

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 9 FEBRUARY 2016 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
Dr M Couch, Chief Executive, Department of Health and Social Care
Mr M Kelly, Chief Executive, Department of Home Affairs
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture
Mrs S Lowe, Chief Financial Officer, Treasury
Miss K Parkinson, Acting Executive Assistant to the Chief Secretary, CO

Apologies: Mr N Black, Chief Executive, Department of Infrastructure

008/16 MINUTES OF THE COG MONTHLY MEETING HELD ON 12 JANUARY 2016

Having been previously circulated the minutes of the Chief Officer Group ("the Group") monthly meeting held on 12 January 2016, were agreed and signed by the Chief Secretary.

009/16 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 12 JANUARY 2016

a) Budget

The Chief Financial Officer confirmed that the Budget Press Conference would be held on Friday 12 February 2016.

Minute 004/16

b) Pay

The Chief Secretary confirmed that an email with regards to the pay settlement had been sent to Public Service employees last week.

Minute 005/16

c) Pensions

The Chief Secretary confirmed that the paper on Pensions had been presented to the Council of Ministers, and confirmed that the report will not go to Tynwald until April to allow the Council of Ministers more time to consider all the options. The Chief Secretary added that presentations for Tynwald Members would be held to ensure all Members were briefed on this matter.

Minute 006/16

d) Car Parking

The Group noted that information, and policies had been sent out to all Government Departments on Friday 5 February 2016.

e) Any other Business

The Chief Executive for the Department of Education and Children ("the Chief Executive, DEC") commented that they had received a lot of interest with regards to the Principle's role at the IOM College. 14 applications had been received with a number of the applications from the UK.

Minute 008/15

Mr D Davies, Director of Change and Reform, Cabinet Office was in attendance for the following item.

010/16 DIGITAL INCLUSION

The Director of Change and Reform gave a presentation on Digital Inclusion, and how the Change and Reform Team in the Cabinet Office will work with partners from the private, public and third sectors to reduce digital exclusion and help close the digital divide through the development of a Digital Inclusion Strategy. The team will support Government Departments in ensuring that digital inclusion becomes embedded in policy areas and provides advice and assistance wherever necessary.

One of the National outcomes in the Mid-Term Report from the Council of Ministers on the Agenda for Change states "we are a digital Island with skills to match". A performance measure within that report states that to increase government digital services we will increase the volume of online transactions which do not require manual intervention.

Further to this the Digital Strategy sets out how government is going to transfer its services to become digital by default. In line with providing more services online government needs to equip the Island with the skills, motivation and trust to go online, be digitally capable and to make the most of the internet.

The Change and Reform team will oversee the development of a Digital inclusion Strategy which will help government to focus on the challenges required to overcome the digital divide and the necessary actions that government and its partners can take to reduce digital exclusion.

The Chief Executive, DEC asked how the work supporting the Digital Inclusion Strategy and the Digital Driving Licence will link into the work that the Manx ICT association will be progressing at the Nunnery. He also asked that the work be aligned to the overall DEC strategy and approach to digital skills.

The Director of Change and Reform agreed to meet with the Department and Head Teachers to seek their views on the strategy and the approach to ensuring everyone in the Isle of Man that wanted had the ability to access a basic level of digital skills.

Following discussion, the Group agreed that they were happy to support the approach set out in the paper to work with partners from the private, public and third sectors to reduce digital exclusion and help close the digital divide.

011/16 JOINT STRATEGIC NEEDS ASSESSMENT

The Chief Executive for the Department of Health and Social Care ("Chief Executive, DHSC") presented a paper on Joint Strategic Needs Assessment (JSNA), explaining that a JSNA is defined as a 'systematic method for reviewing the health and wellbeing needs of a population, leading to agreed commissioning priorities that will improve

health and wellbeing outcomes and reduce inequalities in health’.

The JSNA is not a one off exercise it is a rolling process. In order to develop a rolling programme of JSNA work the following would be required:

- a governance framework outlining responsibility and accountability arrangements – i.e. to which body should the JSNA process (and also the individual strategy topics and implementation plans) be accountable, and how;
- structure and processes for the core dataset – including initial development and regular updating;
- structure and processes for consideration of core dataset, identification of current priorities (using additional qualitative information to enhance the core data, if needed) and sign-off of an annual work programme (i.e. agreement on which JSNA ‘chapters’ will be done in any given year); and,
- delivery of JSNA chapters – is local capacity (and the necessary skills) available, or will additional capacity need to be brought in (e.g. through a tendering process from an external consultancy)? Is this something which could change over time as more experience is gained and the approach becomes embedded in local planning cycles and hence organisational and individual work plans?

The Chief Executive for the Department of Home Affairs suggested that a Chief Officer Group/Council of Ministers workshop be arranged to provide an explanation of what happened with the last exercise and provide more information with regards to the JSNA.

Following discussion the Group supported the recommendations to consider establishing a task-and-finish ‘JSNA development group’ and to nominate appropriate individuals to attend an initial meeting to scope out the terms of reference, membership and project plan for the JSNA Development Group and support the JSNA work as outlined in the paper.

Mr J Callister, Executive Director, Office of Human Resources (“Executive Director, OHR”), Cabinet Office and Ms C Palmer, Principal Health and Safety Adviser (“Principal H&S Adviser”) were in attendance for the following item.

012/16 CENTRAL HEALTH AND SAFETY SERVICE

The Principal H&S Adviser gave an overview of the paper previously submitted to the Group, and outlined the actions identified in the paper of how best to provide the Health and Safety (H&S) service across the organisation.

It was agreed that the Chief Executive, DEC, the Chief Executive for the Department of Infrastructure, the Executive Director, OHR and the Principal H&S Adviser would arrange a separate meeting to discuss further resource issues.

Following discussion the Group agreed with the recommendations set out in the paper.

013/16 ANY OTHER BUSINESS

a) Update on New Terms for New Starters

The Executive Director, OHR gave an update to the Group on the new terms for new starters.

b) FOI

The Chief Executive for the Department of Environment, Food and Agriculture (DEFA) stated that to date DEFA had received 2 FOI requests, and the Chief Secretary confirmed that the Cabinet Office had received two requests to date also.

c) Review of Shared Services

There was a discussion regarding the current position of the review of Shared Services.

The meeting ended at 12.00pm

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W. Alow
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Chief Secretary
23/2/16
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Date