



JERSEY DATA PROTECTION AUTHORITY MEETING

MINUTES

Authority Meeting 19 10:00 – 11:00, 31 March 2022
Chair Present. Jacob Kohnstamm (JK)
Voting Members Present. Paul Routier (PR) Gailina Liew (GL) David Smith (DS)
Apologies - Voting Members. Helen Hatton (HH) Clarisse Girot (CG)
Non- Voting Members Present. Paul Vane – Information Commissioner (PV) Anne King – Operations Director & Authority Secretary (AK) Claire Le Brun – Finance Manager (CLeB)
In Attendance by Invitation.
Guest Speaker

Decisions/Recommendations	
	Decision – Quarterly accounts to go to Audit and Risk Committee (ARC) for review, ARC will then request additional information or recommend them to the JDPA for approval.
	Decision – JOIC to reconcile the bank to Business Central (JOIC Finance software) monthly.
	Decision - JDPA meetings to start at 09:00 Jersey time.
	Decision – JDPA members remuneration to be shown in related parties alongside a short statement re remuneration.
	Decision – JDPA approved the 2021 Audit.

Action Items	
	Action point – Executive to draft a paper on the mechanics and history of the litigation fund.
	Action point – AK to check arrangements for JDPA supper in May/June 2022 and advise JDPA.

Item	Action
<p>Call to order.</p> <p>The Chair opened the meeting and welcomed members.</p> <p>ARC is recommending the audited 2021 Financial Statements as drafted for approval by the JDPA.</p> <p>ARC is recommending the letter of Representation is approved and signed by the Chair of the JDPA to meet our statutory deadline.</p> <p>JK drew the meeting’s attention to the audit findings report written by Baker Tilly. JK noted that he is happy with the responses from the Executive on the issues raised.</p> <p>Based on the audit findings report the JDPA agreed:</p> <ul style="list-style-type: none"> ○ Quarterly accounts to go to ARC for review, ARC to recommend them to the JDPA for sign off. ○ JOIC to reconcile the bank to Business Central (JOIC Finance software) monthly. 	<p>Decision – Quarterly accounts to go to ARC for review, ARC to recommend them to the JDPA for sign off.</p> <p>Decision – JOIC to reconcile the bank to Business Central (JOIC Finance software) monthly.</p> 

<ul style="list-style-type: none"> ○ JDPA requested that the Executive prepare a paper to detail the mechanics and history of the litigation fund. ○ JDPA members remuneration to be shown in related parties alongside a short statement re remuneration. <p>The JDPA questioned the appropriateness of 2 chair statements, this will occur when we present the financial statements as part of the published 2021 Annual Report. JDPA request CLeB to check with the CAG on this matter.</p> <p>ARC has no concerns re the audit findings.</p> <p>Letter of Representation - CLeB reassured the JDPA that this is a standard LoR and is coupled with the Audit Report and ISA260.</p> <p>JK expects the executive to follow the auditor's advice. He went on to thank CLeB, PV & AK for completing the audit in a timely manner to meet our statutory deadline.</p> <p>The JDPA approved the 2021 Audit.</p> <p>AK reminded the JDPA of the Annual Report completion schedule.</p> <p>The designed AR will be with the JDPA members for final review on Friday 8 April with comments back to AK no later than COB on 12 April. Final amends to be made and</p>	<p>Action point – Executive to draft a paper on the mechanics and history of the litigation fund.</p> <p>Decision – JDPA members remuneration to be shown in related parties alongside a short statement re remuneration.</p> <p>Decision – JDPA approved the 2021 Audit.</p> 
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	signed off ready to meet the end of April statutory deadline.	
	<p>GoJ Fee Project</p> <p>JK asked for a fee update. PV advised JK and the JDPA that discussions were still ongoing. GoJ had committed to taking the free project to the EDSC Ministerial Meeting for consideration.</p>	
	<p>GPA Working for Public Good</p> <p>PV advised the JDPA that he has been appointed Chair of this working group. JDPA congratulated PV.</p>	
	<p>Next JDPA Meeting 2 June 2022</p> <p>JK would like a JDPA supper plus PV & AK on 31 May.</p>	<p>Action point – AK to check arrangements and advise JDPA.</p>
	The meeting closed at 11:00.	

