# Corporate Services Scrutiny Panel

## Records of Meetings

## 2026

The following records of meetings have been approved by the Panel.

Signed

......................................

Chair
Deputy Lyndsay Feltham

# Corporate Services Scrutiny Panel

## Record of Meeting

Date: 21st July 2026

| | |
|---|---|
| Present | Deputy Lyndsay Feltham, Chair<br>Deputy Lee Carpenter, Vice Chair<br>Deputy Hilary Jeune<br>Deputy Chris Leck<br>Deputy Chris Rebindaine |
| In attendance | Monique Magalhaes, Committee and Panel Officer<br>Amelia Cushion, Research and Project Officer<br>Gwyn Garfield-Bennett, Communications Officer |

| Agenda matter | Action |
|---|---|
| **1. Procedural and Administrative Matters**<br><br>The Chair welcomed the Panel to its inaugural meeting following its constitution on 14th July 2026.<br><br>Following requests for nominations to the role of Panel Vice Chair as required under Standing Orders (SO) [S.O. 135(5)], Deputy Lee Carpenter was appointed Vice Chair of the Panel.<br><br>The Panel noted the proposed timetable for its 2026 regular meetings, agreed that they would be held on Tuesday mornings between 9:30 -11:30am and requested Officers to circulate the Microsoft Outlook calendar invitations for the remainder of the year.<br><br>The Panel also noted and agreed the proposed timetable for its 2026 quarterly hearings and requested Officers to make the necessary arrangements with the Chief Minister and Minister for Treasury and Resources accordingly.<br><br>The Panel noted and discussed how its working practices aligned to the Codes of Practice (CoP) for Scrutiny Proceedings, CoP for Engagement between Scrutiny and the Executive and SO and agreed the administration of its work in accordance with those.<br><br>In particular, the Panel noted and agreed the requirement under SO [SO.138(6)] whereby evidence should be taken in public. The Panel also noted the arrangements for briefing oral witnesses and the approach for managing written evidence under the CoP for Scrutiny Proceedings [CoP, para 73] to ensure open access to information, that data protection legislation was adhered to [CoP, para 74] and noted the arrangements for publication of submissions on the States Assembly website [CoP, para 75].<br><br>The Panel also noted and discussed the appropriate handling of individual matters and agreed that it would not consider individual matters as areas for review in line with the relevant CoP for Scrutiny Proceedings [CoP, para 47]. | **MM** |

| | |
|---|---|
| **2. Declarations and Conflicts of Interest**<br><br>The Panel noted the declarations and conflicts of interest section of the CoP for Scrutiny Proceedings (CoP, para 49). No declarations were made by Members in respect of the agenda items being discussed that day. However, it was agreed that a standing agenda item for declaring interests be included on all Panel meeting agendas moving forward. It was also noted that future opportunities to declare potential declarations and conflicts of interest would be possible, particularly when scoping and undertaking Scrutiny reviews.<br><br>Deputy Hilary Jeune declared that she was a Member of Mind the Gap. | **MM** |
| **3. Working Practices**<br><br>The Panel noted the working practices for Scrutiny Panels in accordance with the CoP for Scrutiny Proceedings and Engagement with the Executive as well as the role of the Committee and Panel Officer.<br><br>The Panel agreed that the default would be for all its scheduled Panel meetings, any public meetings (public hearings) and private meetings (briefings) to be held in person. However, the Panel noted the option for hybrid meetings with the ability to join virtually via Microsoft Teams if required.<br><br>The Panel noted and agreed that the default would be for its meetings and briefings to be transcribed via Microsoft Teams and that the transcription would be available to the Panel and Officers in accordance with the States Greffe's data retention policy. It was noted that the transcription would be used to inform records of meetings and file notes.<br><br>The Panel agreed that the dedicated Microsoft Teams channels would be used to administer the work of the Panel including to share Panel correspondence and documentation so that all information relevant to the Panel's work would be confined to a single place. The Panel noted that certain documentation would also be shared in confidence in that way (including Ministerial Decisions and Council of Ministers Papers) and in such circumstances confidential information should not be shared outside of the Panel.<br><br>The Panel agreed that the default would be for documentation to not be printed unless specifically requested.<br><br>The Panel agreed the process for approving correspondence, question plans for hearings and reports (including Comment Papers and Scrutiny Reports), which would be approved virtually via Microsoft Teams or in person at a meeting of the Panel. It was agreed that any correspondence would be shared via Microsoft Teams for Panel review and approval by a specified time period provided. It was agreed that once the deadline to receive comments from Members was reached, the default would be for the Chair's approval to be taken as final. In circumstances where urgent correspondence was required, it was agreed that the default would be for the Chair to review and provide final approval of the correspondence.<br><br>It was noted that ordinarily Scrutiny Panels would hold public hearings for evidence gathering sessions about the work programmes of their respective Ministers and Assistant Ministers on a quarterly basis, which would be webcast live and transcribed. Additionally, it was noted that topic-based standalone hearings and review hearings were also scheduled as appropriate to support a line of enquiry and review. It was noted that members of the public could attend in the room and view proceedings online. | **MM**<br><br>**MM** |

| | |
|---|---|
| In respect of drafting a question plan for a public hearing, the Panel noted the importance of taking ownership of its question plan, being involved through providing requests for question areas, specific questions and to discuss changes to the drafted questions. It was noted that Officers would draft a question plan based on the areas agreed by the Panel at a scheduled Panel meeting. It was agreed that a draft question plan would be circulated for comment and approval virtually via Microsoft Teams or discussed at a scheduled Panel meeting (depending on the Panel's meeting schedule and timings) to provide sufficient time for the Panel to review, amend and approve the question plan ahead of any hearing. It was agreed that the Panel would meet ahead of any hearing to undertake the necessary preparations including to allocate questions to Members and discuss the finalised question plan. It was further noted that question areas would be shared with the Ministerial Office five working days prior to the hearing taking place in accordance with the CoP for Engagement with the Executive.<br><br>The Panel discussed the workings of a public hearing and noted the role of the Chair and Members. The Panel noted the requirement to be impartial and to approach hearings in a manner by which the Panel's goals could be achieved. The Panel discussed the practicalities of a hearing and agreed that it would be important for discussions to be held between the Ministers and Panel whenever possible and to maintain that level of engagement during hearings. As such, the Panel agreed to liaise with Ministers to request that the default position for hearings should be for Ministers to attend at the table and that Officers, who were welcome to attend in a supporting capacity, be limited and attended at the table when invited to do so. | **MM**<br><br>**MM** |
| **4. Scrutiny Member Training**<br><br>The Panel noted that the Scrutiny Liaison Committee (SLC) was considering wider training opportunities and that details would be provided to the Panel in due course. The Panel also noted and discussed a skills audit being developed by the SLC, which would be shared with Panels for Members' self-assessment of skills gaps in order that targeted training could be arranged for Members as required.<br><br>The Panel noted and discussed training opportunities which could include in-house training to be delivered by Panel Officers such as support for Microsoft Teams.<br><br>The Panel noted and discussed the opportunity to visit the House of Commons in Westminster.<br><br>Questioning training was requested, which would be beneficial for developing question plans and holding hearings with Ministers. No other immediate training requests were identified by Members at the time of the meeting.<br><br>It was noted that suggestions for training could be raised at future meetings as the Panel became more accustomed to its working practices. | **AC**<br><br>**MM** |
| **5. Work Programme**<br><br>The Panel noted the legacy report [S.R.8/2026] of the former Panel and discussed the suggestions for future Scrutiny work to inform its upcoming work programme. In the first instance, the Panel agreed to raise various legacy areas with Ministers at its quarterly hearings in September 2026 and to arrange briefings in relation to any ongoing matters. The Panel agreed the following immediate priorities:<br><br>• Government's first 100 days and cost of living actions | **MM** |

| | |
|---|---|
| • Proposed Common Strategic Policy<br>• Proposed Budget 2027-2030<br>• Organisational structure of Government<br>• Recruitment and succession planning for the role of the Chief Executive Officer (CEO)<br>• Arm's length organisations<br>• Procurement<br>• Multinational Income Tax and Pillar Two<br><br>The Panel discussed the Minsters' legacy work programmes and the legislation pipeline and noted that no updates on Ministerial priorities had been provided by the Chief Minister or Minister for Treasury and Resources at recent Officer meetings. The Panel agreed to request details from the Chief Minister and Minister for Treasury and Resources in relation to their immediate Ministerial priorities and Legislative Programmes. The Panel also requested that Officers request the lodging timetable for the proposed Common Strategic Policy and proposed Budget 2027-2030, noting that those would be immediate priorities for the Panel to consider. The Panel also requested that an update be sought on the recruitment and succession planning for the role of the CEO.<br><br>The Panel agreed the initial briefings it required to inform its immediate work programme and requested Officers to make the necessary arrangements for those to be received.<br><br>Accordingly, it was requested that Officers draft formal correspondence to the Chief Minister and Minister for Treasury and Resources to address the matters agreed. | **MM**<br><br>**MM** |
| **6. Site Visits and Meetings**<br><br>The Panel requested that Officers arrange a tour by the CEO, if possible, of the Union Street Government Headquarters to inform the Panel's understanding of the organisational structure of Government.<br><br>The Panel discussed meeting with the Children's Commissioner for Jersey and agreed for a meeting to be scheduled once the Panel's work programme was established.<br><br>The Panel also agreed to request a meeting with the Comptroller and Auditor General and requested that Officers make the necessary arrangements. | **MM** |
| **7. Next Meeting**<br><br>The Panel noted that its next meeting was scheduled for Tuesday 11th August 2026 at 9:30am in the Blampied Room of the States Building. | |