

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP,
HELD ON TUESDAY 11 AUGUST 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 R Lole, Chief Executive, Department of Environment, Food and Agriculture
Mr N Black, Chief Executive, Department of Infrastructure
Mrs S Lowe, Interim Chief Financial Officer, Treasury
Mr J Callister, Executive Director, Office of Human Resources, CO
Mr D Davies, Director of Change and Reform, CO
Mrs A Martin, Chief Operating Officer, Attorney General's Chambers
Ms C Hunter, Head of Communications, CO
Ms J D Hetherington, Executive Assistant to the Chief Secretary, CO

Apologies: Dr M Couch, Chief Executive, Department of Health and Social Care
Mr M Kelly, Chief Executive, Department of Home Affairs

Mr Caldric Randall, Financial Controller, was in attendance for the following item:

059/15 FINANCIAL POSITION AND 2016/17 BUDGET

COG Paper 023/15

The Financial Controller presented the paper "Financial Position and 2016/17 Budget" to the Chief Officer Group ("the Group").

The paper provided the Group with an early appraisal of the likely pressures on future budgets arising from the implementation of policy objectives for the Medium Term Financial Strategy, as approved at the July 2015 sitting of Tynwald.

The Group noted an illustration of a five-year projection to bring Isle of Man Government's finances back into balance, and noted the financial strategy income and expenditure assumptions therein.

Following detailed discussions, the Group agreed:

- i. to support the Financial Controller to identify strategies that can be employed to address the significant budget reductions required;
- ii. that in light of the financial pressures identified, Chief Officers would reconsider their individual Departmental budget growth bids and provide suggestions for cost reduction programmes; and
- iii. to support the Financial Controller to build a comprehensive budget planning model with interdependencies.

ACTION: All Chief Officers & Financial Controller

It was also agreed that a "Financial Strategies" workshop for Chief Officers, led by the Financial Controller, would be arranged as a matter of priority.

ACTION: Executive Assistant to the Chief Secretary

Mr Randall left the meeting

060/15 MINUTES OF THE MEETING HELD ON TUESDAY 14 JULY 2015

The minutes of the Chief Officer Group meeting held on Tuesday 14 July 2015 were considered. It was agreed that a number of amendments should be made and that a revised version would be prepared and recirculated for consideration at the next meeting of 8 September 2015.

ACTION: Executive Assistant to the Chief Secretary

061/15 MATTERS ARISING FROM THE MINUTES OF TUESDAY 14 JULY 2015

There were no matters arising from the minutes held on Tuesday 14 July 2015.

062/15 CROSS-GOVERNMENT REPORT

COG Paper 022/15

The Group considered the draft Cross-Government Report 2015 ("the Report") submitted by the Cabinet Office. Following consideration, the Group approved the report for submission to the October 2015 sitting of Tynwald, subject to an amendment in Part 2 of the Report.

ACTION: Executive Assistant to the Chief Secretary

063/15 DIGITAL STRATEGY UPDATE

COG Paper 024/15

The Group considered a paper submitted by the Director of Government Technology Services ("GTS") which provided an update on the progress of the Digital Strategy following its approval at the June 2015 sitting of Tynwald.

Following discussion, it was agreed that the GTS Director would be invited to attend Chief Officer Group meetings on a quarterly basis, in order to present Digital Strategy updates in person.

ACTION: Executive Assistant to the Chief Secretary

Following discussion, Chief Officers also agreed to share the Digital Strategy updates with their respective Ministers and Senior Management Teams in order to support the work of GTS and promote the Digital Strategy as much as possible.

ACTION: All Chief Officers

Mr Tim Mansfield, Director of Commissioning, DHSC was in attendance for the following item:

064/15 EMPLOYMENT ISSUES RELATING TO THE EXTERNALISATION OF SERVICES

The Director of Commissioning, Department of Health and Social Care ("the DHSC") presented the paper "Employment Issues Relating to the Externalisation of Services" to the Group.

The paper detailed the employment issues affecting externalised services and highlighted this as a cross-government issue, rather than one limited to the DHSC.

The paper provided contextual background information and presented a number of options for consideration.

Following discussion, it was decided that an officer group should be set up to consider and progress an agreed level of standards on these matters across Government.

It was further agreed that membership of the group should include officers from the Office of Human Resources; Change and Reform; Treasury Procurement; Attorney General's Chambers (Civil); DHSC (Commissioning) and the Department of Economic Development (Legislation).

ACTION: Executive Assistant to the Chief Secretary

Mr Mansfield left the meeting

065/15 SHARED SERVICES UPDATE

The Director of Change and Reform provided the Group with an update on Shared Services.

The Group noted that Mrs Jo Corkish, Change and Reform Programme Lead, was due to return to the Clerk of Tynwald's Office, and that her Cabinet Office role would be advertised.

During discussion, the Group made reference to the Assurance Advisory Division's review of Shared Services, and agreed that an update on the review should be sought for circulation to Chief Officers.

ACTION: Director, Change & Reform

066/15 OHR UPDATE

The Executive Director, OHR provided the Group with a brief update on OHR matters.

The Group noted that the Public Services Commission was due to take effect from 1 September 2015, and that a letter would be issued to all members of staff to notify them accordingly.

The Group also noted that a series of staff briefings entitled "New Terms for New Starters and Promotions" had begun earlier that day (11 August 2015).

067/15 PENSIONS UPDATE

The Executive Director, OHR provided the Group with a brief update on Pensions matters.

The Group noted that a Pensions meeting with union representatives was due to take place on 13 August 2015.

068/15 ANY OTHER BUSINESS

a) Electronic communications and data protection

The Chief Secretary reminded Chief Officers of the importance of appropriate electronic communications to ensure adequate levels of data protection were being upheld. The Group noted the need for all Departmental staff to use the "bcc" Outlook function when circulating emails to multiple recipients where one or more was outwith Government.

ACTION: All Chief Officers

b) Awards for Excellence

The Head of Corporate Communications advised that the deadline for nominations for the Awards for Excellence was 30 September 2015. Chief Officers were encouraged to nominate suitable Departmental staff members in recognition and reward for their hard work.

ACTION: ALL

The meeting closed at 12.10 pm.

W. Alow

Chief Secretary

8/9/15

Date