



ONCHAN DISTRICT COMMISSIONERS

EVENTS TEAM

TERMS OF REFERENCE

1. Key Purpose

Responsibility for the organisation of Civic and Community Events on behalf of Onchan District Commissioners.

To provide a forum to organise, engage with and obtain feedback from community representatives in the planning and delivery of Onchan District Commissioners' engagement program, events and activities, e.g. Community Fun Day.

2. Membership

Membership of the Events Team will consist of the following:-

- Staff representation from:
 - Surveyors Team
 - Administration Team
 - Finance Team
- Lead Member for Finance and General Purposes
- Lead Member for Environment and Technical Services

Other staff will attend meetings and provide advice to the Team as required.

At times expert representation may be required, and will be invited to the meetings providing there is no conflict of interest directly relating to the event.

3. Frequency of Meetings

Meetings to be programmed as required.

4. Minutes

Notes of the meeting to be undertaken, and action list formulated from said notes.

5. Agenda

Members will be advised of the date, time and meeting venue.

The agenda shall include:

- Apologies for absence
- Notes of previous meeting
- Action List
- Event Schedule
- Background reports and other information as required
- Monthly Budget for Events
- Health and Safety
- Compliance concerns
- Any other business
- Date of next meeting

6. Conflict of Interest & Pecuniary Interest

Any Members who may have a conflict of interest is required to declare at the start of each meeting, or before discussion of a relevant agenda item or topic. Details of any conflicts of interest or pecuniary interest will be included in the meeting minutes.

The Authority's Standing Orders and Code of Conduct are to be complied with.

7. Expenses of Team Members

Onchan District Commissioners do not authorise payment or provide remuneration to Committee members.

8. Insurance

The Events Team and the Events organised are covered by the Authority's public liability and professional indemnity insurance, so long as they are undertaking their duties.

9. Media Contact

Event Team Members are advised to refer to the Media Contact Policy and Social Media and Member Blogs Policy.

No publications shall be issued without the approval in advance of the Chief Executive/Clerk or officer as detailed in the above named policies.

10. Roles

Health & Safety	Ryan Forgie
Marketing & Budget	Terri Cook
Correspondence	Andrea Gale
Minutes & Action Lists	Alyson Crellin