

Privileges and Procedures Committee

Constituency Office Sub-Committee

(2nd Meeting)

6th April 2023

Part A (Non-Exempt)

All members were present with the exception of Deputy P.F.C. Ozouf of St. Saviour, Deputy L.K.F Stephenson of St. Mary, St. Ouen and St. Peter, Deputy I. Gardiner of St Helier North, Deputy M. Tadier of St Brelade from whom apologies had been received.

Deputy C.S. Alves of St Helier Central, Chair
 Connétable K. Shenton-Stone of St Martin, Vice-Chair
 Deputy R.J. Ward of St Helier Central
 Deputy M.R. Scott of St Brelade
 Deputy B. Ward of St Clement
 Deputy K.F. Morel of St Lawrence
 Deputy T.A. Coles from St Helier South

In attendance –

Mr. W Millow, Deputy Greffier of the States
 Mr. Y Fillieul, Assistant Greffier (Chamber and Members' Support)
 Ms K. Boydens, Principal Committee and Panel Officer
 Ms K. Camara, Research and Project Officer

Note: The Minutes of this meeting comprise Part A

Quorum. A1. The Sub-Committee agreed that the quorum would be one half of its membership, rounded up to the next whole number.

States Members feedback – constituency offices. A2. The Sub-Committee recalled that it had previously agreed to consult with other States Members in order to determine what each individual constituency would require in terms of physical infrastructure, resources and administrative support. In that regard, the Sub-Committee received a paper by the Research and Project Officer which summarised the feedback received from States Members.

The Sub-Committee noted that some Members were in support of dedicated constituency offices whilst others favoured the need to provide resources and administrative support over a physical space, noting the ability to use Parish Hall rooms where available. The Sub-Committee noted that Members had also mentioned having the ability to book out rooms, use facilities to provide hot and cold drinks and administrative facilities such as photocopiers and printers.

Given the range of comments made by States Members, the Sub-Committee agreed that dedicated premises in each constituency should be explored, primarily for Members to hold constituency surgeries which could be signposted clearly. Any site identified should include space where Members could work, should they wish to do so. In terms of safeguarding, the Sub-Committee also agreed that other people should be on-site.

The Chair asked whether funding could be provided to Members to assist them in signposting their surgeries or for general updates to the public, such as newsletters/leaflets. The Deputy Greffier explained that funding could be held within the States Greffe to assist Members in that regard.

Sites for constituency offices.

A3. The Sub-Committee received a paper from the Research and Project Officer which listed a number of potential sites in each constituency. The Deputy Greffier explained that the sites listed were States-owned properties but other properties, such as Churches, could be explored. The Sub-Committee agreed and tasked the Research and Project Officer to explore other sites, including Churches and sites owned by the Parishes. It was agreed that any site identified would need to be available for at least one day per week.

Job description – Constituency Support Officer.

A4. The Sub-Committee received a draft job description for a Constituency Support Officer. The Sub-Committee approved the document and agreed that the bid submitted for Government Plan funding should include three or four members of staff who could be spread across the constituencies.

Constituency casework journey.

A5. The Deputy Greffier asked the Sub-Committee to go through a typical constituency casework journey. The Chair explained that each constituency casework was different, but the first port of call was for the constituent to give consent for a Member to talk to the relevant Government Department on their behalf. If casework related to legal matters, the Chair explained that she tended to encourage the constituent to speak to the Citizens' Advice Bureau. The Chair also explained that a directory of key officers in Departments was useful.

Future meetings.

A6. The Sub-Committee received a list of potential dates for future meetings. It was noted that some Members were unavailable to attend the next proposed meeting date, therefore the Research and Project Officer was tasked to find a suitable date in May. The Research and Project Officer advised that once a date had been identified, a meeting request would be circulated to confirm.