

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP,
HELD ON TUESDAY 10 JUNE 2014 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 C Corlett, Chief Executive, Department of Economic Development
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture
Mr C Kniveton, Acting Chief Executive, Department of Health and Social Care
Mr M Kelly, Chief Executive, Department of Home Affairs
Mr N Black, Chief Executive, Department of Infrastructure
Dr M Couch, Chief Financial Officer, Treasury
Ms J Kaye, Director of HRM, OHR

In attendance Mr D Davies, Director of Business Change and Reform, CO
Mrs A Martin, Chief Operating Officer, Attorney General's Chambers
Ms J D Hetherington, Assistant to the Chief Secretary, CO

Apologies Mr J Callister, Chief Officer, Office of Human Resources, Cabinet Office
Ms C Hunter, Head of Communications, CO

060/14 MINUTES OF THE MEETING OF 13 MAY 2014

Having been previously circulated, the minutes of the meeting of 13 May 2014 were agreed and signed by the Chief Secretary.

061/14 MATTERS ARISING

a) Consultation on 14-16 qualification reform

Minutes 038/14c; 041/14a & 050/14a

The Chief Executive Officer, Department of Education and Children advised that there had been over 800 responses to its 14-16 qualification reform consultation which was closed on 16 May 2014. The Group noted that submissions had been made by young people; parents; employers; organisations and teachers, and represented broad and comprehensive stakeholder engagement.

The Group further noted that >88% of respondents agreed or strongly agreed to move away from the English education system, in support of a core curriculum based around iGCSEs. During discussion, it was acknowledged that such reforms would bring a more consistent approach to qualifications across senior schools, which would be beneficial to the Island's economy.

061/14 "FAIRNESS AT WORK" PRESENTATION

Paper 008/14

Ms C Porter, Head of Learning and Organisational Development joined the meeting for this item

The Group received a "Fairness at Work" presentation from the Head of Learning and Organisational Development. The Group also considered the content of the "Draft Fairness at Work Policy and Guidance" document and associated paper.

It was noted that the Civil Service Commission had carried out a full public consultation on the Policy from 30 January - 14 March 2014 and that it sought to

replace the 2009 Prevention of Bullying, Harassment and Victimisation at Work Policy, currently in place. The Group noted that the new Policy was broader in scope and focused on promoting a culture in which all members of staff should be treated fairly and consistently, with dignity and respect.

Following discussion, the Group agreed to:

- i. endorse the 'Fairness at Work Policy and Guidance' which, upon implementation, will replace the current 'Prevention of Bullying, Harassment and Victimisation at Work Policy'
- ii. confirm their commitment to supporting the implementation of the policy within Government on an ongoing basis.

The Head of Learning and Organisational Development left the meeting

062/14 PROPOSED CHANGES TO PUBLIC TRANSPORT AND PARKING

Paper 009/14

The Chief Officer, Department of Infrastructure presented a paper and a draft consultation document entitled "Proposed Changes to Public Transport and Parking".

The Group noted that the draft consultation document would seek the public's views on reducing the costs associated with providing bus services, operating car parking infrastructure and maintenance. It was also noted that the draft consultation made reference to the role that these services play on the Island, and who should pay for them.

Following a detailed and lengthy discussion, which focussed primarily on car parking, the Group agreed the principle of charging staff and others for car parking spaces, subject to further work (e.g. options appraisals) and a full consultation.

The Group noted that the consultation was due to be launched later in the month (June 2014); the outcome of which would be brought back to the Group for further consideration and a final decision.

063/14 "HAVE YOUR SAY" EMPLOYEE ENGAGEMENT SURVEY

The Director of Business Change and Reform advised that a number of presentations and communications had been completed and/or scheduled, in order to keep staff updated on the results of the "Have Your Say" Employee Engagement Survey. These included:

- Presentation made to cross-Government senior managers, Villa Marina, 23 May 2014;
- Email circulated to all Government staff, 9 June 2014 (providing links to an infographic and summary sheet);
- Presentation to the Industrial Relations Forum, scheduled 23 June 2014

The Group discussed the results of the survey, and agreed that it would be beneficial to carry out further work with all staff, and in particular senior managers. It was also endorsed that Chief Officers should lead by example, by seeking to engage staff at all levels.

064/14 SHARED SERVICES AND SCOPE OF GOVERNMENT

The Director of Business Change and Reform provided an update on Government Shared Services and Scope. The Group also noted that the Chief Minister would be making a public statement on these issues in July 2014.

065/14 ANY OTHER BUSINESS

a) Legal support requirements

The Chief Operating Officer, Attorney General's Chambers advised that workflow and performance were being reviewed within Chambers. The Group noted that a programme of work to fully understand the customer service and future legal support requirements within each Department was underway. Chief Officers were asked to submit contact details to the COO of the most appropriate officer within their respective Departments to support this work.

066/14 DATE OF NEXT MEETING

9.00am, Tuesday 24 June 2014, King Orry Room, Cabinet Office.

.....W. Gibb.....
Chief Secretary

.....24/6/14.....
Date

