



**MICHAELMAS MEETING of the CHIEF PLEAS
to be held on 1st OCTOBER 2025 at 5.00pm in the ASSEMBLY ROOM**

AGENDA

1. MATTERS ARISING from the Midsummer Meeting held on 2nd July 2025.
2. QUESTIONS Not Related to the Business of the Day
3. To CONSIDER a Report with Proposition from the POLICY and FINANCE COMMITTEE entitled **“Amendment to the Real Property (Transfer Tax, Charging and Related Provisions) (Sark) Law, 2007”**
4. To CONSIDER a Report with Proposition from the POLICY and FINANCE COMMITTEE entitled **“Amendments to the Members of Chief Pleas Code of Conduct”**.
5. To CONSIDER a Report with Propositions from the POLICY and FINANCE COMMITTEE entitled **“CPA Branch Constitution”**.
6. To CONSIDER a Report with Proposition from the POLICY and FINANCE COMMITTEE entitled **“Expenses Policy”**.
7. To CONSIDER a Report with Proposition from the POLICY and FINANCE COMMITTEE entitled **“Policy Development Group Revised Remit”**.
8. To CONSIDER a Report with Proposition from the EDUCATION COMMITTEE entitled **“Prescribed Fees for 2025/2026”**.
9. To CONSIDER an Information Report from the EDUCATION COMMITTEE entitled **“Sark School Annual Report”**.
10. COMMITTEE ELECTIONS: To Elect Conseillers to Committees, as required.
11. COMMITTEE and PANEL ELECTIONS: To Elect Non-Chief Pleas Members and Panel Members to Committees and Panels, as required.

P M Armorgie
Speaker of Chief Pleas

9th September 2025

NOTES:

Anyone wishing to see any of the Reports and Supporting Papers may do so at the Committee Offices, Monday to Friday, 9am to 2pm; copies may be obtained from the Committee Office. The Agenda, Reports and Supporting Papers may also be seen on the Sark Government Website at: www.sarkgov.co.uk

POLICY & FINANCE COMMITTEE

Report with Proposition to Michaelmas Chief Pleas, 1st October 2025

**AMENDMENTS TO THE REAL PROPERTY (TRANSFER TAX,
CHARGING AND RELATED PROVISIONS) (SARK) LAW,
2007**

The Policy & Finance Committee submit a proposed amendment to the Real Property (Transfer Tax, Charging and Related Provisions) (Sark) Law, 2007 for consideration by Chief Pleas. Subject to approval, the Committee will instruct the Law Officers of the Crown to draft the necessary legislative changes.

Property Transfer Tax reform

Currently, a uniform property transfer tax rate of 7.5% applies to all transactions. The Committee proposes introducing a differentiated rate structure with for open market properties the tax rate to remain at 7.5%, and for local market properties the tax rate to be reduced to 4%. This change is intended to support local buyers and sellers by making property transactions more accessible within the local market. Legislative amendments will be required, followed by an ordinance specifying the exact rates, to be presented to Chief Pleas.

Proposition 1 –

That Chief Pleas directs the Policy & Finance Committee to instruct the Law Officers of the Crown to amend the Real Property (Transfer Tax, Charging and Related Provisions) (Sark) Law, 2007 to enable differential tax rates for local and open market property transactions.

Conseiller John Guille
Chairman, Policy & Finance Committee

ITEM 04

POLICY & FINANCE COMMITTEE

Report with Proposition to Michaelmas Chief Pleas, 1st October 2025

AMENDMENTS TO THE MEMBERS OF CHIEF PLEAS CODE OF CONDUCT

At its Midsummer Meeting, Chief Pleas agreed amendments to the Reform Law to allow for the appointment of a Commissioner for Standards on a statutory basis. At the same meeting, Chief Pleas agreed also to a *Members of Chief Pleas Code of Conduct*.

Members subsequently sought clarity on the arrangements once the Commissioner had decided on an outcome.

The amendments themselves do not alter the underlying principles of the Code, rather provide arrangements in respect of how reports from the Commissioner are managed. Should there be a case to answer and the Commissioner having decided on an outcome - remedial action, a caution or a formal report with sanction - she sends a report to the Greffier who in turn forwards to the Policy & Finance Committee. The Policy & Finance Committee then either presents the report to Chief Pleas for information (in cases of remedial action or a caution), or refers it to the Speaker for inclusion in the meeting agenda for debate (in cases involving a formal report with sanction). If a statutory meeting is six or more weeks away, the Policy & Finance Committee will make a request for an Extraordinary Meeting.

The Policy & Finance Committee now brings these amendments to Chief Pleas for approval.

The Code of Conduct is accompanied by a Statement from the Commissioner, which mirrors the Code and is included in this report for information.

Appendices:

Appendix One: Members of Chief Pleas Code of Conduct

Appendix Two: Commissioner for Standards Statement

Proposition 1 –

That Chief Pleas adopts the Members of Chief Pleas Code of Conduct as attached.

Conseiller John Guille
Chairman, Policy & Finance Committee

Code of Conduct for Members of the Chief Pleas of Sark

PART I

Purpose and scope of the Code

1. The purpose of the Code of Conduct is to assist elected Members of the Chief Pleas of Sark [hereinafter referred to as “Members”] in the discharge of their obligations to Chief Pleas, their constituents and the public. All Members are required to comply with the provisions of this code in all aspects of their public life. Whilst it does not seek to regulate what Members do in their purely private and personal lives they must, however, be aware that some private and personal matters may impinge on their public roles. The Code upholds Members’ right to freedom of expression.
2. The obligations set out in this Code are in addition to those which apply to all Members by virtue of the ‘Chief Pleas of Sark Rules of Procedure’ and ‘The Constitution and Operation of Chief Pleas Committees’.
3. The conduct of Members during Meetings of the Chief Pleas of Sark is normally dealt with by the Speaker of Chief Pleas (known also as the Presiding Officer in this document) through application of the Rules of Procedure relating to maintaining order during proceedings. If, in the course of dealing with such a matter, the Speaker of Chief Pleas considers that the conduct requires further or fuller investigation, they may refer the matter to the Commissioner for Standards.

Public Duty

4. Members, before entering office, take an oath or affirm allegiance to be faithful and bear true allegiance to His Majesty The King, his heirs and successors, according to law.
5. The primary duty of Members is to act in the public interest and to represent the interests of those who they have been elected to serve conscientiously. In so doing Members have a duty on all occasions to act in accordance with their oaths, and in accordance with the public trust placed in them. The Code imposes ethical standards upon Members rather than service or performance standards.
6. Members have a duty to respect the rule of law and the administration of justice. In this context “law” includes such international law and treaty obligations as are for the time being applicable.

7. Elected members must give due priority to attendance at Meetings of the Chief Pleas of Sark and should be present in the chamber when the Chief Pleas of Sark are meeting except with reasonable excuse.

Principles of Conduct

8. Members shall observe the following general principles of conduct for holders of public office –

- | | |
|---------------------------|--|
| 1.1 Selflessness | Members must take decisions and act solely in terms of the public interest. |
| 1.2 Integrity | Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships. |
| 1.3 Objectivity | In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. |
| 1.4 Accountability | Members are accountable for their decisions and actions to the Chief Pleas of Sark and the public and must submit themselves to whatever scrutiny is appropriate to their office to ensure this. |
| 1.5 Openness | Members must act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing. |
| 1.6 Honesty | Members have a duty to be truthful. |
| 1.7 Leadership | Members must exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs. |

The Principles in Practice

Conflict between public and private interest

9. Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest. After leaving their official positions, they will not take improper advantage of their previous office.

Members' Conduct

10. Members shall at all times conduct themselves in a manner which will tend to maintain and strengthen the public's trust and confidence in the integrity of the Chief Pleas of Sark and

never undertake any action which would bring the Chief Pleas of Sark, or its Members generally, into disrepute.

11. Members shall at all times treat other Members, civil servants and members of the public with respect and courtesy and without malice, notwithstanding the disagreements on issues and policy which are a normal part of the political process. Members shall act in good conscience and exercise the privileges and discharge the duties of public office diligently and with civility, dignity, care and honour.
12. Members must not engage in unwanted behaviour, harassment, bullying or discrimination.

Relationship with the Civil Service

13. Members shall uphold the political impartiality of the Civil Service and shall not ask civil servants to act in a manner which would conflict with the Civil Service Code. Members should familiarize themselves with the contents of that Code. In reaching decisions they shall give fair consideration and due weight to informed and impartial advice from civil servants, as well as to other considerations and advice from other persons.

Possible inducements, including gifts and hospitality

14. The acceptance by a Member of a bribe, including any fee, compensation or reward, to influence his or her conduct as a Member, in connection with the promotion of, or opposition to, any matter submitted or intended to be submitted to the Chief Pleas of Sark, or any Committee of the Chief Pleas of Sark, and any trading in influence to secure undue advantage is contrary to law.
15. The acceptance of hospitality may be acceptable in appropriate circumstances as a means of effecting the Chief Pleas of Sark's business. However, Members shall not accept gifts, hospitality or services that might appear to place the recipient under any form of obligation to the giver. In receiving any gift or hospitality Members should consider subjectively whether they would be prepared to justify acceptance to the public.
16. Members must comply with the requirements of the Rules of Procedure of the Chief Pleas of Sark concerning declarations of interests in respect of gifts and hospitality. Any money or tangible gifts received by a Member which are required to be declared must not be retained but must be transferred or delivered into the ownership of the Chief Pleas of Sark.

Use of Chief Pleas of Sark facilities

17. To avoid misrepresentation of the Chief Pleas of Sark and to avoid the improper use of Chief Pleas of Sark's assets, Members must not use any goods, services or facilities provided for the functioning of government
 - (a) for private purposes; nor
 - (b) except where generally available in accordance with published arrangements to all Members.

Register and Declaration of Members' Interests

18. Members must fulfil conscientiously the requirements of the Rules of Procedure of the Chief Pleas of Sark in respect of the registration of interests in the Register of Members' Interests and must always draw attention to any relevant and material interest in any proceedings of the Chief Pleas of Sark, or its Committees.
19. A Member shall not knowingly or recklessly make a false statement in a Declaration of Unspent Convictions.
20. In any activities with, or on behalf of, any organisation with which a Member has a financial relationship, including activities which may not be a matter of public record such as informal meetings and functions, he or she must always bear in mind the need to be open and frank with the Speaker of Chief Pleas, Law Officers, Members and officials.

Payments from Third Parties

21. Members must not accept, from a third party, any payment or gift in respect of their participation in any proceedings of the Chief Pleas of Sark, or its Committees.

Confidential Information

22. Members must bear in mind that confidential information which they receive in the course of their duties may only be used in connection with those duties, and that such information must never be used for the purpose of financial gain or otherwise in their own personal interest or that of their families, friends, business associates or any voluntary or charitable organisation with which they are involved.
23. For the avoidance of doubt the 'confidential information' referred to in the previous section includes, but is not limited to, Committee minutes and other papers circulated to members thereof. The content of such minutes and other papers is not to be disclosed to any third party other than by resolution of the Committee concerned.
24. In addition, Members shall not disclose publicly, or to any third party, personal information about named individuals which they receive in the course of their duties, unless it is both lawful and clearly in the wider public interest to do so. Members must, at all times, have regard to all relevant data protection, human rights and other legislation when dealing with confidential information and must be aware of the consequences of breaching confidentiality.
25. For the avoidance of doubt, all correspondence, howsoever received, between a Committee and a Member of the Chief Pleas of Sark shall be treated as confidential unless expressed otherwise and shall not be disclosed to any third party, whether within the Chief Pleas of Sark or outside, in whole or in part, by any means, without the express consent of the author of that correspondence.
26. Members shall not disclose details in relation a Code of Conduct investigation except when authorised by law or by the investigatory authority. Information on complaints against Members for alleged breaches of the Code of Conduct is considered confidential information and should remain confidential from the point of submission until the complaint has been finally determined.

Members operating private office or administrative scheme

27. The obligations under section 24 not to disclose personal information publicly or to any third party, and under section 25 to treat correspondence as confidential and not to disclose correspondence to any third party, shall be treated as not having been breached or disregarded where the disclosure or treating takes place in accordance with arrangements approved for the operation and management of a private office or administrative scheme under section 28.
28. The senior Civil Servant may from time to time approve arrangements for the operation and management of any private office or administrative scheme that are proposed by any Member and are intended for the purpose of enabling that Member to deal with correspondence and information relating to the affairs or business of the Chief Pleas of Sark or any committee of the Chief Pleas of Sark.

30. Any person may complain to the Commissioner for Standards (the Commissioner) that an elected Member has breached the Code of Conduct relating to Part I matters.
31. Complaints, whether from Members or from members of the public, alleging that the conduct of a Member is in breach of the Code of Conduct set out in Part I must be addressed in writing to the Commissioner.
32. In the interests of natural justice, a complaint submitted to the Commissioner must remain confidential from the point of submission until the complaint has been determined, unless disclosure is authorised.
33. Whilst a complaint will normally be submitted by a third party, the Commissioner may initiate an investigation if they believe that a breach of the Code may have occurred. A Member can also request that their own behaviour is investigated by the Commissioner to establish if a breach of the Code has taken place.
34. Members must not make frivolous, vexatious or manifestly unfounded complaints to the Commissioner for Standards and where the Commissioner is of opinion that a complaint is frivolous, vexatious or manifestly unfounded, the Commissioner shall not initiate an investigation into the complaint.
35. Immediately upon receipt of a complaint, or notification that the Commissioner is initiating an investigation, the Commissioner shall notify the Member concerned that a complaint has been made and the nature of the complaint.
36. All Members are required to co-operate fully and promptly with the Commissioner during any consideration and/or investigation, even if the Member concerned considers that the alleged breach is unsubstantiated. Failure to co-operate in any investigation will, in itself, be regarded as a breach of the Code.
37. If the Commissioner, in the course of the investigation, has cause to believe that a criminal offence may have been committed, he or she shall immediately suspend the proceedings and forthwith refer the matter to the Police. The investigation shall not be resumed until either judicial proceedings have been concluded or the Police have certified to the Commissioner that they have no further interest in the matter.
38. The Commissioner may decide to agree **remedial action** with the Member. Remedial action may be agreed if the complaint, though justified, is minor and is acknowledged by the Member concerned. Remedial action involves “putting the record straight”, for instance by making an amendment to the Register of Interests. The Member will normally be expected to make a formal apology, either in writing or by means of a formal statement to the Chief Pleas of Sark. If the Commissioner and Member agree remedial action, the Commissioner will make a report of the matter and remedial action to the Greffier for forwarding to the Policy & Finance Committee, which will place the report *for information* before the Chief Pleas of Sark at its next statutory meeting, or if a statutory meeting is six or more weeks away will make a request for an extraordinary meeting to be called sooner. The Commissioner will inform the complainant of the action taken in response to the complaint.
39. Where the Commissioner finds that a complaint has been substantiated but is of the view that the breach of conduct was of a minor nature he or she will normally dispose of the matter by **cautioning** the Member concerned. A report of the Commissioner’s decision in such cases shall be sent to the Greffier for forwarding to the Policy & Finance Committee, which will place the report *for information* before the Chief Pleas of Sark at its next statutory meeting, or if a statutory meeting is six or more weeks away will make a request for an extraordinary meeting to be called sooner. The Commissioner will inform the complainant of the action taken in response to the complaint.
40. Where the Commissioner finds that a complaint has been substantiated and is of the opinion that the Member should be formally reprimanded, suspended, removed from a particular office or expelled, or, where a Member refuses to accept a caution in the circumstances set out in the previous section, he or she shall **report their findings** to the Greffier for forwarding to the Policy & Finance Committee which will submit the report - with the Commissioner's recommendations - to the Presiding Officer for inclusion in the next Chief Pleas of Sark's meeting agenda *for debate* at its next statutory meeting, or if a statutory meeting is six or more weeks away will make a request for an extraordinary meeting to be called sooner. Notwithstanding a Member’s refusal to accept a caution, the Chief Pleas of Sark may resolve that the Member be cautioned. The Commissioner will inform the complainant of the action taken in response to the complaint.

41. There is a right of appeal against a decision of the Commissioner for Standards in accordance with the provisions of The Reform (Sark) Law, 2008 and the mechanism established by the Commissioner for Standards thereunder.
42. For the avoidance of doubt, mediation between the complainant and the accused Member is not permitted in the processing of complaints made pursuant to this Code of Conduct.

Definitions

43. In this Code

- “Members of the Chief Pleas of Sark” and “Members” means the Seigneur and Speaker of Chief Pleas (and any deputies thereof), and Conseillers.
- “bullying” means offensive, intimidating, malicious or insulting behaviour; or an abuse or misuse of power in a way that intends to undermine, humiliate, criticise unfairly or injure someone, whether through persistent behaviour or a single grossly unacceptable act;
- “discrimination” includes behaviour that discriminates against any person on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political opinion and language preference;
- “harassment” means unwanted conduct which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual and includes sexual harassment;
- “unwanted behaviour” means behaviour which is not encouraged or reciprocated by the recipient, regardless of whether it was meant to cause offence, and whether it is repeated or an isolated incident.
- In interpreting and applying the definitions of "bullying", harassment", "discrimination" and "unwanted behaviour":
 1. the intention of the person complained about is irrelevant.
 2. the test is whether a reasonable and impartial person would consider the conduct would fall within one of the definitions having regard to the context of the behaviour complained about.
 3. the respective rights under the Human Rights (Bailiwick of Guernsey) Law, 2000 of both the person complained about and the person subject to the conduct in question must be respected.
- the disciplines and standards of behaviour prescribed are also applicable in the context of electronic communications.

Appendix 1

COMMISSIONER FOR STANDARDS

Commissioner for Standards	Dr Melissa McCullough
Address:	Commissioner for Standards c/o Committee Office La Chasse Murette Sark GY10 1SE
E-mail address:	commissioner@pi-cfs.org
Website address:	https://pi-cfs.org/

Commissioner for Standards Statement for Sark

1. The Commissioner for Standards (“the Commissioner”) investigates complaints of alleged breaches of the Code of Conduct for Members of the Chief Pleas of Sark (“the Code”). The Commissioner considers complaints made by third parties and can also initiate her own investigation if she believes that, at a relevant time, a breach of the Code may have occurred. An elected Member of the Chief Pleas of Sark (“Member”) can also request that their own behaviour is investigated by the Commissioner to establish whether there has been a breach of the Code.

Complaints

2. Whether the complainant is a member of the public or a Member of the Chief Pleas, they may wish to consider whether it might first be useful, if appropriate, to try to resolve their complaint informally.
3. Any complaint alleging that a Member of the Chief Pleas has breached the Code must be made in writing to the Commissioner via one of the following means:
 1. By email: commissioner@pi-cfs.org
 2. Online via the website: <https://pi-cfs.org/>
 3. By Post to:
Commissioner for Standards
c/o Committee Office
La Chasse Murette
Sark
GY10 1SE
4. In order for a complaint to be considered it should:
 - a. be made in writing;
 - b. state the name of the complainant;
 - c. state the email, telephone and postal address of the complainant (unless the complainant is a current Member);
 - d. name the person who is the subject of the complaint;
 - e. state the acts or omissions of the Member complained of which are alleged to have breached the Code;
 - f. state the relevant provision or provisions of the Code which each act or omission is alleged to have breached;
 - g. in relation to each act or omission complained of, be substantiated by sufficient evidence that there is a *prima facie* case that a breach of the Code has occurred and that the complaint is not frivolous or vexatious or otherwise an abuse of the complaints process; and
 - h. relate to alleged conduct which falls within the scope of the Code.

5. The Commissioner has the discretion to consider a complaint even where c, e, f or g in the above criteria haven't been met.

Preliminary Assessment

6. The Commissioner will conduct a preliminary assessment of all complaints. The Commissioner cannot consider complaints that fall outside the scope of the Code or complaints which she deems frivolous or vexatious. She will not consider complaints that substantially repeat allegations which have already been the subject of consideration (unless there is fresh evidence in their support).
7. The Commissioner will not consider anonymous complaints¹ or complaints where the complainant is not prepared to have their name and complaint disclosed to the Member complained about. The complainant's details will be included in all correspondence including any report submitted to the Policy & Finance Committee or Chief Pleas with the exception of complaints that relate to unacceptable behaviours (see 10 below).
8. Matters falling within the Commissioner's remit include:
 - a. failure to adhere to the requirements of the Code;
 - b. failure to register relevant interests;
 - c. failure to declare relevant interests in the course of parliamentary business including committee proceedings;
 - d. unacceptable behaviour including bullying, harassment, sexual harassment, intimidation and victimisation.
9. Matters not falling within the Commissioner's remit include:
 - a. policy matters or a members' political views or opinions;
 - b. service or performance standards or outcomes received (other than in exceptional circumstances);
 - c. a complaint from a person who is not a Member of Chief Pleas regarding words spoken by, or actions of, an elected Member during a meeting of the Chief Pleas;
 - d. a complaint about a former Member of Chief Pleas (unless in relation to sections 22, 23 and 24 (confidential information)).

¹ The Commissioner is statutorily barred from investigating anonymous complaints. Notwithstanding this exclusion, the Commissioner may consider anonymous complaints where they provide corroborating evidence for admissible complaints.

Complaints Relating to Unacceptable Behaviour

10. Unacceptable behaviour can be defined as *any form of unwanted, unreasonable and offensive conduct that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment*. Conduct shall be regarded as having this effect only if, having regard to all circumstances and in particular the complainant's perception, it should reasonably be considered as having that effect.
11. Complaints relating to bullying, harassment, sexual harassment, intimidation and victimisation are intended to address such behaviour or conduct whether it occurs in person or remotely, for example by email, phone, text or through social media. Such behaviour or conduct may occur in a single and isolated serious incident or in multiple incidents occurring over a period of time.
12. Members have a right to freedom of expression and this includes disagreements on issues and policy which are a normal part of the political process.
13. Due to the sensitive nature of complaints concerning unacceptable behaviour, the Commissioner will not normally disclose the complainant's name or details in the final report of any such investigation, unless the complainant has expressly agreed to such disclosure.
14. The Commissioner encourages anyone who believes they have experienced unacceptable behaviour to consider using an informal approach to resolve the matter in the first instance. However, this is not a prerequisite for submitting a formal complaint.

Discontinuation of a Complaint

15. The Commissioner may discontinue consideration of a complaint if at any time she is satisfied that:
 - a. the complaint is frivolous or vexatious or otherwise an abuse of the complaints process;
 - b. the complainant has, without reasonable excuse, failed to co-operate with the Commissioner;
 - c. the alleged conduct is not sufficiently serious to justify further consideration;
 - d. the complainant no longer wishes to bring the complaint;
 - e. the complaint would more appropriately be investigated by the police or other public body;
 - f. it is not in the public interest to proceed with the consideration of the complaint; or
 - g. any Member, in respect of whom she is considering a complaint, no longer holds office as a Member of Chief Pleas (unless in relation to sections 22, 23 and 24 (confidential information)).

Investigation: Procedural Safeguards

16. The Commissioner determines the procedure and timing of any investigation.
17. The Commissioner will make arrangements to facilitate any complainant who is not able to submit their complaint in writing, for example due to disability or language difficulties.
18. Confidentiality is essential for all parties involved in the complaints process. This includes not only the person making the complaint but also the individual against whom the allegation has been made. Given their public roles, Elected Members may be particularly concerned about unproven allegations being disclosed or repeated publicly before a full investigation has taken place. In the interests of fairness, any complaint submitted to the Commissioner must remain private and confidential from the point of submission until the matter has been fully determined, unless disclosure is expressly authorised. For example, disclosure may be necessary if the complainant is a Member who must declare an interest, such as having submitted a complaint to the Commissioner.
19. Information collated in relation to complaints will be held and managed in accordance with the [Data Protection \(Bailiwick of Guernsey\) Law, 2017, as amended](#) and Data Protection principles.
20. The police and other agencies investigate allegations of criminal misconduct and the Commissioner will not investigate any related allegation of a breach of the Code while the police or other agency is conducting its own investigation. The same suspension of investigation applies while related proceedings (for instance any action for defamation) are before a court of law.
21. Where during an investigation the Commissioner decides that the conduct of a Member of Chief Pleas should be investigated by the police or other public body or agency, the Commissioner may liaise with the police or such other public body or agency as they deem appropriate.
22. In investigating and adjudicating allegations of non-compliance with the Code, the Commissioner shall act in accordance with the principles of natural justice and fairness.
23. Proceedings are not adversarial, but inquisitorial in nature. The Commissioner is an independent and impartial investigator appointed by Chief Pleas, whose task is to establish the facts of a case. She reports these, along with her conclusions as to whether or not there has been a breach of the Code and her recommendations, to the Greffier.
24. The Commissioner's conclusions and recommendations are binding.
25. Members are expected to co-operate with any investigation into their conduct; requested written evidence must be in their own name and letters sent on their behalf by legal advisers or others may be disregarded. Members may be accompanied to any meeting or interview by a colleague, friend or legal adviser. However, every effort is made to keep proceedings informal and there is no expectation that they should be so accompanied. If a Member chooses to bring a colleague, friend or adviser, they are free to consult him or her

off the record but they will be expected to answer for themselves (and not through the friend or adviser) any questions put to them.

26. The complainant has no formal *locus* once an investigation is under way and has no right to be called as a witness. The complainant is expected to co-operate with any investigation and to answer any questions and supply all evidence in his or her possession when asked to do so.
27. Members accused of misconduct have no entitlement to cross-examine complainants, though they are given an opportunity to review and challenge the Commissioner's findings of fact prior to finalising her report.
28. The civil standard of proof is adopted at all stages in the investigation process by the Commissioner. Therefore, in order to find against a Member, the Commissioner needs to be satisfied that the allegation is proven on the balance of probabilities, that is, "more likely than not".

Confidentiality

29. From the point that the Commissioner receives a complaint, all evidence and correspondence relating directly to the inquiry must remain confidential unless and until it is published by the Greffier.

Investigations: General Procedure

30. On receipt of a complaint, the Commissioner will write to the complainant at the earliest opportunity to acknowledge receipt of their complaint. At the same time, she will send a copy to the Greffier and will inform the Member concerned of the complaint and provide a copy of the complaint and any evidence offered in support of it. At the same time she will often invite the Member to respond in writing with a full and accurate account of the matters in question.
31. Following her preliminary assessment, the Commissioner will inform both the complainant and the Member concerned whether or not she will investigate the complaint. If she has decided that the complaint does not merit investigation, she will provide the complainant and the Member concerned with a brief explanation of her reason(s) for dismissing the complaint. This will be copied to the Greffier who will retain the copy in confidence for the length of the Members' service and five years thereafter.
32. Where the Commissioner finds that a complaint has been substantiated but is of the view that the breach of conduct was of a minor nature, she will normally dispose of the matter by **cautioning** the Member concerned. A report of the Commissioner's decision in such cases shall be sent to the Greffier for forwarding to the Policy & Finance Committee, which will place the report for information before the Chief Pleas of Sark at its next statutory meeting, or if a statutory meeting is six or more weeks away will make a request for an extraordinary meeting to be called sooner. The Commissioner will inform the complainant of the action taken in response to the complaint.
33. Alternatively, the Commissioner may decide to agree **remedial action** with the Member. Remedial action may be agreed if the complaint, though justified, is minor and is acknowledged by the Member concerned. Remedial action involves "putting the record straight", for instance by making an amendment to the Register of Interests of Elected Members. The Member will normally be expected to make a formal apology, either in writing or by means of a formal statement to Chief Pleas. If the Commissioner and

Member agree remedial action, the Commissioner will make a report of the matter and remedial action to the Greffier for forwarding to the Policy & Finance Committee, which will place the report for information before the Chief Pleas of Sark at its next statutory meeting, or if a statutory meeting is six or more weeks away will make a request for an extraordinary meeting to be called sooner. The Commissioner will inform the complainant of the action taken in response to the complaint.

34. If remedial action is not considered appropriate by the Commissioner in the circumstances, and the Member's response is not sufficient to enable the Commissioner either to dismiss the complaint or agree remedial action, the Commissioner may pursue an investigation. This can include seeking further information, either from the Member concerned or others, including the original complainant, third parties, or public or private bodies. Such information may be sought in writing or the Commissioner may decide to interview witnesses either informally or by means of formal oral evidence. The Commissioner holds her meetings with witnesses in private. In the case of informal interviews, a note will be made of the meeting and all parties to the interview will subsequently be asked to confirm its accuracy. In the case of formal oral evidence, a recording and full transcript will be made. All interviewees will be sent a formal transcript and will be provided 14 calendar days for review.
35. The Commissioner has the power under 'Part 3, paragraph 11 of the Third Schedule to The Reform (Sark) (Amendment) Law, 2025 to summons people to appear and to provide documents.
36. Part 3, paragraphs 12 to 16 of the Third Schedule to The Reform (Sark) (Amendment) Law, 2025 sets out the criminal offences and related penalties arising from any failure to assist the Commissioner in the discharge of her functions. In particular, it should be noted that any person who, without reasonable excuse, refuses to comply with a requirement of the Commissioner, or gives false or misleading information to the Commissioner or otherwise interferes with witnesses, or obstructs the Commissioner or destroys documents, is liable to prosecution.
37. Part 4 sets out the relevant personal and professional privilege protections which apply.

Assessing the evidence

38. If the Commissioner's investigation has uncovered material evidence that is at variance with the Member's version of events, she will put this to the Member, who will have the chance to challenge it.
39. Before finalising her report, the Commissioner will share with the Member a draft of her findings of fact and provide the Member with an opportunity to comment. The Commissioner may also share with the complainant a draft of her findings of fact on a confidential basis, where the Commissioner considers it is appropriate in the circumstances to do so. All parties are provided 14 calendar days to make any challenges.
40. If, having considered the Member's comments, the Commissioner considers that there remain significant contested issues of fact, she will prepare her own account of the facts of the case, while drawing attention to those points which are contested.

41. The Commissioner reports their **findings** to the Greffier in the following form: (a) summary of the initial complaint and of the relevant elements of the Code; (b) brief account of the key facts in the case, with reference to evidence as appropriate, and with any contested points of fact highlighted; (c) their findings with reasons as to whether or not the Code has been breached and any relevant evidence, written and oral; (d) a recommendation as to what action, if any, should be taken. The Commissioner shall report their findings to the Greffier for forwarding to the Policy & Finance Committee which will submit the report - with the Commissioner's recommendations - to the Presiding Officer for inclusion in the next Chief Pleas of Sark's meeting agenda for debate at its next statutory meeting, or if a statutory meeting is six or more weeks away will make a request for an extraordinary meeting to be called sooner. The Commissioner will inform the complainant of the action taken in response to the complaint.

Right to appeal the decision of the Commissioner

42. An appeal against a decision by the Commissioner can be made either by the complainant or the respondent to the Greffier who will allocate the appeal to one of the available Appeals Commissioners ("AC").
43. The role of the AC is to review the decisions taken by the Commissioner. The AC does not re-investigate the allegations during an appeal, nor does he/she take fresh decisions on the basis of the investigation.
44. To submit an appeal, it must be:
- a. made in writing
 - b. submitted by the complainant or respondent, not by an adviser or supporter
 - c. submitted within 20 working days of being notified of the Commissioner's decision²
 - d. set out which of the below grounds apply
45. An appeal can be brought under one or more of the following grounds:
- a. there was a material error in the relevant investigation by the Commissioner that affected the decision,
 - b. the decision was unreasonable,
 - c. the process followed by the Commissioner in reaching the decision was flawed,
 - d. credible new evidence has become available which, if accepted, would have a real prospect of affecting the decision,
 - e. in the case of a decision to impose a sanction, the sanction imposed was disproportionate, or
 - f. there is another compelling reason to allow an appeal to be made.
46. An appeal submission should include as much detail as necessary to consider the appeal and to understand the nature of the issues being raised.³

² The deadline may be extended if there are mitigating circumstances. A request for an extension should be done as early as possible and before the appeal deadline. Any request should clearly state the mitigating circumstances and, where appropriate, provide evidence of such circumstances. Any request for an extension to the deadline must be made by the complainant or respondent, not by an adviser or supporter, and there is no guarantee the extension will be approved.

³ The AC may or may not ask for more information. Insufficient supporting information in an appeal submission may reduce the likelihood that the AC will decide that there is any substance to the grounds raised.

47. Where an appeal is wholly or partly on the grounds of credible fresh evidence, that evidence should be included in the appeal submission or by way of a summary.
48. The AC will:
 - a. consider whether the issues raised in the appeal fall within one or more of the grounds for appeal and whether there is any substance to the grounds;
 - b. consider whether to disclose an appeal submission to the other party. This will normally only be if the AC wishes to request further information from them or to ask them to respond to a specific point;
 - c. consider the substantive appeal and reach a conclusion on the merits. The AC may request additional evidence but will not conduct a re-hearing of the case.
49. The AC will normally decide the appeal based on written submissions. Exceptionally, the AC may decide that it should hold an oral hearing with one or both of the parties (separately), but only if there is a specific reason for doing so.
50. The AC will apply the civil standard of proof, the balance of probabilities, as applied by the Commissioner.
51. The AC will make a decision on the appeal and say whether or not the complaint has been upheld. Depending on the outcome, the AC may then need to go on to consider the question of sanction. The AC can uphold, reduce or increase the sanction. In cases where the complaint has not been upheld, no sanction will be imposed.
52. The AC will report their findings to the Greffier. The Greffier will notify the complainant and the Member and at the same time will send the report to Policy & Finance Committee for them to forward to the Chief Pleas of Sark. The AC's report will be handled in the same manner as a report from the Commissioner.
53. The AC may, exceptionally, require or recommend that the complaint is re-investigated taking into account its decision.
54. The decision of the AC is final and cannot be appealed.

28th August 2025

*Dr Melissa McCullough
Commissioner for Standards*

POLICY & FINANCE COMMITTEE

Report with Propositions to Michaelmas Chief Pleas, 1st October 2025

CPA BRANCH CONSTITUTION

A draft of the CPA Branch Mandate/Constitution has been prepared, based upon the Guernsey model. The document was discussed at a meeting of the Policy Development Group on 27th August 2025. Agreeing the document will allow the Branch to be formally established, along with accompanying amendments to section 22 of the Constitution and Operation of Chief Pleas.

Elections for executive committee members (two general vacancies) will follow at the end of the meeting per the normal practice.

Attached:

CPA Branch Mandate / Constitution
Constitution and Operation of Chief Pleas Committees Section 22

Proposition 1 -

That Chief Pleas agrees to the CPA Branch Mandate / Constitution as attached.

Proposition 2 –

That Chief Pleas agrees to the amendments to section 22 of the Constitution and Operation of Chief Pleas as attached.

**Conseiller John Guille
Chairman, Policy & Finance Committee**



Draft Constitution (Branch Mandate) of the Sark Branch of the Commonwealth Parliamentary Association

1. Name

The organisation shall be known as the Sark Branch of the Commonwealth Parliamentary Association (hereinafter referred to as 'the Branch').

2. Description

The Branch is constituted as a Branch under Clause 5 of the Constitution of the Commonwealth Parliamentary Association ('the Association') and shall operate in accordance with the Constitution and Operation of Chief Pleas Committees.

3. Purpose & Aims

The Branch shall:

- (a) Act as the liaison between Chief Pleas and the Association.
- (b) Promote the Association's presence and activities in Sark.
- (c) Support the values of parliamentary democracy through knowledge exchange, cooperation with other parliamentary bodies, capacity building and international engagement.
- (d) Facilitate participation in Association conferences, seminars, and parliamentary strengthening activities.
- (e) Extend hospitality to visiting Association members and maintain links with other Association branches.

4. Membership

Members

- (a) The Branch shall consist of all Members of Chief Pleas during their term of service.
- (b) Associate Members
- (c) Former Members of Chief Pleas and Members of any other Branch permanently resident in Sark may be enrolled as Associate Members of the Branch on application to, and at the discretion of, the Executive Committee. Associate Members shall play no part in the management of the Branch.
- (d) Temporary Honorary Membership
- (e) Members or Associate Members of any other Branch of the Association on a visit to Sark may be admitted to Temporary Honorary Membership of the relevant category. For the purpose of this Rule 'a visit' shall mean a stay for a period of not more than three months, unless the Executive Committee determines otherwise.

5. Privileges

- (a) Members shall enjoy the privilege of attending meetings of the Branch, receiving publications of the Association, obtaining introductions and such transport or facilities overseas as may be available at the discretion of the Executive Committee, receiving invitations to serve on delegations and to attend conferences, and taking such part in the management of the Branch as is hereinafter specified.
- (b) Associate Members shall receive periodical publications of the Association and, at the discretion of the Honorary Secretary after consultation with the Executive Committee, may be permitted to attend Branch meetings other than for the transaction of business, and to receive introductions overseas.

6. Executive Committee

An Executive Committee shall be appointed from serving Members of Chief Pleas to manage the affairs of the Branch, comprising:

- (1) The Speaker of Chief Pleas (Chair of the Branch).
- (2) The Deputy Speaker of Chief Pleas (Vice-Chair of the Branch).
- (3) Honorary Secretary – appointed by the Branch from among its Members or the Greffier of Sark.
- (4) Honorary Treasurer – not required unless separate Branch accounts are maintained; if so, appointed by the Branch.
- (5) Three Members elected by Chief Pleas from its serving Members, including one Member elected from the Policy & Finance Committee, and two Members elected by Chief Pleas, at least one of whom shall not be a member of the Policy & Finance Committee.

7. Term of Office

- (a) All Members of the Executive Committee must be Members of Chief Pleas during their term of service.
- (b) Members of the Executive Committee elected by Chief Pleas shall normally serve a term aligned with their term in Chief Pleas, unless otherwise determined by Chief Pleas.
- (c) If a vacancy occurs on the Executive Committee, Chief Pleas shall elect a replacement at its next meeting.

8. Meetings

- (a) The Branch shall hold an Annual General Meeting before its Christmas meeting, for consideration of a report from the Executive Committee on the activities of the Branch during the past year, the Honorary Treasurer's statement of accounts (if applicable), and any other business of which written notice has been given to the Secretary by a Member at least 7 days in advance.
- (b) A Special General Meeting may be convened at any time by the Executive Committee and shall also be convened upon receipt by the Honorary Secretary of a requisition in writing signed by not fewer than 7 Members of the Branch. Such requisition shall state the business for which the meeting is to be summoned.
- (c) The quorum for a Branch meeting shall be 9 Members of Chief Pleas.
- (d) The Executive Committee shall meet as required to fulfil its responsibilities, with at least one formal meeting per quarter.
- (e) The quorum for the Executive Committee shall be three Members, including two of the elected Members of Chief Pleas.
- (f) Decisions at all meetings shall be made by a majority of Members present; the Chair shall have a casting vote in the event of a tie.
- (g) Summaries of all meetings shall be published on the Chief Pleas website.

9. Reporting

- (a) The Executive Committee shall provide regular updates to Chief Pleas, including an Annual Report submitted via the Policy & Finance Committee.
- (b) Reports shall include a summary of activities, participation in CPA events, and any recommendations for further engagement.

10. Delegations

The Executive Committee shall select delegates to attend CPA events, giving due regard to:

- The relevance of the event to Sark's parliamentary development.
- Fair opportunity for participation among Members.
- Budgetary considerations.

11. Finance

- (a) Any budget for the Branch shall be managed in accordance with Chief Pleas' financial procedures.
- (b) Members shall not be required to pay subscriptions.
- (c) Travel and associated costs for CPA events shall be subject to Chief Pleas approval and financial regulations.

12. Amendment of Constitution

This Constitution may be amended by Chief Pleas on the recommendation of the Branch, following the procedures in the Constitution and Operation of Chief Pleas Committees.

13. Dissolution

In the event of dissolution, any remaining Branch funds or assets shall be returned to the Chief Pleas general account or applied to purposes consistent with CPA objectives, as determined by Chief Pleas.

Constitution and Operation of Chief Pleas Committees

22. Sark Branch of the Commonwealth Parliamentary Association (CPA)

- 1) The Branch shall consist of all Members of Chief Pleas during their term of service.
- 2) Former Members of Chief Pleas and Members of any other Branch of the Association permanently resident in Sark may be enrolled as Associate Members on application to, and at the discretion of, the Executive Committee. Associate Members shall play no part in the management of the Branch.
- 3) Members or Associate Members of any other Branch of the Association visiting Sark may be admitted to Temporary Honorary Membership of the relevant category for a period not exceeding three months, unless otherwise determined by the Executive Committee.
- 4) The privileges of Members, Associate Members and Temporary Honorary Members shall be as defined in the Branch Mandate approved by Chief Pleas.
- 5) The affairs of the Branch shall be managed by an Executive Committee, comprising:
 - The Speaker of Chief Pleas (Chair).
 - The Deputy Speaker of Chief Pleas (Vice-Chair).
 - The Honorary Secretary, appointed by the Branch from among its Members or the Greffier of Sark.
 - The Honorary Treasurer, if required.
 - Three Members elected by Chief Pleas, of whom one shall be elected from the Policy & Finance Committee and two from the wider membership of Chief Pleas (at least one of whom shall not be a member of the Policy & Finance Committee).
- 6) The Branch shall hold an Annual General Meeting before its Christmas meeting for consideration of the annual report from the Executive Committee, the Treasurer's statement of accounts (if applicable), and any other business of which notice has been given in accordance with the Branch Mandate.
- 7) Special General Meetings may be convened by the Executive Committee, or upon requisition by not fewer than 7 Members of Chief Pleas.
- 8) Summaries of all Branch meetings shall be published on the Chief Pleas website.
- 9) The Executive Committee shall provide regular updates to Chief Pleas, including an Annual Report submitted via the Policy & Finance Committee.
- 10) This Section shall be read in conjunction with the Branch Mandate (constitution), as approved by Chief Pleas, which sets out the detailed purposes, membership, privileges, governance, finance, and dissolution of the Branch.

POLICY & FINANCE COMMITTEE

Report with Proposition to Michaelmas Chief Pleas, 1st October 2025

EXPENSES POLICY

It is recommended that Chief Pleas adopts an Expenses Policy, applicable to all Members of Chief Pleas, officers and employees in the course of their duties.

A proposed Policy is attached. If agreed, the Policy will be published on the Chief Pleas website.

This policy is envisaged as the first in a suite of policies, to include communications, IT, procurement and recruitment, to assist Committees and staff in their decision making and support public confidence.

Proposition 1 -

That Chief Pleas agrees to the attached Expenses Policy.

**Conseiller John Guille
Chairman, Policy & Finance Committee**



OFFICE OF THE TREASURER OF SARK

LA CHASSE MARETTE, SARK GY10 1SF

Telephone: (01481) 832576 E-mail: treasurer@sarkgov.co.uk

CHIEF PLEAS EXPENSES POLICY

1. Purpose of this policy

The Sark Treasury acknowledges that Members of Chief Pleas, Officers and Employees may incur reasonable expenses in the carrying out of their roles.

This policy provides a clear framework for claiming and reimbursement of out of pocket expenses incurred during official duties. It ensures that public funds are used responsibly, transparently, and in a way that delivers value for money. It also promotes accountability, consistency and fair treatment in the use of public resources.

This policy replaces any previous commitments or agreements on expenses and applies without exception.

2. Scope of this policy

This policy applies to:

- Members of Chief Pleas
- Officers of Chief Pleas
- All employees, whether permanent, temporary or contracted

3. Principles of this policy

- 3.1** All expenses must be reasonable, necessary and incurred in the course of official duties.
- 3.2** Conseillers, Officers and all employees must seek value for money and use public transport and the most economic options wherever possible.
- 3.3** Claims must be submitted by completing an Expense Claim Form (see Appendix B) and be supported by receipts.
- 3.4** Claims must be submitted as soon as possible, and at the latest within 30 days of any expense being incurred.
- 3.5** Digital receipts are encouraged where possible to support sustainability and reduce paper waste.

4. Insurance

- 4.1** Chief Pleas has a Business Travel Insurance Policy in place. This covers all Conseillers, Officers and Employees whilst off Island on business travel.
- 4.2** Cover includes, but is not limited to, medical expenses and repatriation, personal property, and travel cancellation/rearrangement.
- 4.3** A copy of the policy and the 'Travel Card Pack' can be obtained from the Treasury office.

5. Eligible expenses

Travel

- 5.1 Conseillers, Officers and Employees should consider whether travel is necessary or whether the task/meeting could be completed by telephone or video conference.
- 5.2 Travel should be booked in advance through the Committee Office wherever possible.
- 5.3 When travel is necessary, and has not been booked in advance by the Committee Office, the most cost-effective methods of travel must be used:-
 - Train – standard class only
 - Air – economy class only. Budget airlines should be used where available
 - Taxis – permitted only when public transport is unavailable or impractical
- 5.4 Travel outside the Bailiwick or internationally must be pre-approved at a quorate Committee meeting, and minuted.
- 5.5 For clarity, discounted bookings with Sark Shipping must be directly necessary for the fulfilment of the role, i.e. not for personal use. Such bookings should be made in advance through the Committee Office. Discounted bookings or free travel simply by virtue of role are not permitted.
- 5.6 If compensation is claimed for any delays, e.g. delayed flights, then such compensation must be returned to the Treasury.

Accommodation

- 5.7 Overnight accommodation will only be approved when significant travel has to be undertaken and will only be authorised in respect of early morning or late afternoon work, and when no connecting Sark Shipping return sailing is available.
- 5.8 Accommodation should be booked in advance through the Committee Office wherever possible, and should take the form of bed and breakfast accommodation only.
- 5.9 Maximum reclaimable nightly rates apply - please see Appendix A for current rates. Higher rates may be considered in exceptional circumstances if justified and approved in advance.

Subsistence

- 5.10 Maximum reclaimable rates apply for subsistence costs whilst travelling – please see Appendix A for current rates.
- 5.11 Alcoholic drinks are not reimbursable.
- 5.12 Claims made for subsistence must not exceed actual expenditure.
- 5.13 If any gratuities and service charges are paid these are included in the daily limits.

Hospitality

- 5.14 Where Conseillers, Officers or Employees have been preauthorised to entertain guests, costs will be reimbursed for food and drinks. Pre-approval must be minuted in a quorate committee meeting.

Other expenses

- 5.15 Conference fees, professional memberships (if pre-approved) and minor office supplies may be claimed.
- 5.16 If attending all day on-island training and if applicable, food and drink will be provided by the arranging committee. This should take the form of sandwiches and soft drinks only.
- 5.17 Gifts, personal items or leisure activities are not reimbursable.
- 5.18 Reimbursement for professional development must align with individual development plans and be pre-approved.

6. Procedure for submitting an expense claim

- 6.1 An Expense Claim Form is available in Appendix B of this policy.
- 6.2 Claims must be submitted at the latest within 30 days of the expense being incurred.
- 6.3 The Expense Claim Form should be completed and receipts attached, or digital receipts submitted alongside the claim form and authorised by the relevant Committee Chair. Any claims made without receipts or outside policy limits may be rejected.
- 6.4 In exceptional circumstances, where receipts cannot be obtained, a redacted bank statement showing the expense or a written explanation must accompany the claim and be approved by the relevant Committee Chair.
- 6.5 The Claim Form should then be submitted to the Treasury. It will be reviewed to ensure adherence to this policy, and if agreed, be processed.
- 6.6 Submitted claims will be paid on a Thursday and cut off for submission is 12pm.

7. Roles and responsibilities

- 7.1 The Treasurer is responsible for verifying claims, maintaining records and ensuring compliance.
- 7.2 Committee Chairs are responsible for initial review and ensuring that claims are justified. They are responsible for authorising claims prior to submission to the Treasury.
- 7.3 The Committee office should where possible coordinate all bookings for travel and accommodation if required.
- 7.4 Claimants are responsible for understanding and complying with this policy.

8. Non-compliance

- 8.1 Serious breaches of this policy may be referred to the relevant Code of Conduct panel or other relevant authority.

9. Transparency

- 9.1 Members of Chief Pleas' expenses will be published quarterly in line with Government transparency guidelines.

10. Review

- 10.1 This policy will be reviewed every two years or sooner if required by legislative changes, audit findings or recommendations from Chief Pleas.

Appendix A

Expense claim categories and current rates claimable:

Travel

No set rates, but please ensure where practicable that tickets are booked through the committee office prior to travel. See sections 5.1 to 5.5 for more information

Accommodation

Where possible, accommodation should be booked in advance through the Committee Office. If not practical, the following maximum nightly rates apply:-

Guernsey Winter (October to March) Rate:	£75.00 per night
Guernsey Summer (April to September) Rate:	£140.00 per night
London:	£170.00 per night
Elsewhere in the UK:	£120.00 per night

Subsistence

Breakfast (if not included in room rate):	£10.00
Lunch:	£12.50
Dinner (no alcohol is claimable):	£25.00
Incidentals	£5.00



OFFICE OF THE TREASURER OF SARK

LA CHASSE MARETTE, SARK GY10 1SF

Telephone: (01481) 832576 E-mail: treasurer@sarkgov.co.uk

EXPENSES CLAIM FORM

Claimant Details

Name:	
Reason for claim:	
Date of claim:	

Expense Claim Details

Date of expenditure:	Category (see list):	Detail of expense claimed:	Amount claimed (£)

TOTAL (£):

CLAIMANT DECLARATION

I attach appropriate supporting receipts, vouchers, record or other proof, itemised for each cost.
I declare my expenses to be accurate and true, and incurred wholly in the performance of my duties.

Signature, Name & date

Committee Approval

Committee Chair signature:	
Date agreed by Committee:	

Treasury Approval

I confirm the expenses are in line with the current expenses policy and I authorise payment.

Signature, Name & date

POLICY & FINANCE COMMITTEE

Report with Proposition to Michaelmas Chief Pleas, 1st October 2025

POLICY DEVELOPMENT GROUP REVISED REMIT

The Policy & Finance Committee on behalf of the Policy Development Group (PDG) brings a revised remit to Chief Pleas for approval.

The change is the addition of a section on Working Groups:

To appoint informal PDG Working Groups operating within PDG with a specific brief clearly defined remit and timeframe, serving as a preliminary step before the formation of Special Committees.

Working Groups enable Conseillers to collaborate on specific projects and areas of interest, reporting to the PDG on their progress and for wider discussion.

Attachment:

Policy Development Group remit

Proposition 1 –

That Chief Pleas agrees to the attached Policy Development Group remit.

**Conseiller John Guille
Chairman, Policy & Finance Committee**

POLICY DEVELOPMENT GROUP

REMIT

CONSTITUTION:

- A Chairperson who shall be a sitting member of Chief Pleas and shall be elected at the first meeting of the PDG after a General Election to serve for a term not exceeding two years with the opportunity for re-election.
- A Deputy Chairperson who shall be a sitting member of Chief Pleas shall be elected at the first meeting of the PDG after a General Election to serve for a term not exceeding two years with the opportunity for re-election.
- All sitting members of Chief Pleas shall be members of the Policy Development Group.
- A quorum shall consist of 50% of the sitting members, plus one rounded down.
- Remote attendance is permitted and shall be subject to identity verification by mechanisms to be approved at each meeting and any policy approved.
- Remote voting is permitted and shall be subject to identity verification by mechanisms to be approved at each meeting and any policy approved.
- The Senior Executive Officer (SEO) and the Senior Operating Officer (SOO) shall be members *ex-officio*.
- Other officials of Chief Pleas and others identified as Expert Volunteers may be invited to attend.

REMIT:

- a) To identify areas for policy development and implementation on behalf of Chief Pleas.
- b) To prioritise according to need policies to be developed and implemented on behalf of Chief Pleas.
- c) To appoint informal PDG Working Groups operating within PDG with a specific brief clearly defined remit and timeframe, serving as a preliminary step before the formation of Special Committees.
- d) To relay information cross-committee.
- e) To review forthcoming legislation as the Policy Development Group may see fit including but not limited to Bailiwick and UK legislation to be brought before Chief Pleas.
- f) To consider, when appropriate, any matter not related to the business of the day.
- g) All meetings are conducted under the Chatham House Rule with all agreements recorded.
- h) The Policy Development Group will vote to determine decisions to be published on the government website by majority vote, with consideration for confidentiality and sensitivity.
- i) The Chairman to be the point of contact for any relevant matter that falls outside the mandate of any existing committee.

EDUCATION COMMITTEE**Report with Proposition to Michaelmas Chief Pleas, 1st October, 2025****EDUCATION FEES FOR 2025/2026**

Under Section 3A.(3) of **The Education (Sark) Ordinance, 2003** the Committee shall *'review the level of fees prescribed under this section at least once a year, and shall present for the approval of Chief Pleas at its Michaelmas meeting a report on fees charged'*.

Sark's financial contribution for 13+ academic (school) fees for 2025/26 is £9378 per student.

The rates for term-time hosts (TTH) have been increased for the 2025/26 academic year by Health & Social Care (HSC) Guernsey. The flat rate is now £31.25 per day. The total cost for this academic year is £8929.44 and includes a contribution equivalent to one return trip to & from Guernsey (period return weekend term time only). The maximum financial contribution made by Chief Pleas for accommodation and travel allowance for 13+ students (2025-26 academic year) as of 1st September 2024 are highlighted in the table below:

Years in Sark School from the age of 5 years	% Chief Pleas Contribution	£ Total allowance provided by Chief Pleas for 2025/2026 academic year
7 years or more	50% (max contribution)	£4464.72
5 to 6 years	40%	£3571.78
4 to 5 years	30%	£2678.83
3 to 4 years	20%	£1785.89
2 to 3 years	10%	£892.94
Less than 2 years	0%	£ 0.00

The financial contributions made by Chief Pleas are applicable for eligible students only, those who are either placed with registered term time hosts under the Service Level Agreement between Chief Pleas and Health & Social Care Guernsey dated 1st September 2022 and compliant to their population management requirement and safeguarding policies or for those attending full time (termly) boarding schools.

Historically the Committee pays from its Education budget the initial TTH background safety checks and term time annual monitoring (safeguarding) costs and it will continue to do so.

Proposition –

That Chief Pleas approves, in accordance with Education (Sark) Ordinance 2003, the prescribed fees 2025/26.

**Conseiller Jolie Rose
Chair, Education Committee**

EDUCATION COMMITTEE**Information Report to Michaelmas Chief Pleas, 1st October 2025****SARK SCHOOL ANNUAL REPORT**

This report written by Head of Sark School Michelle Brady details the developments that have taken place at Sark School between September 2024 and August 2025. It also serves to inform both Chief Pleas and members of the public of events and changes likely to occur in the near future.

Sark School Report

Name	roles/responsibility
Michelle Brady	Headteacher SEND Co Class 1 teacher English Lead
Simon Smith	Class 3 Teacher Science Lead Maths Lead
Rosie Swanson	Class 2 Teacher Outdoor Learning Lead PSHE Lead Rights Respecting Schools Lead
Charlie Turner	HLTA Art Lead French Lead
Juliet Turner- Cross	Part time class1 TA Lunch time supervisor Cleaner
Gemma Knight	School Administrator
Vicky Mathews and Marcus Cooper	School Improvement Officers
Joanne Siddell	SLA link officer

I am pleased to present this comprehensive report detailing the significant activities,

achievements, and developments that have taken place at our school over the past term. This period has been characterised by a strong commitment to enhancing the educational experience for our students and fostering a vibrant school community.

One of the most notable achievements has been the successful re-establishment of the Board of Governors, with governance work being expertly led by Mr Marcus Cooper, our advisor from the UK. Mr Cooper has brought with him a wealth of experience, and his insights have been invaluable in refining our governance framework. His guidance has ensured that we are adhering to the highest standards of accountability and transparency, which are essential for effective leadership in education. This active governance work is vital as we aim for continual improvement and excellence in all facets of school management.

This year also saw the restructuring of the Friends of Sark School (FOSS) .. Their active participation has been instrumental in organising our inaugural colour run, which enjoyed enthusiastic support from both pupils and parents alike. The Autumn and Summer fairs, arranged by our school council pupils, not only raised essential funds for resources, but also served to strengthen the bonds within our school community, fostering a spirit of collaboration and engagement. These events also provided opportunities for parents, teachers, students and the wider community to come together in a communal setting, reinforcing the supportive network that is crucial to our school's ethos.

An exciting and enriching opportunity this year has been the series of off-island trips we organised, notably a well-planned excursion to the UK. These trips provided invaluable opportunities for our students to broaden their horizons and engage with diverse perspectives. In addition, Class 1 participated in a trip to Guernsey, which allowed our younger pupils to experience an educational adventure outside the classroom setting. Such excursions foster curiosity, adaptability, and social skills among the children, which are crucial traits for their development and growth.

To support our staff in delivering outstanding educational experiences, we implemented a professional exchange visit with a partner school in Guernsey. These visits aim to share best practices and enhance our teaching methodologies, ensuring our staff benefit from collaborative learning. We hope to develop this link further as part of our Service Level Agreement with Guernsey Education. Additionally, we are taking significant steps to improve our curriculum delivery through specialised training programmes centred on swimming instruction and life-saving skills, which are essential elements of our curriculum. Our commitment to professional development remains strong, as evidenced by our ongoing attendance at forums dedicated to English and Science, as well as a Special Educational Needs and Disabilities Coordinator (SENDCo) forum. These initiatives empower our teaching, ensuring they remain at the forefront of educational innovation.

Our dedication to maintaining high educational standards was recognised during a recent inspection in May, which yielded a positive outcome, affirming our commitment to quality education. The positive feedback received during the inspection serves as a motivating factor for our entire school community, reaffirming our collective dedication to achieving excellence and encouraging ongoing improvements in all areas of the curriculum.

In the realm of extracurricular activities, I am proud to report that our students showcased their sportsmanship and athletic talents by representing the school at the Guernsey Hockey Tournament. This participation not only promotes physical fitness but also instils in our

students the values of teamwork, perseverance, and resilience—qualities that are essential both on and off the field. Our involvement in the Liberation community event provided our pupils with an opportunity to engage meaningfully with the local community, enhancing their understanding of history and culture, while fostering a sense of pride in their community and heritage.

We have successfully implemented a new Science Curriculum alongside our PSHE programmes. This curriculum is designed to actively engage students with practical and theoretical aspects of science, preparing them effectively for their future. We are excited to report that we are developing our Rights Respecting Schools programme, achieving the bronze level and making substantial strides toward silver status.

We have also instituted continued efforts toward environmental sustainability, exemplified through our active participation in Eco Schools initiatives. The establishment of an Eco Council and Eco Club has engaged student participation in a variety of environmentally focused projects aimed at achieving the prestigious Green Flag award. Noteworthy initiatives during this period include the creation of wheelbarrows for the Sark in Bloom project, further contributing positively to our local environment and enhancing the aesthetic appeal of our community.

In our efforts to foster stronger connections with our families and the wider community, we have established Parent Forums that convene once a term. This initiative provides a platform for open dialogue between the school and families, allowing for collaborative efforts that support our students' learning journeys.

Moreover, we have undertaken a comprehensive update of our school website, which now features a new calendar and photographs capturing the activities of our school community. This ensures that parents and stakeholders are well-informed regarding school events and initiatives. Alongside this Classdojo is now used by nearly all our parents allowing us to report on daily activities with ease and speed.

In conclusion, this term has been characterised by collaborative efforts, positive developments, and a steadfast commitment to delivering high-quality education to our students. We remain dedicated to building on these achievements and look forward to further enriching the educational experience for all members of our school community in the coming months.

Our biggest challenge going forward will be the introduction of a new KS3 curriculum. We are in the fortunate position of having a school that progresses from nursery to year 8 and we are looking to maximise this potential next year.

Current number on Roll 2025/2026

Class 1	Preschool/reception/year 1	7
Class 2	Year 2/year 4	6
Class 3	Year 5/Year 6/Year 7	11
Total number		24

Year 6 is the largest cohort with there being no pupils in year 4.

Teaching and other staff

This school year saw the enviable position of stability in Sark School. Rosie Swanson remained as class 2 teacher, Simon Smith as class 3 and Michelle Brady as class 1. Charlie Turner continued her role in class support and developed her role as Little Wandle intervention support, in class support, PPA cover and French teacher . This allowed us to continue with catch up sessions for Little Wandle into year 2 and year 3. We are also in the privileged position of offering French throughout the school. Sarah Smith remains as management cover teacher at 5 hours per week in class 1. Juliet Turner-Cross is a part-time TA in class 1, lunch time supervisor and cleaner. Gemma Knight has brought a whole new dynamic to the role of school administrator and now our communications with parents are strong and robust. The benefits of having a stable and dedicated staff cannot go unnoticed. The ability to develop when there is a shared understanding allows for a more secure and rapid implementation of new initiatives. It is certainly one of the successes of the past two years and should be celebrated. Retention of staff is not an easy thing in Education today.

Going forward next year all teachers will be moving classes. Michelle Brady will be Class 3 teacher, Simon Smith will be Class 2 teacher and Rosie Swanson will be Class 1 teacher. TAs will have a similar role with Juliet Turner-Cross being in Class1 and Charlotte Turner being in Class3 but also continuing with her other roles.

The ideology behind the movement keeps teachers engaged and motivated therefore encouraging further retention. It also allows pupils to experience different teachers and teacher styles.

INSET Days

In August we teamed up online with the Literacy Tree team. Literacy Tree is the scheme that we have been working on to develop our delivery of the English Curriculum. We were able to work alongside their personnel in order to iron out any difficulties we had been having and to learn about new developments. We have invested a large amount of our budget in developing and updating the reading material available and the guidance from Literacy Tree has been vital in getting this right. The scheme has a comprehensive, progressive curriculum the structure of which was praised in the recent inspection. As at every start of term we looked at Keeping Children Safe in Education Document and discussed the changes to this as part of our Safeguarding awareness. On our second INSET day the focus was on the new Science Curriculum documents that we focused on over the year. This was led by Simon Smith supported online by our School Improvement Officer Vicky Matthews.

During our January INSET we were lucky enough to join in with The Great Big small schools INSET day. This was a day run online by the Chartered College of Teaching of which Michelle Brady is a member. We were lucky to join colleagues working in small school settings across the country, for a day of thought-provoking discussion about evidence, research and education through a small school lens. We heard from a range of leading

experts as well as fellow small school practitioners about how to make the most of the opportunities presented by small schools as well as ways to overcome some of the challenges.

The day was a celebration of the work small schools do as well as the opportunity to hear from colleagues and experts from across the country to support our school's ongoing journey. These networking events are so important when we live on a small island and it is great that the development of technology allows us to be part of these days.

In April we were lucky to have Jeremy Frith come over to join us as part of the SLA with Guernsey. Jeremy is lead on the sports commission and also PE advisor for Guernsey Education. This came from a request from staff for additional training on PE and proved very successful with all staff taking lessons and looking at how we can implement our quality first teaching methods into a PE lesson. We were also taken on a virtual tour of getset4PE, a comprehensive and progressive scheme of work we will be implementing into our curriculum next school year.

Our final INSET day had a focus on Safeguarding with Marcus Cooper leading training online

Standardised Assessment Results Summer 2025

	Working Towards expected	Working At expected	Working Beyond expected
Reading Assessment (PIRA)	7% (1 pupil)	60%	33%
Maths Assessment (PUMA)	14%	68%	18%

Conseiller Jolie Rose
Chair, Education Committee