

**WRITTEN QUESTION TO THE CHAIR OF THE STATES EMPLOYMENT BOARD
BY DEPUTY M.R. SCOTT OF ST. BRELADE
QUESTION SUBMITTED ON MONDAY 19th JUNE 2023
ANSWER TO BE TABLED ON MONDAY 26th JUNE 2023**

Question

“Given that the response [Written Question 229/2023](#) states that the Government does not hold a centralised record of working practices and therefore is unable to offer information on working from home arrangements; will the Chair advise –

- (a) when Government expects to have a centralised record of working arrangements that would enable the provision of such information;
- (b) if this information can be obtained in another way;
- (c) what methods the States Employment Board uses to monitor employees who work from home;
- (d) what measures are currently in place to ensure –
 - i. compliance with health and safety regulation and best practice, including, but not limited to compliance with [Article 3 of the Health and Safety at Work \(Jersey\) Law 1989](#), and the [Approved Code of Practice ACoP4](#); and
 - ii. staff welfare?”

Answer

- (a) The revised flexible working policy, which will be launched early Q3, will allow for central recording and reporting of formal flexible working arrangements, ensuring compliance with Article 15 of Jersey employment legislation and data on the number of formal flexible working arrangements in place.
- (b) There is an opportunity when configuring a future replacement payroll system to record work patterns in a replacement system containing time and attendance capabilities. This is not anticipated until 2025, at the earliest.
- (c) This is a local line management function. Regular catch ups, performance conversations and supervision are required and expected. It should be noted that most of the workforce are not office based
- (d) Employees who may work from home are expected to complete health and safety training and an assessment of the working conditions suitability and are provided with standard equipment. Regular line management supervision with employees is essential to ensure wellbeing whilst working from home.