



JERSEY DATA PROTECTION AUTHORITY (JDPA)

**Meeting No. 32 of the JDPA Held at 5 Castle Street, St Helier, Jersey, JE2 3BT
on 22 November 2024, 10:28 – 12:05 (The Meeting)**

MINUTES

Attendees:

JDPA Members (collectively The Authority):

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

Invitees:

Gailina Liew (GL)
Anne King (AK) – Operations Director, JOIC

Apologies:

Claire Le Brun (CLeB) - Finance Director, JOIC

JDPA Secretary:

Angela Marshall (AM)

1.0 Call to Order

The JDPA Chair called The Meeting to order.

It was noted that CLeB had sent apologies in her not being able to attend the Meeting.

The JDPA Chair noted that the Meeting was quorate.

APPROVAL

The Authority Approved the Meeting Agenda.

Business of the Meeting

Introductions

The Chair opened the Meeting, welcomed the Attendees and introductions took place.

The Meeting welcomed ED in her role as recently appointed Chair to the JDPA.

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

1.1 Declarations of Interest

The 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.31 of 28 October 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 requested minor amendment subject to which, the Draft Minutes were approved.

APPROVAL: The Draft Minutes of Meeting No. 31 of 28 October 2024 were approved.

3 Board Governance, Operations and Procedures

3.1 Audit and Risk Committee

It was noted that HH as Chair of the Audit and Risk Committee (ARC) had cause to send apologies in her not being able to attend the ARC meeting that had taken place 23 October 2024 and that PB had acted as Chair in her absence.

PB proceeded to give an update to the Meeting on the matters that ARC had discussed which included:

Draft Budget 2025

PB gave to the Meeting an overview of the Proposed Operating Budget for 2025 (the Draft Budget 2025) noting that the aim was to set a financial framework to support the delivery of the 2025 Business Plan and operational costs of the JOIC office. The Meeting went on to collectively consider the Draft Budget 2025 detailing concerns regarding financial struggles and potential negative impact due to lack of funding from Government of Jersey (GoJ) and other potential external factors such as downturn in economy.

It was noted that the Contract of an Independent Contractor was due for renewal and that in accordance with expenditure thresholds, Authority approval was required (The Contract of the Independent Contractor). It was further noted that details of the The Contract of the Independent Contractor were contained within and will fall under the Draft Budget 2025 for the purpose of authorisation. After considering the range of expertise, quality of services and corporate knowledge provided by the independent contractor along with costs, ARC had recommended the renewal of The Contract of the Independent Contractor.

ARC is recommending the Draft Budget 2025 to the Authority on the understanding that adjustment may be required at a later date 2025.

APPROVAL: The Draft Budget for 2025 was approved by the Authority with a proviso that financial adjustment may be required going forward and the position would be monitored throughout 2025.

3.4 Governance Committee

GL noted that the Governance Committee had met 16 October 2024 and gave an update on matters that had considered which included:

External JDAP Assessment

GL referred to the External JDPA Assessment that had been undertaken earlier in the year and noted that it would be prudent to await the completion of the Strategic Plan 2024/2025 to ascertain if there is an overlap of findings. In addition, it would be necessary to evaluate the financial budget 2025 and ascertain if finances would be available to permit expenditure on further training and coaching.

The Authority concluded that the External JDPa Assessment had been a good exercise to conduct but acknowledged that it would be prudent to await the Strategic Plan 2024/2025 and cross reference any overlap of findings along with the evaluation of finances prior to committing to further projects in the short term.

JDPa Rotation Schedule

The JDPa Rotation Schedules was considered with it being highlighted that HH and PR's terms as serving members of the JDPa were due expire August 2025.

HH informed that although she had enjoyed serving as part of the JDPa, it was not her intention to serve a further term post expiry 2025 and potentially, her preference would be to resign her post early.

PR noted that his term as a member of the JDPa was due to expire August 2025 and that he would be willing to serve a further term if required.

The Authority noted that there was some uncertainty regarding GL's renewal term as a member of the JDPa.

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 and that there was nothing further to note.

Information Commissioner

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

4.1 Quarterly Report

PV presented to the Meeting the Information Commissioner's Quarterly Report, November 2024 (the Quarterly Report) and gave an overview of same which touched on the business plan, executive and departmental priorities noting that targets were on course to be met.

PV spoke of the continued work that had been undertaken in respect of a revised fee model and that although communications with GoJ remained ongoing, the uncertainty regarding GoJ funding continued to be of concern.

4.2 Global Privacy Assembly Conference 2024

The Meeting reflected on the Global Privacy Assembly Conference that had taken place in Jersey, October/November 2024 and hosted by JOIC noting that the feedback received by delegates attending had been very positive.

4 Any Other Business

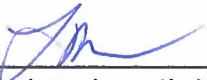
Meetings

The Meeting considered the frequency of JDPa Meetings to be held 2025, taking into consideration JOIC/JDPa day to day business requirements and the Strategic Plan 2024/2025. It was noted that five JDPa Meetings over the course of 2025 were proposed and would be scheduled to take place both in person at JOIC Office and via video conferencing, taking into consideration Attendees availability along with funding required to cover associated travel costs. It was also noted that the frequency of the planned JDPa Meetings for 2025 would be subject to change as circumstances or events may dictate (the Proposed JDPa Meetings 2025 Schedule).

Approval: The Authority considered the Proposed JDPa Meetings 2025 Schedule and approved same.

The Meeting ended at 12:05

An in-camera session was not required.

X 

Elizabeth Denham, Chair
For and on behalf of: JDPA