

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 13 NOVEMBER 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 D Davies, Chief Executive, Department of Home Affairs
Mr M Lewin, 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

083/18 MINUTES OF THE MEETING HELD ON 23 OCTOBER 2018

Having been previously circulated the minutes of the Chief Officer Group ("the Group") monthly meeting held on 23 October 2018, were agreed and subsequently signed by the Chief Secretary.

084/18 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 23 OCTOBER 2018

There were no matters arising.

Caldric Randall, Financial Controller was in attendance for the following item.

085/18 BUDGET PROCESS

The Financial Controller provided the Group with an update on the budget process for 2019.

The Financial Controller advised that all Departments should have received their high level feedback from the both the capital and revenue bid process.

The Group discussed the theme of public record submissions for revenue bids, and it was agreed that the Group needed to pick this up and bring all of the bids into one place to be discussed at the next meeting.

The Financial Controller confirmed that the capital bids were being submitted to the Council of Ministers on 29 November 2018, and advised that he had not yet received all of the department narratives which were due in by 5 December 2018.

Jennie Wheeler, Change and Reform Programme Lead was in attendance for the following item.

086/18 PROGRAMME FOR GOVERNMENT

The Change and Reform Programme Lead provided the Group with an update on the Q1 and Q2 reports which were being submitted to the Council of Ministers on 15 November 2018.

The Group discussed the Minister for Policy and Reforms motion for Tynwald, and it was agreed that a number of Ministers would stand following the Motion and reflect on some of their Department successes.

The Change and Reform Programme Lead added that a new reporting system was currently being tested by the Team, which will make it easier for Departments to record their data. The Change and Reform Programme Lead stated that it would record the % complete by action, so that Departments can see how well they are progressing against delivery. The reports created from the system will be provided to the Group and the Sub-Committees.

The Group had a discussion with regards to the Key Performance Indicators, it was agreed that the Group would go back to their Departments to review if the measures stated were helping to support the delivery and were calculating the completed actions.

The Group also agreed that a CoMin workshop on the Programme for Government would be arranged in due course.

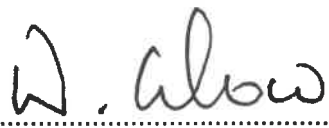
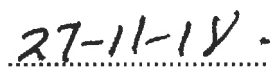
The Chief Financial Officer stated that following the recent Treasury roadshows, there were a lot of good ideas which would be forwarded to the Group for their information.

087/18 ANY OTHER BUSINESS

The Group asked that following the email received, stating that there had been a delay to the planned roll out for the People Information Programme, whether Oracle would be re-instated to provide absence statistics. It was agreed that the Executive Assistant would confirm this with the Office of Human Resources.

Action:
Kayleigh
Parkinson

The meeting ended at 11.20am


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Chief Secretary

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Date