



States Greffe: Scrutiny

Ms Lynn Pamment  
Comptroller and Auditor General

By email

25th January 2021

Dear Comptroller and Auditor General,

**Corporate Services Scrutiny Panel**

**People and Culture review**

Thank you for meeting with us last week to update the Panel on your planned workstream and giving us the opportunity to apprise you of the progress of our reviews. As discussed, please find below the Terms of Reference for our People and Culture Review. I would be happy to address any questions you may have regarding the Panels' work for this review.

During our meeting it was interesting to hear that minutes of certain bodies are forwarded to you upon request. We would be obliged if you could provide further information around this, such as the number of minutes received from the Council of Ministers, Emergencies Council and Competent Authorities, as well as the length of time between requesting these minutes and them being presented to you.

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.