
STATES OF JERSEY



STATES EMPLOYMENT BOARD: ANNUAL REPORT 2014

Presented to the States on 16th September 2015
by the States Employment Board

STATES GREFFE

REPORT

1. The Constitution of the Board

1.1 The Board from 1st January 2014 until 30th October 2014 consisted of the following members –

- i. Senator I.J. Gorst, Chief Minister (*Chairman*)
- ii. Deputy A.K.F. Green, M.B.E., of St. Helier, 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 Board from 3rd November 2014 until 31st December 2014 consisted of the following members –

- i. Senator I.J. Gorst, Chief Minister (*Chairman*)
- ii. Senator A.K.F. Green, M.B.E.
- iii. Senator A.J.H. Maclean
- iv. Connétable J. Gallichan of St. Mary
- v. Connétable M.P.S. Le Troquer of St. Martin.

1.3 The States Greffe provides administrative support to the Board.

2. The number of meetings held during the year

2.1 In 2014, there were 20 meetings of the Board, of which 3 were conducted by e-mail.

2.2 There were 16 meetings of the Board between 1st January 2014 and 30th October 2014, one of which was conducted by e-mail; and following the appointment of the new Board after the October elections, there were 4 meetings, 2 of which were conducted by e-mail.

3. A summary of key matters considered by the Board in 2014

3.1 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 Trades Unions and Staff Associations involved with the Workforce Modernisation programme, which had seen their representatives working constructively with the Employer. This was reflected in the Collective Bargaining Agreement, which has resulted in the establishment of the Joint Council for Public Sector Unions and Associations.

- ii. The Board considered regular update reports regarding Workforce Modernisation, including proposals for the Reward Strategy for States employees and progress on the Terms and Conditions/Policy Workstream.

3.2 The Board gave consideration to a number of issues regarding pay –

- i. With regard to the 2015 Pay Negotiations, the Board remained committed to maintaining dialogue with employee groups. The Board considered matters relating to budgetary arrangements for pay awards and, looking ahead, the mandate for 2015 pay.
- ii. The Board received reports and gave consideration to matters relating to the pay of doctors.

3.3 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 (JTFSF):
 - General Pension provisions
 - Admitted Body Status Applications
 - Amendments to Regulations
 - 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 Negotiator for pensions provisions on behalf of the Joint Negotiating Group. The Board noted the package of measures proposed by each side in the negotiations regarding the proposed CARE scheme.
- iii. The Board approved nominations to the Committee of Management for JTFSF.
- iv. the Board considered a number of proposals for new pensions legislation and amendments to existing Regulations. These included:
 - Draft Public Employees (Pensions) (Jersey) Law 201-.

3.4 Pay and Remuneration over £100,000 (P.59/2011)

Pursuant to the adoption by the States Assembly, on 8th June 2011, of P.59/2011 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 appended to this document.

3.5 Public Sector Salaries

The Board endorsed a report for presentation to the States Assembly entitled 'Remuneration of States Employees: 2013', which was incorporated into the States of Jersey Financial Report and Accounts 2013.

3.6 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 new Commission Chair – Dame Janet Paraskeva.
- 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.

3.7 Health and Safety

- i. The Board received a Corporate Health and Safety Performance and Activity Report, which showed an overall improvement in health and safety management performance across the States.
- ii. The Board received a report regarding the management of Legionella in the Health and Social Services Department and noted the actions that had been taken.

3.8 Suspensions and the Memorandum of Understanding

- i. The Board received 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.

3.9 Policies

The Board noted the review of a number of policy matters. These included –

- i. Good Practice Guide: transfer of Public Service Employees
- ii. Serious Concerns
- iii. Special Leave
- iv. Safe recruitment.

4. Miscellaneous Matters

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

- i. Graduate Training programme
- ii. Succession Planning
- iii. Staff retirements
- iv. Remuneration for the post of Attorney General
- v. Various employment matters.

5. Key Manpower Statistics

5.1 Attached at Appendix 1 are key manpower statistics for 2014.

APPENDIX 1

Key Manpower Statistics**Headcount** (the number of people actually in post as at 31st December 2014):

Department	December 2014 Actual excluding multiples in Departments
Chief Minister's Department	275
Economic Development	56
Education, Sport and Culture	2,017
Health and Social Services	2,702
Home Affairs	684
Department of the Environment	118
Social Security	237
Transport and Technical Services	492
Treasury and Resources	252
Non Ministerial States Funded	201
Total	7,034
Less multiple appointments across departments	-25
Total reported actual December 2014	7,009

Assumptions:

All figures have come from the Final December 2014 Corporate Reports.

The above figures are not including the following departments –

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

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

“Licensed” category employees (the number of employees, as at 31st December 2014, with a ‘licensed’ category housing licence (previously “JJ”)):

Staff Grouping	Number
Civil Servants	141
Manuals	0
Health and Social Services	320
Education	89
Uniformed Services	6
Others	16
Total	572

Non-locally qualified employees (the number of employees as at 31st December 2014, non-locally qualified under the Regulation of Undertakings and Development (Jersey) Law 1973):

64 of 0.91% of the reported Headcount above.

Sickness Absence 2014

Percentage of total possible days lost to sickness absence:	3.88%
Average number of days lost to sickness per employee:	8.61
Ratio of certified to uncertified absence:	73.17% / 26.83%

Turnover 2014

(The movement out of established posts)

Internal movements (between States departments):	1.22%
External movements (leaving States employment):	9.50%
Total turnover during 2014:	10.72%

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 lodge P.59 requests for formal approval to SEB, and where recruitment to a post is necessary this cannot be undertaken until SEB or delegated approval from the Chief Executive 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 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 to December 2014

During this period, a total of 9 applications under P.59/2011 were submitted to the States Employment Board for their consideration (see attached table for reference and detail). Eight applications were approved and one was refused. Four applications were approved by the Chief Executive under delegated authority from the SEB; all 4 were for existing posts.

Applications for 3 new posts were considered, 2 of which were for Hospital Consultants in Health and Social Services. The other new post was in the Chief Minister's Department. Five applications were for existing posts, and one was for an existing post to be split. The latter application was not approved.

A comparison table of applications made in previous years (2011–2014) is included for comparison. There is a downward trend in applications: 2014 saw a drop of 10 applications from 19 applications in 2013.

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.

Department	Job Title	Approved Salary Range	Relevant Comments	Approved Y/N	Salary within Approved Range	Method of Appointment	Date Considered
Health & Social Services	Consultant Radiology	£75,249 - £136,936	New Post	Y	Y	External Appointment	08/04/2014 SEB
Health & Social Services	Consultant General Psychiatry	£75,249 - £136,602	Existing Post	Y	Y	External Appointment	06/05/2014 SEB
Chief Minister's	Chief Officer External Relations and Constitutional Affairs	£133,363 - £140,382	Existing post	Y	Y	External Appointment	16/05/2014 SEB
Chief Minister's	Director of External Relations	£104,134 - £109,615	Existing post	Y	Y	Internal Appointment	16/05/2014 CEO
Bailiff's Chambers	HM Attorney General (Office Holder)	£186,362	Existing Post	Y	Y	Existing Appointment	04/07/2014 CEO
Health & Social Services	Consultant in Child and Adolescent Mental Health	£75,249 - £136,935	New Post	Y	Y	External Appointment	03/09/2014 SEB
Judicial Greffe & Viscount's Department	Judicial Greffe & Viscount	£112,000 - £120,000	Separation of Post	N	Y	Existing Appointment	04/09/2014 CEO
Chief Minister's	Director of Information Services	£100,259 - £112,932	Existing post	Y	Y	Existing Appointment	04/09/2014 CEO
Chief Minister's	Head of International Agreements	£104,134 - £109,614	New Post	Y	Y	External Appointment	04/06/2015 SEB

Number of Applications by Year

YEAR	Number of APPLICATIONS
2011	15
2012	26
2013	19
2014	9