
STATES OF JERSEY



RECORDS ADVISORY PANEL: APPOINTMENT OF MEMBER

Presented to the States on 21st June 2023
by the Minister for Economic Development, Tourism, Sport and Culture

STATES GREFFE

REPORT

Context

The Public Records (Jersey) Law (the ‘Law’) requires the establishment of a Records Advisory Panel (the ‘RAP’) to supervise the implementation of the Law by means of review and direction. The RAP is to consist of 5 members who are to be appointed under the Law by the Minister for Economic Development, Tourism, Sport and Culture (the ‘Minister’); one of the five will be appointed chairman by the Minister. The Minister shall then notify the States of the appointments made.

Functions

The Law lays out the functions of the RAP.

It may:

- review the performance of the Trust, Archivist and Public Institutions under the Law
- review the appraisal of records and retention schedules produced by the Archivist
- advise the Minister, the Jersey Heritage Trust (the ‘JHT’) and the Archivist with respect to the functions of JHT and the Archivist under the Law
- advise public institutions of their duties under the Law
- advise the Minister, Trust, Archivist and Public Institutions on the preservation of and access to public records
- direct the Trust and Archivist to perform their functions under the Law
- direct that a public record is a record which does not need to be transferred to the Archive or is a record that the Archivist cannot have access to or can only access under specific conditions. These directions can be revoked by the Panel.

It shall:

- ensure at all times that there are standards that it has approved for the purposes of Articles 8 and 9 (Article 8 – Principal duties of JHT, Article 9 – Principal duties of the Archivist), that are not less strict and not less extensive than the standards in force at those times of the British Standards Institute and the International Organisation for Standardisation on records management and the storage, conservation and preservation of records.

Appointment

Following the resignation of Matthew Swan as a RAP member, the Jersey Appointments Commission were consulted on the proposed recruitment process for a new Panel member which they were satisfied with.

Recruitment began in March with an advert placed in the JEP on 27th March 2023 for five consecutive nights. There were two applications and both candidates were interviewed on 15th May by a panel consisting of the RAP Chair, the Deputy Chair of JHT an officer from the Department for the Economy and a member of JAC. Geoff Shepherd was selected as the preferred candidate and he was approached to confirm or

otherwise if he wished for his name to be put forward for recommendation to the Minister, he confirmed positively and has consequently been appointed for a term of four years.

Biography of the newly appointed member

Dr Geoff Shepherd was employed by the Government of Jersey at the Public Services Department from 1979 to 2000 when he retired from the post of Principal Engineer. He then became a Visiting Research Fellow at the University of Bristol.

He has been involved with the dissemination of information for many years across the nuclear industry, digital mapping, asset management and society histories. He chaired the UK LAMSAC Committee on the digitisation of maps and associated records.

Geoff has also volunteered with Jersey Heritage for a number of years, photographing the Coin Hoard and objects at the Augres Store.