

**WRITTEN QUESTION TO THE CHAIR OF THE STATES EMPLOYMENT BOARD  
BY DEPUTY C.S ALVES OF ST. HELIER  
ANSWER TO BE TABLED ON TUESDAY 25th FEBRUARY 2020**

**Question**

Further to the response to Oral Question 212/2019, in which the Vice-Chair stated that “*it is the manager’s responsibility initially to approach the employee and ask them if they would like an exit interview and to book that interview*” and that a failure to do that would constitute a “*breach of their managerial employment code (the States employment code) so that they could be disciplined if that was the case and they refused to do it*”, will the Chair –

- (a) provide an update on whether he has become aware of any breaches, or complaints of any breaches, in such circumstances; and
- (b) state what work, if any, he has undertaken since that oral question was posed to investigate whether there have been any instances where managers have not offered exit interviews?

**Answer**

Further to my response to Oral Question 212/2019, I met with officers to request enhancements to our current approach.

From this, since December 2019 The Government has initiated an automated approach to capture information from employees, who have resigned, about why they are leaving and what their experience was like working for the Government of Jersey. This is done through an on-line Leaver Survey consisting of 31 questions covering topics such as; reason for leaving, working for the Government of Jersey, management and leadership, pay, terms and conditions, wellbeing and work life balance and learning and development.

An online link is included within the electronic letter that is sent to the employee to acknowledge their resignation, removing the requirement for the line manager to notify the employee although this remains our request of line managers.

Within the introduction to the leaver survey, the option of a face-to-face interview is given with the line manager, a line manager from another area or a member of the People and Corporate Services Team. If the individual does not want to undertake the face-to-face meeting with their line manager, then they are asked to organise an alternative meeting through People and Corporate Services.

To date, 16 responses have been received. People and Corporate Services will analyse the data gathered to report high level trends and inform changes in practice where appropriate. The high-level trends, and any resulting action, will be reported to the States Employment Board quarterly, the first being in April, once the initial quarter of the survey being live has passed.