



| States Assembly

Parishes and Government Review Panel

Records of Meetings

2025

The following records of meetings have been approved by the Panel.

Signed

Helen Miles

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Chair

Deputy Helen Miles

États de Jersey



L's États d'Jèrri

Parishes and Government Review Panel

Record of Meeting

Date: 3rd April 2025

Present	Deputy Helen Miles, Chair Deputy Catherine Curtis, Vice-Chair Deputy Kristina Moore Connétable Richard Honeycombe
In attendance	Kellie Boydens, Principal Committee and Panel Officer Sarah Hopkins, Communications Officer

Agenda matter	Action
1. Welcome The Chair welcomed members of the Review Panel to the meeting.	
2. Vice-Chair The Panel agreed to appoint Deputy Curtis as its Vice-Chair.	
3. Conflicts and declarations The Panel discussed conflicts of interests, and the following was noted: <ul style="list-style-type: none">Deputy Moore declared that she held a firearms certificate. It was also noted that her husband was a member of the Comité de Cimétière. In addition, Deputy Moore's manifesto during her campaign for the elections in 2022 included addressing issues with the parish rates system.Deputy Curtis declared that she ran a grave care business and therefore had worked for the parishes.	
4. Terms of Reference The Panel noted the Terms of Reference. It was confirmed that the review would cover the civic functions of the parishes and not ecclesiastical affairs.	
5. Scoping Document The Panel noted the Scoping Document.	
6. Brainstorming The Panel received a 'Teams Whiteboard' brainstorm for the review which listed key areas to consider under each Terms of Reference. The Chair invited members of the Panel to add to the list.	
7. Next Steps The Panel agreed that a letter should be drafted to all Connétables to advise them of the review, its Terms of Reference and the Panel's intention to submit a number of questions to the parishes. In that regard, it was agreed that the parishes would be contacted with a set number of questions in tranches as the Panel was mindful that too many questions at once could be overwhelming.	

As a courtesy, the Panel also agreed that a letter should be drafted to the Chief Minister, explaining the review and including the Terms of Reference. It was the Panel's intention to write to other Ministers as the review progressed.	
8. Communications Plan <p>The Panel received a draft Communications Plan from the Communications Officer. The Panel agreed that it would be important to determine what views and opinions the public could provide during its call for evidence. In that regard, the Panel requested the officer to formulate a number of questions for the public which would be discussed at the next meeting.</p> <p>The Panel agreed that it would discuss the Communications Plan further at the next meeting once it had confirmed what questions it would pose to the public.</p>	KB
9. Future Meetings <p>The Panel agreed that its next meeting would take place on 17th April 2025 at 10am.</p>	

Parishes and Government Review Panel

Record of Meeting

Date: 17th April 2025

Present	Deputy Helen Miles, Chair Deputy Catherine Curtis, Vice-Chair Deputy Kristina Moore
Apologies	Connétable Richard Honeycombe
In attendance	Kellie Boydens, Principal Committee and Panel Officer Sarah Hopkins, Communications Officer

Agenda matter	Action
1. Records of Meetings	
The Panel approved the record of the meeting held on 3 rd April 2025.	
2. Project Plan	
The Panel noted and approved the project plan for the review. The Panel noted that, in line with the plan, it would aim to gather most of its evidence before the end of July 2025. The Panel agreed that this could take longer however, particularly due to the number of questions planned for the Parishes. In that regard, the Panel noted that its aim of presenting its final report in October 2025 could be pushed back until later in the year.	
3. Engagement Plan for the Parishes	
The Panel received a paper from the Officer regarding a plan for engaging with the Parishes. The Panel noted that it was due to request a significant amount of information for the Parishes to gather and was conscious of the need to avoid overwhelming them with these requests. In that regard, the Officer suggested requesting the information in stages, dividing it into specific topic areas.	
The Panel agreed and discussed stage 1 of the requests which included a number of questions regarding parish admin and resources as well as a number of questions on the services provided by the Parish. The Panel requested a number of minor changes and added some additional questions to the plan. The Officer advised that the changes would be made, and the questions would be recirculated for final approval. It was anticipated that the first stage of questioning would be circulated to the Parishes during the week commencing 21 st April 2025.	KB
4. Lines of questioning for stakeholders	
The Panel received a paper from the Officer which provided a number of questions for key stakeholders. The Panel agreed to discuss the questions further at a future meeting. The Panel also agreed that it may organise workshops with some stakeholders, such as the procurers, in order to gather the information required.	
5. Communications Plan	
The Panel received a draft Communications Plan from the Communications Officer. The Panel was mindful that the Scrutiny Liaison Committee had not been provided with the plan to date and requested the Communications Officer to finalise it so that it could be circulated to the Committee. The Panel agreed that a covering note to the Committee	SH/KB

should explain that it was still draft and that the Panel would decide on individual suggestions contained in the plan, such as a radio advert, as the review progressed.	
6. Future Meetings	
The Panel agreed that its next meeting would take place on 1 st May 2025 at 10am.	

Parishes and Government Review Panel

Record of Meeting

Date: 1st May 2025

Present	Deputy Helen Miles, Chair Deputy Catherine Curtis, Vice-Chair Deputy Kristina Moore Connétable Richard Honeycombe
In attendance	Kellie Boydens, Principal Committee and Panel Officer Sarah Hopkins, Communications Officer

Agenda matter	Action
1. Records of Meetings The Panel approved the record of the meeting held on 17 th April 2025.	
2. Communications Plan The Panel approved the Communications Plan and agreed that it should be sent to the Scrutiny Liaison Committee with a covering note to explain that the Panel would decide on individual suggestions contained in the plan, such as a radio advert, as the review progressed. The Panel received a number of draft questions which could be directed at the general public. These included survey type questions, open questions and questions which could be displayed on digital screens. The Panel agreed that it would undertake public facing engagement during the summer period. In that regard, it agreed that it would likely organise pop-up stands in various Parishes. In order to engage with targeted stakeholders, the Panel tasked the Officers to identify which groups it could attend such as Age Concern, Good Companions Club, Engage Jersey and any groups associated with young people.	KB/SH
3. Engagement with the Parishes The Officer advised that the first tranche of questioning had been sent to the Parishes with an initial deadline of two weeks. Several Parishes had asked for an extension due to preparations for Liberation Day. The Panel agreed that all Parishes would be provided with a 4-week deadline to send their responses to the survey.	KB
4. Future Meetings The Panel agreed that its next meeting would take place on 29 th May 2025 at 2pm.	