



States Greffe: Scrutiny

Senator John Le Fondré
Chief Minister

CC: States Employment Board

By email

22nd January 2021

Dear Chief Minister

Corporate Services Scrutiny Panel

People and Culture review

I write to inform you that the Corporate Services Scrutiny Panel has agreed to undertake a review of People and Culture in relation to the Government of Jersey. Attached to this letter are the Terms of Reference.

We intend to begin our work immediately and will look to hold a series of public hearings with you, the States Employment Board and other relevant stakeholders. We also propose to seek the views of industry experts and relevant stakeholders to collect evidence and insights under the review's remit.

We hope that the evidence we gather, and our final report will help inform the work of Government.

I would be happy to address any questions you may have regarding the Panels' work for this review.

Yours sincerely

Senator Kristina Moore
Chair, Corporate Services Scrutiny Panel

Corporate Services Scrutiny Panel

Government of Jersey: People and Culture Review - Terms of Reference

1. To conduct detailed scrutiny of the policies and procedures in place within the Government of Jersey.. This will include, but is not limited to consideration of:
 - a) how bullying and harassment is handled in the organisation;
 - b) the effectiveness and impact of the disciplinary procedure;
 - c) the effectiveness and impact of the employee exit interview process; and
 - d) how the workplace culture is impacted by the employment policy and practice.

2. To consider the effectiveness of the States Employment Board in implementing employment codes of practice, HR policy, and securing improvements for employee wellbeing. This will include, but is not limited to consideration of:
 - a) The policy and procedural changes implemented, following the HR Lounge Report into Bullying and Harassment (February 2018).
 - b) The findings of the HR Lounge Q4 2020 report.
 - c) The action taken following the recommendations published in the report by the Comptroller and Auditor General, '*Role and Operation of the States Employment Board*', (March 2019).

3. To consider the culture within the Government of Jersey as a workplace. This will include, but is not limited to consideration of:
 - a) how the implementation of employment policy affects employee morale and well-being;
 - b) how restructuring has impacted employee morale and well-being;
 - c) the turnover of staff employed by the Government of Jersey, particularly in Revenue Jersey; and
 - d) the wider impact of people management and the policy and procedure relating to employment practice.