

**MINUTES OF THE BOARD OF DIRECTORS OF JERSEY BUSINESS LIMITED (“JBL” / “the Company”)**

**(61<sup>st</sup> Meeting)**

**19<sup>th</sup> October 2022 at 9am at Jersey Business, The Parade, St Helier**

**Present:** Mrs J Carnegie (JC) (Chair)  
Mr J Day (JD)  
Mrs K Le Feuvre (KLF)  
Mrs A McClure (AM)  
Mr G Smith (GS)  
(the “Board” or the “Directors”)

**In Attendance:** Aimee Maskell, AM to PM Secretarial Services (Minutes) (AMa)

1. **Welcome and Apologies** – No apologies were noted.
2. **Declarations of Interest** – No additional declarations of interests were declared.
3. **Minutes of previous meeting - IT WAS RESOLVED** to approve the minutes from the previous meeting held on 27<sup>th</sup> July 2022, subject to minor amendment and AM agreed to prepare a final copy for JC’s signature.
4. **Matters Arising** – The Board reviewed the action log, a copy of which had been circulated with the agenda and the following updates were provided:
  - (A) **Board Apprentice -IT WAS NOTED** that JC and GS had reviewed two candidates’ CVs for the role of Board Apprentice, both of whom have skill sets that would be useful to JBL. **IT WAS THEREFORE RESOLVED** that GS would arrange to meet with them both and decide which one to offer the position to. **Action: GS**
  - (B) **Board Skills Review** – GS confirmed that he had circulated the Board Skills Review papers to the Directors with a request that they are completed and returned for discussion by the next meeting (22<sup>nd</sup> November 2022) and **IT WAS RESOLVED** that AM would create a new folder on the Board Teams site for the Directors to upload their completed papers to. **Action: AM**
  - (C) **Tender for Auditor** – GS confirmed that the tender process to appoint a new Auditor had now been completed and he thanked JD for his assistance in this regard.
  - (D) **Pay Slips** – AM confirmed that following the previous meeting, she sent Payroll.je a request for instructions on how to access the payslip portal to be sent to the Directors. However, JC and KLM advised that they had not received this. Therefore, they were still not receiving payslips from JBL. **IT WAS THEREFORE RESOLVED** that AM would follow up with Payroll.je accordingly. **Action: AM**
  - (E) **Oversight Board for Arms’ Length Organisations (ALOs)** – GS proposed closing this action, given that Suzanne Wylie (SW) has now scheduled an event with all ALOs, and this was supported by the Board.
  - (F) **JBL 2021 Annual Report** – AM advised that she did not arrange for printed copies of the 2021 Annual Report as she felt it was now too late to do this. However, she confirmed that a PDF copy was available on the website if required and that extra budget has been agreed for next year to cover printing of the Annual Report (which will be circulated earlier next year). She added that additional budget has also been agreed to cover the cost of animation to include the Annual Report on the website.
  - (G) **Jersey Business Trust (JBT) Trustees and Enforcer** – **IT WAS NOTED** that the process of appointing new JBT Trustees and a new Enforcer was now complete and all

documentation in relation to the same had been executed appropriately.

(H) **JBL Operational Performance** – GS advised that he had not had an opportunity to revisit a revised format for the JBL Operational Report. **IT WAS THEREFORE RESOLVED** to carry this action forward to the next meeting. However, the Board agreed that the revised format should include KPIs, RAG reports and a CEO Executive Summary. **Action: GS**

(I) **£432k Underspend from Covid-19 Recovery Grant to Reserves** – AM reported that an email had now been received from an officer at the Government of Jersey (GOJ) confirming that JBL could transfer the £432k underspend from the Covid-19 Recovery Grant to JBL’s reserves.

(J) **1 Grenville Street** – GS confirmed that he had notified the GOJ of the name of the landlord of 1 Grenville Street.

(K) **Macro External Risk Register** – **IT WAS NOTED** that a macro external risk register had been created for discussion at item 9 below.

5. **Q3 Report and Latest Management Information** – The Board noted the Q3 Report and latest management information, a copy of which had been submitted to the GOJ and circulated with the agenda.

GS confirmed that the GOJ were comfortable with JBL’s reporting and that JBL remained on track against budget for 2022. Furthermore, GS advised that there was nothing significant to highlight from a recent meeting with Officers, noting that this focussed more on the 2023 budget.

The 2022 Jersey Business Performance Framework (KPIs) were briefly discussed, and **IT WAS NOTED** that any activity funded by top up grants (currently shaded in green) will be removed from the KPIs going forward.

6. **JBL Property** – GS provided the Board with an update on JBL’s potential new premises at 1 Grenville Street. He reminded the Board that the lease is for floors three and floor of the property and advised that retrospective Planning permission needs to be sought for the interior design of these floors and the installation of relevant plant (e.g. for air conditioning) on the roof for the two floors. However, GS noted that some plant has already been installed on the roof and confirmation is therefore awaited as to whether there is sufficient loading capacity on the roof. Thereafter, JBL will need to go through the necessary Planning approval process for its own requirements and complete a tender process to appoint a contractor to undertake the work.

7. **Risk Register** – An updated copy of the Risk Register had been circulated with the agenda and GS highlighted the following:

(A) **Facilities Management** – GS advised that this risk remains high due to the property situation summarised in 8 above.

(B) **HR and Training** –GS proposed increasing this risk to “red” given the re-structure and pay reward discussions in item 7 above, and this was supported by the Board.

(C) **People** – GS advised that this remained an “amber” risk which he believes reflects the current skills within the organisation.

(D) **EDD Grant Support Reduced / Budgeting and Cashflow Management** – GS proposed deleting the EDD Grant Support Reduced risk, noting that this was covered by the Budgeting and Cashflow Management risk, and this was supported by the Board. **Action: GS**

The Board noted the proposed risks for inclusion in the macro-external risk register and agreed that further detail was required around each of these. GS suggested that JBL also has a role to support existing businesses (e.g. care homes) make more efficiencies and get

funding into their businesses where they need it following the recent health pandemic. **IT WAS THEREFORE RESOLVED** that he would add this to the macro-external risk register with a view to agreeing narratives for all the risks at the next meeting. **Action: GS/ALL**

JD queried whether JBL were likely to be asked to assist businesses with Covid support again this winter and GS advised that he did not anticipate JBL having to refocus all its attentions on Covid again. However, whilst he confirmed that JBL would be able to provide that support if required, the GOJ are not intending to release any more funding in this regard. He reminded the Board that JBL assisted the GOJ in setting up the appeals process around Covid funding. However, although there has been little feedback/activity around this to date, he acknowledged that the deadline for submitting an appeal was not until 30<sup>th</sup> November 2022.

8. **Government Plan** – The Board reviewed the Economic Development Minister’s Priorities, a copy of which had been circulated with the agenda and GS welcomed the fact that JBL support will be required to achieve a large number of these. He added that none of the Minister’s priorities raise any concern about what is being planned for JBL.

JD queried whether JBL can do anymore to help people with the “red tape” around setting up a business and GS advised that Richard Corrigan recently suggested that JBL would be well placed to undertake a review of how businesses interact with the GOJ. GS therefore formally responded to Richard Corrigan advising that JBL would require specific resource and budget to do this, and Richard Corrigan agreed to present this to Kirsten Morel.

JC requested that any papers submitted to the GOJ (such as the one submitted to Richard Corrigan referred to above) are uploaded to the Board “Teams” site and **IT WAS RESOLVED** that AM would set up a separate folder for these. **Action: AM**

9. **2023 JBL Budget** – The Board noted the various documents which had been circulated with the agenda regarding JBL’s proposed budget for 2023 for their information and acknowledged that this may change depending on the outcome of the restructure and salary increases.

10. **International “Lean” Conference** – AM summarised the Proposal for JBL to support the International Lean Six Sigma Institute (ILSSI) Conference in March 2024 in Jersey, a copy of which had been circulated with the agenda. She recommended that JBL take up the opportunity to sponsor this event at a cost of £40k, which it is proposed to hold in Jersey for two days (with a third optional day for cultural tours for the delegates), noting that sponsorship will allow JBL to help shape the content of the presentations without being responsible for the organisation of the event.

AM advised that the ILSSI will cover the costs of the speakers, their travel and accommodation and the delegates will pay their own costs to travel and stay in the Island. However, JBL’s sponsorship will cover the cost of marketing the event locally and the venue. AM noted that approximately 100 delegates are expected to attend from all over the world. She therefore suggested that it was a significant opportunity and profile raiser for JBL to be associated with the event and ILSSI. She added that it was proposed to hold another “productivity circle” event next year and suggested that the conference would build momentum for this in the shoulder months, which would be particularly positive for the tourism and hospitality sectors.

AM proposed seeking sponsorship for the event from local corporates and Visit Jersey and KLF queried whether it was possible to split the £40k sponsorship with Visit Jersey. JC added that tourist attractions may also be interested in providing sponsorship. AM acknowledged that consideration could be given to splitting/sharing the sponsorship and accepted that sponsorship was the main risk. However, she does not anticipate any

difficulties securing local sponsorship.

AM accepted that some JBL resource would be required to support the event and that the biggest task will be shaping the content for the event and managing the event on the day. However, she reiterated that all the management of the delegates, speakers, etc, will be organised by ILSSI.

In answer to a question from JC, AM confirmed that the conference could form part of JBL's Productivity Week. She added that consideration could also be given to sending Christine Walwyn or Rosie Lempriere to the next conference which is taking place in Budapest in 2023.

JD queried whether appropriate due diligence has been undertaken on Six Sigma, noting that other companies also provide similar certifications/accreditations for business improvement programmes which is unusual in other sectors. **IT WAS THEREFORE RESOLVED** that AM would establish if there was any risk to JBL and revert to the Board accordingly. **Action: AM**

Subject to AM reverting to the Board as agreed above, it was agreed to approve JBL's £40k sponsorship of the 2024 conference in principle.

11. **Any Other Business** – The Board briefly discussed how best to mark GS and AM's departure from JBL (e.g. jointly, separately or shared with the arrival of a new CEO) and GS and AM agreed consider this further outside of the meeting. **Action: GS/AM**

**IT WAS NOTED** that Bell Pumps, a client who received assistance from JBL and took part in JBL's Productivity Support Scheme, won the award for innovation at the recent Construction Awards.

12. **Date of Next Meeting** – **IT WAS NOTED** that the next meeting was scheduled for 22<sup>nd</sup> November 2022 at 930am, and the Directors were invited to send any further questions on the organisational structure and pay awards proposals to AM in advance.

There being no further business to discuss, the meeting was closed at 10.40am.

  
Chairperson

  
Date Signed