

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP  
HELD ON TUESDAY 24 OCTOBER 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  
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture  
Miss K Parkinson, Executive Assistant to the Chief Secretary, Cabinet Office

**066/17 MINUTES OF THE MEETING HELD ON 24 OCTOBER 2017**

Having been previously circulated the minutes of the Chief Officer Group ("the Group") monthly meeting held on 9 September 2017, were agreed and subsequently signed by the Chief Secretary.

**067/17 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 9 SEPTEMBER 2017**

There were no matters arising.

SLDP Project Team 1 were in attendance for the following item: Joel Smith – DEC, Graham Dugdale – Customs and Excise, Lisa Airey – DHSC, Tim Woakes – Manx Utilities Authority, Kirstie Martin – Lead, Cabinet Office, Sally-Anny Cain – Criminal Justice

**068/17 SLDP PRESENTATION PROJECT TEAM 1 – DEVELOP A TOOLKIT FOR GOVERNMENT TO APPLY ON HOW TO GO ABOUT OUTSOURCING**

Paper no:  
014/17

The Chief Executive, DOI as sponsor of the SLDP Project Team provided an overview of the remit of the Group which was to develop a toolkit for Government to apply on how to go about outsourcing. The Chief Executive stated that the SLDP Project Team were now at the end of phase 1 and sought support to move onto phase 2 which included:

- Feedback from other government stakeholders on proposal
- Develop the concept
- Test concept and toolkit against live services
- Report progress to COG

The SLDP Project Team provided the Group with their presentation, stating that the concept would provide a consistent method to be used across Government. Following the presentation, it was agreed that the SLDP Group would meet with the SAVE CoMin Sub-Committee which Karen Malone, Treasury and Graham Dugdale from the Group would organise.

The Chief Secretary asked whether the SLDP Project Team felt that there would be a requirement for training and development of the PESTLE Analysis and Risk assessments, and how they would make the concept come to life across Government. The SLDP Project Team stated that testing the concept and toolkit against live services would provide informed evidence for decision making and will perform an internal check.

The Chief Executive, DED stated that investing the time up front and identifying the risks, creates more rigor around the process which allows for a more consistent approach. The SLDP Project Team stated that the concept is rigorous but easy to use, stating that if training is required, the SLDP Project Team will ensure that they are able to provide that assistance.

The Group approved the Phase two proposal as set out in the paper.

Kirsty Hemsley, Senior External Relations Officer, Cabinet Office and Hirelle Moore, Legal Officer, Attorney General's Chambers were in attendance for the following item.

**068/17 PRESENTATION ON MANAGING THE BURDEN OF FREEDOM OF INFORMATION**

The Senior External Relations Officer provided the group with an update on Freedom of Information and managing the burden across Departments.

The Chief Executive, DoI raised a query whether it would be possible to create an FOI Co-Ordinators team that would be managed centrally. It was agreed that this would be discussed further with the Group.

The Senior External Relations Officer asked that Chief Officers continue to support the FOI Co-Ordinators, and it was further agreed that the Senior External Relations Officer and Legal Officer would set up individual meetings with all FOI Co-ordinators from each Government Department to discuss the impact of FOI requests and link their discussions with GDPR.

The Group thanked both the Senior Relations Officer and the Legal Officer for all of their work so far.

Paul Heckles, AML/CFT Advisor, Lindsey Bermingham, FIU Director and Kirsty Knight, Finance and Training Manager were in attendance for the following item.

**069/17 FIU/AML PRESENTATION**

Paul Heckles and Kirsty Knight provided the Group with an overview on AML/CFT and the role of the Financial Intelligence Unit.

The Group thanked both Paul and Kirsty for their informative presentation, and it was agreed that this Presentation would be arranged for the Council of Ministers.

Henrietta Hewitt, Director of Public Health, Madeline Sayle, Senior Public Health Intelligence Analyst and Jennie Wheeler, Change and Reform Programme Lead were in attendance for the following item.

Jon Callister, Executive Director, Office of Human Resources

**070/17 PRESENTATION TO LAUNCH THE 'ANNUAL REPORT OF THE DIRECTOR OF PUBLIC HEALTH'**

The Director of Public Health provided the Group with an overview of the Annual Report, Public Health.

Paper no:  
028/17

The Director of Public Health explained that each area now has a dashboard and core data set, and that Public Health are currently identifying areas where there is no data being sourced.

The Director of Public Health also confirmed that with regards to the next steps from the Report that a workshop was due to be arranged for stakeholders from both Government Departments and the third sector.

The Group thanked the Director of Public Health for the presentation.

**071/17 PUBLIC ENGAGEMENT AND CONSULTATION**

Paper no:  
031/17

It was agreed that this paper would be considered at the next available meeting of the Chief Officer Group.

**072/17 ANY OTHER BUSINESS**

**SIRO Officer**

The Group had a discussion with regards to an email received from the Acting Executive Director, Government Technology Services regarding appointing a SIRO Officer from each Department. It was agreed that further discussions would take place looking at a shared service central team to undertake the roles of SIRO's.

The meeting ended at 12.45pm

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W. Alow  
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Chief Secretary  
15/11/17 .  
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Date