

**QUESTION TO BE ASKED OF THE PRESIDENT OF THE POLICY AND RESOURCES
COMMITTEE ON TUESDAY 18th MARCH 2003, BY SENATOR P.V.F. LE CLAIRE**

Question

Will the President advise members what actions, if any, the Policy and Resources Committee is taking to ensure that all people are able to use government documents with ease, and that best value for money is obtained in the production of reports, States documents, letterheads and business cards by standardising their publication?

Answer

Although I am quite happy to provide answers in relation to actions taken or intended by the Policy and Resources Committee, I am sure members will recognise that the subject matter of this question clearly extends right across the States.

In terms of actions taken by the Policy Resources Committee, I confirm that:

- (a) all documents it produces, or are produced by the Policy and Resources Department, (except of course for those which are translated into another language), are written in understandable and plain English and are published in accordance with normal States procedures for obtaining value for money; and,
- (b) wherever appropriate, such documents are published on the States of Jersey or Government Reforms internet websites and the Policy and Resources intranet website and are made available for reference at the Central Library.

I further confirm that:

- (a) my Committee is soon to bring forward proposals for a States' corporate "Translation Policy" which, if approved, will require all Committees and departments to have all relevant documents translated to a recognised and consistent standard;
- (b) the Committee will be updating the States of Jersey and Policy and Resources websites to enhance their capabilities and inter-activeness;
- (c) in developing proposals as to how the new ministerial executive government will function, the Committee will also be seeking, with the States Greffe, to establish new standards for document production and management which should act as a catalyst for improvements across the States; and,
- (d) by utilising the workflow and electronic document management and the business process change tools and systems within our existing ICT strategy, the Policy and Resources Committee intend to support all States Committees and departments in developing more effective and efficient ways of communication.

In the future, I have no doubt that the Council of Ministers will develop a new public image for itself and for the new corporate Public Service as a whole and, in so doing, will ensure that maximum value for money is achieved by the standardised and centralised production of all its documentation. However, we can only lead by example in such matters and cannot require others to follow suit.