

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 25 JULY 2017 AT 10.00 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 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
Mrs S Lowe, Chief Financial Officer, Treasury
Miss K Parkinson, Executive Assistant to the Chief Secretary, Cabinet Office

Apologies: Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture

049/17 MINUTES OF THE MEETING HELD ON 27 JUNE 2017

Having been previously circulated the minutes of the Chief Officer Group ("the Group") monthly meeting held on 27 June 2017, were agreed and subsequently signed by the Chief Financial Officer.

050/17 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 27 JUNE 2017

Procurement Policy

The Chief Financial Officer confirmed that an all staff email with regards to the update to the financial regulations would be sent in due course.

The Cabinet Office Executive Leadership Team (Dan Davies, Della Fletcher, and Richard Wild) were in attendance for the following item.

Jon Callister, Executive Director Office of Human Resources, Cabinet Office, Anne Shorrocks, Head of Employment Services, Office of Human Resources, Katrina Buttery, Business Transformation Officer, Office of Human Resources and Erica Richards, Business Transformation Officer, Office of Human Resources were in attendance for the following item.

051/17 PEOPLE INFORMATION PROGRAMME (PIP) UPDATE AND DEMO

Anne Shorrocks, Katrina Buttery and Erica Humphries provided the Group with an update on PIP, and a demo of both the employee and management systems within PIP.

Following discussion, Anne Shorrocks confirmed that OHR would be looking at the specific needs of the Departments and Teams in order to manage the recording of absences etc appropriately.

It was agreed that a summary of outcomes would be put together and a further update be provided to CoG in September.

It was further agreed that the Director, Change & Reform and EO would set up a meeting between LEaD, DEC and DoI to discuss innovative literacy requirements for current public service employees.

Dan Davies, Director Change & Reform and Executive Office, Cabinet Office, Jon

Callister, Executive Director, Office of Human Resources and the SLDP Group members were in attendance for the following item.

052/17 SENIOR LEADERSHIP DEVELOPMENT PROGRAMME – IMPACT OF THE EQUALITY BILL ON THE GOVERNMENT

The Senior Leadership Group (Andy Cowie, Jed Bibby, Anne Shorrocks, Catherine Black and Rebecca Shields) who were tasked with looking at the impact of the Equality Bill on the Isle of Man Government presented their report and recommendations to the Group.

The Group thanked the SLDP members, and it was agreed that the retirement policy would be reviewed and a paper submitted to the Cabinet Office Political Group in due course.

Richard Wild, Acting Executive Director, Government Technology Services, Cabinet Office ("Acting Executive Director, GTS") was in attendance for the following item.

053/17 GDPR COMPLIANCE: GOV DATA PROTECTION OFFICER TRAINING AND DEVELOPMENT

The Group considered a paper submitted by the Acting Executive Director, GTS seeking approval to propose the undertaking of the Data Protection Officer training on Island and ensure support is given to all Government Departments, Statutory Boards and Offices.

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

- a) That an Isle of Man Government specific DPO training event should take place on Island and the associated costs it attracts.
- b) All Departments will allocate a member of staff to attend the DPO training.
- c) That the DPO will act as the Departmental point of contact and provide support to the GDPR implementation Project until at least May 25 2018.

054/17 ANY OTHER BUSINESS

Budgeting

It was agreed that at the next Quarterly Performance Meeting which is due to be held on 22 August, the Group would discuss budgeting across all Departments.

The meeting ended at 12.15pm



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Chief Secretary

8 Aug 17

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Date