



Records of Meetings

Year: 2018

The following records of meetings have been approved by the Panel.

Signed

A handwritten signature in black ink, appearing to be 'L. Doublet', written in a cursive style.

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Deputy Louise Doublet
Chairperson
Gender Pay Gap Scrutiny Review Panel

Gender Pay Gap Review Panel

Record of Meeting

Date: 24th July 2018

Present	Deputy Louise Doublet, Chairperson Deputy Kirsten Morel, Vice-Chairperson Senator Kristina Moore Deputy Jess Perchard
Apologies	
Absent	
In attendance	Kellie Boydens, Scrutiny Officer

Agenda matter	Action
1. Chairperson The Panel agreed to appoint Deputy Louise Doublet as its Chairperson.	
2. Vice-Chairperson The Panel agreed to appoint Deputy Kirsten Morel as its Vice-Chairperson.	
3. Scoping Document The Panel discussed a draft Scoping Document for the review. The Panel agreed several changes and tasked the Officer to circulate a revised version for final approval.	KB
4. Terms of Reference The Panel agreed that the objectives contained within the Scoping Document would become the Terms of Reference for the review. The Panel tasked the Officer to circulate the Terms of Reference for final approval.	KB
5. Review Plan The Panel noted the review plan and key timescales. It agreed that it would aim to present the report by the end of October 2018 but acknowledged that this could be extended into November or December to allow sufficient time for evidence gathering.	
6. Expert Advisor The Panel discussed the use of expert advisors and agreed to explore other avenues in the first instance, such as writing to academics and inviting expert witnesses to attend Public Hearings, in order to obtain a wide range of views and opinions.	
7. Future Meetings The Panel agreed to meet fortnightly on a Tuesday afternoon at 2:00pm. The Officer advised that meeting requests would be circulated in due course.	

Gender Pay Gap Review Panel

Record of Meeting

Date: 10th September 2018

Present	Deputy Louise Doublet, Chairperson Deputy Kirsten Morel, Vice-Chairperson Senator Kristina Moore Deputy Jess Perchard
Apologies	
Absent	
In attendance	Duncan Gibaut, Chief Statistician [item 2] Kellie Boydens, Scrutiny Officer

Agenda matter	Action
1. Records of Meetings The Panel noted and approved the record of its meeting held on 25th July 2018.	
2. Briefing: Chief Statistician The Panel met Duncan Gibaut, Chief Statistician to discuss the review in general and what plans Statistics Jersey had to collect data on gender pay. The Panel noted that Statistics Jersey had been accumulating data to assess specifically gender diversity across the public and private sector workforce. The Panel was advised that accumulating such data would be a long process, but Statistics Jersey would be happy to provide updates every couple of months. It was agreed that the review would complement the work of Statistics Jersey as the Panel would be collecting largely qualitative research rather than quantitative. The Chief Statistician explained that the recent change to legislation enabled Statistics Jersey to access data held by public authorities. In order to assist the Panel's review, the Panel was advised that a range of data had already been published in the Census report and the Jersey Opinions and Lifestyles Survey.	
3. Letters to stakeholders The Panel discussed the letters to key stakeholders and requested minor amendments. The Panel tasked the Officer to send the letters to stakeholders once the changes had been made.	KB
4. Communicating with the public and stakeholders The Panel discussed ways of engaging with the public and stakeholders in order to generate more interest in the review. The Panel agreed to organise a stall in King Street to try and engage the public. The Officer was tasked to make the necessary arrangements.	KB
5. Future Meetings The Panel noted that its next scheduled meeting would take place on Tuesday 18th September 2018 at 2:00p.m. in the Le Capelain room, States Building.	

Gender Pay Gap Review Panel

Record of Meeting

Date: 2nd October 2018

Present	Deputy Louise Doublet, Chairperson Deputy Kirsten Morel, Vice-Chairperson Senator Kristina Moore
Apologies	Deputy Jess Perchard
Absent	
In attendance	Tina Palmer, Director, ASL Recruitment [item 2] Kellie Boydens, Scrutiny Officer

Agenda matter	Action
1. Records of Meetings The Panel noted and approved the record of its meeting held on 10th September 2018.	
2. Meeting with Director of ASL Recruitment The Panel met the Director of ASL recruitment to discuss how recruitment agencies could assist the Panel with its review. The Director explained that it would be beneficial for agency representatives to meet with the Panel to discuss the types of data they held which may be relevant to the review, as well as their experiences with clients and placements in the workplace. The Director explained that there was a lack of diversity at Board level in most organisations. This may have been due to women underselling themselves and not putting themselves forward for senior roles. It was the Director's view that childcare was an issue for women, being pulled between childcare needs and corporate expectation. This was also highlighted as a barrier in terms of a lack of flexibility, particularly within senior roles. The Director felt that culture (values, loyalties and cultural "norms") was an important factor to consider when assessing whether there was a gender pay gap in Jersey. The Director agreed to circulate the Panel's Call for Evidence poster and the list of questions posed to targeted stakeholders to agency representatives. It was also agreed that a meeting with agency representatives would be organised in due course.	KB
3. Letters to stakeholders The Panel noted that letters to targeted stakeholders had been sent and had included a deadline for responses of 5th October.	
4. Communicating with the public and stakeholders The Panel received an update on progress for organising a stall in King Street in order to try and engage the public. It was noted that a banner with the words "Is there	KB

02.10.2018

a gender pay gap in Jersey?" would be purchased and, pending delivery of the banner, the stall could be set up for 15th, 16th and 17th October. The Panel also noted that an invitation had been circulated from a member of the Diversity in Change Forum to attend a Gender Pay Gap Panel on 24th October. The Panel was advised that further information would be circulated in due course.	KB
5. Future Meetings The Panel noted that its next scheduled meeting would take place on Tuesday 16th September 2018 at 2:00p.m. in the Le Capelain room, States Building.	

Gender Pay Gap Review Panel

Record of Meeting

Date: 16th October 2018

Present	Deputy Louise Doublet, Chairperson Deputy Kirsten Morel, Vice-Chairperson Senator Kristina Moore Deputy Jess Perchard
Apologies	
Absent	
In attendance	Kellie Boydens, Scrutiny Officer

Agenda matter	Action
1. Records of Meetings The Panel noted and approved, subject to a minor change, the record of its meeting held on 2nd October 2018.	
2. Written Submissions The Panel discussed the submissions received to date. It was noted that the stall in King Street had been a useful exercise as it had generated a couple more submissions.	
3. Focus Group The Panel agreed that organising a focus group would be a worthwhile exercise in order to generate more views on gender pay. The Panel tasked the Officer to contact a company which specialised in undertaking focus groups.	KB
4. Future Meetings The Panel noted that its next scheduled meeting would take place on Tuesday 13th November 2018 at 2:00p.m. in the Le Capelain room, States Building.	

Gender Pay Gap Review Panel

Record of Meeting

Meeting held by electronic mail

Date: 30th October 2018

Present	Deputy Louise Doublet, Chairperson Deputy Kirsten Morel, Vice-Chairperson Senator Kristina Moore Deputy Jess Perchard
Apologies	
Absent	
In attendance	Kellie Boydens, Scrutiny Officer

Agenda matter	Action
1. Focus Group The Panel agreed to increase its budget within the Scoping Document to accommodate the use of focus groups. It was noted that the revised Scoping Document would be circulated to the Chairmen's Committee for approval. Subject to Chairmen's Committee approval, the Panel agreed that 4Insight (research agency) would organise five focus groups in total.	KB

Gender Pay Gap Review Panel

Record of Meeting

Date: 13th November 2018

Present	Deputy Louise Doublet, Chairperson Deputy Kirsten Morel, Vice-Chairperson Senator Kristina Moore Deputy Jess Perchard
Apologies	
Absent	
In attendance	Dorothy Parker, Director, 4insight Kellie Boydens, Scrutiny Officer

Agenda matter	Action
1. Records of Meetings The Panel noted and approved the records of the meetings held on 16th and 30th October 2018.	
2. Focus Group The Panel met the Director of 4insight to discuss the composition and criteria of the focus groups. The Panel agreed that the focus groups would take place on 29th November and 10th, 11th, 12th and 13th December at either a morning, lunch or evening slot. It was agreed that the exact times of the focus groups would be confirmed once 4insight had gone through its screening process. In terms of public engagement, the Director explained that 4insight would undertake its own social media campaign to encourage participants for the focus groups. It was noted that the Panel would also undertake a media campaign, including a press release and social media posts to advertise the focus groups.	KB
3. Review Timeline The Panel discussed the timeline for the review and noted that the original deadline to report on its findings had passed due to its decision to organise focus groups. The Panel agreed that it would likely hold its public hearings in January and publish its report in February 2019.	
4. Letter from the States Employment Board The Panel noted that a letter had been received from the Chair of the States Employment Board regarding statistics on the composition of males and females in the States of Jersey and regarding the Panel's request for assistance in publicising its review to employees. The Panel tasked the Officer to liaise with the Head of Internal and Change Communications from Human Resources regarding publishing an article about the review and focus groups on the MyStates intranet site.	KB
5. Future Meetings	

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The Panel noted that its next scheduled meeting would take place on 27th November at 2:00p.m in the Le Capelain room, States Building.	
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Gender Pay Gap Review Panel

Record of Meeting

Date: 11th December 2018

Present	Deputy Louise Doublet, Chairperson Deputy Kirsten Morel, Vice-Chairperson Senator Kristina Moore Deputy Jess Perchard
Apologies	
Absent	
In attendance	Kellie Boydens, Scrutiny Officer

Agenda matter	Action
1. Records of Meetings The Panel noted and approved the record of the meeting held on 13th November 2018.	
2. Focus Groups The Panel noted that a good response rate had been received for the focus groups, which were facilitated by 4insight. It was anticipated that 4insight would report on the findings from the focus groups in early January 2019.	
3. Public Hearing list The Panel agreed a list of potential witnesses and provisional timings for each. The Officer explained that once the Hearings were confirmed, meeting requests would be circulated.	KB
4. Future Meetings The Panel noted that its next scheduled meeting would take place on 8th January 2019 at 1:00p.m in the Le Capelain room, States Building.	