

# Chairmen's Committee

## Record of Meeting

Date: 9th July 2013

Present	Deputy T.A Vallois, President Deputy J.G. Reed, representing Corporate Services Scrutiny Panel Deputy J.M. Maçon Deputy K.L. Moore Connétable S.W. Pallett, representing Economic Affairs Scrutiny Panel
Apologies	Deputy S.G. Luce, Vice-President Senator S.C. Ferguson Deputy J.H. Young
Absent	
In attendance	Mrs K. Tremellen-Frost, Scrutiny Manager

Ref Back	Agenda matter	Action
	<b>1. Minutes of previous meetings</b>  The records of the meetings held on 11th, 14th, 19th, 27th June and 2nd July 2013 were approved and signed.	
	<b>2. Minutes of this meeting</b>  It was agreed that, given that the next meeting of the Committee was after the summer recess, that these minutes would be circulated electronically for approval so that they could be uploaded to the website.	
<b>510/1(77)</b>	<b>3. Ministerial Information prior to debates in States Assembly.</b>  The Committee considered an issue raised by the Corporate Services Scrutiny Panel in relation to all material being available prior to debates in the States Assembly to provide sufficient time for Members to be fully conversant with all the facts. It was noted that Scrutiny Panels made every effort to present its reports to the States in sufficient time for them to be read by States Members prior to debate but it was also noted that Ministerial Responses were not always available prior to debate.  Notwithstanding the fact that the ideal situation would be for all States Members to have full information prior to debates, the Committee considered there was little it could do in respect of timing its reports to afford time for the Ministerial Responses to also be available prior to debates. The main reason for any delays was that frequently Ministers did not meet their planned target deadlines and factor in sufficient time for Scrutiny. The Committee agreed that reviews in this term of office had had an impact on policy development and implementation.	
<b>27.06.13 Item 1  510/1(3)</b>	<b>4. Questioning Training</b>  The Committee evaluated the questioning training provided by H.M. Solicitor General which had taken place during June. It was noted that all returned feedback forms had been praiseworthy and had commented on how useful the course had been. The only criticisms had been that the first practical session was too rushed to provide feedback at the end, that there	

	<p>had been no access to H.M. Solicitor General until the very end of the entire questioning process and that feedback from the video footage had not been given due to lack of time.</p> <p>The Committee noted that the first practical session had been amended for the second session so that feedback was given to the questioners immediately after each witness. There was also a time limit imposed on each questioner and the session was not video-recorded as this had proved unnecessary. The Committee also noted that H.M. Solicitor General himself had commented that these changes made the second session more focussed and the methodology made it more beneficial from a teaching/learning perspective than the first.</p> <p>It was agreed that the next questioning training was likely to be at the start of the next term of office.</p>	
	<p><b>5. Panel Activity Reports</b></p> <p>The Committee noted the Scrutiny Panels' Activity Reports.</p>	
515/28	<p><b>6. Digital Skills</b></p> <p>The Committee noted difficulties being experienced by a Sub-Panel of the Economic Affairs Scrutiny Panel in respect of gathering information for the above review. On one hand the Sub-Panel had been advised that the Minister would be signing off the Ministerial Decision for the above strategy at the end of June but had subsequently learnt that no work has yet been undertaken on the matter.</p> <p>The Committee suggested that the Minister for Education, Sport and Culture should be questioned about this matter at a public hearing. It was also agreed that the President should discuss this issue with the Chief Minister at their next meeting.</p>	TV/ KTF
21.05.13 Item 9  510/3(5)	<p><b>7. Newsletter</b></p> <p>The Committee recalled that it had previously agreed to the production of an autumn/winter newsletter but that it had also requested costs for printing on-Island.</p> <p>The Committee noted the costs for both on-Island and off-Island printing with on-Island printing being slightly more expensive, however, the Connétable of St. Brelade advised that he had approached a printing company which had quoted a cheaper price than that cited in the Committee paper. The Committee also considered the weight and type of paper which would be used, noting that on-Island would be a Gloss paper as opposed to the more matt finish of Silk which had been used for previous newsletters. It was noted that some readers could have difficulties with Gloss paper as it could make it more difficult to read.</p> <p>The Committee agreed that further investigation into the costs for on-Island printing should be undertaken in the first instance but agreed that the importance of on-Island printing in terms of value to the local economy outweighed other matters and agreed to the principle of using a local printing company.</p>	KTF
22.01.13 Item 14  1443(1)	<p><b>8. Comptroller and Auditor General</b></p> <p>The Committee welcomed the Comptroller and Auditor General to the meeting who gave an explanation of her rôle, information about the</p>	

	establishment of her office, her planned work programme and relationship with Scrutiny Panels, the Public Accounts Committee and other bodies.	
<b>510/1(15)</b>	<b>9. Financial Report – 2nd quarter</b> The Committee received and noted the second quarter financial report.	
<b>510/1(11)</b>	<b>10. Financial Support for Scrutiny</b> The Committee considered whether the drawing up of a contract with a local firm of accountants would be beneficial to the Scrutiny Panels. It was noted that this did not apply to the Public Accounts Committee as it had access to the staff of the Comptroller and Auditor General.  There was some uncertainty about the value of a contract with one particular firm as the work required would be subject specific and may not necessarily be within the skill area of that firm. It was agreed that it would be more useful to have a list of accountancy firms which would be content to undertake some work for Scrutiny and information about the areas of expertise of each.	<b>KTF</b>
<b>11.06.13 Item 3 510/1(79)</b>	<b>11. Departmental Workflow template</b> It was noted that the Chief Executive had instructed all Chief Officers to ensure that the Scrutiny work programming template be completed and forwarded to the relevant Scrutiny Officer by the start of the summer recess.	
	<b>12. Future meetings</b> Chairmen's Committee 17th September 2013, 9.30am-11.30am	