



# **ONCHAN DISTRICT COMMISSIONERS**

Aim: To provide clear guidance on responding to consultation documents from Isle of Man Government.

## **PROCEDURES GOVERNMENT CONSULTATION DOCUMENTS**

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Policy Date: March 2020  
Review Date: March 2024

**Policy Review - History:**

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

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

Acknowledgement to Douglas Corporation for sharing their policy and procedures.

<b>Effective from:</b>	<b>Replaces:</b>	<b>Originator:</b>	<b>Page X of Y</b>
02/03/2020		Chief Executive/Clerk	3
<b>Board Ratification:</b>			

<b>History or Most Recent Policy Changes – MUST BE COMPLETED</b>		
<b>Version:</b>	<b>Date:</b>	<b>Change:</b>
1	17/02/2020	New Procedure

## **Procedure for dealing with Government Consultation Documents**

When any public consultation document issued by the Isle of Man Government is received by Onchan District Commissioners it will be dealt with as follows:

1. The Chief Executive/Clerk will scrutinise the document to ascertain whether it merits consideration because the subject matter could affect the Authority, its services, or the Local Government District of Onchan, and will

### **EITHER**

- (a) (in case the document is not relevant), circulate to Members of the Commissioners to notify them that it has been received and where it may be read, and that it is intended not to offer any comment on behalf of the Authority;

OR

- (b) if the document does have relevance, advise Members of the Authority that it has been received and where it may be read, and invite them to submit any comments for consideration by the Chief Executive/Clerk in formulating a response;

OR

- (c) in either case, if any Member puts forward any comments they will be collated and attached to a report by the appropriate Officer to the Board of Commissioners.

2. In such case the response shall only be sent after consideration by the Board of Onchan District Commissioners.
3. This procedure shall apply to public consultation documents only and not to cases where the Authority or all local authorities are consulted specifically on any issue by the Government.