

STATES OF JERSEY

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STATES MEMBERS' FACILITIES IN THE STATES BUILDING: CONDITIONS OF USE

**Presented to the States on 14th December 2007
by the Privileges and Procedures Committee**

STATES GREFFE

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Introduction

The Privileges and Procedures Committee has responsibility for the provision and management of facilities for States members; and the Committee recently considered a number of issues relating to the use of the members' facilities in the States Building, in particular the large 'lunch' room, the communications room and the locker room as well as the 2 small interview rooms. In addition, the Committee discussed the appropriate use of the equipment such as computers, photocopiers, etc. provided for members' use.

PPC is determined to ensure that the facilities are only used for their intended purpose, namely to assist members in undertaking their duties as members. The facilities are provided at taxpayers' expense and it is therefore only right that they are not used for other purposes, for example, for electoral purposes or for the benefit of outside organisations. PPC has been concerned recently to learn that the facilities may have been used for the benefit of outside organisations.

PPC has agreed a set of rules that are attached at the Appendix. These set out conditions of use for the facilities and all members are expected to comply with them. PPC will take very seriously any breach of the rules and in the event of any serious and deliberate breach would consider withdrawing access to the facilities for a stated period. The Committee believes that particular care must be taken by all members in the lead-up to the 2008 elections as the use of any of the facilities for electoral purposes would be quite inappropriate and is not permitted under the conditions of use.

PPC will keep the conditions of use under review and welcomes suggestions from members for changes to them in the light of experience.

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.