

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP  
HELD ON TUESDAY 8 MAY 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  
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  
Miss K Parkinson, Executive Assistant to the Chief Secretary, Cabinet Office

**Apologies:** Mr N Black, Chief Executive, Department of Infrastructure  
Mrs S Lowe, Chief Financial Officer, Treasury

**038/18 MINUTES OF THE MEETING HELD ON 24 APRIL 2018**

Having been previously circulated the minutes of the Chief Officer Group ("the Group") monthly meeting held on 24 April 2018, were agreed and subsequently signed by the Chief Secretary.

**039/18 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 24 APRIL 2018**

There were no matters arising.

Lisa Airey, Sally-Ann Cain, Graham Dugdale, Kirstie Martin, Joel Smith and Tim Woakes were in attendance for the following item.

**040/18 SLDP GROUP UPDATE – DEVELOP, REVISE AND TEST THE SERVICE DELIVERY TOOLKIT FOR OUTSOURCING**

The SLDP Group provided the Group with an update on the progress to date, and provided further information on the next steps.

The Chief Secretary commented that the SLDP Group had mentioned priority based budgeting in their presentation, the SLDP Group confirmed that part of the toolkit will help to inform priority based budgeting. The Chief Secretary asked for this to be included in the CoMin paper.

The SLDP Group added that the toolkit is user friendly, and will provide consistency across all services which the IOM Government provide.

Following discussion, it was agreed that the SLDP Group would submit a CoMin paper via the Project Sponsor. If approved, the SLDP Group would then develop an e-learn training package to support the policy and Toolkit.

Caldric Randall, Financial Controller and Stephen Hind, Director, Audit Advisory were in attendance for the following item.

**041/18 MODERNISATION OF FINANCIAL REGULATIONS – JUNE 2018**

The Director, Audit Advisory provided the Group with an update on the modernisation of Financial Regulations, stating that there were two key changes to the Regulations:

- Mandatory financial training for all Officers
- Role of Budget Holder

The Director, Audit Advisory advised that along with the revised financial regulations there would be role focussed handbooks for both budget holders and delegated officers and a reconciliation of changes. It was agreed that the Group would have sight of the reconciliation document before being published.

The Chief Secretary asked the Director, Audit Advisory to work with the Clerk of Tynwald's Office and ensure that Tynwald Members and Statutory Boards receive the same training. Ensuring all Members and Officers are aware of the change to governance structures and their position and responsibilities. The Director, Audit Advisory agreed.

Dan Davies, Director of Change & Reform and Executive Office ('Director of C&R and EO'), Cabinet Office was in attendance for the following item.

#### **042/18 GOVERNMENT INFORMATION MANAGEMENT POLICY FRAMEWORK**

The Director of C&R and EO provided the Group with an overview of the paper which sought approval to establish an Information Management Policy Framework to ensure that information management across Government is approached in a consistent manner and compliant with relevant legislation.


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

- a) The Information Management Policy Framework, is adopted.
- b) A cross Government working group, representing the key areas of government with direct responsibility, is created with delegated authority to implement policy under the framework;
- c) The delegated group will assess and promote 'best practice' compliance across the Government including Departments, Statutory Boards and Offices;
- d) All Departments, Statutory Boards and Offices undertake to review their current policies, processes and standards aligning them to the central policy accepting this as the baseline minimum standard.

#### **043/18 ANY OTHER BUSINESS**

There was no other business.

The meeting ended at 11.30am

  
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 Chief Secretary  
 26/5/18-  
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 Date