



# BILLET D'ÉTAT

WEDNESDAY, 28th MAY, 2003

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2003

1. Projet de Loi entitled "The Public Highways (Co-ordination of Temporary Road Closures etc) Law, 2003", p. 1071.
2. The Water Byelaws (Guernsey) Ordinance, 2003, p. 1071.
3. States Board of Administration—Former Church of St. Barnabas: Essential Refurbishment and Provision of Island Archives Centre, p. 1072.
4. States Board of Health—Radiology Department—Computerised Radiology System, p. 1085.
5. States Board of Industry—Raymond Falla House, Longue Rue, St. Martin's—Extensions and Alterations to Main Office Building, p. 1089.
6. States Agriculture and Countryside Board—Identification of Animals, p. 1106.
7. States Water Board—Revision to Water Charges, p. 1114.
8. States Gambling Control Committee—First Annual Report of the Guernsey Gambling Control Commission, p. 1119.
9. States Procedures and Constitution Committee—Promotion of Electoral Roll, p. 1122.
10. States Procedures and Constitution Committee—Minor Amendments to the Rules of Procedure of the States of Deliberation, p. 1129.
11. Requête—La Société Guernesiaise, p. 1134.

*Statutory Instrument laid before the States.*

The Right to Work (Limitation and Proof) (Tent Dwellers' Declarations) Regulations, 2003, p. 1140.

## APPENDICES

- I. States Advisory and Finance Committee—Index of Retail Prices at 31st March, 2003, p. 1141.
- II. States Gambling Control Committee—Channel Islands Lottery—Report and Accounts in respect of 2002, p. 1145.

# ***BILLET D'ÉTAT***

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

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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 28th MAY, 2003,** immediately after the meetings already convened for that day.

**PROJET DE LOI**

entitled

**THE PUBLIC HIGHWAYS (CO-ORDINATION OF TEMPORARY ROAD CLOSURES ETC.) (GUERNSEY) LAW, 2003**

The States are asked to decide:-

I.- Whether they are of opinion to approve the Projet de Loi entitled “The Public Highways (Co-ordination of Temporary Road Closures etc.) (Guernsey) Law, 2003”, and to authorise the Bailiff to present a most humble Petition to Her Majesty in Council praying for Her Royal Sanction thereto.

**THE WATER BYELAWS (GUERNSEY) ORDINANCE, 2003**

The States are asked to decide:-

II.- Whether they are of opinion to approve the draft Ordinance entitled “The Water Byelaws (Guernsey) Ordinance, 2003”, and to direct that the same shall have effect as an Ordinance of the States.

**STATES BOARD OF ADMINISTRATION****FORMER CHURCH OF ST. BARNABAS: ESSENTIAL REFURBISHMENT AND  
PROVISION OF ISLAND ARCHIVES CENTRE**

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

22nd April, 2003

Dear Sir

**FORMER CHURCH OF ST BARNABAS**  
**ESSENTIAL REFURBISHMENT AND PROVISION OF ISLAND ARCHIVES**  
**CENTRE**

**1 Background/Former Church of St Barnabas**

The Church of St Barnabas was built in 1874 in memory of the Reverend Charles Guille, to the design of Sir Arthur Blomfield (1829-99), a notable ecclesiastical architect. The builder was James Le Page. The Church was secularised and handed over to the States of Guernsey by its Trustees in 1932. A restrictive covenant referred to in the Order of Council and in the subsequent conveyance dated 9 April 1932 stated that the building was to be used for either *the purpose of a States Assembly Hall or for use by the States or their assignees for some other purpose not unworthy of the past associations of the said church*. It was used for a period as a soup kitchen, and then in 1938 the Lukis and Island Museum took over the building. The Museum was closed to the public in 1970. Some Museum collections remained in St Barnabas until 1978, when the new Candie Museum and Art Gallery opened. St Barnabas was used for a period as temporary storage by the Board of Health and other States departments, although it has now been empty for several years.

St Barnabas was entered in the Register of Ancient Monuments and Protected Buildings in June 1983. Any alteration to the building will therefore require prior consent under the Ancient Monuments and Protected Buildings (Guernsey) Law, 1967, which is administered by the Heritage Committee. The Board and its technical advisory/feasibility design team have liaised closely with the Heritage Committee and the Island Archives Service in respect of this project.

## **2 Former Proposed Uses**

In March 1986, the Board of Administration agreed in principle that the property would suit commercial use. It therefore sought approval from the Dean of Guernsey in this regard. The Dean responded that he and the churchwardens had no objection, in principle, to the conversion of the former church building into offices.

Seven parties expressed an interest in leasing the building. The scheme proposed by architects Cresswell, Cuttle and Dyke (providing four floors of office accommodation) won the bid. The owners of the adjoining Ozanne Hall, which had been purchased in March 1983 from the parish church and converted to office use, submitted the scheme to the Ancient Monuments Committee (now the States Heritage Committee).

The Ancient Monuments Committee rejected the scheme on the grounds that the proposals greatly altered the impressive scale of the building by the insertion of windows on four levels and would result in the roofscape being significantly altered. A revised scheme was submitted but this was rejected on similar grounds. The interested party withdrew from the negotiations in April 1989.

Four other parties then expressed interest in converting the building into office accommodation. One company was selected for further negotiation. In November 1992 the company withdrew due to the economic climate at that time.

## **3 Provision of Island Archives Centre**

The States of Guernsey, through the Heritage Committee and the Island Archives Service, are the owners and custodians of a considerable quantity of records of significant historical, cultural, legal, administrative, and indeed monetary value, ranging from fourteenth-century deeds to recently created documents such as the Minutes of States Committees and the files of States departments.

The Heritage Committee has highlighted the importance and urgency of providing much improved repository, research and records management facilities for the States and people of Guernsey. The Island's records are presently kept in far from acceptable conditions, which fall well below recognised standards as set out in the established standards for archives referred to under Section 9 of this report. The Board of Administration and the Heritage Committee are proposing a solution to this situation as part of an evolving long-term strategy for proper record storage, retrieval and access.

The advantages of converting St Barnabas into an Archives Centre, as is proposed, include ease of operation for States departments in referring to their documents and facilitating public, legal and academic research in material in States custody.

The site proposed and the works required would (with only minimal architectural intrusion) create a valuable States asset, housed in a notable building, which would be

as fitting to the Island's rich documentary heritage as to public and governmental needs for adequate archive and research facilities.

The Board of Administration has been ready to carry out major restoration and repairs on St Barnabas for over 10 years but indecision over its future use has held up progress. The Board now hopes that the States can make a firm decision to proceed with this proposal.

#### **4 Island Archives Service - History**

The Island Archives Service was established by States Resolution of 23 June 1986 (Billet d'État XIII of 1986) following consideration of a report of 8 May 1986.

The Resolution provided that an Island Archivist be appointed as a Civil Servant to work under the States Ancient Monuments Committee (now the Heritage Committee), with the duties and responsibilities as set out in the Report, in order to establish an Archives Service on the Island. The Resolution also directed all States Committees to co-operate fully with the Island Archivist in accordance with policies and directives to be issued by the Advisory and Finance Committee after consultation with the Ancient Monuments Committee. The Service was duly established, in late 1986.

#### **5 Responsibilities**

The Island Archives Service's responsibilities presently range from semi-current files of States departments to much older records, including largely historical collections acquired by purchase, deposit or loan from parish authorities, other institutions and private persons.

The Archives Service's principal role is to provide a facility to the States of Guernsey, managing many thousands of records and serving as an active "memory" for the Island's government. Civil servants, politicians and others are supplied with information from States files, publications and other records. The Service also holds confidential Crown, Police, and Bailiff's records.

Public enquiries of a straightforward nature are also handled, and researchers are given every reasonable assistance in obtaining access to source materials. This has resulted in the production of a variety of significant academic works about Guernsey's culture, history and administration.

The Archives Service has been a success story. By its operation, States records are managed according to common protocols. The Archives Service deals with a wide variety of enquiries from departments, acting as a "knowledge base" for them. The Archives Service also has the unusual facility to search across records of a variety of Committees, thus enabling research to be carried out by staff in a manner which individual departments themselves otherwise might not do. **By its operation, the**

**Archives Service also saves the States expenditure on storage of records in individual departments' premises, and/or with commercial document-storage enterprises.**

Expertise available in the Archives Service has developed to an extent that States enquiries, for example in property matters and those requiring a knowledge of the French language, are frequently dealt with - having an alleviating effect on other departments.

It is essential that States departments and the public, through the Island Archives Service, have safe, efficient and easy access to records which will improve service delivery and save valuable staff time.

## **6 Existing Accommodation**

The Archives Service has never had a permanent home. From 1987 it operated from the old Town Hospital until this was needed to provide the new Police Station. Rented accommodation in Victoria Road was found in 1990, and here the Archives Service's offices remain. The premises are rented from the private sector on a short-term lease which ends on 1 March 2005. There is no guarantee that the lease will be renewed after this date.

Records of particular administrative value, sensitivity or historical importance are kept in two repositories in the building. The Island Archives Service has also had to make use of a number of other premises, often on a temporary basis, in which to keep less significant documents. The situation with regard to the latter has been alleviated to a degree by the recent provision of a small permanent facility for records not requiring particular security or archival conditions (for example paid accounts which have to be kept for a statutory period).

**It is proposed, through the use of St Barnabas, to provide suitable accommodation which offers proper access to the more important of the Island's records, which presently are held in conditions which do not meet terms of archival best practice, including security, environmental and health and safety criteria.**

Current provision for the Island Archives Service presents various matters of concern including limited space and an unsatisfactory research area in the general office for the public. Neither does the current accommodation provide disabled access or parking. Documents are stored below ground level in a basement with soil pipes running through it and in a first floor repository directly beneath privately owned flats, thus exposing them to unacceptable risk.

## **7 Future Developments**

The Data Protection (Bailiwick of Guernsey) Law, 2001, has recently been brought into force, and it is intended that a policy letter concerning the introduction of Guernsey's first public records law will be presented to the States in due course. Both pieces of legislation are likely to increase requests for access to records in the custody of the Archives Service. At the same time, the Data Protection Law, and the creation of statutory instruments thereunder, is likely to increase departmental calls for space for their records. There is an obligation to see that records should be properly protected against accident, destruction or damage.

The development of St Barnabas as the main Island Archives Centre would enable the Archives Service to overcome both current inadequacies and identified future requirements as detailed above.

## **8 Property Issues - Local Context**

It has proven very difficult over the years to find premises that fulfil the necessary criteria. St Barnabas, which can meet the criteria, is currently a redundant building requiring restoration. It is also a prominent historical landmark.

The Board considers that continuing to lease premises from the private sector is not an acceptable solution for the States of Guernsey's archive requirements. In addition to indefinite rental prices there could be restrictions placed upon the Island Archives Service as a tenant and limitations put in place with respect to appropriate storage of files. Furthermore, there would be no security of tenure.

The Board has considered very carefully and discounted the option of a new build facility on other sites, in States or private ownership. It has proven very difficult to identify a suitable area of land in the right location. This option would be more expensive, especially if land were to be purchased, and would lose to the States the preferred option of bringing new life and purpose to St Barnabas.

As a States owned property, St Barnabas can be designed to an agreed specification which will adhere to all guidelines set out in the professional standards referred to below.

## **9 Criteria for Archive Accommodation**

An Archives Centre appropriate to States and public needs should meet the standards set out in The Historical Manuscripts Commission's Standard for Record Repositories (2001) and the British Standard BS 5454:2000 Recommendations for Storage and Exhibition of Archival Documents. These establish minimum criteria to be met with regard to sites, structures, security, fire precautions, equipment etc.



The use of St Barnabas for an Archives Centre would provide, at a single location:

- 1 sufficient accommodation for all current and foreseeable archive material of particular administrative value, sensitivity or historical importance.
- 2 controlled environmental conditions to meet B.S. 5454:2000, with control of the relative humidity to within 5% of the required level.
- 3 effective security by provision of alarms and security lighting. As sole occupier of the premises, the risk of flood, fire and other risks from other parts of shared premises can be excluded.
- 4 good access to the Royal Court and States departments.
- 5 good access for the general public with full disabled access.
- 6 an opportunity for the public display of historic documents.
- 7 public research facilities under staff supervision.
- 8 savings on rental costs from the private sector.
- 9 a possible communications link to Sir Charles Frossard House by means of a wireless local area network at a considerable saving over the cable alternative.

St Barnabas is in States ownership, it is currently vacant, and as has been outlined above, it would provide a suitable Archives Centre. Even though the Board has for a number of years monitored the availability of other premises becoming available to provide an alternative solution for an Archives Centre, none have been identified. Storage space in an acceptable location is scarce, especially in respect of premises that would or could meet established criteria for archives. Moreover, there is strong competition from the private sector whenever premises become available.

## **10 Other Property Issues - Slaughterhouse Complex, Castle Emplacement**

The States will be aware that the Tourist Board's own aspirations in respect of the provision of a Victor Hugo Centre within St Barnabas cannot proceed if the proposals in this report are approved. However, the Board of Administration is of the view that a Victor Hugo Centre could be provided within the slaughterhouse complex, together with a Museum for the Gallo-Roman wreck, popularly known as the 'Asterix'. In order to release the complex for future museum use, an alternative slaughterhouse facility must first be provided, and the needs of existing commercial harbour tenants must be properly taken into account. This report recommends the States to agree, in principle,

the strategy outlined in this section, so allowing the various issues associated with the proposed use of St Barnabas to be addressed in a coherent manner.

## **11 Summary of the Required Scope of Works**

The Archive Centre project comprises two inter-related elements.

### **i) Essential Repair/Restoration – Board of Administration**

The first is the essential repair/restoration of the existing building fabric, including all specialist survey and construction works and the installation of standard core services such as utilities and toilets. This is clearly the responsibility of the Board of Administration as Landlord of the premises. Guernsey Technical Services will provide the Board with the professional services it requires in this regard.

### **ii) Provision of Archives Centre – Heritage Committee**

The second element comprises internal conversion/fitting out to provide the facilities of an Island Archives Centre, i.e. an independent, environmentally controlled structure for the specialist storage of historic documents as well as general storage/associated facilities and administration areas. Guernsey Technical Services will, as with the Board above, support the Committee in this regard. It is important to note that every effort has been made to minimise impact on the existing building whether aesthetically or structurally. Limited staff and public parking will be provided, with vehicular access for the delivery of goods, an access ramp from Mignot Plateau and disabled access points.

It must be understood that while the two main elements can be identified as above for the purpose of this report, it is proposed that the funding for both will come from a common source (the Capital Reserve – see below) and will have a common professional team (Guernsey Technical Services). The contract will be managed on site as a single project so as to ensure its efficient delivery and avoid abortive works and costs.

## **12 Essential Restoration of the Exterior of St Barnabas – Board of Administration/Guernsey Technical Services**

Substantial remedial works are required to the envelope of the building – including the removal/replacement of the existing roof, adding insulation, external wall repointing, new rainwater gutters, repairs to/replacement of leaded windows and timber treatment. Provision must be made for the possible replacement of the drainage system and utilities connections.

### **13 Restoration/Conversion of the Interior of St Barnabas – Heritage Committee/Guernsey Technical Services**

This includes the removal of defective interior plaster and replastering thereafter. Effective environmental controls would mean that proper archive storage can be achieved. New flooring will be required. Administration and general storage areas will be provided, as well as a public display and public research area, plus toilet facilities.

### **14 Additional Information – Drawings and Layouts**

The outline concept and feasibility study is appended to this report (**Appendix 1**). A colour version will be made available in the foyer to the Greffe prior to the States Meeting.

### **15 Previously Identified Budget Estimates**

**£1.5 million for archive storage accommodation** has been included in the Board's capital programme since 1998 (BoA Central Services)

**£750,000 for repairs to St Barnabas structure** has been included in the Board's capital programme since 2002 (BoA Central Services)

**£250,000 for fitting out and relocation of the Island Archives** has been included in Heritage Committee capital requests.

The above gives a total of £2.5 million.

Following discussions with the Advisory and Finance Committee, it is proposed that funding for the scheme should come from the Capital Reserve.

### **16 2003 Estimated Budget Cost (as at March 2004 - mid-point of contract)**

Investigations and preliminary design works have now been carried out by Guernsey Technical Services, and the following costs have been estimated to allow for the required building and fitting out works. Final costs will only be available upon the receipt and analysis of further survey data and tenders, which the Board will report to the Advisory and Finance Committee.

**i) Construction Works**

Remedial works/core services, including scaffolding and canopy	£1,250,000	
Internal conversion and fitting out works	£1,100,000	
External works, landscaping and drainage	<u>£225,000</u>	£2,575,000

**ii) Professional Fees**

Specialist Consultants	<u>£25,000</u>	<u>£25,000</u>
		£2,600,000

**iii) Furniture and Equipment**

Comprising loose furniture, built-in storage, shelving, benches and specialist roller storage. telephone and data cabling, display equipment, lighting and reception/foyer furniture.	<u>£250,000</u>	<u>£250,000</u>
		<b>£2,850,000</b>

For the purposes of this report, this total sum of £2,850,000 can be broken down as follows:

**Board of Administration**

- remedial works/core services	£1,250,000
- external works	£225,000
- consultants	£25,000
- giving a total of	<b>£1,500,000</b>

**Heritage Committee**

The remainder of the total, being **£1,350,000**, relates to the Heritage Committee's requirements for an archives centre (£1,100,000 internal conversion and fitting out plus £250,000 for furniture and equipment).

*Exclusions*

- 1 *Any possible specialist structural works required following survey and site investigation*
- 2 *Internal (notional) fees – by Guernsey Technical Services (GTS) - **£375,000**. This is based on the assumed continued availability of in-house professional resources to deliver this project.*

## **17 Heritage Committee and Island Development Committee**

The Heritage Committee has communicated its support for the project which will bring relevance to this listed structure while preserving its architectural integrity. It is also very keen to see the provision of an Archives Centre. Matters of detailed design can be addressed in liaison with Guernsey Technical Services. The Island Development Committee has no objections in principle to the outline concept scheme that has been submitted.

## **18 Conclusions**

The essential refurbishment of St Barnabas is required and the Board wishes to commence this work as soon as possible. This will allow the Heritage Committee to liaise with Guernsey Technical Services to carry out the conversion of the building to provide an Island Archives Centre as outlined in this report.

The States of Guernsey is custodian of a rich and varied collection of archival material. Much of the material has historical and also monetary value. Some is quite literally priceless. The efficient functioning of government requires ready access, on a daily basis, to stored records. St Barnabas can provide a home for such material, in a properly controlled environment. The building will then be given new life and purpose. In this manner, several objectives can be achieved.

## **19 Recommendations**

The States are recommended:

- (1) (a) to approve the renovation of the former church of St Barnabas by the Board of Administration at a total cost not exceeding £1,500,000.
- (b) to authorise the Advisory and Finance Committee to approve the acceptance of all tenders/professional appointments in connection with this project and to approve a capital vote, not exceeding £1,500,000, such sum to be charged to the capital allocation of the Board of Administration.
- (c) to authorise the Advisory and Finance Committee to transfer an appropriate sum from the Capital Reserve to the capital allocation of the Board of Administration.
- (2) (a) to approve the conversion of the former church of St Barnabas by the Heritage Committee for use as an Island Archives Centre, at a total cost not exceeding £1,350,000.
- (b) to authorise the Advisory and Finance Committee to approve the acceptance

of all tenders/professional appointments in connection with this project and to approve a capital vote, not exceeding £1,350,000, such sum to be charged to the capital allocation of the Heritage Committee.

- (c) to authorise the Advisory and Finance Committee to transfer an appropriate sum from the Capital Reserve to the capital allocation of the Heritage Committee.
- (3) To approve in principle the property strategy with regard to the shared future use of the slaughterhouse complex at Castle Emplacement by the Heritage Committee (Asterix Museum) and Tourist Board (Victor Hugo Centre), and the provision of an alternative slaughterhouse facility (Agriculture and Countryside Board) at another location;
- (4) To direct the Heritage Committee, Tourist Board, and Agriculture and Countryside Board to consult with the Board of Administration and the Advisory and Finance Committee regarding their proposals in respect of the shared future use of the slaughterhouse complex and an alternative slaughterhouse facility, and for those Committees to report back to the States as appropriate.

Yours faithfully

R. C. BERRY

President  
Board of Administration

The President  
 States of Guernsey  
 Royal Court House  
 St Peter Port  
 Guernsey  
 GY1 2PB

29<sup>th</sup> April 2003

Dear Sir,

I refer to the letter dated 22 April 2003 from the President of the States Board of Administration concerning the proposed refurbishment of the former Church of St Barnabas.

The Advisory and Finance Committee recognises the need to repair the building and considers that best value will be achieved by undertaking at the same time the conversion works to provide a new Island Archives Centre. The Committee agrees that the Island Archives Service, which has never had a permanent base and presently operates from a number of sites, the main offices being rented from the private sector, should be located in suitable accommodation that meets the best standards in archival storage as regards security, environmental and health and safety criteria. The proposal to use the refurbished St Barnabas fully meets these expectations. There will be savings of approximately £35,000 in annual rental costs as well as the release for alternative use of States owned space presently occupied by the Island Archives Service.

The Funding for this project will be met from a transfer of up to £2.85m out of the Capital Reserve. At the beginning of January 2003 the Capital Reserve had a balance of £103m, however, following States approval for a number of projects (including the Education Development Plan and additional Prison Accommodation) the balance on the Reserve is currently £62 million.

The Committee also welcomes the proposal to develop, in consultation with the interested Committees, a property strategy with regard to the future shared use of the slaughterhouse complex at Castle Emplacement and the provision of an alternative slaughterhouse facility at another location.

The Advisory and Finance Committee supports the proposals.

Yours faithfully,

L. C. MORGAN

President  
 Advisory and Finance Committee

The States are asked to decide:-

III.- Whether, after consideration of the Report dated the 22<sup>nd</sup> April, 2003, of the States Board of Administration, they are of opinion:-

1. (a) To approve the renovation of the former church of St Barnabas by the States Board of Administration at a total cost not exceeding £1,500,000;
- (b) to authorise the States Advisory and Finance Committee to approve the acceptance of all tenders/professional appointments in connection with that project and to approve a capital vote, not exceeding £1,500,000, such sum to be charged to the capital allocation of the States Board of Administration;
- (c) to authorise the States Advisory and Finance Committee to transfer an appropriate sum from the Capital Reserve to the capital allocation of the States Board of Administration.
2. (a) To approve the conversion of the former church of St Barnabas by the States Heritage Committee for use as an Island Archives Centre, at a total cost not exceeding £1,350,000;
- (b) to authorise the States Advisory and Finance Committee to approve the acceptance of all tenders/professional appointments in connection with that project and to approve a capital vote, not exceeding £1,350,000, such sum to be charged to the capital allocation of the States Heritage Committee;
- (c) to authorise the States Advisory and Finance Committee to transfer an appropriate sum from the Capital Reserve to the capital allocation of the States Heritage Committee.
3. To approve in principle the property strategy with regard to the shared future use of the slaughterhouse complex at Castle Emplacement by the States Heritage Committee (Asterix Museum) and States Tourist Board (Victor Hugo Centre), and the provision of an alternative slaughterhouse facility (States Agriculture and Countryside Board) at another location.
4. To direct the States Heritage Committee, States Tourist Board, and States Agriculture and Countryside Board to consult with the States Board of Administration and the States Advisory and Finance Committee regarding their proposals in respect of the shared future use of the slaughterhouse complex and an alternative slaughterhouse facility, and for those Committees to report back to the States as appropriate.



**STATES BOARD OF HEALTH****RADIOLOGY DEPARTMENT – COMPUTERISED RADIOLOGY SYSTEM**

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

11th April 2003

Dear Sir,

**RADIOLOGY DEPARTMENT - COMPUTERISED RADIOLOGY  
SYSTEM****1. Summary**

The Board of Health is seeking to upgrade its current radiology service by introducing a computerised system that will provide enhanced imaging and clinical access. This policy letter requests permission to upgrade the current imaging facility with digital technology in order to provide a fully film-less X-ray department.

**2. Background**

The Radiology (X-ray) Department, located at the Princess Elizabeth Hospital, provides a service of medical diagnostic imaging to medical staff employed by the Board of Health, the Medical Specialist Group, dentists and primary care practitioners.

It undertakes medical examinations and investigations to assist in the clinical diagnosis of patients using various methods, including general X-rays, C.T. scans, Nuclear Medicine scans, Ultrasound scans and Breast Screening.

In recent years, when equipment within the department has been replaced, it has been with equipment that is capable of outputting the images both on film and stored electronically. The next stage in the upgrading of the department is the implementation of a computerised radiology system that will enable all the equipment to be connected electronically.

### 3. **Benefits of a Computerised Radiology System**

The implementation of a computerised radiology system will upgrade the radiology services currently available, by offering X-ray images that are more adaptable than currently possible with a film-based system. It will also make the taken images instantaneously available to all clinicians who are linked to the system (wherever they may be). This means that images will be available at the Medical Specialist Group's out-patients clinics at Alexandra House, on the wards at the Princess Elizabeth, Castel & King Edward VII Hospitals and eventually to primary care practices. A computerised system would also allow images to be transferred instantaneously to UK hospitals for patient treatment or for consultations.

The move towards a computerised radiology system is now underway in hospitals in the UK. The technology, which has been in existence in various stages of development for over 10 years, has now reached the stage where the systems available are both cost effective and also tried and tested.

Other non-clinical benefits include:

- Film use reduction
  - Cost reduction
  - No use of chemicals
  - Reduction in use of paper
- i) Film costs are rising and this is a significant part of the Radiology Department's revenue.
  - ii) The chemicals used in the development of film are known to be dangerous and constitute a health and safety hazard.
  - iii) The chemicals have to be disposed of after use, which creates an environmental hazard.
  - iv) There is a cost involved in chemical disposal, as to meet legislation they will need to be shipped to the UK at a cost of £5,000 per annum.
  - v) The films themselves when grouped together can be of a substantial weight. These films need transporting manually, another health & safety hazard.
  - vi) Waste and unwanted film has to be disposed of, another environmental hazard.
  - vii) The space used for storage of the films is ever increasing and space is at a premium within the Princess Elizabeth Hospital.
  - viii) Film can only be in one place at a time, thus wasting time in locating the film and transporting it to the relevant area.

- ix) A considerable amount of paper and card is used within the department for film packets, report folders and request cards - another environmental consideration.

- **Operational Benefits**

The implementation of this equipment will provide operational improvements, increasing the efficiency of staff, enabling the present number of staff to maintain the level of service, even taking into account the annual 4% increase in workload.

In a film-based environment, when an investigation is completed, films are produced using a processor and printer - they are then manually available to the radiologist for an opinion. All demographic details also have to accompany the film. In a computerised system, these stages are missed out and the image is available, together with all patient information, directly to the radiologist or clinicians linked to the system. There are, therefore, no manpower implications attached to this proposal.

- **Clinical Benefits**

The X-ray image will be immediately available to multiple clinicians simultaneously. This is clinically valuable within areas such as theatres and the hospital's Intensive Care Unit.

It would enable the Mignot Memorial Hospital radiology service to be connected to the Princess Elizabeth Hospital system using telemedicine techniques, to provide the same service for the residents of Alderney.

Because the images taken can be manipulated on the computer screen, the radiographer and the radiologist have the opportunity to adjust the contrast and brightness of the image giving extra information, which under a film-based system would not be possible without the patient undergoing further imaging. This means there will be a reduction in radiation doses.

- **Financial Benefits**

Financial savings will be made on the purchase of X-ray films and chemicals together with the purchase of film packets, report folders and report forms and also the disposal of film and chemicals off island.

There will be no need to expand the current radiology film store, which is located within the radiology department and despite recent upgrades, will not be sufficient to contain all films in the future. The existing store is at 95% capacity and unless a film-less system is introduced, it will need expanding imminently in a location that is under severe space pressures. The increased risk of litigation and clinical governance requirements are

requiring images to be retained for longer. A computerised system will enable all film imaging to be stored on disc with a corresponding substantial reduction in space required.

A large proportion of the savings through computerisation will come from the increased productivity and increased efficiency of the department as a whole. Given the existing policy of limiting the number of public sector employees, combined with an ever-increasing workload, this is an important factor.

- **Environmental Benefits**

There is increasing concern over the use of hazardous chemicals associated with the current system of imaging and although the Board of Health complies with all the recognised standards, the objective within the industry is to move away completely from the use of these chemical agents.

#### **4. The Proposed Computer System**

The proposed system comprises three separate modules, which are all inter-linked to provide the overall system. The three modules are:

Radiology Information System (RIS);  
Computed Radiography (CR);  
Picture Archive Communication System (PACS).

➤ **Radiology Information System (RIS)**

This module deals with the daily administration of the department. It includes booking of appointments, reports, statistics, film tracking, and other statutory requirements.

The department's current administrative system is already computerised but has been in place since 1992. It is not compatible with a fully computerised department as technology has advanced significantly in the years since its implementation and new industry standards have been formed. The current system does not meet the requirements of recently introduced radiation protection legislation in the UK, which is followed in Guernsey to ensure best practice.

➤ **Computed Radiography (CR)**

This module is the principal system for computerised general radiography and does not use traditional film. Instead, an image plate is used in a cassette, which is exposed in the same way as film but then scanned by laser. The images are stored electronically and can be adjusted like any

digital image. This means more information can be gained from one exposure, leading to greater diagnostic accuracy along with a reduced dose to the patient.

➤ **Picture Archive Communication System (PACS)**

This module is used to store and transfer the electronic images. It will not only be capable of transferring images within the PEH, but also between Guernsey and Alderney and also Guernsey and the UK. It will also enable images to be available to all wards, the Medical Specialist Group and primary care practitioners, which will be of ultimate benefit to the patients, who will receive an improved service.

## **5. Associated Needs**

Along with the implementation of the core modules, there will be the need for other work to be carried out to enable the Board to make full use of the new technology. These are:

- i) Upgrading of Princess Elizabeth Hospital computer network to a higher specification;
- ii) Upgrading the Alderney network;
- iii) New computers and workstations.

The present hospital network is of a high standard. However, the radiology section of the network is currently operating at full capacity and is in need of upgrading to accommodate the transmission of images. Wireless networking will also need to be installed in the PEH to enable full use of the proposed system. To enable the Mignot Memorial Hospital in Alderney to benefit from the introduction of teleradiology there will need to be a degree of upgrading. There will also be a need to supply several computers in key areas including the Intensive Care Unit, Accident & Emergency, Giffard Ward, the Coronary Care Unit, Theatres, Frossard Ward and the Fracture Clinic.

## **6. Tendering Process**

The Board of Health has followed the States' tendering process in seeking suppliers for the proposed system. A specification of the required service and equipment was developed which was forwarded to ten major suppliers with an installed base in the UK. Suppliers were asked to quote for the whole system, or for any of the three modules required.

These suppliers were as follows:

1. Agfa-Gevaert Ltd;
2. GE Medical Systems (GE);
3. Misys Healthcare Systems;
4. Kodak Ltd;
5. Torex Health;
6. Siemens Healthcare Services Ltd;
7. Fujifilm;
8. Healthcare Software Systems Ltd (HSS);
9. Mckesson;
10. Philips Medical Systems.

Of these, eight companies replied, with Mckesson and Philips declining.

From the proposals received, a shortlist of four companies for tender purposes was compiled. These four suppliers, identified as Kodak, Agfa, GE and Siemens, were asked to tender to be the prime contractor for the implementation of all three of the modules comprising the computerised radiology system, although the modules themselves could be purchased from other suppliers.

The decision to use a prime contractor was taken as it would give the department one point of contact for any issues that arose, independent of which module was in need of maintenance, and would also transfer an element of risk away from the Board in the event of any problems.

Tenders from these four companies were invited and following the closing date were evaluated. Visits to hospital sites in the UK, Belgium and Italy were undertaken to evaluate the operational effectiveness of each supplier's proposed systems.

Siemens was eliminated due to its particularly high capital and revenue cost. Agfa was also eliminated due to its web product not being as high a specification as the others.

The GE product offers a high technical specification, offering the highest guarantee of time that it can be in use (uptime). It is proven in use in many sites in the UK and received good customer testimonies from UK users. As a company, GE has substantial experience in installing hospital-wide PACS. According to figures provided by the PACS and Teleradiology Group of the Royal College of Radiologists, GE is the most widely used PACS in the UK.

Kodak also received good customer testimonies from UK users. However, the exact technical specification for the proposed Kodak system is not yet available as the product is not officially released in the UK. On evaluation in a test environment, it appeared to be adequate and meet the needs of the Board. Unfortunately, at the time, the system wasn't in clinical use in the UK, so it could not be fully evaluated. Kodak has experience in installing several department-wide PACS but relatively few hospital-wide PACS.

Factors taken into account whilst making the decision also included:

Functionality	➔ The various features that the modules contained.
Ease of Use	➔ How easy each module is to use.
Level of Integration	➔ How well the modules integrate with existing equipment.
Knowledge of Company	➔ The size and structure of the company.
Proposed Support Provided	➔ Level of support and uptime guarantee.
Proposed Level of Training Provided	➔ Amount of training offered during implementation.
Cost / Value for Money	➔ Amount and quality of equipment provided.
Previous Customer Testimonies	➔ The experiences of other users of particular modules.

It must be noted that GE offer a persistent link with 24-hour monitoring and remote diagnostics along with a 99% uptime guarantee. This has the benefit of being a true 24-hour service and many faults can be fixed before being actually noticed by users. As persistent link monitoring is not available from Kodak, they will simply dial in once or twice a day to check the system and alert the user of any problem. Consequently, they are only able to offer a 98% uptime guarantee. Thus, the level of service available from GE is considerably higher.

After due consideration, therefore, it is the view of the Board that the most suitable solution to our local needs is the solution provided by GE.

As GE offered a choice of both RIS and CR systems within the package, it had to be determined which to use.

The choice of which RIS to obtain was between HSS and Torex as they were the only two systems that met the required specification. Both systems are functionally very similar. Demonstrations of both products showed however, that the HSS system was easier to use, more flexible with regards to upgrading and also includes electronic requesting, not available from Torex, which is a desirable feature. The HSS system was also the more financially attractive option, being considerably cheaper.

The Radiology Department already has good experience of the company with its Breast Screening System. Therefore the HSS product is preferred.

The choice of which CR to obtain was between Centricity and Kodak as they were the only two products that met the required specification. Both systems are very good with few differences between them. The main differences are that the Centricity system has a better uptime guarantee, offers a fully clustered solution improving workflow, offers a diagnostic quality image to view in the examination room and will allow other PC functions, such as RIS activity, to be carried out in the examination room. It is also marginally cheaper than Kodak. Consequently, Centricity CR is preferred.

## 7. **Financial Implications**

### **Capital Outlay**

If the States approve the purchase of the preferred solution offered by GE, the capital cost will be as set out below. Costs for Kodak, the second choice, are included as a comparison. A more comprehensive cost comparison of all four tenders is included as an appendix. Both of the other tenders had a higher cost implication.

	<b>G.E.</b>	Kodak
PACS/CR/RIS	<b>£904,000</b>	£933,000
Extra discount offered	<b>£0</b>	-£29,000
Associated IT expenses to upgrade current infrastructure	<b>£307,000</b>	£267,000
Staff implementation costs	<b>£55,000</b>	£55,000
Building works	<b>£25,000</b>	£25,000
Necessary Visits	<b>£6,000</b>	£6,000
<b>Total</b>	<b>£1,297,000</b>	£1,257,000

Within the Board of Health Capital Programme, various items were identified for the Radiology Department to a value of £1,200,000. The above total costs exceed this due to further I.T expenditure which is needed to enable this new technology to be extended to all clinicians and the Pathology and Pharmacy Departments.

Although the GE option is not the cheapest, the system has been proven in use in many sites throughout the UK and rest of the world, so it is felt that the slightly higher cost is more than justified. If the Kodak option were chosen, the Board would be entering into a contract on a product that it has not been possible to fully evaluate, so it may not function to the satisfaction of the users. It is, therefore, considered to be too high a risk.



The main cost differences are due to the GE system using workstations. Consequently, there will be a lesser need for hardware around the hospital. The GE system will need the digital output of existing equipment made compatible. This will give a better end result than the Kodak option of using frame grabbers to put the image onto the PACS network but it does, unfortunately, have a higher cost implication.

During the project and for the initial period post-installation there is a need to free up the project leader, who is one of the Board's radiographers, for training and set-up of the system. It is envisaged that this period will continue for at least six months post-installation and his normal duties will need to be covered to enable the department to function. At that stage, the situation will be reviewed with regards to staffing levels.

## 8. Revenue Comparison

### Existing Revenue Expenditure

Film and Chemical costs	£60,000
Present RIS maintenance	£20,000
Processor maintenance	£21,500
Excess Locum Radiologist costs	£10,000
Chemical disposal cost	£15,000
Film Packet / Wallet / Request card	£2,500
Film disposal	£500
<b>Total Revenue Expenditure</b>	<b>£129,500</b>

### Projected Revenue Expenditure

	<b>GE</b>	<b>Kodak</b>
<i>Warranty year</i>	<b>£53,131</b>	£82,281
Post warranty year and onwards	<b>£110,390</b>	£99,444
Laser film cost	<b>£10,000</b>	£10,000
<b>Total</b>	<b>£120,390</b>	£109,444

The revenue costs of implementation are relatively neutral and can be contained within the Board of Health's revenue allocation.

## 9. **Conclusion**

It is considered that the best solution for Guernsey is that which is supplied by GE. GE would be acting as prime contractor, supplying their own Centricity PACS and CR modules along with the HSS RIS module

It is acknowledged that this is not the least expensive option, but it is the view of the Board that this option offers not only the most suitable solution for the provision of a radiology service but also offers the best value for money.

It offers:

- i) A tried and tested solution;
- ii) A higher level of uptime than any of its competitors;
- iii) A higher level of service than all but the most expensive solution;
- iv) A higher level of equipment for the money compared with the cheaper option.

## 10. **Recommendation**

The Board of Health requests the States:

- i) to authorise the Board of Health to convert its existing Radiology service to a fully digital, filmless service at a total cost not exceeding £1,297,000;
- ii) to authorise the Board to accept the tender from GE Medical Systems in the sum of £904,000 for the supply of the complete system;
- iii) to vote the Board of Health a credit of £1,297,000 to cover the cost of the above works, which sum shall be taken from that Board's capital allocation.

I should be grateful if you would lay this matter before the States with appropriate propositions.

Yours faithfully

P J Roffey

President  
States Board of Health

## Appendix

### Review of Current Equipment

#### Room 1 - General Radiographic Room

The room contains Siemens X-ray equipment undertaking accident and emergency and routine booked X-ray examinations patients.

#### Room 2 - C.T. Computerised Tomography

This room contains a Siemens CT Scanner, which produces electronic images.

#### Room 3 - Fluoroscopy Screening Room

The room contains a Siemens unit undertaking various specialised radiographic examinations. The equipment was installed last year and produces electronic images.

#### Room 4 - General Radiographic Room

The room contains Siemens X-ray equipment undertaking booked and accident and emergency X-ray examinations patients.

#### Nuclear Medicine

This room contains a Siemens Gamma Camera, which produces electronic images.

#### Ultrasound

This unit contains three Toshiba ultrasound machines. Two provide a service for general abdominal, pelvic, vascular and orthopaedic examinations. The third provides a service for the Obstetricians and the cardiac technician and Consultant. All three machines produce electronic images.

#### Breast Screening Unit

This unit contains GE Mammography Equipment, the unit produces both film and electronic images.

#### Mobile Image Intensifier

This mobile x-ray unit, used in theatre, was replaced last year. It produces electronic images.

#### General Radiographic Room – Alderney

The room contains GE X-ray equipment undertaking a range of general examinations and also trauma cases.

The technology used in general radiography in Rooms 1 and 4, and that in Alderney, is similar to the techniques used over 100 years ago when X-rays were first discovered. All other modalities in the department have an electronic output, as whenever equipment is replaced it is with equipment that is capable of being integrated. Due to Rooms 1 and 4 not producing electronic images the other modalities print the electronic

image to a Medical Laser printer to prevent running a dual system of analogue and digital images. The introduction of a computerised radiology system would convert general radiography to electronic images and enable the integration of the whole department.

**Price comparison.**

Below is a price comparison of all four received tenders.

	<b>GE</b>	<b>Kodak</b>	<b>Siemens</b>	<b>Agfa</b>
<b>Price as quoted for complete system</b>	<b>£904,000</b>	£933,000	£1,030,417	£987,727
Additional costs - for network, DICOM adaptation, PC terminals, etc, (detailed below)	<b>£393,000</b>	£324,000	£333,000	£338,000
<b>Total capital cost including all necessary options.</b>	<b>£1,297,000</b>	£1,257,000	£1,363,417	£1,325,727
<b>Yr1 service cost</b>	<b>£53,131</b>	£82,281	£126,268	£57,400
<b>Yr2 service cost</b>	<b>£107,460</b>	£99,444	£128,350	£119,307
			<i>The above 2 systems do not include printers, which would be necessary, and would add approximately £35,000 to capital and £6,000 to revenue from Yr2 on.</i>	

**(NB The States Advisory and Finance Committee supports the proposals)**

The States are asked to decide:-

IV.- Whether, after consideration of the Report dated the 11<sup>th</sup> April, 2003, of the States Board of Health, they are of opinion:-

1. To authorise the States Board of Health to convert its existing Radiology service to a fully digital, filmless service at a total cost, as set out in that Report, not exceeding £1,297,000.
2. To authorise the States Board of Health to accept the tender in the sum of £904,000 submitted GE Medical Systems for the supply of the complete system.
3. To vote the States Board of Health a credit of £1,297,000 to cover the cost of the above works, which sum shall be taken from that Board's capital allocation.

**STATES BOARD OF INDUSTRY****RAYMOND FALLA HOUSE, LONGUE RUE, ST. MARTIN'S – EXTENSIONS  
AND ALTERATIONS TO THE MAIN OFFICE BUILDING**

The President  
States of Guernsey  
Royal Court House  
St Peter Port  
Guernsey  
GY1 2PB

17<sup>th</sup> April 2003

Dear Sir

**RAYMOND FALLA HOUSE, LONGUE RUE, ST MARTIN'S – EXTENSIONS  
AND ALTERATIONS TO THE MAIN OFFICE BUILDING****1. Introduction**

The Board of Industry, with the support of the Committee for Horticulture, the Agriculture and Countryside Board and the Sea Fisheries Committee, is seeking approval for a scheme of alterations and an extension to Raymond Falla House to create permanent office space to replace temporary accommodation, a laboratory which complies with modern health and safety standards, and a flexible meeting and training room.

The Raymond Falla House site in Longue Rue, St Martin's has housed States departments since the 1970s when the Horticultural Experimental Station, Advisory Service, and Laboratories were established on the site. Over the years a number of modest extensions to the basic buildings have been made and this has improved and increased office space in response to changing needs.

Although there has been a dramatic reduction in the staffing of the Horticultural Committee since the 1980s, this has been more than balanced by the move to the site and subsequent increases in the staffing of the Board of Industry, as well as the relocation of staff of the Agriculture and Countryside Board from space at the States Dairy, which is now needed for dairy production.

Currently the Sea Fisheries Department occupies a converted potting shed and the Farm Services section of the Agriculture and Countryside Board is housed in a Portakabin in the car park. Continuation of these temporary arrangements will inhibit, or at least interfere, with any other developments on this site. In this regard, the Raymond Falla House site is being considered for the re-location of the States Analyst's department and Environmental Health in a separate new building. The creation of space within the main office building at Raymond Falla House is essential to keep delay and disruption of that project to a minimum.

As well as the general pressure on office space at Raymond Falla House, the thirty year old horticultural laboratories have come to the end of their useful life and are urgently in need of refurbishment to modern standards and particularly to meet the requirements of health and safety in a number of areas including the following:

- Hazardous chemicals storage;
- Electrical wiring;
- Gas piping;
- Floor coverings;
- Lighting;
- Laboratory benching.

The horticultural laboratories have always operated as two, more or less, separate units, ("Crop Nutrition" and "Plant Pathology") but with reductions in the size of the industry and consequent staff reductions, it is proposed to amalgamate the operation of the laboratories to give more efficient use of space and staffing. This change will require alterations which are part of the proposals in this report.

In the past, consideration has been given to the amalgamation of the laboratories of the Committee for Horticulture with those of the States Analyst's Department. Following a careful re-examination in recent years, this possibility has been firmly discounted as the nature of the work of the two laboratories is quite different and, indeed, incompatible. The horticultural laboratories use standardised analysis procedures for crop nutrition work which are not the same or readily integrated with the equipment and methods of the States Analyst's Department. There is a strong emphasis in the horticultural laboratories on plant pathology work and this has no equivalent in the States Analyst's laboratory.

Although work for the traditional cut flower and edibles sectors of horticulture has reduced, the developing young plant production businesses require an Island based laboratory service of a modern standard.

As well as work for the horticultural industry, the laboratories of the Committee for Horticulture are increasingly taking on a range of analysis for the Agriculture and Countryside Board's departments. The laboratory offers a service to the public, both directly and by the technical support it offers to other States departments and plays a key role in protecting the Island from plant diseases and pest that threaten not only commercial crops but also garden plants and the native flora. Working from the refurbished laboratory site as proposed will allow the valuable services to continue to be made available to a wide range of users on the Island.

When planning for the proposed new States Analyst's laboratories, no allowance was made for the horticultural laboratories to be accommodated in the same building for the reasons given above. The proposals contained in this report will mean the

horticultural laboratories can be amalgamated and updated with minimal disturbance and in a cost-effective manner.

The proposed alterations and extensions will, amongst other things, allow the creation of:

- A refurbished horticultural laboratory incorporating both the plant pathology and crop nutrition work in one unit.
- Offices for the Agriculture and Countryside Board's Farm Services section within the area currently occupied by the crop nutrition laboratory.
- New and additional toilet facilities to bring those on site up to standard.
- Additional office space sufficient for all departments currently operating from this site.
- A flexible layout for office space that will allow the committees to respond to future needs more easily.
- Improved building security associated with the operation of the laboratory reception and which has been unsatisfactory for some time.
- A training room which will also act as a much needed second meeting facility.

The project proposals have been discussed with staff of the Board of Administration (the landlord) and it has been agreed that the proposals should be submitted to the States by the Board of Industry.

The Board is conscious of the pressure on States building projects but, particularly in the light of the impending move of two Board of Health departments to this site, it believes that this project should proceed without delay.

## **2. Description of Works**

The main elements of the project are:

- The construction of a two-storey extension to the existing southwest corner (laboratory entrance) of the Raymond Falla House building;
- The creation of a single integrated laboratory and reception area fitted with new benching and storage, but with existing equipment re-used as this is adequate for the department's needs;
- The conversion of the existing crop nutrition laboratory area to offices;
- The creation of additional toilet facilities;
- The creation of some 200 square metres of additional space for a variety of purposes but the major portion being for offices;



- The modification and extension of electrical, mechanical, fire alarm, communications and security facilities.

### **3. Drawings**

Plans of the proposed two-storey extension and internal alterations have been deposited at the Greffe for the information of members.

### **4. Consultations**

The approval of the IDC, Building Control, and the Parish have been sought and obtained for this project, which has been approved by the Estates Sub-Committee of the Advisory and Finance Committee.

### **5. Tenders**

The tender process for this project has been split, with competitive tenders being sought from locally based companies for the main contract works and from named sub-contractors in respect of specialist mechanical and electrical installations. In the case of the laboratory fit-out, fire and security alarms, and data cabling, single specialist tenders were procured from local companies.

In all cases, the States Tendering Guidelines were followed and all tenders formally returned and opened in the specified manner.

### **6. Mechanical Installation Tender**

The Board sought tenders from two firms for the specialist mechanical installation work and one tender was received as follows:

Building and Technical Services Ltd – £70,904.00.

Following evaluation, it is recommended that this element of the project is awarded to BTS Ltd in the sum of £70,904.00.

### **7. Electrical Installation Tender**

The Board sought tenders from three firms for the electrical installation work and one tender was received as follows:

NE Electrics - £18,827.20.

Following evaluation, it is recommended that this element of the project is awarded to NE Electrics in the sum of £18,827.20.

### **8. Specialist Tenders**

The single tenders procured for specific installations were as follows:

- (a) Laboratory benching and fit-out from Channel Island Ceramics Ltd - £28,646.26.

This company had responded helpfully and accurately to all enquiries and on careful evaluation by the Project Quantity Surveyor it was considered that the tender and specifications were appropriate and represented good value for money. It is recommended that this element of the project be awarded to Channel Island Ceramics Ltd.

- (b) Data cabling installations – Forbes CI Ltd, £12,873.04. This company has handled data cabling work at Raymond Falla House for a number of years with consistent success and are the only local company familiar with the current data cabling on the site. It is recommended that this element of the project is awarded to Forbes CI Ltd.
- (c) Security/fire alarm installations – Securicor Ltd, £7,366.68. This firm has installed the existing fire alarm system within Raymond Falla House and it is recommended that this element of the project is awarded to Securicor Ltd.

#### **9. Summary of Named Person Sub-Contractors**

1. Mechanical services installation – BTS Ltd: £70,904.00
2. Electrical services installations – NE Electrics: £18,827.20
3. Laboratory fit-out and installation – Channel Island Ceramics Ltd: £28,646.26
4. Data cabling installations – Forbes CI Ltd: £12,873.04.
5. Security/fire alarm installation – Securicor Ltd: £7,366.68

**Total of named person sub-contractors costs – £138,617.18.**

#### **10. Project Main Contractors**

The Board sought tenders from four firms who had expressed an interest in the work. Three tenders were received as follows:

Peter Price (Builders): £399,802.55

C A Duquemin Ltd: £474,215.42

R G Phillips & Son Ltd: £474,946.69

The above sums incorporate the named sub-contracted tenders described above with the main contractors profit and attendance fee.

Following careful evaluation by the Project Quantity Surveyor, the Board recommends acceptance of the tender submitted by Peter Price (Builders) in the sum of £399,802.55.

#### **11. Additional Provisions and Contingencies**

To be able to carry out the project described in this report it will be necessary to relocate a small number of staff to temporary office accommodation on site in standard Portakabins. The estimated cost for this, over an estimated 9-month period of the building phase of the project, is £10,000, to include the provision of data cabling.

Main contractor contingency sum of £39,980.26 based on 10% of the revised value of works.

The appointed project architect is Falla Associates and WT Partnership Guernsey have been retained as project quantity surveyors.

A provision for professional fees of £26,000 needs to be made.

**The total estimate of additional provisions and contingencies is £75,980.26.**

#### **12. Funding**

The funding of the whole project, as set out in this report, will be met by transfers of revenue unspent balances of the Committees at Raymond Falla House (Industry, Horticulture, and Agriculture) to the capital allocations of these Committees. A portion of these unspent balances has been earmarked in recent years for site development.

It is proposed, therefore, that a capital vote in the sum of £476,000.00 (representing a rounded total of the proposed main contractors tender of £399,802.55 and the additional costs, fees, and contingencies of £75,980.26) should be opened in respect of this project.

#### **13. Timescales**

It is proposed that the work will start in September 2003 with an estimated completion date of April 2004.

#### **14. Recommendations**

The Board recommends the States to:

1. Authorise the work required to make alterations and refurbishments to Raymond Falla House as set out in this report at a total cost not exceeding £476,000.00.
2. Authorise the Board to accept the tender submitted by Peter Price (Builders) in the sum of £399,802.55 as the project main contractor.

3. Authorise the Board to accept the tender submitted by NE Electrics for electrical services installations in the sum of £18,827.20.
4. Authorise the Board to accept the tender submitted by Building and Technical Services Ltd for mechanical services installation in the sum of £70,904.00.
5. Authorise the Board to accept the tenders submitted by Channel Island Ceramics Ltd for the provision of laboratory benching and storage and its installation in the sum of £28,646.26.
6. Authorise the Board to accept the tender submitted by Forbes CI Ltd for data cabling installations in the sum of £12,873.04.
7. Authorise the Board to accept the tender submitted by Securicor Ltd for security and fire alarm installations in the sum of £7,366.68.
8. Vote the Board of Industry a credit of £476,000.00 to cover the above works, provisions and contingencies as set out in this report, which sum to be taken from the capital allocations of the Committees at Raymond Falla House.

I should be grateful if you would lay this matter before the States with the appropriate propositions.

Yours faithfully

JOHN ROPER

President  
Board of Industry

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**(NB The States Advisory and Finance Committee supports the proposals)**

The States are asked to decide:-

V.- Whether, after consideration of the Report dated the 17<sup>th</sup> April, 2003, of the States Board of Industry, they are of opinion:-

1. To authorise the work required to make alterations and refurbishments to Raymond Falla House as set out in that Report at a total cost not exceeding £476,000.00.
2. To authorise the States Board of Industry to accept the tender submitted by Peter Price (Builders) in the sum of £399,802.55 as the project main contractor.

3. To authorise the States Board of Industry to accept the tender submitted by NE Electrics for electrical services installations in the sum of £18,827.20.
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7. To authorise the States Board of Industry to accept the tender submitted by Securicor Ltd for security and fire alarm installations in the sum of £7,366.68.
8. To vote the States Board of Industry a credit of £476,000.00 to cover the cost of the above works, provisions and contingencies as set out in that Report, which sum to be taken from the capital allocations of the Committees at Raymond Falla House.

**STATES AGRICULTURE AND COUNTRYSIDE BOARD****IDENTIFICATION OF ANIMALS**

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

21 March 2003

Dear Sir,

**IDENTIFICATION OF ANIMALS**Introduction

The States agreed to the introduction of the compulsory identification of cattle in 1996 through the Animal Health Ordinance. In this letter the Board is proposing that it be given powers to introduce internationally accepted identification on a wider range of animals in line with European Community requirements. This will ensure that animals can continue to move between the Island and the Community which includes to and from the United Kingdom.

Following the outbreak of foot and mouth disease in the United Kingdom in 2001 and the spread of the disease to Ireland, France and the Netherlands, a number of reviews have been carried out on how to deal with any future outbreaks of animal diseases.

Reviews carried out at European Community level have led to proposals for the compulsory identification of certain animals. These measures are necessary to ensure better traceability of animals and so improve the control of outbreaks of a number of serious diseases (not just foot and mouth disease) that have a significant impact on animal health and, in certain cases, the economics of commercial farming.

The Board is seeking general powers to specify the means of identification as it must be in a position to reiterate the existing arrangements for the identification of cattle and accommodate the new EC proposals in relation to sheep, goats and horses.

General powers will also make it possible to accommodate any future changes in the requirements for the identification of animals. In due course it is likely that such identification will be by electronic means for most, if not all, animals.

### Traceability

The key purpose of the proposals for the identification of animals is traceability which will make it possible:

- a) for the authorities to know the location of susceptible animals at the time of an outbreak of an animal disease and either:
  - i) simplify the implementation of precautionary measures if the animals are not at immediate risk from the outbreak; or
  - ii) make it easier to apply control measures if the animals are affected by the outbreak,
- b) for the authorities to track the movement of animals that may have been imported from an area that is subject to disease control measures or which have been in contact with other animals in which a disease is suspected or has been diagnosed; and
- c) to continue to move relevant animals (as part of normal trading activities) to and from the United Kingdom and the Continent.

There are other benefits that flow from these proposals, namely:

- a) where food is obtained from animals, the ability to trace food supplied to the consumer back to the farm, and even the animal of origin is becoming an integral part of food safety standards; and
- b) animal health testing programmes are facilitated by the identification of animals where the identity records are maintained on a central database.

### Animals affected by the Proposals

Separate European Community measures require that cattle, sheep and goats be permanently identified by means such as an eartag and that horses be identified by means of a passport.

The Board understands that work may also be in progress on proposals for the compulsory identification of pigs.

### Relevance to the Island

Movement of Animals:

- a) The proposals mean that the specified animals that are moved within or into the European Community must be identified in accordance with its requirements.
- b) The volume of movements of sheep and goats (and pigs) between the Island and the EC (mainly the UK) is relatively small, but the number of horses that travel to the UK, and increasingly France, is significantly higher.
- c) In due course all of these animals will have to be identified in accordance with Community rules in order to travel from the Island to the territory of the Community, including the United Kingdom.

#### Disease Controls:

- a) During the 2001 foot and mouth disease outbreak in the United Kingdom, when the Board sought to implement precautionary measures and distribute information to the owners of susceptible animals, it gained first hand experience of the time and effort involved in locating such owners when their animals are not identified.
- b) A review carried out in the Island after of the outbreak concluded that the application of precautionary measures would have been made easier and carried out more quickly if (certain) animals had been identified by the Board and recorded in a central database.

#### Existing Island Legislation and proposed amendment of that Legislation

In 1996 the Animal Health Ordinance came into effect which, amongst other things, includes provision for the identification of cattle by means of eartags to facilitate an annual programme of cattle health testing.

In order that sheep, goats and horses can continue to be exported to the EC and to make it easier to apply any precautionary or control measures in the event of an outbreak of a serious animal disease, the Board proposes that this Ordinance be amended such that the sections dealing with the identification of cattle be replaced with more general provisions for the identification of animals that would be listed in a new Schedule to that Ordinance.

It is proposed that Sections 27 to 30 of the Ordinance be repealed and replaced with new provisions (detailed in Annex 1) that would give the Board the powers to:

- a) direct, by Order, that any animals listed in the new Schedule (2) to the Ordinance be identified in such a manner and using such methods as it may specify (cattle are already identified),



- b) require the owner of specified animals to notify the Board, within specified time limits, of births and the importation of such animals so that they can be identified and the deaths of such animals so that they can be removed from central records,
- c) direct that the owner of a specified animal keep and maintain certain records detailing events such as births, deaths and any transfers to new owners ,
- d) if necessary, levy fees for identifying animals and producing record books; and
- e) require that the owners of specified animals that are already on the Island be identified within a specified time once the proposed amendments to the legislation come into effect.

It is proposed that only cattle, sheep, pigs, goats and horses be listed in the proposed new Schedule 2.

#### Resource Implications

The Board believes that it can undertake the identification of animals and the maintenance of a central computerised record of such animals with its existing staff and financial resources.

#### Recommendation

The Board recommends the States to:-

- a) agree that the Animal Health Ordinance, 1996 be amended in accordance with the principles set out in this report and the detailed proposals set out in Appendix 1.

I would be grateful if you will be good enough to lay this matter before the States with appropriate propositions including one directing the preparation of legislation.

Yours faithfully,

P. J. ROFFEY

President  
States Agriculture and Countryside Board

**APPENDIX 1**

Proposals for the amendment of the Animal Health Ordinance, 1996.

**Identification of Animals**

- 1) The Board may, by Order, direct that any animal specified in Schedule 2 be identified and:
  - a) methods of identification may include:
    - i) a tattoo or similar mark,
    - ii) an ear or neck tag or similar device,
    - iii) an electronic device,
    - iv) an animal passport or any similar document; or
    - iv) any other method,
  - (b) animals shall be identified with a unique identification code that may consist of numbers, symbols or letters or any combination of numbers, symbols and letters,
  - (c) animals shall be identified within a specified number of days of birth or before leaving the holding of origin,
  - (d) any unique identification code shall appear on or be encoded in any method of identification; and
  - (e) the owner of an animal may be required to keep and maintain a record book.
- 2) The owner or person in charge of any animal specified in an Order shall notify the Board of:
  - (a) the birth of an animal within 21 days of such birth,
  - (b) the importation into the Islands of an animal, within 7 days; or
  - (c) the loss of any means of identification specified from an animal within 7 days.

- 3) The Board shall arrange for any animal specified in an Order to be, in the case of:
  - (a) an animal subject to the retrospective provisions, to be identified as soon as is practical after receipt of a notification of ownership; or
  - (b) any notification, to be identified or re-identified within 7 days or before the animal leaves the holding of origin,
 and identification shall be carried out by a person authorised by the Board.
- 4) The means of identification shall be:
  - (a) tamper proof and easy to read for the animal's life time,
  - (b) incapable of re-use; and
  - (c) such as to remain on the animal without interfering with its well-being,
 and a person shall not alter, remove, deface or tamper with any means of identification.
- 5) For the purpose of applying a means of identification on behalf of the Board an authorised person, upon production if so required of his authorisation, may at any time during the hours of daylight enter any holding and apply such means of identification to an animal provided that he has given the owner 24 hours notice, in writing, of his intention to do so.
- 6) The Board may vary Schedule 2 by Order.

#### **Issue and Maintenance of Record Books**

- 7) Where the Board directs that a person who owns or has charge of an animal specified in an Order shall keep and maintain a record book, it shall issue such a record book to that person and the record book shall be the property of the Board.
- 8) Record books shall be issued by the Board when an animal is identified and the person identifying the animal shall record the name of the owner and the identification number of the animal in the record book.
- 9) The owner of an animal to which a record book relates shall:
  - (a) keep it safe at all times and not permit it to be defaced; and

- (b) record in it the information specified in next Sub-Section.
- 10) The owner or person in charge of an animal who is required by the Board to keep and maintain a record book shall immediately record in that record book the following information relevant to each animal in his ownership or charge:
- (a) the sex of the animal,
  - (b) the date or approximate date of birth of the animal,
  - (c) if the animal was not born on the holding, the date or approximate date on which it joined the holding,
  - (d) each birth to a female animal, including abortions and still births,
  - (e) the death of any animal, by any cause other than slaughter,
  - (f) the movement of any animal, either on a temporary or permanent basis, from the holding either:
    - i) to another owner or to the care of another person and record the identification of that owner or person; or
    - ii) for slaughter; and
  - (g) any other information that the Board may specify by written notice to the owner or person in charge.
- 11) The owner or person in charge of an animal shall:
- (a) send to the Board a copy of any entry made in a record book within 24 hours of any such entry being made,
  - (b) in the case of any movement of any animal to a new owner or to the care of another person, provide that new owner or person with the record book relevant to the animal, at the time of the movement and notify the Board of such movement within 24 hours of the animal leaving the holding,
  - (c) in the case of the death of an animal or in the event of it being sent for slaughter, immediately return the record book to the Board; and
  - (d) make any record books available for inspection, on request, by an Authorised Person.

### **Fees**

- 12) The Board may levy a charge for the cost of producing record books and identifying animals.

### **Retrospective Provisions**

- 13) Any person who owns or has charge of an animal specified in Schedule 2 that is the subject of an Order shall, within 1 month of the entry into force of such an Order, notify the Board of such ownership or charge in order that the Board may:
- (a) arrange for such animals to be identified in accordance with any requirements specified in such an Order; and
  - b) if necessary, issue a record book to that person.

### **Proposed Schedule 2**

Cattle or any other animal of the bovine species  
 Sheep (any animal of the ovine species)  
 Goats (any animal of the caprine species)  
 Pigs (any animal of the porcine species)  
 Horses (any animal of the equine species)

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**(NB The States Advisory and Finance Committee supports the proposals)**

The States are asked to decide:-

VI.- Whether, after consideration of the Report dated the 21<sup>st</sup> March, 2003, of the States Agriculture and Countryside Board, they are of opinion:-

1. To agree that the Animal Health Ordinance, 1996, shall be amended in accordance with the principles set out in that Report and the detailed proposals set out in Appendix 1.
2. To direct the preparation of such legislation as may be necessary to give effect to their above decision.

**STATES WATER BOARD**  
**REVISION TO WATER CHARGES**

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

27<sup>th</sup> March 2003

Dear Sir,

**REVISION TO WATER CHARGES**

**Introduction**

The States Water Board has undertaken a thorough review of its operations and the outcome is detailed in the Business Plan 2003 – 2013 that is appended to this policy letter for information. In particular, the Business Plan shows that the current level of investment (see Table 1 below) is insufficient to keep up with the increasingly demanding UK/EC water quality standards and infrastructure condition commensurate with the demands of customers in the 21<sup>st</sup> century. New and refurbished water storage, treatment works, reservoirs, pumping stations and pipelines are urgently required.

The Business Plan includes a prioritised list of infrastructure improvement projects and identifies the essential financial and human resources necessary to bring the water business up to the standards being demanded and expected by our customers.

The Board's present income, which is derived wholly from charges made to its customers and is not subsidised from General Revenue, was £5,712,640 in 2002 (un-audited account figure). After deducting the normal operating costs of £3,353,340 this left just £2,359,300 available to finance capital expenditure projects.

Table 1 indicates the level of net capital expenditure invested over the past decade.

**Table 1 - Net Capital Expenditure**

1993	£1,392,877
1994	£1,569,974
1995	£1,884,838
1996	£2,392,333
1997	£1,913,236
1998	£2,836,244
1999	£2,038,064
2000	£2,077,663
2001	£2,896,542
2002 (provisional)	£3,961,489*

\* this includes the £2,000,000 purchase of Best's Quarry

Apart from the funds put aside to purchase the St Andrew's Reservoir site (formerly known as Best's quarry) the Water Board has no other significant capital reserves.

The Business Plan review has identified a need to spend a total of £33 million, at today's prices, over the ten year period 2003 to 2013. This level of expenditure cannot be funded by the present level of income.

The last significant increase in water charges occurred ten years ago in 1993 when a 25% increase was agreed by the States to finance the watermain rehabilitation works, which were essential as many customers were experiencing discoloured water. The works are due to be completed within the next three years. Subsequent increases in charges have been limited in line with the Guernsey Retail Prices Index.

Water charges must now be increased to fund not only the remaining watermain rehabilitation works but also major improvements in water collection, treatment, storage, distribution and management. It is calculated that an increase of 30% is required to fund these essential works.

It is now becoming increasingly evident that global warming is affecting our environment and action must be taken to maximise the benefit of shorter, but more intense, periods of rainfall. Increasing the capacity of raw water storage, e.g St Andrew's Reservoir, will help but additional works are also necessary to enable pumping stations and pipelines to capture the rainfall when it is available.

The Board has considered carefully the issue of charging domestic customers based upon the volume of water supplied through a water meter. It believes that it is not only a fairer way of charging but also that it will encourage the more efficient use of this vital resource. Data collected by the Water Board, over the last 5-7 years, shows domestic metered consumption to be at least 10% lower when customers pay for the volume of water used. The new pricing structure will continue to encourage domestic customers to switch to a meter by ensuring that lower charges reflect the saving in the water used. In addition, all new domestic connections to properties will, in future, be metered and customers charged on the basis of water used. Customers will not have the opportunity to revert to charges based upon the Rateable Value system.

Table 2 shows the present (2003) and proposed (2004) schedule of charges, excluding any increase that may be proposed in line with the increase in RPI in September 2003.

**Table 2 – Water Charges for 2003 and 2004**

<u>Unmeasured (Domestic) Water Supplies</u>		
<u>Rateable Value Band</u>	<u>Quarterly Charge 2003</u>	<u>Quarterly Charge 2004 (excluding September 2003 RPI increase)</u>
0-19	£32.10	£41.70
20-29	£39.10	£50.80
30-39	£46.10	£59.90
40-49	£53.10	£69.00
50-59	£60.00	£78.00
60-69	£67.00	£87.10
70-79	£74.00	£96.20
80-89	£81.00	£105.30
90-99	£87.90	£114.20
100 and over	£22.00 plus 69% of Rateable Value	£28.60 plus 89% of Rateable Value

Measured Water Supplies

<u>Size of Meter</u>	<u>Quarterly Charge 2003</u>	<u>Quarterly Charge 2004</u>
15mm (1/2")	£13.00	£16.90
20mm (3/4")	£19.50	£25.30
25mm (1")	£21.60	£28.00
40mm (1 1/2")	£24.30	£31.50
50mm (2")	£25.70	£33.40
75mm (3")	£27.00	£35.10
100mm (4")	£29.70	£38.60
All water used through the meter charged at the rate of:	£1.00 per cubic metre	£1.30 per cubic metre

### **Proposals**

In order to finance the essential expenditure that has been identified within the Business Plan the Water Board has calculated that water charges should rise by 30% in real terms from January 2004. As the proposed increase exceeds that provided for in the States Water Supply (Amendment) (Guernsey) Law, 1997, it will be necessary for the States to approve an Ordinance to effect the increase.

Historically the method for increasing water charges has been subject to a complex, time consuming political process that is inefficient in the face of modern business practice. The Water Board has considered various alternatives, in particular the system operated by the former States Electricity Board, which allowed for increased charges against a predetermined ceiling, agreed by the States. Such a system would allow the Board to react more quickly to changing circumstances whilst at the same time enabling the States to retain a good measure of control. The Water Board therefore recommends the States to authorise the Board to increase water charges by an aggregated maximum of up to 15% in real terms with any rise above this level, if necessary, being referred to the States of Deliberation for approval .

If the States approves the recommendation it will be necessary to amend by Projet de Loi the relevant provisions of the States Water Supply Laws, 1927 to 1997.

Whilst comparisons with other jurisdictions are not always helpful or appropriate the Board has noted that the present unit price of water in Guernsey is 50% lower than that in Jersey.

Percentages can sometimes present a distorted perspective as the average un-metered household in Guernsey pays just 59 pence per day for their water supply. Even after the proposed increase for 2004 the cost of water would only rise to around 77 pence per day. The average household uses more than 400 litres of water every day for drinking, cooking, washing and cleansing.

### **Consultation**

A presentation of the full Business Plan together with all the associated implications has been given to the Advisory and Finance Committee.

### **Recommendations**

The States Water Board recommends the States:-



1. To approve an increase in water charges of 30% in real terms with effect from January 2004; and
2. In addition, with effect from January 2005, to authorise the States Water Board to increase water charges by an aggregate maximum of 15% in real terms without reference to the States but with any rise beyond this level being subject to States approval.

I should be grateful if you would lay this matter before the States with appropriate propositions including one directing the preparation of the necessary legislation.

Yours faithfully

M. E. W. BURBRIDGE

President,  
States Water Board

The President  
States of Guernsey  
Royal Court House  
St Peter Port  
Guernsey  
GY1 2PB

8th April 2003

Dear Sir

### **Revision to Water Charges**

I refer to the letter dated 27<sup>th</sup> March 2003 addressed to you by the President of the States Water Board on the above subject.

As set out in the 2003 Budget Report, the Committee has liaised with the Water Board over its long-term business plan, and in particular the need for the Water Board to raise extra revenue to fund its essential capital programme, including the provision of a medium-term borrowing facility from the States Treasury.

While the Advisory and Finance Committee would normally be most reluctant to support recommendations which result in price increases significantly above RPI, the Committee does believe that the current proposals from the States Water Board are well justified exceptions to this norm.

A permanent supply of good quality water to meet the Island's needs now and in the future is absolutely essential to the continued well-being of this community. The Board has clearly

demonstrated in its 10 year Business Plan that, to protect this position, there is a need for significant investments to be made in the years ahead.

In all the circumstances, the Committee supports the Water Board's proposals and recommends them for adoption by the States.

Yours faithfully

L. C. MORGAN

President  
Advisory and Finance Committee

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The States are asked to decide:-

VII.- Whether, after consideration of the Report dated the 27<sup>th</sup> March, 2003, of the States Water Board, they are of opinion:-

1. To approve an increase in water charges of 30% in real terms with effect from January 2004.
2. In addition, with effect from January 2005, to authorise the States Water Board to increase water charges by an aggregate maximum of 15% in real terms without reference to the States but with any rise beyond that level being subject to States approval.
3. To direct the preparation of such legislation as may be necessary to give effect to their above decisions.

**STATES GAMBLING CONTROL COMMITTEE**

**FIRST ANNUAL REPORT OF THE GUERNSEY GAMBLING CONTROL COMMISSION**

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

5th March, 2003.

Dear Sir,

**FIRST ANNUAL REPORT OF THE GUERNSEY GAMBLING CONTROL  
COMMISSION**

In accordance with the section 5(1) of the Guernsey Gambling Control Commission, Law 2001, the Commission is required to make a report to the Gambling Control Committee on its activities during the previous year and the Committee shall, as soon as practicable, submit that report for consideration by the States.

As the Commission was appointed by the States on 11 December and the members were sworn in on 16 December, the first report for 2002 is understandably brief.

Nevertheless, the Gambling Control Committee is aware that the Guernsey Gambling Control Commission is making substantial progress towards the preparation of regulations for the operation of the proposed Guernsey casino.

The States are asked to note the attached report.

Yours faithfully,



D P Le Cheminant,  
President  
Gambling Control Committee

The President  
States Gambling Control Committee  
Sir Charles Frossard House  
La Charroterie  
St. Peter Port

17th January, 2003.

Dear Deputy Le Cheminant

**FIRST ANNUAL REPORT OF THE GUERNSEY GAMBLING CONTROL  
COMMISSION**

In accordance with section 5(1) of the Guernsey Gambling Control Commission, Law, 2001 (“the Commission Law”), I have pleasure in submitting this report on the Commission’s activities during the period 11 to 31 December 2002

The Commission consists of a Chairman and three ordinary members appointed by the States for a period of five years.

The following were appointed as Chairman and ordinary members of the Commission with immediate effect by the States at the meeting held on 11 December 2002 and were sworn in by the Royal Court on 16 December 2002

Chairman

Mr Peter Morgan

Members

Mr Peter Cook FCIB  
Mr Christopher Spencer  
Ms Carol Goodwin.

Section 2(1) of the Commission Law provides that the Commission shall carry out such functions relating to the supervision, control and regulations of any form of gambling as the States may from time to time assign the Commission by Ordinance. The Gambling (Casino Gaming) Ordinance, 2001 assigns the Commission responsibility for the supervision, control and regulation of authorised casino gaming.

At the meeting of 11 December 2002 the States authorised the Gambling Control Committee to make a loan of up to £150,000 to the Commission to fund its activities until such time as it receives fees in respect of the Casino Operator’s licence. No draw down occurred in 2002.

The Commission accordingly had no income during 2002. In the absence of funds the Commission was not able to make any payments in 2002. The Commission has committed itself to a small amount of expenditure in 2002 and this will be shown in the Commission's accounts for 2003.

In order to enable the Tourist Board to complete the tender exercise for the issue of the Hotel Casino Concession, the Commission has given priority to the preparation of draft regulations provided for by section 10 of the Gambling (Casino Gaming) Ordinance, 2001 for the regulation and good conduct of the casino.

The Commission does not intend to appoint any staff for the time being but is pleased to report that, in agreement with Alderney Gambling Control Commission, it has been able to obtain professional advice from its Chief Executive, Mr André Wilsenach. The Commission has considerably benefited from Mr Wilsenach's expertise in preparing the draft regulations.

Section 5(2) of the Commission Law provides that the Commission's annual report may refer to or set out any guidance and shall set out any directions given to the Commission by the Gambling Control Committee in accordance with section 6(1) of the Law. No such guidance or directions were given during 2002.

I should be grateful if, in accordance with section 5(1) of the Commission Law, you would submit this report for consideration by the States.

Yours sincerely

P J H Morgan  
Chairman

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The States are asked to decide:-

VIII.- Whether, after consideration of the Report dated the 5th March, 2003, of the States Gambling Control Committee, they are of opinion:-

To note the First Annual Report of the Guernsey Gambling Control Commission.

## STATES PROCEDURES AND CONSTITUTION COMMITTEE

### PROMOTION OF ELECTORAL REGISTER

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

11<sup>th</sup> April 2003

Dear Sir

#### **PROMOTION OF ELECTORAL REGISTRATION**

1. At its meeting on 27<sup>th</sup> November 2002 the States resolved, inter alia:
  - “2A To direct the States Procedures and Constitution Committee to return to the States not later than June 2003 with detailed proposals for increasing the percentage of eligible persons whose names are inscribed on the Electoral Roll.”.
2. As directed by the States the States Procedures and Constitution Committee has considered a wide range of options for increasing the percentage of eligible persons whose names are inscribed on the Electoral Roll. The Committee considered seven options which are detailed below.
3. **Household canvass** – that is for somebody to call at every dwelling on the Island (including Herm Island) to deliver a form and to explain who in a household is eligible to be inscribed on the roll. It is envisaged that the form would also be collected and checked, although forms could be posted to the Registrar General of Electors by the householder. This process would be similar to that employed for the census but should not be as costly because there would not be the same need to hand and/or collect the form at each household. The 2001 census cost approximately £100,000 in respect of enumerators. In the United Kingdom a household canvass for electoral purposes is estimated to cost approximately £1 per head of population, and the Committee believes that a household canvass could be undertaken at a similar cost, that is approximately £60,000.
4. The advantage of this approach is that it should ensure that every household receives and is invited to complete a registration form. Further, as it is

envisaged that the individual collectors would also be responsible for inputting the registration details which they have collected onto the electoral roll database there should be less likelihood of errors due to the misinterpretation of handwriting.

5. **Postal-based canvass** – this method has been used in previous years. There are two main difficulties with this approach. First, properties subdivided into multiple units tend to receive only one form, rather than one per accommodation unit; and second, non-residential addresses also receive forms which have resulted in some fictitious applications being received. The current cost of a postal drop is £103 per 1,000 households, that is approximately £2,600.
6. An alternative approach would be to send out forms pre-addressed addressed to ‘The Occupier’ of each address from an address database supplied by Guernsey Post. This approach would cost approximately £4,400 but would not be subject to constraints about when Guernsey Post Limited would be able to accommodate a household drop. It may also allow for some non-residential addresses to be screened out and so help reduce the likelihood of fictitious applications.
7. In addition to the costs outlined in paragraphs 5 and 6 above the cost for returning forms to the Registrar General of Electors would be approximately £5,000, based on 20,000 households returning completed forms.
8. **Registration forms available from various outlets** – in previous years application forms have been available from each of the parochial offices, various States departments, the Greffe, post offices, libraries, etc. This approach allows electors to get a form without necessarily having to make a special journey and can serve to overcome some of the shortcomings of the postal canvass option.
9. **On-line registration** – this would be a new area. A new electoral roll database which will be capable of accepting on-line registrations is being developed. Given the States commitment to e-government and the ever increasing number of persons who have access to the Internet, the Committee wishes to include this option alongside other options for voter registration. In addition it could also be linked to the one-stop e-shop provided by GSSA, Housing Authority and Income Tax, once the legislation for a rolling roll is in place. The cost of this approach would be limited to the software development which has already been allowed for in the development costs of the electoral roll programme.
10. **Pre-registration for persons under 18 years** – the census and other life-style surveys indicate that a very high percentage of 17 year olds apply for a driving licence. Staff level discussions have taken place with the States Traffic Committee regarding the possibility of including a voter registration form with a driving licence application form. Forms so returned would be entered onto the electoral roll database but would not become ‘active’ until the person had reached his/her eighteenth birthday. This option could only be introduced once

the legislation for a rolling roll was in place. There would be no additional costs associated with this option.

11. **Pre-registration for person yet to qualify on grounds of residency** – this approach would be similar to the pre-registration for persons under 18 years old and again could be undertaken in co-operation with the States Traffic Committee as the majority of persons moving to the Island or returning apply for a Guernsey driving licence. Alternatively, this approach could be linked to the one-stop e-shop referred to in paragraph 9 above. There would be no additional costs associated with this option.
12. **Incentive-based approach** – the Committee even considered some form of incentive scheme to encourage people to register! For example, all persons on the electoral roll could receive a voucher redeemable at a supermarket or against a utility bill. The costs, based on £5 per person and 40,000 persons being eligible to vote would be some £200,000. Alternatively everybody registering could be entered into a prize draw. The costs would depend on the prizes offered. The Committee considered that the costs of such an approach would far exceed its likelihood of significantly increasing voter registrations or turnout at the polling stations.
13. The following table provides an overview of the potential coverage and costs.

<b>Option</b>	<b>Coverage</b>	<b>Cost</b>
<i>Household canvass</i>	Near 100%	£60,000
<i>Postal-based canvass</i>	Approximately 80 to 90%	£2,600 to £4,400 plus return postage of £5,000
<i>Registration Forms from various outlets</i>	Approximately 30%	Negligible
<i>On-line registration</i>	Approximately 80% of 17 year olds	Negligible
<i>Pre-registration for under 18 year olds</i>	Approximately 80% of new residents	Negligible
<i>Pre-registration for new residents</i>	Difficult to determine	Negligible
<i>Incentive-based approach</i>	Not applicable	Depends on the value/type of incentive

14. The Committee favours a household canvass together with the introduction of on-line registration and pre-registration for under 18 year olds and new residents, subject to the legislation matters referred to in paragraph 10 above. It has also agreed that registration forms should also be available from the various outlets used in previous years.



15. In addition to the above, the Committee also considered options for advertising the process for enrolment for the electoral roll. The following options have been identified:
16. **Professional advertising campaign** – that is the Committee engages a local public relations company to assist it in running the promotional campaign. The public relations company would advise on the design of adverts and posters and the preparation of radio and television advertisements.
17. **As above but running a schools’-based competition to design the advertising material** – this approach would be broadly based on that outlined in paragraph 16 above but the advertisement and posters would be designed by school children. This approach would serve to raise the awareness of the school children participating in the competition in the importance of being registered to vote, but would have a longer lead in time. The Committee supported the idea but felt that as the promotional campaign must commence on 1<sup>st</sup> September 2003 it was unachievable in the time frame available.
18. **In-house advertising campaign** – that is posters, adverts, etc would be designed in-house and the campaign would be run by issuing press releases and paying for adverts in the Guernsey Press, etc. This approach would be significantly cheaper than the approaches outlined in paragraphs 16 and 17 above.
19. **No advertising campaign** – that is the Committee would issue press releases and would rely on the media to ‘promote’ registration from the information contained within the press releases.
20. **Non-media based advertising** – the Committee considered the possibility and cost of advertising other than through the media, for example using hoardings around building sites, on milk packets, etc. The costs would depend on the type of advertising chosen. Here again the relatively short time frame makes this approach unachievable.
21. **E-advertising** – that is whenever somebody logs onto the States of Guernsey website a new window is opened asking if the user has registered to vote. The user would then be able to register on-line. This approach could be used during the renewal period and subsequently prior to any election, including by-elections, subject to the legislation changes permitting a rolling roll.
22. The following table provides an overview of the advantages, disadvantages and the cost for each of the above options:

	<b>Option</b>	<b>Advantages</b>	<b>Disadvantages</b>	<b>Cost</b>
<i>A</i>	<i>Professional advertising campaign</i>	Benefit of professional advice; audience targeted	Cost	Approx. £20,000
<i>B</i>	<i>Professional advertising campaign with schools design competition</i>	As A; promotes election awareness among youngsters	Cost Time in processing and judging competition	Approx. £15,000
<i>C</i>	<i>In-house advertising campaign</i>	Less costly than A or B	Approach adopted in previous years and subject of criticism by some States members	Approx. £5,000
<i>D</i>	<i>No advertising campaign</i>	As C above	If C subject of criticism for poor promotion this option would attract even more criticism	Approx. £1,000
<i>E</i>	<i>Non-media-based advertising</i>	Innovative	Timescale	To be costed
<i>F</i>	<i>E- advertising</i>	Supports other e-government initiatives; may reach those temporarily out of the Island, e.g. students	Could attract non-eligible applications	No additional costs

23. The Committee favours the employment of a local public relations company to advise and assist it in creating a promotional campaign to increase the percentage of eligible persons whose names are inscribed on the Electoral Roll.
24. The States Procedures and Constitution Committee has asked the Advisory and Finance Committee for the costs, as set out in this report to be met from unspent balances. This funding arrangement has been approved.
25. Further, the Committee considered how it could ensure that once registered voters' details could be kept as up-to-date as possible in line with the States decision of 28<sup>th</sup> November 2002 to establish a rolling roll, namely:

“After consideration of the Report dated the 14th October, 2002, of the States Procedures and Constitution Committee:

1. By a majority of more than two-thirds of the members present and voting, that the Reform (Guernsey) Law, 1948, as amended, be further amended to provide that:

(b) applications for enrolment on the electoral roll, notifications of errors and notification changes of name or address shall be accepted by the Registrar-General of Electors at any time;

2. To note the States Procedures and Constitution Committee's intention to pursue ways of making registration on the electoral roll easier, particularly for new voters.”.

26. The Committee believes that in addition to the current methods for voters to inform the Registrar General of Electors of a change of address or name the introduction of pre-registration for persons under 18 years of age (see paragraph 10 above) and for persons moving or returning to the Island (see paragraph 11 above) and the development of a method for on-line registration (see paragraph 9 above) should serve to encourage people to ensure that their electoral roll registration is kept up-to-date. The Committee also anticipates that a change of address or name form could be sent out from the States Traffic Committee when somebody submits his or her driving licence for amending having moved house or married.

27. The States Procedures and Constitution Committee recommends that the States note its proposals for increasing the percentage of eligible persons whose names are inscribed on the electoral roll prior to the 2004 General Election as set out in this report.

28. I should be grateful if you would lay this matter before the States with appropriate propositions.

Yours faithfully

R. C. BERRY

President  
States Procedures and Constitution Committee

**(NB The States Advisory and Finance Committee supports the proposals)**

The States are asked to decide:-

IX.- Whether, after consideration of the Report dated the 11<sup>th</sup> April, 2003, of the States Procedures and Constitution Committee, they are of opinion:-

To note the States Procedures and Constitution Committee's proposals for increasing the percentage of eligible persons whose names are inscribed on the electoral roll prior to the 2004 General Election as set out in that Report.

## STATES PROCEDURES AND CONSTITUTION COMMITTEE

### MINOR AMENDMENTS TO THE RULES OF PROCEDURE OF THE STATES OF DELIBERATION

The President  
States of Guernsey  
Royal Court House  
St Peter Port  
GUERNSEY  
GY1 2PB

11<sup>th</sup> April 2003

Dear Sir,

### **MINOR AMENDMENTS TO THE RULES OF PROCEDURE OF THE STATES OF DELIBERATION**

1. On the 24th April 2002 the States approved the present Rules of Procedure. Since that date a number of minor matters have arisen which are addressed in this policy letter. A more comprehensive revision of the Rules will be required once the States have concluded their deliberations on the review of the Machinery of Government in Guernsey.

#### **Rule 2 : Hours of Sittings**

2. Rule 2(2) provides that unless the business of a meeting is previously concluded the meeting shall on each day thereof:
  - (a) be adjourned ... as near as may be to 12.30;
  - (b) resume at 14.00;
  - (c) be adjourned ... as near as may be to 17.00.

The proviso to the rule provides for the meeting to be extended to 18.00 (or later in exceptional circumstances).

3. 31 Members of the States have written to the Committee in the following terms:

*"I write with regard to the current hours of attendance for States Members at States Meetings.*

*You will be aware that ever since the change of afternoon attendance times introduced last year I have been unhappy with the resumption of sittings at 14.00*

*Many of us fit in additional meetings during the lunch break and find that just one and a half hours, assuming we finish promptly at 1230, is insufficient time to hold a meeting and get a ten or fifteen minute break.*

*There are others who return home for lunch and find that with the present hours, walking to and from the Lucas House car park, they barely have an hour to get home, eat and return.*

*Leaving the Chamber at 1700 pitches us out in the worst of the evening traffic and it is not uncommon to sit trapped in the Grange for 15 or more minutes.*

*A number of Members with whom I have discussed this matter share my view that the afternoon sitting could usefully be re-scheduled from 1430 to 1730. This would give a useful lunch break, still provide a three hour session and, in many cases, mean a return time at home not markedly different from that at present."*

4. The Committee, mindful that a clear majority of States Members supports the change in hours, proposes that the lunch adjournment be from 12.30 to 14.30, that the afternoon session be concluded at 17.30 and that the session may be extended to not later than 18.30 (save in exceptional circumstances).
5. The Committee, however, believes that there is a workable alternative which may be acceptable to Members of the States which results in a better use of States Members' time and more efficient use of the Chamber which is already overstretched for court use. It considers that an adjournment of one and a half hours (i.e. from 12.30 p.m. to 2.00 p.m.) is generally sufficient but understands that such a period does not allow all Members enough time to return home for a meal.
6. It therefore considers that arrangements could be made for a meal to be available at a modest but appropriate charge, for States Members, possibly in the Dorey Room at St. James or some other suitable venue. By this means the States would gain an additional half-hour debating time (i.e. from 5.00 p.m. to 5.30 p.m.). Members who support this alternative should **vote against** proposition 1(i) and **in favour** of proposition 6.

**Rule 12(4) : closure of debate on amendments**

**Rule 12(6)(a) : closure of debate on amendment which goes further than original proposition**

7. Rule 12(4) provides that immediately after an amendment or sursis has been proposed and seconded any Member may request that the amendment or sursis be not debated. The debate is terminated if fewer than seven Members indicate that they wish the debate to continue.
8. Rule 12(6)(a) provides a mechanism whereby an amendment which goes further than the original proposition is not debated if a proposition to that effect is support by not less than one third of the Members voting on such a motion.
9. Previous practice has been that when the procedural motions outlined in paragraphs 5 and 6 above have succeeded then the amendment or sursis has lapsed. However this has recently been called into doubt and, despite the States having decided to terminate the debate on the amendment, the President of the States has put the amendment or sursis to the vote.
10. The Committee has been advised by H.M. Procureur that the matter can be put beyond doubt by adding words to the effect that no vote shall be taken on amendments or sursis which have been successfully subjected to the procedures of rules 12(4) and 12(6)(a), and so recommends.

#### **Rule 16 : Requêtes**

11. Rule 16 sets out the procedures to be followed regarding the submission of requêtes. It omits to state that a signed copy of the requête must be sent to the President of the States in addition to the States Advisory and Finance Committee. The Committee recommends that this omission be rectified accordingly.

#### **Rule 18 : Elections**

12. Rule 18(1) provides, inter alia, that if there are not more candidates than vacancies in elections of a President or Member(s) of a Committee, the election of the candidates shall be put to the vote without speeches, by appel nominal. The latter three words were included in error in April 2002 and the Committee proposes that they be deleted.

#### **Recommendations**

13. The States Procedures and Constitution Committee recommends the States to agree that the Rules of Procedure of The States of Deliberation approved by the States on the 24th April, 2002 be amended with immediate effect, as follows:
  1. (i) In Rule 2(2)(b) for the figures "14.00" substitute "14.30";
  - (ii) In Rule 2(2)(c) for the figures "17.00" substitute "17.30";
  - (iii) In the proviso to Rule 2 for the figures "18.00" substitute "18.30";

2. In Rule 12(4) delete the full stop at the end of the Rule and add ", and no vote thereon shall be taken.";
  3. In Rule 12(6)(a) after the word "debated" add "and no vote be taken thereon";
  4. At the end of Rule 16(1) add "A signed copy of the requête shall be sent by the said Members to the President of the States at least 35 days before the meeting concerned.";
  5. In Rule 18(1) the words "by appel nominal" are repealed.
  6. If recommendation 1(i) is not carried, the States are recommended to agree that arrangements be made for a meal to be available for Members of the States at an appropriate venue.
14. I should be grateful if you would lay this matter before the States with appropriate propositions.

Yours faithfully,

R.C. BERRY

President  
States Procedures and Constitution Committee



**(NB The States Advisory and Finance Committee supports the proposals)**

The States are asked to decide:

X.- Whether, after consideration of the Report dated the 11<sup>th</sup> April, 2003, of the States Procedures and Constitution Committee, they are of opinion:-

That the Rules of Procedure of The States of Deliberation approved by the States on the 24th April, 2002, shall be amended with immediate effect, as follows:

1.     (i)     In Rule 2(2)(b) for the figures "14.00" substitute "14.30";
- (ii)     In Rule 2(2)(c) for the figures "17.00" substitute "17.30";
- (iii)    In the proviso to Rule 2 for the figures "18.00" substitute "18.30";
2.     In Rule 12(4) delete the full stop at the end of the Rule and add ", and no vote thereon shall be taken.";
3.     In Rule 12(6)(a) after the word "debated" add "and no vote be taken thereon";
4.     At the end of Rule 16(1) add "A signed copy of the requête shall be sent by the said Members to the President of the States at least 35 days before the meeting concerned.";
5.     In Rule 18(1) the words "by appel nominal" are repealed.
6.     If recommendation 1(i) is not carried, to agree that arrangements be made for a meal to be available for Members of the States at an appropriate venue

## REQUÊTE

### LA SOCIÉTÉ GUERNESIAISE

TO THE PRESIDENT AND MEMBERS OF THE STATES OF DELIBERATION THE HUMBLE PETITION of the undersigned Members of the States of Deliberation SHEWETH:

1. That on the twenty-fourth day of October, eighteen hundred and eighty two, there was formed a society (hereinafter called “the society”) by the name of “The Guernsey Society of Natural Science”, renamed in 1921 “La Société Guernesiaise”, for the study of all aspects of natural science and local research within the Bailiwick of Guernsey, including archaeology, history, folklore, language, geography, geology, etc., and the conservation of fauna and flora and of buildings, objects and features of historic interest.
2. That your Petitioners are of the opinion that it is desirable for the general purposes of the society that the society should be constituted as a body corporate to be called “La Société Guernesiaise” with perpetual succession and a common seal and with powers which will enable the body corporate effectively to further and carry out the objects of the society.
3. That at the Annual General Meeting of the society held on the twenty-third day of March 2000 a Resolution was unanimously passed that the States of Deliberation be requested to direct the preparation of such legislation as may be necessary for the purpose of constituting the society as a body corporate as aforesaid and in particular to give effect to the provisions set out in the prayer of this Petition.

THESE PREMISES CONSIDERED your Petitioners humbly pray that the States be asked to decide whether they are of the opinion to direct the preparation of such legislation as may be necessary to give effect to the following provisions and any necessary provisions incidental or supplementary thereto: -

1. The society heretofore called “La Société Guernesiaise” shall be incorporated by the name of “La Société Guernesiaise” (“the Society”) to the intent that by that name the members of the Society and all other persons who shall become members of the Society shall be a body corporate with perpetual succession and a common seal capable of suing and being sued and with power to do and perform all such acts and things as shall be necessary or conducive towards the objects of the Society.
2. The objects of the Society shall be the study of all aspects of natural science and local research within the Bailiwick of Guernsey, including archaeology, history, genealogy, folklore, language, geography and geology, and the conservation of fauna and flora, including marine fauna and flora, and of buildings, objects and features of historic interest.
3. The Society may act to promote and further its objects in such manner as it considers necessary or desirable, and in particular, but without prejudice to the foregoing, may:
  - (a) organise meetings, exhibitions, conferences, educational courses, social functions, and visits to places of interest, wherever situated, and other events, to which at the Society’s discretion persons other than members of the Society may be admitted;

- (b) maintain study collections, archives and a reference library;
  - (c) commission, publish, circulate and sell books, articles of research, journals, and educational material in any medium including print and electronic media;
  - (d) co-operate, confer and exchange information with, and proffer advice to, persons, bodies corporate, public authorities, institutions and others, wherever situated; and
  - (e) provide such amenities and facilities as may be conducive to any or all of the objects of the Society.
4. The Society may from time to time at a general meeting make all such rules as may be necessary or expedient as respects the conduct and management of its affairs and in particular but without prejudice to the generality of the foregoing as respects: -
- (a) the classification of its members, the qualification for membership within each class, and subscriptions for membership;
  - (b) the calling of general meetings and the conduct and proceedings of general meetings;
  - (c) the setting up of a committee ("the Council") to act as the governing body of the Society, the appointment by the Council of such sub-committees for such purposes and with such powers as the Council may deem necessary or expedient, and the establishment of study sections;
  - (d) the proceedings, powers and duties of the Council, committees and sub committees;
  - (e) the officers of the Society and the Council and the tenure powers and duties thereof and appointments thereto;
  - (f) the method of changing the Rules of the Society;

and rules under this clause may provide that all powers conferred on the Society (other than those required to be exercised in general meeting) may be exercised by the Council and may be delegated to sub-committees.

5. The Rules of the Society approved at the Annual General Meeting of the Society held on the 26th day of February 1987 and subsequently amended on the third day of March 1988, the eighth day of March 1990, the sixth day of March 1991, and the fourth day of March 1999 shall have effect upon the incorporation of the Society as if they were rules made under the provisions of the last preceding clause.
6. The officers and members of the Council of the Society upon the date of the incorporation of the Society shall respectively become the first officers and members of the Council and shall each retire when he would have retired had the Society not been incorporated.
7. All the real and personal property vested in the former society or in any person in trust for the former society shall upon the incorporation of the Society vest in the Society which shall be subject to and shall discharge all obligations and liabilities to which the former society is subject.

8. The Society shall have all powers reasonably necessary to further and to carry out the objects of the Society and in particular but without prejudice to the generality of the foregoing may:-
  - (a) acquire and hold lands and any other property whatsoever whether by way of freehold or by way of leasehold;
  - (b) maintain and manage or assist in the maintenance and management of any property whatsoever for reward or otherwise, either directly or through the medium of a limited liability company formed by the Society;
  - (c) act in any trust for or as trustee of any property whatsoever for reward or otherwise;
  - (d) without prejudice to any public or private right make and from time to time vary conditions governing the access to and use by the public generally or any persons or bodies of persons who resort to places and buildings owned by or under the control of the Society and such conditions may fix charges to be paid by persons so resorting;
  - (e) embark on appeals for financial and other support (including the accumulation of funds for the acquisition of real and personal property) in such manner (including sponsorship) as may from time to time be deemed desirable;
  - (f) invest any income received in order to provide income and capital for the furtherance of any or all of the objects of the Society;
  - (g) raise money by borrowing on the security of any of the Society's property provided that such borrowing is not inconsistent with any trust covenant or contract affecting such property;
  - (h) dispose of any land or other property of the Society (provided that such disposal is not inconsistent with any trust covenant or contract affecting the property) and apply the proceeds to the furtherance of any or all of the objects of the Society; and
  - (i) make such charges as may be considered necessary for admission to meetings and other events organised by the Society, and different charges may be made in respect of different categories of persons.
9. No dividend bonus or other profit shall be paid out of the income or property of the Society to any member thereof save that any member may: -
  - (a) in the ordinary course of his trade business or profession supply goods services or advice to the Society for reward;
  - (b) serve the Society in any salaried office or paid employment;
  - (c) receive value for any property or right transferred or granted by him to the Society.
10. No member of the Society shall be liable for or to contribute towards the payment of the liabilities of the Society beyond the amount of any subscription contribution or other debt due from him to the Society.

11. A general meeting of the Society shall be held at least once in every calendar year.
12. Proper accounts shall be kept of all sums of money received and expended by the Society and at least once in every year the accounts shall be examined and audited by an auditor or auditors elected at the Annual General Meeting of the Society.
13. The Society shall establish and maintain in this Island a registered office at which all instruments for service upon the Society shall be served. Notice of the situation of the registered office and of any changes thereof shall be given in writing to Her Majesty's Greffier within seven days of the establishment thereof or of any change thereof as the case may be.

AND your Petitioners will ever pray.

Guernsey this 29th day of January, 2003.



R L Colenette



David Jones



Patricia Robilliard



John Cleal




Peter Derham



Geoff Norman



Roy Bisson



Ann Robilliard



STATES OF GUERNSEY  
**ADVISORY  
& FINANCE  
COMMITTEE**

The President  
States of Guernsey  
Royal Court House  
St Peter Port  
GUERNSEY  
GY1 2PB

Sir Charles Frossard House  
P.O. Box 43 · La Charroterie  
St. Peter Port · Guernsey  
GY1 1FH · Channel Islands  
Switchboard (01481) 717000  
Direct Line (01481) 717  
Fax No. (01481) 712520

17 April 2003

Dear Sir,

I refer to the Requête signed by Deputy R. L. Collenette and six other Members of the States concerning the reconstitution of La Société Guernesiaise as a body corporate.

The matter has, pursuant to Rule 16(2)(a) of the Rules of Procedure, been referred to the States Board of Administration and States Heritage Committee for consultation. The Board of Administration supports the prayer of the Requête and the Heritage Committee raises no objection to it.

The States have acceded to similar petitions in the past, namely from the West, Southern and Northern Agricultural and Horticultural Societies, the National Trust of Guernsey and the Friends of St. James Association. La Société Guernesiaise has been in existence for over 120 years and the Committee sees no reason why it should not be incorporated as a body corporate.

The Committee therefore recommends the States to grant the prayer of the petition.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'L C Morgan'.

L C Morgan  
President  
Advisory and Finance Committee

The States are asked to decide:

XI.- Whether, after consideration of the Requête dated the 29th January, 2003, signed by Deputy R. L. Collenette and seven other Members of the States, they are of opinion:-

1. That “La Société Guernesiaise” shall be incorporated as set out in paragraphs 1 to 13 inclusive contained in the prayer of that Requête.
2. To direct the preparation of such legislation as may be necessary to give effect to their above decision.

***STATUTORY INSTRUMENT LAID BEFORE THE STATES*****THE RIGHT TO WORK (LIMITATION AND PROOF) (TENT DWELLERS'  
DECLARATIONS) REGULATIONS, 2003**

In pursuance of the provisions of section 17(d) of the Right to Work (Limitation and Proof) (Guernsey) Law, 1990, I lay before you herewith the Right to Work (Limitation and Proof) (Tent Dwellers' Declarations) Regulations, 2003, made by the States Housing Authority on the 1<sup>st</sup> April, 2003.

**EXPLANATORY NOTE**

These Regulations amend the list of industries set out in section 3(1) of the Right to Work (Limitation and Proof) (Guernsey) Law, 1990. The amendment will enable the Housing Authority to issue a tent dwellers' declaration for a person living in a tent at a specified address whilst engaged in employment with a specified employer in connection with any industry in Guernsey.

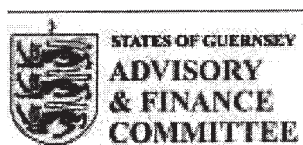
**DE. V. G. CAREY**

Bailiff and President of the States

The Royal Court House,  
Guernsey.  
The 8<sup>th</sup> May, 2003



## APPENDIX 1



Policy and Research Unit

THIS PUBLICATION IS ALSO AVAILABLE ON THE WEB  
[www.gov.gg](http://www.gov.gg)

## GUERNSEY RETAIL PRICES INDEX

**4.7% annual change as at 31 March 2003**

At the end of March, Guernsey's annual rate of inflation, as measured by changes in the Index of Retail Prices, was 4.7% compared with 4.4% at the end of the previous quarter.

Wednesday  
 16 April 2003

Issued by:  
 Policy and Research Unit  
 Sir Charles Frossard House  
 P O Box 43  
 La Charroterie  
 St Peter Port  
 Guernsey  
 GY1 1FH

The Index Figures at the end of March 2003 were:

112.6 (Dec 99=100)  
 133.7 (Mar 1994 =100)  
 180.6 (Dec 1988 =100)  
 241.4 (Dec 1983 =100)  
 383.2 (Dec 1978 =100)

Period	%	Period	%
3 Months	1.9	2 Years	7.8
6 Months	2.3	3 Years	11.3
9 Months	3.6	4 Years	15.5
12 Months	4.7	5 Years	18.0

**Matters affecting the R.P.I during the last year**

The main contributors to inflation during the last year were increases in the Housing, Leisure Services and Motoring groups. There were slight increases in the Fares and the Fuel, Light and Power groups. There was no change in Food, Clothing and Leisure Goods.

The Housing Group has again had the largest effect on the annual change; 1.7% out of the 4.7%; Leisure Services contribution was 0.8% and Motoring was 0.7% out of 4.7%.

In the Housing group, there were increases in the costs of building work, other major house improvements and house heating repair and maintenance. Holidays contributed again to the increase in the Leisure Services group with smaller increases in UK accommodation and satellite subscriptions. Motoring expenditure has gone up as a result of an increase in the cost of motor insurance especially for younger drivers and the cost of car and motorcycle repairs and servicing.

RPI enquiries -  
 Tel: 01481 717012  
 Fax: 01481 717157  
 Internet: [www.gov.gg](http://www.gov.gg)  
 Email:  
[policy.research@gov.gg](mailto:policy.research@gov.gg)

**Matters affecting the R.P.I during the last three months**

The main contributors to inflation over the last three months were increases in the costs of car insurance and car /motor cycle repairs and servicing, house heating maintenance and repair. There were also increased in the Personal Goods group, mainly medical costs and in general, toiletries.

**Annual % Changes for each quarter**

	March	June	September	December
1990	10.2	9.7	10.4	9.8
1991	8.6	8.7	6.1	5.5
1992	4.6	4.1	3.6	3.2
1993	2.3	1.5	1.8	1.4
1994	2.9	2.3	2.0	2.4
1995	3.0	3.5	4.0	3.6
1996	2.5	2.1	2.0	2.8
1997	3.1	4.0	4.4	4.7
1998	4.1	4.0	4.0	3.2
1999	2.1	2.2	1.8	2.4
2000	3.8	4.4	4.5	3.9
2001	3.3	2.3	2.6	1.9
2002	2.9	3.3	3.9	4.4
2003	4.7			

Next publication date:  
 15 July 2003

## GUERNSEY RETAIL PRICES INDEX - MARCH 2003

### PERCENTAGE CHANGES IN GROUP INFLATION AND THEIR CONTRIBUTION TO OVERALL INFLATION

#### GUERNSEY INFLATION RATE (+4.7%)

	Weight	Quarterly %Change	Annual %Change	% Contribution
Food	127	-0.3	0.0	0.0
Alcoholic Drink	52	2.1	3.7	0.2
Tobacco	19	4.6	7.9	0.2
Housing	216	1.2	7.6	1.7
Fuel, Light and Power	41	2.9	7.2	0.3
Household Goods	79	1.8	1.2	0.1
Household Services	33	1.1	3.1	0.1
Clothing & Footwear	56	-0.7	0.5	0.0
Personal Goods	49	4.0	2.4	0.1
Motoring Expenditure	85	3.5	8.0	0.7
Fares/Other Travel	33	4.0	8.5	0.3
Leisure Goods	63	-0.4	-1.2	0.0
Leisure Services	92	1.5	8.3	0.8
Food Away from Home	55	1.8	3.3	0.2
Overall	1000			
All Items				4.7

**Weight** is the proportion of the total index represented by each group. **Contribution** shows the effect of price changes in relation to the relative weight of the groups.

### **Retail Prices Index (RPI)**

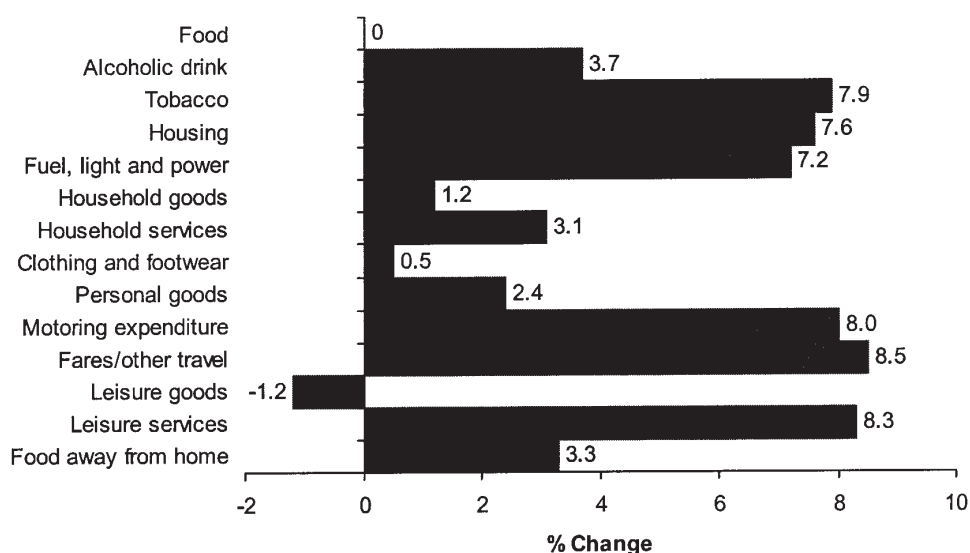
The RPI is a measure of inflation in Guernsey. It can be defined as "an average measure of change in the prices of goods and services bought for the purpose of consumption by the vast majority of households" (RPI Technical Manual, Office for National Statistics, 1998).

Goods and services that consumers purchase have a price, and these will vary over time. The RPI is designed to measure such changes. Imagine a very large shopping basket (over 2100 items) comprising all the different kinds of goods and services bought by a typical household. As the prices of individual items in this basket vary, the total cost of the basket will vary - the RPI is a measure of the change from quarter to quarter in this total cost.

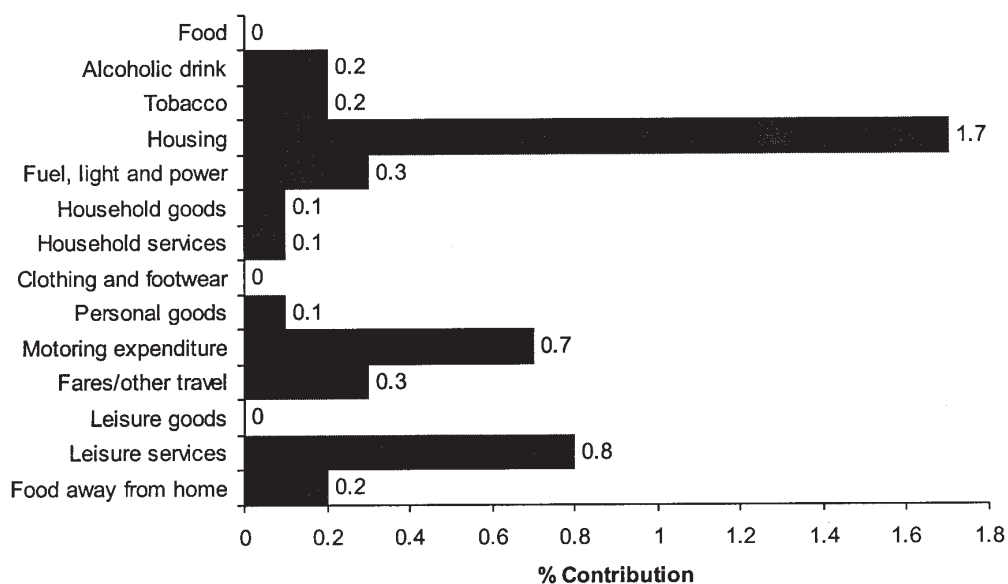
No two households spend their money in exactly the same way and this basket of goods is compiled using spending pattern data from the Household Expenditure Survey. This is carried out every five years, hence the RPI index base is reset to 100 e.g. Dec 1999 = 100, Mar 1994 = 100 etc. The RPI while not applying precisely to any one household or person, will be close to the experience of inflation for the great majority of households.

## GUERNSEY RETAIL PRICES INDEX - MARCH 2003

**Annualised Percentage change in RPI Groups  
(March 2002 to March 2003)**



**Percentage Contributions to overall inflation**





## GUERNSEY RETAIL PRICES INDEX - MARCH 2003

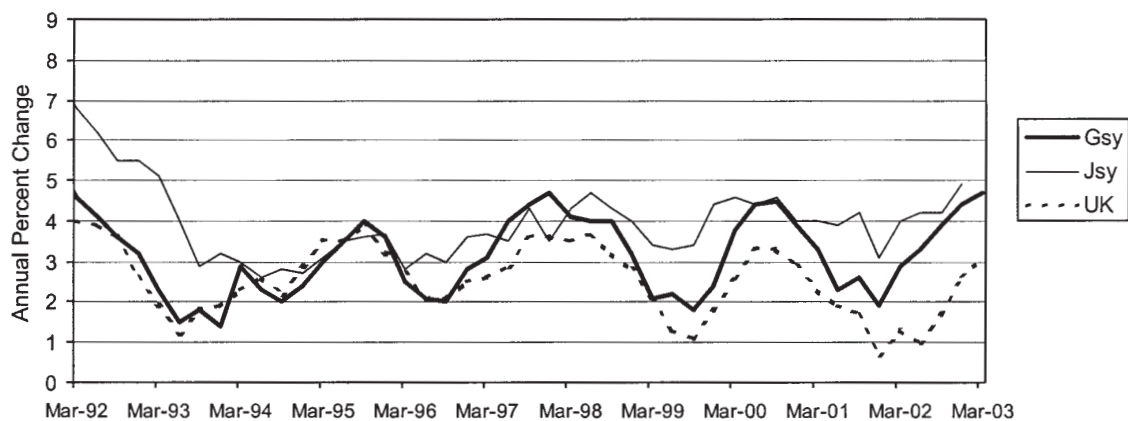
### RPI comparison with Jersey and the UK

Guernsey and Jersey tend to run at a higher rate than the UK, see chart below. The chart shows that inflation in Guernsey follows the general trends of the UK inflation rate, albeit at a higher level.

At the time of publication, the Jersey RPI figures for March were not available.

		Annual Movements			Quarterly Movements		
		Guernsey	UK	Jersey	Guernsey	UK	Jersey
1998	Mar	4.1	3.5	4.3	0.9	0.5	1.7
	June	4.0	3.7	4.7	0.9	1.6	1.2
	Sept	4.0	3.2	4.3	1.0	1.0	0.9
	Dec	3.2	2.8	4.0	0.4	0.0	0.2
1999	Mar	2.1	2.1	3.4	-0.2	-0.2	1.1
	June	2.2	1.3	3.3	1.0	0.9	1.1
	Sept	1.8	1.1	3.4	0.4	0.5	0.9
	Dec	2.4	1.8	4.4	1.1	0.7	1.1
2000	Mar	3.8	2.6	4.6	1.2	0.3	1.3
	June	4.4	3.3	4.4	1.6	1.6	1.0
	Sept	4.5	3.3	4.6	0.7	0.4	1.1
	Dec	3.9	2.9	4.0	0.5	0.3	0.5
2001	Mar	3.3	2.3	4.0	0.6	0.0	1.4
	June	2.3	1.9	3.9	0.8	1.3	0.9
	Sept	2.6	1.7	4.2	0.8	0.1	1.3
	Dec	1.9	0.7	3.1	-0.1	-0.7	-0.6
2002	Mar	2.9	1.3	4.0	1.6	0.6	2.3
	June	3.3	1.0	4.2	1.0	1.0	1.1
	Sept	3.9	1.7	4.2	1.4	0.8	1.3
	Dec	4.4	2.9	4.9	0.4	0.5	0.1
2003	Mar	4.7	3.1		1.9	0.8	

### Annual Rate of Inflation - Guernsey, Jersey and the UK



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**APPENDIX II****STATES GAMBLING CONTROL COMMITTEE****CHANNEL ISLANDS LOTTERY – REPORT AND ACCOUNTS IN RESPECT OF 2002**

The President  
States of Guernsey  
Royal Court House  
St Peter Port  
GUERNSEY

8 April 2003

Dear Sir

**CHANNEL ISLANDS LOTTERY – REPORT AND ACCOUNTS IN RESPECT OF 2002**

In accordance with the provisions of Section 2(5) of the Gambling (Channel Islands Lottery)(Channel Islands Lottery) Ordinance, 1975, as amended, I have the honour to submit the Committee's annual report and accounts in respect of the operation of the Channel Islands Lottery during the financial year ending 31 December, 2002.

**A: LOTTERY FORMAT**

While the Channel Islands Lottery has faced yet another challenging year, its viability has nevertheless been maintained by the promotion of a realistic prize structure, which includes a minimum first prize of £20,000 that increases only in response to extra sales.

The "Treble Chance" promotion enabled the purchaser to participate in the current Draw for the first and other major prizes, plus it offered the opportunity to win instant cash prizes by the revealing of two separate scratch panels. The second scratch panel – the "third chance" - was a "Bonus Box", funded by unclaimed prize money from previous expired draws.

The "Treble Chance" format was entirely unique to the Channel Islands Lottery and the Committee is grateful for the helpfulness and versatility shown by the ticket printers, Scientific Games. The purchase of a £1 ticket in the local lottery had never provided a better opportunity to win a cash prize.

Whilst this format provided a variety of prizes, it nevertheless promoted an overall prize return which was commensurate with actual ticket sales, and ensured that the Lottery remains both attractive and viable.

The year ended particularly successfully, with a Christmas Bumper Draw, which awarded the lucky winner a fantastic £271,500 top prize and raised a well-received £72,512.28 for local charities, £68,114.88 of which has already been distributed in agreement with the Association of Guernsey Charities. The remaining sum will be distributed at a later date.

**B:     DRAWS**

Sixteen Draws were promoted during the year on the following dates: -

<u>Draw No</u>	<u>Date</u>	<u>Draw No</u>	<u>Date</u>
1	Thursday 7 January	9	Thursday 4 July
2	Thursday 7 February	10	Thursday 25 July
3	Thursday 28 February	11	Thursday 15 August
4	Thursday 21 March	12	Thursday 5 September
5	Thursday 11 April	13	Thursday 26 September
6	Thursday 2 May	14	Thursday 24 October
7	Thursday 23 May	15	Thursday 21 November
8	Thursday 13 June	16	Thursday 19 December

**C:     SALE OF TICKETS**

During the year, six Agents were appointed by the Committee to sell Lottery tickets within the Bailiwick of Guernsey. Four appointments related to Guernsey and the remaining two appertained to Alderney and Sark respectively. The Agents, who purchased tickets from the Committee at a discount, were responsible for the appointment of sub-agents to sell tickets on their behalf.

Ticket sales for each Draw in 2002 were as follows: -

<u>Draw No</u>	<u>Guernsey Committee</u>	<u>Jersey Committee</u>	<u>Total Sales</u>
1	52,100	57,900	110,00
2	42,800	48,700	91,500
3	41,900	47,900	89,800
4	42,100	48,700	90,800
5	41,700	48,000	89,700
6	42,200	48,400	90,600
7	39,900	46,800	86,700
8	39,400	44,400	83,800
9	39,600	46,500	86,100
10	39,300	45,000	84,300
11	38,300	45,700	84,000
12	38,200	43,900	82,100
13	38,100	43,000	81,100
14	42,300	48,700	91,000
15	41,600	47,000	88,600
16	<u>327,200</u>	<u>435,500</u>	<u>762,700</u>
	946,700	1,146,100	2,092,800

The total number of tickets issued by the Committee to Agents in the respective Islands of the Bailiwick was as follows: -

Alderney	10,600
Guernsey	930,500
Sark	<u>5,600</u>
	946,700

The sales that have been achieved in 2002 are due in no small part to the Agents who purchase, distribute and sell tickets on the Committee's behalf. The Agents' task is becoming increasingly difficult in an environment where competition from other forms of gambling has eroded the traditional support for the local Lottery. The Committee wishes to place on record its sincere appreciation for their continuing hard work.

#### **D: PRIZES AWARDED**

The vast majority of the prizes were awarded instantly by means of the scratchcard portion of each Lottery ticket. These prizes ranged from £1 to £5,000 in value in the main scratch game, plus a doubling of the value of instant prizes in the "Bonus Box" scratch panel, which amounted to an extra £2,000 in prize money per Draw. The portion of each lottery ticket bearing a serial number was entered into a draw for a single first prize, plus four prizes of £250 and fifty prizes of £100. The guaranteed minimum value of the Top Prize for each of the standard Draws was £20,000 and this was increased at a rate of £500 for every 1,000 tickets sold above the minimum sale of 80,000 tickets. This system ensured that the Lottery could operate with an affordable prize return.

The main feature of the Christmas Charity Bumper Draw was a minimum drawn top prize of £150,000, increasing subsequently by £1,500 for every 5,000 sold from the reserve. Other drawn prizes were a second prize of £10,000, a third prize of £5,000 and 40 prizes of £500. Sales through the four-week sales period ensured a steady increase in the value of the first prize, which eventually peaked at a very attractive £271,500.

During the year, the total number and value of prizes (including the value of the first prize) awarded at each Draw, were as follows: -

<u>Draw No</u>	<u>No of Prizes</u>	<u>Total Value of Prizes £</u>	<u>First Prize £</u>
1	13,314	71,000	35,000
2	11,186	57,900	25,500
3	10,991	56,500	24,500
4	11,106	57,400	25,000
5	10,979	56,500	24,500
6	11,083	57,400	25,000
7	10,634	54,600	23,000
8	10,301	52,300	21,500
9	10,565	54,600	23,000
10	10,358	53,200	22,000
11	10,324	52,800	22,000
12	10,150	51,800	21,000
13	9,990	50,900	20,500
14	11,129	57,900	25,500
15	10,853	56,000	24,000
16	87,969	482,425	271,500

**E: PRIZES UNCLAIMED**

Prizes, which are not claimed within twelve months of the Draw at which they were awarded, are forfeited.

During 2002, all of the maximum periods for claiming prizes awarded by the seventeen Draws held in 2001 expired and the prizes, which remained unclaimed, were forfeited. The total value of the prizes forfeited was £149,289.66, the apportionment of which resulted in the Committee receiving £71,441.31. A further sum of £44,182.27 in unused forfeited prize money was brought forward from the accounts for the year 2001, realising a total available sum of £115,623.58.

In accordance with the policy of the States, this prize money was used to help maintain the values of the first prizes on offer. During the year, the Guernsey Committee contributed £19,916.24 from its forfeited prizes fund towards the fifteen standard Draws and £25,740.13 towards the Christmas Charity Bumper Draw. In accordance with a policy adopted by the Committee in conjunction with the Jersey Gambling Control Committee, the remaining £69,967.21 from the forfeited prize money will be rolled over as Guernsey's contribution to a contingency fund for use during 2003 or later.

**F: DONATION TO THE ASSOCIATION OF GUERNSEY CHARITIES**

Following a three year trial period, during which time the proceeds of one designated Draw each year were donated to the Association of Guernsey Charities for distribution to local charitable causes, the States, on 29 March 1989, resolved that the proceeds from one Draw each year would continue to be donated to the Association for the foreseeable future. Since that time, the Committee has designated the Christmas Bumper Draw as the annual Charity Draw.

In 2002, the Draw succeeded in raising the sum of £72,512.28.

The Committee has since agreed to an initial distribution of a sum of £68,114.88, as recommended by the Association of Guernsey Charities. The remaining sum will be distributed later this year and included in the Committee's report for 2003.

The agreed distribution to date is as follows: -

<u>Charity</u>	<u>Purpose</u>	<u>Allocation</u>
Guernsey Citizens Advice Bureau	Training Courses & Printing Costs	£4,000.00
GADAC	Kitchen Equipment	£1,500.00
Guernsey Welfare Service	Vouchers, Play Schemes & Holidays	£6,000.00
Guernsey Cheshire Home	Energy & Heating Costs	£10,000.00
MENFUN	Holidays for People With Learning Disability	£1,000.00
Guernsey Sports Association for the Disabled	Annual Trip to Bath & West Show Disable Games	£2,000.00
Sarnia Housing Association	Repairs & Upgrading of Property	£7,500.00
Guernsey Jumbulance Holidays	Air Fares UK/Lourdes Return	£2,000.00
Guernsey Sea Cadets Corps	4 Canoes & Safety Equipment	£848.00
Guernsey Infertility Support Group	Infertility Treatment	£500.00
Boys Brigade 2 <sup>nd</sup> Company	Gymnastic Safety Mattresses	£666.88
Guernsey Sailing Trust	Lifejackets & Buoyancy Aids	£1,000.00
Maison St Pierre	Contribution to Salaries of Project Worker & Warden	£10,000.00
Western Parishes Youth & Community Centre	Contribution Towards New Extension	£8,000.00
Les Bourgs Hospice Charitable Trust	Towards Running Costs	£10,000.00
Guernsey Child Contact Centre	Estimated Annual Rent	£1,000.00
Guernsey Bereavement Centre	Training Costs & Photocopier	<u>£2,100.00</u>
		<u>£68,114.88</u>



**G: ACCOUNTS**

The accounts for the Channel Islands Lottery (Guernsey) Fund for 2002, which have yet to be audited, are attached. The accounts reveal that:

- i) The promotion of the Lottery in the Bailiwick of Guernsey produced a surplus of £152,405, (taking into account support from forfeited prizes amounting to £45,656), which was shared within the Bailiwick in proportion to the number of tickets sold in each Island as follows: -

Chief Pleas of Sark	£902
States of Alderney	£1,706
States of Guernsey	£149,797

- ii) During the course of the year, £80,000 was transferred from the Fund to the Beau Sejour Centre Account and a further £72,512 was donated to the Association of Guernsey Charities.

Yours faithfully

D. P. LE CHEMINANT

President,  
Gambling Control Committee.

**CHANNEL ISLANDS LOTTERY (GUERNSEY) FUND****FORFEITED PRIZES ACCOUNT**

	2002 £	2001 £
Balance at 1 January	44,182	21,420
Share of forfeited prizes	71,441	71,397
Transfer to Operating Account	(45,656)	(48,635)
Balance at 31 December	£69,967	£44,182

**OPERATING ACCOUNT**

Forfeited prizes	45,656	48,635
Sale of tickets	946,700	1,078,400
	992,356	1,127,035
Agents' commission	(119,805)	(139,338)
Contribution to prize fund including forfeited prizes	(598,578)	(680,836)
Printing and stationery	(64,854)	(64,158)
Promotion	(16,406)	(19,308)
Salaries	(22,538)	(22,474)
States of Jersey administration charges	(14,200)	(16,176)
Superannuation	(761)	(735)
Other expenses	(2,809)	(3,300)
Surplus	152,405	180,710
Chief Pleas of Sark - share of surplus	(902)	(1,039)
States of Alderney - share of surplus	(1,706)	(2,329)
States of Guernsey - share of surplus transferred to Appropriation Account	(149,797)	(177,342)
	£ -	£ -

**APPROPRIATION ACCOUNT**

Balance at 1 January	12,030	12,141
Share of surplus transferred from Operating Account	149,797	177,342
	161,827	189,483
Donation to Association of Guernsey Charities (Vote 29.3.89)	(72,512)	(77,453)
Transfers to Beau Sejour Centre Account	(80,000)	(100,000)
Balance at 31 December	£9,315	£12,030

## Notes :

- a ) The balance on the Appropriation Account is payable ultimately to the Beau Sejour Centre under States Resolutions I of 27 September 1972 and XXII of 26 February 1998.
- b ) In accordance with the States Resolution of 23 February 1995 (Billet D'Etat V, February 1995), with effect from 2000 any forfeited prize money from expired Draws which remains unused in the current year will be retained for use as a contingency to support the prize funds in future Draws.

D.M. Clark  
States Treasurer

IN THE STATES OF THE ISLAND OF GUERNSEY  
ON THE 28TH DAY OF MAY, 2003

The States resolved as follows concerning  
Billet d'Etat No. X dated 8th May, 2003

**PROJET DE LOI**

entitled

**THE PUBLIC HIGHWAYS (CO-ORDINATION OF TEMPORARY ROAD  
CLOSURES ETC.) (GUERNSEY) LAW, 2003**

- I. To approve, subject to the following amendment, the Projet de Loi entitled "The Public Highways (Co-ordination of Temporary Road Closures etc.) (Guernsey) Law, 2003, and to authorise the Bailiff to present a most humble Petition to Her Majesty in Council praying for Her Royal Sanction thereto.

**AMENDMENT**

After clause 3(4) of the Projet insert the following subclause -

- "(5) An Order under this section shall be laid before a meeting of the States as soon as possible after being made; and if at that or the next meeting the States resolve that the Order be annulled, then it shall cease to have effect, but without prejudice to anything done under it or to the making of a new Order".

**THE WATER BYELAWS (GUERNSEY) ORDINANCE, 2003**

- II. To approve the draft Ordinance entitled "The Water Byelaws (Guernsey) Ordinance, 2003", and to direct that the same shall have effect as an Ordinance of the States.

**STATES BOARD OF ADMINISTRATION**

**FORMER CHURCH OF ST. BARNABAS: ESSENTIAL REFURBISHMENT AND  
PROVISION OF ISLAND ARCHIVES CENTRE**

- III. After consideration of the Report dated the 22nd April, 2003, of the Stats Board of Administration:-
1. (a) To approve the renovation of the former church of St. Barnabas by the States Board of Administration at a total cost not exceeding £1,500,000;
  - (b) to authorise the States Advisory and Finance Committee to approve the acceptance of all tenders/professional appointments in connection with that

project and to approve a capital vote, not exceeding £1,500,000, such sum to be charged to the capital allocation of the States Board of Administration;

- (c) to authorise the States Advisory and Finance Committee to transfer an appropriate sum from the Capital Reserve to the capital allocation of the States Board of Administration.
- 2. (a) To approve the conversion of the former church of St. Barnabas by the States Heritage Committee for use as an Island Archives Centre, at a total cost not exceeding £1,350,000;
  - (b) to authorise the States Advisory and Finance Committee to approve the acceptance of all tenders/professional appointments in connection with that project and to approve a capital vote, not exceeding £1,350,000, such sum to be charged to the capital allocation of the States Heritage Committee;
  - (c) to authorise the States Advisory and Finance Committee to transfer an appropriate sum from the Capital Reserve to the capital allocation of the States Heritage Committee.
- 3. To approve in principle the property strategy with regard to the shared future use of the slaughterhouse complex at Castle Emplacement by the States Heritage Committee (Asterix Museum) and States Tourist Board (Victor Hugo Centre), and the provision of an alternative slaughterhouse facility (States Agriculture and Countryside Board) at another location.
  - 4. To direct the States Heritage Committee, States Tourist Board, and States Agriculture and Countryside Board to consult with the States Board of Administration and the States Advisory and Finance Committee regarding their proposals in respect of the shared future use of the slaughterhouse complex and an alternative slaughterhouse facility, and for those Committees to report back to the States as appropriate.

## **STATES BOARD OF HEALTH**

### **RADIOLOGY DEPARTMENT – COMPUTERISED RADIOLOGY SYSTEM**

- IV. After consideration of the Report dated the 11th April, 2003, of the States Board of Health:-
  - 1. To authorise the States Board of Health to convert its existing Radiology service to a fully digital, filmless service at a total cost, as set out in that Report, not exceeding £1,297,000.
  - 2. To authorise the States Board of Health to accept the tender in the sum of £904,000 submitted by GE Medical Systems for the supply of the complete system.
  - 3. To vote the States Board of Health a credit of £1,297,000 to cover the cost of the above works, which sum shall be taken from that Board's capital allocation.

## **STATES BOARD OF INDUSTRY**

### **RAYMOND FALLA HOUSE, LONGUE RUE, ST MARTIN'S – EXTENSIONS AND ALTERNATIONS TO THE MAIN OFFICE BUILDING**

- V. After consideration of the Report dated the 17th April, 2003, of the States Board of Industry:-
1. To authorise the work required to make alterations and refurbishments to Raymond Falla House as set out in that Report at a total cost not exceeding £476,000.00.
  2. To authorise the States Board of Industry to accept the tender submitted by Peter Price (Builders) in the sum of £399,802.55 as the project main contractor.
  3. To authorise the States Board of Industry to accept the tender submitted by NE Electrics for electrical services installations in the sum of £18,827.20.
  4. To authorise the States Board of Industry to accept the tender submitted by Building and Technical Services Ltd for mechanical services installation in the sum of £70,904.00
  5. To authorise the States Board of Industry to accept the tenders submitted by Channel Island Ceramics Ltd for the provision of laboratory benching and storage and its installation in the sum of £28,646.26
  6. To authorise the States Board of Industry to accept the tender submitted by Forbes CI Ltd for data cabling installations in the sum of £12,873.04
  7. To authorise the States Board of Industry to accept the tender submitted by Securicor Ltd for security and fire alarm installations in the sum of £7,366.68.
  8. To vote the States Board of Industry a credit of £476,000.00 to cover the cost of the above works, provisions and contingencies as set out in that Report, which sum to be taken from the capital allocations of the Committees at Raymond Falla House.

## **STATES AGRICULTURE AND COUNTRYSIDE BOARD**

### **IDENTIFICATION OF ANIMALS**

- VI. After consideration of the Report dated the 21st March, 2003, of the States Agriculture and Countryside Board:-
1. To agree that the Animal Health Ordinance, 1996, shall be amended in accordance with the principles set out in that Report and the detailed proposals set out in Appendix 1.

2. To direct the preparation of such legislation as may be necessary to give effect to their above decision.

### **STATES GAMBLING CONTROL COMMITTEE**

#### **FIRST ANNUAL REPORT OF THE GUERNSEY GAMBLING CONTROL COMMISSION**

- VIII. After consideration of the Report dated the 5th March, 2003, of the States Gambling Control Committee:-

To note the First Annual Report of the Guernsey Gambling Control Commission.

### **STATES PROCEDURES AND CONSTITUTION COMMITTEE**

#### **PROMOTION OF ELECTORAL REGISTER**

- IX. After consideration of the Report dated the 11th April, 2003, of the States Procedures and Constitution Committee:-

To note the States Procedures and Constitution Committee's proposals for increasing the percentage of eligible persons whose names are inscribed on the electoral roll prior to the 2004 General Election as set out in that Report.

IN THE STATES OF THE ISLAND OF GUERNSEY  
ON THE 29TH DAY OF MAY, 2003

The States resolved as follows concerning  
Billet d'Etat No. X dated 8th May, 2003

(Meeting adjourned from 28th May, 2003)

**STATES WATER BOARD**

**REVISION TO WATER CHARGES**

VII. After consideration of the Report dated the 27th March, 2003, of the States Water Board:-

At the instance of the President of the States Water Board, TO GRANT LEAVE TO WITHDRAW the Article, the Proposition to which had been amended to read as follows:-

- 1. To approve an increase in water charges of 30% in real terms phased over 3 years at 10% per annum commencing in January 2004.*
- 2. In addition, with effect from January 2005, to authorise the States Water Board to increase water charges by an aggregate maximum of 15% in real terms without reference to the States but with any rise beyond that level being subject to States approval.*
- 3. To direct the preparation of such legislation as may be necessary to give effect to their above decisions.*

**STATES PROCEDURES AND CONSTITUTION COMMITTEE**

**MINOR AMENDMENTS TO THE RULES OF PROCEDURE OF THE STATES OF  
DELIBERATION**

X. After consideration of the Report dated the 11th April, 2003, of the States Procedures and Constitution Committee:-

That the Rules of Procedure of The States of Deliberation approved by the States on the 24th April, 2002, shall be amended with immediate effect as follows:

1. (i) In Rule 2(2)(b) for the figures "14.00" substitute "14.30";
- (ii) In Rule 2(2)(c) for the figures "17.00" substitute "17.30";

- (iii) In the proviso to Rule 2 for the figures "18.00" substitute "18.30"
2. In Rule 12(4) delete the full stop at the end of the Rule and add ",and no vote thereon shall be taken";
  3. In Rule 12(6)(a) after the word "debated" add "and no vote be taken thereon";
  4. At the end of Rule 16(1) add "A signed copy of the requête shall be sent by the said Members to the President of the States at least 35 days before the meeting concerned.";
  5. In Rule 18(1) the words "by appel nominal" are repealed.

## **REQUÊTE**

### **LA SOCIÉTÉ GUERNESIAISE**

- XI. After consideration of the Requête dated the 29th January, 2003, signed by Deputy R. L. Collenette and seven other Members of the States:-
1. That "La Société Guernesiaise" shall be incorporated as set out in paragraphs 1 to 13 inclusive contained in the prayer of that Requête.
  2. To direct the preparation of such legislation as may be necessary to give effect to their above decision.

### ***STATUTORY INSTRUMENT LAID BEFORE THE STATES***

#### **THE RIGHT TO WORK (LIMITATION AND PROOF) (TENT DWELLERS' DECLARATIONS) REGULATIONS, 2003**

TO POSTPONE consideration of this Statutory Instrument until the meeting of the States to be held on 25th June, 2003.

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