

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP,
HELD ON TUESDAY 8 JULY 2014 AT 10.00 AM
IN THE KING ORRY ROOM, CABINET OFFICE, GOVERNMENT OFFICE**

Present: Mr W Greenhow, Chief Secretary, Cabinet Office
Mr C Corlett, Chief Executive, Department of Economic Development
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture
Mr M Charters, Chief Executive, Department of Health and Social Care
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
Mr J Callister, Chief Officer, Office of Human Resources, Cabinet Office

In attendance Mr D Davies, Director of Change and Reform, CO
Ms C Hunter, Head of Communications, CO
Ms J D Hetherington, Assistant to the Chief Secretary, CO

Apologies Prof R Barr, Chief Executive, Department of Education and Children
Mrs A Martin, Chief Operating Officer, Attorney General's Chambers

081/14 MINUTES OF THE MEETING OF 24 JUNE 2014

It was noted that the minutes of the meeting of 24 June 2014 would be considered at the next meeting.

082/14 "CENTRAL HEALTH AND SAFETY SERVICE" PRESENTATION

Paper 007/14

Ms C Palmer, Principal Health and Safety Adviser, OHR joined the meeting for this item

The Group considered a paper regarding a "Central Health and Safety Service" and received a presentation from the Principal Health and Safety Adviser on the same. The paper sought agreement to a risk-based approach to the delivery of a Central Health and Safety Service and also sought to clarify its scope.

The Group also considered that if the results of the risk profiling exercise identified there to be significant pressures on the resources available (whether that be staff time or equipment) to support the legal entities then further discussion would be required at Chief Officer Group level. It was noted that this would enable decisions to be made on whether further resources could be made available or whether the identified risks could be tolerated.

Following consideration and detailed discussion, the Group agreed:

- a) to support the adoption of a risk profiling exercise as the basis for the development of risk-based service level agreements with the Central Health and Safety Service;
- b) to support the provision of the Central Health and Safety Service to the following 12 Government Departments, Boards and Offices:

- Department of Economic Development
- Department of Education and Children
- Department of Environment, Food and Agriculture
- Department of Health and Social Care
- Department of Home Affairs
- Department of Infrastructure
- Treasury
- Cabinet Office
- Attorney General's Chambers
- General Registry
- Manx National Heritage
- Office of Fair Trading

- c) that the results of the risk profiling exercise should be brought back to the Chief Officer Group for further consideration in due course.

The Principal Health & Safety Adviser left the meeting

083/14 PRIORITISING THE LEGISLATIVE PROGRAMME

At its meeting of 24 June 2014, the Chief Officer Group considered an update on the Legislative Programme (COG Minute 074/14 refers) and noted that it contained a list of 14 priority Bills. It was further noted that there were a number of Departmental Bills which were not included on the list; details of which were to be submitted to the Secretary to the Council of Ministers.

During discussion, it was noted that to date a number of Bills had not yet been reported to the Secretary, and should be done as a matter of urgency to ensure that the Legislative Programme submitted to Council would be comprehensive and up to date.

084/14 "HAVE YOUR SAY" EMPLOYEE ENGAGEMENT SURVEY

The Director of Change and Reform advised that further communications had been completed in order to keep staff updated on the results of the "Have Your Say" Employee Engagement Survey. The Group noted that this included a presentation to the Industrial Relations Forum on 23 June 2014.

Following discussion, it was agreed that it would be beneficial for the Cabinet Office to issue a further communication to all staff, in order to support Chief Officers in cascading information to their senior management teams. It was also agreed that the Director of Change and Reform would provide a briefing to the newly-appointed Chief Executive within the Department of Health and Social Care.

The Group also noted that the Department of Environment, Food and Agriculture had successfully utilised a text-messaging service to update its staff in regard to Departmental announcements and communications, which had proved particularly useful to staff members who worked remotely.

085/14 SHARED SERVICES AND SCOPE OF GOVERNMENT

The Director of Change and Reform provided an update on Government Shared Services and the Scope of Government. The Group also noted that the Chief Minister had made a public statement on these issues at the July 2014 sitting of Tynwald.

086/14 ANY OTHER BUSINESS

a) Council of Ministers – Chief Officer Group workshops

During discussion, it was noted that further Council of Ministers – Chief Officer Group workshops were to be scheduled in due course, to promote whole systems leadership and facilitate the progress of prioritised, evidence-based policy making.

W. Alaw
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Chief Secretary

9/9/14
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Date

