



3 September 2020

Request

Item 6 (20/013) in the minutes of the meeting of the St Helier Shadow Conseil Municipal held on 12th February 2020 notes the unanimous adoption of the Public Engagement Committee's 2020 Portfolio Plan. Amongst the plan's highlights are as follows:

"3) Increasing participation in Parish Assemblies:

a) Investigate electronic voting for Parish Assemblies".

With reference to the abovementioned, please supply the following by e-mail:

- 1) Copies of the minutes of the meetings of the Public Engagement Committee from the start of 2020 to the date when this request is answered;
- 2) Copies of any briefing papers, reports or other documentation either prepared specially for the Public Engagement Committee, or any external evidence which the Committee considered during its investigation into the abovementioned matters (i.e. *"increasing participation in Parish Assemblies/ Investigate electronic voting for Parish Assemblies"*);
- 3) A copy of the half-yearly update report from the chairperson of the Public Engagement Committee which was presented to the Shadow Conseil Municipal at its meeting on 27th July 2020.

Response

1. Please find attached copies of the minutes of the Public Engagement Portfolio Committee for 2020:
 - a. 3rd February,
 - b. 2nd March and
 - c. 3rd August 2020
2. This information is not held.
There are no briefing papers, reports or other documentation prepared for the Public Engagement Committee or any external evidence which the Committee has considered. Any meetings as mentioned in the minutes have not taken place as a result of Covid19.
3. This information is exempt under Article 36 – information intended for future publication.

FOI exemption applied:

Article 36 - Information intended for future publication

- (1) Information is qualified exempt information if, at the time when the request for the information is made, the information is being held by a public authority with a view to its being published within 12 weeks of the date of the request.
- (2) A scheduled public authority that refuses an application for information on this ground must make reasonable efforts to inform the applicant –

- (a) of the date when the information will be published;
 - (b) of the manner in which it will be published; and
 - (c) by whom it will be published.
- (3) In this Article, “published” means published –
- (a) by a public authority; or
 - (b) by any other person.

Justification for exemption

The half-yearly update report from the Public Engagement Committee will appear in the minutes of the Shadow Conseil Municipal meeting from the 27th July 2020 and will be placed on the Parish website in due course. They are not placed on the website until the draft minutes are approved at the next Conseil meeting which is scheduled to take place on Monday 14th September at 6pm.





**PARISH OF ST HELIER
SHADOW CONSEIL MUNICIPAL
PUBLIC ENGAGEMENT PORTFOLIO COMMITTEE**



Minutes	
Minutes of a meeting held at 6pm on Monday 3rd February 2020	
	<p><u>Members Present</u> Lyndsay Feltham (LF) Simon Crowcroft (SC) from approx. 6.20pm Peter Pearce (PP) Mike Keirle (MK)</p> <p><u>In attendance</u> Jason Turner (JT)</p>
1	Apologies: Alison Sweeney (AS)
2	Matters Arising from last Meeting
	First meeting of the Portfolio Committee
3	Governance
3a	Selection of Chair
	PP nominated LF as Chair, seconded by MK. LF selected as Chair unanimously.
3b	Standing Orders
	The Committee adopted the Shadow Conseil Municipal's (SCM) Standing Orders as applying to the Committee unanimously.
3c	Quorum
	The Committee agreed 3 members as the quorum for the Committee.
3d	Meeting Schedule
	The Committee agreed to set its meeting schedule as 6pm-7pm on the first Monday of each month. Action: AS to send out meeting requests for the remainder of 2020
4	Portfolio

4a	Portfolio Brief	
	<p>The Committee discussed how best to clarify the brief for this portfolio and unanimously concluded that the following narrative appropriately captured their view of the brief.</p> <p><i>"Enqaing with parishioners, businesses and those visiting St Helier; understanding their views, and communicating information about Parish services and activities. Increasing participation in Parish life, promoting the work of the Parish, Parish activities and services, civic and electoral enqaement."</i></p> <p>Action: JT to include this narrative in the draft portfolio Plan</p>	JT
4b	Portfolio Plan	
	<p>JT reminded the Committee of the SCM Standing Orders in respect of the key components of a Portfolio Plan. The Committee discussed potential activities that they could consider and unanimously concluded the following as their prioritised objectives for 2020:</p> <ol style="list-style-type: none"> 1) Education about the services and activities undertaken by the Parish: <ol style="list-style-type: none"> a) Publicising what is delivered with rates funding (LF) 30/6/20 b) Utilising new Town Crier format and frequency (Committee) 2) Promotion of St Helier to visitors and residents, specifically producing a leaflet (initially with a Liberation focus) to be made available from the Town hall (SC/MK) 31/3/20 3) Increasing participation in Parish Assemblies: <ol style="list-style-type: none"> a) Investigate electronic voting for Parish Assemblies (Digital Jersey to be invited to meet with Committee) (Committee) 31/07/20 b) Develop a plan to increase number of mandataires registered and participating in Parish Assemblies (PP) 30/04/20 4) Investigate opportunities to develop an on-line discussion forum for parish consultations. (Committee) 31/05/20 <p>The Committee asked the CEO to draft a portfolio plan reflecting the refined brief and these objectives.</p> <p>Action: JT to invite Tony Moretta to meet with the Committee to discuss objectives 3a and 4.</p> <p>Action: JT to draft the Portfolio Plan</p> <p>Action: LF to meet with Neil Macdonald, Director of Resources to complete the resourcing section of the plan.</p> <p>Action: LF to present the Portfolio Plan to the SCM in February. AS to include on SCM agenda.</p>	<p>JT</p> <p>JT</p> <p>LF</p> <p>LF</p> <p>AS</p>
5	Date of Next Meeting	
	6pm, Monday 2 nd March 2020, Town Hall	



**PARISH OF ST HELIER
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PUBLIC ENGAGEMENT PORTFOLIO COMMITTEE**



Minutes	
Minutes of a meeting held at 6pm on Monday 2nd March 2020	
	<p><u>Members Present</u> Lyndsay Feltham (LF) Simon Crowcroft (SC) from approx. 6.20pm Peter Pearce (PP) Mike Keirle (MK)</p> <p><u>In attendance</u> Alison Sweeney (AS)</p>
1	Apologies: Jason Turner (JT)
2	Approve the Minutes of the last Meeting
	The Minutes were approved unanimously
3	Matters Arising
	It was noted, that the Public Engagement Portfolio Committee Plan was approved at the last meeting of the Shadow Conseil Municipal on 12 th February 2020
4	Portfolio Plan – for each deliverable and progress made
4a	Publicising what is delivered through rates funding
	<p>Lyndsay is to discuss with NM the content available from last year's Rates Presentation, preferably depicted in pie charts and bring it back to the next meeting. It was decided that the information should be published in the Summer edition of the Town Crier, which is published on 1st June, also on the Parish website and by social media. All publications should state they are an initiative of the Shadow Conseil Municipal</p> <p>Action: SC to arrange a page in the summer Town Crier</p> <p>Action: Lyndsay to discuss with NM the content available</p>
	SC
	LF
4b	Utilise a new Town Crier format and frequency, to improve awareness and understanding of Parish matters.
	The Parish is in talks with a number of suppliers; it is thought that a monthly edition is necessary, as quarterly is too long. Comment was made that the public like to receive a hard copy of a magazine rather than an online edition.

	Action: This is dependent on the outcome of SC's discussions with suppliers, this week.	SC
4c	Promotion of St Helier to visitors and residents specifically producing a leaflet initially with a Liberation Focus to be made available from Town Hall	
	<p>SC & MK have met to agree the format of the flyer. The Bailiff's Office has offered assistance with the design aspect. Discussion took place, in relation to the price of the leaflet, and how it would require a distribution plan.</p> <p>Action: SC to get someone to collate the material.</p> <p>Action: SC & MK to meet again and bring a draft back to the Committee in two weeks' time</p> <p>Action: SC to ask the Town Centre Manager to draw up a list of distribution points.</p>	<p>SC</p> <p>SC/MK</p> <p>SC</p>
4d	Investigate electronic voting for Parish Assemblies	
	Action: JT to meet with Tony Moretta this week (feedback to follow)	JT
4e	Develop a plan to increase the number of Mandataires registered and participating in Parish Assemblies	
	<p>Suggestion was made that a letter and a Mandataires application form go out with the Rates Assessment. AS had a quote for approx. £1000, this would require approval of NM and for a letter to be ready by 6th March.</p> <p>Action: AS to agree costs with NM</p> <p>Action: SC & AS to work on compiling a letter</p>	<p>AS</p> <p>AS/SC</p>
4f	Investigate opportunities to develop an online discussion forum for Parish consultations	
	JT to meet with Tony Moretta this week (feedback to follow)	JT
5	Date of Next Meeting	
	6pm, Monday 6th April 2020, Town Hall	



**PARISH OF ST HELIER
SHADOW CONSEIL MUNICIPAL
PUBLIC ENGAGEMENT PORTFOLIO COMMITTEE**



Minutes		
Minutes of a meeting held at 6pm on Monday 3rd August 2020		
	<p><u>Members Present</u> Lyndsay Feltham (LF) Simon Crowcroft (SC) Peter Pearce (PP) Mike Keirle (MK)</p> <p><u>In attendance</u> Alison Sweeney (AS)</p>	
1	Apologies: Jason Turner (JT)	
2	Matters Arising from last Meeting	
	LF went through the half-year update which she gave at the Shadow Conseil Meeting on the 27 th July 2020	
3	Rates Presentation	
	<p>Neil Macdonald to be asked following the Rates Assembly to come up with some social media posts which can go on both Facebook and Twitter showing the details of some of the slides, particularly the one with the pie chart. These need to be forwarded to Annie asap.</p> <p>A copy of the Rates Assembly presentation is to be placed on the Parish website.</p> <p>Parish to put a report of the Rates Assembly including some of the slides from the presentation in the Town Crier for August, with some words from the Constable.</p>	NM/AB/SC
3	Town Crier	
	<p>Following comments from Shadow Municipal in relation to the poor paper quality of the Town Crier, it is thought the Parish need to put together an annual report in the form of a glossy magazine. The Constable was of the opinion that these would be delivered to by hand to all ratepayers and electors, the cost of hand delivery would go some way towards reducing the production costs. The publication would need to go out at the end of the Financial year, i.e. 1st week of May and it could include Liberation details. It was decided it should be out before the Rates Assembly. The report could contain a postal ballot form, on which parishioners or ratepayers could be</p>	EMT

	asked if they support online voting and if the support was overwhelming, it may go some way convincing the States to adopt it. The report could also have in it the dates of all Parish Meetings.	
4	Promotion of St Helier to visitors leaflet	
	There was discussion around the production of a quarterly St Helier leaflet; it was felt the Parish is not selling itself to its full potential. This leaflet would highlight restaurants/pubs in the town, and detail what's going on, including walks and events in the Parish. It should be aimed at families looking for something to do. The Dean and Constable were going to meet and come up with ideas. The Constable said he would pass the task on to the Town Centre Manager to move it forward.	SC/MK/VT
5	Electronic voting	
	LF said she had been in conversation with Lisa Heart from the States regarding electronic voting. It was agreed a meeting would be set up, at which AS would also attend. LF to forward to AS details of the meeting	LF/AS
6	Develop a plan to increase the number of Mandataires	
	PP said he had not checked the numbers lately, but would report back at the next meeting	PP
7	Date of Next Meeting	
	6pm, Monday 7th September 2020, Town Hall	