



TYNWALD COURT OFFICIAL REPORT

HANSARD STYLE GUIDE

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The Official Report (Hansard)
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First Principles

The guiding principles are based on those set out in *Notes on Style and Usage* (UK Parliament, 1970) and repeated in *Parliamentary Practice* (Erskine May):

Speeches are reported verbatim, subject to the cutting out of redundancies and repetition and the correction of obvious verbal slips and mistakes of grammar. Long and involved sentences should be broken up and clarified, but care should be taken to preserve a Member's distinctive style and, where risk of misunderstanding may arise, there should be strict adherence to the spoken word.

Following is the definition of a 'verbatim report' given by the Select Committee in 1909: a report 'which though not strictly verbatim, is substantially the verbatim report, with repetitions and redundancies omitted and with obvious mistakes corrected, but, on the other hand, leaves out nothing that adds to the meaning of the speech or illustrates the argument.'

These principles should take priority over any temptation to 'improve' on what a Member or Minister says. However, because of unfinished sentences, interruptions, repetitions and verbosity, an entirely verbatim report would be almost unintelligible to the ordinary reader. For this reason the Official Report is 'substantially' verbatim.

WHY HANSARD?

The Official Report is better known as '*Hansard*' in tribute to the work of Thomas Curson Hansard (1776-1833), who began reporting and publishing the proceedings of the House of Commons in the early 19th century. As a result of his pioneering work, *Hansard* has become the standard name for parliamentary reports throughout the Commonwealth.

LEGAL PRECEDENT

As a result of legal decisions, notably *Pepper v Hart* (1993), the Official Report has acquired a position of extreme importance – clarifying the intention of Tynwald – which makes it imperative that it should constitute an accurate record of proceedings. Under the rules derived from *Pepper v Hart*, courts now make routine reference to *Hansard*, particularly where there is an ambiguity in legislation.

In practically every case involving the construction of an enactment, there must be a search in *Hansard*. This is because it is rarely possible to be sure, without full knowledge of the background, that the *Pepper v Hart* conditions are not satisfied.

All England Law Reports Annual Review, 1992

Such decisions and the natural requirements of Members and Ministers for a reliable account of proceedings put *Hansard* at the very heart of the process of government.

MANX HANSARD STYLE AND REFERENCE MATERIAL

The Manx Official Report aims to achieve a consistency of style and presentation with usage in Government Departments, Standing Orders, Bills and Acts. Follow the standards set by:

- The Attorney General's legislative drafters in the draft legislation
- ['Isle of Man Legislation Explained – a Reference Guide for Officers dealing with Bills/Acts and Statutory Documents'](#) produced by HM Attorney General's Legislative Drafting Division
- New Oxford Dictionary for Writers and Editors (August 2014)
- New Hart's Rules – The Handbook of Style for Writers and Editors (August 2014)
- Oxford Dictionaries Online: <http://www.oxforddictionaries.com/>
- Fargher's English-Manx Dictionary (1979)

In general terms, the distinctive practice adopted by the legislative drafters should take precedence over the dictionaries and style guides – i.e. follow the Green Bill, final Act or other draft legislation for capital letters and terminology, even if not normally *Hansard* style.

(See also page 26 – References to legislation)

Punctuation

GENERAL STYLE – MAKING THE TEXT EASY TO READ AND UNDERSTAND

Break up the text as much as possible in order to better help the reader understand what the speaker intended. This leads to a general style of short paragraphs and long sentences broken up with commas or, where possible, broken into separate sentences.

- Shorter paragraphs often better reflect the way a Member speaks, particularly where there are changes of thought or subject.
- Long sentences with many phrases joined together using ‘and’ or ‘but’ should be split into smaller sentences. Delete the ‘and’ or ‘but’ where it is not needed.
- Redundant words and phrases – e.g. word-for-word repetition or false starts which provide no meaning – should be removed, unless they are an essential part of the Member’s style, or are necessary in the context.
- Colons and semi-colons further break up unclear prose and long lists.

ABBREVIATIONS

Abbreviations consisting of capital letters, do not use stops, e.g. UNESCO, NATO, NALGO, WHO, UK, MP, MHK, PhD, CBE.

Do not use an apostrophe in plural abbreviations, e.g. 24 MHKs, nine MLCs, three CEOs, 5.3 FTEs

Some abbreviations have become so accepted in common speech that they have become acronyms and should therefore be treated as words, e.g. laser, Anzac, Ofsted, Moneyval.

When in doubt, leave as capital letters.

At the first mention of the abbreviation in any sitting, transcribe the phrase in full and put the abbreviation afterwards in brackets, e.g. the International Monetary Fund (IMF), Financial Action Task Force (FATF)

All subsequent references are then according to what the Member says.

Exceptions:

Isle of Man Government Departments are assumed to be familiar to the reader, so can be left as abbreviations, e.g. DEFA, DED, DSC etc.

Measurements:

Imperial units – write out in full, e.g. yards, inches, stone, pounds (weight)

Metric units – use abbreviations, e.g. mm, mg, cm, ml, kg, kW, Hz with a space between the numeral and the unit of measurement.

If in doubt, write out other units of measurements as abbreviations.

(See also Measures, Weights and Quantities.)

ACCENTS

Words which have acquired an English meaning and are not italicised should drop their accents – e.g. hotel, depot, regime.

Use accents when quoting a foreign word or name which is not in regular English use and is therefore italicised.

Exceptions:

- (a) where an accent makes a difference to pronunciation or meaning, as in café, naïve
- (b) phrases which take accents such as *vis-à-vis*, *déjà vu*
- (b) use of the cedilla, as in façade.

APOSTROPHES

Note the correct use of the possessive apostrophe:

- (a) Belonging to a single person or thing:

the Member's statement	= the statement of one Member
a Private Member's Bill	= one Private Bill of one Member
the Minister's Statement	= the Statement by one Minister
Mr Thomas's motion	= the motion of Mr Thomas

- (b) Belonging to two or more people or things:

the Members' opposition	= the opposition of several Members
Private Members' Bills	= various Private Bills of various Members
a Keys' amendment	= an amendment by the House of Keys
a Council of Ministers' report	= a report by the Council of Ministers
four years' delay	= a delay of four years
six weeks' notice	= notice of six weeks

- (c) for goodness' sake!

Note the difference:

it's = it is	its = belonging to it
who's = who is	whose = belonging to a person

Do not use an apostrophe in years, ages or abbreviations:

In the 1960s He was in his 30s. 24 MHKs and nine MLCs

CAPITAL LETTERS

Initial capitals should *always* be given to:

- (a) names of people, places, companies, days, months, holidays, countries, languages, geographical/political areas – i.e. proper nouns
- (b) Tynwald Court, House of Keys, Legislative Council, the Branches, the Chambers
- (c) Tynwald Members, Members of the House of Keys (MHKs), Members of the Legislative Council (MLCs)
- (d) Isle of Man Government and its Ministers, Departments, Offices and Statutory Boards
- (e) Questions for Oral/Written Answer, parliamentary Questions and Answers, Question Time
- (f) Acts, Bills and their full titles
- (g) titles of existing standing and select committees
- (h) titles of specific bodies, courts and tribunals
- (i) titles of specific or unique office holders
- (j) anything which takes capitals within draft legislation being debated, i.e. Green Bills in the Branches, Orders/Regulations/Byelaws etc. placed before Tynwald.

Lower case letters should generally be used for:

- (a) generic, non-specific jobs, roles, bodies, courts and tribunals
- (b) hypothetical committees and bodies not yet established, documents not yet written
- (c) cardinal points – north, south, east, west
- (d) seasons – spring, summer, autumn, winter.

Note these four words in particular:

(1) GOVERNMENT

– *initial capital* if meaning the Isle of Man Government

e.g. The Government presents its Budget in Tynwald in February.

– *lower case* for the system of rule or any other government

e.g. That country does not have a democratic form of government.

Measures have been taken by the UK government to reduce unemployment.

(2) HOUSE– *initial capital* if meaning the House of Keys or any other parliamentary Chamber, the Upper House, the Lower House

(3) COURT

– *initial capital* if meaning Tynwald Court or within the full title of a specific court

– *lower case* for legal courts in general

(4) PARLIAMENT

– *initial capital* when referring to any assembly which has ‘parliament’ in its title

e.g. the Houses of Parliament in Westminster, the Gibraltar Parliament, the Parliament of Canada

– *lower case* if referring to Tynwald, which is the Manx parliament

Further examples of initial capitals / no capitals

<i>Capital</i>	<i>Lower case</i>
Agreement – the Reciprocal Health Agreement the User Agreement (re IOMSPCo)	<i>but</i> agreements in general
Answer – the Answer to the Oral/Written Question	<i>but</i> in answer to the Question
Appointed Day Order	
Authority – the Manx Electricity Authority the Insurance and Pensions Authority	
Bar of Tynwald	
Captain of the Parish	
Chairman – the Chairman of the MUA the Chairman of the Committee written in full the Chairman of the Office of Fair Trading <i>thereafter</i> the Chairman (specific)	<i>but</i> a (general) chairman e.g. of a club or association
Chamber – in the Chamber the Attorney General's Chambers the Tynwald/Keys/Council Chamber	
Commencement Order	
Commission – Communications Commission Financial Supervision Commission Gambling Supervision Commission	
Commissioners – Ramsey Commissioners Commissioners of the FSC	<i>but</i> general commissioners/ a commissioner
Committee – the Joint Committee the Standing Committee the Select Committee the Special Committee the Overseas Aid Committee the Economic Policy Review Committee the Select Committee on Animal Welfare <i>thereafter</i> the Committee	<i>but</i> a joint committee a standing committee a select committee a special committee a hypothetical committee not yet in existence
Counsel – Queen's Counsel Counsel to the Speaker	to counsel someone, i.e. to give advice
Court – Tynwald Court = the Court the Magistrates' Court Court of General Gaol Delivery the High Court of Justice the High Court of Tynwald the High Court	<i>but</i> the court <i>but</i> the court

Deemster –	
Acting Deemster	
the Deemsters	
the First/Second/Deputy Deemster	
Department –	
the Departments of IOM Government	<i>but</i> departments in general, e.g. of
the Department of Economic Development	companies, of the Hospital
<i>thereafter</i> the Department	
Diocesan Synod	<i>but</i> deanery synods
Distinguished Strangers' Gallery	
Division (of an Isle of Man Government Department)	
Green Bill, i.e. the official printed Bill on green paper	<i>but</i> white paper
	an amendment on (a piece of) white paper
Government –	
the Isle of Man Government	<i>but</i> the UK government
the (Manx) Government	the French government
executive Government	local government
central Government	systems of government
	joined-up government
Hon. –	
Hon. Attorney General	<i>but</i> hon. learned Mr Attorney General
Hon. Chairman	hon. friend
Hon. Chief Minister	hon. colleague
Hon. Member	hon. mover
Hon. Minister	hon. place
Hon. Speaker (i.e. The Speaker)	hon. speaker (i.e. 'the person who spoke')
Hon. Vainstyr Loayreyder	hon. questioner
Hon. Chamber	hon. original questioner
Hon. Court	hon. supplementary questioner
Hon. House	
House –	
the House of Keys	
the Upper House	
the Lower House	
Inquiry –	
the Mount Murray Inquiry	<i>but</i> an inquiry
Member –	
Member (of Tynwald)	<i>but</i> a member of the public
Memorial	<i>but</i> memorialist
Messenger –	
Messenger of the House	
Messengers of Tynwald	
Minister –	
Ministers of IOM Government	<i>but</i> a minister of a church
the Minister	
the Minister for Home Affairs [for, <i>not</i> of]	
the Minister for the Treasury	
the Treasury Minister	
Office –	
Office of Fair Trading	
Office of the Clerk of Tynwald	
the Isle of Man Post Office	

Order Paper –	
Items on the Order Paper	<i>but</i> motions/resolutions
Parliament –	
Parliament (i.e. Westminster)	<i>but</i> the Manx parliament
the UK Parliament	Tynwald is our parliament
the European Parliament	
Petition –	
Petition for Redress of Grievance	<i>but</i> petition of doleance, <i>thereafter</i> the
<i>thereafter</i> the Petition, the Petitioner	petition, the petitioner
Pink Book	
Privy Council	
Public Record Office	
Question –	
I ask the Question standing in my name	<i>but</i> to ask a supplementary or a general
Question Paper	question
Question Time	in answer to question (a)
regions –	
Northern Ireland	northern France
Western Europe	Peel and the west
the West (i.e. Europe and North America)	the south of the Island
the East (i.e. the regions/countries lying to the	the north-west of England
east of Europe, especially China, Japan, and	
India)	
Registries –	
the General Registry	
the Land Registry	
the Aircraft Registry	
the Ship Registry	
Report –	
First Report of the Social Affairs Policy Review	<i>but</i> reports in general
Committee for the Session 2014-15	
the Tynwald Annual Report	
the Vickers Report	
<i>thereafter</i> the Report	
Royal Assent	
	seasons of the year –
	in the spring / summer / autumn
	the winter unemployment figures
Secretary –	
Secretary of Manx Waste Solutions Ltd	<i>but</i> the secretary of the company
Secretary of State	
Staff of Government Division	
Standing Order –	
Standing Orders of Tynwald/Keys/Council	<i>but</i> standing orders of other bodies
Statutory Boards –	
the Board – i.e. the Statutory Board	<i>but</i> to be on the board of a company, the
Communications Commission	board of directors, the board of a Statutory
Financial Supervision Commission	Board, i.e. the group of people
Gambling Supervision Commission	
Insurance and Pensions Authority	

Isle of Man Post Office
Manx Utilities Authority
Office of Fair Trading
Public Sector Pensions Authority
the Independent Monitoring Board
the Board of Education

the board of the Post Office
the board of the MUA

Tribunals –

the Advocates' Disciplinary Tribunal
the Employment Tribunal

but tribunals in general

Certain titles, including full job titles, e.g.

the Chief Secretary
the Speaker (of the House of Keys)
the Attorney General
the Acting Attorney General
the Clerk of the Rolls
the Bishop
the Clerk of Tynwald
the Chaplain of the House of Keys
the Data Protection Supervisor
the Chief Constable
the Chief Financial Officer
the Lieutenant-Governor
the Governor
the Chief Minister
the President (of Tynwald)
the Chief Registrar
the Queen

CONTRACTIONS

Change all contractions to the more formal, unabbreviated form – e.g. 'don't', 'isn't', 'shan't' should be transcribed 'do not', 'is not', 'shall not'.

Exceptions:

- (a) in questions – e.g. It is unfair, isn't it?
- (b) when quoting someone – e.g. He said, 'I won't do it.'
- (c) short single-line remarks/interjections
- (d) where it appears to be necessary in the context
- (e) where it conveys particular emphasis or meaning, or
- (f) let's (unless the Member says 'let us').

GRAMMATICAL ERRORS

Obvious grammatical errors may also be corrected during transcription, e.g.

- (a) He said **that**, as one would expect, **that** there was a long housing list in his constituency.' – *omit one 'that'.*
- (b) 'I never **done** it.' *Correct to* 'I never did it.'
- (c) 'These **here** people who oppose STV ...' – *omit 'here'.*
- (d) 'I don't think these regulations **is** necessary.' – *correct to* 'I do not think these regulations are necessary.'

HYPHENS

A **hyphen** (-) is short and used to join words, e.g. long-term interest, a double-barrelled name.

Note the difference between:

Descriptive phrase

the fact was well known
a plan for the next five years
young people under 15 years
in the 21st century
It happened from day to day
It is done all year round
rent of £50 a week
the team was ill equipped
the project was well conceived
the document was belt and braces
he is off Island
the deadline was not too distant
in the medium term

Used as adjective

the well-known fact
a five-year plan
all 15-year-olds
a 21st-century phenomenon
a day-to-day occurrence
an all-year-round facility
£50-a-week rent
an ill-equipped team
a well-conceived project
belt-and-braces legislation
an off-Island investor
in the not-too-distant future
a medium-term project

Hyphens are used in the following frequently used words and phrases:

by-election	(<i>but</i> bypass, byelaw)
north-west, south-east, etc.	
stand-alone	
half-hour	(<i>but</i> half an hour)
half-way	
lunch-hour	(<i>but</i> lunchtime)
make-up	
post-war	
pre-war	
well-off	
chicken-and-egg	
the be-all and end-all	
win-win	

Prefixes

self-	self-confident, self-conscious, self-control
anti-	anti-depressant, anti-social, anti-inflammatory, anti-terrorist, anti-money laundering regulations
re-	
(a) when it is attached to a word already beginning with 'e '	re-elect, re-establish
(b) to avoid confusion with an already existing word,	re-creation (as opposed to recreation)
(c) to avoid giving the word a strange appearance	re-add, re-do, re-jig.

The prefix '**de**' never takes a hyphen – e.g. decentralise, decompose, dezone.

Double letters: Use a hyphen between syllables where the first ends and the next begins with the same letter, e.g. co-operate, co-ordinate, pre-eminent, shell-less

Manx place names never take a hyphen.

INTERRUPTIONS AND INCOMPLETE SENTENCES (DOTS, DASHES AND BRACKETS)

An **ellipsis** is three dots (...) and is used to show an incomplete phrase or sentence, when the speaker just trails off without ...

A **dash** (–) is longer than a hyphen and is used to show breaks and interruptions in the flow of the text – either by the speaker's own additional thoughts or an interruption by someone else.

Brackets are used: (a) within legislation – clauses, sections and in titles
(b) around numbers in lists and motions.

They are *not* used to show interruptions or additional thoughts within a speech.

ITALICS

The following words are written in italics:

- (a) non-English words, e.g. *in extremis*, *status quo*, *ad hoc*, *au fait*, *fait accompli*, *déjà vu*
- (b) names of plant species and medical conditions, e.g. *Salmonella typhi*
- (c) short phrases in Manx, where sandwiched between English, e.g. *traa dy liooar*
- (d) references to *Hansard* (but not in job titles)
- (e) stressing words which have been emphasised in a speech
- (f) titles of TV and radio programmes, books, newspapers, films, plays, larger musical works and ships
- (g) for titles of court cases, e.g. *Pepper v. Hart*

N.B. Titles of reports are not italicised and do not take quotation marks.

QUESTION MARKS

A **direct question** ends with a question mark, e.g.

Is that what you mean?

May I ask a supplementary, sir?

A **doubt introduced by 'if' or 'whether'** does not have a question mark, e.g.

I do not know whether that is the best thing to do.

If the Hon. Member would kindly explain to me again ...

Tell me when, why and where.

N.B. Compare the following:

Tell me, what is his name?

Tell me what his name is.

The position of 'is' tells you whether it is a question or not.

Members sometimes sound as if they are asking a question when they are really making a statement. The presiding officer may also direct a Member to do something. None of these **statements or instructions** has a question mark, e.g.

May I just say that the Minister has excelled herself.

Could I thank the Hon. Member for being so receptive to my suggestion.

Could you please sit down, Hon. Member.

Incomplete questions end with a question mark, even where there is an interruption, e.g.

May I please – ? (interruption)

May I please ...? (speaker continues with another train of thought)

Question marks – exception:

During Question Time in Tynwald or the Branches, where a Member reads out their Question on the Question/Order Paper, the general rules on question marks do not apply.

In this specific instance, *Hansard* should maintain the same word order and punctuation of the formal Question on the Paper, including the final question mark, regardless of whether the question is direct or indirect, e.g.

5. Public sector pensions – Sustainable solution as priority

The Hon. Member for Douglas North (Mr P) to ask the Minister for the Treasury:

Whether finding a sustainable solution to the public sector pensions is a priority for the economic future of the Isle of Man?

The President: Question 5, I call on the Hon. Member for Douglas North, Mr P.

Mr P: Thank you, Madam President.

I beg leave to ask the Treasury Minister whether finding a sustainable solution to the public sector pensions is a priority for the economic future of the Isle of Man?

QUOTATIONS

Always use **single quotation marks** as the general rule, e.g.

A Member: The Hon. Member says, 'That's a lie.' I disagree, sir.

Only use **double quotation marks** for a quote within a quote, e.g.

A Member: The Minister says, 'You have no right to say, "Nonsense".'

N.B. When deciding whether punctuation marks belong inside or outside the quotation marks, look at the original quotation. If the punctuation is *part of* the quotation, the marks belong *inside* the quotation marks.

Use '**Quotation style**' to set down quotations from written texts which are longer than six words, e.g.

The font should be Calibri 9 pt, indented 0.5cm, roman text, fully justified, with one blank line before and after. No quotation marks are necessary.

If the quotation cannot be verified and it is unclear where it finishes, leave it as in-line text and use single quotation marks if and where appropriate.

REPETITION AND REDUNDANCIES

Meaningless or identical repetition of words and phrases should be left out of the transcription, e.g.

(a) if a Member says, 'It is fair to say, it is fair to say that full consideration has been given to this matter', it should be transcribed:

It is fair to say that full consideration has been given to this matter.

(b) meaningless 'fillers' should be left out, e.g.

now, / I mean, / you know, / right / if you wish / if you like / sort of / as I say

(c) the exact same words either side of an interrupting idea, e.g.

(i) If a Member says, 'I remember getting the book – a little bit of history here – I remember getting the book from the former Planning Chairman as well', it should be transcribed:

I remember getting the book – a little bit of history here – from the former Planning Chairman as well.

(ii) If a Member says, 'It is important that – and this is why I am telling you – that we identify the costs', it should be transcribed:

It is important – and this is why I am telling you – that we identify the costs.

(d) Madam President / Mr Speaker / sir – where overused.

Exceptions:

- (a) The ayes have it. The ayes have it.
- (b) as I said (leave in for meaning)
- (c) Leave in words which contribute to the sense
- (d) Leave in words which are part of a Member's distinctive style, even if repetitious. Where over-used, delete the majority, but leave in some for style.

VERBS, NOUNS AND ADJECTIVES

Note the difference between:

<i>Verb</i>	<i>Adjective</i>	<i>Noun</i>
	backbench	back bench backbencher
	backroom	back room
	broad-brush	broad brush
throw away	throwaway	
take over	takeover	takeover
pay back		payback
cut back		cutback
claw back		clawback
change over		changeover
	commonsense	common sense

For other verbs, nouns and adjectives, please check the Oxford Dictionaries Online <http://www.oxforddictionaries.com> together with the other standard style guides and dictionaries (*see page 8*).

Verb endings

All verbs ending with 'ise' and nouns with 'isation' should take 's' (*not 'z'*).

Figures and Measurements

USUAL RULE

zero/nought to nine – in words	three Bills for signature six Members of the House of Keys the Zero-10 Tax Strategy 14 people 365 days
10 and above – in figures	

EXCEPTIONS

When a **number begins a sentence**, transcribe it in words, e.g.

Five hundred people were questioned in the survey.

Numbers in sequence, some below 10 and others above, use figures for all, e.g.

People have lived here for 8, 9, 10, 15 or even 20 years.

Hundreds and thousands: if not precise in figures, transcribe in words, e.g.

I have told you hundreds of times.
There are a hundred and one reasons why.
Are you a hundred per cent certain?
Thousands of sheep were affected.

Million and billion: transcribe in full. The number preceding it obeys the normal rule, e.g.

two million voters / There are 12 million unemployed in those countries.

When a Member says 'between eight and nine million people', he/she does not mean 'between eight people and nine million people'. Therefore transcribe:

'between eight million and nine million people'

Similarly if a Member says 'from ten to twelve million pounds' it is transcribed:

'from £10 million to £12 million'.

The following are **always in figures**:

pages, lines and columns:	on page 2, line 8, in column 3
clauses, sections and parts:	clause 1, section 9, part III/part 3 <i>N.B. check the legislation for Roman or Arabic numerals</i>

Questions and Items:	Question 5, Item 6
paragraphs:	(in clauses) subparagraph (iii) (in schedules) paragraph 3 (in Reports) paragraph 4.2 and 3.13
votes and ballot results:	With 3 votes for and 6 against ...
phases, stages, recommendations:	phase 1 of the project stage 3 of the scheme recommendation 5 of the Report
lists: (1); (2); and (3) (a); (b); and (c)	[<i>not</i> 1), 2), 3) / 1. 2. 3. / a) b) c)]

AGE AND DURATION

<i>No hyphens:</i>	<i>Use hyphens:</i>
six years old	a six-year-old
two and a half years old	a six-year-old child
for three and a half years	over-18s (no apostrophe)
10 months ago	over-60s
He lived to be 80 years of age.	a 10-month-old baby
The baby was 10 months old.	a 15-week strike
The strike lasted for 15 weeks.	6- to 19-year-olds
	under-fives
	16-year-olds

APPROXIMATIONS

Use a hyphen for plus or odd:

£5 million-plus a year
£50-odd a week
50-odd thousand
70-plus pages
30-odd people (note the change of meaning if the hyphen is omitted: 30 odd people!)

DATES

Standard format – omit ‘the’ and ‘of’ and no comma before the year, e.g.
on 2nd August 2010
Monday, 22nd September 2014
The next sitting will be on Tuesday, 18th October 2014, at 10.30 a.m.
the tax year 2014-15 (*not* 2014/15)
the winter of 2012-13
from 1995 to 2010 (*not* 1995-2010)

Always transcribe years in full:

Even if the Member says 'oh eight oh nine', transcribe: 2008-09.

Even if the Members says 'in the nineties', transcribe: in the 1990s (no apostrophe before 's').

FRACTIONS AND DECIMALS

Fractions

For 'half', 'quarter' and 'three quarters', use $\frac{1}{2}$, $\frac{1}{4}$ and $\frac{3}{4}$

For other fractions, transcribe in full, e.g. two eighths, five sixths, a fifth, one twentieth

Exceptions:

(a) approximations, e.g. half a million people, three quarters of the work

(b) when measuring time, e.g. two and a half years, four and three-quarter hours.

Decimals

Always in figures, e.g. 4.8% inflation, 3.6 m long.

MEASURES, WEIGHTS AND QUANTITIES

A measure used as an adjective takes a hyphen, e.g. a 12-hour shift, a five-litre jug of water.

The general rule for numbers applies: zero to nine in words / 10 or more in figures.

Imperial units:

Write out in full, e.g. yards, inches, pounds (weight) –

half a dozen, four pints, four and a half inches, six feet, 30 yards, three ounces, a six-inch ruler, a 20-mile walk

Metric units:

Use abbreviations where possible, e.g. mm, mg, cm, ml, kg, kW, with a space between the numeral and the unit of measurement.

- For numbers 10 or greater, e.g. 710 mm², the race was 200 m long
- *But* write out units in full and hyphenate where used adjectivally, e.g. a 100-metre race, a 60-watt bulb
- For numbers nine or smaller, write out numbers and units in full, e.g. the walk was a kilometre long, the jug held five litres

Exceptions:

Approximations, e.g. it was a couple of hundred metres away.

If in doubt, write out other units of measurements as abbreviations.

Data units:

Always use figures and abbreviations.

<i>For info:</i>	<i>Write as:</i>	<i>Examples:</i>
1 Bit = Binary Digit		
8 Bits = 1 Byte		a 450 KB Word document
1,000 Bytes = 1 Kilobyte	1,000 B equals 1 KB	a 517 KB PDF document
1,000 Kilobytes = 1 Megabyte	1,000 KB equals 1 MB	a 56 MB MP3 file
1,000 Megabytes = 1 Gigabyte	1,000 MB equals 1 GB	a 4 GB memory stick, a 16 GB iPad
1,000 Gigabytes = 1 Terabyte	1,000 GB equals 1 TB	a 2 TB external hard drive

Random-access memory (RAM) is a form of computer data storage. Write in figures and abbreviations, e.g. the PC had 2 GB of RAM.

3G and 4G technologies:

The 'G' stands for Generation, as in the next generation of wireless technologies.

MONEY AND CURRENCY

£3 million	
£20 million worth (no hyphen)	
two pence, 10 pence	<i>But 2p, 10p if the Member says 'p'</i>
£5.50 (no 'p')	
a £2 ticket, a \$10 hat	
\$250,000	
€0.5 million, €0.75 million	

When a Member says 'five pounds', transcribe £5 (*not* £5.00).

If a Member says, 'We are selling houses at thirty, forty, fifty thousand each', without specifying pounds, transcribe the '£' in, e.g. '£30,000, £40,000, £50,000 each'.

If it is clear the Member is talking about a different currency, transcribe in the appropriate symbol.

ORDINAL NUMBERS

Usual rule applies:

first to ninth – in words

10th, 15th, 21st, 52nd, etc. – in figures (*no superscript – i.e. never 10th*)

But:

for the hundredth time (imprecise)

Roman numerals only:

Kings', queens' and popes' names, e.g.

King George V Park, Queen Elizabeth II School, Pope John Paul II.

PERCENTAGES

Unless at the beginning of a sentence, always use figures and % without any spaces, e.g. 3%, 7%, 13%, between 15% and 20%, 0.5%, 3½%

But: half of 1%

At the beginning of a sentence, write out the number and 'per cent' in words, e.g.
Twenty per cent of people like marmite.

RATIOS

a ratio of 4:1, 7:3,
[*but* a fifty-fifty chance]

SPEEDS

at 50 miles an hour
at five miles an hour
(*not* 'per hour' unless the Member specifically says 'per')

a 40-mph speed limit (adjectival use)

TIME

Transcribe what the Member says. The usual rule for numbers applies, e.g.

three o'clock, 12 o'clock
10 past 11, five past eight
half past three, quarter to one
20 to four, 17 minutes to six, 25 past nine

But:

11.30 a.m., 3 p.m., 12 noon [*use a full point, not a colon*]

[*It is not necessary to include '.00' for round hours.*]

General

PRIMARY LEGISLATION

Bills

As Bills are passing through the Branches they are available in hard copy on green paper from the Tynwald Library – hence the term ‘Green Bill’.

They are available electronically and their progress is tracked on the Tynwald website:

www.tynwald.org.im/business/bills

Acts

Acts are found in book form in the *Statutes of the Isle of Man*.

They can be accessed electronically on the Attorney General’s Chambers’ Legislation Online:

<http://www.legislation.gov.im/cms/>

SECONDARY LEGISLATION

Statutory Documents – orders, byelaws, regulations etc. – to be laid before or debated in Tynwald are generally available within the packs of Tynwald Papers.

They are electronically available by clicking on the relevant link within the electronic Order Paper on the Tynwald website:

<http://www.tynwald.org.im/business/opqp/Pages/ByYear19972020.aspx>

Older Statutory Documents can be found here:

<http://www.tynwald.org.im/links/tls/SD/Pages/default.aspx>

REFERENCES TO LEGISLATION

Bear in mind the importance of *Hansard* as the legal point of reference to establish the Members’ intentions in passing the legislation (see page 7, ‘Legal precedent’). Always refer closely to the relevant document to ensure that the text is as accurate as possible, including the correct numbering style of the clause, section, paragraph, etc.

A Bill is a draft of what will become an Act once it has been approved by the House of Keys and the Legislative Council, signed by Members in Tynwald and received Royal Assent. To become part of the statute books, the Act will finally be promulgated from Tynwald Hill on Tynwald Day. More information on how legislation is made in the Isle of Man can be found here:

<http://www.tynwald.org.im/about/legproc/Pages/default.aspx>

Sections, subsections, paragraphs and subparagraphs

Acts have sections, subsections, paragraphs and subparagraphs.

Bills are the same, with one exception: in a Bill, sections are referred to as clauses.

Members also often refer colloquially to subclauses – do not ‘correct’ these. Transcribe what the Member says.

Examples:

In a Bill – clause 13(7)(a)(iii), subclause (5)(e), paragraph (a)(iii) of clause 92(4)

In an Act – section 76(4)(a), subsection (17)(d)(i), paragraph (d)(iv) of section 26(9)

Initial capital letters:

- Act, Bill, Measure, Statutory Instrument, Appointed Day Order, Order in Council
- Specific, named orders, byelaws, regulations, etc. – e.g. the Pension Schemes Legislation (Application) (Amendment) Order 2014, the Social Services Independent Review Body Regulations 2014
- Part, Schedule – follow the Green Bill closely (sometimes Parts are in Roman numerals)

Initial lower case letters:

- general references to orders, rules and regulations, e.g. planning regulations, financial regulations, building regulations
- something done by order
- court orders
- appendix, article, clause, paragraph, section, subclause, subparagraph, subsection

A useful publication by HM Attorney General’s Legislative Drafting Division is [‘Isle of Man Legislation Explained – a Reference Guide for Officers dealing with Bills/Acts and Statutory Documents’](#).

Golden Rule:

Always follow the Green Bill, especially at the detailed clauses stage.

New sections

New sections inserted into existing Acts take capital letters.

Examples:

new section 56B – inserted between 56A and 57

new section 89H – inserted between 89G and 90

STANDING ORDERS

References to Standing Orders in Tynwald and the Branches must be checked and quoted accurately.

These are available on the Tynwald website:

<http://www.tynwald.org.im/business/sto/Pages/default.aspx>

New Standing Orders inserted into the original documents take capital letters in the same way as sections inserted into Acts (see above)
e.g. new Standing Order 2.4A (inserted between 2.4 and 2.5), new Standing Order 3.17A (inserted between 3.17 and 3.18).

OFFICERS OF TYNWALD

The President is the presiding officer in Tynwald and in the Legislative Council.
Always set up in *Hansard* as **The President**:

The Speaker is the presiding officer in the House of Keys. Set up as **The Speaker**:

In Tynwald sittings, the Clerk of Tynwald is set up as **The Clerk**:
Members also refer to the learned Clerk.

The Clerk of Tynwald sitting in the House of Keys is officially the Secretary of the House of Keys. Set up as **The Secretary**:

Members also refer to the learned Secretary and Counsel to the Speaker.

In the Legislative Council, the Clerk of the Legislative Council is set up as **The Clerk**:

Deputies

In the absence of the presiding officer in Tynwald or Keys, their already elected Deputy takes their place – set up accordingly: **The Deputy President**: / **The Deputy Speaker**:

In the absence of the Clerk of Tynwald/Secretary of the House of Keys, the existing Deputy Clerk takes over the role: **The Deputy Clerk**: / **The Deputy Secretary**:

In the absence of the President in Legislative Council, an Acting President will be elected on the day – set up as **The Acting President**:

In the absence of the Deputy Clerk of Tynwald/Clerk of the Legislative Council, the Third Clerk will take the role – set up as **The Third Clerk**:

Court/House; Clerk/Secretary – incorrect references

Incorrect references in either Chamber should be corrected, e.g.

If a Member says ‘the Court’ (i.e. Tynwald) or ‘the Clerk’ when the Member clearly means ‘the House’ (i.e. the House of Keys) or ‘the Secretary’, their words should be corrected, and *vice versa*.

MEMBERS' CLARIFICATION

In cases of

- (a) extreme doubt (i.e. where the recording is inaudible),
 - (b) where significant research time might be involved, or
 - (c) where a Manx Gaelic passage may require correction
- a Member may be requested to clarify the transcript of his or her speech.

OFFENSIVE AND UNPARLIAMENTARY LANGUAGE

Offensive language is in breach of Tynwald Standing Order 3.30(2). House of Keys Standing Orders 3.32 and 3.34 also deal with offensive or objectionable language.

Any insulting or objectionable statements or swear words used in debate need to be considered in their context, but the general policy is to include them in the Official Report, set within single quotation marks, to maintain the colour of the text and reflect the feelings of the Member or Minister concerned.

SLIPS OF THE TONGUE

Genuine slips of the tongue should be corrected when:

- (a) there is no doubt what the Member intended; *and*
- (b) the slip is not later commented upon by another Member.

e.g. A Member who says, 'Job losses in my constituency have led to a decline in unemployment' has clearly made a mistake.

It is probably more helpful to the reader to correct this to 'Job losses in my constituency have led to a decline in employment.'

However, before making a correction, carefully consider the context, the Member who is speaking and the topic. A 'correction' at this point may make a later comment or interjection about the original mistake unintelligible to the reader.

DEGREES AND ORDERS

BA, PGCE, MBE, OBE etc. should be in capital letters without points.

MANX GAELIC

Tynwald Standing Order 3.23(5) says:

'The proceedings of Tynwald shall be in English; but if a Member at any point pronounces a customary term or sentence in Manx Gaelic, or in another language, the President may call upon the Member for a translation.'

Where titles are used and introductory phrases, such as ‘Ta mee shirrey kied yn eysht y chur ta fo my ennym’, they should be printed in roman.

Short phrases such as *traa dy liooar*, *beggan ry veggan ny share*, where sandwiched between English, should go in italics.

It is possible that longer passages may be delivered in Manx and editors should ensure that the speech is transcribed correctly by requesting the text from the Member concerned.

Follow the list of Manx terms and phrases listed in Appendix 1 in all cases.

INTERJECTIONS AND LAUGHTER

What is an interjection?

An interjection is a conscious attempt made to interrupt the Member on his/her feet, who may reply to it or may ignore it or not even hear it. It is a comment which is relevant to the current Question, Statement or debate. Where possible, the words spoken and the Member speaking should be reported in the text.

If an interjection is responded to or answered in any way by another Member/other Members, it *must* be reported, even if the words/person interjecting are impossible to identify.

What is NOT an interjection?

A muttered remark under the breath which has no relevance to the debate and does not interrupt the speaker but happens to have been picked up by the microphones is *not* an interjection. Be aware that the Chambers are busy places during sittings, with whispered conversations going on and Messengers passing notes between Members and officers. Not everything that is picked up by the sensitive microphones is necessarily relevant to the matters at hand. Irrelevant asides should *not* be reported.

Reporting interjections

(a) Members’ shouts of ‘Hear, hear’, and one or two-word interjections –

Enclosed in brackets within a speech, e.g.

Mrs X: So we shall increase pensions (**Several Members:** Hear, hear.) and various allowances at the earliest opportunity.

Cries of ‘Ooh!’, ‘Oh!’, ‘Ah!’, ‘Ugh!’ from Members are included as interjections in brackets within the speech, e.g. (**Several Members:** Oh!)

BUT: Do not use brackets if between two different speakers, even for short interjections, e.g.

Mrs X: I fully support the motion regarding the provision of primary schools.

Mr Y: Hear, hear.

Mrs Z: Vote!

The President: Minister to reply.

(b) Interjections of more than two words –

Written on a separate line – dashes are used to show the interruption and continuation in the original Member's speech:

Mrs X: Regarding the provision of primary schools –

Mr Y: You haven't answered my question!

Mrs X: – I believe there should be more funding.

(c) Other useful phrases:

A Member:	– for clearly audible interjections spoken by
Two Members:	unidentifiable Members.
Several Members:	
Mr X and another Member:	

Members:	meaning essentially all Members in the Chamber – rarely used. (<i>never</i> 'All Members:')
-----------------	---

N.B. whole phrase in italics, *including* the brackets:

<i>(Interjection)</i>	– when the Member interjecting is unidentifiable and the words cannot be fully heard, but a comment is audible (especially if there is a response to it).
<i>(Interjection by Mr Z)</i>	– when the Member interjecting is identifiable, but their words cannot be fully heard.
<i>(Laughter)</i>	– when several/most Members laugh at something within the current speech.
<i>(Laughter and interjections)</i>	– when the Member currently speaking makes Members laugh and comment.
<i>(Interjections and laughter)</i>	– when the interjections make Members laugh.

(d) Notes in square brackets to convey explanations where essential (i.e. try to find an alternative reporting method where possible):

<i>... [Inaudible]</i>	– when coughs, sneezes, mutterings, papers over the microphone or turning away from it, etc. obliterate the Member's words and it is not possible to accurately report the meaning any other way.
<i>[A mobile phone rings]</i>	– only necessary if it elicits a response from Members at the time.
<i>[Technical interference]</i>	– when there is a technical problem with the recording equipment which renders the speech completely inaudible.

Procedural Style

ADJOURNMENTS

The Plain Text file transcripts (.txt) from the Voice Recognition system provides an accurate record of the timings for each sitting. Use this to insert the correct adjournment timings as follows, making sure 'soft returns' are used between lines 1 and 2, e.g.

During a House of Keys sitting, e.g.

*The House adjourned at 1.11 p.m.
and resumed its sitting at 2.30 p.m.*

During a Legislative Council sitting, e.g.

*The Council adjourned at 1.03 p.m.
and resumed its sitting at 2.30 p.m.*

OR

The Council sat in private at 11.43 a.m.

During a Tynwald sitting, e.g.

*The Court adjourned at 12.59 p.m.
and resumed its sitting at 2.30 p.m.*

At the very end of Tynwald, e.g.

The Council withdrew.

House of Keys

The Speaker: The House will now stand adjourned until Tuesday, 20th October, sitting in Tynwald Court. Thank you.

The House adjourned at 7.35 p.m.

During Committee Oral Evidence hearings:

The Committee adjourned at 3.38 p.m.

OR

The Committee sat in private at 4.15 p.m.

*The Committee adjourned at 10.52 a.m. and resumed its sitting at 11.00 a.m.
when Mrs X was called.*

AGREED

When Members all say 'Agreed', show as (**Members:** Agreed.) within the text.

If they do not actually say 'Agreed' – if they say yes/different things – show as: *(It was agreed.)*

If there is a change of Item or speaker after Members have expressed agreement, this goes on a new line without brackets, e.g.

The President: Are Hon. Members agreed that we proceed?

Members: Agreed.

OR:

The President: Are Hon. Members agreed that we proceed?

It was agreed.

AMENDMENTS

Editors are responsible for inserting the official written version of any amendment moved by a Member, whether it amends a motion or a clause of a Bill.

The text of the amendment is formatted in the same italics style used for motions and Questions. Replace double quotation marks with single marks where appropriate.

The correct wording of the official amendment appears in the Votes and Proceedings for the sitting –

(a) refer to Vs&Ps if available; or

(b) find the individual amendment (saved in the G: drive – Legislature – relevant Chamber – Motions and Amendments folder)

Even if the amendment is not seconded, and therefore may not appear in the Votes and Proceedings, it *should still appear* in *Hansard* for the record.

Amendments to Bills

Insert a line above the amendment to clarify which clause is being amended or a new clause and amend quotation marks where appropriate (single marks outside, double marks on inside).

E.g. (1) –

Amendment to clause 98

Page 52, after line 27 insert the following subsection –

'(1) In section 2 of the Criminal Code 1872 for "the death of the eldest son" substitute "the death of the eldest child".'

Renumber the subsequent subsections of the clause and adjust cross-references accordingly.

Where necessary for clarity, leave a blank line between individual parts of the amendment.

E.g. (2) –

New clause

Page 49, after line 33 insert the following clause –

‘95 Declaration about effect of Transfer of Functions (Health and Safety) Order 2014

(1) In Part 1 of the Schedule to the Transfer of Functions (Health and Safety) Order 2014, after “the Department of Infrastructure” insert “relating to health and safety”.

(2) The amendment in subsection (1) is to be treated as having always had effect.’

In consequence of this amendment –

(a) change the heading for Division 2 of Part 7 of the Bill (page 48, line 14) to –

‘DIVISION 2 – SAVINGS, TRANSITIONALS AND MISCELLANEOUS’;

(b) renumber the subsequent clauses; and

(c) adjust cross-references accordingly.

Amendments to motions

Where to insert an amendment to a motion:

(a) at the end of the speech –

the Member may actually say, ‘I beg to move: ’ or the words ‘I move:’ may be added for clarity.

(b) in the middle of the speech –

if the Member indicates he/she is moving an amendment, this may be the best point to insert the wording, e.g.

Mr S: Given the concerns that I have highlighted about the recommendations, I would like to move an amendment that has been circulated in my name:

That all the words after ‘received’ be deleted, and add:

‘and that the Treasury consider and report to Tynwald no later than December 2010 in relation to the implementation of the recommendations contained within the Report.’

I believe this will enable the Report to be progressed in the way that I believe the Committee may have envisaged. Furthermore, it may be that the Report might tie in with the final report.

(c) where the Member quotes it word for word –

directly replace the quotation with the officially worded amendment in italics.

This is transcribed in the normal way, e.g.

Mr C	15
------	----

Mr K 7

So, we have a Committee which consists of Mrs C, Mr E and Mr K.

CHAIRPERSONS

Within Select or Standing Committee Oral Evidence hearings

At the start: **The Chairman (Mr H):**

thereafter **The Chairman:**

At the beginning of the Committee hearing, the Chairman will also be set up in square brackets, just as the President in Tynwald, e.g.

[MR RONAN *in the Chair*]

Within Tynwald/House of Keys sittings

(a) for the Chair of a Select/Standing Committee:

At the start:

The Chairman of the Public Accounts Committee (Mr C):

Thereafter:

Mr C:

(b) for the Chair of a Statutory Board – similar to a Minister:

At the start:

The Chairman of the Office of Fair Trading (Mr Q):

Thereafter:

The Chairman:

HEADINGS AND TITLES

General rule:

Editors are responsible for inserting relevant Items and appropriate headings into any section of *Hansard* they are working on. Copy and paste the Item from the Order Paper, formatted using the correct *Hansard* styles.

Remember to refer to the relevant Votes and Proceedings document as it is drafted and any other information available, to ensure the headings reflect an accurate outcome of proceedings.

*See also section headed **Questions** on page 37.*

The following appendices provide further guidance on headings and titles:

- *Appendix 2 – Question headings*
- *Appendix 3 – Headings in Tynwald*
- *Appendix 4 – Headings in the House of Keys*
- *Appendix 5 – Headings in the Legislative Council*
- *Appendix 6 – Standing and Select Committees*

PRAYERS

Prayers are said at the start of each sitting, but generally are not included in *Hansard*. The usual format would therefore be:

In Tynwald and the Legislative Council –

PRAYERS

The Lord Bishop

In the House of Keys –

PRAYERS

The Chaplain of the House of Keys

However, a unique prayer given in specific circumstances may be included for the record, set up as usual, i.e. **The Lord Bishop:** or **The Chaplain:**.

QUESTIONS

See Appendix 2 for style and headings for all Questions.

Questions for Oral Answer

Refer closely to the Tynwald Question Paper or Question section of the Keys/Legislative Council Order Paper for this section.

Questions for Written Answer

Included at the end of the spoken section, (generally Questions for Oral Answer) transcribe what the President/Speaker says – typically that one or more Questions are for Written Answer and the Answers will be circulated to Members.

Then insert a page break and insert the Questions for Written Answer heading.

(1) (a) Initially within the Rolling Hansard, under the Questions for Written Answer heading, insert the 'holding' phrase:

The Written Answers will be uploaded in due course.

(b) Thereafter insert a second page break. (Order of the Day then starts on a fresh page.)

(c) Meanwhile a separate Early Written Answers document will be uploaded directly to the Tynwald website by the Chamber and Information Service team as soon as they are available to the public – i.e. after 2.30 p.m. of the Tuesday sitting.

(2) (a) Written Answers are collated by the Chamber and information Service and saved in the G: drive Legislature folder, under the relevant Chamber – Questions – Written Answers.

(b) Copy and paste these official Written Answers into a Hansard template, insert appropriate titles, *lightly* edit them for obvious typos/consistency and format them in Hansard style.

(c) Insert them into the final Hansard report, replacing the 'holding' phrase above with the final Written Answers.

(d) Once published, delete the Early Written Answers from the website. (The Chamber and Information Service team only uploads them – the Hansard team removes them.)

'Orals to Writtens'

Questions originally listed for Oral Answer which are subsequently answered in writing count as Questions for Written Answer.

N.B. Ensure all Questions retain their original numbering from the Order Paper/Question Paper.

SETTING UP MINISTERS AND CHAIRPERSONS

(a) When the Minister of a Department or Chair of a Statutory Board answers Questions, makes Statements or moves motions in Tynwald on behalf of Government, set up as follows, using the title in the relevant Order Paper as reference:

The first time the Minister/Chairman speaks:

Thereafter as:

The Chief Minister (Mr B):

The Chief Minister:

The Minister for the Treasury (Mr T):

The Minister:

The Chairman of the Manx Utilities Authority (Mr C):

The Chairman:

(b) This device may also be used during Tynwald debates to differentiate between Ministers and backbenchers speaking to the motion (as opposed to speaking as constituency Members).

To ensure clarity over which Minister is summing up, repeat in shortened form, e.g.

The Minister for the Treasury:

N.B. When taking through legislation in the House of Keys, all Members are referred to by name – *only* set Ministers up differently in Question Time.

(c) For Chairmen of Select/Standing Committees, in order to distinguish them from Chairmen of Statutory Boards, they should first be set up as the Committee Chairman, and their names used thereafter:

At the beginning of the Item:

Thereafter:

**The Chairman of the Select Committee on the Television
Licence Fee (Mr C):**

Mr C:

See also section headed 'Chairpersons' on page 36.

VOTING AND DIVISIONS

Voting

When a motion is to be voted on in Tynwald or the Legislative Council, the standard format to transcribe what the President or the Speaker says is as follows:

The President: Those in favour, please say aye; against, no. The ayes have it. The ayes have it.
OR

The President: Those in favour, please say aye; against, no. The noes have it. The noes have it.

Similarly in the House of Keys:

The Speaker: Those in favour, say aye; against, no. The ayes have it. The ayes have it.
OR

The Speaker: Those in favour, say aye; against, no. The noes have it. The noes have it.

N.B. *Do not transcribe* the Members' cries of 'Aye!' or 'No!'.

If there are slight variations in wording to what the presiding officer says, transcribe precisely what he or she says.

Divisions

When calling for a division a Member shouts, 'Divide!' after the first time the President/Speaker says, 'The ayes have it.' or 'The noes have it.' Do not transcribe the shout of 'Divide!'

The format is shown in the following four examples.

Example (1) Divisions in Tynwald

The President: All amendments having failed, I now put to you the motion as printed on your Order Papers. Those in favour, please say aye; against, no. The ayes have it.

A division was called for and electronic voting resulted as follows:

In the Keys – Ayes 15, Noes 4

FOR

Mrs Beecroft
Mr Cannan
Mr Cregeen
Mr Hall
Mr Houghton
Mr Malarkey
Mr Peake
Mr Quirk
Mr Robertshaw
Mr Shimmin
Mr Singer

AGAINST

Mr Bell
Mr Quayle
Mr Ronan
Mr Skelly

Mr Teare
The Speaker
Mr Thomas
Mr Watterson

The Speaker: Madam President, in the Keys, 15 for, 4 against.

In the Council – Ayes 5, Noes 4

FOR

Mr Coleman
Mr Corkish
Mr Cretney
Mr Turner
Mr Wild

AGAINST

Mr Anderson
Mr Crookall
Mr Henderson
The Lord Bishop

The President: In the Council, 5 for and 4 against. The motion therefore carries, Hon. Members.

Example (2) Divisions in the Keys

The Speaker: Hon. Members, the motion before the House is that the clauses of the Legislative Council Reform Bill be referred to a committee of three Members. Those in favour, please say aye; against no. The noes have it.

A division was called for and electronic voting resulted as follows:

FOR

Mr Ronan
Mr Skelly

AGAINST

Mrs Beecroft
Mr Bell
Mr Cannan
Mr Cregeen
Mr Gawne
Mr Hall
Mr Houghton
Mr Karran
Mr Malarkey
Mr Peake
Mr Quayle
Mr Quirk
Mr Robertshaw
Mr Shimmin
Mr Singer
Mr Teare
The Speaker
Mr Thomas
Mr Watterson

The Speaker: There are 2 votes for, 19 against. The motion therefore fails to carry.

Example (3) When the presiding officer calls for a division

The President: Division called. It requires 16 votes in the House of Keys and six in the Council, Hon. Members.

Electronic voting resulted as follows:

In the Keys – Ayes 7, Noes 14

FOR

Mrs Beecroft
Mr Cannan
Mrs Cannell
Mr Cretny
Mr Karran
Mr Quirk
Mr Thomas

AGAINST

Mr Anderson
Mr Bell
Mr Crookall
Mr Hall
Mr Henderson
Mr Houghton
Mr Quayle
Mr Robertshaw
Mr Ronan
Mr Shimmin
Mr Skelly
Mr Teare
The Speaker
Mr Watterson

The Speaker: Madam President, in the Keys, 7 votes for and 14 against.

In the Council – Ayes 2, Noes 6

FOR

Mr Butt
Mr Crowe

AGAINST

Mr Braidwood
Mr Coleman
Mr Corkish
Mr Downie
The Lord Bishop
Mr Wild

The President: In the Council, 2 votes for and 6 votes against. The proposal to suspend Standing Orders has failed.

Example (4) When the matter requires a joint vote in Tynwald

Electronic voting resulted as follows:

In Tynwald – Ayes 23, Noes 6

FOR

Mr Anderson
Mrs Beecroft
Mr Bell
Mr Cannan
Mr Cregeen
Mr Cretney
Mr Crookall
Mr Gawne
Mr Hall
Mr Houghton
Mr Karran
Mr Malarkey
Mr Peake
Mr Quayle
Mr Quirk
Mr Robertshaw
Mr Ronan
Mr Shimmin
Mr Skelly
The Lord Bishop
The Speaker
Mr Thomas
Mr Watterson

AGAINST

Mr Coleman
Mr Corkish
Mr Henderson
Mr Teare
Mr Turner
Mr Wild

The President: There are 23 votes in favour and 6 votes against, Hon. Members. The amendment therefore carries.

Glossary

A

AAA rating, *not* ‘triple A rating’
Achilles’ heel
Acting Attorney General, the
AD, AD 350 (*see also* BC)
adviser, *not* advisor
advisory
AG, Attorney General
ageing, *not* aging
Agenda for Change, *but* an agenda for a meeting
AIDS, acquired immune deficiency syndrome
Aircraft Registry, the Isle of Man Aircraft Registry operates the Aircraft Register
air force, *but* the Royal Air Force
airport, an airport, Jurby airport, *but* the Isle of Man Airport, the Airport at Ronaldsway, Liverpool Airport
Alcohol Advisory Service, former, (*see* motiv8)
A-level
al-Qaeda
all right, *not* alright
Althing, the, the Icelandic parliament
A N Other
appendix, plural ‘appendices’, except medical, where ‘appendixes’
Appointed Day Order
Area Plan, Development Plans under the Isle of Man Strategic Plan (*see also* Local Plan)
armed forces, the
army, army officer, army cadet, *but* the British (or other specified) Army
ASBO, anti-social behaviour order
Askett Hawk Developments (IOM) Ltd
Attorney General, Attorney General’s Chambers, *but* Attorney General’s department/office
authority, **authorities**, *but* ‘the Authority’, where referring to a specific body
Auto-Cycle Union (ACU)

B

BA CityFlyer
bailiff, *but* the High Bailiff
BANANA, build absolutely nothing anywhere near anybody
bank, bank holiday, the bank has a branch here, *but* Bank Holiday Monday, Lloyd’s Bank
bankruptcy code, the
Bar, of the House/Court, the Manx Bar, *but* a bar serving alcohol
Basle Convention, *not* Basel unless specified within legislation
BBC, BBC1, the ‘Beeb’
BC, 350 BC (*see also* AD)
be-all and end-all
Becquerel (Bq), a unit of radioactivity
bench, he served on the bench, the front bench, the back bench
benefits, initial caps for names of benefits
benefiting, benefited, *not* ‘benefitting’
Ben my Chree, no hyphens
bias, biased, *not* biassed
bicameral, having two chambers (*see also* tricameral *and* unicameral)
Big Debate, the
bin Laden, Osama
bishop, the bishop of a diocese, *but* the Bishop of York, the Lord Bishop, the Bishop, (i.e. the Lord Bishop of Sodor and Man, the Right Rev Robert Paterson)
Blue Book, the, *also* the Dark Blue Book and the Light Blue Book
blue flag status, a blue flag beach
board, board of directors, the old board scheme, the Post Office board, *but* a Statutory Board, the Independent Monitoring Board
Bord Fáilte, Irish Tourist Board
Bord Gáis Éireann, Irish Gas Board
borough, *but* the Borough of Douglas
branch, Tynwald and its Branches
British-Irish Council
British-Irish Parliamentary Assembly (BIPA)
broadcast, *not* broadcasted
brownfield site
BSE, bovine spongiform encephalopathy

BTEC, Business and Technician Education Council
budget, mostly lower-case, *but* the Budget is presented in February
bum's rush

C

CAA, Civil Aviation Authority, CAA licence rules
cabinet, *but* British (or other specified) Cabinet
café
CAP, Common Agricultural Policy
carval, Manx Christmas carol
Catch 22, a Catch 22 situation
caveat, warning, proviso
caveat emptor, let the buyer beware
ceilidh, Manx/Scottish/Irish dance, *not* ceil
census, the 2001 census
central Europe
central Government, *but* Central Government Offices
century, 21st century, in the first century BC
CFCs, chlorofluorocarbons
CFP, Common Fisheries Policy
chairman, *but* the Chairman of the Office of Fair Trading, Mr Chairman
Chamber, Tynwald Chamber, Attorney General's Chambers, Upper Chamber, Lower Chamber, *but* revising chamber
chancellor, *but* the Lord Chancellor, the Chancellor of the Exchequer
childcare, *but* go with the Bill if it says 'child care'
Chislett Report, re DHSS
Christian, unchristian, non-Christian, Christian name
church, lower case for a building, *but* initial capital for the institution, e.g. the Church of England, the Church condemns violence, or a named church building, e.g. St Mary's Church
CinemaNX
CIS, Commonwealth of Independent States
CITES, Convention on International Trade in Endangered Species
Civil Defence
Civil Registry, (*see also* registration office and Registries)

Civil Service, *but* civil servant
Ci65 Ltd
CJD, Creutzfeld-Jakob disease
Class 4 National Insurance contributions (*see also* NICs)
clerk of (the) works
closed-ended investment vehicles
Cloud-cuckoo-land
coastguard, *but* the Coastguard Service
cock a snook, to, to show contempt
cognisance, *not* cognizance
Calcutt Inquiry, re press codes of practice
Collinson Grant, management consultancy firm, produced Report re unemployment
CoMin, Council of Ministers
commission, *but* Civil Service Commission, Commission of Inquiry (specific)
commissioners, individual commissioners, *but* Church Commissioners for the Isle of Man, Braddan Commissioners
committee, Bills are considered in committee, to appoint a select committee of three, the committee of the Parochial Church Council, *but* Tynwald Committees and Government/Council of Ministers' Committees and *thereafter* the Committee
common law (n), common-law (adj), common-law wife, *but* the Common Law Division
Common Agricultural Policy
Common Fisheries Policy
Common Market
Common Purse
Common Travel Area
Commonwealth, the British, *but* a commonwealth or grouping of communities
Commonwealth Parliamentary Association (CPA)
Companies Registry
comprise, *never* 'comprise of'
conflation, a combination of two amendments or texts to form a new one
consensus, general agreement
consensus government, non-party government
constabulary, *but* the Isle of Man (or other specified) Constabulary
constitution, *but* the American (or other specified) Constitution
continent, *but* on the Continent (meaning mainland Europe)

continental, *but* the Continental Shelf, the Continental Shelf Agreement
convener, caller of a meeting, *not* convenor
convention, *but* the European Convention on Human Rights
co-operate, co-operative, co-op
co-opt
co-ordinate
core-and-cluster (adj), housing development
coroner, coroner of inquests, *but* swearing-in of Coroners, the Coroner of Middle
corporation, *but* Douglas Corporation
cost of living, *but* the cost-of-living index
Coughlan judgment, re NHS continuing healthcare
could have, *not* could of
court, court of summary jurisdiction, the courts
Court, Court of Human Rights, Court of General Gaol Delivery, High Court, Chancery Court, Appeal Court or other specified Court; when referring to Tynwald Court
courthouse, *but* Ramsey Courthouse
Courts of Justice and Registries buildings
CPA, Commonwealth Parliamentary Association
Creutzfeld-Jakob disease (CJD)
Crimestoppers
criterion, *N.B. singular; plural, criteria*
cross-departmental
Crow, Prof. Stephen, re Mount Murray
Crown, pertaining to the British monarchy, e.g. land owned by the Crown, Crown officer
Crown Dependency
Crown Post Office, *but* Onchan post office
CSPs, Corporate Service Providers
Customs and Excise, Customs and Excise Agreement, Customs and Excise Act, Customs and Excise House, Customs, *but* customs and excise legislation

D

Dáil Éireann, Irish parliament
DASH, Drug Advice Service & Helpline
data protection, *but* Data Protection Supervisor
day one, it went wrong from day one

debacle
debateable
declaratory motion/resolution, e.g. *Tynwald is of the opinion that ...*
Deemster
defence, *not* defense
department, *but* Department of Home Affairs, and 'Home Affairs Department' even where abbreviated title is used
deputy, *but* Deputy Speaker, Deputy President, Deputy Chief Constable, Deputy Governor, Deputy Clerk of Tynwald
despatch, *not* dispatch
dialogue, *not* dialog
different from, *not* 'to' or 'than'
diocese, diocesan, *but* Diocesan Synod, Diocese of Sodor and Man
director, Manx Radio directors, *but* Director of Public Health
Distinguished Visitors' Gallery
doctor (*see* Dr)
doleance, a petition of doleance
Dounreay, nuclear power station
Dr, as in Dr Smith, (*not* Dr.) otherwise doctor
drink-driving
Drivers Jonas
Drug and Alcohol Strategy
Drug baron, trafficker, trafficking, squad, *not* 'drugs'
Drug Squad, when IoM Constabulary Drug Squad, *but* any other drug squad
Dun Laoghaire, pronounced 'Dun Leary'
Dutch auction, the price is reduced until someone buys
duty, payment levied; duty-free

E

east, in the east of the Isle of Man, eastern France, *but* Eastern Europe, the East (China, Japan, India, etc.)
East End
easyJet, *but* EasyJet if at the beginning of a sentence
Ebola virus
e-business
e. coli
e-commerce

Economic and Financial Affairs Council (Ecofin)

Ecorys, economic research and consulting company, carried out Economic Impact of Heritage Railways in the Isle of Man

Edwards Report, Review of Financial Regulation in the Crown Dependencies

e-gaming

eisteddfod, *but* Cronk y Voddy Eisteddfod

election, general election, by-election, local authority elections, election manifesto, *but* the 2006 General Election

email, (*not* e-mail)

Emergency Planning Officer

Emergency Services' Joint Control Room

Employers' Federation

employers' side of Whitley Council

Enbarr, Manx fisheries protection vessel

Energy from Waste Plant / Facility, (EfW)

Environment Agency

environmentally-friendly

E.ON, energy company

Erskine May, *Parliamentary Practice*, authority on UK parliamentary procedure

ESMI, Elderly Severely Mentally Ill

etc. *not* et cetera

European Commission

European Community (EC)

European Convention on Human Rights

European Court

European Court of Human Rights

European Economic Area

European Monetary Union

European Parliament

executive Government

ex-Minister

explanatory memorandum

F

FATCA, Foreign Account Tax Compliance Act

FATF, Financial Action Task Force

Fatstock Marketing Association

Fencibles, Manx regiment

Financial Action Task Force (FATF)

fire service, *but* IoM Fire and Rescue Service

first-past-the-post, system of voting

First Reading

first-time buyer

Five-Minute Rule, during adjournment debates

flexitime

Flybe

focus, focused, focusing, *not* focussed

FOE, Friends of the Earth

FOI, Freedom of Information Act, *but* freedom of information

foot-and-mouth (disease)

forces, the (armed), *but* the Police Force

Foreign Account Tax Compliance Act (FATCA)

four-wheel drive (4x4)

freeport, *but* Ronaldsway Freeport

frontbencher

fulfil, *not* fulfill

fund, *but* the National Insurance Fund

G

GAAP, Generally Accepted Accounting Principles

GAAS, Generally Accepted Auditing Standards

gallery, *but* Tynwald Gallery

Gallup poll

GATT, General Agreement on Tariffs and Trade

general election, *but* the 2006 General Election, the forthcoming General Election

general revenue

General Gaol Delivery, the Court of

General Registry, (*see also* Registries)

Goldie-Taubman

GNP, gross national product

government, government systems, local government, UK government

Government, for IOM Government – a Government decision, Government Departments, central Government, executive Government; Central Government Offices

Governor, properly Lieutenant-Governor, addressed as 'Your Excellency' and referred to formally as 'His Excellency'

Governor in Council

grandstand, *but* the TT Grandstand

gravamen, principal ground of a complaint or accusation (legal)

green, the green movement, green politics, the greens, greenfield site, the electorate has gone green, green belt, *but* a Green Bill
grievance, *but* Petition for Redress of Grievance
Gubay, Albert

H

half a dozen, *but* a half-dozen votes
half an hour, *but* a half-hour wait
half price, *but* a half-price dress
halfway, *but* the Halfway House to Peel
Hansard, in italics when the Official Report, but roman when the section or the staff – Head of Hansard; Hansard Executive; Hansard clerk; Hansard editor; Hansard reporter
Harbourmaster
headquarters, *but* Police Headquarters
health and safety
healthcare, *but* go with the Bill if it says ‘health care’
Health Service(s)
Her Majesty’s Government
Hezbollah, Party of God in Iran and Lebanon
hiccup, *not* hiccough
Highlands, the Highlands and Islands, *but* the highlands of Kenya
historic, a historic, *not* an historic
Holocaust, the
Homestay
honourable, an honourable person, *but* hon. place, hon. friend, hon. colleague, Hon. Member, Hon. Minister, Hon. Court, Hon. Chamber, Hon. House
Hon. Member of Council, *not* ‘for’ Council
honour, *but* His Honour the Deemster
hospital, in hospital, *but* Noble’s Hospital, i.e. the Hospital
House of Keys, in this House, the Lower House
House Purchase Assistance Scheme
Housing Policy Review
human rights
hurray, **hurrah**, according to what the Member said
Hymans Robertson, pensions consultancy

I

ICB, Independent Commission on Banking
i.e.
ifs and buts
imprimatur, licence to print a book
inasmuch as
Income Tax
Income Tax Division
index-linked pensions
Industrial Relations Office
insofar as
interconnector, Scotland to Ireland gas interconnectors, now called Interconnector 1 (IC1) and Interconnector 2 (IC2), there is a connection to the Isle of Man from IC2 which flowed first gas in May 2003 (*see also* SIPS1 and SIPS2 *and* SNIP)
interdepartmental
Internal Audit (Division)
International Business School (IBS), *but* a business school
internet
Ipsos MORI, political, social and business research company, formerly Mori
Iron Curtain
Islamic State, also known as ISIS, ISIL and IS
Island, with a capital only when it means the Isle of Man
Isle of Man Steam Packet Company Ltd
ISP, internet service provider
Issues and Options document

J

jeel, to do the jeel, to do the dirty
JEGS, Job Evaluation and Grading Support
JESP, Job Evaluation for Senior Posts
Jobcentre
Jobseeker’s Allowance
Johnston Press
Jolliffe Report, on the impact of mentoring on re-offending
Jurby airport
Justice of the Peace (JP), where referring to an individual, *but* justices of the peace (general)

K

Kaupthing Singer & Friedlander (KSF),
 Kaupthing Singer & Friedlander (IOM), KSF
 (IOM), Kaupthing Singer & Friedlander (UK),
 KSF (UK)
keeill, Manx for church, *but* Keeill Abban
Kevin Gray Memorial Charity Ltd, runs Isle
 of Man hyperbaric chamber
Keynesian, economics
knee-capping
knockabout (n/adj)
know-how
kowtow (vb)
Kyoto Protocol

L

lacuna, lacunae, gap(s)
Lagting, the upper House of the Norwegian
 Storting
La-La Land
lambaste
Land Commissioner
Land Registrar
Land Registry
landfill (n), landfill is being considered, *but*
 land-filled, land-filling, land-fill facilities
lanket, local word for a tether/shackle
L-driver, L-plate
leachate, substances leaching out from
 rubbish dump
leaseback
leave to introduce
left, the left, the left wing, *but* left-wing
 policies
legal aid, *but* Legal Aid Committee
legalese
LegCo, Legislative Council
Legislative Council
Legislative Buildings
legislative drafters
legislative draftsman
legislature
Leslie Report
letters-patent
leylandii, Leyland cypress, a fast-growing
 coniferous evergreen tree
Liberal Vannin Party
Lieutenant-Governor

linkspan, (*see also* User Agreement)
Lloyd's List, weekly shipping news
Loaghtan sheep
local authority
local government
Local Plan, draft Local Plan (*see also* Area
 Plan)
Løgting, the Faroese parliament
longtail, joey, ringie, queerfella, r-a-t
long title, of the Bill
lottery, *but* the National Lottery
Lower House, i.e. the House of Keys
Low Income Working Group
lowland, on the lowlands, *but* the Lowlands
 of Scotland
Ltd, *not* Limited

M

Macleod, Findlay, Chief Executive, Isle of
 Man Creameries
Manx Emergency Doctor Service (MEDS)
Macquarie, Australian bank, former owners
 of Isle of Man Steam Packet Company Ltd
Man, Mann, Isle of Man, Sodor and Man,
 Three Legs of Man; Lord of Mann, the
 people of Mann
Mananan International Festival
Manannan, the more usual spelling (House
 of Manannan, the *Manannan*)
manifestos
Manndoc, since updated to Manx
 Emergency Doctor Service (MEDS)
'Mannin Line', Manx Radio phone-in
 programme on Sunday lunchtimes
Manx Grand Prix (MGP)
Manx Labour Party
Manx Line, old ferry company
Manx National Farmers' Union (MNFU)
Manx nationalists
Manx National Week
Manx Radio
Manx Regiment
Manxness
Marks & Spencer, M&S
mayor, *but* the Lord Mayor, the Mayor of
 Douglas
McManus Report/Review, on mental
 healthcare
ME, myalgic encephalomyelitis

mediaeval, *not* medieval
MEDS, Manx Emergency Doctor Service
melting-pot
Member of Council, *not* 'for' Council
member state
memorandum, plural memoranda, *not* memorandums
memorialist
Met. Office
mhellia, Manx auction
MHK, Chris Thomas MHK, i.e. no comma
Micawber, Mr, Dickens's incurable optimist
midday
Middle East
mini-motos
minister, of religion or in politics; ministry, ministries; ministerial government
Minister, when referring to a Minister of the IoM Government
MLC, Geoff Corkish MLC, i.e. no comma
M'Naghten Rules, rules for determining insanity in murder defence
Moody's
moneys, *not* monies
Mori poll, *see Ipsos MORI*
motion, formal proposal before Tynwald or the Branches (*see also* resolution)
motiv8, formerly the Isle of Man Alcohol Advisory Service
Mott MacDonald, engineering consultancy
Mouchel Parkman, engineering consultancy
Mr So-and-So
museum, *but* the Manx (or other specified) Museum
MyTravel

N

National Insurance, National Insurance contributions (*see also* NICs)
National Curriculum
Nato
Navy, the Royal Navy, *but* a navy (unspecified)
New Labour
New Year
NICE, National Institute for Clinical Excellence
NICs, National Insurance contributions
NIMBY, not in my backyard

nimbyism
NIREX, Nuclear Industry Radioactive Waste Disposal Executive
Nissen hut
nitty-gritty
a no vote
no, the answer is no, to say no to something.
Noble's Hospital, the Hospital, *but* any other general hospital
nonetheless
north, in the north, the north of the Island, north of Peel, the north-west of England, *but* North Douglas, North Quay
Northern Hemisphere
North West Water
nous, common sense
nth, to the nth degree
number one, safety is the number one priority

O

oath, to take the oath, *but* Oath of Allegiance
Odelsting, the lower House of the Norwegian Storting
Ofcom
Ofgem
Ofsted
Ofwat
okay
O-level
one-to-one
ongoing
online
on spec
on stream
opposition, when they were in opposition, the unofficial opposition, *but* a member of the Opposition (UK)
order, to make an order, a court order, by order, *but* specific Orders on the Order Paper, Order in Council, Appointed Day Order
Osama bin Laden
out-patient
outsource
outwith, Scottish/Manx for outside, beyond
overage

overarching
overegg
overproduce
overreact
override
Overseas Territory
overspend (n/vb)
overstate
overuse (n/vb)
overview
owner-occupier
ozone-friendly

P

Pandora's box
parish, the parish of Michael, Bride parish, the parish commissioners, *but* Andreas Parish Commissioners
parish-pump politics
parliament, Manx parliament, *but* Parliament at Westminster
parliamentary
per capita
% *not* per cent, unless at start of sentence
Permitted Development Order
Perree Bane, Manx traditional dance group
petition, petition of doleance, *but* Petition for Redress of Grievance
petitioner
Pickering Torkildsen Report, re sports facilities
Pilling Judgment, re perceived bias in administrative decision making
Pink Book, the, IOM annual Budget book
Plaid Cymru
Plan, *but* Isle of Man Strategic Plan, Development Plan (*see also* 'Area Plan')
planning, planning appeal inspector, general planning regulations, *but* Planning Committee
plc, *not* PLC
plusses and minuses
police, police officers, police station, *but* the Police, Police Force, Police Service, Isle of Man Police Complaints Process
polling-booth
pork barrel politics, *not* port barrel
Portakabin
Posford Duivivier, engineering consultancy

post-holder
postmaster, sub-postmaster
post office, Onchan post office, *but* Chairman of the Isle of Man Post Office, i.e. for the Statutory Board use caps; for a place use lower case
power station, *but* Pulrose Power Station
Praxis
Prayer of the Petition
Precincts of Tynwald
President, of Tynwald and in the Legislative Council, *but* a president of a charity/bank etc. *N.B.* in the absence of the President, the Deputy President (usually The Speaker) presides in Tynwald sittings; an Acting President is nominated for Legislative Council sittings
President-elect
presiding officer
PricewaterhouseCoopers
prima facie, legal term, 'at first sight'
printout (n), *not* print-out
print out, to (vb)
Prison, the, i.e. the Isle of Man Prison, *but* to go to prison, to be in prison
Private Member's Bill, Private Members' Bills
private sector initiative
privilege, special right of Members
Privy Council/Councillor
Probation Service
pro-, pro-British, pro-management
Professor, Prof. when used as title, e.g. Prof. Harris
promenade, on the promenade, *but* Douglas Promenade, Harris Promenade, Queen's Promenade
proof of age, *but* a proof-of-age card
pros and cons
protocol, to observe protocol, protocol 4 of the Treaty of Rome, *but* Protocol 3
proviso(s)
PROWL, Public Rights of Way Langness
Public Gallery
public inquiry, investigation but caps when specific, e.g. the Public Inquiry into Rights of Way on the Langness Peninsula
public sector housing

Q

quango(s), quasi-autonomous non-government organisation
Queen, Her Majesty the, *not* HM the Queen
Queen's Counsel (QC)
question, supplementary question, question (a), *but* Oral/Written Question, Question Paper, Question Time
Quinn Kneale, advocate
quinquennial, lasting for five years, or every five years

R

RAF Valley
ramblage
RC, always expand to Roman Catholic
recidivism, the habit of relapsing into crime
reciprocity
Reduce, Reuse, Recycle, the three Rs of the environment
regard, regarding, in regard to, with regard to, as regards; *never* 'with regards to'
Register of Members' Interests
registration office, *not* registry office, (*see also* Civil Registry)
registrar, *but* Chief Registrar, Registrar of Births, Deaths and Marriages, Registrar of Companies
Registries, Section of General Registry, (*see also* Civil Registry, General Registry, registry)
registry, *but* Civil Registry, General Registry; Companies Registry; Land Registry; Aircraft Registry
regulation, regulation 12(a), *but* the Merchant Shipping (Fees) Regulations 2015
Rent and Rating Appeals Tribunal
report, *but* Tynwald voted to receive the Report, the Vickers Report
re-register
Reserve Fund
Residency Bill, *not* Residence, *not* Residents
resolution, decision made by Tynwald or the Branches – when a motion is voted upon, i.e. 'resolved', it becomes a resolution (*see also* motion)
Retail Price Index, (*see also* RPI)

Rev., the Rev. R E Cubbon (MBE HCF) [formal]; the Rev. Eddie Cubbon [conversational]; *never* Rev. Cubbon; on subsequent mentions, 'Mr Cubbon'.

Revestment, purchase of the Island by the Crown via the Isle of Man Purchase Act 1765, also known as the Act of Revestment
rick, local word for discipline, e.g. to put/keep a rick on someone
right, the right (political); the right wing; right-wing tendencies; right-winger
Road Transport Licensing Committee (RTLC)

RPI, Retail Price Index, measure of inflation, published monthly, (*see also* RPIX)

RPIX, measure of inflation in the UK, equivalent to RPI excluding mortgage interest payments, (*see also* RPI)

Renewable Obligations Certificates (ROCs), *but* Renewable Obligations Certificate Scheme (ROCS)

ro-ro, roll-on roll-off vessel

royal, a royal visit, *but* Royal Assent, Royal Commission, Royal Family

R-plate

RTLC, Road Transport Licensing Committee
rule, rule 42, rule of the House, *but* Rules of the High Court of Justice 2009, Rules of Court

S

S2P, State Second Pension

Savings Directive

Scarlett

sceptical

schedule, six schedules, in schedule 2

scheme, a number of schemes were considered, *but* the Job Training Scheme

schoolchild, schoolchildren

scrapyard

SeaCat

seasons, spring, summer, autumn, winter – no caps

seat belt, seat belt legislation

Second Reading

section, in this section, section 4

select committee, *but* the Select Committee on Legal Aid in Family Matters

self-build (n)

self-financing

self-help

Seneschal

SERPS, State Earnings Related Pension Scheme

sewage, waste carried away by sewerage system

sewerage, system in general, pipes

sheading, *but* Garff Sheading

shelf-life

ship names, in italics

Ship Registry, the Isle of Man Ship Registry operates the Ship Register, *but* any other shipping register

shipyard, *but* Ramsey Shipyard

‘Shirveishaghitis’

shopkeepers

short-circuit

shortfall

short title

sidestep (n/vb)

sidetrack (n/vb)

signposting

sine die, Latin, pronounced ‘seen-ay dee-ay’ meaning ‘without a day’, i.e. until no particular date

single European market

SIPS1 and SIPS2, Scotland to Ireland gas interconnectors, now called Interconnector 1 (IC1) and Interconnector 2 (IC2), there is a connection to the Isle of Man from IC2 which flowed first gas in May 2003 (*see also* SNIP and *interconnector*)

SITA Waste (Isle of Man) Ltd

sizeable, *not* sizable

SNIP, Scotland to Northern Ireland Pipeline, for gas, (*see also* SIPS1 and SIPS2)

Social Chapter

Social Security

Social Services

social workers

Sodor and Man, the Diocese of

south, the south of the Island, in the south

southern, *but* the Southern 100, Southern Civic Amenity Site

Speaker, the Speaker of the House of Keys, the former Speaker, *but* ‘according to the previous speaker’

spec, expand to ‘specification’, unless used as part of ‘on spec’

speciality, even when ‘specialty’ is said

sports centre, *but* the National Sports Centre (NSC)

Staff of Government Division, of the High Court of Justice is the court of appeal in the Isle of Man

standing committee, *but* Standing Committee on Expenditure and Public Accounts

Standing Orders, in Tynwald and the Branches, *but* standing orders of commissioners etc.

statute, the statute book, in the statutes

Statutory Board

sterling, pound sterling, sterling area

stock exchange, *but* the London/Tokyo Stock Exchange, the Stock Exchange

Storting, the Norwegian parliament, made up of the Odelsting and the Lagting

straightaway

straightforward

Strategic Plan, Isle of Man

STV, single transferable vote

subcategory

subclause, colloquial, meaning subsection – transcribe exactly as Members say, no need to correct

subcommittee, *but* Social Policy and Children’s Sub-Committee of the Council of Ministers, i.e. follow the formal title

sub judice, Latin, pronounced ‘subyudysee’ or ‘subjudysee’, meaning under judicial consideration and therefore prohibited from public discussion

subparagraph

sub-postmaster

sub-post office

subscript, ‘written below’, e.g. CO₂ (correct *Hansard* style)

subsection, correct term for both Acts and Bills, (*see also* subclause)

substantive motion, original main motion unamended

summing-up (n)

superpower

SuperSeaCat

superscript, ‘written above’, e.g. 12th Sept (*N.B. not Hansard* style)

supersede, *not* supercede

sword of Damocles

sync

synod, *but* General Synod, Diocesan Synod

T

Taliban

Taoiseach, the Irish Prime Minister

tax, *but* Income Tax

Tax Base Measurement Method (TBMM), *not* 'Based'

tax-free

Tax Information Exchange Agreement (TIEA), plural TIEAs

taxpayer, spending taxpayers' money, the taxpayer is a source of Government revenue

Tax Strategy

TBMM, Tax Base Measurement Method, *not* 'Based'

Tesco, *not* *Tesco's*

Tetra, communications system

Third World, the

Thorp, thermal oxide reprocessing plant at Sellafield

Three Legs of Man

TIEA, Tax Information Exchange Agreement, plural TIEAs

T-junction

to and fro, **toing and froing**, **toed and froed**,

Tote, Horse Race Totalizator Board

town council, a meeting of the town council, *but* Douglas Town Council

town hall, at the town hall, *but* Douglas Town Hall

toxocara canis, dog round worm, in faeces, causes disease called toxocariasis

Trades Council

Trades Union Congress (TUC)

tranche, a piece or division of something

TravelWatch

Trawsfynydd, nuclear power station

Treasury Solicitor, provides advice for UK government departments

treaty, *but* the Treaty of Rome, the Treaty of Accession

tribunal, *but* the Employment Tribunal

tricameral, having three chambers (*see also* bicameral *and* unicameral)

trimaran

triple A rating, written as 'AAA rating'

T-shirt

TT Festival

TT Races

U

UKIP

ultra vires, Latin, literally 'beyond the powers'

Uncle Tom Cobleigh and all

unicameral, having one chamber (*see also* bicameral *and* tricameral)

United Nations (UN)

Upper House, i.e. Legislative Council

Uprating Order

uPVC

User Agreement, between Isle of Man Government and the Steam Packet Company regulating use of the Government-owned linkspan

Utopia

U-turn

V

varroasis, a honeybee disease

VAT, Value Added Tax, the VAT-man

versus, capitalism versus socialism, *but* *Crown v Smith*

vice-chairman,

vice versa

Vickers Report, Sir John Vickers, Chairman of the Independent Commission on Banking
village, *but* Port Erin Village District, Laxey Village Commissioners

VIP, Very Important Person *or* Visually Impaired People

vire, to transfer money

virement, transfer of money

vires, Latin, pronounced 'vyrees', meaning 'powers', e.g. the Department did not have the *vires* to do it, (*see also* *ultra vires*)

W

war, *but* the First World War, World War I, the Iraq War

Waste Management Board

Waste Management Strategy

Waste Operations Management Unit (WOMU)

west, the west of the Island, *but* the West End, a West-End show, the West (i.e. USA & Europe)

Western World

White & Case, Brussels-based legal firm, used as Government advisers

Whitley Council

wildlife, *but* the Curraghs Wildlife Park

Woods' Atlas, Victorian parish maps for conveyancing, 1867

Wooler Report, makes recommendations on RSPCA prosecutions

working group, *but* the Low Income Working Group

working party

work permit, a work permit, work permit legislation, *but* the Work Permits Committee

world wide web

X

X-ray

X, company X, Mr X

x, £x million, x (thousands of) people

Y

yardstick

yes, the answer to the question is yes

yuppie(s)

Z

Zero-10 Tax Strategy

zero rate, a zero rate of taxation

zero-rated

NOT TO BE CONFUSED...

affect (vb), to touch upon, have influence on

effect (n), e.g. effects on child poverty, to have an effect

effect (vb), to carry out, to make happen, e.g. the Minister effected many policy changes

allude, hint at, e.g. the Hon. Member alluded to this issue earlier

elude, escape, e.g. I don't know, the answer eludes me at the moment

appraise, to estimate the value of

apprise, to inform someone of something

bail, out on bail, to bail out water

bale out, to get out of a difficult situation

bailout, financial assistance to a failing business

biannual, held twice a year

biennial, held once every two years

bogey, with wheels

bogy, ghost

censor (n/vb), e.g. the film was censored

censure, to blame, motion of censure

complement (vb), to complete; to go well with, her shoes complemented her dress

complement (n), to make something complete, 'up to full complement'

compliment (n/vb), praise

complimentary, full of praise; free of charge

complementary, goes well together

compare to, when there is a similarity

compare with, when there is a difference

council, (n) advisory or administrative body

counsel (vb), to advise

counsel (n), advice; adviser – learned counsel, Counsel to the Speaker, Queen's Counsel (barrister)

criterion, singular, e.g. what is your particular criterion in choosing this?

criteria, plural, e.g. a list of criteria, what are the criteria for making this decision?

dependant (n), a person who relies on another, especially a family member, for financial support

dependent (adj) on/upon

discrete, distinct, separate

discreet, tactful

draft, bank draft, draft development plan

draftsman, legal, writes legislation

draught, beer, air

draughts, game

draughtsman, technical drawing

enquire, enquiry, to question, a question, 'I shall make enquiries.'

inquire, inquiry, to investigate, investigation, a commission of inquiry, a public inquiry.

ensure, make certain

insure, protect against risk

gaol, only use in 'Court of General Gaol Delivery'

jail, always, except in 'Court of General Gaol Delivery'

homogeneous, of the same kind or nature

homogenise, to make homogeneous

homogenous, similar owing to common descent

incidence, the rate at which things occur

incidents, plural of incident

judgement, (in a general sense) to show good judgement, bad judgement

judgment, (in a legal context) a judgment of the European Court, the court's judgment set a precedent

licence (n), e.g. a driving licence

license (v), e.g. to license the selling of alcohol

loathe (vb), hate, dislike intensely

loth (adj), reluctant, unwilling

maybe, perhaps

may be, might be, could be

naval (adj), of the navy

navel-gazing, unproductive self-analysis

practicable, capable of being put into practice or acted upon

practical, useful in practice, a practical man

practice (n), ‘practice makes perfect’, in practice, a doctor’s practice

practise (vb), I need to practise public speaking, ‘practise what you preach’

prescribe, to recommend – prescribed drugs (recommended drugs)

proscribe, to forbid – proscribed drugs (illegal drugs)

principal, i.e. main or most important – the principal cause, the principal Act, the school’s principal, *but* the Principal of King William’s College

principle, i.e. the thought or belief behind – a fundamental principle, in principle, the principle of the Bill, a man of principle

program, for computers

programme, on TV or radio, series of events, booklet giving details of an event

re-enforce, to enforce again

reinforce, to strengthen

reign, a king reigns his country

rein, to rein in

reins, for horses, to pick up the reins

residence, residency, the fact of living in a place; a large house; place where someone resides; to take up residence/residency

Residence Act 2001

residents, people who live in a place or building; to be Isle of Man resident for tax purposes

stationery, writing materials

stationary, not moving

ton, use figuratively, e.g. tons of paperwork

tonne, a measure of metric weight, i.e. 1,000 kilos

FOREIGN WORDS

The following foreign words should be transcribed in italics.

ad nauseam
au fait
bona fide
bona vacantia
c'est la vie
de facto
de minimis
déjà vu
en bloc
ex gratia
ex officio
fait accompli
in extremis
in loco parentis
laissez-faire
modus operandi
perestroika
per se
persona non grata
pro rata
quid pro quo
raison d'être (pl. raisons d'être)
rendezvous
sine die
sine qua non
status quo
sub judice
ultra vires
vires
vis-à-vis

Appendix 1 – Manx terms, phrases and expressions

PARLIAMENTARY PROCEDURE

Term	English equivalent	Pronunciation
Daaltyn	Proceedings	<i>dayltun</i>
Recortys Oikoil	Official Report, <i>Hansard</i>	<i>recortis eekohl</i>
Slattys	enactment, law	<i>slattus</i>
Gura mie eu, Eaghtyrane.	Thank you, President.	<i>gurra my oo urkturairn</i>
Gura mie eu, Loayreyder.	Thank you, Speaker.	<i>gurra my oo lawra-der</i>
Gura mie eu, Vainstyr Loayreyder.	Thank you, Mr Speaker. (<i>not 'good' Manx</i>)	<i>gurra my oo vine-shter lawra-der</i>
Gura mie eu, Lhiass- loayreyder.	Thank you, Deputy Speaker.	<i>gurra my oo l'yass lawra-der</i>
Ta mee cur roish y Whaiyl ny pabyryn enmyssit ayns ayrn nane jeh'n Chlaare Obbyr	I lay before the Court the papers listed at item 1 of the Order Paper	<i>ta mee cur rohsh uh hwail nuh pairberun enmussit uns arn nairn jain clair obbur</i>
Ta mee cur roish y Whaiyl ny pabyryn enmyssit ayns ayrn nane jeh Claare Obbyr Earroo Jees	I lay before the Court the papers listed at item 1 of Order Paper Number 2	<i>ta mee cur rohsh uh hwail nuh pairberun enmussit uns arn nairn jay clair obbur airoo jees</i>
Ta mee cur roish y Whaiyl ny pabyryn enmyssit ayns ayrn nane jeh'n Chlaare Obbyr Arbyllagh	I lay before the Court the papers listed at item 1 of the Supplementary Order Paper	<i>ta mee cur rohsh uh hwail nuh pairberun enmussit uns arn nairn jain clair obbur arbullakh</i>
Ta mee shirrey kied dy chur roish y treealtys ta scrut fo aym	I beg leave to put forward the motion standing in my name	<i>ta mee shirra k'yid the khur rohsh uh treeltus ta screwt fo em</i>
Ta mee shirrey kied yn eysht y chur ta fo my ennym	I beg to ask the Question standing in my name	<i>ta mee shirra k'yid un aysht uh khur ta foe mennum</i>
Ta mee shirrey kied ny feyshtyn y chur ta fo my ennym	I beg leave to ask the Questions standing in my name	<i>ta mee shirra k'yid nuh fayshtun uh khur ta foe mennum</i>
Ta mee shirrey kied dy pholldal as dy loayrt ny s'anmey my vees feme ayn	I beg to second and reserve my remarks	<i>ta mee shirra k'yid the foldul as the lort nuh sanmer muh viss fame own</i>
Ta mee shirrey kied y treealtys y chur roish Oltey Onnoroil	I beg to move	<i>ta mee shirra k'yid uh treeltus uh khur rohsh olta onnorohl</i>
Olteynyn Onnoroil	Hon. Member	
Olteynyn Onnoroil	Hon. Members	<i>oltanun onnorohl</i>

OFFICES AND ORGANISATIONS

Term	English equivalent	Pronunciation
Ard-shirveishagh	Chief Minister	<i>urd shirvayshakh</i>
Aspickys Vannin	Diocese of Sodor and Man	<i>aspickuss vannin</i>
Barrantee yn Oaseirys Argidoil	Financial Supervision Commission	<i>barrantee un oassairiss urgidohl</i>
Barrantys Shirveish y Reiltys	Civil Service Commission	<i>barrantus shirvaysh uh raltus</i>
Caairliagh	Chairman	<i>curliach</i>
Cleragh Tinvaal	Clerk of Tynwald	<i>clerakh tinvayl</i>
Cleragh y Choonceil Slattyssagh	Clerk of the Legislative Council	<i>clerakh uh coonsayl slattisakh</i>
Coonceil ny Shirveishee	Council of Ministers	<i>coonsayl nuh shirvayshee</i>
Coonceil Obbree	Executive Council	<i>coonsayl obbree</i>
Coonceil Slattyssagh	Legislative Council	<i>coonsayl slattisakh</i>
Eaghtyrane	President	<i>urkturairn</i>
Eiraght Ashoonagh Vannin	Manx National Heritage	<i>airakht ashoonakh vannin</i>
Kiare-as-feed	24, i.e. House of Keys	<i>k'yair as feed</i>
yn Lhaihder	the Reader (Tynwald Day)	<i>un-lyder</i>
Lhiass-chiannoort	Lieutenant-Governor	<i>l'yass k'yan-oort</i>
Lhiass-Chleragh Tinvaal	Deputy Clerk of Tynwald	<i>l'yass clerakh tinvayl</i>
Lhiass-chaairliagh	Vice-Chairman	<i>l'yass curliach</i>
Lhiass-eaghtyrane	Deputy President	<i>l'yass urkturairn</i>
Lhiass-loayreyder	Deputy Speaker	<i>l'yass lawra-der</i>
Loayreyder	Speaker	<i>lawra-der</i>
Vainstyr Loayreyder	Mr Speaker (not good Manx)	<i>vine-shter lawra-der</i>
Bun Shirveishyn Vannin	Manx Utilities Authority	<i>Boon shirvayshun vannin</i>
Lukht-reill Urryssaght as Penshynyn	Insurance and Pensions Authority	<i>lukht rail urrasakht as pensha-nun</i>
Meoiryn-shee Ellan Vannin	IOM Constabulary	<i>mur-un shee ell-yan vannin</i>
Oik yn Ard-scrudeyr	Chief Secretary's Office	<i>EEK un urd-screw-dair</i>

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Oik yn Ard-sheckter	Chief Executive's Office	<i>EEK un urd-sheckter</i>
Oltey yn Chiare as Feed	Member of the House of Keys	<i>OLTA un k'yair as feed</i>
Oltey yn Choonceil Slattyssagh Quaiyl Tinvaal	Member of the Legislative Council Tynwald Court	<i>OLTA un coonsayl slattisakh</i> <i>quail tinvayl</i>
Reiltys Vannin	Isle of Man Government	<i>railtus vannin</i>
Oik Cooinceil ny Shirveishee	Cabinet Office	<i>EEK coonsayl na shirveyshee</i>
Rheynn Bun-troggalys	Department of Infrastructure	<i>ren bun-troggalus</i>
Rheynn Chymmyltaght, Bee as Eirynys Rheynn Cooishyn Sthie	Department of Environment, Food and Agriculture Department of Home Affairs	<i>ren chummaltakht bee as</i> <i>airin-yiss</i> <i>ren cooshun sty</i>
Rheynn Kiarail y Theay	Department of Social Care	<i>ren care-rail uh tier</i>
Rheynn Lhiasaghey Tarmaynagh Rheynn Slaynt, Kiarail y Theay Rheynn Ynsee as Paitchyn	Department of Economic Development Department of Health and Social Care Department of Education and Children	<i>ren l'yassakher tarmairnach</i> <i>ren slent, care-rail uh tier</i> <i>ren insey as pairchun</i>
Scrudehyr y Chiare-as-Feed	Secretary of House of Keys	<i>screw dair uh kyair as feed</i>
Shirveish Mooghey as Sauail Ellan Vannin Shirveish Pryssoon as Prowal Kyndee Ellan Vannin Shirveish y Reiltys	IOM Fire and Rescue Service IOM Prison and Probation Service Civil Service	<i>shirvaysh mookha as sow-ail</i> <i>ell-yan vannin</i> <i>shirvaysh prizzoon as prowul</i> <i>kin-dee ell-yan vannin</i> <i>shirvaysh uh railtus</i>
Shirveishagh Bun-troggalys	Minister for Infrastructure	<i>shirvayshakh bun-troggalus</i>
Shirveishagh Chymmyltaght, Bee as Eirynys Shirveishagh Cooishyn Sthie	Minister for Environment, Food and Agriculture Minister for Home Affairs	<i>shirvayshakh chummaltakht</i> <i>bee as airin-yiss</i> <i>shirvayshakh cooshun sty</i>
Shirveishagh Lhiasaghey Tarmaynagh Shirveishagh Slaynt, Kiarail y Theay Shirveishagh Tashtee	Minister for Economic Development Minister for Health and Social Care Minister for the Treasury	<i>shirvayshakh l'yassakher</i> <i>tarmairnach</i> <i>shirvayshakh slent, care-rail</i> <i>uh tier</i> <i>shirvayshakh tashjee</i>
Shirveishagh Ynsee as Paitchyn Tashtey	Minister for Education and Children Treasury	<i>shirvayshakh insey as</i> <i>pairchun</i> <i>tashja</i>
Thie-tashtee as Treisht Ashoonagh Vannin	Manx Museum and National Trust	<i>tie tashtee as traysht</i> <i>ashoonakh vannin</i>

PLACES

Term	English equivalent	Pronunciation
Ayre	Ayre	<i>air</i>
Balley Chashtal	Castletown	<i>bal-ya cashtal</i>
Balley Keeill Eoin	St John's	<i>bal-ya keel yohn</i>
Balley ny Loghey / Ballalaa	Ballaugh	<i>balla-lah</i>
Bayr ny Skeddan	footpath from Peel to Castletown	<i>bair nuh skathun</i>
Bunscoill Ghaelgagh	Manx medium primary school, St John's Old School	<i>bun-skoll gilgakh</i>
Cairbre	Arbory	
Connaghyn	Onchan parish and constituency	<i>connakhun</i>
Doolish	Douglas	<i>doolish</i>
Doolish Twoaie, Jiass, Hiar, Heear	Douglas North, South, East, West	<i>doolish tooey, jass, h'yar, heer</i>
Ellan Vannin	Isle of Man	<i>ell-yan vannin</i>
Garf	Garff	<i>garf</i>
Glion Fabey	Glenfaba	<i>gl'yon fairba</i>
Keyll Darree	DoH education and training centre	<i>kell darree</i>
Kiondroghad	Onchan village	<i>k'yon drokhad</i>
Laksey /Laksaa	Laxey	<i>lacksa</i>
Maayl	Michael	<i>mairl</i>
Malew as Stondane	Malew and Santon	<i>maloo as stondairn</i>
Middal	Middle	<i>middul</i>
Purt Chiarn	Port Erin	<i>purcharn</i>
Purt le Moirrey	Port St Mary	<i>purt luh murra</i>
Purt ny h-Inshey	Peel	<i>purt nuh hinja</i>
Raad ny Foillan	coastal footpath	<i>raird nuh fohl-yan</i>
Rhumsaa	Ramsey	<i>rumsair</i>
Rushen	Rushen	<i>rushun</i>

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Scoill Phurt Le Moirrey	primary school, Port St Mary	<i>skoll furt luh murra</i>
Scoill Ree Gorree	primary school in Ramsey	<i>skoll ree gorree</i>
Scoill Vallajeelt	primary school in Douglas (<i>note</i> : Ballajeelt when 'Scoill' is omitted)	<i>skoll valla-jeelt</i>
Skylley Maayl	Kirk Michael	<i>skill-ya mail</i>
Thie ny Gaelgey	Manx Language Centre, St Jude's Old School	<i>tie nuh gilga</i>
Thie Rosien	DoH centre	<i>tie rushun</i>
Thie Slieau Whallian	DEFA headquarters, St John's	<i>tie sl'yoo woll'yun</i>
Yn Arbyl	Niarbyl	
Yn Chooill	The Cooil	
Y Vaarney Yiarg	housing estate in Castletown	<i>uh vurner yurg</i>
Yn Vooriagh	Mooragh (Park)	
Yn Ynnyd Chengey	DoE Language Centre, Old Marown School	<i>un innud chin-ya</i>

MANX LIFE

Term	English equivalent	Pronunciation
Bock Yuan Fannee	Manx dance group	<i>bock yoo-un fanny</i>
Bree	Manx music and dance youth education organisation	<i>bree</i>
Caarjyn Cooidjagh	Manx Choir	<i>care-jun coojakh</i>
Caarjyn ny Gaelgey	Friends of the Manx Language	<i>care-jun nuh gilga</i>
Cliogaree Twoaie	Manx choir	<i>cl'yoh-guhree tooey</i>
Cooish	Manx language festival	<i>coosh</i>
cushag	ragwort	<i>cushug</i>
eisteddfod	equivalent of Cruinnaght	<i>ice-ted-fod</i>
Gailck / Gaelg	Manx Gaelic language	<i>gilk</i>
Hop-tu-Naa	Manx Hallowe'en	<i>hopcha-nay</i>
Kemmyrk	Manx charity for the homeless	<i>kemmurk</i>

Ihiam-lhiat	fickle person	<i>l'yam l'yat</i>
Ihiam-lhiat-ism	fickle behaviour	<i>l'yam l'yat ism</i>
loaghtan	Manx sheep	<i>lokh-tun</i>
Manninagh	Manxman	<i>manninakh</i>
Mec Vannin	Manx nationalist party	<i>mec vannin</i>
mhelliah	Manx harvest celebration, auction	<i>mell-ya</i>
Moddey Doo	legendary black dog haunting Peel Castle	<i>mawtha doo</i>
Mooijer Veggey	'Little people'; Manx medium education organisation	<i>munjer vegga</i>
Nollick Ghennal as Blein Vie Noa	Merry Christmas and a Happy New Year	<i>nolliq gennul as blane vie no</i>
Ny Fenee	Manx dance group	<i>nuh fainee</i>
Oie'll Verree	Christmas Eve; also an evening of Manx entertainment	<i>eel verree</i>
Perree Bane	Manx dance group	<i>perry bairn</i>
Reih Bleeaney Vanannan	top Manx cultural award	<i>rye bleena vananan</i>
Shennaghys Jiu	Inter-Celtic festival	<i>shennakhus jew</i>
traa dy liooar	time enough, laid back manner	<i>trair the l'yure</i>
Yn Cheshaght Ghailckagh	The Manx Language Society	<i>un cheshakh gilgakh</i>

CONVERSATIONAL MANX

Term	English equivalent	Pronunciation
Yn Chruinnaght	Manx gathering; Inter-Celtic festival	<i>un crun-yakh</i>
failt erriu	welcome	<i>falch erroo</i>
laa mie	good day	<i>lair my</i>
moghrey mie	good morning	<i>morra my</i>
fastyr mie	good afternoon	<i>faster my</i>
oie vie	good night	<i>ee vie</i>
vraane as gheiney seyrey	ladies and gentlemen	<i>vrair as gain-ya saira</i>
kynys ta shiu / kys t'ou?	how are you?	<i>kinnus ta shoo / kiss tao</i>

ta mee braew	I'm fine	ta me brow
mie dy liooar	good enough	my tha l'yure
gura mie eu	thank you	gurra my oo
gura mie mooar eu	thank you very much	gurra my mooar oo
reeshtagh	again	reeshtack
gura mie mooar eu		gurra my mooar oo
reeshtagh	grateful thanks again	reeshtack
she dty vea	you're welcome	shay the vay
gow my leshtal	excuse me	gow muh lesh- chal
slane lhiu	goodbye	slenn l'you
hee'm shiu	see you	heem shoo
cair vie	fair wind; bon voyage	cair vie

MANX CALENDAR OF FEASTS AND HOLIDAYS

Laa Columb Killey –St Saint Columba's Day

Hop Tu Naa – meaning 'This is the Night' – Manx Hallowe'en

Further events and holidays are listed here:

<http://www.isleofman.com/attractions/arts-culture/ceremonies-and-festivals/manx-customs-calendar/>

MANX NAMES/PLACES

NB, No hyphens in Manx place names

Anagh Coar	Cronk y Voddy
Arbory	Cummal Mooar
Archallagan	Cummal Shee
Ard Aalin	David Gray House
Arrasy	Donkey Fields
Ballabeg	Dumb River , near Castletown
Ballacraine	Eairy , <i>but</i> Block Eary
Balladoole Quarry	Ellerslie depot
Ballafletcher	Ffinlo , Manx boy's name
Ballafrog	Garff
Ballaharra	Geddyn Reesht , Mental Health Services
Ballahot	Rehabilitation and Recovery Service
Ballakinnish	Glen Darragh Road
Ballamodha straight	Glenfaba
Ballanawin	Governor's Hill
Ballaoates	Grandstand , the
Ballaskella	Greensill's (Corner)
Ballaugh	Halfway House to Peel
Ballavagher	Hills Meadow
Ballawattleworth	Injebreck
Ballough	Jurby airport , <i>but</i> Ronaldsway Airport
Balnahow	Kerrowdhoo
Barony of Bangor and Sabhal	Kew, The , property adjoining Poortown
Barony of Maughold, the Bishop's Barony	Quarry
Barony of the Howe (The Barony)	Kewaigue
Battery Pier	Killey , pronounced 'Kilya'
Beinn y Phott	King William's College
Belle Vue , race track at King George V Park,	Kirk Michael
Peel place name	Knockaloe Experimental Farm
Bellwood House	Leece Lodge Cottage
Bemahague School	Lhag Vollagh
Billown	Litt's
Block Eary , <i>but</i> the Eairy	Magher Vay
Boilley Spittal	Magher Veg
Braaid, the	Malew
Bymacan , part of Ballabeg	Marown
Camlork	Masham Court
Carrick	Maughold
Chester Street car park	Meary Veg
Cooill, The	Meayll peninsula
Cooil Roy	Middle River
Cornelly	Millennium Way
Cranstal	Millrace, The
Cregneash	Mooragh Park
Croit e Quill	Mountain Road, the
Cronk Grianagh	Mullagh Ouyr
Cronk ny Arrey	North Quay
Cronk ny Arrey Laa	Nunnery Estate
	Niarbyl

Noble's Hospital

Old Castletown Road, where name or address, but the old Castletown road

Onchan

Peel

Ponderosa, estate in Ramsey

Port Erin

Port Skillion

Port St Mary

Poyll Dooley

Pulrose

Quarter Bridge

Quarterbridge Road

Quarterbridge Hotel

Queen's Pier

Raggatt, The

Ramsey

Ramsey Cottage Hospital

Reayrt ny Baie, old people's home

Red Gap, Castletown

Rheast Barrule

Ronague

Ronaldsway Airport, *but* Jurby airport

Round Table

Rushen

Santon, *but* watch for usage of Santan

Scarlett

Shangri-la

Shaw's Brow car park

Shephard Hill

Skerresdale

Slieau Losht

Slieau Whallian

Sodor and Man

Stenning House, part of King William's College

St John's Stoney Mountain

St Thomas's School/Church

Sulby Dam

Sulby Reservoir

'wedding cake', the

Thie Quinney

White Hoe

Windy Corner

Wright's Pit East

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Appendix 2 – Style – Question headings

QUESTIONS FOR ORAL AND WRITTEN ANSWER IN ALL THREE CHAMBERS

The general style for all Question titles is two lines. The top line is the key topic area. The second line gives a little more detail. They should be kept as brief as possible, while still conveying the necessary information.

Where a Question is then withdrawn, the second line should simply be replaced with the words 'Question withdrawn'.

The Questions are then grouped under departmental headings, and the whole section has a main heading – 'Questions for Oral Answer' or 'Questions for Written Answer'.

The following examples give further style guidance:

<i>Example of Hansard</i>	<i>Template Style</i>
Questions for Oral Answer¶ ¶ ¶ CHIEF MINISTER¶ ¶ 1. Disability discrimination legislation—¶ Current status¶ ¶ The Hon. Member for Douglas North (Mr H) to ask the Chief Minister:¶ ¶ <i>What the current status is of the new legislation on Disability Discrimination and when this legislation will become law?¶</i> ¶ ¶ ¶ 2. Tesco extension planning application—¶ Question withdrawn¶ ¶ The Hon. Member for Douglas South (Mr M) to ask the Chief Minister:¶ ¶ <i>When the outcome of the Tesco extension planning application enquiry will be announced?¶</i> ¶ ¶ ¶ HOME AFFAIRS¶ ¶ 15. Car parking spaces for disabled—¶ Fines for illegal use¶ ¶ The Hon. Member for Douglas East (Mrs C) to ask the Minister for Home Affairs:¶ ¶ <i>How many fines have been issued to motorists illegally using car parking spaces for the disabled in each of the last three years and what the maximum fine is?¶</i>	Heading 1 2 x Basic blank lines (11 pt) SUBHEADING 1 x Basic blank line Heading 3 – use 'soft return' after long dash 1 x Basic blank line Hansard Basic 1 x Basic blank line <i>Motion/Question/ Amendment Hansard</i> 3 x Basic blank lines before next heading

Questions for Written Answer HEALTH AND SOCIAL CARE 21. Breast reconstruction surgery – Business case for on-Island provision The Hon. Member for Douglas East (Mr R) to ask the Minister for Health and Social Care: <i>Whether he has received a business case in support of setting up a service to enable patients to undergo breast reconstruction surgery on-Island and, if so, what the determination of the Department is?</i> The Minister for Health and Social Care (Mr Q): ... 54. Housing and Local Government Bill – Progress The Hon. Member for Onchan (Mr Q) to ask the Minister for Health and Social Care: <i>What progress has been made with the Housing and Local Government Bill which was subject to public consultation over nine months ago?</i> The Minister for Health and Social Care (Mr Q): ...	Heading 1 2 x Basic blank lines (11 pt) SUBHEADING 1 x Basic blank line Heading 3 – use ‘soft return’ after long dash 1 x Basic blank line Hansard Basic 1 x Basic blank line <i>Motion/Question/Amendment Hansard</i> 3 x Basic blank lines before next heading
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Question numbers

Tynwald Question Paper

The numbering starts at 1. and continues through both Oral and Written Questions to the end of the Question Paper. Always follow the numbering on the Question Paper.

House of Keys and Legislative Council Order Papers

Questions for Oral Answer are usually on the Order Papers as Item 1, with the Oral Questions starting at number 1. The numbering for the Oral Questions therefore starts at 1.1. and continues through 1.2., 1.3., 1.4. etc. for only the Oral Questions.

Questions for Written Answer are usually listed as Item 2, with the Written Questions also starting at number 1. The numbering for the Written Questions therefore starts at 2.1. and continues through 2.2., 2.3., 2.4. etc. for only the Written Questions.

Always follow the Order Papers for the correct numbering systems.

Appendix 3 – Style – Headings in Tynwald

Outside of normal Question Time, the following are the most frequently used main headings, formatted as **Heading 1**:

Order of the Day Supplementary Order Paper No. 1 Main Order Paper Question of Urgent Public Importance Matter of Urgent Public Importance

Under the above main headings, the debates and proceedings are given various titles, formatted as **Heading 3**, examples of which are as follows.

(a) Procedurals

Procedural

The President: Having said that, Hon. Members, so that the papers are laid before the Court ready for a continuation with the debate, I want to tell you that there are two amendments.

Leave of absence granted

Welcome to Mr X

Tribute to Mrs Y

Bills for signature

Announcement of Royal Assent

Papers laid before the Court

The President: Hon. Members, I call upon the Clerk to lay papers.

The Clerk: Gura mie eu, Eaghtyrane.

Ta mee cur roish y Whaiyl ny pabyryn enmyssit ayns ayn nane jeh'n Chlaare Obbyr.
I lay before the Court the papers listed at Item 1 of the Order Paper.

Custody Act 1995

Custody Rules 2015 [*SD No 2015/0235*]

Public Services Commission Act 2015

Public Services Commission (Classes of Employees) Order 2015 [*SD No 2015/0237*]

Non-Resident Traders Act 1983

Non-Resident Traders (Licence Fees) Regulations 2015 [*SD No 2015/0120*]

Reports

Securing a Sustainable Future for our Island – An update to the Agenda for Change [*GD No 2015/0034*]

Council of Ministers Report on the Purpose, Remit and Operation of the Road Transport Committee [*GD No 2015/0035*]

The remaining items are not the subject of motions on the Order Paper

Documents subject to negative resolution

Fisheries Act 2012

Sea Fisheries (Logbook) Regulations [*SD No 2015/0209*]

Sea Fisheries (Vessel Monitoring System) Regulations 2015 [*SD No 2015/0210*]

Standing Order 1.2(2) suspended to complete Order Paper

OR

**Suspension of Standing Order 1.2(2) to complete Item 10 –
Motion lost**

(b) Ministerial Statements

**3. Tynwald Commissioner for Administration Bill –
Statement by the Chief Minister**

The President: Hon. Members, we move on with the Order Paper and Item 3, Statement by the Chief Minister.

(c) Secondary legislation for approval – Orders, Byelaws, Regulations etc

**34. Control of Employment Act 2014 –
Control of Employment (Amendment) Order 2015 approved**

The Minister for Economic Development to move:

*That the Control of Employment (Amendment) Order 2015 [*SD No 2015/0246*] be approved.*

**23. Income Tax Act 1995 –
Income Tax (Production and Auditing of Accounts) (Temporary Taxation) Order 2010 –
Motion lost**

The Minister for the Treasury to move:

That the Income Tax (Production and Auditing of Accounts) (Temporary Taxation) Order 2010 be approved. [SD 474/10]

**14.-16. European Communities (Isle of Man) Act 1973 –
European Union (Yemen Sanctions) (Amendment) Order 2015 approved;
European Union (Libya Sanctions) (Application) (Amendment) (No.2) Order 2015 approved;
European Union (Syria Sanctions) (Amendment) Order 2015 approved**

The Minister for Policy and Reform to move:

14. That the European Union (Yemen Sanctions) (Amendment) Order 2015 [SD No 2015/0244] be approved.

15. That the European Union (Libya Sanctions) (Application) (Amendment) (No.2) Order 2015 [SD No 2015/0215] be approved.

16. That the European Union (Syria Sanctions) (Amendment) Order 2015 [SD No 2015/0217] be approved.

The President: Perhaps we can just deal with Items 14, 15 and 16, which the Minister for Policy and Reform has asked to move together and have voted on separately. Is that agreed, Hon. Members? *(It was agreed.)*

Hon. Member, Mr S.

(d) Debates of motions – expenditure

**5. Acute Adult Psychiatric In-Patient Facility –
Expenditure approved**

The Minister for Health and Social Care to move:

That Tynwald approves of the Department of Health and Social Care incurring expenditure not exceeding £7,223,000 in respect of the construction of a purpose designed Acute Adult Psychiatric In-Patient Facility at Noble's Hospital, Braddan.

**7. Silverdale Refurbishment Scheme –
Expenditure –
Motion lost**

The Minister for Environment, Food and Agriculture to move:

That Tynwald approves the Department of Environment, Food and Agriculture incurring expenditure not exceeding £306,000 on the Silverdale Refurbishment Scheme.

(c) Debates of motions – general

**22. Immigration, Asylum and Nationality Act 2006 (an Act of the UK Parliament) –
Information-sharing provisions –
Motion carried**

The Chief Minister to move:

That Her Majesty be requested to direct by Order in Council that the information-sharing provisions of the Immigration, Asylum and Nationality Act 2006 (an Act of the UK Parliament) shall extend to the Isle of Man with or without such modifications or adaptations as appear to Her Majesty in Council to be appropriate.

**44. Independent Regulator for the Health Service –
Legislation to provide –
Motion lost**

The Hon. Member for Douglas South (Mrs B) to move:

That Tynwald should legislate at the earliest opportunity to provide for an Independent Regulator for the Health Service who will have general powers (a) to direct the Minister to take necessary steps in specified areas to provide appropriate and adequate services and (b) to report to Tynwald.

**46. Disability Discrimination Act 2006 –
To come into operation immediately –
Amended motion carried**

The Hon. Member for Douglas West (Mr T) to move:

That Tynwald is of the opinion that all the provisions of the Disability Discrimination Act 2006 should come into operation immediately.

**42. Staff performance in the public service –
Motion not moved**

The Hon. Member for Douglas South (Mrs B) to move:

That a committee of three Members be appointed with powers to take written and oral evidence pursuant to sections 3 and 4 of the Tynwald Proceedings Act 1876, as amended, to examine the system for managing staff performance in the public service and related issues, with special reference to action taken in cases of insufficient performance; and to report.

The President: Item 42 will not be moved, Hon. Members.

**22. Reciprocal Health Agreement termination by UK –
Motion withdrawn by leave of the Court**

The Hon. Member for Onchan (Mr K) to move:

That Tynwald is of the opinion that the response of the DHSS to the withdrawal from the Reciprocal Health Agreement by the United Kingdom Government is not satisfactory and calls upon the Chief Minister to justify the lack of actions over the retaining of such a strategically important agreement for the citizens of the Isle of Man.

That furthermore Tynwald requests the Chief Minister to appoint appropriate personnel who are competent to approach the UK Government to see if there is any common ground in order to restore such an agreement for the people of Mann.

The President: Hon. Members, when we broke for lunch, as I indicated, we have completed up to Item 21. Mr K, I understand, sir, that you want to make a comment.

Mr K: I will withdraw my motion for Item 22 in light of the fact that the Government is going to circulate the details of what they have actually been up to that has got us into this mess in the first place.

The President: Thank you.

Hon. Members, Item 22, with leave of the Court, will be withdrawn.

**10. Government's Natural Gas Network Scheme –
Extension and related works –
Debate commenced**

The Chief Minister to move:

That Tynwald approves the expenditure of a sum not exceeding £23.5 million in relation to the scheme for extending Government's Natural Gas Network and related works.

.....

*The Court adjourned at 4.48p.m.
and resumed its sitting at 5.20p.m.*

**Government's Natural Gas Network Scheme –
Debate continued –
Expenditure approved**

(d) Reports to be received

**5. Public Accounts Committee –
Forward purchase of euros for the RESA Scheme –
Report received and recommendations approved**

The Chairman of the Public Accounts Committee (Mrs C) to move:

That the Report of the Public Accounts Committee on the Forward Purchase of Euros for the RESA Scheme be received and the following recommendations be approved - ...

**9. Medium-Term Financial Management Strategy –
Treasury Report received and key policies approved**

The Minister for the Treasury to move:

That Tynwald receives the Treasury Medium-Term Financial Management Strategy [GD No 2015/0027] and approves its key policies and objectives, that:

(1) Public finances will be sustainable when general revenue account expenditure is met from income without the need to draw upon reserves;

(2) The Reserve Fund will be managed to grow in real terms, with investment income being retained rather than drawn upon to support revenue expenditure;

(3) In the medium-term, Government should aim to achieve annual surpluses on the general revenue account, which can be used to replenish internal or external reserves.

**7. Securing a sustainable future for our Island –
Council of Ministers' Report and Government priorities –
Debate commenced**

The Chief Minister to move:

That Tynwald receives the Council of Ministers' Report: 'Securing a sustainable future for our Island – An update to the Agenda

...

The Court adjourned at 1.03 p.m. and resumed its sitting at 2.30 p.m.

**Securing a sustainable future for our Island –
Debate continued –
Motion carried unanimously**

**10. Social Security and National Insurance Reform –
Treasury Report and recommendations –
Debate commenced**

The Minister for the Treasury to move:

That the document entitled ‘Social Security and National Insurance Reform, Treasury Proposals, July 2015’ [GD No 2015/0036] be received and that the following recommendations be approved:

Recommendation 1

The Isle of Man should:

- *introduce a single-tier state pension, based on local needs;*
- *protect pension rights already built up;*

Recommendation 2

The Isle of Man should:

- *maintain the current overall structure of the National Insurance scheme;*
- *simplify where possible how National Insurance is calculated and collected;*

...

The Court adjourned at 1.03 p.m. and resumed its sitting at 2.30 p.m.

**Social Security and National Insurance Reform –
Debate continued –
Treasury Report received and recommendations approved**

**6. Joint Committee on the Emoluments of Certain Public Servants –
First Report 20015-16 received and recommendations approved**

The Chairman of the Joint Committee on the Emoluments of Certain Public Servants (Mr Speaker) to move:

*That the First Report of the Joint Committee on the Emoluments of Certain Public Servants 2009-10 be received and the following recommendations be approved –
That Tynwald...*

**4. Isle of Man Police complaints process –
Report and recommendation –
Motion lost**

The Minister for Home Affairs to move:

That the Report on the Isle of Man Police Complaints Process be received and the following recommendation approved...

(e) Elections, ballots and appointments

**20. Isle of Man Post Office –
Mr C appointed Chairman**

The Chief Minister to move:

That Tynwald approves of the appointment of Mr C MLC as Chairman of the Isle of Man Post Office.

**23. Standing Committee on Public Accounts –
Mr B elected**

To elect one Member in place of Mr X.

(f) Motion adjourned until later date

**45. Petition for Redress of Grievance of Mrs H P –
Free nursery education –
Motion adjourned**

45. The Hon. Member for Rushen (Mr W) to move:

That a Select Committee of three Members be appointed with powers to take written and oral evidence pursuant to sections 3 and 4 of the Tynwald Proceedings Act 1876, as amended, to consider the Petition for Redress of Grievance of Mrs H P presented at St John's on 6th July 2015 with regard to the provision in the Isle of Man of free nursery education for all children aged three to four in the year prior to their admission to school and to report with recommendations.

(g) Headings are NOT necessary for:

- Adjournment debates where the adjournment vote is lost and the main debate continues
- Individual amendments
- At the very end of a sitting where the President only says a short phrase to adjourn the Court (*see example in section (h) on next page*)

(h) At the very end of the Tynwald sitting

The President: In the Council, 2 votes for, and 5 against. The motion therefore fails to carry, Hon. Members.

That concludes consideration of the business on our Order Paper. The Council will now withdraw and leave the House of Keys to transact such business as Mr Speaker may place before it.

The Council withdrew.

House of Keys

The Speaker: Hon. Members, the House will now stand adjourned until our next sitting, on Tuesday, 24th March at 10 o'clock in our own Chamber.

The House adjourned at 8.32 p.m.

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Appendix 4 – Style – Headings in the House of Keys

Outside of normal Question Time, the following are the most frequently used main headings in the Keys, formatted as **Heading 1**:

Order of the Day Question of Urgent Public Importance Matter of Urgent Public Importance

(a) Absences and procedurals are formatted as **Heading 3**, examples of which are as follows.

Leave of absence granted

Welcome to Mr X

Tribute to Mrs Y

Procedural

(b) Consideration of Bills

Subheadings, formatted as **Heading 2**, closely follow the structure and numbering system of the Order Paper for the sitting, e.g.

1. LEAVE TO INTRODUCE

2. BILLS FOR FIRST READING

3. CONSIDERATION OF COUNCIL AMENDMENTS

4. BILLS FOR SECOND READING

5. CONSIDERATION OF CLAUSES

6. BILLS FOR THIRD READING

*N.B. It is important to ensure that the normal capital/lower case letters are typed accurately into the titles, so that they appear correctly in the automatic Table of Contents. This applies especially when using **Heading 2** which appears to be all capitals, but which still needs to carry through correctly.*

Further headings, formatted as **Heading 3**, give the title of the Bill and the detail and outcome of the stage of consideration, e.g.

1. LEAVE TO INTRODUCE

**1.1. A Bill to abolish Legislative Council –
Leave to introduce granted**

The Hon. Member for Rushen (Mr G) to move:

That leave be granted to introduce a Bill to abolish the Legislative Council; and for connected purposes.

2. BILLS FOR FIRST READING

**2.1. Audit (Amendment) Bill 2015;
2.2. War Memorials Bill 2015**

3. CONSIDERATION OF COUNCIL AMENDMENTS

**3.1. Designated Businesses (Registration and Oversight) Bill 2014 –
Council amendments considered**

Mr T to move.

4. BILL FOR SECOND READING

**4.1. Legislative Council Reform Bill 2015 –
Second Reading approved**

Mr K to move:

That the Legislative Council Reform Bill 2015 be read a second time.

5. BILLS FOR THIRD READING

**5.1. Interpretation Bill 2014 –
Third Reading approved**

Mr W to move:

That the Interpretation Bill 2014 be read the third time.

6. CONSIDERATION OF CLAUSES

**6.1. Income Tax Bill 2015 –
Clauses considered**

Mr T to move.

(c) Suspension of Standing Orders to take further business – N.B. No further Heading 2 or numbering is necessary since this is a departure from the Order Paper, e.g.

5. CONSIDERATION OF CLAUSES

**5.1. Representation of the People (Amendment) Bill 2015 –
Clauses considered**

Mr S to move.

**Representation of the People (Amendment) Bill 2015 –
Standing Orders suspended to take Third Reading**

**Representation of the People (Amendment) Bill 2015 –
Third Reading approved**

(d) Continuation after lunch break or adjournment

The same rules apply when any Keys Item is started, adjourned, then continued and/or completed, e.g.

4. BILL FOR SECOND READING

**4.1. War Memorials Bill 2015 –
For Second Reading –
Debate commenced**

Mr W to move:

That the War Memorials Bill 2015 be read a second time.

....

**War Memorials Bill 2015 –
Debate continued –
Second Reading approved**

5. CONSIDERATION OF CLAUSES

**5.1. Representation of the People (Amendment) Bill 2015 –
Consideration of clauses commenced**

....

**Representation of the People (Amendment) Bill 2015 –
Consideration of clauses continued**

....

**Representation of the People (Amendment) Bill 2015 –
Consideration of clauses concluded**

3. CONSIDERATION OF CLAUSES

**3.1. Legislative Council Reform Bill 2015 –
Consideration of clauses deferred to the next sitting**

Mr Karran to move.

(e) Other Items – follow the numbering on the Order Paper

3. HOUSE OF KEYS STANDING ORDERS COMMITTEE

**3.1. Standing Orders Committee –
First Report of the Session 2015-16 received and recommendation approved**

The Hon. Member for Michael (Mr C) to move:

*That the First Report of the Standing Orders Committee for the Session 2015-16 be received
and its recommendation for amending Standing Orders be approved.*

**6. ELECTION OF ONE MEMBER TO THE
STANDING ORDERS COMMITTEE OF THE HOUSE**

**6.1. Standing Orders Committee –
Mr W elected**

*To replace Mr A, now a Member of Council; the current members of the Committee are the
Speaker (ex officio), Mr C, Mr Q, Mrs C, and Mr K.*

(e) Motions lost, e.g.

1. LEAVE TO INTRODUCE

**1.1. A Bill to abolish Legislative Council –
Leave to introduce –
Motion lost**

4. BILL FOR THIRD READING

**4.2. Highways Bill 2015 –
For Third Reading –
Motion lost**

Mr G to move:

That the Highways Bill 2015 be read a third time.

5. CONSIDERATION OF CLAUSES

**5.1. Legislative Council Reform Bill 2015 –
For consideration of clauses –
Motion to refer to committee lost –
Clause 1 lost; Bill not proceeded with**

Mr K to move.

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Appendix 5 – Style – Headings in the Legislative Council

Apart from Questions for Oral and Written Answer, which are formatted in the same way as the other Branches (see Appendix 2), the following are the most frequently used main headings in the Legislative Council, formatted as **Heading 1**:

Order of the Day Supplementary Order Paper 1. Swearing-in of new Members

(a) Absences, procedurals, leave to introduce and other motions on the Order Paper

Titles are formatted as **Heading 3**, e.g.

Leave of absence granted

Welcome to Mr X

Tribute to Mrs Y

Procedural

**Swearing-in of newly elected Member of the Legislative Council,
Mr D M X**

Season's good wishes

1. Joint Committee on the Constitutional Principles Raised by the Electoral Reform Bill – Report received and recommendation approved

The Chairman of the Legislative Council delegation to the Joint Committee (Mr D) to move:

*That the Report of the Joint Committee on the Constitutional Principles Raised by the Electoral Reform Bill be received and that the following recommendation be approved –
That the Electoral Reform Bill should be returned to the Legislative Council for the continuation of the legislative process.*

2. Prohibition of certain persons from being marshals – A Bill to amend the Road Races Bill – Leave to introduce granted

Mr T to move:

That leave be given to introduce a Bill to amend the Road Races Act 1982 to make provision for the prohibition of persons with certain convictions of being appointed as marshals.

(b) Consideration of Bills – Items on the Order Paper

As in the other Branches, closely follow the structure and numbering system of the Order Paper for the sitting.

However, unlike in the House of Keys, there are no subheadings for stages of Bills, so there is no need to use Heading 2.

All headings regarding Bills are formatted as **Heading 3**.

The heading contains the number of the Item on the Order Paper, the title of the Bill, the detail and outcome of the stage of consideration.

Below the heading, insert the appropriate motion, e.g.

**1. Sewerage (Amendment) Bill 2016 –
First Reading approved**

Mr C to move:

That the Sewerage (Amendment) Bill 2016 be read a first time.

**1. Legislative Council Reform Bill 2017 –
For First Reading –
Motion lost**

Mr D to move:

That the Legislative Council Reform Bill 2017 be read a first time.

**2. Income Tax Bill 2016 –
Third Reading approved**

Mr H to move:

That the Income Tax Bill 2016 be now read a third time.

The Second Reading of a Bill in the Legislative Council automatically leads on to consideration of clauses during the same sitting, e.g.

**3. Public Health (Tobacco) (Amendment) Bill 2017 –
Second Reading approved**

Mr Coleman to move:

That the Public Health (Tobacco) (Amendment) Bill 2017 be read a second time.

**Public Health (Tobacco) (Amendment) Bill 2017 –
Clauses considered**

(c) Breaks in proceedings (whether hours, days or weeks)

Use 'commenced', 'continued', 'resumed', 'concluded', 'in the titles, e.g.

**Freedom of Information (Amendment) Bill 2017 –
Consideration of clauses commenced**

*The Council adjourned at 1.03 p.m.
and resumed its sitting at 2.30 p.m.*

**Freedom of Information (Amendment) Bill 2017 –
Consideration of clauses concluded**

Example listed at Item 3 on the Order Paper:

**3. Income Tax (Amendment) Bill 2017 –
Second Reading approved**

Mr A to move:

That the Income Tax (Amendment) Bill 2017 be read a second time.

**Income Tax (Amendment) Bill 2017 –
Consideration of clauses commenced and adjourned**

Then at another sitting two weeks later, it is listed at Item 1 on the Order Paper:

**1. Income Tax (Amendment) Bill 2017 –
Consideration of clauses resumed**

*The Council adjourned at 1.03 p.m.
and resumed its sitting at 2.30 p.m.*

**Income Tax (Amendment) Bill 2017 –
Consideration of clauses concluded**

(d) Suspension of Standing Orders to take further Readings

Follow the Votes & Proceedings for the appropriate wording, e.g.

**Manx Utilities (Amendment) Bill 2016 –
Standing Order 4.3(2) suspended to take Second Reading and clauses stage**

**Highways (Amendment) Bill 2016 –
Standing Order 4.3(2) suspended to take Third Reading**

**Gambling Supervision (Amendment) Bill 2017 –
Suspension of Standing Order 4.3(2) to take Third Reading –
Motion lost**

If a Bill is urgent or non-controversial, it is possible for all stages to be taken in one sitting, e.g.

**1. Sewerage (Amendment) Bill 2017 –
First Reading approved**

Mr C to move:

That the Sewerage (Amendment) Bill 2014 be read a first time.

**Sewerage (Amendment) Bill 2017 –
Standing Order 4.3(2) suspended to take the remaining stages at this sitting**

Mr C to move:

That Standing Order 4.3(2) be suspended to enable the remaining stages of this Bill to be taken at this sitting.

**Sewerage (Amendment) Bill 2017 –
Second Reading approved**

**Sewerage (Amendment) Bill 2017 –
Clauses considered**

**Sewerage (Amendment) Bill 2014 –
Third Reading approved**

Note:

- Insert appropriate motions under the title only when listed formally on the Order Paper.
- After suspension of Standing Orders to take stages not listed on the Order Paper, simply report the Members' words as spoken.

(e) Other events – adjournment, withdrawal, deferment, amendment etc.

Follow the Votes & Proceedings and the President's words to assist with appropriate wording, e.g.

**Licensing (Amendment) Bill 2018 –
Consideration of clauses commenced and adjourned**

**3. Law Officers (Amendment) Bill 2018 –
For Second Reading –
Motion not made**

The President: Item 3 will not be moved today, Hon. Members.

**4. Dogs (Amendment) Bill 2018 –
Third Reading approved with amendments**

**5. Fisheries (Amendment) Bill 2018 –
For Second Reading –
Deferred to next sitting**

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Appendix 6 – Style – Standing and Select Committees

TYPES OF COMMITTEES

Committees can be established by Tynwald Court, separately by the House of Keys or the Legislative Council, or jointly by the two Branches.

Standing Committees are permanent and always exist.

Among the Standing Committees are the **Policy Review Committees** and the Standing Committee of Tynwald on Public Accounts, more usually referred to as the **Public Accounts Committee (PAC)**.

The Chairman and Vice-Chairman of the PAC are elected by Tynwald. The three other members are also the Chairmen of each of the Policy Review Committees (*ex officio*).

The three Policy Review Committees are:

Economic Policy Review Committee (EPRC)	– reviews the Treasury, the Department of Economic Development and the Cabinet Office
Environment and Infrastructure Policy Review Committee (ENVI)	– reviews the Department of Environment, Food and Agriculture; and the Department of Infrastructure
Social Affairs Policy Review Committee (SAPRC)	– reviews the Department of Health and Social Care; the Department of Education and Children; and the Department of Home Affairs.

Select Committees are temporary and are formed to investigate and report on one particular issue. Once they have reported they cease to exist.

A particular type of Select Committee is a **Bill Committee** formed by either the House of Keys or the Legislative Council to investigate a particular Bill in detail before bringing back its findings to the relevant Branch.

Joint Committees are formed with Members from each of the Branches and are appointed by the Council and Keys, by consent of both Branches, when sitting separately. Their reports are presented to the Branches separately.

Occasionally Tynwald may establish a Joint Committee to investigate a Bill, usually where the Branches are unable to investigate matters relating to a Bill separately or together.

All active Select and Standing Committees can be found here:

<http://www.tynwald.org.im/business/committee/Pages/default.aspx>

SETTING UP THE TEMPLATE FOR A COMMITTEE HANSARD REPORT

Page 1 – Front cover

The first section up to 'DAALTYN' is in Times New Roman font:



S·T·A·N·D·I·N·G·C·O·M·M·I·T·T·E·E
O·F
T·Y·N·W·A·L·D·C·O·U·R·T
O·F·F·I·C·I·A·L·R·E·P·O·R·T
R·E·C·O·R·D·S·O·F
B·I·N·G·V·E·A·Y·N·T·I·N·V·A·A·L
P·R·O·C·E·E·D·I·N·G·S
D·A·A·L·T·Y·N

Thereafter everything is in Calibri font:

ENVIRONMENT·AND·INFRASTRUCTURE
POLICY·REVIEW·COMMITTEE

DEPARTMENT·OF·ENVIRONMENT,·FOOD·AND·AGRICULTURE

HANSARD

Douglas, Monday, 13th July 2015

PP2015/0120 → → → → → → ENVI-E, No. 1/14-15

All published Official Reports can be found on the Tynwald website:

www.tynwald.org.im/business/hansard Page Break

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The **PP number**, e.g. PP2015/0120 is obtained from G:\Parliamentary Papers and the Excel spreadsheet for the current calendar year.

The Committee 'code', e.g. ENVI-E, No. 1/14/15 is obtained as follows:

- The main **Committee abbreviation** is set by the Clerks when the Committee is first established, e.g.
 - SAPRC – Social Affairs Policy Review Committee
 - TC – Select Committee on Towed Caravans
 - CLP – Select Committee on Civil Legal Proceedings
- **Select Committees/Bill Committees** only sit to report on one topic, therefore the code continues for the life of the Committee regardless of whether it lasts over more than one parliamentary year, e.g.
 - TC No. 1 / TC No. 2 / TC No. 3 = the Select Committee on Towed Caravans Nos. 1 to 3
 - LTPHB, No. 1 / LTPHB, No. 2 [...] LTPHB, No. 5 / LTPHB, No. 6 = The Landlord and Tenant (Private Housing) Bill Committee Nos. 1 to 6
- **Standing Committees** are permanent and report on many different topics. The Hansard report therefore adds two or three letters to reflect the topic as well, e.g.
 - PAC-PO No. 1 / PAC-PO No. 2 = the Public Accounts Committee investigating the topic of the Post Office Services in Douglas and Ramsey
 - PAC-TG No. 1 / PAC-TG No. 2 = the Public Accounts Committee investigating the topic of the Transforming Government Programme
- The three **Policy Review Committees** also hold annual sessions with the Departments they scrutinise. Therefore the year of the session must also be included, e.g.

Economic Policy Review Committee (EPRC)	Treasury in 2016-17	EPRC-T, No. 1/16-17
	Chief Minister & Chief Secretary in 2016-17	EPRC-CM, No. 1/16-17
	Department of Economic Development in 2016-17	EPRC-ED, No. 1/16-17
Environment and Infrastructure Policy Review Committee (ENVI)	Department of Environment, Food and Agriculture in 2015-16	ENVI-E, No. 1/15-16
	Department of Infrastructure in 2015-16	ENVI-I, No. 1/15-16
Social Affairs Policy Review Committee (SAPRC)	Department of Health and Social Care in 2017-18	SAPRC-HSC, No. 1/17-18
	Department of Education and Children	SAPRC-EC, No. 1/17-18
	Department of Home Affairs	SAPRC-HA, No. 1/17-18

Page 2 – Members Present and Contents

- List the Members present, beginning with the Chairman
- Note any apologies for absence
- Note any withdrawals due to conflict of interest
- List the Clerk
- Update the automatic contents table

Members Present:¶

¶

Chairman: Mr·A·L·Cannan·MHK¶

Mr·M·R·Coleman·MLC¶

Mr·T·P·Wild·MLC¶

¶

Apologies¶

Mrs·B·J·Cannell·MHK¶

¶

Mr·C·G·Corkish·MBE·MLC·*declared an interest and took no part in the proceedings.*¶

¶

Clerk:¶

Mr·J·D·C·King¶

¶

¶

¶

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EVIDENCE OF Hon·P·Gawne·MHK, Minister, Mr·N·Black, Chief Executive, and Ms·A·Reynolds,
Director of Harbours, Department of Infrastructure.....→.....3¶

The Committee sat in private at 11.42 a.m......→.....23¶

¶

.....Page Break.....

Page 3 – Main text

- The Committee members are set up in bold.
- The witnesses are set up in bold italics. Ministers called to give evidence to Policy Review Committees are set up as Ministers throughout.
- All questions/statements from Committee members are numbered Q1. Q2. Q3. etc.
- After the initial Main Heading, all titles are set up with Heading 3 style.

**Standing Committee of Tynwald on
[title of Committee]**

Topic of investigation

*The Committee sat in public at 10.30 a.m.
in the Legislative Council Chamber,
Legislative Buildings, Douglas*

[MR X in the Chair]

Procedural

The Chairman (Mr X): Welcome to this sitting of the [Title of Committee].
I am the Chairman of the Committee. The other Members of this Committee this morning are...

The remit of the Committee is...

Please put your mobile phones on silent.

EVIDENCE OF

**Hon. P Gawne MHK, Minister,
Mr N Black, Chief Executive, and Ms A Reynolds, Director of Harbours,
Department of Infrastructure**

Q1. The Chairman: Thank you for your written submission.
Just for the record, could I just ask you to introduce yourselves and your title, please?

The Minister for Infrastructure (Mr Gawne): Yes. I am Phil Gawne, Minister for Infrastructure.

Mr Black: Nick Black, Chief Executive Officer.

Ms Reynolds: Ann Reynolds, Director of Ports.

Q2. The Chairman: Okay. Thank you very much. I am going to try and get straight to the nub of the issue, in terms of what we are looking at here today....

Headers and footers

Headers show the type of Committee (Select or Standing) and the date of the oral evidence hearing, e.g.

STANDING COMMITTEE, WEDNESDAY, 15th JUNE 2016

Footers show the page number and the relevant Committee code, e.g.

47 PAC-TG

For the annual oral evidence sessions of the three Policy Review Committees, the footer should also reflect the year of the session, e.g.

3 EPRC-CM/14-15

Page and Question numbers

With any type of Committee, for all new topics:

Page 1 = front cover

Page 2 = Members Present and Contents

Page 3 = first page of main text

For any topic which continues into further oral evidence sessions, the Hansard page and Q. numbering follows on consecutively until that topic is complete.