

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 8 AUGUST 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
 Dr M Couch, Chief Executive, Department of Health and Social Care
 Mr M Kelly, Chief Executive, Department of Home Affairs
 Mr C Hawker, Chief Operating Officer, Department of Economic Development
 Mrs S Lowe, Chief Financial Officer, Treasury
 Miss K Parkinson, Executive Assistant to the Chief Secretary, Cabinet Office

Apologies: Mr N Black, Chief Executive, Department of Infrastructure
 Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture
 Mr M Lewin, Acting Chief Executive, Department of Economic Development

055/17 MINUTES OF THE MEETING HELD ON 25 JULY 2017

Having been previously circulated the minutes of the Chief Officer Group ("the Group") monthly meeting held on 25 July 2017, were agreed and subsequently signed by the Chief Secretary.

056/17 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 25 JULY 2017

There were no matters arising.

Jon Callister, Executive Director, Office of Human Resources and Anne Shorrocks, Head of Employment Services, Office of Human Resources were in attendance for the following item.

057/17 PEOPLE INFORMATION PROGRAMME (PIP) PHASE 1 PROCESS CHANGES

Paper No:
023/17

The Group considered a paper submitted by the Chief Secretary to confirm approval of the proposed phase one process changes to PIP, the Head of Employment Services provided the Group with an overview of each proposal.

The Group agreed to the following proposals as outlined in the paper:

Personal Details Are you content for all employees to amend their personal details straight into the system, including uploading any necessary documentation themselves (e.g. marriage certificate)	Agreed
Sickness Absence and Annual/Flexi Leave Are you content for all employees/managers to have access to request/authorise/open/close sickness and annual/flexi leave absences through PIP	Agreed
Special Leave Are you content to amend the process for Special Leave? This would retain a two-step authorisation process but would be for the manager and countersigning manager to authorise, instead of manager and then Accounting Officer.	Agreed OHR to look into additional MI reporting
Changing Hours Worked Are you content for managers to be able to amend the hours worked by an individual, subject to having sufficient hours	Agreed OHR to

budgeted against the post and having had the conversation with the employee? The employee will then receive a confirmation of this change to confirm the contractual variation and the date this will occur.	establish an additional authorisation level in the system
Overtime, Allowances, Travel and Expenses Are you content for employees to complete all overtime, allowances, travel and expenses requests through the system, to be authorised by the manager?	Agreed OHR to look into off-Island travel forms.
Maternity/Paternity/Adoption Leave Are you content for employees to make electronic requests for these and for managers to confirm this through the system? The MATB1 will be uploaded by the employee to the personal record. The manager will enter the leave dates into the system, it will automatically calculate entitlement and pay based on t&c's and the manager will then confirm the leave out to the employee using the appropriate template email.	Agreed
Leavers Are you content for the managers to process leavers (resignations/standard retirements/end of an LTA up to 2 years) on the system? The information required to be completed will be less than currently requested on the OHR5 as the system will calculate pay balances and re-calculate leave, reducing pay for a negative leave balance and assuming leave will be taken for a positive balance. Leavers for other reasons, e.g. capability, ill health, MARS will be processed by OHR.	Agreed

058/17 OUR VISION AND VALUES: 2017 HAVE YOUR SAY SURVEY OBJECTIVES

Paper No:
022/17


The Group noted an information paper submitted by the Chief Secretary which provided an update on the objectives and delivery of the 2017 Have Your Say Employee Engagement Survey which will open from 2 October 2017 to 27 October 2017.

059/17 Any other business

Save programme

The Chief Financial Officer provided the Group with an update on the SAVE Programme.

The meeting ended at 11.00am


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Chief Secretary
12/9/17
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Date