

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 24 JULY 2018 AT 10.00 IN THE KING ORRY ROOM, CABINET
OFFICE, GOVERNMENT OFFICE**

Present: Mr W Greenhow, Chief Secretary, Cabinet Office
Mr N Black, Chief Executive, Department of Infrastructure
Dr M Couch, Chief Executive, Department of Health and Social Care
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

Apologies: Prof R Barr, Chief Executive, Department of Education and Children
Mr J Lalor-Smith, Deputy Chief Executive, Department of Home Affairs
Mr M Lewin, Chief Executive, Department for Enterprise

048/18 MINUTES OF THE MEETING HELD ON 10 JULY 2018

Having been previously circulated the minutes of the Chief Officer Group ("the Group") monthly meeting held on 10 July 2018, were agreed and subsequently signed by the Chief Secretary.

049/18 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10 JULY 2018

There were no matters arising.

Jon Callister, Executive Director, OHR, Anne Shorrocks, Director of HR Services and Hannah Leighton, Recruitment Improvement and Project Manager were in attendance for the following item.

050/18 PROPOSED AMENDMENTS TO THE GCSE QUALIFICATION REQUIREMENTS FOR SPECIFIC ROLES

**Paper
017/18**

The Group considered a paper submitted by the Executive Director, OHR which sought approval of the business case which proposed to make GCSE qualifications desirable rather than essential for AO, EO, and all secretarial roles.

The Director of HR Services stated that the GCSE qualification was a barrier to the retain and engage element of the People Strategy, and it is crucial to assess candidates on experience, skills and behaviours.

The Executive Director, OHR stated that if the Group agreed to the recommendation, an amendment to the PSC Civil Service Regulations would be required. The Chief Executive, DoI asked whether at the same time the 2 year office experience requirement for graduates could be removed from the regulations, as the majority do not have that experience. The Group agreed.

Following discussion, the Group agreed to Option 4 as set out in the paper to revise the requirements to make the GCSE requirement desirable rather than essential for all AO, EO and secretarial grades.

051/18 PEOPLE INFORMATION PROGRAMME PHASE 1

The Group noted a paper submitted by the Executive Director, OHR which provided an update on the latest progress towards the delivery of the People Information Programme Phase 1.

The Director of HR Services asked that the Group continue with their support for OHR Payroll and the rollout programme, and asked that Departments adhere to pay deadlines particularly.

052/18 CORRESPONDENCE GUIDELINES

The Group considered a paper submitted by the Executive Director, OHR which sought approval of the guidance and handling of correspondence.

Following discussion, the Group agreed to the recommendation as set out in the paper that the guidance is referred to the Council of Ministers for approval.

Dan Davies, Director Change & Reform and Executive Office joined the meeting.

053/18 INDUSTRIAL JEGS PROCESS

The Executive Director, OHR provided the Group with an overview on the proposed amendments of the Industrial JEGS process. The Group discussed and supported the principles and the next steps, as set out below:

- Complete Industrial JEGS
- Commence Review of Departmental Grades
- Finalise and negotiate new structure
- Assimilated existing roles onto new structure
- Identify pilot areas for flexible zone agreements
- Undertake detailed pay modelling

Liz Aelberry, Head of Corporate Communications, Jonathan Davies, Communications Executive and Charles Hunt, Graphic Designer were in attendance for the following item.

054/18 FUTURE OF CORPORATE COMMUNICATIONS

The Head of Corporate Communications, Communications Executive and Graphic Designer provided the Group with a presentation on the future of Corporate Communications.

The Group thanked the Head of Corporate Communications and her team for their presentation, and confirmed they were happy with the way forward for Corporate Communications for the IOMG.

055/18 ANY OTHER BUSINESS

The Chief Executive, DOI provided the Group with an update on Rally IOM.

The Chief Secretary announced that following a formal assessment process, Dan Davies had been offered and had accepted the role of Interim Chief Executive Officer for the Department of Home Affairs on a fixed term appointment of one year.

The meeting ended at 12.30pm


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Chief Secretary


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Date