

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP,
HELD ON TUESDAY 22 SEPT 2015 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
Dr M Couch, Chief Executive, Department of Health and Social Care
Mrs S Lowe, Interim Chief Financial Officer, Treasury
Mr S Jackson, Director of Finance and Research, Department of Home Affairs
Mrs D Reeve, Director of Housing, Department of Infrastructure
Mr J Christian, Office Manager, CO

Apologies: Prof R Barr, Chief Executive, Department of Education and Children
Mr M Kelly, Chief Executive, Department of Home Affairs
Mr N Black, Chief Executive, Department of Infrastructure
Ms J D Hetherington, Executive Assistant to the Chief Secretary, CO

086/15 MINUTES OF THE COG QPM MEETING HELD ON 08 SEPTEMBER 2015

Having been previously circulated the Minutes of the Chief Officer Group Quarterly Performance Meeting held on the 08 September 2015 were agreed and signed by the Chief Secretary.

087/15 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 08 SEPTEMBER 2015

There were no matters arising from the minutes of 08 September 2015.

088/15 RESULTS OF HEALTH AND SAFETY RISK PROFILING COG Paper 019/15

Caron Palmer, Principal Health and Safety Advisor, Office of Human resources was in attendance for this item.

The Principal Health and Safety Advisor provided a summary of the outcomes and findings of the cross government risk profiling exercise which began in July 2014.

The group noted variance across Departments which was in most cases related to the nature of activities carried out in each department. Some areas for improved consistency in coordination and recording of safety and risk information were identified and a strategy for improved communication outlined.

The group agreed to the proposal for continued adoption of the framework for delivery of a Central Health and Safety Advisory Service tailored to supporting the specific needs of each department and underpinned with Service Level Agreements.

The Principal Health and Safety Advisor left the meeting at 10.20

089/15 HAVE YOUR SAY EMPLOYEE ENGAGEMENT SURVEY UPDATE

COG Paper 029/15

Clare Porter, Head of LEaD and Sandra Loach, Development Manager, LEaD were in attendance for this item.

The Group received an update on the Vision and Values work and the Have Your Say staff survey planned for November 2015.

The Group noted the new target for response rates and that there had been some refinement of questions in order to reduce the total number whilst preserving the ability to benchmark against the themes in the previous survey.

The Group were appraised of additional support which can be made available by LEaD in local work areas in order to reach the completion target.

The Head of LEaD and the Development Manager left the meeting at 10.55

090/15 ACTIONS OF THE COG QPM MEETING HELD ON 08 SEPTEMBER 2015

The actions were agreed as listed.

091/15 ANY OTHER BUSINESS

a) Management information

Following discussion it was agreed that some greater consistency should arise in management information once certain inputting functions move into OHR

b) Financial variance

The matter of variance against budget target was raised by the Chief Executive, Department of Health and Social Care who further explained the underlying causes. There was some discussion about how this will be tackled.

The meeting closed at 11.20

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W. Alow
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Chief Secretary
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13/10/15
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Date