

2014



HEALTH AND SOCIAL SERVICES
A STATES OF GUERNSEY GOVERNMENT DEPARTMENT

STATES OF GUERNSEY
HEALTH AND SOCIAL SERVICES DEPARTMENT

A GUIDE FOR PROSPECTIVE
CANDIDATES

HSSD 366

CONTENTS

INTRODUCTION	3
1 ABOUT GUERNSEY	4
• Where is it?	
• The Bailiwick Islands	
2 LIVING IN GUERNSEY	5
3 WORKING IN GUERNSEY	7
• Work Permits	
• Right to Work Documents	
4 HOUSING AND ACCOMMODATION	9
• Employment Related Licences	
• Health and Social Services Accommodation	
5 RELOCATION	12
• Health and Social Services Policy	
• Rent Allowance	
• House Hunting	
6 GOVERNMENT WITHIN GUERNSEY	14
7 PRICES, RATES AND TAXES	15
8 INCOME TAX	16
9 SOCIAL SECURITY DEPARTMENT	16
10 PENSION SCHEME	16
11 HEALTH SERVICES	16
12 EDUCATION	16
Appendix 1 – Relocation Expenses 2012	21

Every effort is made to ensure that the information given is accurate, but no legal responsibilities are accepted for any errors, omissions, or misleading statements in that information caused by negligence or otherwise; and responsibility is not accepted in regard to the standing of firms, companies, departments or any individuals mentioned.

INTRODUCTION

GET READY FOR A NEW WAY OF LIVING AND WORKING

What can Guernsey offer you?

Guernsey offers you a completely different way of life. Be prepared for fantastic scenery, beautiful walks and cycle routes and a wealth of things to do. Islanders are extremely proud of their pretty cobbled town that rises up from the impressive harbour front and cries out to be explored.

Guernsey also boasts stunning views from the cliffs and the cleanliness of both the sea and its award winning beaches is well known.

There are also plenty of opportunities to 'island hop' to the other Channel Islands as well as travel by sea or air to France. Dinard is only 20 minutes away by air.

Like the sound of great hospitals, great prospects and great beaches? Whatever your role in health or social care, working in Guernsey or her sister island, Alderney will change your life for the better.

As a new member of staff, you'll undertake a three-day induction course designed to tell you how the Department is governed and managed, as well as mandatory training in basic life support, moving and handling and fire safety.

The Institute of Health and Social Care Studies offers an amazing number of courses, study days and training sessions which staff are encouraged to access. Our links with the University of East Anglia (UEA) and Edexcel provide academic recognition for the Institute's diplomas, degrees and VQs. We have a well-resourced library and employ a qualified librarian, in addition to a team of experienced lecturers.

The NHS Agenda for Change (AfC) system has been implemented here - though only for nurses, midwives and health visitors.

The Knowledge and Skills Framework (KSF) has also been fully implemented for nurses, midwives and health visitors, with all posts assigned a post outline and Performance and Development reviews (PDR's) completed annually for all AfC staff. The e-KSF computer programme is in full use to support this process.

1 **ABOUT GUERNSEY**

Where is it? Guernsey is situated 30 miles west of the Normandy coast of France and 75 miles south of Weymouth in England and lies in the Gulf of St Malo.

How big is it? The island is approximately 25 sq miles (65 sq kilometres).

How many people live in Guernsey? According to data held in 2009, the population in Guernsey stands at 61,726.

The Bailiwick of Guernsey is a group of islands within the Channel Islands, located in the English Channel between the south coast of England and north coast of France.

Part of the Duchy of Normandy from before the Norman Conquest of England, the Channel Islands were retained by the Kings of England when Normandy was lost in 1204. Guernsey and Jersey have remained as two separate crown dependencies, each with their own laws and customs based originally in Norman practice.

Effectively independent yet coming under the protective wing of the British Crown, Guernsey is a part of the British Isles, but not the United Kingdom.

The Bailiwick Islands

The Bailiwick of Guernsey includes a number of islands in addition to Guernsey.

Alderney is the most northerly of the Channel Islands and is the closest of the islands to England. It boasts excellent coastal walks, a quaint town, a nine-hole golf course and some of the best fishing opportunities you would wish to find. For further information on Alderney, see www.alderney.net

Herm is a small island lying just off Guernsey. There is a regular ferry and catamaran service to the island which only takes 15 minutes. Herm is a popular retreat for Guernsey locals and visitors. Most visit Belvoir Bay or Shell Beach, famous for the tiny shells washed up by the Gulf Stream. For further information on Herm, see www.herm-island.com

Jethou is a small island covering approximately 44 acres immediately south of Herm. It is thought that it was once connected to Herm by a strip of land that was washed away during a storm in AD709. Jethou is a part of the Bailiwick but is not open to the public. It is leased by the States of Guernsey from the Crown and currently has sub-tenants.

Lihou is a small island located on the west coast of Guernsey. It is a conservation area and is owned by the States of Guernsey. It is open to the public and can be accessed via a causeway that is exposed during low tides.

Sark lies nearly 8 miles east of Guernsey. It has numerous coves and beaches – some which you have to climb down to reach. It is most famous for its enchanting and relaxed pace of life. Sark enables you to step back in time – a visit here is like no other. For further information on Sark, see www.sark.info

Brecqhou, which comes under the government of Sark, is a privately owned island and is not open to the public.

2 LIVING IN GUERNSEY

Cost of Living

In comparison with the UK the overall cost of living is very similar, but there are significant differences for certain specific items. Broadly speaking the tax position, including property rates and other costs are lower than the UK, as are most items that would be subject to VAT in the UK. However, items often incur a transport cost to the island, which partly offsets the VAT saving. The major area of high cost is accommodation, which is considerably higher than the UK average and nearer to London prices.

Eating out

Guernsey is often spoken of as being a ‘Gourmet’ Island. Lots of restaurants feature fresh lobster, crab, oyster, sea bass, sole and brill, as well as Guernsey’s own delicacy, the ormer.

If you are not a fish eater there are also lots of mouth-watering alternatives. You can literally pick anywhere in the world and find a Guernsey restaurant offering authentic cuisine. Indian, Mexican, Chinese, Italian, Japanese, Moroccan and, of course, classic French restaurants all appear on the local eating out map. There could not be a greater choice.

Leisure Activities

In Guernsey there are things to do all year round. There are opportunities to swim, windsurf, water-ski or even surf from the islands beaches or to go sailing or sea fishing from the marina.

There are three golf courses on the island and a number of netball, football, cricket, hockey and athletic clubs.

Sport is an important part of life in Guernsey. Beau Sejour Leisure Centre has a sports hall with courts available for volleyball, badminton, football, squash, tennis, netball etc, as well as other facilities including a fitness studio, a bowling green and a large indoor pool with water flumes.

There are also a number of private clubs and hotels on the Island that offer sporting and fitness facilities and health and beauty suites.

Art and drama

During the summer months, plays are performed within the walls of Castle Cornet in St Peter Port. You can bring a picnic and a bottle of wine and listen to Shakespeare or Oscar Wilde performed in idyllic surroundings.

The Island has Choral and Orchestral Societies and Amateur Dramatic and Operatic Clubs as well as other societies and clubs representing a wide range of interests and activities. The St James Concert and Assembly Hall and Beau Sejour Centre also undertake to provide a programme of cultural events each year.

Cinema

The latest films are shown at the multi-screen Mallard Cinema, near the airport, and there is a new cinema scheduled to be included in the Admiral Park development on the east coast.

Nightlife

Many local bands entertain diners in bars and bistros around the island and there are several nightclubs.

Language

With nearly a whole generation being evacuated to England prior to the German Occupation of Guernsey (approximately 21,000 people in total) the local dialect, Guernsey Patois (or Guernesiais) almost died out. Today, few islanders speak Patois.

Currency

Guernsey is in the Sterling Area and Bank of England notes and UK coins circulate within the Island. The States of Guernsey also issue their own notes and coins.

Newspapers

UK national newspapers are available daily. There is also a local daily paper – the Guernsey Press and a free weekly paper – the Guernsey Globe.

Radio and TV

The BBC broadcasts regular Channel Island news bulletins as part of its UK regional service. There is a local ITV contractor – Channel Television – and two local radio stations – BBC Radio Guernsey and Island FM, a commercial station.

Further information can be obtained by visiting The Channel Islands Tourist Website – www.visitguernsey.com

Transport

You can use a UK driving licence (and most foreign licences) in Guernsey for up to a year. After that time you must exchange it at the Vehicle Registration and Licencing Department (VRLD) for a Guernsey licence. Your old licence will be sent back to the country of origin and can be reclaimed if you move back there.

If you bring your own car you will need to register it with the VRLD for a fee of £35.00. Legislation in Guernsey requires locally registered vehicles to display evidence of insurance in the form of a Windscreen Insurance Disc.

The maximum speed limit is 35 mph, but it can be lower in places, eg St Peter Port where the 25 mph restriction largely operates. Parking is free but there are time limited zones where you must set a ‘parking clock’ to the time you arrived.

Guernsey’s bus service operates 7 days a week and will take you almost anywhere on the island.

There are many taxi firms, some of which operate all night. You will find them all in the yellow pages.

3 WORKING IN GUERNSEY

Work Permits

Immigration is governed by the UK Immigration Act 1971 as extended to the Bailiwick of Guernsey by the Immigration (Guernsey) Order 1993, and is administered by the Home Department, Immigration and Nationality Division.

Immigration status falls into three categories:

- 1 British Nationals – free movement and rights
- 2 European Union Nationals – free movement and rights
- 3 Non-European Nationals – need permission to work

Eligible Employment

Eligible employment is related to professionally qualified personnel in full-time employment, whose qualifications are recognised by the Health and Social Services Department, and who is registered with the appropriate professional body in the United Kingdom.

In the case of nurses, this must be with the Nursing and Midwifery Council (NMC). A 6 month period for adaptation and competence assessment prior to registration with the NMC is permitted.

Unqualified Personnel

Immigration will **not** issue work permits for unqualified personnel.

Qualified Personnel

The Immigration Department issues work permits to qualified staff up to a maximum of 4 years from date of entry into the UK, after which the employee must leave the island.

If an employee starts employment in the UK and then comes to Guernsey, time spent in the UK will be taken into account and the employee can only remain in Guernsey for the remaining years up to a maximum of 4 years. UK work permits are not valid in Guernsey and vice versa.

When an employee leaves after four years service, they can only reapply to return to the island after a 12 months break in residence outside the UK.

Further information can be obtained by visiting The Immigration and Nationality Department link on the Government website [http://www.gov/gg](http://www.gov.gg)

Right to Work Document

The Right to Work Law requires everyone, including a self employed person, who starts or changes employment in Guernsey to hold a 'Right to Work Document' issued by the Housing Department indicating that they are lawfully housed.

What types of Right to Work Documents are there?

A Status Declaration - is issued to a person who is a *qualified resident* as defined in the Housing Control Law. These are permanent documents that cannot be revoked.

A Housing Licence – for 'essential' employees and those employed under short-term licences. The licence specifies the dwelling that can be occupied, the

employment for which it is valid, and has an expiry date. Housing Licences are also issued to non-locals who are allowed to live in Guernsey on compassionate grounds.

A Declaration of Lawful Residence - is for people who are not themselves residentially qualified but who are lawfully housed, for example as spouses or members of the household of qualified residents or licence holders. The Health and Social Services Department will obtain the necessary documentation for staff who are resident in our accommodation.

A Temporary Exemption Certificate - may be issued, for example, to people who have applied for one of the other documents, in cases where there may be a delay in issuing that document. A Temporary Exemption Certificate has an expiry date and can be subject to conditions.

4 **HOUSING AND ACCOMMODATION**

Employment Related Licences

As Guernsey is such a small island and is considered to be an attractive place to live, there are strict controls on the occupation of housing. These controls are in place in order to provide sufficient houses for locally qualified residents (as set out in the Law). There are two sectors of housing in Guernsey, which are known as the '**Local Market**' controlled dwellings and '**Open Market**' dwellings inscribed in the Housing Register.

'Local Market' – Local Market housing is reserved for people with local residential status and certain types of licence holders.

'Open Market' – is for non-licence holders. There is no time limit on occupation of such a dwelling and it carries an automatic Right to Work. However, this occupation does not count towards residential qualifications and the properties are at the more expensive end of the market.

The right to occupy all dwellings in Guernsey, apart from those inscribed in Part A of the 'Open Market' Housing Register, is strictly controlled. The occupants either need to be qualified residents or in possession of a housing licence.

Housing licences issued in connection with employment fall into three main categories:

Short Term Licences

These licences are designed to recognise a staffing shortage and are generally issued for periods of up to 9 months, but may be for up to 3 years for supervisory posts. They do not allow the licence holder to accommodate dependants and

the accommodation that can be occupied is usually restricted to board and lodgings or '**en famille**' accommodation.

Employment-related Licences of less than 15 years duration

Employment-related licences are often referred to as 'essential' licences because the post for which they are granted must be deemed to be 'essential' to the community. They are issued for specific posts of employment, for a named dwelling and with an end date.

The holder of this type of licence is eligible either to rent or buy property on the '**Local Market**'. The Housing Department will assign the licence holder a '**TRP**', which determines the minimum size of the property the licence holder will be able to occupy. The '**TRP**' is based on the remuneration package of the licence holder and the higher that package the larger the property that the licence holder will be required to occupy.

In addition to assigning a '**TRP**', the licence holder will be given the option to occupy a smaller unit of accommodation based on the number of rooms it has. Typically this would enable the licence holder to occupy a flat with one bedroom regardless of the '**TRP**' of the property. The exact accommodation options that would be available to you can only be set once your remuneration package has been agreed.

Licence holders can accommodate '**direct family members**' who must live '**en famille**' with the licence holder. If they wish, the family member can take up employment in the island for as long as the licence holder is legally resident and the family member obtains a Declaration of Lawful Residence.

However, a partner or common law spouse is not covered by the householder's licence and will require a separate licence. These licences are issued where the Department is satisfied that the couple are genuine companions.

Fifteen Year Licences

For some posts where long-term continuity is required, the States may feel that granting a fifteen year licence is justified. Fifteen year housing licence holders can rent or buy property on the Local Market with a '**TRP**', which determines the size of the property the licence holder will be able to occupy.

Licence holders can accommodate '**direct family members**' who must live '**en famille**' with the licence holder. If they wish, the family member can take up employment in the island for as long as the licence holder is legally resident and the family member obtains a Declaration of Lawful Residence.

However, a partner or common law spouse is not covered by the householder's licence and will require a separate licence. These licences are issued where the Department is satisfied that the couple are genuine companions.

After fifteen years' employment in the post for which the licence was granted, the licence holder will stand to gain '**local residential status**'. Their spouse and children will also stand to gain '**local residential status**' at that time, but this will depend on their circumstances during the period of the licence.

Glossary of Terms

'Local residential status' – means that a person is able to live and work in Guernsey with no housing restrictions or controls.

'Direct family member' – is restricted to spouse or child (including adopted or step child), father, mother (and father and mother in-law) and grandchild.

'En famille' – this is a term used when a licence holder occupies a room in the house of either a locally qualified resident or another housing licence holder who has a housing licence for 5 years or longer.

'TRP' – From January 2008, properties in Guernsey have a 'TRP' attached to them, based on the unit value of the property. The unit value is determined by size of the property.

Further information can be obtained by visiting The Housing Department link on the Government website <http://www.gov.gg>

If you have been appointed to a post with the Health and Social Services Department on an Employment Related Housing Licence, that means you are able to live and work in Guernsey because the Housing Department has agreed that an essential licence can be issued for the job to which you have been appointed.

It should be noted that all licences are tied to a particular post and should a licence holder wish to apply for another post in Guernsey, he or she must ensure that before an application is made a housing licence is available for the post.

It therefore follows that licences are not transferable to different roles. In other words, there should be no expectation that a licence holder can automatically obtain a revised licence on promotion to another post unless this post itself warrants an essential housing licence.

The Housing Department advises all such licence holders in writing at the point of issue that licences are not transferable to other posts.

It is important to note that an essential licence generally restricts the licence holder to a consecutive period of residence in the island. If a person has already lived in Guernsey for the past two years and has obtained a five-year licence to move to a different employer, it would only be valid for a further three years.

If an employment-related licence is granted, it is understood that upon the expiry of the contract of employment, and the housing licence associated with it, you will be expected to leave the Island.

Staff are not required to have Housing Licences to work in Alderney, but will require a work permit if applicable.

Health and Social Services Accommodation

The Health and Social Services Department has a large number of subsidised accommodation units around the island providing basic and en-suite rooms for single occupancy.

John Henry Court is a new accommodation block on site at the Princess Elizabeth Hospital. Accommodation consists of 42 single bedsits and 24 one-bedroom flats, with double beds. The flats are offered initially to Band 6 nurses, but may be occupied by any couple, at Band 6 and below, who are both nursing staff.

Amballa is a new building just a short walk from the Princess Elizabeth Hospital, which has been developed by the Guernsey Housing Association in conjunction with the Health and Social Services Department.

This accommodation is available to single professional staff eligible for a housing licence in relation to their post and consists of 2 x 1 bedroom apartments, 4 en-suite bedsits and 4 en-suite bedrooms in a self-contained flat.

Further information about the above two properties can be found on the Accommodation and Housing link on the Health and Social Services Department website, see www.health.gov.gg

5 RELOCATION

Health and Social Services Policy

Under certain circumstances, the Health and Social Services Department will make payments to staff who come to work in Guernsey and Alderney to cover the cost of their relocation.

The Established Staff Directive, Relocation Expenses 2012, (see Appendix 1), details the rules that apply to the payments, and explains how to access them.

This paper provides supplementary information in relation to application of these provisions which have been extended to Health and Social Services Department

staff working in Guernsey and Alderney and other relocation benefits available, including the criteria attached to these.

Accommodation for staff who come to live and work in Guernsey is generally of two types. Either the employee will come to a post which has a Housing Licence attached to it, in which case he or she can live in the community or, if no Housing Licence is available, they will reside in Health and Social Services Department accommodation.

The amount and type of relocation expenses which staff may claim depends upon whether or not they have been appointed to a post which qualifies for a Housing Licence and they make use of it. **If not, the only financial assistance provided is reimbursement of the reasonable cost of travel to the Island and removal of personal effects up to a maximum of £300.**

Candidates who hold local residential qualifications but are living away from Guernsey can access the Relocation Directive in the same way as someone without residential qualifications who takes up a Housing Licence. However, this will only apply in respect of posts for which applications have been invited from UK residents and in cases where the employee has been permanently resident there.

In the case of former Guernsey residents who live in the UK, payments will only be made if they were not otherwise intending to return to live in Guernsey.

Staff are not required to have Housing Licences to work in Alderney but the same principles will apply, i.e. staff living in Health and Social Services Department accommodation will qualify for the £300 removal expenses only and staff whose criteria mean that they would qualify for a licence if in Guernsey may access the full provisions of the established staff directive.

Rent Allowance

As stated in the directive in Appendix 1, the Department will pay part of the cost of a temporary or permanent rented dwelling by the payment of a rent allowance, for a period of up to two years from the date of taking up the appointment, or until the employee purchases a dwelling in Guernsey or Alderney, whichever is the sooner. Income Tax and Social Insurance contributions will be deducted from the Rent Allowance.

In exceptional circumstances, the payment of rent allowance may be extended to a maximum of 3 years but not beyond.

Employees who come to a post which has a Housing Licence but who reside initially in Health and Social Services Department accommodation whilst they find a suitable property to rent or buy will receive rent allowance only if the level of rent charged is more than the base qualifying rate (currently £128 per week). If the rent charged by the Health and Social Services Department is less than the qualifying rate, then the period for which rent allowance is paid will be reduced by the amount of time spent in Health and Social Services Department accommodation.

Staff who become entitled to, and take up, a licence within 2 years of arrival in Guernsey will be entitled to Rent Allowance, but the payment period of 2 years will be abated by the period they have already spent in Health and Social Services Department accommodation.

House Hunting

Home finder is a new and comprehensive online property service for home finders in Guernsey.

- Find properties for sale and to let
- Select the price range that suits your budget
- Lists Estate Agents and links

Further information can be obtained by visiting
www.thisisguernsey.com/homefinder

6 GOVERNMENT WITHIN GUERNSEY

The Lieutenant Governor is Her Majesty's personal representative and the official channel of communication between the Crown and the UK Government and the Bailiwick.

The other key offices held under the Crown are those of the Bailiff and Deputy Bailiff, who preside over the States of Deliberation and the Royal Court, and HM Procureur (Attorney General) and HM Comptroller (Solicitor General), who are the legal advisers to the Crown and the States.

Guernsey's parliament is called 'The States of Deliberation' and is democratically elected. There are no political parties in Guernsey. The functions of Government are carried out by ten Departments, each chaired by a Minister who, like the four ordinary members of the Department, is elected by the States of Deliberation.

Policy Council

The Policy Council comprises a Chief Minister and the ten Ministers. The Deputy Chief Minister is also elected by the States from among the Ministers on the Policy Council.

States Departments

Commerce and Employment	Culture and Leisure
Education	Environment
Health and Social Services	Home
Housing	Public Services
Social Security	Treasury and Resources Department

Further information can be obtained by visiting The Official Guernsey Government Website – www.gov.gg

Each parish has a douzaine, elected by the parish that deals with matters such as street lighting and refuse collection.

Alderney and Sark each have their own parliament, known as the States of Alderney and the Chief Pleas of Sark respectively.

7 **PRICES, RATES AND TAXES**

Prices of commodities generally are equivalent to those in the United Kingdom, but value added tax and other forms of sales taxes are not payable in Guernsey. The prices of certain commodities, eg alcohol, tobacco and perfume are lower than in the UK.

Rates and taxes payable in Guernsey are lower than in the United Kingdom.

They are as follows:

Tax on Real Property (TRP)

Tax on Real Property is at the annual rate of £0.76p in the £ on the Unit Value of a private local market property, and is payable by the owner of the property to the States of Guernsey.

Parochial Occupier's Rate

Parochial occupier's rates are fixed annually according to the needs of the parish and vary from £1 - £2 in the £. They are payable by the occupier of the property to the parish.

8 INCOME TAX

The standard rate of income tax is 20p in the £. No death duties or turnover taxes are payable in Guernsey and there is no surtax. Mortgage interest relief in Guernsey is more favourable than in the UK.

9 SERVICES ADMINISTERED BY THE SOCIAL SECURITY DEPARTMENT

Social Insurance

A person who has attained school leaving age but is below pensionable age, ie below 65, is normally liable for the payment of insurance contributions under the Social Insurance Scheme. Rates are calculated at 6% of gross earnings. Those aged over 65 pay a reduced amount.

Under the terms of a reciprocal agreement between the United Kingdom, Jersey and Guernsey, a person resident in Guernsey may not be permitted to continue to pay contributions to the United Kingdom Social Insurance Scheme.

Social Security Benefits

The payment of contributions provides for a range of social insurance benefits. Further details of the qualifying conditions for each benefit and explanatory leaflets can be obtained from the Social Security Department upon request.

Subject to the satisfaction of certain provisions, contributions paid under the United Kingdom Social Insurance Scheme may be taken into account by Guernsey to assist with entitlement of some of these benefits.

Further information can be obtained by visiting The Social Security link on the Government website <http://www.gov/gg>

10 PENSION SCHEME (currently under review)

Membership is compulsory for all full-time employees on a permanent contract, with contributions of 6½% deducted from your salary.

Part-time employees and employees on short fixed term contracts have the option as to whether they wish to contribute to the pension scheme. Previous pensionable service may be transferred to the States of Guernsey Public Servants' Pension Scheme.

On leaving employment with the States of Guernsey, you will have the following options:

- a) A refund of the pension contributions, which consists of the employee's contributions plus 3% compound interest per annum less 10% tax
- b) Accrued pension rights transferred to your new employer's pension scheme
- c) Accrued pension rights transferred to an approved personal pension plan
- d) Accrued pension rights preserved (frozen) in the States Pension Scheme

11 **HEALTH SERVICES**

Primary Care

Three general practices in Guernsey (spread over a number of sites throughout the island) and two in Alderney provide family doctor services. You can register with whichever one of these is the most convenient. Treatment and visits are charged privately, less a £12.00 health benefit for a doctor's visit and £6.00 health benefit for nurse's visit, subsidised by the Social Security Department. Charges are also made for medical treatment in the A&E Department at the Princess Elizabeth Hospital and for casualty treatment at the Mignot Memorial Hospital in Alderney.

Opticians, Dentists and Physiotherapists

These are also run privately and treatment is payable at the time of consultation.

Prescription Charges

Prescription charges are currently set at £3.30 per item for all ages (2014), with the exception of persons over the age of 65 or on supplementary benefit.

Pharmacy Services

There are a number of Pharmacies/Chemists located around the island, some of which are attached to doctors' surgeries. On Sundays, these take turns to open between 11 am and noon. The weekly rota is printed in Saturday's Guernsey Press.

Specialist Treatment

There is one specialist practice which includes general surgery, general medicine, obstetrics and gynaecology, paediatrics, ophthalmology, ENT and orthopaedics. The Social Security Department runs a specialist health insurance scheme which covers the costs of most specialist medical care provided by the Medical Specialist Group and specialist physiotherapy provided by the Guernsey Physiotherapy Group. Provided there is an intention to reside or work in Guernsey, new residents will be covered immediately.

Hospital Charges

There is no charge made to patients for acute hospital admission and nursing services or drugs prescribed whilst in hospital or out-patient services, unless the patient chooses to be treated privately or is in hospital for cosmetic surgery or a similar type of treatment.

Long Term Care

There is a compulsory insurance scheme, administered by the Social Security Department that will cover the majority of the cost of long term care if a resident is assessed as requiring this. To be eligible, you need to have lived in Guernsey for at least 5 years in total and for the year immediately preceding entry to long term care.

Ambulance and Rescue Charges

Ambulance services are provided 24 hours a day by the St John Ambulance and Rescue Service. This is a locally based company providing a specialist A&E ambulance, complete with a trained professional crew and advanced emergency equipment. Charges are made to patients for attendance or transport by ambulance but these services are free to members of a subscription scheme which is charged annually.

Private Medical Insurance

There are a number of companies that operate in the island, providing a choice of cover for items not covered by the States health insurance scheme. Prospective residents are advised to contact the insurers themselves, as there are a wide range of options and levels of cover available.

Foresters Friendly Society	(01481) 728864
Independent Order of Odd Fellows	(01481) 723827
BUPA Guernsey Scheme	(01481) 723247
WPA	(01481) 258884

Further information can be obtained by visiting The Health and Social Services link on the government website <http://www.gov/gg>

12 EDUCATION

The provision of education in Guernsey is broadly similar to the UK. Pupils must legally attend school between the ages of 5 and 16. There is a selective system for secondary education.

The Education Department has responsibility for 10 Primary schools, 3 Infant schools, 2 Junior schools, 4 Secondary schools and a Co-educational Grammar School. In the private sector, the Ladies College, Blanchelande Girls College and Elizabeth College (boys) take fee payers, with some scholarship places awarded at the age of eleven.

Child Care Facilities

There are many child care facilities around the island. A list of nurseries, pre-schools and crèches can be found at www.gov.gg/health-and-social-services/childrenandyoungpeopleservices/A-Z/earlyyears-service.en

Early Years

There is no standard pre-school provision run by the States, although there are a number of privately run pre-schools and nurseries throughout the island.

Primary Schools

Free primary education for 5 to 11 year olds is provided in infant, junior and primary schools. Children are usually admitted to the primary or infant school in their catchment area at the start of the school year in which they reach the age of 5. Reception classes in all the local primary and infant schools are given extra teaching support and pupils build up their attendance from a few mornings a week, initially, to the full school day during their first term. There are also some private fee-paying schools for primary aged pupils.

Children from Roman Catholic families may attend one of two Roman Catholic primary schools if they choose.

Pupils undergo a selection process (the 11+) in the final year of primary education to decide on their secondary phase place. Pupils attending the two Roman Catholic Primary Schools also sit the 11+ to decide on their secondary phase place (there is no Roman Catholic secondary school under the control of the Education Department).

The majority of children will be awarded places at the secondary school which serves their catchment area. Around a quarter of all children will be allocated a place at either the Grammar School or, as special place holders, one of the three Colleges (Ladies' College, Blanchelande Girls' College or Elizabeth College).

Post 16 Education

Around three quarters of young people in the Bailiwick continue into post-16 education with the rest leaving school to start work or continue their training through a work-based scheme such as an apprenticeship.

There are now an increasing number of choices and opportunities available to young people once they have completed Year 11 if they decide to leave school or continue with their education. Pupils can go on to study A and AS Levels, vocational qualifications, apprenticeships and other full time courses at either the Sixth Form Centre at the Grammar School or the College of Further Education if they fulfil the entry requirements. The grant-maintained Colleges also offer post-16 study opportunities.

The Careers Service and careers teachers in schools can help young people make the right decisions about what to do and where to go. Visit the Careers Service website at www.careers.gg to access all the information you need or make contact on (01481) 733044 or email careers@education.gov.gg

Further Education

Further Education is provided at the College of Further Education where full-time and day release courses and a wide variety of vocational and recreational evening classes are available. The College also offers degree courses in construction management, architectural technology and financial services and operates the Guernsey Business School offering a range of courses to local industry.

The new Performing Arts Centre offers students the opportunity to study full-time vocational performing arts courses for the first time on the island. The Centre also offers part-time and short courses. These courses include all elements of performing arts from acting, dancing and singing to stage-management, lighting, sound and set design as well as the performing arts business, booking systems and the legal aspects of performance.

Special Needs Education

For those pupils whose educational needs cannot be met in mainstream schools the Education Department maintains two special schools: one for primary age pupils and one for secondary age pupils. Both of these schools cater for pupils with moderate learning difficulties with additional needs, severe learning difficulties and complex needs.

Primary age pupils attend the newly built Primary School (Le Rondin School and Centre) which incorporates the Child Development Centre, operated by the Health and Social Services Department and is the base for occupational and physiotherapy services and the Education Support Services.

Pupils of secondary school age with special educational needs currently attend Le Murier School and the College of Further Education provides Post-16 opportunities.

A centre for pupils with social, emotional and behavioural difficulties operates from Oakvale School premises.

Further information can be obtained by visiting The Education link on the Government website or direct access to the Education website www.education.gg

APPENDIX 1**Established Staff Directive****RELOCATION EXPENSES 2014**

An officer who is appointed to the Established Staff of the States of Guernsey (either on a permanent or contract basis) and is required to transfer his or her residence from overseas to Guernsey, will have certain relocation expenses met by the States, subject to certain conditions, as set out in this Directive.

This Directive will only apply where a post has been advertised off island and the individual has been permanently resident there. In the case of former Guernsey residents responding to global advertisements, the arrangement would only apply if they were not otherwise intending to return to the Island.

Officers who are relocating to Guernsey can seek advice on the administration of this directive from their employing department, or from the Human Resources Unit on 717001.

In order to expedite the processing of claims, officers should apply in writing for the various forms of assistance to their employing department.

Fares

The States will pay the single fare of the officer and, where applicable, a partner and dependent children, from the United Kingdom to Guernsey. Any such travel, including a house hunting visit (described below), should be by the most efficient and economic means.

House Hunting Visit

The States will be prepared to pay the return fares and two nights' reasonable accommodation to enable an officer and, where applicable, a partner to make a house hunting visit to Guernsey following acceptance of an offer of appointment but before the officer reports for duty.

As an *alternative*, where the officer has taken up the appointment before the removal of household furniture and effects has taken place, the States will be prepared to pay the travelling and incidental costs of the officer **or**, where applicable, a partner, on one return trip to supervise the removal.

Each case will be considered in light of individual circumstances.

Removal Expenses

The States will be prepared to pay the cost of the removal of an officer's household furniture and effects (including a motor vehicle) from the UK to Guernsey, subject to the following provisions:

- a. that the officer shall submit quotations (which must include the cost of insuring the goods during transit) from at least two reputable firms to his/her employing department for its approval before acceptance; and
- b. that the officer will be required to give a written undertaking to repay a proportion of the cost of the removal (relative to the number of months remaining in a two year period commencing on the date of taking up the appointment) should employment with the States cease for any reason within the period of two years commencing on the date of taking up the appointment.

If the officer's household furniture and effects are removed to storage in Guernsey, the States will be prepared to pay the cost of removal from such storage to the officer's residence in Guernsey at the end of the storage period, subject to (a) and (b) above and provided that the officer is still in States employment.

Storage of Furniture

The States will be prepared to pay the costs of storing all or part of an officer's household furniture in Guernsey while the officer is temporarily occupying furnished or unfurnished temporary accommodation up to the following limits:

- a. for the first six months - the full cost of storage up to a maximum of £56.00 per week;
- b. for the second six months - half of the cost of storage up to a maximum of £28.00 per week:

and subject to the following provisions:

- a. that the officer's employing department is satisfied that it is necessary to store such furniture and effects; and
- b. that the officer shall submit quotations (which must include the cost of insuring the goods) from at least two reputable firms to his/her employing department before acceptance.

In **exceptional** circumstances the employing department may agree to the payment of the cost of the storage of household furniture and effects in the UK subject to the same provisions. In these circumstances the States may also be prepared to pay the cost of removing the goods from the officer's home to storage and, subsequently, from storage to the officer's residence in Guernsey, subject to the provisions of this Directive.

Lodging Allowance

The States will be prepared to pay part of the cost of temporary accommodation for an officer and, where applicable, a partner and dependent children, by the payment of a

lodging allowance, for a short period of time (usually less than one month) in a suitable boarding house or other approved accommodation until the officer is able to move into a temporary or permanent dwelling. Income Tax (see footnote) and Social Insurance contributions will be deducted from lodging allowance.

Each case will be considered in the light of individual circumstances.

Rent Allowance

The States will be prepared to meet part of the cost of a temporary or permanent rented dwelling by the payment of a rent allowance for a period of up to two years from the date of taking up the appointment, or until the officer purchases a dwelling property in Guernsey, whichever is the sooner. Income Tax (see footnote) and Social Insurance contributions will be deducted from Rent Allowance.

In exceptional circumstances, the payment of rent allowance may be extended beyond the two-year period. It will be necessary to consult the employing department in the first instance.

The level of rent allowance will be equal to the difference between the minimum qualifying rental charge of £165.00 per week and the rent actually charged. The total amount of rent allowance an officer can receive is constant; it is up to the individual whether they receive more allowance each week over a shorter period or less each week over a longer period. Assuming that an officer elects to take the higher rate over the shortest possible period (two years), the maximum weekly allowance payable will be £308.00. The table below gives examples of the rent allowance payable at differing levels of rent charged.

Officers have the option of having their rent allowance paid over two, three or five years. The total amount paid in each payment option will be the same amount but it means officers will be able to receive financial support over a longer period. This is also illustrated in the table below.

Rent Charged (per week)	Rent Allowance payable over 2 Years (per week)	Rent Allowance payable over 3 Years (per week)	Rent Allowance payable over 5 Years (per week)
£ 180.00	£ 15.00	£ 10.00	£ 6.00
£ 250.00	£ 85.00	£ 56.67	£ 34.00
£ 310.00	£ 145.00	£96.67	£ 58.00
£ 473.00 +	£ 308.00	£205.33	£ 123.20

The States of Guernsey regrets that it is unable to provide “upfront” assistance with regard to Rent Allowance i.e. Deposits or advance payments.

Additional Rent Allowance

The States will be prepared to pay an additional rent allowance of up to £154.00 per week to an officer who is in receipt of rent allowance, for a period of up to 21 months commencing three months after the officer takes up the appointment, subject to the following provisions:

- a. the officer will be required to provide his/her employing department with documentary evidence which shows that the officer is making mortgage payments in respect of a dwelling property in the UK;
- b. the officer will be required to provide written confirmation that they are unable to sell that dwelling property;
- c. the officer will be required to provide written confirmation that they are not receiving a rental income in respect of that dwelling property.

Income Tax and Social Insurance contributions will be deducted from additional rent allowance.

Each case will be considered in the light of individual circumstances.

Housing Benefit

The States will be prepared to pay a housing benefit (payable at the time of the purchase of a dwelling property in Guernsey provided that this occurs within a period of two years of the officer's taking up the appointment) to an officer who has had to sell a dwelling property in the UK as a result of moving to Guernsey to take up an appointment, as follows:

an initial lump sum of £13,453

thereafter monthly payments in arrears (from which Income Tax and Social Insurance contributions will be deducted) amounting to:

£3,069 per annum in the first year
£2,046 per annum in the second year
£1,021 per annum in the third year

and subject to the following provisions:

- a. the officer will be required to provide his/her employing department with documentary evidence of the sale of a dwelling property in the UK and the purchase of a dwelling property in Guernsey; and
- b. the officer will be required to give a written undertaking to repay a proportion of the initial payment (relative to the number of months remaining in a period of three years commencing on the date that the initial payment is made) should employment with the States cease for any reason within the period of three years commencing on the date of the initial payment.

In exceptional circumstances the employing department having sought advice from the Policy Council, Human Resources Unit may agree to the payment of housing benefit notwithstanding the fact that an officer has been in States employment for more than two years.

Relocation Assistance for Essential Licence Holders Returning to the UK

Assistance will be provided for officers employed on the basis of an essential licence who have reached the last 6 months of their service. Officers appointed on the basis of a fifteen year essential licence will not be eligible for any assistance with a return to the UK. This assistance is discretionary and may not be available to an officer whose conduct or performance has not been satisfactory.

In certain instances, an officer's contract may be extended as the result of an extension to a housing licence. Any extension granted at the behest of the department rather than the individual will not affect the officers' right to assistance with relocation back to the UK provided it is within six months of the end of their original contract.

Officers can benefit only if:-

- a. they are going to other employment, or have made every effort to secure other employment;
- b. the employment is in the UK;
- c. they provide written evidence to prove that their new or prospective employer is not already providing similar assistance for them.

Assistance will be limited to:-

1. Relocation

The cost of fares to the UK for the officer and his/her family, together with reasonable removal costs of furniture and effects from Guernsey to the UK.

2. Job and/or Accommodation Hunting

Reimbursement for the cost of up to 3 return journeys by the officer to the UK for the specific purpose of either attending interviews or finding accommodation.

The officer should provide written details (in advance if possible) of each visit to his/her Chief Officer for approval of payment of travel costs.

3. Training for New Employment

Officers should be encouraged to maintain their skills to the mutual benefit of themselves and their Department. In this respect, they will be able to discuss specific training needs and take full advantage of The Training Program through their departmental Training Liaison Officer and staff of the Training and Development section based at the Policy Council.

Administration

It has been agreed that the administration of the Relocation Directive shall be delegated to Chief Officers of States Departments.

Any case involving unusual or exceptional circumstances, or which falls outside the provisions of the Directive for any other reason, should continue to be referred to the Human Resources Unit for advice.

This directive replaces all previous directives with effect from 1 January 2014.



Simon Elliott
States Chief Corporate Resources Officer