CAYMAN ISLANDS

2013/2014 Session of the

LEGISLATIVE ASSEMBLY

ANNUAL REPORT

of the

STANDING HOUSE COMMITTEE

2013 - 2014

Laid on the Table of Legislative Assembly on this day of 2014

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THE STANDING HOUSE COMMITTEE
2013-2014

ANNUAL REPORT

1. REFERENCE

The Standing House Committee of the Cayman Islands Legislative Assembly which was established by a Government Motion in accordance with the Standing Order 79, met on an intermittent basis.

GOVERNMENT MOTION NO 2

Appointment of the Standing House Committee

BE IT RESOLVED THAT, in accordance with the provisions of Standing Order 79, this House appoints a Standing House Committee charged with the duty to make recommendations to the House in respect of –

(a) matters affecting the working conditions, comfort and facilities for Members during Meetings of the House;

(b) matters affecting the working conditions, comfort and facilities for the Officers of the House;

(c) the operation and maintenance of the library of the House and the provision of research facilities;

(d) the maintenance, upkeep, furnishing and equipment of the Legislative Assembly building and its precincts;

AND BE IT FURTHER RESOLVED THAT the Standing House Committee shall comprise five Elected Members, one of whom shall be elected by the Members of the Committee as Chairman and one as Deputy Chairman;

AND BE IT FURTHER RESOLVED THAT the quorum for the Committee shall be three Members of the Committee including the Chairman or the Deputy Chairman;

AND BE IT FURTHER RESOLVED THAT the Committee review its terms of reference and report any recommendations to this Honourable House.

Passed by the Cayman Islands Legislative Assembly this 29th day of May, 2013.

2. CHAIRMAN AND MEMBERS OF THE COMMITTEE

The following Members of the Legislative Assembly are the present Members of the Standing House Committee.

Mr Alva Suckoo, MLA – Chairman

Mr Arden McLean, MLA – Deputy Chairman

Mr Winston Connolly, MLA – Member

Mr Bernie Bush, MLA – Member

Capt Eugene Ebanks, MLA – Member

3. MEETINGS OF THE COMMITTEE

The Committee held three (3) meetings during the period covered in this Report;

(i) Tuesday, 17th September 2013

(ii) Tuesday, 3rd December 2013

(iii) Tuesday, 6th May 2014

4. ATTENDANCE OF MEMBERS

The attendance of Members at meetings is recorded in the Minutes of Proceedings which are attached here to and form part of the Report.

5. PRACTICE AND PROCEDURE OF THE COMMITTEE

The Committee agreed that all its meetings would be conducted in accordance with the provisions of Standing Orders.

6. PAPERS CONSIDERED

In accordance with the provision of Standing Order the Committee considered the following papers which were prepared by Mr Kim Evans, Serjeant-At-Arms.

- House Committee Report: Security and Maintenance dated 17th September 2013;
- House Committee Report: Security Maintenance and House Keeping dated 3rd December 2013; and
- Response to House Committee Request from the 3rd December 2013 meeting on the Security System (CCTV) Update; Air-Conditioning System Update; and Parking Lot Update *(reviewed by the Committee on 6th May 2014)*

There were no other Papers considered during this time.

7. SUMMARY & COMMITTEE COMMENTS

7.01 The purpose of the Standing House Committee is to discuss and make recommendations to the House in respect to matters affecting the working conditions, comfort and facilities for Members during Meetings of the House; and; the maintenance, upkeep, furnishing and equipment of the Legislative Assembly building and its precincts.

7.02 The Committee met on an intermittent basis to discuss concerns of the Members during this period.

ACKNOWLEDGEMENT

The Committee thanks the staff of the Legislative Assembly for the assistance provided.

REPORT OF THE COMMITTEE TO THE HOUSE

The Committee agrees that this Report be the *Annual Report of the Standing House Committee* to the House for the year *2013-2014* and that the attached Minutes forms part of this Report.

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Mr Alva Suckoo, MLA – Chairman

THE STANDING HOUSE COMMMITEE OF THE LEGISLATIVE ASSEMBLY OF THE CAYMAN ISLANDS

MINUTES OF PROCEEDINGS

Meeting
Tuesday, 17th September 2013
11:00am

Minutes of Proceedings of the Committee's meeting held Tuesday, 17th September 2013 at 11:00am in the Large Committee Room of the Legislative Assembly Building, George Town, Grand Cayman.

Present: Mr Alva Suckoo, MLA – Member
Capt Eugene Ebanks, MLA – Member
Mr Winston Connolly, MLA – Member
Mr Bernie Bush, MLA – Member

Mrs Zena Merren-Chin – Clerk of the LA
Ms LeSanneo McLaughlin – Committee Clerk

Attendee: Mr Kim Evans – Serjeant-At-Arms

Apologies: Mr Arden McLean, MLA – Member

1. Meeting Call to Order

There being a quorum present the Clerk called the meeting to order at 11:20am and thanked the Members for attending the first meeting of the Committee.

2. Nomination of Chairman

Mr Alva Suckoo was nominated as Chairman and Mr Arden McLean as Deputy Chairman on a motion moved by Mr Bernie Bush and seconded by Capt Eugene Ebanks.

The Committee approved the nominations.

The Clerk briefed the Members on the responsibilities of the House Committee and made reference to the Government Motion No 2 which was passed on 29th May 2013:

Government Motion No 2
Appointment of the Standing House Committee

BE IT RESOLVED THAT, in accordance with the provisions of Standing Order 79, this House appoints a Standing House Committee charged with the duty to make recommendations to the House in respect of –

(a) matters affecting the working conditions, comfort and facilities for Members during Meetings of the House;

(b) matters affecting the working conditions, comfort and facilities for the Officers of the House;

(c) the operation and maintenance of the library of the House and the provision of research facilities;

(d) the maintenance, upkeep, furnishing and equipment of the Legislative Assembly building and its precincts;

AND BE IT FURTHER RESOLVED THAT the Standing House Committee shall comprise five Elected Members, one of whom shall be elected by the Members of the Committee as Chairman and one as Deputy Chairman;

AND BE IT FURTHER RESOLVED THAT the quorum for the Committee shall be three Members of the Committee including the Chairman or the Deputy Chairman;

AND BE IT FURTHER RESOLVED THAT the Committee review its terms of reference and report any recommendations to this Honourable House.

Passed by the Cayman Islands Legislative Assembly this 29th day of May, 2013.

The Clerk advised that the House Committee is responsible for any matters pertaining to the Legislative Assembly Building as it relates to the comfort of the Members. The Library as mentioned in the motion does not exist as yet because of the budget restraints. It can however be a project which the Committee can focus on going forward.

The budget for the Legislative Assembly was not approved at the time of the meeting however the Members were reminded that all cost or expenditures must stay within the budget amount.

Mr Bernie Bush inquired of the Speaker's role in the decision making of the Legislative Assembly expenditures and or decisions made by the Committee. The Clerk confirmed that the Speaker has no say in the Committee. The Speaker could make suggestions to the House Committee and they would then make a decision.

Mr Alva Suckoo, the Chairman suggested tackling the smaller tasks first.

Mr Winston Connolly purposed that the Legislative Assembly hire unemployed, eligible and screened persons as Security Officers when House is in session instead of paying the already employed Police Officers. This way those unemployed persons can make some kind of income.

The Clerk advised that the SAA is in the process of making similar arrangements.

3. Briefing from Sergeant-At-Arms on Maintenance Matters

Mr Kim Evans, Serjeant-At-Arms addressed the Committee regarding his role in the security and maintenance of the Legislative Assembly ("LA"). He advised that the following matters needed to be addressed:

- *Front and Back Doors* – have no sensor to alert of a break-in and there is no recorder (DVR) to record such events.
- *Cameras* – There are sixteen (16) Cameras in the building but some are dysfunctional; Six (6) need to be replaced; Two (2) cameras have been out for 18months. The security cameras need to be replaced. It is difficult to recognize persons' faces.
- *PA System* – in the Chamber need to be upgraded. It's outdated and also picks up feeds from electronic devices which can be disruptive to the Members and the PA system.

- *Computer Server* – The LA only has memory partitions of the server under the Government Server but no designated server. The server is being used for recording for the Hansard officers and Mr Evans suggests that the LA have their own server.
- *Paint* – the interior doors colour will be changed to beige.
- *Generator Tank* – Mr Evans suggested that the generator be replaced soon. It is currently rusting and it is costly to have it refurbished and maintained. The fuel tank is filled over capacity.
- *Numbering of Doors* – Mr Evans suggests numbering each room for the floor plan of fire hazard safety routes. It would be easier for persons to locate a room by number rather than name.

4. Any Other Business

a) Dropbox

Mr Connolly asked if there was a data room. He suggests having a Dropbox just for a particular day to avoid searching through e-mail items to find documents or information for that meeting. Emails can be excessive and the documents in a Dropbox can be catalogued.

b) Parking

Parking is an on-going issue behind the LA building. The Clerk advised that there were discussions in the past with Public Works Department regarding expanding the parking into the lot behind the LA Building. There were some issues with getting plans prepared for the expansion. Mr Sean Evans from the Planning Department was to prepare the plans however that had not taken place. Once the parking is expanded behind the LA building, it will include parking spaces for members of staff as well.

When House is in Session the staff parks their vehicles in their designated parking space by the Library. However there is sometimes an issue as the public randomly park in the staff parking spaces. Mr Kim Evans suggests purchasing Parking Protectors that can be remotely controlled. This will prevent the public from parking in the staff parking at any time.

Mr Kim Evans further suggested for security reasons to have the Members' parking blocks in the LA parking lot identified by numbers instead of Members titles as Members can become easy targets.

Mr Evans noted that he wished to have Personal Protection Officers and to have the Immunities and Privileges Law amended so that personnel hired to act as security for any Member or in relation to the building will have more rights relating to enforcement powers.

c) I-Pads

The Clerk advised the Committee it was proposed to provide Members with I-Pads so that all House Business could be distributed to the Members in electronic form. The Committee agreed that the I-Pads should be used in the Parliament going forward to encourage going paperless and retrieving and storing large amount of documents instead of printing and carrying them around. A link to Dropbox can be used instead of emails for easy access to such documents.

d) Library

Preparation for a Library of the Legislative Assembly ("LA") had not commenced due to financial restraints as well as space. It was suggested that the Library would also be a physical historical reference since 95% of the Laws and all the information pertaining to the LA is online.

5. Adjournment

There being no further business the Chairman adjourned the meeting at 12:20pm.

THE STANDING HOUSE COMMMITEE OF THE LEGISLATIVE ASSEMBLY OF THE CAYMAN ISLANDS

MINUTES OF PROCEEDINGS

Meeting
Tuesday, 3rd December 2013
10:30am

Minutes of Proceedings of the Committee's meeting held Tuesday, 3rd December 2013 at 10:30am in the Large Committee Room of the Legislative Assembly Building, George Town, Grand Cayman.

Present: Mr Alva Suckoo, MLA – Chairman
Mr Arden McLean, MLA – Deputy Chairman
Mr Winston Connolly, MLA – Member

Ms LeSanneo McLaughlin – Committee Clerk

Apologies: Mr Bernie Bush, MLA – Member

Absent: Capt Eugene Ebanks, MLA – Member

1. **Meeting Call to Order**
There being a quorum present the Chairman called the meeting to order at 10:40am.

2. **Approval of Minutes**
Minutes of Tuesday, 17th September 2013 as amended were **approved** on a motion moved by Mr Winston Connolly.

3. **Matters arising from Minutes**
Mr Arden McLean suggested that all future Minutes have 'action points' in line item format to assist the Committee in noting what has been completed and what tasks are still outstanding.

The Committee referred to the prior briefing from Mr Kim Evans, the Serjeant-At-Arms on maintenance matters during the meeting of 17th September 2013; and also reviewed his most recent report on 'Security Maintenance and House Keeping'. The following was noted:

- *Front and back doors* – have no sensor to alert of a break-in and there is no recorder (DVR) to record such events.
- *Cameras* – There are sixteen (16) Cameras in the building but some are dysfunctional; Six (6) need to be replaced; Two (2) cameras have been out for 18months. Security cameras need to be replaced. It is difficult to recognize persons' faces.
- *PA System* – in the Chamber need to be upgraded. It's outdated and also picks up feeds from electronic devices which can be disruptive to the Members and the PA system.

- *Computer Server* – The Legislative Assembly ("LA") only have memory partitions of the server under the Government Server but no designated server. The server is being used for recording for the Hansard officers and Mr Evans suggested that the LA have their own server.
- *Paint* – the interior doors colour will be changed to beige.
- *Generator Tank* – Mr Evans suggested that the generator tank be replaced soon. It is currently rusting and it is costly to have it refurbished and maintained. The fuel tank is filled over capacity.
- *Numbering of Doors* – Mr Evans suggests numbering each room for the floor plan of fire hazard safety routes. It would be easier for persons to locate a room by number rather than name.

The Committee agreed that the above listed should be dealt with by Mr Evans and he should provide an update to the Committee of the cost along with the quotes in two weeks.

It was agreed that the colour of the doors should be changed to a more mutual tone. The Chairman agreed that beige would be more suitable rather than white.

The Committee also wished to have further details on the actual cost and upgrade necessary for the PA system. In regards to the computer server, Mr McLean indicated that this particular issue would be resolved if the Legislative Assembly ("LA") was autonomous, as a stand-alone entity. The LA would not have to share the computer server nor have to wait on Computer Services to rectify the space. This avenue would facilitate and enhance the efficiency of the LA. The Committee agreed.

The Committee indicate that the numbering of doors which already have names may not be necessary. There are only two Committee rooms for example which are both near the exit. A clarification if it is a policy to number doors for fire safety will be needed. If it is not a policy then this will be deemed as unnecessary and therefore the Committee would not approve.

The following matters were also noted:

a) I-Pads

Mr McLean suggests that the use of I-Pads in the Chamber should be a flexible option and not mandatory one. Some Members prefer to have hard copies of documents to review, read, highlight and or mark their notes manually rather than achieve this electronically.

b) Drop Box

Prior to the use of I-Pads, in the Chamber implantation of 'Drop Box' which would make sharing large documents more efficient should be considered. Not only will it save large volumes of paper, it will also provide the Members with a faster way of obtaining and using documents needed during House Sessions. Mr Wesley Howel would be providing the demonstration on how to use the Drop Box, however, he did not confirm a date with the Chairman as yet. The Chairman volunteered to follow up with Mr Howel.

Mr Connolly suggested that when there is a meeting, the documents that are needed for that day be dropped into the Members Drop Box on that present day. That way the Members would not have to scroll back through numerous emails to find the email with the documents needed.

c) LA Library

The Committee agreed that a Library with physical references would be necessary. It would have all the essential and adequate information about Parliament and provide a good resource for research. It was mention that some Members as well as the general public may wish to source information from books rather than online and having a physical collection of books and documents would be beneficial.

The Chairman suggests that Mr McLean provide a list of what he thinks would he necessary to have in the LA Library. Since he has travelled and has an idea of what is carried in such Libraries.

The Committee took into consideration that the space upstairs above the Chamber, which is currently being used as storage, could be converted to the Library. The Chairman will follow-up with the Clerk concerning this option and the space. Mr McLean recommended the hall way in front of the Deputy and Assistant Clerk's office for the Library. Ms McLaughlin, the Committee Clerk, advised Mr McLean that the space is currently filled with and used for the LA's House documents and Reports. Therefore there would be insufficient space.

4. Members Concerns

a) The Entity: Legislative Assembly

Mr McLean expressed his views on the Legislative Assembly ("LA") becoming autonomous, a stand-alone entity to facilitate and enhance efficiency. This would eliminate the delays with the approval process when maintenance issues arise as well as when vendors need to be compensated for providing services to the LA. The Committee agreed.

b) Building

Mr McLean suggested that there should be an extension to the LA Building, such as an Administration Building, in the vacant lot behind the LA and keeping the front section of the Legislative Assembly as the Members Chamber only. He believes that staff should be separate from the Parliament House to avoid distraction for the staff and or the Members while House is in Session. In addition he suggests that this Administration Building have a full kitchen where meals can be prepared for the Members.

c) Parking Security

Mr McLean expressed his concerns with the Security. In other Parliaments the Security Officer is under the direction of the Serjeant-At-Arms. The Security within other Parliaments is also armed. With respects to the LA gate, there have been instances where persons have walked in as the gate opened while Members were driving in. Mr McLean strongly suggests better security arrangements. It is not the intention to discourage the public from coming to the LA building but more so to avoid the public from roaming on the compound in restricted areas. He feels that a Security Guard should be at the gate monitoring who enters the premises during House Sessions.

d) Parking - Expansion of Parking Lot onto the Old Tower Building Site

The Committee agreed that the currently parking for the Members is constricted. The Members wish to have this addressed as soon as possible. The Members would have more space to park and there would be adequate parking for the Staff Members also. It was suggested that Mr Evans follow up with Mr Sean Evans regarding the Old Tower Building site and obtain an indication as to when the expansion could commence.

e) **Coat Hooks in Rest Rooms**

The Committee agreed that there should be coat hooks in the Members rest rooms and in an area along the hall way for the Members to hang their jackets/coats.

f) **Colour of Walls**

The Committee agreed that the yellow doors and walls are too bright and would be changed to a more neutral colour such as beige.

g) **Power Supplies by the desks in the Chamber for each Member**

The Committee agree that there should be power supplies by the Members desk in the Chamber. Members have adapted to the use of electronic devices such as I-Pads during House Sessions and it is important to have a form of power source for such devices.

The Chairman suggests that Mr Evans source quotes for this project. The Chamber floor will have to be lifted to run wiring and this can be expensive. The Committee would like to know a cost effective and efficient solution of installing the power supplies.

h) **Air Conditioner ("A/C")**

The Committee agree that the A/C goes out to often especially when House is in Session. This is unacceptable and inconveniences the Members who have to sit for hours in the Chamber. This matter should be addressed immediately.

Mr Connolly suggests that an itemized inventory list of equipment and parts of what the LA Building has in respects the A/C and /or condenser be prepared. The capacity of the A/C unit may not be adequate for the building and suggest getting a comparison from different providers. Mr Connolly also volunteered to research this as well.

i) **Generator Tank**

To reiterate from Section 4 above; Mr Evans suggested that the generator tank be replaced soon. It is currently rusting and it is costly to have it refurbished and maintained. The fuel tank is filled to over capacity. Multiple quotes will need to be provided.

The Committee agreed to the above mentioned building improvements and maintenance. The Chairman wish to have the quotes and update from Mr Kim Evans, the Serjeant-At-Arms, of the above listed items within two weeks.

j) **Meals during House Sessions**

Members and Staff currently have to share the Members area where the catered meals are provided. Mr McLean suggests that the Staff have their lunch provided separately and kept in the Staff kitchen. This will eliminate the need for Staff to wait until the Members have eaten to receive lunch and the issue of either a Member or Staff not able to have lunch because the food has ran out.

Meals can be portioned and catered accordingly to the Member and Staff sizes. The Committee agreed that this would be a good arrangement so that both the Staff and the Members would not be inconvenienced during lunch.

k) Dietary Choices

The Chairman has discussed and planned to meet with a nutritionist from H.S.A for a healthier meal plan for the Members. He will follow up with this and report back to the Committee.

l) Bottle Water in the LA

Mr McLean expressed his concerns with the bottle water that is being provided in the Chamber. Currently, the Members receive royal blue coloured bottle waters with the LeBlu logo. It is of his opinion that having the Members drink from a labelled or branded bottle looks bias. Additionally, Parliament should not be seen indorsing a product. He suggests that the water be provided by pitcher as was the traditional way. The Committee agreed that it did look inappropriate and that a glass of water should be provided instead.

m) Uniforms

Mr McLean suggests that Ms Anita Salmon, the House Keeper be provided with improved uniformed attire for when House is in Session. He expressed his concerns with Staffs attire and the Committee agreed that Staff should be presentable at all times.

The Chairman suggested an allowance or budget put in place for Staff to purchase a set amount of two (2) uniforms for each Member of staff if they wish. It was noted that a few Staff Members wore uniforms occasionally outside of their usual business attire and the Committee found those presentable and neat. The Clerk of the Committee brought it to the attention of the Committee that those Staff Members purchased those uniforms out of pocket. Although it is not a requirement to wear the uniforms it was a desire to acquire them as an option. The Chairman advised that he would consider looking into the possibilities of the LA reimbursing those Staff Members who already purchased their uniforms while still offering those without the option to purchase from the acquired uniform budget. The matter would be taken up with the Clerk of the LA for further discussion.

5. Any Other Business

There was no other business.

6. Adjournment

There being no further business the Chairman adjourned the meeting at 11:50am.

THE STANDING HOUSE COMMMITEE OF THE LEGISLATIVE ASSEMBLY OF THE CAYMAN ISLANDS

MINUTES OF PROCEEDINGS

Meeting
Tuesday, 6th May 2014
10:00am

Minutes of Proceedings of the Committee's meeting held Tuesday, 6th May 2014 at 10:00am in the Large Committee Room of the Legislative Assembly Building, Grand Cayman.

Present: Mr Alva Suckoo, MLA – Chairman
Mr Arden McLean, MLA – Deputy Chairman
Mr Winston Connolly, MLA – Member

Ms LeSanneo McLaughlin – Committee Clerk

Apologies: Capt A Eugene Ebanks, MLA – Member

Absent: Mr Bernie Bush, MLA – Member (due to travel)

1. **Meeting Call to Order**
There being a quorum present the Chairman called the meeting to order at 10:15am.

2. **Apologies**
The Chairman gave apologies for Capt Eugene Ebanks and Mr Bernie Bush was presumed absent due to travel.

3. **Approval of Minutes**
   - Tuesday, 3rd December 2013

The Minutes of Tuesday, 3rd December 2013 as amended were **approved** on a motion moved by Mr Winston Connolly and seconded by Mr Arden McLean.

4. **Matters arising from Minutes**
Following the previous minutes, it was noted that the action point list can be attached to the back.

5. **Members' Concerns**
The Member's concerns were addressed below.

6. **Review of the Response to the House Committee Request**
The Committee reviewed the above mentioned Report and discussed the following:

a) Security System (CCTV) Update

With the Security System (CCTV) Update, the Members found that the Security Centre's quote was higher than other providers. The first few pages of the Security Centre's quote pertain to the cost for each design they presented.

The Committee suggested having two other vendors provide a quote and design. This way a new security system for the Legislative Assembly ('LA") can be recommended at a reasonable cost.

Mr Connolly further suggested that as long as the vendors are providing top of the line components and/ or systems than using a cheaper provider should not be an issue.

It was also noted that the vendors' assessment should be free of charge and no additional cost to the Department.

The Committee agreed to have the following vendors contacted for quotes:

- Mr Richard Thompson
House Smart Technologies
Tel: (345) 916 2220 / (345) 947-0854
E-mail: Richard@candw.ky

- Mr Malcom Eden
Eminent Audio / Audiophile Group Ltd (The)
Tel: (345) 916 8076 / (345)746 4434
E-mail: eminent@candw.ky / m.eden@theaudiophilegroup.ky

- Mr David 'Tony' Myers
345AV Ltd - Audio Video Automation
Design, Install, Maintain
Tel: 345-916 7753
E-mail: tony@345av.net

b) Air-Conditioning System Update

Mr Connolly suggests having Public Works review the quotes of the Air-Conditioning ("A/C") System Update and make their recommendation to the Committee. Mr McLean notes that the A/C of the LA does not turn off and has to be regularly maintained which is costly.

c) Parking Lot Update

There were four (4) design options provided for the LA parking spaces by Public Works. The Committee commends Public Works on their efforts however does not think it capture what the Committee is looking for. The Committee strongly suggest that the property accommodate the future plans or building of the LA. Have a design layout with the LA Administration Building along with parking spaces this way the parking spaces will be in the right area of the property and when the building is being constructed the parking spaces would not have to be relocated.

Mr McLean suggested that the property not only consist of an LA Administration Building and parking but should also be a multilevel and or multipurpose building.

The Committee agreed and recommend that Public Works give another proposal of an improved expansion of the LA property onto the Tower Building site and allow for the future construction of an Administration Building for the LA.

It would include:

- Library
- Kitchen
- Offices
- Parking
- Outdoor green areas e.g. Arboretums with tables and chairs or benches

7. Review and Approval of the Standing House Committee Annual Report

The Committee reviewed and amended the Standing House Committee Annual Report of 2013-2014 and agreed to have it Tabled before the House during the First meeting of 2014/15. The Report will include the minutes of the Committee. Once the amendments are made the Report will come back before the Committee for final perusal and signing.

8. Any Other Business

There was no other business.

9. Scheduling of Next Meeting

The Chairman suggested holding meetings the 3rd Tuesday of each month. The Committee agreed that meeting on a monthly basis would be beneficial and 3rd Tuesdays of the month would work best with each Member's schedule.

10. Adjournment

There being no further business the Chairman adjourned the meeting at 11:36pm.