

**PORT ST MARY COMMISSIONERS**  
**ORDINARY BOARD MEETING**  
**27<sup>th</sup> APRIL 2022**  
**AGENDA – OPEN SESSION**

<b>Item Number</b>	<b>Item</b>	<b>Action Required</b>
<b>1.</b>	<b>OPENING OF THE MEETING</b>	
1.1	Welcome, Apologies & Declarations	As required by Board members
<b>2.</b>	<b>MINUTES</b>	
2.1	Minutes of the Ordinary Meeting held on the 23 <sup>rd</sup> March 2022	For Board approval
<b>3.</b>	<b>MATTERS ARISING</b>	
3.1	Matters arising from previous meetings	Clerk to provide necessary updates
<b>4.</b>	<b>MOTIONS – None</b>	
<b>5.</b>	<b>FINANCE</b>	
5.1	Invoices for payment in April 2022	For Board approval
5.2	PSMC Foxit Paper – upgrade of software	For Board discussion & approval
<b>6.</b>	<b>PROJECTS</b>	
6.1	Boat Park	For Board response
6.2	Town Branding Project	For noting

6.3	Rushen Heritage Trust Street Signs	For noting
6.4	Town Hall Access	For noting
6.5	Amenities	For noting
6.6	Highways	For Board response
<b>7.</b>	<b>HOUSING</b>	
7.1	Housing Officers Report	For Board discussion
7.2	Tenancy Arrears Report	For Board discussion
<b>8.</b>	<b>PUBLIC CORRESPONDENCE &amp; COMMUNICATIONS</b>	
8.1	Highways Maintenance Charter	For Board response
8.2	Request to trade from PSM Beach	For Board response
<b>9.</b>	<b>PLANNING MATTERS</b>	
9.1	Planning Applications	For approval
9.2	Planning Approvals	For noting
9.3	Building Control Act – Demolition Notice	For noting
<b>10.</b>	<b>POLICY &amp; RESOURCES</b>	

10.1	Menopause Policy	For Board approval
10.2	Covid-19 Policy	For Board approval
10.3	1 <sup>st</sup> Supplemental List 2022	For noting
10.4	2022 Meeting Dates	For Board discussion
<b>11.</b>	<b>PUBLIC CONSULTATIONS</b>	
11.1	Elections (Keys & Local Authorities) Regulations – <b>attached to Agenda electronically</b>	For Board response
11.2	Climate Change Duties – Reporting Requirements – <b>additional documentation attached to Agenda electronically</b>	For Board response
11.3	PSMC Golf Course Consultation initial responses	For Board discussion
<b>12.</b>	<b>INVITATIONS</b>	
12.1	Platinum Jubilee of Her Majesty the Queen, Lord of Mann service – 5 <sup>th</sup> June 2022	For noting (Chair to be selected in May)
12.2	Invitation to Borough of Douglas Civic Service – 10 <sup>th</sup> July 2022	For Board response
<b>13.</b>	<b>ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)</b>	

**PORT ST MARY COMMISSIONERS  
MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT**

**Matters Arising**

**Data Sharing Agreement with the Police** – Ongoing.

**Street Trader bylaws** – The need for general bylaws has been identified & is being drafted, it will be brought to the Board for approval once complete.

**Street Light PL098** – Approval for repair was granted.

**Port Erin Commissioners housing applications** – The PEC Clerk has been notified that time spent on PEC Housing will be re-charged, a backdated invoice is being produced. PEC have also been requested to advise how long this function will be required by PSMC.

**Consultation re empty/derelict properties** – HF responded on behalf of the Board.

**Public Correspondence**

**Letter from boat park resident** – The Board requested response was issued.



## PORT ST MARY COMMISSIONERS - Invoices to be paid in April 2022

Page 1

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
2732	31/03/2022	SINV00393679	Bridson-Horrox	Pack 500 self seal envelopes	NA	41.62	8.32	49.94	5050
2733	31/03/2022	23003RX22000411	Colas (IOM) Ltd.	Doggy bin bags - pack 100, instant road repair	NA	191.20	38.24	229.44	5270
2734	31/03/2022	23003RX22000438	Colas (IOM) Ltd.	Waste street cleaning residue	NA	43.80	8.76	52.56	5270
2735	26/03/2022		Cool Bros Ltd	Workshop deliveries 05/03 - 26/03/22	NA	7.80	0.00	7.80	5170
2736	23/03/2022	35910	Corlett Bolton & Co	Services per sale of plot of land at Four Roads	NA	1,355.00	271.00	1,626.00	5040
2737	01/04/2022	15210	DPN	Rent and Rates annual support for 200 properties	Y	3,970.00	794.00	4,764.00	6170
2738	18/03/2022	0014	David Bridson Joinery	To carry out repairs to 5 hardwood benches	NA	420.00	84.00	504.00	5810
2739	30/03/2022	435826	Department of EFA	To pay laboratory for sand and seaweed sample	NA	58.60	11.72	70.32	5170
2740	25/03/2022	435577	Department of Infrastructure	Tipping charges for Jan' and February 22	NA	8,930.83	1,786.17	10,717.00	5210
2741	05/04/2022	27694	Island IT Services Ltd	Microsoft exchange online 25/03 - 24/04 MS Business standard	NA	97.00	19.40	116.40	5140
2742	07/04/2022	27727	Island IT Services Ltd	New PC, headphones and webcam for Workshop	NA	655.75	131.15	786.90	5140
2743	07/04/2022	27728	Island IT Services Ltd	Labour for call reference 8576PF	NA	120.00	24.00	144.00	5140
2744	06/03/2022	28040	JC Fargher 1985	Fit new door to Town Hall lift	NA	682.00	136.40	818.40	5150
2745	31/03/2022	168088	JDW Engineering	Collect 2 portable toilets, repair and replace pumps	NA	295.00	59.00	354.00	5400
2746	14/03/2022	0001/00008477	J Qualtrough & Co. Ltd.	Disposable coverall and KNAUF fibreglass loft roll	Y	390.20	78.04	468.24	6100
2747	14/03/2022	0001/00008478	J Qualtrough & Co. Ltd.	Disposable coverall	Y	16.20	3.24	19.44	6100
2748	05/04/2022	0001/00012009	J Qualtrough & Co. Ltd.	Waste pipe, shuttering ply 12mm and 18mm	Y	154.21	30.84	185.05	6100
2749	11/03/2022	2550	JR RILEY LTD	Honda 4 stroke oil	NA	6.24	1.25	7.49	5267
2750	09/03/2022	245/2021	Kennaugh & Skinner Ltd	Complete works on footpath outside Town Hall	NA	800.00	160.00	960.00	5150
2751	16/03/2022	505	Ken Quine	Various items 28/07/21 to 16/03/22	Y	263.56	52.71	316.27	6100
2752	15/03/2022	22/30110	Mac's Builders Merchant Ltd	KNAUF earthwool44 150mm	Y	632.76	126.55	759.31	6100
2753	17/03/2022	961542532	Manx Gas Ltd.	Town Hall gas supply 20/01 to 17/03	NA	1,554.88	310.98	1,865.86	5151
2754	29/03/2022	SPI4415084	Manx Utilities	Replace fitting3.2 LED for PM228 at Victoria Rd, PSM	NA	220.14	44.03	264.17	5900
2755	29/03/2022	SPI4415086	Manx Utilities	Replace fitting Urbis LED for PM136 at Linden Avenue, PSM	NA	720.35	144.07	864.42	5900
2756	07/03/2022	8740	Morrison Photos Ltd	16 x 24 print x 2	NA	40.00	8.00	48.00	5150
2757	09/03/2022	3329	Mc2	Albert wall - prepare scheme for remedial works for temp' structure	NA	1,912.50	382.50	2,295.00	5598
2758	01/04/2022	16894	ORB Limited	IOM payroll for March 22	NA	66.00	13.20	79.20	5170
2759	31/03/2022	55056	Quine & Cubbon Printers Ltd.	100 x A5 Mona's Queen invitations	NA	54.10	10.82	64.92	5083
2760	11/03/2022	146194	SCS	10 SMA - replace shaver light, check electrics on hob	10SMA	630.27	126.05	756.32	6100
2761	15/03/2022	146264	SCS	10PR - investigate, test and replace light fitting	10 PR	57.75	11.55	69.30	6100
2762	17/03/2022	146281	SCS	10 LA - investigate, re-secure and supply faulty bulbs	10 LA	75.37	15.07	90.44	6100
					Sub total Pg1	24,463.13	4,891.06	29,354.19	

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
2763	09/03/2022	3722	Southern Civic Amenity Site Board	Green waste 240kg	NA	22.68	4.54	27.22	5260
2764	11/03/2022	3730	Southern Civic Amenity Site Board	Green waste 130kg	NA	13.82	2.76	16.58	5260
2765	14/03/2022	3741	Southern Civic Amenity Site Board	Green waste 310kg	NA	27.47	5.49	32.96	5260
2766	18/03/2022	3769	Southern Civic Amenity Site Board	Green waste 80kg	NA	8.98	1.80	10.78	5260
2767	21/03/2022	3785	Southern Civic Amenity Site Board	Green waste 280kg	NA	26.46	5.29	31.75	5260
2768	23/03/2022	3797	Southern Civic Amenity Site Board	Green waste 180	NA	18.08	3.61	21.69	5260
2769	25/03/2022	3801	Southern Civic Amenity Site Board	Green waste 90kg	NA	10.10	2.02	12.12	5260
2770	30/03/2022	3825	Southern Civic Amenity Site Board	Commercial waste EFW - 60kg	NA	27.81	5.56	33.37	5210
2771	05/04/2022	3842	Southern Civic Amenity Site Board	Green waste 140kg	NA	14.88	2.98	17.86	5260
2772	07/04/2022	3877	Southern Civic Amenity Site Board	Green waste 210kg	NA	19.84	3.97	23.81	5260
2773	07/04/2022	3884	Southern Civic Amenity Site Board	Green waste 190kg	NA	19.08	3.81	22.89	5260
2774	08/04/2022	3893	Southern Civic Amenity Site Board	Green waste 270kg	NA	25.52	5.10	30.62	5260
2775	02/04/2022		Torden Stores Ltd	Stamps	NA	100.50	0.00	100.50	5170
2776	02/04/2022		Torden Stores Ltd	Delivery of Examiner and Independent - 01/03 - 30/03/22	NA	32.10	2.04	34.14	5170
2777	16/03/2022	2511	Unique Fire Protection Limited	Titan powder 2kg	Y	30.00	6.00	36.00	6020
2778	26/01/2022	141732	Viking Direct	Meter reading for VOS 4751	NA	50.48	10.10	60.58	5060
2779	26/01/2022	142230	Viking Direct	Meter reading for VOS 4751	NA	89.23	17.84	107.07	5060
2780	28/03/2022	76821	WDS Ltd.	Yellow mop, 5lt bleach, 750ml disinfectant	NA	68.51	13.70	82.21	5152
Sub total Pg2						605.54	96.61	702.15	
<b>Totals</b>						<b>25,068.67</b>	<b>4,987.67</b>	<b>30,056.34</b>	

Breakdown by type of expense

Nominal code	Nominal description	Amount (£)
5040	Legal Fees & Professional fees	1,626.00
5050	Printing & Stationery	49.94
5060	Photocopying	167.65
5083	Mona's Queen Expenses	64.92
5140	Computer Expenses	1,047.30
5150	Town Hall expenses	1,826.40
5151	Town Hall Heat & Light	1,865.86
5152	Town Hall Cleaning	82.21
5170	Office Expenses	291.96
5210	Refuse Expenses	10,750.37
5260	Gardens and Flowerbeds	248.28
5267	Gardening - Machinery	7.49
5270	Refuse - Miscellaneous	282.00
5400	Public Conveniences - General Expenses	354.00
5598	Albert Hotel Wall	2,295.00
5810	Outdoor Seating	504.00
5900	Public Lighting - Street Lighting Power & Cyclic Maintenance	1,128.59
6020	Sundry - Store	36.00
6100	Housing Repairs	2,664.37
6170	Housing Misc Expenses	4,764.00
	<b>Totals</b>	<b>30,056.34</b>

Breakdown of invoices by supplier

Supplier	Amount (£)
Bridson-Horrox	49.94
Colas (IOM) Ltd.	282.00
Cooil Bros Ltd	7.80
Corlett Bolton & Co	1,626.00
Data Processing Network (1989) Ltd.	4,764.00
David Bridson Joinery	504.00
Department of EFA	70.32
Department of Infrastructure	10,717.00
Island IT Services Ltd	1,047.30
J Qualtrough & Co. Ltd.	672.73
JC Fargher 1985	818.40
JDW Engineering	354.00
JR RILEY LTD	7.49
Ken Quine	316.27
Kennaugh & Skinner Ltd	960.00
Mac's Builders Merchant Ltd	759.31
Manx Gas Ltd.	1,865.86
Manx Utilities	1,128.59
Morrison Photos Ltd	48.00
Mc2	2,295.00
ORB Limited	79.20
Quine & Cubbon Printers Ltd.	64.92
SCS	916.06
Southern Civic Amenity Site Board	281.65
Torden Stores Ltd	134.64
Unique Fire Protection Limited	36.00
Viking Direct	167.65
WDS Ltd.	82.21
<b>Totals</b>	<b>30,056.34</b>



## **PORT ST MARY COMMISSIONERS**

### **FOXIT – UPDATE OF SOFTWARE**



#### **Port St Mary Commissioners**

Paper on adopting Foxit PDF Editor for use in the Commissioners' office and workshop

Historically, staff have used Adobe Acrobat Reader to view PDF documents, however, the use of Adobe comes with limitations which can be surpassed with the use of Foxit Phantom PDF Reader.

Adobe – functions currently available to staff

- Highlight text
- Stickynotes – annotate document with text boxes
- Sign documents
- Scan and convert documents to PDF
- Save
- Print

Foxit – main functionality under a one-off fee

- Edit documents – full bank of tools available
- Organise pages and documents – includes bookmarking and creating indexes on files
- Share documents and collaborate in real time
- Export documents to Word, Powerpoint, Excel, RTF, HTML, text and image formats
- Protect documents and set access rights, includes password protecting documents
- Sign documents
- Redact function
- Create documents and forms
- Scan and convert documents to PDF
- Highlight text
- Add notes and text to annotate a document
- Convert an image to text and edit same

<https://www.foxit.com/pdf-editor/>

As you can see, Adobe offers limited functionality whereas Foxit adds layers of functionality including the ability to redact documents, annotate them and protect them, as well as the easy creation of Board papers and packs with indexes and bookmarks for online presentations. Documents can also be password protected for when you need to send sensitive information to a someone.

The functionality of Foxit is more closely aligned to the needs of a Local Authority where data protection is sacrosanct. Additionally, the increased functionality will allow staff to save time in their day to day roles and functions.

Costs for Foxit can be found on the following pages. Please note that Foxit is a one-off fee and Adobe is an annual subscription.





Do More With Documents

Quote Number: Q-27079 - Port St Mary Commissioners - 2022-04-04

Account Manager:

Sania Tanevska

Date: April 4, 2022

Email:

s\_tanevska@foxitsoftware.com

Expires On: 04/30/2022

Phone:

+44 20 38681118

**Bill To:**

Port St Mary Commissioners  
Mark Kemp  
info@portstmary.gov.im

**Ship To:**

Port St Mary Commissioners

Customer VAT ID:

Payment Terms: Net 30

Payment Methods as described below

**5x PRO**

#	SKU	Product Name/Description	Qty	List Price	Net Price	Total
1	PDFEDPPL11WIEN01	Foxit PDF Editor Pro v11 (Vol. 1-9) - English - Perpetual Licenses	5	£136.24	£128.07	£640.35
3	PDFEDPUP11WIEN01	Foxit PDF Editor Pro v11 (Vol. 1-9) Software Assurance	5	£27.25	£25.61	£128.05

Currency: GBP

Total Purchase Price: £768.40

**10xPRO**

#	SKU	Product Name/Description	Qty	List Price	Net Price	Total
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Landgrafenstr. 14  
10787 Berlin, Germany

Register No.: 180235 B  
Register Court: Amtsgericht Charlottenburg  
VAT ID: DE236332710

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2	PDFEDPPL11WIEN02	Foxit PDF Editor Pro v11 (Vol. 10-35) - English - Perpetual Licenses	10	£136.24	£116.49	£1,164.90
4	PDFEDPUP11WIEN02	Foxit PDF Editor Pro v11 (Vol. 10-35) Software Assurance	10	£27.25	£23.22	£232.20

Currency: GBP

**Total Purchase Price: £1,397.10**

**Comments:**

Subscription licenses and Software Assurance require a minimum term of 12 months.

**Term (Subscription or Annual Upgrade Assurance): 12 Months**

**Start Date: 04/04/2022**

**NOTE:** VAT ID NUMBER must be provided, total purchase price is net price.

If no VAT ID we apply 19% tax

Landgrafenstr. 14  
10787 Berlin, Germany

Register No.: 180235 B  
Register Court: Amtsgericht Charlottenburg  
VAT ID: DE236332710

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## Adobe Acrobat DC Plans & Pricing

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- ☐ Standard annual, paid monthly
- ☐ Standard annual, prepaid

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Quantity

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**PORT ST MARY COMMISSIONERS**  
**PROJECTS UPDATE**

6.1	<p><b>Boat Park</b></p> <p>The tender process is due to start shortly.</p>
6.2	<p><b>Town Branding Project</b></p> <p>Grant has been received, deck chair ordered and discussions with the Business Association regarding passports and stamps are due to be held shortly. Flags are still to be ordered.</p>
6.3	<p><b>Rushen Heritage Street Signs</b></p> <p>Proofs returned with amendments.</p>
6.4	<p><b>Town Hall Access</b></p> <p>Access options are being explored with the architect, options are awaited.</p>
6.5	<p><b>Amenities</b></p> <p>Tennis Courts – Fencing is due to arrive at the end of May, the project is anticipated to take 4 weeks to complete.</p> <p>Playpark Flooring – On hold until May meeting.</p> <p>Splash Park &amp; Beach Huts (including feasibility study requested by LVW) – no update available.</p>
6.6	<p><b>Highways</b></p> <p>Highways response;</p> <p>Good Morning All</p> <p>We were extremely grateful for the resurfacing of the St Marys Avenue, thank you for arranging this.</p> <p>Can you please confirm if there are any updates on any of the other projects we discussed;</p> <ul style="list-style-type: none"> <li>High Street restructuring Given the challenging financial position, Highways intend to undertake a surface treatment this year. This will extend the life of the road but it is not the optimum solution in respect of a long-term improvement.</li> <li>We would also like clarification on the conversations about where the funding has been stopped The business case did not meet the criteria set by Treasury for funding in 2022/23.</li> <li>Signage at the hill down to Gansey Point regarding weight restrictions Signage has been installed, being one sign on the left hand side of the slip road going down. We would have liked to place a sign on both sides but this would restrict the access of</li> </ul>



larger vehicles i.e. Water utilities who use this road.

- **Priority direction change at High Street/Park Road junction**

The one-way was introduced in 1969, forcing vehicles needing to access the port, harbour and residential areas via Park Road and Queens Rd. This improved the amenity of residents on Atholl Street by reducing traffic flows and provided residents better parking opportunities.

The current layout at Park Road/High Street was introduced in 2011 to improve safety. See attached email.

If the one-way was reversed it would encourage drivers to use Atholl St to access the port area/beach with subsequent loss of amenity for Atholl Street residents.

Highways would not recommend changing the direction of the one way; given the length of time that one-way has operated (which would indicate that it works) and the loss of amenity of Athol Street residents if it were reversed. However, if the Commissioners write to state that they would like further consideration to be given to reversing it, then Highways will review the decision.

- **Perwick Bay Road**

Bottom end needs restructuring. At this time there are no resources for improvement work of this nature.

- **Glen Chass**

Poor Road Condition. Given the limited use of this road it is not a priority given the current level of available resources.

**Additional information**

- Seafield Avenue - Completed.
- Parking permits – Consideration by the Commissioners Board Wednesday 23<sup>rd</sup> March await further update.

I look forward to hearing from you.

Kind regards

*Hayley Fargher*

**20mph Zones-** Feedback was given as requested.

**Perwick Road/Bay** – Some residents in the area are not happy with the road not being re-named, after further discussions with the Post Office, the road is named on the Government Address System as 'road', this cannot be changed. I would recommend the Board consider amending the sign to read 'Perwick Bay/Road' to assist with deliveries etc in the area.

**Housing Officer's Report to Port St Mary Commissioners**  
**27<sup>th</sup> April 2022**

<b>Subject</b>	<b>Information</b>
<b>March Summary of Housing Works &amp; Repairs</b>	<ul style="list-style-type: none"> <li>• 5 Responsive repairs were carried out by DLO in March</li> </ul> <p>20 responsive repairs were carried out by contractors in March:</p> <ul style="list-style-type: none"> <li>• 7 Boiler related issues</li> <li>• 3 Plumbing repairs</li> <li>• 4 Electrical issue</li> <li>• 5 Window/door repair</li> <li>• A stairlift at Creggan Beg was repaired</li> </ul> <p>Planned Maintenance:</p> <ul style="list-style-type: none"> <li>• Improvements were made to the loft insulation at Links Avenue</li> <li>• Repairs/plastering works was carried out on a party wall between our properties at Seafeld Avenue and Links Avenue</li> <li>• One boiler was relocated in a property due to hot water issues</li> </ul>
<b>Void Properties</b>	No properties were handed back in March.
<b>Allocations</b>	No allocations were made in March.
<b>Fixed Term Tenancy &amp; Temporary Licences</b>	Following internal property inspections, two temporary licences were converted to fixed five year tenancies in March.
<b>Southern Shared Housing Waiting List</b>	<ul style="list-style-type: none"> <li>• One housing application was processed at this office in March.</li> </ul> <p>No data is available regarding the shared waiting list due to the list being inaccessible for technical reasons.</p>
<b>Transfer Waiting List</b>	<ol style="list-style-type: none"> <li>1. There is one tenant wanting to transfer to a one bed bungalow after retirement in April 2022.</li> <li>2. One tenant needs to transfer to a bungalow for health reasons.</li> <li>3. One family is on the transfer waiting list to downsize to a two bed property.</li> <li>4. There are two families on the list for a three bed property.</li> <li>5. One family wants to transfer to a different area in the South.</li> </ol>
<b>Out of Hours Callouts in March 2022</b>	There were no callouts in March.

## PORT ST MARY COMMISSIONERS

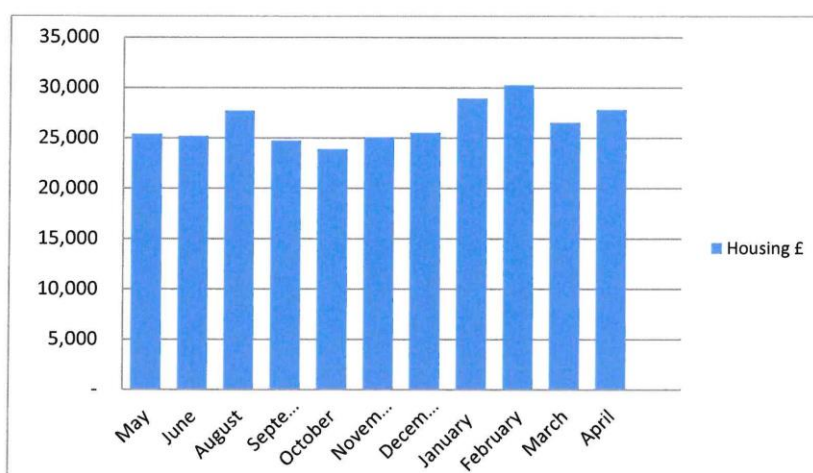
### Tenancy Arrears Report for the April 2022 Meeting

Week 3 2022/23 commencing 28<sup>th</sup> March 2022

#### Management Summary

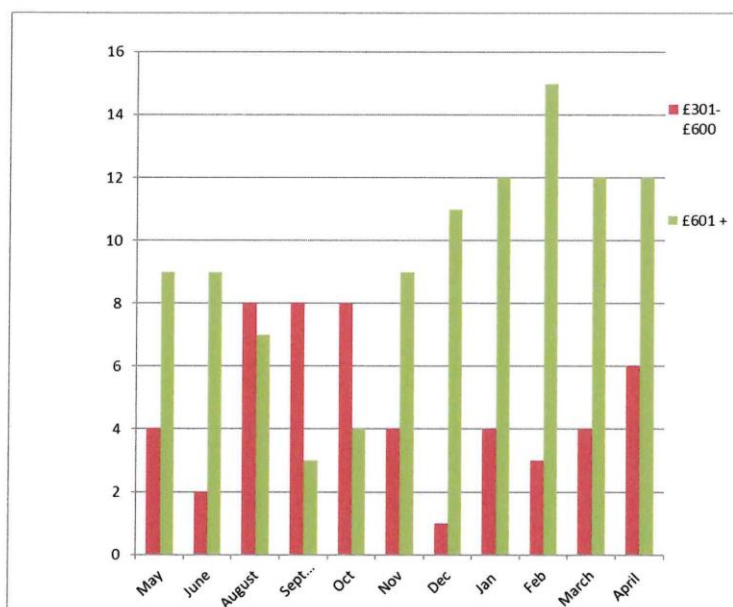
Unpaid rents currently stand at £27,814.01. An increase of £1,284.02 since the previous report— see detailed analysis on the following page.

The first graph shows the rent arrears by sector over the last 12 months. As in previous months, all arrears are housing related.



#### Number of Debtors and Actions Taken

The second graph shows the number of debtors categorised by how much they owe.



## **Tenancy Arrears Report for the April 2022 Meeting**

**Week 3 2022/23 commencing 28<sup>th</sup> March 2022**

**(Continued)**

Below is a detailed analysis of the arrears and the separate action being taken for each tenant.

### **Uncontrolled debt**

There are currently 4 tenants with uncontrolled debt.

#### **Tenant 1 – Arrears £2,842.83 (no movement since previous report)**

Request for judgment of an instalment order granted by court, payments of £ 100.00 per month to be received from 14<sup>th</sup> September 2020. Finance officer has communicated payments are to be received no later than the 23<sup>rd</sup> of each month, tenant has defaulted on court order and further small claims court proceedings for the full amount are being initiated.

#### **Tenant 2 – Arrears £13,179.27 (decreased by £420.61 since previous report)**

Small claims court has granted attachment of earnings on 10 August 2020, to commence and be received by Coroner of Rushen from tenant's employer on monthly basis as of the 26 August 2020. The attachment of earnings is only in respect of the arrears, tenant is still obligated to pay monthly rent.

Further discussion through email took place at the end of September 2020 with elected advocates to ensure attachment of earnings in respect of arrears has been communicated with the tenant's employer. Payment of the attachment of earnings order has continued to be received by the coroner in the amount of £ 241.61, but there has been a delay by the coroner in the repayment to us. Tenant has commenced paying rent, having been served notice to quit in the event of further defaults on payment. Further court proceedings are underway in respect to the future of the tenancy and the arrears.

#### **Tenant 3 – Arrears £863.34 (previous tenant)**

This amount was previously removed from the report at the request of the Board. Small Claims procedures are being initiated.

#### **Tenant 4 – Arrears £581.77 (previous tenant)**

Historic arrears from a previous tenant – situation being monitored.

### **Controlled Debt**

The following tenants have controlled debt but due to the amounts, are being brought to the Boards attention:

#### **Tenant 5 – Arrears £1,258.58 (increased by £119.08 since previous report)**

Tenant is now employed, and housing officer has agreed a payment plan of £150 per week with tenant to reduce arrears. The increase since the last report is due to the tenant contracting COVID and being unable to work for one week.

#### **Tenant 6 – Arrears £909.77 (increased by £78.57 since previous report)**

A payment plan of £150 per week has been agreed to reduce the arrears. Tenant is adhering to the plan. The increase is a timing issue between the date of collecting rent and running the arrears report.

#### **Tenant 7 – Arrears £708.96 (increased by £24.97 since previous report)**

The tenant is agreed a payment plan of £600 per month and is adhering to the plan. The increase is a timing issue between the date of collecting rent and running the arrears report.

**Tenant 8 – Arrears £ 720.61 (decreased by £15.14 since previous report)**

Tenant is adhering to their payment plan.

**Tenant 9 – Arrears £727.32 (increased by £78.57 since previous report)**

The tenant has paid off a bulk amount of the arrears and agreed a payment plan to clear the remainder. The increase is a timing issue between the date of collecting rent and running the arrears report

**Tenant 10 – Arrears £ 891.73 (increased by £74.86 since previous report)**

The tenant has agreed to pay an extra £10 per week to reduce arrears. Pays rent on a Friday and the office was closed on Good Friday.

**Tenant 11 – Arrears £ 642.76 (increased by £183.22 since previous report)**

The Housing Officer has contacted tenant and arrears were reducing, however, a payment wasn't received in April.

**Tenant 12 – Arrears £ 554.63 (increased by £3.48)**

The Housing Officer is contacting the DHSS re rent direct payment amount being insufficient. DHSS haven't increased the rent payments leading to the minor increase in arrears.

**Tenant 13 – Arrears £819.19 (increased by £24.97 since previous report)**

Housing Officer has contacted the tenant with to agree a payment plan. The increase is a timing issue between the date of collecting rent and running the arrears report

**Tenant 14 – Arrears £1,456.82 (increased by £32.80)**

The DHSS pays rent and the tenant's family will be clearing all arrears in due course.

**Tenant 15 – (New addition to report - £594.86)**

Tenant has been on holiday and will clear arrears upon return.

**Tenant 16 – (New addition to report - £598.09)**

Tenant had cleared previous arrears and will pay the new outstanding amount at the end of the month.

**Tenant 17 – (New addition to report – 463.48)**

A payment plan will be agreed with the tenant to clear their arrears.

**2 tenants from the previous report have cleared their arrears and been removed from the report.**

**PORT ST MARY COMMISSIONERS**  
**PUBLIC CORRESPONDENCE**



Office of the Minister  
and Chief Executive

Contact: Hannah Griffiths  
Telephone: (01624) 686105  
Email: hannah.griffiths@gov.im  
Date: 31<sup>st</sup> March 2022

**To:** All Local Authority Members and Officers

**Re: Highway Maintenance Charter, March 2022**

The draft Island Plan contains the following objective:

*"Introduce a new Charter by March 2022 for regular road, roadside, pathway and leisure route maintenance, working in partnership with local authorities where responsibility sits with them, with clear policy and legislation to ensure accountabilities are clear."*

An initial version of the Charter is attached for your consideration and comments, which I would be grateful to receive by Friday 27<sup>th</sup> May. Your comments regarding the Charter will then be reviewed and the Charter amended as appropriate, prior to submission to Tynwald later this year.

The initial Charter will also be published on the Department's website, and the media will be made aware of it via a press release.

Many thanks for your assistance.

Yours faithfully

**Hon T Crookall MHK**  
**Minister for Infrastructure**

Enc.

**Department of Infrastructure**  
Sea Terminal Building, Douglas, Isle of Man, IM1 2RF

# DEPARTMENT OF INFRASTRUCTURE

## HIGHWAY MAINTENANCE CHARTER



**Isle of Man**  
Government  
*Reillys Ellan Vannin*

**March 2022**





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## FORWARD

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As part of the 'Our Island Plan', the Council of Ministers committed to publish a Highways Maintenance Charter. This is the first time a Charter of this nature has been made public by the Department and I believe it marks a political turning point where we start to recognise and value the importance of highway maintenance.

The highway network is the single biggest asset in our built environment. It is the foundation of where we live, work and play and its importance to the health and wellbeing of our Island cannot be under estimated. It is the bedrock of our economy and heart of our community.

Going forward, I hope that this Charter will help to explain how our maintenance services are accessed, why we make the decisions that we make and increasingly drive the improvements that we all want to see.

This initial document is intended to act as a focus for discussion with local authorities before being revised later this year.



Minister for the Department of Infrastructure

# 1. INTRODUCTION

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Highway Services provides and maintains a safe and good quality highway network. The Highway maintenance service section is delivered by a team of around 70 dedicated team members, who are focused on maintaining a safe and effective network for the people of the Island to enjoy.

Highway Services maintain over:

- ✓ 1000km of roads;
- ✓ 760km of footways; and
- ✓ 316km of footpaths and green lanes.

The allocation of funding and resources for different maintenance activities is reviewed annually. Naturally, limited resources mean that efforts have to be focused and difficult decisions taken. Highways Officers consider a wide range of factors when determining where resources are focused, including safety, place, traffic, function, environment, professional practice and the general political direction of the Department.

Since 2014, the Island's local authorities have been responsible for street cleaning, drainage gully cleaning, weeding, hedge cutting and verge maintenance in their areas. Highway Services work in partnership with the local authorities, but it is for each local authority to set its own standards of service. On a small number of roads, Highway Services have retained these duties and the standards and performance identified in this charter relate to Highway Services not local authorities. These service routes can be found at <https://www.gov.im/media/1357824/serviced-routes-july-2017.pdf>.

This document refers to maintenance of the existing highway infrastructure. Maintenance is the process of keeping an asset functional during its working life and undertaking day-to-day repairs to cost effectively realise the full life of the asset.

To maximise the use of resources, Highway Services has been adopting a risk and condition based approach to its maintenance activities and this drive is expected to continue over the coming years. Maintenance activity is working towards becoming more planned and less reactive. This is good practice aimed at delivering value for money.

Maintenance does not include the replacement of end of life assets such as traffic light replacement, road reconstruction or bridge replacement. Nor does it include improvements to the existing infrastructure such as the installation of new pedestrian crossings, traffic calming

features, and improved pedestrian access facilities. These may all be desirable and appropriate at different times but they are not maintenance of the existing asset. Clearly, however, there will be occasions where some incidental minor improvements are appropriate as part of maintenance works, for example the installation of drop kerbs when resurfacing on a section of footway.

## 2. CUSTOMER SERVICE

---

Highway Services operate a Customer Service Centre, which is a single point of contact into Highway Services. It offers services through a mobile phone app, website, email, and telephone. Contact through this service is logged and the information used to help prioritise future maintenance plans. Contact us:

- ✓ by smart phone **notifyIM**
- ✓ on the web site **reportaproblem.im**
- ✓ by email [highways@gov.im](mailto:highways@gov.im)
- ✓ by phone 850000

iOS



Android



Customer Service opening hours are Monday – Friday 07:30 – 17:30

Highway Services also provide an emergency out of hours service 24 hours a day, 7 days a week, 365 days per year.

Customer Service provides up to date operational information to the public through its Facebook and Twitter pages.

- ✓ Twitter - **@iominfra**
- ✓ Facebook – (search for **iominfra**) Isle of Man Department of Infrastructure

The Department also publishes road works information.

- ✓ <https://one.network/>

### Performance Indicators

<i>Indicator</i>	<i>UK Bench Mark Group Average</i>	<i>IOM Highways Target</i>	<i>IOM Highways Current Performance</i>
<i>Percentage of emergency and find and fix defects made safe within response time (24 hours)</i>	84.84%	96%	<b>90.90%</b>
<i>Percentage of faults rectified on first visit</i>	89.24%	95%	<b>96.53%</b>
<i>Percentage of enquiries/ requests for service closed off with response time</i>	86.71%		<b>92.42%</b>
<i>Total of enquiries recorded per kilometre of carriageway length</i>	8.28		<b>14.79</b>



### 3. INSPECTIONS

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#### Road and Footway

Due to resource limitation, inspections are limited to minimum safety inspections only.

Inspection schedule:

✓ Primary Routes	Monthly
✓ Secondary Routes	Every 3 months
✓ Local Access Roads and Rural Routes	Every 6 months
✓ Access Roads and Estates	Every 12 months

A Road Hierarchy map can be found at

<https://manngis.maps.arcgis.com/apps/webappviewer/index.html?id=8382a21e92da426885e383f926d66f02>.

#### Highway Structures

The Highway asset register includes around 2000 structures including bridges, culverts and retaining walls. Highway Services consider the consequences of structural failure high and, as such, structural inspection is given a high priority. Structures are inspected in accordance with the approved code of practice. Highway Services has set itself a target to be in the top quartile of UK performance.

✓ General Inspections	Every 2 years
✓ Principal Inspections	Every 6 years (or risk based after assessment)
✓ Safety Inspections	As determined by asset assessments

#### Public Rights of Way

Resource limitations mean that there are currently no scheduled inspections of the Public Rights of Way, Green Lanes or other footpaths. Work plans are based on public reports and reports from staff.

#### Performance Indicators

<i>Indicator</i>	<i>UK Bench Mark Group Average</i>	<i>IOM Highways Target</i>	<i>IOM Highways Actual Performance</i>
<i>Percentage of planned kilometre of footway safety inspections completed</i>	100%	95%	<b>100%</b>
<i>Percentage of General Structural Inspections carried out on time</i>	61.9%	95%	<b>100%</b>

Percentage of Principal Structural Inspections carried out on time	84.62%	95%	<b>100%</b>
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## 4. ROAD SWEEPING

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### Local Authorities

Road sweeping, amenity cleaning and cleansing of the roads is a service provided by the local authorities of the Isle of Man. It is a matter for each local authority to set its own standards and monitor its own performance. Highway Services do not routinely monitor its performance, but Highways Customer Services will pass on requests from the public to the relevant local authority. It does not monitor these requests once they have been passed on, that is a matter for each local authority.

### Highway Services

Highway Services undertake road sweeping on the primary routes, which can be found at <https://www.gov.im/media/1357824/serviced-routes-july-2017.pdf> . It does this to maintain traffic flow and safety on these key traffic routes.

Service routes form part of the highway network, predominantly primary routes, which are not delegated to local authorities.

## 5. HEDGE CUTTING

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### Local Authorities

Roadside maintenance of hedges, verges and weeding of footways and roads is the responsibility of local authorities in the Isle of Man. It is a matter for each authority to set its own standards and monitor its own performance. Requests for hedge and verge maintenance should be directed to the local authority. Highway Services do not routinely monitor their performance. Highway Services produce a guidance document for hedge and verge maintenance with the Department of Food and Agriculture and this guidance has been issued to the local authorities. The Department will only intervene on these routes if it believes that road safety is being compromised and the local authority is not responding to requests to address the issue.

### Highway Services

Highway Services undertake hedge cutting, verge maintenance and weeding of roads and pavements on the Service Routes to ensure safety and traffic flow on these key routes.

<https://www.gov.im/media/1357824/serviced-routes-july-2017.pdf>

Hedges cannot be cut during the bird-nesting season.

Highway Services undertake the following on the Service Routes.

- ✓ A full winter cut
- ✓ Summer safety cuts where required including a pre-racing safety cut on the TT and Southern 100 courses
- ✓ Verges and visibility splays are cut 4 times per year
- ✓ Weed spraying of the roads and footways are undertaken 2-4 times per year depending on growth. The chemical used requires green leaves to appear before it is effective.

### **Private Property Owners**

Private property owners are expected to maintain their own garden hedges. They must not be allowed to extend beyond the property boundary. Where a local authority or Highway Services feels that a hedge is not being managed appropriately then it reserves the right to cut back the hedge as required and may seek to recover the costs from the property owner.

## **6. DRAINAGE**

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### **Local Authorities**

It is the responsibility of local authorities to inspect, keep clear and clean roadside gullies. It is also their responsibility to ensure that they are functioning correctly and report defects to Highways Customer Services. The frequency and monitoring of gully cleaning by the local authority is a matter for each local authority to determine and manage. Requests for gullies to be cleaned or cleared should be made directly to the local authority in the first instance.

### **Highway Services**

Highway Services have retained responsibility for inspecting, clearing and clearing roadside gullies along the Services Routes only. This is to help ensure safety and traffic flow along the key routes. <https://www.gov.im/media/1357824/serviced-routes-july-2017.pdf>

Highway Services undertake the following on the Service Routes.

- ✓ All gully pots are cleaned and tested twice per year
- ✓ Gullies in flood prone areas are cleaned more often to help ensure good levels of year round function



Highway Services undertake maintenance of roadside ditches and drainage channels.

## 7. LINE PAINTING

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Line painting is limited by resource availability. Busy routes and safety related lines are prioritised over routes with less traffic and parking enforcement lines. Line painting is undertaken to the appropriate British Standards. Each summer Highway Services undertake a programme of line painting on a split shift pattern (this has not happened for the past few years due to Covid) in order to maximise the long summer days and the capital equipment required. During other times of the year only safety critical line painting will be undertaken.

Line painting is restricted by temperature and by the need to avoid painting on the TT course and Southern 100 course for 4 weeks prior to any racing. Additionally, lines cannot be painted on roads with salt on them, so in many areas pre cleaning is required. Standard rain lines are to be trialled on most roads, but on the TT and Southern 100 Courses low-profile lines are used to minimise the impact on the racing machines. Unfortunately, this reduces their effectiveness for normal road traffic.

## 8. FOOTWAYS

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Highway Services maintain a rolling 3-month footway maintenance programme. So far as possible, work is prioritised on a combination of condition, footfall, local users groups and place. An audit of footway conditions was undertaken in 2019 for the first time and this is used to help prioritise work, together with defects reported through safety inspections. Highway Services will undertake a new audit of the footways when resources become available, ideally condition would be monitored yearly.

### Performance Indicators

<i>Indicator</i>	<i>UK Bench Mark Group Average</i>	<i>IOM Highways Target</i>	<i>IOM Highways Actual Performance</i>
<i>Percentage of footway length to be considered for maintenance</i>	15.74%		<b>29.70%</b>
<i>Percentage of footway length treated</i>	0.26%		<b>0.87%</b>



## 9. ROADS

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### Patch Repairs

Highway Services maintain a three-month rolling programme for road patch repairs. These repairs are utilised where localised areas (up to around 200 square metres) of the road are in very poor condition. This work does not extend to reconstruction, but rather replacement of the top 40 mm adding structural strength and life to the road.

### Surface Treatments

*Surface Dressing*, which is sometimes known as spray and chip, is used to ensure that the structural and surface life of the road is maximized. It is typically used every 7 years to improve grip levels and ensure that the road remains resistant to water penetration from above. This treatment is temperature dependent, so can only be applied during the summer months, but it must also be applied 6 weeks before any road racing event, so that the chips can bed in fully. Highway Services do not have the resources to deliver this treatment in house and the work is contracted out. Unfortunately, delivery reliability and quality control have been problematic. However, this remains an effective and important maintenance treatment.

*Micro Asphalt* puts down a thin new surface on the road, improving grip, reducing bumps and hollows and sealing the road surface. Whilst more expensive than surface dressing, it is an important part of Highway Services' approach to maximising the asset life.

### Surface Replacement

Plane and Inlay is used to replace the road surface with a new surface. Good practice is for this to take place based on condition after around 10 -16 year on a primary road. This can be an effective treatment when the roads substructure allows its use. It is not appropriate if the road does not have an appropriate construction,

### Performance Indicators

<i>Indicator</i>	<i>UK Bench Mark Group Average</i>	<i>IOM Highways Target</i>	<i>IOM Highways Actual Performance</i>
<i>Percentage of carriageway length treated</i>	2.78%		<b>1.75%</b>
<i>Condition of Principle Roads (% in poor condition)</i>	3.88%		<b>4.40%</b>
<i>Condition of none principal roads (% in poor condition)</i>	10.61%		<b>8.58%</b>

## 10. STRUCTURES

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A rolling programme of structural maintenance is undertaken on Highway structures, such as bridges, culverts and retaining walls, based on the conditions identified in routine inspections. Safety critical work is prioritised over other works.

### Performance Indicators

<i>Indicator</i>	<i>UK Bench Mark Group Average</i>	<i>IOM Highways Target</i>	<i>IOM Highways Actual Performance</i>
<i>Bridge stock condition indicator- average</i>	86.87%	90%	<b>89%</b>
<i>Bridge stock Condition Indicator- critical</i>	73.84%	83%	<b>69%</b>
<i>Percentage of bridges failing European standards</i>	3.22%	0%	<b>0%</b>

## 11. PUBLIC RIGHTS OF WAY

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Funding for Public Rights of Rights of Way, Green Lanes and other footpaths has been limited for many years. The Department are committed to undertake the following:

- ✓ The Raad ny Follian            3 cuts per year
- ✓ All other footpaths            1 cut per year

As with other hedge cutting activities, work during the growing season is restricted because of the requirement to protect nesting birds. In many cases Highways is restricted to safety cutting only during the growing season.

Efforts are also made to protect known areas of ecological importance and beauty.

## 12. SEVERE WEATHER CAPABILITY

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Through its Ellerslie Control room, Highways takes the operational lead in the Island's response to severe weather coordinating the operations of its services with the police, Civil Defence, the MUA and DEFA. Highways maintain the ability to deploy a 24 hour per day, 7 days per week in response to severe weather.

Highways maintain the Island's road salt stock and holds 12,000 tonnes, enough to secure 2/3 weeks of 24 hour per day operations. It retains the following:

- ✓ 5 bulk gritting vehicles
- ✓ 2 demountable gritting vehicles
- ✓ 6 trailer gritters
- ✓ 10 snow blades
- ✓ A demountable tractor snow blower
- ✓ A quad bike with trailer gritter unit and snow blade
- ✓ Jetters (used to help clear blockages in drainage systems during floods)
- ✓ Various temporary flood boards and barriers
- ✓ Submersible pumps of various sizes

Highways fill and deploy sandbags and supply them to the public to help them protect their own property. Highways maintain a reserve of 10,000 - 15,000 filled sandbags ready to deploy at any given time.

Highways retain 20+ people trained in chainsaw operations for deployment removing trees fallen on the highway. A severe storm will bring down 100 - 300 hundred trees on to the highway. We also co-ordinate the deployment of appropriately trained staff from DEFA.

The Highways Maintenance Services maintain close contact with weather forecasters and deploy resources proactively in anticipation of weather events. Winter gritting routes have been developed and these routes are gritted as a priority when the conditions are expected to require them. The routes can be found at

<https://www.gov.im/categories/travel-traffic-and-motoring/winter-gritting-routes/>

## 13. ACCESS FOR ALL

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Highway Services are committed to improving access to the network for all groups of users and recognises that a great deal of improvement work is required to make the network more accessible to people with visual impairments and those with reduced mobility. Whilst many of Highway Services access improvement activities are outside the scope of highway maintenance, minor improvements can be undertaken incidental to maintenance work. These



opportunities need to be sought out and used, whilst not distracting from the core purpose of maintenance. For example, drop kerbs can be installed if a footway surface is being replaced.

Accessibility can also be reduced whilst maintenance activities are taking place. To mitigate the negative impact of maintenance, team members receive equality training and strive to take reasonable steps to maintain access. On significant schemes, access will be designed into the site construction plans, and on smaller projects, the team leader makes an onsite assessment and adjustments where appropriate. These steps will vary depending on the scale and length of the disruption.

Highway Services is working hard to improve in this area and routinely consults with impacted groups for advice. Advancement is needed, but Highway Services, supported by the Department of Infrastructure is determined to help create an inclusive environment.

**PORT ST MARY COMMISSIONERS**

**PUBLIC CORRESPONDENCE**

Good Afternoon,

I hope you are well.

My Name is Dominic Roberts and I am the Company Director for EBB & FLO Watersports Co.

I would like to operate from Port St. Mary/Ganseley primarily although I am a mobile business. I would like to come into the Commissioner's office tomorrow and fill out a Street Trading License Application Form if possible?

I would also like access to the slip road that leads to Chapel Beach so that I am able to unload my equipment more efficiently.

I understand that there is a waiting list for Mooring/Boat Parking spaces in the boat yard, however if possible I would appreciate it if you could prioritize my request for a space or mooring as it will be for commercial purposes. This would help me to provide a more efficient service by reducing traveling distance.

Please could you contact me at your earliest convenience.

Kind Regards  
Dominic

**PORT ST MARY COMMISSIONERS  
PLANNING**

**Item 9.1 Applications:**

22/00317/B Traie Creggagh, Queens Road, Port St Mary. Removal of existing workshop and erection of replacement workshop and rear 2 storey extension.

**Item 9.2 Approvals:**

22/00185/B Shangani, Beach Road, Port St Mary. Replacement single storey rear extension approved.

21/01582/B Bay Crest, 3 Primrose Terrace, Port St Mary. Installation of two replacement first floor windows to front elevation.

**Item 9.3 Building Control Act – demolition:**

Overcliffe/Manxonia House, The Promenade, Port St Mary. Demolition of a number of extensions at Overcliffe, consisting of a stone built single storey garage and store, a single storey flat roof glazed rear extension and a small pitched roof store.



## Department of Environment, Food and Agriculture

Rheynn Chymmyltaght, Bee as Eirynys

*Please reply to the signatory*  
Our Ref: RBA/DEM3/SCOO  
Your Ref:

Port St Mary Commissioners  
Clerk To The Commissioners  
Town Hall  
Promenade  
Port St Mary  
Isle Of Man  
IM9 5DA

Tel: (01624) 685902  
Fax: (01624) 685875  
Email: [buildingcontrol@gov.im](mailto:buildingcontrol@gov.im)  
**Jennifer Chance, MRTPI**  
**Director of Planning & Building**  
**Control**

4th April 2022

Dear Sir/Madam,

**Building Control Act 1991**  
**(as amended by Public Health (Amendment) Act 2000)**

I write to advise you that the Department has received notice of an intention to demolish the property/buildings detailed below:

**Address:** Overcliffe/Manxonia House The Promenade Port St Mary Isle Of Man IM9 5DA

**Re:** Demolition of a number of extensions at Overcliffe, consisting of a stone built single storey garage and store, a single storey flat roof glazed rear extension and a small pitched roof store.

**Applicant:** Manxonia Ltd

**Agent:** Samson Designs

**Contact details:** EMAIL - [samsondesignsltd@gmail.com](mailto:samsondesignsltd@gmail.com) PHONE - 837545

Under the terms of the Act, you may write to the Department in respect of those matters set out in Section 27, (5) (a) to (k) inclusive (that detail is copied for your benefit overleaf).

Any written comments must be submitted no later than 18th April 2022.

Should you have no comment to make but wish to be copied any Notice Direction, if and when it may be authorised, please contact the signatory at your earliest convenience.

Yours faithfully,

Ms Susie Cooil  
Technical Officer



## **PORT ST MARY COMMISSIONERS**

### **MENOPAUSE POLICY**



## **1. Introduction**

Port St Mary Commissioners are committed to ensuring the health, safety and well-being of its employees and ensuring everyone is treated with dignity and respect.

The menopause is a natural process and for many can be positively managed through lifestyle adjustments. However, we recognise that for some the menopause is not always an easy transition. Some employees may need additional considerations to support and improve their experience at work.

The authority is committed to supporting employees who are affected in any way by the menopause and to support and inform managers so that employees reporting issues are treated fairly and given appropriate support.

This Policy is inclusive of all gender identities including trans and non-binary employees.

## **2. Legislative Drivers**

The Health and Safety at Work Act (1974) requires employers to ensure the health, safety and welfare of all workers. Within this, employers are required to perform risk assessments which "Should include any specific risks to menopausal employees".

The menopause is also an inequalities issue under the Equality Act (2010), employers have a duty not to discriminate in terms of age, sex and disability. Detrimental treatment related to the menopause could represent direct or indirect sex discrimination in any or all of these protected characteristics.

## **3. Aims**

The aims of this Policy are:

- To support employees to remain at work.
- To raise awareness of menopause, the related issues and how this can affect employees.
- To break the stigma and taboo surrounding the menopause at work and to promote an environment in which employees feel confident in discussing menopausal issues and ask for support and adjustments if required.
- To provide guidance and direction on how to support employees who raise menopausal issues not only for the individuals experiencing the menopause but also those who may be affected indirectly which may include managers, colleagues, partners and family members.
- To inform managers of the potential symptoms of menopause, how this can affect employees and what can be done to support individuals (including reasonable adjustments).

#### 4. Scope

This policy applies to all employees of Port St Mary Commissioners.

#### 5. Definitions

**Peri-menopause** – the time leading up to menopause when menopausal symptoms can be experienced. Symptoms can start a few months or even years before periods stop.

**Premature ovarian insufficiency (premature menopause)** – Approximately 1 in 100 affected people will experience menopause before 40 years of age (naturally or as an effect of a medical condition or treatment).

**Induced menopause** – This happens when ovaries are removed for medical reasons, such as uterine cancer or endometriosis. It can also happen when radiation or chemotherapy damages ovaries.

**Menopause** – The menopause is a natural part of aging and refers to the time in life when periods stop (typically a year with no periods) and the natural reproductive cycle ends. It usually occurs between the ages of 45 and 55 with the average age being 51.

**Post-menopause** – These are the years after menopause. Menopausal symptoms usually ease. But health risks related to the loss of oestrogen increase as you get older.

#### 6. Symptoms of Menopause

According to the UK's National Institute for Health Care and Excellence (NICE) the most commonly reported symptoms of menopause (hot flushes and night sweats) can occur in approximately 75% of cases with 25% being severely affected.

Symptoms are associated to a decrease in the body's production of the hormone oestrogen. Other factors such as diet and exercise, lifestyle and medication can also influence the symptoms.

It is important to note that not everyone will notice symptoms or need help and support. The most common symptoms include:-

- Hot flushes
- Night sweats
- Sleep disruption
- Fatigue
- Difficulty concentrating/memory problems/loss of confidence
- Mood disturbances including anxiety and depression
- Headaches
- Irregular periods/heavy bleeding

Version 1 last updated 19<sup>th</sup> April 2022

- Bone and Joint problems

Symptoms on average continue for 2-4 years, however some individuals will experience symptoms for longer. The nature of symptoms will vary from mild to severe. These symptoms can have a significant adverse impact on the quality of both personal and working life.

It is also important to note that the onset of menopause symptoms can also coincide with other health issues as well as potential caring responsibilities for elderly parents/relatives/children.

## **7. Roles and Responsibilities**

All Employees are responsible for:-

- Taking reasonable responsibility and care for their own health and well-being (see appendix 1 for sources of information and support).
- Being open to having conversations with the Clerk. If for any reason they feel unable to speak with the Clerk, to speak with the Chair or another member of the Board.
- Upholding a positive working environment treating others with dignity and respect.

All managers will:-

- Familiarise themselves with this Policy.
- Be willing to have open discussions with employees about changes in their health, including issues relating to the Menopause, treat the discussion sensitively and recognise that each individual's experience may differ.
- Use the guidance in sections 8 and 9 to inform the discussion, reviewing together before agreeing with the individual how best they can be supported.
- Carry out a Menopause Risk Assessment where required and implement agreed adjustments.
- Ensure on-going communication and agree a plan for review where appropriate.
- If adjustments have not been successful and/or a member of staff is reporting on-going difficulties or concerns about their health at work consider a referral to Occupational Healthy for further advice.

## **8. Guidance for Manager's Discussions with Employees**

Regular, informal conversations between manager and employee can enable discussions about issues related to menopause. One of the most valuable things a manager can do is listen and respond sympathetically if issues relating to menopause are reported. These conversations can assist to identify support at work which can make a real difference with how employees cope with menopause. This may enable them to continue working well, productively and to remain at work.

It is important to note that employees experiencing menopausal issues (directly or indirectly) may feel uncomfortable or embarrassed about approaching their manager. However, if a manager is aware of the symptoms associated with the menopause

Version 1 last updated 19<sup>th</sup> April 2022

and how this can affect a person, this can greatly assist in promoting an environment where employees feel more confident to approach their manager and seek support, if required.

If an employee wishes to talk about changes in health including symptoms of menopause, it is important to:

- Encourage the employee to discuss any relevant health concerns with their GP practice.
- Maintain confidentiality when handling health information (seek a private room and ensure any records are stored in a safe and confidential manner).
- Allow for sufficient time to have the conversation and encourage the employee to be open and honest when discussing any difficulties they may be experiencing.
- Explore with them ways in which they can be supported, if required (see section 9 on common symptoms and adjustments to consider).
- Agree an action plan, record the outcome of the discussion and agree a review / timeframe.
- Provide details of support and external services available (appendix 1).

## **9. Symptoms and Suggested Adjustments to Consider**

*Hot Flashes – can result in employees feeling uncomfortable and less tolerant of workplace temperatures.*

- Review control of workplace temperature ventilation – consider desktop fan in an office or locate desk closer to an opening window or away from a heat source.
- Access to drinking water.
- Access to washroom facilities (take into consideration employees who travel or work in multiple locations).
- Avoid tight fitting uniforms.
- For staff who are not required to wear uniforms recommend loose fitting layers and cotton fabrics rather than man made fibres.
- Access to a rest area/room for breaks if work involves prolonged periods of standing or sitting.
- Access to a quiet room/area for a short break to manage a severe hot flush.

*Night sweats/Sleep disruption – Can result in increased tiredness and fatigue.*

- Consider flexible working hours or temporary shift changes to accommodate difficulties.

*Difficulty concentrating/Memory problems – Performance may be affected.*

- Regular supervision/review with manager for additional support, if required.
- Review task allocation workload.
- Consider flexibility in working pattern; for example if concentration is better or worse at certain times of the day.
- Offer quiet place to work (if feasible).

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*Low mood/Depression/Anxiety/Panic attacks/Loss of confidence – Can make work tasks more difficult to carry out and performance may be affected.*

- Provide opportunity to openly discuss any concerns/difficulties.
- Regular supervision/review with manager for additional support, if required.
- Access to a quiet area for a short break if required (allowing time for simple relaxation and mindfulness techniques).
- Encourage that they discuss symptoms with their GP practice.
- Signpost of sources of support (appendix 1).
- Consider referral to Occupational Health.
- Headaches.
- Access to drinking water.
- Access to a quiet space or area for a short break and to take medication if required.

*Irregular/heavy bleeding*

- Access to toilet and washroom facilities.
- May require more frequent short breaks.

*Bone and Joint problems – certain moving and handling tasks may be more uncomfortable.*

- *Local risk assessments and moving and handling assessments if required.*
- *Consider temporary adjustments or modifications to work tasks.*



## APPENDIX 1 – SOURCES OF INFORMATION/SUPPORT

If you have troublesome menopausal symptoms, please arrange to see your GP in the first instance who will be able to discuss management options with you.

### External Resources

NHS Choices

<https://www.nhs.uk/conditions/menopause/>

British Menopause Society

<https://thebms.org.uk/>

The Daisy Network (support for early menopause/premature ovarian insufficiency)

<https://www.daisynetwork.org/>

The Menopause Exchange

<https://www.menopause-exchange.co.uk/>

Women's Health Concern

<https://www.womens-health-concern.org/>

Henpicked (community site for women over 40)

<https://henpicked.net/>

Megs Menopause

<https://megsmenopause.com/>

Menopause Matters

<https://www.menopausematters.co.uk/>

Menopause Café (gather to eat cake, drink tea and discuss menopause)

<https://www.menopausecafe.net/>

Faculty of Occupational Medicine

<https://www.fom.ac.uk/health-at-work-2/information-for-employers/dealing-with-health-problems-in-the-workplace/advice-on-the-menopause>

NICE National Institute for Health and Care Excellence

<https://www.nice.org.uk/guidance/ng23>

**PORT ST MARY COMMISSIONERS**

**COVID-19 POLICY**

The Board are requested to consider and approve the following policy for all staff:

Testing positive for Covid-19

Should you test positive for Covid, staff are requested to stay at home and away from the work place until you receive 2 negative lateral flow tests.

If your role within Port St Mary Commissioners allows it and you are well enough to do so, you will be able to work from home.

However, if you are unwell or your role does not allow you to work from home, your leave will be allocated as sick leave and will be fully paid.

If a member of your household tests positive for Covid-19

If an employee has a positive case in their household and if the employee returns a negative lateral flow test they can continue to work.

There is no requirement for other members of the household to isolate, unless they test positive.

It is recommended that employees who continue to work should check with their immediate line manager what mitigations or alternatives they may want to put in place. They should be encouraged to:

- Take daily LFTs for a 7 day period whether or not they have symptoms.
- Use a face covering while in the workplace.
- Keep a record of who they interact with for the 10 days after being told they are a close contact.
- Minimise face-to-face contact.
- Avoid confined spaces and poorly ventilated areas.

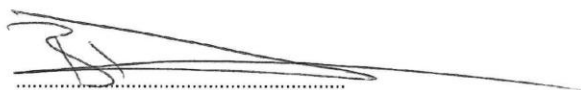
We are all aware that Covid-19 is a fluid situation and this Policy may be updated, you will be notified of any amendments in writing.

**THE VILLAGE OF PORT ST MARY  
1st SUPPLEMENTAL LIST 2022**

					<u>Gross</u> £	<u>Rateable</u> £	<u>Gross</u> £	<u>Rateable</u> £
Existing list (including agricultural hereditaments)	..	..	..	..			181,547	146,125
Valuations to be ADDED thereto	..	..	..	..	265	212		
Valuations to be CANCELLED	..	..	..	..	248	198		
					<hr/>	<hr/>		
					17	14	17	14
							<hr/>	<hr/>
							181,564	146,139
							<hr/>	<hr/>

**We do hereby approve the foregoing Valuation List and certify that in determining the Gross and Rateable Values of the foregoing hereditaments the provisions of the Rating and Valuation Acts 1953 to 1991, have been duly complied with.**

**With effect this 1st day of April 2022**

  
.....  
**On behalf of Treasury**

**PORT ST MARY COMMISSIONERS****MEETING DATES FOR 2022**

<b>2022 Meeting Dates</b>	
11 <sup>th</sup> May 2022	AGM only
18 <sup>th</sup> May 2022	Re-arranged date
8 <sup>th</sup> June 2022	Notice to be issued by 3 <sup>rd</sup> June if meeting required
22 <sup>nd</sup> June 2022	
13 <sup>th</sup> July 2022	Notice to be issued by 8 <sup>th</sup> July if meeting required
27 <sup>th</sup> July 2022	
10 <sup>th</sup> August 2022	Notice to be issued by 5 <sup>th</sup> August if meeting required
24 <sup>th</sup> August 2022	
14 <sup>th</sup> September 2022	Notice to be issued by 9 <sup>th</sup> Sept if meeting required
28 <sup>th</sup> September 2022	
12 <sup>th</sup> October 2022	Notice to be issued by 7 <sup>th</sup> October if meeting required
26 <sup>th</sup> October 2022	
9 <sup>th</sup> November 2022	Notice to be issued by 4 <sup>th</sup> Nov if meeting required
23 <sup>rd</sup> November 2022	
14 <sup>th</sup> December 2022	Only 1 meeting in December

**PORT ST MARY COMMISSIONERS**  
**CLIMATE CHANGE CONSULTATION**

Questions for consultation on the Climate Change (Public Bodies Reporting Requirements) Regulations 2022 [SD 2022/124]

Proposed 4 week consultation – targeted at public bodies.

1. The Regulations are drafted so that reporting begins in 2023. The first report will be for the period April 2022 – March 2023. This represents a full year of the accompanying 'Climate Change Duties – Guidance for Public Bodies' being available and is intended to balance the urgency of mitigating climate change with allowing sufficient time for public bodies to understand and implement the climate change duties.

Are you content with the commencement provisions? [Yes/No/I don't know]

If not please explain why. [free text]

2. Public bodies, as defined by the Act, includes a diverse range of bodies including government departments, statutory boards, local authorities and other publically owned companies. Some of these bodies are very large and some are very small. The regulations therefore set out reporting requirements designed to be proportional depending on the size of a public body. For this purpose, public bodies are assigned a category (A, B or C) in the 'Climate Change Duties - Guidance for Public Bodies' as follows:
  - Category A are public bodies with 150 or more full time equivalent (fte) staff  
Category A public bodies will be expected to calculate their emissions.
  - Category B are public bodies with fewer than 150 fte staff  
Category B public bodies will focus on actions based reporting and are not required to calculate their emissions.
  - Category C public bodies are dormant/inactive publicly owned companies and will simply need to confirm that they have been inactive for the reporting period.

Are you content with the categorisation criteria for the public bodies?  
[Yes/No/I don't know]



If you are not content, what alternative criteria do you feel should be used? [free text]

3. Regulation 4 sets out the time periods within which public bodies of each category must submit their annual reports following the end of the report year:
- Category A (public bodies with 150 or more fte staff) – within 6 months
  - Category B (public bodies with fewer than 150 fte staff) – within 4 months
  - Category C (dormant/inactive public bodies) – with 2 months

Are you content with the proposed timescales? [Yes/No, they are too long/No, they are too short/I don't know]

If not, please explain why. [free text]

4. Regulation 5 sets out the types of information which will be requested in the annual report for each category.

Do you have any concerns about obtaining the information for your public body?  
[Yes/No/I don't know]

If you do have concerns, please explain: [free text]

5. Regulations 6 and 7 set out the procedure for cases of non-compliance.

Are you content with these provisions? [Yes/No/I don't know]

If not please explain why. [free text]

6. Do you have any other comments on the regulations? [free text]

**PORT ST MARY COMMISSIONERS**  
**GOLF COURSE CONSULTATION RESPONSES**

The initial outcome of the recent golf course consultation is as follows;

17.4% of residents responded to the consultation.

89% of the responses were in favour of retaining the land as a golf course.

6% of the responses were in favour of changing the use of the land.

5% of the responses voted for both options.

The Golf Club Management Committee undertook an audit of the results, of which they were content.

Due to the high level of detail and suggestions for submitted, a further detailed analysis of the results will be on the May Agenda for discussion.

No submissions were excluded, including late submissions.

**PORT ST MARY COMMISSIONERS  
INVITATIONS**

RECEIVED  
1.1 APR 2022



**The Chair of Port St Mary Commissioners & Guest**

The Very Reverend Nigel P Godfey, Dean of Cathedral Isle of Man  
Invites you to attend a Service to celebrate the Platinum Jubilee of  
Her Majesty the Queen, Lord of Mann

**In the presence of  
His Excellency the Lieutenant Governor  
Lieutenant General Sir John Lorimer KCB DSO MBE**

On Sunday 5 June 2022 at 10.30am

at Cathedral Isle of Man, Derby Road, Peel, Isle of Man

(The service will last no longer than one hour in case roads around  
the TT Course need to close at 12.30pm)

RSVP by Saturday 7 May 2022 to Val Garrett, either by phoning 07624 241227  
or by email [admin@cathedral.im](mailto:admin@cathedral.im)

Item 12.2

**PORT ST MARY COMMISSIONERS  
INVITATIONS**

Dear Clerk to the Commissioners

I am writing to advise that the annual Borough of Douglas Civic Sunday Church Service is to take place on 10<sup>th</sup> July 2022 at St George's Church, Douglas.

Further details will be sent out nearer the date, but it is hoped that this advance notice will allow everyone to diarise the event amongst their other commitments.

Kind regards,  
**EXECUTIVE OFFICER**