

**WRITTEN QUESTION TO THE CHIEF MINISTER
BY DEPUTY M.R. HIGGINS OF ST. HELIER
ANSWER TO BE TABLED ON TUESDAY 14TH JUNE 2016**

Question

Will the Chief Minister set out for members the procedures adopted by States Departments for hearing complaints against members of staff and the role of the States Employment Board in this process, setting out the time schedules involved?

Answer

Complaints against members of staff are taken seriously, seeking to deal with those complaints in a timely and fair fashion, having considered available evidence, and ensuring that a proper investigatory process is in place. These principles apply across all departments, although it is a matter for each department to formulate its own procedures, having regard to the nature of the work undertaken by staff, which is often specialist and in a variety of settings. If appropriate, the Disciplinary Procedure is then applied which contains structured, timed steps to resolve the matter. When a referral is made to a professional body, then that organisation's procedures will also take effect.

The States Employment Board is not involved in this process, save for the exercise of the Delegated authority to the Chief Executive and Chief Officers via the Employment Codes of Practice, and the standard scheme of delegation. In the event of a proven case of a disciplinary complaint against a Chief Officer, then the States Employment Board may hear the appeal.