

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 27 JUNE 2017 AT 10.00 IN THE KING ORRY ROOM, CABINET
OFFICE, GOVERNMENT OFFICE**

Present: Mrs S Lowe, Chief Financial Officer, Treasury
Mr N Black, Chief Executive, Department of Infrastructure
Dr M Couch, Chief Executive, Department of Health and Social Care
Mr M Kelly, Chief Executive, Department of Home Affairs
Mr M Lewin, Acting Chief Executive, Department of Economic Development
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture
Miss K Parkinson, Executive Assistant to the Chief Secretary, Cabinet Office

Apologies: Mr W Greenhow, Chief Secretary, Cabinet Office
Prof R Barr, Chief Executive, Department of Education and Children

042/17 MINUTES OF THE MEETING HELD ON 13 JUNE 2017

Having been previously circulated the minutes of the Chief Officer Group ("the Group") monthly meeting held on 13 June 2017, were agreed and subsequently signed by the Chief Secretary.

043/17 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 13 JUNE 2017

There were no matters arising.

Deborah Reeve, Director of Housing was in attendance for the following item.

044/17 UPDATE ON OFFICE MOVE AND STRATEGIC ASSET MANAGEMENT UNIT RELATED ISSUES

The Director of Housing provided the Group with an update on the rationalisation of office space and accommodation.

The Group had a discussion with regards to dilapidation of rental properties, and working with Landlords to create an agreement for reusable items or structure. The Chief Executive, Department of Infrastructure agreed that the Department would look into this further.

The Group thanked the Director of Housing for the useful and informative update.

Caldric Randall, Financial Controller and Stephen Hind, Director – Audit Advisory were in attendance for the following item.

045/17 PRESENTATION ON PROPOSED NEW 'FINANCIAL REGULATIONS'

The Financial Controller and the Director, Audit Advisory provided the Group with an overview of the proposed 'Financial Regulations', explaining the reasons for change and why the review had been undertaken.

The following were asked to be included within both the Operating Policy and the Operating Manual:

- An explanation as to what is meant by the Finance Governance Officers and what the role will include.
- The definition between Budget Holder and Delegated Officer

- Add a page to include location of links on the document

The following was asked to be included within the Operating Model:

- Use language instead of symbols in sections C8 and C9.

It was agreed that the Financial Controller and the Director, Audit Advisory would inform the Unions with regards to the change in 'Financial Regulations'.

The Group thanked the Financial Controller and Director, Audit Advisory for the presentation on the proposed 'Financial Regulations'.

Dan Davies, The Director, Change and Reform and Executive Office, Cabinet Office ("Director, C&R and EO) was in attendance for the following item.

046/17 PROVISION OF A GOVERNMENT TRANSLATION AND INTERPRETER SERVICE

The Group considered a paper submitted by the Director, C&R and EO seeking approval to develop and deliver a Government interpreter and translation service backed up with a Code of Conduct and Guidelines to ensure best practice.

Following discussion the Group agreed to supporting option 2 as set out in the paper:

Option 2 – Produce a list of **LEVEL 1** and **LEVEL 3** on Island interpreters that have been appropriately vetted, DBS checked in agreement to a Statement of Terms of Engagement (similar to that offered to Investigating Officers employed by Isle of Man Government). The opportunity to sign up as an interpreter could also be offered out to Government Employees. There may be a network of people within Government (such as foreign nationals and teachers of languages) who could demonstrate competency to be an interpreter and who could assist on a voluntary basis. They would, however, only be able to take part in their own time (or as and when they have management approval to do so).

The list of on-island interpreters would be maintained by a Central Coordinator within the Executive Office of the Cabinet Office who would then be able to carry out regular updates of the list. This would be an administrative duty that would require a commitment of up to 5 days per annum.

As language services may be required at any time 24/7 the list will need to be accessible by all staff in a shared area that can be accessed out of hours. In addition to this list would be a contract formalised through the procurement process with a corporate service provider for an over-the-phone service and for when a suitable on-island interpreter cannot be found. In addition to this there will be a set of guidelines to advise staff of the process as well as a code of conduct that all interpreters must sign up to.

Dan Davies, The Director, C&R and EO and Richard Wild, Acting Executive Director, Government Technology Services – Cabinet Office were in attendance for the following item.

047/17 SINGLE RESIDENT RECORD – PRESENTATION OF TECHNICAL CONCEPT FOR THE CREATION OF A “SMART SERVICE FRAMEWORK”

The Group considered a paper submitted by the Director, C&R and EO seeking approval that the proposed technical concept is the right approach, there is the support to continue, and permission to create a cross Government working group that can be briefed and consulted on the technical concept.

The Group had a discussion and it was agreed that as part of the consultation process, agent access would be considered. This could be at the Welcome Centre, GP's or the Post Office etc. The Director, C&R and EO explained that the Working Group would be required as soon as possible so that they can work through the technical concept.

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


1. Approve the creation of the working group and consultation
2. Support the concept as the recommended option which will be presented to Tynwald in December 2017
3. Note that work continues to complete the feasibility study, and agree to receive the report at a future COG meeting prior to Tynwald submission.

048/17 ANY OTHER BUSINESS

Talent Management/Succession Planning

The Group had a discussion with regards to talent management and succession planning, it was agreed that this subject would be discussed in more detail when the Group next meet on 11 July 2017.

The meeting ended at 12.30pm


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Chief Financial Officer
28 June 2017
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Date

