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# STATES OF JERSEY



## **STATES EMPLOYMENT BOARD: APPLICATIONS UNDER P.59/2011 – ACTIVITY REPORT FOR THE PERIOD JUNE TO DECEMBER 2011**

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**Presented to the States on 9th March 2012  
by the States Employment Board**

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**STATES GREFFE**

## **REPORT**

### **Background**

In response to the adoption by the States of P.59/2011, which requires a quarterly report to be submitted to States members, this report outlines the work that has been carried out in this area. This is the first report, having allowed for the procedures to become established and changes in the States Employment Board (SEB) membership in the latter part of 2011; and from now on will revert to quarterly reporting.

P.59/2011 identified the need for a process to be used when all posts at Civil Service Grade 15 equivalent and above are to be replaced, or where there is a significant change to an existing senior post that fits into this category. This process has now been in place since June 2011.

Departments are required to lodge P.59/2011 requests for formal approval to the SEB, and where recruitment to a post is necessary this cannot be undertaken until SEB approval has been given. The Jersey Appointments Commission has been appropriately engaged in recruitment to these posts once approval has been given by the SEB. The SEB has been mindful of the need to ensure adequate provision is made for succession planning when giving approval to applications.

Each P.59/2011 application has to be supported by a full job description, person specification, organisation chart and, where appropriate, a current job evaluation. Salary data, including any benchmarking data, is provided to ensure informed approval is made by the SEB.

### **Activity Report June – December 2011**

In this period a total of 15 applications under P.59/2011 were made to the SEB for approval (see attached table for reference and detail). There were no applications in November or December. Fourteen applications were approved and one was refused.

Appointments were made in all instances within the approved salary range. All applications, with the exception of one, were existing posts, and only one was a new post, albeit created from the amalgamation of 2 existing posts.

In terms of method of appointment, 11 were recruited externally, 8 of these being additionally advertised in the U.K. One application was an existing appointment where the job role was re-evaluated and a new salary applied; 3 others were filled by internal candidates.

The rationale for payment in all cases was based on current job evaluation, relevant benchmarking information and prevailing market forces.

The SEB has requested that an analysis is undertaken of all applications received under P.59/2011 since the process was introduced, specifically to review succession planning, senior manager compensation structure, performance-related pay (PRP) and retention and recruitment planning (RRP). The purpose of this is to ensure there is a rebalance of recruitment off-Island against development of local talent. The review is due to report back to the SEB by July 2012.

## APPENDIX

Department	Job Title	Approved Salary Range	Rationale for Submission	Approved Y/N	Method of Appointment (JAC* Approved)	Date considered by SEB
Chief Minister's	Health and Social Services BSG – Senior Manager	£81,531 – £88,251	Existing post, new appointment	Y	External Recruitment	30 September 2011
Chief Minister's	Assistant Law Draftsman	£100,442 – £109,394	Additional post for a 2 year period to cover heavy demand on service	Y	External Recruitment	30 September 2011
Chief Minister's	Assistant Law Draftsman	£100,442 – £109,394	Additional post for a 2 year period to cover heavy demand on service	Y	External Recruitment	26 July 2011
Chief Minister's	Director of HR – States of Jersey	£120,000 – £130,000	Existing post, new appointment	Y	External Recruitment	01 July 2011
Chief Minister's	Director of Employment Relations	£95,000 – £105,000	Re-evaluation of existing post (reduction)	Y	External Recruitment	28 October 2011
Chief Minister's	HSSD Human Resources Director	£95,000 – £105,000	Re-evaluation of existing post, new appointment	Y	External Recruitment	01 July 2011
Health and Social Services	Director of Operations	£83,018 – £100,499	Re-evaluation of post on restructuring	Y	Internal appointment	26 July 2011
Health and Social Services	Medical Officer of Health	£74,504 – £135,930 + 2% on-call payment and DPH supplement (max. £158,957)	Existing position, new appointment	Y	Internal Appointment	26 July 2011
Health and Social Services	Finance Director	£100,000 – £120,000	Existing post, new appointment	Y	Internal appointment	03 August 2011
Health and Social Services	Interim Finance Director	£850 p.d.	Interim cover for existing post	N	External recruitment	14 June 2011
Health and Social Services	Director of System Redesign & Delivery	£100,000 – £120,000	New post, new appointment	Y	External Appointment	23 August 2011
Health and Social Services	Assistant Specialist – Acute Medicine & Gastroenterology	£86,145 – £112,777	Re-evaluation of existing post, new appointment	Y	External Recruitment	23 August 2011
Health and Social Services	Staff Grade in Anaesthetics x 2 posts	£58,259 – £106,362	Existing post, new appointment	Y	External Recruitment	30 September 2011
Health and Social Services	Staff Grade – General Surgery	£64,906 – £118,497	Existing post, new appointment	Y	External Recruitment	23 August 2011
Housing	Chief Officer	£113,010	Re-evaluation of existing post	Y	Existing Appointment, no recruitment	23 August 2011

<b>Breakdown by number of P.59/2011 applications to SEB 2011</b>	
<b>Month</b>	<b>Number of P.59/2011 applications made to SEB</b>
June	1
July	5
August	5
September	3
October	1
November	0
December	0
<b>TOTAL:</b>	<b>15</b>