

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP,  
HELD ON TUESDAY 10 FEBRUARY 2015 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 M Charters, Chief Executive, Department of Health and Social Care  
Mr M Kelly, Chief Executive, Department of Home Affairs  
Dr M Couch, Chief Financial Officer, Treasury  
Mr D Davies, Director of Change and Reform, CO  
Mrs A Martin, Chief Operating Officer, Attorney General's Chambers  
Mr J Callister, Executive Director, Office of Human Resources, CO  
Ms J D Hetherington, Executive Assistant to the Chief Secretary, CO

**Apologies:** Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture  
Mr N Black, Chief Executive, Department of Infrastructure  
Ms C Hunter, Head of Communications, CO

**Jo Corkish, Change and Reform Programme Lead in attendance for the next item.**

**011/15 ISLE OF MAN CHANGE FRAMEWORK**

The Director of Change and Reform and the Change and Reform Project Lead gave a presentation to the Chief Officer Group ("the Group") on the *Isle of Man Change Framework*.

The Group noted that a review of the numerous corporate initiatives which had been brought through Council and the Group had identified over 1300 initiatives (excluding Departmental initiatives).

The Group discussed ways in which these initiatives could be effectively prioritised, in order to avoid disenfranchising staff. Following discussion, it was agreed that seven principles must be in place for change to be managed effectively:

- i) Sufficient resources (i.e. competent change managers);
- ii) Sufficient resources (i.e. adequate funding);
- iii) Clear priorities (i.e. keep it simple);
- iv) Change to be based on sound business case;
- v) Strong, open and honest sponsorship (i.e. not everyone will benefit);
- vi) Good stakeholder engagement (i.e. staff and public); and
- vii) Good performance and benefits management.

**Mrs Corkish left the meeting.**

**012/15 ELECTRONIC TRANSACTIONS ACT 2000 – ENABLING THE GOVERNMENT DIGITAL AGENDA**

COG Paper 004/15

The Group considered a paper submitted by the Department of Economic Development, which sought direction on a proposal that the present temporary exemption that applies to Isle of Man Government and other public bodies in relation to the Electronic Transactions Act 2000 is renewed when it expires in April 2015 and to set out a timetable in order to accelerate Departments' adoption of electronic communications.

Following discussion, the Group agreed to approve the seven recommendations as set out in the paper, subject to the following caveat being applied to Recommendation 2:

*i) Recommendation 2 – Advice is sought from the AGC on general issues to guide public bodies:*

- Before any advice is sought from the AGC, an appropriate level of research must first be carried out by the responsible officer to ensure that any enquiries are clear and targeted, rather than generalised as set out in the recommendation.

## **013/15 PROPOSED ALTERATION TO THE CONSULTATION PROCESS**

COG Paper 009/15

The Group considered a paper submitted by the Department of Economic Development which sought approval to changes in the current consultation process to ensure potential economic impacts are properly considered and managed.

Following discussion, the Group agreed to approve the recommendations as set out in the paper as follows:

- i. pre-consultation stakeholder engagement, particularly with regulated sectors, with the relevant industry bodies and the Department of Economic Development be mandatory and confirmed as part of the formal consultation process;
- ii. an economic impact assessment be produced which is shared with the Department of Economic Development and Treasury, and appropriate level of validation established. The economic impact assessment should then be included in the consultation document for other stakeholder engagement; and
- iii. all consultations affecting business should be directed through the National Strategy Group to ensure that the wider economic implications are considered and that too many consultations are not issued simultaneously.

## **014/15 CHIEF OFFICERS' REGISTER OF INTERESTS**

COG Paper 005/15

The Group considered a paper submitted by OHR, which sought direction as to whether a Register of Interests should be developed for Chief Officers.

During discussion, the Group noted that a similar register exists in the UK for staff at Director level and above. The Group also discussed the potential benefits of protecting officers by achieving legitimate separation from the community.

Following discussion, it was agreed that the option of delivering an appropriate register via Financial Regulations should be explored by the Chief Financial Officer and the Executive Director, OHR and brought back to the Group in due course.

## **015/15 PANEL OF EXTERNAL INVESTIGATORS**

COG Paper 006/15

The Group considered a paper submitted by OHR which sought approval to support the development of a small panel of external investigators to carry out complex or urgent investigations within Departments, Boards and Offices across Government to

supplement the existing supply of in-house investigating officers.

Following consideration and subject to Council approval, the Group agreed to support the development of a panel of external investigators to be appointed through a procurement process involving Treasury Procurement Services with ongoing management of the panel to fall to OHR.

#### **016/15 IOM GOVERNMENT CORPORATE INDUCTION PROGRAMME**

COG Paper 007/15

The Group considered an information paper submitted by OHR to advise Chief Officers of a new Corporate Induction Programme.

The Group noted that the Induction Programme aimed to improve employee engagement in all new Isle of Man Government employees and agreed to support staff attendance at the sessions, subject to a revision of the content of "Day 2" to reduce the level of generic information delivered on that day, and promote engagement.

#### **017/15 OHR UPDATE**

The Executive Director, OHR advised the Group that the Public Services Commission was due to be in place from 1 April 2015 and it was noted that Unite had accepted an invitation to seek union recognition.

The Executive Director also provided an update on the attendance of the "New Terms for New Starters and Promotions" roadshows and advised that the unions would be balloting their members in March 2015 (revised from February 2015 as initially envisaged).

#### **018/15 PENSIONS UPDATE**

The Executive Director, OHR provided a brief update on the membership of the Pensions Working Group.

#### **019/15 SHARED SERVICES UPDATE**

The Director, Change and Reform advised the Group that draft Terms of Reference for the forthcoming shared services review would be circulated for comment as soon as possible.

#### **020/15 ANY OTHER BUSINESS**

##### **a) Health strategy and blueprint**

The Group noted that the Health strategy and blueprint was due to be considered at the next meeting of the Social Policy and Children's Committee on 2 March 2015.

The Group also noted that the Department of Health and Social Care was making further progress with its recruitment of nursing staff in Spain, as it developed a partnership with the University of Valencia.

##### **b) Beneficial ownership**

The Group noted that beneficial ownership had been debated in the House of Commons earlier in the week, and that the Isle of Man was continuing to work closely with Jersey and Guernsey on this matter.

The meeting closed at 11.55am.

W. Alaw  
Chief Secretary  
10/3/11  
Date