

States of Jersey Group 2024

Annual Report and Accounts



Annex 2

Non-Ministerial Department Reports





Introduction

This Annex to the 2024 States of Jersey Group Annual Report and Accounts provides a report from each Non-Ministerial Department.

It is intended to summarise the key highlights of each Department's year. The narrative has been written by each Non-Ministerial Department.





A number of the Non-Ministerial Departments also publish their own Annual Reports.

Further information on each Non-Ministerial Department can be found using the links below.

	<u>Non-executive and legal departments</u>		
	<u>The States Greffe</u>	<u>Judicial Greffe</u>	<u>Viscount's Department</u>
	<u>Law Officers' Department</u>	<u>Bailiff's Chambers</u>	<u>Office of the Lieutenant-Governor</u>
	<u>Probation and After-Care Service</u>	<u>States Official Analyst</u>	<u>Comptroller and Auditor General (C&AG)</u>



States Greffe

36 States Assembly meeting days supported 	89 Propositions processed plus 95 Amendments 	69 Comments presented 
440 Written Questions processed 	247 Oral Questions processed 	190 Reports presented 
93 Scrutiny and PAC Public Hearings supported and 12 Reports presented 	154 Meetings recorded by the Secretariat Team 	213 States Chamber visitors on organised tours plus 56 school visits 

Progress was made against all objectives for the year:

An Island-wide register of voters and the delivery of automatic voter registration

- Project Board established
- Operational testing undertaken of information held by Government and the Parishes
- Legislative drafting began on changes to Elections (Jersey) Law 2002

Structured training and professional development programme for States Members serving on Scrutiny and the Public Accounts Committee

- In-house training delivered by the Committees and Panels section; alongside training by external providers.
- Successful completion of Negotiating for Success in Politics (NSIP) training course for elected States Members.

New States Assembly website launched

- Website launched 19 November 2024 following significant user-testing and to positive reception

Celebration of the 500th anniversary of the earliest existing States minutes from 1524

- Exhibition hosted in the Royal Square from 1 to 14 October
- Mary Newcombe Room opened on 28 October 2024 in honour of the first female Greffier of the States

Host for the annual meeting of the Crown Dependency Network

- Crown Dependency Network hosted from 16 to 18 October 2024 with representation from Jersey, Guernsey and the Isle of Man.
- Topics of discussion included Constituency Support and Public Engagement.

Extension of the scope of bodies supported by the Secretariat Team

- Official records for 154 meetings
- Support extended to the Treasury Advisory Panel and the Corporate Parenting Board

Election '26 campaign launched, with an in-year focus on encouraging Islanders to stand for election

- Plan to Stand campaign launched on 22 June to encourage Islanders to start thinking about standing for election
- First People's Debate held on 28 September 2024

Investigation of further opportunities to integrate advances in technology (including AI) into the work of the department.

- Further work would be required to coordinate this across the department

Proposals to the Privileges and Procedures Committee for how the States Assembly can better meet the needs of people with disabilities.

- Regular support provided to the Diversity Forum PPC Sub-Committee in its consideration of this matter.
- Objective taken forward to 2025 for further consideration and work.

Development and implementation of an Outreach Strategy

- Outreach Manager appointed in May
- Work commenced on development of Outreach Strategy and Outreach operations began (eg corporate tours)

Constituency Support Team introduced to assist States Members.

- Constituency Support function introduced in September 2024
- 70 enquiries from States Members received and processed

Development of a Continuing Professional Development programme for Island teachers to help build confidence in delivering political education.

- Taken forward for development and completion in 2025, as delays outside of the department's control impacted on recruitment
- Education Manager appointed in November



The States Greffe



Judicial Greffe

Magistrates' court

365

Occasions on which the Adult Remand Court sat to consider criminal matters

157

Cases heard by the Youth Court sat on 69 occasions

52

occasions the Petty Debts Court sat

Royal Court Criminal

20

Assize Trials

11

Jurat Trials

24

Occasions on which the Superior Number sat to deal with sentencing of the most serious offences

Royal Court Civil

320

Cases commenced

Tribunal Service

430

claims/appeals received

Family Court

59

Summonses heard

213

Case review hearings

241

Family/Children acts issued

Registries

£948 million

Value of property transactions
Stamp duty received +10%

1,196

Probate grants registered

1,749

Lasting Powers of Attorney registered

Improved access to justice

- Opened a purpose-built Tribunal suite at the newly refurbished Clinique Pinel at St Saviour's Hospital Tribunal Suite.

Made significant progress with the Court Digital Programme

- Launched the new Court Service website in July 2024 to make it easier for anyone to access the information they need to use the Courts.
- Selected a new Case Management System for implementation in 2025.

Steps to improve the efficiency of the Courts

- Amendments to the Royal Court and Stamp Duties and Fees (Jersey) Amendment Law 2024 made to allow for the phasing out of paper Jurat Stamps in the first half of 2025 and a move to online payments for court fees. This will make payments of court fees simpler and more efficient.



[Judicial Greffe - Courts.je](https://www.judicialgreffe.gov.je/Courts.je)



Viscount's Department

Assize Trials

20

Jury trials completed
out of 35 commenced

2,250

Jurors summoned

1,000

Jurors "de-warned"
(stood down)

Inquests

78

Inquests were completed (56% increase)

2

Inquests each lasted more than one week

Enforcement

766

Fines were imposed

4,925

Arrest orders

768

Judgments
processed

62

Distraints

Insolvency and Delegates

5

Désastres (bankruptcy)
declared

76

Delegates under
administration at year end

1

Successful prosecution of a
director for wrongful trading

Regulatory

51

Liquidator licences
issued

17

Complaints and concerns about delegates and attorneys
investigated

Senior Appointment

- Advocate Matthew Berry was appointed as Deputy Viscount in September 2024

A new Case Management System for coroner work

- The new system was prepared for implementation in 2025

Viscount's Department website

- In December 2024 the information provided on www.courts.je was updated substantially
- This makes it easier for anyone to access the information they need about the work of the coroner; and on the regulation of delegates and insolvency practitioners.

Increases in workload

- A substantial increase in the number of jurors summoned for jury trials, the number of inquests, the number of bankruptcies declared and delegates under administration.
- These reflect additional external demands on the Department's resources.



[Viscount's Department - Courts.je](http://www.courts.je)



Law Officers' Department

1,455

 new matters
opened

23

 Good practice
areas identified by Lexcel

2 stars

 Accreditation
from Best Companies UK

41

 Royal Court trials /
Newton Hearings


+46% on 2023

£3,133,204

 Funds repatriated
to overseas jurisdictions
from Asset Recovery Agreements
negotiated in 2024

4 days

 median response
time for the Civil Division
between receiving instructions and
providing advice (target 20 days)


Following external review and the Be Heard staff engagement survey, the Law Officers' Department (LOD) achieved both Lexcel and Best Companies independent accreditation.

The Lexcel assessor noted '*an exceptional level of employee satisfaction within the department*' and '*the positive working environment*' as particular highlights and stated that evidence from interviews with staff demonstrated that '*there is a culture of genuine appreciation*' within the Department. The LOD is rated by Best Companies as '*officially an outstanding organisation to work for*'.

LOD contributed significantly to the Island's **MONEYVAL assessment** and the Attorney General (AG) welcomed the assessment report which concluded that Jersey's effectiveness is among the highest level found in jurisdictions evaluated around the world.

All teams in the **Civil Division** had a busy year which included a significant increase in new applications for public law children matters. In the Royal Court, the AG was convened to The Representation of Frost [2024] JLR 166 which resulted in the Court granting the order requested by the AG and making observations on customary law, the Court's inherent jurisdiction, and on the interpretation of the Probate (Jersey) Law 1998. The AG successfully represented the States Assembly and the Minister for Treasury and Resources in an important constitutional case before a five-member panel of the Jersey Court of Appeal which established that primary legislation passed by the States Assembly is not susceptible to Judicial Review in the Courts. In December, the AG's legal advisers representing the Viscount secured the first wrongful trading order made in the Royal Court in respect of a Jersey Director.

The **Criminal Division** also had an exceptionally busy year with an unprecedented increase in the number of court cases, advice files and early engagement meetings, including a significant increase in advice files for sexual offences and domestic abuse matters. Notable cases included the first conviction under the Terrorism (Jersey) Law 2002 and continued work on the investigations of the two major incidents of 2022. The Economic Crime and Confiscation Unit secured Jersey's first Deferred Prosecution Agreement under the Criminal Justice (Deferred Prosecution Agreements) (Jersey) Law 2023. The AG received a message of thanks from the French Ministry of Foreign Affairs for his prompt assistance leading to the seizure of 1,100 kilograms of cocaine on a Jersey-registered vessel in the Caribbean.


[Law Officers' Department](#)
[Best Companies | Law Officers' Department Jersey Company Profile](#)



Bailiff's Chambers

The Bailiff's Chambers delivered three public functions in 2024 under the Bailiff as President of the Royal Court, President of the States Assembly and Civic Head of the Island.

The undoubted highlight of the year was the planning and delivery of the visit of Their Majesties the King and Queen in July.

Royal Court

- Delivered 466 court days comprising criminal, civil and children cases
- Hosted the Lady Chief Justice of England and Wales during the Assise d'Héritage
- Delivered the opening of the legal year (the Assise d'Héritage)
- Coordinated and delivered Judicial training for Judges, Jurats and members of the Legal Profession

Civic and Public Events

- 54 public events were approved by the Bailiff's Public entertainment panel
- 80th Anniversary D-Day commemorations were observed on 6 June with a number of activities taking place, culminating with a public service on Noirmont headland
- Liberation 79 was delivered on 9 May
- Support was provided for other memorial events including
 - Armed Forces Day
 - Remembrance Sunday
 - ANZAC day
 - Battle of Britain memorial.

States Assembly

- The Bailiff and Deputy Bailiff presided over the States Assembly for 176 hours
- Provided support for the Commonwealth Parliamentary Association events with the States Greffe.
- Hosted the Ambassadors of the Netherlands, Switzerland, France, Italy and the Philippines as well as the Lord Mayor of London.



[Bailiff's Chambers](#)



Office of the Lieutenant-Governor

The Office of the Lieutenant-Governor led or supported a number of Civic activities; hosted several thousand individuals within Government House and the Grounds; and conducted several hundred engagements with Charities and Organisations.

A key activity in July 2024 for the Office was the principal planning and oversight of the Royal Visit of Their Majesties King Charles III and Queen Camilla. The last visit of the Monarch to Jersey was in 2005 and this was also the first King to be hosted and accommodated overnight on the Island since 1649 when Jersey provided loyal sanctuary to Charles II during the Civil War.

Other notable activities undertaken during the year:

11

Royal, Ambassadorial and VIP visitors hosted at Government House.

10

Medal presentation ceremonies provided to British Empire Medal recipients, Emergency Services and Honorary Police personnel and involving 300 guests.

154

British Citizenship ceremonies administered and officiated

7

National Honours to Jersey residents awarded following recommendation to Buckingham Palace through the Jersey Honours Committee

- one Officer of the order of the British Empire
- four Members of the order of the British Empire
- two British Empire Medals

Buckingham palace icon created by ultimatearm from flaticon.com



[Office of the Lieutenant-Governor](#)



Probation and After-Care Service

The Jersey Probation and After-Care Service exists to provide the Parishes, Courts and Prisons with a high-quality information service and to supervise those offenders entrusted to it, in order to reduce re-offending, allow restitution and protect the public. In family proceedings, the Jersey Family Court Advisory Service (JFCAS) provides the Royal Court with reports and advice about the best interests of children.

In 2024 some of the key work undertaken by the department included:

295 pre-sentence reports prepared for the criminal courts a rise of 3.9% from 2023	100 probation orders issued a rise of 16.3% from 2023	134 community service orders issued a rise of 10.7% from 2023
16,000+ hours community service completed	79.2% probation orders completed successfully	88% community service orders completed successfully
100% of 47 children on deferred decisions from Parish Hall Enquiries completed their period of supervision successfully	25 prisoners on early release licences were supervised by the Service	116 family law cases worked by JFCAS A reduction in private law cases and a corresponding rise in public law cases.

The criminal justice team was successful in becoming accredited in undertaking new risk assessments and also agreed a joint Resettlement Strategy with HMP La Moye that outlines future priorities. Recognising the importance of partnership working, the Service continued to provide regular surgeries with the assistance of the Drug and Alcohol Service, Employment, Social Security and Housing and mental health. It continued to second an officer as chair of the Jersey Multi Agency Public Protection Arrangements (JMAPPA). In family law JFCAS played a leading role in creating the new Family Justice Council and contributed to work designed to reduce delays in the system and promote awareness of the impact of domestic abuse.

Throughout 2024, the Service developed its strategic workforce plan including training, succession planning, recognising the importance of diversity and promoting wellbeing. A trainee probation officer graduated with a First Class Honours degree in social work and the Service secured funding in 2025 to recruit a further trainee who will succeed a retiring probation officer in due course.



[Probation and After-Care Service](#)



Official Analyst

4,278

Total
samples



241

Forensic
samples



2,944

Environmental
samples



319

Forensic
Toxicology samples
(Police/Customs not included)



701

Samples from
members of the public



73

Miscellaneous
samples



Continued to support government departments in regulatory and monitoring analysis

- Including drinking water, sewage/sludge samples, environmental waters wastewaters, swimming pool waters and sea bathing waters
- Continued support to the Police and Customs departments in their forensic requirements
- Provision of a forensic toxicology service to the Deputy Viscount, Alcohol and Drug Service, Police, Customs and the Hospital

Launched project management portfolio with the CPMO to assist with the delivery of laboratory accreditation via ISO 17025

- Implemented an educational method validation course for all analysts
- Started the process of obtaining a laboratory information management system (LIMS) through Digital Services
- Completed the laboratory refurbishment allowing for delivery of ISO 17025.
- Initiated a policy of only receiving urgent samples on a Friday to allow time for work in this area.

Initiated the process of reducing the number of samples being sent off island

- Collaboration with La Moye Prison to begin analysis of oral fluid samples in March 2025 which were previously sent to UK for testing
- Work on PFAS analysis commenced with a view to establishing an accredited method by the end of 2025
- Legionella, and monitoring of La Collette samples have also been identified as areas of interest

Laboratory digital transformation

- Initiated the process of obtaining a Laboratory Information Management System (LIMS)
- Provided all staff with computer access
- Provided an audiovisual meeting room to enable staff members to have regular meetings with stakeholders
- Started the process of digitalising reporting and reducing paperwork
- Liaising with Government departments to provide a more efficient streamlined system of work



States Official Analyst

Financial Performance

The financial outturns are provided below.

The **States Assembly** ended 2024 with a net revenue expenditure outturn of £9.50 million, delivering an underspend of £856,000 against the Final Approved Budget of £10.35 million. This reflects strong financial oversight while supporting parliamentary functions and internal development. The States Assembly General and Members' Remuneration absorbed unbudgeted costs for increased Member pay and reviewer expenses within existing resources, demonstrating effective in-year budget control. A £386,000 underspend in Members' Services was driven by delays in recruiting the Constituency Support Team. Vacancy savings from other posts were used to help meet non-pay pressures, including building and maintenance work at Morier House. Digital and Public Engagement was also underspent by £115,000 due to continued recruitment challenges. Committees and Panels delivered a £596,000 underspend, largely due to recruitment delays for Secretariat posts and lower-than-expected spend on consultancy and communications. Law Drafting ended the year on budget, with £287,000 in income from external drafting work offsetting related consultancy costs. Through careful management of vacancies and resources, the States Assembly successfully absorbed unplanned pressures and ended the year in a strong financial position.

In 2024, the **Non-Ministerial Departments** delivered a net revenue expenditure of £34.7 million. This resulted in an underspend of £3.2 million against the Final Approved Budget of £37.8 million, equating to a positive variance of 8.4%. The outcome reflects robust financial control and effective in-year budget management across the departments, despite operational pressures in legal, ceremonial, and court services.

The **Bailiff's Chambers** ended 2024 with a net outturn of £4.2 million, in line with the approved budget. This was achieved due to strong cost control of the departmental spending and additional budget provided for the King's Visit. The ceremonial expenditure included £485,000 spent on the King's Visit and £157,000 for Liberation Day events. The Royal Visit, marking His Majesty the King's first to Jersey as monarch, was an historic and well-received occasion, delivered through a coordinated programme of public events. Court and Case Costs totalled £579,000, coming in £1,000 under budget. Effective financial oversight balanced the impact of increased court activity, including 25 additional jury trials and 11 more sitting days, which drove up Commissioners' fees and related costs.

The **Judicial Greffe** delivered a £1.4 million underspend, due to overachieved income and stringent cost control measures. Court and Case Costs also came in £853,000 under budget, reflecting the nature of the court cases in 2024 and efficient case management.

The **Law Officers' Department** recorded a net outturn of £11.3 million, resulting in a £1.4 million underspend. Income and tight cost control offset operational pressures across core legal services. However, Court and Case Costs ended £1.4 million over budget due to a continuation of the complex economic crime cases and the major incidents of 2022.

The **Office of the Lieutenant Governor** ended 2024 with a net outturn of £875,000, delivering an underspend of £86,000. Higher-than-expected income alleviated rising operational costs, while responding to increased demand in immigration services and spending on staffing, hospitality, and utilities.

Total income of £219,000, primarily from immigration fees, helped mitigate £1.1 million in expenditure. Vacancy savings and careful financial planning enabled the department to contain pressures and close the year in a strong position.

The **Official Analyst** ended 2024 with a net underspend of £13,000 against a full-year budget of £838,000. Additional income from internal and external sources countered higher spending, while addressing the cost of compliance work, training, and recruitment. Although expenditure reached £894,000, underspends in areas such as utilities and rent supported budget balance. Prudent forecasting ensured the department achieved its goals and contributed to the broader underspend across Other Non-Ministerial Departments.

The **Probation and After-Care Service** recorded a net underspend of £240,000, with a further £59,000 underspend in Court and Case Costs. Unspent growth funding and robust income generation compensated for operational pressures, including demands in maintenance, technology, and postponed recruitment due to legislative delays. Savings across admin, training, and travel helped offset overspends elsewhere, enabling the department to remain within budget. The final position highlights its commitment to sound financial management.

The **Viscount's Department** achieved a £797,000 underspend, due to tight cost controls and overachieved income. Court and Case Costs overspent by £367,000, driven by court-ordered activity, though partially offset by recovered costs.

Despite cost pressures in areas such as court activity, legal services, and ceremonial functions, **the Non-Ministerial Departments** achieved a strong year-end position. The £3.2 million underspend reflects a strong income performance, particularly in Judicial Greffe, Viscount's Department and Office of the Lieutenant Governor. It demonstrates conservative spending in departments like Probation and After-Care Service and Official Analyst; partially offsetting of overspends in court and case costs by operational underspends and higher than forecast income.

Service Analyses

States Assembly		2024 Estimate per Government Plan	Final Approved Budget	2024 Outturn			Differenc e from Final Approved Budget
Actual s 2023 £'000		Net Revenue Expenditure £'000	Net Revenue Expenditure £'000	Income £'000	Expenditure £'000	Net Outturn £'000	£'000
3,498	States Assembly-General	3,366	3,398	-	3,630	3,630	(232)
742	Digital and Public Engagement	824	899	-	784	784	115
1,508	Committees and Panels	2,131	2,254	4	1,662	1,658	596
1,113	Members' Services and Remuneration	1,841	1,938	2	1,565	1,563	375
1,595	Law Drafting	1,742	1,864	302	2,164	1,862	2
8,456	Total	9,904	10,353	308	9,805	9,497	856

Service Analyses (continued)

Other Non-Ministerial Departments		2024 Estimate per Government Plan	Final Approved Budget	2024 Outturn			Difference from Final Approved Budget
Actuals 2023 £'000		Net Revenue Expenditure £'000	Net Revenue Expenditure £'000	Income £'000	Expenditure £'000	Net Outturn £'000	£'000
1,988	Bailiff's Chamber	2,902	3,626	83	3,710	3,627	(1)
472	BC General	306	580	-	579	579	1
	Judicial Greffe						
2,790	JG General	3,328	3,633	2,534	4,727	2,193	1,440
4,366	Court & Case Costs	5,531	5,531	3	4,681	4,678	853
	Law Officers' Department						
9,927	LOD General	11,770	12,657	642	11,917	11,275	1,382
3,276	Court & Case Costs	1,111	3,063	-	4,442	4,442	(1,379)
1,042	Comptroller & Auditor General	1,152	1,152	89	1,197	1,108	44
866	Office of the Lieutenant	905	961	219	1,094	875	86
760	Official Analyst	796	838	69	894	825	13
	Probation						
2,560	Probation & Aftercare Service	2,845	3,051	49	2,860	2,811	240
89	Court & Case Costs	106	112	-	53	53	59
	Viscount's Department						
1,283	Duties of the Viscount	2,191	2,387	1,073	2,663	1,590	797
599	Court & Case Costs	246	246	215	828	613	(367)
30,018	Total	33,189	37,837	4,976	39,645	34,669	3,168

Statements of Comprehensive Net Expenditure

Actuals	States Assembly	Estimate per Government Plan	Final Approved Budget	Outturn	Difference from Final Approved Budget
2023 £'000		2024 £'000	2024 £'000	2024 £'000	2024 £'000
Revenue					
58	Earned through operations	-	-	92	92
58	Total Revenue	-	-	92	92
Expenditure					
-	Social Benefit Payments	-	-	-	-
7,146	Staff Costs	8,455	8,904	8,097	807
1,368	Other Operating Expenses	1,449	1,449	1,492	(43)
8,514	Total expenditure	9,904	10,353	9,589	764
8,456	Net revenue expenditure	9,904	10,353	9,497	856
-	Depreciation and amortisation	-	-	-	-
8,456	Net revenue expenditure after depreciation	9,904	10,353	9,497	856

Statements of Comprehensive Net Expenditure (continued)

Actuals	Other Non-Ministerial Departments	Estimate per Government Plan	Final Approved Budget	Outturn	Difference from Final Approved Budget
2023 £'000		2024 £'000	2024 £'000	2024 £'000	2024 £'000
Revenue					
441	Levied by the States of Jersey	370	370	449	79
3,969	Earned through operations	3,161	3,522	4,062	540
4,410	Total Revenue	3,531	3,892	4,511	619
Expenditure					
-	Social Benefit Payments	-	-	-	-
20,856	Staff Costs	24,228	26,125	22,138	3,987
13,405	Other Operating Expenses	12,302	15,053	16,534	(1,481)
72	Grants and subsidies payments	90	451	435	16
-	Impairments	-	-	-	-
5	Finance costs	15	15	12	3
34,338	Total expenditure	36,635	41,644	39,119	2,525
29,928	Net revenue expenditure	33,104	37,752	34,608	3,144
90	Depreciation and amortisation	85	85	61	24
30,018	Net revenue expenditure after depreciation	33,189	37,837	34,669	3,168