

**WRITTEN QUESTION TO THE CHAIR OF THE STATES EMPLOYMENT BOARD  
BY DEPUTY R.J. WARD OF ST. HELIER  
ANSWER TO BE TABLED ON TUESDAY 16th JUNE 2020**

**Question**

Will the Chair –

- (a) state who the members of the Government's resourcing approval panel are;
- (b) outline the process of recruitment from identification of the post to employment; and provide both the mean average time taken for recruitment to a post through this process and the range of time it can take to complete this process (from shortest to longest); and
- (c) advise what relationship, if any, there is between the States Employment Board and the resourcing approval panel during the recruitment process?

**Answer**

- (a) The resourcing panel comprises of:
  - Group Director for People and Corporate Services (Chair)
  - Chief of Staff
  - Director General, Customer and Local Services
  - Group Director for External Affairs
  - Group Director, Performance Accounting and Reporting
- (b) The length of time for approval processes will vary depending on the type of role being requested, as set out below. For the majority of the roles, the line manager submits a request to recruit (Vacancy authorisation request (VAR) or Workforce Expenditure Approval Form (WEAR)).
  - The VAR (for education posts) is reviewed by the Director for Education and the Director General for Children, Young People, Education and Skills.
  - The WEAR is reviewed by the Finance Business Partner against the establishment and the relevant Director General for approval.
  - Departmental posts are then passed to the Resourcing Panel in a).

The shortest time from submission to the resourcing panel is one week as the panel meet weekly and consider all requests. The panel may request further information which depends on the line manager in terms of response time.

The average time is more likely to be three weeks, given the departmental approval process. Some have taken longer, due to the new process being put in place and a pause on approvals.

The longest time depends on a number of factors throughout the challenge process to ensure the correct contracting arrangements are in place, that there are no alternatives to the recruitment (including redeploying those displaced within other parts of the Government), the long-term

configuration of services and suggestions to reduce duplication of activities across the Government.

Once approved, advertising takes between one and four weeks. An additional two weeks to confirm interview arrangements. For the successful candidate(s) pre-employment checks such as references, health reference and safeguarding checks are undertaken. This can take between one and four weeks depending on the response times of the referees and/or agencies involved. Once an offer of employment is made and accepted, the length of time until an individual starts in their role depends on their notice period. Usually one month for most roles, or three months for more senior roles. For teachers, the notice period is normally a term, subject to official deadlines for resignations.

- (c) The States Employment Board approves the Code of Practice for recruitment. It does not have any direct involvement in operational matters or recruitment other than senior, interim and contractor recruitment through the P59 approvals policy.

The States Employment Board endorsed greater scrutiny of recruitment commitments during this time of financial uncertainty to be assured that long-term commitments are not being made without consideration of the current and likely future financial position of the Government.