



Minutes of a meeting of Visit Jersey Limited ("VJL")

Held at La Mare Wine Estate –18th July 2023 at 9am

the "Directors" or the "Board"	In Attendance
Lisa Springate (LS) – Chair	Dan Houseago (DH) GoJ part
Tricia Warwick (TW) - CEO	David Schofield (DS) Company Secretary
Amanda Willmott (AW)	Matt Thomas (MT) PoJ part
Catherine Leech (CL)	Catherine Morris (CM) part
Ian Gray (IG)	
Lawrence Huggler (LH)	
Patrick Burke (PB)	
Tim Crowley (TC)	

GENERAL

- 1. APOLOGIES AND WELCOME** - LS welcomed the Board and confirmed that there were no apologies.
- 2. CONFLICTS OF INTEREST** - The Board confirmed there were no new conflicts of interest.
- 3. MINUTES FROM THE PREVIOUS MEETING** – The Board **AGREED** some minor revisions to the April Board minutes. **ACTION DS** to make the said revisions and recirculate to **LS** before posting on the website.

FOR DISCUSSION

- 4. JULY ARC MEETING UPDATE** – **IG** noted that there was a new section at the top of the Risk Register that took account of immediate high-risk items. **IG** noted the specific changes on the Register were noted in his report in the Board Pack. **IG** noted that ARC had scrutinised the Q2 management accounts and were satisfied that they accurately reflected the financial situation of the business and that VJ was on course to use its budget as per the 2023 Business Plan. **IG** noted the register of commitments was a standard ARC agenda item. **DS** confirmed that no new contracts over the level requiring Board approval had been formed since the Executive agreed the PR and German Agency contracts with the board.
- 5. CGC UPDATE** – **LH** noted that the CGC now had draft terms of reference and that he and **IG** were in discussions regarding the remit of the committee to avoid duplication of process with ARC. **LH** noted the Schedule 2 exemptions had been

discussed by CGC. **LS** asked if her letter to the Board in respect of her own position could be minuted and filed in the CGC SharePoint, together with letters from any other members of the Board, setting out their respective positions. **ACTION DS** to file **LS's** letter in the CGC SharePoint. **LH** asked that Board members who felt they were exempt under Schedule 2, to confirm this in writing and for those who had registered to likewise confirm in writing. **ACTION** Board members to confirm the above to **DS** in writing. It was noted for the record that **TW** as an Executive Director was automatically exempt. **LH** noted that the CDC would include as a standing agenda item, any changes to the legislation. **LS** noted that HR Now had been instructed to assist VJL with reviewing the Board letters of Service. **LS** also noted that the CGC was reviewed the induction programme for any new members of the Board and would issue them with a copy of the latest version of the Guidelines issued by the Institute of Directors Jersey ("IoD Jersey").

6. **INSIGHTS UPDATE - CM** presented an update on insights and statistics to the Board. **ACTION DS** to attach the full presentation to the Board pack. **MT** updated the Board on the market insights from the PoJ perspective
7. **CEO Update - TW** updated the Board on the template for the Board report and asked for feedback regarding the new shortened format, to which there was positive feedback from several members of the Board. **TW** explained that there are core KPI's and marketing KPIs and for 2024 we need to agree which KPIs Gov require and what the Board require. **IG** noted that KPIs needed to be matched against ROI to be objective. **TW** noted that the scope of partnership programme needed to be considered within its ROI. **MT** noted that VJ needed to drill down to the key indicators. **TC** noted the report was high-level and needed to remain that way with the twin objectives of informing the Board of what has gone on since the last update and highlight what will be happening before the next update. **TW** updated the Board on staff movements and recruitment within the team. **TW** updated the Board on Destination Jersey and numbers of suppliers and buyers signed up to date. **CL** congratulated **TW** and her team on the performance of Jersey.com and the social media engagement
8. **EDTSC UPDATE – DH** noted the Partnership Agreement is due for renewal on 31st December 2023. It is anticipated that a standardised agreement for all similar ALOs will replace the present one, however this will not be ready in Q3 and therefore the present one will be rolled. **ACTION DS** to chase Gov for the said addendum in order that Board approval can be sought at the October Board meeting.
9. **VISITOR ECONOMY STEERING GROUP UPDATE – TW** updated on the progress of the steering group and shared a copy of the updated summary of progress to date. **ACTION DS** to attach to the Board pack. **TW** noted that Olivia was now writing the strategy document. **ACTION DS** to provide **TW** Andrew Jones'

contact details to confirm tourism registration statistics.

10. SKILLS GAP ANALYSIS AND OUTCOMES AND BOARD ROTATION - TW

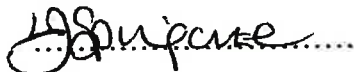
detailed the skills gap analysis which had been undertaken since the last Board meeting and outlined the outcome. **LS** detailed the upcoming NED recruitment process. **IT WAS AGREED** the interviewing panel would be made up of, **LS, LH, DH,** and Paul Murphy (**PM**) (Jersey Business). **IT WAS AGREED** to advertise on LinkedIn, Bailiwick Express and Gov.je. **IT WAS AGREED** that **DS** would do the initial screening. **DS** advised the Board that the total cost for advertising on LinkedIn would be circa £5-8K. **IG** provided the Board with an updated NED rotation chart. **IT WAS AGREED** to adopt this chart to aid planning Board rotation going forward.

11. Future Board meeting dates 2024 – DS provided the Board with a calendar of

draft dates for 2024 Board and subcommittee meetings. **IT WAS AGREED** that the Board would email **DS** with any dates date conflict, otherwise **DS** would send out meeting invites the following week. **ACTION DS** to send out meeting invites.

AOB - No other business was noted.

DATE OF THE NEXT MEETING – 24th October 2023



Chair

ACTIONS

ACTION	RESPONSIBILITY	STATUS
File LS letter ref schedule 2 exemptions in CGC SharePoint.	DS	Complete
Board to individually notify DS of their status under schedule 2.	NEDs	Partial – LS complete.
Attach insight presentation to the Board pack.	DS	Complete
Extension to the Partnership Agreement	DS	TBC.
Provide TW with Andrew Jones' contact details	DS	Complete
Send out Board meeting invites for 2024.	RW/DS	Complete

V2 DS/LS 4.8.23