

**WRITTEN QUESTION TO THE CHIEF MINISTER
BY DEPUTY K.F. MOREL OF ST. LAWRENCE
ANSWER TO BE TABLED ON TUESDAY 6th OCTOBER 2020**

Question

“Will the Chief Minister state what rules, if any, the Government of Jersey uses to inform staff as to when they should take and keep minutes and records of a meeting; and if such rules exist, will he provide the Assembly with a copy?”

Answer

Specific, formal meetings, such as the Council of Ministers have set processes for minute taking and record keeping. For example, the [States of Jersey Law 2005](#) prescribes in Article 18 how minutes for the Council of Ministers are to be taken and kept.

For these significant groups, formal minutes are taken and recorded by the States Greffe, for which the Chief Minister thanks the ongoing professionalism of the Clerks, particularly for the increased number of meetings during the pandemic due to the meetings of the Emergencies Council and the Competent Authorities Ministers, which have been recorded.

Other specific groups, such as Policy Development Boards maintain terms of reference, which would generally include requirements for minute taking and keeping records of those meetings. Details of requirements for PDBs can be found [here](#), which includes a requirement that “*minutes of meetings will be taken to ensure an auditable record is maintained.*”

Whilst there are no written “rules” for the recording of minutes in one-off or more informal meetings, staff are expected to use professional judgment as to when a record should be kept. The Public Records (Jersey) Law 2002 specifies the retention process for any records that are kept.