



**XII
2020**

BILLET D'ÉTAT

WEDNESDAY, 20th MAY 2020

THE BUSINESS OF THE MEETING

1. Election of Members of the Ladies' College Board of Governors, P.2020/98
2. States' Assembly & Constitution Committee – Dates of States' Meetings – 1st September 2020 to 31st August 2021, P.2020/93

BILLET D'ÉTAT

TO THE MEMBERS OF THE STATES OF THE ISLAND OF GUERNSEY

I hereby give notice, pursuant to the provisions of Rule 2(4) of the Rules of Procedure of the States of Deliberation and their Committees, that at the Meeting of the States of Deliberation to be held via **MICROSOFT TEAMS LIVE**, on **WEDNESDAY**, the **20th May, 2020** the items listed in this Billet d'État are submitted for debate.

R. J. MCMAHON
Bailiff and Presiding Officer

The Royal Court House
Guernsey

11th May, 2020

**ELECTION OF MEMBERS OF THE
LADIES' COLLEGE BOARD OF GOVERNORS**

The States are asked:

- (1) To re-elect Deputy H. J. R. Soulsby as a member of the Ladies' College Board of Governors, who has been nominated in that behalf by the Chairman, the two States-appointed Governors and the two Governors appointed by the States on the nomination of the Committee *for* Education, Sport & Culture, on the expiry of her current term of office on the 31st May 2020.

N.B. Nominations cannot be made from the floor of the Assembly.

- (2) To re-elect Mr Brian Acton as a member of the Ladies' College Board of Governors, who need not be a member of the States, on the expiry of his current term of office on 31st May 2020, in accordance with Rule 16 of The Rules of Procedure of the States of Deliberation, as set out in Section 1 of The Rules of Procedure of the States of Deliberation and their Committees.

N.B. Nominations may be made from the floor of the Assembly.



The Bailiff
Bailiff's Chambers
The Royal Court House
St Peter Port
GY1 2NZ

23rd April 2020

Dear Sir

I am writing at the request of the Board of Governors of The Ladies' College which would be grateful if you would request the States to re-appoint Deputy Heidi Soulsby as a member of the Board of Governors with effect from 31st May 2020 for a further three-year term.

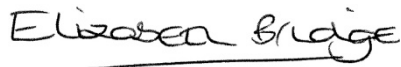
Deputy Soulsby was originally appointed as a member of the Board in 2016 as the Board's nominee and she fulfils the requirement that at least one of the seven Governors of The Ladies' College shall be a member of the States of Guernsey.

As you are aware, the Board of Governors looks to follow the guidance of the Association of Governing Bodies in Independent Schools (AGBIS), of which the College is a member that the Board has a suitable range of skills and experience amongst its members. In addition to Deputy Soulsby's position as a Deputy, the Board believe that her knowledge and expertise are a very valuable addition to the Board's collective skills and experience. In addition, as an existing member of the Board, Deputy Soulsby has been able to take advantage of the training provided by The Ladies' College to the Board of Governors so that she is well informed about the College, its educational provision and its governance.

The Board appreciate that the island is currently in a period of uncertainty, and whilst it is acknowledged that Deputy Soulsby has much wider commitments at the moment, the Board feel that continuity of the board membership is needed at this present time to enable the College to deal with the challenges it faces.

Deputy Soulsby has confirmed her willingness to act in this capacity and Deputy Gavin St Pier has agreed to be her proposer in the States.

Yours faithfully

A handwritten signature in black ink that reads "Elizabeth Bridge". The signature is written in a cursive style with a long horizontal line extending from the end of the word "Bridge".

Elizabeth Bridge
Clerk to the Governors



The Bailiff
Bailiff's Chambers
The Royal Court House
St Peter Port
GY1 2NZ

23rd April 2020

Dear Sir

I am writing at the request of the Board of Governors of The Ladies' College which would be grateful if you would request the States to appoint a member of the Board since Mr Brian Acton's current term of appointment ends on 31st May 2020.

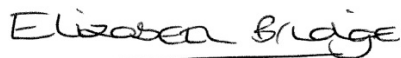
Mr Acton is currently one of two Governors appointed by the States, having been initially appointed last year to complete the term of office of Advocate Caroline Chan. The Board would now like to recommend Mr Acton to the States as a suitable candidate for appointment for a further term.

As you are aware, the Board of Governors maintains a skills analysis of the Governors in order to ensure that the Board has a suitable range of skills and experience amongst its members. In so doing, the Board review the guidance of the Association of Governing Bodies in Independent Schools (AGBIS), of which the College is a member, which recommends that a Board should have, amongst other skills and competencies, someone with marketing skills.

Mr Acton has had an extensive career within the Lloyds TSB Group in Guernsey, the ANZ National Banking Group in New Zealand and now the Butterfield Group in Guernsey which has given him a sound and thorough knowledge of all aspects of marketing and business development which the Board would find particularly useful. His overall management skills gained from his career will also contribute further to the Board. A summary CV is attached.

Mr Acton has confirmed his willingness to continue to act in this capacity and would be honoured if the States would act upon the recommendation of the Board and re-appoint him to the Board. Deputy Heidi Soulsby has agreed to be his proposer in the States.

Yours faithfully

A handwritten signature in cursive script that reads "Elizabeth Bridge". The signature is written in dark ink and is positioned above a horizontal line.

Elizabeth Bridge
Clerk to the Governors

Mr Brian Acton

Mr Acton started his career with Lloyds TSB in Guernsey working within the trust and private banking environment. He held a number of senior positions within the organisation, latterly as Island Director Lloyds TSB Guernsey where his responsibilities included marketing all Private Banking services and managing the activities of the sales team and relationship managers. In addition, his duties involved primary responsibility for relationships with the regulators in Guernsey.

In 2005, Mr Acton took on a regional management role with ANZ National Bank in Christchurch, New Zealand where he was involved in the promotion, development and provision of a wide range of banking and asset management services. He was also a member of the group which held corporate governance responsibilities for the business nationwide.

On his return to Guernsey, Mr Acton joined Butterfield Bank where he held a number of marketing and business development roles and also had wider management and leadership responsibilities. Before his recent retirement, he was Senior Advisor to Butterfield Trust and was actively involved in leading the Butterfield Global Trust Group's business development activities in Asia.

Mr Acton has lived in Guernsey since childhood.

THE STATES OF DELIBERATION
of the
ISLAND OF GUERNSEY

STATES' ASSEMBLY & CONSTITUTION COMMITTEE

DATES OF STATES' MEETINGS – 1st SEPTEMBER 2020 to 31st AUGUST 2021

The States are asked to decide whether, after consideration of the policy letter entitled “Dates of States’ Meetings – 1st September 2020 to 31st August 2021” dated 7th May 2020, they are of the opinion:-

1. To agree that the dates on which States’ Meetings shall be convened in the period from the 1st September, 2020 to the 31st August, 2021 shall be as set out in the table in section 2.7 of the policy letter.
2. To agree that statements under the provisions of Rules 10(4) and (5) shall be made by the Presidents and, in the case of the States of Alderney, the nominated Alderney Representative according to the rota set out in in the table in section 3.3 of the policy letter.
3. To delete Schedule 1 to the Rules of Procedure of the States of Deliberation and their Committees and replace with Schedule 1 as set out in Appendix 1 to the policy letter.
4. To rescind:
 - Resolution 1 of Article XVIII of Billet d’État XVIII of 2019, ‘Dates of States’ Meetings – 1st September 2020 to 31st August 2021’; and
 - Resolutions 1 to 4 of Article V of Billet d’État VII of 2020, ‘Dates of States’ Meetings - 1st September 2021 to 31st August 2024’.

The above Propositions have been submitted to Her Majesty’s Procureur for advice on any legal or constitutional implications.

THE STATES OF DELIBERATION
of the
ISLAND OF GUERNSEY

DATES OF STATES' MEETINGS – 1st SEPTEMBER 2020 to 31st AUGUST 2021

The Presiding Officer
States of Guernsey
Royal Court House
St Peter Port

7th May, 2020

Dear Sir

1 Executive Summary

- 1.1 On the 14th April, the States considered the 'Proposed Postponement of the 2020 General Election' policy letter which sought to postpone the June General Election given the impact of Covid-19 on the Island. The States resolved that the term of office of current People's Deputies should be extended until 30th June, 2021¹.
- 1.2 The States also directed the States' Assembly & Constitution Committee ('the Committee') to submit a policy letter to the States, to be considered no later than the meeting commencing on 20th May, 2020 to:
- (a) set out the revised dates on which it proposes that States' Meetings should be convened in the period from the 1st of September 2020 to 31st of August 2021, having first taken into account the dates of school terms and any other information which it considers relevant;
 - (b) include proposals setting out the Committee or Committees whose Presidents will be obliged to make statements, and for the States of Alderney statement to be made by one of the Alderney Representatives, under the provisions of Rules 10(4) and (5) at each ordinary Meeting during the said period.
- 1.3 The purpose of this policy letter is to set out the proposed revised dates that States' Meetings should be convened from 1st September, 2020 to 31st August, 2021 and the rota of statements to be given under the provisions of Rules 10(4) and (5) at each ordinary meeting during that period.

¹ [Resolutions – States' Assembly & Constitution Committee - "Proposed postponement of the June 2020 General Election"](#)

- 1.4 The propositions recommend the approval of the Meeting dates and rota of statements and to delete existing Schedule 1 of the Rules of Procedure of the States of Deliberation and their Committees and replace with Schedule 1 as set out in Appendix 1.
- 1.5 For completeness, the Committee also recommends rescinding the resolutions which set the States' Meeting dates and the rota of statements for September 2020 to August 2024, and has therefore included a proposition to rescind:
- Resolution 1 of Article XVIII of Billet d'État XVIII of 2019, 'Dates of States' Meetings – 1st September 2020 to 31st August 2021'; and
 - Resolutions 1 to 4 of Article V of Billet d'État VII of 2020, 'Dates of States' Meetings - 1st September 2021 to 31st August 2024'.
- 1.6 The Committee shall submit, in the six months prior to the 2021 General Election, a policy letter setting out the dates on which it proposes that States' Meetings should be convened during the States' term immediately following that General Election, as required by Rule 1.(1) of the Rules of Procedure of the States of Deliberation and their Committees.

2 The proposed Meeting dates for 2020 to 2021

- 2.1 The proposed schedule of meetings is set out under paragraph 2.7 and at Appendix 1. Appendix 2 shows these proposed dates within a calendar format.
- 2.2 Rule 1.(1) requires the Committee to take into account the dates of school terms and any other information which it considers relevant. There are no Meetings prior to the 16th June, 2021 General Election scheduled to start in any States' school holidays or other more general holidays.
- 2.3 The school term dates from September 2020 to July 2021 are as follows:

Term	Event	Date
Autumn	Term starts (Staff)	1 st September
	Term starts (Students)	2 nd September
	Half Term	26 th to 30 th October
	Term Ends	22 nd December
Spring	Term Starts (Staff)	4 th January
	Term Starts (Students)	5 th January
	Half Term	8 th to 12 th February
	Term Ends	1 st April
Summer	Term Starts (Staff)	19 th April
	Term Starts (Students)	20 th April
	May Day Holiday	3 rd May
	Liberation Day	9 th May
	Half Term	31 st May to 4 th June

Term	Event	Date
	Term Ends	16 th July

- 2.4 The dates for the Presidential and Committee Member elections and first 'normal' meeting of the States scheduled after the 2021 General Election have also been proposed. Given the school term ends on 16th July, and to enable time between the election of Committees and the first meeting of the States, it has been necessary to schedule in the Meeting to consider the Accounts, and the first formal Meeting of the States, after the school term ends.
- 2.5 The Committee has liaised with the Policy & Resources Committee regarding the dates of the 'Special Meetings' required by the Rules of Procedure in this period. It is proposed the Meetings convened solely to consider:
- the 'End of Term' policy letter as described in paragraph 23.(3) of the Rules of Procedure ('Policy & Resource Plan') should be held Tuesday 20th April, 2021; and
 - the States' Accounts for 2020 should be held on Tuesday 20th July, 2021.
- 2.6 It is commonplace at the end of a political term for a number of Meetings to be scheduled in quick succession to deal with any extant business. Given the States has agreed to extend the current political term to 30th June, 2021, the Committee does not expect there to be a significant volume of business at the end of term. It does, however, believe it is prudent to schedule in a 'reserve date' on 28th April, 2021, should this be required.
- 2.7 It is recommended the dates on which States' Meetings shall be convened in the period from the 1st September, 2020 to the 31st August, 2021 shall be as follows:

2020		
States Meeting	School Dates	
2 nd September	Term starts	2 nd September
30 th September		
21 st October	Half Term	26 th - 30 th October
3 rd November (Budget & ESS)		
18 th November		
16 th December	Term Ends	22 nd December
2021		
13 th January	Term starts	5 th January

17 th February	Half Term	8 th - 12 th February
24 th March	Term Ends	1st April
20 th April, 2020 (P&R Plan – End of Term)		
21 st April	Term Starts	20 th April
28 th April [Reserve Date]		
5 th May		

States Meeting	School Dates	
Elections		
1 st July (P&RC President)		
5 th July (P&RC Members)		
7 th July (Committee Presidents)		
12 th July (Committee Members)		
20 th July (Accounts)		
21 st July (Ordinary Meeting)	Term Ends	16 th July

- 2.8 Once the States has agreed the dates for the States' Meetings, the Greffe will immediately publish the submission deadlines for items to appear on the schedule for future States' business, questions, Rule 24.(2) amendments etc, for these meetings on the States of Guernsey website.

3 The proposed rota of statements

- 3.1 Under Rule 10.(4), the Presidents of the Policy & Resources and the Principal Committees are obliged to make a statement setting out his or her Committee's recent activities, forthcoming work and the like at an ordinary meeting.
- 3.2 The Presidents of the other Committees and the nominated Alderney Representative on behalf of the States of Alderney are obliged to make such a statement once every twelve months.
- 3.3 The following table sets out the proposed rota of statements:

Two statements	2020	2021
Policy & Resources Committee	2 nd September	17 th February
Committee <i>for</i> Economic Development	30 th September	17 th February
Committee <i>for</i> Education, Sport & Culture	21 st October	24 th March

Committee <i>for</i> Employment & Social Security	21 st October	24 th March
Committee <i>for the</i> Environment & Infrastructure	18 th November	21 st April
Committee <i>for</i> Health & Social Care	18 th November	21 st April
Committee <i>for</i> Home Affairs	16 th December	5 th May

One Statement	2020-21
Development & Planning Authority	16 th December 2020
Overseas Aid & Development Commission	5 th May 2021
Scrutiny Management Committee	13 th January 2021
States' Assembly & Constitution Committee	13 th January 2021
States' Trading Supervisory Board	30 th September 2020
Transport Licensing Authority	21 st April 2021
The States of Alderney	2 nd September 2020

4 Dates of States' Meeting September 2021 to August 2025

- 4.1 On 26th September 2019, the States agreed that Rule 1.(1) of the Rules of Procedure of the States of Deliberation and their Committees should be amended with immediate effect to read as follows:

1. (1) The States' Assembly & Constitution Committee shall submit, in the six months prior to a General Election, a policy letter setting out the dates on which it proposes that States' Meetings should be convened during the States' term immediately following that General Election, having first taken into account the dates of school terms and any other information which it considers relevant. The policy letter referred to above shall also include proposals setting out the Committee or Committees whose President or Presidents will be obliged to make statements, and for the States of Alderney statement to be made by one of the Alderney Representatives, under the provisions of Rules 10(4) and (5) at each ordinary Meeting during the said period.

- 4.2 The Committee will be returning to the States in 2021 with a brief policy letter proposing the dates on which it proposes that States' Meetings should be scheduled during the States' term immediately following the 2021 General Election.

5. Compliance with Rule 4

- 5.1 Rule 4 of the Rules of Procedure of the States of Deliberation and their Committees sets out the information which must be included in, or appended to, motions laid before the States.
- 5.2 In accordance with Rule 4.(1), the Propositions have been submitted to Her Majesty's Procureur for advice on any legal or constitutional implications.
- 5.3 In accordance with Rule 4.(4) of the Rules, it is confirmed that the propositions have the unanimous support of the Committee; however, Deputy Merrett wishes to place it on record that she supported the inclusion of an August 2020 Meeting, albeit noted that was rejected by the States of Deliberation on 15th April, 2020.
- 5.4 In accordance with the provisions of Rule 4.(5) of the Rules, the Committee informs the States that its duties and powers include advising the States on "the practical functioning of the States of Deliberation".
- 5.5 As set out above, Rule 1.(1) of the Rules of Procedure of the States of Deliberation and their Committees require the Committee to bring forward this policy letter at this time to fulfil its responsibilities. The Committee has consulted with the Policy & Resources Committee in respect of the dates of the Special States' Meetings.

Yours faithfully

N. R. Inder
President

J S Merrett
Vice-President

P T R Ferbrache
J P Le Tocq
E A McSwiggan

Schedule 1

Dates for the first day of States' Meetings
(all Wednesday, except where indicated)

2020	
States Meeting	Statement at Ordinary Meeting or Special Meeting scheduled
17th June	N/A
15th July	N/A
2nd September	Policy & Resources Committee The States of Alderney
30th September	Committee <i>for</i> Economic Development States' Trading Supervisory Board
21st October	Committee <i>for</i> Education, Sport & Culture Committee <i>for</i> Employment & Social Security
3rd November (Tuesday)	N/A Budget Meeting & Policy Letter of the Committee for Employment & Social Security on uprating of non-contributory benefits.
18th November	Committee <i>for the</i> Environment & Infrastructure Committee <i>for</i> Health & Social Care
16th December	Committee <i>for</i> Home Affairs Development & Planning Authority
2021	
States Meeting	Statement at Ordinary Meeting or Special Meeting scheduled
13th January	Scrutiny Management Committee States' Assembly & Constitution Committee
17th February	Policy & Resources Committee Committee <i>for</i> Economic Development
24th March	Committee <i>for</i> Education, Sport & Culture Committee <i>for</i> Employment & Social Security
20th April (Tuesday)	N/A P&R Plan – End of Term

2020	
21st April	Committee <i>for the</i> Environment & Infrastructure Committee <i>for</i> Health & Social Care Transport Licensing Authority
28th April	<i>Reserve Date</i>
5th May	Committee <i>for</i> Home Affairs Overseas Aid & Development Commission
States Meeting	Statement at Ordinary Meeting or Special Meeting scheduled
1st July	Election of President of the Policy & Resources Committee
5th July	Election of Members of the Policy & Resources Committee
7th July	Election of Presidents
12th July	Election of Committees
20th July	N/A States' Accounts for 2020
21st July	Policy & Resources Committee

2020 - 2021 Calendar: School Terms and Potential States' Meetings

	September	October	November	December	January	February	March	April	May	June	July	August	
1		States' Mtg			NYD			Term Ends		Half-Term	States' Mtg		1
2	States' Mtg	States' Mtg						Good Fri		Half-Term			2
3	States' Mtg		Budget & ESS						Bank Hol	Half-Term			3
4	States' Mtg									Half-Term			4
5					Term Starts			Easter Mon	States' Mtg		States' Mtg		5
6									States' Mtg				6
7									States' Mtg		States' Mtg		7
8						Half-Term							8
9						Half-Term			LIB DAY				9
10						Half-Term							10
11						Half-Term							11
12						Half-Term					States' Mtg		12
13					States' Mtg								13
14					States' Mtg								14
15					States' Mtg								15
16				States' Mtg						ELECTION	Term Ends		16
17				States' Mtg		States' Mtg							17
18			States' Mtg	States' Mtg		States' Mtg							18
19			States' Mtg			States' Mtg							19
20			States' Mtg					States' Mtg			States' Mtg		20
21		States' Mtg						States' Mtg			States' Mtg		21
22		States' Mtg		Term ends				States' Mtg			States' Mtg		22
23		States' Mtg						States' Mtg			States' Mtg		23
24							States' Mtg						24
25				Christmas			States' Mtg						25
26		Half-Term		Boxing Day			States' Mtg						26
27		Half-Term											27
28		Half-Term		Bank Hol				States' Mtg					28
29		Half-Term						States' Mtg					29
30	States' Mtg	Half-Term						States' Mtg				Bank Hol	30
31									Bank Hol				31

* Term starts 20th April, 2021