

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP HELD ON
TUESDAY 14 JANUARY 2014 AT 10.00 AM IN THE KING ORRY ROOM, CHIEF
SECRETARY'S OFFICE, GOVERNMENT OFFICE**

- Present:** Mr W Greenhow, Chief Secretary, Chief Secretary's Office (CSO)
Mr C Kniveton, Chief Executive, Business Change Management Group and
Department of Community, Culture and Leisure
Mr C Corlett, Chief Executive, Department of Economic Development
Prof R Barr, Chief Executive, Department of Education and Children
Mr D Killip, Chief Executive, Department of Health
Mr M Kelly, Chief Executive, Department of Home Affairs
Mr N Black, Chief Executive, Department of Infrastructure
Dr M Couch, Chief Financial Officer, Treasury
Mr J Callister, Chief Officer, Office of Human Resources
Mr E Southworth, Director, Manx National Heritage
- Apologies:** Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture
Mrs Y Mellor, Chief Executive, Department of Social Care
Mr D Davies, Director, Transforming Government Programme, CSO
- In attendance** Mrs A Martin, Director of Performance and Delivery, CSO
Miss M A Norman, Acting Head of Chambers Management, Attorney General's
Chambers
Ms C Hunter, Head of Communications, CSO
Ms J D Hetherington, Policy and Research Officer, CSO

001/14 MINUTES OF THE MEETING OF 10 DECEMBER 2013

Having been previously circulated, the Minutes of the meeting of 10 December 2013 were agreed and signed by the Chief Secretary.

002/14 MATTERS ARISING

a) Vision 2020 Presentation

Minute 101/13

The Chief Executive, Department of Economic Development advised that a Vision 2020 summary document would be published in January 2014.

b) Cost Improvement Programme

Minute 102/13

The Chief Financial Officer advised that each Chief Executive would receive a Department-specific Cost Improvement Programme report.

c) Government vacancies

Minute 103/13

The Chief Officer, Office of Human Resources provided an update in relation to the number of (non-funded) vacant positions across Government to be removed from the Oracle database.

003/14 SCOPE OF GOVERNMENT

The Chief Executive, Business Change Management Group advised that the majority of High Level Option Reviews (HLORs) had been submitted for the Scope of Government review.

The Group noted that the next exercise would consider all HLORs, and take into account that a number of these reviews had been submitted in early / mid-2013. The Group noted that the outcomes of these earlier submissions may be subject to amendment, based on the outcomes of reviews submitted later in the year.

004/14 HUMAN RESOURCES

The Chief Officer, Office of Human Resources advised that the Civil Service Commission and the Government Officers' Association of Prospect had announced that agreement had been reached, following a staff ballot, on a pay award for the Civil Service for the years 2013-14 and 2014-15.

The Group noted that the pay award comprised a 0.5% consolidated pay increase from 1 April 2013 and a further 2% consolidated pay increase from 1 April 2014. It was further noted that adjustments in respect of both awards would be paid in April 2014 including back pay for the year 2013-14.

005/14 GUIDANCE IN RESPECT OF COMMUNICATION WITH MEDIA AND/OR OTHER INTERESTED PARTIES REGARDING STAFF SUSPENSIONS

Paper 001/14

The Group considered a paper which provided advice on Departmental communication with the media in the event of staff suspensions. The Group considered a number of suggested amendments to the guidance, which sought to ensure a balance between the privacy of staff members and the public interest.

006/14 QUARTERLY PERFORMANCE MEETINGS

The Director of Performance and Delivery gave a presentation to the Group in regard to the forthcoming, inaugural quarterly performance meeting of 11 February 2014.

It was agreed that the Group would develop an appropriate reporting framework which would populate a balanced scorecard to provide a comprehensive view of the performance of the Isle of Man Government in relation to its high level objectives. The Group also agreed that stakeholder engagement was pivotal in this process.

007/14 SHARED SERVICES PROGRAMME

The Group was given an update in terms of the progression of the shared services programme. The Group noted that the Communications Unit would facilitate those Chief Executives whose Departments would be impacted by the new shared services arrangements (e.g. the Department of Education and Children) in order to enable the dissemination of information to key staff in the most appropriate and timely manner.

008/14 MODERNISING MINISTERIAL GOVERNMENT

The Group noted that the proposals to modernise Ministerial Government programme would be considered at the January 2014 sitting of Tynwald.

009/14 ANY OTHER BUSINESS

a) Corporate Leadership Group

Following discussion, the Group agreed that a review of the membership of the Corporate Leadership Group should be undertaken in due course.


b) Protection of Manx National Heritage Buildings

The Director of Manx National Heritage expressed his gratitude to staff within the Department of Infrastructure and the emergency services for their actions and assistance during the recent floods which had ensured the protection of MNH buildings.

010/14 DATE OF NEXT MEETING

The Group noted that the date for the next monthly meeting was 11 February 2014 to be held in the King Orry Room, Third Floor, Government Office, Douglas.

The meeting closed at 11.55am.


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Chief Secretary
11/2/14
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Date

