

**POLICY AND FINANCE COMMITTEE MEETING**  
**Anne French Room**  
**25<sup>th</sup> November 2021**  
**0900 hours**

**PRESENT:**

Mr W Abel, Chairman  
Mr G McKinley  
Mr K Gentle  
Mr B Kelly  
Ms A Burgess  
Mr I Carter  
Mr S Roberts  
Mr A Snowdon  
Mr R Jenkins

**IN ATTENDANCE:**

Ms K Jones, Chief Executive (CE)  
Mr Jamie Laband, Government Support Officer (GSO)  
Mrs E Maurice, Head of Finance (TREASURY)  
*\*Via Microsoft Teams*  
Mrs E O'Toole, Finance Manager (TREASURY)  
*\*Via Microsoft Teams*  
Mrs S Pengilley-Price, Head of Govt Support (HoGS)  
*\*Via Microsoft Teams*  
Mr Stephen Taylor, Strategic Financial Advisor (SFA)  
*\*Via Microsoft Teams*

Apologies: Mr C Harris; Mrs L Baines, Committee Secretary

**AGENDA ITEM**

**ACTION**

**PART 1**

**01/11/2021**    **Minutes and Matters Arising**

**1.1 Minutes from the meeting held on 28<sup>th</sup> October 2021 - Tabled and approved.**

- Ms Burgess highlighted that she provided her apologies for the meeting held on 28<sup>th</sup> October although this was not noted in the minutes of that meeting. **Noted**
- In relation to item 4.1 in the minutes of the meeting dated 28<sup>th</sup> October 2021 - Mr Kelly highlighted that the decision was taken to grant the Hawkers licence. **Noted**
- Mr Abel advised that Chief Executive raised with him they need to go through the Policy and Finance agenda and that there is a need to better schedule items on future agendas to make the workload more manageable. As such, the Chief Executive and Mr Abel, will both meet with Mr Carter and discuss before the next agenda is drawn up as to how it can be handled. **Noted**

**CE OFFICE**

**02/11/2021**    **Administrative Matters**

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

Mr Abel advised that the only update recently was the Sea Fisheries regulations from Policy and Resources in States of Guernsey and that the legislation is in hand and we will only see effect of legislation come February.

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

The Chief Executive updated the Committee with a written report on the current progress of all workstreams. A joint meeting, with States of Guernsey, is being organised for January 2022 which may be face to face but if not, by Microsoft Teams. This will be the opportunity for members to think ahead for 2022 and have a view about what we've progressed so far and what new items Policy and Finance Committee may wish to be considered for inclusion.

Mr Carter raised that now there is access to SharePoint that there should be some training for the use of the facility.

**The Policy and Finance Committee resolved that the Chief Executive requests for the Programme Manager to liaise with Agilisys to provide training for Members on the deployment of new IT.**

CE

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

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

The Strategic Financial Advisor provided a verbal update on the current progress of appointing an Advisor and the feedback on the terms of reference provided to them earlier in the year. A further update from the Finance Manager reported Treasury are awaiting an engagement letter from the individual which will lead to a meeting with the appointed Advisor and then with the trustees shortly after. **Noted**

### **2.3.2 FOR INFORMATION – Monthly Update – Economic Development Reserve Fund – July/August 2021**

The Finance Manager advised that the allocation has been made for the fund as per the agreed budget and the issue has been addressed with the Chair of Economic Development Committee and Project Support Officer so the fund can be reviewed. **Noted**

### **2.3.3 FOR INFORMATION – Monthly Update – Management Accounts – July/August 2021**

The Finance Manager advised there is a significant increase on projected surplus budget for the year. **Noted**

*09:27 am Mr Snowden Joined the Meeting*

**03/11/2021**

## **External Transport, Economy and Renewable Energy**

### **3.1. Update on The Runway Rehabilitation Project.**

Confidential report from Strategic Advisor on Integrated Transport dated 15<sup>th</sup> November 2021 **tabled and noted.**

### **3.2. The Seasonal Passenger Ferry Position in 2022.**

Confidential Report from Strategic Advisor on Integrated Transport dated 15<sup>th</sup> November 2021 **tabled and noted.**

**3.3. Air Alderney Update.**

Confidential report from Strategic Advisor on Integrated Transport dated 15<sup>th</sup> November 2021 **tabled and noted.**

**3.4 The AGCC Economic Research Report - Update report from Mr Snowdon tabled and discussed.**

Mr. Snowdon had submitted a report dated 2012 to the P&F agenda and acknowledged that there is now a more recent report produced in 2015. It was also suggested that a meeting should take place with Susan O'Leary to discuss the item. Mr Kelly requested a comment be made saying that P&F are grateful to the AGCC relating to the fact that their profits are going to be greater this year than forecast.  
**Noted**

**3.5 ACRE Update – Report from Mr Snowdon tabled and discussed.**

This item was deferred, and it was suggested by the Strategic Financial Advisor that members should be updated privately in a separate briefing as it should be treated as confidential. A secondary briefing was proposed thereafter. **Noted**

SFA

04/11/2021

**Legislation, Conventions & Policy**

**4.1 AHA Rent Increase – 2022**

Mr Jenkins queried the raise in line with RPIX. Mr Kelly, in response, stated that the AHA is a Not-for-Profit organisation and outlined that monies obtained by the rent increase are utilised to maintain the properties of the AHA

**The Policy & Finance Committee resolved (Mr Snowdon abstained) to note the proposed AHA rent increase and asked the Chief Executive to confirm approval to the AHA.**

CE

**4.2 A New Anti-Money Laundering/Combatting the Financing of Terrorism Forum – Draft Policy Letter - FOR RATIFICATION**

**The Policy & Finance Committee resolved to ratify the support for the proposals and have no further comments.**

**4.3 Change in Authorisation Status of the Covid-19 Vaccine Pfizer Biontech – Letter of Proposal - FOR RATIFICATION.**

**The Policy & Finance Committee resolved to ratify the support for the proposals and have no additional comments.**

**4.4 Proposed Standards for Estate Agents – Consultation with Alderney – Provided by SOG – Draft Letter from Law Officers tabled and considered.**

It was noted that there had been no response from local (Alderney) estate agents on the proposal.

Ms. Burgess asked whether the Committee had been made aware of feedback provided by Guernsey Estate Agents.

It was requested that the Head of Government Support requested a summary of comments from States of Guernsey and for that to be provided as information for noting.

**The Policy & Finance Committee resolved (Unanimously) to support the proposals in the policy letter.**

HoGS

**4.5. Expressions of Interest for the use of the Nunnery**

The Project Support Officer provided a verbal update on the progress of the item and advised he was liaising with Alistair Forrest to produce a press release to accompany the Expressions of Interest Document that had been drafted. The Expressions of Interest document is due to be available after the festive season.

Mr. Kelly expressed his disappointment that this is taking too long to resolve, and the re-renting of the one-bed-flat has not been looked at or resolved.

Ms. Burgess suggested that States Works Department check the current standard of the larger property but highlighted that the one-bed-flat is in good order.

**The Policy and Finance Committee resolved for The Chief Executive to report back to the Committee on offering a short-term rental (no more than 6 months) of the one-bed-flat to the Alderney Housing Association.**

CE

**4.6. Companies (Alderney)(Amendment) Ordinance 2021**

The Committee was presented with the Companies (Alderney)(Amendment) Ordinance, 2021 alongside a report submitted by the Greffier after working with the Director of Financial Crime Policy in the States of Guernsey in relation to what information the Alderney Registry should obtain from Alderney Companies.

**Proposed by Mr Abel**

**Seconded by Mr Gentle**

**The Policy & Finance Committee resolved (Unanimously) to approve that the companies (Alderney) (Amendment) Ordinance, 2021 should be provided to the States of Alderney for consideration and Approval.**

Billet item

**4.7. Concluding The FREE Trade agreement with Australia – Confidential letter tabled and noted**

**4.8. Alderney Property Tax Tariffs 2022 – Report from Head of Finance**

A Report and Ordinance tabled by The Head of Finance outlined the new tariffs for Alderney Property Tax.

**The committee resolved to recommend that the States agrees the Alderney Property Tax (Amendment) Ordinance, 2021.**

Billet Item

**4.9 Occupiers Rate Report 2022 – Report from Head of Finance**

Following the introduction of Alderney Property Tax in 2021, which replaced the TRP and Occupiers rate, for which, the enabling legislation remains in force and in order to comply with the requirement of this, it was recommended a zero rate should be agreed by the States.

**The Policy & Finance Committee resolved to recommend that the States agrees the Occupiers Rate (Level for 2022) Ordinance 2021.**

Billet Item

**Break 10:20 – 10:30**

**Mr Roberts Joined the Meeting at 10:40**

**4.10 Route De Souffrance Report-Report tabled by the Chief Executive Office, dated 23<sup>rd</sup> November 2021.**

This item was discussed at a briefing for the Policy & Finance Committee on 18<sup>th</sup> November after law officer advice had been sought, with a recommendation relating to a two-phase project on the remapping of the island to outline Route de Souffrances, and for Law officers to further advise on drafting of Legislation.

**The Policy & Finance Committee resolved to agree that this is a priority project and therefore support the implementation of costings and timescales being investigated and presented to a future meeting.**

**(Mr Carter stated he did not see it as a priority project.)**

CE Office - DL

05/11/2021

**Items for Development/Discussion**

**5.1. Alderney Sports Foundation Sports Facilities Independent Report – Tabled and discussed.**

Mr Snowdon spoke to the independent report tabled which highlights the understanding that the project is not part of the Guernsey Government Workplan and that there is a strong case that the sports facilities are not just required for St. Anne's school but also to attract a working age group.

**The Policy and Finance Committee resolved to approve;**

- **For a public letter of thanks to be sent Alderney Sports Foundation for their hard work and report;**
- **To request The Foundation give a presentation to Alderney States Members, and where possible, meet jointly with States of Guernsey Committees for Education, Health & Social Care, Economic Development and Policy & Resources; and**
- **For the Chief Executive to identify a resource to provide project scope and outline costings for the Sports Foundation option.**

CE

**5.1.1 Swimming Pool Report – Report Tabled by Bill Abel - Tabled and Noted**

Confidential Item

**5.2. AHA Social Housing Strategy**

Mr Snowdon stated that for the last three people's meetings, it had been highlighted that there should be some engagement with the Alderney Housing Association on the delivery of their strategy.

Mr Kelly suggested the Alderney Housing Association hold an open day to enable one to ones if people have questions to ask any members of the AHA Board.

**The Policy and Finance Committee resolved that the Chief Executive suggests to the Alderney Housing Association to consider holding an open day to provide information for the public.**

CE

**5.3 Open Policy and Finance Committee Meetings – policy/procedure/venue**

The Committee discussed moving forward with open meetings. It was requested that Policy and Finance Committee would use the Court house for open meetings, there was a rebuttal to this request.

**The Policy and Finance Committee resolved for the Chief Executive to provide the Greffier with feedback from the discussion on usage of the Court for Policy and Finance Committee open meetings.**

CE

**5.3.1 Rules of Procedure for Committees note – Report from Mr Kelly tabled and considered.**

Mr Kelly suggested that should Policy and Finance Committee move to open meetings, rules 17 & 19 of the Rules of Procedure for Committees are in opposition to that and proposed that there should be an amendment made to rule 17 and that rule 19 should be abolished. Law Officer advice is being requested on wording and/or deletions of Rules of Procedures.

*\*The proposals listed in Mr Kelly's report shall now be called point A and point B.*

**The Policy and Finance Committee resolved (Mr Roberts Against) for the Chief Executive to provide the Committee with Law Officer advice and in the meantime the Policy and Finance Committee agreed, in principle, that until Law Officer advice is received;**

- A. Rule 19 be abolished  
and**
- B. If the two proposals are agreed that the Chairman of Policy and Finance Committee place both propositions onto the December's Billet.**

CE

**06/11/2021 Items for Future Billet Submission**

**6.1 Environmental Policy Report for Information (est. January 2022)**

Mr Carter to circulate document prior to Billet submission.

*Proposed by Mr Carter*

*Seconded by Ms Burgess*

**6.2 Annual Committee Reports for Information – P&F/GSC/BDCC/SoG**

Mr Abel circulated the Policy and Finance Committee report prior to the meeting and Ms Burgess has provided Mr Abel with the Economic Development Sub-Committee report to include in the P&F report.

The report for Building Development Control Committee has been submitted to the President by Mr Gentle.

**6.3 Intellectual Property Regulations – For Noting**

- The European Union (Performers' Rights) (WPPT) (Brexit) (BoG) Regulations 2020 - The European Union (Copyright) (Marrakesh Treaty) (Brexit) (BoG) Regulations 2020 –
- The European Union (Patent Co-operation Treaty) (Brexit) (BoG) Regulations 2020 –

- The European Union (Registered Designs) (Hague Agreement) (Brexit) (BoG) Regulations 2020 –
- The Copyright (BoG) (Amendment) Ordinance 2021 - The Copyright (Prescribed Libraries, Archives, Museums and Galleries and Copying of Copyright Material) (BoG) Regulations 2021

**All noted.**

**6.4 Single Use Plastics – for future Billet to be determined once status update received**  
Ms Burgess advised that she is working with Catherine Veron on the Item and that it is not prepared for the December Billet. It was also advised that consultation with stakeholders was to begin once again and that there is a plastic group workshop in December. Item for Submission by March 2022. **Noted**

## **PART 2**

### **07/11/2021 Any Other Business<sup>1</sup> For Information & Noting**

#### **7.1 Committee Meeting Dates 2022 V2**

The Committee was provided with Version 2 of the Committee meeting dates for 2022.

Mr Roberts highlighted that eight of the twelve 2022 P&F meetings Clash with Guernsey States meetings.

**The Policy and Finance Committee resolved for The Policy and Finance Committee meetings in 2022 to be held on Mondays i.e., 2 days before the listed Wednesdays, and for the schedule to be revised accordingly and to brought back to P&F for noting at its December meeting.**

CE

#### **7.2 Change of Policy and Finance Committee meeting Date for December 2021 to Tuesday 14<sup>th</sup> December 2021**

The Committee discussed moving December P&F to Tuesday 14<sup>th</sup> as opposed to Thursday 16<sup>th</sup> as this is the same day as the States Meeting.

**The Policy & Finance Committee resolved to keep the schedule as is.**

#### **7.3.1 IHRA Survey Questionnaire V8 – Questionnaire from Government Support officer tabled. For Noting**

Mr Gentle suggested that there should be notification at the top of the survey questionnaire, that there is a comments box at the bottom of the survey questionnaire. Mr Snowdon proposed that question 1 should be removed from the questionnaire prior to deployment.

**The Policy and Finance Committee resolved;**

- **for the questionnaire be modified to include on the front-page clear direction to use the comments box on the last page; and**
- **to remove question 1 from the questionnaire. (Mr Kelly abstained, Ms Burgess & Mr Carter against)**

### **7.3.2 Proposed Questionnaire Timeline**

A Report was submitted by the Project Support Officer including a proposed timeline for the questionnaire **Noted**.

#### **IHRA Questionnaire Proposed Timeline.**

- **25/11/21** - Present Draft Questionnaire to P&F;
- **29/11/21 (w/c)** - Amend draft as necessary;
- **3/12/21** - Deployment of;
  - Digital Survey – Survey Monkey
  - Hard copy survey to General Office
  - Fair Processing Notice
  - Press release
- **24/12/21** - Survey closes (21 days of data collection)
- **5/1/22** - Data Collated and reports presented to members of the IHRA group;
- **19/1/21** - Full report submitted to P&F agenda;
- **26/1/21** - Policy and Finance Meeting.

### **7.4 Tactical Coordination Group – Covid Update – Where we are and what next.**

A report by The Head of Government Support was tabled and noted.

Information on where we are with Covid was provided to the Committee highlighting the numbers of active cases and in what demographic those cases are present. It was noted that there were currently no cases on Alderney. There is a concern for when children start to return to Alderney from Guernsey for School holidays and as a result there may be a commencement of cases on island once again. The Bailiwick is currently exceeding what the situation was in the second wave.

Ages 12-15 vaccinations have commenced.

Mr Kelly highlighted that previously, provision was made for a twelve and under seater ferry for it to be “equipped to carry” Covid sufferers and asked whether that provision had been made once again.

**The Policy and Finance Committee resolved for Mr Kelly to research the use of boat transfer for patients to Guernsey where air transfer is not available.**

**BK**

### **7.5 Alderney Housing Association Q3 Papers**

Quarter 3 papers from Alderney Housing association Alderney were **tabled and noted**.

Mr. Abel commented that Q1 and Q2 papers were not circulated.

### **7.6 Covid Guidelines for States Offices and Buildings.**

Mr Abel highlighted the States of Guernsey has particular rules under the current “strongly recommended” guidelines and queried whether members are comfortable as it stands at the moment (guidelines for the Alderney States offices and Buildings). Mr Abel suggested to look at the framework that’s been put in place by States of Guernsey and that Policy and Finance debates and adopts hybrid meetings early in the new year.

**The Policy and Finance Committee resolved to investigate the use of Hybrid Committee Meetings (Teams / In person) early in the new year whilst considering States of Guernsey Policy on the same matter.**

**GSO**



**7.7 Further items for Billet submission.**

**The Emergency Powers (Coronavirus) (General Provision) (Bailiwick of Guernsey) (No. 13) Regulations, 2021**

*Proposed by Mr Abel*

*Seconded by Mr Snowdon*

**Billet Item**

**THE INVESTIGATION OF AIR ACCIDENTS AND INCIDENTS**

**The UK has requested the Bailiwick of Guernsey to update its legislation regarding Air Accident Investigations.**

*Proposed by Mr Abel*

*Seconded by Mr Carter*

**Billet Item**

**7.8 Employment Law**

Mr Gentle commented on the press release regarding Employment Law and has a requested a secondary press release referring to where the information on the matter can be found, on the website. **Noted**

**CE**

**7.9 Declaration of interests listed on States of Alderney website**

Mr Gentle raised under his name on the Government website, that his declaration of interest are still those of 2020 and not 2021, he has notified the Greffier of this fact. **Noted**

**7.10 States Members Laptops.**

Ms Burgess commented on States Members laptops, and her frustration at the situation and echoed Mr Carters thoughts on Training on the use of them. **Noted**

**7.11 States members Drop-in Sessions.**

Ms Burgess requested to add States Member drop-in centre appointments to the Committee Meeting dates schedule on the Alderney Government Website. **Noted**

**GSO**

***Lunch taken at 12:41***

**08/11/2021**

**Exception Reporting & Questions From Members**

**8.1 General Services Committee**

Members had received the Association of Ambulance Chief Executives (AACE) report from Mr Kelly which he commends all members to read. **Noted**

**8.2 BDCC**

Mr Gentle advised that the last planning meeting of 2021 is dated December 9<sup>th</sup>.

Mr Mckinley asked when the Land Use Plan review will take place – Mr Gentle advised that the review is taking place during 2022, the work has already commenced and is ongoing. **Noted**

**8.3 Finance Committee**

Nothing further to report.

#### **8.4 Economic Development Sub-Committee**

Nothing further to report.

The Chief Executive briefed the Policy and Finance Committee on the current status of the piece of work surrounding the Mandates, what the Project Support Officer has put together so far under guidance of the Law officers and that it has now become a larger piece of work. **Noted**

#### **8.5 Good Governance Group**

Nothing further to report. **Noted**

#### **8.6 Energy Group**

Report submitted by Mr Abel – Tabled and Noted.

Mr Abel briefed the Committee on the recruitment of the two non-voting members and the inclusion of a representative from Guernsey as an observer. He reported that the Catapult Contract had been finalised and the project kick-off was planned in the coming week. **Noted**

#### **8.7 Marina Group**

It was noted that the Marina Group is an advisory Group to the Chief Executive - The Marina Advisory Group.

The Chief Executive provided a verbal update on the Marina Proposal and suggested to meet with Braye Harbour Development Limited, face to face, and to state that in principle, the States of Alderney is supportive of a marina development in Braye Bay. **Noted**

#### **8.8 Island Plan Group**

Report submitted by Mr Carter – Tabled and Noted.

Mr Carter advised that the Island Plan Group would be meeting in the week commencing 29<sup>th</sup> November to discuss the findings of the survey and that the tabling of the final plan document will be moved to January due to the volume of responses received and the additional analysis required. **Noted**

#### **8.9 Housing Task Group**

Report submitted by Mr Jenkins – Tabled and Noted.

Mr Jenkins provided a verbal update to the Committee highlighting that a non-voting member had been appointed to the group and that the group is to meet twice monthly. **Noted**

09/11/2021

#### **Reporting by Representatives**

##### **9.1 Alderney Representatives Update**

Mr Snowdon provided a verbal update to the Policy and Finance Committee highlighting the following areas:

- CCA
- GST still very much on the table, resolution to have a look at the shopping basket exercise;
- Aurigny Presentation with STSB December 9<sup>th</sup>.

**Noted**

##### **9.2 AeGL Update**

Mr Kelly provided a verbal update to the Committee.

The expected Financial distribution to the States of Alderney for 2021 is likely to be 15% to 25% higher than forecasted at the start of the year, this trend of growing licensee activity level and themes is likely to continue strongly into 2022 and beyond,

with the AGCC expecting a return for 2022/23 to be higher than it has been in the last ten years. **Noted**

**9.3 AEL Update**

Mr Gentle advised the AEL has a Board meeting in 2 weeks' time.

**Noted**

**9.4 AHA Liaison Update**

Ms Burgess provided a verbal update on the latest meeting which occurred on the 16<sup>th</sup> of November. Areas which need to be considered are;

- procedures as a result of the changing housing market.
- Confidentiality matters after recent events.
- Key workers / essential / critical workers needs clarification which is an area that the Housing Task Group will be working on.

**Noted**

**Meeting closed: 15:40**

**Signed: Bill Abel**

**Date: November 2021**