

Comité des Connétables

Minutes of the meeting held on
Monday 15th June 2015
at the Parish Hall, St John.

Present:

Connétable de St Clément - L. Norman, Chairman
Connétable de St Pierre - J. M. Refault, Vice Chairman
Connétable de St Laurent - Mrs D. W. Mezbourian
Connétable de Ste Marie - Mrs J. Gallichan
Connétable de St Ouën - M. J. Paddock
Connétable de St Brélade - S. W. Pallett
Connétable de St Martin - M. P. S. Le Troquer
Connétable de St Sauveur - Mrs S. A. Le Sueur-Rennard
Connétable de Grouville - J. E. Le Maistre
Connétable de St Jean - C. H. Taylor
Connétable de la Trinité - P. B. Le Sueur

An apology for absence was received from the Connétable de St Héliér - A. S. Crowcroft.

In attendance:

Mrs S. R. de Gruchy, Secretary

Non-exempt (public) under Freedom of Information (Jersey) Law 2011

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| Minutes | 1. The minutes of the meeting held on 18 th May 2015, having been previously circulated, were taken as read and were confirmed. |
| Public Records (Jersey) Law 2002 - Retention Schedule | 2. The Comité recalled that the Public Records (Jersey) Law 2002 required each Parish to have a signed-off retention schedule. The Comité approved a Parish Retention Schedule prepared following discussion between the Parish Secretaries and the Head of Archives and Collections, Jersey Archive, and noted that this would be reviewed in 2019. |
| Liberty Bus / Les Quennevais School project | 3. The Comité received the Director of Learning for Key Stage 3 at Les Quennevais School who outlined a project called 'Liberating Travel' involving LibertyBus and routes to the west of the island which would link to the Literary Festival. The project would involve year 7 students who would create interactive content inspired by great literature which reflected the local areas that surrounded the bus route. Over time artefacts placed permanently on the route would provide interest for locals and tourists and would also raise awareness of classical literature and the beauty and uniqueness of each parish. The Connétables gave their support to the project and requested that artefacts should include the Parish crest and that the Director liaise with the relevant Connétable concerning the placement of signs and artefacts. The Comité also invited students to contribute an article to the relevant Parish magazine concerning the project. The Director was thanked for attending and then withdrew. |
| Comité des Connétables – States question | 4. The Comité considered a written question to the Chairman of the Comité des Connétables by Deputy S Y Mezec asking what consideration, if any, had been given to holding meetings of the Comité des Connétables in public. The Comité approved a reply |

re meetings in public to advise that it must be able to have full and frank discussions on a range of matters as it came to a decision and had therefore decided not to hold meetings in public but that the minutes were prepared so that all items which were non-exempt under the Freedom of Information (Jersey) Law 2011 were, following approval, published on the parishes' website at www.parish.gov.je .

Freedom of Information (Jersey) Law 2011

5. The Comité, with reference to its minute no. 10 of 18th May 2015, considered a briefing paper concerning the implementation of the Freedom of Information (Jersey) Law 2011 for the parishes and the handling and logging of FOI requests. The Comité recalled that it had agreed the principle of a central FOI unit to log requests and forward these to the relevant parish(es) and had subsequently accepted the suggestion that the States CFU might act as this central unit. The Comité's attention was drawn to the role of the CFU and that, for the States, it was the responsibility of each department to maintain a separate log of each request so that the handling process was recorded, including documents reviewed to prepare the response, and the CFU had confirmed parishes should likewise maintain a separate log. A system currently used by a States Department had been identified as being suitable to provide such a log and the Comité gave its support to this being acquired and administered from the Comité's office on behalf of all parishes by a small group of parish staff. The Comité considered that if this system was acquired, to avoid duplication, parish FOI requests should not be logged in the States CFU.

The Comité then considered a briefing paper prepared by the CFU covering the following issues:

- a) Letter to suppliers advising that information might need to be provided so that a parish might respond to an FOI request - the Comité agreed that each Connétable would determine to which of his/her parish suppliers he/she would write
- b) FOI article for parish magazines/newsletters - the Comité agreed that it was for each Connétable to liaise with the magazine/newsletter editor regarding publication
- c) FOI leaflet – the Comité requested that a revised draft referring to parishes be circulated for approval
- d) Parish contact details – the Comité agreed that each Connétable should identify, for his/her parish, the officers who would handle requests and the sign-off process prior to a response being issued
- e) Governance – the Comité agreed that further consideration would be given to governance issues and data sharing between the parishes.

LICAR – e-parish enhancements and licence printing

6. The Comité, with reference to its minute no. 6 of 20th April 2015, discussed the budget for the LICAR (driving licence) system for 2015/16. The Comité decided that, having regard to other work being undertaken, enhancements to provide an on-line delivery of services were unlikely to be achieved in the 2015/16 financial year and a budget for this work was not required. The Comité discussed the materials and equipment required for the printing of driving licences and requested that a summary setting out the likely 2015/16 budget be circulated for consideration.

draft Housing Strategy

7. The Comité welcomed the Minister for Housing, the Principal Planner and the Project & Research Officer, Strategic Housing Unit, Chief Minister's Department, and received a presentation on the draft Housing Strategy. The Housing Strategy set out the vision for housing in Jersey and built on the Strategic Plan and the Island Plan. The aim of the strategy was to ensure that all islanders lived in secure, good standard and affordable homes and would be supported by a number of key objectives namely to:

- Increase the supply of affordable homes
- Make the best use of existing resources

- Improve housing standards, and
- Create strong neighbourhoods and communities.

The Comité's comments were invited prior to the public consultation which would be undertaken in due course. The Comité commented on the cost and spatial impacts of requiring all new dwellings to accommodate disabled persons and whether, for smaller units, it might be sufficient for only a percentage to be compliant. The policy of requiring an 80:20 split for social rental:home ownership was also queried against the States policy of encouraging home ownership; and it was noted that mixed developments of social/private housing were more successful when sufficient open space was incorporated in the design. The Minister for Housing advised that Regulations had still to be drafted to cover social housing providers and Connétables would need to consider whether the parishes wished to be part of that regulatory framework – the Minister would consult the Comité on this in due course.

Following discussion the delegation was thanked for attending and then withdrew.

Next meeting

8. The Connetable of St John was thanked for his hospitality and the Comité noted the next meeting would be on 13th July 2015.

Chairman*L Norman*..... Date*13/07/2015*.....