

**MINUTES OF THE MEETING OF THE CHIEF OFFICERS GROUP HELD AT 10.00AM
ON TUESDAY 8 APRIL 2008 IN THE COMMITTEE ROOM, CHIEF SECRETARY'S
OFFICE, GOVERNMENT OFFICES**

Present: Mrs M Williams, Chief Secretary, Chair
Mr K Kinrade, Chief Executive, Department of Local Government and
the Environment
Mr W Greenhow, Chief Executive, Home Affairs
Mr D Killip, Chief Executive, Department of Health and Social Security
Mrs B Skillicorn, Chief Officer, Personnel Office
Mr J Cain, Director of Education
Mr I Thompson, Chief Executive, Department of Transport

In attendance: Ms J Y Williams, Director of Policy, Chief Secretary's Office
Mrs L McCauley, Head of Council of Ministers Administration

Apologies: Mr C Kniveton, Chief Executive, Department of Agriculture, Fisheries
and Forestry
Mr C Corlett, Chief Executive, Department of Trade and Industry
Mr M Shimmin, Chief Financial Officer, Treasury
Mrs C Glover, Chief Executive, Department of Tourism and Leisure

Mr Jonathan King, Deputy Clerk of Tynwald joined the meeting.

34/08 The Office of the Clerk of Tynwald and the Isle of Man Civil Service

The Chief Secretary welcomed Mr Jonathan King to the meeting. Mr King distributed a copy of a short presentation regarding the work of the Tynwald Office and its relationship with Government. Mr King outlined some key areas relating to operational issues. In particular he welcomed the opportunity to discuss any matters of concern with Chief Officers on a one to one basis. He requested a copy of any presentation given to Tynwald members by Departments be sent to the Tynwald Library for reference. The Chief Secretary thanked Mr King who left the meeting.

35/08 Minutes of the Meeting of 11 March 2008

Having been previously circulated the minutes of the meeting held on 11 March 2008 were agreed.

36/08 Matters Arising

a) Chief Officer Group Minutes

The Chief Secretary advised that a request had been received from a member of Tynwald for the Minutes of the Chief Officer Group. She further advised that these would be available on the Chief Secretary's web site from this time forward.

b) Chief Officer Group Papers

The Secretary to the Group advised of a request from the Chief Officers of Statutory Boards and Offices for sight of Chief Officer Papers. The Group agreed that these would now be sent out to these officers from this time forward.

c) Protocols for Chief Officer Group

The Group briefly discussed the Protocols for Chief Officer Group and agreed that the Chief Officer, Personnel meet with the Secretary to the Group in order to review them.

d) Pandemic Flu

The Chief Officer, Personnel advised of the continuing work on developing the management framework regarding pandemic flu which would shortly be circulated to Departments and Unions for comment.

e) Smoking in Government Premises

The Chief Officer, Personnel advised of the deferment by Council of Ministers of a paper regarding smoking in Government Premises. She further advised that the existing Government Policy made no reference to compliance with the new law. The Group raised concerns regarding the definition of the curtilage of Government property and agreed that the curtilage could be defined by each Department for the purposes of the Public Health (Tobacco) Act 2006.

37/08 Political, Strategic and Operational Issue

i) IMF Visit

The Chief Secretary advised of the dates for visit of the International Monetary Fund (IMF) in September 2008. She further advised of a presentation for the private sector on 16 April at the Manx Museum regarding the visit and that a presentation for Tynwald members would be arranged.

ii) Regeneration Fund

The Chief Secretary advised that there had been interest in the Regeneration Fund from some of the Island's towns. She further advised that the terms and conditions for access to the fund were being developed.

iii) Public Sector Pensions

The Chief Secretary advised of the forthcoming presentations on public sector pensions to Chief Officers, Tynwald members and Unions in early May 2008 prior to May 2008 Tynwald.

38/08 Policy Development and Implementation

The Director of Policy advised that copies of Service Delivery Plans both hard and electronic had been dispatched and all plans would be on the Chief Secretary's Office web site. She further advised that the Performance Monitoring system was on the Intranet and the first reporting date would be July 2008.

39/08 Corporate Governance

The Director of Policy advised of a meeting of the Corporate Governance Steering Group on 8 April regarding corporate risk registers and Statements of Internal Control.

40/08 Human Resources

The Chief Officer, Personnel reported on the Performance Development Review Scheme for 2006/07 and the provisions of the Civil Service Act. She reminded Chief Officers of the obligations of issuing annual Pension Scheme Benefits Statements and that their accuracy was based on information from Departmental payroll sections. The Chief Officer, Personnel advised of revised procedures agreed by the Commission that:-

- Any business for the Civil Service Commission should be signed off by the respective Chief Officer.
- The Commission agenda and supporting briefing papers would be issued on the Tuesday preceding the regular meeting of the Commission held on the first Monday of the month.
- A number of Data subject access requests had been received and that discussions were ongoing with the Data Protection Supervisor and ISD in this respect.

11am The Chief Constable joined the meeting

41/08 Serious and Organised Crime Unit

The Chief Officer, Home Affairs outlined the background and need for the establishment of a Serious and Organised Crime Unit. Chief Officers were requested to consider whether any human resources could be made available either through secondments or vacancies in their Departments to support the establishment and to contact the Chief Officer, Home Affairs. A handout of the presentation was distributed.

42/08 Corporate Advertisement of Government Vacancies

The Group considered a Paper (Ref 080408/11) submitted by The Personnel Office regarding the recommendation of the Strategic Human Resources Forum on the effectiveness of the corporate advertisements.

The Group agreed that:

- The Personnel Office will have responsibility for the corporate advertisement of Government Vacancies including monitoring use of Spotlight advertisements.
- The current arrangements with Isle of Man Advertising will be maintained until such time as a formal tender process can be completed by The Personnel Office.

43/08 Policy on Minimum Standards for Investment in Learning and Development across the Public Service

The Group considered a paper (Ref 080402/12) submitted by The Personnel Office regarding a proposed policy on minimum standards for investment in learning and development across the Public Service. The Chief Officer, Personnel advised that the policy of a minimum average of 5 days per full-time equivalent would be applied overall to Departments and not individually. The Group endorsed the Policy and noted that it would be recommended for adoption by Council of Ministers.

44/08 Any other business

a) Government Guidelines on corporate styles

The Chief Officer, Transport requested clarification on the agreed font for use across Government. The Director of Policy advised that emails, letters and reports should normally be in Tahoma 11, she referred the Group to the Corporate Identity Guidelines 2006 available on the Intranet. The Secretary was requested to contact ISD requesting that Government computers are set to a Tahoma 11 default.

b) Winter Vomiting

The Chief Officer, Health and Social Security advised of the continuing outbreak of winter vomiting.

45/08 Next meeting

10.00am Tuesday 13 May 2008 in the King Orry Room

The meeting closed at 11.55am