

Chief Minister



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Senator Kristina Moore

Chair, Corporate Services Scrutiny Panel
States Greffe
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08 September 2020

Dear Senator Moore,

Please find below a response to your letter dated 24 August 2020 on Staff absences, HR Lounge and disciplinary procedures.

Staff Absence (Leavers and New Starters)

We measure the average number of days lost to sickness absence, known as average working days lost (AWDL), based on the number of full-time equivalent employees. In 2019 we had an AWDL of 5.6 days, a noticeable decrease from the 2018 figure of 8.9 days, which is broadly comparable with the trend in the UK public sector.

We continue to monitor the effectiveness of the Managing Attendance Policy which was reviewed in 2017 to ensure that it was being applied, as intended, to assist the sensitive management of attendance problems.

We also continued to promote employees' health and wellbeing through initiatives which led to the approval of a new employee wellbeing strategy aimed at supporting our workforce in the delivery of their roles and ultimately assisting with the reduction of sickness absence levels moving forward.

In the Annual Report and Accounts for 2019, the figures were not included in the same format as 2018 as they did not afford any cause for concern.

Staff Leavers

The table below reflect employees who have left the organisation, it does not include employees who have moved between departments.

Department	2017	2018	2019	Total	Average
Chief Operating Office	24	36	25	71	23.8
Children, Young People, Education and Skills	325	325	159	528	213.3
Customer and Local Services	36	26	27	67	25.8
Growth, Housing and Environment	82	44	70	129	52.8
Health and Community Services	324	304	175	545	217.3
Justice and Home Affairs	41	79	58	157	49.5
Non-executives and legislature	16	28	26	64	20.0
Office of the Chief Executive	5	18	14	36	10.3
Strategic Policy, Planning and Performance	5	7	10	19	6.0
Treasury and Exchequer	20	29	34	75	23.8

Total	878	896	598	1,691	642.3
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Staff Joiners

The table below reflect new employees who have joined the organisation, it does not include employees who have moved between departments.

Department	2017	2018	2019	Total
Chief Operating Office	16	28	28	83
Children, Young People, Education and Skills	248	239	223	794
Customer and Local Services	26	41	32	126
Growth, Housing and Environment	75	56	65	217
Health and Community Services	264	260	295	1,052
Justice and Home Affairs	40	62	66	214
Non-executives and legislature	22	32	20	89
Office of the Chief Executive	18	27	17	74
Strategic Policy, Planning and Performance	5	8	13	36
Treasury and Exchequer	34	16	18	113
Total	748	769	777	2,798

HR Lounge Report

The HR Lounge report is due to be completed by the end of October 2020.

Disciplinary/Bullying and Harassment Procedures

There are currently 15 live cases of bullying and harassment across the Government of Jersey, 9 are under investigation.

The process for all employees including Senior Management is outlined in the Bullying and Harassment Policy, this process has been followed in cases that have occurred since the policy effective date of 21 January 2019, the link to the policy can be found below. All cases prior to January 2019 would have been managed under the Grievance Policy.

[Bullying and Harassment Policy](#)

Yours sincerely,

Senator John Le Fondré
Chief Minister
Chair States Employment Board

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