

MC/MH/293

STATES EMPLOYMENT BOARD

(74th Meeting)

3rd October 2017

PART A (Non-exempt)

All members were present.

Senator A.K.F. Green, M.B.E., Chairman
Senator A.J.H. Maclean, Vice-chairman (not present for items B2 and B3)
Connétable J. Gallichan of St. Mary
Connétable M. Le Troquer of St. Martin
Deputy A.E. Pryke of Trinity

In attendance -

B. Shears, Non-executive Director and Advisor to the States Employment Board

[Redacted]
[Redacted]
[Redacted]
[Redacted]

Note: The Minutes of this meeting comprise Part A and Part B.

Agenda.

A1. The Board noted that there were no substantive items for consideration on the Part A (non-exempt) public agenda.

STATES EMPLOYMENT BOARD

(74th Meeting)

3rd October 2017

PART B (Exempt)

Note: The Minutes of this meeting comprise Part A and Part B.

**Confidential:
AE Article 25**

[Redacted text]

688/2(43)

B1. [Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

In accordance with P.59/2011 ('salaries over £100,000: process for review and scrutiny' (P.59/2011) as agreed by the States Assembly on 8th June 2011), the Board recalled that it was required to approve all posts remunerated at the equivalent to Civil Service Grade 15 and those at a rate of £100,000 per annum and above.

The Board accordingly approved the creation of the following posts and their corresponding daily rates of pay and authorised the Chairman to sign the relevant 'Approval of Senior Appointments' on behalf of the Board in each case:

- (a) Interim Chief Operating Officer, Chief Minister's Department: rate £1,333.33 per day excluding expenses, from 23rd October 2017 to 31st March 2018, with a possible extension to 30th June 2018;
- (b) Interim Communications Consultant, Chief Minister's Department: rate £1,267.67 per day excluding expenses, from 23rd October 2017 to 31st March 2018, with a possible extension to 30th June 2018;
- (c) Interim Organisation and Culture Change Consultant, Chief Minister's Department: rate £1,333.33 per day excluding expenses, from 23rd October 2017 to 31st March 2018, with a possible extension to 30th June 2018;

- (d) Interim Finance Consultant, Chief Minister’s Department: rate £1,350.00 per day, working 90 days over a 6 month period; and
- (e) Interim Policy Consultant, Chief Minister’s Department: rate £1,350.00 per day, working 90 days over a 6 month period.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Confidential:
QE Article 39
Jersey
Appointments
Commission –
re-appointment
of Professor E.
Sallis, O.B.E.
1452(2)

B2. The Board, with reference to its Minute No. B7 of 8th September 2017, recalled that it had previously considered, [REDACTED] a proposal to re-appoint Professor E. Sallis, O.B.E. as a Commissioner of the Jersey Appointments Commission (JAC), until 15th January 2021.

[REDACTED]

[REDACTED]

[REDACTED]

The Chair recommended that Professor E. Sallis, O.B.E. be reappointed as a Commissioner until 31st October 2019, which would take his total length of service to 6 years.

The Board endorsed this recommendation and agreed that an appropriate proposition should be prepared and lodged ‘au Greffe’, for consideration by the States Assembly at the earliest opportunity.

STATES EMPLOYMENT BOARD

(75th Meeting)

10th October 2017

PART B (Exempt)

Note: The Minutes of this meeting comprise Part A and Part B.

**Confidential:
AE Article 25**

[Redacted text block]

688/2(43)

B1. [Redacted text block]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Officers were directed to take the necessary action.

PM/SC/328

STATES EMPLOYMENT BOARD

(76th Meeting)

20th October 2017**PART A (Non-exempt)**

All members were present.

Senator A.K.F. Green, M.B.E., Chairman
 Senator A.J.H. Maclean
 Connétable J. Gallichan of St. Mary
 Connétable M. Le Troquer of St. Martin
 Deputy A.E. Pryke of Trinity

In attendance -

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 B. Shears, Non-executive Director and Advisor to the States
 Employment Board
 [REDACTED]
 [REDACTED]
 [REDACTED]

Note: The Minutes of this meeting comprise Part A and Part B.

Delegation of
 functions –
 Employment
 of States of
 Jersey
 Employees
 (Jersey) Law
 2005/Health
 and Safety at
 Work (Jersey)
 Law 1989.
 688/2(2)

A1. The Board considered a report dated 19th October 2017, in which it was requested to approve certain functions delegated to the Chief Executive Officer under the Employment of States of Jersey Employees (Jersey) Law 2005 and the Health and Safety at Work (Jersey) Law 1989.

The Board noted the requirement to update the delegated functions to take account of the appointment of Mr. C. Parker as Chief Executive Officer.

Under Article 10(1) of the Employment of States of Jersey Employees (Jersey) Law 2005, the Board could delegate to any of its members, or to the Chief Executive Officer, any powers or functions under the aforementioned Law. Furthermore, paragraph (3) of that Law stated that, if a power was delegated to the Chief Executive Officer, he or she was entitled, with the approval of the Board, to delegate that power to another person approved by the Board.

The statutory functions of the States Employment Board were set out in Article 8 of the Employment of States of Jersey Employees (Jersey) Law 2005. Other than in the case of Article 8(1)(a), where policy matters with significant resource implications were involved and Article 8(5), which addressed remuneration and other related matters, it was recommended that the Board delegated its powers to the Chief Executive Officer.

Article 10 of the Employment of States of Jersey Employees (Jersey) Law 2005,

allowed the Board to delegate its powers to ensure compliance with the Codes of Practice issued under Article 8(2)(b). It was recommended that this function should be delegated to the Chief Executive Officer and, thereafter, to Departmental Chief Officers or the relevant head of administration of the States, in the case of a non-executive department.

It was proposed that the following functions could then be further delegated –

Legislation: Article 8(1)(c) Employment of States of Jersey Employees (Jersey) Law 2005 and Article 5(1) of the Health and Safety at Work (Jersey) Law 1989.

Delegate: The members of the Corporate Management Board with responsibility for a particular department or the relevant head of administration of the States in the case of a non-executive department.

Function Delegated: To ensure the health, safety and well-being of States' employees and other persons visiting States buildings.

Scope of Delegation: Any action taken by the members of the Corporate Management Board or the head of administration of a non-executive department must fall within the scope of any policies, guidelines and procedures that are in force at that time.

Legislation: Article 8(2)(a) Employment of States of Jersey Employees (Jersey) Law 2005.

Delegate: The members of the Corporate Management Board with responsibility for a particular department or the relevant head of administration of the States in the case of a non-executive department.

Function Delegated: To employ persons on behalf of the States and administrations of the States.

Scope of Delegation: Any action taken by the members of the Corporate Management Board or the head of administration of a non-executive department must fall within the scope of any policies, guidelines and procedures that are in force at that time.

Legislation: Article 8(2)(a) Employment of States of Jersey Employees (Jersey) Law 2005.

Delegate: Director of Human Resources

Function Delegated: Where appropriate to consult or negotiate with States' employees, or representatives of States' employees, collective agreements as to the terms and conditions of employment of States' employees.

Scope of Delegation: Any action taken by the Director of Human Resources must fall within the scope of any instructions issued by the Board or the Assistant Minister, Chief Minister's Department.

Legislation: Article 8(2)(b)(i) Employment of States of Jersey Employees (Jersey) Law 2005.

Delegate: Director of Human Resources.

Function Delegated: To determine the employee training and development needs of States' employees or representatives of States employees and appropriate procedures for appraisal and transfer of States employees.

Scope of Delegation: Any action taken by the Director of Human Resources must fall within the scope of any policies that are in force at that time.

Legislation: Article 8(2)(b)(iv) Employment of States of Jersey Employees (Jersey) Law 2005.

Delegate: The members of the Corporate Management Board with responsibility for a particular department or the relevant head of administration of the States in the case of a non-executive department.

Function Delegated: To discipline, suspend or terminate the employment of States' employees.

Scope of Delegation: Any action taken by the members of the Corporate Management Board or the head of administration of a non-executive department must fall within the scope of any policies, guidelines and procedures that are in force at that time.

Legislation: Article 8(3) Employment of States of Jersey Employees (Jersey) Law 2005.

Delegate: Director of Human Resources

Function Delegated: To determine other matters that may reasonably be considered necessary for the proper administration and management of States' employees.

Scope of Delegation: Any determination by the Director of Human Resources must fall within the scope of any policies that are in force at that time.

Other delegations

Delegation under the following Regulations concerning the award of medical retirement pensions to the Director of Human Resources was unaffected.

Public Employees (Contributory Retirement Scheme) (New Members (Jersey) Regulations 1989;

Public Employees (Contributory Retirement Scheme) (Existing Members (Jersey) Regulations 1989;

Public Employees (Contributory Retirement Scheme) (Former Hospital Scheme) (Jersey) Regulations 1992;

Public Employees (Contributory Retirement Scheme) (Jersey) Regulations 1967; and

Teachers' Superannuation (New Members) (Jersey) Order 2007.

The Board accordingly approved the above delegation of functions, which would come into effect on 6th November 2017, and requested that the Greffier of the States arrange for a report (to be prepared by the Department) to be presented to the States.

On a related matter, the Board agreed that delegated officers could be required to provide data relating to the manner in which its powers had been exercised.

Meeting dates
2018.

A2. The Board noted the undermentioned schedule of its meeting dates in 2018 –

6th November 2017 – 2 pm - 5 pm

4th December 2017 – 1.30 pm – 4 pm

11th January 2018 – 10 am – 12 midday

8th February 2018 -10 am – 12 midday

2nd March 2018 -10 am – 12 midday

6th April 2018 - 10 am – 12 midday

23rd April 2018 -10 am – 12 midday.

All meetings would take place in the ninth floor Council of Ministers Meeting Room at Cyril Le Marquand House, The Parade, St. Helier unless otherwise notified.

PM/SC/328

STATES EMPLOYMENT BOARD

(77th Meeting)

20th October 2017**PART A**

All members were present.

Senator A.K.F. Green, M.B.E., Chairman
 Senator A.J.H. Maclean
 Connétable J. Gallichan of St. Mary
 Connétable M. Le Troquer of St. Martin
 Deputy A.E. Pryke of Trinity

In attendance -

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 B. Shears, Non-executive Director and Advisor to the States
 Employment Board
 [REDACTED]
 [REDACTED]
 [REDACTED]

Note: The Minutes of this meeting comprise Part A only.

Confidential:
QE Article 39
 Workforce
 Modernisation:
 Meeting with
 Public Sector
 Unions.
 688/2(71)

A1, The Board, with reference to its Minute No. B2 of 8th September 2017, welcomed representatives of the undermentioned staff representative groups to the meeting –

- Prospect
- Unite
- Jersey College of Nursing
- National Union of Teachers (Jersey Branch)
- States of Jersey Police Association
- Jersey Fire and Rescue Service Association
- Prison Officers' Association
- National Union of Head Teachers
- NASUWT

The Chairman suggested that, in the event that such a large delegation were to attend subsequent meetings, advance notice would facilitate the identification of a venue of appropriate size.

The purpose of the present meeting was noted as being -

- (a) for the Employer's position towards Workforce Modernisation (WFM) to be outlined;

- (b) for the Board to receive the views of the staff representatives on the Employer's position; and
- (c) for the Employer to outline its views on the way forward for WFM and 2017 pay.

The Chairman, having facilitated introductions from all those in attendance, invited Mr. M. Robbins, representing the Jersey Civil Service Association Branch of Prospect and spokesman for the staff groups represented at this meeting, to address the Board.

[REDACTED]

[Redacted text block]

77th Meeting
20.10.17

[REDACTED]

[REDACTED]

[REDACTED]

The Chairman thanked the staff representatives for their attendance.

STATES EMPLOYMENT BOARD

(76th Meeting)

20th October 2017

PART A (Non-exempt)

All members were present.

Senator A.K.F. Green, M.B.E., Chairman
Senator A.J.H. Maclean
Connétable J. Gallichan of St. Mary
Connétable M. Le Troquer of St. Martin
Deputy A.E. Pryke of Trinity

In attendance -

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
B. Shears, Non-executive Director and Advisor to the States
Employment Board
[REDACTED]
[REDACTED]
[REDACTED]

Note: The Minutes of this meeting comprise Part A and Part B.

Meeting dates
2018.

- A1. The Board noted the undermentioned schedule of its meeting dates in 2018 –
 - 6th November 2017 – 2 pm - 5 pm
 - 4th December 2017 – 1.30 pm – 4 pm
 - 11th January 2018 – 10 am – 12 midday
 - 8th February 2018 -10 am – 12 midday
 - 2nd March 2018 -10 am – 12 midday
 - 6th April 2018 - 10 am – 12 midday
 - 23rd April 2018 -10 am – 12 midday.

All meetings would take place in the ninth floor Council of Ministers Meeting Room at Cyril Le Marquand House, the Parade, St. Helier unless otherwise notified.

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Confidential:
QE Article 39
Chief
Minister's
Department:
appointment of
Director,
Financial
Services Unit.
688/2(42)

B3. The Board recalled that, in accordance with P.59/2011 - 'Salaries over £100,000: process for review and scrutiny' - as agreed by the States Assembly on 8th June 2011, it was required to approve all posts remunerated at the equivalent to Civil Service Grade 15 and those at a rate of £100,000 per annum and above. In this connexion the Board considered a job description for the position of Director, Financial Services Unit, Chief Minister's Department.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

The Board accordingly approved the creation of the above post and authorised the Chairman to sign the relevant 'Approval of Senior Appointments' on behalf of the Board. Given that a local appointee was preferred, if possible, it was agreed that the post should be advertised within Jersey first, and then – if recruitment were to be unsuccessful – advertised in the United Kingdom.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Confidential:
QE Article 39
Workforce
Modernisation
(WFM) and
2017 pay
award: [REDACTED]
[REDACTED]
[REDACTED]
688/2(71)

B4. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- | [REDACTED]
- | [REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] ry

76th Meeting
20.10.17

[REDACTED]

The Board noted the position.

PM/SC/328

STATES EMPLOYMENT BOARD

(78th Meeting)

25th October 2017

PART A (Non-exempt)

All members were present, with the exception of Senator A.J.H. Maclean, Connétable M. Le Troquer of St. Martin, from whom apologies had been received.

Senator A.K.F. Green, M.B.E., Chairman
Connétable J. Gallichan of St. Mary
Deputy A.E. Pryke of Trinity

In attendance -

[REDACTED]

Note: The Minutes of this meeting comprise Part A and Part B.

Agenda. A1. The Board noted that there were no items for consideration on the Part A (non-exempt) public agenda.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Confidential:
QE Article 39**

[REDACTED]

B2. [REDACTED]

[REDACTED]

[Redacted text block]

[Redacted text block]

**Confidential:
QE Article 39**

B3. [Redacted text block]

[Redacted text block]

[Redacted text block]

688/2(43)

The Board accordingly noted the position.

MC/SC/328

STATES EMPLOYMENT BOARD

(79th Meeting)

(Business conducted by electronic mail)

31st October 2017**PART A (Non-exempt)**

All members were present, with the exception of Senator A.J.H. Maclean, from whom apologies had been received.

Senator A.K.F. Green, M.B.E., Chairman
Connétable J. Gallichan of St. Mary
Connétable M. Le Troquer of St. Martin
Deputy A.E. Pryke of Trinity

In attendance -

██
██

Note: The Minutes of this meeting comprise Part A and Part B.

Agenda.

A1. The Board noted that there were no substantive items for consideration on the Part A (non-exempt) public agenda.

STATES EMPLOYMENT BOARD

(79th Meeting)

(Business conducted by electronic mail)

31st October 2017

PART B (Exempt)

Note: The Minutes of this meeting comprise Part A and Part B.

**Confidential:
QE Article 25**

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

688/2(43)

B1. [Redacted]
[Redacted]
[Redacted]

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[Redacted]
[Redacted]
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[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]

Officers were directed to take the necessary action.

MC/SC/331

STATES EMPLOYMENT BOARD

(80th Meeting)

1st November 2017**PART A (Non-exempt)**

All members were present, with the exception of Senator A.J.H. Maclean, from whom apologies had been received.

Senator A.K.F. Green, M.B.E., Chairman
Connétable J. Gallichan of St. Mary
Connétable M. Le Troquer of St. Martin
Deputy A.E. Pryke of Trinity

In attendance -

██
B. Shears, Independent Advisor to the States Employment Board (via
telephone link, part of the time)

Note: The Minutes of this meeting comprise Part A and Part B.

Agenda.

A1. The Board noted that there were no substantive items for consideration on the Part A (non-exempt) public agenda.

STATES EMPLOYMENT BOARD

(80th Meeting)

1st November 2017

PART B (Exempt)

Note: The Minutes of this meeting comprise Part A and Part B.

**Confidential:
QE Article 39**

[Redacted text block]

688/2(71)

B1. [Redacted text block]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Confidential:
QE Article 39
Items to note.

B3. The Board noted the following:

- (1) the next meeting of the Board would take place on 6th November 2017, at which the Chair of the Jersey Appointments Commission would present a review of the Commission’s activities for the first 6 months of 2017;
- (2) a briefing for all States Members on Workforce Modernisation would take place on 7th November 2017;
- (3) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- (4) the Chairman advised that he had received a letter from the Minister for Home Affairs requesting that special leave be granted to cadet instructors, and asked that this matter be added to the agenda at a future meeting; and
- (5) an update on the progress of the review of bullying and harassment, [REDACTED]
[REDACTED] would be provided to the Board at its next meeting.

STATES EMPLOYMENT BOARD

(81st Meeting)

6th November 2017

PART B (Exempt)

Note: The Minutes of this meeting comprise Part A and Part B.

Confidential:
QE Article 39
Jersey
Appointments
Commission –
half-yearly
update.
1452(3)

B1. The Board, with reference to its Minute No. B1 of 21st April 2017, received an oral report from the Chair of the Jersey Appointments Commission (JAC), the Right Honourable Dame J. Paraskeva. D.B.E., covering the JAC's activities for the first half of 2017.

[Redacted]

The Board noted the position and Dame Janet, having been thanked by the Chairman for her attendance and participation, then withdrew from the meeting.

81st Meeting
06.11.17

**Confidential:
QE Article 39**

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

688/2(71)

B2. [Redacted]
[Redacted]
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**Confidential:
QE Article 39**

[Redacted]
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792/4(9)

B3. [Redacted]
[Redacted]
[Redacted]

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[Redacted]

[Redacted]
pay groups within WFM, in addition to the provisions of the WFM 'package'.

[Redacted]
[Redacted]

[Redacted]
[Redacted]

It was resolved to invite the Minister for Home Affairs to attend upon the Board at its next meeting, to be held on 9th November 2017.

Officers were directed to take the necessary action.

Confidential:
QE Article 39

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
688/2(43)

B8. [Redacted]
[Redacted]
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MC/MH/332

STATES EMPLOYMENT BOARD

(82nd Meeting)

9th November 2017

PART A

All members were present.

Senator A.K.F. Green, M.B.E., Chairman
Senator A.J.H. Maclean
Connétable J. Gallichan of St. Mary
Connétable M. Le Troquer of St. Martin
Deputy A.E. Pryke of Trinity

In attendance -

Deputy T.A. Vallois of St. John (for item B1 only)
B. Shears, Independent Advisor to the States Employment Board
J. Donovan, Director of Education (for item B2 only)

[REDACTED]

Note: The Minutes of this meeting comprise Part A and Part B.

Agenda.

A1. The Chairman extended the Board’s welcome to Deputy T.A. Vallois of St. John and Mr. R Bell, who was attending a meeting of the Board for the first time in his capacity as Head of Service, States of Jersey.

The Board noted that there were no substantive items for consideration on the Part A (non-exempt) public agenda.

STATES EMPLOYMENT BOARD

(82nd Meeting)

9th November 2017

PART B (Exempt)

Note: The Minutes of this meeting comprise Part A and Part B.

Confidential:
QE Article 39
Bullying and
harassment –
[REDACTED]
[REDACTED]
792(31)

B1. The Board welcomed Deputy T.A. Vallois of St. John, who had requested a meeting with the Board [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Deputy Vallois, having been thanked by the Board for bringing these matters to its attention, then withdrew from the meeting.

Confidential:
QE Article 39

[Redacted]
[Redacted]
[Redacted]
[Redacted]

792(31)

B2. [Redacted]
[Redacted]

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Confidential:
QE Article 39
Bullying and
harassment –

B3. The Board, with reference to it Minute No. B7 of 6th November 2017, welcomed Deputy K.L. Moore of St. Peter, Minister for Home Affairs and the Greffier of the States, Dr. M. Egan, to the meeting.

82nd Meeting
09.11.17

States
Assembly.
792(31)

Deputy Moore began by explaining that she wished to ensure that appropriate policies and procedures relating to the conduct of States Members were in place, in order to safeguard staff, in view of the recent allegations made against certain members of the U.K. parliament.

The Board recalled that a Commissioner for Standards had been appointed in August 2017, to investigate complaints of alleged breaches of the codes of conduct applicable to elected States Members and Ministers and report accordingly to the Privileges and Procedures Committee (PPC).

Whilst there was no suggestion that any improper conduct had taken place, and the Greffier confirmed that no such matters had been reported to the PPC, the Board agreed that it was important that staff felt sufficiently supported that they would be confident in disclosing difficult and sensitive information, should the need arise.

The Greffier outlined the principle characteristics of the Respect policy, which had been introduced in the U.K. House of Commons, and suggested that a similar approach could be adopted in Jersey in order to cover elected Members, who were not presently subject to the policies and procedures applicable to States of Jersey employees. In the House of Commons, all staff and elected members had been required to attend compulsory training as part of the Respect programme, which had sent a powerful message to employees that the programme applied equally to everyone within the organisation.

[REDACTED]

[REDACTED] The Board learned that standard practice in the U.K. encouraged employees to use external reporting or whistle-blowing mechanisms, which increased the level of comfort for staff who felt the need to report an issue, and which was an option currently being considered by HR.

Additionally, the head of Case Management recommended that greater emphasis should be placed on mediation, with the aim of ensuring that a greater number of issues could be resolved without invoking a formal investigation or grievance procedure, and that the Board should adopt a 'zero tolerance' policy towards bullying and harassment.

[REDACTED]

[REDACTED]

Officers were requested to take the necessary action.

The Minister for Home Affairs and the Greffier of the States, having been thanked by the Chairman for their attendance and helpful input, then withdrew from the meeting.

**Confidential:
QE Article 39**

[Redacted]
[Redacted]
[Redacted]
[Redacted]

792(31)

B4. [Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

The Board noted the position and asked to be kept informed of further developments in relation to the matter.

**Confidential:
QE Article 39**

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

688/2(43)

B5. [Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

[REDACTED]

Officers were directed to take the necessary action.

Confidential:
QE Article 39
Workforce
Modernisation
– update.
688/2(71)

B6. The Board, with reference to its Minute No. B2 of 6th November 2017, received a verbal update [REDACTED] in connection with the rollout of the Workforce Modernisation (WFM) programme to staff on 8th November 2017.

[REDACTED]

The Board commended the entire WFM Team and acknowledged that its members had worked extremely long hours in recent days to ensure a successful and timely delivery. The Chairman asked that the Board’s appreciation should be passed on to the entire WFM Team.

Officers were directed to take the necessary action.

PM/MH/361

STATES EMPLOYMENT BOARD

(83rd Meeting)

24th November 2017**PART A (Non-exempt)**

All members were present, with the exception of Senator A.J.H. Maclean, from whom apologies for absence had been received.

Senator A.K.F. Green, M.B.E., Chairman
 Connétable J. Gallichan of St. Mary
 Connétable M. Le Troquer of St. Martin
 Deputy A.E. Pryke of Trinity

In attendance -

[REDACTED]
 [REDACTED]
 B. Shears, Non-executive Director and Advisor to the States
 Employment Board (via telephone conference link)
 [REDACTED]
 [REDACTED]
 [REDACTED]

Note: The Minutes of this meeting comprise Part A and Part B.

States
 Employment
 Board: dates of
 meetings to
 April 2018.

A1. The Board noted the under-mentioned dates for its meetings to the end of the current political term (until April 2018), to be held in the ninth floor meeting room at Cyril Le Marquand House, The Parade, St. Helier unless otherwise notified.

4th December 2017	1.30 p.m. to 4 p.m.
11th January 2018	10 a.m. to 12 p.m.
8th February 2018	10 a.m. to 12 p.m.
2nd March 2018	10 a.m. to 12 p.m.
6th April 2018	10 a.m. to 12 p.m.
23rd April 2018	10.a.m. to 12 p.m.

[REDACTED]

[REDACTED]

The officers were directed to make the necessary arrangements.

STATES EMPLOYMENT BOARD

(85th Meeting)

4th December 2017

PART B (Exempt)

Note: The Minutes of this meeting comprise Part A and Part B.

Confidential
QE Article 39
Minutes.

B1. [REDACTED]

[REDACTED] The Board instructed the Committee Clerk to [REDACTED] to arrange for the amended Minutes to be recirculated.

[REDACTED]

Confidential
QE Article 39
2017 Pay
Status –
update.
688/2(48)

B2. The Board, [REDACTED] received an update on the 2017 Public Sector Pay Review, as at 30th November 2017.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The Board noted the position accordingly.

Confidential
QE Article 39
Workforce
Modernisation
(‘WFM’) –
update.
688/2(71)

B3. The Board, [REDACTED] received an update [REDACTED] [REDACTED] [REDACTED] [REDACTED] in connexion with the communication of Workforce Modernisation (‘WFM’) outcomes to all relevant stakeholders.

[REDACTED]

[REDACTED]
target rate. It was suggested that this could impact on the outcome of the ballot.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The Board thanked the team involved in WFM for their hard work. It expressed the view that the launch had gone well, thanks to the team’s dedication and preparation.

Confidential
QE Article 39
Bullying and
harassment –

B4. The Board, [REDACTED] received the Head of Case Management, Human Resources Department in connexion with the independent review of bullying and harassment within the States of Jersey and noted an action plan of key activities associated therewith.

independent
review.
792(31)

[REDACTED]

[REDACTED]

[REDACTED]

Confidential:
QE Article 39

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
792(31)

B5. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

The Board noted the position and instructed officers to keep it updated on progress.

Confidential
QE Article 39
Exit
interviews.
688/2(37)

B6. The Board received a briefing [REDACTED] in respect of exit interviews. It recalled that, during a recent meeting of the States Assembly, the Minister for Education had been questioned about the use of exit interviews and, accordingly, the Chairman had instructed that the matter should be added to an agenda of the Board.

The Board was informed that exit interview forms existed and it was recognised as good practice for managers to conduct an exit interview with departing employees,

85th Meeting
04.12.17

but it was not mandatory and the information collected during such interviews was neither collated, nor reviewed. [REDACTED]
[REDACTED]

It was important to ensure that a proportionate policy, which was fit for use, was in place and, accordingly, officers were instructed to review the policy relating to exit interviews [REDACTED]

Confidential
QE Article 39
Special leave –
cadet officers.
688/2(70)

B7. The Board, with the Senior Manager, Employment Relations, in attendance received a report in respect of special leave and discussed the issue of special leave for cadet officers. The Chairman indicated that he had received a letter from the Minister for Home Affairs, requesting that those employees involved as leaders of the various cadet forces, should be granted special leave.

The Board noted that, in 2014, it had been agreed that employees training with the cadet forces should be able to take a maximum of 2 weeks and 3 days as annual leave, flexi-leave, or unpaid leave, but that they should not be entitled to special leave. The rationale for this was that employees involved with other voluntary youth groups, such as the Scouts, Guides and Cubs were not granted special leave to attend training or camps. At that time, the Office of H.E. the Lieutenant Governor had requested that this decision be reconsidered, as it felt that the cadet forces should be dealt with differently. However, following an internal review, the original decision was upheld.

The Board was mindful that it was important to deal with all employees equitably and on the basis that those involved in other voluntary youth groups did not receive special leave, decided that it could not accede to the request of the Minister for Home Affairs. It instructed officers to draft an appropriate response to the Minister to advise her of its decision.

Confidential:
QE Article 39
Control and
monitoring of
senior salaries
(P.59/2011):
Children's
Commissioner.
688/2(42)

B8. The Board, having recognised the requirement for it to approve all posts remunerated at the equivalent of Civil Service Grade 15 and those at a rate of £100,000 *per annum* and above (P.59/2011 referred), discussed the post of Children's Commissioner with the Director of Employment Relations.

[REDACTED]
[REDACTED]
[REDACTED]

The Board recalled that the post had been established as a recommendation of the Independent Jersey Care Inquiry and would influence widespread positive change for children and young people in Jersey. It was a high profile role and the appointment would be made by the Chief Minister, having given the States Assembly notice of his intention to appoint, on the recommendation of the selection panel.

The Board noted that the position had been advertised in the Jersey Evening Post, Community Care, the Guardian and the Odgers website and that the selection process had comprised a technical interview with the former Children's Commissioner for England and a Partner, Odgers Berndtson; a Children and Young People panel interview; and a formal interview the Chief Minister, the Chair of the Appointments Commission, the Chief Officer, Community and Constitutional Affairs and the Children's Commissioner of Northern Ireland.

The Board noted that the post would be remunerated at a spot salary of £ [REDACTED] *per annum* and would have a staff of 3 officers.

The Board authorised the Chairman to sign the ‘Approval of Senior Appointments’ form, confirming the Board’s approval and requested officers to remind staff in the Community and Constitutional Affairs Department of the requirement to adhere to the proper process when recruiting to such positions.

Confidential:
QE Article 39
Control and monitoring of senior salaries (P.59/2011):
Senior Resourcing Specialist – Interim.
688/2(42)

B9. The Board, having recognised the requirement for it to approve all posts remunerated at the equivalent of Civil Service Grade 15 and those at a rate of £100,000 *per annum* and above (P.59/2011 referred), discussed the interim post of Senior Resourcing Specialist with the Director of Employment Relations.

The Board was informed that [REDACTED] an experienced interim Senior Resourcing Specialist was required, in order to produce an organisation-wide resourcing and talent plan to support the delivery of a new Target Operating Model and execute this in conjunction with Human Resources business partners; to build a picture of the resourcing issues for Jersey and the Government and turn these into a plan of action and deliver a plan for developing and sustaining talent pipelines, ensuring there was connectivity to the organisation’s resources to meet supply and demand.

The Board noted that the appointment would be for an initial period of 3 months with the possibility of extending for a further 3 months. The position would be remunerated at between £ [REDACTED] and £ [REDACTED] per day, inclusive of agency commission. It was anticipated that the post would subsequently be recruited to on a permanent basis.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] role would report to the Director of Human Resources and whilst it was not felt that there was anyone on Island who could fill the position at this juncture, it was hoped that if the role were made permanent, it would be possible to either develop one of the existing team, or attract someone local.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

The Board authorised the Chairman to sign the ‘Approval of Senior Appointments’ form, confirming the Board’s approval.

Confidential:
QE Article 39
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

B10. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

The Board noted the position accordingly.

Confidential
QE Article 39
Support for
key workers.
754/99(2)

B13. The Board noted a report, entitled: 'Supporting key workers to live and work in Jersey: a discussion paper', which had been prepared for the Council of Ministers' Community Policy Group and considered at the meeting of that body on 1st December 2017.

The report focused primarily on nurses and social workers on the premise that the anticipated 95 per cent increase in an ageing population between 2010 and 2040 would lead to a significant demand on health and social care services. In order to meet the demands, it would be necessary to attract staff with the necessary skill sets from off-Island.

It was noted that there were a number of factors which impacted on the ability of the Health and Social Services Department to recruit and retain non-local staff, *inter alia*, the high cost of housing and employment opportunities for partners and older children. Whilst it was proposed to develop a robust long-term solution to support key workers, it was acknowledged that this would take some time and short-term solutions were required to alleviate the pressure.

The Board noted that it was proposed that an exemption should be created under the Control of Housing and Work (Exemptions) (Jersey) Order 2013, to enable co-habiting partners of those in specified professions (social workers, nurses and midwives) to be registered, but not exempt. This would mean that businesses would not be required to use a permission in order to employ them. It was also intended to amend the age limit under the same Order from 16 to 18 to afford employment opportunities for older, dependent, children. Further, it was proposed to enable registered nurses and social workers to access an assisted home ownership pilot scheme, which would be limited to 10 key workers.

The Connétable of St. Martin expressed some concern that the key workers were being given preferential treatment over locals, but the Chairman indicated that they would simply be afforded access to the same benefits.

The Board noted the position.

Confidential
QE Article 39
Peoplelink
payroll launch.
688/2(93)

B14. The Board welcomed [REDACTED] Project Manager, Information Services and [REDACTED] Manager, Payroll and Pensions, who formed part of the programme management team that had been responsible for successfully launching the Peoplelink payroll system at the end of November 2017.

[REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]

As part of the 2nd phase of the rollout, which would be completed at the end of the first quarter of 2018, the HR modules would be transferred across and phase 3 would be completed at the end of the second quarter of 2018. [REDACTED]

[REDACTED]
[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

The Board congratulated [REDACTED] and [REDACTED] on the significant achievement of moving payroll onto a new system and rolling it out to employees without any apparent glitches.

MC/MH/003

STATES EMPLOYMENT BOARD

(86th Meeting)

(Business conducted by electronic mail)

20th December 2017**PART A (Non-exempt)**

All members were present.

Senator A.K.F. Green, M.B.E., Chairman
 Senator A.J.H. Maclean
 Connétable J. Gallichan of St. Mary
 Connétable M. Le Troquer of St. Martin
 Deputy A.E. Pryke of Trinity

In attendance -

[REDACTED]
 [REDACTED]
 B. Shears, Non-executive Director and Independent Advisor to the States
 Employment Board
 [REDACTED] [REDACTED]

Note: The Minutes of this meeting comprise Part A and Part B.

Employment
 of States of
 Jersey
 Employees
 (Amendment
 No. 9)
 Regulations
 201-
 lodging 'au
 Greffe'.
 688/99(1)

A1. The Board considered a draft of the Employment of States of Jersey Employees (Amendment No. 9) Regulations 201- (the Regulations).

The Board recalled the recent recommendation of the Chair of the Jersey Appointments Commission (JAC) that the maximum number of Commissioners, in addition to the Chair, be increased from 4 to 5. Currently 3 Commissioners were appointed, in addition to the Chair.

The Board acknowledged that the purpose of this increase was to balance the workload across the Commissioner population, given the involvement of JAC with a range of States and arm's length body appointments, in order to support the recruitment process both within the public sector and in States-funded bodies and organisations.

The Director of Employment Relations and Organisational Development explained that, without this amendment, the existing Commissioners would need to undertake commitments in excess of the original expectation at the time of their appointment to the role. The Board considered that appointing additional Commissioners would also expedite the appointment process, to the benefit of both the organisations concerned and the Island as whole.

The Board accordingly approved the draft Regulations and directed that they be lodged 'au Greffe', for consideration by the States Assembly at the earliest opportunity.

Officers were requested to take the appropriate action.