



4 July 2025

### Request

I would appreciate more details about the appointment of the Parish Secretary Designate of St Ouen.

1. When was the person appointed?
2. When was such a "sensitive" appointment in the Parish legally agreed?
3. Who would and should be involved in that appointment? Who formally interviewed the candidates?
4. How was their salary agreed?
5. Should the vacancy have been advertised in the JEP for example as well as at Parish level?
6. Would the States of Jersey not have been involved with a job description?
7. Under normal procedures in Parishes, would this appointment have reflected past and usual legal application procedures for such important roles paid by Parishioners and to then be agreed by them too in a Parish Assembly?

If you are only able to give me a few answers by this route as in a FOI law request, would you be good enough to direct me to the Government department that might be legally able and in a position or willing to advise me further?

### Response

1. The Parish Secretary Designate of St Ouen was appointed on 5 August 2024.
2. The written terms of employment were signed on 5 August 2024.
3. A two-stage interview process was conducted by the Connétable of St Ouen and the Parish Secretary of St Ouen.
4. The salary was agreed in accordance with the HAY evaluation of the role; this is used for all Parish staff.
5. The Parish Secretary Designate of St Ouen role is not obliged to be advertised within the Jersey Evening Post (JEP).
6. This a Parish role and it is for the Parish to determine the job description for its staff. The States of Jersey is not involved with Parish staff appointments.
7. The appointment of the Parish Secretary Designate of St Ouen was completed in accordance with the usual recruitment processes. The Parish Assembly approves the Parish budget and this includes funding for staff costs, the Parish Assembly does not approve individual appointments.