

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 11 JUNE 2019 AT 10.00 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
Mr M Lewin, Chief Executive, Department for Enterprise
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture
Mr C Randall, Chief Financial Officer, Treasury
Miss K Parkinson, Executive Assistant to the Chief Secretary, CO

Apologies: Mr D Davies, Chief Executive, Department of Home Affairs
Ms A Murray, Acting Chief Executive, Department for Health and Social Care

042/19 MINUTES OF THE MEETING HELD ON THE 14 MAY 2019

Having been previously circulated the minutes of the Chief Officer Group ("the Group") quarterly performance meeting held on 26 March 2019, were agreed and subsequently signed by the Chief Secretary.

043/19 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 14 MAY 2019

There were no matters arising.

Ms Karen Ramsay, Head of AML/CFT and Ms Lindsey Bermingham, Financial Intelligence Unit Director were in attendance for the following item.

044/19 ANTI-MONEY LAUNDERING AND THE COUNTERING OF TERRORISM FINANCING – RAISING AWARENESS ACROSS GOVERNMENT

The Group considered a paper submitted by the Head of AML which sought direction from the Group regarding the preferred reporting process to the Financial Intelligence Unit for staff who identify suspicions concerning money laundering, terrorist financing or similar matters.

The Head of AML provided the Group with an overview and the FIU Director provided further detail around the reporting of particular cases and suspicions, which provides a reporting structure where information is received both ways.

The Head of AML/CFT asked Chief Officers identify the most suitable person within their Department, those names will then given to the FIU and the FIU can then work with those identified and they can help source any additional officers that they think suitable for additional training which will be bespoke for each Department. It was agreed that the names of nominated officers would be sent to the Executive Assistant to the Chief Secretary in the first instance.

It was agreed that a CoMin/CoG Workshop would be held in due course on this matter which would explain what was happening across Departments, and provide examples. The Group also discussed that political groups across Departments could receive a similar presentation, and agreed that the Director FIU would contact the Clerk of Tynwald's Office to discuss holding a CPD session.

The Group approved the recommendations as set out in the paper:

- provide direction concerning the identification of a suitable officer/role within

departments, boards and offices to fulfil the function of a reporting officer for money laundering and terrorist financing.

- recommend to Treasury that the function of a nominated officer for money laundering and terrorist financing reporting is introduced into the Financial Regulations.
- recommend to Treasury that information concerning money laundering and terrorist financing risks relevant to Government activities be incorporated into online Financial Regulations training modules.
- agree that mandatory ML/TF training for all officers is deferred until the steps above have been taken and a report on progress has been submitted for the consideration of COG in January 2020.

Simon Kneen, Chief Executive of the Post Office, Adam Walker, Project Manager Mary Gaffney, Retail Manager

045/19 UPDATE ON THE POST OFFICE AND RETAIL NETWORK STRATEGY

The Chief Executive, Post Office provided the Group with a presentation on the proposed options for the retail network strategy, which will be delivered to the Council of Ministers on 20 June 2019.

Following the presentation, the Chief Executive, Post Office stated that Option C was the preferred option from the Post Office's point of view.

The Group discussed the mobile Post Office options that had been explored, including options with the Isle of Man Bank and Mobile Library partnerships.

The Chief Executive, DfE stated that the only option would be option C, putting services where people want them. Following the discussions around the kiosk, mobile options, it would be worth exploring these options further, and expanding on these messages for the presentation to the Council of Ministers.

The Chief Secretary added that a slide should be included in the presentation to the Council of Ministers on what had been investigated and researched and options for the future.

It was agreed that a meeting would be arranged for the Chief Secretary, Chief Executive, DfE and the Chief Executive, Post Office to review the discussion and presentation before the workshop with the Council of Ministers due to be held on 20 June 2019.

Jon Callister, Executive Director, OHR, Clare Porter, Mary Slater and Paul Bridson, Sports Development Manager (Manx Sport and Recreation 'MSR') in attendance for the following item.

046/19 PEOPLE STRATEGY

The Executive Director, OHR and Head of... provided an overview of the People Strategy and the outcomes which have already been achieved in year 1 and what we are looking at for year 2.

It was agreed that the Executive Director, OHR would circulate the document, and if Chief Officers had any comments or further ideas to feed this into OHR.

Sickness Absence Statistics

Clare Porter provided an overview of the Sickness Absence Statistics across the Isle of Man Government stating that sickness absence had gone up. The figures were 13.2 FTE

last year to 14 FTE this year.

Clare asked the Group to take note of the open ended absences, and advised that this is something Chief Officers need to look at and have some of those absences closed off. OHR are able to assist with this.

It was agreed that the front dashboard, with regards to the totals on the right be adjusted to be split to reflect short term and long term absences.

DESC Physical Activity Scheme

The Sports Development Manager provided the Group with a presentation of the Scheme.

The need might vary from Department to Department, depending on whether you are going to target the vulnerable employees (front line services, those suffering from stress/anxiety). It was agreed that the scheme had to find the balance within the Departments, if you are targeting those people already suffering, what are you doing about those people that could potentially suffer.

The Executive Director, OHR suggested that Sports Development Manager and Team look at the Have your Say survey results, and compare the healthy and wellbeing results against the engagement results within those schools where the scheme had been piloted.

The Group discussed how to develop the DESC pilot scheme across all Departments, having a centralised service, but for the Chief Officers to decide what the scale of the scheme is, and help determine how many people we will need.

It was agreed that the Sports Development Manager would come back to the Group with a refined Business Case which provided different options, a costing based on the various elements and proposed timescales. It was further agreed that all Chief Officers would provide a list of priority groups from within their Departments, taking into consideration sickness absence data.

047/19 APPOINTMENT OF RETURNING OFFICERS

The Group considered a paper submitted by the Chief Secretary which sought direction and approval of the appointment of Returning Officers and election staff for the 2021 House of Keys General Election.

CR - Independent person to adjudicate, ML finance teams to be utilised accountants across public and private sector

The Group had a discussion with regards to Local Authorities elections which DoI currently undertake, the Chief Executive, DoI stated that a comparison of these elections had not been taken into consideration. The Group agreed that before the paper was submitted to the Council of Ministers a review of how DoI undertake the Local Authorities elections be completed, and it was further agreed that the paper should also be passed to the Attorney General's Chambers for review.

The Group supported option 3 within the paper but stated that depending on the transition period, option 2 may be looked at for the following general election following a review.

It was agreed that feedback would be provided to the Group, following a discussion with Richard Parslow, Head of Crown and Elections.

048/19 GOVERNMENT FINANCE PROFESSION

The Group considered a paper submitted by the Chief Financial Officer, which sought approval to implement a Financial Advisory shared service for Government Departments. The Group agreed that it was the logical next step, but further detail was required within the paper.

It was agreed that a map to look at the Departments' individual needs with regards to Finance, would be looked into.

The members that were in attendance (not the Chief Executive, DEFA, DHA or DHSC) were in agreement with the paper. However, the Chief Executive, DESC reiterated that bespoke financial advice must remain available to the Department Chief Executives with this change. It was agreed that the Chief Financial Officer would discuss with the Interim Director, DHSC, to ensure that she was happy with the approach.

The Chief Financial Officer stated that once discussed with the Interim Chief Executive, DHSC the detail would be inserted into the paper.

049/19 ANY OTHER BUSINESS

The Chief Executive, DfE thanked everyone involved with the TT, for their hard work and support.

The meeting ended at 12.55pm.

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W. Alaw
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Chief Secretary
25th June 2019.
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Date