

## Office of the Chief Executive (OCE) – Summary

### Department Overview-

The OCE purpose is delivered through 2 component directorates:

- Chief of Staff – Government Business and Ministerial Office
- Communications directorate

### Mission Statement

Delivering Jersey's long-term strategic approach, by leading and coordinating the work of Jersey's public service, in partnership with all the departments of the Government of Jersey, on behalf of the Council of Ministers, and operating a robust internal governance framework for the delivery of Government Business.

### Department Purpose

The Office of the Chief Executive operates across all departments, working to support the Council of Ministers in delivering Jersey's long-term strategic objectives. To fulfil this purpose, the Office performs several key corporate functions, including:

- Identifying and mitigating the principal risks to the public service and individual service delivery
- Continually overseeing the improvement of governance standards
- Providing information, advice, and assistance to Ministers to support high-quality decision-making and overseeing key strategic projects to ensure delivery
- Leading the modernisation of the Government of Jersey
- Communicating the work of Government stakeholders, both internally and externally

### Chief of Staff – Government Business and Ministerial Office

The Chief of Staff area and Ministerial Office supports individual Ministers in their day-to-day business from administration to policy development, helps manage their relationships, and facilitates information flows across the corporate organisation. It supports the Council of Ministers, providing it with high-quality briefing information, administrative and secretariat arrangements as well as advice and constructive challenge to support effective decision-making and ensure robust corporate and political governance.

The Chief of Staff team supports the Executive Leadership Team – the most senior group of Government officers – to function effectively and provide considered strategic advice to Ministers on policy and operational implications. The team also plays a driving role in key strategic projects, such as New Healthcare Facilities and the Office Modernisation Project.

The Office also manages the relationship with and coordinates the implementation of recommendations of the Comptroller and Auditor General (C&AG) and Public Accounts Committee (PAC), to promote and improve strong governance arrangements across the organisation. In a similar way, the MSU manages the relationship between Ministers and Scrutiny Panels. These functions support decision-making and enable cohesive and effective machinery of government.

Risk and Audit reporting facilitates the assessment, assurance and management of the financial, operational, reputational risks which might significantly or adversely impact upon the organisation's objectives. The Risk Management team is responsible for the review and implementation of the

Government of Jersey's Enterprise and Risk Management Strategy, embedding of the ERM SharePoint site and promotional cultural risk management maturity across the Government of Jersey. Risk also meets quarterly with States owned entities over the management of those entities' risks.

The Office also receives requests for information from the public under the Freedom of Information (Jersey) Law 2011, coordinating and bringing together responses from across the Government to ensure quality, consistency, and compliance with the legislation.

#### Communications directorate

Supports Ministers and senior officers in promoting their priorities, gaining feedback on potential initiatives, and supporting the effective delivery of public services. The Directorate aims to inform, educate, and persuade Islanders so that their daily lives are enhanced by the Government, and their voices are heard by the elected Council of Ministers.

It aims to increase the frequency and quality of engagements between Ministers and the press so that Islanders get to see and hear from their elected representatives as often as possible. The Directorate aims to raise awareness of policies, services, and benefits beyond the legal and statutory requirements to make sure Islanders are properly informed about what the Government is doing and how they can access and benefit from new and existing services.

Additionally, the Directorate seeks to positively influence attitudes and behaviours to benefit the health, wellbeing and financial prosperity of individuals and wider public. It informs, supports, and reassures the public in times of crisis and works to enhance the reputation of the Government at home and abroad.