



J E R S E Y  
*Legal Information*  
B O A R D

**2008 to 2010  
Business Plan**

*Our Vision:*  
*To see Jersey's legal system*  
*recognised as the global best for a*  
*small jurisdiction*

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# **SECTION 1**

## **INTRODUCTION BY THE BAILIFF**

I am pleased to present the Jersey Legal Information Board (JLIB) 2008 to 2010 Business Plan, the third 3 year rolling plan which JLIB has produced.

Whilst 2007 was a year of consolidation, 2008 will be a year of progress in implementing the future vision for JLIB, particularly in relation to its flagship project, the website. In 2008 the newly enhanced website, [www.jerseylaw.je](http://www.jerseylaw.je), will go live. The website will not only look different, but its functionality will also be significantly improved. The work being undertaken will provide users with improved access and search facilities, as well as employing some of the latest technologies, including RSS feeds. All of these improvements have been undertaken at the request of users, who have been consulted throughout this latest phase of development. As well as providing a valuable resource for all who live and work in the Island, the website is also used internationally by legal and business communities, thereby promoting Jersey and helping JLIB to achieve its strategic aims

Before considering future plans, it is important to reflect briefly on recent achievements. In 2007, strong foundations were laid in relation to the website, to ensure that further development will take account of advances and innovations in technology. A systems' audit of the website project was carried out, highlighting areas where improvements could be made, and leading to a number of recommendations which have subsequently been acted upon. An independent IT consultant was then employed to provide specialist project management services to oversee the next phase of development, which is now coming to fruition. Throughout the full range of its activities, JLIB adopts a project-based methodology to deliver change; a brief résumé of all of these projects is at Appendix 1.

The 2008 to 2010 Business Plan identifies key actions which will be undertaken by JLIB in this period. Some of these activities are entirely novel, and some are undertaken at the request of external organisations and users, but most represent a continuation of initiatives commenced in previous years. The Business Plan is complementary to the States of Jersey Strategic Plan 2006 to 2011. It indicates the human, financial and other resources required to support JLIB's work. It also continues to be the key tool for monitoring both strategic and functional focus, and for driving performance management.

The Business Plan is set out as follows:

Section 1 provides background information about JLIB.

Section 2a summarises the key objectives and priorities of JLIB.

Section 2b details all of the JLIB objectives which contribute to the States Strategic Plan commitments.

Section 3 analyses the resources required by JLIB for 2008 to 2010.

Section 4 contains the detailed action plans for 2008 and beyond for JLIB, covering all projects.

Since incorporation in 2004, JLIB has put procedures in place to ensure that it adheres to best practice, and that its finances, accounts and administration meet all current standards for corporate governance (for example, GAAP). This is reflected in JLIB's code of best practice for its members. JLIB is funded from both the public and private sectors; the contribution made by Jersey law firms and others was significant in 2007, and has ensured that JLIB will be able to develop the website to meet users' needs and provide added value. Long-term funding of JLIB's work remains an issue and will continue to be under discussion and consideration in 2008.

As shown in Section 3 below, JLIB has a combined revenue and capital requirement of approximately £500,000 per annum, if it is to achieve its strategic aims, especially its aim to strengthen Jersey's position as a leading business centre. A significant proportion of these resources also needs to be used to realize the social benefits of JLIB's work, particularly in relation to making the law and legal processes freely accessible to the public.

The website remains internationally highly regarded and now receives around 2 million page views per year. I believe that the website is the envy of many other jurisdictions. Indeed JLIB has been glad, and will continue, to offer advice and assistance to other small jurisdictions seeking to establish a similar public service. The website and other related projects have now become important parts of the Island's strategy for business development; it is very encouraging, therefore, to record that the business community and the States continue to work in partnership to fund this vital work.

Finally I express my gratitude to Stephen Chiang, who retired from the Board during 2007, for his valuable contribution to the work of JLIB during his membership. We are pleased to welcome as a new member of the Board, Neil Wells who replaced Mr Chiang as Information Services Director, Chief Minister's Department.

**Sir Philip Bailhache**  
Chairman of the Jersey Legal Information Board

## WHO WE ARE

As said, JLIB has managed to bring together in one organisation the heads of all the judicial and legal departments, and other key players, such as representatives from the Law Society and the Chief Minister's Department, as well as the Minister for Economic Development. JLIB was born of the realisation that considerable resources could be wasted if the constituent parts of the legal establishment did not adopt a cohesive strategy for dealing with IT and information systems' issues.

1.2 full time equivalent staff support JLIB. 0.7 full time equivalent staff in the form of the Programme Director and 0.5 full time equivalent staff in the form of the Webmaster are provided by the Judicial Greffe. Otherwise, JLIB is dependent on the goodwill of the Board members and participating departments, who currently give freely of their time.

The Board itself is composed as follows:

**The Bailiff, Sir Philip Bailhache**  
Chairman of the Jersey Legal Information Board

**William Bailhache QC**  
HM Attorney General

**Michael De La Haye**  
Greffier of the States

**James Lambert**  
Director of Services, Judicial Greffe

**Senator Philip Ozouf**  
Economic Development Minister

**Pam Staley**  
Law Draftsman

**Neil Wells**  
IT Director, Information Services Department

**Michael Wilkins**  
Judicial Greffier

**Carol Canavan**  
Representative, Jersey Law Society

**Advocate Carl Parslow**  
Representative, Jersey Law Society

## ADVISER TO JLIB

Professor Richard Susskind OBE is adviser to JLIB. IT adviser to the Lord Chief Justice of England, Professor Susskind has a doctorate in computers and law from Oxford University. He is also a Fellow of the Royal Society of

Edinburgh and the British Computer Society. He is author of a number of books, including, "Transforming the Law, Essays on Technology, Justice and the Legal Marketplace".

## **EXECUTIVE GROUP**

In 2006 the Board sanctioned the setting up of the JLIB Executive Group to oversee the day to day business of JLIB. The Executive Group's terms of reference are at Appendix 2.

The Executive Group is composed as follows:

Bailiff  
Judicial Greffier  
Director of Services, Judicial Greffe  
Law Draftsman  
Representative of the Law Society  
JLIB Programme Director

## **WHAT WE DO**

As previously stated, JLIB is an incorporated body whose vision is to see Jersey's legal system recognised as the global best for a small jurisdiction. It is, essentially, the research and development arm of the Courts. Its strategy is principally (but not exclusively) to exploit technology in order to facilitate the supply and dissemination of legal information. However, its approach remains mindful of how Jersey's legal processes have evolved empirically, in the light of the Island's unique historical, constitutional and social status.

The main stakeholders in JLIB are:

The Judiciary  
Departments of the Judiciary  
The Legal Profession  
The States of Jersey  
States Departments and connected agencies  
The Finance Industry  
The States of Jersey Police  
The Honorary Police and other Parochial Officers  
The Citizens' Advice Bureau and other voluntary organisations  
Members of the Public

## **OUR STRATEGIC AIMS**

- To make the law and legal processes more accessible to the public.
- To develop an integrated legal system.
- To strengthen Jersey's position as a leading business centre.



## SECTION 2(a)

### SUMMARY OF KEY OBJECTIVES AND PRIORITIES

This section identifies the key objectives of JLIB. These objectives will be achieved through detailed action plans, which have been developed in consultation with stakeholders and are shown in Section 4.

#### AIM

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- **An efficient and effective legal system**

#### OBJECTIVES AND KEY PERFORMANCE/SUCCESS CRITERIA

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**Objective 1:** An efficient and effective service for the provision of legal information online.

***Performance/success criteria:***

- Publication of all back issues of Unreported Judgments, Jersey Judgments, Jersey Law Reports and Jersey and Guernsey Law Review.
- Publication of all forward issues of Unreported Judgments, Jersey Law Reports and Jersey and Guernsey Law Review in a timely manner.
- Publication of all primary and subordinate legislation, with a regular updating and revision as determined by the Law Revision Board.
- Publication of other legal materials to create an on-line library (customary and civil law, and Jersey law texts).

***Strategic Plan Commitment(s):*** 1, 5, 6

**Objective 2:** An efficient, effective and streamlined Civil Justice system.

***Performance/success criteria:***

- Implementation of an electronic case file management system.
- Provision of training in the use of electronic case file management.
- Provision of a fully electronic Courtroom.
- Extension of the use of mediation as an alternative to resolving disputes in Court.
- Provision of online dispute resolution systems.
- Development of online Public Registry services.

***Strategic Plan Commitment(s):*** 1, 6

**Objective 3:** An efficient, effective and integrated Criminal Justice system.

***Performance/success criteria:***

- Implementation of unique case referencing system (beginning to end).
- Implementation of electronic transmission of case documentation across all agencies.

- Implementation of video-conferencing for hearing of bail applications from HM Prison.

**Strategic Plan Commitment(s):** 3, 6

**Objective 4:** An efficient and effective educational programme supportive of students of Jersey law.

**Performance/success criteria:**

- Establishment of an Institute of Law, facilitating academic study of Jersey law and providing formal legal training for students.
- Re-establishment of a fully functional law library which meets the needs of the Institute of Law.

**Strategic Plan Commitment(s):** 1, 2, 6

**Objective 5:** An efficient and effective support programme for all of JLIB's project programmes.

**Performance/success criteria:**

- Implementation of research and development projects when new technologies become available.
- Consultation with stakeholder and user groups undertaken on a regular basis.

**Strategic Plan Commitment(s):** 6



## **SECTION 2(b)**

### **LINKS WITH THE STATES STRATEGIC PLAN (SSP)**

## SECTION 2(b) – KEY OBJECTIVES, KEY PERFORMANCE INDICATORS, KEY RISKS

SSP Ref - States Strategic Plan Reference; LR - Lead Responsibility; SP - Strategic Partner; C - Contributor; Imp Year - Implementation Year; O - Ongoing

BP Ref	Key Objective	Key Performance Indicators	Target	Imp Year	Key Risk	SSP Ref	LR/SP/C
1	To enable website users to have access to case law, which is accurately reproduced online and up to date	Timely publication of all forward issues of Unreported Judgments, Jersey Law Reports and Jersey and Guernsey Law Review	Publication contemporaneous with paper versions	O	Quantity and complexity of judicial business, and lack of resources	6	C
	To enable website users to have access to legislation, which is accurately reproduced online and up to date	Publication of all primary and subordinate legislation, with a regular updating service	Revision as determined by Law Revision Board	O	Quantity and complexity of legislation enacted by the States, and lack of resources		
2	To continue to develop the Public Registry to provide increased accessibility and user oriented service	Development of the Public Registry	Complete feasibility study for conversion to Registry of Title	O	Lack of financial resources and political priority	6	C
3	To support the development of an integrated criminal justice system	Implementation of unique case referencing system (cradle to grave)  Implementation of electronic transmission of case documentation across all agencies	Information flow between agencies handled electronically	O	Inability to coordinate disparate information systems and lack of resources	3	C
4	To increase public access to affordable and understandable justice	Publication of other legal materials	Publication of 3 law texts and 1 video clip per annum	O	Lack of resources	6	C
5	To improve access to legal education and training, and to develop the academic study of Jersey law	Establishment of a Jersey Institute of Law and re-establishment of a law library	Initial phase complete during 2008	O	Lack of resources	2	C

BP Ref	Key Objective	Key Performance Indicators	Target	Imp Year	Key Risk	SSP Ref	LR/SP/C
6	To enable website users to have access to historic case law, which is accurately reproduced online	Publication of all back issues of Unreported Judgments, Jersey Judgments, Jersey Law Reports and Jersey and Guernsey Law Review	Complete by 2008	O	Lack of financial resources	6	C
7	To develop Jersey's reputation as a high quality international finance centre, by maintaining and enhancing an effective Court system that can resolve disputes speedily and effectively	Provision of a fully electronic Courtroom  Implementation of an electronic case file management system  Extension of the use of mediation as an alternative to resolving disputes in Court  Provision of online dispute resolution systems	Established by 2008  Established by 2009  20% increase (year on year)  Established by 2010	O	Lack of financial resources	1	C
8	To maintain awareness of, and parity with, best practice in other jurisdictions	Implementation of research and development projects when new technologies become available  Maintain programme of contacts with comparable leading jurisdictions	Achievement of regular technology enhancements  At least 20 contacts per year	O	Lack of financial resources	1	C
9	To establish closer links with all stakeholder groups	Consultation with stakeholder groups undertaken on a regular basis	As required for individual projects	O	Lack of financial resources	6	C

## SECTION 3

### RESOURCES FOR 2008 TO 2010

A comprehensive account of JLIB's financial position, as at 1 January 2008, is contained in the "Jersey Legal Information Board Annual Report and Financial Statements, 31 December 2007".

### ANALYSIS BY PROJECT

The following table analyses revenue and capital resource requirements for 2008, 2009 and 2010. The resource requirements are the aggregated amounts from the action plans detailed in Section 4.

<b>Project</b>	<b>2008 Revenue</b>	<b>2008 Capital</b>	<b>2009 Revenue</b>	<b>2009 Capital</b>	<b>2010 Revenue</b>	<b>2010 Capital</b>
Website	£85,000	£65,000	£75,000	—	£75,000	—
Web Publication of Legislation Revisions	£31,000	—	£31,000	—	£31,000	—
Case Law	£10,000	£13,000	£10,000	£33,000	£10,000	£13,000
Institute of Law	£75,000	£120,000	£75,000	—	£75,000	£20,000
Civil Justice	£5,000	£35,000	£5,000	£55,000	£5,000	£35,000
Criminal Justice	—	£65,000	—	£65,000	—	£35,000
Land Registry	—	—	—	£80,000	—	—
Research and Development	£25,000	—	£25,000	—	£25,000	—
Consultation	—	—	—	—	—	—
Programme Management/ Administration	£70,000	—	£70,000	—	£70,000	—
<b>TOTAL</b>	<b>£301,000</b>	<b>£298,000</b>	<b>£291,000</b>	<b>£233,000</b>	<b>£291,000</b>	<b>£103,000</b>
<b>TOTAL PER ANNUM</b>	<b>£599,000</b>		<b>£524,000</b>		<b>£394,000</b>	

Note: The above figures do not take account of income from website usage subscriptions, which for 2007 was approximately £100,000.

## PRIORITISED ANALYSIS BY PROJECT

The following table analyses revenue and capital resource requirements for 2008, 2009 and 2010, and ranks the projects (excluding Consultation) in order of priority. The priorities are categorised as follows:

**Priority 1:** Essential – must be done (by JLIB).

**Priority 2:** Important – should be done (by JLIB).

**Priority 3:** Important – should be done (but could be funded in association with other agencies).

Priority	Project	2008 Revenue	2008 Capital	2009 Revenue	2009 Capital	2010 Revenue	2010 Capital
1	Website	£85,000	£65,000	£75,000	—	£75,000	—
1	Case Law	£10,000	£13,000	£10,000	£33,000	£10,000	£13,000
1	Programme Management/ Administration	£70,000	—	£70,000	—	£70,000	—
1	Web Publication of Legislation Revisions	£31,000	—	£31,000	—	£31,000	—
	<b>TOTAL</b>	<b>£196,000</b>	<b>£78,000</b>	<b>£186,000</b>	<b>£33,000</b>	<b>£186,000</b>	<b>£13,000</b>
	<b>TOTAL PER ANNUM</b>	<b>£274,000</b>		<b>£219,000</b>		<b>£199,000</b>	
2	Civil Justice	£5,000	£35,000	£5,000	£55,000	£5,000	£35,000
2	Land Registry	—	—	—	£80,000	—	—
2	Research and Development	£25,000	—	£25,000	—	£25,000	—
	<b>TOTAL</b>	<b>£30,000</b>	<b>£35,000</b>	<b>£30,000</b>	<b>£135,000</b>	<b>£30,000</b>	<b>£35,000</b>
	<b>TOTAL PER ANNUM</b>	<b>£65,000</b>		<b>£165,000</b>		<b>£65,000</b>	
3	Institute of Law	£75,000	£120,000	£75,000	—	£75,000	£20,000
3	Criminal Justice	—	£65,000	—	£65,000	—	£35,000
	<b>TOTAL</b>	<b>£75,000</b>	<b>£185,000</b>	<b>£75,000</b>	<b>£65,000</b>	<b>£75,000</b>	<b>£55,000</b>
	<b>TOTAL PER ANNUM</b>	<b>£260,000</b>		<b>£140,000</b>		<b>£130,000</b>	

## **SECTION 4**

### **JLIB ACTION PLANS**

A brief résumé of JLIB projects is at Appendix 1.

## WEBSITE

Disseminate a comprehensive body of legal information (including laws, judgments and legal guidance) as widely as possible, utilising the Internet (see: <http://www.jerseylaw.je>)

<i>Action Plan</i>	<i>Completion Date</i>	<i>Resources Required</i>						<i>Comments</i>	<i>SSP Ref</i>
		<i>2008 Revenue</i>	<i>2008 Capital</i>	<i>2009 Revenue</i>	<i>2009 Capital</i>	<i>2010 Revenue</i>	<i>2010 Capital</i>		
• Continue to update and enhance search capabilities and online legislation index	Ongoing		£45,000					Continued enhancement of existing search facilities	1
• Maintain and update existing content	Ongoing	£45,000		£45,000		£45,000		Add forward issues of publications	1
• Improve collection and presentation of usage statistics (including comparisons with other websites)	30 Jun 08	£5,000						Including use of upgraded Webtrends software	6
• Provide new sections, including publication of customary and civil law, and Jersey law texts (3/yr) and video clips around life events (1/yr)	Ongoing	£20,000		£20,000		£20,000		Preservation in digital format of important sources of customary law	1
• Bring phase 3 development to completion	30 Apr 08		£20,000					Final completion by service providers	1
• Website maintenance	Ongoing	£10,000		£10,000		£10,000		Maintained by Itex	1
• Assess need for own server for website	31 Dec 08	£5,000						Possible change of hosting	1
• Complete webmaster procedures manual	31 Jul 08							Facilitate relief service for webmaster	6
<b>TOTAL</b>		<b>£85,000</b>	<b>£65,000</b>	<b>£75,000</b>		<b>£75,000</b>			

## LEGISLATION REVISION

To revise (annotate and update) the entire legislation of Jersey as determined by the Law Revision Board and publish it on the JLIB website

<i>Action Plan</i>	<i>Completion Date</i>	<i>Resources Required</i>						<i>Comments</i>	<i>SSP Ref</i>
		<i>2008 Revenue</i>	<i>2008 Capital</i>	<i>2009 Revenue</i>	<i>2009 Capital</i>	<i>2010 Revenue</i>	<i>2010 Capital</i>		
• Publish revised version of legislation	Ongoing	£15,000		£15,000		£15,000		Subsequent re-publications to occur as determined by Law Revision Board	1
• Online publication of legislation as enacted	Ongoing							Undertaken by Law Draftsman	1
• Annotation of revised version of legislation	31 Dec 10	£16,000		£16,000		£16,000		In progress (Law Reports International)	1
<b>TOTAL</b>		<b>£31,000</b>		<b>£31,000</b>		<b>£31,000</b>			

## CASE LAW

Make available via the JLIB website, all Jersey case law, in order to create a comprehensive online database (including Jersey Law Reports, Jersey Judgments and Unreported Judgments)

Action Plan	Completion Date	Resources Required						Comments	SSP Ref
		2008 Revenue	2008 Capital	2009 Revenue	2009 Capital	2010 Revenue	2010 Capital		
• Conversion and online publication of Jersey Judgments series (1950-1984)	31 Dec 10		£13,000		£13,000		£13,000	In progress	1
• Conversion and online publication of back issues of Unreported Judgments (pre 1997)	31 Dec 09				£20,000			Requires conversion of hard copy editions	1
• Conversion and online publication of forward issues of Jersey Law Reports	Ongoing	£10,000		£10,000		£10,000		Costs payable for publication contemporaneous with paper versions	1
<b>TOTAL</b>		<b>£10,000</b>	<b>£13,000</b>	<b>£10,000</b>	<b>£33,000</b>	<b>£10,000</b>	<b>£13,000</b>		

## INSTITUTE OF LAW

To establish an Institute of Law with an international perspective / To develop an online Encyclopaedia of Jersey Law

Action Plan	Completion Date	Resources Required						Comments	SSP Ref
		2008 Revenue	2008 Capital	2009 Revenue	2009 Capital	2010 Revenue	2010 Capital		
• Establish the Institute of Law	31 Oct 08	£60,000	£120,000	£60,000		£60,000		To provide on Island training for Jersey lawyers	6
• Continue Institute of Law scholarship scheme	Ongoing	£15,000		£15,000		£15,000		To promote legal study under aegis of Institute of Law	6
• Create online Encyclopaedia of Jersey Law	31 Dec 09						£20,000	Input required from private sector	6
<b>TOTAL</b>		<b>£75,000</b>	<b>£120,000</b>	<b>£75,000</b>		<b>£75,000</b>	<b>£20,000</b>		

## CIVIL JUSTICE

Develop systems for streamlining and improving the efficiency of the civil justice system (by, for example, establishing systems for alternative dispute resolution and electronic case file management)

Action Plan	Completion Date	Resources Required						Comments	SSP Ref
		2008 Revenue	2008 Capital	2009 Revenue	2009 Capital	2010 Revenue	2010 Capital		
• Continue to develop use of electronic case file management	Ongoing		£25,000		£25,000		£25,000	Capital purchase of hardware and software	1
• Draft practice direction to permit filing of documents electronically	31 Dec 08							To include pleadings and other documents	1
• Investigate establishment of document repository of Jersey legal authorities	Ongoing		£10,000		£10,000		£10,000	Grouped around "court events" (eg drug offences, striking out)	1
• Develop use of mediation (private sector and Courts)	Ongoing	£5,000		£5,000		£5,000		Encourage development of mediation culture	6
• Consider the feasibility of a mediation centre	31 Dec 08							Resource issues to be defined	6
• Make provision for a fully electronic Courtroom	31 Dec 08				£20,000			Convert No 2 Court	6
<b>TOTAL</b>		<b>£5,000</b>	<b>£35,000</b>	<b>£5,000</b>	<b>£55,000</b>	<b>£5,000</b>	<b>£35,000</b>		

## CRIMINAL JUSTICE

Develop a more integrated criminal justice system, with particular regard to improved management information, workflow and case management tools, and use of common interfaces for data exchange

Action Plan	Completion Date	Resources Required						Comments	SSP Ref
		2008 Revenue	2008 Capital	2009 Revenue	2009 Capital	2010 Revenue	2010 Capital		
• Develop and improve data flows across all criminal justice agencies	Ongoing		£25,000		£25,000		£25,000	In association with Home Affairs and other agencies	3
• Implement unique case referencing system (beginning to end)	Ongoing		£10,000		£10,000		£10,000	As initially proposed by Cap Gemini	3
• Implement electronic transmission of case documentation across all agencies	31 Dec 09				£30,000			Implement secure e-mail system	3
• Implement facilities for video-conferencing of bail applications	31 Dec 08		£30,000					Subject to input from HM Prison and other priorities	3
<b>TOTAL</b>			<b>£65,000</b>		<b>£65,000</b>		<b>£35,000</b>		

## LAND REGISTRY

Continue to undertake a fundamental review of the process of registering conveyances of land in Jersey, including the development of a Land Registry which is accessible via the Internet

Action Plan	Completion Date	Resources Required						Comments	SSP Ref
		2008 Revenue	2008 Capital	2009 Revenue	2009 Capital	2010 Revenue	2010 Capital		
<ul style="list-style-type: none"> <li>Investigate feasibility of establishing Registry of Title</li> </ul>	31 Dec 10				£80,000			In liaison with Judicial Greffe and Public Registry	6
<b>TOTAL</b>					<b>£80,000</b>				

## RESEARCH AND DEVELOPMENT

Provide a proving ground for new technologies and initiatives in the legal sector, by undertaking pilot trials of selected technologies and by benchmarking against other jurisdictions

Action Plan	Completion Date	Resources Required						Comments	SSP Ref
		2008 Revenue	2008 Capital	2009 Revenue	2009 Capital	2010 Revenue	2010 Capital		
<ul style="list-style-type: none"> <li>Implement research and development projects when new technologies become available</li> </ul>	Ongoing	£20,000		£20,000		£20,000		Contingency sum for maintaining awareness of, and parity with, best practice in other jurisdictions	6
<ul style="list-style-type: none"> <li>Maintain programme of contacts with comparable leading jurisdictions</li> </ul>	Ongoing	£5,000		£5,000		£5,000		At least 20 contacts per year	5
<b>TOTAL</b>		<b>£25,000</b>		<b>£25,000</b>		<b>£25,000</b>			

## CONSULTATION

Facilitate consultation with JLIB's stakeholders and receive feedback on programmes and projects, in order to establish areas most in need of investigation by JLIB for possible enhancements or process redesign

Action Plan	Completion Date	Resources Required						Comments	SSP Ref
		2008 Revenue	2008 Capital	2009 Revenue	2009 Capital	2010 Revenue	2010 Capital		
<ul style="list-style-type: none"> <li>Continue to consult with stakeholder and user groups</li> </ul>	Ongoing							Develop and deliver presentation to stakeholders	6
<ul style="list-style-type: none"> <li>Explore possible business partnerships with stakeholders</li> </ul>	Ongoing							In progress	6
<b>TOTAL</b>									

## PROGRAMME MANAGEMENT/ADMINISTRATION

Provide a comprehensive service for the overall direction and administration of JLJB's programmes and projects

<i>Action Plan</i>	<i>Completion Date</i>	<i>Resources Required</i>						<i>Comments</i>	<i>SSP Ref</i>
		<i>2008 Revenue</i>	<i>2008 Capital</i>	<i>2009 Revenue</i>	<i>2009 Capital</i>	<i>2010 Revenue</i>	<i>2010 Capital</i>		
<ul style="list-style-type: none"> <li>Continue to provide overall programme management and support</li> </ul>	Ongoing	£65,000		£65,000		£65,000		Cost for Programme Director salary, travel, consultants' fees, PR etc	6
<ul style="list-style-type: none"> <li>Maintain fully compliant accounting procedures, including annual audit of accounts and compliance with code of best practice</li> </ul>	Ongoing	£5,000		£5,000		£5,000		In accordance with GAAP, Public Finances (Jersey) Law 2005 and audit recommendations	6
<ul style="list-style-type: none"> <li>Develop framework for future funding</li> </ul>	Ongoing							Taking account of incorporated status	6
<b>TOTAL</b>		<b>£70,000</b>		<b>£70,000</b>		<b>£70,000</b>			

## Appendix 1 to JLIB 2008 to 2010 Business Plan

### Résumé of JLIB Projects

The following table summarises the objectives of the projects which JLIB needs to undertake in support of its Aims and Vision, which themselves underpin the States strategic plan commitments, as referred to in Section 2.

Project	Objectives
Website	To disseminate a comprehensive body of legal information (including laws, judgments and legal guidance) as widely as possible, utilising the Internet (see: <a href="http://www.jerseylaw.je">http://www.jerseylaw.je</a> )
Legislation Revision	To revise (annotate and update) the entire legislation of Jersey as determined by the Law Revision Board and publish it on the JLIB website
Case Law	To make available via the JLIB website, all Jersey case law, in order to create a comprehensive online database (including Jersey Law Reports, Jersey Judgments and Unreported Judgments)
Institute of Law	To establish an Institute of Law with an international perspective  To continue to develop online guides (using, for example, video web casts) for the public based around life events, such as making a will or buying a house  To develop an online Encyclopaedia of Jersey Law
Civil Justice	To develop systems for streamlining and improving the efficiency of the civil justice system (by, for example, establishing systems for alternative dispute resolution and electronic case file management)  To evaluate the feasibility of establishing a mediation centre
Criminal Justice	To develop a more integrated criminal justice system, with particular regard to improved management information, workflow and case management tools, and use of common interfaces for data exchange
Land Registry	To continue to undertake a fundamental review of the process of registering conveyances of land in Jersey
Research and Development	To provide a proving ground for new technologies and initiatives in the legal sector, by undertaking pilot trials of selected technologies and by benchmarking against other jurisdictions
Consultation	To facilitate consultation with JLIB's stakeholders and receive feedback on programmes and projects, in order to establish areas most in need of investigation by JLIB for possible enhancements or process redesign
Programme Management/ Administration	To provide a comprehensive service for the overall direction and administration of JLIB's programmes and projects, such that it achieves its vision in conformance with the highest standards of financial and corporate governance

## **Appendix 2 to JLIB 2008 to 2010 Business Plan**

### **Executive Group Terms of Reference**

1. On 26 May 2006, the Jersey Legal Information Board (JLIB) sanctioned the setting up of an Executive Group.
2. The Executive Group shall consist of the following members:  
  
Bailiff  
Judicial Greffier/Viscount  
Law Draftsman  
Director of Services, Judicial Greffe  
JLIB Programme Director
3. The function of the Executive Group is to make recommendations to JLIB as to what strategies and policies it might adopt and, in liaison with the Project Boards, to implement such strategies and policies as may be agreed by JLIB and are incorporated in its business plan; accordingly, to report to JLIB as and when necessary and at all JLIB meetings.
4. The Executive Group will make recommendations to JLIB for the maintenance by JLIB of the highest standards of corporate and financial governance, as exemplified by the statements of responsibility and on internal control accompanying JLIB's annual accounts; accordingly the Executive Group will be responsible to JLIB for the maintenance of such standards in relation to all corporate and financial activities delegated to and undertaken by the Executive Group.
5. In order to carry out its function effectively, the Executive Group is authorised to convene as seems to it appropriate and to commit funds on behalf of JLIB up to and including the sum of £10,000 on any one project without the necessity of seeking JLIB's prior approval. Any expenditure or liability to be incurred in excess of that limit will require the consent of JLIB.
6. The Executive Group will submit financial statements (comprising, as a minimum, income and expenditure, balance sheet, and notes to the financial statements) to JLIB every 6 months. In addition, the Executive Group will issue interim financial reports as it deems necessary.



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