

5. Draft Legislation

5.1 Legislation drafted pursuant to a direction of the States but which goes beyond, or does not otherwise conform with, the States' resolution

5.1.1 When the States have already approved the principle of, and directed the drafting of, legislation but the legislation so drafted does not conform fully with the previous States' resolution, a further policy letter is required to obtain States' approval of the issues which do not conform with the earlier resolution.

5.1.2 In such cases the propositions and policy letter, with the draft legislation attached to the policy letter as an appendix, must be sent to H. M. Greffier in accordance with paragraph 3 above.

5.1.3 The propositions must include a proposition to approve the legislation.

5.2 Legislation drafted otherwise than in pursuance of a direction of the States (other than legislation laid before the States (e.g. Statutory Instruments))

5.2.1 Where the States are required to approve legislation drafted otherwise than in pursuance of a previous direction of the States, a policy letter will be needed. Prior permission must be obtained from the Presiding Officer for the two stages (i.e. consideration of the policy letter and the draft legislation) to be considered by the States at the same meeting.

5.2.2 If the Presiding Officer grants such permission, the Original Propositions, the accompanying policy letter and the draft legislation, with the legislation attached to the policy letter as an appendix, must be sent to H. M. Greffier in accordance with paragraph 3 above.

5.2.3 The Original Propositions must include a proposition to approve the legislation.

5.3 Statutory Instruments

5.3.1 When submitting a Statutory Instrument, after it has been lodged separately with the Greffe, please provide the number it has been allocated. This can be found on the Guernsey Legal Resources website under 'Statutory Instruments' on www.guernseylegalresources.gg/

6. Letters of comment

6.1 Any letter of comment submitted by the Policy & Resources Committee or the Scrutiny Management Committee should be addressed to the Presiding Officer and shall be submitted on headed paper to H. M. Greffier via propositions@gov.gg.

7. General

7.1 All documents must be submitted in accordance with the format set out in the templates available on the Bridge which can be electronically accessed [here](#).

APPENDIX: GENERALFORMATTING INSTRUCTIONS FOR ALL DOCUMENTS

The checklist below is formatting instructions based on Word 2013 formatted manually. If you use another version of Word you may need to search for the relevant settings.

1	Margins	<p>See under Page Layout/Margins/Custom Margin in Word 2013</p> <ul style="list-style-type: none"> • Top 3.1 cm • Left 3.0 cm • Gutter 0 cm • Bottom 3.3 cm • Right 3.0 cm <p>Header and footer (See under layout tab) 1.27cm</p>
2	Paragraph settings	<p>See Paragraph > indents and spacing (access by selecting text and right clicking mouse)</p> <ul style="list-style-type: none"> • General -Alignment – Justified/ Outline level - Body text • Indentation – manual: (Justify, indent list at 0.0cms and text at 1.25cms) • Spacing Before Opt and After Opt with Line Spacing Single. <p>N.B. Don't tick checkbox regarding not having a line space between identical paragraphs.</p>
3	Additional automatic paragraph settings	<p>See under access right click mouse/paragraph/line and page breaks</p> <p>Keep all option checkboxes clear - including widow and orphan control.</p>
4	Text Font & Size	<p>Calibri (Body) 12. This is the default setting.</p>
5	Text formatting	<p>In accord with Section 2a of the Communications Manual (http://bridge/comms/default.aspx), the use of <i>italics</i>, <u>underlining</u> and BLOCK CAPITALS in the body text is to be avoided. This makes the text easier to read for those with visual impairment.</p> <p>However the Committee names must use the formal title with italics and any ampersand, e.g. Committee <i>for the</i> Environment & Infrastructure or Committee <i>for</i> Home Affairs. The Communications Manual sets out Committee and Service Branding (http://bridge/comms/default.aspx)</p>
6	Numbering for pages and appendices	<p>Pages must be numbered on the bottom of the page in the centre. Page numbering must continue on from the proposition(s) page(s). The appendices' page numbering must also continue on from the Policy Letter. Effectively they are numbered as one document.</p> <p>The appendices should be titled APPENDIX 1, APPENDIX 2 etc. in the top right hand corner (Upper case, Bold, underlined Calibri (body), font size 12) of the first page. If the standard Policy Letter margins cannot be used for the appendices seek early advice from HM Greffier regarding printing.</p>

7	Graphics	Number each table, graph, chart, photo etc. consecutively and give a title to each graphic in a consistent style.
8	Tables	Try and keep tables on a single page i.e. no overlapping onto the next page (start the Table at the top of a new page if necessary). Check text correctly refers to tables being 'below', 'above' or 'on the next page'.
9	Bullet points	Ensure bullet points are consistent re type, spacing and format throughout the Policy Letter
10	Colour	The authoring Committee will be charged for colour printing. Liaise early with HM Greffier re costs/use of colour.
11	Dates	Use superscript and comma, i.e. 1 st January, 2017
12	Terminology	Propositions are what the States are being asked to approve. A Policy Letter is the attachment with its appendices setting out why the States are being asked to agree something. Resolutions are what the States have agreed.
13	References to previous Policy Letters or States Reports	Refer to Billet No. Year and Article Number e.g. (Billet d'État IV of 2015, Article III). NB Use the accent, roman numerals and note the use of upper case, i.e. Billet d'État <u>not</u> Billet D'Etat. (B and E always capitalised). Insert footnotes after the reference and insert the hyperlink to the electronic copy of the Billet d'État in the footnote.
14	Quotations	Be consistent. Use "... " or '... ', not a mix of both, and avoid the use of italics (see communications manual) to highlight a quote. Indents can always be used as an alternative – but be consistent throughout your report.
15	References to organisations / persons	States of Deliberation, Bailiwick of Guernsey, Douzaines, Douzeniers, Sursis, Requête, Non-States Members, States Members, Deputy, Billet d'État, Alderney Representative – these terms are unlikely to show up correctly in a spell check. They are always capitalised (NB Circumflex in Requête).
16	Acronyms and references	Explain acronyms in full at first opportunity with the acronym/short reference in brackets. Thereafter only use the acronym/reference but revert to the full title in the proposition.
17	Cross-referencing	Double check that the references (particularly referring to past States Resolutions) are correct and complete.
18	Paragraph numbering	Please ensure the paragraph numbering is in sequence.
19	Appendices and Hyperlinks	Background reading can be referenced by using hyperlinks. However, any information that is referred to, that forms part of the decision making process, must be either included in the report or in the appendices.