

**WRITTEN QUESTION TO THE CHAIRMAN OF THE PRIVILEGES AND
PROCEDURES COMMITTEE
BY THE CONNÉTABLE OF ST. LAWRENCE
ANSWER TO BE TABLED ON TUESDAY 19th MARCH 2013**

Question

How is the Committee ensuring that Members' facilities in the States building are not and will not be used by individual politicians or pressure groups to promote any of Options A, B or C of the referendum?

Answer

PPC agreed a set of rules regarding the use of Members' facilities which it presented to the States, and which were appended to R.112/2007. These set out conditions of use all members are expected to comply with them. The facilities in the States Building are provided at public expense for all States members and are made available to assist members to undertake their political duties. It is, therefore, essential that they are not used for other purposes or in a way that interferes with the ability of all members to use the facilities for their intended purpose. PPC would not expect that members would use the meeting rooms or States' members' facilities for the holding of meetings for lobby groups supporting one or other of the Reform Options in the Referendum, nor should members use the photocopying facilities for this purpose.

If the inadvertent misuse of the members' facilities should occur, and this is brought to the attention of the Ushers or the Greffier and his staff, appropriate advice is given. For the avoidance of doubt, the conditions of use of the Members' Facilities are appended for members' guidance.

CONDITIONS OF USE FOR MEMBERS' AREAS AND FACILITIES WITHIN THE STATES BUILDING

1. Introduction

The facilities in the States Building that are provided at public expense for all States members are made available to assist members undertake their political duties. It is, therefore, essential that they are not used for other purposes or in a way that interferes with the ability of all members to use the facilities for their intended purpose.

2 General

Subject to the exceptions set out below, the facilities must only be used for purposes directly related to members' individual political duties. They must not be used at any time for meetings of outside organisations such as interest groups, charities or political lobbying groups/parties where it would be inappropriate for public money to be used to support the activities.

Members must ensure that all exterior doors into the States Building are securely closed after entering or leaving the building. Under no circumstances must any exterior door be left open to allow access. Members who introduce constituents or other visitors into the building must make appropriate arrangements to meet them at the external door and then escort them back to the door to ensure that they leave the building and that the doors are secure. Members are responsible for any guests that they allow into the building and must take care to ensure that no guests enter other parts of the building alone.

3. Small interview rooms

The 2 small interview rooms are provided for members to hold meetings with a small number of colleagues, constituents or other members of the public. The meeting rooms have a capacity of between 6 to 8 people and this capacity must not be exceeded at any time. Members should take care in relation to their own security, particularly out of hours, when meeting constituents or members of the public in these rooms.

4. Members' Communication Room and Locker Room

These 2 rooms that contain computers and other equipment and members' lockers are exclusively for use by States members. No-one else is permitted to enter the facilities or use them at any time, even if accompanied by a member. The facilities are provided for shared use by all members and members must not therefore purport to have exclusive use of a desk or workstation in this area. Lockers are available to members who wish to leave papers and other personal belongings in the members' area. Members are expected to keep the facilities tidy and should ensure that they are left in a clean and orderly state when leaving the room.

5. Large 'Lunch' Room

This room is normally for the exclusive use of States members and will occasionally be booked for meetings of members when no other large enough room is available. In these circumstances members will be notified that the room is to be used for a meeting so that those wishing to access the Communications Room are aware. No use will be allowed of the meeting room that in any way prevents or inhibits free access to and from the Communications Room for members.

No meetings involving persons who are not members of the States must be held in the "Lunch" Room without the prior consent of PPC (this can be sought through the intermediary of the States Greffe). Approval may be given for meetings related to a voluntary or charitable purpose, but permission will not be given for the room to be used for any political lobbying/party purpose. In addition, before giving approval, PPC will need to be satisfied that appropriate arrangements for access and security have been put in place and that the meeting will not in any way prevent use of other facilities by members. If the presence of an usher is considered necessary to ensure adequate security a charge may be levied.

6. 'Quiet' common room

This room containing comfortable chairs is for the exclusive use of members although members may introduce a small number of constituents or other members of the public for informal meetings. The normal rules on use of the facilities solely for purposes associated with a member's States duties apply. As the room is available equally to all members at all times the 2 interview rooms will normally be more appropriate to use for meetings with constituents, etc. Members may allow a small number of family members or close friends to remain in the room if, for example, they are waiting for a member who is working in the Communications Room.

7. Photocopier and other equipment

In accordance with the general principles of usage, the photocopier and other equipment must only be used for purposes directly related to members' States duties. The photocopier is provided to assist members with small quantities of printing and copying and is not designed for very large volumes of copying. Members who have a genuine need for large numbers of photocopies (for example background documents to distribute during a debate) should contact the States Greffe so that appropriate arrangements can be made. The photocopier must never be used for copying election material for a member himself or herself or for any other candidate.