

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 27 MARCH 2018 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 for Enterprise
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture
Mrs S Lowe, Chief Financial Officer, Treasury
Miss K Parkinson, Executive Assistant to the Chief Secretary, Cabinet Office

Anne Shorrock, Head of Employment Services, Office of Human Resources and Julia Davies, Programme Manager, Government Technology Services were in attendance for the following item.

023/18 PEOPLE INFORMATION PROGRAMME – ROLL OUT TO DEPARTMENTS

The Head of Employment Services provided the Group with an update on the People Information Programme (PiP) advising that:

- Payslips would be the first visible change
- Employee self-service and Manager self-service roll out by Department for personal information, annual leave, sick leave, MI
- Time and Expenses for all

The Departmental roll out will enable OHR to:

- Provide more on the ground support to each area, proportionate to need
- Meet differing operational needs in Departments
- Test the loading system, building up rather than a big bang approach
- Learn and apply our learning as we go through implementation

It was agreed that the Head of Employment Services would look into the recording of annual leave and time off in lieu and provide an update in due course.

The Chief Secretary asked for one of the PiP Team to attend the Group's weekly meeting on a Friday morning to provide an update during the roll-out period.

Anne Shorrock, Head of Employment Services, Office of Human Resources and Sarah Reader, Development Manager, Learning, Education and Development were in attendance for the following item.

024/18 ISLE OF MAN PUBLIC SERVICE PEOPLE STRATEGY – RETAIN AND ENGAGE

The Head of Employment Services provided the Group with an update on the retain and engage element of the Isle of Man Public Service People Strategy.

The Group were asked to consider and agree the following action areas:

- **Our leaders empower their teams and deliver on the Programme for Government**

Leaders show us the way and make it easy to get there

Revised: Leaders show us the way and help us to get there

- **We display the values and people qualities of the Isle of Man Public Service**

We all walk the walk

Revised: We do what we say we will

- **We have a sense of belonging to the Isle of Man Public Service**

We feel like we belong

The Group were asked to consider and agree the following principles:

- Vision, Values and People Qualities (or other Departmental behavioural framework) are at the heart of who we are and how we do things
- Engagement is about everyone – so action is required at OHR, Corporate, Departmental, Political, Strategic, Operational and Individual level is needed to deliver real impact
- We highlight, focus and build on what is already good, learning from each other
- Behaviours are as important to us as task in all roles (and leadership roles in particular)
- Chief Officers and SMT's are our engagement role models
- We trust in order to be trusted

The principles were agreed, but the Group asked the Head of Employment Services to put together wording for a further principle on addressing poor performance.

The Group discussed the Corporate Leadership Group, and it was agreed that members of this Group would be contacted in the near future to discuss values and actions going forward.

The Group discussed the word engage, and what this meant. It was agreed that the Head of Employment Services would provide the Group with different wording in due course.

The Group also agreed to a further workshop which would include linking the work on retain and engage and the Have Your Say Survey results.

Nicola Pitts, Legal Officer, Attorney General's Chambers was in the meeting for the following item.

025/18 GDPR UPDATE

The Legal Officer provided the group with an update on GDPR, stating that the enabling primary legislation had cleared in the House of Keys and the second reading in the Legislative Council. The consultation on the implementing regulations closed on 5th March and had been very helpful in identifying several areas of the regulations where changes may be made.

The next draft of the legislation following the consultation should be available by 18 April.

All Departments had now appointed their statutory Data Protection Officers, mandatory training for all staff is due to be rolled out week commencing 2 April 2018, which will be reviewed and updated annually. This will also form part of the corporate induction. The Legal Officer explained that for those employees that do

not have regular access to a computer or E-Learn Vannin Licence alternative service deliveries would be looked into.

The Legal Officer also advised that a set of standard privacy notices would be available and all Data Protection Officers would be working with their Departments to ensure they are in place by 25th May 2018.

026/18 ANY OTHER BUSINESS

There was no other business.

The meeting ended at 12.00pm

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W. Alow
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Chief Secretary
10/4/18
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Date

