



Annual Report and Financial Statements

31 December 2016

**ANNUAL REPORT AND FINANCIAL STATEMENTS
31 DECEMBER 2016**

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JERSEY LEGAL INFORMATION BOARD OFFICERS AND PROFESSIONAL ADVISER

BOARD MEMBERS

The Bailiff, William Bailhache (Chairman)

Neville Benbow, Law Society of Jersey

Timothy Le Cocq, Deputy Bailiff

Advocate Barbara Corbett, Law Society of Jersey

Mark Egan, Greffier of the States (appointed 19 January 2016)

Sue du Feu, JLIB Programme Director

Michael de la Haye, Greffier of the States (until 19 January 2016)

James Lambert, Director of Services, Judicial Greffe

Robert MacRae QC, HM Attorney General

Advocate Paul Matthews, Judicial Greffier

Senator Philp Ozouf, Assistant Minister for Economic Development

Pam Staley, Law Draftsman (until 15 July 2016)

Advocate Matthew Thompson, Master of the Royal Court

Liz Walsh, Acting Law Draftsman (appointed 15 July 2016)

Ian Webb, Director of Information Services, Information Services Department

ADVISER TO JLIB

Professor Richard Susskind OBE

ANNUAL REPORT FOR 2016

In 2016, the Jersey Legal Information Board (JLIB) launched a new website which uses the SharePoint platform, already successfully deployed in the States of Jersey websites. There were many challenges on the way and the project was delayed, but was completed on budget. The result is a streamlined website with improved search facilities and better functionality, and feedback from the professional users has been positive. A user guide for searching (including video tutorials) has been added to smooth the transition. Usage has increased by approximately 700 sessions per week. Since the launch of the new website, several small projects are under way to increase functionality. Judgments from the European Court of Human Rights have been added, as has a glossary of legal terminology.

The annual update to the revised edition of the laws was published on the website in April 2016. Unreported judgments, citations and the Jersey and Guernsey Law Review continued to be available on the British and Irish Legal Information Institute and Commonwealth Legal Information Institute websites. In 2016, Jersey Law Reports have continued to be published on the Justis Publishing website on a profit sharing basis. Income from this source is shown in the Profit and Loss Account on page 8. Meanwhile the citations published on the Justis sister website, Justcite, are further increasing Jersey's global presence and driving traffic to the JLIB website. The resultant on-line sales (or "pay as you go") are also shown in the Profit and Loss Account on page 8.

The partnership between Citizens Advice Jersey and JLIB has continued and financial support is being provided by JLIB to rewrite advice notes in plain English. In addition, it was decided to supplement the advice with short scenarios and video advice. In order to establish which areas would be most appreciated by the public, a legal needs survey was initiated in 2016, asking what type of problems people have and how they resolved them. The results of the survey, which will be known in early 2017, will inform the project to provide video advice and decision trees.

JLIB is leading a project to install video linking facilities in all courts, the prison and the Customs and Immigration Department. The project progressed in 2016 and the first hearings with the new facilities will take place in early 2017.

Since becoming a member of the Free Access to Law Movement (FALM), JLIB has been an active participant at its annual conference. The JLIB Programme Director is a member of the FALM secretariat and in September 2016 gave a paper and chaired sessions at conference.

The project to translate 42 French laws has been completed and a further tranche of laws is being considered with a view to translation. The public and litigants in person find the translations helpful as a guide and a useful starting point when they need to understand the law.

Since incorporation in 2004, JLIB has put procedures in place to ensure that it adheres to best practice and to ensure that its finances, accounts and administration are able to stand up to scrutiny, as well as being transparent. This has included the formulation of a code of best practice (revised in 2012) for its members to adhere to, as well as engaging external auditors.

In the past JLIB has been funded from both the public sector and the private sector. However, due to cutbacks in 2016, JLIB did not receive a grant and relied on subscription income alone. The subscription rate was raised last year, but in 2016 the Board approved a different subscription model for 2017. Over a four year transition period, subscriptions will change to a format that is based on the exact number of Jersey qualified lawyers in an organisation. It will not increase the total income, but achieve a better balance between the small and large firms. Close links with the Law Society of Jersey continue to be maintained with the appointment of two of its representatives to the Board (both are also ex officio members of the Executive Group).

JLIB would require a combined revenue and capital budget of approximately £350,000 per annum, in order to achieve all of its strategic aims, especially its aim to support Jersey's position as a leading business centre. Whilst it is difficult to undertake a cost-benefit analysis, the social benefits of JLIB's work are self-evident, particularly in relation to making the law and legal processes freely accessible to the public. Moreover, the extent to which the website continues to be consulted by a wide range of users testifies to its importance as a resource which is valued by the legal profession, as well as the wider public (including, for example, users in the financial services sector, both in and outside the Island).

The table below sets out some of the achievements made in 2016; with reduced financial support, JLIB will have to be circumspect with regard to the number and cost of projects it takes on in the coming years.

ANNUAL REPORT FOR 2016

Project	Achievements in 2016
Website	<ul style="list-style-type: none"> Continued on-line publication of Jersey's customary and civil law Continued on-line publication of all Practice Directions Continued on-line publication of the Jersey and Guernsey Law Review Continued on-line publication of Jersey law firms list Continued on-line publication of the library of legal books and texts Continued on-line publication of annotated versions of various laws Continued to generate monthly statistics on website usage Continued to add Jersey Employment Tribunal judgments Ongoing project to implement new website Online publication of translated French laws
Legislation Revision	<ul style="list-style-type: none"> Continued on-line publication of Jersey's legislation, as enacted Continued on-line publication of Jersey's legislation, as adopted Continued on-line publication of annual revised legislation
Case Law	<ul style="list-style-type: none"> Continued on-line publication of Jersey Law Reports and Jersey Judgments for 1964 to 2015 Continued on-line publication of Jersey's Unreported Judgments
On-line Guidance	<ul style="list-style-type: none"> Continued collaborative project with the Citizens Advice Jersey to improve access to legal information for citizens
Civil Justice	<ul style="list-style-type: none"> Continued involvement with Jersey Accredited Mediators Association and the promotion of mediation as an alternative mode of dispute resolution
Criminal Justice	<ul style="list-style-type: none"> Continued to participate in Criminal Justice System Board projects for the further integration of the Criminal Justice system
Video linking the courts	<ul style="list-style-type: none"> Led project on use of video-conferencing for court functions and participated in associated Criminal Justice System Board project
Research and Development	<ul style="list-style-type: none"> Instigated a pilot project on digital bundles for court (due for proof of concept in 2017) Commenced Island-wide legal needs survey
Consultation	<ul style="list-style-type: none"> Continued collection of feedback received from users of the JLIB website Continued to consult with users regarding the new website functionality
Programme Management/ Administration	<ul style="list-style-type: none"> Continued appointment of a part-time Programme Director to provide programme management leadership, and to oversee JLIB's administration Continued the use of a code of best practice for members of the Jersey Legal Information Board Continued to make use of an Executive Group to implement the strategy and policy of the Jersey Legal Information Board Chaired conference sessions and served as member of FALM secretariat

STATEMENT OF FINANCE DIRECTOR'S RESPONSIBILITIES

The Jersey Legal Information Board (the "Board") is not a States funded body under the Public Finances (Jersey) Law 2005 (it was incorporated under the Jersey Legal Information Board (Incorporation) Law 2004). However, in 2008 the Board appointed a person to fulfil the functions of Accounting Officer (referred to as Finance Director with effect from September 2015) with responsibility for preparing the financial statements and for transmitting them to the relevant authorities. The Board has chosen to prepare the non-statutory financial statements under United Kingdom Accounting Standards, including FRS 102.

In preparing these financial statements, the Finance Director is required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Board will continue in business.

The Finance Director is responsible for keeping adequate accounting records that are sufficient to show and explain the Board's transactions, disclose with reasonable accuracy at any time the financial position of the Board, and enable them to ensure that the financial statements comply with best practice. The Finance Director is also responsible for safeguarding the assets of the Board, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

As far as the Finance Director is aware, there is no relevant audit information of which the Board's auditor is unaware. The Finance Director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the Board's auditor is aware of that information.

Independent auditors

Deloitte resigned as auditors to the Board on 11 February 2016. BDO Limited were appointed on 11 February 2016 and have indicated their willingness to continue in office.

STATEMENT ON INTERNAL CONTROL

Scope of responsibility

The Finance Director has responsibility for maintaining a sound system of internal control that supports the achievement of the Jersey Legal Information Board's policies, aims and objectives as set out by the members thereof, whilst safeguarding the public and other funding for which the Finance Director is responsible in accordance with the responsibilities assigned.

The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level, rather than to eliminate all risk of failure to achieve policies, aims and objectives. It therefore only provides reasonable, and not absolute, assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Board's policies, aims and objectives; to evaluate the likelihood of those risks being realised; and to manage them efficiently, effectively and economically. The system of internal control has been in place during the financial year ended 31 December 2016 and will be maintained for subsequent financial years thereafter.

The risk and control framework

Risk Criteria and Evaluation

The specific approach is tailored to fit the circumstances of each area, but risk management operates on consistent principles of identifying and analysing the management risks against objectives.

Risks are assessed for likelihood and potential impact in order to help determine priority risks for action. Accountability for management of individual risks is established as an essential part of the risk management policy.

Risk Management Process

Risks are assessed, managed and reported at strategic and project level. Over-arching threats to delivery are reported to the full Jersey Legal Information Board, which reviews progress of projects against plans set as part of the planning process on a twice yearly basis.

Review of effectiveness

The Finance Director also has responsibility for reviewing the effectiveness of the system of internal control. The review of the system of internal control is informed by the work of the executive management of the Jersey Legal Information Board, who have responsibility for the development and maintenance of the internal control framework.

Jersey Legal Information Board

The full board of the Jersey Legal Information Board, which is comprised of those members as set out on page 1, meets twice a year in spring (to approve the Business Plan and the Annual Report and Financial Statements) and autumn. In addition, it periodically meets to consider the strategic direction and projects of the Jersey Legal Information Board for the forthcoming years.

GRANT ASSURANCE STATEMENT

The Jersey Legal Information Board confirms that it has adhered to the terms and conditions of all previous grants awarded by the States of Jersey. There are controls in place within the Jersey Legal Information Board to ensure that funds are being spent appropriately and that value for money is being achieved, and all previous grants awarded by the States of Jersey were used for the purposes intended, as set out in the Annual Report on pages 2 and 3. It is confirmed that no grant was received during the year ended 31 December 2016 (nil in 2015).

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF JERSEY LEGAL INFORMATION BOARD

We have audited the financial statements of Jersey Legal Information Board (the 'Board') for the year ended 31 December 2016 which comprise the Profit and Loss Account, Balance sheet, Statement of Movement in Total Funds and the related notes 1 to 12. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards.

This report is made solely to the Members of the Board, as a body, in accordance with our engagement letter and in accordance with Jersey Legal Information Board (Incorporation) Law 2004. Our audit work has been undertaken so that we might state to the Members of the Board those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Board and the Members of the Board as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Statement of Finance Director's Responsibilities, the Finance Director, on behalf of the Board is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Financial Reporting Council's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Board; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Annual Report for 2016, to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implication for our report.

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Board's affairs as at 31 December 2016 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Accounting Standards; and
- have been prepared in accordance with the Jersey Legal Information Board (Incorporation) Law 2004.

BDO Limited
Chartered Accountants
Jersey, Channel Islands
12 April 2017

PROFIT AND LOSS ACCOUNT
1 January 2016 to 31 December 2016

	Notes	1 January 2016 to 31 December 2016 £	1 January 2015 to 31 December 2015 £
INCOME	3		
Website (subscriptions)		165,789	153,466
Website (pay as you go)		4,846	4,122
Justis Publishing royalties		7,494	3,920
Mediation fees		440	40
Bank interest		1,361	6,653
		<hr/> 179,930	<hr/> 168,201
EXPENDITURE	3		
Website	10	101,257	103,581
Legislation revision		7,512	2,912
On-line guidance		9,000	6,537
Civil justice		16,775	-
Research		11,375	-
Programme management and administration		90,326	95,875
Audit fee		5,100	7,000
Audit fee (2014)		-	350
		<hr/> 241,345	<hr/> 216,255
Retained loss for the financial year, transferred to accumulated deficit	8	<hr/> (61,415)	<hr/> (48,054)

All activities are derived from continuing operations.

There are no recognised gains or losses in either year other than the loss for that year, and as such no statement of recognised gains or losses has been presented.

The notes on pages 11 to 14 form an integral part of these financial statements.

BALANCE SHEET
31 December 2016

	Notes	31 December 2016 £	31 December 2015 £
CURRENT ASSETS			
Receivables	4	1,838	788
Cash at bank	5	1,023,240	1,071,670
		<hr/> 1,025,078	<hr/> 1,072,458
CREDITORS: amounts falling due within one year	6	(28,887)	(14,852)
NET CURRENT ASSETS		<hr/> 996,191	<hr/> 1,057,606
		<hr/> <hr/>	<hr/> <hr/>
CAPITAL AND RESERVES			
Reserves	7	1,825,929	1,825,929
Accumulated deficit	8	(829,738)	(768,323)
NET FUNDS		<hr/> 996,191	<hr/> 1,057,606
		<hr/> <hr/>	<hr/> <hr/>

These financial statements were approved by the Board of the Jersey Legal Information Board on 12 April 2017.
Signed on behalf of the Board.

James Lambert
Finance Director

The notes on pages 11 to 14 form an integral part of these financial statements.

STATEMENT OF MOVEMENT IN TOTAL FUNDS
1 January 2016 to 31 December 2016

	Note	31 December 2016 £	31 December 2015 £
Loss for the year		(61,415)	(48,054)
Net addition to net funds		(61,415)	(48,054)
Opening net funds		1,057,606	1,105,660
Closing net funds		996,191	1,057,606

The notes on pages 11 to 14 form an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

1 January 2016 to 31 December 2016

1. GENERAL INFORMATION

The Jersey Legal Information Board was incorporated pursuant to the Jersey Legal Information Board (Incorporation) Law 2004, which law was registered by the Royal Court of Jersey on 27 August 2004. The aim of the Board is to promote accessibility of the written law and legal processes to the public, and an integrated and efficient legal system, through the use of information technology.

2. STATEMENT OF COMPLIANCE

The Board's financial statements have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, "The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland" ("FRS 102") and the Jersey Legal Information Board (Incorporation) Law 2004.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

(a) Basis of preparation

These financial statements are prepared on a going concern basis, under the historical cost convention.

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Board's accounting policies. The Board assess there to be no material areas involving a higher degree of judgement or complexity within the financial statements.

(b) Going concern

The Board has no fixed term borrowing and is not reliant on short term borrowings. The Board is in a net asset position at the year end and will be able to meet its liabilities as they fall due. Consequently, the members have a reasonable expectation that the Board has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the Board continues to adopt the going concern basis in preparing these financial statements.

(c) Exemptions for qualifying entities under FRS 102

FRS 102 allows a qualifying entity certain disclosure exemptions, subject to certain conditions, which have been complied with, including notification of, and no objection to, the use of exemptions by the Board members.

The Board has taken advantage of the following exemption:

(i) from preparing a statement of cash flows, on the grounds that the Board qualifies for the small company exemption under paragraph 5(g) of the Financial Reporting Standard No 1 (Revised) "Cash Flow Statements".

(d) Functional and presentation currency

The Board's financial statements are presented in pound sterling. The Board's functional and presentation currency is the pound sterling.

(e) Income

Income is comprised of website usage subscriptions, bank interest and other miscellaneous items. The subscription income is recognised over the period during which the benefit for such subscriptions is derived. Income received in advance is treated as deferred income and released to the profit and loss account during the period of account to which it relates.

NOTES TO THE FINANCIAL STATEMENTS

1 January 2016 to 31 December 2016

(f) Expenditure

Expenses are accounted for on an accruals basis. The costs of developing and maintaining the design and content of the website are charged to the profit and loss account as incurred. The Board has no employees of its own. Staff are provided on a consultancy basis.

(g) Taxation

In accordance with Article 123C of the Income Tax (Jersey) Law 1961, as amended, the Jersey Legal Information Board is subject to tax at a rate of 0% (31 December 2015: 0%).

(h) Cash and cash equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. Bank overdrafts, when applicable, are shown within borrowings in current liabilities.

(i) Financial assets

Basic financial assets, including trade and other receivables, cash and bank balances and investments in commercial paper, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Such assets are subsequently carried at amortised cost using the effective interest method.

At the end of each reporting period financial assets measured at amortised cost are assessed for objective evidence of impairment. If an asset is impaired the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in profit or loss.

If there is decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been had the impairment not previously been recognised. The impairment reversal is recognised in profit or loss.

Financial assets are derecognised when (a) the contractual rights to the cash flows from the asset expire or are settled, or (b) substantially all the risks and rewards of the ownership of the asset are transferred to another party or (c) despite having retained some significant risks and rewards of ownership, control of the asset has been transferred to another party who has the practical ability to unilaterally sell the asset to an unrelated third party without imposing additional restrictions.

(j) Financial liabilities

Basic financial liabilities, including trade and other payables.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Financial liabilities are derecognised when the liability is extinguished, that is when the contractual obligation is discharged, cancelled or expires.

NOTES TO THE FINANCIAL STATEMENTS
1 January 2016 to 31 December 2016

4. RECEIVABLES

	31 December 2016 £	31 December 2015 £
Mediation fees	-	40
Justis Publishing royalties	1,838	748
	<hr/> 1,838	<hr/> 788
	<hr/>	<hr/>

5. CASH AT BANK

	31 December 2016 £	31 December 2015 £
Cash at bank	1,023,240	1,071,670
	<hr/> <hr/>	<hr/> <hr/>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 December 2016 £	31 December 2015 £
Accruals	23,787	7,852
Audit fee	5,100	7,000
	<hr/> 28,887	<hr/> 14,852
	<hr/> <hr/>	<hr/> <hr/>

7. RESERVES

	31 December 2016 £	31 December 2015 £
Balance brought forward	1,825,929	1,825,929
Balance carried forward	<hr/> 1,825,929	<hr/> 1,825,929
	<hr/> <hr/>	<hr/> <hr/>

During the year, no funding was received from the Judicial Greffe. There are no restrictions attaching the use or distribution of the reserves.

NOTES TO THE FINANCIAL STATEMENTS
1 January 2016 to 31 December 2016

8. ACCUMULATED DEFICIT

	31 December 2016 £	31 December 2015 £
Balance brought forward	(768,323)	(720,269)
Loss for the year	(61,415)	(48,054)
Balance carried forward	<u>(829,738)</u>	<u>(768,323)</u>

9. RELATED PARTY TRANSACTIONS

A Board member is also a member of a law firm that uses the services of the Jersey Legal Information Board. Total revenue for the year in relation to this firm was £4,922 (£3,500 in 2015). As at the year end, £nil was due to the Board (£nil in 2015). Two Board members are employees of the Judicial Greffe.

10. INTELLECTUAL PROPERTY

The intellectual property within the software developed for the Jersey Legal Information Board website is wholly owned by the Jersey Legal Information Board.

11. ULTIMATE CONTROLLING PARTY

In the opinion of the Board members, there is no one individual who controls the Board.

12. SUBSEQUENT EVENTS

There are no post balance sheet events from the date of the financial statements through to the date that the financial statements were available to be issued that require disclosure or adjustment.