



## JERSEY DATA PROTECTION AUTHORITY (JDPA)

**Meeting No. 33 of the JDPA Held at 5 Castle Street, St Helier, Jersey, JE2 3BT  
on 19 February 2025, 16:30 – 19:20 (The Meeting)**

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### MINUTES

#### **Attendees:**

##### **JDPA Members (collectively The Authority):**

Elizabeth Denham (ED) – JDPA Chair (via video conference call)  
Stephen Bolinger (SB) (via video conference call)  
Paul Breitbarth (PB) (via video conference call)  
Helen Hatton (HH)  
Paul Routier (PR)  
Paul Vane (PV) – Information Commissioner (non-voting)

#### **Invitees:**

Anne King (AK) – Operations Director, JOIC  
Claire Le Brun (CLeB) – Finance Director, JOIC

#### **Apologies:**

**None**

#### **JDPA Secretary:**

Angela Marshall (AM)

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### **1.0 Call to Order**

The JDPA Chair called The Meeting to order.

The JDPA Chair noted that the Meeting was quorate.

### **APPROVAL**

The Authority Approved the Meeting Agenda.

### **Business of the Meeting**

#### **Introductions**

The JDPA Chair opened the Meeting, noting that it was the first Authority meeting of 2025 to take place, welcomed the Attendees and introductions took place.

The JDPA Chair gave a brief overview of the Meeting content.

### **1.1 Declarations of Interest**

The JDPA Chair asked the Meeting Attendees if there were any new declarations of interest to note with it being confirmed that there were no new declarations of interest.

## **2 Items for Approval**

### **2.1 Review and Approval of Minutes**

The draft Minutes of Meeting No.32 of 22 November 2024 (the Draft Minutes) had been circulated to the Meeting Attendees for review prior to the Meeting being held.

The Meeting considered the Draft Minutes and after due thought were subsequently approved.

**APPROVAL:** The Draft Minutes of Meeting No. 32 of 22 November 2024 were approved.

## **3 Board Governance, Operations and Procedures**

### **3.1 Audit and Risk Committee**

HH as Chair of the Audit and Risk Committee (ARC) confirmed that an ARC meeting had taken place 13 February 2025 and proceeded to give an update on the matters that ARC had discussed which included:

#### **Q4 2024 Management Accounts**

HH presented to the Meeting the JDPA Q4 Management Accounts to 31 December 2024 (the Q4 2024 Management Accounts) and proceeded to give an overview of same with the following being noted:

The uncertainty in respect of funding from Government of Jersey (GoJ) continued to be of concern and in order to try and manage the financial position, it had been necessary to adhere to cost cutting measures which in turn, had generated a knock-on effect on operational matters. For these reasons, it had been necessary to readjust priorities and projects.

The Meeting considered retained earnings in relation to operating reserve with it being concluded that in order to support business operations, it would be prudent to maintain a minimum amount equivalent to three months operational costs with the amount to be determined by the Authority.

ARC is recommending the Q4 2024 Management Accounts to the Authority.

**APPROVAL:** The Q4 2024 Management Accounts were approved by the Authority.

#### **Expenditure Control Point 2025**

HH noted to the Meeting that the current expenditure control point is 10% of the JOIC operating budget. For the remainder of 2025, ARC is recommending to the Authority an expenditure control point of £86,763 is set with amounts over the 10% threshold needing referral to the Authority (the Expenditure Control Point).

The Meeting discussed the Expenditure Control Point and after consideration, concluded that the Expenditure Control Point be rounded up to £87,000 and is set for the remainder of 2025.

**APPROVAL:** An Expenditure Control Point of £87,000 for the remainder of 2025 is approved by the Authority.

### **3.4 Governance Committee**

SB noted that the Governance Committee had held a meeting on 16 October 2024, the details of which had already been relayed at the Authority Meeting of 28 October 2024. The Governance Committee were next scheduled to meet Q2 2025 and in the interim, there was nothing further to note.



## **JDPA Succession Planning**

The Meeting highlighted that consideration would need to be given in respect of potential reappointment and replacement of JDPA Members, brought about by a previous member of the JDPA's term having expired and two current serving members of the JDPA's term becoming due to expire in 2025. The Authority agreed that in order to fully consider the best course of action, they would set aside time to fully evaluate this matter in the near future.

### **3.5 Remuneration and Human Resources Committee**

PR as Chair of the Remuneration and Human Resources Committee (R & HR Committee) noted that the last meeting had been held on 25 October 2024, the details of which had already been relayed at the Authority Meeting of 28 October 2024. The R & HR Committee were next scheduled to meet Q2 2025 and in the interim, there was nothing further to note.

## **4 Information Commissioner**

PV as Information Commissioner gave an update on topics that he had been attending to which included:

### **4.1 Quarterly Report**

PV noted that the Information Commissioner's Quarterly Report, February 2025 (the Quarterly Report) had been circulated to the Meeting for their information and review.

18:30 - 18:40 – Meeting paused for a break.

### **4.2 Fee Model**

PV gave a verbal update on the current state of play regarding communications that had taken place with GoJ in respect of the Fee Model. The Meeting acknowledged that communications are ongoing and that PV would provide further update in due course.

### **4.3 Strategic Plan**

PV spoke of the Strategic Plan, the purpose of which is to set a framework of aims and projects to be undertaken by JOIC over the next three years (2025 - 2028), to run alongside the statutory regulatory work that JOIC undertakes (the Strategic Plan). PV further detailed that The Strategic Plan is in draft format and that it is necessary to hold back from rolling it out until the uncertainty regarding funding from GoJ has been resolved, rationale being it will be necessary to work within financial budgeting parameters which at present, are not confirmed.

The Meeting went on to consider key elements of the proposed Strategic Plan.

## **5 Any Other Business**

### **Electronic Signatures**

AM highlighted to the Meeting that due to a number of factors, including Authority Meetings and Sub Committee Meetings scheduled to take place both in person at JOIC office and remotely via video conferencing, it was both necessary and practical to put in place a method of electronic signature, to be applied to documents approved by the Authority in accordance with the Electronic Communications (Jersey) Law 2000 (the Electronic Signature Proposal). After consideration, it was agreed that it is practical to adopt the Electronic Signature Proposal.

**Approval:** The Authority approved the adoption of the Electronic Signature Proposal.

### **Value for Money GoJ Review**

The Meeting acknowledged that GoJ had engaged the services of an external auditor to undertake a value for money review on JOIC (the Value for Money Review). It was anticipated that the Value for Money Review would commence in February 2025 and JOIC welcomed the opportunity to work with the GoJ appointed external auditor on this project.



## **Annual Report 2024**

AK informed the Meeting that the draft JOIC Annual Report 2024 would shortly be circulated to the Authority for review, forming part of the External Audit 2024 of the JDPa that was currently taking place.

## **Letter of Engagement**

HH reminded the Meeting that the Authority had previously approved the appointment of Baker Tilly, Jersey as external auditor to the JDPa, covering year ending 31 December 2024 through 31 December 2026 (with the option to extend for two financial years) (Baker Tilly, External Auditor).

In connection with the appointment of Baker Tilly, External Auditor, a Letter of Engagement had been entered into, formalising the appointment of Baker Tilly, External Auditor (the Letter of Engagement). HH went on to note that the Letter of Engagement made reference to the JDPa giving assurances relating to anti-fraud and financial matters. In connection with seeking comfort that it was in order to giving such assurances and prior to entering into the Letter of Engagement, it had been established that appropriate financial control mechanisms were already in place

The Meeting ended at 19:20

The Authority held an in-camera session.



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**Elizabeth Denham, Chair**  
**For and on behalf of: JDPa**