



GPI POLICY - Partners' Communication

Rationale:

Pitcairn is a British overseas territory, as such the Government of Pitcairn Island (GPI) comprises the Pitcairn Island Council, the Pitcairn Public Service (PPS), Her Majesty's Government (HMG), the Attorney General and the Pitcairn Islands Office (PIO). The Pitcairn Island Council recognises that effective, regular and transparent communications between these parties is necessary for best practice management, consultation, meaningful partnership and the principles of good governance. The GPI Partners' Communication Policy provides all GPI partners with agreed upon procedures for this essential engagement.

Policy Objectives:

The purpose of this document is to establish and maintain a practical framework for agreed upon, effective, regular and transparent communications between; the Pitcairn Island Council, HMG, the PPS, the PIO, the office of the Attorney General, the Governor's office and the Pitcairn Island community.

Activities:

The Island Council

1. Public Meetings

- i. The Pitcairn Island Council is required by law to meet at least once a month. Special Meetings and Council workshops can also be called as necessary.
- ii. A Public Meeting is held once a by-monthly. An annual Public Meeting schedule is developed and adhered to. The Pitcairn community are notified of pending public meetings no less than 5 working days prior to the meeting via a Channel 16 announcement, and a notice posted on the public notice boards.
- iii. A Public Meeting Agenda is posted on the Public Notice board along-side the Public Meeting notification. The Public Meeting Agenda will also be circulated to all attendees on arrival at the meeting.
- iv. GPI Partners are informed of the date and time of a pending Public Meetings via email, sent by either the Mayor or Island Secretary no less than 5 working days before the meeting. A Public Meeting Agenda will accompany the email notification.
- v. All show of hand and private ballot votes, undertaken by attendees at any Public Meeting, are noted and recorded as such, at the next Regular Council meeting.

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- vi. Private ballot and show of hand votes undertaken at Public Meetings, do not necessarily indicate a final or particular GPI Council decision or action but may be used to capture general agreement of a concept or proposal and/or recommendations for further action at the next available formal Council meeting. The Mayor will advise the public of this process when requesting show of hand or private ballot votes at Public Meetings.
- vii. All Public Meetings are recorded as written Meeting Notes by the Island Secretary. Public Meeting Notes are approved by Council and signed by the Mayor prior to being made available for circulation and posting on the Government website.
- viii. All Public Meetings are audio recorded and filed by the Island Secretary. The Island Secretary is the only authorised recorder of Public Meeting Notes.
- ix. Telephone and/or video links are used, when required, at Public Meetings. All invited attendees are notified about what type of technology will be in use at a Public Meeting at the time the meeting notification and agenda is posted.
- x. The Administrator represents the PPS at Public Meetings. The Administrator may ask Division Managers (and/or other PPS staff) to deliver reports or presentations at a Public Meeting as required.
- xi. The Administrator additionally represents Her Majesty's Government at Public Meetings and may deliver reports and/or presentations on behalf of the HMG/FCDO and/or Governor's Office.

2. The Administrator as ex-officio member of Council

Adherence to GPI Policies and Procedures

- i. To ensure best management practice, partnership and good governance the Administrator, as HMG representative and ex-officio member of Council, adheres to all approved GPI Policies, Procedures and Guidelines – as must all elected members of Council.
- ii. The Administrator is an ex-officio member of the Pitcairn Island Council and represents HMG & the PPS in that capacity and should therefore normally attend.
- iii. The Administrator, as HMG's representative and ex-officio member of the Pitcairn Island Council, provides the Pitcairn Island Mayor and Council with information on appropriate HMG matters relating to the Pitcairn Islands, the Pitcairn Island community, its administration and its governance.

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3. The Administrator as Head of the Pitcairn Public Service (PPS)

Adherence to GPI Policies and Procedures

- i. To ensure best management practice, partnership and good governance the Administrator, as Head of the PPS, adheres to all appropriate GPI Policies, Procedures and Guidelines when undertaking this role - as must all elected GPI PPS employees.

Reporting & Monitoring for the Pitcairn Island Council

Monthly

- i. To ensure best management practice and good governance the Administrator, as Head of the PPS, keeps the Mayor and the Pitcairn Island Council informed of matters pertaining to the efficient management of the PPS and its ability to deliver GPI objectives, as stated within Pitcairn Island Council's Strategic Development plan.
- ii. The Administrator meets with Division Managers when necessary to support overall progress toward delivering GPI objectives, as stated within Pitcairn Island Council's Strategic Development plan.
- iii. Actions, decisions, documents, reports and proposals, arising from Divisional Managers' meetings, may not necessarily infer a final or particular GPI Council decision or action. Divisional Managers' actions or recommendations arising from such meetings and requiring Council input and/or approval will be submitted to the Island Secretary, by the Administrator, for the next available Council meeting.
- iv. The Administrator provides the Mayor with reports on the management of the PPS and its progress delivering SDP outputs. The Administrator should also provide a summary report to Council. This report should be submitted to the Mayor and Island Secretary no less than 3 working days prior to a Regular Council Meeting for dissemination to all Council Members. Any queries regarding the Administrators summary report to be clarified pre-council meeting with Administrator or relevant Division Manager.

4. Mayor and/or Deputy Mayor & Administrator Meetings

- i. Regular meetings between the Mayor and Administrator provide a platform to build trust and openly discuss matters pertaining to best practice management, good governance, shared challenges and successes and the well-being of GPI Employees and the Pitcairn community.

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- ii. The Mayor should aim to meet with the Administrator once a week.
- iii. The Mayor will provide the Island Council with a verbal, general overview of matters discussed with Administrator in such meetings as is appropriate.

5. The Offices of the Governor and Deputy Governor

6. The Pitcairn Island Council recognises that communications between it, the Pitcairn Community and the offices of the Governor and Deputy Governor are generally conveyed via the Administrator or the Mayor.
7. The Mayor and Pitcairn Island Council will invite the Governor and/or the Deputy Governor to participate in quarterly (or when required) video or teleconference Public Meetings with the Community and/or the Island Council to provide updates on strategic developments and discuss concepts and initiatives. Councillors, PPS Division Managers and staff may on occasion, and by prior agreement, be called upon to play a specific role in these meetings.
8. When required, Pitcairn Island Council members and/or PPS Division Managers and staff are free to correspond directly, by email or telephone, with the Governor's Office through the Deputy Governor on specific official issues, copying in the Governor if necessary.
9. Written communications between the Governor's Office and the Mayor, Pitcairn Island Council members, PPS Division Managers and staff will be professional and at all times, remain respectful, courteous, factual and prompt.
10. In terms of communication relating to settlement applications, the GPI Immigration Policy states:

	Step	Maximum timeframes
1.	Immigration Officer responds to queries received by contact form.	5 working days
2.	Applicant sends application form to Immigration Officer, copied to PIO.	n/a
3.	PIO sends applicant details of how to pay the fee, carries out passport checks and informs Immigration Officer of outcome.	5 working days
4.	Immigration Officer assesses the application and completes part 1 of the rating form.	5 working days
5.	Immigration Officer (via Administrator) refers application to Council on standard template to assist them in making a recommendation.	Next Council meeting

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6.	Council makes a recommendation to the Governor via the Deputy Governor, using standard template. Decision will be to refuse, defer or progress application.	5 working days after Council
7.	Deputy Governor issues a written response to the applicant explaining the interview process, the timeframe and the financial evidence required. If interview is deferred due to travel restrictions or other factors (such as a global pandemic) the applicant will be advised. . If recommendation is to refuse application, reasons are given in the response.	60 working days
8.	If recommendation is to progress application:	
8.a	Deputy Governor obtains financial evidence which will be checked.	As with 7 above, within 60 working days
8.b	Deputy Governor invites applicant for interview. After interview, DG completes part 2 of the rating form.	As with 7 above within 60 working days
8.c	Following interview, Deputy Governor makes recommendation to Governor. Decision will be to refuse, defer or grant application.	5 working days
9.	Governor approves the Deputy Governor's recommendation.	10 working days
10.	Deputy Governor informs Immigration Officer in writing of Governor's decision. The Governor's decision is final.	10 working days
11.	Immigration Officer, via Administrator, conveys Governor's decision to Council.	Next Council meeting
12.	The Governor writes to the applicant and grants entry clearance for settlement.	10 working days from 9.
13.	Applicant presents entry clearance letter to Immigration Officer on Pitcairn on arrival.	12 months from 12.

11. The Pitcairn Islands Office (PIO)

- i. The Pitcairn Island Council recognises that communications between it, the Pitcairn Community and the PIO may occur via the Administrator, the PIO Operations Manager and/or the Pitcairn Financial Controller.
- ii. The PIO Financial Controller will provide the Mayor and Council with Quarterly Management Accounts within 10 working days of a written request prior to Council's Quarterly Strategic Development Plan Review Meetings.
- iii. The PIO Financial Controller will provide the Mayor and Council with Quarter Management Accounts for European Union Project funds/budgets within 10 working days of a written request prior to Council's Quarterly Strategic Development Plan Review Meetings.

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- iv. The Mayor and Pitcairn Island Council will invite the PIO to participate in quarterly video or teleconference Public Meetings with the Community and/or the Island Council to provide updates and discuss concepts and initiatives as required.
- v. Using the agreed GPI Council/PPS Report Template (Annex 5), the Mayor and Administrator issue a joint quarterly GPI Council & Public Service Report to show measurable progress toward meeting the Pitcairn Island Council's Strategic Development Plan.
- vi. Councillors, PPS Division Managers and staff may on occasion, and by prior agreement, be called upon to play a specific role in these meetings. PPS Managers and staff are free to communicate with the PIO as required, for official and/or personal reasons. PPS Managers and staff will cc line managers on official correspondence when required.

12. The Office of the Attorney General

- i. The Pitcairn Island Council recognises communications between it and the Office of the Attorney General are generally conveyed via the Mayor, Island Secretary, Administrator, the Island Magistrate and/or the Deputy Court Registrar.
- ii. When members of the Pitcairn Islands Council communicate directly with the Office of the Attorney General, on any Council matter, they are required to cc all correspondence to the Mayor and Island Secretary.
- iii. When required, Pitcairn Island Council members and/or PPS Division Managers and staff are free to correspond directly with the Office of the Attorney General on specific issues.
- iv. Written communications between the office of the Attorney General and the Mayor, Pitcairn Island Council members, PPS Division Managers and staff will be professional and at all times, remain courteous, factual and prompt.
- v. When PPS Division Managers and/or staff communicate with the Office of the Attorney General they will inform their Division Manager and/or the Administrator and cc all correspondence, unless communicating about matters of a sensitive/personal nature).
- vi. Should ongoing communication be required, once established, PPS Division Managers and/or staff members are free to communicate directly with the office of the Attorney General without cc'ing senior management.

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