

Witness Name [REDACTED]  
Statement No : First  
Exhibits: [REDACTED] 1- [REDACTED] 27  
Dated :

**THE INDEPENDENT JERSEY CARE INQUIRY**

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EXHIBIT [REDACTED] 21

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# Memorandum

**To:** HR Business Partners

**From:** [REDACTED]

**Date:** 1 May 2009

**Re:** Staff Suspensions

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I should like to bring the following changes to our staff suspensions policies and procedures following decisions made by the States Assembly on 30 April, 2009:

1. Henceforce, an employee being suspended must be given the right of representation by a trade union representative, workplace colleague or friend at the point of formal suspension.
2. An employee who is suspended should clearly be told the reason for his / her suspension at the point of suspension. But in any case, he / she must be given the reasons in writing within three days of the suspension.
3. After an employee has been suspended for 28 days, and every 28 days thereafter, there will be a formal review of the suspension by a panel of three public employees drawn from a pool of nine public employees. This will take the form of a hearing attended by the employee, his / her representative, the relevant Chief Officer or his / her nominee and the panel members.
4. The terms of reference of the Panel are as follows:-
  - to ensure that the process of suspension has been correctly followed;
  - to ensure that the employee has been given the reasons for the suspension in writing;
  - to ensure that the suspension is in accordance with the terms and conditions of his / her contract;
  - to ensure that the initial reasons for the suspension still apply;
  - to ensure that appropriate steps are being taken to bring the suspension to a timely conclusion, one way or the other;
  - to report its findings to the States Employment Board.
5. Departmental HR Business Partners will take responsibility for the organisation and administrative arrangements for ensuring that the reviews of suspensions are held in accordance with the above provisions.

6. Panel Members are selected from a pool of volunteer States employees.

7. I will advise Staff Representatives of these developments.

Please do not hesitate to contact me if I can be of further assistance.

