
STATES OF JERSEY



STATES EMPLOYMENT BOARD: ANNUAL REPORT 2013

Presented to the States on 12th August 2014
by the States Employment Board

STATES GREFFE

REPORT

1. The Constitution of the Board

1.1 The Board consisted of the following members from 1st January 2013 until 31st December 2013 –

- (i) Senator I.J. Gorst, Chief Minister (Chairman)
- (ii) Deputy A.K.F. Green of St. Helier, M.B.E., Minister for Housing
- (iii) Deputy E.J. Noel of St. Lawrence, Assistant Minister for Treasury and Resources
- (iv) Connétable D.W. Mezbourian of St. Lawrence
- (v) Deputy J.M. Le Bailly of St. Mary.

1.2 The States Greffe provides administrative support to the Board.

1.3 The Board received advice from Beverley Shears, F.C.I.P.D., as an adviser to the Board.

2. The number of meetings held during the year

2.1 In 2013, there were 28 meetings of the Board, of which one was conducted by electronic mail.

2.2 There were no appeals by manual workers heard by members of the Board during 2013.

3. A summary of key matters considered by the Board in 2013

3.1 Pay Review 2012–2014

The Board gave consideration to the pay review for States employees for 2012–2014 and received regular update reports regarding pay.

- (i) The 2012–2014 Pay Strategy was re-affirmed at their meeting in January. The Board remained committed to maintaining dialogue with employee groups and achieving an acceptable settlement within the agreed mandate.
- (ii) A final offer was made to Nurses and Midwives, and this was implemented in June. In endorsing this offer the Board was mindful of recruitment and staffing pressures, whilst moving forward with modernisation of their Terms and Conditions, and the need to set pay at an appropriate level.
- (iii) It was agreed that the Review of Teachers' pay would take place in 2014/15.
- (iv) A 4% award for 2014 was endorsed for all pay groups (excluding Prison, Fire and Rescue Services, whose award was subsumed into their revised pay structures), and an in principle agreement was signed with the leading Trade Unions to move to new collective bargaining

and consultation frameworks in 2014 as part of the modernisation programme. The award also required all trade unions to fully participate in the Workforce Modernisation Programme going forward.

3.2 Public Sector Reform and Workforce Modernisation

The Board gave continued attention to the employment considerations arising from the Reform of the Public Sector and the Workforce Modernisation Programme.

- (i) The Board recognised and welcomed that there had been significant engagement on the part of all Trade Unions and Staff Associations involved with the Workforce Modernisation Programme, which had seen their representatives working constructively with the Employer across a wide range of employment matters.
- (ii) The Board noted and warmly welcomed the recommendation from the Joint Employer/Trade Union Working Party to absorb the role of the Manual Workers' Joint Council into the proposed negotiation and consultation framework.
- (iii) The Board reviewed and endorsed the Public Sector Reform activities planned for 2013, following approval by the Council of Ministers.
- (iv) The Board considered the proposed reshaping of policies and terms and conditions of service as a work-stream of the Workforce Modernisation Project.

3.3 Alternative Service Provision

This issue was the subject of several discussions at the SEB between the Board and Housing and Ports.

- (i) The Board received regular reports on the progress of the Staff Transfer Working Party conducted jointly with Unite and Prospect, and noted that considerable engagement had taken place with both Housing and Ports staff.
- (ii) The Board received reports regarding the Housing Transformation Programme and gave its endorsement following consultation with staff and Trade Unions.
- (iii) The Board received updates on the restructuring programme for Jersey Airport and Harbours, and noted the 2013 activities regarding employee engagement and the development of the 'Plan, Perform, Progress' performance management framework.

3.4 Compromise agreements

There were no compromise agreements which required the approval of the Board in 2013.

3.5 Pensions

- (i) The Board received reports on, and considered a number of matters in relation to, Pensions, Public Employees Contributory Retirement Scheme (PECRS) and the Jersey Teachers' Superannuation Fund (JTSF).
- Pension provisions 2015
 - Admitted Body Status Applications
 - Amendments to Regulations
 - Small pension arrangements
 - Qualified Recognised Overseas Pension Scheme (QROPS)
 - Care Scheme proposals.
- (ii) In considering future pension proposals, the Board received regular updates from the Treasurer of the States, the Pensions Project Director and the Employer's Negotiator for pensions provisions on behalf of the Joint Negotiating Group. The Board noted the underlying reasons for proposals to amend the current employee pension scheme, which included increased life expectancy, the current low level of contribution rates, challenging investment returns and inequity between employment groups. The Board endorsed the progress being made and thanked the team for their hard work thus far.
- (iii) The Board approved nominations to the Committee of Management for both PECRS and JTSF.

3.6 Pay and remuneration over £100,000 ([P.59/2011](#))

Pursuant to the adoption by the States Assembly on 8th June 2011 of SEB's proposition P.59/2011 (as amended), entitled: "Salaries over £100,000: process for review and scrutiny", the Board received a number of applications for appointments to be made where the remuneration for the post attracted a salary of over £100,000. (The report on P.59 applications is attached to this report at **Appendix 2**.)

3.7 Public Sector salaries

The Board endorsed a report for presentation to the States Assembly entitled 'Remuneration Report for Employees Remunerated £70,000 and above in 2012', which was presented to the States on 30th August 2013 as [R.102/2013](#).

3.8 Jersey Appointments Commission

- (i) The Board endorsed the terms of office for membership of the Commission in accordance with Article 18(2) of the Employment of States of Jersey Employees (Jersey) Law 2005, enabling the appointment of a Commissioner, Mr. Julian Rogers.

- (ii) The Board received the Annual Report of the Commission and agreed that the Chief Minister should present the finalised report to the States Assembly.
- (iii) The Board received a report regarding the future constitution of the Commission, and endorsed the tenure of all current Commissioners to April 2015 pending any revisions to the Employment of States of Jersey Employees (Jersey) Law 2005 presently under consideration.

3.9 Health and Safety

- (i) The Board received a Corporate Health and Safety Performance and Activity Report, which showed a cultural improvement in health and safety management performance across the States.
- (ii) The Board welcomed the establishment of a corporate health and safety post, and the development of health and safety leadership at the Chief Officer and senior management level.
- (iii) The Board noted the establishment of the Health and Safety Co-ordination Group and Health and Safety Practitioner Group, which would further facilitate shared knowledge and improvements in collation of performance data such as accident and 'near miss' statistics.

3.10 Suspensions and the Memorandum of Understanding

- (i) The Board received regular reports from the Suspension Review Panel.
- (ii) With regard to the Memorandum of Understanding (an agreement to review persons excluded or suspended from duty as a result of potentially concurrent internal disciplinary and criminal investigatory procedures), the Board noted continued use of this forum as an effective and appropriate means of reviewing and managing such cases.

4. Miscellaneous Matters

4.1 The Board considered a number of miscellaneous matters, including the following –

- Manual Workers' Joint Council nominations
- Departmental reviews for Law Officers and the Pathology Service
- Review of compliance with Financial Directives
- Various employment matters.

5. Key Manpower Statistics

5.1 Attached at **Appendix 1** are key manpower statistics for 2013.

APPENDIX 1

Key Manpower Statistics

Headcount (the number of people actually in post as at 31st December 2013):

Department	December 2013 Actual excluding multiples in Departments
Chief Minister's Department	236
Non-Executive departments	206
Treasury and Resources	250
Economic Development	60
Department of the Environment	115
Transport and Technical Services	500
Health and Social Services	2,643
Education, Sport and Culture	2,004
Home Affairs	679
Social Security	230
Housing	45
Total	6,968
Less multiple appointments across departments	-24
Total reported actual December 2013	6,944

Assumptions:

All figures have come from the Final December 2013 Corporate Reports.

The above figures are not including the following departments –

- Jersey Ports
- Jersey Car Parks
- Jersey Fleet Management
- States Assembly
- Non-Ministerial SFB Overseas Aid

The multiple appointments across departments might be in the departments that are not included in the above.

The changes arising from the Control of Housing and Work (Jersey) Law 2012 meant changes in our exemptions. We now have to include the following in our headcount –

- Exempt Pensioners
- Special Needs
- Exempt Students.

“Licensed” category employees (The number of employees, as at 31st December 2013, with a ‘Licensed’ category housing licence (previously ‘JJ’):

Staff Grouping	Number
Civil Servants	138
Manuals	0
Health and Social Services	311
Education	114
Uniformed Services	6
Others	17
Total	586

Assumptions:

The figures reported for 2012 only reported on permanent J-Cat staff and not J-Cat staff on fixed-term contracts. The above is reporting on both permanent and fixed-term staff.

The Corporate Report counts staff twice if they have more than one job within the States of Jersey. For example, a teacher on a J-Cat licence with an additional job of lunchtime cover will be counted twice.

Non-locally qualified employees (the number of employees, as at 31st December 2013, non-locally qualified under the Regulation of Undertakings and Development (Jersey) Law 1973):

75 or 1.08% of the reported headcount above.

Sickness Absence 2013

Percentage of total possible days lost to sickness absence	3.58%
Average number of days lost to sickness per employee	7.94
Ratio of certified to uncertified absence:	69.66/30.34%

Turnover 2013

(The movement out of established posts)

Internal movements (between States departments)	1.31%
External movements (leaving States employment)	10.14%
Total turnover during 2013	11.45%

STATES EMPLOYMENT BOARD**P.59/2011: REPORT FOR STATES MEMBERS****Background**

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 submit P.59 requests for formal approval to 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 submission 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 that informed approval is made by the SEB.

The SEB has been keen to ensure that wherever possible, appointments to posts are drawn from the local market.

ACTIVITY REPORT JANUARY – DECEMBER 2013

During this period, a total of 17 applications under P.59/2011 were submitted to the SEB for their consideration (see attached table for reference and detail). Seventeen applications were approved and none were refused. Eleven applications were approved by the Chief Executive under delegated authority from the SEB; all these were for existing posts.

Applications for 3 new posts were considered, one of which was in Health and Social Services (9 out of 17 applications of the overall total applications were made by Health and Social Services), and 2 were in the Chief Minister's Department. Two applications were for extensions to existing posts – one in Health and Social Services and one in the Chief Minister's Department.

A comparison table of application made in 2012 and 2013 is attached to this report for comparison. Overall there is drop in applications – 17 in 2013, with 28 over the same period in 2012.

Four posts were filled by internal candidates, and 13 posts were recruited externally, of which 12 were additionally advertised in the UK.

Thirteen of the applications were for existing posts, 3 were for new posts, and one was for additional posts in an existing structure.

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

An analysis of all applications made under P.59/2011 is used to inform work on succession planning, senior manager compensation, performance management and retention and recruitment planning.

P.59 APPLICATIONS APPENDIX

JANUARY – DECEMBER 2013

Department	Job Title	Approved Salary Range £	Relevant Comments	Approved Y/N	Salary within Approved Range	Method of Appointment*	Date Approved
HSS	Consultant Respiratory and Acute Medicine	74,504 – 135,930 p.a.	existing post	Y	Y	external appointment	Delegated to Chief Executive 15/01/2013
Chief Minister's	Chief Information Officer	139,082 p.a.	new post	Y	Y	internal appointment	SEB 21/02/2013
Chief Minister's	Director of Information Management	105,399 p.a.	new post	Y	Y	internal appointment	SEB 21/02/2013
Bailiff's Chambers	Magistrate	127,701 p.a.	existing post	Y	Y	external appointment	Delegated to Chief Executive 21/02/2103
HSS	Consultant Breast and General Surgeon	74,504 – 135,930 p.a.	existing post	Y	Y	external appointment	Delegated to Chief Executive 05/032/2103
Bailiff's Chambers	Assistant Magistrate	115,006	existing post	Y	Y	external appointment	Delegated to Chief Executive 11/03/2103
Chief Minister's	Assistant Law Draftsman	100,442 – 109,394 p.a.	additional post x 2	Y	Y	external appointment	SEB 25/06/2013
HSS	Consultant Urologist	75,249 – 136,935	existing post	Y	Y	external appointment	Delegated to Chief Executive 02/07/2013
HSS	Consultant ENT Surgeon	75,249 – 136,935	existing post	Y	Y	external appointment	Delegated to Chief Executive 10/07/2013
HSS	Consultant Anaesthesia and Pain Management	75,249 – 136,935	existing post	Y	Y	external appointment	Delegated to Chief Executive 01/08/2013
HSS	Consultant Ophthalmologist	75,249 – 136,935	existing post	Y	Y	external appointment	Delegated to Chief Executive 15/08/2013

Department	Job Title	Approved Salary Range £	Relevant Comments	Approved Y/N	Salary within Approved Range	Method of Appointment*	Date Approved
HSS	Consultant Anaesthesia and Intensive Care	75,249 – 136,935	new post	Y	Y	external appointment	SEB 04/09/2013
HSS	Interim Pathology Manager	700 per day	existing post (extension)	Y	Y	external appointment	SEB 04/09/2013
Chief Minister's	Director of Education, Sport and Culture	134,983	existing post	Y	Y	external appointment	Delegated to Chief Executive 12/09/2013
Home Affairs	Head of Customs and Immigration Service	109,688	existing post	Y	Y	internal appointment	Delegated to Chief Executive 30/09/2013
HSS	Consultant Oncology	75,249 – 136,935	existing post	Y	Y	external appointment	Delegated to Chief Executive 22/10/2013
Chief Minister's	Director of Employment Relations	105,000	existing post (extension)	Y	Y	internal appointment	SEB 28/11/2013

MONTH	No. of P.59 APPLICATIONS		No. APPROVED	No. of External Recruitment	No. of Existing Posts
	2011	2012	2012	2012	2012
January	–	3	3	2	3
February	–	2	2	2	1
March	–	3	2	2	2
April	–	4	4	3	1
May	–	1	1	1	1
June	1	0	0	0	0
July	5	5	5	3	4
August	5	1	1	1	0
September	3	4	4	2	3
October	1	1	1	1	1
November	0	1	1	1	0
December	0	3	3 (Delegated)	2	3
TOTAL	15	28	27	20	19