

**POLICY AND FINANCE COMMITTEE MEETING**  
**Anne French Room**  
**24<sup>th</sup> June 2021**  
**0915 hours**

**PRESENT:**

Mr W Abel, Chairman  
Mr G McKinley (left 1438)  
Mr I Carter  
Mr R Jenkins (left 1200 returned 1330)  
Mr K Gentle  
Mr B Kelly  
Ms A Burgess (left 1437)  
Mr S Roberts (left 1435)  
Mr A Snowdon  
Mr C Harris (left 1240)

**IN ATTENDANCE:**

Ms K Jones, Chief Executive (CE)  
Mrs L Baines, Committee Secretary  
Mr Stephen Taylor, Strategic Financial  
Advisor (SFA) via Teams;  
Mrs E Maurice, Head of Finance (TREASURY)

Apologies: Mr P Veron, Strategic Adviser (SA); Mrs S Pengilly-Price, Head of Govt Support (HoGS);

In Attendance: Liz Bowskill, Connaught Manager for item 04/2021

<b>AGENDA ITEM</b>	<b>ACTION</b>
<b>PART 1</b>	
<b>01/06/2021</b> <b><u>Minutes and Matters Arising</u></b> <b><u>1.1 Minutes from the meeting held on 20<sup>th</sup> May 2021 &amp; Special Meeting 26<sup>th</sup> May 2021</u></b> – tabled and <b>approved</b> .	<b>CE OFFICE</b>
<b><u>1.2 Matters arising from previous minutes (other than on the agenda)</u></b> <b><u>1.2.1 Plan/Strategy for 3<sup>rd</sup> Covid Wave Update</u></b> The Committee noted that there was nothing further to report at this stage, and for the Chief Executive to enquire with Head of Government Support when the strategy will be completed.	
<b><u>1.2.2 Data Breach Update</u></b> The Committee were advised that this matter was still with the Data Commissioner for investigation. To remind members, the data protection breach involved a report that had been previously tabled at P&F which was then featured in a BBC news report. <b>Noted.</b>	
<b><u>1.2.3 Nunnery Lease Update</u></b> The Committee were advised that a termination notice had been sent in the post on Tuesday from the Law Officers, with an electronic file for SoA records. <b>Noted.</b>	

#### **1.2.4 Employment Board Update**

The Committee were advised that the Chief Executive is in communications with HR in Guernsey, with a meeting scheduled for tomorrow. Nothing further to report. **Noted.**

#### **1.2.5 Route de Souffrance Update**

Mr Roberts advised that he was still in contact with the Law Officers and Greffier. **The Committee agreed for the Chief Executive to check with Law Officers regarding possible draft legislation, and a determination by the Court on a way forward.**

CE

#### **1.2.6 School Website Update**

It was noted that this has been sorted and will be up and running by 1<sup>st</sup> September 2021. **Noted.**

#### **1.2.7 Disability Needs at Airport Update**

Ms Burgess advised that this is still very much in discussion with airport users and States of Guernsey. HSC are trialling a special assistance lift for boarding a Dornier in Alderney.

#### **1.2.8 Online Forms on SoA Website**

The Committee were advised that this is still work in progress. Currently the car registration forms are being formatted. **Noted.**

#### **1.2.9 Communications Review**

The Chief Executive advised that she has contacted a local government association in the UK and has a meeting organised imminently. P&F will be updated accordingly. **Noted.**

02/06/2021

### **Administrative Matters**

#### **2.1 Forthcoming meetings and visits (External)**

The following forthcoming meetings and visits were noted:

- 25<sup>th</sup> June – Bailiwick Council Meeting
- 29<sup>th</sup> June – Secondary Pensions Presentation
- 29<sup>th</sup> June – CCA Briefing to Members and Deputies
- 30<sup>th</sup> June – Employment Law Update
- 5<sup>th</sup> July – CfESC Visit

#### **2.2 External Relations Update (Bailiwick Council/ALG/MOJ/Normandie)**

##### **2.2.1 Alderney & Guernsey Joint Working Update**

The Chief Executive advised that a meeting is organised with Steve Wakelin after the Bailiwick Council tomorrow, to discuss the top priorities from the whole programme. It was noted that there has been slight slippage by 1 to 2 weeks. **Noted.**

##### **2.3 Finance (Grants & Subsidies)**

###### **Civil Service Pension 1982 Scheme Update**

Trustees are to meet to discuss next steps, which is being arranged in the next couple of days. **Noted.**

**EDR Summary – May 2021 – FOR INFORMATION**

**Tabled and noted.**

**SoA Management Accounts & Projected Summary – May 2021 – FOR INFORMATION**

**Tabled and noted.**

**Strategic Financial Adviser to discuss with Head of Finance a detailed remote analysis of Harbour re over expenditure.**

**SFA/HoF**

**03/06/2021 Appointments – Elections/Changes/Additions**

Nothing to report.

**04/06/2021 Sheltered Housing & Future Requirements – Report and presentation from Connaught Manager tabled and noted.**

The following issues were noted:

- Priorities for Alderney is sheltered housing. Community care is free in Guernsey, whereas Alderney residence have to pay. This shows service gaps.
- Connaught and MMH – major concern re staffing, as rental properties hard to come by. Key worker housing needed.
- Need purpose built sheltered housing.
- Negotiations with HSC re transferred service needed.
- Residents have empty homes – these could be rented out to assist with rental issues.
- Connaught is registered under Guernsey Law, and Jubilee is registered under Alderney Law. The Connaught could be changed to come under Alderney Law, which would then enable them to apply for nursing home certification.
- HSC are over 16<sup>th</sup> September for their rescheduled visit.
- Main issue is the provision of care across the community.

**05/06/2021 External Transport, Economy and Renewable Energy**

**5.1 ACRE Protocols** – Report from Chief Executive dated 20<sup>th</sup> May 2021 tabled and considered.

It was noted that the Alderney Commission for Renewable Energy is currently working in an interim capacity. This follows cessation of the licencing arrangement with Alderney Renewable Energy and termination of the contracts with former employees and commissioners.

ACRE still has statutory functions to undertake and in order to manage these obligations, three temporary commissioners have been appointed by the States. All of these currently work with the States.

In order to maintain the integrity of governance arrangements consistent with the law, a protocol is proposed by ACRE to document how responsibilities will be discharged by commissioners in the interim period.

**The Policy and Finance Committee resolved to agree the attached protocol, subject to a slight amendment, for the working relationship with ACRE. It was also agreed that a draft annual report is to be submitted to P&F for next month.**

SFA

**5.2 Future of Nunnery – Expressions of Interest Approach – Verbal Update**

The Committee were advised that Law Officers assistance regarding the process is being sought next week, with an update report for July P&F meeting.

Members then stated that the Nunnery could be considered as key worker accommodation.

**The Policy & Finance Committee resolved to agree for a formal proposal to be brought to the next meeting for discussion and consideration.**

CE/BK

**5.3 Proposed Indoor/Underground Shooting Range** – Report from Chief Executive Office dated 16<sup>th</sup> June 2021 tabled and considered.

The Economic Development Committee met on Monday 14<sup>th</sup> June 2021 to receive a presentation for a new shooting range proposal.

Mr Snowden expressed concern that due diligence is required on the applicant before the States agreeing anything.

The Committee requested for further clarification regarding the length of lease requested by the applicant, as this had been altered from the written report to EDC and what was expressed verbally by the applicant at the presentation.

Mr Carter advised that a lease of 15 years would be appropriate.

**The Policy and Finance Committee resolved to approve in principle (Mr Snowden and Mr Carter against), for the proposer to proceed with preliminary investigative works on the east scarp gallery at Fort Albert, as presented to the EDC on 14<sup>th</sup> June 2021, and to seek clarification regarding the length of lease requested.**

EDC

**5.4 Marina Update** – report from Ian Carter dated 18<sup>th</sup> June 2021 tabled and considered.

The Committee noted that prior to further discussions regarding the development proposals; a clear set of protocols regarding governance, risk and the relative interconnectedness of the different parties to the plan needs to be established. This will ensure that there are appropriate safeguards in place for all concerned to enable the plan to go forward anchored in as much certainty as possible.

**The Policy and Finance Committee resolved to continue to engage with the Principals of BHD, Gordon Owen and Derek Elliott in priority order:-**

- a. **Exchange of all relevant information between parties (SoA and BHD) so that everyone is working from the same information base point.**
- b. **Establish the protocols of working and the commercial and working relationships between parties so that there is no doubt regarding accountabilities and risk management.**
- c. **Continue discussions re planning advice taking into account the issues of conflicts of interests and not compromising the LUP.**
- d. **Seek legal advice regarding conflicts of interest between the members on the Economic Development Committee and BDCC.**
- e. **Formation of a small task group consisting of Mr Abel, Mr Carter, Mr McKinley, and Mr Vooght plus civil service support, which would report back to EDC.**

CE/HoF

### **5.5 SoG Public Presentation on Runway Extension – Verbal Update**

It was noted that the States Members received an update via email from the Strategic Adviser which was circulated last night. The Chairman advised that he has asked for assurance regarding the runway condition, and that the feasibility study must cover all aspects for consideration, including why certain decisions have been made. **Noted.**

**06/06/2021**

### **Legislation, Conventions & Policy**

**6.1 Commonwealth Charter** – Report from Ian Carter dated 15<sup>th</sup> June 2021 tabled and considered.

In 2015 the then Guernsey Policy Council's External Relations Group considered whether Guernsey might recognise the Commonwealth Charter ('the Charter').

Guernsey officers are now seeking policy direction from their Committees about recognising the Charter and also are consulting with Alderney and Sark regarding recognising the Charter which would be a positive step in developing Guernsey's constitutional resilience and for the continuing development of its international identity. This would impact on Alderney as a constituent part of the Bailiwick.

**The Policy and Finance Committee resolved to:**

- **Consider the Charter Paper (prepared for Guernsey Deputies) and agreed the principle of signing up to the Commonwealth Charter as part of the Bailiwick.**
- **Delegated authority to the CE to conduct meaningful discussions with appropriate Guernsey Officers and also for political engagement through meaningful supportive discussions through the Bailiwick Council to produce a policy letter to signify recognition across the Bailiwick.**

**CE**

**6.2 SoA 2021 Six Month Progress Review** - Report from Ian Carter dated 15<sup>th</sup> June 2021 tabled and considered.

It was noted that this new States has been operating for six months and has faced several challenges. Any organisation or new group (team) of individuals that want to grow and develop should have some time to reflect on the strengths, weaknesses, opportunities and threats to it as it establishes working relationships with each other so that it can learn from what it has done and develop its potential.

**The Policy and Finance Committee resolved to:**

- **Identify the success of the last 6 months and why they have been successes;**
- **Identify those areas that have not worked so well and why we have been less effective;**
- **Complete the skills assessment form and return to the CE Office so that as a States we can identify where corporately our strengths and areas for development are; and**
- **To calendar a six-month (June) progress check as part of the June P&F meeting annually going forward to give time and space to reflect on our achievements.**

**STATES MEMBERS**

**6.3 Island Plan Update** – Report from Ian Carter dated 15<sup>th</sup> June 2021 tabled and considered.

The Island Plan Task Group has had its second meeting on 11<sup>th</sup> June 2021. At this meeting the draft vision statement was accepted; the Group reviewed a set of tabled values which they were comfortable with as a start point for further refinements and consultation; and they also considered the (very) draft plan, and made amendments and suggestions to its content.

**The Policy and Finance Committee resolved to:**

1. **Note progress to date;**
2. **Feedback by June 30<sup>th</sup> to Ian Carter regarding the States draft values that underpin the vision and plan so that the group can gain input from all members of P&F; and**
3. **Agree to hold a workshop for all P&F members and appropriate Civil Servants during July to:-**
  - a) **Further discuss, refine and agree a draft Alderney Strategic Plan.**
  - b) **Devise a consultation process with the community.**
  - c) **Put in place a time line for publication.**
  - d) **Gain a commitment for the writing of associated action plans by Committees.**

IC

**6.4 Rules of Procedure** – Report from Chief Executive dated 18<sup>th</sup> June 2021 tabled and considered.

The Chief Executive advised that this is a result of recent discussions on how items get on to the Billet. Issues have arose regarding clarity, consistency and timing of resolutions from Committees to be placed on the Billet. It was advised that this option would include ‘draft letters can be circulated via electronic means’ so that timeframes can be met.

**The Policy and Finance Committee resolved to approve the amendment to the Rules of Procedure as set out in the report, to enable the Chairman to write to the President with the approved amendment for consideration at the next available States meeting.**

BA

**6.5 Connaught Care Home Service Agreement Renewal – Confidential Item** – Report from Chief Executive dated 24<sup>th</sup> June 2021 tabled and considered.

The Committee was advised that the Service Agreement/Operating Lease with the Connaught Care Home (CCH) is due to terminate on 31 December 2021.

**The Policy and Finance Committee resolved to put processes in place to engage with the CCH with a view to having a new agreement/lease in place for 1 January 2022. A further paper to be brought to Policy and Finance Committee in due course.**

SFA/CE

**6.6 General Housing Standards Terms of Reference** – Report from Chief Executive and Kevin Gentle dated 14<sup>th</sup> June 2021 tabled and considered.

It was noted that the rationale for general housing standards were considered to be the following:

- To provide for improved private residential rental properties to explicit standards.
- To contribute towards helping provide a sustainable supply of good quality private properties for residents as well as encourage those who wish to relocate their families to Alderney.
- To take into account the association between housing quality and health and wellbeing (WHO (2011) Environmental burden of disease associated with inadequate housing; and The Marmot Review: Fair Society, Healthy Lives. Strategic review of health inequalities in England post-2010).

MS Burgess and Mr Snowdon declared an interest as multi property owners.

**The Policy and Finance Committee resolved to defer this item subject to a revised proposal to be submitted for consideration at the next meeting.**

KG

*Meeting paused for lunch – 12.40pm*

*Meeting reconvened – 1.30pm*

**6.7 Sale of Assets** – Report from Boyd Kelly, GSC Chair dated June 2021 tabled and considered.

Item deferred to July meeting at the request of Mr Harris.

DEFER

**6.8 States Assets Policy review Update**

Item deferred to July meeting.

DEFER

**6.9 AHA Purchase Request** – Report from Chief Executive Office dated 16<sup>th</sup> June 2021 tabled and considered.

AHA are requesting for the States to act as guarantor for a bank loan to provide 4 one bed rented properties to help towards meeting the increasing waiting list AHA have. If the States are supportive of what the AHA are doing then they will report back with more specifics on the property and detail on costs and income, once they have those firmer figures.

**The Policy and Finance Committee resolved to approve in-principle for AHA to proceed with developing the proposal, and is aware that this may require a loan guarantee from the States, for which there is a precedent.**

TREASURY

**6.10 Customs & Excise (Safety & Security) (BoG) (Amendment) Regulations 2021** – Briefing paper from Committee for Home Affairs dated 7<sup>th</sup> June 2021 tabled and considered.

**The Policy and Finance Committee resolved to approve the proposed Customs and Excise (Safety and security) (Bailiwick of Guernsey) (Amendment) Regulations, 2021.**

CE OFFICE

**6.11 IHRA Alderney Project – Verbal Update**

The Chief Executive advised that she is in discussions with the IHRA and President, where the purpose of the meeting, and what is expected of the States has been requested. An agenda has been provided for the meeting scheduled for 8<sup>th</sup> July. A copy of their 5 year plan has also been requested, so members have this before the meeting.

Mr McKinley requested for a working group to be set up for this topic.

Mr McKinley and the Chief Executive to discuss this further, with an update at the July meeting.

CE/GM

**6.12 Partnership Laws Update**

It was noted that this is still with the Law Officers, and members will be updated by the end of July. **Noted.**

**6.13 Abortion Law for Alderney – Verbal Update**

**The Policy & Finance Committee resolved to agree to ask the Law Officers to draft an Abortion (Alderney) Law, 2021 for approval, subject to a Bailiwick Wide law not being an option.**

CE

**07/06/2021 Items for Development/Discussion**

**7.1 Community Swimming Pool** – Report from Bill Abel dated 15<sup>th</sup> June 2021 tabled and considered.

The Committee were advised by the Strategic Financial Adviser that the States of Alderney had agreed a clause when donating initial monies to the Alderney Community Swimming Pool which states ‘no further public money’ shall be used for the project. If the pool could not generate sufficient funds to cover costs it is estimated that public monies would be needed to cover the running and maintenance costs of the pool necessitating increasing in APT each year, which would affect the public.

**The Committee agreed that a clear report is required on the capital and running costs, before the States can assess the viability alongside public consultation. A further update to be made by the Sports Foundation to P&F as part of the meeting with CfESC on 5<sup>th</sup> July.**

BA

**7.2 Housing Policy & Updated Housing Needs Survey**

The Committee were advised that four members were liaising with Steve Williams of Guernsey Housing Association (GHA) to discuss a Housing Policy. Members to update the Committee at the next meeting. **Noted.**

**7.3 Review of Covid Compliance Measures Post 1<sup>st</sup> July 2021**



The Chairman gave a verbal update to the Committee, and advised that testing of 12-18 year olds are to be introduced. **Noted.**

**7.4 Planning for Changes in Royal Protocol**

**The Committee agreed to defer this item, and for Mr Abel to enquire what has been organised in Guernsey.**

**BA**

**08/06/2021** **Exception Reporting & Questions by Members**

**8.1 General Services Committee**

The Committee were advised that following a tender process the GSC have agreed and accepted an offer for the purchase and removal of the old crane from the island.

**Noted.**

**8.2 BDCC**

Nothing further to report.

**8.3 Finance Committee**

Nothing further to report.

**8.4 Economic Development Committee**

Nothing further to report.

**8.5 Good Governance Group**

It was noted that the GGG are meeting as frequently as possible, and the President is attending the next meeting. **Noted.**

**8.6 Energy Group**

It was noted that a Terms of Reference for a proposal for an Energy Study has been sent to the Catapult Group, and their proposal is awaited.

Reply from AEL for their non-states member nomination was still outstanding. **Noted.**

**09/06/2020** **Reporting by Representatives**

**9.1 Alderney Representatives Update**

Mr Snowdon advised that all Guernsey Committees are reviewing work plans, and currently relationships within the States of Guernsey between Deputies are not good.

Mr Snowdon had received an update on Corporation Tax, and it was noted that the Alderney Representatives are continuing to keep positive relationships with Guernsey.

**Noted.**

**9.2 AeGL Update**

Nothing to report.

**9.3 AEL Update**

Mr Gentle provided members with an update. **Noted.**

**PART 2**

**10/06/2020** **Any Other Business - For Information & Noting**

**10.1 Letter to Deputy Prow re Seizure & Disposal of Perishable Goods – Amendment to Customs Law** – The Committee noted that no comments had been received from States members, and that the States of Alderney supported the proposed amendments to the Customs Law. A reply has been sent to Committee for Home Affairs. **Noted.**

**10.2 Letter from Alderney Mind** – Report from Chief Executive Office dated 16<sup>th</sup> June 2021. A letter from Alderney Mind dated 14<sup>th</sup> June 2021 had been tabled for information at this stage. The letter requested the Committee to consider whether premises were available.

Members noted that the matter will be initially considered by the General Services Committee, mandated to manage States Properties, at their next scheduled meeting.

**10.3 Quay FM – Fort Albert – Unit Lease & DAB Aerial Installation Request – FOR RATIFICATION** – Report from Chief Executive Office dated June 2021 tabled and noted. Following GSC approval, this item was circulated via email on the 7<sup>th</sup> April 2021 for fast track approval subject to BDCC consideration.

**The Policy and Finance Committee resolved to ratify the approval for the Quay FM unit lease and DAB aerial installation at Fort Albert, subject to BDCC approval.**

**10.4 AHA Q1 2021 Reports/Financial Statements/Business Plan 2022-2026** – Tabled and **noted.**

**10.5 Integrated Transport Strategy** – it was noted that this is currently being progressed through EDC for surface transport and P&F for air transport. **Noted.**

**10.6 Code of Conduct** – it was raised that a resolution from P&F back in 2020 is still outstanding. It was noted that this work would come under the Good Governance Group. The Chief Executive advised that she would check the status of this previous resolution and report back to P&F Chairman.

**CE**

**10.7 Tax Review Workshop** – the Committee were advised that a shopping basket survey is being reviewed for Alderney. The States of Guernsey will assist in administration support for the survey to be completed. **Noted.**

**Meeting closed: 3.10pm**

**Signed: Bill Abel**

**Date: June 2021**