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**MINUTES OF THE BOARD OF DIRECTORS**  
**OF JERSEY BUSINESS LIMITED**

(4th Meeting)

27 April 2012

**PART A**

All board members were present.

P Funk (Chairman)  
J Filleul  
M Robins  
J Box  
E Lincoln  
B Sarre  
A Sugden

In attendance

C Kelleher, Strategic Policy Manager, EDD  
Mrs C Harrington, Minute Taker to the Board of Directors of Jersey Business Limited

Note: The Minutes of this meeting comprise Part A and B.

**Minutes**

A1. The Minutes of the meeting of 4 April 2012 , were circulated and some amendments were requested by Mr Lincoln namely to acknowledge that email accounts will be set up once funds are available and to reflect that amendments to the website will be undertaken by SwitchApps. Once these amendments are made a final copy will be passed to the Chairman for sign off.

**Matters**

There were no matters arising from the previous meeting.

**Arising**

**Objectives**

**Finance/  
Budget**

A2. Budget to be established by Mr P Funk and put forward to EDD.  
**The Board agreed that individual budgets relating to all objectives need to be established and following this a proposed financial plan will be put together and presented to EDD.**

**Recruitment**

A3. 1. Following the last Board meeting Hassell Blampied Associates (hba) were instructed to begin the process of recruiting a CEO. An advertisement has been placed in the JEP and this advert will run again on 1 May. hba will be requested to update the Board on applications by 4 May and interviews to be held during week commencing 28 May.

**Strategic Policy Manager to inform hba that Board has requested an update on applications by 4 May and to advise of interview dates. Board will view all responses and agree a short list for interviews. The interview panel will consist of Mr P Funk, Mr J Box and Mr James Filleul along with a representative from the Appointments Commission and a Senior Officer from EDD.**

A4. 1. The Board discussed resourcing issues for JB with effect from 1 June. Lydia

Your ref

Cook and Felicity Freeman have offered their services on a contract basis. The Strategic Policy Manager advised the Board that an alternative option could be the secondment of some EDD staff to JB for a period of time until permanent staff are appointed. Following extensive discussion, it was agreed by the Board that it was not appropriate to engage in a Contract with Lydia Cook and Felicity Freeman neither was it appropriate to use all EDD staff. It was agreed that Melissa Bentley will commence her role at JB and an administrative assistant will be sought for a temporary period. For an interim period Mr Lincoln was requested to put forward a proposal for Greenlight to undertake management duties.

**As an interim measure, the Board agreed to instruct hba to seek an administrative assistant on a temporary basis and Mr E Lincoln will put forward a management proposal to cover duties that will be undertaken by a prospective CEO. Mr B Sarre will advise Lydia Cook and Felicity Denton accordingly.**

#### **Premises**

A5. 1. Landlord of proposed premises in The Parade has now accepted the Heads of Terms requested by the Board and the Board has now entered into documentation to instruct Sarre & Co to finalise details.

2. A large amount of work needs to be undertaken at these premises. Elliot Design has put forward some designs and Mr P Funk suggested that a further consultant be requested to put forward some proposals with the anticipation of tendering for the work requirements.

3. Mr B Sarre advised the Board that a lawyer will need to be instructed to act for Jersey Business. It was agreed that Stephen Crane would be approached.

**A tender process for the works to be undertaken will commence and this will be initiated by the Strategic Policy Manager. Mr P Funk and Mr J Box will continue the process to ensure that the lease is assigned to JB. Advocate Crane will be requested to act on behalf of JB which will also include the assigning of the lease from Gloucester Street.**

#### **Website**

A6. 1. The revised logo has been supplied by MalletCrane and will be uploaded to the website by SwitchApps.

2. Mr M Robins has met with Dara Lutes with regards to the content for the website. Ms Lutes is currently working with SwitchApps to upload content onto the website and it is hoped that this will be completed by the end of the month.

**The Board agreed that once the final content has been uploaded to the website, Mr M Robins will supply a link for the Board to review before making the site live.**

#### **IT/ Telephony**

A7. Funds need to be made available in order for email accounts to be set up and it was agreed that Mr E Lincoln and Mr J Box will put together an itemised costing that will be forwarded to EDD to request a transfer to the JB bank account.

2. Current assets at JBV should be transferred to JB and Mr E Lincoln and Mr J Box will undertake an audit of assets.

**Costings for the implementation of email accounts and a full review of JBV's assets currently at Gloucester Street will be undertaken by Mr E Lincoln and Mr J Box.**

#### **Utilisation of JE and JBV databases**

A8. 1. The Strategic Policy Manager advised the Board that following a meeting with the Data Protection Officer, the databases of JBV and JE of current clients could not be transferred to JB, without the client's consent.

2. It was suggested that JB will correspond with all current clients to advise them of the change from JBV to JB and request that they opt in to being part of JB's database. This correspondence will be undertaken on a staggered basis over a period of a couple of weeks leading up until JB goes live.

Your ref

3. Melissa Bentley along with the Strategic Policy Manager will look at all JE's contacts.

4. Strategic Policy Manager advised the Board that a Data Protection Licence will need to be obtained for JB.

**The Strategic Policy Manager will arrange to write to all clients of JBV and JE advising them of the change in structure. Mr J Filleul will be involved in this process and it was recommended that this be completed by 1 June. Strategic Policy Manager will arrange the issue of a Data Protection Licence for JB.**

**Economic Growth Strategy/Enterprise Strategy**

A9. Following the last Board Meeting, Mr P Funk forwarded the aims and objectives of JB to Mr S Pritchard, The Director of Policy and Strategy Development and asked for confirmation on where these will fit in with the Economic Growth Strategy/Enterprise Strategy and is waiting to hear back from Mr Pritchard.

**Mr P Funk will update the Board accordingly.**

**Jersey Enterprise Awards**

A10. 1. The feedback meeting with sponsors was cancelled and has now been re-scheduled for 1.00 p.m. on 29 May to which all Board members will attend.

2. Mr J Filleul, Mr M Robins and Mr J Box agreed to form a sub-committee to look at some proposals for the next awards event.

3. Mr P Funk advised the Board that the current Events Manager, Christine Holmes, had been in contact and it was suggested that the sub-committee should speak with Mrs Holmes with regards to the next event.

**The Board formed a sub-committee for the awards of Mr J Filleul, Mr M Robins and Mr J Box. It was acknowledged that future events would be the responsibility of the JB Board.**

**Any Other Business**

A11. 1. Mr P Funk informed the Board that he had recently had a conversation with Ed Daubeney, who was currently project managing the development of Digital Jersey (DJ), to ascertain whether there was an opportunity to absorb costs as missions of both JB and DJ initiatives seem to be similar and this could apply to premises, financial offices etc. Mr Funk suggested that dialogue should continue and once DJ is launched then this should be taken forward.

**Mr P Funk will continue conversations with DJ with regards to the possibility of sharing costs.**

**Date of Next Meeting**

A12. Mr Funk advised the Board that he is still awaiting a meeting with the States Treasurer with regards to Venture Capital Structures.

Friday 18 May 2012 at 3.00 p.m. at the offices of EDD.

Meeting Closed at 3.10pm

Signed:  ..... (Chairman)

Date signed: 11 July 2012 .....