



States Greffe: Scrutiny

Senator John Le Fondré
Chief Minister

CC: States Employment Board

By email

1st April 2021

Dear Chief Minister

Corporate Services Scrutiny Panel
People and Culture review – Document Request

To help inform its review, the Panel requests that relevant information and documents pertaining to the Be Heard Survey, both HR Lounge reports, People Strategy and employment policies and procedures pertaining to anti-bullying, harassment and disciplinary as well as exit procedures be forwarded. This should include but is not limited to:

- Full data sets and summary results of surveys and qualitative interviews
- Methodologies
- Reports
- Policy proposals
- Strategy guidance notes

The Panel would also request that the States Employment Board action plan to implement recommendations following the report from the Comptroller and Auditor General, '*Role and Operation of the States Employment Board*', March 2019 be provided.

Finally, the Panel would request that minutes of the States Employment Board from January 2019 to date also be imparted.

This list is not exhaustive, and the Panel may request further documents over the course of its review. The Panel welcome any additional material deemed relevant to this review's remit, which is attached for reference.

The Panel look forward to your response, if this can please be received by Wednesday 7th April 2021.

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 Q1 2021 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.