

**WRITTEN QUESTION TO THE CHAIR OF THE STATES EMPLOYMENT BOARD
BY DEPUTY M.R. SCOTT OF ST. BRELADE
QUESTION SUBMITTED ON TUESDAY 11th APRIL 2023
ANSWER TO BE TABLED ON TUESDAY 18th APRIL 2023**

Question

Of the total headcount of 7894 Government employees to which [Written Question 116/2023](#) refers, will the Minister advise –

- (a) what percentage of staff have had performance appraisals over the last year;
- (b) how many are on a capability process; and
- (c) what percentage are required to complete and submit time sheets and, if any, the number so required and in which departments they work?

Answer

- a) Please find below a table outlining the percentage of applicable staff who have undertaken the My Conversation My Goals (MCMG) performance appraisals during 2022.

	People in scope	Objectives agreed	Mid-Year Review completed	End of Year Review Completed
Chief Operating Office	316	90.2%	87.7%	82.3%
Children, Young People, Edu & Skills	493	44.2%	26.6%	19.9%
Customer and Local Services	311	76.2%	71.7%	68.8%
Department for the Economy	45	93.3%	88.9%	86.7%
Department of External Relations	14	64.3%	57.1%	64.3%
Health and Community Services	2,170	25.0%	11.5%	7.1%
Infrastructure, Housing & Environment	579	45.9%	38.5%	34.5%
Justice and Home Affairs	516	66.5%	55.2%	40.9%
Office of the Chief Executive	72	72.2%	58.3%	55.6%
Strategic Policy, Planning and Perf	181	72.4%	60.2%	56.4%
Treasury and Exchequer	335	90.4%	87.2%	79.1%
Total	5,032	48.3%	37.3%	31.6%

NB. The following employee groups have been excluded in the MCMG data;

- Anyone who started in the last 3 months (based on continuous service date)
- Non-executive and Legislature Departments
- Data Protection Directorate
- All schools
- Pay Group which are:
 - Doctors and Consultants JY, Doctors and Consultants UK,
 - Manual Workers
 - Non Payroll, Non-States Workers,

- Police Superintendent Chief Inspector, Police – Chief Officer, Police – Deputy Chief Officer, Police – Constable, Police – Sergeant,
- Teaching – Heads & Deputies, Teaching – Highlands College Lecturers, Teaching – Teachers, Teaching Assistants.
- Employee Post Position Status which is Nil Hours, Variable, Contractor / Consultant, Volunteer Worker

In addition, there are employees who have agreed objectives, had mid-year and year end performance reviews, but have not recorded them.

- b) As at the end of March 2023 there were 3 employees being formally managed by the Case Management team under the Capability policy. There are also 2 individuals undergoing a formal Capability process through the Medical Staffing team with a further 3 individuals in a pre-formal process with the Medical Staffing team.

We only record centrally those on a formal process, all other information is managed at a local level.

- c) It is not possible to determine the percentage of employees who submit timesheets as this varies month on month. There are about 1,300 timesheets processed per month, although this may include more than one time sheet per individual.