

**Response to a Question Pursuant to Rule 14
of The Rules of Procedure of the States of Deliberation and their Committees**

Subject: Committee Secretariat

States' Member: Deputy G A St Pier

Date received: 31st December 2021

Date acknowledged: 31st December 2021

Date of reply: 12th January 2022

Question

In a response ([CHttpHandler.ashx \(gov.gg\)](http://CHttpHandler.ashx(gov.gg))) dated 6th October 2021 to a series of Rule 14 questions, the Committee stated: *“As part of the OTOM restructuring, the Committee Secretaries will now lead the policy development function alongside their secretariat and governance responsibilities for the Principal Committees.”*

Could the Committee please advise:

- a. Have any of the Committee Secretaries received an increase in salary to reflect their change in role?
- b. How did the Committee assess and satisfy itself that each Committee Secretary had the capacity to assume the additional responsibilities, given their responsibilities in their previous roles were full time?
- c. Did the Committee seek and obtain prior agreement from each Committee Secretary to the change in role?
- d. How did the Committee assess and satisfy itself that each Committee Secretary had the requisite skillset to lead a policy development function given that was not part of the original role which they sought or for which they were selected?

Response

- a. No officer in post as Committee Secretary has received an increase in salary as a consequence of the changes agreed to their job descriptions. The salary scale assessed to apply to the post of Committee Secretary reflects the breadth of knowledge, skill and experience required to support Principal Committees in the execution of their responsibilities in accordance with the Rules of Procedure of the States of Deliberation and their Committees.

- b. The changes to the role serve to ensure clarity of accountability in the facilitation and co-ordination of policy development for the Principal Committees as part of the Assembly's Government Work Plan and leadership of the policy teams supporting Committees directly as part of the Strategy and Policy function for government. The change assists Committee Secretaries in the efficient discharge of their duties. The post holder is not generally leading on policy development work streams themselves.
- c. The Committee supported the recommendation to make line reporting and some structural changes to the Strategy and Policy function as part of the changes within the Civil Service under the organisation target operating model programme of transformation and delegated the implementation to senior officers. The principles were agreed with the post holders individually followed by collaborative fine tuning of the generic job description.
- d. The Committee is satisfied that the essential criteria and key competencies to deliver the main duties and responsibilities in the leadership of the policy teams and co-ordination and reporting on Government Work Plan priorities is consistent with those used to recruit the post holders.

Deputy Peter Ferbrache
President
Policy & Resources Committee