

***INFORMATION FOR PROSPECTIVE
CANDIDATES IN THE 2016
GENERAL ELECTION OF PEOPLE'S
DEPUTIES***



Foreword by Presiding Officer

It is a great privilege to me, as Presiding Officer of the States of Deliberation, to be invited by the States Assembly and Constitution Committee to write a foreword for this very useful document. My rôle as Presiding Officer is to maintain order, moderate debate and regulate the conduct of business throughout States' meetings. In my absence the Deputy Bailiff presides over these meetings. If he is not available, one of three Acting Presiding Officers will preside. Acting Presiding Officers are appointed by me, as Bailiff, and customarily are three of the longest serving members of the States.

This information booklet is a first of its kind and is aimed at anyone in the community who is considering standing for election to the States in 2016. In this document, candidates can find detailed information on the various rôles of a States Member and it is hoped that this will assist candidates in their decision as to whether they stand for election. Prospective candidates will also find essential advice relating to the election period, which should answer any concerns they may have.

As a States Member you would be responsible for representing the Island's Community and helping to maintain the proud autonomy of the Island. As I am sure potential candidates will read in this document, the rôle of a Deputy can be challenging yet rewarding and I hope that candidates will see it as a privilege to serve the Island as a Member of the States.

All candidates elected in May 2016 will experience a new committee structure following the reorganisation of States' affairs agreed in 2014 and 2015, with States Meetings generally being held every three weeks. Within this document, prospective candidates can find out more about the new structure, including detailed descriptions of the various Committees.

I encourage potential candidates to take the time to read this document and I do hope that they find the guidance, and the advice provided by previous Deputies, to be of great use and that it will assist them in their decision making.

I look forward to welcoming successful candidates to the Royal Court on 30th April. On that occasion successful candidates will take an oath or make an affirmation to discharge the duties of a States Member. Candidates will also take an oath or make an affirmation of Allegiance to Her Majesty Queen Elizabeth II. The first States Meeting will be on 4th May at 9.30 am; dates of further States Meetings are set out in the attached document. I would like to wish all candidates good luck in the elections.

Sir Richard Collas
Bailiff

Introduction

On the 27th April 2016, Islanders will go to the polls to elect 38 People's Deputies to sit in the States of Deliberation for the 2016-2020 political term. This document provides information for individuals who are considering standing as a People's Deputy (usually called just "Deputy") in the General Election, setting out the legislative requirements surrounding eligibility, practical considerations associated with the electoral process, and information on the experiences associated with being a States' Member.

Whilst this document seeks to provide a broad overview of some of the areas that a prospective candidate may wish to consider, it is no substitute for talking to existing States Members about their practical experiences and advice. Contact details of current States' Members may be found online at:

www.gov.gg/states_members_contact_details.



1. Standing as a candidate - key questions

Who can stand as a Deputy?

You are able to stand in the 2016 General Election, if you:-

- ✓ Are 20 years or over;
- ✓ Are ordinarily resident in Guernsey on the date of nomination as a candidate;
- ✓ Have been ordinarily resident in Guernsey for two years immediately before the date of nomination, or for five years in total at any time before the date of nomination;
- ✓ Have not been sentenced by a court in the UK, Channel Islands or Isle of Man to imprisonment for a period of six months or more, whether suspended or not, without the option of a fine, in the last five years.

States' employees and defined public officers may only take the required oaths before the Royal Court if they cease to be States' employees or public officers. For this purpose public officer means:

- the holder of any judicial office in Guernsey;
- a member of the regular armed forces;
- a member of the Guernsey Financial Services Commission;
- the Director-General of the Guernsey Financial Services Commission;
- the Director-General of Utility Regulation;
- the Data Protection Commissioner;
- the Public Trustee.

If you are in any doubt as to whether you are eligible to stand as a Deputy, you should contact the Registrar-General of Electors for advice.

How are Deputies elected?

Deputies are elected by secret ballot within electoral districts. There are seven electoral districts:-

St Peter Port North	Comprising the area of St Peter Port falling to the north of St Julian's Avenue, College Street, The Grange, Les Gravées, de Beauvoir and Les Rohais	6 Deputies
St Peter Port South	Comprising the area of St Peter Port falling to the south of St Julian's Avenue, College Street, The Grange, Les Gravées, de Beauvoir and Les Rohais	5 Deputies
South East	Comprising the parishes of St Martin and St Andrew	5 Deputies
West	Comprising the parishes of St Saviour, St Pierre du Bois, Torteval and Forest	5 Deputies
Castel		5 Deputies
St Sampson		6 Deputies
Vale		6 Deputies

How can I stand?

Nomination forms will be available from Monday 14th March at the Bailiff's Chambers and the various Constables' and Douzaine Offices. Completed nomination forms must be delivered in person to the Bailiff's Secretary between **9.00 a.m.** on Monday 21st March 2016 and **4.00 p.m.** on Thursday 31st March. Forms will not be accepted before or after that period.

Each nomination form must be signed by a proposer and seconder, both of whom must be enrolled on the Electoral Roll of the District in which the candidate is seeking election. It is not necessary for the candidate to reside in the district in which they are seeking election nor to be on the Electoral Roll. The candidate must also sign the form declaring their willingness and eligibility to hold office. If a candidate commonly uses a different name from their actual name, they can ask for this to be used on ballot papers in addition to their actual name.

You can stand in one district only.

How do candidates canvass for votes?

Between the submission of nominations and the date of the election itself, candidates canvass for votes in their district. The methods adopted by candidates are a matter of personal preference for the individual and anyone considering standing needs to consider how they think they can best communicate their key messages to the electorate.

The majority of candidates produce a manifesto which sets out what issues they care about, what they plan to do in their time in office, and what changes they would seek to make. Increasingly candidates establish an online presence, either through the establishment of a specific website or the use of social media. Additionally, some individuals opt to use advertising or display campaign material in public areas.

All districts arrange public hustings meetings where each candidate is able to make a brief opening statement, followed by questions from the audience. Additionally, the local media may arrange their own hustings.

Traditionally, many candidates have undertaken door-to-door canvassing in order to engage directly with the electorate. The Registrar-General of Electors provides walk order copies of the Roll and maps in order to assist in this process. It is worth noting that in the 2012 General Election on average districts contained 2000 households. On a basic estimate of 5 minutes per household, visiting every registered household would amount to in the region of 167 hours which needs to be completed within three or four weeks. Accordingly candidates planning to canvass primarily door to door need bear in mind the time commitment required.

Make your campaign material accessible to all

You are encouraged to make your documents as clear and readable as possible. This will allow you to reach a wider audience and not disadvantage any of the electorate. The hints and tips below are guidance on how to make your digital and printed documents more accessible. The Guernsey Disability Alliance has kindly provided the following advice.

Typeface

Your choice of typeface/font is important. Arial and Helvetica are clean and easy to read. Ideally your text would be:

- 12pt in height (2.5mm in lowercase)
- line height set to “double spaced”
- justified left
- without bold, italics and vertical type
- in sentence case (not capitals).

Design and content

A good layout and simple content can help to make print more accessible.

- split information into short sections.
- use lots of headings.
- avoid using all-capital letters.
- use ample white space in margins, around headings and between sections.

Large print

Sometimes 16pt may be needed by some visually impaired readers. Documents can be formatted to this larger text size or you can simply print the document double the size i.e. A4 to A3.

Pictures

Placing text on top of pictures can make it difficult to read. Where possible place text below images.

Colours

A good contrast between foreground and background colours in your documents can really help.

Language

Where possible use clear language. Refrain from using jargon and complex statements.

References

For more information and examples please visit the following websites:

www.gov.uk/service-manual/user-centred-design/accessibility.html

www.cnib.ca/en/services/resources/Clearprint/

www.rnib.org.uk

www.mencap.com

How much can I spend on campaigning?

Electoral expenditure is controlled by article 44 of the Reform (Guernsey) Law, 1948, as amended and the Elections Ordinance, 2015 which provides that a candidate may, during the period commencing on the day of nomination and ending on the date of the election, expend money or give value in money's worth up to a maximum of £2,300.

No candidate may spend any sum of money or obtain any value in money's worth in an election other than what is allowed by Ordinance. The cost of purchasing electoral rolls from the Registrar-General of Electors is excluded from that amount.

Although the strict effect of the Ordinance is that candidates may not incur any expenditure prior to or after the permitted period, if any expenditure has been incurred prior to that period it **must** be included in the candidate's Return of Expenditure. The Returning Officer of the District will write to each candidate regarding returns of expenditure. Returns of expenditure must be made on the form provided within 14 days.

Any candidate who contravenes, whether by himself or by his servant or agent, any of these provisions shall be guilty of an offence and shall be liable on conviction to a fine not exceeding level 5 on the uniform scale (currently £10,000) and shall, in addition, if a successful candidate, and if the Royal Court so orders, forfeit their seat.

For the avoidance of doubt, “money’s worth” means any tangible or intangible property, services or other consideration which has an identifiable monetary value. If you receive goods or services at a lower cost than their commercial value, you must record the full commercial value unless it is a commercial discount which is available to all other similar customers such as discounts for bulk orders or seasonal reductions.

Are grants available?

On 25th June, 2015 the States resolved:

that each candidate in the General Election of People’s Deputies to be held in 2016 shall be entitled to claim from the Registrar-General of Electors a grant not exceeding £600 towards the costs associated with the production and distribution of manifestos in accordance with such administrative arrangements as shall be determined by the Registrar-General of Electors

Candidates will be required to declare the actual sums spent on the production and distribution of their manifestos on the Return of Expenditure (referred to in the previous section) which they are required to send to the District’s Returning Officer. The Registrar-General of Electors will reimburse candidates following confirmation from the Returning Officer that an acceptable Return of Expenditure has been received.

Postage arrangements

Guernsey Post has advised that it will be offering two options for candidates wishing to post their manifestos. Either option will mean that the manifesto, which must weigh less than 50g and fit in an A5 envelope, is delivered over four days, Tuesday to Friday in a week of your choice.

- Option 1- Supply Guernsey Post with your printed manifesto folded to A5, along with address labels provided by the Registrar-General, and the Post Office will provide the complete fulfilment service (stuff, seal, label and deliver the envelope) for 18p per envelope. For this option, Guernsey Post will need to receive your manifestos one full working week ahead of delivery;
- Option 2- Supply Guernsey Post with sealed envelopes addressed with the labels provided by the Registrar-General and Guernsey Post will deliver them for 11p per envelope. For this option, Guernsey Post will need to receive your manifesto the Friday preceding intended delivery.

If you wish to obtain more details on the above, please contact Mark Totty or Claire Tough from Guernsey Post on 733584 or 733567 respectively.

Can I have a copy of the Electoral Roll?

The Electoral Roll (Availability) Rules, 2016 provide that a candidate may, during the period commencing on the day of nomination and ending on the date of the election:

- (i) obtain one free copy of the section of the Electoral Roll relating to the relevant District
- (ii) purchase up to two additional copies on payment of £15 per copy.

The Rules also enable a candidate to purchase an electronic version of the relevant section of the Electoral Roll on payment of £15.

Candidates who have the Roll in any form must comply with all the requirements of The Data Protection (Bailiwick of Guernsey) Law, 2001. A candidate using the Electoral Roll in electronic form must notify the Data Protection Commissioner of the processing in accordance with section 17 of the Law.

In addition a candidate may:

- (i) obtain one free copy in Road Order of the section of the Electoral Roll relating to the relevant District; or
- (ii) obtain two free copies if the free copy of the main (alphabetic) Electoral Roll has not been taken; and
- (iii) purchase up to two additional copies on payment of £15 per copy.

The Road Order List is published as an extra service. Every effort is made to ensure its accuracy but candidates are reminded that should a difference appear between that list and the Electoral Roll then the Electoral Roll is to be taken as the correct document. Candidates should be aware that whilst individual properties in a road should be listed in order, adjoining roads will not necessarily be shown in sequence. Road Order Lists can be supported by maps, highlighting properties with registered households at an additional cost of £15.

Address labels can also be supplied at a cost of £20 per Electoral District. These are available by elector or by household.

What are the rules governing the display of campaign materials?

There is an exemption in relation to election signs under the Land Planning and Development (Exemptions) Ordinance, 2007 which means that candidates are not required to obtain planning permission to display temporarily promotional signs in the period immediately preceding an election. There is, however, a States' Resolution that candidates are not permitted to display any campaign material whatsoever on or in any premises, land or equipment owned or occupied by the States (other than domestic accommodation and other premises let or sub-let by the States). For the avoidance of doubt this prohibition includes electricity boxes, traffic signs, and post boxes. Candidates should ensure that campaign materials are removed promptly after the election.

What support is available for Deputies?

An induction programme arranged by the States' Assembly and Constitution Committee is offered to all successful candidates following the General Election. This will provide an explanation of the various procedures of the States, details of the [Code of Conduct](#), and practicalities associated with being a Deputy, along with introductions to States of Guernsey officers and information in relation to corporate initiatives and directives such as information security. Members appointed to Committees will receive specific introductory training and information relating to the particular service areas falling within the Committee's mandate.

Guernsey has a permanent, politically impartial Civil Service appointed to support the States of Deliberation and Committees in formulating and implementing their policies and in the delivery of public services in accordance with the core values of integrity, honesty, objectivity and impartiality. As agreed by the States, senior officers of the States are accountable to any committee of the States which they serve in respect of policy direction.

How much are Deputies paid?

Payment is made to States Members in accordance with the provisions set out in the [Rules for Payments to States Members](#). These were reviewed at the January States' Meeting to take effect from May 2016. The new amounts are:

- President, Policy & Resources Committee - £65,315
- President of a Principal Committee, the Scrutiny Management Committee and the States' Assembly & Constitution Committee or a Member of the Policy & Resources Committee - £50,185
- All other Deputies - £37,147

The above figures include a Social Security uplift which needs to be deducted for those aged 65 and over. Full details can be found in Billet d'État I for January 2016.

What rules govern the conduct of States' Members?

In accordance with the Reform (Guernsey) Law, 1948, as amended, the States have adopted a [Code of Conduct](#) which prescribes and regulates the duties, standards, propriety and conduct which must be exhibited by Deputies in public life. The Code is based on the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Allegations that the Code has been breached are investigated by an independent Panel appointed by the Presiding Officer.

Data Protection legislation

Candidates will also need to comply with the provisions of the Data Protection Law. Candidates will be provided with detailed information about what they must and must not do in order to fulfil the requirements of the Data Protection Law.

What is the timetable for the Election?

Nomination period	21 st March – 31 st March
Briefing session for all candidates	31 st March evening
Election Day	27 th April
Swearing in	30 th April
States' Meeting to elect the President, Policy & Resources Committee	4 th May
States' Meeting to elect the Members of the Policy & Resources Committee	6 th May
States' Meeting to elect the Presidents of other Committees	11 th May
States' Meeting to elect the Members of other Committees and the Presidents and Members of non-governmental bodies	18 th May

2. How does Guernsey's political system work?

As a Deputy you will be a Member of the States of Deliberation (the States) and, for the reasons set out, below part of the government of Guernsey.

In almost all other parliamentary democracies the functions of government are allocated to representatives of the party or parties who, alone or in coalition, hold the most seats in parliament and they have the necessary authority for the formation of an executive or government. Policy is made by the government within a legislative and budgetary framework set by parliament.

Guernsey, however, does not have an executive or government in the conventional sense, i.e. as something distinct from, although accountable to, parliament. Instead, parliamentary and governing functions are joined in one body, the States of Deliberation. Therefore, Guernsey, almost uniquely, is governed not just through its parliament but by its parliament. This is crucial in understanding Guernsey's political system.

In practice, most day-to-day functions are carried out by committees of the States, each of which is independently responsible to the States of Deliberation. Committees of the States – individually or collectively – are not an executive or government. A committee is in effect an agent of the States of Guernsey exercising functions conferred on it by resolution of, or legislation approved by, the States of Deliberation.

The States of Deliberation:

- allocate the functions of government;
- carry out the functions of government which they have retained – for example, policy determination;
- debate and vote upon proposals to enact, amend or repeal legislation;
- debate and vote upon proposals for taxation and expenditure;
- scrutinise and hold to account the policies, decisions and administration of those functions of government which they have allocated to their committees.

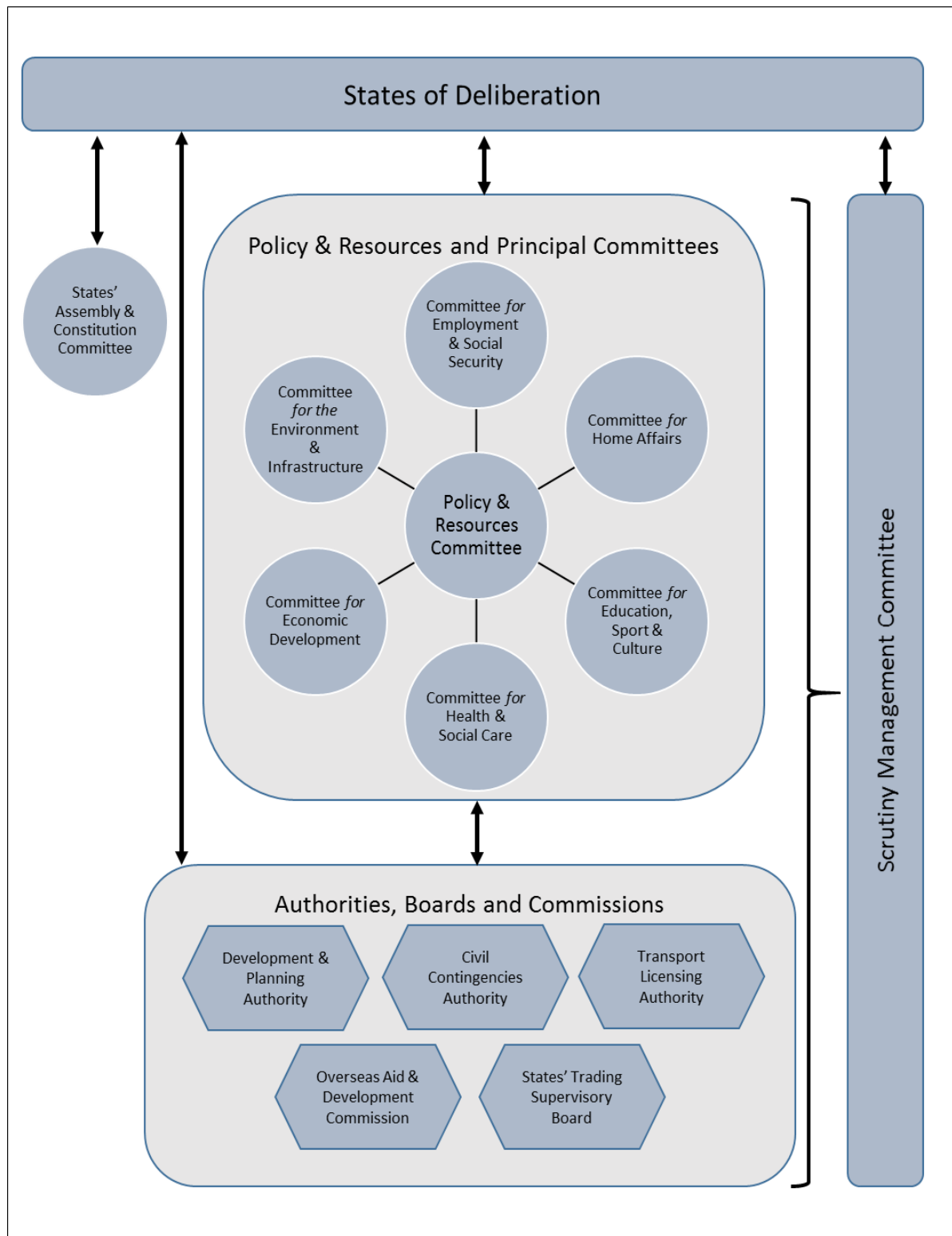
The involvement of the States as a parliament in determining policy and making ‘executive’ decisions results in much political and governmental business being carried out in open debate in public whereas in many other jurisdictions it would be dealt with in private by a distinct executive or government. In one respect this contributes positively to democracy, demonstrating open, plural debate and transparent decision-making. On the other hand, it can adversely affect perceptions of good governance.

A further important aspect is that the States undertake functions and provide services which in larger jurisdictions would be found distributed between central, regional or local government and other bodies. In a relatively small jurisdiction with a very high degree of self-government this ‘unitary’ approach is cost-effective and logical. However, the concentration of such a broad range of responsibilities inevitably brings challenges both in terms of planning policy and delivering services.

In July, 2014 and July, 2015, after a total of five days of debate, the States committed to significant organisational reforms to take effect in May, 2016.

A new senior committee – the Policy & Resources Committee – will bring together the co-ordination of policy and resources and external relations. For the first time the States will have an identifiable lead Member able to focus on the Island’s external relations. A new Scrutiny Management Committee will lead the scrutiny of policy, expenditure and legislation, mainly through panels drawing on a wider range of States’ Members and persons independent of the States. There will be fewer policy-making committees and each will have broader policy responsibilities. There will be a reduction in the number of committees overall. Certain operational functions will be overseen in a more focused way by two authorities and a board separate from policy-making committees. The number of People’s Deputies will be reduced by 15% to 38.

In addition, expectations have been set down for improving the support available to committees and measures put in place to strengthen the accountability of senior officers to the committees they serve. There will be a new, less bureaucratic policy planning process and steps taken to strengthen committees’ ownership of policies they propose to the States.



It is essential to good government that matters should be dealt with at their appropriate level:-

States of Deliberation

- Usually abbreviated to “the States”, they debate legislation, broad policies and priorities, items of significant expenditure and matters of major public interest and set the framework in which the rest of the administration should operate.

Policy & Resources Committee

- Advises the States and develops and implements policies and programmes relating to: leadership and co-ordination of the work of the States; fiscal policy, economic affairs and the financial and other resources of the States; and external relations and international and constitutional affairs.

Principal Committees

- There are six Principal Committees with broad portfolios. Within its portfolio of responsibilities, a Principal Committee develops and advises the States on policy, reviews performance and budgets, and oversees and holds to account the delivery of services with a view to securing improved outcomes for the community.

Scrutiny Management Committee

- Represents scrutiny in the States and publicly; and leads and co-ordinates the scrutiny of committees of the States and organisations which are in receipt of public funds or which have been established by legislation by reviewing and examining legislation, policies, services and the use of monies and other resources for which those committees and public bodies are responsible.

Authorities, Boards and Commissions

- There are five Authorities, Boards and Commissions which have specific and largely operational functions including regulation, licensing, land planning, and commercial and shareholder responsibilities.

States Assembly & Constitution Committee

- Advises the States and develops and implements policies relating to: the constitution, procedures and practices of the States and their committees; the induction, support and conduct of States’ Members; and elections to the office of People’s Deputy.

Officers of the States (civil servants)

- Run public services in accordance with policies set down by the States and their committees.

3. What are the rôles of a States' Member?

Broadly speaking, every Deputy has three rôles:

1. Member of the States of Deliberation

The most public aspect of being a Deputy is making decisions in the States of Deliberation, Guernsey's Parliament. The activities of the States of Deliberation (generally referred to as simply "the States"), e.g. making legislation, debating policy and scrutinising committees, are set out above.

It is several decades since an election candidate stood on behalf of a political group or party – instead candidates stand as independents. Members are normally elected for a period of four years. Unusually, those candidates elected in the forthcoming election on 27th April 2016 will be elected for a period of four years two months in order to move General Elections from April to June in future years.

States' Meetings will generally begin on a Wednesday. They typically last two or three days depending on the number of items contained within the [Billet d'État](#). States' Meetings are recorded in a document called the Official Report or "[Hansard](#)" which provides a written record of the Meeting.

In addition to the consideration of both legislation and policy letters originating from States' Committees, States Meetings also provide an opportunity for Members to ask questions to Committee Presidents and for Presidents to make statements in accordance with the [Rules of Procedure](#). There is also the opportunity for seven States' Members to prompt debate on a particular matter by submitting a Requête. It is possible to watch States' Meetings from the public gallery or to listen via the radio or online at <http://www.bbc.co.uk/radioguernsey>.

In November 2015 the States agreed to most of a new set of "Rules of Procedure of the States of Deliberation and their Committees". They will be finalised at the March States' Meeting and will govern how States' and Committee meetings are conducted. They will come into force from the 1st May 2016. Once they are finalised they will be uploaded to the States' website.

Legislation (called projets de loi, ordinances and statutory instruments) and policy proposals (policy letters) are normally circulated to States' Members around five weeks before the date of the States' meeting at which they are to be considered. Most months Members can expect to receive legislation and policy letters running to the equivalent of around 300 to 400 pages of A4. Amendments to the proposals, of which there are often several each Meeting, are circulated closer to the date of the Meeting. There are few restrictions on speaking in

The volume of material that is circulated in advance of each meeting of the States has increased significantly over recent years – be prepared for a reading marathon! It is probably unrealistic for each Member to assimilate all the detail contained in every Policy Letter and Appendix before each debate. It is sensible to focus on the detail of those topics that are of particular interest to you, or of which you have a particular knowledge, rather than spread yourself too thinly. Frequently Committees will arrange briefing presentations in support of their particular Policy Letters. These can be useful but do not feel obliged to attend every presentation that is offered – they are no substitute for reading the Policy Letter itself!

Deputy Peter Harwood

the States and most Members contribute to several debates each month – some give prepared speeches and others prefer to speak without notes. Substantial matters are almost always settled by recorded votes, which are published soon after.

From May 2016 the States will generally meet approximately every three weeks, except in school holidays. Meetings start on a Wednesday and, if necessary, continue on the Thursday and Friday. Sitting hours are normally 09:30-12:30 and 14:30-17:30. In 2014, the States sat for 176 hours over 31 days. Members do not need permission to be absent. However, unlike most other parliaments, there is a general expectation that, other than short comfort breaks, Members will attend all of every day that the States sit: for example, in the most-recent period for which statistics are available attendance at morning roll call was 97% and attendance for recorded votes (which are taken throughout the day, generally at short notice) was 95%.

Preparation time for a States' meeting is dependent upon the complexity of the proposals before the States, how many items the Member wishes to speak on and whether the Member is proposing or seconding amendments. In any event preparation time frequently includes attending briefings organised by States' committees whose proposals are about to be debated and stakeholders and interest groups who are affected by the proposals. It is unlikely that a Member could be properly informed on every matter before a busy States' Meeting without at least 20 hours' preparation time; and for some the preparation time will be double that.

In the absence of political parties, Deputies with similar views will often work together on an issue-by-issue basis, especially leading up to States' debates on substantial items. This work can be time-consuming, not least because Deputies collaborating independently of States' committees have no research support.

"Reading lengthy, complex Billets full of policy letters proposing changes that affect all islanders is a significant responsibility. Preparing for each monthly States Sitting early is key. A first read helps give the context of the subject matter, then a more detailed read and speech drafting can be done. Always start early, don't leave it until the last moment. Make a difference by contributing constructively to each debate."

Deputy Paul Luxon

2. Member of States' committees

Committees are effectively agents of the States of Guernsey, responsible for the majority of policy-making, regulatory and public service functions and accountable to the States of Deliberation. With effect from May 2016, these functions will be grouped into six broad areas to form six new Principal Committees:-

Committee *for* Economic Development

- to secure prosperity through the generation of wealth and the creation of the greatest number and widest range of employment opportunities possible by promoting and developing business, commerce and industry in all sectors of the economy

Committee *for* Education, Sport and Culture

- to encourage human development by maximising opportunities for participation and excellence through education, learning, sport and culture at every stage of life

Committee *for* Employment & Social Security

- to foster a compassionate, cohesive and aspirational society in which responsibility is encouraged and individuals and families are supported through schemes of social protection relating to pensions, other contributory and non-contributory benefits, social housing, employment, re-employment and labour market legislation

Committee *for the* Environment and Infrastructure

- to protect and enhance the natural and physical environment and develop infrastructure in ways which are balanced and sustainable in order that present and future generations can live in a community which is clean, vibrant and prosperous

Committee *for* Health & Social Care

- to protect, promote and improve the health and well-being of individuals and the community

Committee *for* Home Affairs

- to support a high standard of living and quality of life by maintaining and promoting a safe, stable and equitable society which values public protection and justice and respects the rights, responsibilities and potential of every person

In addition to the Committees named above, there will also be other bodies including the following:

States Trading Supervisory Board

- This will carry out the States' rôle as shareholder of any incorporated companies which are owned by the States. It will also ensure the efficient management, operation and maintenance of any States' unincorporated trading concerns and commercial interests which the States have resolved to include in the mandate of the Board.

Development & Planning Authority

- This will advise the States on land use policy and develop and implement land use policies through development plans and any other relevant instruments. It will also determine development applications of all kinds, including planning, building control, protected buildings and scheduled sites.

Transport Licensing Authority

- This will determine applications for air route licences and carry out any other transport licensing and regulatory functions which the States may confer on it.

States' committees develop policy, advise the States on policy, carry out or arrange to be carried out operational functions for which the States have made them responsible, and review performance and budgets with a view to securing improved outcomes for the community. Members of scrutiny committees concentrate on examining and challenging policy-making committees.

Serving on a Committee enables you to gain a real in-depth understanding of the particular challenges and opportunities facing a particular area of service delivery. Whilst there may be political differences, the opportunity to debate and develop policy initiatives within a committee system is invaluable enabling a range of opinion to be considered throughout the drafting process. Although no two Committees are the same, I have been impressed by the planning processes within Committees and the support provided by staff.

Deputy Francis Quin

Currently Members sit on between one (six Members) and five (three Members) committees. Workload varies greatly depending upon the number of committee memberships held, the portfolio of the committee and the number and activity of its sub-committees. Committees with broad portfolios typically meet at least once a fortnight – sometimes weekly – for half-a-day and there can be several sub-committee meetings each month. Papers, which can run to well over 100 pages of A4, are typically circulated a few days' before meetings. These days less substantial committee business is often transacted electronically in between formal meetings.

Attendance at committee meetings is usually in excess of 90%. Excluding presidents of committees, membership of a committee could take up anything from around 10 hours to around 60 hours a month.

Notwithstanding the political system, as outlined above, a committee president inevitably carries additional responsibilities, not least because he or she is seen as the public face of the committee.

The States' Review Committee's second policy letter stated:

"Constitutionally all members of a committee are equal but it is widely recognised that the quality of a President can make or break a committee. Presidents of Principal Committees will inevitably be required to speak for a committee without it being practicable on every occasion to consult with every other member. Examples might include when speaking in the States, handling media inquiries, attending scrutiny hearings, replying to correspondence and setting meeting agendas."

The additional responsibilities of a committee president are often time-consuming, although this can vary considerably between presidents of different committees.

In practice it is the presidents of major committees who, since they hold the senior offices, have to take the greatest responsibility for the most difficult political judgements. This is especially true for committees with a high public profile, e.g. in the areas of education, health care, fiscal policy, policing and transport.

Deputies are elected by their district electorate but immediately upon being sworn in have a prime duty to represent the best long-term interests of the island as a whole, with a secondary rôle to represent the parochial interests of their district. This provides an immediate tension when matters arise which have a parish dimension but also a Guernsey dimension. Balancing competing tensions is a dynamic every Deputy has to learn to deal with. However, being available on a fulltime basis to respond to constituency matters is a great privilege, where islanders ask for help from their elected representatives when confronted with some hardship - helping with guidance and support is a real satisfaction.

Deputy Paul Luxon

3. Electoral district representative

This element of a deputy's workload varies considerably depending upon his or her profile, interests and time available. Some Deputies investigate issues on behalf of people who are only or predominantly inside their own parish or district; others often undertake such work across the island. Issues raised may relate to a broad area of strategy or policy, or to a particular area of public administration which is affecting the individual. Questions may be able to be resolved quickly or may require ongoing attention for a period of time.

Members of the public in need of advice or support may approach a Deputy face to face or by phone, e mail, social media, etc. This work can range from asking questions in

the States about matters raised by members of the public to advising parishioners on dealing with States' committees to representing parishioners' interests in quite complex cases regarding, say, access to social security benefits, housing, health care or education. In some parishes/districts there are surgeries, typically once a month, at which members of the public can raise matters of interest with their Deputies. Deputies are also invited to parish

douzaine meetings each month. A Deputy's "district" workload may range from a few hours a month to ten or more hours a week.

*Being a Deputy is a full time rôle and you have to be prepared to be approached by parishioners at any time. I enjoy this interaction with the public and the opportunity to have discussions in relation to Guernsey. You do, however, need to be prepared to accept criticism of things which were not your making! **Deputy Francis Quin***

Other Considerations

A few Deputies travel off-island frequently. They tend to fall into two groups: those holding the most senior posts, who lead the States' external relations activities, and those who play the most active rôles in the Guernsey branch of the Commonwealth Parliamentary Association.

Deputies are also expected to attend certain civic events. These duties are much greater for holders of the most senior posts than they are for other Deputies.

The ease of electronic communication has undoubtedly placed additional demands on the time of States' Members. It is now easier for civil servants and members of the public to contact their Deputies and many who do expect a prompt response. A growing number of Deputies are active participants on various social media forums and some of those who are not can face criticism for a perceived failure to engage by modern means.

A few Deputies, most often those who lead high-profile committees, are often in demand for interviews by the conventional media, although even for the busiest it is doubtful that these commitments take up more than an hour or two a week. What has perhaps changed in recent years is the amount of time spent, including sometimes by Deputies, contributing to media releases, the publication of consultation documents, etc.

The second policy letter of the States' Review Committee set out some general changes to the rôle of States' Member:

"It is evident that the prevailing approach of Deputies to their work has also changed considerably over the past two or three decades. This has been influenced by several developments: society's expectations have changed; the economy is markedly different; there tends to be greater scrutiny of decisions and in some respects the volume of work may have increased and may also have become more complex.

"This has been reflected in changes to remuneration. Generally what was at one time regarded primarily as compensation for time lost in employment outside of the States has become more akin to a salary (although for social insurance purposes Deputies are classed as self-employed) and many more Deputies than was the case until relatively recently are attending to States' work on something at least approaching a full-time basis and in some cases more than that."

It may be that this trend is also related to the uncertainty of a Deputy's workload. The hours are not fixed or even very predictable. There are none of the defined boundaries common to

an employee. Once elected, very few Deputies are able to hold down a normal form of employment. Often the question is asked “Is being a Deputy a full-time job?” but the more relevant question may be “Can a Deputy realistically hold down another full-time job or even a part-time job with inflexible hours?” and the answer is almost certainly “no”.

Scrutiny

Part of a Deputy’s rôle is to scrutinise the decisions being made both within their own Committees and more broadly by the States. This may be through challenge and debate within Committee meetings and States’ Meetings, formal mechanisms such as the oral or written questions permitted under the Rules of Procedure of the States of Deliberation and their Committees or informal discussion and questioning of other States’ Members.

The formal scrutiny system will change considerably from May 2016. There will be one new Scrutiny Management Committee. It will lead the scrutiny of policy, expenditure and legislation, mainly through a series of panels which will draw on a wider range of States’ Members and people independent of the States.

The central tasks of the Scrutiny Management Committee will be to: represent scrutiny in the States and publicly; ensure that the scrutiny of policy, finances and expenditure and legislation is co-ordinated; plan and publish an annual scrutiny programme; take responsibility for a combined budget for scrutiny; convene panels to undertake specific tasks and projects scrutinising policy, finances and expenditure and legislation; and assure the quality of scrutiny panels’ reports.

*Formal questions under the Rules of Procedure, if used wisely, can be very powerful tools to scrutinize departments’ activities. **Deputy Peter Gillson***

Final considerations if considering standing for election

Existing States' Members have provided the following quotations, setting out some of the issues which need to be considered.

Coming into the States from a senior position in the private sector, I found being a Member of the States of Deliberation to be an honour, very satisfying but also very frustrating! While dealing with members of the public on their individual issues can be a very rewarding aspect of the rôle, the speed of Government itself can frustrate. We need to accept that its slow speed is a consequence of the consultative nature, in effect consultation negates speed.

Deputy Peter Gillson

Primarily in standing for election, you must be doing it for Guernsey and not yourself. However, passion and enthusiasm for the Island is not enough, you must be prepared to come up with practical ideas and solutions and be ready to work in conjunction with colleagues to achieve them. It's important to be realistic in your expectations and to think carefully about where you will make the greatest contribution. It's impossible to do everything, government is too big - you need to focus on where you can best make a meaningful and positive difference. You need to be prepared for some very rewarding moments as well as moments of frustration.

Deputy Allister Langlois

How can I find out more?

If you are interested in finding out more about the practical experiences associated with being a Deputy, please feel free to contact existing States' Members. Contact details are available online at www.gov.gg/states_members_contact_details.

Alternatively, if you have further questions in relation to the electoral process please contact elections@gov.gg