

# Comité des Connétables

Minutes of the meeting held on  
**Tuesday 23<sup>rd</sup> June 2015**  
in the States Buildings, St Helier.

## **Present:**

Connétable de St Clément - L. Norman, Chairman  
Connétable de St Pierre - J. M. Refault, Vice Chairman  
Connétable de Ste Marie - Mrs J. Gallichan  
Connétable de St Ouën - M. J. Paddock  
Connétable de St Martin - M. P. S. Le Troquer  
Connétable de St Sauveur - Mrs S. A. Le Sueur-Rennard  
Connétable de St Jean - C. H. Taylor  
Connétable de la Trinité - P. B. Le Sueur

Apologies for absence were received from the Connétable de St Héliér - A. S. Crowcroft; the Connétable de St Laurent - Mrs D. W. Mezbourian; the Connétable de St Brélade - S. W. Pallett and the Connétable de Grouville - J. E. Le Maistre.

In attendance:

Mrs S. R. de Gruchy, Secretary

## **Non-exempt (public) under Freedom of Information (Jersey) Law 2011**

LICAR –  
licence printing

1. The Comité, with reference to its minute no. 6 of 15<sup>th</sup> June 2015, gave further consideration to the budget for the LICAR (driving licence) system for 2015/16. The Comité discussed the materials and equipment required for the printing of driving licences and confirmed that parishes should budget (costs being shared pro-rata) for the purchase of a second laser engraver and the purchase of driving licence cards incorporating security features which met the 3<sup>rd</sup> European Driving Licence Directive.

Freedom of  
Information  
(Jersey) Law  
2011

2. The Comité, with reference to its minute no. 5 of 15<sup>th</sup> June 2015, received the FOI Supervisor (Parishes) to discuss preparations for the implementation of the Freedom of Information (Jersey) Law 2011 for the parishes.

- a) Awareness sessions for honorary officers: 3 sessions had been held and attended by some 250 honorary/elected officers and the FOI Supervisor (Parishes) said that a further session could be provided for those who were part of the community support groups to address the handling of sensitive personal data. The Comité accepted this offer and agreed that invitations would be sent by Connétables once arrangements were confirmed.
- b) Data sharing agreements: were being prepared by the Secretary. The FOI Supervisor (Parishes) reported that the Chairman of the Comité des Chefs de Police was arranging for a working party to consider data sharing agreements with the States of Jersey Police.
- c) FOI point of contact: the FOI Supervisor (Parishes) explained the format which was followed by States Departments leading up to 2015 and suggested that each parish identify those persons able to assist with specific business areas and that these persons should constitute an FOI group to help with the information audit being carried out. The Comité considered the proposed template to document the process for handling FOI requests and requested the FOI Supervisor (Parishes) and Secretary to amend this to better meet the needs of the parishes. The Comité accepted the offer of the FOI Supervisor (Parishes) to prepare a

template so that parishes might assess their level of readiness.

- d) Resourcing: the Chairman advised he was awaiting a reply to the request that the contact of the FOI Supervisor (Parishes) be extended.

The FOI Supervisor (Parishes) was thanked for attending and then withdrew from the meeting.

Chairman .....*L Norman*..... Date .....*13/07/2015*.....