



**JERSEY DATA PROTECTION AUTHORITY (JDPA)**

**Meeting No. 30 of the JDPA Held at 5 Castle Street, St Helier, Jersey, JE2 3BT  
on 21 August 2024, 16:01 – 18:40 (The Meeting)**

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**MINUTES**

**Attendees:**

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

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

**Invitees:**

Anne King (AK) – Operations 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 Meeting Agenda was **Approved** by the Authority.

**Business of the Meeting**

**Introductions**

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

**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 Decelerations of Interest.

## **2 Items for Approval**

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

The draft Minutes of Meeting No.29 of 29 May 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. 29 of 29 May 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) gave an update to the Meeting on matters that ARC had discussed which included:

#### **Q2 2024 Management Accounts**

HH presented to the Meeting the JDPA Q2 Management Accounts to 30 June 2024 (the Q2 2024 Management Accounts) and proceeded to give an overview of same with the following being noted:

Income remains a key concern for 2024 with factors such as the economy having a negative impact on business growth.

The position of funding from the Government of Jersey (GoJ) in connection with the data protection fee model is not as yet resolved and communications with GoJ in respect of same remain ongoing. The knock-on effect of not receiving funding from GoJ continues to be of concern and impacts negatively on JOIC's operating costs.

Tenders were being received as part of the appointment process of an external auditor to JDPA in connection with the external audit which is undertaken on an annual basis and further details would be forthcoming.

ARC is recommending the Q2 2024 Management Accounts to the Authority.

**APPROVAL:** The Q2 2024 Management Accounts were approved by the Authority.

### **3.4 Governance Committee**

GL as Chair of the Governance Committee gave an update on matters that the Governance Committee had considered which included:

#### **JDPA Chair Recruitment**

GL confirmed that the process of recruitment for the JDPA Chair had completed and welcomed ED as the (anticipated) new chair commencing late October 2024, subject to formalities being completed.

ED expressed her thanks and confirmed that she looked forward to serving as chair.

JK spoke to the Meeting of his term as chair of the JDPA coming to an end in October 2024 and also spoke of board rotations, detailing that an Authority Member's term was also nearing completion and in order to aid continuity, thought will need to be given to future planning. In this respect, JK and ED referred specifically to GL, noting her current term as an Authority Member was nearing completion and asked that GL give consideration to extending her term to which GL confirmed she would be amiable to. It was agreed that this would be taken forward.



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

PR as Chair of the Remuneration and Human Resources Committee (R & HR Committee) noted that they had held a meeting in August 2024.

PR provided an overview of the key points that the R & HR Committee had considered which included an independent Pay and Review Report (the Pay and Review Report). PR detailed that the Pay and Review Report had made a recommendation that the JDP Board Members be awarded a pay increase of 7%, backdated to January 2024. It was noted that the JDP Board Members salary had not increased for several years which was out of step with cost of living measures and similar organisations where it was usual practice to review and potentially awarding a salary increase on a more regular basis.

A query was raised on if the 2024 financial budget plan could sustain the recommended 7% Authority salary increase to which it was confirmed it fell within budget parameters.

The Authority noted that procedure dictated that it would be necessary to take the recommendation of a 7% Authority salary increase to GoJ for their consideration and potential approval. It was proposed that this course of action be taken.

The R & HR Committee recommended that the 7% Authority salary increase, backdated to 01 January 2024 be taken forward which was also supported by the Authority.

**Action:** The recommendation of a 7% Authority salary increase, backdated to 01 January 2024 to be put forward to GoJ for consideration and potential approval.

PR informed that the next R & HR Committee meeting was scheduled to take place in the last quarter of 2024.

### **Information Commissioner**

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

#### **4.1 Fee Model Update**

PV spoke of the continued work that had been undertaken in respect of a revised fee model and that communications with GoJ remained ongoing. The Meeting discussed the current funding position along with predicted operation outcomes and consequences depending on the final agreed fee model. JK and PV further detailed that a meeting with GoJ was scheduled to take place late September 2024 and it was hoped that a decision could be reached on the fee model.

PV confirmed that further updates would be forthcoming.

#### **4.2 Global Privacy Assembly Conference 2024**

An update on how plans for the Global Privacy Assembly Conference that is scheduled to take place in Jersey, end of October 2024 (the GPA Conference 2024) was progressing was given by PV which included the programme content, speakers and panellists.

The Meeting collectively considered the operational side of the GPA Conference 2024, the timetable of events, themes, content and delegate numbers.

#### **4.3 Quarterly Report**

PV presented to the Meeting the Information Commissioner's Quarterly Report, August 2024 (the Quarterly Report) and gave an overview of the same which touched on the business plan, executive and departmental priorities along with planned projects for the next three month.

AK outlined the business plan deliverables detailing that there was a focus on outcome based performance. A request was made that thought be given to reflect how targets are being measured and to capture the impact being made.



## **IT Controls**

PV confirmed that in accordance with the delegated powers as set out in law, the Authority had delegated the responsibility of IT controls and oversight to the Information Commissioner. It is further confirmed that robust controls, policies and procedures are firmly established and in place to effectively oversee the systems and data.

### **4.4 Compliance and Enforcement - Procedure**

The Meeting collectively spoke of internal procedures and discussion followed with a sharing of ideas as to how adjustments could be implemented with a view to making improvements to procedures.

The Meeting went on to consider risk with it being noted that an evaluation of risk and categorisation is undertaken on a case-by-case basis. It was agreed that further thought be given as to how changes may be introduced to harness risk findings which, overall, should create an improved process and knowledge regarding risk.

The Meeting touched briefly on strategies and priorities over the upcoming months.

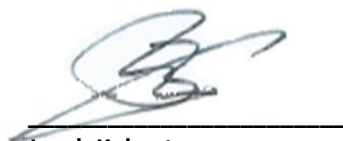
The Meeting concluded that procedures, risk and strategies would be re-visited later in the year.

## **5 Any Other Business**

The Authority commented on the good work being undertaken in connection with the GPA Conference 2024.

The Meeting ended at 18:40

The Authority did not hold an in-camera session.



**Jacob Kohnstamm**

**Chair**

**For and on behalf of: JDPA**