
STATES OF JERSEY



MEMBERS' AREAS AND FACILITIES WITHIN THE STATES BUILDING: CONDITIONS OF USE

Presented to the States on 10th March 2015
by the Privileges and Procedures Committee

STATES GREFFE

REPORT

1. Introduction

The facilities in the States Building that are provided at public expense for all States Members are made available to assist Members in undertaking their political duties. It is, therefore, essential that they are not used for other purposes or in a way that interferes with the ability of all Members to use the facilities for their intended purpose.

2. General

Subject to the exceptions set out below, the facilities must only be used for purposes directly related to Members' individual political duties. Access to the States Building is generally restricted to Members and employees of the States Greffe and Royal Court with States Building passes. Outside organisations such as interest groups, charities and political lobbying groups are allowed to access the building, but only if they are admitted, accompanied and escorted at all times by an elected Member. The ushers must be notified in advance if an outside group is to be admitted to the building. If the presence of an usher is considered necessary to ensure adequate security, a charge may be levied. Any meetings of outside groups taking place within the States Building must in no way prevent or inhibit free access to and use of the building by States Members. Members are responsible for their visitors while they are on site.

Members must ensure that all exterior doors into the States Building are securely closed after entering or leaving the building. Under no circumstances must any exterior door be left open to allow access. Members who introduce constituents or other visitors into the building must make appropriate arrangements to meet them at the external door and then escort them back to the door to ensure that they leave the building and that the doors are secure. Members are responsible for any guests that they allow into the building and must take care to ensure that no guests enter other parts of the building alone.

The States Building must not be used by Members or outside groups for any activities related to the planning, organisation or execution of an election campaign.

3. Small interview rooms

The 2 small interview rooms are provided for Members to hold meetings with a small number of colleagues, constituents or other members of the Public. The meeting rooms have a capacity of between 6 to 8 people, and this capacity must not be exceeded at any time. Members should take care in relation to their own security, particularly out of hours, when meeting constituents or members of the Public in these rooms.

4. Members' Communication Room and Locker Room

These 2 rooms that contain computers and other equipment and Members' lockers are exclusively for use by States Members. No-one else is permitted to enter the facilities or use them at any time, even if accompanied by a Member.

The facilities are provided for shared use by all Members, and Members must not therefore purport to have exclusive use of a desk or workstation in this area. Lockers are available to Members who wish to leave papers and other personal belongings in the Members' area. Members are expected to keep the facilities tidy and should ensure that they are left in a clean and orderly state when leaving the room.

5. Large 'Lunch' Room

This room is normally for the exclusive use of States Members and will occasionally be booked for meetings of Members when no other large enough room is available. In these circumstances, Members will be notified that the room is to be used for a meeting so that those wishing to access the Communications Room are aware. No use will be allowed of the meeting room that in any way prevents or inhibits free access to and from the Communications Room for Members.

6. 'Quiet' common room

This room containing comfortable chairs is for the exclusive use of States Members, although Members may introduce a small number of constituents or other members of the Public for informal meetings. The normal rules on use of the facilities solely for purposes associated with a Member's States duties apply. As the room is available equally to all Members at all times, the 2 interview rooms will normally be more appropriate to use for meetings with constituents, etc. Members may allow a small number of family members or close friends to remain in the room if, for example, they are waiting for a Member who is working in the Communications Room.

7. Photocopier and other equipment

In accordance with the general principles of usage, the photocopier and other equipment must only be used for purposes directly related to Members' States duties. The photocopier is provided to assist Members with small quantities of printing and copying, and is not designed for very large volumes of copying. Members who have a genuine need for large numbers of photocopies (for example background documents to distribute during a debate) should contact the States Greffe so that appropriate arrangements can be made. The photocopier must never be used for copying election material for a Member himself or herself or for any other candidate.