
STATES OF JERSEY



STATES EMPLOYMENT BOARD: ANNUAL REPORT 2012

**Presented to the States on 17th October 2013
by the States Employment Board**

STATES GREFFE

REPORT

1. The Constitution of the Board

1.1 The Board from 1st January 2012 until 31st December 2012 consisted of the following members –

- (i) Senator I.J. Gorst, Chief Minister (Chairman)
- (ii) Deputy A.K.F. Green of St. Helier, M.B.E., 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 States Greffe provides administrative support to the Board.

2. The number of meetings held during the year

2.1 In 2012, there were 25 meetings of the Board, of which 2 were conducted by e-mail.

2.2 During 2012, 3 appeals by manual workers were heard by members of the Board. None of these appeals were upheld.

3. A summary of key matters considered by the Board in 2012

3.1 Pay Review 2012–2013

The Board gave consideration to the pay review for States employees for 2012–2013 and received regular reports regarding pay negotiations.

- (i) The 2012–2013 Pay Strategy was endorsed at their meeting in January.
- (ii) A final offer was made to all pay-groups in July, and this was implemented in December.
- (iii) Agreement with the Police was reached in July.

3.2 Public Sector Reform and Workforce Modernisation

The Board gave continued attention to the employment considerations arising from the Reform of the Public Sector.

- (i) The Board affirmed its endorsement of the broad policy principles underpinning the cultural change element of modernisation, which included core values for the States of Jersey and shared mechanisms for aligning and co-ordinating cultural change, achieving a corporate approach at both political and operational level.
- (ii) The Board were supportive of the staff engagement strategy which was developed and initiated during 2012.
- (iii) The Board considered aspects of reward principles and their application with regard to modernisation of pay-scales.
- (iv) The Board endorsed the service design plan for Public Sector Reform in respect of service redesign, leadership and development programmes, performance management, the LEAN academy, policy review and update, and terms and conditions of service.

3.3 Alternative Service Provision

This issue was the subject of several discussions at the SEB between the Board and Housing and Ports.

- (i) The Board engaged in discussions regarding the Transfer of Public Sector Employees and development of associated guidance.
- (ii) The Board received reports regarding the Housing Transformation Programme including the proposed organisational structure.
- (iii) The Board endorsed the restructuring programme for Jersey Airport and Harbours and the associated working group methodology utilised in engaging the workforce in business improvement.

3.4 Compromise agreements

- (i) The SEB gave consideration to the report by the Comptroller and Auditor General regarding compromise agreements and examined the purpose and use of such agreements.
- (ii) The Board reviewed the matter of termination/severance payments in relation to compromise agreements that were associated with them, and accordingly a new policy on the use and application of compromise agreements was approved by the Board.

3.5 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 (JTSF) –
 - Pension provisions 2015
 - Admitted Body Status Strategy and Applications
 - Amendments to Regulations
 - Trivial pensions (less than £104 p.a.)
 - High level pension scheme design
 - Actuarial Valuation
 - PECRS and JTSF Scheme Reviews.
- (ii) The Board approved nominations to the Committee of Management for both PECRS and JTSF.

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

- (i) Following presentation and endorsement by the States Assembly of P.59/2011, 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. (This information has been published separately as R.129/2013.)

3.7 Public Sector Salaries

- (i) The Board endorsed a report for presentation to the States Assembly entitled 'Remuneration of States Employees: 2011', which was presented on the same day as the States of Jersey Financial Report and Accounts 2011.

3.8 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 Commissioner, Professor Sallis.
- (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.

3.9 Health and Safety

- (i) The Board endorsed the revised Health and Safety Policy and its associated Safety Management System.
- (ii) It is noted that further work on this matter will be presented to the Board in 2013.

3.10 Suspensions and the Memorandum of Understanding

- (i) The Board nominated one of its members to oversee and review Suspensions.
- (ii) The Board received regular reports from the Suspension Review Panel.
- (iii) 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.

3.11 Draft Discrimination (Jersey) Law 201-

- (i) The Board confirmed its commitment to the introduction of discrimination legislation, and endorsed any necessary preparatory work as part of the programme for Reform of the Public Sector.

4. Miscellaneous Matters

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

- Manual Workers' Joint Council nominations
- Health and Social Services Department action plan in response to the Aitkenhead report
- "J" Category Housing Consents
- Nominations to the Police Negotiating Board
- Various employment matters.

5. Key Manpower Statistics

5.1 Attached at the **Appendix** are key manpower statistics for 2012.

APPENDIX

Key Manpower Statistics

Headcount (the number of people actually in post as at 31st December 2012): **6,763**

DEPARTMENT	December 2012 Actual excluding multiples in Departments
Chief Minister's Department	212
Non-Executive Departments	201
Treasury and Resources	239
Economic Development	58
Department of the Environment	112
Transport and Technical Services	483
Health and Social Services	2,614
Education, Sport and Culture	1,972
Home Affairs	661
Social Security	197
Housing	40
TOTAL	6,789
Less multiple appointments across Departments	-26
Total reported actual December 2012	6,763

“J” Category Employees (the number of employees, as at 31st December 2012, with a “J” Category Housing Licence) –

Staff Grouping	Number
Civil Servants	115
Manuals	0
Health and Social Services	281
Education	102
Uniformed Services	8
Others	14
Total	520

Non-locally qualified employees (the number of employees, as at 31st December 2012, non-locally qualified under the Regulation of Undertakings and Development (Jersey) Law 1973) –

76, or 1.12% of headcount.

Sickness Absence 2012

Percentage of total possible days lost to sickness absence:	3.91%
Average number of days lost to sickness per employee:	8.66 days
Ratio of certified to uncertified absence:	69.59/30.41%

Turnover 2012

(The movement out of established posts)

Internal movements (between States Departments):	1.41%
External movements(leaving States employment):	9.87%
Total turnover during 2012:	11.08%