

**WRITTEN QUESTION TO THE CHIEF MINISTER
BY DEPUTY J.A.N. LE FONDRE OF ST. LAWRENCE
ANSWER TO BE TABLED ON TUESDAY 9th OCTOBER 2012**

Question

Would the Chief Minister provide full details by Department, excluding Transport and Technical Services, of any groups (for example working parties, policy, advisory, oversight groups which are either cross-departmental, of which membership comprises only/mainly States officers, or groups of which membership comprises States officers and external third parties) which inform/influence the workings of a Department, and/or development of Ministerial proposals, decisions or policies, and which have met since 1st January 2011, including the name of the group, attendees, frequency of meetings and remit?

Answer

The Guidelines for States of Jersey Departments on the recording of Ministerial Decisions clearly outline what decisions must be made by Ministers, including a decision “on a matter of policy that does not need to be referred to the Council of Ministers or States” and a decision “to allocate significant resource”. It follows that all major decisions are made by Ministers and are published in accordance with the “Code of Practice on Access to Official Information” to establish a minimum standard of openness and accountability.

As to the groups that inform these decisions, those that deal with the major policy areas, for example, housing, unemployment, immigration, Children’s Policy, etc, are mainly comprised of Ministers reflecting their importance. Consequently, those groups that comprise mainly Officers are primarily operational in nature, or by way of groups which support the operation of the Ministerial Groups.

It should be noted that due to the ambiguity in defining what constitutes “of which membership comprises only/mainly States officers” the information supplied should not be regarded as definitive or exhaustive. Departments have, however, provided as much information as possible in order to assist with the Deputy’s request.

Due to the cross-cutting nature of group membership some groups appear on more than one departmental list.

The prominent Officer Groups of this type are as follows:

Chief Ministers Department

| Dept. | Name of Group | Brief Description of remit | Frequency of meetings | Job title of officers/name of organisation |
|-------|--|---|--------------------------|--|
| CMD | Corporate Management Board | Chief Officer meeting to discuss draft policy, finance and cross departmental issues | Fortnightly | All Chief Officers |
| CMD | Financial Services and External Relations Advisory Group | To consider matters relating to financial services and external relations, in order to ensure that the Chief Minister (who has statutory responsibility for external relations), the Assistant Chief Ministers and Ministers with significant financial services and external responsibilities receive appropriate and co-ordinated advice. | Monthly | Chief Minister, Deputy Chief Minister, Assistant Chief, Minister for Treasury and Resources, Minister for Economic Development, Chief Executive, Attorney General, Director International Affairs, International Affairs Advisor, Chief Officer Treasury and Resources, Chief Officer Economic Development, Director Tax Policy, Any other Minister as requested. |
| CMD | Regeneration Steering Group | Inform policy guidelines for public property and infrastructure regeneration projects | Quarterly | Chief Minister, Minister for Treasury and Resources, Minister for Economic Development, Minister for Transport and Technical Services, Assistant Minister Treasury and Resources, Chief Executive, Treasurer of the States, Economic Development Department Chief Officer, Jersey Property Holdings Acting Director, States of Jersey Development Company Managing Director, Transport & Technical Services Director - Engineering & Infrastructure, Department of the Environment Chief Officer. |
| CMD | Senior Management Team | Coordinate the operational development of departmental sections and policy implementation | Monthly | Chief Executive, Finance Director-Corporate Group, CSR Team Leader, Director International Affairs, Communications Manager, Director of Human Resources, Law Draftsmen, Director of Corporate Policy, Senior Human Resources Manager, Information Services Director. |
| CMD | Emergency Planning Board and related sub-groups | Ensure there is an appropriate level of planning, preparedness and resilience to enable an effective multi-agency response to major emergencies which would have a significant impact on Jersey. | Quarterly | Chief Executive, States of Jersey Police Chief Officer, Ports of Jersey Group Operations Director, Chief Fire Officer, Assistant Harbour Master, Director of Health & Safety Inspectorate, Director of Environment, Centenier & Representative of Chefs De Police, Transport & Technical Services Chief Officer, Medical Officer of Health, H&SS Director of Finance & Information, Ambulance Service Operations Manager, Emergency Planning Officer, Health & Social Services Chief Executive, Jersey Coastguard Coastguard & VTS Manager, Acting Chief Ambulance Officer |
| CMD | CSR Programme Board | Oversight of CSR Programme | Monthly | Chief executive, Treasurer of the States, Director of Human Resources, Chief Officer of Economic Development, CSR Programme Board Director, Communications Manager |
| CMD | Strategic Plan Implementation Group (SPIG) | Consider best practice for strategic & business planning and performance monitoring – make recommendations for corporate framework. Act as contact/ communication point in departments for | Quarterly or as required | A representative from each Department responsible for Strategic Business Planning/performance monitoring. |

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| | | corporate initiatives in strategic and business planning and performance monitoring. | | |
| HRD | Jersey Appointments Commission | Oversee senior officer recruitment within the public sector and Quangos | 4 times per year and recruitment activities | Human Resources Director and HR Business Partner for CMD |
| HRD | The Terms and Conditions of Service (T&Cs) Project Board. In the process of being subsumed by the Workforce Modernisation Project Steering Group. | To oversee the running of the T&Cs Project. | Monthly | (The then Deputy CEO States; Director of Employment Relations; CEO , Soc Sec; CEO TTS. |
| HRD | Suspensions Review Panel | Review of employees suspended in accordance with States proposition | Monthly | Senior Employment Relations Manager HRD, Chair; plus 2 others drawn from States wide Panel of employees. |
| HRD | Manual Workers' Joint Council (MWJC)/ | To determine pay, T&Cs of Manual Workers within its scope | 2 to 4 times per year | Employer's Side: Director of Education; CEO H&SS; CEO TTS; Senator Routier; Constable Crowcroft; Deputy Martin. Employees' Side: 6 senior Manual Worker employee representatives. |
| HRD | Disputes Committee of MWJC | To resolve disputes affecting pay, T&Cs of Manual Workers within the scope of the MWJC | Varies with need. Approx 4 to 6 times per year | Any 2 members from the Employer's Side MWJC and any 2 members from the Employees' Side MWJC. |
| HRD | Joint Secretaries Meeting of the MWJC | To resolve problems affecting the pay, T&Cs of Manual Workers within the scope of the MWJC without recourse to formal procedures | Varies with need. Approximately 6 to 12 times per year. | Employer's Side: (MHL) Senior Employment Relations Manager HRD / Secretary; (SH) Senior Employment Relations Manager HRD/Assistant Secretary Employees' Side: Full time Official Unite/Secretary; Assistant Side Secretary. |
| HRD | Civil Service Forum | To enable the Employer and Civil Service Staff Side to address significant issues affecting the pay, T&Cs of Civil Servants. | Varies with need. Approx. 4 times per year. | Employer's Side: 4 members headed by Human Resources Director. Employees' Side: 4 members headed by full time Official Prospect Union |
| ISD | IS Strategy Group | The purpose of this group is take ownership of and be accountable for the development and fulfilment of the Corporate IS Strategy. | Fortnightly | IS Director, Head of IT Services, ESG Manager, Head of Organisational Development, IS Finance Manager, Programme Office Manager. |

Economic Development

| DepT | Name of Group | Brief Description of remit | Meeting Frequency | Job title of officers/name of organisation |
|---------------|---|---|--------------------|--|
| EDD, ESC & SS | Skills Board (Employer-led Board. Officers from 3 Departments sit on Board in ex. officio capacity) | Re-align the skills needs of businesses with the aspiration of individuals | Monthly | Political and employer-led board collectively called Skills Jersey |
| EDD/Tourism | Jersey Conference Bureau | P.P.P. funded by EDD grant promoting Jersey as a conference destination | 5-6 times p.a. | Tourism Director and members of industry |
| EDD/Tourism | Tourism marketing panel | Provides advice to Minister on marketing and promotional activity | 6 times per year | EDD/CEO, Tourism Director, Marketing manager, Industry representatives. |
| EDD/TOURISM | Tourism Development fund | Evaluates funding requests | 6-8 times per year | Performance and operations manager, Tourism Director, External Panel Members |
| EDD | Joint CI EDD/Commerce & Employment meeting | Update on issues relating to Jersey and Guernsey | Six-monthly | Chief Officer, Deputy Chief Officer, Policy/Strategy & Regulatory Director. Maritime Compliance Manager |
| EDD | Joint External Transport Group meeting | Update on issues relating to transport issues affecting Jersey and Guernsey | Six-monthly | Chief Officer, Deputy Chief Officer, Tourism & Marketing Director, Maritime Compliance Manager, Policy/Strategy & Regulatory Director |
| EDD | Jersey Business Venture Working Group (no longer exists following establishment of Jersey Business) | Integration of Jersey Business Venture and Jersey Enterprise | Monthly | Chief Officer, Deputy Chief Officer, Project Officers |
| EDD | Digital Jersey Working Group | Setting up of Digital Jersey | Monthly | Chief Officer, Project Manager, Industry representatives |
| EDD | JFL co-ordinated steering groups | Advise on policy relating to reform of financial services legislation | Monthly | Officers from Finance Industry Development from EDD, JFSC, law firms, accountants, banks, trust companies and fund businesses as appropriate |
| EDD | Annual Technical Conference | To oversee survey standards of Jersey vessels. | Annual | Registrar of Shipping and associated officers from EDD and Jersey Harbours |
| EDD | Stakeholder engagement as required | Policy and Regulation section meets regularly with various stakeholders on an ad hoc basis. Examples include working with Guernsey and CICRA on broadcasting and communications matters, meeting stakeholders with an interest in the development of intellectual property laws, discussing competition policy, law and work programme with the JCRA, cross departmental discussions on licensing policy etc. | As necessary | Various |

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| EDD | Public Lotteries Board | Advise Minister for ED on public lotteries | Several times per annum | Strategy Manager / PLB Members |
| EDD | Financial Ombudsman Service Industry Working Party | Discuss proposals for establishment of Financial Services Ombudsman for Jersey / Channel Islands | Ad hoc | Strategy Manager / Finance Industry Sector representatives |
| EDD | Beach User Group (now defunct) | Discuss the introduction of Beach Lifeguard service provided by RNLI | Ad hoc | Strategy Manager / Ad hoc |

Education, Sport and Culture Department

| Dept. | Name of Group | Brief Description of remit | Meeting Frequency | Job title of officers/name of organisation |
|-------|-----------------------------------|--|-------------------|--|
| ESC | Senior Management Team | To discuss draft policy, finance, and the performance of the service | Fortnightly | ESC Senior Management Team |
| ESC | Headteachers | To discuss the implementation of policy and operational matters relating to schools. | Termly | Director of ESC, Advisory staff, Primary and secondary headteachers (separate meetings) |
| ESC | Curriculum Council | This is a statutory group established to advise the Minister on curriculum matters in relation to schools and colleges | Termly | Minister for ESC, Director for ESC, A teacher representative from each phase of the service; early years, primary, secondary, further education, Advisory staff from the department |
| ESC | Governing Bodies | To support the school, provide advice, an independent view and a visible form of accountability for the headteacher and staff of the school | At least termly | Headteacher, Department Representative, Chair of Governors elected by the Governors, Governors selected in accordance with the procedures set out in the Governors handbook. |
| ESC | Fort Regent Steering Group | Ensure there is an appropriate level of planning, preparedness and resilience to enable an effective multi-agency response to major emergencies which would have a significant impact on Jersey. | As required | Assistant Treasury Minister, Assistant Ministers of ESC, Officer from Property Holdings, Chief Executive Jersey, Property Development Company, Senior Management, Fort Regent, Officer from Treasury, Assistant Director ESC |
| ESC | Skills Board | To advise the Skills Executive on matters relating to the Skills Strategy for Jersey | Monthly | Independent Chair and Board Members appointed from within the business community in accordance with Nolan Principles, Head of Lifelong Learning and Skills at ESC |
| ESC | Early Years Childcare Partnership | To promote best practice in Early Years education and care across private and public sectors and to advise the Minister on the progress of the early years strategy. | Quarterly | Independent Chair, Practitioners representing various sectors, Officers representing key States departments that contribute to the early years strategy |
| ESC | Skills Executive | To agree, take forward and monitor the Skills Strategy | Quarterly | Minister for ESC, Ministers for EDD, ESC, Soc Sec, Chief Officers of EDD, ESC, Soc Sec, Supporting officers from EDD, ESC, Soc Sec, Independent Chair of Skills Board |
| ESC | Children's Policy Group | To coordinate policy development in relation to children and young people | Quarterly | Ministers for H&SS, HA and ESC, Chief Officers H&SS, HA and ESC, Executive officer to Children's Policy Group, Chief Probation Officer, Officer representing States of Jersey Police, Other officers as required |
| ESC | Sports Advisory Council | To consider and distribute grants to the Sporting Community for travel | Monthly | Members elected from the Jersey Sports Council Assistant Director ESC |
| ESC | New Town Primary | Review proposal from CoM Capital Sub-Group to | Monthly | Project Director, T&R |

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| | School Working Group | invest in New Primary School in St Helier | | |
| ESC | Sports Council | To representative sport in Jersey to the Minister for ESC | Quarterly | Elected from the various sporting associations in Jersey |

Health and Social Services

| Dept | Name of Group | Brief Description of remit | Meeting Frequency | Job title of officers/name of organisation |
|------|---|--|------------------------|---|
| HSSD | Corporate Management Executive and Corporate Management Team | To discuss departmental draft policy, finance, and the performance of the service | Fortnightly | HSSD Corporate Directors; (HSSD Medical Directors on monthly basis) |
| HSSD | CPG Chief Officers' Group | Provide oversight and support management of Children's Policy Group agenda and business. | Quarterly | Chief officers and Finance Directors (HSSD/HA/ESC); Chief Probation Officer; CPG Executive Officer |
| HSSD | Children and Young People's Strategic Framework – Planning group | To oversee development of delivery plans underpinning the Strategic Framework | c. Quarterly | ESC: Head of Early Years, Schools and Colleges, Business Manager, Head of Youth Service, Chief Probation Officer, HSSD: Director of Children's, Services; Head of Health Improvement, CPG Executive Officer |
| HSSD | Historic Abuse Redress Scheme Team | To develop the Historic Abuse Redress Scheme and consider applications for compensation under the Scheme | Monthly | Managing Director, Community and Social Services. Information Governance Manager HSSD. Legal Administration Officer HSSD. Partner, Senior Associate and Senior paralegal at Mourant Ozannes. |
| HSSD | Jersey Joint Secretariat for People with Special Needs | Multiagency forum for strategic development re Learning Disability and Autism | Quarterly | HSSD: Director of Adult Services & Head of Service for Adult Community Support Services |
| JCPC | Jersey Child Protection Committee and working groups | To co-ordinate local work to protect and safeguard children from abuse and to comment on the effectiveness of local procedures | 5-6 per year | Representatives from H&SS; SoJP; ESC; FNHC; Probation; Prison; GPs; Third Sector reps; Professional Officer JCPC. |
| HSSD | Joint HSSD and Social Security meeting | To discuss and review areas of work which are relevant to both Departments. | Quarterly | HSSD and Soc Sec CEO and officers as relevant to agenda |
| HSSD | White Paper Steering Groups | To review development of White Paper proposals. | Monthly | HSSD CEO and Corporate Directors. HSSD Medical Directors. Treasurer and Treasury officials. CEO SSD. 2 x GP.s |
| HSSD | Estates Strategy Group | Review use of H&SS property | 3 time a year | Director JPH AD Estates /T&R/HSS |
| HSSD | Hospital pre-feasibility spatial assessment process Project Board | | Ad hoc Apr – Sept 2012 | As above |

Home Affairs

The Home Affairs department has not included a range of cross-departmental meetings whose primary purpose is front-line partnership activity. The work of these officer groups is focussed upon business-as-usual operational work which does not impinge upon departmental policy or strategy. The department has also listed some groups where Home Affairs is not necessarily the lead department, but these have been listed to ensure they are identified.

| Dept | Name of Group | Brief Description of remit | Meeting Frequency | Job title of officers/name of organisation |
|------------------------|---|--|-------------------|--|
| Home Affairs | Firearms Law Liaison Group | Liaison in relation to matters arising out of the Firearms (Jersey) Law 2000 | Ad hoc | Minister for Home Affairs; Chief Officer, Home Affairs; Executive Officer Home Affairs; Assistant Director, Education Sport and Culture; Representative from States of Jersey Police; Representative from the Comité des Connétables; Representatives from Jersey Firearms Council; 2 independent members. |
| Home Affairs | Prison Board of Visitors (PBOV) | 'Watchdog' role in relation to the prison – reporting to the Minister for Home Affairs | Monthly | Members of the PBOV (7 Jurats of the Royal Court); Prison Governor |
| Home Affairs | Independent Custody Visitors (ICVs) | The ICVs carry out unannounced visits to Police HQ to check on the welfare of detainees. They meet occasionally with officers from Home Affairs to discuss any issues arising. | Ad hoc | Chief Officer, Home Affairs; Executive Officer, Home Affairs; Independent Custody Visitors. |
| Home Affairs (Prison) | Release on Temporary Licence (ROTL) Panel | To determine prisoner access to community placements and release on Home Detention Curfew | Twice per month | Prison Governor; Probation Officer; Prison Psychologist; Independent member. |
| Home Affairs (Prison) | Security Board | To preserve the security of the prison and prevent the commissioning of further crime. | Monthly | Prison Governor; Deputy Prison Governor; Head of Operations; Head of Custodial Care; Police Liaison Officer; Customs and Immigration Liaison Officer. |
| Home Affairs | Criminal Justice Information Technology Group | To work towards the achievement of an integrated and unified criminal justice information system. | Quarterly | Chief Officer, Home Affairs; ISD Representative; Chief Probation Officer; Magistrate's Court Greffier; Director, Jersey Legal Information Board; Head of Custodial Care, Jersey Prison Service; Director of Court Services; Representative of the Chefs de Police; Director of Criminal Justice, States of Jersey Police; Assistant Director, Customs & Immigration; Head of ICT, States of Jersey Police. |
| Home Affairs | Court Security and Prisoner Transport Group | Review the roles and responsibilities of Police, Prison and Court Support staff in respect of security and prisoner transport and recommend improvements where appropriate | Quarterly | Deputy Chief Officer, States of Jersey Police; Superintendent, States of Jersey Police; Magistrate; Chief Officer, Bailiff's Chambers; Chief Usher, Royal Court; Building Maintenance Manager, Property Holdings; Judge, Family Division of Royal Court; Bailiff's Judicial Secretary; Magistrate's Court Greffier; Acting Assistant Judicial Greffier |

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| | | | | (Court of Appeal); Deputy Judicial Greffier; Prison Governor; Executive Officer, Planning & Project Management, Home Affairs. |
| Home Affairs (Jersey Customs and Immigration Service JCIS) | Parasol Group | To discuss drugs matters of mutual interest with Officers of French Customs and the Guernsey Border Agency | Annually | Director, Law Enforcement, JCIS; Assistant Directors, Intelligence and Investigation, JCIS; Officers from French Customs; Officers of the Guernsey Border Agency. |
| Home Affairs | Anti-social behaviour intervention and prevention group | To provide a collective response to emerging issues of anti-social behaviour and develop and implement ASB interventions | Ad hoc | Executive Officer, Community Safety and Criminal Justice; Chief Inspector, States of Jersey Police; Community Development Officer (Sport), ESC; Representative from Alcohol and Drugs Service; Representative from Health Promotion; Professional Adviser to Schools; Principal Youth Officer; Representative from the Honorary Police; Representative from Housing Representative from the Bridge |
| Home Affairs | Safer St Helier Community Partnership group | Develop community solutions to keep St Helier safe | Monthly | 6 Independent members from St Helier Chief Inspector, States of Jersey Police Executive Officer, Community Safety and Criminal Justice |
| Home Affairs | Strategic Priority 7 (SP7) Steering Group (now no longer in operation because relates to last Strategic Plan) | Developing strategies to protect the public and keep our community safe | Ad hoc | Chief Officer, Home Affairs; Chief Officer, States of Jersey Police; Director of Corporate Planning, Health and Social Services; Head of Customs and Immigration Service; Chief Fire Officer; Prison Governor; Chief Probation Officer; Medical Officer of Health; Chief Officer, Housing; Director, Education, Sport & Culture; Head of Planning and Research, States of Jersey Police; Executive Officer, Community Safety and Criminal Justice. |
| Home Affairs / Health | Building a Safer Society Strategy (BASS) | To create a safer environment by reducing crime, public disorder and anti-social behaviour; to provide people with opportunities to develop their potential as active and responsible members of society; and to reduce the harm caused by drugs, alcohol and solvents. | In 2011, this was aligned with SP7. From 2012, a new governance structure has been agreed. Meetings to take place every 6 months. | Chief Officer, Home Affairs; Chief Officer, Health and Social Services; Director, Alcohol and Drugs Service; Director of Adult Services, Health and Social Services; Head of Health Improvement, Health and Social Services; Executive Officer, Community Safety and Criminal Justice; |

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| Home Affairs (States of Jersey Police) | Domestic Abuse Forum | Preventing domestic abuse and sharing best practice | Quarterly | Representative from the States of Jersey Police; Representative from Children's Service; Representative from Victim Support; Representative from Probation and After-Care Service; Representative from Education, Sport and Culture; Representative from the Women's Refuge; General Practitioners. |
| Home Affairs (States of Jersey Police) | JCPC | Child protection | Quarterly | Representative from States of Jersey Police; Representative from Children's Service; Representative from Victim Support; Representative from Probation and After-Care Service; Representative from Education, Sport & Culture; Representative from Family Nursing; General Practitioners. |
| Home Affairs (States of Jersey Police) | MASH Steering Group | Project group for safeguarding of children and vulnerable adults | Monthly | Representative from States of Jersey Police; Representative from Education, Sport & Culture; Representative from Children's Service; Representative from Family Nursing. |
| Home Affairs (States of Jersey Police) | Strategic Management Board relating to Jersey Multi-Agency Public Protection Arrangements (JMAPP) | Management of sex offenders, violent and other dangerous persons | Quarterly | Representative from States of Jersey Police; Representative from Probation and After-Care Service; Representative from Health and Social Services; Representative from Housing; Representative from Education, Sport & Culture; Representative from Social Security Department; Representative from Jersey Prison Service; Representative from the Honorary Police. |
| Home Affairs (States of Jersey Police) | Prolific Offender Management Group | Identify and actively manage prolific offenders | Ad hoc | Representatives from States of Jersey Police; Representatives from Probation and After-Care Service. |
| Home Affairs (States of Jersey Police) | Tripartite Financial Crime Forum | Financial crime investigation and regulatory matters | Quarterly | Representative from the Law Officers' Department; Representative from States of Jersey Police; Representative from Joint Financial Crimes Unit; Representative from Jersey Financial Services Commission |
| Home Affairs (States of Jersey Police) | Honorary Tasking | Information sharing to inform operational deployment | Monthly | Representatives from States of Jersey Police; Representatives from Honorary Police |

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| of Jersey Police) / Honorary Police | | | | |
| | Anti-Money Laundering / Combating the Financing of Terrorism Strategy Group | Considers matters of anti-money laundering and financing of terrorism | Ad hoc | Representative from Chief Minister's Department; Representative from Jersey Financial Services Commission; Representative from Joint Financial Crimes Unit; Representative from Law Officers' Department; Representative from Customs and Immigration Service; Representative from Economic Development Department. |
| | Sanctions Forum | Consideration of sanctions matters | Ad hoc | Representative from Chief Minister's Department; Representative from Jersey Financial Services Commission; Representative from Law Officers' Department; Representative from Joint Financial Crimes Unit |
| | Bailiff's Panel | Event planning | Monthly | Representative from States of Jersey Police; Representative from Environmental Health; Representative from Health and Safety; Representative from Fire and Rescue Service; Representative from Ambulance; Representative from Bailiff's Office. |
| | Road Safety Panel | Road safety | Quarterly | Representative from States of Jersey Police; Representative from Driver and Vehicle Standards; Driving instructors; Representative from Transport & Technical Services; Representative from Compulsory Basic Training (CBT); Representative from 'Hands Off' Charity; Representative from Motor Trade Federation. |
| | Licensing Assembly | Licensing | Quarterly | Representative from States of Jersey Police; Representative from Bailiff's Office |
| | Licensing Trade Meeting | Licensing | Quarterly | Representative from States of Jersey Police; Representatives from licensed trade and night clubs. |
| | La Collette Flame Group | Public Safety | Quarterly | Representative from States of Jersey Police; Representative from Fire and Rescue Service; Representative from Ambulance; Representative from Health and Safety; Representative from Transport & Technical Services; Representative from Jersey Gas; Representative from Jersey Electricity. |
| | Major Incident Gold Group | Manage response to major incidents | As required | Representatives of appropriate agencies at Chief Officer level. |
| | Criminal Justice System Board | To have strategic oversight and keep under review and co-ordinate all legislative and other initiatives relevant to criminal justice. | Every 6 months | Bailiff; Chief Minister; Attorney General; Minister for Home Affairs; Chief Officer, Home Affairs; Judicial Greffier; Chief Officer, States of Jersey Police; |

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| | | | | Deputy Judicial Greffier; Chief Executive of the States; Magistrate; Jurat, Royal Court; Chief Officer, Bailiff's Chambers; Bâtonnier; Superintendent, States of Jersey Police; Representative from the Comité des Connétables; Director of Criminal Justice, States of Jersey Police. |
| | Criminal Justice Working Group | Responsible for the delivery of the Justice System Board objectives (see above) | Every 6 weeks | Attorney General; Chief Officer, Home Affairs; Magistrate; Magistrate's Court Greffier; Prison Governor; Director of Court Services, Judicial Greffe; Director of Criminal Division, Law Officers' Department; Head of Service, Customs and Immigration; Chief Clerk, Law Officers' Department; Chief Officer, Bailiff's Chambers; Representative from the Honorary Police; Senior Legal Adviser to States of Jersey Police; Victim Support Representative; Director of Criminal Justice, States of Jersey Police; Deputy Judicial Greffier; Chief Officer, States of Jersey Police; Chief Probation Officer; Jersey Advocate (Bar representative). |
| | Integrated Offender Management Group | To ensure that best practice is achieved in the management of offenders through the commissioning of research and evaluation of outcomes. | Quarterly | Chief Probation Officer; Prison Governor; Director of Children's Services; Inspector, States of Jersey Police; Magistrate. |
| | Legislation / Procedure Review Group | To act as a conduit for the consideration of all changes to legislation and procedures which affect criminal justice in Jersey | Quarterly | Advocate (Bar representative); Director of Criminal Division, Law Officers' Department; Magistrate; Director of Criminal Justice, States of Jersey Police. |
| | Criminal Justice System Performance Group | To monitor the performance of the Criminal Justice system | Quarterly | Director of Court Services; Director of Corporate Development, States of Jersey Police; Magistrate's Court Greffier; Finance Manager, Viscount's Department; Director, Jersey Legal Information Board. |
| | TETRA User Group | To oversee the use of the TETRA radio system | Ad hoc | Chief Officer, Home Affairs; Representative from the States of Jersey Police; General Manager, Communications Services; Representative from Jersey Ambulance Service; Representative from the Fire and Rescue Service; Representative from the Airport Fire and Rescue Service; Representative from the Honorary Police; Representative from TTS; Representative from Jersey Prison Service; Representative from TTS Parking Control |

Housing

| Dept. | Name of Group | Brief Description of remit | Meeting Frequency | Job title of officers/name of organisation |
|---------|---------------|---|-------------------|---|
| Housing | Tenants Forum | To provide a key communications link between States tenants and the Department and to consult on, inform and develop policy in respect of service delivery. | 6 weekly | Tenant Forum Members (States Tenants), Housing Officers e.g. Community Liaison Officers and Head of Policy & Business Improvement |
| | Housing Trust | To discuss matters of interest across the social housing | Quarterly | Minister for Housing, Chairmen of Jersey Homes Trust, Les |

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| Chairman's consultation group | sector and in particular matters relating to Social Housing Reform | | Vaux Housing Trust, FB Cottages Homes Trust, Christians Together in Jersey Housing Trust & Housing Directors |
| JMAPPA Strategic Management Board | To monitor the JMAPP process, propose and review practice and policy in relation to managing clients posing high or very high risk of harm to people in Jersey. | Quarterly | Officers from Home Affairs (Police, Probation & Prison), Social Security, Education, Housing (Head of Policy & Business Improvement) & HSSD |
| Supported Housing Group | To assess applications for supported housing for a vulnerable client group, manage support plans and any associated risks. | Monthly | Officers/Representatives from the Housing Department (lead – Assisted Living Manager), HSSD, Shelter Trust, Silkworth Lodge, Probation |
| Affordable Housing Gateway working party | Review and monitor the implementation of the Gateway. | 8 weeks | Officers/Representatives from the Housing Department (Head of Policy & Business Improvement and Allocations Officers) Affordable Housing Gateway (Gateway Assessment Officers) and Housing Trusts |
| 16-25yr old Supported Housing Project Team | To develop an additional facility of supported accommodation for vulnerable 16-25 yr olds – linked to report endorsed by CPG and Children & Young People's Strategic Framework | 2 monthly | Officers/Representatives from HSSD, Housing (Head of Policy & Business Improvement), Social Security, Shelter, Youth Service |
| Multi-Agency Child Protection Group | To share information in relation to active child protection cases. To identify and address areas of concern in relation to child protection practice and where necessary inform the JCPC. To foster good inter-agency working relationships with a view to safeguarding children. Provide a forum for debate, discuss relevant topics & contribute to the development and building of safe working practices. | Monthly | Officers/Representatives from SoJ Police, Children's Service, Probation, Family Nursing & Home Care, Brook, Education, Youth Service, CAMHS, Housing Department (Assisted Living Manager), JCPC, NSPCC & Prison. |
| Autism Strategy Group | Deliver the Strategy for the support of people on the Autistic Spectrum and people with associated development disorder/complex needs in Jersey 2012-2015 | Quarterly | Officers/Representatives from HSSD, Housing Department (Assisted Living Manager), Autism Jersey, Social Security & Home Affairs |
| Transfer of H&SS Residential properties to the Housing Department – working party | To improve the efficient use of certain residential accommodation currently operated within HSSD by transfer to Housing and combination with Housing's social housing portfolio. | Monthly | Officers from H&SS, Treasury, Property Holdings & Housing Department (Director of Strategic Development and Head of Policy & Business Improvement) |
| Anti-Social Behaviour Intervention Group | To bring a coordinated response to hot spots of anti-social behaviour within the Island | Quarterly | Officers of the Housing Dept, Home Affairs, SoJ Police, Honorary Police, HSSD & ESC. |
| Housing Transform | Oversee the development of proposals for housing reform | Monthly | Chief Officers of Housing, Social Security, Economic Development, Treasurer of the States and advisor from CCHPR |

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| | Programme - Programme Board | | | |
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Department of Environment

| Department | Name of Group | Brief Description of remit | Frequency of meetings | Job title of officers/name of organisation |
|-------------|--|--|--|--|
| Environment | Island Plan Project Board | Island Plan Review Delivery of new 2011 Island Plan to adoption | As necessary, in accord with project milestones | CEO and officers of DoE Planning Policy, Housing, T&TS, EDD and SoJDC |
| Environment | Affordable housing working group | Development of guidance and application of planning policy (specifically Policy H1 and H3 of the 2011 Island Plan) for the delivery of affordable homes | As necessary, in accord with project milestones | Officers of DoE Planning Policy, Housing Dept and Stats Unit as necessary. Some work also supported by affordable housing consultants (Levvel) |
| Environment | British-Irish Council Collaborative Spatial Planning work stream | To strengthen and consolidate ongoing co-operation and the exchange of information, experience and best practice between Member Administrations on spatial and territorial matters | ½ yearly | Director of Planning Policy and reps of other BIC administrations |
| Environment | Historic environment group | Management and future direction of service level agreement between Minister for P&E and Jersey Heritage | At least annually and more frequently in accord with specific project milestones | Officers of DoE and Jersey Heritage |
| Environment | Map Management Board | Management and future direction of contract between Minister for P&E and mapping services business partner | Quarterly | Officers of DoE and current map services business partner (Digimap) |
| Environment | Jersey Architecture Commission (JAC) | To provide independent, expert advice and guidance to the Minister and DoE on major and sensitive developments in Jersey to promote and support the highest possible standards of design in the built environment. | Bi-monthly | Officers of DoE and three commissioners |
| Environment | Marine Resources Panel | For stakeholders in the marine resource to make recommendations to the Minister on the management of the marine resource (fish, habitats and living aquatic resources). | 6 per year | Panel currently under review, but generally attended by: Director (varies), Marine Resources Section Leader. Other marine resource officers depending on agenda. Representative from Jersey Harbours |
| Environment | Joint Management Committee (JMC) | Established under international agreement between UK and France concerning Fishing in the Bay of Granville. To receive reports and make recommendations to the governments of Jersey and | 2 per year | Marine Resources Section Leader. Other marine resources officers depending on agenda. Representative from Chief Ministers Dept. |

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| | | France relating to the management and regulation of commercial fishing in the Bay of Granville | | |
| Environment | Joint Advisory Committee | Established under international agreement between UK and France concerning Fishing in the Bay of Granville. To discuss all aspects of commercial fishing and fish stocks, including scientific. To recommend to the JMC measures needed to research and implement management regimes. | 3 per year | Marine Resources Section Leader. Other marine resources officers depending on agenda. |
| Environment | Numerous working groups, scientific and administrative, at national and international level concerned with all aspects of the marine environment, including climate change, marine spatial planning, stock management enforcement etc. | Various. The international best practices and obligations from these meetings are subsequently passed into recommended policy. | N/A as meetings are irregular | 4 members of marine resources team are involved in such meetings, often sitting as experts. |
| Environment | Administrative licensing groups including FEPA Board and fisheries licensing panel | To make recommendations to the Minister relating to the issue of licences in respect of fishing in French waters, using specific fishing methods and managing dredging, marine dumping, etc. | Varied. | Environment Director and 4 members of marine resources team are involved in such meetings, often sitting as experts. |
| Environment | 'Oil Care Group' | Facilitate discussion and joint working to reduce oil pollution in Jersey. | 3 per year | Officers of DoE and members of the Island's fuel suppliers, heating engineers, plumbers. |
| Environment | Joint Jersey Water meeting | Enable discussion and joint working to ensure the Island's water supply is maintained (specifically ref pollution, over abstraction and drought situations) | ½ yearly | Officers of DoE, Chief Engineer and Officers Jersey Water |
| Environment | Diffuse Pollution Project working groups | To minimise diffuse pollution (particularly nitrates and pesticides) arising from the rural sector | ½ yearly | Officers of DoE and representatives from the farming and dairy industry |
| Environment | Environmental Protection working groups | Reduce point and diffuse pollution sources, water abstraction, regulation of waste activities and control of plant pests and diseases | Varied, monthly to annual | Officers of DoE and associated officers (includes Jersey Airport, Jersey Harbours, TTS, States of Jersey Official Analyst, JEC, Dairy industry and growers waste operators |
| Environment | British Irish Council - | To strengthen and consolidate ongoing co-operation and the exchange of information, experience and best | ½ yearly | Director for Environmental Policy and reps of other BIC administrations |

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| | Energy work stream - Grid Infrastructure | practice between Member Administrations on issues of grid connectivity | | |
| Environment | British Council - Energy work stream - Renewable Energy | To strengthen and consolidate ongoing co-operation and the exchange of information, experience and best practice between Member Administrations on issues of marine renewable energy | ½ yearly | Director for Environmental Policy and reps of other BIC administrations |
| Environment | British Council - Environment work stream | To strengthen and consolidate ongoing co-operation and the exchange of information, experience and best practice between Member Administrations on issues pertaining to the Environment | ½ yearly | Director for Environment and subject specialist, and reps of other BIC administrations |
| Environment | Channel Island Renewable Energy Forum | To share knowledge across the Bailiwicks of Jersey and Guernsey in respect of renewable energy development and deployment | Approx 4 pa and one political summit pa | Officer - Director for Environmental Policy from Jersey. Similar attendance from representative officers from Guernsey, Sark and Alderney. Political representatives are Minister for Planning and the Environment and the Chairman of the Renewable Energy Commission (see below) from Jersey. Sark are represented by a member of the Chief Pleas and Guernsey by the Minister for Commerce and Employment |
| Environment | Renewable Energy Commission | Established under MD-PE-2009-0093 to carry out investigations into the potential for Renewable Energy for Jersey and advise the Minister | Approx 4 pa. Group mandated to 2013 | Officer support – Director of Environmental Policy, Constable Dan Murphy (Chair), Sir Nigel Broomfield, Alick McIntosh, Mike Liston. |
| Environment | Eco-Active States – project team | Officer working team to ensure co-ordination between the Eco-Active States Programme and other related areas of work within procurement, TTS and the JPH energy project. | c.6 per annum | Officers - Senior Policy Manager and Eco-Active Programme manager from DoE. Representatives from JPH energy project, TTS – transport and waste. |
| Environment | Jersey Energy Trust | Established under MD-PE-2009-0114 to provide oversight of the Energy Efficiency Service. | 6 per annum | Officers – Chief Exec & Dep. Chief Exec of P&E, Director of Env. Policy, Energy Efficiency Service Programme Manager. External members –Sir Nigel Broomfield (Chair), Andrea Cook OBE, Chris Ambler and David Lord |
| Environment | States Emergency Planning Board | Strategic Chief Officer / Director group considering major island threats. | Quarterly | Environment Director or Delegate and representatives of emergency services and other states department |
| Environment | Health and Environment Strategy meetings | Meetings to assess at strategic and operational level where synergies lie between Health Protection (HSSD) and the Department of the Environment | Monthly | Environment Director and Director for Health protection Jersey / Guernsey |
| Environment | Dairy industry liaison group | Liaison between Government, (EDD and Environment) and senior representatives of the Island's dairy industry. | 6 monthly | Environment Director, EMRE Director, Livestock Advisor and senior members of dairy industry |
| Environment | La Collette Hazards Review Group | Specific threats and solutions to La Collette | Quarterly | Environment Director or Delegate, members of emergency services, fuel supply companies, states departments, occupying land at La Collette |

Social Security

| Dept | Name of Group | Brief Description of remit | Frequency of meetings | Job title of officers/name of organisation |
|------------------|---|--|--|---|
| Soc Sec | Back to Work Taskforce - Officers | Develop, progress and monitor Back to Work programme | Monthly | Chief Officers, SSD, ESC, EDD Director of Corporate Policy, Chief Internal Auditor, Economic Advisor, Operations Director SSD |
| Soc Sec | Housing Adaptations Grants Assessment Panel | Assess applications for grants from people with disabilities for adaptations to homes that are privately rented or owned | When required to consider applications | SSD Finance Manager, H&SS Head of OT Services & external member |
| Soc Sec | Senior Management meeting | Delivery of strategic and business planning. Consideration of draft policy, finance and operational performance | Fortnightly | SSD Chief Officer, SSD Directors, Assistant Director States HR |
| Soc Sec | Pharmaceutical Benefit Advisory Committee | Statutory body responsible for making recommendations to the SS Minister for the inclusion or deletion of products from the Approved List of Pharmaceutical Preparations | Quarterly | Chair, MOH, Chief Pharmacist General Hospital, SSD officer, SSD Pharmaceutical Advisor, 3 medical practitioners and 2 approved suppliers, secretary |
| Soc Sec | Social Security Advisory Council | Independent body to provide advice on Social Security issues to the SS Minister | Monthly | Chairman and between 4 and 8 external members, 1 Senior SSD officer and secretary |
| Soc Sec & Health | HSS/SSD Interdepartmental meeting | Joint meeting to discuss interdepartmental issues | Every 6-8 weeks | Chief Officers and Senior Officers |
| ESC/SSD/DD | Skills Board | To advise the Skills Executive on matters relating to the Skills Strategy for Jersey | Monthly | Independent Chair and Board Members appointed from within the business community in accordance with Nolan Principles, Head of Lifelong Learning and Skills at ESC |
| Soc Sec & Health | GP Central Server | The GP Central Services project will deliver a central repository to store Electronic Healthcare Primary Care Record for all Jersey residents. | Monthly | Senior officers from SSD, H&SS, Public Health, Data Protection and the Primary Care Body. |

Treasury & Resources

| Dept | Name of Group | Brief Description of remit | Meeting Frequency | Job title of officers/name of organisation |
|-------------------|-------------------------------|--|---------------------|--|
| T&R | Tax Strategy Group | To discuss strategic tax issues on policy and administrative matters | Monthly | Internal only. Treasurer. Director, Tax Policy. Interim Comptroller of Taxes. Deputy Comptrollers. Director, GST. Deputy Director Tax Policy. Tax policy senior managers |
| T&R, EDD, Housing | High net worth steering group | To discuss tax and non-tax policy matters relating to Jersey's high net worth offering | Monthly during 2011 | Internal only. Director, Tax Policy. Director, Population Office. Comptroller of Taxes. Director, High Value Residency |

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| T&R | Double Tax Agreement Advisory Group | To discuss the double tax agreement policy. | Ad-hoc. Established 2012 | Director, Tax Policy. Heads of tax of local external bodies |
| T&R | Income Tax Forecasting Group | Determine forecast of Income Tax revenues for planning/budgeting purposes. | Between two and five times a year | Treasurer of the States. Comptroller of Taxes. Head of Financial Planning. Economic Advisor. Economist. Finance Director of Taxes Office |
| T&R | Tax Strategy Group | Taxes Office and Tax Policy Unit to review tax strategy issues. | Monthly | Comptroller of Taxes. Deputy Comptrollers of Taxes. Director of GST. Director of Tax Transformation Program. Tax Policy Unit |
| T&R | Taxes Transformation Programme Steering Group | Oversee implementation of the Tax Transformation Programme | Monthly | Treasurer of the States. Comptroller of Taxes. Head of Service - Customs and Immigration. Chief Officer of Social Security. Director Tax Transformation Program. Director Tax Policy Unit Deputy Comptroller of Taxes. Head of Policy at Social Security |
| T&R | Technical Working Group | To develop options for further consideration on changes to the Public Employees Contributory Retirement Scheme (PECRS) to ensure it is affordable, sustainable, and fair for the long term. | Monthly | Treasurer, Director of Accounting Services, Project Director (Pensions), Head of Dedicated Pensions Unit, Chair of Committee of Management, 3 other members of Committee of Management |
| T&R | Insurance Risk Forum and Insurance Group | (i) To monitor the insurable risk management controls and performance of all participants within the States of Jersey insurance group boundary cover arrangements. (ii) To investigate and improve all areas of insurable risk management within the States of Jersey (e.g. Health and Safety, Business Continuity Management, etc.) | Bi-Monthly | All States Departments & States of Jersey External Risk Consultants |
| T&R | Treasury Advisory Panel | Provide advice to the Minister and Treasurer on the following matters. <ul style="list-style-type: none"> • Fund Investment Strategies • Investment performance • Appointment and dismissal of IM • Currency and Interest rate exposure • Other Advice | Minimum quarterly | Minister / Deputy Minister for T&R, Independent Chairman & Treasurer of the States |
| T&R | Charitable Funds Oversight Board | Review the continuing operations of certain Charitable Funds. Recommend potential changes to Fund operations where appropriate | Bi annual | Treasurer of the States, Head of Investment Management & Charitable Funds |
| T&R | Finance Advisory Board | Discuss high-level financial management matters which affect all Departments | Monthly | Treasurer of the States. All Departmental Finance Directors. Other senior T&R officers |
| T&R | Financial Management and Reporting Group | Discuss detailed financial management matters which affect all Departments | Quarterly | One finance officer from each States department |
| T&R | Senior Management Team | Discuss matters relating to T&R Department | Monthly | Treasurer of the States. Various senior T&R officers |

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| T&R | Police Relocation Group | Provide Treasury input to the Police Relocation Group | Attendance when called by the Project Manager | Various senior T&R officers |
| T&R | States of Jersey Investments Limited statutory meetings | Meetings of the Directors of the company. This company holds the Jersey Post and Jersey Telecom Investments | Adhoc | Head of Shareholder Relations / Treasurer of the States / Deputy Treasurer and Chief Officer of Social Security |
| T&R - Procurement | Procurement Transformation Board | Promote Procurement throughout SOJ and make CSR savings | Bi-monthly | Treasurer of the States. CO DofE. CO of TTS. Director of Strategic Procurement. Director of Accounting Services. Project Support Officer |
| T&R - Procurement | H&SS Savings Group | Deliver and monitor CSR savings in H&SS | Monthly | Director of Strategic Procurement. Director of Finance and Information, H&SS. Director of Accounting Services. Category Manager for H&SS. Programme Manager CSR for H&SS. Project support Officer |
| T&R - Procurement | ESC Procurement Group | Co-ordinate Procurement throughout ESC. | Bi-monthly | Category Manager for Professional Services. Sports and Facilities Manager. Assistant Finance Director for ESC. Finance Manager for ESC. Project support Officer |
| T&R - Procurement | Travel working Group | Implement the new Travel Management co throughout SOJ | Monthly | Category Manager for Professional Services 2 representatives from HRG. Office Manager - Schools and Colleges. PA To Chief Officer Scrutiny Administrator |
| T&R - Procurement | Managed Print Board | Implement managed Print throughout SOJ. | Monthly | Director of Strategic Procurement. Category Manager for Professional Services. 3 representatives from Danwood. CO of DoE Senior Manager – BSG IS. Director of Accounting Services |
| T&R - Procurement | P2P project Board | Implement new P2P throughout SOJ | Monthly | Director of Strategic Procurement. Projects Director. Enterprise Systems Manager. Senior Manager –ESG IS. Director of Finance and Information for H&SS. Assistant Finance Director for ESC. Head of Financial Processing Shared Serv. Director of Accounting Services. P2P Functional Manager |
| T&R - Procurement | Health & Safety Group | Ensure T&R is compliant with policy | 6 weekly | Director of Strategic Procurement. Programme and Business Manager Vault and Support Services Manager Processing and Controls Administrator HR Manager |
| T&R – JPH | JPH SMT | JPH Management Forum | Monthly | Director JPH Assistant Directors, Finance Director |
| T&R – JPH | Backlog Maintenance Working Group | Backlog Maintenance Prioritisation and Monitoring | Monthly | Director JPH AD FM, HSS |
| T&R – JPH | Office Rationalisation Project Board | Office Accommodation Strategy | As diarised | Director JPH AD Estates and AD Capital /CMD/T&R |

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| T&R – JPH | Police Relocation Steering Group | Police relocation | As diarised | AD Asset Management, Head of Capital/Home Affairs/CMD |
| T&R – JPH | Fort Regent Steering Group | Future of Fort Regent | As diarised | Director JPH ESC/T&R/SoJDC |
| T&R – JPH | Bus Contract Project Board | New bus contract | Bi Monthly | AD Asset Management TTS/CMD |
| T&R – JPH | H&SS Staff Accommodation Working Group | Improve allocation of accommodation for H&SS key workers | As diarised | Director, Information & Business Services Manager/T&R/JPH/Housing/HSS |
| T&R – JPH | Transformation Programme - FM&I Project | Development of energy issues within JPH maintenance delivery model | Weekly | AD - FM, Principal Building Services Manager, Energy Manager/T&R/ Environment |
| T&R – JPH | Corporate Health and Safety Steering and Implementation Groups | Policy setting and Implementation | As diarised | AD Business Planning /Various representatives from other depts |
| T&R – JPH | Insurance Risk Forum | Mitigation of insurance risks | As diarised | AD Business Planning /Various representatives from other depts |
| T&R – JPH | P2P Extended Project Group | Consultation around the P2P project | As diarised | AD Business Planning /Various representatives from other depts |