



JERSEY DATA PROTECTION AUTHORITY (JDPA) MEETING

5 Castle Street

St. Helier

MINUTES

Authority Meeting 22 (the Meeting)

9:00 – 12:25, 14 December 2022

Chair Elected

Gailina Liew (GL)

Voting Members Present.

Paul Routier (PR)

Gailina Liew (GL)

Helen Hatton (HH)

David Smith (DS) – Via video conference call

Apologies - Voting Member

Jacob Kohnstamm - Chair (JK)

Non - Voting Members Present

Paul Vane – Information Commissioner (PV)

Angela Marshall – JDPA Secretary. (AM)

Apologies – Non-Voting Members

Anne King – Operations Director (AK)


Guest Speaker


None


Decisions/Approvals


Approved - If the JDPA Chair is absent for any reason the JDPA voting members, in attendance at the meeting, to elect a meeting chair at the start of each meeting. Assuming that the meeting is quorate.


	Gailina Liew was elected as Chair for the Meeting.
1.0	Approved – Meeting Agenda approved.
2.1	Approved - Minutes of Authority Meeting 17 August 2022 number 21 approved.
2.2	Approved – The JDPA Recruitment pack and process was approved.
4.1	Approved - The JOIC Management Accounts Q3 For The Period Ending 30 September 2022 was approved.
4.1	Approved - The JDPA Proposed 2023 Budget was approved.
4.1	Approved – The JOC Project Progress Q3 2022 was approved.
4.2	Approved – The proposed JDPA 5% cost of living salary increase was approved.

	Item	Action
1.0	Call to order and approval of The Agenda. The Authority approved the Agenda.	Decision – Agenda approved.
1.1	Declarations of Interest. GL advised she has been appointed as a NED to a Venture Capital Fund. GL does not foresee any conflict of interest unless the said Venture Capital Fund is the subject of a DP investigation. There were no other Declarations of Interest. place Review of Action Points from JDPA Meeting No. 21 August 2022 took place with the following being noted.	Action Point 1.1 – GL to check if the Registry of Interest had been updated to reflect her NED appointment.
1.2	Consideration to be given in respect of the potential introduction of fines and how they could be implemented in which it was concluded this matter would be put on hold and potentially re-visited at a later date.	 Action : No further action to be taken at this time.

<p>Agenda Item 2.1</p>	<p>Minutes Minutes of Meeting No. 21 of 17 August 2022 were reviewed and after due thought and consideration subsequently approved.</p>	<p>Approved Minutes of Meeting No. 21 of 17 August 2022 were approved.</p>
<p>Agenda Item 2.2</p>	<p>JDPA Recruitment Pack and Process</p> <p>The JDPA Recruitment Pack and Process was presented to the Meeting for consideration with the following being noted:</p> <ul style="list-style-type: none"> o It is necessary for the Authority to seek to recruit new Members to the Authority Board in order to replace vacancies arising following exited and exciting Authority Board Members. o A report had been prepared by Armstrong Craven in connection with their assisting the Authority which detailed a mapping and pipelining project in identifying and potentially appointing new Members to the Authority Board. o Armstrong Craven to identify suitable candidates with the required skills, experience, technical ability and professionalism for the recruitment process. o It was noted that Armstrong Craven had provided a competitive cost quote to carry out the work required and had already identified some strong potential candidates with it being anticipated that interviews could commence late February 2023. 	

	After due thought and consideration, the JDPA Recruitment Pack and Process was approved.	Approved: The JDPA Recruitment Pack and Process was approved.
Agenda Item 3.00	Information Commissioner / The JOIC - Information Commissioner's Quarterly Report December 2022	<p>Approved: The JOIC - Information Commissioner's Quarterly Report December 2022 and JOIC to raise the matter of Registration Filings as an Action Point</p> 
Agenda Item 3.1	The JOIC - Information Commissioner's Quarterly Report December 2022 was presented to the Meeting and reviewed with a query being raised on if all applicable entities are filing their registrations? It was requested that JOIC explore further the matter of registration filing.	
Agenda Item 3.2	<p>Current Issues</p> <p>The JDPA Recruitment Pack and Process was noted as being ongoing and has already been discussed under Agenda Item 2.2 of this Minute.</p> <p>It was noted that the JOIC Registration Renewal process was due to commence in January 2023 and that preparations are underway for administration of same.</p> <p>It was noted that Data Protection Week 2023 was due to take place in January 2023 and that JOIC was due to participate in same.</p>	
Agenda Item 3.3	Business Plan Update 2023/24 The JOIC - Information Commissioner's Quarterly Report December 2022 outlined a	

	<p>Business Plan Update with key points noting it is the aim to:</p> <ul style="list-style-type: none"> o Protect our future generations by putting children first. o Maximise technology and economic opportunities to enhance the Island reputation as a safe place to do business. o Achieve and maintain the highest standards of data protection in Jersey. 	
<p>Agenda Item 4.00</p> <p>Agenda Item 4.1</p> <p>Agenda Item 4.1</p> <p>Agenda Item 4.1</p>	<p>Board Governance, Operations and Procedures</p> <p>ARC</p> <p>JDPA Management Accounts for The Period Ending 30 September 2022 – Q3 were circulated for review and after due thought and consideration subsequently approved.</p> <p>JDPA Proposed 2023 Budget was circulated for review and after due thought and consideration subsequently approved.</p> <p>JOIC Project Process Q3 2022 report was circulated for review and after due thought and consideration subsequently approved.</p>	<p>Approved</p> <p>JDPA Management Accounts For The Period Ending 30 September 2022, Q3 were approved.</p> <p>Approved</p> <p>JDPA Proposed 2023 Budget was approved.</p> <p>Approved</p> <p>JOIC Project Progress Q3 2023 report was approved.</p>
<p>Agenda Item 4.2</p>	<p>Remuneration and Human Resources Committee</p> <p>R&HR presented to the Meeting a JOIC Pay Annual Review Report detailing a review of JOIC's Pay and Reward policy which states pay structure will be reviewed annually to</p>	 <p>Approved</p> <p>JOIC 5% consolidated pay increase to be applied to the salary structure with</p>

	<p>establish whether a revalorisation of specific pay points, a consolidated pay award or a non-consolidated pay award is appropriate.</p> <p>Discussion took place regarding remuneration options with comparisons being drawn to similar organisations and the pay increases that had been awarded. Other factors were also taken into consideration including the Jersey RPI index along with the high cost of living.</p> <p>Further discussion took place regarding this matter with a recommendation being put forward that the Authority consider a 5% consolidated pay increase to be applied to the JOIC salary structure with effect from 01 January 2023</p> <p>After due thought and consideration, the Authority approved a JOIC 5% consolidated pay increase to be applied to the salary structure with effect from 01 January 2023.</p>	effect from 01 January 2023.
Agenda Item 5.1	<p>Government of Jersey Funding Model Proposal</p> <p>Discussions are in progress.</p>	
6.1	<p>JDPA Calendar 2023</p> <p>It was noted that work was in progress to finalise the JDPA 2023 Calendar with dates and availability to be confirmed.</p>	
	The meeting ended at 12:25	
	The Authority held an in-camera session.	

