



Isle of Man Government

COMMUNITIES & ENVIRONMENT BOARD

TERMS OF REFERENCE

1. BACKGROUND & PURPOSE

- 1.1. The purpose of the Communities & Environment Board ("**The Board**") is to lead, set direction and coordinate the development of strategic policy for the Isle of Man contained in the 2023 Island Plan.
- 1.2. The Board will primarily consider early stage policy proposals from Officers that require cross-Government response, but may consider any matter which it considers to be relevant to communities and the environment.
- 1.3. The Board will provide oversight and early stage engagement of programmes that fall under Island Plan categories of:
 - Building great communities and;
 - An environment we can be proud of
- 1.4. Together with the other Council of Ministers' Boards, it will oversee development of policies to recommend to the Council of Ministers.

2. ROLE OF THE BOARD

- 2.1. The Communities & Environment Board, will be responsible for:
 - Driving forward and developing policy required to deliver the "Building great communities" and "An environment we can be proud of" strategic programmes within the Island Plan
 - Identifying where different national policies may come into conflict and acting to resolve;
 - Horizon scanning and identifying where a change in strategic or policy response may be required; and

- Identifying where there are gaps in national policy contained within the Island Plan.

3. GOVERNANCE

- 3.1 The Board was established by the Council of Ministers on [26 January 2023] as part of the structure of Council Oversight Boards comprising:
- Economic Strategy Board
 - Communities and Environment Board
 - Health, Learning and Social Policy Board
- 3.2 The Board will provide advice and support to the Chief Minister and the Council of Ministers.

4. MEMBERSHIP

4.1. Political Members

The Board shall comprise the following:

Minister for the Cabinet Office (Chair)
Minister for Environment, Food & Agriculture
Minister for Infrastructure

4.2. Officers

The Board will be supported by senior officers from:

Cabinet Office
Department for Environment, Food & Agriculture,
Department for Infrastructure

- 4.3. Cabinet Office will provide administrative and research support to the Board. Other officers will be co-opted to attend or support the work of the Board as and when required by the Board.
- 4.4. The Chair may invite other representative individuals or groups to attend the Board meetings as required, from within Government, the business sector or the community, dependent on the matter under discussion.
- 4.5. To be deemed quorate at least two political members are required to be present.
- 4.6. Decisions will be normally arrived at by consensus. Nonetheless, at the request of any political member present, and with the consent of the Chair, a vote can be taken on any matter. Where a meeting is not quorate business can be transacted but decisions taken cannot be actioned until such time as the consent of a simple majority of the Committee has been obtained.

5. MEETINGS AND MINUTES

- 5.1. Meetings of the Board will occur every two months, with additional meetings arranged at the agreement of the Chair. The meetings shall be chaired by the Minister for the Cabinet Office or by a nominated deputy.
- 5.2. Agendas are compiled with the assistance of the Lead Officer Group. A request for an item to be included on the agenda should have been progressed through the Lead Officer Group.
- 5.3. The agenda and papers will, wherever possible, be distributed at least one week prior to the meeting by the Secretariat. A request for an item to be included on the agenda should always be accompanied by supporting documentation.
- 5.4. Minutes will be prepared in accordance with [Minute Taking Guidance](#) prepared by the Cabinet Office and will be issued in draft no later than five working days following each meeting.
- 5.5. In normal circumstances late papers will not be accepted, in exceptional circumstances approval for late papers to be considered must be obtained from the Chair.
- 5.6. All documentation issued in relation to the Communities & Environment Board including the terms of reference, proceedings and papers are subject to the same statutory confidentiality as applies to meetings and proceedings of the Council of Ministers¹, and should be therefore treated accordingly, unless agreement is given.
- 5.7. Documents should not be circulated for wider distribution other than to nominated officers without the necessary permission which will be agreed by the relevant document owner (which may be at political level).

6. REPORTING

- 6.1. The Communities & Environment Board will report to the Council of Ministers. A draft copy of the minutes will be provided to the Council of Ministers no later than ten days following a meeting for information.
- 6.2. Policy and strategy emerging from the Board is subject to approval by Council of Ministers.

Lead Officers Group

- 6.3. The Communities & Environment Board will be supported by a Lead Officer Group which comprises of senior officers of the departments, board and offices represented on the Board.

¹ Section 6, Council of Ministers Act 1990

6.4. The Lead Officer Group is directed by the Board and will ensure that the Board's will is carried out and appropriate information is provided to the Board.

Contracts and Finance

6.7 The Board has no authority to contract out work and no finance is allocated to it.

7. WORK PROGRAMME

7.1. The work streams of the Board are taken from Our Island Plan

7.2. Subsequent and additional policy and strategy emerging from the Board is subject to approval by Council of Ministers.

8. COLLECTIVE RESPONSIBILITY

8.1. All political members of the Committee are required to abide by collective responsibility.

8.2. Department Members attending in place of a Minister shall have in place the appropriate delegation from the respective Minister.

8.3. Ministers (or their delegated Members) should take particular care to avoid any perceived conflicts of interest and declare this.