

Privileges and Procedures Committee

Machinery of Government Sub-Committee

(16th Meeting)

4th April 2025

**Part A (Non-Exempt)**

All members were present, with the exception of Deputies H.L. Jeune of St. John, St. Lawrence and Trinity, Vice Chair, and R.L. Kovacs of St. Saviour, from whom apologies had been received.

Deputy T.A. Coles of St. Helier South, Chair  
Deputy L.V. Feltham of St. Helier Central  
Connétable K. Shenton-Stone of St. Martin  
Deputy M.R. Scott of St. Brelade

In attendance –

Y. Fillieul, Assistant Greffier of the States, Chamber and Members' Support  
J. Hales, Research and Project Officer, States Greffe  
E. Patterson, Assistant Secretariat Officer, Specialist Secretariat, States Greffe  
C. Tucker, Assistant Secretariat Officer, Specialist Secretariat, States Greffe

Note: The Minutes of this meeting comprise Part A only.

Minutes. A1. The Minutes of the meeting of 14th March 2025, having previously been circulated, were taken as read and were confirmed.

Ministerial role profiles. A2. The Sub-Committee, with reference to its Minute No. A3 of 14th March 2025, received an oral update from Deputy T.A. Coles of St. Helier South, Chair, in connexion with Ministerial role profiles.

It was recalled that the importance of providing clarity on Ministerial role profiles had been noted and that it had been suggested that the provision of more robust frameworks and guidance on Government structure would achieve this. Although information regarding Ministerial roles was available on the Government of Jersey website, a review of the structuring and presentation of this information would be beneficial in ensuring that all explanations were clear and accessible. It was noted that the provision of clear role descriptors for Assistant Ministers would prove more challenging, due to the discretion of Ministers in dictating how they wished to be supported. It had been suggested that, upon election, Ministers could provide their Assistant Ministers with a letter outlining their role to provide additional clarity.

The Sub-Committee was advised that Deputy C.S. Alves of St. Helier Central had expressed interest in defining non-Ministerial role profiles, in her capacity as Chair of the Political Awareness and Education Privileges and Procedures (PPC) Sub-Committee. It was noted that Deputy Alves had been advised of the ongoing work of the Sub-Committee in defining Ministerial roles and that it had been agreed that this work would be expanded to include non-Ministerial role descriptors, to avoid duplication of work amongst the PPC Sub-Committees.

The Assistant Greffier of the States, Chamber and Members' Support, advised that work had been undertaken to produce a 'master document' on behalf of the PPC which would include a variety of role profiles, as noted above. It was noted that, once the document was completed, it would be presented for consideration by the PPC.

Having considered the foregoing, it was agreed that further visual aids be included in the document to demonstrate the potential roles available to all States Members upon election. Further discussions surrounding the possibility for elected Members to shadow Ministers and Assistant Ministers were explored to increase transparency within Government roles. It was proposed that officers communicate with the Digital and Public Engagement team at the States Greffe to ascertain the feasibility of producing video materials to outline the roles of Ministers and Assistant Ministers for prospective candidates.

Work  
programme.

A3. The Sub-Committee, with reference to its Minute No. A4 of 14th March 2025, considered its ongoing work programme, which had been informed by the recommendations set out in the final report of the Democratic Accountability and Governance Sub-Committee (DAGS) (R.23/2022 referred).

It was recalled that previous discussions had focused on the DAGS recommendation relating to the creation of a Cabinet Office function *via* the merging of the Ministerial Support Unit and the Strategic Policy, Planning and Performance Department (SPPP). It was noted that the formation of the Cabinet Office (which had been achieved by combining the Chief Operating Office, the Office of the Chief Executive and SPPP) was not what had originally been envisaged. Further concerns had been raised in connexion with the fluidity of this structure, and it was noted that future changes would be dependent on the will of the appointed Chief Minister. It was agreed that a letter be drafted to the Chief Minister requesting that an updated organisational structure chart of the Cabinet Office be shared with the Sub-Committee to provide further clarity.

Having considered the foregoing, it was proposed that this matter remain on the work programme as an ongoing item for discussion. Furthermore, it was agreed that this recommendation would form part of the Legacy Report for the consideration of subsequent iterations of the Sub-Committee based on changing Government structure.

The Sub-Committee noted the position.

Lobbying Law  
and Register.

A4. The Sub-Committee, with reference to its Minute No. A2 of 14th March 2025, received an oral update from Deputy T.A. Coles of St. Helier South, Chair, in connexion with the proposed Lobbying Law and Register.

It was recalled that that the introduction of a Lobbying Law and Register would increase understanding regarding lobbying procedures amongst States Members, Government, individuals and groups, and enhance transparency within the States Assembly. Having considered the benefits of the proposed Law and Register, it had been agreed that a finalised comments paper would be sent to the Privileges and Procedures Committee (PPC) for consideration.

Deputy Coles proposed that the draft comments be shared with the remainder of the Sub-Committee for its review in advance of the PPC meeting of 28th April 2025. A

further update would be provided by the Deputy subsequent to this meeting.

The Sub-Committee noted the position.

Legacy report.

A5. The Sub-Committee received an oral update from the Assistant Greffier of the States, Chambers and Members' Support, in connexion with its legacy report.

The Sub-Committee was advised that, having discussed the matter internally at the Greffe, a legacy report would be produced in quarter one of 2026. It was noted that this followed previous timelines for Scrutiny Panels and other bodies and would ensure that the comments of the current Sub-Committee would be outlined and relayed to future iterations of the Sub-Committee following the 2026 public election.

The Sub-Committee noted the position.

Written  
Questions:  
105/2025 and  
156/2022.

A6. The Sub-Committee received and noted 2 Written Questions (WQ.105/2025 and WQ.156/2022 referred), which had both been addressed to Connétable K. Shenton-Stone of St. Martin, in her capacity as Chair of the Privileges and Procedures Committee (PPC), by Deputy M.R. Scott of St. Brelade.

The Sub-Committee noted that Deputy Scott's Written Questions had asked whether the Chair of the PPC would commit to amending the Standing Orders of the States of Jersey to require the Chief Minister to disclose the identities of Ministers and Assistant Ministers prior to the nominations process for Scrutiny Panel Chairs, and whether this would be implemented prior to the 2026 public election.

Some confusion arose surrounding the timeline of electing Ministerial roles and Scrutiny Chairs, and the Sub-Committee requested that the current processes for the same be clarified and visualised for further discussion. Deputy T.A. Coles of St. Helier South, Chair, requested that this item be added to the agenda for the next Sub-Committee meeting.

Date of Next  
Meeting.

A7. The Sub-Committee noted that, due to scheduling conflicts, the next meeting, due to be held on 7th May 2025, would be re-scheduled to be held on 16th May 2025, at 11.00am in the Le Capelain Room.