

**WRITTEN QUESTION TO THE CHIEF MINISTER  
BY DEPUTY G.P. SOUTHERN OF ST. HELIER  
ANSWER TO BE TABLED ON TUESDAY 5th MARCH 2013**

**Question**

Will the Chief Minister –

- (a) inform members what the 70 policy issues to be covered by the modernisation review of public sector terms and conditions will be?
- (b) outline the process to be used and the projected timescale over which these issues are to be agreed with employee representatives?
- (c) state whether employee representatives will be allowed time away from work to contribute to the process and, if not, why?
- (d) identify which of these issues are contractual and therefore requiring negotiation and agreement with public sector representatives, and which are employer policies and can be imposed after consultation?
- (e) agree to share the legal advice with employee representatives regarding the extent to which these issues are contractual?
- (f) inform members of the extent, if any, of the involvement of Atos in this process?
- (g) state whether there is a target for savings to be achieved from this process, and, if so, what that is?

**Answer**

The Employer met on 21 February with a combined Trade Union Group including the main Paygroups (Teachers, Nurses, Manual Workers, and Civil Servants) to explain the processes and timetables that the Employer hopes to use, working in partnership with Trade Union Colleagues, to reshape the States of Jersey policy framework. The meeting was advised of the content below and I am pleased to share it with States Members.

a) The review will address the following policies:

POLICY GROUP	BATCH	POLICIES COVERED
Pay Protection/Buy-Out	1	Pay Protection, Buy-Out

POLICY GROUP	BATCH	POLICIES COVERED
Manpower Control 1 Employment Related	2a	Recruitment and Selection, Recruitment of Temporary Staff, References, Induction, Employment of People Beyond Retirement Age, Employment of Close Relatives, Employment of People with Past Criminal Offences, Employment of Overseas Nationals Conflict of Interests
Manpower Control 2 Other	2b	Redundancy, Redeployment, Secondment, Probation, Increments and Incremental Progression, Succession Planning, Career Management, Retirement, Acting Up, Equality & Diversity, Exit
Flexible Working and Leave	3	Sickness Entitlement and Leave, Annual Leave, Maternity, Adoption, Paternity, Unpaid Leave, Special Leave, Career Break, Inclement Weather , Flexitime, TOIL
Managing Attendance	4	Managing Attendance, Return to Work, Occupational Health, Disclosure of Medical Records, Workplace Stress and Medical Rehabilitation, Managing People during Pandemics.
Allowances, Overtime, etc.	5	Allowances (include First Aid, Mileage, etc.)Overtime, Standby, Call Out.
Collective Disputes & Facilities	6a	Collective Disputes, Facilities
Disciplinary & Grievance	6b	Disciplinary, Grievance, Bullying & Harassment, Investigations, Code of Conduct, Suspensions
Job Evaluation	6c	Job Evaluation
Performance and Capability	7	Performance Management, Capability, Training and Development, Financial Support for Professional Qualifications, Performance Review and Appraisal, Increments and Incremental Progression
Expenses and Over/under Payments	8a	Expenses and Over/under Payments

POLICY GROUP	BATCH	POLICIES COVERED
Car Parking	8b	Car Parking
Health & Wellbeing	9	Health and Safety, Drug and Alcohol, Smoke Free Policy, Display Screen Equipment
Transfer of Public Service Employees (TOPSE)	10a	(TUPE)
Reporting Serious Concerns	10b	‘Whistleblowing’
Political Activities	11	
Employee Recognition	12	Including retirement benefits and gifts
Access to Personal Information	13	Data protection in relation to Personal Information
Staff Benefits	14	Promotional Offers, Flexible Benefits

b) The process to be followed is shown in the table below:

(N.B As stated above, this process has already been shared with TUs and is subject to review depending on the progress of consultations)

ACTIONS TO BE TAKEN	ESTIMATED TIME TAKEN FOR EACH TASK	CALENDAR TIME LINE
<b>Preparation Phase</b>		<b>Start</b>
1. Send out information requests to States departments to : <ul style="list-style-type: none"> <li>• confirm adherence to States wide policies/collective agreements on terms and conditions of service, and</li> <li>• gain copies of departmental variations where they exist.</li> </ul>	0.5 day	
2. Collate information on current provisions	1.5days	
3. Determine legal position with regard to the legal status of a policy/procedure or a term and condition of service and the obligations on the Employer attached to their revision and implementation.	0.2 day	
4. Receive and collate information from departments within a suitable format	0.5 day	+2 weeks

ACTIONS TO BE TAKEN	ESTIMATED TIME TAKEN FOR EACH TASK	CALENDAR TIME LINE
5. Set out current provisions for all public sector pay groups including departmental variations within a format suitable for presentation to departments/pay groups.	1 day	
6. Analyse current provisions and determine key points for consideration/ presentation/ consultation/ negotiation in the development of revised provisions.	1 day	
7. Undertake best practice research (E.g. covering UK public sector/"blue chip" companies/IDS/CIPD/ACAS/JACS)	2 days	
8. Identify and present gaps between current practice and best practice in a suitable format for presentation to departments/pay groups.	1 day	
9. Analyse best practice provisions and determine key points for consideration/ presentation/ consultation/ negotiation in the development of revised provisions.	1 day	+2 weeks
<b>Development and Consultation Phase</b>		
10. <b>Develop 1st draft policy or T&amp;C of S</b> that is jargon free and suitable for a line manager to implement without HR support. In addition, where appropriate, draft process map and FAQs.	2 days	
11. Prepare paper work and set up meetings with HR BPs/Line managers/Pay groups. Send out information to attendees of these three groups.	1 day	
12. Meet and consult with HR BPs/Line Managers/Pay Groups	1day	
13. Collate feedback from HR Business Partners/Line Managers/Pay Groups into a suitable format for presentation to departments/pay groups.	1 day	+2 weeks
14. Analyse feedback from HR Business Partners/Line Managers/Pay groups	0.5 day	
15. <b>Develop 2nd draft policy/procedure or Terms and Conditions of Service and where appropriate process map and FAQs.</b>	1 day	
16. Prepare paper work and set up meetings with HR BPs/Line managers/Pay groups, <u>or</u> send out the information and seek feedback.	1 day	
17. Meet and consult with HR BPs/Line Managers/Pay Groups.	1 day	
18. Collate feedback from HR Business Partners/Line Managers/Pay Groups into a suitable format for presentation to departments/pay groups	0.5 day	
19. Analyse feedback from HR Business Partners/Line Managers/Pay groups	0.5 day	

ACTIONS TO BE TAKEN	ESTIMATED TIME TAKEN FOR EACH TASK	CALENDAR TIME LINE
20. <b>Develop 3<sup>rd</sup> and final draft policy/procedure or Terms and Conditions of service and where appropriate process map and FAQs.</b>	0.5 day	
21. Send out final draft for comments.	0.5 day	
22. Make any final adjustments to the draft and distribute	0.5 day	
23. <b>Give notice of projected implementation date</b>	0.5 day	+ 2 weeks
		<b><i>Min. 6 weeks</i></b>
<b>Notice period</b>		
24. Notice period for implementation	90 days	

- c) Employee representatives are allowed time away from work to participate in the consultative process wherever possible.
- d) & e) Legal advice is currently being sought regarding the contractual status of each of the policies and this information will be shared with TU representatives as part of the consultation process. This advice will also clarify which are employer policies and can therefore be implemented after consultation.
- f) Atos have not been involved in this process.
- g) At present, no savings target has been assigned for the policies review process. The purpose of the review is to ensure the States of Jersey has in place a consistent, sustainable policy framework which encompasses good practice and has a regard for the future legislative direction of the Island in support of public sector reform.