



BILLET D'ÉTAT

WEDNESDAY, 31st JANUARY, 2001

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BILLET D'ÉTAT

**TO THE MEMBERS OF THE STATES OF
THE ISLAND OF GUERNSEY**

I have the honour to inform you that a Meeting of the States of Deliberation will be held at **THE ROYAL COURT HOUSE**, on **WEDNESDAY**, the **31st JANUARY, 2001**, at 10.00 a.m.

PROJET DE LOI

ENTITLED

THE REGULATION OF UTILITIES (BAILIWICK OF GUERNSEY) LAW, 2001

The States are asked to decide:—

I.—Whether they are of opinion to approve the Projet de Loi entitled “The Regulation of Utilities (Bailiwick of Guernsey) Law, 2001”, and to authorise the Bailiff to present a most humble Petition to Her Majesty in Council praying for Her Royal Sanction thereto.

PROJET DE LOI

ENTITLED

THE STATES TRADING COMPANIES (BAILIWICK OF GUERNSEY) LAW, 2001

The States are asked to decide:—

II.—Whether they are of opinion to approve the Projet de Loi entitled “The States Trading Companies (Bailiwick of Guernsey) Law, 2001”, and to authorise the Bailiff to present a most humble Petition to Her Majesty in Council praying for Her Royal Sanction thereto.

PROJET DE LOI

ENTITLED

**THE INCOME TAX (STATES TRADING COMPANIES AND PUBLIC SERVANTS’
PENSION SCHEME) (GUERNSEY) LAW, 2001**

The States are asked to decide:—

III.—Whether they are of opinion to approve the Projet de Loi entitled “The Income Tax (States Trading Companies and Public Servants' Pension Scheme) (Guernsey) Law, 2001”, and to authorise the Bailiff to present a most humble Petition to Her Majesty in Council praying for Her Royal Sanction thereto.

THE BY-ELECTION ORDINANCE, 2001

The States are asked to decide:—

IV.—Whether they are of opinion to approve the draft Ordinance entitled “The By-election Ordinance, 2001”, and to direct that the same shall have effect as an Ordinance of the States.

**THE SOCIAL SECURITY (RECIPROCAL AGREEMENT WITH JAPAN)
ORDINANCE, 2001**

The States are asked to decide:—

V.—Whether they are of opinion to approve the draft Ordinance entitled “The Social Security (Reciprocal Agreement with Japan) Ordinance, 2001”, and to direct that the same shall have effect as an Ordinance of the States.

STATES BOARD OF ADMINISTRATION

NEW MEMBER

The States are asked:—

VI.—To elect a sitting member of the States as a member of the States Board of Administration to complete the unexpired portion of the term of office of Mr. P. Cranford-Smith, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES COMMITTEE FOR HOME AFFAIRS

NEW MEMBER

The States are asked:—

VII.—To elect a sitting member of the States as a member of the States Committee for Home Affairs to complete the unexpired portion of the term of office of Mr. R. Russell, who has ceased to have a seat in the States, namely, to the 31st May, 2003.

STATES RECREATION COMMITTEE

NEW MEMBER

The States are asked:—

VIII.—To elect a sitting member of the States as a member of the States Recreation Committee to complete the unexpired portion of the term of office of Mr. D. J. Nussbaumer, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES TELECOMMUNICATIONS BOARD

NEW MEMBER

The States are asked:—

IX.—To elect a sitting member of the States as a member of the States Telecommunications Board to complete the unexpired portion of the term of office of Mr. P. Cranford-Smith, who has ceased to have a seat in the States, namely, to the 31st May, 2002.

STATES TOURIST BOARD

NEW MEMBER

The States are asked:–

X.–To elect a sitting member of the States as a member of the States Tourist Board to complete the unexpired portion of the term of office of Mr. D. J. Nussbaumer, who has ceased to have a seat in the States, namely, to the 31st May, 2002.

STATES TRAFFIC COMMITTEE

NEW MEMBER

The States are asked:-

XI.–To elect a sitting member of the States as a member of the States Traffic Committee to complete the unexpired portion of the term of office of Mr. P. R. Jones, who has ceased to have a seat in the States, namely, to the 31st May, 2002.

STATES CIVIL DEFENCE COMMITTEE

NEW MEMBER

The States are asked:–

XII.–To elect a sitting member of the States as a member of the States Civil Defence Committee to complete the unexpired portion of the term of office of Mr. P. Cranford-Smith, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES GAMBLING CONTROL COMMITTEE

NEW MEMBER

The States are asked:–

XIII.–To elect a sitting member of the States as a member of the States Gambling Control Committee to complete the unexpired portion of the term of office of Mr. D. J. Nussbaumer, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES LEGISLATION COMMITTEE

NEW MEMBER

The States are asked:–

XIV.–To elect a sitting member of the States as a member of the States Legislation Committee to complete the unexpired portion of the term of office of Mr. R. Russell, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES LIBERATION CELEBRATIONS COMMITTEE

NEW MEMBER

The States are asked:–

XV.–To elect a sitting member of the States as a member of the States Liberation Celebrations Committee to complete the unexpired portion of the term of office of Deputy M. W. Torode, who has resigned as a member of that Committee, namely, to the 31st May, 2002.

STATES PUBLIC ASSISTANCE AUTHORITY

NEW MEMBER

The States are asked:–

XVI.–To elect a Douzenier of any of the Parishes in the Island as a member of the States Public Assistance Authority to complete the unexpired portion of the term of office of Mr. J. W. Le Noury, who has ceased to be a Douzenier, namely, to the 31st May, 2002.

STATES SEA FISHERIES COMMITTEE

NEW MEMBER

The States are asked:–

XVII.–To elect a sitting member of the States as a member of the States Sea Fisheries Committee to complete the unexpired portion of the term of office of Mr. L. E. Jean, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES TRANSPORT BOARD

NEW MEMBER

The States are asked:–

XVIII.–To elect a sitting member of the States, who is also a member of the States Tourist Board, as a member of the States Transport Board to complete the unexpired portion of the term of office of Mr. D. J. Nussbaumer, who has ceased to have a seat in the States, namely, to the 31st May, 2003.

PRIAULX LIBRARY COUNCIL

NEW MEMBER

The States are asked:–

XIX.–To elect a member of the Priaulx Library Council to fill the vacancy which has arisen by reason of the expiration of the term of office of Douzaine Representative W. Le R. Robilliard, who is eligible for re-election.

**STATES PUBLIC ASSISTANCE AUTHORITY
CASTEL PAROCHIAL OUTDOOR ASSISTANCE BOARD**

NEW PRESIDENT AND NEW MEMBER

The States are asked:–

XX.–To elect –

- (1) a member of the Castel Parochial Outdoor Assistance Board to complete the unexpired portion of the term of office of Mr. J. W. Le Noury, who has ceased to be a Douzenier, namely, to the 31st May, 2004;

(NB Only a sitting member of the States or a Jurat, Rector or Douzenier resident in the Castel is eligible for election)

- (2) from the States elected members of that Board, a President to complete the unexpired portion of the term of office of Mr. J. W. Le Noury, namely, to the 31st May, 2001.

(NB The States elected members are Douzaine Representative H. J. Dorey, Mr. C. R. Richard, Mr. D. J. Ozanne and the successor to Mr. Le Noury)

**STATES PUBLIC ASSISTANCE AUTHORITY
ST. PIERRE-DU-BOIS PAROCHIAL OUTDOOR ASSISTANCE BOARD**

NEW MEMBER

The States are asked:–

XXI.–To elect a member of the St. Pierre-du-Bois Parochial Outdoor Assistance Board to complete the unexpired portion of the term of office of Mr. G. Brehaut, who has ceased to be a Douzenier, namely, to the 31st May, 2002.

(NB Only a sitting member of the States or a Jurat, Rector or Douzenier resident in St. Pierre-du-Bois is eligible for election)

**STATES PUBLIC ASSISTANCE AUTHORITY
TORTEVAL PAROCHIAL OUTDOOR ASSISTANCE BOARD**

NEW MEMBER

The States are asked:–

XXII.–To elect a member of the Torteval Parochial Outdoor Assistance Board to complete the unexpired portion of the term of office of Mr. N. J. Brehaut, who has ceased to be a Douzenier, namely, to the 31st May, 2004.

(NB Only a sitting member of the States or a Jurat, Rector or Douzenier resident in Torteval is eligible for election)

ADMINISTRATIVE DECISIONS (REVIEW) (GUERNSEY) LAW, 1986

NEW DEPUTY CHAIRMAN OF PANEL OF MEMBERS

The States are asked:—

XXIII.—To elect in accordance with the provisions of section 4 of the Administrative Decisions (Review) (Guernsey) Law, 1986, a Deputy Chairman of the Panel of Members, who shall be one of the Deans of the Douzaines but who shall not have a seat in the States, to complete the unexpired portion of the term of office of Mr. N. J. Brehaut, who has ceased to be a Douzenier, namely, to the 31st May, 2001.

STATES ADVISORY AND FINANCE COMMITTEE

RE-ELECTION OF MEMBERS TO THE STATES AUDIT COMMISSION

The President,
States of Guernsey,
Royal Court House,
St. Peter Port,
Guernsey.

22nd December, 2000.

Sir,

RE-ELECTION OF MEMBERS TO THE STATES AUDIT COMMISSION

In accordance with the provisions of sub-paragraph 4 (1) of Schedule 1 of the States Audit Commission (Guernsey) Law, 1997, Mrs Mary Lesley Perkins and Mr Rodney Mark Benjamin retire as ordinary members of the Commission on the 1 March 2001.

The States Advisory and Finance Committee is pleased to re-nominate Mrs Perkins and Mr Benjamin to be ordinary members of the Commission.

I have the honour to request that you will be good enough to lay this matter before the States with appropriate propositions.

I am, Sir,
Your obedient Servant,
L. C. MORGAN,
President,
States Advisory and Finance Committee.

The States are asked:—

XXIV.— To re-elect Mrs. Mary Lesley Perkins and Mr. Rodney Mark Benjamin, who have been nominated in that behalf by the States Advisory and Finance Committee, as ordinary members of the States Audit Commission with effect from the 1st March, 2001.

STATES ADVISORY AND FINANCE COMMITTEE

GUERNSEY FINANCIAL SERVICES COMMISSION

NEW MEMBER

The President,
States of Guernsey,
Royal Court House,
St. Peter Port,
Guernsey.

14th December, 2000.

Sir,

Guernsey Financial Services Commission

In accordance with the provisions of sub-paragraph 3 (3) of Schedule 1 of the Financial Services Commission (Bailiwick of Guernsey) Law 1987, Mr John Edward Hallam F.C.A. retires as an ordinary member of the Commission on 1 February 2001. The States Advisory and Finance Committee is pleased to re-nominate Mr Hallam as an ordinary member of the Commission for a further three year period to run from 2 February 2001 until 1 February 2004

I have the honour to request that you will be good enough to lay this matter before the States with appropriate propositions.

I am, Sir,
Your obedient Servant,
L. C. MORGAN,
President,
States Advisory and Finance Committee.

The States are asked:—

XXV.— To re-elect Mr. John Edward Hallam, FCA, who has been nominated in that behalf by the States Advisory and Finance Committee, as an ordinary member of the Guernsey Financial Services Commission with effect from the 2nd February, 2001.

STATES ADVISORY AND FINANCE COMMITTEE**PROJECT FOR IMPLEMENTING BEST PROCUREMENT PRACTICE AND
FINANCIAL CONTROL PROCEDURES IN STATES COMMITTEES**

The President,
States of Guernsey,
Royal Court House,
St. Peter Port,
Guernsey.

15th December, 2000.

Sir,

**PROJECT FOR IMPLEMENTING BEST PROCUREMENT PRACTICE AND
FINANCIAL CONTROL PROCEDURES IN STATES COMMITTEES****Introduction**

The purpose of this report is to secure States approval and funding for a major project which will significantly improve the way that the States purchases its goods and services by a comprehensive re-engineering of processes supported by modern technology.

The Advisory and Finance Committee is proposing that, in a phased approach starting with the Treasury and the Board of Health (see 1.13 below), the States will move from its present procurement and accounting procedures, many of which are largely manual, to a highly automated and integrated approach to communicating with prospective suppliers, seeking tenders, ordering goods and services and processing payments and, in a timely and efficient manner, recording the associated transactions.

Later phases of the project will see procurement procedures brought into line with modern best practice across all States General Revenue committees and further functionality, such as asset registers, debtor control and payroll, added.

The Committee's proposals are ambitious. However, at a time when the Island is seeking to be at the forefront of the e-commerce revolution, the Committee believes that the States ought to be taking a lead and itself take advantage of the tremendous potential and opportunities that modern on line technology can offer.

The States is facing ever increasing demands to provide more services with fixed resources, in particular staff. The Committee considers that these demands can only realistically be met if the States invests in technology.

1 Background

- 1.1 In the 2000 Policy and Resource Planning Report (Billet d'État XV, July 2000) the Committee announced its intention to replace and improve the corporate purchasing and financial systems within General Revenue committees.

- 1.2 The existing procedures for purchasing goods and services (including the subsequent processing of accounting entries) in the States are, at present, largely manual, labour intensive, involve duplication of effort and, as a consequence, are less efficient and effective than they could, and indeed should, be.
- 1.3 The Committee has therefore been concerned for some time that States committees were not purchasing as effectively, economically and efficiently as possible. The Committee's concerns were confirmed by the States Audit Commission whose report entitled "Purchasing in the States of Guernsey" (Billet d'Etat XXI, September 1998) included the following:
- "In order to be effective those individuals carrying out purchasing must be well informed about potential suppliers, and the price and quality of goods and services on offer.
- Savings are not only made merely by reducing the purchase price. Considerable savings can be realised by adopting a more flexible approach to purchasing.
- Significant savings can also be made by changing the way purchasing is carried out. Purchasing procedures can be streamlined to reduce administration costs and improved internal communication can result in savings through volume discounts.
- A 5% saving in the price or quantity purchased, if applied to all States purchasing, would result in an annual saving of £3.75 million. Since many commercial organisations have reported savings of up to 10% after they have improved their purchasing activities, a 5% saving does not appear an unrealistic target for the States."
- 1.4 The States Audit Commission's Report also included the following recommendations:
- "Those with responsibility for purchasing must have, and make use of, reliable up to date information on potential suppliers and the price and quality of goods and services on offer.
- The feasibility of developing and introducing an integrated computerised purchasing system should be assessed by carrying out a pilot project.
- States departments, in particular the States Treasury, should investigate the use of more efficient methods of processing orders, invoices and payments."
- 1.5 Furthermore, as set out in the States Administrative and Accounting Guideline entitled "Financial Information" one of the most important internal financial controls is the regular reporting and monitoring of financial information. This was reaffirmed in the Commission's report entitled "Performance Reporting" (Billet d'Etat XI, May 1999) which emphasised that "in order to manage any operation effectively appropriate and timely management information, both financial and operational, needs to be prepared to assist decision makers. The need for adequate management information is as necessary for an organisation such as the States as for any other operation."
- 1.6 In the 1998 Policy and Resource Planning Report the Committee reported the results of a review of the operations of the Treasury carried out as a joint exercise by independent consultants and the States Internal Audit Department. In addition to recommendations in respect of revising the internal structure of the Treasury (subsequently implemented) the review also highlighted the under-investment in IT within the Treasury over a number of years.
- 1.7 The existing general ledger system (LAFIS) was a product designed for United Kingdom local authorities in the 1980s and its supplier (ICL) has indicated that support will not be available beyond the next few years.

- 1.8 LAFIS has been the core financial system for General Revenue committees since its introduction in 1989 and has served the States well for relatively little cost. However, the system, as implemented, has provided only a basic accounting function without the ability to record commitments. Commitment accounting is an essential prerequisite if committee and departmental budgets are to be managed effectively. Committees have therefore implemented their own procedures and stand alone systems to provide commitment accounting.
- 1.9 Although when taken individually these systems may at first appear cheaper, the widespread use of different systems resulting from this uncoordinated and fragmented approach is very inefficient. More importantly, without an accompanying change in supporting procurement practices and procedures, the potential benefits of a coordinated corporate approach as recommended by the Committee in this report will not be realised.
- 1.10 It is clear that to improve the financial management information available to committees, both members and staff, as prescribed by modern standards of best practice, a new enhanced financial system must be implemented.
- 1.11 In order to achieve the savings on procurement and to ensure that the States gets the best possible value for money, a simple financial package would not be sufficient. A fully integrated States-wide system supported by an extensive business re-engineering process to identify and implement current best practice, together with appropriate staff training and development, is required.
- 1.12 As reported in the 2000 Policy and Resource Planning Report, the new system will be implemented on a phased basis. The initial phase will concentrate on implementing enhanced procurement processes and a general ledger function (including commitment recording) in the Treasury and the Board of Health. As set out in section 4 of this report, the new systems and procedures will be introduced in other committees in subsequent phases.
- 1.13 As a major spending committee with a continuing need to control its budgets carefully, the Board of Health had identified its own need to improve its financial systems. It was therefore agreed that it would be mutually beneficial if the Board was included in the first phase of the project. The Committee greatly appreciates the commitment of the Board and its staff to this important project.

2 Selection Process

- 2.1 In order to meet the States' requirements the Committee has been advised by its consultants Deloitte & Touche Management Solutions that a substantial fully integrated system consisting of a number of modules is required (such systems are known as Tier 1 Enterprise Resource Planning ("ERP") systems). These systems have the necessary functionality and scalability to allow the States to implement the same system across a wide range of financial activities (accounting, purchasing, payroll, asset registers etc.) in departments of very different sizes, activities and individual complexity. The number of systems available with an established reputation is very limited.
- 2.2 Implementing a major integrated finance and procurement package, together with the associated re-engineering of supporting processes, in an organisation of the size and complexity of the States of Guernsey is a very considerable undertaking.
- 2.3 In such a project the actual software, although important, is not the key criterion when selecting a supplier. Instead, a proven track record in delivering process change and implementing major integrated IT systems is the essential factor.

- 2.4 It was recognised that in undertaking this project the States would be entering into a long term relationship with its chosen supplier or “business partner”. In view of the nature of this project, including the provision of the hardware and software support, a contract initially for five years is recommended.
- 2.5 It was also recognised that the process of selecting the right business partner was an extremely complex and important one that required specialist assistance.
- 2.6 Therefore, throughout the selection and evaluation process, Deloitte & Touche Management Solutions have been retained to provide advice and guidance, in particular on the following:
- * Development of the selection and evaluation programme.
 - * Preparation of a long list of potential suppliers (see 2.9 below).
 - * Preparation of invitations to tender.
 - * Evaluation and clarification of initial supplier replies.
 - * Selection of the short list (see 2.11 below).
 - * Pre-contract negotiations.
 - * Preparation of the project business case.
 - * Development of a provisional timetable and implementation plan including the timing of the various project phases.

The total cost of the above services together with some minor associated costs incurred by the Committee in the course of this process, has been £155,000. In accordance with the normal States procedure, these costs have been charged to the Committee's Consultants and Site Investigation Fees capital vote. If the States approve the Committee's proposals, they will be recharged to the vote for the project.

- 2.7 In order to progress the selection process, a staff level steering group was established consisting of senior staff from the Treasury, Information Services Department and the Board of Health. The Director of Audit Services was also closely involved throughout the process.
- 2.8 In addition, as part of the initial programme of defining the scope of the proposed project, IT, finance and purchasing staff from General Revenue committees were involved in a series of workshops and presentations.
- 2.9 In May 2000 invitations to tender were issued to the following companies as recommended by Deloitte & Touche Management Solutions:

Cap Gemini UK Plc
 Electronic Data Systems Corporation (“EDS”)
 International Business Machines Limited (“IBM”)
 International Computers Limited (“ICL”)
 ITNET Plc Logica UK Limited (“Logica”) Sema Group Limited

- 2.10 All of the above companies are substantial organisations with the necessary proven track record to undertake a project of the size, nature and complexity of the one proposed. It is important to note that they specialise in implementing major projects and are not the actual hardware and software manufacturers and developers. In the tender process, suppliers were free to propose the software package they considered to be the most appropriate.

- 2.11 In response to the Committee's invitation to tender responses were received from the following:

Electronic Data Systems Corporation (“EDS”)

International Computers Limited (“ICL”)

Logica UK Limited (“Logica”)

- 2.12 In view of the generally buoyant state of the IT market, the relatively modest size of the project (from an international perspective) and, in most cases, the lack of any existing relationship with the States of Guernsey, the Committee was not unduly surprised to receive only three tenders from prospective suppliers.
- 2.13 EDS submitted two separate proposals, one based on SAP software and the other on J. D. Edwards software. The proposal from ICL recommended Oracle, and Logica recommended a solution also based on SAP. All three of these software solutions are integrated packages with a worldwide reputation based upon proven technology.
- 2.14 After an initial evaluation of the three tenders (using predetermined evaluation criteria), it was decided that further detailed discussions should be pursued with two of the potential suppliers (ICL and Logica). The tender from EDS, although comprehensive, offered less value for money (particularly in terms of consultancy costs) and, for the particular circumstances of the States, considered to have more implementation risk.
- 2.15 The discussions with ICL and Logica involved a series of detailed meetings, workshops and reference site visits and were carried out over a period of several months.
- 2.16 The Committee believes that both ICL and Logica satisfactorily demonstrated that they had the necessary track record, ability and commitment to deliver the States' requirements.
- 2.17 The total costs of the project based on the proposals submitted by ICL and Logica (after clarification and preliminary negotiation) and taking into account associated project revenue costs over a five year period were £6.10 million and £6.75 million respectively. However, the additional resources proposed by Logica during the project, in particular during the initial phase, will deliver greater savings to the States earlier (see appendix I).
- 2.18 After careful consideration and detailed evaluation the Committee is recommending that the tender from Logica is accepted. The Committee considers that, on balance, the proposed approach of Logica (a strong project management methodology, intensive staff training and support and a comprehensive process re-engineering exercise) is better suited to the particular circumstances of the States of Guernsey's existing systems and processes and, as set out above, will deliver greater savings by the end of year 5, (see appendix I).

3 Project Business Case

- 3.1 In order to evaluate the project properly, a detailed business case has been prepared with the assistance of Deloitte & Touche Management Solutions. Appendix I sets out a financial summary of the business case for this project.
- 3.2 The costs of the project (including costs not forming part of the contract with Logica) can be summarised as follows:

the initial phase of the project, to be funded from a capital vote, will include computer hardware, software, staff training, data migration (and storage) from LAFIS, and a substantial element of specialist external support time to undertake comprehensive business process re-engineering. The cost of these items, including a small contingency provision, is £3.0 million;

additional short term staff resources will also be required to assist the States in coordinating the project and in providing cover for those staff, including a number of senior staff, who will be seconded full time to the project in its initial phase. Based on the initial timetable and resource plan a provision of £600,000 is considered necessary. It is estimated that up to 25 people will be working full time on this project during the first phase, of which half will be provided by Logica and Deloitte & Touche Management Solutions and half will be States employees.

Included in the figure of £600,000 for support staff resources is a maximum of £350,000 in respect of fees to Deloitte & Touche Management Solutions to provide ongoing consultancy support and seconded staff to supplement the States' own resources to manage and implement the project.

- 3.3 The total capital cost of the first phase of the project, including the £155,000 referred to above in 2.6, is therefore £3.75 million.
- 3.4 Recurring revenue costs, including software user licences, provision and maintenance of hardware in the data centre, software development and ongoing staff training and support will also be incurred. Although subject to final negotiation and dependent upon the timing of the project and the actual numbers of users and volumes of transactions, these costs are estimated to be up to £650,000 per year.
- 3.5 The total costs of the project, revenue and capital, over five years will be approximately £6.75 million, of which approximately £4.5 million will be payable to Logica.
- 3.6 It is emphasised that, following pre-contract negotiations (involving Deloitte & Touche Management Solutions), a significant element of the sums payable to Logica will be linked to the actual delivery of savings. This, of course, reduces the financial risk to the States of the project. Although Logica have given in principle agreement to entering into a risk-reward contract, precise details of the contract have yet to be finalised.
- 3.7 The anticipated benefits of the project can be summarised as follows:
 - * Better focused procurement resulting in better value for money.
 - * Streamlined authorisation, purchasing and payment procedures.
 - * More integrated, accurate and timely, financial management information.
 - * Considerable reduction of paperwork and duplication of effort including repetition of data input.
 - * Freeing up and better use of staff resources.
- 3.8 The proposed integrated finance and procurement system will utilise the latest internet and web technology, and will result in more effective and efficient purchasing practices, and therefore less actual expenditure. Furthermore, as a result of more efficient processes, staff will be released from low level repetitive duties and redeployed to allow more value added activities to be undertaken. In some cases, through natural wastage and redeployment, there will be a net reduction in administrative staff. However, there will be no compulsory redundancies as a result of the implementation of the project.
- 3.9 The detailed business case for the first phase of the project, based on the above costs and savings, predicts that the project will have a pay back period of 5 years. (For ICL the payback period would be 7 years and the amount of savings in year 7 and onwards would be

smaller). The ongoing annual revenue costs of up to £650,000 (see 3.4 above) will generate savings from year 3 onwards (due to reduced purchase prices and administration costs) of £1.6 million, i.e. a net savings of nearly £1 million per annum. In addition, although they will be substantial, no attempt has been made to quantify the efficiencies that will accrue due to the significantly improved management information that will be made available through the new system. In addition, no attempt has been made to quantify the positive impact of this project on staff recruitment and retention.

Although in the first phase the majority of the savings will be made in the Treasury and the Board of Health, some savings will also be made in other committees by increasing the ability to co-ordinate purchasing across the States.

- 3.10 By implementing the new system, invoice and payment processing procedures will become significantly more efficient, allowing suppliers to receive payment far more promptly than is sometimes the case with the present arrangements. This will, of course, benefit the supplier, but will also enable the States to negotiate early settlement discounts.
- 3.11 Suppliers will also benefit from the enhanced purchasing and payment procedures as they will be able to receive consolidated orders rather than, as is often the case presently, a large number of small orders which are then invoiced and paid separately. Suppliers should therefore see significant reductions in their own administration costs. It is hoped that the new procedures will also encourage suppliers, in particular local suppliers, to invest in their own e-commerce systems which will allow them to be more competitive.

4 Outline Project Plan and Future Developments

- 4.1 As stated above, the new system will be implemented on a phased basis. The initial phase, as included in the recommended tender, will concentrate on enhanced procurement processes (including stock control) and a general ledger function (including commitment recording) in the Treasury and the Board of Health.
- 4.2 By using a system comprising a number of integrated modules in the Treasury and the Board of Health it will be possible to implement future phases relatively easily and cost effectively. The initial phase will also include the implementation of a general ledger function across all General Revenue Committees by the end of 2001.
- 4.3 At the present time it is envisaged that, within an overall programme (which will be developed at the end of the initial phase), future phases will include implementing:
- * The procurement system and associated processes into additional individual General Revenue committees on a staged basis from the end of 2001 onwards.
 - * Additional modules of the integrated package including debtor control and billing, fixed asset registers, and payroll on a staged basis from the end of 2001 onwards.
- 4.4 Each new phase will be the subject of a rigorous cost-benefit analysis to evaluate fully the feasibility of the programme at every stage. The order and timing of the individual future stages will, by necessity, reflect the identified priorities for change and individual committee's ability to cope with that change.
- 4.5 The proposed systems will also be sufficiently flexible to support the States activities regardless of any changes which may arise through committee restructuring (amalgamation or changes of responsibility) which may result from the Review of the Machinery of Government or other such initiatives.

- 4.6 If the United Kingdom elected to join the European Single Currency, and Guernsey consequently considered that it had little choice but to adopt the euro, the recommended system would have the facility to make this change.

5 Hardware, Software and Ongoing Support Arrangements

- 5.1 In evaluating the various possible options for providing the necessary hardware and software services and support three main possibilities were considered;
- a) In house delivery.
 - b) Off-Island outsourcing.
 - c) On-Island outsourcing with off-Island specialist support.
- 5.2 In view of the complexity of the proposed system, and the existing demands placed on the States' IT staff, in house delivery is not considered a viable option.
- 5.3 After a detailed review of the various issues involved (technical, financial and operational), the Committee, with the agreement of the proposed supplier, considers that the most suitable option is for on-Island outsourcing with off-Island specialist support.
- 5.4 Under such an arrangement, the hardware operating the new system will be situated in a secure data centre on the Island and day to day administration would be the responsibility of Logica's recommended sub-contractor ITEX (Guernsey) Limited ("ITEX").
- 5.5 If the Committee's proposals are approved, the States will have one single contract with Logica who will be responsible for all aspects of service delivery. There will be no direct contractual arrangement between ITEX and the States although there will be close cooperation on operational matters.

6 Training

- 6.1 In order to realise fully the potential benefits of implementing the new system, and the associated introduction of new working processes in line with best practice, it is essential that staff are appropriately trained and developed.
- 6.2 As part of the initial phase of the project a comprehensive Training Needs Analysis Review will be carried out. This review will identify the training requirements, and timetable for their delivery, of the various end-user and support staff.
- 6.3 Although the exact training costs cannot be finalised until the completion of the above review, a provisional estimate of £268,000 (including the cost of the initial assessment exercise) has been included in the proposal from Logica. At this stage it is estimated that at least 400 staff will receive an appropriately tailored degree of training.

7 Government Services on Line and E-Commerce

- 7.1 Although the finance and procurement project's main objective is to improve substantially the States of Guernsey's internal procedures, it would be a significant advantage to the Island's image as a major e-commerce centre if its government's own systems were at the forefront of the Island's e-commerce activity. The Committee's proposals are therefore complementary to, and supportive of, the States' e-Government and e-commerce strategies.
- 7.2 By enabling cross committee communication and integration on a standard platform, the introduction of an integrated Tier 1 ERP package would facilitate the development of government services on line. In addition, as the system utilises established web technology it would, where appropriate, allow internet access by the users of States services.

8 Funding

- 8.1 As part of the 2000 Policy and Resource Planning Report the Committee's capital allocation was increased by £2 million to fund the first phase of the project. However, at that time, it was emphasised that this suggested cost was "little more than an indicative figure" and that it was "not known whether the project will be of a capital or revenue nature or combination of both. Any necessary adjustments to the Committee's capital allocation and revenue budget will therefore be recommended to the States when seeking approval for the project."
- 8.2 It is proposed that the initial implementation phase is funded by means of a capital vote of £3.75 million from the Advisory and Finance Committee's capital allocation, £2 million of which has already been provided in the Committee's capital allocation as set out above. A further £1.75 million is therefore required and the Committee recommends that this sum be transferred from the Capital Reserve to the Committee's capital allocation.
- 8.3 The ongoing revenue costs, such as software user licences, will be funded from individual committee revenue expenditure budgets. The Committee will take into account these costs, and the associated savings realised by the project, when making recommendations to the States in respect of individual committee's cash limits as part of the normal States Policy and Resource Planning cycle. In some committees, such as the Board of Health, these savings will be used to off-set, at least in part, the ever increasing cost of service delivery.
- 8.4 The funding of subsequent phases of the project will need to be determined on a case by case basis. However, because of the approach adopted by the Committee the costs of subsequent phases are anticipated to be considerably less than those of the initial phase even when implementing the system in larger committees.

The Committee therefore recommends the States:

- a) To agree in principle to the implementation of a corporate purchasing and finance system as set out in this report.
- b) To authorise the Advisory and Finance Committee to negotiate and enter into a partnership agreement with Logica to implement the above system.
- c) As regards the capital costs of implementing the above system:
 - i) To approve a transfer of £1,750,000 from the Capital Reserve to the capital allocation of the Advisory and Finance Committee.
 - ii) To vote the Advisory and Finance Committee a credit of £3,750,000, which sum to be taken from the Committee's allocation for capital expenditure.
- d) To direct the Advisory and Finance Committee to take into account the ongoing revenue costs and savings of the above project when bringing forward recommendations to the States for General Revenue committees' future annual cash limits.

I have the honour to request that you will be good enough to lay this matter before the States with appropriate propositions.

I am, Sir,
 Your obedient Servant,
 L. C. MORGAN,
 President,
 States Advisory and Finance Committee.

SUMMARY 5 YEAR BUSINESS CASE

APPENDIX I

	notes	<u>LOGICA</u>		<u>ICL</u>	
<u>COSTS</u>		£ 000	£ 000	£ 000	£ 000
<u>Capital Costs</u>					
Hardware		510		207	
Software		387		423	
Implementation and re-engineering		1,520		580	
Staff Training		268		210	
Data Migration and Catalogue		170		120	
			2,855		1,540
Support staff			600		640
Deloitte & Touche			155		155
General Contingency			140		140
			3,750		2,475
<u>Revenue Costs (5 years)</u>					
Software Maintenance and Upgrades		695		610	
Managed Service Provider		1,590		2,300	
Ongoing Staff Training		315		315	
Catalogue Maintenance and System Support		400		400	
			3,000		3,625
			6,750		6,100
<u>SAVINGS (5 years)</u>					
Cash Savings					
Price Reductions in Goods and Services	i)	2,300		1,600	
Stores Rationalisation		150		150	
Reduced Staff Costs		320		320	
LAFIS Savings		230		230	
			3,000		2,300
<u>Other Savings from Business Re-engineering</u>					
Increased Staff Productivity:	ii)				
Senior Management time			1,500		1,100
Accounting and Purchasing Officers			2,300		1,500
			6,800		4,900
Total Savings over 5 years			6,800		4,900
Total Net Saving / (Cost) over five years			50		(1,200)
Total Net Saving over ten years	iii)		3,900		2,500

- i) By the end of year five it is anticipated that actual cash savings on goods and services purchased will be £750,000 for Logica and £570,000 for ICL. This level of savings is expected to continue, at least at this level, after year five.
- ii) Increased staff productivity will enable existing staff, including senior managers, to perform other more added value duties which if they were to be carried out would otherwise require additional staff to be recruited.
- iii) On a ten year discounted net cash flow basis the total net saving would be £3.9 million for Logica and £2.5 million for ICL.

The States are asked to decide:—

XXVI.—Whether, after consideration of the Report dated the 15th December, 2000, of the States Advisory and Finance Committee, they are of opinion:—

1. To agree in principle to the implementation of a corporate purchasing and finance system as set out in that Report.
2. To authorise the States Advisory and Finance Committee to negotiate and enter into a partnership agreement with Logica to implement the above system.
3. That, as regards the capital costs of implementing the above system:
 - (a) To approve a transfer of £1,750,000 from the Capital Reserve to the capital allocation of the States Advisory and Finance Committee.
 - (b) To vote the States Advisory and Finance Committee a credit of £3,750,000, which sum shall be taken from that Committee's allocation for capital expenditure.
4. To direct the States Advisory and Finance Committee to take into account the ongoing revenue costs and savings of the above project when bringing forward recommendations to the States for General Revenue committees' future annual cash limits.

STATES ADVISORY AND FINANCE COMMITTEE

PUBLIC HOLIDAYS – 2001 AND 2002

The President,
States of Guernsey,
Royal Court House,
St. Peter Port,
Guernsey.

22nd December, 2000.

Sir,

PUBLIC HOLIDAYS - 2001 AND 2002

Royal Visit

As the Members of the States are aware, the Island is to be honoured with a visit by Her Majesty The Queen and His Royal Highness The Duke of Edinburgh on Thursday, 12th July, 2001.

On past occasions when the Sovereign has visited Guernsey the day of the visit has been declared a public holiday to enable as many people as possible to have the opportunity of seeing the Monarch.

The Committee believes that the practice should be followed with regard to the forthcoming visit and recommends that the 12th July, 2001 be declared a public holiday.

Her Majesty's Golden Jubilee

Her Majesty's Government has announced that Monday, 3rd June 2002 will be an additional bank holiday throughout the United Kingdom to celebrate the Golden Jubilee of Her Majesty The Queen's accession to the throne. It has also been announced that the Spring bank holiday which would have been on the 27th May 2002 will be transferred to Tuesday 4th June 2002.

The Committee is of the opinion that Guernsey residents will wish to have the opportunity of celebrating Her Majesty's Golden Jubilee and that it would be appropriate for our public holidays during that period to be the same as in the United Kingdom.

Recommendation

The Advisory and Finance Committee recommends that the Public Holidays Ordinance, 1994, as amended, be further amended to the extent that

- (a) Thursday, 12th July, 2001 shall be an additional public holiday in Guernsey;
- (b) Monday 3rd June, 2002 shall be an additional public holiday in Guernsey;
- (c) Tuesday, 4th June, 2002 shall be a public holiday in Guernsey in place of Monday, 27th May, 2002.

I have the honour to request that you be good enough to lay this matter before the States with appropriate propositions including one directing the preparation of the necessary legislation.

I am, Sir,
Your obedient Servant,
L. C. MORGAN,
President,
States Advisory and Finance Committee.

The States are asked to decide:—

XXVII.— Whether, after consideration of the Report dated the 22nd December, 2000, of the States Advisory and Finance Committee, they are of opinion:—

1. That Thursday, 12th July, 2001, shall be an additional public holiday in Guernsey.
2. That Monday, 3rd June, 2002, shall be an additional public holiday in Guernsey.
3. That Tuesday, 4th June, 2002, shall be a public holiday in Guernsey in place of Monday, 27th May, 2002.
4. To direct the preparation of such legislation as may be necessary to give effect to their above decisions.

STATES BOARD OF ADMINISTRATION**AIRPORT FEES AND CHARGES 2001**

The President,
States of Guernsey,
Royal Court House,
St. Peter Port,
Guernsey.

14th December, 2000.

Sir,

AIRPORT FEES AND CHARGES 2001

The States Board of Administration has reviewed the fees and charges for the use of Guernsey and Alderney Airports which should apply from 1 April 2001.

Guernsey Airport

The Board re-affirms its policy that fees and charges for the use of the Airport should cover all running costs and provide funds for the ongoing maintenance of the infrastructure of the Airport and the replacement of the equipment essential to its safe and expeditious operation.

Although passenger movements recorded in 1999 were less than the all time high achieved in 1998, the Board is pleased to report that for the first three quarters of 2000 passenger movements at the Airport have again increased and it is hopeful that by the end of the year the volume of passengers passing through the Airport will have returned to, or be near, 1998 levels.

The improved traffic levels at the Airport have been reflected in the Airport's income but due to unforeseen expenditure arising directly from the Civil Aviation Authority's inspection of the Airport in the spring of 1999, the Airport will only achieve a working surplus on its day to day operations for 2000. Overall, when capital loan repayment costs are taken into account, the Airport will incur a deficit. The Board expects that the Airport will also be in deficit in 2001 and, possibly, 2002 until all non-recurrent expenditure associated with the Civil Aviation Authority's Audit Report has been completed.

By 2003 the Board anticipates that the standard fees and charges that will be in force, based on the existing rates continuing to be adjusted to match inflation together with income from non aviation related charges, should be sufficient to meet operating costs and capital investment to maintain the infrastructure of the Airport and its systems.

Exceptional expenditure on projects, such as the redevelopment of the Terminal Building, will require the introduction of additional fees to help provide the necessary finance. On 30 November 2000 the States considered the Board's report concerning the redevelopment of the Airport Terminal building, which included a recommendation that, with effect from 1 January 2002, the Board should introduce a "surcharge" of £2 per passenger movement in respect of flights to and from the UK and Europe and £0.80 per passenger movement in respect of inter-Island flights in order to recoup the cost of repaying the loan from the Ports Holding Account (PHA) which will fund the redevelopment.

Deputy Norman proposed two amendments to the Board's recommendations, the first seeking a lowering of the Board's proposed surcharge to £1.00 for passengers travelling to or from the UK and Europe and £0.50 for inter-Island passengers. The second amendment sought States approval that the Airport should not be liable to repay to the PHA the loan interest incurred as a result of the construction of the new Airport Terminal.

The first of these amendments was carried, whilst the second was lost. This means that the new surcharge (£1.00/£0.50) will not be sufficient to recoup the development costs in full, as per the Board's original intention. The effect of simply removing the interest charge from the repayments would have resulted in surcharges of £1.12 and £0.45. As these amounts were rounded to £1.00 and £0.50 respectively the result is that the additional income that will be generated will be insufficient to cover the remaining core capital payments. Unless the States is willing to let the Airport incur an annual deficit of approximately £800,000 per annum over the next 20 years, the Board will have to make up the shortfall through increases to passenger and landing fees. The Board does not wish to take such action, as it would prefer the funds to be raised by way of a separate, transparent and identifiable user tax. This is also the preference of the major airlines which serve the Island.

The Board is strongly of the opinion that a separate charge, which it proposes to call the Airport Development Charge, should be levied to cover the costs associated with the redevelopment of Guernsey Airport. In order to recoup the entire cost of the redevelopment it will be necessary for the Development Charge to be set at the levels originally proposed – ie £2.00 per movement for UK and European destinations and £0.80 for inter-Island passenger movements. With effect from 1 April 2001 the UK Air Passenger Duty (APD) is to be halved to £5 for domestic trips. At the same time, the return leg exemption on wholly domestic round trips is being abolished, which means that a passenger making such a journey will continue to pay total duty of £10.00, as at present. However, as APD is not charged on departures from Guernsey Airport the effect for passengers buying a return ticket between Guernsey and a UK airport is a halving of the duty payable to £5.00.

Rather than have ticket prices fall by this amount in April 2001 and then effectively rise again by £4.00 on 1 January 2002 the Board would prefer to introduce its Airport Development Charge to coincide with the halving of the UK APD, as the effect will then be felt less by the travelling public. As APD is not payable on inter-Island flights the Board is recommending that the £0.80 Development charge should not be introduced on such flights until 1 January 2002.

The Board believes that this early introduction of a Development Charge is justified to offset the considerable expenditure it has already incurred in respect of consultants' fees. Because of the payment structure agreed with its consultants, the Board is incurring such costs on a regular basis and by 31 March 2001, it is anticipated that total fees paid will be in the order of £915,000, which equates to almost half of the total fees payable for the entire project. The Board intends that these costs should be met through borrowing from the PHA, which means that repayments will have to commence prior to 1 January 2002, the previously recommended date for the introduction of the surcharge.

To date approximately £600,000 has been met from the Advisory and Finance Committee's Consultancy Fees and Site Investigation vote in this respect, under the normal States financial procedures. Although the fees will eventually be recovered from the ports when a capital vote is approved by the States, in the meantime interest on the capital funds, which would otherwise remain invested, is being lost. To this extent the General Revenue Account is supporting the ports. Because of the magnitude of the fees, the effect is material. It would be more appropriate for these

and future fees of this nature to be met from the PHA. It is therefore proposed that a ports capital vote be opened forthwith, to which existing and future consultancy fees in respect of the Airport Terminal Redevelopment Project will be directly charged.

Another exceptional capital expenditure project which might also require additional fees and charges would be the future development of the Airport's runway, upon which matter the Board expects to report back to the States within the next six months.

In the meantime the Board recommends that existing fees and charges for the use of the Airport from 1 April 2001 should be increased in line with the change recorded in the Island's index of retail prices for the year ending 30 June 2000, namely, 4.4%, rounded to the nearest 5p.

The Board estimates that if its proposals for the adjustment of fees and charges from 1 April next are approved, Airport revenue will be increased by approximately £165,000 in a full year at present traffic levels.

A schedule setting out the existing and proposed fees for passenger aircraft at Guernsey Airport compared with existing fees in operation at airports in the United Kingdom with which the Island has air service links is attached for the information of Members of the States.

Alderney Airport

The trading position at Alderney Airport in recent years has produced the following annual deficits:

1998	£394,983
1999	£416,471
2000 (probable outturn)	£429,460

As well as the above annual deficits funded from the Board of Administration's revenue allocation, there are additional sums in respect of capital expenditure which are funded from the Board's capital allocation. Requests for capital expenditure totalling £600,000 are anticipated for 2001.

In accordance with the resolution of the States, the Advisory and Finance Committee, in consultation with the Alderney Policy and Finance Committee, continues to review the financial position of Alderney Airport with a view to determining how the Airport's annual deficit might be substantially reduced.

This ongoing matter is in the hands of the Advisory and Finance Committee at present and, in the absence of any firm conclusions at this time, the Board recommends that existing fees and charges for the use of Alderney Airport should be increased in line with the change recorded in the Guernsey index retail prices for the year ending 30 June 2000, namely 4.4%, rounded to the nearest 5p.

The Board estimates that if its proposals are approved, the income at Alderney Airport will increase by an estimated £13,000 in a full year at present traffic levels.

States Approval

The Board currently approaches the States annually for approval of its proposed airport fees and charges for the following year. In future, the Board proposes that the Advisory and Finance Committee should be able to agree airport fees and charges without reference to the States, provided that the Board's proposed increases do not exceed the change in the Guernsey Retail

Price Index as at 30 June of the year preceding that of the new charges. The States have already approved this approach in respect of Harbour dues.

The Board is aware that the recommendations that follow are contrary to a previous States decision. However, it firmly believes that its proposals are in the best interests of the travelling public and the Airport. Should the Tourist Board disagree, it has the option of putting forward alternative proposals should it so wish.

Recommendations

The Board recommends the States:

1. To approve the adjustment in fees and charges for the use of Guernsey Airport with effect from 1 April 2001 as set out in Appendix 1 to this letter.
2. To approve the adjustment for fees and charges for the use of Alderney Airport with effect from 1 April 2001 as set out in Appendix 2 to this letter.
3. To agree that, with effect from 1 April 2001, an Airport Development Charge of £2.00 per single movement for passengers travelling to or from the UK and Europe should be introduced in order to repay funds borrowed from the Ports Holding Account for the purpose of paying airport redevelopment costs and consultants' fees.
4. To agree that, with effect from 1 January 2002, an Airport Development Charge of £0.80 per single movement for inter-Island passengers should be introduced for the purpose of paying airport redevelopment costs and consultants' fees.
5. To revoke Resolution 4 of 30 November 2000 on Billet d'État XXII 2000.
6. To agree an immediate transfer of funds from the Ports Holding Account to the Advisory and Finance Committee's Consultancy Fees and Site Investigation vote such sums as have been paid from this account in respect of consultants' fees for the Airport Terminal Redevelopment project up until such time as this report is approved by the States of Deliberation.

In addition, to agree that, as from the date of approval of this report future expenditure necessary for payment of consultants' fees shall be met from the Ports Holding Account by way of establishment of a capital vote for this purpose with the approval of the Advisory and Finance Committee.

7. To agree that future alterations in airport fees and charges may be implemented with the agreement of the Advisory and Finance Committee and without reference to the States, provided that increases do not exceed the change in the Guernsey Retail Price Index as at 30 June of the year preceding that of the new charges.

I have the honour to request that you be so good as to lay this matter before the States with appropriate propositions.

I am, Sir,
Your obedient Servant,
R. C. BERRY,
President,
States Board of Administration.

AIRPORT	AIRPORT FEES & CHARGES - 2000		LONG HAUL-PASSENGER FLIGHTS		EXAMPLE FEES FOR AIRCRAFT WITH 50 SEATS MTOW 20 METRIC TONS AND 35 PASSENGERS					
	LANDING / RUNWAY FEE PER METRIC TON £	NOTES	PASSENGER FEE DOMESTIC £	NOTES	SECURITY FEE DOMESTIC £	NOTES	LANDING / RUNWAY FEE £	PLS FEE £	SECURITY FEE £	TOTAL FEE £
GUERNSEY	13.70	SUMMER	2.95	ON ARRIVAL	1.25	ON ARRIVAL	274.00	103.25	43.75	377.25
FROM 1/4/2000	12.35	WINTER	2.95	ON ARRIVAL	1.25	ON ARRIVAL	247.00	103.25	43.75	394.00
GUERNSEY	14.30	SUMMER	3.10	ON ARRIVAL	1.30	ON ARRIVAL	286.00	108.50	45.50	440.00
FROM 1/4/2001	12.90	WINTER	3.10	ON ARRIVAL	1.30	ON ARRIVAL	258.00	108.50	45.50	412.00
BIRMINGHAM	11.21	RUNWAY FEE ON DEPARTURE	6.44	ON DEPARTURE	INC IN PLS	ON DEPARTURE	224.20	225.40	INC IN PLS	449.60
BOURNEMOUTH	14.5		4.45	ON ARRIVAL	4.5	ON ARRIVAL	275.80	111.30	148.40	535.50
BRISTOL	14.10		6.30	ON ARRIVAL	2.75	ON ARRIVAL	282.00	220.50	96.25	598.75
CARDIFF	13.80	AIRCRAFT UP TO 25 METRIC TONS	7.65	ON ARRIVAL	1.00	ON DEPARTURE	276.00	267.75	35.00	578.75
	15.45	AIRCRAFT OVER 25 METRIC TONS	7.65	ON ARRIVAL	1.00	ON DEPARTURE	276.00	267.75	35.00	578.75
EAST MIDLANDS	10.90	RUNWAY FEE ON DEPARTURE	5.48	SUMMER) WINTER)	2.56	ON DEPARTURE	218.00	191.80	89.60	499.40
			4.96		2.56	ON DEPARTURE	218.00	173.60	89.60	481.20
EXETER	15.00		4.00	ON DEPARTURE	4.05	ON DEPARTURE	300.00	140.00	141.75	581.75
JERSEY	13.13		7.45		1.41		257.60	209.30	49.35	516.25
LEEDS	13.18		5.97	ON DEPARTURE	2.45	ON DEPARTURE	263.60	208.95	85.75	558.30
LONDON GATWICK	(FLAT RATE) 80.00 340.00	RATE FOR AIRCRAFT BETWEEN 16 & 55 METRIC TONNES OFF PEAK PEAK	4.10 4.10	ON DEPARTURE	INC IN PLS	ON DEPARTURE	80.00 340.00	143.50 143.50	INC IN PLS INC IN PLS	223.50 483.50
LUTON	3.90	PER SEAT (UP TO 30 APRIL 2000)	3.50	ON DEPARTURE	3.55	ON DEPARTURE	136.50	122.50	124.25	383.25
LONDON STANSTED	80.00 110.00	RATE FOR AIRCRAFT BETWEEN 16 & 55 METRIC TONNES OFF PEAK PEAK	4.10 4.10	ON DEPARTURE	INC IN PLS INC IN PLS	ON DEPARTURE	80.00 110.00	143.50 143.50	INC IN PLS INC IN PLS	223.50 253.50
MANCHESTER	6.38 6.38 7.83 7.83	AIRC'T UP TO 25 METRIC TONS AIRC'T UP TO 25 METRIC TONS AIRC'T OVER 25 METRIC TONS AIRC'T OVER 25 METRIC TONS	1.00 1.25 4.71 5.21	ON DEPARTURE ON DEPARTURE ON DEPARTURE ON DEPARTURE	3.00 3.00 3.00 3.00	ON DEPARTURE ON DEPARTURE ON DEPARTURE ON DEPARTURE	127.60 127.60 127.60 127.60	35.00 43.75 35.00 43.75	105.00 105.00 105.00 105.00	267.60 276.35 267.60 276.35
NORWICH	14.12		6.96	ON DEPARTURE	4.20	ON DEPARTURE	282.40	243.60	147.00	526.00
SOUTHAMPTON	16.34		9.12	ON ARRIVAL	INC IN PLS	ON ARRIVAL	304.80	286.30	INC IN PLS	591.10
TEESSIDE	13.10		8.40	ON ARRIVAL	INC IN PLS	ON ARRIVAL	262.00	294.00	INC IN PLS	556.00

GUERNSEY AIRPORT**Appendix 1****Maximum Fees and Charges under the Airport Fees Ordinance 1987
with effect from 1 April 2001**

(Revised rates rounded to nearest 5p)

1. Aircraft in Passenger Configuration**(A) Airport Fees – Long Haul Services**

The fee for the arrival of each aircraft in this category, the last point of departure of which is 55 nautical miles or more from Guernsey Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 October inclusive	13.70	14.30
From 1 November to 31 March inclusive	12.35	12.90

(B) Airport Fees – Short Haul Services

The fee for the arrival of each aircraft in this category, the last point of departure of which is less than 55 nautical miles from Guernsey Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	7.45	7.80

(C) Passenger Fees

The fee for the arrival of a passenger on an aircraft in passenger configuration:–

Category of Passenger	Rate of Airport Fee per arriving passenger	
	Present £	Proposed £
(i) the last point of departure of which was within the Channel Islands	1.35	1.40
(ii) the last point of departure of which was within the Channel Islands, where the passenger remained on the aircraft at that point	2.95	3.10
(iii) the last point of departure of which was outside of the Channel Islands	2.95	3.10

The fee shall not be payable for any passenger who does not disembark from an aircraft at Guernsey Airport and who is on board that aircraft when it next departs from the Airport.

(D) Security Fee

The fee for the arrival of a passenger on an aircraft in passenger configuration:–

Category of Passenger	Rate of Airport Fee per arriving passenger	
	Present £	Proposed £
(i) the last point of departure of which was outside of the Channel Islands	1.25	1.30
(ii) the last point of departure of which was within the Channel Islands, where the passenger remained on the aircraft at that point	1.25	1.30

The fee shall not be payable for any passenger who does not disembark from an aircraft at Guernsey Airport and who is on board that aircraft when it next departs from the Airport.

2. Aircraft in Cargo Configuration/Aircraft without Passengers or Cargo**(A) Airport Fees – Long Haul Services**

The fee for the arrival of each aircraft in either category, the last point of departure of which is 55 nautical miles or more from Guernsey Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	7.25	7.55

(B) Airport Fees – Short Haul Services

The fee payable for the arrival of each aircraft in either category, the last point of departure of which is less than 55 nautical miles from Guernsey Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	5.00	5.20

3. Fees for aircraft carrying out local flights

(A) Airport Fees

The fee payable for the arrival of each aircraft which has taken off from Guernsey Airport and returned to the Airport without having landed elsewhere.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	5.35	5.60

(B) Passenger Fees

The fee for the arrival of a passenger on an aircraft in passenger configuration which has taken off from Guernsey Airport and returned to the Airport without having landed elsewhere.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	1.35	1.40

4. Fees for Private Aircraft

(A) Aircraft not exceeding 5 metric ton maximum permissible take off weight

- (i) The fee for the arrival of a private aircraft, the last point of departure of which is 55 nautical miles or more from Guernsey Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	8.50	8.90

- (ii) The fee for the arrival of a private aircraft in this category, the last point of departure of which is less than 55 nautical miles from Guernsey Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	6.90	7.20

(B) Aircraft exceeding 5 metric ton maximum permissible take off weight

- (i) The fee for the arrival of a private aircraft, the last point of departure of which is 55 nautical miles or more from Guernsey Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 October inclusive	13.70	14.30
From 1 November to 31 March inclusive	12.35	12.90

- (ii) The fee for the arrival of a private aircraft in this category, the last point of departure of which is less than 55 nautical miles from Guernsey Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	7.45	7.80

Operators of private aircraft who do not make payment of fees and charges before departing from the Airport will be subject to a surcharge at the rate of 100% in respect of the fee for that aircraft.

5. Fees for Tests Familiarisation and Training Flights

(A) Airport Fees

The fee payable for the arrival of an aircraft which is being used solely for a test, familiarisation or training flight.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	5.00	5.20

(B) Runway Approach Fees

The fee payable for an aircraft on a test, familiarisation or training flight which approaches the runway for the purposes of making a simulated landing but does not land at the Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	5.00	5.20

6. **Additional fees for availability of Guernsey Airport outside promulgated hours**

An additional fee shall be payable for the use of Guernsey Airport outside of the promulgated hours of operation for each movement of an aircraft

Hours of Operation (Local Time)	Rate at Airport for each aircraft movement	
	Present £	Proposed £
Up to 2229 hours	372.40	388.80
between 2230 hours and 2259 hours	744.60	777.30
between 2300 hours and 2329 hours	1,000.00	1,000.00 (no change)
between 2330 hours and 2359 hours	2,000.00	2,000.00 (no change)
between 2400 hours and the promulgated time of the opening of the Airport.	3,000.00	3,000.00 (no change)

This additional fee may be reduced or waived at the discretion of the Board.

7. **Parking Fees**

(A) A parking fee shall be payable for parking at Guernsey Airport of each aircraft after the expiration of the free period set out below from the time of the aircraft's arrival at the Airport.

<u>Category of Aircraft</u>	<u>Free Period</u>
(i) Private aircraft under 3 metric tons maximum permissible weight	72 hours (No Change)
(ii) Private aircraft exceeding 3 metric tons maximum permissible weight	24 hours (No Change)
(iii) Aircraft operated for hire and reward	24 hours (No Change)

(B) The parking fee shall be calculated in respect of each period of 24 hours or part thereof after expiration of the free period appropriate to the aircraft concerned and before the time of take-off.

	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
(i) For the first metric ton	8.20	8.55
(ii) For each additional metric ton	1.70	1.80

Note Unless the context otherwise requires, words and expressions used in this Appendix have the same meanings as in the Airport Fees Ordinance 1987.

ALDERNEY AIRPORT**Appendix 2****Maximum Fees and Charges under the Airport Fees Ordinance 1987
with effect from 1 April 2001**

(Revised rates rounded to nearest 5p)

1. Aircraft in Passenger Configuration**(A) Airport Fees – Long Haul Services**

The fee for the arrival of each aircraft in this category, the last point of departure of which is 55 nautical miles or more from Alderney Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 October inclusive	13.70	14.30
From 1 November to 31 March inclusive	12.35	12.90

(B) Airport Fees – Short Haul Services

The fee for the arrival of each aircraft in this category, the last point of departure of which is less than 55 nautical miles from Alderney Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	7.45	7.80

(C) Passenger Fees

The fee for the arrival of a passenger on an aircraft in passenger configuration:–

Category of Passenger	Rate of Airport Fee per arriving passenger	
	Present £	Proposed £
(i) the last point of departure of which was within the Channel Islands	1.35	1.40
(ii) the last point of departure of which was within the Channel Islands, where the passenger remained on the aircraft at that point	2.95	3.10
(iii) the last point of departure of which was outside of the Channel Islands	2.95	3.10

The fee shall not be payable for any passenger who does not disembark from an aircraft at Alderney Airport and who is on board that aircraft when it next departs from the Airport.

2. **Aircraft in Cargo Configuration/Aircraft without Passengers or Cargo**

(A) **Airport Fees – Long Haul Services**

The fee for the arrival of each aircraft in either category, the last point of departure of which is 55 nautical miles or more from Alderney Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	7.25	7.55

(B) **Airport Fees – Short Haul Services**

The fee payable for the arrival of each aircraft in either category, the last point of departure of which is less than 55 nautical miles from Alderney Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	5.00	5.20

3. **Fees for aircraft carrying out local flights**

(A) **Airport Fees**

The fee payable for the arrival of each aircraft which has taken off from Alderney Airport and returned to the Airport without having landed elsewhere.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	5.35	5.60

(B) **Passenger Fees**

The fee for the arrival of a passenger on an aircraft in passenger configuration which has taken off from Alderney Airport and returned to the Airport without having landed elsewhere.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	1.35	1.40

4. **Fees for Private Aircraft**

(A) Aircraft not exceeding 5 metric ton maximum permissible take off weight

(i) The fee for the arrival of a private aircraft, the last point of departure of which is 55 nautical miles or more from Alderney Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	8.50	8.90

(ii) The fee for the arrival of a private aircraft in this category, the last point of departure of which is less than 55 nautical miles from Alderney Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	6.90	7.20

(B) **Aircraft exceeding 5 metric ton maximum permissible take off weight**

(i) The fee for the arrival of a private aircraft, the last point of departure of which is 55 nautical miles or more from Alderney Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 October inclusive	13.70	14.30
From 1 November to 31 March inclusive	12.35	12.90

(ii) The fee for the arrival of a private aircraft in this category, the last point of departure of which is less than 55 nautical miles from Alderney Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	7.45	7.80

Operators of private aircraft who do not make payment of fees and charges before departing from the Airport will be subject to a surcharge at the rate of 100% in respect of the fee for that aircraft.

5. Fees for Tests Familiarisation and Training Flights

(A) Airport Fees

The fee payable for the arrival of an aircraft which is being used solely for a test, familiarisation or training flight.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	5.00	5.20

(B) Runway Approach Fees

The fee payable for an aircraft on a test, familiarisation or training flight which approaches the runway for the purposes of making a simulated landing but does not land at the Airport.

Period of Operation	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
From 1 April to 31 March inclusive	5.00	5.20

6. Additional fees for availability of Alderney Airport outside promulgated hours

An additional fee shall be payable for the use of Alderney Airport outside of the promulgated hours of operation for each movement of an aircraft

Hours of Operation (Local Time)	Rate at Airport for each aircraft movement	
	Present £	Proposed £
Up to 2229 hours	372.40	388.80
between 2230 hours and 2259 hours	744.60	777.30
between 2300 hours and 2329 hours	1,000.00	1,000.00 (no change)
between 2330 hours and 2359 hours	2,000.00	2,000.00 (no change)
between 2400 hours and the promulgated time of the opening of the Airport.	3,000.00	3,000.00 (no change)

This additional fee may be reduced or waived at the discretion of the Board.

7. Parking Fees

(A) A parking fee shall be payable for parking at Alderney Airport of each aircraft after the expiration of the free period set out below from the time of the aircraft's arrival at the Airport.

<u>Category of Aircraft</u>	<u>Free Period</u>
(i) Private aircraft under 3 metric tons maximum permissible weight	72 hours (No Change)
(ii) Private aircraft exceeding 3 metric tons maximum permissible weight	24 hours (No Change)
(iii) Aircraft operated for hire and reward	24 hours (No Change)

(B) The parking fee shall be calculated in respect of each period of 24 hours or part thereof after expiration of the free period appropriate to the aircraft concerned and before the time of take-off.

	Rate of Airport Fee per metric ton or part thereof	
	Present £	Proposed £
(i) For the first metric ton	8.20	8.55
(ii) For each additional metric ton	1.70	1.80

Note Unless the context otherwise requires, words and expressions used in this Appendix have the same meanings as in the Airport Fees Ordinance 1987.

The President,
States of Guernsey,
Royal Court House,
St. Peter Port,
Guernsey.

28th December, 2000.

Sir,

I have the honour to refer to the letter dated 14 December 2000 from the President of the Board of Administration concerning the annual review of fees and charges payable at Guernsey and Alderney Airports.

The Advisory and Finance Committee supports the Board's proposals as regards:

- fees and charges for the use of the Guernsey and Alderney Airports, as set out in the appendices to the Board's report,
- the recharging of consultants' fees in respect of the Airport Terminal Redevelopment project to an Airport capital vote so that this expenditure will be met from the Ports Holding Account, and
- the implementation by the Board of future adjustments to airport fees and charges with the approval of the Committee and without reference to the States, provided that there is no increase in real terms, as measured by the change in the Guernsey Index of Retail Prices.

However, the Committee is unable to support the Board's proposal to introduce an Airport Development Charge ("ADC") per single passenger movement of £2 on UK and European flights and £0.80 on inter-Island flights.

In its report on the redevelopment of the Airport Terminal (Billet d'État XXII, November 2000) the Board recommended to the States an ADC at the same level. The States, however, approved an amended proposal for a charge of £1 for UK and European flights and £0.50 for inter-Island flights.

In its present report, the Board takes the view that "unless the States is willing to let the Airport incur an annual deficit of approximately £800,000 per annum over the next 20 years, the Board will have to make up the [resulting] shortfall [in income] through increases to passenger and landing fees". The Board goes on to explain its, and the Airlines, preference for an ADC rather than increases in passenger and landing fees.

Although the Committee may have some sympathy with such a preference, it is nevertheless of the opinion that the decision in November can only be interpreted as meaning that the States is opposed at this time to any additional fees, charges or taxes that will have the effect of increasing the cost of flying to or from the Island by more than £1.

The States also resolved in November not to relieve the Airport of the cost of interest on the loan from the Ports Holding Account for the new Terminal. The Committee's view is that this was not a constructive instruction to the Board to increase fees and charges to recover the income lost as a result of the reduced ADC so as to balance the Airport's financial position. The Committee

believes that, on the contrary and as explained during the States debate, it was effectively accepting that the Airport would incur a deficit and recognising that it should be shown in the Airport accounts as a reflection of the operating costs.

That is not to say, however, that the Board should refrain from endeavouring to mitigate the deficit as far as possible through efficiency savings and increasing income in areas that do not impact upon the costs to passengers of flying to and from the Island.

The Committee considers that in the circumstances States Members should have the opportunity to confirm their decision in November. It therefore intends that an amendment to the Board's proposals be moved to the effect that the proposed ADC should be at the levels approved by the States in November.

Although the Committee believes that the States' decisions in November were, in the event, properly informed, it is nevertheless clear that the unusual and complex accounting arrangements for the Ports and the Ports Holding Account were the source of some confusion and misunderstanding in the debate. It is equally clearly unsatisfactory that important financial decisions must be taken by the States and others against a background of such accounting arrangements.

The Committee and the Board have acknowledged that the method of accounting for the Ports, although still fulfilling the function for which it was intended, is now thoroughly outdated, no longer in accordance with accepted best practice and consequently in need of revision.

The Committee is also aware that the Board is, and has been for some time, reviewing the Ports' accounting arrangements. However, in the Committee's opinion, the recent events referred to above have further highlighted the inadequacies of the Ports accounts and indicate that revision must now be accorded a higher priority.

The Committee will therefore move an amendment asking the States to direct the Board to report back as soon as practically possible with proposals for putting the Ports accounts onto a conventional trading basis and adopting conventional accounting principles, in particular as regards fixed assets.

This will have the benefit of stating more clearly and accurately the operating results and financial position of the Ports, their annual and accumulated surpluses and deficits and the existence, requirement for and effects of any subsidies or cross subsidies. This in turn will help ensure that financial and commercial decisions on the Ports made by the States or the Board are fully and properly informed and, as a result, more effective.

Finally, it should be noted that, under conventional accounting principles, buildings are usually depreciated over a longer period than the 20 years which is the proposed period for the repayment of the loan from the Ports Holding Account. Therefore, the adoption of normal accounting methods is likely to reduce the Airport's annual deficit compared to that that would be shown under the present system.

I am, Sir,
Your obedient Servant,
L. C. MORGAN,
President,
States Advisory and Finance Committee.

The States are asked to decide:-

XXVIII.— Whether, after consideration of the Report dated the 14th December, 2000, of the States Board of Administration, they are of opinion:—

1. To approve the adjustment in fees and charges for the use of Guernsey Airport with effect from the 1st April, 2001, as set out in Appendix 1 to that Report.
2. To approve the adjustment in fees and charges for the use of Alderney Airport with effect from the 1st April, 2001, as set out in Appendix 2 to that Report.
3. That, with effect from the 1st April, 2001, an Airport Development Charge of £2.00 per single movement for passengers travelling to or from the UK and Europe shall be introduced in order to repay funds borrowed from the Ports Holding Account for the purpose of paying airport redevelopment costs and consultants' fees.
4. That, with effect from the 1st January, 2002, an Airport Development Charge of £0.80 per single movement for inter-island passengers shall be introduced for the purpose of paying airport redevelopment costs and consultants' fees.
5. To rescind paragraph 4 of the Resolutions of the 30th November, 2000, taken on Billet d'État No. XXII of 2000.
6. (1) That an immediate transfer of funds from the Ports Holding Account to the States Advisory and Finance Committee's Consultancy Fees and Site Investigation vote shall be made of such sums as have been paid from that account in respect of consultants' fees for the Airport Terminal Redevelopment project up until such time as that Report is approved by the States of Deliberation.

(2) That, as from the date of approval of that Report, future expenditure necessary for payment of consultants' fees shall be met from the Ports Holding Account by way of establishment of a capital vote for that purpose with the approval of the States Advisory and Finance Committee.
7. That future alterations in airport fees and charges may be implemented with the agreement of the States Advisory and Finance Committee and without reference to the States, provided that increases do not exceed the change in the Guernsey Retail Price Index as at the 30th June of the year preceding that of the new charges.

STATES GAMBLING CONTROL COMMITTEE**CHANNEL ISLANDS LOTTERY – INSTANT GAME OPTION**

The President,
States of Guernsey,
Royal Court House,
St. Peter Port,
Guernsey.

12th December, 2000.

Sir,

CHANNEL ISLANDS LOTTERY – INSTANT GAME OPTION

Section 1(1) of The Gambling (Channel Islands Lottery) (Bailiwick of Guernsey) Ordinance, 1975, provides that “Subject to the provisions of this Ordinance the Committee may, from time to time, promote and conduct, jointly with the Jersey Committee, a public lottery, the draws of which may be held either in the Bailiwick of Guernsey or the Bailiwick of Jersey and which shall be known as the Channel Islands Lottery”.

This joint venture with Jersey, which was launched in May, 1975, was extremely successful for many years, with sales and prizes increasing throughout the 'eighties at a rate well in excess of the rate of increase in the Retail Price Index.

Whilst the rate of increase tended to level off during the early 'nineties, the decade nevertheless saw a run of exceptional Christmas Bumper Draws with sales for each exceeding 1 million tickets, the largest being held in December, 1994, when a total of 1,103,600 tickets were sold in only three weeks.

There is no doubt that part of the success of the Lottery in these earlier years was its uniqueness, both for residents in the Islands and for visitors, particularly from the United Kingdom. The situation changed dramatically in November, 1994, when Her Majesty's Government introduced the UK National Lottery, the size of which completely overwhelmed all other competition in the gambling market.

The Committee and the Jersey Committee were well aware of the impending threat and the fact that, whilst National Lottery tickets would be expressly forbidden by HM Government from sale outside its jurisdiction, which includes in the Channel Islands, (indeed, it has always been the case that Channel Islands Lottery tickets could not be promoted for sale in the UK), residents would inevitably be attracted to the appeal of the new National Lottery with its previously undreamed of top prizes.

In December, 1999, the UK National Lottery was extended to the Isle of Man. The Committee understands that this was possible by virtue of that Island's specific financial relationship with the United Kingdom, an arrangement that does not apply to the Channel Islands. Consultation has already taken place with the appropriate United Kingdom authorities with regard to the possible extension of the National Lottery to the Channel Islands. This consultation will continue with a view to reaching an agreement on the matter in due course. In the meantime, the Committee

wishes to ensure, as far as possible, the continuation of a viable Channel Islands Lottery as set out below.

Since the introduction of the National Lottery, the Committee and its Jersey counterpart have already taken many steps to maintain the viability of the Channel Islands Lottery, fully aware that should the Lottery begin to operate in a deficit, its very reason for continuing as a means to raise proceeds for projects approved by the States will disappear and, because of the situation regarding the National Lottery as already explained, no public lottery will exist in the Islands.

In recent years, the Committees have achieved:

- * The recycling of unclaimed and forfeited prize money to support future Draws.
- * The televising of Lottery Draws.
- * A series of “Golden Jackpot” Draws.
- * The launch of the unique concept of a “Double Chance” lottery, offering both drawn and instant cash prizes in a variety of differing formats.
- * A re-launch of the “Double Chance” Lottery, with a prize structure geared more closely to the level of sales (eg; a first prize which increases only in accordance with extra sales).
- * Proposals for a new “Treble Chance” ticket, featuring a second instant prize panel.

Each of these steps have attracted some degree of criticism as well as approval, but statistics confirm that they have helped to revitalise sales in the Lottery at times when its viability and, as aforesaid, its reason for existence was under question.

However, there remains a major problem which is reflected in the first Section of the principal 1975 Ordinance set out at the beginning of this Report, namely; that the Lottery is required to hold draws. The difficulty of this rather dated style of lottery is that fixed prizes have to be awarded regardless of the final level of sales, on a predetermined date.

Further, any tickets purchased in advance by the Agents and distributed throughout the Islands for sale, but remaining unsold to members of the public by the given date, become obsolete and a potential financial loss for the Agents.

Understandably, this situation causes Agents and their sub-agents to act very cautiously over the purchase and distribution of lottery tickets and the result is that tickets are frequently sold out and remain unavailable to members of the public at many outlets until the beginning of the following Draw.

The next logical step since the launch of the new “Double Chance” partial scratchcard lottery ticket in December, 1997, is to explore the possibility of promoting full scratchcard lotteries where the problems inherent with draw dates as explained in the previous paragraphs are eliminated.

The partial scratchcard itself required an amendment to the principal 1975 Ordinance. On 1 August, 1997, the States enacted The Gambling (Channel Islands Lottery)(Bailiwick of Guernsey) Ordinance, 1997 which amended the first Section of the principal Ordinance to include the following subsection:

“1(3) The Committee may, in addition to conducting draws in a public lottery, provide for prizes in the Channel Islands Lottery to be awarded by means of the revealing of concealed letters, numbers or symbols or a combination thereof “(instant prizes)””.

The Committee now wishes to be able to promote full scratchcard lotteries offering instant prizes

without the need to conduct draws, as an additional option to being able to conduct draw only and combined draw/instant lotteries. This can be achieved by amending Section 1(1) of the 1975 Ordinance by making reference to the conducting of draws only “where applicable” and amending Section 1(3), as provided by the 1997 Amendment Ordinance, to provide that “The Committee may in addition to or instead of conducting draws in a public lottery, provide for prizes in the Channel Islands Lottery to be awarded by means of (“instant prizes”)”.

In such cases, the number and value of prizes will be related to the issue of a given number of tickets (an “instant game”) rather than to a draw and, as in 1997, a number of other consequential and incidental amendments would be required to the Ordinance to specify such technical matters as the requirements of a ticket related specifically to an “instant game” rather than to a draw with a specified date.

Such a further increase in the potential formats available to the Channel Islands Lottery cannot be implemented unless the States of Jersey also agree to amend their legislation along similar lines.

To this end, similar proposals are expected to be placed before the States of Jersey by that Island's Gambling Control Committee in January, 2001.

The Committee accordingly recommends the States to agree to amend further the provisions of the Gambling (Channel Islands Lottery)(Bailiwick of Guernsey) Ordinances 1975 to 1997, to enable the Committee to operate a public lottery where all the prizes related to an issue of tickets in an instant game may be awarded by the revealing of concealed letters, numbers or symbols or a combination thereof, without the need to conduct a draw.

I have the honour to request that you will be good enough to lay this matter before the States with appropriate propositions, including one directing the preparation of such legislation as may be necessary to give effect to the above recommendation.

I am, Sir,
Your obedient Servant,
D. P. Le Cheminant,
President,
States Gambling Control Committee.

The States are asked to decide:-

XXIX.— Whether, after consideration of the Report dated the 12th December, 2000, of the States Gambling Control Committee, they are or opinion:—

1. That the Gambling (Channel Islands Lottery) (Bailiwick of Guernsey) Ordinance, 1975, as amended, shall be further amended to enable the States Gambling Control Committee to operate a public lottery where all the prizes related to an issue of tickets in an instant game may be awarded by the revealing of concealed letters, numbers or symbols or a combination thereof, without the need to conduct a draw.
2. To direct the preparation of such legislation as may be necessary to give effect to their above decision.

STATUTORY INSTRUMENTS LAID BEFORE THE STATES

**THE INCOME TAX (GUERNSEY) (VALUATION OF BENEFITS IN KIND)
REGULATIONS, 2000**

In pursuance of the provisions of section 203 of the Income Tax (Guernsey) Law, 1975, I lay before you herewith the Income Tax (Guernsey) (Valuation of Benefits in Kind) Regulations, 2000, made by the States Income Tax Authority on the 23rd November, 2000.

EXPLANATORY NOTE

The Income Tax (Emoluments Amendments) (Guernsey) Law, 1995 lays down the basis on which income tax is chargeable in respect of benefits provided to individuals as a consequence of their offices or employments.

In the case of benefits arising during 2001 from the use of something, but without a transfer of ownership, the amounts chargeable to tax are to be determined in accordance with these Regulations.

These Regulations divide benefits into three categories, that is benefits arising from:

- (a) the use of a motor vehicle;
- (b) the use of land and the provision of accommodation;
- (c) the use of other assets.

**THE SOCIAL INSURANCE (INCREASE OF BENEFITS AND CONSEQUENTIAL
AMENDMENTS) REGULATIONS, 2000**

In pursuance of the provisions of section 117 of the Social Insurance (Guernsey) Law, 1978, as amended, I lay before you herewith the Social Insurance (Increase of Benefits and Consequential Amendments) Regulations, 2000, made by the Guernsey Social Security Authority on the 1st December, 2000.

EXPLANATORY NOTE

These Regulations increase the reduced rates of widow's benefits, old age pension, unemployment benefit, sickness benefit, invalidity benefit and maternity allowance payable under the Social Insurance (Guernsey) Law, 1978, in order to bring them into correspondence with the higher standard rates of such benefits approved by the States on the 28th September 2000; increase the reduced amounts of death grant payable under that Law in order to bring them into correspondence with the higher standard amount of death grant approved by the States as aforesaid; revise the rates of increase of industrial disablement benefit where constant attendance is required, and raise the earnings threshold to be equal to the lower earnings limit. The remaining provisions of these Regulations effect minor consequential and other amendments.

THE INCOME TAX (PENSIONS) (CONTRIBUTION LIMITS AND TAX-FREE LUMP SUMS) REGULATIONS, 2000

In pursuance of the provisions of section 203 of the Income Tax (Guernsey) Law, 1975, I lay before you herewith the Income Tax (Pensions) (Contribution Limits and Tax-free Lump Sums) Regulations, 2000, made by the States Income Tax Authority on the 7th December, 2000.

EXPLANATORY NOTE

Individuals who are residents of Guernsey are permitted, under the Income Tax Law, to contribute to Retirement Annuity Schemes or Retirement Annuity Trust Schemes which provide personal pensions upon retirement. The Income Tax Authority is empowered, under the Law, to make Regulations which, amongst other things, lay down the limits of contributions which are permitted.

These Regulations:

- lay down the limits of contributions and mean that with effect from 1st January, 2001, individuals are able to contribute up to the maxima shown;
- limit the total of tax-free lump sum payments which may be made from an approved occupational pension scheme or an approved annuity scheme; and
- give an entitlement to carry forward the amount of any qualifying unused contributions for 1995, 1996, 1997, 1998, 1999 and 2000 for utilisation in 2001.

THE HEALTH SERVICE (MEDICAL APPLIANCES) (AMENDMENT) REGULATIONS, 2000

THE HEALTH SERVICE (PAYMENT OF AUTHORISED APPLIANCE SUPPLIERS) (AMENDMENT) REGULATIONS, 2000

THE HEALTH SERVICE (PAYMENT OF AUTHORISED SUPPLIERS) (AMENDMENT) REGULATIONS, 2000

THE HEALTH SERVICE (PHARMACEUTICAL BENEFIT) (AMENDMENT) REGULATIONS, 2000

THE HEALTH SERVICE (PHARMACEUTICAL BENEFIT) (RESTRICTED SUBSTANCES) (AMENDMENT) REGULATIONS, 2000

In pursuance of the provisions of section 35(4) of the Health Service (Benefit) (Guernsey) Law, 1990, I lay before you herewith the following Regulations made by the Guernsey Social Security Authority on the 20th December, 2000:—

THE HEALTH SERVICE (MEDICAL APPLIANCES) (AMENDMENT) REGULATIONS, 2000

EXPLANATORY NOTE

These Regulations further amend the Health Service (Medical Appliances) Regulations, 1990, as amended, by increasing the charges payable to authorised appliance suppliers in Guernsey and Alderney by persons supplied with Part I, II or III medical appliances who are not exempt from such charges. They also allow for the prescribing of hypodermic needles and syringes for a wider group of people than just those suffering from diabetes and for the prescribing of nebulisers.

THE HEALTH SERVICE (PAYMENT OF AUTHORISED APPLIANCE SUPPLIERS)
(AMENDMENT) REGULATIONS, 2000

EXPLANATORY NOTE

These Regulations further amend the Health Service (Payment of Authorised Appliance Suppliers) Regulations, 1990, as amended, by increasing the dispensing fees for pharmacists not employed by a medical practice or the Board of Health for Part I, II and III appliances. They also increase the dispensing fee for any other class of authorised appliance supplier, except a medical practitioner or a pharmacist employed by a medical practice, in relation to the supply of Part III appliances. These Regulations also increase the dispensing fees for appliances dispensed urgently. This year these regulations have been amended to allow pharmacies run by the Board of Health to be paid for any appliances they might supply to patients in the community at the cost of the appliance only.

THE HEALTH SERVICE (PAYMENT OF AUTHORISED SUPPLIERS) (AMENDMENT)
REGULATIONS, 2000

EXPLANATORY NOTE

These Regulations further amend the Health Service (Payment of Authorised Suppliers) Regulations, 1990, as amended, by increasing the graduated fees paid to pharmacists not employed by a medical practice, by increasing the rates of additional dispensing fees payable in respect of pharmaceutical benefit and by increasing the additional dispensing fees payable in respect of pharmaceutical benefit supplied on a prescription endorsed “URGENT” or “DISPENSED URGENTLY”. The regulations this year also provide the legislative support to allow prescriptions to be dispensed by the Board of Health pharmacies as pharmaceutical benefit.

THE HEALTH SERVICE (PHARMACEUTICAL BENEFIT) (AMENDMENT)
REGULATIONS, 2000

EXPLANATORY NOTE

These Regulations amend the Health Service (Pharmaceutical Benefit) Regulations, 1990, as amended, so that an approved medical practitioner, working in the Primary Care Centre at the Princess Elizabeth Hospital, can order those items approved by the Authority, on a special prescription form, provided the items are supplied by an authorised supplier employed by the Board of Health outside normal pharmacy hours.

THE HEALTH SERVICE (PHARMACEUTICAL BENEFIT) (RESTRICTED
SUBSTANCES) (AMENDMENT) REGULATIONS, 2000

EXPLANATORY NOTE

These Regulations amend the previous Regulations so that there are restrictions on ordering bupropion (Zyban) by medical practitioners. These Regulations also restrict esomeprazole (Nexium) from being supplied as pharmaceutical benefit.

THE MILK (RETAIL PRICES) (GUERNSEY) ORDER, 2000

In pursuance of the provisions of section 8(4) of the Milk (Control) (Guernsey) Ordinance, 1958, I lay before you herewith the Milk (Retail Prices) (Guernsey) Order, 2000, made by the States Agriculture and Countryside Board on the 15th December, 2000.

EXPLANATORY NOTE

This Order changes the retail price of milk sold in litres and half litres from 1 January, 2001.

THE WATER CHARGES ORDER 2000

In pursuance of the provisions of Article 17(6) of the Law entitled “Loi ayant rapport à la Fourniture d’Eau par les États de cette Île aux Habitants de la dite Île” registered on the 7th May, 1927, as amended, I lay before you herewith the Water Charges Order, 2000, made by the States Water Board on the 21st December, 2000.

EXPLANATORY NOTE

This Order varies the charges which may be made for the supply of water, slightly reducing the quarterly standing charge in respect of properties supplied by measure through 15mm (1/2") meters and increasing the remaining charges by amounts not exceeding the rate of inflation since March 1996 taking into account increases already levied. The new charges come into effect on 1st January 2001 and will be levied on quarterly accounts rendered on and after 1st April, 2001.

DE V. G. CAREY
Bailiff and President of the States

The Royal Court House,
Guernsey.
The 12th January, 2001.

APPENDIX I

STATES EDUCATION COUNCIL

ELIZABETH COLLEGE – PRINCIPAL'S REPORT FOR 1999/2000

The President,
States of Guernsey,
Royal Court House,
St. Peter Port,
Guernsey.

6th December, 2000.

Sir,

Elizabeth College: Annual Report 1999/2000

The Board of Directors of Elizabeth College has requested that I forward to you the Annual Report of the Principal for the academic year 1999/2000. I should be grateful if you will arrange for this to be published as an Appendix in a forthcoming Billet d'État.

I am, Sir,
Your obedient Servant,
M. A. OZANNE,
President,
States Education Council.



ELIZABETH COLLEGE

The Principal's Annual Report of the general state of the College, the number of scholars and the course of education pursued in the academic year 1999/2000 addressed to the Board of Directors of Elizabeth College.

For onward transmission by them to His Excellency, the Lieutenant Governor, Lieutenant General Sir John Foley, K.C.B., O.B.E., M.C. and to the Bailiff of Guernsey, de Vic G. Carey, Esq.

PRINCIPAL'S REPORT

The academic year 1999/2000 was, I think, as busy and as productive as its predecessor.

Acorn House (which comprises Pre-School and Pre-Preparatory sections) now provides for approximately 200 children, and the expansion in numbers has necessitated much work on the former boarding house in order to provide additional classroom space. Over the course of this year, we shall be converting the entire first floor of the former boarding house into a total of six classrooms with a view to moving the Pre-Preparatory Department up there and relocating the Pre-School to the three classrooms downstairs. We are now a two form entry school at Reception and accept girls as well as boys up to the age of seven. Demand for places in the Pre-School and Pre-Preparatory School is astonishingly high.

Changes at Beechwood have been, if anything, more drastic still. We began this year with virtually a new staff, a new programme and a new building in the making. I have been delighted by how quickly the staff have settled down and begun to form an effective teaching team. And that last word is supremely important, since teaching is, above all, a collaborative, collegial endeavor. The quality of personal and professional relationships in a school the size of Beechwood are key to its subsequent success. Mrs Battey, the new Head Teacher, and her team have spent innumerable hours working on curriculum documents, planning, preparing and sharing. Though there remains much to be done, I am confident that the beneficiaries of all this hard work will be the children. Certainly I have been cheered, not just by the children's work I have seen in exercise books and on the walls, but by the friendly, working atmosphere that prevails among them. Although we expect the new building to be ready by the end of November, we plan to move the children in there on the first day of the Lent Term. This most obvious investment in Beechwood facilities is testimony to the Directors' acknowledgement that the future of Elizabeth College is tied up in the health and strength of our Preparatory School.

I have included a summary of last summer's examination performance at GCSE and A-Level. Results at GCSE, as measured by average points score per student (with 8 for A*, 7 for A, 6 for B, 5 for C and so on) were slightly down on the previous two years, largely due to a small group of particularly weak students. Sadly, their results came as no surprise to the teaching staff. One of the arguments for the tightening up of admission standards is to filter out those boys who simply do not have the potential to benefit from what is a very demanding academic programme. That said, I am sure that Elizabeth College will always wish to find room for boys whose academic potential is in, or just above, the average range. Our best performers at GCSE in June obtained seven or eight A* grades and scored A's in their remaining subjects. Boys with such high intellectual capacity will always perform outstandingly well – almost irrespective of the quality of the teaching they receive. At the other end of the scale we had boys with limited academic ability or with diagnosed learning difficulties who, with the most enormous efforts on the part of their teachers and their Pastoral Head, obtained five GCSE C grades. League tables, of course, tell nothing of this, since they offer only the crudest of statistical analyses, but I do feel that, in part at least, the achievement of the boys who obtained the five C passes reflected greater credit on Elizabeth College than that of the boys who collected ten GCSEs with grades of A and A*.

Our A level results, as you will see, improved markedly. Although the number of A's was down as a proportion of results, it appears that we have done well in terms of moving more students out of the lowest grades and into the respectability of B's and C's. At the beginning of last year, I informed staff and students that my immediate goal so far as the Upper Sixth was concerned was to reduce to an absolute minimum the number of students who studied a subject for two years only to obtain a failing grade. I was horrified by the results that awaited me in 1998 when I took up the post – there were 16 N's and 10 U's. Last year that number had declined to 9 N's and 2 U's. This year, there were only 7 N's – still too many, but at least a move in the right direction. Average point score per candidate (with A's being worth 10, B's 8, C's 6, D's 4 and E's 2) was 19.55 – a significant increase over the last two years. I have no doubt that much of the credit for this improvement accrues to the Vice Principal's new pastoral system and, particularly, to John Hunter, the Year Head who worked unceasingly with boys and their parents to keep them on task.

Notwithstanding the generally positive results, there is still scope for improvement. Faculty Heads in each subject area are determined to build upon their results and do their utmost to ensure that we do whatever we can to ensure that each individual student achieves the examination results of which he is capable.

This year has also seen us embark on our Sixth Form Partnership with Ladies College. As I have said elsewhere, of all of the innovations in the last two years, this is the one that will have the greatest bearing on the future prosperity of Elizabeth College. If the Education Council's proposal for a sixth form college goes ahead, we shall find ourselves competing against an institution in a position to offer a multiplicity of courses on a brand new site and with all of the immediate marketing appeal that publicity can bring. Alone, I think Elizabeth College would not have been able to retain sufficient students to make sixth form education viable here. Together, the two Colleges can put together a programme to match, indeed surpass, any rival. To be frank, if we were able to compete on a level playing field, I am sure that our sixth form would be attractive enough to double its present capacity. I am pleased to report, then, that so far at least the Partnership has proved outstandingly successful. Certainly the students to whom I have spoken give it unqualified approval. Of course, there have been minor concerns - inevitable given the complexity of fitting together the timetables of two different schools, each with its own customs and practices – but, thanks to the goodwill and professionalism of the teachers, and, notably on our side, the dedication and enthusiasm of the Director of Studies, these have been resolved in remarkably quick time.

Perhaps the most significant event for College this term will be the HMC Inspection. College had its first inspection some six years ago, though that focused only on the Upper School. In 1994, school inspections were a new endeavour for the HMC and were, perhaps, less sophisticated, less searching and intense than what we can expect in November. We have, moreover, decided to ask for the inspection team to look at the quality of educational provision throughout the College – right down to the toddlers in Pre-School. Undoubtedly, the Inspectors will make recommendations that may encourage us to amend our agenda for change. That is their role in the process of school development. I, more than anyone, know that Elizabeth College is far from perfect. I am sure, though, that the Inspectors will also find a school that is making progress, that is a worthy member of the HMC, that is offering much to the children of Guernsey.

It is this last point - the recognition of what Elizabeth College has to contribute to the welfare and well being of Guernsey - that has caused me most concern in recent months. As we are all aware, the island is in some turmoil at the moment over the future of post-11 education. I do not wish to offer my own thoughts on the advisability or not of retaining the Grammar School and the four Secondary Moderns. Instead, what I want to talk-about is the future of Elizabeth College, whatever the decision taken in the States.

I have attended all of the public meetings held in Guernsey and have listened to the discussions and points that were raised there and in other fora. One of the disappointments for me has been the ill informed, not to say venomous comments made about the independent Colleges.

One of the differences between Elizabeth College and those other more illustrious members of the Headmasters Conference such as Eton or Harrow or Winchester is obvious. Our income per student is less than half that received by other HMC schools, even including the per capita contribution made by the States. We are, in relative terms, a poorly funded institution. But the more important difference is our link to the maintained sector and specifically our reliance on the Special Place Holders, twenty three each year, who, having passed the 11-Plus, opt for an education at Elizabeth College rather than at the Grammar School. That influx of twenty three boys every year from the state primary schools represents an umbilical cord that links Elizabeth College with the wider community. It ensures that we do not become an institution that is elitist; that is isolated; that is beyond the ambit of any Guernsey family. A unique attraction of Elizabeth College is that it caters to a broad social class in a way that is beyond most mainland independent schools. Making Elizabeth College a school wholly or largely supported by tuition fees places us at a risk of sudden closure through lack of numbers. But even if enrolment does not decline, to make Elizabeth College the preserve of the wealthy and powerful will inevitably change the character of the College, will loosen the ties that bind our boys to their peers in other schools and will risk a slower and perhaps more painful death.

From what I've heard, some on the Island might welcome that. I think that those who talk so glibly of the destruction of an institution that has given service to Guernsey and its children for some 450 years should reflect a little on the lightness with which they are prepared to cast away something so deeply engrained in the character and fabric of this island.

The fact is that Elizabeth College provides choice for Guernsey. We offer something different to the schools in the maintained sector – whether in the present system or that which is proposed. Most obvious among these differences is the fact that we are a single sex school up to the end of the GCSE years. I think that there are some compelling arguments for parents to have that alternative. Boys learn in a different way to girls; boys develop at different rates; boys are

interested in different things and respond to different kinds of lessons. These differences are key between the ages of 11 and 16. If educationists think that these things are important, why shouldn't parents be allowed to opt accordingly? We lay emphasis on our outstanding sports programme; our curriculum is different; our system of pastoral care is different; we are a Christian Foundation- all and any of these factors may appeal to parents – why shouldn't they have that choice?

We do not live in a soviet-style command economy where everyone has to be the same. Children inevitably have different opportunities according to the wealth and interest of their parents – and not just in the obvious material possessions of home computers or the educational toys or shelves chock full of books. Think of all the money spent on individual classes in piano or violin or horse riding. Think how many tens of thousands of pounds wealthy (or not so wealthy) parents spend every year on private tuition in the weeks leading up to the 11-plus assessments. Think of those who decide that they wish to send their children to one of the prestigious boarding schools on the mainland. Are we planning to stop all of these ways in which parents wish to do the best by their children?

People make choices about what to do with their money. I should find it hard to believe that the mansion-owning, two-car family who take three holidays each year and send their son to the Grammar School occupy some kind of moral high ground in comparison with the families (and there are many of these at Elizabeth College) who choose to live a much less opulent lifestyle and use the money they save to help their children obtain something more lasting than a trip to Disneyworld in Florida.

So whatever happens in terms of Post-11 education on the island, I wish to ensure that College and the parents who send their children there receive appropriate financial support. I take exception to those comments that suggest our parents are somehow taking advantage of the tax-payer by receiving a subsidy to their tuition fees. If anything, the subsidy goes the other way. Even if one accepts the figure put forward by the Education Council as representing the per capita cost of educating a child in the state sector, our fee-paying parents, who are incidentally tax-payers like everyone else on this island, are effectively subsidising the system by over £2000 per annum simply by opting for a college education.

What I should like to see, whatever the decision about Post-11 education, is a relationship of healthy competition among the Colleges and the maintained sector. For it is competition that will improve the quality of education on our island. When I arrived in Guernsey some two years ago, it was clear after my first meeting with the Director of Education that the Council was leaning toward the creation of a comprehensive system from 11 to 16 and a tertiary college for those beyond. It was equally clear that the Council would have relished the prospect of incorporating the College Sixth Forms into their tertiary college. I rejected that idea out of hand.

You may know that, in Jersey, parents have the opportunity to opt for Sixth Form education either in the State sector or at Victoria College. There is no charge for those who prefer Victoria College to the State provision. Parents simply choose on the basis of what they feel will most benefit their children. I wouldn't go so far as to ask for that concession. Instead, I would wish to let parents whose children are about to embark on A-Level classes have a voucher to the full value of Sixth Form education - whether at the Grammar School sixth form or the newly proposed tertiary college. They could use that in exchange for a free education within the maintained sector, or they could supplement the voucher with what I suspect would be a small sum of their own money and educate their children within the framework of the Colleges' Sixth Form Partnership. There would

be a response to those who claim that the Colleges are elitist. There would be the opportunity for parents to make a genuine choice for their children. There would be the chance for real competition to the benefit of the maintained and independent sectors.

Guernsey is currently countenancing a revolution in the island's educational service. If a revolution is what we must have then let it be a revolution that brings genuine choice for the parents, real opportunity for the students and a genuine incentive for all schools to raise their standards or suffer the consequences.

DAVID TOZE
PRINCIPAL

NUMBERS AND ENTRY

<u>Acorn House Pre-School</u>	<u>Entries to College</u>		<u>Numbers at College</u>	
	<u>1999/2000</u>	<u>2000/2001</u>	<u>1999/2001</u>	<u>2000/2001</u>
Wren, Robin and Magpie Classes	92	60	119	102 <small>(doesn't include January 2001 intake - 20 registered so far)</small>
	<u>1999/2000</u>	<u>2000/2001</u>	<u>1999/2000</u>	<u>2000/2001</u>
<u>Acorn House</u>				
Reception	17	26	17	26
Form I	1	2	17	20
Form II	<u>0</u>	<u>2</u>	<u>18</u>	<u>20</u>
	<u>18</u>	<u>30</u>	<u>52</u>	<u>66</u>
	<u>1999/2000</u>	<u>2000/2001</u>	<u>1999/2000</u>	<u>2000/2001</u>
<u>Beechwood</u>				
Form 1	24	14	24	29
Form 2	1	4	38	27
Form 3	0	1	20	38
Form 4	<u>1</u>	<u>0</u>	<u>36</u>	<u>20</u>
	<u>26</u>	<u>19</u>	<u>118</u>	<u>114</u>
	<u>1999/2000</u>	<u>2000/2001</u>	<u>1999/2000</u>	<u>2000/2001</u>
<u>Upper School</u>				
Form I	39	47	70	72
Form II	2	4	85	73
Form III	1	1	74	82
Form IV	0	1	70	76
Form V	1	0	67	69
LVIth	2	3	47	57
UVIth	<u>0</u>	<u>0</u>	<u>54</u>	<u>41</u>
	<u>45</u>	<u>56</u>	<u>467</u>	<u>470</u>

ACADEMIC ACHIEVEMENTS

University places were offered to the following students;

M.P.B. Atkinson reading Geography at Nottingham University (2001)
 M. Betts reading Geography, Business and the Environment at Nottingham University
 S.J. Birch reading Business Studies at University of Wales, Cardiff
 C.J. Blackburn reading Classical Civilisation at Warwick University
 D.J. Bowen reading Leisure Management at Coventry University
 N. Chambers reading Business Management at University College, Worcester
 I.T. Chapman reading Mathematics and Physics at Durham University
 N.J. Clarkson reading Law at University College, London
 G. Crispini reading Economics and Maths at Bristol West of England (2001)
 P.W. Dahlke reading Applied Economics with Politics at Kingston University
 J.T.L. Denton reading Film Studies at Southampton Institute
 A.S. Elder reading Mathematics with Economics and Management at Royal Holloway University
 P.J.L. Falla reading Hotel and Restaurant Management at Oxford Brookes
 P.J. Falla reading American Studies at Nottingham University
 P.S. Girard reading Business and Management at Exeter University (2001)
 O.C. Goater reading Hospitality Management at Brighton University
 A.I. Graham reading Geography and Sport Studies at Northumbria University
 J.A.J. Guilbert reading Computer Science at Keele University
 R.J. Guilbert reading Sport and Exercise Science at Bath University
 C.J. Guille reading Automotive Engineering at Loughborough University
 F.D. Harland reading Civil Engineering at Nottingham University
 A.R. Hunter reading Sports Development and Physical Education at Liverpool John Moores
 A. James reading Computer Science at York University
 A. Karim reading Mechanical Engineering at Reading University
 D.A. Keates reading Ancient History at Reading University
 J.T. Le Page reading Mathematics and Physics at Warwick University
 C. Le Prevost reading Yacht Manufacturing and Surveying at Southampton Institute
 S.J. Lean reading Oceanography with Marine Biology at Southampton University
 I.R. Lihou reading Osteopathy at European School of Osteopathy, Kent
 I.R. Lowe reading Sports Science and Psychological Studies at Southampton
 J.K. Maides reading Building Surveying at Sheffield Hallam
 T. Paluch reading French and Spanish at Exeter
 N.J. Peters reading Mathematics and Music at Royal Holloway University
 C.F. Pratt reading Medicine at Southampton University
 A.J. Pring reading Psychology at Birmingham University
 C.P. Quigley reading Geography at Leeds University
 K.W. Tang reading Transport Design at Coventry University
 T.J. Wheadon reading Physics with Computer Science at Reading University
 C.M. Williams reading Mathematics and Physics at Bristol University
 D.J.R. de la Mare reading Architecture at Kingston University

The following awards were made by the Board of Directors to those at present attending university:

Mignot Scholarship	A M LeC Nightingale - reading Chemistry at Balliol College, Oxford.
Mainguy Scholarship	M G P Strother - reading History at St John's College, Cambridge.
Mansell Exhibition	B P D Kirby - reading Mechanical Engineering at Bath University.
De Saumarez Exhibition	M R Harbour- reading Mathematics at Peterhouse, Cambridge.

STAFF APPOINTMENTS

Upper School

Mr Paul Brooks teaching Design and Technology. He joined us from The Burgate School, Hampshire.

Miss Caroline Duncan teaching Spanish. She joined us from Parrs Wood High School in Manchester.

Mr Mike Garnett teaching PE and Games. He joined us from Stonehenge School in Wiltshire.

Mr Andrew Hale as Head of Mathematics. He joined us from Lechwe School in Zambia.

Ms Corinna Hedges teaching Modern Languages. She joined us from the Sao Lourenco International School in Portugal.

Madame Carine Helie teaching French. On a part-time contract.

Dr Margaret Ogier teaching Psychology. On a part-time contract teaching new A-level course.

Mr John Slingo as Head of Social Sciences Faculty. He joins us at the start of Lent Term coming from Ladies College.

Mr Jeremy Smithies teaching Mathematics and Business Studies. He joined us from the private sector having completed PGCE at the Open University.

Mr Derek Vaughan teaching Chemistry and General Science. Following a PGCE course with the Open University.

Beechwood

Mrs Suzanne Battey as new Head Teacher and teacher of Maths. She joined us from Newland House School, Twickenham.

Miss Elizabeth Brooker as General Subjects teacher. She joined us from Knighton House School, Dorset.

Mrs Lauren Eyton-Jones as Drama and General Subjects teacher. She joined us from St Andrews School.

Mr Andrew Fooks as PE, DT and General Subjects teacher. Mr Fooks is an NQT.

Mrs Debbie Parrott as History, RE & General Subjects teacher. She joined us after working as a supply teacher on the island.

Mrs Karen Robinson as Art and Science and General Subjects teacher. She joined us from St Martin's Primary School.

Mr Nicholas Rothwell as PE, Geography and General Subjects teacher. Mr Rothwell is an NQT.

Acorn House

Mrs Sheree Appleton. She joined us from Doveridge Primary School on the mainland.

Miss Clare Matthews. Miss Matthews is an NQT.

ANNEXE A**GCSE RESULTS**

Year	No. of Candidates	Average Points per Candidate
2000	66	52.62
1999	77	54.42
1998	80	53.94
1997	86	53.15
1996	91	51.54
1995	74	53.07
1994	82	51.33

A-LEVEL RESULTS

Year	No. of Candidates	Average Points per Candidate
2000	53	19.55
1999	72	17.44
1998	69	16.93
1997	58	20.97
1996	65	20.58
1995	78	17.64
1994	76	14.89

ELIZABETH COLLEGE**A/AS RESULTS 1999/2000: SUBJECT GRADES**

(Grades achieved by numbers of pupils)

Subject	No. of Entries	A	B	C	D	E	N	U
Ancient History	0	0	0	0	0	0	0	0
Art	6	0	4	2	0	0	0	0
Biology	9	3	3	1	1	1	0	0
Business Studies	16	0	4	5	4	1	2	0
Chemistry	4	1	1	2	0	0	0	0
Classical Civilisation	5	0	2	2	1	0	0	0
Technology	0	0	0	0	0	0	0	0
Economics	8	1	0	1	3	3	0	0
English Literature	16	3	3	6	4	0	0	0
French	5	1	0	1	0	1	2	0
Geography	14	4	4	3	3	0	0	0
Graphics (D & T)	9	3	1	4	1	0	0	0
History	10	1	3	3	3	0	0	0
Latin	0	0	0	0	0	0	0	0
Mathematics	28	4	10	5	4	3	2	0
Further Mathematics	2	2	0	0	0	0	0	0
Music	1	0	1	0	0	0	0	0
PE	6	1	2	1	2	0	0	0
Physics	16	4	7	2	2	0	1	0
Religious Studies	2	0	1	1	0	0	0	0
Spanish	2	1	1	0	0	0	0	0
TOTALS	159	29	47	39	28	9	7	0

ANNEXE B**PUPILS KNOWN TO HAVE GRADUATED THIS YEAR**

The following is a list of those pupils who have informed the College of their Graduation.

Naomi V Adams	2:i BA (Hons) in European Studies (French) from the University of Kent at Canterbury
Adrian Chopin-John	1:I Law with German
David Crosland	2:i in Law at the University of Southampton
Thomas Henry	2:i (Hons) in Law at Durham University
Philip Le Pelley	2:i BSc in Biology at the University of Southampton
Peter Stone	2:i in Computer Science at Loughborough University
Thomas W Woodington	2:ii BSc (Hons) in Computer Science at the University of Kent at Canterbury
Darren Eagles	B.Sc (Hons) in Accounting and Finance from Warwick
Glen Taylor	BA (Hons) First Class in Illustration at Falmouth College of Arts
Catherine Taylor	Batchelor of English (Hons) degree in Command and Control, Communications and Information Systems

ANNEXE C**SPORTING ACHIEVEMENTS DURING 1999/2000**

GAME	PLAYED	WON	DRAWN	LOST	FOR	AGAINST
Cricket	14	7	1	6	–	–
Hockey	12	4	2	6	34	27
Soccer	16	13	1	1	12	10
Athletics	1	1	–	0	96	68
Cross Country	1	1	–	0	21	39
Golf	1	0	0	1	2	8
Squash	1	1	0	–	4	1
Tennis	1	1	–	–	7	2
Rugby	7	2	1	4	32	148

Senior Victoria Matches

Cricket 1 st XI	Won by 6 wickets
Hockey 1 st XI	Lost 0-1 (First time in 15 years)
Soccer 1 st XI	Drew 1-1
Athletics	Won 96 – 68
Cross Country	Won (15 – 46)
Sailing	Won – 3 races to none
Golf	Lost 3.5 – 5.5
Squash	Won 4-1
Tennis Seniors	Won 7-2
Tennis U15	Won 8-1
Shooting	
Rugby	

In addition to matters already mentioned

Tennis – Elizabeth College wiped the board this year in the Guernsey Closed Tennis Island Championships. Patrick Ogier won the U14 and the U16. Michele Rizzuto won the U18. Arrian Green and Jamie Loveridge won the U14 Doubles. In the Guernsey Open Ben Gill won the Singles U18.

Cricket – This year saw the best ever results in Festivals – three wins out of five after beating both Victoria and OE's. Several boys will be representing Guernsey at U13, 14, 15 and U21 level, as well as having four students in the Channel Islands U16/17 team.

Sailing - Michael Henning was chosen to represent England in Nation's Cup Team (Youth Keelboat Sailing).

Squash - Chris Simpson won the Hampshire U15 and also plays for their U17 squad. He is also in the England U15 squad Alistair Wrench also plays for the Hampshire U15 team.

INTERNAL APPOINTMENTS

Year Heads		Faculty Heads	
Year One	B.E.H. Aplin	Head of English	R.J.W. James
Year Two	A.M. Jewell	Head of Mathematics	R.H. Surcombe
Year Three	M.E. Kinder	Head of Science	J.R. Pedlar
Year Four	B.W. Allen	Head of Modern Languages	Mrs M.C. Dudley
Year Five	D.F. Raines	Head of Humanities	C.R.W. Cottam
Lower Sixth	R.J.W. James	Head of Social Sciences	L.B. Grover
Upper Sixth	J.M. Hunter	Head of Fine Arts & Craft	M.S. Webb
		Head of Physical Education	D. Wray

OTHER MATTERS OF NOTE

Once again, College had a number of pleasing successes in the Eisteddfod.

In the French section, Chris Thoume won La Coupe de l'Amitie. Thomas Langlois gained a 2nd Class Certificate, and Luke Gray achieved a 3rd Class Certificate in their respective classes.

In the Music Section the following boys won certificates in their classes:

- 1st Gordon Macrea. Guitar under 18 – The Graham J Carre Trophy.
- 1st Christopher Parkes. Cello under 14 – Eileen Ferbrache Junior Cup
- 3rd Giuliano Crispini. Self Accompanied Class under 18
- 3rd Giuliano Crispini. Folk Song under 18.
- 3rd Andrew Gill. Violin Under 16
- 3rd Luke Gray. Electronic Keyboard 10 and under 13.

The Christmas Concert and the Foundress's Day Concert were once more of an extremely high standard. For the fourth year running Mr. Harris composed a piece for the Beechwood and Upper School Choir which was performed on Foundress Day. The College Orchestra also performed an arrangement of Grieg piano pieces at the Winter concert.

In addition to the above, the College play, "Volpone" by Ben Jonson, was well supported by both cast and audience and ran for four nights at the beginning of April.

APPENDIX II

ELECTORAL DISTRICT OF THE CASTEL

BY-ELECTION

Members of the States:

It may assist potential candidates and other interested persons to have early notice of the likely timetable relating to the by-election in the electoral district of the Castel.

The date of the election of one People's Deputy to replace Mr. D.J. Nussbaumer is subject to the States approving the draft Ordinance of the States entitled "The By-election Ordinance, 2001".

Nominations open: Wednesday, 7th February

Nominations close: Monday, 19th February

Election: Wednesday, 21st March.

The successful candidate will complete the unexpired portion of the term of office, that is to the 30th April, 2004.

DE VIC G. CAREY
Bailiff and President of the States.

15th December, 2000.

APPENDIX III

STATES EDUCATION COUNCIL

GUERNSEY COLLEGE OF FURTHER EDUCATION – ANNUAL REPORT 1999/2000

The President,
States of Guernsey,
Royal Court House,
St. Peter Port,
Guernsey.

13th December, 2000.

Sir,

Guernsey College of Further Education: Annual Report 1999/2000

I should be grateful if you would arrange for the Guernsey College of Further Education Annual Report for 1999/2000 to be published as an Appendix in a forthcoming Billet d'État.

I am, Sir,
Your obedient Servant,
M. A. OZANNE,
President,
States Education Council.

GUERNSEY COLLEGE
of further education

Annual Report
1999/2000

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Summary of retention & achievement rates

Appendix 1: Organisation chart

Appendix 2: Heads of School, Strategic Objectives

Appendix 3: Programme Managers, Strategic Objectives

Summary

During the academic year 1999-2000, new contracts were negotiated and agreed and a complete restructuring of the College was undertaken.

Three Heads of School and twenty Programme Managers were appointed all of whom were set initial strategic objectives.

The restructuring led to the need for the creation and amendment of several College policies.

Enrolments for vocational courses for the year were up 9% on the previous year at 3518. Adult Education enrolled approximately 2500 students and the Business School dealt with over 2000 short course enrolments.

Overall retention rates were high at 92%.

There were 211 full-time enrolments with a retention rate of 87%, an improvement on last year's rate of 80%.

Overall achievement rates show a success rate of 85%. For full-time students, this is 89%.

The main curriculum development throughout the year was the preparation for Curriculum 2000, which will create the need for extended time tables for full-time students.

A new course, at entry level, was run for the first time this year and proved successful in providing a worthwhile experience for those students who had either failed their GCSEs or had left school before completing their examinations.

A new contract was agreed with the Prison Service with the College now providing over 20 hours tuition in the prison every week.

A new agreement was reached with the Secondary Schools regarding the link courses.

Work has continued with the development of the States Registered Apprenticeship Scheme with the creation of new promotional material and the introduction of training frameworks.

During the year the Director of the Business School stood down. A decision was made not to replace her until negotiations had been completed with the Training Agency regarding a possible closer working agreement between the two bodies.

Throughout the year the College was visited by a range of external verifiers, all of whom commented on the high quality of work completed by the students.

College Review 1999 - 2000

1.0 Restructuring

- 1.1 Early in the year new staff contracts were agreed which enabled the restructuring of the College to go ahead. Three Heads of School were appointed in the first term. Mr Alistair McInnes was appointed as Head of School of Secretarial, Business and IT, Mr John Norman was appointed as Head of School of Construction and Engineering and Mr Steve Dudley as Head of School of Health & Social Care, Catering and Travel & Tourism. Later in the first term Programme Managers were also appointed. A copy of the new structure is attached in appendix 1.
- 1.2 The position of Head of School for the Business School is currently vacant pending a decision on a possible merger or partnership with the Training Agency. This is explained later in the report. To complete the new structure, the Director of Resources, Michael Franks, took up his post in December.
- 1.3 The Heads of Schools and Programme Managers were set initial strategic objectives, see appendices 2 and 3. Various items in this report relate to those objectives and the progress that has been made in those areas. Some work has been undertaken on the development of guidelines for budgets with the intention to design new procedures throughout the next academic year.
- 1.4 The restructuring led to the investigation of College Policies and several of these have been amended or re-written. These include Policies on:
 - Internal Verification
 - Student Discipline
 - Equal Opportunities
 - Key Skills
 - Tutorials
 - The use of computers
- 1.5 There had been no staff appraisal since the previous restructuring and the development of a more hierarchical structure has enabled the re-introduction of the appraisal system. The procedure was amended to match the new structure and after consultation with staff and the union appraisal meetings started in the summer term.

2.0 Management Information System

- 2.1 The Management Information System supplied by Dolphin was installed and able to go on line to handle the enrolments in September. This system was augmented with a register system known as Tokairo which enabled staff to scan registers into the system. These two systems were linked to the existing GTI time-tabling software.
- 2.2 Although there were some inevitable teething problems, these were relatively minor and the overall system is now working efficiently and much of the data for this report has been

taken from the MIS. The College is currently investigating the possibility of developing the computer network to enable the creation of a college intranet. This will eventually link to an Internet site which will be part of the Guernsey Grid for Learning.

3.0 Curriculum

- 3.1 Curriculum planning throughout the year concentrated mainly on the introduction of Curriculum 2000. Initially it was hoped that the broader curriculum could be achieved by joint time-tabling with the Grammar School. However, in discussion with Grammar School sixth form staff it became obvious that coordinating time-tables would be impossible to achieve this year, although it was agreed that the situation would be reassessed next year. Consequently the college has planned a range of additional studies for advanced GNVQ students starting in September 2000. These include AS level French, Maths and English, GCSE level Maths, English and Spanish, plus a range of vocational qualifications such as OCR Bookkeeping and the European Computer Driving Licence.
- 3.2 A new key skills policy has been devised and adopted to comply with Curriculum 2000. This has involved the creation of an IT workshop and the redesign and relocation of the communications workshop.
- 3.3 Last year's report described the creation of an entry level course for those students not yet ready for GNVQ or GCSE courses. This course is considered in more detail later in the report, but linked to the course the college established a team of part-time staff who were able to provide learning support to a wide range of students, some full-time, some apprentices who needed help with basic skills. The same staff also offered help and support to those students who had either left school or been excluded from school at the age of 15, many of whom contacted the college throughout the year.

4.0 Prison Service

- 4.1 For many years the College has provided tuition for several courses in the prison. Early in the year the College negotiated a contract with the Prison Service which provides for 36 hours tuition per week. Subjects available include English and Maths GCSE as well as catering and art. College staff also provide advice and support to prisoners undertaking distance learning with organisations such as the Open University.

5.0 Enrolments

- 5.1 During the academic year 1999 - 2000, the College enrolled 3518 students on a total of 270 courses. These courses include all the secondary school link courses, the apprenticeship scheme courses, flexi-learning and full time courses as well as all the day-release and evening vocational courses.
- 5.2 These figures do not include students enrolled through the Adult Education Programme, (traditional night-school courses), or delegates attending short courses offered by the Management Centre. Something in the region of 2500 island residents enrol on the Adult Education Programme and approximately 2000 delegates attended the short courses run by the Business School.
- 5.3 Including these figures with the figures for vocational courses indicates that the College enrolled approximately 8000 students in total during the past academic year.
- 5.4 Retention rates overall for the 3518 vocational enrolments were high at 92%. As in previous years, further analysis of these figures shows that retention rates were higher for part-time students but lower for full-time students. However, the retention rate for full-time students has improved significantly on last year's rate.
- 5.5 Overall success rates for the 3518 enrolled students were also high at 85%. For the purpose of this report a successful student is defined as one who has either passed a national examination or who has successfully completed the programme of study and is able to progress to the next level.

6.0 Full-Time Students

- 6.1 Of the 3518 enrolments, 211 were for full-time students. Of these, 28 withdrew during the year, giving a retention rate of 87%. (This figure is calculated on enrolments at the beginning of September and not on the 1st November, the date used by UK colleges.) One hundred and fifty nine full-time students, (89%), were successful in either gaining a full GNVQ award or completing the year and going on to the second year of their course. Of the 41 students who completed Advanced GNVQ courses, 39 received full awards with the remainder either receiving partial awards or being deferred until later in the year for completion. Fifteen of these 41 students have progressed to higher education whilst the remainder have been successful in securing employment.
- 6.2 The retention rate for full time students of 87% was an improvement on last year's rate of 80%. Several initiatives to improve retention were introduced at the start of this academic year. These included diagnostic testing and the development of a learning support team. Both these initiatives proved successful and will be developed throughout the coming year.
- 6.3 *Diagnostic Tests*

During the first two weeks of term all full-time students worked through a series of diagnostic tests to establish their level of skills in numeracy, literacy and IT. Where

problems were identified, students were advised as to which level of course was most appropriate for them.

Although the tests were administered in the first two weeks, the results were not known until half term. This was as a result of the tests being marked by just one tutor. This led to problems in motivating the students to accept the help they needed, especially in the area of Communications. At the start of the new academic year, in September, 2000, the Key Skills teams will administer and mark the tests within the first two weeks of term so that support can be put in place as soon as possible.

6.4 *Learning Support*

Over the past year the learning support team has developed and now comprises a team of five part-time tutors who have been able to offer one-to-one help to students in basic skills. Their services have been used extensively by full time students as well as apprentices. There have been several referrals to the team by Secondary Schools requiring help for some of their fifteen year old pupils.

6.5 *Communications Workshop*

A new Communications Workshop, designed on the same principles as the Maths Workshop, opened in October. Unfortunately it was perceived by the students as a remedial workshop and was not fully utilised. For the coming year the workshop has been moved to a new location and will become the base room for all full time students Key Skills Communications classes

6.6 *Entry Level Course*

In previous years, students of low academic ability have been placed on the GNVQ Foundation Course. However, the dropout rate has been very high since this course was not always suitable for low ability students. Consequently, the College introduced a new course especially designed for such students. Known as the Edexcel Entry Level Award, the course is designed to provide students with opportunities to develop both their key skills and some vocational skills at a pace and level with which they are comfortable.

Twelve students enrolled on the course in September and they all completed the course. Four of them are moving on to Intermediate GNVQ courses next year and six have moved into employment, including two who have joined the apprenticeship scheme. The remaining two are still seeking employment, although one of them is still attending College on a part time basis.

7.0 Link Courses

7.1 The link courses operated for the secondary schools continue in popularity with 523 pupils studying a range of courses. Pupils attend from all the secondary schools: Les Beaucamps, St Sampson's, St Peter Port, La Mare de Carteret, Mont Varouf, Oakvale and the Grammar School.

7.2 Many of the link students study examined courses such as:

GCSE in Business Studies, Office Applications or Leisure and Tourism,
 RSA Initial Awards in Health & Social Care
 NVQs in Engineering.

Others will receive College certificates for completing modules in catering, painting & decorating, welding, motor vehicle maintenance, etc.

- 7.3 The College has always tried to be flexible in the timetabling of link courses, fitting in with the schools' needs. This has become increasingly difficult, especially for those courses which require the use of the craft workshops. Throughout the year a series of meetings with Secondary School Heads and staff took place resulting in an agreement that link courses, wherever possible, should be timetabled on Tuesdays and Wednesdays. This has enabled the more efficient timetabling and use of the workshops for the apprenticeship scheme.

8.0 **States Registered Apprenticeship Scheme**

- 8.1 During the academic year 305 apprentices attended courses at the College as part of the States Registered Apprenticeship Scheme. Building was the most popular area with 175 apprentices, of whom 62 were studying carpentry & joinery. Engineering had 75 apprentices, hairdressing 31, catering 3 and horticulture 8.

- 8.2 The retention rate for the apprenticeship courses are in the region of 88% with a success rate of approximately 90%.

- 8.3 Many employers are still concerned at the difficulties they are experiencing in recruiting suitable candidates for apprenticeships and the low level of basic skills possessed by some apprentices.

- 8.4 Throughout the year, the College, in collaboration with the Apprenticeship Committee, was involved in several initiatives designed to attempt to overcome some of these difficulties:

8.5 *Basic Skills Training*

As from September, 1999, all first year apprentices were given diagnostic tests to identify any weaknesses they may have in numeracy or literacy. Those students with problems were then advised to attend the Maths and Communications Workshops. In some cases, where large groups were found to be in need of support, the College arranged extra classes in numeracy and literacy.

The response from employers regarding this extra tuition has been mixed. Although some employers have welcomed the initiative, there are several who have claimed that it is unnecessary and takes time away from the students' learning of their craft or trade.

8.6 *Advisory Committees*

For many years the College has had advisory committees for the various trades and professions covered by the Apprenticeship Scheme. Over the past year the terms of

reference for these committees have been redefined and meetings held more regularly.

In order to improve communication on matters concerning the Apprenticeship Scheme, it was decided to produce a newsletter for all employers, the first edition of which was mailed during the summer.

In another attempt to improve communication, it was decided to hold the Annual Meeting of Employers at the College over a lunchtime. Employers were invited to view the workshops and other College facilities after the meeting. This proved successful in that approximately seventy employers attended the meeting, many of whom were keen to help in promoting the scheme through the Careers Convention or through school visits.

Currently discussions are taking place regarding the re-wording of the Apprenticeship Agreement.

8.7 *Raising the profile of the scheme*

At the annual meeting of employers in March, 1999, it was announced that the profile of the Apprenticeship Scheme was to be raised in an attempt to attract more potential candidates. At the start of the year a leaflet outlining the benefits of the scheme was produced. This leaflet is now distributed to all Secondary Schools and was made available during the Careers Convention as well as at events such as the Salon Culinaire and Floral Guernsey.

A simple-to-understand employers handbook is currently being completed and should be ready for distribution before Christmas.

The suggestion that there should be an award to the 'apprentice of the year' was generally well received at the annual meeting of employers. However, it is proving difficult to attract sponsors for this event.

Business School

9.0

9.1 The Director of the Business School stood down from her post in the early part of the year. Since there is a strong possibility of either a merger or partnership with the Training Agency, it was agreed that the College would defer the appointment of a replacement director. Discussions have been taking place between the steering group of the Business School and the board of the Training Agency regarding the proposed merger/partnership and it is anticipated that there will be a decision made some time this year. In the meantime the work of the Business School is being overseen by the Vice Principal.

9.2 The new Business School prospectus, designed to show in a simple form the full range of courses available, was distributed at the start of this year. The response from personnel and training managers was positive in that they liked the design and found it simple to understand and use.

10.0 Student Perceptions of College

- 10.1 As in the previous year, the views of all full-time student groups and several part time groups were collected, either by questionnaire or interview, to ascertain their perceptions of the College. The main points arising from these interviews are summarised as follows:
- 10.2 As was discovered in the previous year, students felt that College staff were approachable, helpful and friendly, and they felt that they were treated with respect, as adults.
- 10.3 There are still problems with communication between staff with students sometimes being confused by receiving 'mixed messages'. Although this problem is not as bad as in the previous year, it is obvious that there is still work to be done in this area.
- 10.4 Once again, the refectory facility was criticised by all student groups in terms of limited choice and high prices, and the lack of a student common room was also still an issue with all full-time groups. A decision was taken to re-equip the refectory kitchen with fryers and griddles so that a more attractive menu could be provided. It was also agreed to install a juke box in the refectory to make it a more lively environment for the students.
- 10.5 As part of the restructuring a new post of Student Services Manager was created. This has enabled the college to further enrich full time students' experience with the introduction of a Programme of Recreational Studies which includes music, drama, film studies as well as sporting and sailing activities. Students are also able to take part in Duke of Edinburgh and Youth Enterprise Activities as part of this programme
- 10.6 A Students' Union is being established and from September all full time students who are members of the Students' Union will receive substantial discounts from many Island traders.

11.0 External Verification

- 11.1 Throughout the year the College is visited by external verifiers representing the various awarding bodies for whom the College delivers courses.
- 11.2 All external verifiers have been complimentary about the standard of work achieved by Guernsey students and some of these comments have been quoted throughout the report. One verifier, who was inspecting a wide range of NVQ courses, commented that 'the care and support provided to students is excellent'.
- 11.3 Some verifiers expressed concern about the lack of clear College policies on certain issues such as equal opportunities, internal verification and student appeal procedures. These have been addressed by the creation of new policies as mentioned elsewhere in this report. There was also concern about the quality of some specialist facilities, especially the lack of a proper science laboratory for Building students. It is hoped that the College will be able to deal with this problem over the coming year.

12.0 Summary of Programme Areas

12.1 Art & Design

56 students enrolled on Art & Design courses, 29 of whom were full time. There were 4 withdrawals, a retention rate of 93%. All 46 of the remaining students were successful and 6 of the full time students went on to higher education.

The Advanced GNVQ Art & Design has become increasingly popular over the past few years, attracting high-quality students. Each year the majority of completing students have gone on to higher education. In most cases the quality of their work has been so high that they have been accepted at universities without the need to complete a foundation course.

During this year Eric Snell, the lecturer in charge-of the courses, was accepted on to a scheme for artists known as a 'gift of time' which gave him the opportunity to spend six months in New Mexico, producing new work. During this time the courses were administered by Martin Purvis and an artist from New York, Robert Janz, was employed to cover Eric's lecturing work.

As a result of Eric's absence there was no International Artist in Residence programme this year. However, Robert Janz completed several projects whilst working at Grange House and in many ways fulfilled the role of Artist in Residence. As part of the programme visits were arranged to London, Paris and Amsterdam.

The External Verifier commented that, 'as usual the course is providing an excellent educational experience.'

As reported last year, this area is expensive to operate, and the number of part-time staff have been reduced in an attempt to reduce costs.

12.2 Business Studies

39 students enrolled on Business Studies courses, 34 of whom were full time. There were 8 withdrawals, a retention rate of 81%. All 34 of the remaining students were successful with two of the full time students going on to higher education.

The area also enrolled 88 link students, all of whom studied GCSE Business Studies. Fifty six sat their exam last year and 42 gained a grade C or above, a pass rate of 75%.

Retention rates in Business Studies have improved significantly this year and student grades have been impressive, especially at Intermediate level where nearly all students were awarded either Distinction or Merit. The External Verifier described the course as 'providing valuable educational experience for students'.

Numbers on the HNC are still relatively low and there is no interest in the BNC. The team is currently devising a new, modular programme for the BNC and will shortly be visiting employers to explain the new course.

12.3 Building

251 students enrolled on Building courses, all of them part-time students. There were 18 students on the BTEC National Certificate in Building studies and 34 students on the new Computer Assisted Design courses. The rest were on the various apprenticeship courses. There were 20 withdrawals, a retention rate of 92%. 219 of the remaining students completed the year successfully. The area also enrolled 64 link students.

As well as providing courses for these students, the Building area also offered several short courses including painting & decorating techniques, gas installation and scaffolding.

The National Certificate in Building Studies has proved popular and successful with students and there is sufficient demand for the College to offer the Higher National Certificate starting in September, 2000.

For the first time this year the College was able to offer City & Guilds AutoCad courses. These have proved particularly popular with 34 students enrolling on a range of courses between 10 and 30 weeks duration.

External verifiers have been complimentary about the standards achieved in the craft courses, with many of them commenting that the standard of students' work in the Island is as high as, if not higher than, equivalent students on the mainland.

As a result of the move to NVQs on the mainland, City & Guilds withdrew two courses during the year in plumbing and painting & decorating. After consultation with local employers it was decided to replace these courses with the International City & Guilds Certificates rather than with NVQs. These new courses will be offered from September 2000.

12.4 Engineering

86 students enrolled on Engineering courses, 5 of whom were full-time. There were 3 withdrawals, a retention rate of 97%. 78 of the remaining students completed the year successfully. There were also 80 link students on Engineering courses.

Most apprentices in this area study motor vehicle engineering with numbers on the other courses relatively low.

Students on the final year of the Engineering Competences course were complimented by the External Verifier on the high standard of their work, the best he had seen in the 25 colleges he had visited.

The College worked in partnership with Highlands College in order to be able to deliver the City & Guilds Electronic Servicing course.

Although the full-time group is small in numbers, their work is of a high standard and they are highly committed to the course.

12.5 Finance

952 students enrolled on Finance courses, all of them part-time. There were 49 withdrawals, a retention rate of 95%. The overall pass rate for the area was 81%.

Interest in Finance courses is still high, the most popular course being the Certificate in Offshore Administration with 576 enrolments. However, the long term future of this course is currently the subject of debate due to the introduction of the ICSA Certificate and Diploma. Several employers have indicated that they would prefer their staff to study for the ICSA qualification since it gives exemptions on further courses. It is felt that there will still be some demand for the GCOA but numbers of students will not be as high as in previous years.

The College has made a submission to ICSA in order to be able to offer the new Certificate and Diploma and is currently awaiting their reply. Last year there were 59 students enrolled on ICSA courses.

The courses leading to qualifications for the Association of Accounting Technicians attracted 110 students with an overall success rate in examinations of 86%. A letter was received from the AAT congratulating the College on its success rate in the June examinations, the pass rate of 93% being significantly above the national average of 76%.

The Chartered Institute of Bankers Certificate attracted 8 students, some of whom will not sit their examinations until October. Of those who sat the exam in May, 75% were successful.

The Certificate in Financial Services Practice enrolled 54 students who are still awaiting results of their modules. There were also 14 students currently studying for the Diploma in Financial Services Management.

The CIB has given its approval to the first annual report of the DFSM and the College will be receiving an accreditation visit from UMIST some time during the year to establish whether the degree can be offered. Before this visit, it will be necessary to conduct some form of market research to establish the level of demand for the degree.

12.6 Health & Social Care

67 students enrolled on Health & Social Care courses, of whom 28 were full-time students. There were 5 withdrawals, a retention rate of 93%. 60 of the remaining students completed the year successfully. Of the small group of four who completed the Advanced GNVQ, two went on to higher education. There were also 92 link students on courses run in this area, including some who studied for the RSA Initial Award in Health & Social Care.

The retention rates in this area have improved considerably from last year. Two new members were appointed to the team and the External Verifier commented that 'there is a caring team approach to delivery and students are clearly enjoying the course'.

The team is planning to launch a new full-time course, the Diploma in Nursery Nursing, in September, 2000.

The Horticulture section, which is part of this programme area, has 8 apprentices as well as a group of 7 studying for the Royal Horticulture Society Certificate. The section once again entered an exhibit in Floral Guernsey for which the College gained a Silver Award. The section also continued with the popular programme of short courses in gardening.

12.7 Hairdressing

43 apprentices enrolled on hairdressing NVQs. 6 withdrew, giving a retention rate of 86%. The students once again organised a successful Hair Show at Beau Sejour. As well as the apprentices there were also 35 students on link courses.

The College has been aware of the demand for full-time courses in beauty therapy and consequently has equipped the room next to the hairdressing salon as a beauty salon. Employing part time staff, new courses, both full time and part time, in beauty therapy will start in September.

12.8 Hotel & Catering

100 students enrolled on Catering courses, of whom 38 were full-time. There were 4 withdrawals, a retention rate of 96%. 87 of the remaining students completed the year successfully. There were also 123 link students in this area.

24 of the full time students enrolled on the GNVQ in Leisure and Tourism. There were 3 withdrawals, a retention rate of 87%. The group formed a link with Condor which led to the College being awarded the Industry Link Training Award in February.

Staff in this area also undertook a project with Condor, training their staff to gaining NVQs in Customer Care. Twenty four Condor staff gained the award and the external verifier was highly complimentary about the quality of the portfolios.

There were 14 full time catering students and 5 apprentice catering students. As in previous years the low numbers of apprentices in this area is a reflection of the problems currently being experienced by the local hotel and restaurant industry.

Included in the figures for this area are several shorter courses in subjects such as catering costing, bar/cellar management and reception duties. The programme area also had 32 students taking the WSET Certificate in Wines & Spirits.

Throughout the year this programme area was active in various areas. The staff completely redecorated the restaurant and redesigned the menu. The College presence at the Salon Culinaire this year was much stronger than in previous years and, at Floral Guernsey, there was an attempt to create the world's largest bean jar, leading to a donation of £1350.00 to a local charity.

12.9 Information Technology

276 students enrolled on Information Technology courses, of whom 43 were full-time. There were 8 withdrawals, a retention rate of 97%. Over 200 of the remaining students completed the year successfully.

Of the 43 full time students who enrolled, 4 withdrew. Of the remaining students 28 were successful and 3 went on to higher education.

The majority of the part-time students studied for units of the RSA Computer Literacy in Information Technology at various levels although there is a growing interest in courses developing internet skills.

The demand for GNVQ IT courses at both Advanced and Intermediate Level, continues to rise as does the demand for part time courses. There was a new teaching team in this area who have quickly established themselves and are developing new courses, one of which has proved especially popular being the European Computer Driving Licence. Staff in the civil service and in secondary schools have been through this course and it has also been made available in Alderney. Currently, new courses are being developed for computer technicians.

12.10 Secretarial Studies

391 students enrolled on Secretarial courses, of whom 21 were full-time. There were 13 withdrawals, a retention rate of 96%. 340 of the remaining students completed the year successfully. There were also 95 link students in this area, many of whom gained passes in the GCSE in Office Applications.

Of the 21 full-time students there were 3 withdrawals and 15 of the remaining students passed their various courses. This group of students was very active in fund-raising for charity and organised several events throughout the year supporting Children in Need and Jeans for Genes Day

This section delivers a wide range of part-time courses in keyboarding, word processing and shorthand. There are also specialist courses in legal text processing, medical audio transcription and French text processing.

The Fresh Horizons course, designed for 'women returners' has proved very popular over the past few years. During the year 19 students successfully completed this course.

12.11 Management Studies

As well as the short courses offered by the Business School, there are courses which run for the full year the Certificate in Management Studies, the NEBSM Certificate in Supervisory Management and the IPD Certificate in Personnel Practice. 48 students enrolled on these courses; only 1 withdrew and the remaining 47 were all successful.

At the request of Le Riche Stores, the NEBS Management Certificate was delivered in Jersey, as were several short courses designed for Le Riche's staff. Currently, the team is working with Le Riche to design a senior management training programme to replace the Roffey Park programme that the company has used in the past.

This year the NEBS Management Diploma in Management was offered for the first time with 6 students enrolling. All were successful and the course has several enrolments for next year.

12.12 Learning Support

As well as providing tuition for key skills throughout the College, the Learning Support team also offer classes for students wishing to either take or retake GCSE English and Mathematics. Over 50 students took their maths GCSE with a pass rate of over 80%. Fewer students took English and only 4 students gained a pass. This is an area of concern for the College which will be addressed through the coming year

The College is currently recruiting a Cross-College manager for Communications who will take responsibility for all key skills communications classes as well as basic skills and GCSE English. The manager will work with the existing managers for numeracy and IT to form a key skills/learning support team who will work with all programme managers to ensure that all students receive the support and guidance they require in these areas. During the year a new key skills policy was implemented to enable staff to conform with the requirements of Curriculum 2000.

Throughout the year a team of part-time staff was developed enabling the College to offer one-to-one support to students with learning problems. These staff dealt with several students who had left their secondary schools at the age of 15 but were not ready for work. Several of these students have gone on to enrol on full-time courses.

12.13 Flexi Learning Centre

Over 300 students enrolled on a broad range of courses at the Flexi-Learning Centre in Brock Road. The Centre continues to develop both in student numbers and the range of courses on offer. To cope with the increasing demand, the Centre is open during the evenings and on Saturday mornings. During holiday periods the Centre has also opened in the mornings and evenings, subject to student demand. The Centre is manned by one full-time member of staff with the assistance of two part-time staff.

The Centre also has good links with the Castel Hospital and the Probation Service.

The centre was heavily involved in Learning is Working Week, setting up and operating a computer based learning centre in the Guilles Allès Library. The centre also has plans for events linked to the Family Learning Weekend planned for October, 2000.

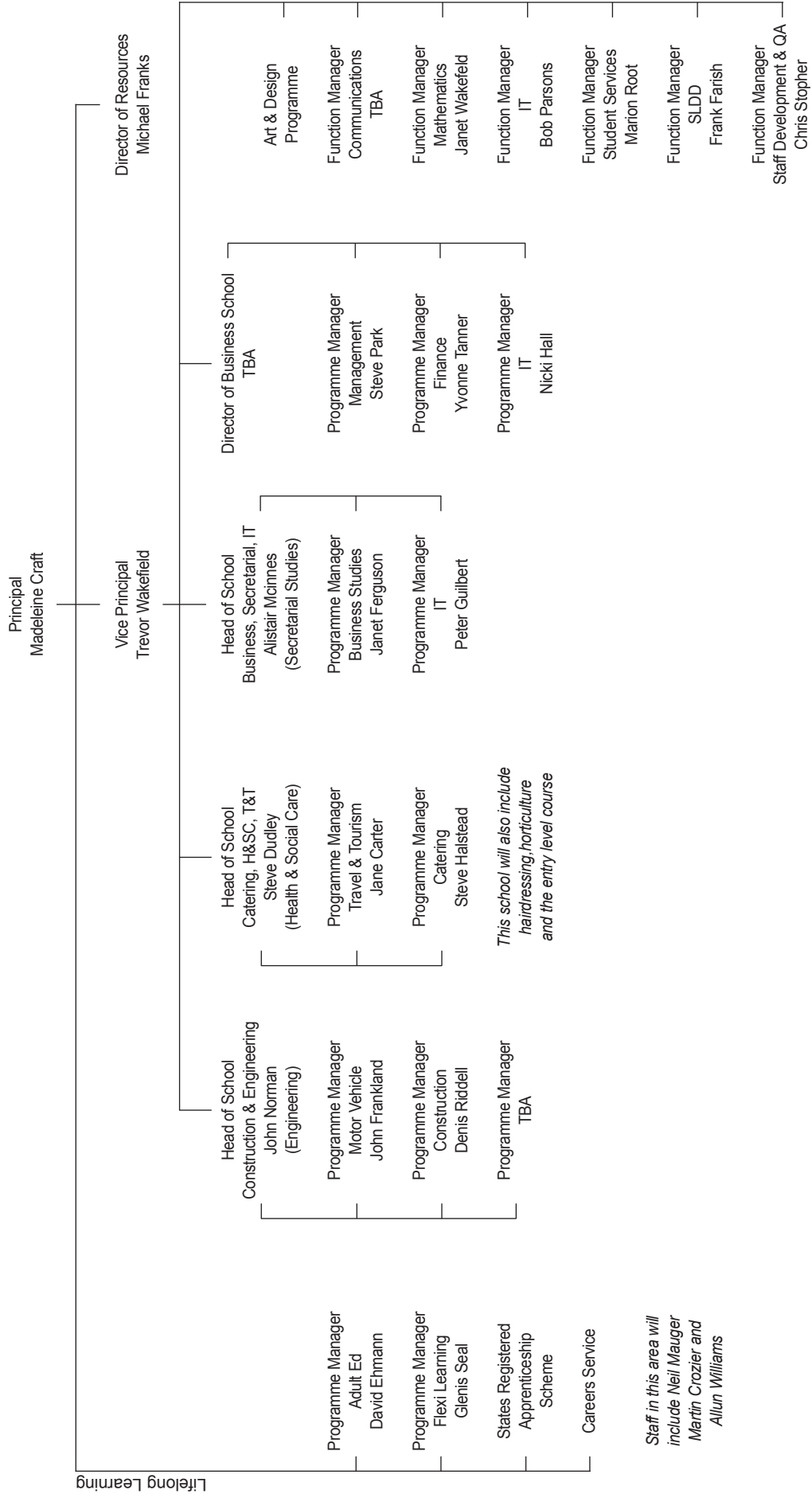
Trevor Wakefield September 2000

Summary of retention & achievement rates for the College of FE

		1998/99	1999/2000
All vocational courses	Enrolments	3199	3518
	Retention %	92	92
	Achievement %	80	85
Full-time courses	Enrolments	197	211
	Retention %	80	87
	Achievement %	66	89
	Moving to Higher Ed	13	15
Link courses	Enrolments	481	523
States Registered Apprentices	Enrolments	296	305
	Retention %	85	88
	Achievement %	90	90

Summary of retention & achievement rates by programme area

		1998/99	1999/2000
Art& Design	Total Enrolments	50	56
	Full Time Enrolments	28	29
	Retention %	92	93
	Achievement %	92	93
Business Studies	Total Enrolments	56	39
	Full Time Enrolments	52	34
	Retention %	71	81
	Achievement %	68	81
Building & Construction	Total Enrolments	198	251
	Full Time Enrolments	0	0
	Retention %	93	92
	Achievement %	91	88
Engineering	Total Enrolments	78	86
	Full Time Enrolments	0	5
	Retention %	95	97
	Achievement %	94	96
Finance Studies	Total Enrolments	988	952
	Full Time Enrolments	0	0
	Retention %	91	95
	Achievement %	83	81
Health & Social Care	Total Enrolments	58	67
	Full Time Enrolments	19	28
	Retention %	76	93
	Achievement%	70	89
Hotel & Catering/Travel & Tourism	Total Enrolments	185	143
	Full Time Enrolments	40	38
	Retention %	94	96
	Achievement %	71	87
Information Technology	Total Enrolments	238	276
	Full Time Enrolments	40	43
	Retention %	97	97
	Achievement %	83	85
Secretarial Studies	Total Enrolments	405	391
	Full Time Enrolments	29	21
	Retention %	96	96
	Achievement %	82	87
Management Studies	Total Enrolments	50	48
	Full Time Enrolments	0	0
	Retention %	80	98
	Achievement %	80	98
Flexi Learning Centre	Total Enrolments	256	290



Heads of Schools

Initial Strategic Objectives

November 1999

Team development

Heads of school will be instrumental in developing a genuine team approach to course delivery. Areas to be addressed include the integration of the key skills into programme planning and a whole-team approach to the design of assignments. Heads of school will also be in a position to identify and disseminate examples of good practice across the teams and to encourage a culture of continuous improvement.

Course Review and QA

Heads of school will work with the vice principal to develop the current course review system into a set of quality assurance procedures. This will involve the creation of a culture in which teams are encouraged to be open, honest and self critical. Teams will also need to develop the use of appropriate benchmarks. The ultimate responsibility for quality must lie with the course teams and heads of school must encourage teams to accept this responsibility.

Accountability

Heads of school will set objectives and targets so that staff have an explicit understanding of their responsibilities. It is essential to develop a culture of reflective review and evaluation and heads of school will work with the vice principal to design and implement an effective appraisal scheme. Teams must also be encouraged to accept that they are accountable for the 'whole student experience'; advice, guidance, enrolment, key skills, careers advice, tutorials, additional studies, etc.

Student centred approach

One of the main underlying principles of College strategy is the need to be student centred in all that we do. The above objectives are based on this principle and, throughout all activities of the College, heads of school will emphasise the needs and requirements of our students as individuals.

Develop guidelines on budgets & management control

Working with the director of resources and the vice principal, heads of school will help establish a logical and effective budgeting system. This will include a system of data collection which enables the production of monthly and annual management reports. Heads of school will be expected to understand and manage the links between curriculum development and resource implications.

Appendix 3

Programme Managers**November 1999****Initial Strategic Objectives****Team Development**

Programme Managers will be instrumental in developing a genuine team approach to course delivery. Areas to be addressed include the integration of the key skills into programme planning and a whole-team approach to the design of assignments. Programme Managers will also need to identify and disseminate examples of good practice across the teams and to encourage a culture of continuous improvement.

Course Review and QA

Programme Managers will work with their Head of School to develop the current course review system into a set of quality assurance procedures. This will involve the creation of a culture in which teams are encouraged to be open, honest and self-critical. Teams will also need to develop the use of appropriate benchmarks. The ultimate responsibility for quality must lie with the course teams and Programme Managers must encourage teams to accept this responsibility.

Accountability

Programme Managers will agree objectives and targets with their Heads of School so that staff have an explicit understanding of their responsibilities. It is essential to develop a culture of reflective review and evaluation and Programme Managers will work with their Head of School to implement an effective appraisal scheme. Teams must also be encouraged to accept that they are accountable for the "whole student experience": advice; guidance; enrolment; key skills; careers advice; tutorials; additional studies, etc.

Student centred approach

One of the main underlying principles of College strategy is the need to be student centred in all that we do. The above objectives are based on this principle and, throughout all activities at the College, Programme Managers will emphasise the needs and requirements of our students as individuals.

IN THE STATES OF THE ISLAND OF GUERNSEY

ON THE 31ST DAY OF JANUARY, 2001

The States resolved as follows concerning Billet d'Etat No. I
dated 12th January, 2001

PROJET DE LOI
entitled
THE REGULATION OF UTILITIES (BAILIWICK OF GUERNSEY)
LAW, 2001

- I. To approve, subject to the following amendment, the Projet de Loi entitled "The Regulation of Utilities (Bailiwick of Guernsey) Law, 2001", and to authorise the Bailiff to present a most humble Petition to Her Majesty in Council praying for Her Royal Sanction thereto:-

Amendment

In the draft Projet -

- (a) in section 2, immediately after section 2(f) (printed on page 6 of the Brochure to the Billet d'État), insert the following words -

"and, in performing the duty imposed by this section, the States and the Director General shall have equal regard to the interests of the residents of all islands of the Bailiwick";

- (b) in section 22(1) (printed on page 21 of the Brochure to the Billet d'État), immediately after the definition of "body corporate" insert the following definitions -

""**consult**" and "**consultation**" shall, in sections 3(2), 14(1) and 23(3), be construed in accordance with subsection (6);";

- (c) after section 22(5) (printed on page 23 of the Brochure to the Billet d'État), insert the following subsection -

"(6) Any requirement, howsoever expressed, imposed by sections 3(2), 14(1) and 23(3) on the States Board of Industry (and any other committee of the States) to consult the General Purposes and Advisory Committee of the Chief Pleas of Sark and the Policy and Finance Committee of the States of Alderney shall include a requirement to inform the States of the views of those committees when making any recommendation to the States as to the matter consulted upon.";

- (d) after section 23(2) (printed on page 24 of the Brochure to the Billet d'État), insert the following subsection -

"(3) The Board of Industry (and any other committee of the States) shall, before recommending the States to agree to make an Ordinance under section 14(9) or 15(8), consult the General Purposes and Advisory Committee of the Chief Pleas of Sark and the Policy and Finance Committee of the States of Alderney in relation to the terms of the proposed Ordinance; but a failure to comply with this subsection shall not invalidate any Ordinance made under those sections."

PROJET DE LOI
entitled
THE STATES TRADING COMPANIES (BAILIWICK OF GUERNSEY)
LAW, 2001

- II. To approve the Projet de Loi entitled "The States Trading Companies (Bailiwick of Guernsey) Law, 2001", and to authorise the Bailiff to present a most humble Petition to Her Majesty in Council praying for Her Royal Sanction thereto.

PROJET DE LOI
entitled
THE INCOME TAX (STATES TRADING COMPANIES AND
PUBLIC SERVANTS' PENSION SCHEME) (GUERNSEY) LAW, 2001

- III. To approve the Projet de Loi entitled "The Income Tax (States Trading Companies and Public Servants' Pension Scheme) (Guernsey) Law, 2001", and to authorise the Bailiff to present a most humble Petition to Her Majesty in Council praying for Her Royal Sanction thereto.

THE BY-ELECTION ORDINANCE, 2001

- IV. To approve the draft Ordinance entitled "The By-election Ordinance, 2001", and to direct that the same shall have effect as an Ordinance of the States.

THE SOCIAL SECURITY (RECIPROCAL AGREEMENT WITH JAPAN)
ORDINANCE, 2001

- V. To approve the draft Ordinance entitled "The Social Security (Reciprocal Agreement with Japan) Ordinance, 2001", and to direct that the same shall have effect as an Ordinance of the States.

STATES BOARD OF ADMINISTRATION

NEW MEMBER

- VI. To elect Deputy Mrs. P. Robilliard as a member of the States Board of Administration to complete the unexpired portion of the term of office of Mr. P. Cranford-Smith, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES COMMITTEE FOR HOME AFFAIRS

NEW MEMBER

- VII. To elect Deputy F. Quin as a member of the States Committee for Home Affairs to complete the unexpired portion of the term of office of Mr. R. Russell, who has ceased to have a seat in the States, namely, to the 31st May, 2003.

STATES RECREATION COMMITTEE

NEW MEMBER

- VIII. To elect Douzaine Representative M.G. O'Hara as a member of the States Recreation Committee to complete the unexpired portion of the term of office of Mr. D. J. Nussbaumer, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES TELECOMMUNICATIONS BOARD

NEW MEMBER

- IX. To elect Deputy D.B. Jones as a member of the States Telecommunications Board to complete the unexpired portion of the term of office of Mr. P. Cranford-Smith, who has ceased to have a seat in the States, namely, to the 31st May, 2002.

STATES TOURIST BOARD

NEW MEMBER

- X. To elect Deputy D.A. Barrett as a member of the States Tourist Board to complete the unexpired portion of the term of office of Mr. D.J. Nussbaumer, who has ceased to have a seat in the States, namely, to the 31st May, 2002.

STATES TRAFFIC COMMITTEE

NEW MEMBER

- XI. To elect Deputy T.M. Le Pelley as a member of the States Traffic Committee to complete the unexpired portion of the term of office of Mr. P. R. Jones, who has ceased to have a seat in the States, namely, to the 31st May, 2002.

STATES CIVIL DEFENCE COMMITTEE

NEW MEMBER

- XII. To elect Deputy D.B. Jones as a member of the States Civil Defence Committee to complete the unexpired portion of the term of office of Mr. P. Cranford-Smith, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES GAMBLING CONTROL COMMITTEE

NEW MEMBER

- XIII. To elect Douzaine Representative B. Sheriff as a member of the States Gambling Control Committee to complete the unexpired portion of the term of office of Mr. D. J. Nussbaumer, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES LEGISLATION COMMITTEE

NEW MEMBER

- XIV. To elect Deputy Mrs. A.L. Robilliard as a member of the States Legislation Committee to complete the unexpired portion of the term of office of Mr. R. Russell, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES LIBERATION CELEBRATIONS COMMITTEE

NEW MEMBER

- XV. To elect Deputy B.M. Flouquet as a member of the States Liberation Celebrations Committee to complete the unexpired portion of the term of office of Deputy M.W. Torode, who has resigned as a member of that Committee, namely, to the 31st May, 2002.

STATES PUBLIC ASSISTANCE AUTHORITY

NEW MEMBER

- XVI. To elect Mr. C. Bichard as a member of the States Public Assistance Authority to complete the unexpired portion of the term of office of Mr. J.W. Le Noury, who has ceased to be a Douzenier, namely, to the 31st May, 2002.

STATES SEA FISHERIES COMMITTEE

NEW MEMBER

- XVII. To elect Douzaine Representative J.J. Cleal as a member of the States Sea Fisheries Committee to complete the unexpired portion of the term of office of Mr. L.E. Jean, who has ceased to have a seat in the States, namely, to the 31st May, 2001.

STATES TRANSPORT BOARD

NEW MEMBER

- XVIII. To elect Douzaine Representative B. Sheriff, who is also a member of the States Tourist Board, as a member of the States Transport Board to complete the unexpired portion of the term of office of Mr. D.J. Nussbaumer, who has ceased to have a seat in the States, namely, to the 31st May, 2003.

PRIAULX LIBRARY COUNCIL

NEW MEMBER

- XIX. To re-elect Douzaine Representative W. Le R. Robilliard as a member of the Priaulx Library Council.

STATES PUBLIC ASSISTANCE AUTHORITY

CASTEL PAROCHIAL OUTDOOR ASSISTANCE BOARD

NEW PRESIDENT AND NEW MEMBER

- XX. To elect -
- (1) Mr. N. Higgs as a member of the Castel Parochial Outdoor Assistance Board to complete the unexpired portion of the term of office of Mr. J.W. Le Noury, who has ceased to be a Douzenier, namely, to the 31st May, 2004;
 - (2) Mr. C. Bichard, a member of that Board, as President to complete the unexpired portion of the term of office of Mr. J. W. Le Noury, namely, to the 31st May, 2001.

STATES PUBLIC ASSISTANCE AUTHORITY

**ST. PIERRE-DU-BOIS PAROCHIAL OUTDOOR ASSISTANCE BOARD
NEW MEMBER**

- XXI. To elect Mr. S. Langlois as a member of the St. Pierre-du-Bois Parochial Outdoor Assistance Board to complete the unexpired portion of the term of office of Mr. G. Brehaut, who has ceased to be a Douzenier, namely, to the 31st May, 2002 .

STATES PUBLIC ASSISTANCE AUTHORITY

TORTEVAL PAROCHIAL OUTDOOR ASSISTANCE BOARD

NEW MEMBER

- XXII. To elect Mr. V.J. Watson as a member of the Torteval Parochial Outdoor Assistance Board to complete the unexpired portion of the term of office of Mr. N. J. Brehaut, who has ceased to be a Douzenier, namely, to the 31st May, 2004.

ADMINISTRATIVE DECISIONS (REVIEW) (GUERNSEY) LAW, 1986

NEW DEPUTY CHAIRMAN OF PANEL OF MEMBERS

- XXIII. To elect Mr. B. Rabey in accordance with the provisions of section 4 of the Administrative Decisions (Review) (Guernsey) Law, 1986, as Deputy Chairman of the Panel of Members, to complete the unexpired portion of the term of office of Mr. N.J. Brehaut, who has ceased to be a Douzenier, namely, to the 31st May, 2001.

STATES ADVISORY AND FINANCE COMMITTEE

RE-ELECTION OF MEMBERS TO THE STATES AUDIT COMMISSION

- XXIV. To re-elect Mrs. M. L. Perkins and Mr. R. M. Benjamin, who were nominated in that behalf by the States Advisory and Finance Committee, as ordinary members of the States Audit Commission with effect from the 1st March, 2001.

STATES ADVISORY AND FINANCE COMMITTEE

GUERNSEY FINANCIAL SERVICES COMMISSION

NEW MEMBER

- XXV. To re-elect Mr. J.E. Hallam, FCA, who was nominated in that behalf by the States Advisory and Finance Committee, as an ordinary member of the Guernsey Financial Services Commission with effect from the 2nd February, 2001.

STATES ADVISORY AND FINANCE COMMITTEE

PROJECT FOR IMPLEMENTING BEST PROCUREMENT PRACTICE AND FINANCIAL CONTROL PROCEDURES IN STATES COMMITTEES

XXVI. After consideration of the Report dated the 15th December, 2000, of the States Advisory and Finance Committee:-

1. To agree in principle to the implementation of a corporate purchasing and finance system as set out in that Report.
2. To authorise the States Advisory and Finance Committee to negotiate and enter into a partnership agreement with Logica to implement the above system.
3. That, as regards the capital costs of implementing the above system:
 - (a) To approve a transfer of £1,750,000 from the Capital Reserve to the capital allocation of the States Advisory and Finance Committee.
 - (b) To vote the States Advisory and Finance Committee a credit of £3,750,000, which sum shall be taken from that Committee's allocation for capital expenditure.
4. To direct the States Advisory and Finance Committee to take into account the ongoing revenue costs and savings of the above project when bringing forward recommendations to the States for General Revenue committees' future annual cash limits.

STATES ADVISORY AND FINANCE COMMITTEE

PUBLIC HOLIDAYS - 2001 AND 2002

XXVII. After consideration of the Report dated the 22nd December, 2000, of the States Advisory and Finance Committee:-

1. That Thursday, 12th July, 2001, shall be an additional public holiday in Guernsey.
2. That Monday, 3rd June, 2002, shall be an additional public holiday in Guernsey.
3. That Tuesday, 4th June, 2002, shall be a public holiday in Guernsey in place of Monday, 27th May, 2002.
4. To direct the preparation of such legislation as may be necessary to give effect to their above decisions.

STATES BOARD OF ADMINISTRATION

AIRPORT FEES AND CHARGES

XXVIII. After consideration of the Report dated the 14th December, 2000, of the States Board of Administration:-

1. To approve the adjustment in fees and charges for the use of Guernsey Airport with effect from the 1st April, 2001, as set out in Appendix 1 to that Report.
2. To approve the adjustment in fees and charges for the use of Alderney Airport with effect from the 1st April, 2001, as set out in Appendix 2 to that Report.
3. That, with effect from the 1st April, 2001, an Airport Development Charge of £1.00 per single movement for passengers travelling to or from the UK and Europe shall be introduced in order to repay funds borrowed from the Ports Holding Account for the purpose of paying airport redevelopment costs and consultants' fees.
4. That, with effect from the 1st January, 2002, an Airport Development Charge of £0.50 per single movement for inter- island passengers shall be introduced for the purpose of paying airport redevelopment costs and consultants' fees.
5. To rescind paragraph 4 of the Resolutions of the 30th November, 2000, taken on Billet d'Etat No. XXII of 2000.
- 6.(1) That an immediate transfer of funds from the Ports Holding Account to the States Advisory and Finance Committee's Consultancy Fees and Site Investigation vote shall be made of such sums as have been paid from that account in respect of consultants' fees for the Airport Terminal Redevelopment project up until such time as that Report is approved by the States of Deliberation.
- (2) That, as from the date of approval of that Report, future expenditure necessary for payment of consultants' fees shall be met from the Ports Holding Account by way of establishment of a capital vote for that purpose with the approval of the States Advisory and Finance Committee.
7. That future alterations in airport fees and charges may be implemented with the agreement of the States Advisory and Finance Committee and without reference to the States, provided that increases do not exceed the change in the Guernsey Retail Price Index as at the 30th June of the year preceding that of the new charges.
8. To direct the Board of Administration to report back as soon as possible with proposals for putting the Ports accounts on a conventional trading basis and adopting conventional accounting principles.

9. That, with effect from the 1st April, 2001, the Airport shall not be liable to repay to the Ports Holding Account the loan interest incurred as a result of the construction of the New Airport Terminal.

STATES GAMBLING CONTROL COMMITTEE

CHANNEL ISLANDS LOTTERY - INSTANT GAME OPTION

XXIX. After consideration of the Report dated the 12th December, 2000, of the States Gambling Control Committee:-

1. That the Gambling (Channel Islands Lottery) (Bailiwick of Guernsey) Ordinance, 1975, as amended, shall be further amended to enable the States Gambling Control Committee to operate a public lottery where all the prizes related to an issue of tickets in an instant game may be awarded by the revealing of concealed letters, numbers or symbols or a combination thereof, without the need to conduct a draw.
2. To direct the preparation of such legislation as may be necessary to give effect to their above decision.

STATUTORY INSTRUMENTS LAID BEFORE THE STATES

**THE INCOME TAX (GUERNSEY) (VALUATION OF BENEFITS IN KIND)
REGULATIONS, 2000**

In pursuance of the provisions of section 203 of the Income Tax (Guernsey) Law, 1975, the Income Tax (Guernsey) (Valuation of Benefits in Kind) Regulations, 2000, made by the States Income Tax Authority on the 23rd November, 2000, were laid before the States.

**THE SOCIAL INSURANCE (INCREASE OF BENEFITS AND
CONSEQUENTIAL AMENDMENTS) REGULATIONS, 2000**

In pursuance of the provisions of section 117 of the Social Insurance (Guernsey) Law, 1978, as amended, the Social Insurance (Increase of Benefits and Consequential Amendments) Regulations, 2000, made by the Guernsey Social Security Authority on the 1st December, 2000, were laid before the States.

**THE INCOME TAX (PENSIONS) (CONTRIBUTION LIMITS AND
TAX-FREE LUMP SUMS) REGULATIONS, 2000**

In pursuance of the provisions of section 203 of the Income Tax (Guernsey) Law, 1975, the Income Tax (Pensions) (Contribution Limits and Tax-free Lump Sums) Regulations, 2000, made by the States Income Tax Authority on the 7th December, 2000, were laid before the States.

**THE HEALTH SERVICE (MEDICAL APPLIANCES)
(AMENDMENT) REGULATIONS, 2000**

**THE HEALTH SERVICE (PAYMENT OF AUTHORISED APPLIANCE SUPPLIERS)
(AMENDMENT) REGULATIONS, 2000**

**THE HEALTH SERVICE (PAYMENT OF AUTHORISED SUPPLIERS)
(AMENDMENT) REGULATIONS, 2000**

**THE HEALTH SERVICE (PHARMACEUTICAL BENEFIT)
(AMENDMENT) REGULATIONS, 2000**

**THE HEALTH SERVICE (PHARMACEUTICAL BENEFIT) (RESTRICTED
SUBSTANCES) (AMENDMENT) REGULATIONS, 2000**

In pursuance of the provisions of section 35(4) of the Health Service (Benefit) (Guernsey) Law, 1990, the following Regulations made by the Guernsey Social Security Authority on the 20th December, 2000, were laid before the States:-

**THE HEALTH SERVICE (MEDICAL APPLIANCES) (AMENDMENT)
REGULATIONS, 2000**

**THE HEALTH SERVICE (PAYMENT OF AUTHORISED APPLIANCE SUPPLIERS)
(AMENDMENT) REGULATIONS, 2000**

**THE HEALTH SERVICE (PAYMENT OF AUTHORISED SUPPLIERS)
(AMENDMENT) REGULATIONS, 2000**

**THE HEALTH SERVICE (PHARMACEUTICAL BENEFIT)
AMENDMENT) REGULATIONS, 2000**

**THE HEALTH SERVICE (PHARMACEUTICAL BENEFIT) (RESTRICTED
SUBSTANCES) (AMENDMENT) REGULATIONS, 2000**

THE MILK (RETAIL PRICES) (GUERNSEY) ORDER, 2000

In pursuance of the provisions of section 8(4) of the Milk (Control) (Guernsey) Ordinance, 1958, the Milk (Retail Prices) (Guernsey) Order, 2000, made by the States Agriculture and Countryside Board on the 15th December, 2000, was laid before the States.

THE WATER CHARGES ORDER, 2000

In pursuance of the provisions of Article 17(6) of the Law entitled "Loi ayant rapport à la Fourniture d'Eau par les États de cette Île aux Habitants de la dite Île" registered on the 7th May, 1927, as amended, the Water Charges Order, 2000, made by the States Water Board on the 21st December, 2000, was laid before the States.

**D. R. DOREY,
HER MAJESTY'S DEPUTY GREFFIER.**