



States Greffe

Deputy Kristina Moore
Chief Minister
19-21 Broad Street
St Helier
Jersey
JE2 3RR

BY E-MAIL

31st October 2023

Dear Chief Minister,

Corporate Services Scrutiny Panel

Evidence Gathering – Follow-up and Additional Requests

The Panel met this morning and recalled that it had requested the States Employment Board minutes in a letter on 1st August 2023, however, these have not yet been received. The request specified:

- Recommendation 1 of the previous [People & Culture Review](#) stated that States Employment Board minutes from November 2019 must be provided to the Corporate Services Panel and thereafter on a regular quarterly basis. The Panel has requested to receive the **States Employment Board minutes from November 2019 to date**.

The Panel was also told during a Public Hearing on the 27th September 2023 that it would receive information in relation to:

- **HR Lounge Report** – outline of the scope and agreed timeline for this work, inclusive of what information will be available to the Panel and when.
- **Hospital Consultants** – detail in relation to the process and rates for the recently appointed Hospital Project independent advisors, including confirmation of who was appointed.

Although, an email requesting this information was sent to your officers on the same day as the hearing, which has been acknowledged, the information has not yet been received. As this information is already due, the Panel would appreciate to receive the above **as soon as possible**.

Further, the Panel would like to request the following:

- **HR Job Descriptions** – to understand the role and function of Human Resources.
- **The Process Flowchart** – in relation to the grievance and disciplinary process(es).

The Panel would appreciate to receive this information no later than **Wednesday 8th November 2023** alongside any other relevant documentation that may assist in developing our understanding of the role, functions and processes of Human Resources.

As it is our intention to publish any response that we receive, please ensure that where information is provided in confidence that this is clearly noted.

Yours sincerely,



A handwritten signature in black ink, appearing to read 'Sam Mézec', is written above a horizontal dashed line.

Deputy Sam Mézec
Chair, Corporate Services Scrutiny Panel.