



## Freedom of Information Act 2015 - Response to Request IM-001084

2<sup>nd</sup> July 2026

Dear [REDACTED]

Thank you for your request dated 29<sup>th</sup> June 2026 under the Freedom of Information Act 2015.

**1) The current job title, salary grade or band, and full-time equivalent salary of the Town Clerk (or equivalent most senior officer post).**

**Job Title:** Clerk & Responsible Finance Officer

**Salary Grade or Band:** Pay band 39 -43

**Full-time equivalent salary of the Clerk & Responsible Finance Officer:** £58,898.16

**2) The date the current postholder was appointed and whether the role was filled by open external advertisement or by another means (e.g. internal appointment, direct appointment).**

Approval for the appointment was granted by the Department of Infrastructure under sections 21(3) and 21(3A) of the Local Government Act 1985 on 1 April 2026. The appointment formed part of an internal reorganisation of responsibilities and was made without an external recruitment exercise.

**3) A copy of the job description and person specification for the Town Clerk role as currently in use.**

Attached as requested.

**4) Whether the Town Clerk is employed on a permanent, fixed-term, or consultancy basis.**

The Clerk & Responsible Finance Officer is employed on a permanent basis.

**5) The total number of staff employed by Port St Mary Commissioners, broken down by full-time and part-time, as of the date of this request.**

Full time employees: 10

Part time employees: 1

As at 29<sup>th</sup> June 2026 (date of request).

**6) A copy of the current staffing establishment or organisational chart showing all posts (names are not required — job titles and grades are sufficient).**

Port St Mary Commissioners do not hold a staffing establishment or organisational chart in the format requested. Accordingly, no information is held for the purposes of this request.

**7) The total annual staffing cost (salary and on-costs) for the most recent completed financial year.**

The total annual salary cost (including pensions & employer taxes) was £590,585.42.

**8) Details of all external recruitment exercises carried out in the last three years, including: the post advertised, date advertised, whether it was advertised publicly, and the outcome.**

| Post                     | Advertised externally | Date Advertised               | Outcome          |
|--------------------------|-----------------------|-------------------------------|------------------|
| DLO Operative            | Yes                   | 21 <sup>st</sup> January 2025 | Appointment made |
| Administrative Assistant | Yes                   | 24 <sup>th</sup> May 2024     | Appointment made |

**9) A copy of the Commissioners' recruitment and selection policy, if one exists.**

Port St Mary Commissioners do not have a formal Recruitment and Selection Policy. Recruitment is undertaken in accordance with the Isle of Man Public Sector Commission Recruitment and Selection Guidelines where applicable.

**10) Whether any posts have been filled in the last three years without open advertisement, and if so, the rationale applied in each case.**

Clerk & Responsible Finance Officer – appointed without open external advertisement.

The appointment arose from an internal reorganisation of responsibilities, following a request for a role swap. The proposal was referred to the Department of Infrastructure under sections 21(3) and 21(3A) of the Local Government Act 1985. The proposed appointee's curriculum vitae was submitted to the Department for consideration, independent HR advice was obtained, and the Department approved the proposed appointment. The Commissioners subsequently resolved to appoint the postholder as Clerk & Responsible Finance Officer in May 2026, with effect from 1<sup>st</sup> April 2026. Prior to the appointment, the postholder had been carrying out the duties of Acting Clerk for approximately seven months.

**11) If any information is withheld, please specify the exemption relied upon under the Freedom of Information Act 2015 (IoM) and confirm whether the public interest test has been applied.**

Port St Mary Commissioners have not withheld any information falling within the scope of this request. Accordingly, no exemptions under the Freedom of Information Act 2015 have been relied upon, and consideration of the public interest test has not been necessary.

**Your right to request a review**

If you are unhappy with this response to your Freedom of Information request, you may ask us to carry out an internal review of the response, by completing a complaint form and submitting it electronically or by delivery/post to the sender of this letter at the address above. An electronic version of the relevant complaint form can be found by going to our website at <https://www.gov.im/about-thegovernment/freedom-of-information/freedom-of-information-review-request> . If you would like a paper version of the complaint form to be sent to you by post, please contact us and we will be happy to arrange for this. Your review request should explain why you are dissatisfied with this response and should be made as soon as practicable. We will respond as soon as the review has been concluded.

If you are not satisfied with the result of the review, you then have the right to appeal to the Information Commissioner for a decision on;

1. Whether we have responded to your request for information in accordance with Part 2 of the Freedom of Information Act; or
2. Whether we are justified in refusing to give you the information requested.

In response to an application for review, the Information Commissioner may, at any time, attempt to resolve a matter by negotiation, conciliation, mediation or another form of alternative dispute resolution and will have regard to any outcome of this in making any subsequent decision.

More detailed information on your rights to review is on the Information Commissioner's website at: <https://www.inforights.im/>

If anything is unclear, or if you have any queries concerning this letter, please do not hesitate to contact me.

Further information about Freedom of Information requests can be found:  
<https://www.gov.im/about-the-government/freedom-of-information>

Yours sincerely,

Hayley Kinvig  
Deputy Clerk



## **PORT ST MARY COMMISSIONERS**

### **JOB DESCRIPTION**

**Role:** Clerk & Responsible Finance Officer

#### **Main Purpose of the Position**

To manage, co-ordinate and develop all functions within the Local Authority in accordance with statutory requirements and the direction of the Port St Mary Commissioners and ensure appropriate governance is in place in respect of these functions. To act as line manager to employees of the Commissioners and represent the Commissioners at a variety of forums including with members of the public, Government departments, other statutory bodies and other stakeholders, or ensure that they are appropriately represented by either Board Members or, if required, legal advisers.

The Clerk has considerable independence of action in the disposition of routine matters and in receiving complaints, giving information, and other public contact work. This is a management position which reports directly to the Chairman and the Board of Commissioners. Work is carried out with relative independence in accordance with applicable statutes and general instruction. Work is reviewed through discussion, reports and results achieved with the Board.

#### **Responsibilities and Personal Duties**

##### **Board & Regulations**

1. Have overall responsibility for the management of the Local Authority in accordance with the policies and mission statement (to be reviewed on an annual basis by the Board) set by Port St Mary Commissioners.
2. To keep up to date with knowledge and understanding of regulations relating to the duties and responsibilities of a Local Authority Clerk.
3. Ensure appropriate, accurate information, advice and guidance is afforded the Commissioners on all matters relating to the services provided by or on behalf of the Authority. Make recommendations regarding policy making and business planning.

4. To attend and carry out administrative duties in relation to meetings of the Board, any Joint Board's under the management of Port St Mary Commissioners and other committees that may be required. Meetings of the Board are usually held in the evening on the third Wednesday of each month. Including (but not limited to) preparation of Board Agendas and taking of Minutes. Ensuring policies are regularly reviewed and updated, where necessary.
5. To assist (and attend) with the scheduling of meetings between the Board and third parties, including Government and private sector departments.
6. To keep records, collate and organise data, and prepare reports for Board review from such records.
7. To ensure implementation of the Local Authority's Standing Orders, General Byelaws and Dog Control Byelaws and provide advice and guidance to the Chairman and the Board members as and when required including acting as a Dog Byelaw and Traffic Enforcement Officer on behalf of the Authority.
8. To act as the Board's Responsible Finance Officer and prepare in conjunction with the Finance Officer annual estimates for the services provided and set the Town Rate and sign off audited accounts as well as budgets, forecasts and other ad hoc reports as required.
9. To check Health and Safety policies are complied with and updated from time to time in accordance with statutory requirements and best practice.
10. To ensure Data Protection licences are renewed annually. To ensure that data processors are aware of their responsibilities under the Act and are bound by the Data Protection principles.
11. To be responsible for ensuring the Board's compliance with legislation relating to the functions of Local Authorities.
12. To prepare and submit petitions to the Government for borrowing monies as and when required and arrange for the appropriate borrowing facilities to be set up with the relevant bank.
13. To plan, coordinate and oversee elections and byelections on behalf of the Commissioners in the role of Deputy Returning Officer. To always ensure that the Elections Regulations (Local Authority) 2022 are adhered to and the Cabinet Office liaised with on a regular basis.
14. To ensure the Board respond to relative Consultations and publish the responses.
15. To act as Clerk/Responsible Finance Officer to Southern Sheltered Housing Joint Board, answerable to the relevant Chairman and Committee/Board members. The duties/responsibilities of said post being synonymous with this document.

## **HR Functions**

- 16.To organise and be accountable for all sections of the Authorities staff (including administrative and maintenance).
- 17.To carry out annual staff appraisals (as well as regular 'check ins' throughout the year) with administrative staff and ensure the Foreman carries out the same with the DLO staff.
- 18.To provide and wellbeing support to all staff.
- 19.To ensure staff have adequate training to enable good working practice.
- 20.To meet with the Foreman and other lead officers on a regular basis to discuss operations and matters relating to staff performance.
- 21.Enhance professional administrative skills by study, membership in professional organisations, conferences and contact with other Local Authority Clerks.
- 22.The ability to personally perform the work of other staff members, if necessary, to supplement staff absences.

## **Day to Day running of the Authority**

- 23.Validate official documents and advertisements with the Local Authority seal (where required). Including the swearing in of new Board members.
- 24.Undertake other duties as the Board may from time to time stipulate.
25. To ensure the Board is represented at Officer level at meetings held with central Government and other Local Authorities. Including (but not limited to) Clerk Forums, PSC & NJC Committee, Finance Officer Meeting, Housing Managers Meetings, Maintenance Manager Meetings, HR Forum.
26. To ensure statutory events are held with success and provide assistance to community events where possible.
27. To ensure that the requirements of the Highway Maintenance Charter 2022 and Highways Service Level Agreement are met satisfactorily.
28. To ensure all reports to Government are filed complete and on time. Including (but not limited to) Annual Financial Statements, Annual reports post AGM, Housing Reports (including deficiency related), Climate Reports, Highways Maintenance Reports.
29. To ensure that insurance and all licences are up to date.
30. To maintain an asset and maintenance register for all PSM housing and public assets.

- 30.To have a working knowledge of the computer software in use by the Commissioners and be prepared to use it to its full extent (data input, typing of correspondence etc).
- 31.To manage the preservation of all permanent Local Authority records.
- 32.To be able to work effectively and assist with local charities and community organisations.
- 33.To maintain confidentiality and propriety in all aspects of the job and not divulge any personal information
- 34.To organise and improve where possible areas of performance to ensure cost effective services are provided, aiming where possible to reduce the Authorities carbon footprint.
- 35.Handle incoming phone calls, assisting with public enquiries or complaints, providing information, and where necessary, refer enquiry on to the relevant Government Department for further action (ensuring follow up and communication until completion).
- 36.Act as Fire Officer for the Town Hall, unless the role has been delegated, and ensure that weekly checks and tests of the fire alarm system and emergency lighting systems at the Town Hall and workshop are carried out on a weekly and monthly basis respectively.