

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

**PRESENT:**

Mr W Abel, Chairman  
Mr C Harris  
Mr G McKinley  
Mr I Carter  
Mr R Jenkins  
Mr K Gentle  
Mr B Kelly  
Ms A Burgess

**IN ATTENDANCE:**

Mr R Nash, Deputy Chief Executive,  
Interim (CE);  
Ms K Jones, Chief Executive (CE)  
Mrs S Pengilly-Price, Head of Govt  
Support (HoGS);  
Mrs L Baines, Committee Secretary  
Mr P Veron, Strategic Adviser (SA)  
Mr Stephen Taylor, Strategic Financial  
Advisor (SFA);  
Mrs E O'Toole, Finance Manager  
(TREASURY)

Apologies: Mr A Snowdon; Mr S Roberts

**AGENDA ITEM**

**ACTION**

**PART 1**

The Chairman welcomed Kath Jones to the States of Alderney.

**01/03/2021**

**Minutes and Matters Arising**

**1.1 Minutes from the meeting held on 25<sup>th</sup> February 2021** – tabled and approved.

**CE OFFICE**

**1.2 Matters arising from previous minutes (other than on the agenda)**

**1.2.1 Bailiwick Council Membership – Chair of P&F; Chief Executive (+ 1 members?) and President**

The Committee were advised that the requirements of the constitution of the Bailiwick Council were not recorded, but that the aim of the Council was to create a small, effective political level group that do not make decisions.

It was noted that the Chairman was uncertain regarding the membership of the President, in what may be perceived as a political group. It was also noted that the Alderney Liaison Group deals specifically with Alderney and Guernsey issues; whereas the Bailiwick Council includes Sark.

The Committee agreed that the same members should sit on both the Bailiwick Council and ALG for continuity.

Chairman to bring recommendations back to P&F for approval. Noted.

**BA**

**1.2.2 Fort Tourgis Project – date for report and presentation**

The Committee were advised that the presentation is scheduled for Friday 26<sup>th</sup> March 2021 at 10am in the Anne French Room. Mr Gentle advised that he would not be attending due to his BDCC Chairmanship. Noted.

### **1.2.3 Plan/Strategy for 3<sup>rd</sup> Covid Wave**

This item to be discussed at the April P&F Meeting. Noted.

Mr Kelly raised concern that 'Emergency Planning' comes under the remit of GSC, and that there has been no political oversight regarding public services and the Alderney Operational Group meetings during the COVID pandemic. It was confirmed that under the Emergency Powers, as set by the CCA, the Alderney Operational Group does not require political assistance. Noted.

**APRIL MEETING**

### **1.2.4 Route de Souffrance**

The Committee were advised that Law Officers advice is still to be sought on the matter. Noted.

**Deputy CE**

### **1.2.5 Data Breach**

The Committee were advised that this matter was still with the Data Commissioner for investigation. **Noted.**

**02/03/2021**

## **Administrative Matters**

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

The following forthcoming meetings and visits were noted:

- GFSC Visit to Alderney – 29<sup>th</sup> April – details & times to be confirmed
- Aurigny PSO – 29<sup>th</sup> March at 3pm

### **2.2 Website/Members Laptops/Access to SharePoint – Progress**

The Committee were advised that once laptops are available to members, SharePoint can be accessed through the States of Guernsey portal, including all necessary documents and calendars. The States of Guernsey does not support the use of iPad's as they are not compatible with all the systems and links. A further conversation with Colin Vaudin is scheduled for next week to discuss timescale and costs. It was noted that this equipment update is within the IT capital programme. Noted.

### **2.3 External Relations update**

#### **2.3.1 CPA BIMR (Zooms) – 22<sup>nd</sup> and 26<sup>th</sup> March**

It was noted that the CPA BIMR (Zooms) meeting is scheduled for 22<sup>nd</sup> and 26<sup>th</sup> March 2021.

#### **2.3.2 UKOT/CD Environment Ministers Council Meetings – 28<sup>th</sup> & 29<sup>th</sup> April**

It was noted that the UKOT/CD Environment Ministers Council Meetings are scheduled for 28<sup>th</sup> and 29<sup>th</sup> April 2021.

### **2.4 Items for April Billet**

#### **2.4.1 EDC States Ratification**

Noted.

#### **2.4.2 Other**

The following items were noted for the April Billet:

- Speed Trials Ordinance
- Emergency Powers
- Partnership Law (if approved by P&F)

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

**2.5.1 Small Business Grant Budget Request from EDC** – Report from EDC dated 10<sup>th</sup> February 2021 tabled and considered.

The Small Business Grants budget allocation within the Economic Development fund is the source of funding for successful applications submitted for on-island Start-Up Businesses (for up to £2,000 per application). There is currently £600 in the budget which has rolled over from 2020. All applications submitted are assessed by the SFA in order to make sure they are viable.

**The Policy and Finance Committee resolved to approve an increase of the Small Business Grants Budget from £600 to £12,000 for the year 2021.**

**TREASURY**

**2.5.2 Alderney Coin Contract Renewal – Details Confidential** - Report from States Treasury dated 25<sup>th</sup> March 2021 tabled and considered.

The States entered into a commemorative coin contract with Commonwealth Mint from 1<sup>st</sup> April 2017 which is due to terminate on 31<sup>st</sup> March 2022.

A request has been received from the Commonwealth Mint for a 5 year extension to the contract, firstly due to COVID considerations, and secondly, as the longer period was considered to be more suitable.

An overview of the current contract and its benefits in relation to the previous contract was provided by the SFA and options for limited extensions and re-tendering were discussed.

**The Policy and Finance Committee resolved:**

- **That the Treasury and FC Chairman brief new members regarding Alderney coins.**
- **To note the representations from Commonwealth Mint and:**
  - a) Agreed to a one-year extension to the current commemorative coin contract;**
  - b) Directed the Head of Finance to put arrangements in place for a full tender exercise to test the market in early 2022; and**
  - c) Requested the Finance Committee to invite Commonwealth Mint to a future meeting to discuss contract performance and outline next steps.**

**SFA/TREASURY**

**2.5.3 EDR Summary as at 28<sup>th</sup> February – FOR INFORMATION**

**Tabled and noted.**

The Committee were advised that the review of the EDR fund is to commence through EDC and FC. Noted.

**2.5.4 SoA Management Accounts – February 2021 – FOR INFORMATION**

**Tabled and noted.**

The Committee were advised that there are two new income streams from fuel and document duty. Noted.

**2.6 Civil Service Pension Scheme Update – Advisor & Actuary Meeting (info)**

The Committee were advised that the Trustees are scheduled to meet – date to be confirmed once all diaries are aligned. Noted.

**STANDARD ITEM**

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

**GGG** – It was noted that two non-states members have been appointed to the GGG after the interview process.

**BDCC** – It was noted that Mr Ian Carter has been appointed as Deputy Chairman.

**04/03/2021**

**External Transport, Economy and Renewable Energy**

**4.1 Seasonal Ferry Service 2021 – Details Confidential** - Report from Strategic Financial Adviser dated 11<sup>th</sup> March 2021 tabled and considered.

Following an advert for expressions of interest in running a ferry service between Alderney and Guernsey, there were a number of expressions of interest submitted. Of the submissions, two potential operators were requested to provide further detail by March 10<sup>th</sup> 2021, of which only one submitted. This detail was presented to the Strategic Financial Advisor where he compiled a report which was then returned to EDC for discussion with the Strategic Advisor, Strategic Financial Advisor and the Project Support officer on the 16<sup>th</sup> March 2021. Three members of EDC were present and resolved to forward the report to P&F for consideration and resolution. The resolutions from the Economic Development Committee were discussed.

**The Policy & Finance Committee resolved to agree that:**

- a) **The Little Ferry Company should be invited to continue the seasonal ferry service with a target start date of 1 May 2021, or later in May subject to agreement with LFC;**
- b) **An allocation is approved from the Economic Development Reserve to fund the subsidy, capped at the 2020 budget level.**
  - the return on investment is minimal;
  - there are wider economic benefits to consider; and
  - the risk of no service in 2021 is potentially damaging.
- c) **The contract with LFC to be reviewed and amended to enhance accountability to the committee in respect of the subsidy; and**
- d) **Further work continues in 2021 to assess the potential for a larger vessel as part of the Integrated Transport Strategy.**

SFA

**4.2 Confirm letter to Eastleigh Town Council**

The Committee were advised that the letter had been sent, on which all members were copied in, and confirmation of receipt had been received. Noted.

**4.3 Briefing on Original PSO Terms**

The Committee noted a verbal update from the Strategic Adviser on the original PSO terms. A further update will be provided at the meeting scheduled for 29<sup>th</sup> March 2021 with Aurigny and States of Guernsey.

**4.4 Licensing Board Feedback (Chair) – Publishing on Gazette**

The Committee were advised that the Air Transport Licensing Board would be reconvened after the closing date for responses to the application for a route licence. Noted.

**05/03/2021**

**Legislation, Conventions & Policy and Finance**

**5.1 Partnership (Alderney) Law 2021 – next steps** - Report from Chief Executive Office dated 19<sup>th</sup> March 2021 tabled and considered.

On the 25<sup>th</sup> April 2018, approval was given by the SoA to prepare an Alderney Partnership Law as it was considered to be beneficial to the Island. The Committee at its meeting in January 2020 endorsed the recommendations of the Law Officers and resolved that the two pieces of legislation now be finalised for submission to the States of Alderney; the Committee also resolved that a final session of public consultation be organised before the Partnership Law legislation was considered by the States.

It was suggested the Committee may wish to reconsider the previous resolution to see whether any public concerns are to be aired when the item appears on the Billet.

**The Policy & Finance Committee resolved to agree:**

- **For Mr James Dent to brief all members on the Partnership Law, and Limited Partnership Law for a better understanding; and**
- **For the Law Officers to provide an executive summary on the draft legislation for circulation to all P&F.**

**HoGS**

**5.2 Economic Development Committee Mandate 2021 for approval** – Report from EDC dated 15<sup>th</sup> March 2021 tabled and considered.

Following discussions of the previous mandate that was drawn up in 2016, and then revisited in 2018 for outlining the responsibilities of CTED, the EDC felt that the Mandate was convoluted and too extensive, and with new responsibilities an updated mandate should be drafted. At the EDC meeting dated 7/3/21 the following resolution was made: 'The Committee resolved to approve the draft mandate and for it to be recognised as the mandate for EDC.'

**The Policy and Finance Committee resolved to recognise and approve mandate for EDC.**

**BILLET ITEM**

**The Committee noted that a Chair of a States Committee receives an additional payment this is on top of the States Member allowance. This will apply to the Economic Development Committee once it has been approved by the States as a fully constituted Committee. Noted.**

**5.3 Alderney Property Tax Appeals Panel & Tribunal** – Report from Strategic Financial Adviser dated 25<sup>th</sup> March 2021 tabled and considered.

The first Alderney Property Tax accounts were raised in March 2021 following approval of the enabling legislation and Ordinance by the States in 2020. The Alderney Property Tax Ordinance 2020 includes provision for challenge to certain decisions relating to the account. These replicate the provisions in the Guernsey TRP ordinance which previously applied to properties in Alderney.

An Alderney property owner may appeal relevant decisions related to:

- The real property category;
- The measurement and number of assessable units;
- Ownership; and
- Application of any penalties on the account.

It was noted that the APT tariff agreed by the States as part of the annual budget process is not part of this process; and that the incidence of TRP appeals in the past is rare with one or two cases per annum in both islands.

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

- 1) Note the requirement for an Alderney Property Tax Panel to be established in accordance with the Ordinance previously agreed;**

- 2) Request a further report with nominations for the panel to be recommended to the States;
- 3) Agree that the Chief Executive should designate within an existing civil service role to include duties of Clerk to the Alderney Property Tax Appeals Tribunal;
- 4) Agree to the appointment of the current Guernsey TRP Tribunal Panel Clerk as Deputy Clerk, subject to reciprocal approval by States of Guernsey Policy and Resources Committee; and
- 5) Agree for States Members to be advised when the advertisement is published.

SFA/CE

**5.4 First Time Buyers – Assistance** – Report from Rhys Jenkins dated 13<sup>th</sup> march 2021 tabled and considered.

Mr Jenkins declared an interest.

With the current increase in property sales on the island offering many economic benefits, it has also meant that house prices are steadily increasing making it ever harder for first time buyers to get their first foot on the property ladder. The COVID-19 crisis has seen the withdrawal of 95% LTV mortgages that had previously been offered by lenders. In a recent announcement, the UK is attempting to battle this by offering first time buyers an equity loan of up to 20% (40% in London) of the full purchase price of new-build homes. Whilst it is understood a similar scheme may not be a possibility for Alderney, an effort to assist first time buyers on the island could help both retain people of a working age as well as become an attractive incentive for people looking to relocate. **The Policy and Finance Committee resolved for the Chief Executive to investigate this proposal further with Mr Jenkins and Treasury, and provide a framework for further P&F consideration.**

CE/RJ/TREASURY

**5.5 Open Government & Access to Island Hall & General Office** – Report from Ian Carter dated March 2021 tabled and considered.

Access to those who govern us is at the heart of open government and a position that many of us hold as a principle that we want to promote.

Entry to the Island Hall is not controlled. However, the community has gained the impression of a lack of access to the Island Hall offices by the placing of screens and a red retractable caution belt / crowd control strap barrier on the ground floor in front of the stairs. It is accepted that anyone who wants to speak to a member of staff, not in the General Office, should make an appointment, as that encourages focused meetings. It was also noted that the current reduced General Office opening hours are COVID specific, and are in accordance with the States of Guernsey guidance for counter staff, which is under review.

The Committee were advised that the screens had been removed, and would be reinstated at the direction of the Chief Executive.

**The Policy & Finance Committee resolved for the Chief Executive to liaise with the States of Guernsey regarding the General Office opening times to revert to normal hours.**

CE

**5.6 Island Plan – Report & Terms of Reference** – Report and Terms of Reference from Ian Carter dated March 2021 tabled and considered.

At the last P&F Meeting Members were presented with a Terms of Reference (TOR) for an Island Plan Group to be set up to develop an Island Plan. This was not met with universal acceptance.

As a result, a selection of other Island Plans were forwarded so that Members could see the varying scopes of such a document, including the Alderney Strategic Plan 2014 -20. One key aspect to note is that a plan is a dynamic document that can be changed according to circumstances but it gives a direction of travel and helps incoming politicians to better understand the challenges and initiatives that the States of Alderney are engaged in.

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

- **Endorse the formation of an Island Plan group, working in line with its TOR which will undertake to produce a draft Island Plan which builds on the Alderney Strategic Plan 2014-20 using best practice from across the world and our community; and**
- **Approved for the Chairmen of GSC, BDCC, EDC and P&F to nominate membership for the Island Plan Group, with Ian Carter as lead and civil service support from the Chief Executive.**

**ALL CHAIRMEN/IC/CE**

**5.7 Communications Policy & Consultation Protocol** – Report from Deputy Chief Executive dated 16<sup>th</sup> March 2021 tabled and considered.

The Communication Task Group has proposed a policy framework to guide the handling of communication with the media and has identified operating procedures to try to ensure a consistent and complete response is provided to the media from re-active and proactive media communications.

The Communications Task Group sought comment on the proposals put forward in the report for the underlying policy approach and the more detailed procedures. A number of specific recommendations for action in the short term were identified including areas where further work is proposed.

The Committee agreed that this was an operational issue going forwards, and that all options should be considered, including utilising States of Guernsey communication resources.

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

- (i) Approve a media communication policy and procedures (changed as necessary following Committee discussion); and**
- (ii) Approve (or where appropriate note) the recommendations for action and further consideration.**

**CIVIL SERVICE**

**5.8 Policy for further Development of Employment Law**

It was requested for Mr Gentle to put together a small group with one other States member and two members of the public (to include Chamber of Commerce) once a meeting has been held with the Chief Executive and relevant members in Guernsey. The group is to then produce a proposal report for the April P&F meeting. Noted.

**KG**

**5.9 Energy Policy**

**5.9.1 Energy Group Proposals & Structure – 3 members & 2 Non-members** – Report from Bill Abel dated March 2021 tabled and considered.

**5.9.2 Catapult Hybrid Study – ToR** – Report from Bill Abel dated March 2021 tabled and considered.

Due to the late submission of the reports by the Chairman, the Committee agreed to feedback any comments to Mr Abel by 5pm Monday 29<sup>th</sup> March 2021. Noted.

Details to be ratified under matters arising for April meeting. Noted.

BA

**06/03/2021** Items for Development/Discussion

**6.1 AEL Letter & Feedback by States AEL Director**

The Committee were advised that a letter to AEL had been sent, and were awaiting a reply. It was noted that the interim Chairman of the Board will be speaking to the Chief Executive for an update. It was also requested for the Interim Chairman to brief P&F – Mr Gentle to organise. Noted.

KG

**6.2 The Employment Board – Functions, Structure and Role**

The Committee were advised that there was nothing further to report, and that the Head of Government Support is dealing with the request. Noted.

HoGS

**6.3 WW2 Legacy Task Group – re-tasked Longis Common Group**

Discussed but no resolution.

**6.3.1 Letter to UK MP Offord**

**6.3.2 IHRA Engagement (Gilly Carr, Sally Sealy & Caroline Sturdy Coles)**

**The Committee agreed for the Chief Executive to investigate the current position, and determine what level of engagement is required.**

CE

**6.4 Role on Non States members on SoA Committees & Groups (Update)** – Report from Ian Carter dated March 2021 tabled and discussed.

**The Policy & Finance Committee resolved to approve the guidelines for the role of Non States Members on States of Alderney Committees/Groups.**

**07/03/2020** Any Other Business - For Information & Noting

**7.1 Sheltered Housing Policy – Future Requirements**

The Committee were advised that the States of Guernsey do not consider social care as a transferred service. Mr Gentle has spoken to the Manager of the Connaught regarding this matter, however, this issue did not fall under his mandate, and he would liaise with Mr Snowdon who is the HSC representative.

**The Policy and Finance Committee resolved to agree for the Chief Executive to establish the baseline of where we are, and look at options for moving forward.**

CE

**7.2 Swimming Pool – Awaiting Deputy Helyar Visit**

Noted that the proposed visit from Deputy Helyar has yet to be confirmed. The Committee were advised that the FC have advised the Alderney Community Swimming Pool that the States of Alderney cannot assist any further with the project. It was noted that the Finance Committee had also received a grant request for the purchase of gym equipment, which was granted 2 years ago by the Trust, which was never taken up. This will be raised again with them.

**The Policy & Finance Committee requested for a factual report to be provided to members for an update on the current situation regarding the swimming pool, where further discussions can be scheduled to consider the following: start, stop or continue.**



### **7.3 School Website**

Mr Gentle raised the issue that a Guernsey Deputy had offered to sort out the School Website. With Mr Jenkins now responsible for Education, it was agreed for him to liaise with the Deputy on the issue. Noted.

## **PART 2**

### **08/03/2020 Reports from Committees/Groups/Projects**

**Level of reporting from Committees** - It was raised that all States Members receive the minutes from all main Committees. Therefore members are aware of items discussed across all areas.

It was seen as a duplication having Committee reports within the P&F agenda. It was agreed that any areas of concern from the various Committees are placed within the main body of the P&F agenda for discussion and approval.

**The Committee members agreed that this section of the agenda (reports from Committees) should only be by exception reporting, as and when required.**

#### **8.1 General Services Committee**

Nothing further to report. Noted.

#### **8.2 BDCC**

Nothing further to report.

#### **8.3 Finance Committee**

It was noted that the ABO grant request was agreed at the last meeting.

#### **8.4 Economic Development Committee**

It was noted that EDC wish to organise a visit to Locate Guernsey, this is yet to be arranged. Talks are ongoing with the Guernsey Harbour Master regarding legislation for a potential larger ferry service. Noted.

#### **8.5 Policy & Finance Committee**

Nothing further to report. Noted.

#### **8.5.4 Good Governance Group**

It was advised that the Good Governance Group have appointed two non-members to the group after the interview process. Next update report to P&F will be September. Noted.

#### **8.6 Longis Common Protection Group** – Task completed. Noted.

Mr Gentle advised that Longis Common is a registered area of protection under the BDCC Law AS/023. Noted.

**Meeting closed: 1pm**

**Signed: Bill Abel**

**Date: March 2021**