



Privileges and Procedures Committee

Constituency Office Sub-Committee Agenda

Date: 6th April 2023
Time: 14:00pm – 15:30pm
Venue: Le Capelain Room

The meeting is closed to the public under Standing Order 130(6) of the States of Jersey

1. To receive apologies for absence.
2. To approve the minutes of the meetings held on the 23rd February 2023.
3. To determine the Sub-Committee's quorum.
4. To receive a paper on the informal consultation with States Members regarding each constituencies' required needs.
5. To receive a paper regarding potential sites for constituency offices.
6. To receive a draft Job description for a Constituency Support Officer.
7. To discuss the constituency casework journey i.e., what happens when Members receive emails/phone calls from constituents.
8. To consider and approve the future meeting dates for 2023.