

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 12 SEPTEMBER 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 J Lalor-Smith, Director Administration and Legislation, 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
Mr C Randall, Financial Controller, Treasury

Apologies: Mr M Kelly, Chief Executive, Department of Home Affairs
Mrs S Lowe, Chief Financial Officer, Treasury

060/17 MINUTES OF THE MEETING HELD ON 8 AUGUST 2017

Having been previously circulated the minutes of the Chief Officer Group ("the Group") monthly meeting held on 8 August 2017, were agreed and subsequently signed by the Chief Secretary.

061/17 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 8 AUGUST 2017

There were no matters arising.

Debbie Reeve, Director of Housing and Caron Palmer, Estates Management Project, Department of Infrastructure were in attendance for the following item.

062/17 PRESENTATION ON MANAGING FACILITIES MAINTENANCE & MEETING THE SERVICE DELIVERY NEEDS

The Director of Housing and Estates Management Project gave a presentation on managing facilities maintenance and meeting the service delivery needs, with a partnership approach.

The Chief Executive, Department of Environment, Food and Agriculture advised that within his Department they had already seen a big difference and that this reflected the two way interaction already creating a partnership approach.

The Chief Secretary asked the Director of Housing what the vision was for the future, the Director of Housing stated that the vision would be to have all of the estate captured in one area, looking at longer term plans for the next 10 to 15 years and a clear vision of what part the Division plays.

The Financial Controller stated that now that Andrew Sidebottom, Acting Head of Valuation and Asset Management was in position he would be looking at asset management plans, capital projects, strategic projects and reviewing SAMU as to what sits within the Department of Infrastructure and what sits within Treasury.

The Chief Executive, Department of Economic Development ('DED') asked whether a list of all property could be sent to the Chief Officers, as he felt that DED had properties that would not be included on that list.

It was agreed that for those Department Service Heads that had not already met with the Estates Management Project Team, meetings would be arranged in the near future.

063/17 TYNWALD POLICY DECISIONS REPORT

Paper No:
025/17

The Group considered a paper submitted by the Chief Secretary which sought approval to submit the Tynwald Policy Decisions Report to the Council of Ministers for their consideration before being laid before the October sitting of Tynwald.

The Group noted the intention of the paper, and it was agreed that the Chief Executive, DEFA and the Financial Controller would contact Caroline Mallon, Cabinet Office with some minor amendments. Following these amendments, it was agreed that the paper would be submitted to the Council of Ministers on Thursday 28 September 2017.

064/17 Any other business

Cross Government Tynwald Items

The Chief Secretary reminded the Group that if they had any additional items or amendments to be made to the list of Cross Government Tynwald items, that these would need to be done as soon as possible.

Recruitment

The Chief Executive, Department of Infrastructure provided an update with regards to recruitment within the Department particular with Craftsman. The Chief Executive stated that he had received a lot of assistance from the Office of Human Resources and they were working together to figure out a way forward.

Save Programme

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

The meeting ended at 11.00am

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W. Alow
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Chief Secretary
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24/10/17-
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Date