

**'approved duty'**, in relation to a member of a local authority, means:

- (a) attendance at a meeting of the authority, or of a committee or sub-committee of the authority;
- (b) the doing of any other thing approved by the authority, or any- thing of a class so approved, for the purpose of, or in connection with, the performance of a function of the authority or of any committee or sub-committee of the authority; or
- (c) The doing of any thing as a member of a designated body for the purpose of, or in connection with, the performance of any function of that body;

**'designated body'**, in relation to a member of a local authority, means a body (other than a joint board) designated by order of the Department for the purposes of this Schedule, of which the member has been appointed a member by or on the nomination of the authority.

**[Definition of 'designated body' amended by GC1982/86 and the Local Government Act 2006 s 14.]**

**'prescribed'** means prescribed by order under paragraph 4;

**'session'** means a period of 4 hours in any day.

**LOCAL GOVERNMENT ACT 1985**  
**LOCAL GOVERNMENT (MEMBERS' ATTENDANCE ALLOWANCES)**  
**ORDER 2013**

Approved by Tynwald: 19 November 2013  
 Coming into Operation: 1 April 2014

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The Department of Infrastructure makes the following Order under paragraph 4(1)(a) and (b) of Schedule 2 of the Local Government Act 1985.

**1 Title**

This Order is the Local Government (Members' Attendance Allowances) Order 2013.

**2 Commencement**

If approved by Tynwald, this Order comes into operation on 1 April 2014.

**3 Interpretation**

In this Order

"**Act**" means the Local Government Act 1985;

"**daytime**" means any 4 hour period between 8.00 am and 1.00 pm or 1.00 pm and 6.00 pm; and

"**evening**" means any 4 hour period between 6.00 pm and midnight.

**4 Attendance Allowances**

(1) The amount of attendance allowance payable under paragraph 2(1) of Schedule 2 to the Act is —

- (a) £7.50 per hour or part thereof for an evening session up to a maximum of £30.00 per session; or
- (b) £12.50 per hour or part thereof for a daytime session up to a maximum of £50.00 per session

(2) The maximum allowances payable by virtue of paragraph 2(3) of Schedule 2 of the Act within a financial year is —

- (a) £3,600 for attendance only at evening sessions; or
- (b) £6,000 for attendance only at daytime sessions or at both daytime and evening sessions.

**5 Revocation**

The Local Authority Members (Attendance Allowances) Order 2006 is revoked.

**MADE: 25TH OCTOBER 2013**

## LOCAL GOVERNMENT ACT 1985

LOCAL AUTHORITY MEMBERS (TRAVELLING  
ALLOWANCES) ORDER 2023

Approved by Tynwald: 19 July 2023

Coming into Operation: 1 April 2024

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The Department of Infrastructure makes the following Order under paragraph 4(1)(c) of Schedule 2 of the Local Government Act 1985.

**1. Title**

This Order is the Local Authority Members (Travelling Allowances) Order 2023.

**2. Commencement**

If approved by Tynwald, this Order comes into operation on 1 April 2024.

**3. Interpretation**

In this Order

“**Act**” means the Local Government Act 1985;

“**motor car**” and “**motorcycle**” have the same meaning as section 65 of the Road Traffic Act 1985;

“**public passenger vehicle**” has the same meaning as in section 63 of the Road Transport Act 2001; and

“**railway**” has the same meaning as in section 30 of the Isle of Man Passenger Transport Act 1982.

**4. Travelling Allowances**

The following travelling allowances are prescribed for the purposes of paragraph 3 of Schedule 2 to the Act

- (a) Where the members uses –
- (i) a public passenger vehicle; or
  - (ii) the railway

for the purpose of undertaking an approved duty, the cost actually and reasonably incurred in the use of such means of transport; and

- (b) where the member uses a motor car or motor cycle for the purpose of undertaking an approved duty, the amount specified in the Schedule calculated on the mileage actually and reasonably travelled for that purpose.

**5. Revocation**

The Local Authority Members (Travelling Allowances) Order 2000 is revoked.

### SCHEDULE – MILEAGE RATES (PENCE PER MILE)

Within a 12 month period commencing 1 <sup>st</sup> April		
	First 6,000 miles	Over 6,000 miles
Motor car	57.0	39.0
Motor cycle	30.0	20.0

For each eligible passenger, an additional allowance of 5 pence per mile may be claimed by the member sharing his or her own motor car or motor cycle with the eligible passenger.

**MADE: 15TH MAY 2023**

## ONCHAN DISTRICT COMMISSIONERS

## APPROVED BOARD MEMBER DUTIES

## DESCRIPTION OF APPROVED DUTY

1.	Attendance at an Ordinary or Extra Ordinary Board Meeting of the Authority.
2.	Attendance at any site visit, informative meeting or presentation arranged on behalf of the Board, but not convened as a formal meeting.
3.	Attendance at a Joint Committee or Association Meeting where the Board has resolved that an appointed Board Member do attend.
4.	Attendance at the Commissioners' office at the request of the Chief Executive/Clerk to open tenders or for consultation.
5.	Attendance at the Commissioners' office for consultation with officers in relation to a Board Member's role as a Lead Member; these being Finance and General Purposes, Housing, and Environmental and Technical Services.
6.	Attendance at a private meeting of the Board arranged outwith the normal governance structure, provided a record of the attendance, business and duration of the meeting is available to the Chief Executive/Clerk.
7.	Attendance at training sessions relating to the Authority's business, where organised by the Chief Executive/Clerk.
8.	Attendance at any press briefing or similar event arranged through the Chief Executive/Clerk.

Travelling time and preparation for any "Approved Duty" within this list. Up to a maximum of two hours per event and payable in addition to any allowance in respect of the event itself, although the total payable for any event shall not exceed the sessional maximum.

**ONCHAN DISTRICT COMMISSIONERS  
BOARD MEMBERS' ALLOWANCE CLAIM FORM**

**BOARD MEMBER'S NAME:** \_\_\_\_\_

**CLAIM PERIOD:-**                      **MONTH:** \_\_\_\_\_                      **YEAR:** \_\_\_\_\_

**PAYMENT METHOD (CHEQUE OR BACS TRANSFER):** \_\_\_\_\_

**I certify that I have carried out the Authority's duties detailed overleaf, and I submit the following claim:**

Travel Expenses:                      Fares (tickets/receipts attached)                      £ \_\_\_\_\_

Mileage in my own vehicle                      \_\_\_\_\_ miles @ \_\_\_\_\_ per mile                      £ \_\_\_\_\_

Daytime Attendance Allowance                      @ £12.50 per hour. Maximum claim is £50.00 per session                      £ \_\_\_\_\_

Evening Attendance Allowance                      @ £7.50 per hour. Maximum claim is £30.00 per session                      £ \_\_\_\_\_

**I claim the total sum of**    £ \_\_\_\_\_

**BOARD MEMBER'S SIGNATURE:** \_\_\_\_\_                      **DATE:** \_\_\_\_\_

**CEO/CLERK'S SIGNATURE:** \_\_\_\_\_                      **DATE:** \_\_\_\_\_

**NOTES:**

- "Daytime" means any 4 hour period between 8:00 am and 1:00 pm or 1:00 pm and 6:00 pm.
- "Evening" means any 4 hour period between 6:00 pm and midnight.
- Mileage rates:
  - Motor car (first 6,000 miles)                      -    £0.57 per mile.
  - Motor car (over 6,000 miles)                      -    £0.39 per mile.
  - Motor cycle (first 6,000 miles)                      -    £0.30 per mile.
  - Motor cycle (over 6,000 miles)                      -    £0.20 per mile.
- The maximum allowances payable by virtue of paragraph 2 (3) of Schedule 2 of the Act within a financial year is:
  - ➢ £3,600 for attendance only at Evening sessions; or
  - ➢ £6,000 for attendance only at Daytime sessions or at both Daytime and Evening sessions.
- Claims to be submitted on a monthly basis.
- The Chief Executive/Clerk can assist with any claim queries or with completing a claim form.

Date of duty	Daytime duty details	No. of hours to be claimed	No. of miles to be claimed	Travel expenses/fares to be claimed	Total allowance due
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £12.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
<b>SUB TOTAL</b>					£ :
Date of duty	Evening duty details	No. of hours to be claimed	No. of miles to be claimed	Travel expenses to be claimed	Total allowance due
		@ £7.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £7.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £7.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £7.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
		@ £7.50 = £ :	Car: @ £0.57 = £ : Bike: @ £0.30 = £ :	£ :	£ :
<b>SUB TOTAL</b>					£ :
<b>TOTAL ALLOWANCE TO BE PAID</b>					£ :
<b>OFFICE USE ONLY</b>					
Date Paid			Budget Code (Members' Allowances)	6360	