

FOI DECISION NOTICE

**Scheduled Public Authority:
Judicial Greffe**

Date: 15 June 2026

Appeals are handled by the Information Commissioner under Art.46 of the Freedom of Information (Jersey) Law 2011

THE REQUEST



- The Complainant sought information on any central policy, protocol, or guidance used by the Governance Team when determining whether documents are included in Tribunal bundles. Specifically, the request asked for the policy or guidance under which the Governance team determines what is and is not included in Tribunal bundles.
- This appeal is unusual, as it is the first instance in which a Scheduled Public Authority (SPA) (Judicial Greffe) did not respond to an Internal Review (IR) request, and where responsibility for the request was reassigned part-way through the process. The request was initially allocated to People and Corporate Services (P&CS), then reassigned to Judicial Greffe (JG), and subsequently to Employment, Social Security and Housing (ESSH).

THE SPA'S RESPONSE



- The SPA issued a response explaining that requirements vary between tribunals and provided a brief overview covering Employment and Discrimination, Social Security, Tax, Mental Health and Capacity, and Planning tribunals.
- The Complainant was dissatisfied with this response and requested an internal review. However, the request was subsequently transferred to ESSH, and JG did not complete the internal review. The original request and IR request were closed four days after ESSH issued its response.

THE DECISION



The Commissioner's decision is that the appeal is:

NOT UPHELD.

- The SPA is not in breach of Art.10. The SPA provided information it considered relevant based on its understanding of the request. As there is no statutory requirement under the FOI Law to conduct an internal review, no breach arose from the failure to respond to the IR request.

However, the Commissioner makes the following observations to support improved practice:

- When allocating requests, SPAs should be provided with all relevant context to ensure accurate handling.
- Assumptions should not be made about the subject matter of a request.
- Where there is uncertainty, clarification should be sought from the requester at an early stage to ensure the request is directed appropriately.