WRITTEN QUESTION TO THE MINISTER FOR ECONOMIC DEVELOPMENT BY DEPUTY T. M. PITMAN OF ST. HELIER ANSWER TO BE TABLED ON TUESDAY 1st MARCH 2011

Question

"Will the Minister provide Members with a copy of the job description of the Chairman and Members of the Harbours and Airport Shadow Board and full details of how the financial package(s) were evaluated and by whom; and will he provide details of how many individuals applied for the positions, who oversaw the selection process and when this took place?"

Answer

Details of the posts are to be found in the attached document.

In arriving at the financial packages the Department carried out research into comparative boards such as Jersey Finance Limited and other Shadow Boards in the past such as Jersey Post.

Following an advertisement in the Jersey Evening Post, there were 47 applicants. The recruitment process, overseen by the Appointments Commission, took place between 24th September - 4th October 2010. The appointment panel was chaired by the Chief Officer of Economic Development and comprised a representative from the Appointments Commission and the Chief Officer of TTS. States HR provided administrative support. The appointment panel made a recommendation to the Minister for Economic Development who confirmed the appointment of Shadow Board members in MD-E-2010-0193.

Working for Jersey Recruitment Information

POST:	Shadow Board - Chair and Members
DIVISION:	Jersey Harbours and Jersey Airport
DEPARTMENT:	Economic Development
HONORARIUM:	Daily rates circa £650 Chair and £450 members
CLOSING DATE:	10 th September 2010

Thank you for your interest in this vacancy.

To apply, please send a CV with a full personal and career history in confidence to: workingforjersey@gov.je

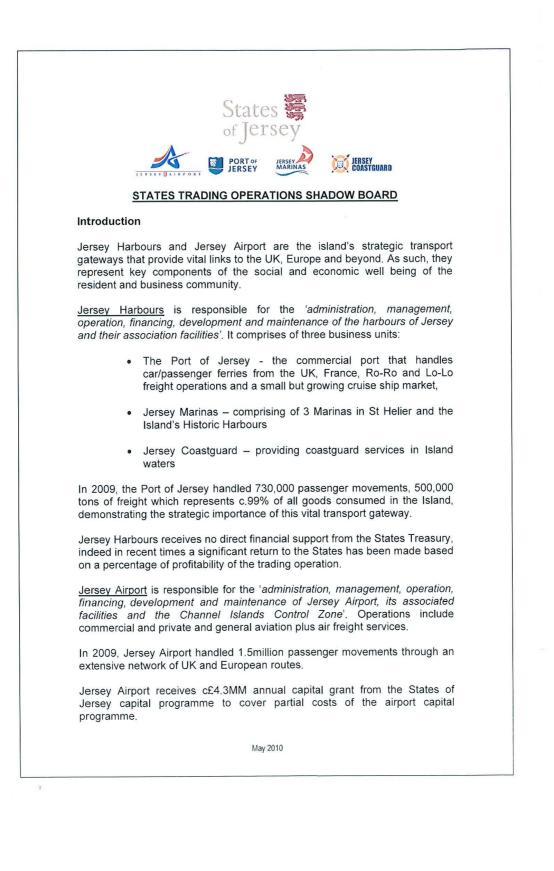
Alternatively via post to;

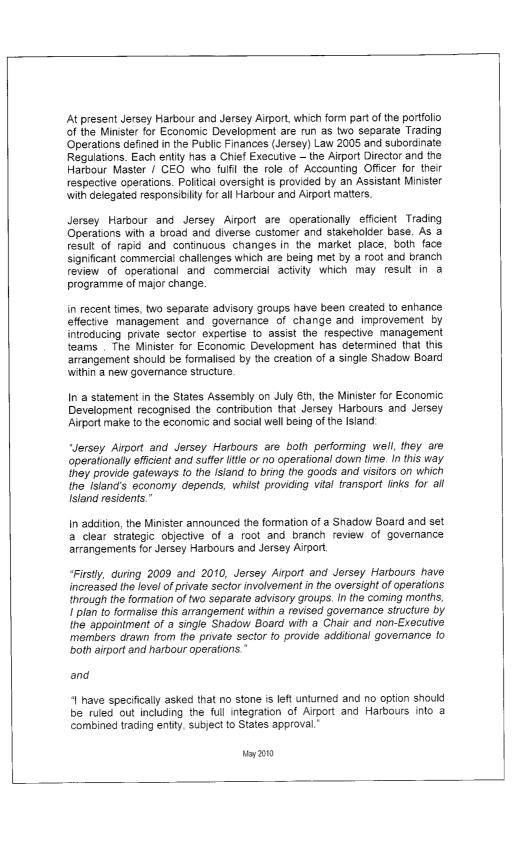
Recruitment Co-ordinator HR Business Support Team Cyril Le Marquand House PO Box 600 The Parade St Helier JERSEY JE4 8UL

For an informal discussion please contact: Mr Mike King, Chief Executive Officer, Economic Development Department, Tel: +44 (0)1534 448102.

Please note from 3 June 2010

Shortlisted candidates will be contacted within four weeks of the closing date and will receive clear details about the date, time and location of the interview and the selection process. If you have not been contacted within this time you should assume that you have not been shortlisted.





Purpose and Aims

In the first instance, the Shadow Board will be expected to work with the management of Jersey Harbours and Jersey Airport to define the optimum operational and governance structure and make a recommendation to the Minister for Economic Development. Once this has been approved and any necessary structural and legislative changes are underway, the Shadow Board will assume a normal board governance role for both entities to assure viability and sustainability.

The majority of the Directors will be independent, non-executive Directors drawn from the private sector. It is vital the Minister and the management teams benefit from the ability and experience of a strong Chair and non-executive team, free of any interests or influences that could, or could reasonably be perceived to, materially interfere with the Director's ability to act in the best interests of the Trading Operations.

The key purpose of the Shadow Board is to facilitate governance processes to contribute to an informed view on the ability of Jersey Airport and Jersey Harbours to progress towards incorporation.

The key aims of the Shadow Board are to:

- In the first instance define the optimum operational and governance structure and make recommendations for change to the Minister for Economic Development
- Strengthen governance and good practice in all areas of Harbour and Airport operations
- Challenge and support the Executive Teams
- Develop strategy and business operations and ensure they are subject to rigorous independent commercial challenge in a manner which enhances governance at a pivotal time
- Protect the interests of Jersey Airport and Jersey Harbours in moving towards the Aims and Objectives agreed by the States of Jersey
- Undertake any other appropriate roles as agreed with the Minister for Economic Development
- Ensure the ability of the Trading Operations to meet the objective of being self-funding and sustainable,.

Shadow Board Composition and Governance

The Chair and other Members will be nominated by the Minister for Economic Development and appointed for a three year term of office.

The Shadow Board will be independent of the States of Jersey, however legal authority for both Trading Operations remains with the Minister for Economic Development and accounting officer responsibility will remain with the senior executives, at present the Airport Director and Harbour Master/CEO.

The Shadow Board will help to set the overall strategic direction of the Trading Operations and exercise oversight of all aspects of harbour and airport operational and commercial activity. Each Trading Operation currently has its own Executive Team reporting to the Accounting Officer. This Team has responsibility for delivering services in accordance with the policies set by the Minister on the recommendation of the Shadow Board and all aspects of operational management.

Role

Candidate

Chair (Independent Non Exec) Independent Non-Executive Director Independent Non-Executive Director Independent Non-Executive Director Independent Non Executive Director Chief Executive Officer Harbours & Airports

With specific aviation experience With specific maritime experience

Chief Executive Officer EDD*

*Acting as "shareholder representative" on behalf of the Minister for Economic Development

The quorum for a meeting will be half the number of members appointed, except as otherwise provided by the Minister. The Shadow Board will determine its own procedures.

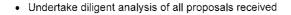
The hours of service to be provided will be a maximum of 300 per annum which is the equivalent of 40 days. It is anticipated that the full Board will meet 4 times per annum. Members will also serve on Committees as appropriate.

Person Specification

- Considerable personal expertise
- A proven track record of professional success in own field
- Experience in managing budgets effectively
- · Integrity and transparency in decision making
- Leadership
- Excellent communication and influencing skills
- A strategic perspective on the issues facing the two Trading Operations
- · Commitment to ensure that the Island's strategic assets are protected
- · Ideally resident in Jersey (although exceptions may be considered)

In exercising their functions, the Shadow Board member will:

- · Have a duty to use care and diligence in fulfilling the functions of the office
- Demonstrate commercial reasoning in decision making
- Not take improper advantage or use the position for personal gain
- Not allow personal interests or the interests of any associated person to conflict with the interests of the Trading Operations



The Chair will have:

- Experience of Chairing an organisation effectively during a period of change
- A track record of effective independent governance at a strategic level of a multi-stakeholder, public interest organisation
- A good understanding of the management of commercial airport or port operations.
- A professional accounting qualification, including experience as an Audit Committee Chairman
- Experience of Human Resource issues, including labour relations and experience as a Nomination and/or Remuneration Committee Chairman
- Knowledge of the structure and operation of the States of Jersey and the expectations of the community
- Experience of the effective delivery of major capital projects
- General commercial experience of substantial, customer-focussed businesses at a senior executive level

Sub Committees

It is likely that Shadow Board Committees will be formed. Their role will be to provide oversight and support for the delivery of the strategic direction so determined by the Shadow Board and approved by the Minister.