

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 9 JULY 2019 AT 10.00 AM IN THE KING ORRY ROOM, CABINET
OFFICE, GOVERNMENT OFFICE**

Present: Mr W Greenhow, Chief Secretary, Cabinet Office
Mr N Black, Chief Executive, Department of Infrastructure
Mr D Davies, Chief Executive, Department of Home Affairs
Mr M Lewin, Chief Executive, Department for Enterprise
Mr C Randall, Chief Financial Officer, Treasury
Miss K Parkinson, Executive Assistant to the Chief Secretary, Cabinet Office

Apologies: Prof R Barr, Chief Executive, Department of Education and Children
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture
Ms A Murray, Acting Chief Executive, Department for Health and Social Care

058/19 MINUTES OF THE MEETING HELD ON THE 25 JUNE 2019

Having been previously circulated the minutes of the Chief Officer Group ("the Group") meeting held on 25 June 2019, were agreed and subsequently signed by the Chief Secretary.

059/19 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 25 JUNE 2019

There were no matters arising.

Mr Jon Callister, Executive Director, OHR and Anne Shorrock, Director of HR Services were in attendance for the following item.

060/19 PEOPLE INFORMATION PROGRAMME UPDATE

The Director of HR Services provided the Group with an update on the People Information Programme (PiP), and the next steps for the Self Service roll out.

The Director of HR Services asked the Group if Departments required further assistance or additional support from the PiP team to contact the Director of HR Services who would organise this.

061/19 PAYROLL UPDATE

The Executive Director, OHR provided an update on payroll.

The Executive Director, OHR stated that there would be some further information with regards to PiP and payroll matters within the Chief Secretary's weekly blog which is sent to all public service employees by email on Friday 19 July. The Group discussed an infographic being created to help explain this.

The Director, HR Services asked if there was more that could be done to provide a better understanding around PiP particularly within the DoI. It was agreed that the Director, HR Services would arrange for conversations to be held with the DoI PiP buddies to do a sense check across the whole Department and come back to the Director, HR Services with any queries.

062/19 PEOPLE STRATEGY: ATTRACT AND HIRE – TALENT POOLS

**Paper
019/19**

The Group considered a paper submitted by the Executive Director, OHR which sought approval on the proposal for creation and using an administrative officer talent pool.

The Director, HR Services provided the Group with an overview stating that people within a talent pool are actively interested in being recruited, may have applied or registered interest already and OHR would likely be satisfied with their ability.

The Chief Executive DHA and the Chief Executive, DfE agreed that AO's should be chosen from within the talent pool unless there is a specialist/specific technical requirement for the role. It was agreed that Accounting Officers would sign off any exceptions, with regards to the technical requirements.

The Group agreed that this would save a lot of time for the recruiting managers and would reduce time to recruit, and it would mean that recruiting managers would not have to necessarily interview a large number of candidates if only one or two were to meet the specific criteria for that role.

Following discussion it was agreed that the talent pool would be formed for recruitment of AO positions for a 12 month pilot period, and then the Group would review this following the pilot period.

Mr C Randall, Chief Financial Officer, Treasury arrived at the meeting at 11.00am and was in attendance for the following items.

063/19 FUNDING OF THE TALENT ACQUISITION SERVICE DURING 2019/20

**Paper
018/19**

The Group considered a paper submitted by the Executive Director, OHR which sought approval for joint funding levels for the Talent Acquisition Service.

The Group agreed to the levels of funding outlined in the paper, in order to continue the work of the Talent Acquisition Service in delivering savings and improvements across recruitment.

Jo Roberts, Director of Cyber Security and Information Assurance was in attendance for the following item.

064/19 ISSUE OF THE ISLE OF MAN GOVERNMENT INFORMATION SECURITY POLICY

**Paper
017/19**

The Group considered a paper submitted by the Director of Cyber Security and Information Assurance which sought approval to issue the Isle of Man Government Information Security Policy as developed by the Information Governance Forum.

It was agreed that the Policy would state if an officer was undertaking a specific task they would need to look at reference (e.g. section 1a) stated within the practice notes. The Director of Cyber Security and Information Assurance, stated that a matrix had already been compiled which would form part of the policy, and would provide an index of all sections within the document.

Following discussion, the Group supported the principle but it was agreed that the Director of Cyber Security and Information Assurance would draft a policy document, and return to the Group for a further discussion in due course.

065/19 ENVELOPES AND PAPER TENDER 2019

**Paper
020/19**

The Group considered a paper submitted by the Chief Financial Officer which sought direction as to whether the Isle of Man Government leads the way in making the change to using 100% recycled paper.

The Group had a discussion with regards to the printers dealing with the recycled paper, as they may be required to be maintained on a more frequent basis.

Following discussion it was agreed that Departments would be encouraged to use 90% of recycled paper, and keep 10% of normal paper for legal documents, official documentation and contracts. The Chief Financial Officer stated that he would come back to the Group if procurement was required to retain both recycled and normal paper.

066/19 ANY OTHER BUSINESS

There was no other business.

The meeting ended at 11.40am.

W. Alaw
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Chief Secretary

23-7-19.
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Date

