

Date: 19th May 2025

NOTICE OF ORDINARY BOARD MEETING

In accordance with Schedule 1 of the Local Government Act 1985, Notice is hereby given that the next Board Meeting of Port St Mary Commissioners will be held in the Board Room at the Town Hall on **Wednesday 28th May 2025 at 6.30p.m.** The Private session of Port St Mary Commissioners will be held following the conclusion of the Public Board Meeting.

1. Only business of a formal nature as defined in the Agenda for the meeting, which is set out below may be discussed, as defined in Port St Mary Commissioners Standing Orders governed by Section 27 of the Local Government Act 1985 [as amended by Section 8 Local Government Act 2006]. All Commissioners are urged to attend and bring with them their copy of Standing Orders.

Hayley Kinvig
Clerk

PORT ST MARY COMMISSIONERS

ORDINARY BOARD MEETING

28TH MAY 2025

AGENDA – OPEN SESSION

Item Number	Item	Action Required
1.	OPENING OF THE MEETING	
1.1	Welcome, Apologies & Declarations	As required by Board members
2.	MINUTES Four Members who were present are required to approve Minutes	
2.1	Minutes of the Ordinary Meeting held on the 23 rd April 2025	For Board approval
2.2	Minutes of the Annual General Meeting held on the 7 th May 2025	For Board approval
3.	MATTERS ARISING	
3.1	Matters Arising from Previous Meetings	Clerk to provide necessary updates
4.	MOTIONS	
4.1	Motion for quarterly finance reports	For Board discussion – vote required
5.	FINANCE	
5.1	Invoices for Settlement in May	For Board approval
6.	PROJECTS	
6.1	PSM Events	For Board discussion
6.2	Maintenance Contracts	For noting

6.3	Chapel Beach	For noting
6.4	Department of Enterprise Roadshow	For Board discussion
6.5	Playpark	For Board discussion and approval
6.6	Highways Updates	For discussion
7.	HOUSING	
7.1	Housing Officers Report	For Board discussion
7.2	Tenancy Arrears Report	For Board discussion
8.	PUBLIC CORRESPONDENCE & COMMUNICATIONS - None	
9.	PLANNING MATTERS	
9.1	Planning Applications	For Board approval
9.2	Planning Approvals	For noting
10.	POLICY & RESOURCES	
10.1	Local Government (Amendment) Bill 2023	For Board discussion
10.2	Internal Audit Report 2024/5	For Board review
10.3	Ratification of amendment to Standing Orders	For Board approval
10.4	Board Mission Statement	For Board discussion
10.5	Meeting & event dates 2025	For noting

11.	PUBLIC CONSULTATIONS	
11.1	NHS Levy Consultation	For Board response
12.	INVITATIONS - None	
13.	ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)	

**PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
23RD APRIL 2025 at 6.30pm**

MINUTE – PUBLIC SESSION

Present:	Mrs B Williams MBE (Chairman), Mr L Vaughan-Williams (Vice Chairman), Mr D Scott, Mrs J Teare & Mr N McGregor Edwards
Apologies:	Mr C O'Meara & Mrs R Gelling
In Attendance:	Mrs H Kinvig (Clerk)

1.	<p>1.1 The Chair welcomed the Board, noted the apologies and declared the meeting open.</p> <p>The Chair extended a warm welcome to Mrs Brunt, Mr Gelling and Mrs Henderson who were attendance to publicly view the meeting (being the last meeting of the current Board), having been elected in an uncontested election. All new members signed their Declaration of Acceptance of Office before the Board.</p>	
2.	<p>2.1 Minutes of the Ordinary Meeting held on the 26th March 2025 were circulated.</p> <p>LVW/NME proposed the Minutes of the Ordinary Meeting held on 26th March 2025 be approved and signed as a correct record. DT, JT & BW were in favour. Carried.</p>	SAFM
3.	<p>Matters Arising:</p> <p>3.1 The Matters Arising Summary and response to public correspondence by the Clerk from the previous meeting were circulated and noted.</p> <p>Southern Swimming Pool letter to DESC – The Board ratified their electronic votes. LVW advised that he had abstained from voting due to a conflict of interest.</p> <p>Letter to the DOI re the Local Government (Amendment) Bill 2023 – The Board ratified their electronic votes.</p>	
4.	<p>Motions: LVW advised of his intention to move a motion requesting the reinstatement of the events committee. HK requested that this was sent to her in writing to be brought before the Board for discussion.</p>	
5.	<p>Finance:</p> <p>5.1 Invoices for settlement in April. DS queried the percentage of the Broker fee in relation to insurance on invoice #4636. DS requested that large items that were budgeted for have the budget comparison amount included on the invoice table. JT/DS approved the invoices for settlement in April to be paid. All</p>	MK

	were in favour. Carried.	
6.	<p>Projects:</p> <p>6.1 Events – Monas Queen –The Order of Service was approved. Village In Bloom – HK advised that the event was now being advertised.</p> <p>6.2 Mariners Shelter – HK advised that one month’s notice had been issued by Harbours to terminate the lease, which PSMC had agreed. The item will now be removed from the Agenda.</p> <p>6.3 Chapel Beach facilities – The update was noted.</p> <p>6.4 Highways – It was noted that no further update had been received from the Department. JT/LVW proposed that the Minister is written to as follows; ‘following on from our recent meeting, please confirm:- a. That the fully scoped and costed business case has been approved by the Treasury with full budget allocation; b. The approved budget allocation now lies with the Department and will be ring fenced now and going forward for Port St Mary High Street; c. What other issues are liable to cause further delay.’</p> <p>6.5 Waste Analysis SCAS – The report was discussed.</p>	<p>HK</p> <p>HK</p>
7.	<p>Housing:</p> <p>7.1 Housing Officers Report – The report was discussed and noted.</p> <p>7.2 Tenancy Arrears Report – The report was discussed and noted.</p> <p>7.3 Altair Housing Report – The update in the House of Keys the previous day regarding the withdrawal of plans for a Housing Association was discussed. HK advised that the DOI intended to hold a workshop regarding Housing and the Highways Maintenance Agreements in May/June time.</p>	
8.	<p>Public Correspondence:</p> <p>8.1 Southern Charitable Causes – NME explained the process to the Board of how the system at the site works with the southern charitable causes shop. HK to write and thank Mrs Gray for her commitment to the community and request any information posters etc she may have available.</p> <p>8.2 Southern Swimming pool letter regarding primary school lessons – The letter was noted and LVW stated that the Southern Swimming Pool Board were grateful for the Board’s support.</p>	HK
9.	<p>Planning Matters</p> <p>9.1 Planning Applications:</p> <p>9.1.1 25/90338/B Dreswick, Linden Avenue for the erection of a</p>	DG

	<p>pergola to the northwest elevation. There were no objections.</p> <p>9.2 Planning Approvals:</p> <p>9.2.1 25/90107/B Thie Ny Marrey, 8 Perwick Road for extensions and alterations to existing residential dwelling, installation of PV solar panels, landscaping work and erection of garden shed, gym and sauna. The approval was noted.</p> <p>9.2.2 25/90064/B Oirr-Ny-Marrey, The Promenade for replacement of windows on side and rear elevations (retrospective) The approval was noted.</p>	
10.	<p>Policy & Resources: None.</p> <p>10.1 Draft Conservation Area Response – HK to ascertain where else on the Island has draft conservation areas and chase the Dept quarterly for a response.</p> <p>10.2 Manx Utilities Public Lighting Contract 2025/26 – LVW/NME proposed the contract is approved and signed. All were in favour. Carried.</p> <p>10.3 Local Government Pension Scheme – The correspondence was noted.</p> <p>10.4 1st Supplemental Information May 2025 – The report was discussed and noted.</p> <p>10.5 Dates – The forthcoming dates were discussed and noted.</p>	HK
11.	<p>Public Consultations:</p> <p>11.1 Port St Mary residents parking permit review – It was noted that the consultation appears to have only been done online and not directly with affected residents – HK to feedback to the Department. HK to write and raise awareness of the logistics of disc zones when working from home or retired etc, removal of any zones may result in motorhome parking on unsuitable roads. Not enough spaces per property as is. HK advised that the decision to review the process was based on admin time spent on the scheme within the Department. It was suggested to request if a fee for the issuing of the permits had been considered.</p> <p>11.2 Local Government (Amendment) Bill 2023 – It was noted that no response had been received yet. HK to chase. HK to request an update as to when the Bill will go to the Legislative Council.</p> <p>HK to begin drafting a letter to the House of Keys Procedural Committee regarding the identified loophole in the system.</p>	<p>HK</p> <p>HK</p> <p>HK</p>
12.	<p>Invitations:</p> <p>12.1 Municipal Association AGM – The invitation was noted.</p>	
13.	Any Other Business: None	

There being no further business the Public Session of the meeting closed at 7.33pm.

**PORT ST MARY COMMISSIONERS
ANNUAL GENERAL MEETING
7TH MAY 2025 at 6.00pm**

MINUTE – PUBLIC SESSION

Present:	Mrs B Williams MBE, Mr L Vaughan-Williams, Mr D Scott, Mrs J Teare, Mrs C Henderson, Mrs G Brunt & Mr W Gelling
Apologies:	N/A
In Attendance:	Mrs H Kinvig (Clerk)

1.	1.1 Mrs Williams welcomed the Board as the outgoing Chairman, noted there were no apologies and declared the meeting open.	
2.	The Minutes from the Annual General Meeting held on 22 nd May 2024 for noting were not included within the Agenda.	
3.	<p>Nominations for Annual or other Statutory Appointments:</p> <p>1) The Chair called for nominations to the post of Chairman Mrs J Teare was proposed as Chairman. <i>Proposed: Mrs Williams MBE</i> <i>Seconded: None</i> <i>Mrs Teare confirmed that she was content to accept the nomination.</i></p> <p>Mr L Vaughan Williams was proposed as Chairman. <i>Proposed: Mr D Scott</i> <i>Seconder: None</i> <i>Mr Vaughan Williams confirmed that he was content to accept the nomination.</i></p> <p>Due to neither nomination receiving a seconder, in line with Standing Orders a secret ballot was held.</p> <p>Mrs Teare received 4 votes Mr Vaughan Williams received 3 votes</p> <p>Mrs Teare was duly elected to the position of Chairman.</p> <p>2) Vice Chairman: The Chair called for nominations to the post of Vice Chairman.</p> <p>Mr Scott was proposed as Vice Chairman</p>	

	<p><i>Proposed: Mr Vaughan Williams</i> <i>Seconded: Mrs Henderson</i> <i>Mr Scott confirmed that he was content to accept the nomination.</i></p> <p>Mr Scott was duly elected to the position of Vice Chairman.</p>	
4.	<p>Appointments to other Statutory Boards:</p> <p>The Board reviewed and appointed the following representatives on other Statutory Boards and Committees:</p> <ol style="list-style-type: none"> 1) Southern Sheltered Housing Joint Board: Mrs Williams MBE was confirmed as the appointed representative. 2) Southern LA Civic Amenity Site Board: Mr Scott was confirmed as the appointed representative. 3) Southern Swimming Pool – Mr Vaughan-Williams was confirmed as the appointed representative. 	
5.	<p>To appoint or confirm representatives on the following:</p> <ol style="list-style-type: none"> 1) IoM Municipal Association: Mrs Teare confirmed that she would continue to attend the Municipal Association, with any new members being welcome to attend also. 2) Rushen Emergency Ambulance Committee: No member elected, to await contact from the Committee. 3) Southern Authorities Health Care Committee: Mrs C Henderson was appointed as representative. 4) Port St Mary & District Allotments Committee: Mrs Williams MBE confirmed she would continue as representative. 	
6.	<p>Policy Matters</p> <p>The Board considered:</p> <ol style="list-style-type: none"> 6.1 Attendance Allowances – The Order was noted. 6.2 Members Travel Allowances – The Order was noted. 6.3 Standing Orders on Meetings – DS/LVW proposed that the meeting times be amended to 6pm – 8.30pm. All were in favour. Carried. 6.4 Standing Orders on Contracts – There were no amendments. 6.5 Bank Mandates: BW/CH proposed that the bank mandates were signed in line with the appointments. All were in favour. Carried. 6.6 Board Mission Statement – It was agreed that this would be reviewed quarterly. 	

7.	Reports 7.1 Suspension of Standing Orders Report – BW/DS proposed that the report is accepted. All were in favour. Carried. 7.2 Attendance Report – BW/LVW proposed that the attendance report was approved. All were in favour. Carried.	
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There being no further business the Annual General Meeting of the meeting closed at 6.20pm.

PORT ST MARY COMMISSIONERS

MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT

Matters Arising

Invoices for settlement in April – Following a query made at the last meeting regarding the Broker fee for insurance renewal, this is not a % based fee, it is a flat rate fee.

The request to have the budgeted information included the invoice list has been passed on.

Draft Conservation Areas – Ballabeg, Ballasalla (including Silverdale), Cregneash, Port Erin and St Johns are all subject to Draft Conservation Orders. The Orders can be found on the following link

<https://pabc.gov.im/rbc/registered-buildings-and-conservation/conservation-areas/>

Manx Utilities Public Lighting Contract – The contract was signed and returned on 24th April.

Port St Mary Residents Parking review – The following letter was issued to the Department.

24th April 2025

Dear XXXX,

Thank you for your email regarding the proposed revocation of disc zone parking restrictions in Port St Mary, which the Board discussed at the Board meeting last night.

While we appreciate the Department's efforts to streamline parking administration, we would like to raise specific concerns.

On High Street alone, there are approximately 18 parking spaces available for around 40 properties. Many of these households own multiple vehicles, and the current system—where one permit is issued per driving resident—has so far worked effectively. This situation applies to most roads you have listed for review. There is a real concern that removing these restrictions could result in motorhomes or long-stay vehicles occupying limited space, exacerbating parking pressures for residents.

We also feel it is important to note that a disc zone would not be practical for residents who work from home, as their vehicles would be parked for extended periods throughout the day and may therefore be unfairly penalised under a time-limited disc system.

While we understand the administrative cost burden to the Department, has any consideration been given to introducing a small charge for the issuance of residents' parking permits to help offset these costs while maintaining a functioning system?

In addition, we would like to highlight a communication concern. We have received feedback that the consultation letter was not delivered to all residents' homes. Port St Mary has the highest proportion of residents over pension age on the Island, and not everyone has access to social media or online platforms. Many who have not yet renewed their permit are simply unaware that a consultation is taking place.

We would be grateful if these concerns could be taken into account before any final decision is made regarding the revocation of the disc zone parking orders.

Kind regards,

SCASB Waste Analysis Information

Redacted information for other Local Authorities was requested on the 24th April, the SCAS Clerk will seek permission at the next Board meeting.

Public Correspondence

Southern Charitable Causes – A letter of thanks was issued as requested, along with the offer to assist with publishing advertisement material and an acknowledgement has been received.

MOTION FOR QUARTERLY FINANCE REPORTS

Motion - Request for Quarterly Financial Reports to be submitted to the Commissioners for consideration at public meetings.

The Commissioners:

1. Recognise the importance of transparency, accountability, and timely oversight in the management of public funds.
2. Note that regular financial reporting is essential to ensure informed decision-making by elected members and to maintain public confidence in the stewardship of the Commissioners' resources.
3. Requests that the Finance Officer prepares and submits a detailed financial report to the Commissioners on a **quarterly basis**, outlining:
 - Revenue and expenditure by department or service area;
 - Performance against the approved annual budget;
 - Variances and explanations for significant deviations;
 - Forecasts for year-end position;
 - Updates on capital expenditure projects, if any
 - Any identified financial risks or emerging budgetary pressures.
4. Further request that these reports be made available for inclusion in (and issued with) the Board papers s at least ten days prior to the relevant Board meeting, or as directed by the Clerk.

Purpose:

By adopting quarterly reporting, the Commissioners will enhance the ability to monitor resources effectively, detect issues early, and ensure that Members can fulfil their oversight responsibilities with up-to-date financial information.



Item 5.1

PORT ST MARY COMMISSIONERS - Invoices to be paid in May 2025

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Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4687	24/04/2025	PSM019	Alexander Elliott	Internal audit fee 2024/25		3,650.00	730.00	4,380.00	5025
4688	30/04/2025	SIV00554707	BHX	A4 and A3 paper		149.44	29.89	179.33	5170
4689	24/04/2025		Rick Buckley	Clean Town Hall windows in April 25		45.00	0.00	45.00	5150
4690	17/04/2025	52590	CleerVu	12 & 14 LA - repairs to freesat system	LA	136.40	27.28	163.68	6100
4691	06/05/2025	508994	Department of Infrastructure	Tipping charges for March 2025		5,411.22	1,082.24	6,493.46	5210
4692	17/03/2025	600150207	Douglas City Council	Service on NMN 621 V		393.24	78.65	471.89	6056
4693	17/03/2025	600150208	Douglas City Council	Service NMN 618 V		239.93	47.99	287.92	6056
4694	17/03/2025	600150209	Douglas City Council	Service NMN 617 V		446.75	89.35	536.10	6056
4695	08/04/2025	34403	Island IT	MS Exchange plan and MS 365 - April 25		163.60	32.72	196.32	5140
4696	14/04/2025	34651	Island IT	Labour - repair office PC		30.00	6.00	36.00	5140
4697	25/04/2025	34700	Island IT	Labour - email restore for new commissioner		45.00	9.00	54.00	5140
4698	29/04/2025	149240	JCK Limited	Hire of sweeper and tipping		236.62	47.32	283.94	6056
4699	24/04/2025	28328	JRB Enterprise	Doggy gloves and refill bags		283.00	56.60	339.60	5270
4700	17/04/2025	0001/00195482	J Qualtrough	Sadolin woodfiller and retractable knife		27.66	5.53	33.19	6020
4701	29/04/2025	3495118	Ken Quine	Top soil, windowlens, batteries, hand saw, shower curtain		199.93	39.98	239.91	6020
4702	01/05/2025	INV-10067	MC Locksmith	Pavilion - locksmith to replace cylinders		120.00	24.00	144.00	5690
4703	02/05/2025	7850	MetalCo	Replace rail to playground basketball court		74.54	14.91	89.45	5820
4704	28/04/2025	U2625561	Manx Utilities	Town Hall electricity supply - 20/01 - 22/04/25		888.45	44.42	932.87	5151
4705	28/04/2025	U2626379	Manx Utilities	The Quay electricity supply - 30/09/24 - 31/03/25		141.87	28.37	170.24	5400
4706	11/03/2025	34241	Newsons	Workboots for new hire		59.95	0.00	59.95	6020
4707	01/05/2025	26695	Orb	Payroll for April 2025 plus new starter		76.00	15.20	91.20	5170
4708	01/05/2025	26484	Orb	Annual agent fee for 01/05/25 - 30/04/26		350.00	70.00	420.00	5170
4709	01/05/2025	106551	Outdoor Power & Plant	Refuse wagon training for 4 staff		457.14	22.86	480.00	5180
4710	22/04/2025	12752	Reliance	Annual fire alarm check and repairs		380.00	76.00	456.00	5150
4711	31/03/2025	167672	SCS	14 SFA - report of hot tap not working, it was - recharge tenant	SFA	39.25	7.85	47.10	6112
4712	31/03/2025	167673	SCS	11 LA - flue brackets and timber fitted in loft	LA	200.78	40.16	240.94	6100
4713	31/03/2025	167674	SCS	7 LA - refilled pressure in boiler	LA	46.75	9.35	56.10	6100
Sub total Pg1						14,292.52	2,635.67	16,928.19	

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4714	31/03/2025	167675	SCS	20 SFA - repair loose kitchen tap	SFA	51.25	10.25	61.50	6100
4715	14/04/2025	168042	SCS	14 SFA - repair damaged power supply cable to boiler	SFA	166.99	33.40	200.39	6100
4716	14/04/2025	168043	SCS	1 SMA - repair pipe to kitchen sink	SMA	78.50	15.70	94.20	6100
4717	22/04/2025	168135	SCS	9 LA - replace pressure gauge	LA	111.53	22.31	133.84	6100
4718	22/04/2025	168136	SCS	8 PR - remove tiling around bath and replace with wall boards	PR	1,388.78	277.76	1,666.54	6100
4719	22/04/2025	168137	SCS	16 LA - unblock condense pipe and repair ignitor on boiler	LA	241.83	48.37	290.20	6100
4720	25/04/2025	168233	SCS	7 CB - several visits to house to effect repairs (tenant not answering - recharge)	CB	59.50	11.90	71.40	6100
4721	25/04/2025	168234	SCS	12 CB - supply and replace defective bathroom extractor	CB	175.00	35.00	210.00	6100
4722	30/04/2025	168337	SCS	2 CB - repair PIR light	CB	59.50	11.90	71.40	6100
4723	30/04/2025	168450	SCS	4 FR - bleed raditors, fit expansion vessel and hose to boiler	FR	319.91	63.98	383.89	6100
4724	12/05/2025	168518	SCS	16 LA - issue found with gas meter, leG informed to repair	LA	50.95	10.19	61.14	6100
4725		Various	Southern Civic Amenity Site Board	Green waste		168.74	33.75	202.49	5260
4726	07/04/2025	10414	Southern Civic Amenity Site Board	Parish contribution Q1 2025/26		14,791.00	0.00	14,791.00	5210
4727	30/04/2025	691	Station Garage	Fuel for DLO vehicles		12.37	2.47	14.84	6020
4728	03/05/2025	202505000043	SPAR	Fuel for DLO vehicles		151.48	30.29	181.77	6020
4729	01/05/2025	2500058305	St Johns Ambulance	Emergency first aid at work course x 2		270.00	54.00	324.00	5180
4730	01/05/2025	2500058308	St Johns Ambulance	Emergency first aid at work course x 1 (DLO)		135.00	27.00	162.00	5180
4731	01/05/2025	2500058309	St Johns Ambulance	Emergency first aid at work course x 1 (DLO)		135.00	27.00	162.00	5180
4732	11/04/2025	958	TT Shirts	5 x flags		205.15	41.03	246.18	5720
4733	25/04/2025	SINV16695	Viking	Ink for Town Hall printer		119.41	23.88	143.29	5060
4734	28/04/2025	SI-00050146	WDS Limited	Bleach, hand towels, odour neutraliser		114.14	22.83	136.97	5152
						Sub total Pg2	18,806.03	803.01	19,609.04
						Total	33,098.55	3,438.68	36,537.23

PORT ST MARY COMMISSIONERS

PROJECTS UPDATE

6.1	<p>Events</p> <p>Financial information regarding the events budget will be tabled for information and discussion at the meeting.</p> <p><u>Monas Queen Event</u></p> <p>Any verbal updates required on the upcoming event will be made.</p> <p><u>Village in Bloom</u></p> <p>Advertising for Village in Bloom has begun. Members are requested to assist in encouraging residents to participate. Discussion to be had on who will judge, judging is to take place the week commencing 9th June. A date for the presentation will be advised.</p> <p><u>Flower Festival</u></p> <p>Port St Mary Commissioners will be participating in the festival, which will be available for view at Kirk Christ Church on the following dates & times;</p> <p>2nd – 9th July</p> <p>10am – 4pm</p> <p><u>Tynwald Day Event</u></p> <p>A family friendly Ceili is being arranged for Saturday 5th July at the Town Hall. The Kipper Ceili band has been booked</p> <p>Start time 7.30pm</p> <p>Davidsons ice cream van will be in attendance.</p> <p>Funding is currently being applied for through the Department of Enterprise Events Scheme.</p> <p><u>Civic Service</u></p> <p>The Board are requested to discuss if they would like to continue with the Civic Service, previously held at Mt Tabor Church in September.</p> <p><u>Christmas Events</u></p> <p>Commissioners Event - The Board are requested to discuss if they would like to hold a Carol Service at St Mary's Church again this year or return to the previous format of the Celebration of Christmas in the Town Hall. Provisional dates to be discussed for either event.</p> <p>Santa in the Port – Weather dependant, Santa will either be on his sleigh around the Port, or in his grotto in the Board Room.</p>
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Willow Lantern Workshop – Held in the Town Hall, led by two residents.

Christmas Market – Town Hall event, expanding over to Kellas with other businesses within the Port staying open later.

Wreath Making – To be held in the Town Hall.

Advent trail – The Board are requested to discuss if they would like this to continue.

Hunt the Wren trail – Wren models and paintings, supplied by local artists to be located around the Port. No funding required.


Harbour boat Lights – Discuss with the yacht club the possibility of installing fairy light on boats in the water over the Christmas period.



6.2 Maintenance contracts

The following maintenance contracts were issued on the 1st August 2023 for a 3 year period.

Electrical
Plumbing
Heating
Joinery
Alarm Systems
Painting & Decorating
Building Maintenance
Bathroom/Kitchen Renovations
PVC Windows/Doors
Automatic Doors

	<p>The tender process will be started again in May 2026.</p>
6.3	<p>Chapel Beach</p> <p>A possibility of erecting some plastic, moveable sheds as temporary changing facilities is being explored, funding to be discussed. The following are priced at £242. We do also have a portable toilet which is not being used, this could also be stripped out and utilised.</p> <p>As work on the sea wall and slipway has been completed by the Department of Infrastructure, a beach clean of the built up seaweed area is being arranged.</p> 
6.4	<p>Department of Enterprise Roadshow</p> <p>A verbal update is to be provided from the attendees of the Local Economy Support Scheme Roadshow hosted by the Department of Enterprise at Castletown Civic Centre on 8th May.</p> <p>A copy of the presentation slides has been requested from the Department and will be circulated to all members once received.</p>
6.5	<p>Playpark</p> <p>The current playpark is in excellent condition for its age (over 20 years), however is beginning to fail in several areas. We are already aware that the flooring requires replacement. Permission is requested from the Board that a review of the playpark area is undertaken with the intention of a full replacement capital scheme being put forward in the new budget year.</p>

6.6 **Highways**

Sound bus service #28

Discussion to be raised by any members who attended the meeting held on the 12th May.

High Street

E-mail update received from Minister Haywood in response to queries raised by the Board at the last meeting;

There are still some investigations to do to complete the design so the scope is not fully completed. The slit trenches will generate coal tar waste.

However, using a worst-case assessment – cost estimates have been shared with Treasury, and the money sits in the Pink Book with them. Until the last investigations are completed, the project cannot be fully costed and we cannot apply for the funds from Treasury.

When the money is received from Treasury it can only be spent on the project it is allocated for.

Storage of coal tar waste is still the blocker. However, I met with DEFA and they have agreed that they can license more storage pending a disposal solution being found.

As requested by the Chair, a copy of the formal complaint and response received from the Department regarding the High Street follows for information.

Port St. Mary Commissioners

Town Hall, Port St. Mary, Isle of Man. IM9 5DA
Tel: (01624) 832101



www.portstmary.gov.im

Email: h.fargher@portstmary.gov.im

The Honorable Tim Crookall MHK
Minister for Infrastructure
Sea Terminal
Douglas
Isle of Man
IM1 2RF

17th October 2024

Dear Minister,

Subject: Formal Complaint Regarding the Failure to Restructure the High Street, Port St Mary.

On behalf of the Board of Port St Mary Commissioners, I am writing to lodge a formal complaint regarding the ongoing and unacceptable condition of the High Street within our jurisdiction. Despite repeated requests and documented evidence submitted by our office, the Department of Infrastructure has not taken the necessary steps to restructure and repair this failing roadway.

The High Street serves as a critical thoroughfare within our community, facilitating daily transportation for residents, businesses, and emergency services. Unfortunately, this road has been in a state of disrepair for over a decade. The road suffers from extensive potholes, inadequate drainage, eroded pavements and subsidence, which have been exacerbated by a historic lack of maintenance.

Our office has formally communicated these concerns to the Department of Infrastructure on multiple occasions, dating back to 2018. In these communications, we highlighted the road's deteriorating condition and the urgent need for a comprehensive restructuring project. Regrettably, the Department's response has been limited to temporary measures, such as patching potholes, which have failed to provide a sustainable solution and have quickly deteriorated.

In November 2022 a presentation was provided by the Department to Port St Mary Commissioners representatives, Local MHK's and relevant political members. At that presentation, it was stated that on the Departments Pedestrian Environmental Audit, both the footpaths and highway condition came out as 'poor/very poor' with accessibility issues and the road and pavements having structurally failed. I have appended some information which was provided by the Department in that presentation.

The ongoing neglect of the High Street has had a significant negative impact on our community. We have received numerous complaints from residents and local

businesses regarding increased vehicle damage and safety hazards. Furthermore, the deteriorating condition of the road has contributed to a decline in public safety and has led to accidents that could have been avoided with proper infrastructure.

Given the critical nature of this issue, we formally request that the Department of Infrastructure prioritise the restructuring and repair of the High Street. We strongly recommend that the following actions be taken:

- **Full Resurfacing & Restructuring:** Replace the existing road structure and surface and replace the existing damaged pavements with new, durable materials to ensure long-term stability.
- **Improved Drainage Systems:** Upgrade drainage systems to prevent water accumulation and erosion/further subsidence.
- **Reinforcement of Road Edges:** Strengthen the road's edges to prevent further deterioration and ensure the safety of all users.

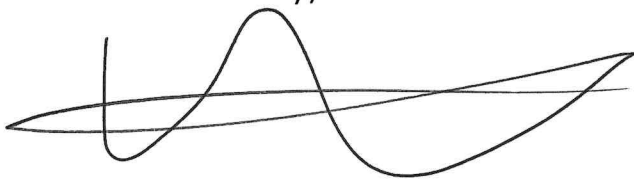
We urge the Department to allocate the necessary resources and initiate the restructuring project as a matter of urgency.

For reference I also attached a previous Freedom of Information received from the Department in May 2022 regarding the High Street along with some email correspondence from September 2022.

The current state of the High Street is untenable and poses a serious risk to public safety and the well-being of our community. The failure to address this issue in a timely and comprehensive manner reflects poorly on our collective responsibility to ensure safe and reliable infrastructure. We, therefore, request a written response from the Department outlining the specific actions that will be taken, along with an estimated timeline for the project's completion.

We look forward to your prompt and positive response to this critical matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Hayley Kinvig'. The signature is fluid and cursive, with a large loop at the end.

Hayley Kinvig

Clerk

Funding

This is a capital project for Highways, which requires submission of a business case.

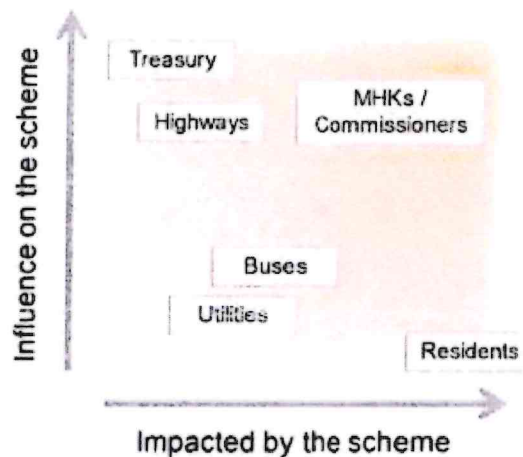
Funding bids were made for High Street in 2021 & 2022.



Subject to successful bid and approvals, construction would therefore be anticipated to commence in January 24, with estimated timescales of around 6 months for construction.

Key Stakeholders

Situated in the heart of the village, the scheme affects many stakeholders.



To: Hayley Kinvig

Cc: Robinson, Jeffrey <Jeffrey.Robinson@gov.im>; Watterson, Juan <Juan.Watterson@gov.im>; +2 others
Thu 01/09/2022 08:43

Dear Hayley

Please see an update against the relevant items, listed in red below.

Kind regards,
Tom

Tom Creer MEng MICE CEng
Senior Asset Engineer
Dept of Infrastructure, Isle of Man Government
Sea Terminal, Douglas
Isle of Man IM1 2RF
phone : 07624 256867
email: tom.creer@gov.im
website: www.gov.im/doi



Please don't print unless you have to

From: Hayley Fargher
Sent: 17 February 2022 10:43
To: jeffrey.robinson@gov.im <jeffrey.robinson@gov.im>; Crookall, Tim (MHK) <Tim.Crookall@gov.im>
Cc: Watterson, Juan (MHK) <Juan.Watterson@gov.im>; Haywood, Michelle (MHK) <Michelle.Haywood@gov.im>
Subject: Port St Mary

Good Morning All

We were extremely grateful for the resurfacing of the St Marys Avenue, thank you for arranging this.

Can you please confirm if there are any updates on any of the other projects we discussed;

- **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. **The Division is proposing this scheme for funding with a capital bid. If funding is provided it is anticipated that works would commence in 2023.**
- 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. **As written, the Department only put forward bids from each Division that met the criteria.**
- 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 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.

We are currently reviewing proposals to reverse the priority at this location. We will consult with Commissioners shortly on the way forwards.

- **Perwick Bay Road**

Bottom end needs restructuring. At this time there are no resources for improvement work of this nature. Perwick Bay is on the surfacing backlog list however there is no date for this and it is likely to be several years away.

- **Glen Chass**

Poor Road Condition. Given the limited use of this road it is not a priority given the current level of available resources. Due to the width of the road we would undertake this through our 'midi paver' works, which uses a smaller machine. Glen Chass is not on this year's programme, but is on the longer term programme and is likely to be on either the following year or the year after (this will depend on the available budget and market rates as these are contracted works).

Additional information

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

I look forward to hearing from you.

Kind regards

Hayley Fargher

Clerk

Port St Mary Commissioners

H Fargher – Clerk
Port St Mary Commissioners
Town Hall
Port St Mary
Isle of Man
IM9 5DA

Contact: Hannah Griffiths
Telephone: (01624) 686105
Email: hannah.griffiths@gov.im
Date: 1st November 2024

Dear Hayley,

Re: Formal Complaint Regarding the Failure to Restructure the High Street, Port St Mary

Thank you for your letter, dated 17th October 2024, in relation to the above.

The reconstruction of this vital piece of infrastructure falls within the Department's aims to ensure that towns and villages remain safely connected and able to promote and support socio/economic growth for the Island.


The existing carriageway has required continuous maintenance over recent years and is now beyond the point of serviceable repair. The structure of the carriageway is showing significant failure and requires reconstruction to allow its continued safe operation.

A recent application to secure project development funding has received favourable support from Treasury. However, the asphalt within the carriageway has preliminary tested positive for coal tar. Further investigation requiring laboratory analysis will be completed by the end of November 2024 to determine if this is the case. Should this be confirmed, the progression of the project will be dependent upon the Department being able to temporarily dispose of the material.

I will be back in touch when the laboratory analysis is concluded to outline what specific actions will be taken and to provide you with an estimated timeline for the delivery of this much needed project.

Please be assured that we will continue to monitor and where necessary repair defects until a viable long-term solution can be implemented.

Yours sincerely,



Hon. T Crookall MHK
Minister for Infrastructure

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

Item 6.6 continued

Subject: Plantation Road No Waiting Proposed Order

Dear Ms Faragher

Please find attached a draft copy of an Order for no waiting restriction on Plantation Road which the Department is proposing to make and which will be advertised in the local press advising the public that this draft copy will be available for inspection at your offices. Could you please ensure that this is done and that a copy is brought to the attention of your Commissioners. Any objections to the proposal which you may wish to make should be sent to Highway Services, Regulations Section, Sea Terminal, Douglas, Isle of Man, IM1 2RF on or before **Friday 23 May 2025**.

Kind regards

TRO Project Officer

Highway Services | Department of Infrastructure

3rd Floor, Sea Terminal Building, Douglas, Isle of Man, IM1 2RF

The response date has been extended to 29th May

Statutory Document No. 20XX/XXXX



Road Traffic Regulation Act 1985

VARIOUS ROADS, PORT ST MARY (PROHIBITION OF WAITING) DESIGNATION ORDER 2025

Made:

Coming into Operation: in accordance with article 2

The Department of Infrastructure, having complied with the requirements of paragraph 1 of Schedule 2¹ to the Road Traffic Regulation Act 1985, makes the following Order under section 11 of that Act

1 Title

This Order is the Various Roads, Port St Mary (Prohibition of Waiting) Designation Order 2025.

2 Commencement

This Order comes into operation on the day after it is made.

3 Interpretation

In this Order —

“**Department**” means the Department of Infrastructure; and

“**vehicle**” includes a motor cycle, a motor car, a passenger vehicle, a dual-purpose vehicle, a goods vehicle or any other vehicle designed and constructed for road use that is propelled by a mechanical means, or by an electric means or by partly a mechanical and a partly electrical means.

4 Prohibition of vehicles waiting

(1) A person must not cause or permit a vehicle to wait on the side and length of a road collectively specified in Schedule 1 at any time unless directed or permitted to do so by —

- (a) a police constable;
- (b) a traffic warden; or

¹ As required by section 14D of the Act

(c) a parking controller.

(2) This article is subject to article 5

5 Exemptions

Nothing in articles 4 and 5 shall render it unlawful to cause or permit a vehicle to wait for so long as may be necessary to enable —

- (a) a person to board or alight;
- (b) goods to be loaded on or unloaded from the vehicle;
- (c) the vehicle to be used for fire and rescue, ambulance or police purposes;
- (d) the vehicle to be used in the service of a local authority in pursuance of statutory powers or duties;
- (e) the vehicle to be used for the purpose of delivering or collecting postal packets as defined in section 58 of the Post Office Act 1993;
- (f) the vehicle to be used for one or more of the following purposes and which cannot reasonably be used for such a purpose in any other road —
 - (i) building, industrial or demolition operations;
 - (ii) the removal of any obstruction to traffic;
 - (iii) the maintenance, improvement or reconstruction of such road; or
 - (iv) the laying, erection, alteration, repair or cleaning in or near such road of any sewer, or of any main, pipe or apparatus for the supply of gas, water, electricity or of any telecommunications apparatus lawfully installed in any position.

6 Revocation

The Orders specified in column 2 of Schedule 2 are hereby revoked to the extent specified in column 3 of that Schedule.

Signed by authority of the Minister for Infrastructure

MADE

P J DAVIS
Authorised Signatory

SCHEDULE 1

PROHIBITION OF WAITING

[Article 4]

REF	ROAD NAME	SIDE OF ROAD	AREA	RESTRICTION
1(a)(i)	Athol Street	West	From its junction with the link road between Fistard Road and High Street southwards for a distance of 18 metres.	No waiting at anytime
1(a)(ii)			From a point 81 metres south of its junction with the link road between Fistard Road and High Street southwards for a distance of 10 metres.	No waiting at anytime
1(a)(iii)			From a point 111 metres south of its junction with the link road between Fistard Road and High Street southwards to its junction with Queens Road.	No waiting at anytime
1(b)(i)		East	From its junction with the High Street and Park Road to its junction with The Quay	No waiting at anytime
2(a)(i)	Barna Beg Road	Both	For its entire length from Fistard Road and Park Road.	No waiting at anytime
3(a)(i)	Bay View Road	West	From a point 33 metres south of its junction with Gellings Avenue for a distance of 4 metres.	No waiting at anytime
3(a)(ii)			From its junction with the entrance to Wave Crest southward for a distance of 2 metres.	No waiting at anytime
3(a)(iii)			From a point 20 metres south of its junction with the entrance to the Wave Crest southwards for a distance of 10 metres.	No waiting at anytime
3(a)(iv)			From its junction with the entrance to the Lighthouse Buildings southwards for a distance of 24 metres.	No waiting at anytime
3(a)(v)			From its junction with the Unnamed Lane adjacent to the Police Station northwards for a distance of 3 metres.	No waiting at anytime
3(a)(vi)			From its junction with the entrance to the Bay View Hotel northwards for a distance of 16 metres.	No waiting at anytime
3(b)(i)		East	From its junction with The	No waiting

Various Roads, Port St Mary (Prohibition of Waiting) Designation
Order 2025

SCHEDULE 1

			Promenade to its junction with the High Street	at anytime
4(a)(i)	Beach Road	North-west	From the western boundary of the property known as The Anchorage westwards for a distance of 32 metres.	No waiting at anytime
4(a)(ii)		North-west	From the eastern boundary of the property known as The Anchorage eastwards for a distance of 60 metres.	No waiting at anytime
4(a)(iii)			From the western boundary of the property known as Sea Crest eastwards to the Village District Boundary near Mount Gawne Road.	No waiting at anytime
4(b)(i)		North	From its junction with Pound Lane for a distance of 28 metres in an easterly direction.	No waiting at anytime
4(c)(i)		East	From a point opposite the western boundary of the property known as Athol Cottage eastwards for a distance of 76 metres.	No waiting at anytime
5(a)(i)	Castletown Road	Both	From its junction with Four Roads at the roundabout in a westerly direction for a distance of 93 metres.	No waiting at anytime
6(a)(i)	Church Road	West	From its junction with the A5 Castletown Road at the roundabout northwards to the southern end of the pedestrian crossing zig-zags.	No waiting at anytime
6(b)(i)		South-east	From a point 170 metres north-east of the north-eastern kerbline of Castletown Road for a distance of 25 metres in a north-easterly direction.	No waiting at anytime
6(c)(i)		North-west	From the south-west kerbline of Ballakilley Road for a distance of 13 metres in a south-westerly direction	No waiting at anytime
7(a)(i)	Cronk Road	North-east	From its junction with Victoria Road to its junction with Gellings Avenue a distance of 45 metres.	No waiting at anytime
8(a)(i)	Fistard Road	West	From its junction with High Street to its junction with Park Road.	No waiting at anytime
8(b)(i)		East	From its junction with Athol Street for a distance of 74 metres.	No waiting at anytime
8(c)(i)		South-east	From its junction with Queens Road for a distance of 14 metres in a south-westerly direction.	No waiting at anytime
9(a)(i)	Four Roads	West	From the zebra pedestrian crossing thereon southwards to its junction	No waiting at anytime

			with the northern side of the entrance to Ballaqueeny Farm.	
9(a)(ii)			From its junction with the A5 Castletown Road at the roundabout southwards to the northern end of the pedestrian crossing zig zags.	No waiting at anytime
10(a)(i)	Gellings Avenue	South	From the south-east kerbline of Cronk Road for a distance of 124 metres in a north-easterly direction.	No waiting at anytime
10(a)(ii)			From a point 29 metres north-east of its junction with Cronk Road for a distance of 5 metres in a north-easterly direction.	No waiting at anytime
10(a)(iii)			From a point 27 metres south-west of the south-west kerbline of Bay View Road for a distance of 6 metres in a south-westerly direction.	No waiting at anytime
10(a)(iv)			From the south-west kerbline of Bay View Road for a distance of 11 metres in a south-westerly direction.	No waiting at anytime
10(b)(i)		North	For its entire length.	No waiting at anytime
11(a)(i)	High Street	West	From its junction with Park Road southwards for a distance of 20 metres, that is, the section of highway designated as a bus stop.	No waiting at anytime
11(a)(ii)			From a point 90 metres south of its junction with Park Road southwards for a distance of 6 metres.	No waiting at anytime
11(b)(i)		East	From its junction with Bay View Road to its junction with Athol Street.	No waiting at anytime
12(a)(i)	Howe Road	Both	From the western boundary of the Village District Port St Mary eastwards to its junction with Plantation Road.	No waiting at anytime
13(a)(i)	Lewthwaites Way	North	From its junction with Station Road westwards for a distance of 21 metres.	No waiting at anytime
13(b)(i)		South	From its junction with Station Road westwards for a distance of 12 metres.	No waiting at anytime
13(b)(ii)			From a point 21 metres west of its junction with Station Road westwards for a distance of 3 metres.	No waiting at anytime
14(a)(i)	Lime Street	East	From the west kerbline of High	No waiting

Various Roads, Port St Mary (Prohibition of Waiting) Designation
Order 2025

SCHEDULE 1

			Street to the north kerbline of Fistard Road.	at anytime
15(a)(i)	Loch Road	North	From its junction with Lime Street in a westerly direction for a distance of 23 metres.	No waiting at anytime
15(a)(i)	Park Road	West	From its junction with the High Street westwards for a distance of 60 metres.	No waiting at anytime
15(b)(i)		East	From the west kerbline of High Street to the north kerbline of Fistard Road.	No waiting at anytime
16(a)(i)	Plantation Road	North-west	From the south-west kerbline of Station Road for a distance of 45 metres in a south-westerly direction.	No waiting at anytime
16(b)(i)		South-east	From the south-west kerbline of Station Road for a distance of 55 metres in a south-westerly direction.	No waiting at anytime
16(b)(ii)			From the exit gate of Port St Mary School car park for a distance of 17 metres in a south-westerly direction.	No waiting at anytime
17(a)(i)	Promenade	South	From its junction with Bay View Road to the west boundary of the Town Hall premises.	No waiting at anytime
17(a)(ii)			From the west boundary of the Town Hall for a distance of 18 metres in an easterly direction.	No waiting at anytime
17(a)(iii)			From the east gable of the Town Hall for a distance of 77 metres in a north-easterly direction.	No waiting at anytime
17(b)(i)		North	From its junction with Station Road eastwards for a distance of 7 metres.	No waiting at anytime
17(b)(ii)			from a point 15 metres east of its junction with Station Road eastwards for a distance of 3 metres.	No waiting at anytime
17(c)(i)		East	From a point abutting the northern boundary of Chapel Bay southwards for a distance of 6 metres.	No waiting at anytime
18(a)(i)	Station Road	East	From its junction with Beach Road in a southerly direction to its junction with the Promenade.	No waiting at anytime
18(b)(i)		West	From its junction with Plantation Road in a southerly direction to its junction with Lewthwaites Way.	No waiting at anytime
19(a)(i)	The Lharghan	West	From its junction with Bay View	No waiting

			Road westwards for a distance of 15 metres and then northwards for a distance of 50 metres.	at anytime
19(b)(i)		East	From its junction with Bay View Road westwards for a distance of 15 metres and then northwards for a distance of 42 metres.	No waiting at anytime
20(a)(i)	U180 Unnamed Lane off Lime Street (Mulleys Gut)	Both	From its junction with Lime Street for a distance of 25 metres in a north-easterly direction.	No waiting at anytime
21(a)(i)	Victoria Road	North	From a point 21 metres west of its junction with Bay View Road westwards for a distance of 2 metres.	No waiting at anytime
21(a)(ii)			From a point 37 metres east of its junction with Cronk Road eastwards for a distance of 4 metres.	No waiting at anytime
22(a)(i)	Harbours Land	South-east	From its junction with the U180 Unnamed Lane off Lime Street (Mulleys Gut) for a distance of 34 metres in a north-westerly direction.	No waiting at anytime
22(b)(i)		North	From the boundary of the entrance to the area known as fisherman's compound for a distance of 27 metres in a north-westerly direction.	No waiting at anytime

SCHEDULE 2**REVOCATIONS**

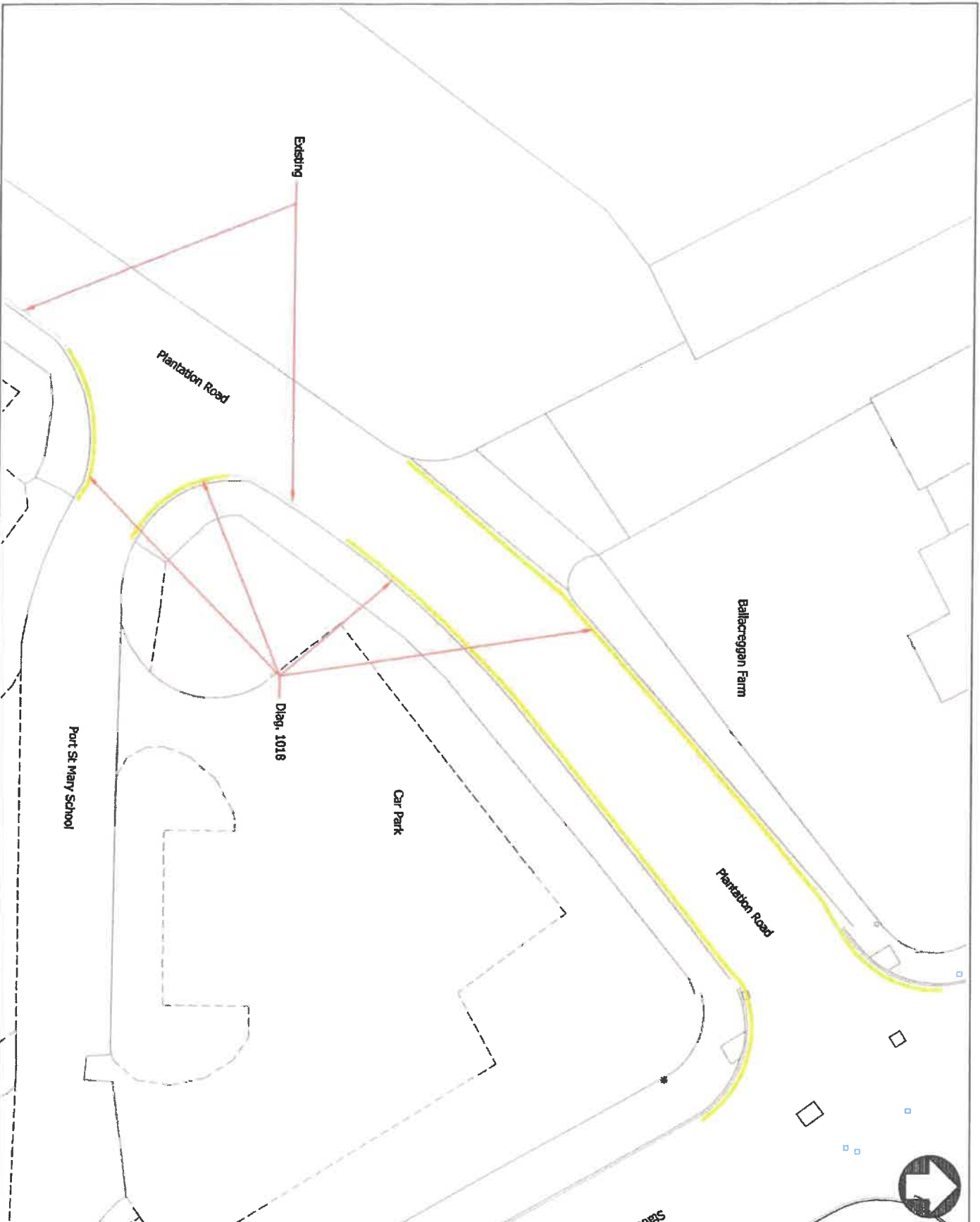
[Article 6]

REF	TITLE	EXTENT
24.01.1975	The Port St Mary District (Various Roads) (Prohibition and Restriction of Waiting) Order 1975	Whole Order
09.09.1975	The Port St Mary District (Various Roads) (Prohibition and Restriction of Waiting) Amendment Order 1975	Whole Order
14.09.1976	The Port St Mary District (Various Roads) (Prohibition and Restriction of Waiting) Order 1976	Whole Order
24.07.1978	The Port St Mary District (Various Roads) (Prohibition and Restriction of Waiting) Order 1978	Whole Order

EXPLANATORY NOTE

(This note is not part of the Order)

This Order amends the no waiting restrictions on Plantation Road and updates the existing Port St Mary no waiting Order.



NOTES

Signing and Line Marking Notes:

1. All traffic signs and road markings shall conform to the requirements of the current Traffic Signs Regulations and General directions and any subsequent amendments thereto.
2. All road marking works shall be undertaken in accordance with the requirements in BS EN 1436.

- 1) Retroreflective Class R4 Luminaire Class B5 Sldd Resistance Class S1

Dist.	Mark	Gap	Width
1018	Continuous	50	50
200	offset from kerb		

Ref.	Particulars of the Contract	++/-	Rev.	By	CHK.
AMENDMENTS					

Tender



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by FM&V SERVICES
Our people - a national reality

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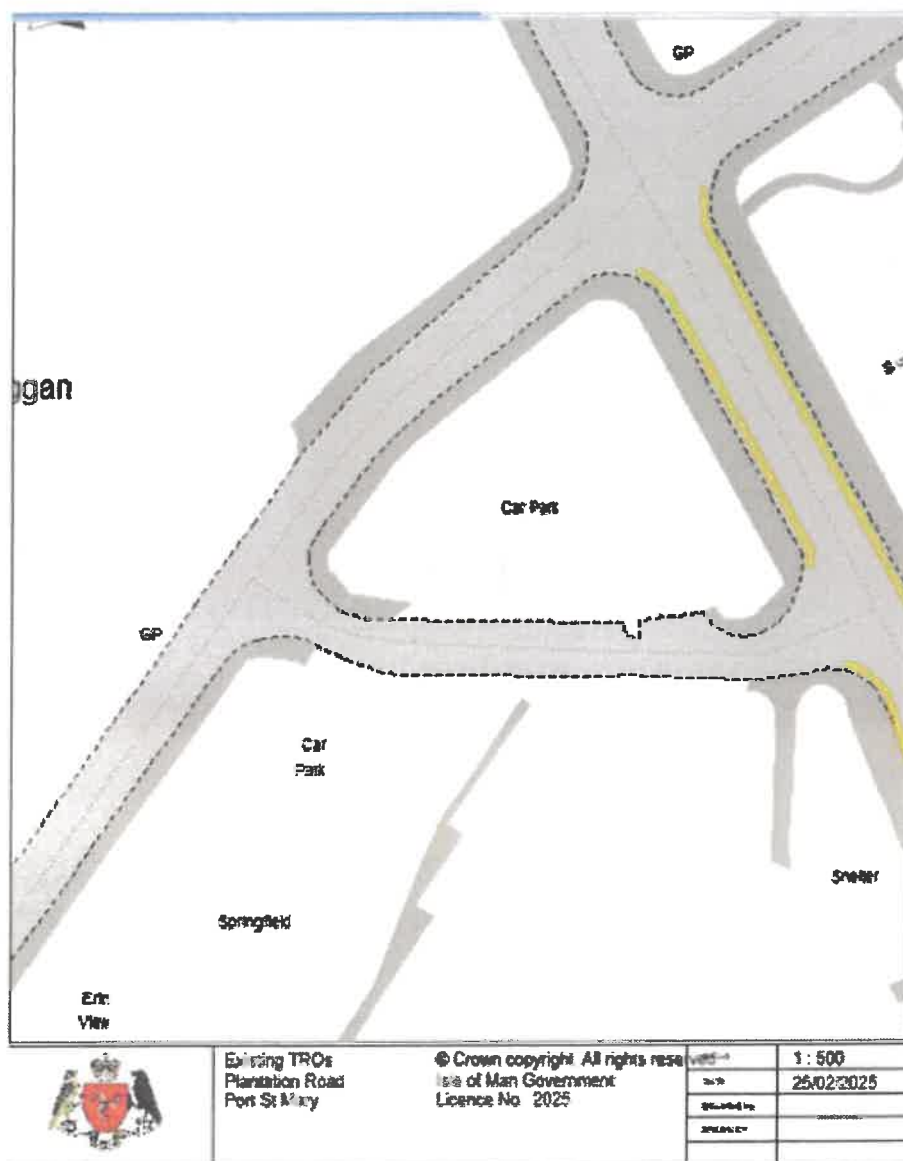
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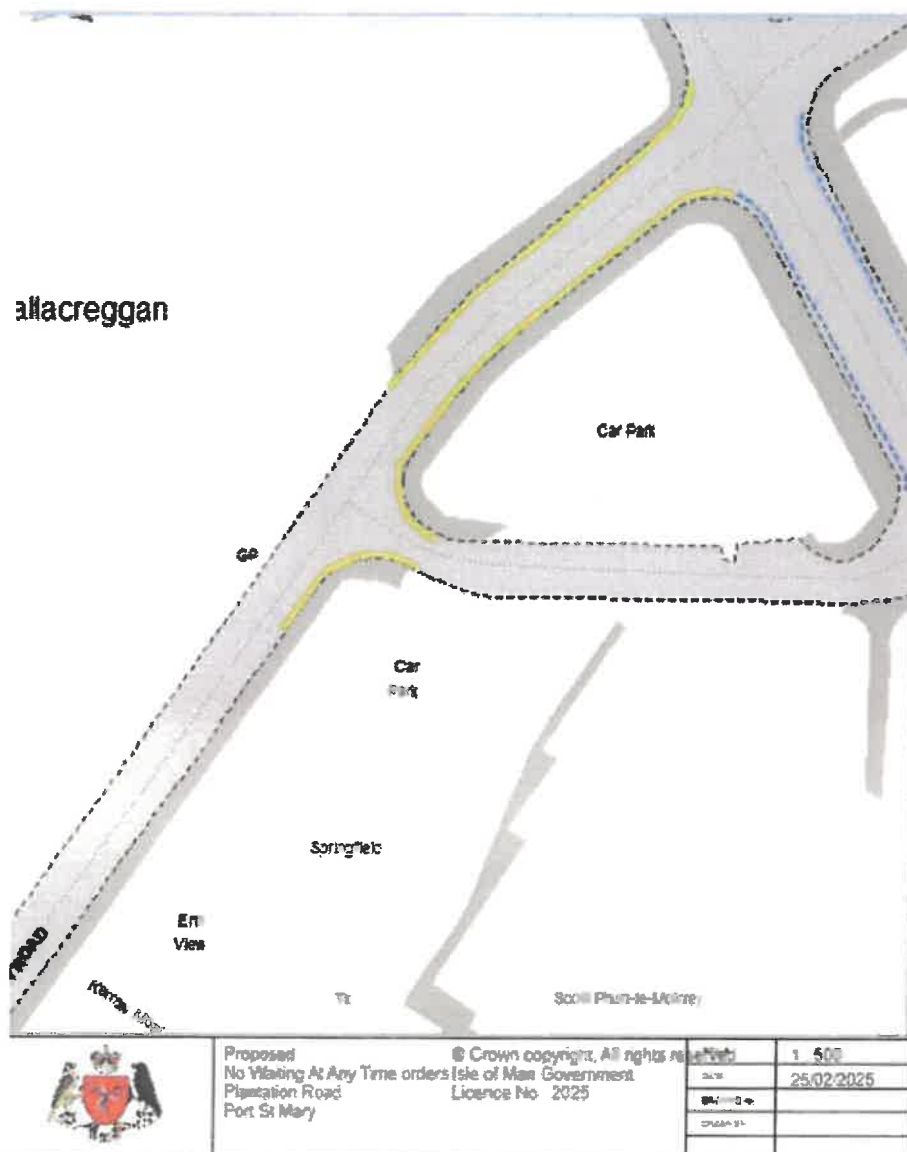
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Our people - a national reality





Housing Officer's Report to Port St Mary Commissioners
28th May 2025

Subject	Information
April Summary of Housing Works & Repairs	<ul style="list-style-type: none"> • 1 Responsive repair was carried out by DLO in April. <p>11 responsive repairs were carried out by contractors in April:</p> <ul style="list-style-type: none"> • 5 Boiler related issues • 2 Plumbing repairs • 1 Electrical issue • 1 Window/Door repair • A communal satellite system was repaired • 1 property had the central heating oil boiler replaced
Void Properties	No properties were handed back in April.
April Allocations	None
Fixed Term & Annual Tenancies	There were no fixed term or annual tenancies renewed in April.
Southern Shared Housing Waiting List	<ul style="list-style-type: none"> • One application was processed at this office in April. • There are currently 153 applicants on the waiting list. • 33 applicants have selected Port St Mary in their area choices, 11 have chosen 'all Island' and 46 have selected 'all South'.
Transfer Waiting List	<ol style="list-style-type: none"> 1. One tenant in a three-bed house needs to transfer to a level access property. 2. One family currently housed by another authority wishes to transfer to a three-bed house in PSM for health/welfare reasons. 3. One tenant in a three-bed house wishes to downsize. 4. One tenant in a two-bed ground floor flat wishes to transfer to another area. 5. A tenant with another housing authority wishes to transfer to a bungalow in PSM for welfare reasons. 6. A tenant in a bungalow wishes to transfer to a flat further up the Port.
Summary of Housing Data	Attached

Port St Mary Commissioners
Summary of Housing Data 2024/25

Introduction

The following data is taken from the quarterly submissions provided to central government as a statutory requirement:

	Q1 April - June	Q2 July - Sept	Q3 Oct - Dec	Q4 Jan - Mar
Rent collected per quarter <i>(rent element only not rates)</i>	£198,908.06	£175,867.29	£176,259.81	£180,472.41
Property Voids				
No. of voids completed per quarter	2	3	1	1
No. of properties empty at quarter end	3	2	2	1
Total cost of completed voids	£15,675.56	£5,557.24	£25,140.88	£171.59
Void rent loss at quarter end	£4,110.71	£1,483.77	£3,487.76	£1,437.52
Void rent loss 'standard' works	£2,717.67	£1,483.77	£2,464.40	£492.88
Void rent loss 'major' works	£1,393.04	£314.88	£1,023.36	£944.64
Void re-letting timescales				
Average weeks void 'standard' <i>(target 5 weeks)</i>	5	4	7	6
Average weeks void 'major' <i>(target 12 weeks)</i>	0	1	13	12
Responsive Repairs				
No. Of responsive repairs raised per quarter	38	28	59	44
No. Of responsive repairs raised by type:				
Emergency <i>(within 24 hours)</i>	1	3	5	2
Urgent <i>(within 7 days)</i>	20	17	43	27
Routine <i>(within 28 days)</i>	17	8	11	16
No. Of responsive repairs completed on time:				
Emergency	1	3	5	2
Urgent	20	17	42	27
Routine	17	8	9	11

PORT ST MARY COMMISSIONERS

Tenancy Arrears Report for the May 2025 Meeting

Week 6 2025/26 commencing 12 May 2025

Management Summary

Unpaid rents have increased in the period from £32,552.78 in April to £32,872.88 in May 2025, an increase of £320.10 or 0.98%. Economic headwinds remain high keeping costs elevated and ensuring some tenants struggle to pay their rent. Of the 17 debtors, 9 have been on the report for a protracted period of time and are harder to manage, and represent 74% of the total owed. A detailed analysis of rents follows.

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



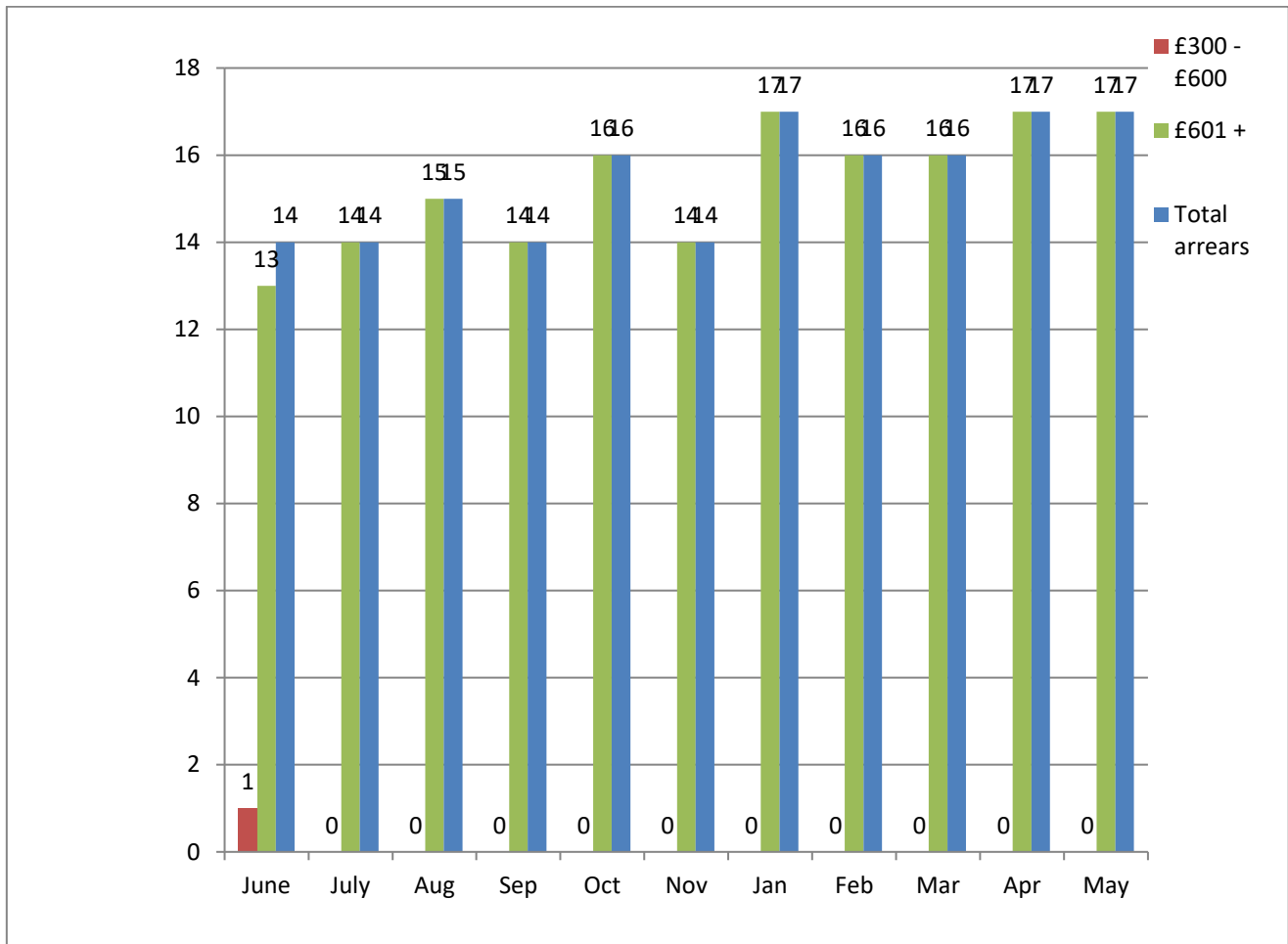
Tenancy Arrears Report for the May 2025 Meeting

Week 6 2025/26 commencing 12 May 2025

(Continued)

Number of Debtors and Actions Taken

The **second graph** shows the number of debtors by debt level:



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

Uncontrolled debt

There are currently 5 tenants with uncontrolled debt. The Finance Officer has started the small claims process with regards to tenants 1 and 3 and will keep the Clerk and Board updated on progress.

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

A request was made for a judgment on an instalment order which was granted by the court with payments of £100.00 per month to be received from 14th September 2020. The finance officer instructed the then tenant to make payments no later than the 23rd of each month, but the now former tenant defaulted on the court order. The party has been written to and advised that small claims proceedings will commence unless a payment plan is agreed and adhered to,

however, a reply hasn't been received. Small claims paperwork has been prepared and will be submitted soon.

Tenant 2 – Arrears £863.34 (previous tenant)

This amount was previously removed from the report and reinstated at the request of the Board. The Authority's staff cannot locate the former tenant.

Tenant 3 – Arrears £782.78 (no movement since the previous report)

Dependent has spoken to the housing officer and has promised to clear arrears once they receive their inheritance. The housing officer has chased and payments may be made in instalments due to delays in receiving inheritance.

Controlled Debt

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

Tenant 4 – Arrears £1,392.72 (decreased by £50.00 since the previous report)

The former tenant has been adhering to their payment plan with £50 expected later this month.

Tenant 5 – Arrears £2,696.31 (increased by £26.27 since the previous report)

The tenant is adhering to their payment plan with more payments due in the month.

Tenant 6 – Arrears £5,557.68 (decreased by £183.04 since the previous report)

The tenant has contacted the Housing Officer and agreed to seek debt advice. The tenant has now agreed a payment plan.

Tenant 7 – Arrears £1,768.24 (increased by £346.96 since the previous report)

The tenant adhered to their payment plan until March and has since fallen further behind. The tenant has been written to.

Tenant 8 – Arrears £927.78 (no movement since the previous report)

The former tenant was in a residential home and has now passed away. The Estate will pay the arrears in due course. The housing officer has recently spoken to the family for an update and has been assured that the arrears will be cleared soon.

Tenant 9 – Arrears £5,935.43 (increased by £265.41 since the previous report)

The tenant has retired from full time employment and is now living in a smaller property which, along with now receiving benefits, would allow them to cover their rent. The tenant had been written to previously with a firmer letter sent as a follow up and has agreed to a new payment plan but is yet to adhere to it. A payment plan has now been agreed for an extra £46 per month.

Tenant 10 – Arrears £1,548.88 (decreased by £56.28 since the previous report)

The tenant is adhering to their payment plan with several payments due this month.

Tenant 11 – Arrears £1,514.44 (decreased by £224.96 since the last report)

The tenant has been written to and is now adhering to their payment plan.

Tenant 12 – Arrears £1,401.83 (increased by £203.72 since the previous report)

The tenant is paying extra each week to reduce arrears with two more payments due this month.

Tenant 13 – Arrears £1,709.69 (increased by £268.38 since the last report)

The tenant was adhering to their payment plan with recent payments falling short of expected and has been written to. The tenant is seeking debt advice.

Tenant 14 – Arrears £1,612.14 (decreased by £729.36 since the last report)

The tenant is adhering to their payment plan.

Tenant 15 – Arrears £954.00 (decreased by £14.41 since the last report)

The tenant has liaised with the Housing Officer explaining that they have been in hospital for a protracted period of time and are returning to work in February whereupon arrears will be dealt with. The tenant is adhering to their payment plan with more payments due this month.

Tenant 16 – Arrears £1,432.17 (increased by £423.96 since the last report)

The tenant is no longer adhering to their payment plan and has been written to. The tenant has agreed to make a substantial payment this month and has been given until July to clear their arrears or they will be served with a notice to quit.

Tenant 17 – Arrears £711.55 (new addition to the report)

The tenant is in hospital but has been in touch with the housing officer.

One tenant has been added to the report and one has been removed.

PORT ST MARY COMMISSIONERS

PLANNING MATTERS

9.1 Planning Applications

25/90450/B – Borrane, The Promenade for construction of single storey extension to rear of the dwelling. Installation of new roof light to rear elevation.

25/90435/B – 25 Perwick Road for erection of a summer house and a garden shed to back garden.

9.2 Planning Approvals

25/90338/B – Dreswick, Linden Avenue for erection of a pergola to the northwest elevation.

25/00352/LAW – 1 Creggan Mooar. A Certificate of Lawful Development for erection of fencing was issued.

24/91372/B – Kionslieu, Howe Road for alteration and extension to dwelling including single storey side extension, raised decking and alteration to wall finish.

25/90281/B – Gansey Mill Apartments, Beach Road for installation of a protective lift housing structure on the roof of the building with associated internal access.

25/90107/B – Thie Ny Marrey, 8 Perwick Road for extensions and alterations to existing residential dwelling, installation of PV solar panels, landscaping work and erection of garden shed, gym and sauna.

PORT ST MARY COMMISSIONERS
LOCAL GOVERNMENT (AMENDMENT) BILL 2023

Response to letter sent to the Department regarding the consultation –

Hi Hayley

I can confirm that the letter from PSMC was received along with many others, and they have been read and considered. The Department's response will be released and published as soon as we are able.

My previous email sent you the link to the audio of the answer to a question about this topic that was discussed at the House of Keys on the 6th May.

Regards

Steve

Timeline for Bill to go to Legislative Council – The following response was received from the Local Government Unit

Hi Hayley

The best way to answer this is to send you the audio from the House of Keys meeting last week (6th May 2025).

Mr Thomas, MHK, asked a question seeking an update , here is the answer given by the Minister.

<https://www.tynwald.org.im/search-audio>

The relevant audio is from 6th May 2025 Question 1.12

As explained previously once we know exactly when the Bill is going to Legislative Council we will confirm.

I trust that this helps.

Regards

Letter to Tynwald Standards Committee – A letter is being drafted to be sent to the House of Keys Procedural Committee regarding the identified loophole in the procedural system.

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March 2025

Internal Audit Review of Port St Mary Commissioners 2024/25

This report has been prepared at the request of the Clerk and is limited to the areas and the processes and procedures connected with the Commissioners' Offices and Board functions.

Traditionally, internal audit functions have mostly focused on topics related to compliance and internal control systems. Adding value and providing insights on the key risks of an organisation has typically not been a key priority of internal audit. A modern internal audit function needs to understand the organisation's key risks and proactively identify emerging risks in order to add value.

It is important to recognise that internal audit is a much broader discipline than just finance risk management, covering such areas as logistics, IT, change management, project management, regulation and strategic planning. We need to identify the top risks we feel will apply to you as a Local Government Board in the Isle of Man.

Looking at risks helps us to establish those that are known and those that are emerging and are not yet fully understood with regard to magnitude. These can then be divided into non-standard/exceptional risks that should be considered for a one-time audit and those risks that should be considered on an ongoing basis and form a recurring part of the strategic audit plan. This information can be used to highlight the recommended level of monitoring of key risks. e.g., procedures, regulatory, legislative changes, IT governance, data analytics and mass data usage are risks that should be continuously considered on a rolling basis, throughout all governance activities. Non-standard/exceptional risks should be considered based on a triggering event e.g., large projects or major local government restructures.

We at Alexander Elliott believe that, whilst always exploring those matters already identified as being moderate or high, carrying out a more detailed assessment of subjects that are identified by yourselves as causing concern or where you need to have more information to assess your risk fully, produces a more personalised report which you can utilise to mitigate those risks.

In accordance with the policy stated above, all items reported in the previous report as representing a risk level of moderate and above, have been reviewed and included in this document.

When performing an internal audit there are three main areas to be considered. These are:

Organisational Control:	<u>Financial</u> The preparation of reliable published financial statements. <u>Operational</u> The effectiveness and efficiency of the operations. The safeguarding of resources against loss. <u>Compliance</u> Adherence to laws and regulations.
Governance:	The process conducted by the Board to authorise, direct and oversee management towards the achievement of the Board's objectives.
Risk Management:	The process conducted by management in order to understand and deal with uncertainties.

In order to cover this spectrum of risk we have divided the report into two sections:

1. Section 1 reports on areas the Clerk has raised or we have noted as requiring comment. It also reports on areas of last year's report where remedial work is still in progress.
 - a. Column 1 contains the topic name.
 - b. Column 2 is a brief overview of the function and existing controls.
 - c. Column 3 lists our views on the risk and any recommendations.
 - d. Column 4 gives a risk grade from "catastrophic" to "low" for each area where:
 - i. **Catastrophic** – Unacceptable risk activity should be ceased immediately
 - ii. **High** – Unacceptable threat
 - iii. **Moderate** – Hazard requires attention or consideration*
 - iv. **Acceptable** – Normal controlled risk level
 - v. **Low** – Little or no danger
2. In a continuing endeavour to match the commitment shown by the Board, Section 2 consists of a short report entitled "The Role of the Local Authority Board Member and Associated Risks". Alexander Elliott has written several papers around aspects of this subject in the past. The last one, issued in 2020 combined the areas covered in the previous articles. With elections taking place this year, and new members likely to be elected, we have received requests, from both Board Members and Officers, to reissue these documents. However, since 2000 there have been significant changes in the risks elected officials face. As highlighted in the press recently, there has been a rise in the incidents of abuse, both physically and in social media, worldwide. Combining this with the changes in legislation already in place, and the new acts in the pipeline, we thought it was appropriate to carry out a full update. A copy of the new document is attached as Section 2 of this report. We hope this will prove useful to Members, both old and new. Should you require any assistance with this report please do not hesitate to contact us.

** There are some areas where a risk grade will remain as "moderate" despite you having, in our opinion, taken those actions which in normal circumstances reduce that risk to "acceptable" or "low". In these cases, where it is only the nature of the activity that leads us to include it at that level, we have added the word "mitigated" alongside the grading.*

<p>Personal Risk</p>	<p>Members of the Board and staff are subject to risk in respect of being made personally responsible for loss, damage or injury caused to others (be they members of the public or staff) due to negligence.</p> <p>The financial risk is covered by insurance but the social threat or even the prospect of imprisonment is still a possibility.</p> <p>The adoption and implementation of the Isle of Man Corporate Governance Principles and Code of Conduct goes a long way to reducing this risk.</p> <p>The Clerk communicated that the Board are actively considering incorporating the Nolan Principles, the Seven Principles of Public Life which set out the ethical standards that those working in the public sector are expected to adhere to, into the "Code" of Port St Mary Commissioners.</p> <p>Following the elections it is intended that new Members will be given training by the Clerk, Housing Office, Finance Office and Administration Officer on their roles.</p> <p>The Clerk is always actively investigating the availability of suitable courses with DOI.</p> <p>Due to its importance for the wellbeing of Board members, this mitigated moderate risk area forms permanent part of this report. The Clerk is keen to provide training to assist members to fully understand their roles.</p>	<p>As has been mentioned in previous years, it is, in our opinion, important that members, in particular new members, understand the risks to them in their personal capacity, and more importantly, how to avoid them, therefore this item will always be part of our report.</p> <p>In order to mitigate this risk, it is advisable to be able to exhibit that the actions taken by the individual were not negligent in so much as there is a precedent, they are acceptable practice, or they are perfectly reasonable. Adoption of the "Code" goes a long way in demonstrating this.</p> <p>It is critical to understand that the role of the Commissioner is the highly important one of setting the strategic direction of the Village. It is all too easy for Board members to become involved in the minutiae and accidentally end up micro-managing and miss the opportunity to carry out their true essential role.</p> <p>When exercising discretion, it is important to consider what might be the effect of your actions.</p> <p>There is always a need to be aware of the extra restrictions that will come with Office. Care must be taken, even when expressing a personal opinion, due to the risk of, as a public figure, being misquoted or abused, particularly in the media. This is covered further under the section entitled "Social Media"</p> <p>To write a code of your own, incorporating the Nolan Principles would certainly demonstrate the Boards desire to demonstrate its ethical stance.</p> <p>Alexander Elliott has written several papers around risks faced by elected officials. The last one, issued in 2020, combined the previous articles. With elections taking place this year we have received requests to reissue these documents. Since 2000 there have been significant changes along with a rise in the incidents of abuse, both physically and in social media, worldwide. Combining this with the changes in legislation already in place and the new acts in the pipeline, we thought it was appropriate to carry out a full update, which can be found in Section 2 of this report.</p>	<p>Moderate (mitigated)</p>
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Social Media	<p>There is currently a website, an X account (formerly Twitter) and a Facebook page maintained by the Commissioners. A social media policy is in place, giving clear guidelines to Members and staff,</p> <p>The Clerk has removed the ability of the public to comment on the Commissioners' Facebook page. The X page is not used by the Commissioners. It is monitored by the Clerk, who would still like to close it but that is proving difficult to achieve.</p> <p>A new Administration Assistant with a background in media has been employed and looks after all aspects of social media.</p> <p>The Board would like to see some social media training for new Members in the future.</p>	<p>The Commissioners have approved this policy. The current Board Members and Officers are well aware of the dangers they face when posting on social media and how they can avoid misunderstandings when they are expressing personal opinions on social media sites.</p> <p>As there is a danger that items posted can be missed, or that the Commissioners unused X account could be used as a forum, then these actions seem sensible. Given the above, the risk rating in this area has been retained at acceptable. Provided there is no dramatic change in the risk profile, this item will not be reported in future years.</p>	Acceptable
Health and Safety	<p>A full report on health and safety was carried out by NFU Mutual, some years ago, containing risk assessments for most areas and forms the basis of the health and safety policy. The Clerk intends to request a further report in the coming year.</p> <p>The Foreman has now retired, and the previous Deputy Foreman has been appointed in his place. Due to previous employment positions, he has a good knowledge of health and safety and is well versed in the production of risk assessments.</p> <p>The Clerk has previously completed ILM level 3 training. She intends to undertake further health and safety training in the future. The new Foreman will also undertake more advanced health and safety training when it can be identified.</p> <p>The Clerk and the Foreman have regular meetings to consider any possible changes, or other issues, and these are relayed to the staff.</p> <p>Toolbox and risk assessment training is carried out by the Foreman as required, on a seasonal basis. Training sheets are signed and dated.</p> <p>Given the experience and training mentioned above, the Clerk does feels there is no need to employ an independent health and safety consultant on a permanent basis.</p>	<p>This is commendable.</p> <p>Together, the Clerk and Foreman give strong cover in this area, particularly when considered alongside the cover supplied by the NFU report.</p> <p>This is considered to be good practice.</p> <p>We would agree with the sentiments of the Clerk, although having an arrangement with a consultant, on an "as needs" basis might be worthwhile.</p>	Moderate (Mitigated)

Equality Act 2017	<p>A Government inspector has visited the Town Hall and pointed out a few minor areas for improvement.</p> <p>The lack of disabled toilet on the upper floor remains an issue, of which the Clerk and Board are aware.</p>	<p>It is the Clerk's intention to implement the necessary changes and deal with the issue of an accessible toilet on the first floor.</p> <p>Given the above, the risk rating in this area has been retained at acceptable. Provided there is no dramatic change in the risk profile, this item will not be reported in future years.</p>	Acceptable
Audit	Following changes within the Auditor General's Office, delays have occurred in the finalising of audits for 2023/24.	This is outside of the control of the Board but it is hoped it will be resolved shortly.	Mitigated
Local Government Amendment Bill 2023	<p>Clauses inserted into this Bill would, on the face of it, give powers to Government to pass functions undertaken centrally to new or existing joint boards, funded by Local Authorities.</p> <p>Meetings of Local Authority Heads to discuss the possible repercussions are being carried out.</p>	<p>Whilst it is unlikely that such powers will prove capable of being enforced, the approach of discussing them with other Clerks, Boards and MHKs is the right approach.</p> <p>A joint request for a legal opinion on the likely outcome of such clauses being passed within the bill is highly recommended.</p>	Moderate

Section 2

The Role of the Local Authority Board Member and Associated Risks 2025

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Background

It is three years since we wrote this paper and, with the changes seen since then and the Island's Local Authority Elections in April this year, we thought it was appropriate to update it.

Many of you will be taking up your role as a member of one of the Island's Local Authority Boards for the first time in April 2025 and may already be thinking that getting elected was the easy part. As a new Board member, you may well feel overwhelmed by the variety of challenging complex issues and controversial policies demanding your attention. Understanding your role as a Board member, as well as those undertaken by your Officers and staff, may assist you in addressing these situations, avoid some of the pitfalls and hence manage your time effectively. Alternately you may have years of experience of service in Local Government; we do hope that you will find some aspects of this paper useful.

There are many and varied reasons why people seek election to their Local Authority, and this tends to bring a cross section of individuals from differing backgrounds together to form a single Board. What is common to all Board Members is that they are giving their time and experience free of charge. Will your generous and gratis work be widely acknowledged and praised by the general public at large and the local media? Whilst this should be the situation, on occasions it is regrettably not the case. Both the public and the media will be only too prepared to criticise and, in some cases, condemn Board Members for their actions, no matter how well meaning they have been.

Members have personal, individual and collective responsibilities for their Board's activities. Local authorities are responsible for the provision of a range of public services and, by standing for the role, you have undertaken to promote the interests of our local community, including the social, economic, environmental, recreational, cultural, or the general development of your area. In our ever changing and litigious society, people are frequently ready to attribute blame. There is, therefore, an even greater need than ever to fully understand of the role and to be aware of the shifting nature of the risks relating to it.

Regrettably, there has, in recent years, been little in the way of direct training available for either the new or long experienced member. In the past, the Department of Infrastructure provided induction courses for members and staff of Local Authorities. Unfortunately, these are no longer available, although the Local Government Board are considering the possibility of a visit programme where you could discuss your needs and concerns.

The Isle of Man Municipal Association has tried to fill the gap left by the absence of the induction training by offering various courses in a selection of subjects. Despite these efforts, we at Alexander Elliott feel there is still a disparity between the available tuition and the complexity of the role and risks you face undertaking it. We hope that this paper can assist in bridging that perceived gap.

History of Local Government in Isle of Man

Many people believe that to carry out a role of Board Member with optimum efficiency it is important to understand the where and how of what they do. Therefore, we have prepared a brief synopsis of the history of our local authority structure.

Local representation by elected officials became effective following the Town Act 1852. It was under this Act that boards of commissioners, each under the chairmanship of a High Bailiff, were constituted in four towns. The boards undertook responsibility for such things as “paving, cleansing, lighting, and watching the streets.... and for making and keeping in repair public sewers therein and otherwise improving the towns.”

Douglas in 1860, Ramsey in 1864 and Peel and Castletown in 1883, under separate Acts, set up boards of Town Commissioners in a format very similar to those in existence today.

It was around this time that Village districts established their own elected bodies/commissioners. The first of these was Port Erin, which in 1884 had been constituted a sanitary district, with an elected sanitary authority under the Public Health Act 1884. It was constituted a village district by the Local Government Act 1886. This was followed by Port St Mary in 1890, Laxey and Onchan 1895, and Michael in 1905, the latter under the Local Government Amendment Act 1894. The same Act also provided for the seventeen ancient parishes, excluding those parts comprised in town or village districts, to become local government districts with their own commissioners, reporting to the Local Government Board (abolished in 1987 and replaced by the Department of Local Government and the Environment, headed by a Minister).

Douglas was incorporated as a municipal borough by an act of Tynwald in 1896, leading to the Town Commissioners being replaced by a Council consisting of the mayor, aldermen and councillors (the office of alderman being abolished in 1989).

After 1905, apart from a few insignificant bits and some minor boundary changes, nothing much happened to the shape of local government until 1986, when the parish district and village district of Onchan were merged. The parish district and village district of Michael were likewise merged in 1989. As you will be aware, the village district of Laxey with the parish districts of Lonan and Maughold merged in 2015 to form Garff Commissioners and Rushen and Arbory Parrish Commissions merged on 1 May 2020, to become Arbory and Rushen Parish District Commissioners.

An Act of 1938 enabled "combination authorities" (now called "joint boards") to be set up for the districts of 2 or more local authorities, comprising members of those authorities and performing specified functions within those districts.

The Local Government Act 1985 modernised the legislation relating to the management of local authorities and the exercise of their functions, and the Local Elections Act 1986 replaced the Acts relating to the election of members.

Since the Town Act of 1852, the complete restructuring of local government, has been, and continues to be, a constant debating point both inside and outside of Tynwald. To pick up on some of the more recent developments:

1. In 1987 a motion was put to Tynwald calling for the abolition of the domestic rate over a period of five years, on the grounds that the respective burdens of rates on

urban and rural areas was inequitable. Tynwald resolved that the Executive Council (as it then was) should consider and report on the issue.

2. In April 1991 Tynwald was advised that the study had been widened to consider the future of local authorities. This set off a chain of events which over the ensuing years have seen various proposals put forward for consideration by Working Parties. Several reports have been issued by the Department of Local Government and the Environment under the overall title "Time for Change".
3. An Initial Report in 1992 proposed to reform local government on the basis of 6 authorities. The Second Interim Report in 1993 advocated 12 authorities and the Final Report in February 1994 recommended a structure based on 13 authorities. The report was received by Tynwald, but no action was taken before the general election in 1996.
4. After the 1996 election the issue of reform of local government was re-activated by the Department. In 1997 it issued a further report "Securing a Future for Local Government", also proposing 13 local authorities. Opposition from the existing authorities led to a "Further Alternative Approach" in September 1999, proposing a two-tier structure outside Douglas, retaining the existing 24 town, village and parish authorities, with a second tier of 4 "area authorities" which would exercise most local authority functions (including those of existing joint boards). In October 1999 the Council of Ministers determined not to take the issue of Local Government Reform any further for the time being.
5. Subsequently Tynwald set up a Working Party to look into the matter and in October 2001 the Report of the Working Party was received by Tynwald. In October 2004 the Department of Local Government and the Environment published a Report on the effectiveness of the present Local Government structure on the Island and the Department's supervisory powers. The Report recommended the introduction of a Local Government Bill reflecting a new structure of local government consisting of 4 regional areas plus Douglas, and the existing Local Authorities be retained as Community Councils. A Motion was never made to progress this idea. This has possibly left the question open.
6. On 1st April 2010 a re-structure of Government took place. Under the Transfer of Functions (New Departments) (No.2) Order 2010 the former Department of Local Government and the Environment was abolished and its functions were transferred to three new Departments of Government. This transfer of functions meant that the Island's local authorities would from that date work with the new Departments in the following areas:-
 - a) Department of Infrastructure – Planning and Building Control; Health and Safety Inspectorate; Waste Management, Estates and Architecture
 - b) Local Government Department of Environment, Fisheries and Agriculture – Environmental Health; Food Hygiene; Climate Control and Environmental Protection
 - c) Department of Social Care – Public Sector Housing; First Time Buyers; Home Improvement Grants

We would expect that the debate will continue, and more changes will be instigated. It is incumbent on those in a position to influence these decisions to protect the interests and rights of the ordinary resident. A role you have voluntarily undertaken.

The Role

Local authority elected members are the equivalent of company directors and should act in a very similar manner. The primary role of a Local Authority Board is to focus on policy development and strategic delivery of services in the public interest. Local government decisions are made to direct the operational work and realise the planned goals set out in the Board's corporate plan.

A member's primary role is to represent the people in the area their constituency. They must act in the best interests of all those who resident the area to create a harmonious local environment.

As a Board member, the range of responsibilities expected of you require flexibility, patience, willingness to learn, leadership, being accountable to the community and planning for the current and future needs of your local government area.

Local government decisions are taken by a majority vote of all the elected members. Each member of the Board has an equal vote. That means a decision by a majority of votes at a local government meeting is considered a decision of local government.

The collective will and decision making of the Authority is paramount and an individual member's views are secondary to the majority view. If you find yourself in the minority on a particular issue, once a majority decision is taken, you should not seek to undermine the decision because you did not personally vote in favour of it. It is important to realise that you are elected to represent the overall public interest of the whole local government area, regardless of whether disputes exist within the Board.

The internal day-to-day work of local government is carried out by your employees under the direction of the chief executive officer/clerk. This operational work is directed by the decisions of the Board through its annual operational plan. Whilst every service provided by a Board is managed in their name and the smooth running of the operation is everyone's responsibility, ideally your role should revolve around the areas of good governance and future strategy.

It is human nature for anyone in a senior management to try to be involved in every aspect of the decision making process, something we are all guilty of at some time or another, but as Board members you should try to minimise your involvement in day to day issues and concentrate on the complex role you have undertaken.

As a Board member you already have multifaceted responsibilities and must act in number of different functions. You have a representative, a policymaking, governance and a stewardship role to play in your municipality, whilst acting as a guardian of transparency and ensuring accountability.

Often these roles will overlap. You will be called on to consider and make decisions on issues that will sometimes be complex and controversial. Most of those decisions will have long-term consequences that extend beyond your term of office and should be made in the context of long-term health and welfare of your community.

Community Representative

You were elected by your constituents to represent their views as closely as possible when dealing with issues that come before the Board. However, your constituents have many views and opinions, and you cannot represent all of them all the time. Members of the community may/will lobby members about individual interests. These community members often expect their elected representative to act according to their wishes at all stages of the application process.

With many issues, you will have to consider a variety of conflicting interests and make decisions that will not be popular with everyone. You should use your judgment and decide based on the best interests of the electorate as a whole. In practice, there is no single, correct approach to the representative role and on most issues, you may find that you fall somewhere between the two opposing viewpoints.

Members may be able to ensure that the decision makers are aware of their constituents' views. However, their statutory obligations as members of the "Responsible Authority", sometimes mean that they cannot act on these views. Community members may not understand that members are not always able to vote in favour of the constituents' position.

Policy Maker

The Board are responsible for establishing general principles to help guide future actions. Some policies can be specific, such as a byelaw requiring dogs to be kept on leashes in public areas and others can be more general, such as the approval of an official vision and plan.

Corporate Governance

As you will no doubt be aware, a phrase "Corporate Governance" is much used when discussing how a Board, be it in local government or in the private corporate sector, has discharged its obligations; but what is it?

Corporate governance is the system of rules, practices, and processes by which an organisation is directed and controlled. Corporate governance essentially involves balancing the interests of a bodies many stakeholders, such as the electorate, shareholders, senior management executives, customers, suppliers, financiers, the government and the community. Since corporate governance also provides the framework for attaining objectives, it encompasses practically every sphere of management, from action plans and internal controls to performance measurement and corporate disclosure.

The Local Government Unit issued the Isle of Man Corporate Governance Principles and Code of Conduct (the Code") to local boards back in 2005. Whilst adoption of the Code was not compulsory, most boards have done so, and those that haven't do accept it as best practice.

The adoption and implementation of the Code will help you with all aspects of corporate governance relating to your Board. A copy of the Code can be found at www.gov.im/media/324555/corporate-governance-principles-and-code-of-conduct-guidance-pdf.pdf

The Local Government Amendment Bill 2023, when it comes into law, will make many of the areas covered in the Code, such as declaration of interests, compulsory. You will have

already been supplied with a copy of your own Standing Orders which cover the management of meetings, tenders, contracts, exclusion of members with specified interests etc. These should be reviewed on a regular basis. A copy of the Department's Model Standing Orders can be found at:

https://www.gov.im/media/324559/local_authorities_handbook.pdf .

Accountability and Transparency

Ensuring that policies are clearly set out and accessible to those who wish to examine them, and that day-to-day operations are transparent has always been the goal of all responsible Board members, if difficult to achieve. The implementation of the Freedom of Information Act 2015 has highlighted this area and extenuated the need.

Available advice

In line with Board members in industry, the legal and moral complexities associated with your role continue to proliferate. With a few exceptions, your knowledge of health and safety, GDPR, the Equality Act and Freedom of Information legislation and regulation, will be limited. You will appreciate that you will need:

Your authority's chief executive officer/clerk/secretary or other officers are the professionals employed by your Board and they are employed to guide you in all matters. The role of the clerk is to give sufficient information to the Board in order that it can make reasoned decisions, administer the local authority's business and take action on the authority's decisions. They are employed to act as impartial advisors to the authority and are your first line of defence in mitigating risk. Often, they will need to recommend that further outside guidance is sought but they are trained to recognise when this is necessary.

If the Board is to discharge its duties effectively then there is a need for a mutual respect between members, officers and staff. The role of the clerk needs to be respected and supported by the elected members. Members seeking advice on matters relating to their or the local authority's functions should always approach the clerk in the first instance. The clerk and the staff must reciprocate this respect.

In particular, the clerk can advise with regard to:

- minutes
- accounts
- standing orders
- agenda items
- correspondence
- items considered previously
- byelaws
- finance
- legislation
- applications for consent of the Department to land transactions, borrowing etc.

Members must ensure that the advice and information they receive is clearly understood and appropriately utilised. This may mean suitable training and resources are available.

Knowledge

To enable you to perform your duties in the most efficient and effective manner it is imperative you have some understanding of the statutory functions, legislation and proceedings by which you are bound.

It is necessary that members develop an understanding of the primary legislation that is applicable to Isle of Man Board members, which is the Local Government Act 1985.

The Act is the legislative framework that recognises Local Authorities as mature local governments with a range of powers and responsibilities. The Act balances increased local autonomy and flexibility with requirements for improved accountability and transparency of Local Authority operations.

Obviously, other legislation and regulation, covering areas such as health and safety, data protection, freedom of information and equality etc., do affect your operation. As already mentioned, the authority's chief executive officer/clerk/secretary and their staff are the primary source of this information. A lot can also be learned from communicating with other experienced members.

It would also be beneficial to take some time, if you have not already done so, to visit the webpage of the Local Government Unit Department of Infrastructure and read the handbook produced by them, called General Information for Members and Officers of Local Authorities. The webpage can be found at: <https://www.gov.im/about-the-government/departments/infrastructure/local-government-unit-and-legislation/> and the handbook at: https://www.gov.im/media/324559/local_authorities_handbook.pdf

Government Officers of relevant Departments are available to give advice and support to local authorities on the following matters:

- legislation
- procedures for applications for consent
- procedures for Tynwald approval
- financial regulations
- capital programmes
- Government grants
- training and induction courses
- environmental health
- housing
- planning
- waste management

In today's litigious society it is essential that we understand the risks and requirements associated with the positions we undertake. We cannot stress strongly enough the need for Board members to gather as much knowledge as they can. We therefore do not apologise that some references to training availability are a repeat of what was said under the background section.

Continuing education is increasingly important for both staff and members.

Both the Local Government Board and the Municipal Association have in the past initiated courses, covering areas where members had identified knowledge gaps or learning needs within their organisations. Hopefully some of this assistance will continue to be available going forward.

Consideration has been given by the clerks, within their forum, to investigating the setting up courses for new board members, those established members who would benefit from a refresher or even to help develop staff. Spreading the cost across several Boards/Authorities could prove a viable solution at an acceptable price.

Confidentiality

A member or officer of a local authority will sometimes be provided with information in confidence. That trust must not be abused by disclosing that information to any unauthorised person without the consent of the authority. If a member or former member of a local authority, without the consent of the authority, divulges any information communicated to him in confidence as a member, he is guilty of an offence carrying a fine of up to £1,000.

The reference to former member should be borne in mind as, even if a person is no longer a member of an authority, it is still an offence to disclose any confidential information without prior permission.

In addition, the Data Protection Act 2018 stipulates that a person/organisation processing personal data must comply with the eight principles for the lawful processing of personal data. A member or officer of a local authority who allows personal data held by the authority to fall into the hands of a third-party contrary to the Data Protection Act may be liable to pay compensation to the data subject for any loss or distress caused.

Conflict of Interest

Your fundamental role is to serve and represent the interests of your community as a whole. In the event of a conflict between the public and private interests of you or your related persons, the overall public interest must prevail.

You are required to disclose any personal interests which may influence your voting at local government and committee meetings. This includes interests that may result in a gain or loss for you or your related persons. This is known as a pecuniary or financial interest.

You are responsible for assessing your own circumstances and determining if you have a pecuniary or financial interest. You must disclose the interest to the meeting. Your Standing Orders will determine what actions you must take after you have declared your interest and the chief executive/clerk will advise you. For further information on pecuniary or financial interest consult with your chief executive/clerk or see section 13 of the handbook.

When a matter before a Board could reasonably be seen as a conflict between your personal interests and the public interest, that might lead to a decision against the public interest, it is considered a conflict of interest. This is different to a pecuniary or financial

interest because there is no financial gain or loss involved, however you must inform the Board meeting that you have a conflict of interest.

You must deal with a real or perceived conflict of interest in a transparent and accountable way and there are several options for you to consider. It is important to note that you are responsible for dealing with a perceived conflict of interest because it may reduce public confidence in the integrity of the office. Failure to declare a conflict of interest is classified as misconduct within the Code.

Risk Management

Local Authorities should have a risk management strategy that identifies the key strategic risks facing the local authority and sets an overall framework for risk management. The greatest risk facing a local authority is not being able to deliver the services expected of the authority. In reality, most local authorities are managing these risks through day to day activities, but it is essential that a review of these systems is undertaken on a regular basis, some in more detail than others. Risk management is an integral part of many local authority activities including health and safety, insurance, project management, legal enforcement and so on.

Elected members are ultimately responsible for risk management because risks threaten the achievement of policy objectives.

As a minimum, members should at least, once a year:

- Take steps to identify and update key risks facing the local authority
- Evaluate the potential consequences to the authority if an event identified as a risk takes place
- Decide upon appropriate measures to avoid, reduce or control the risk or its consequences, and
- Record any conclusions or decisions reached

The strategy should also be embedded in the local authority's decision making processes. Local authorities should consider putting in place business continuity plans for key services including any action to mitigate against events likely to occur that would have a significant impact on the local authority's ability to provide key services. The Corporate Governance Principles and Code of Conduct also contain a section on Risk Management (along with Internal Control). A copy of this can be found at:

<https://www.gov.im/media/324555/corporate-governance-principles-and-code-of-conduct-guidance-pdf.pdf>

In practice, the Clerk and Officers employed by the Board will supply this information at Board Meetings.

Risks for the Modern Elected Board Member

Unfortunately, although you are not remunerated to perform your role, we believe there are a number of personal risks associated with it. If you are to have any chance of mitigating these risks, it is vitally important that you understand what they are and where they occur.

Recent reports indicate that personal risks to town council members in the UK have been a growing concern. A survey by the Local Government Association (LGA) revealed that over 20% of councillors in England and Wales have received death threats or threats of violence. The survey, which included 1,734 respondents, highlighted increasing levels of abuse and intimidation, with 49% reporting worsening conditions over the past year and 73% experiencing some form of abuse. Additionally, 10% faced intimidation at their homes, and 43% requested to keep their home addresses private for safety reasons. The LGA is urging the government to take measures to improve councillor safety, such as allowing address confidentiality and establishing a unit to monitor abuse.

Fortunately, we live in the Isle of Man where a lot of the risks listed within this paper are perhaps not as extreme as they might be if we were based in other parts of the world. However, they are increasing. Recent postings on social media, which you will be aware of, recommended that a shotgun be used to remove a Government Minister, whose proposed policies they did not agree with. It is, therefore, sensible to consider the risks and to adjust behaviour to further reduce the dangers.

In essence, the risks can be broadly divided under the following headings:

Personal safety/Physical risk

Legal & Financial Risks

Cybersecurity Risks

Mental Health & Stress

Personal safety/Physical risk

From the public

Sometimes you may find yourself in contact with someone with persistent grievances or strange personal causes. Most of the time such individuals do not present a serious risk and are unlikely to constitute more than a nuisance for you and your staff. However, Members are sometimes troubled by more threatening or intrusive attention from people.

There will be individuals, with what they consider to be an unresolved grievance against the Board or even just the establishment in general and feel they are getting nowhere, who will turn to you as an elected representative and expect you to find miraculous resolutions. When you cannot, on some occasions they will become angry and frustrated. In other instances, you may come across certain types where you, purely because of your position, will be a target for their jealousy or hatred.

As a recognisable figure, you may on occasions be stopped by such constituents or others in the street and other public places. In such circumstances it is important to adopt a pragmatic approach to your personal safety and, where applicable, that of your family and your staff:

- Be conscious of people's body language and behaviour.
- Trust your instincts.
- Remove yourself from the situation if something does not feel right.
- Do not isolate yourself.
- Do not arrange to meet an unknown constituent without staff knowing where you are, how long you expect to be and how to contact you.
- Report suspicious behaviour, concerns or threats to the police.
- Seek police advice if you feel it would be of benefit: they are there to help.

At home

Whilst security at home is not the same problem in Isle of Man as it might be in other areas it still important to be aware of your surroundings both at home and at your workplace and to encourage your family and staff to do the same, so that unusual or suspicious behaviour may be easier to spot.

You may also wish to consider the following:

- Install 5 lever mortice deadlocks to external doors.
- Ensure windows are fitted with a good lock appropriate for the window type.
- Check for signs of a break in before entering.
- Call the police if you think someone might have broken in or if you notice anything unusual such as an open door or window.
- Ensure you have adequate lighting around the perimeter of your home at night and consider using an automatic device or leaving some lights on if it will be dark when you get home.
- Promptly report suspicious vehicles or people to the police.
- Keep public life separate from private
- Do not encourage Commissioners' visitors to your home
- Meet at offices
- Make contact details available

Extra care is required when conversations are:

- In public places, particularly public houses
- With constituents

Suspicious post and packages:

Be aware of:

- An unexpected item, especially if it has been hand delivered.
- A padded envelope ('Jiffy Bag') or other bulky package, which may feel unusually heavy for its size.
- An additional inner envelope or other contents that may be difficult to remove.
- Labelling or excessive sealing that encourages opening at a particular end or in a particular way.
- An oddly shaped or lopsided item.

- If the envelope flap is stuck down completely (normally gummed envelope flaps leave slight gaps at edges).
- If the letter or package is marked 'to be opened only by...' 'personal' or 'confidential' and this is unexpected.
- An item addressed to the organisation or a generic title rather than to you as an individual. An item from an unexpected or unusual origin (postmark and/or return address).
- The absence of a return address or a return address that cannot be verified.
- Poorly or inaccurately addressed and/or address printed unevenly or unusually.
- Unfamiliar writing or unusual style.
- Unusual postmark or no postmark.
- More stamps than needed for size or weight of package.
- Greasy or oily stains emanating from the package.
- Odours emanating from the package.
- Obvious or protruding wires.

One of these signs on its own may not be enough to trigger suspicion but it may be that in combination they cause you to be suspicious of the item. If you suspect a letter or a parcel:

- Do not handle it further.
- Isolate the area.
- Call 999.

Malicious phone calls

If you become target:

- keep the caller talking
- note any information
 - age
 - sex
 - accent
 - background noise
 - write down the details
 - report it to the chief executive officer/clerk/secretary/police

Car safety and parking

Do not park isolated area

Park under street lighting

Try - other people loading boxes/bags

Lock the doors once in the car

Be alert to any visual changes to your vehicle.

Report incidents

- Chief executive officer/clerk/secretary
- Police

Legal & Financial Risks

Board

The monetary risk to you as an individual of the decisions made by the Board as a whole is small and in the main will be covered by insurance.

However, a Board *must* do what the law requires it to do, may do *only* what the law says it may do and must *not* do anything unless it has the legal power.

- It must not act contrary to
 - Law
 - Rules & regulations
 - Vision & plan
 - Code of Conduct

If it does, then it's actions can be deemed to be Ultra Vires (beyond its legal power or authority). It is highly unlikely that any Ultra Vires act would be covered by Board's insurance.

In order to avoid acting Ultra Vires it is important that members understand the agenda.

Where you do not you should immediately seek advice from:

- The Chief executive officer/clerk/secretary
- The Municipal Association
- Legal representatives

If expert advice is sought, then the risk is reduced.

Any Other Business

Particular care should be given when considering any items brought up under “**any other business**”. Ideally these should be strictly limited to discussion of emergency items only.

Remember that there has been no prior notice so you, your fellow Board Members and the Officers of the Board have not had the opportunity to:

- fully consider implications
- take advice

Therefore, there should be no decisions made on these items unless the situation is extreme. It is highly recommended that the Board's Standing Orders should require that there is suspension of the Standing Orders in order to vote on such items. “Any other business” should almost be treated as an opportunity to put it an item on the Agenda for a future meeting.

Well prepared, well informed Boards spend their energies serving their communities and keep their cash.

Own Monetary Risk

There are a number of ways in which a Board Member can become personally liable but all of them are avoidable.

Whilst this list is not exhaustive you should not:

- Act in away contrary to the requirements of Local Government Act 1985 by:
 - Disclosing confidential information
 - Any member or former member of a local authority who, without the consent of the authority, divulges any information communicated to him in confidence as such member shall be guilty of an offence and liable on summary conviction to a fine
 - Fail to declare a pecuniary interest*
 - The Act imposes restrictions on local authority members from voting (and taking part in any discussion) on matters on which they have a pecuniary (financial) interest whether direct or indirect.
 - Failure to declare a pecuniary interest, or taking part in a discussion or vote on a matter in which the member has an interest, is an offence carrying a fine
- Use council resources for (party) political purposes or other reason unless agreed.
- Unlawfully discriminate against any person.
- Commit the Board to financial obligations, when your own Board might rule you acted alone when doing so
- Act in a way to be litigated against, in particular for libel or slander – remember - you do not have Parliamentary privilege.

You should be aware that risk is increased to you personally if others:

- Are unsure of their roles, duties and responsibilities
- Don't work as a team
- Respect other's roles
- Don't communicate with each other
- Concentrate on scoring points
- Fail to listen / communicate with
 - Community
 - Other local committees
 - Central Government
 - Outside bodies
- Are not well-informed on topics to be discussed

*A pecuniary interest is a financial interest and would include:

a direct interest (in an investment, a property a company or a trust)

an indirect interest

an interest of a spouse of the member or officer

an interest of a partner or employer of the member or officer

an interest of a company in which the member or officer (or his or her nominee) holds a share or by which he or she is employed

Cyber Security Risks

- Cybercriminals may impersonate officials, residents, or organisations to trick members into revealing sensitive information.
- Weak or reused passwords can lead to compromised council and personal accounts.
- Fake profiles can be created to impersonate councillors or spread misinformation.
- Cybercriminals may try to lock access to files and demand a ransom to restore them.
- Use official devices with up-to-date antivirus software and avoid downloading files from unknown sources.
- Using unsecured public Wi-Fi (e.g., in cafes or transport hubs) can expose to data interception.

It is highly recommended that all Members take a cybersecurity risk training course.

Personal Lifestyle Risk

It should be remembered at all times that the modern media show little sympathy to politicians. They appear to love to destroy public servants and are ruthless in the way that they deal with them. As respected members of your community you deserve better treatment than this but it is not likely you will receive it. This type of reporting leads to a loss of status, usually unjustifiably.

Acts, such as completing a declaration of interests on an annual basis, might seem to many like an infringement of their personal rights but in reality, it usually serves as some form of protection against this particular form of sloppy journalism.

Members may also be :

- targeted on social media with threats, insults, or false accusations. This is the most common media for abuse. It can help if you use strong privacy settings, block/report abusive users, and keep personal and political email accounts separate.
- confronted aggressively at meetings, public events, or in the street. Hold public meetings in safe locations, with security present. Report incidents to the police.
- Personal information (e.g., home address, phone number) may be leaked online, making them vulnerable to threats. Avoid sharing personal details online and consider using a **PO Box** for Board correspondence. Report all threats to the police.
- Some individuals repeatedly contact members with aggressive or unreasonable demands. Endeavour to set clear boundaries and use official council channels for communication.
- Members may face abuse due to their political affiliation, gender, ethnicity, or beliefs. You should report all hate crimes, seek support from party groups, and engage in **online safety training**.

Any or all of the above can affect your:

- Lifestyle
- Relationships
- Future earnings
- Self-esteem
- Mental well-being

To help avoid any of the above extreme care should be exercised particularly when using social media, such as:

- Facebook
- Twitter
- Forums

While using these can obviously have huge benefits, their use can also bring risks such as identity theft and harassment. Consider adopting the following approach on such networks:

- Be careful about the information you disclose, either in your profile or the information you share through posts and tweets.
- Could you be revealing information that you would not want to be in the public domain about where you will be at a particular time or about your family?
- Remember that what goes online tends to stay online; even if it is later deleted, a copy or cached version is almost certain to remain somewhere.
- Make the most of in-built privacy features on social networking sites and, where practicable, think carefully about who you connect with.
- Be wary of clicking on links in posts or tweets that could take you to hoax websites which may be infected with malicious software.
- In order to protect other sensitive information: Use strong passwords and keep them secure. Never write them down. Passwords should be at least eight characters long, including at least three of these four categories: lowercase, uppercase, numbers and punctuation marks or special characters. They should be hard to guess: do not use examples like P@\$5w0rD!
- Keep your Board and personal emails separate at all times.
- If supplied, use your Board tablet for all Board business. Resist the temptation to use it for any personal use.
- Report all abuse, however received, to the Clerk and to the police.

As mentioned earlier in the report, confidentiality is paramount for the role and breaking confidences is in fact an illegal act. Additionally, it can be misinterpreted and lead to personal disagreements. Try to remember that your views are likely to be considered the views of the Board.

Health & Safety at Work

It is the Officers who will remain your main source of advice in this area and have the prime responsibility for ensuring the Act is enforced. It must be remembered however that everyone must be aware of their responsibilities to their employees and the public under the Act. It is your duty to protect the health, safety and welfare of the employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this.

This means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace. Employers have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address risks that might cause harm in your workplace or to the public. The employment of Health and Safety professionals, either directly or as consultants, is the single largest mitigating factor for you in your role.

Remember that whilst the Corporate Manslaughter and Corporate Homicide Act 2007 is a UK Act, UK case law is extremely persuasive on Courts in the Isle of Man.

We would reiterate our earlier comments on the reduced risk to public servants in our fair Isle but would still recommend caution. Please do not hesitate to contact us if you wish to discuss any item or part of this report.

Recommendation:

Use the sources of Information available which will moderate your personal risk

First and foremost, when reaching decisions on any matter you should have regard to the relevant advice provided to you by: –

- 1. your authority's chief executive officer/clerk/secretary or other officers**
- 2. your authority's chief finance officer**

In addition to this there are a number of sources prepared by the Local Government Unit which do an excellent job in supplying the information you require.

It is from these same sources that the majority of the information contained within this paper has been acquired.

We would highly recommend that all members read and regularly refer to the following sites:

Local Government Unit and Legislation

<https://www.gov.im/about-the-government/departments/infrastructure/local-government-unit-and-legislation/guidance-and-legislation/>

General Information for Members and Officers of Local Authorities

https://www.gov.im/media/324559/local_authorities_handbook.pdf

Department of Local Government and the Environment Corporate Governance Principles and Code of Conduct Local Authorities

https://www.gov.im/media/324555/corporate_governance_local_authorities.pdf

We have also used the following sites as sources of additional information, and they may prove to be useful further reading:

[Local Government Association Model Councillor Code of Conduct 2020 | Local Government Association](#)

[Handling abuse and intimidation | Local Government Association](#)

[Civility in public life motion | Local Government Association](#)

[Online training events for councillors looking for support with issues of abuse and intimidation | Local Government Association](#)

[Councillor conduct and standards | Local Government Association](#)

[The Good Councillor's guide 2024](#)

Prepared by:
Alexander Elliott

March 2025

Item 10.3

PORT ST MARY COMMISSIONERS

AMENDMENT TO STANDING ORDERS

The Board are requested to ratify their votes from the AGM held on the 7th May to amend Standing Orders to reflect a start time of 6pm for Board meetings.

***DS/LVW proposed that the meeting times be amended to 6pm – 8.30pm.
All were in favour. Carried.***

PORT ST MARY COMMISSIONERS

MISSION STATEMENT

Updated – July 2024

MISSION STATEMENT

To support our community and businesses. To carry out the Board's statutory obligations in a fit and proper manner.

(1) SERVICES/DUTIES

Function	DOI expected level of service	PSMC expected level of service
Public information and advice	Point of contact for information on local and central government matters.	<p>To be available to provide advice and information through the public counter, written correspondence, telephone, email or social media. Responses where required to be issued within 5 working days.</p> <p>To act as a Tourist Information point, providing transport information and assistance as and when required.</p>
Refuse collection	Collection of household and commercial waste; administration of civic amenity sites; recycling.	<p>Domestic & commercial refuse collection to be carried out weekly.</p> <p>Financially support the Southern Civic Amenity Site through parish contributions.</p> <p>Support the Department of Infrastructure in the provision of recycle bring banks at 3 locations throughout the port.</p>
Litter	Local authorities may designate a Litter Officer to enforce the Litter Act 1972. Some authorities also	<p>Public litter bins to be emptied at least twice weekly (more if required).</p> <p>Current stock of public litter bins is 53.</p>

	provide and empty litter bins.	
Street-lighting	Provision and maintenance of street lighting.	Current stock consists of 263 lights and 9 clocks. Stock has been audited and is jointly maintained with Manx Utilities. Financial provision has been made to replace 10 columns per year.
Environmental health	Enforcing legislation relating to environmental health, including statutory nuisances, verminous premises, unsanitary and unfit housing, regulation of flats, prevention of overcrowding, dangerous/ruinous buildings and unsightly land ⁴ , and unsanitary drainage.	All of these functions are in the main undertaken on behalf of/in conjunction with Local Authorities by officers of the Department of Environment, Food and Agriculture.
Public conveniences	Provision and maintenance of public toilets.	Public conveniences at The Quay and Town Hall to be available 7 days a week and cleaned Mon-Fri. Portable toilet to be provided at Chapel Beach for the summer season.
Planning	Power to appeal against a planning decision made within their district. Local authorities are	To report all planning applications and updates to the Board on a monthly basis and report back the outcome to the Planning & Building Control.

	also consulted on any designation of a conservation area or registration of a building affecting their district and on the preparation of the development plan for their area.	
Parks, playgrounds and other leisure facilities	Provision of recreational and entertainment facilities, including parks and playgrounds.	<p>23 footpaths to be cut at least 3 times per year.</p> <p>Playpark is inspected and maintained on an annual basis. April to the end of October (weather dependant) to cut grass through the village every 3 weeks.</p> <p>Maintain approx. 80 (including 58 memorial benches) on an annual basis.</p> <p>Provision and maintenance of the Town Hall and associated function rooms.</p> <p>To provide beach cleaning facilities at Chapel Beach at least annually.</p>
Control of dogs	Enforcing byelaws made by the Authority.	https://www.portstmary.gov.im/the-commissioners/bye-laws/
Housing	Provision of public sector housing in their districts. The Department of Infrastructure's Housing Division	Provide support, assistance and regular maintenance in line with Government timeframes to all 122 social housing properties. Reported quarterly to the Board.

	<p>provides public sector housing in other districts. Sheltered accommodation for the elderly can also be provided. (Government meets 100% of the housing deficiency on the Island).</p>	
Car parking	Provision of off-street and short-stay disc parking.	https://www.portstmary.gov.im/the-commissioners/bye-laws/
Street cleaning	As far as reasonably practicable, at all times highways should be kept clear of material that may endanger users of the highway, or affect the highway drainage.	To contract in (or where necessary provide in house) street cleaning services on a bi-weekly basis.
Gully Emptying	Gullies should be running at all times. If the gully pot is empty, and any blockage cannot be cleared, this should be reported to the	To check and maintain gulleys (approx. 400) through the port at least twice a year, where necessary reporting any blockages which cannot be dealt with to the Department of Infrastructure.

	Department which will arrange to clear the blockage at its cost.	
Removal of Weeds	Weeds which may obstruct drainage, or are damaging or likely to damage the fabric of the highway should be removed as soon as reasonably practicable.	To carry out street weeding and spraying (using safe materials and in accordance with our spraying licence) throughout the port on a regular basis.
Maintenance of Highway verges	Vegetation should not be allowed to grow to the extent so as to hinder the reasonable use of the highway by any person entitled to the use thereof, or so as to be a nuisance or injurious to the owner or occupier of premises adjacent to the highway.	Maintenance of verges to be carried out every 3 weeks (weather permitting) April to the end of October alongside the grass cutting.
Libraries and museums	Provision of public libraries and museums.	Annual donation made to the mobile library.

Anti-Social Behaviour	Enforcing Byelaws made by the authority to deal with various types of anti-social behaviours within the Local Authority area such as excessive noise nuisance or other behaviours which could cause danger or obstruction or give reasonable grounds for annoyance to any person.	Being dealt with under new byelaws being drafted.
Trees and high hedges	Local authorities have the power to act in relation to complaints about trees and high hedges.	To assist the Department of Infrastructure with trees and high hedges complaints utilising the following guidelines; https://www.gov.im/categories/planning-and-building-control/trees-and-high-hedges/
Removal of vehicles	Local authorities have the power to remove a vehicle from any road in its district if it is: (a) Parked in contravention of a traffic regulation order; (b) Causing an obstruction; or	To carry out the functions requested by the Department.

	(c) Likely to cause danger The Authority also has powers to remove a vehicle from any land if it appears to be abandoned.	
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(2) COMMUNICATION AND ENGAGEMENT

Strategy: To be open, clear, and honest in our communications, using all available methods to ensure that our community and businesses are informed

Goals

- Publication of Agendas (Public session and Private session) 7 days in advance on Port St Mary Commissioners website, Facebook and Public Notice boards;
- Update minutes on Port St Mary Commissioners website within 48 hours of ratification;
- Publication of biannual newsletter;
- Clearly publicise deadlines for letters to be received prior to meeting;
- Develop a clear communications flowchart for events, meetings and other activities
- To schedule Public meetings on request
- To agree and adhere to the 7 Principles of Public Life (Nolan Principles) at all times.

(3) ASSETS

Strategy:

- To commit to the obligations under The Port. St Mary Estate Act 1936
- To recognise that our assets are owned and managed by the Commissioners for and on behalf of the community we represent.
- We aim to manage our assets in a financially responsible way, using clear and accurate business plans to derive maximum benefits (financial or social/otherwise) for our community.

Goals

- Manage our assets to obtain maximum community or revenue benefit
- Create and maintain a register of and maintenance and renewal programme – status reported quarterly
- To develop community assets to improve opportunities within Port St Mary

- (a) To improve the boat park facilities – ON HOLD
- (b) To update the playground equipment – flooring scheduled for 2024

(4) HOUSING SERVICES

Strategy

- To provide appropriately designed, affordable housing on a means-tested basis for our community

Goals

- To maintain an excellent standard of LA owned housing
- To manage our waiting list according to DoI regulations
- To look for opportunities to expand our housing offer
- To improve our inspection target of all our properties and gardens on an annual basis
- To manage a system of programmed maintenance
- To explore air source heat pumps as a source for heating properties
- To reduce rent arrears

(5) ENVIRONMENT

Strategy

- We aim to manage our activities in Port St Mary to endeavour to minimise any negative impacts on our environment

Goals

- To commission a DED energy efficiency survey of the Town Hall
- To reduce energy bills by 10%
- Support re-use and recycling
- Reduce household waste to the SITA plant
- To manage our green areas in an environmentally sensitive way
- To sensitively manage our open spaces and reduce the use of harmful chemicals
- To actively discourage the use of single use plastics when hiring PSMC premises
- To pursue carbon offsetting related to our activities
- To establish a Climate Change working group
- To encourage the Cycle to Work initiative
- Working with the UNESCO Biosphere to see how better we can improve and promote PSM

(6) FINANCE

Strategy

- We recognise that we make financial decisions on behalf of our ratepayers and residents, and we have a duty to spend money carefully and with due diligence

Goals

- To set a clear budget which will allow/enable the Commissioners to deliver their goals for developing Port St Mary
- To pursue outstanding rates arrears
- To pursue outstanding rent arrears in a responsible manner
- To ensure all staff employed by PSMC are paid at least the Manx Living Wage
- To aim to reduce rate borne expenditure by streamlining activities through:
 - (a) The use of structured rather than reactive activities with a well-planned maintenance system for our assets
- Increased use of technology (e.g. online payments and bookings)

(7) PLANNING

Strategy

- We will provide informed and justified opinion and local guidance on planning matters

Goals

- To ensure that Commissioners receive appropriate training and support in planning matters
- To liaise closely with central government regarding planning applications, refusals and appeals
- To fully support appropriate development and recognise the need to balance conserving the character of Port St Mary without compromising its future

(8) COMMUNITY

- To play a lead role in organising community events and supporting local community groups

Goals

- Remembrance Day Service
- Mona's Queen Service
- Village In Bloom
- Christmas Concert
- Civic Service

- Mobile Library support
- Southern Swimming Pool support
- Southern Civic Amenity Site support

To provide appropriate support to local clubs, such as (but not limited to)

- Port St Mary Rifle Club
- Port St Mary Golf Club
- Isle of Man Yacht Club
- Port St Mary Snooker Club

(9) GOVERNANCE

Strategy

- To ensure that Commissioners have access to information, training and support to make informed decisions

Goals

- To adhere to the Port St Mary Commissioners Standing Orders for the regulation and observance of procedure and business with respect to meetings of the authority and its committees with effect from 22nd May 2024
- To adhere to the Port St Mary Commissioners Standing Orders for the making of Contracts with effect from 22nd May 2024
- To build good working relationships with other local authorities
- To provide representatives to a number of other local boards, including but not limited to the below;
Southern Civic Amenity Site
Southern Sheltered Housing Joint Board
Southern Swimming Pool
Southern Authorities Healthcare Trust
Isle of Man Municipal Association
Port St Mary & District Allotments Oversight Committee
- To ensure members conduct themselves in accordance with the Local Government Act, the Local Government Code of Conduct and our Standing Orders
- To support the physical and wellbeing of all our staff
- To continue to fulfil the administration contract for the Southern Sheltered Housing Joint Board (SSHJB) which is responsible for 178 residences spread over five complexes

Annual Financial Statements and further information can be found on the following link;

<https://www.portstmary.gov.im/the-commissioners/rates/>

Asset list is currently being updated and will be included once received.

PORT ST MARY COMMISSIONERS
MEETING & EVENT DATES 2025/6

2025/6 Meeting & Events Dates	
29th May 2025	Monas Queen memorial event 7pm
9 th June 2025	Judging for the Village in Bloom competition
25 th June 2025	Board meeting
5 th July 2025	Tynwald Day Ceili
2 nd – 9 th July 2025	Rushen Flower Festival at Kirk Christ 10am-4pm
30 th July 2025	Board meeting
27 th August 2025	Board meeting
24 th September 2025	Board meeting
29 th October 2025	Board meeting
11 th November 2025	Remembrance Day service
26 th November 2025	Board meeting
17 th December 2025	Board meeting

Members are requested to keep the second Wednesday of each month free for additional meetings as and when required.



NHS LEVY CONSULTATION

27 March 2025



**Isle of Man
Government**

Reiltys Ellan Vannin



ISLE OF MAN
TREASURY
Yn Tashree

gov.im/treasury

NHS Levy Consultation

This Consultation Paper is issued by the Treasury.

The purpose of the consultation is to obtain views in relation to the introduction of a new health levy. The consultation is relevant to all residents of the Isle of Man.

The closing date for responses is **18th June 2025**.

To ensure that your opinion is considered, please proceed online by clicking 'Online Survey' on the consultation page on the Engagement Hub.

Alternatively, you may also submit responses by e-mail or post to:

Senior Policy and Legislation Officer
Income Tax Division
Government Offices
Bucks Road
Douglas
Isle of Man
IM1 3TX

Email: Consultation.ITD@gov.im

About you

Please note that most questions on this consultation are optional, with the exception of question 4 below, 'May we publish your response?'.

There are multiple text boxes provided throughout the consultation, but you are not required to complete them unless you want to explain your view.

Please refrain from adding personal information to these boxes. Any personal information added will be redacted.

Confidentiality

You are not required to provide any of your personal information to complete this consultation.

Please consider your choice from the following options:

- **Publish in full** – your organisation name, along with full answers will be published on the hub (your e-mail address will not be published).
- **Publish anonymously** – only your responses will be published on the hub (your organisation name and email address will not be published).

- **Do not publish** – nothing will be published publicly on the hub (your response will only be part of a larger Summary of Responses document).

The collection and processing of your personal information in relation to this consultation are done so on the basis of your consent (Article 6(1)(a) of the Applied GDPR).

Should you wish to withdraw your consent at any time, please contact the Department at Consultation.ITD@gov.im or in writing to the address detailed above, after which your personal information will be deleted from the dataset within one calendar month.

Further information about the Isle of Man Government Consultation principles and guidance on these can be found here: <https://www.gov.im/consultation>

Reasonable adjustments and alternative formats

The Treasury is committed to equal opportunities and our aim is to make our documents easy to use and accessible to all.

We will take steps to accommodate any reasonable adjustments and provide such assistance as you may reasonably require to enable you to access or reply to this consultation.

If you would like to receive this document as a paper copy, in another format or need assistance with accessing or replying to this consultation, please email Consultation.ITD@gov.im or telephone (01624) 685316.

Storage of personal data

The Treasury will ensure that data is only retained and used in accordance with GDPR rules.

For more information regarding GDPR, visit <https://www.gov.im/about-the-government/data-protection-gdpr-on-the-isle-of-man/>.

All responses submitted will be treated in accordance with the Department's [Privacy Notice](#)

QUESTION 1

I am a responding as or on behalf of a ...

- ☐ resident for tax purposes
- ☐ non-resident for tax purposes

QUESTION 2

Are you responding as part of or on behalf of a jointly assessed couple?

Yes / No

QUESTION 3

Are you responding on behalf of an organisation?

Yes / No

Organisation

QUESTION 4

May we publish your response?

Please read our [Privacy Policy](#) for more details and your rights.

(Required)

- ☐ Yes, you can publish my response in full
- ☐ Yes, you may publish my response anonymously
- ☐ No, please do not publish my response

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1. Foreword

I am pleased to present this consultation, which seeks the views of our community on some of the high-level policy principles of an NHS Levy.

The Tax Strategy 2024-2026 was debated and received by Tynwald in March 2024. This consultation directly supports the priority action to “investigate a new levy – ring-fenced for the health service” under the strategic objective “we will raise sufficient taxes to meet our needs through a sustainable and diversified tax system that has flexibility to adjust as and when circumstances change”.



The reason this is a priority in the Tax Strategy relates to the projected shortfall in funding in respect of health and care services. The funding from the Levy alongside increased budgetary scrutiny and efficiency savings will be used to stabilise future healthcare funding at a level that supports the needs for all our community.

Over the last five years the spending on our health service has increased by an average of 14% per year; far faster than the rate of our Island’s economic growth or the increase in government revenue. A future Levy could act as additional revenue to support our efforts to fund a reformed NHS providing effective and efficient services that are free at the point of need.

The consultation provides an overview of what the Levy is, why this is the option chosen by Treasury, why we need it and how we propose to calculate it. We are seeking your views on the proposals, which aim to maintain the funding for our health service into the future.

The Levy aims to encompass all tax resident individuals, creating a fair and equitable mechanism to contribute towards health funding without reliance on reserves.

Other countries have faced similar funding difficulties and have brought in various types of charges, for example the Universal Social Charge in Ireland and the Long Term Care Contribution in Jersey. In 2021, the UK brought forward the Health and Social Care Levy Act to raise funds for health and social care. This was paid for a temporary period from 6 April 2022 by way of an increase in the rates of National Insurance contributions of 1.25%.

I want to ensure that we listen to all views and legislate in the right way from the beginning, introducing a Levy which is proportionate and progressive. With any form of taxation, we need to strike a balance between raising sufficient income to fund the services we need whilst ensuring that the economy continues to thrive by remaining a competitive jurisdiction and attractive to those who live here and those individuals and businesses we want to attract.

Analysing the responses to this consultation before making any final decisions and bringing forward primary legislation may take some time. A Levy would be a new tax for the Isle of Man and as such is a complex undertaking.

At the time of last year's Budget, I gave a firm commitment to review the income tax thresholds, the National Insurance thresholds, the benefit thresholds (especially those relating to Child Benefit) and to reduce the headline upper rate of income tax. The 2025 Budget seeks to deliver on these commitments but also plan a responsible and sustainable financial plan for the future of our nation.

Whilst the headline rate of Income Tax was reduced from 22 to 21% there is still work that will need to be carried out to provide additional and sustainable funding streams for our NHS if we are to reduce this back to the previous 20% rate.

If a decision is made by Tynwald to proceed with a Levy, this will require more careful study and the additional funding this could bring will not be available for the coming financial year. This is because of the complexity and the need to allow time for a separate Bill for the Levy to go through the full parliamentary process.

Hon. Dr Alexander Allinson, MHK

Minister for the Treasury

2. Background

2.1 WHAT IS THE NHS LEVY?

The NHS Levy would be a new charge on income that would be separate from existing income tax with its own calculation base, rate and 'Levy Free' amount (see sections 2.6, 3.1, 3.2 and 3.3). All the income generated from the NHS Levy would be ring-fenced to help fund our NHS.

It is anticipated that the NHS Levy would be administered by the Income Tax Division of Treasury and collected in the same way as income tax (see section 3.6).

There would be no separate NHS Levy return; rather the existing income tax return would be amended to collect any additional information needed.

2.2 WHY DO WE NEED AN NHS LEVY?

The provision of healthcare on the Island and further afield has been subject to significant cost pressures, which are rising at a higher rate than general inflation. Over recent years healthcare funding on the Island has been enhanced to align with the conclusions of Sir Jonathan Michael's report and move towards setting out a long term funding strategy, which will allow our NHS to plan for the future and continue to improve the services for our community.

In order to maintain current services, the funding for health, in line with the Sir Jonathan Michael report, is recommended to be 3.03% on top of base inflation. This is compounded each year.

The growth in healthcare funding over the last five years, the above inflation year-on-year increases and the overall cost of the NHS as a proportion of Government spending is becoming unmanageable within the current funding model. Without some form of action to increase revenue there is a real risk to the provision of vital services.

Tax revenues make up the majority of government revenues; however, they are not predicted to grow sufficiently to cover the rising cost of maintaining the health system at its current level. A temporary increase in the higher rate of income tax for the tax year 2024/25 was introduced to help address the problem immediately. This has since been reduced from 22% to 21% as part of the Budget 2025 with the revenue gap being met by an increase in the NHS Allocation, however, a longer term solution is needed. The Treasury is seeking views on using a new Levy to do this.

Health and Care extra money voted by Tynwald

Year	Supplementary Vote £M
2016/17	11.1
2017/18	9.5
2018/19	4
2019/20	8
2020/21	0*
2021/22	10
2022/23	8.8
2023/24	30
2024/25	20**
Total	101.4

* An additional amount was allocated by way of a large contingency supplementary vote from Tynwald due to Covid 19. Due to this no additional funding has been directly allocated to DHSC in this analysis, however it could easily be estimated to be another £10m plus.

** Estimate

The average total increased spending on health has been 14% each year for the last five years.

Total Government gross spending projected for 2025-26 equates to around £17,249 per head of the Island's population, £4,583 of which goes towards Health and Social Care Services.

The current budget for 2025-26 of £387.4 million means that health and social care now accounts for almost 26.6% of gross expenditure (pre reserves).

It was estimated that the increase from 20% to 22% in the higher rate of income tax would raise in the region of £20 million (see footnote 1 for explanation¹). Current estimates suggest that the Levy, based on the stated proposals in section 3, will raise in the region of £26-28 million per year for health funding. Any further funding required would be met from other general revenue.

Whilst financial discipline has been placed as a key priority for this administration and there is a concerted effort to reduce Government spending, the generation of additional revenue

¹ The total revenue estimated will not be wholly realised in 2024/25.

will still be necessary. Investment in new technologies to increase productivity in the delivery of public services is also underway but is often complex and requires time and care to ensure effective implementation.

2.3 HOW WOULD THE TRANSITION TO THE LEVY WORK?

The earliest practical date a Levy could apply from is 2027/28, as new primary legislation would need to be enacted. As part of the Budget 2025 the increase in the higher rate of income tax, which was introduced as a temporary measure, was reduced from 22% to 21%. Treasury intends to address the reduction in revenue from decreasing the higher rate of income tax by increasing the NHS Allocation² for five years commencing on 6 April 2025.

2.4 WHY A LEVY ON INCOME?

A new Levy would mean that decisions could be taken separately from income tax about who pays, on what and at what rates. It also facilitates the ring-fencing of the revenues generated for the health service.

Although separate from income tax, keeping certain aspects closely aligned means that it could be administered and collected efficiently by adapting existing systems.

A Levy on all income means more of those who can potentially benefit from the health service would contribute to the cost of it through payment of the Levy.

The options that have been considered as an alternative to a Levy are described below:

Option	Considerations
Income Tax	Restricts ability to pay to a narrower base Only affects those paying the rate on which any increase is applied
National Insurance	Majority of contributions are paid into Manx National Insurance Fund and used to pay the State Pension and other contributory benefits e.g. Incapacity Benefit Only paid on earnings from employment and self-employment ³ Not paid by individuals over State Pension Age ⁴

² See section 3.7 in respect of NHS Allocation.

³ National Insurance contributions could be extended to apply to other types of income. However, this option would require significant changes to be made to the overall National Insurance system, which today is still primarily designed to fund contributory benefits.

⁴ On its own requiring individuals over State Pension Age to pay National Insurance contributions on earnings is not a realistic alternative to a Levy as it would not generate sufficient additional revenue. This topic will however be the subject of a further consultation exercise later in 2025.

Levy	Bespoke Can be applied to a wider base Easier to ring-fence More transparent Enables Tynwald to make decisions on the rate and threshold separate from similar decisions in relation to Income Tax and National Insurance
------	---

2.5 KEY POINTS BEING CONSULTED ON

- Collection by Income Tax Division
- Ring-fencing of revenue generated for health services
- Income basis on which the Levy is charged (definition to be determined but not just taxable income)
- Treatment and calculation of jointly assessed couples
- Subject to a maximum charge e.g. £5,000 individuals, £10,000 jointly assessed
- An allowance or 'Levy Free' amount – similar principle as the Personal Allowance for tax

2.6 CALCULATION OF THE LEVY

For the purposes of this consultation document, it has been assumed that the rate of the Levy would be 2%. The actual rate of any Levy would be provided for in legislation and decided by Tynwald in a similar manner to income tax rates.

<i>Income subject to Levy</i>	£xxxxx -
<i>Levy free amount</i>	£xxxxx
<i>Amount Levy applied to</i>	£xxxxx
<i>Levy applied at 2%</i>	£xxx (capped at prescribed level)

No additional allowances, reliefs or bands would be applied in relation to the Levy e.g. no single parent or disabled allowances, no relief for mortgage interest, charitable donations.

3. Proposals and Questions

3.1 WHO SHOULD PAY THE LEVY?

Proposal - Tax resident individuals, under domestic tax principles, irrespective of their age.

Residency: for tax purposes residence is based on intention and physical presence. Some individuals who are classed as non-resident for tax purposes are physically present on the Island for up to 6 months. Designing and implementing an alternative definition of residency or a definition of health service users for the purposes of the Levy may cause confusion and lead to unnecessary complexity.

Age: for income tax purposes there are no restrictions for age as only those receiving income potentially have a liability to income tax.

QUESTION 5

Do you agree that the Levy should only apply to individuals who are classed as resident for tax purposes?

Yes/No

QUESTION 6

Should the Levy apply to all individuals with sufficient income to be above a Levy free amount irrespective of their age?

Yes/No

Please provide further information or comments that you may consider relevant

3.2 WHAT WOULD THE LEVY BE CHARGED ON?

Proposal – Levy charged on an individual's income without any deductions or reliefs, including income that is exempt from income tax.

This could include:

- income subject to Double Taxation Relief⁵ (e.g. earnings, pension or investment income from another country that has already suffered foreign income tax so may not suffer any further income tax in the Island)
- amounts subject to exemptions from income tax (e.g. lump sum on retirement, war pensions, grants, first £30,000 termination payments, Governors salary, Benefits in kind, TT Homestay)
- income from Social Security Benefits
 - Means tested benefits (e.g. Income Support)
 - Non-means tested benefits (e.g. contributory based Jobseekers/Incapacity Benefit)
 - Earnings replacement (e.g. Employed Persons Allowance)
- income subject to Key Employee Special Treatment (the Levy would be applied to worldwide income notwithstanding that such individuals are taxed as a non-resident for income tax purposes)
- income sheltered from income tax by additional allowances, deductions or reliefs applied e.g. single parent or disabled allowance, mortgage interest relief, charitable donations or nursing expenses
- income currently subject to the tax cap.

QUESTION 7

Do you agree that the Levy should be charged on all categories of income outlined above?

Yes/No

Please provide further information or comments that you may consider relevant

⁵ Subject to existing commitments to give double taxation relief as set out in the Isle of Man's Double Taxation Agreements.

3.3 SHOULD THERE BE A "LEVY FREE" AMOUNT?

Proposal - there should be a "Levy Free" amount similar to the current income tax Personal Allowance but without a taper.

Under changes approved as part of the 2025 Budget, individually assessed individuals can now have income of £14,750 and jointly assessed couples £29,500 before they need to pay income tax. This keeps those on very low incomes outside of the income tax system and also avoids the need to collect relatively small sums. For income tax purposes there is a taper which reduces an individual's personal allowance by £1 for every £2 that income is in excess of £100,000 or £200,000 for a jointly assessed couple. An equivalent taper is not proposed for the Levy.

QUESTION 8

Should there be a "Levy Free" amount similar to the current Income Tax personal allowance?

Yes/No

QUESTION 9

Should the "Levy Free" amount be lower, the same or higher than the Income Tax personal allowance?

Lower/same/higher

Please provide further information or comments that you may consider relevant

3.4 HOW SHOULD JOINTLY ASSESSED COUPLES BE TREATED?

Proposal - Jointly assessed couples for income tax purposes should be treated as jointly assessed couples for the Levy.

Jointly Assessed Couples for income tax purposes are married couples or civil partners who elect to be jointly assessed. They have their income and deductions jointly calculated, which allows them to share their unused allowances and thresholds, so reducing their overall tax burden compared to being individually assessed. They are jointly and severally liable in respect of any income tax liability.

For the purposes of the Levy the only proposed allowance or threshold that could be shared by a jointly assessed couple would be the "Levy Free" amount. If jointly assessed couples were treated as jointly assessed for the Levy they would be jointly and severally liable as is the case for income tax.

QUESTION 10

Should couples who are jointly assessed for income tax purposes be treated as two separate individuals or a jointly assessed couple for the purposes of calculating the Levy?

Individually assessed/Jointly assessed

Please provide further information or comments that you may consider relevant

3.5 SHOULD THERE BE A MAXIMUM AMOUNT PAYABLE AS PART OF THE NHS LEVY?

Proposal - there should be a maximum amount payable, for example £5,000 for an individual or £10,000 for a jointly assessed couple, that is separate from the Tax Cap.

As the Levy would be separate from income tax it would be payable by tax capped individuals in addition to their income tax cap, therefore, it may be reasonable to consider a maximum amount for the Levy.

The level of income whereby a maximum amount would become relevant will depend upon the "Levy Free" allowance. By way of example, if the "Levy Free" threshold were £14,750, an income of approximately £265,000 per annum for individually assessed individuals and £530,000 for jointly assessed couples would be required to reach a cap of £5,000 (or £10,000 for jointly assessed couple) if the Levy rate was set at 2%.

A cap of £5,000 per individual broadly aligns with the average healthcare spend per person on the Island.

QUESTION 11

Do you think it is reasonable for there to be a maximum amount payable under the Levy?

Yes/No

QUESTION 12

If you do agree that there should be a maximum amount payable under the Levy, do you agree that the maximum should be £5,000 for individually assessed individuals and £10,000 for jointly assessed couples?

Yes/No

Please provide further information or comments that you may consider relevant

3.6 HOW COULD THE LEVY BE ASSESSED AND COLLECTED?

Proposal - to reduce the compliance burden for individuals, and administration costs, the Levy could be assessed and collected like current income tax e.g. via the existing annual tax return process with employers deducting payments and/or payments being made via the existing Payment on Account system.

The Levy would be:

- due and payable on 6th January following the year of tax assessment (the date on which income tax is due and payable)
- where possible subject to deduction at source by employers in essentially the same way as the Income Tax Instalment Payments currently works
- subject to a Payment on Account calculation (where all income cannot be taxed at source a payment on account notice may be issued which is due and payable on 6th January during the year of assessment).

QUESTION 13

Should the Levy be paid in the same way as Income Tax?

Yes/No

Please provide further information or comments that you may consider relevant

3.7 RING-FENCING THE LEVY

Proposal - the revenue raised from the Levy should be ring-fenced for health. This could be provided for in legislation.

The revenue raised by the Levy could be ring-fenced for health in a similar way to National Insurance contributions or included in the Government's general revenue as is the case for income tax and VAT receipts. A proportion of all the National Insurance contributions received each year is allocated as a contribution to the health service; this is known as the "NHS Allocation".

QUESTION 14

Should the Levy be "ring-fenced" or should it be included in Government's General Revenue?

Ring-fenced / General Revenue

QUESTION 15

If in Question 14 you selected "ring-fenced", what health services should be funded by the additional amount collected?

3.8 ADDITIONAL AND ALTERNATIVE FUNDING

The cost of health is projected to grow above inflation year on year and the subsequent need to fund this growth in order to continue to maintain the current level of service is set out in the medium term financial plan as part of the Budget's Pink Book.

Government are continuing to develop a separate Immigration Health Surcharge to be applied to those moving to the Island on an immigration visa which will be treated separately to this proposed NHS Levy.

However, people can move here from within the Common Travel Area which includes the UK and Ireland without any permission or residency controls. Whilst they are not eligible for access to social housing or benefits until they have been resident for a set time period, they are able to register with a GP and access healthcare services. Some will be working and paying Income Tax and National Insurance contributions, but a small number of people do come to the Island to retire.

QUESTION 16

Would you agree that an annual Healthcare Surcharge could be applied to all new residents coming to the Island which would be in addition to the proposed NHS Levy?

(This would not be administered and collected by the Income Tax Division and a separate collection mechanism would be required)

Yes/No

QUESTION 17

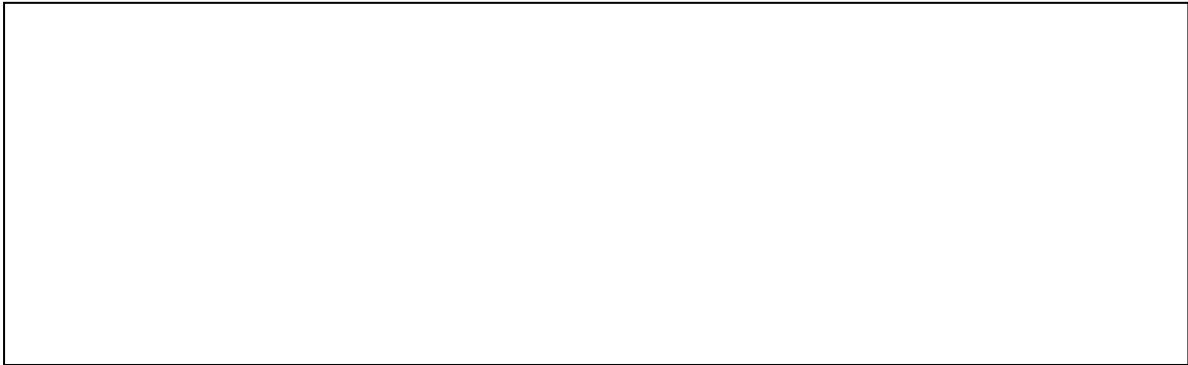
Should this annual Healthcare Surcharge be imposed on everyone coming to live in the Isle of Man, or just on those who are less likely to be economically active (e.g. those who arrive without a work permit?)

Yes/No

Please provide further information or comments that you may consider relevant

QUESTION 18

If you believe that the Levy as outlined is not the optimal approach to meet the cost of funding for health, please provide details of alternative suggestions.



Thank you for taking part in this important consultation to ensure the sustainable funding of our NHS now and into the future.

**PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING**

28TH MAY 2025

AGENDA – PRIVATE SESSION

Item Number	Item	Action Required
1.	MINUTES	
	Four Members who were present are required to approve Minutes	
1.1	Minutes of the Private Meeting held on the 23 rd April 2025	For Board approval
2.	MATTERS ARISING	
2.1	Matters arising from previous meetings	Clerk to provide necessary updates
3.	FINANCE – None	
4.	HOUSING – None	
5.	PROJECTS	
5.1	PSM Workshop	For Board discussion
5.2	SCASB Lease	For Board approval
6.	POLICY & RESOURCES - None	
7.	STAFFING – None	
8.	REPRESENTATIVE CONFIDENTIAL REPORTS	
8.1	Southern Civic Amenity Site Board	NME to provide update
8.2	Southern Sheltered Housing Joint Board	BW to provide update

8.3	Southern Swimming Pool Board	LVW to provide update
8.4	IoM Municipal Association	JT & DS to provide update
8.5	Southern Authorities Health Care Committee	CO'M to provide update
9.	PRIVATE CORRESPONDENCE - None	
10.	ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)	

Note: Local Government Act 1985, section 65; Disclosure of Information 'Any member or former member of a local authority who, without the consent of the authority, divulges any information communicated to him in confidence as such member shall be guilty of an offence and liable on summary conviction to a fine not exceeding £1000.'