

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP, HELD ON TUESDAY 18 MARCH 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  
Prof R Barr, Chief Executive, Department of Education and Children  
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture  
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  
Mrs Y Mellor, Chief Executive, Department of Social Care  
Dr M Couch, Chief Financial Officer, Treasury  
Mr J Callister, Chief Officer, Office of Human Resources

**Apologies:** Miss M A Norman, Acting Head of Chambers Management, Attorney General's Chambers

**In attendance** Mr D Davies, Director, Transforming Government Programme, CSO  
Mrs A Martin, Director of Performance and Delivery, CSO  
Ms C Hunter, Head of Communications, CSO  
Ms J D Hetherington, Policy and Research Officer, CSO

**028/14 MINUTES OF THE MEETING OF 11 FEBRUARY 2014**

Having been previously circulated, the Minutes of the meeting of 11 February 2014 were agreed and signed by the Chief Secretary.

**029/14 MATTERS ARISING**

None.

**030/14 GUIDANCE IN RESPECT OF COMMUNICATION WITH MEDIA AND/OR OTHER INTERESTED PARTIES REGARDING STAFF SUSPENSIONS**

Paper 003/14

The Chief Officer Group ("the Group") considered the content of the revised "Guidance in respect of communication with media and/or other interested parties regarding staff suspensions" submitted by the Office of Human Resources.

It was agreed that the Guidance would be subject to an informal consultation process with staff associations and trade unions and forwarded to the Council of Ministers for consideration and endorsement.

**031/14 CHANGE TO ISLE OF MAN GOVERNMENT CORPORATE ADVERT**

Paper 004/14

The Group considered a paper from the Office of Human Resources which sought approval to change the layout of the corporate advert to reduce the time and costs associated with advertising Government vacancies. Following discussion, the paper was agreed.

**Mr C Randall, Chief Internal Auditor, joined the meeting for the following item.**

## **032/14 OUTPUT FROM COST IMPROVEMENT PROGRAMME**

Paper 005/14

The Chief Internal Auditor presented a paper which provided an overview of the findings of the cross-Government Cost Improvement Programme project and sought approval for the next steps.

During detailed discussion, the Group endorsed the principles of effective corporate working practices and high standards of financial accountability, but expressed some concerns that the recommendations did not fully support Departmental delivery in these matters.

Following consideration it was agreed that the paper would benefit from further review and an amended paper should be prepared for consideration at the next meeting.

**ACTION CR**

**Mr Randall left the meeting**

## **033/14 CONSULTATION ON FREEDOM OF INFORMATION BILL 2014**

The Group discussed the consultation on the Freedom of Information Bill 2014, and noted that it was due to close on 4 April 2014. It was further noted that a number of Departments were preparing responses for submission.

## **034/14 CHIEF SECRETARY'S ROADSHOWS**

The Group noted that the Chief Secretary's Roadshows were progressing well. It was also noted that written feedback submitted by attendees following each event was proving very useful, as it was helping to shape the style and delivery of information at subsequent events.

The Group noted that the "Have Your Say" employee engagement survey feedback was 28.6% and the closing date of 21 March 2014 was approaching. It was also noted that a significant number of 'paper' survey submissions were still expected.

## **035/14 TRANSFORMATION OF GOVERNMENT**

The Group discussed the imminent changes in the structure of Government. It was noted that there would be further communications issued in regard to the Modernisation of Government programme, in terms of the closure of the Department of Community, Culture and Leisure, the creation of the Manx Utilities Authority, the merger of the Departments of Health and Social Care and the creation of a Cabinet Office working with a new Minister for Policy and Reform.

The Group discussed and agreed the importance of effective verbal communications throughout this period, particularly with those staff who would be most affected by the changes.

## **036/14 PERFORMANCE AND DELIVERY**

The Director of Performance and Delivery provided an update on performance as Government approached its year end. The Group noted that Departmental Performance Officers had been briefed to produce a short summary of annual achievements, which would also facilitate the work of the Communications Unit.

## **037/14 OFFICE OF HUMAN RESOURCES**

The Chief Officer, Office of Human Resources advised that the Mutually Agreed Resignation Scheme ('MARS' which applies to Civil Servants) would become consistent with the Voluntary Redundancy Scheme ('VRS' which applies to Manual Workers) following the removal of certain restrictions. The Group also noted that any MARS applications would continue to be considered on an individual case-by-case basis.

The Chief Officer also advised that a working group would be formed with two employer representatives from Departments with significant numbers of Manual Workers (e.g. Department of Health; Department of Infrastructure).

## **038/14 ANY OTHER BUSINESS**

### **a) Retirement of Chief Executive Officer, Department of Health**

The Chief Secretary expressed his sincere thanks to Mr David Killip as Chief Executive Officer of the Department of Health, with all good wishes for his forthcoming retirement.

### **b) New role for Director of Performance and Delivery**

The Chief Secretary thanked Mrs Alice Martin for all her work as Director of Performance and Delivery in the Chief Secretary's Office, with good wishes for her new role in the Attorney General's Chambers.

### **c) Consultation on 14-16 qualification reform**

The Chief Executive Officer, Department of Education and Children advised that the consultation on 14-16 qualification reform would be carried out from 1 April - 16 May 2014. The Group noted that significant interest was being generated, with students and members of the public already engaging with the process.

N.B. Post-meeting note of 1 April 2014:- consultation published online at:  
<http://www.gov.im/ConsultationDetail.gov?id=432>

### **d) Complaints officers**

Chief Officers were requested to submit contact details for Departmental Complaints Officers to the Chief Secretary's Office by 31 March 2014.

## **039/14 DATE OF NEXT MEETING**

10.00am Tuesday 8 April 2014, King Orry Room, Third Floor, Government Office, Douglas.

  
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Chief Secretary

8/4/14  
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Date

