

**MINUTES OF THE MEETING OF THE CHIEF OFFICER QUARTERLY PERFORMANCE  
MEETING HELD ON TUESDAY 26 FEBRUARY 2019 AT 09.00 AM IN THE KING  
ORRY ROOM, CABINET OFFICE, GOVERNMENT OFFICE**

**Present:** Mr W Greenhow, Chief Secretary, Cabinet Office  
Prof R Barr, Chief Executive, Department of Education and Children  
Mr N Black, Chief Executive, Department of Infrastructure  
Dr M Couch, Chief Executive, Department of Health and Social Care  
Mr D Davies, Chief Executive, Department of Home Affairs  
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture  
Mr M Lewin, Chief Executive, Department for Enterprise  
Mr C Randall, Interim Chief Financial Officer, Treasury  
Miss K Parkinson, Acting Executive Assistant to the Chief Secretary, CO

**012/19 MINUTES OF THE MEETING HELD ON THE 22 JANUARY 2019**

Having been previously circulated the minutes of the Chief Officer Group ("the Group") monthly meeting held on 22 January 2019, were agreed and subsequently signed by the Chief Secretary.

**013/19 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON  
THE 22 JANUARY 2019**

There were no matters arising.

**014/19 DEPARTMENTAL PERFORMANCE REPORTS**

All Chief Officers provided the Group with an overview of the Departments Performance for Quarter 3 2018 – 2019.

**015/19 PRINTER SOLUTIONS**

The Director of Operations and Infrastructure provided the group with an overview on printer solutions for across all Departments.

The Group agreed to the high-level approach of implementing printer controls across all Departments, and it was agreed that the Director of Operations and Infrastructure would prepare communications for Chief Officers to distribute to their Departments.

It was agreed that the 3 month approach to improve the active directory would also be implemented.

The Director of Operations and Infrastructure, GTS provided the Group with an overview of the new printer logic, outstanding issues within two Departments with regards to printer costs, and the consolidation of printers moving to fewer, larger, and cheaper to run printers. The Director of Operations and Infrastructure, GTS advised that a project plan would follow in due course.

The Group had a discussion with regards to professional information management, and setting some principles for Departments to ensure the usage of less paper. The Group discussed GTS coming back to the Group to present other solutions and sending a separate invite to the Post Office as to what they had to offer with regards to scanning.

**016/19 BREXIT – CONTINGENCY PLANNING**

The Chief Secretary provided the Group with an update on Brexit, the Group discussed holding some table top exercises on scenarios around high risk issues including food supplies, medical shortages etc which would include the Chamber of Commerce and Economic Affairs. It was agreed that the Chief Secretary would provide the Group with further information on this as soon as possible.

## **017/19 OFFICE OF HUMAN RESOURCES UPDATE**

### **IOM Public service recruitment – Absence and Conviction Information**

The Head of Employment Services provided the Group with an update on the additional information sought following the discussion at the last meeting.

Following discussion the Group agreed to the recommendations as set out below:

#### **Absence and Health**

- remove all sickness absence related questions from our standard application forms;
- include health related questions only where these are intrinsic to the job
- include sickness absence/health related questions as part of our pre-employment checks, only after making a conditional job offer;
- ask health related questions during an interview ONLY when we need to establish whether an individual is able to perform a duty that is intrinsic to the job. The requirements of these duties should be set out at the beginning of the recruitment process within the person specification for the job;
- continue to ensure that all job offers made are on a conditional basis, including health/absence information as one of the conditions;
- ensure that when health/absence issues for a reason that may meet the definition of disability are identified either at interview (intrinsic jobs) or pre-employment stage (all other jobs), Recruiting Managers consult with OHR regarding reasonable adjustments before a decision is made to proceed with or withdraw an offer.

#### **Criminal Convictions**

- Remove all questions regarding criminal convictions from the application forms **but**, for relevant roles, request "self disclosure" during interview and discuss any relevant convictions. Then, as standard for exempt posts, undertake a formal DBS check as part of a conditional offer process.

The Head of Employment Services confirmed that additional training would be provided to recruiting managers on all of the above.

#### **People information Programme (PiP) Update**

The Head of Employment Services provided the Group with an update on PiP, stating that the fundamental issue had been identified within the system and hoped that this would be amended by the end of the week.

The Head of Employment Services added that there was also an issue with standard reporting, which had caused issues with the pay awards across employees within the Public Services Commission.

The Head of Employment Services stated that from May there would be a version of PiP employee and manager self-service, which would enable people to update their personal data and check reporting lines and then following TT week the full roll-out of the self service functionality would be enabled and should be completed by September.

### **DBS Checks**

The Executive Director, OHR provided the Group with an update on a policy that the Office of Human Resources are currently preparing which will be brought back to the Group in due course.

### **018/19 TRIBUNALS REVIEW**

The Group considered a paper submitted by the Chief Secretary which sought the Group to endorse the Terms of Reference for the Tribunals Review, the establishment of a cross-Government officer working group and nominations for the same.

The Group agreed to the recommendations as set out in the paper:

- Endorse the Terms of Reference for the Tribunals Review
- Agree that the working group be established

### **019/19 ANY OTHER BUSINESS**

There was no other business.

The meeting ended at 16:20.

  
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Chief Secretary

  
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Date

