

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 12 MARCH 2019 AT 10.00 AM 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 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
Mr C Randall, Interim Chief Financial Officer, Treasury
Miss K Parkinson, Acting Executive Assistant to the Chief Secretary, CO

Apologies: Mr N Black, Chief Executive, Department of Infrastructure

020/19 MINUTES OF THE MEETING HELD ON THE 26 FEBRUARY 2019

Having been previously circulated the minutes of the Chief Officer Group ("the Group") quarterly performance meeting held on 26 February 2019, were agreed and subsequently signed by the Chief Secretary.

021/19 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 26 FEBRUARY 2019

There were no matters arising.

Michelle Mitchell, Joyce Hall, Sue Mowle, and Ian Bates were in attendance for the following item.

022/19 SLDP GROUP PRESENTATION – SHOULD WE, AND IF SO HOW DO WE GET TO SINGLE STATUS EMPLOYER?

The Executive Director, OHR as sponsor for the project introduced the SLDP Group.

Michelle Mitchell provided the Group with an overview of the work undertaken by the Group, and presented the scope of the current position, the options for change and the next steps.

The Chief Executive DHA, commented that their presentation was concise and set out the issues based on the why and asked the Executive Director, OHR whether it would be worth looking at a model set of Terms & Conditions to work towards rather than worrying about single status employer.

The Executive Director, OHR stated that the T&C's are all within individual contracts of employment, but amending policies and procedures is easier done and could be negotiated across all employment groups.

The Chief Executive, DHA suggested undertaking a risk based analysis to weight the answers, and prepare a criteria to score against.

Joyce Hall suggested that the Office of Human Resources would lead on this to explore the options, the Chief Secretary asked whether the SLDP Group saw this as part of their development, to be a part of that working group and help take this forward.

Following discussion it was agreed that a harmonised working group across all of those areas should be looked at, the Group agreed with the recommendations, but needed to understand the how, why, timescales and what was required. It was agreed that this would be discussed further once the Group had reflected on the discussion.

The Group thanked the SLDP Group for their presentation.

023/19 OHR UPDATE

The Executive Director, OHR provided an update following the Public Services Commission (PSC) workshop which looked at the future of the PSC, it was agreed that a joint workshop with the PSC and the Group would be held in due course.

The Executive Director, OHR provided an update on the People information Programme stating that the check point would be next week to see if the Division would still be on track with regards to the timetable set out at the Group's meeting held on 26 February 2019.

024/19 DEPARTMENT FOR ENVIRONMENT, FOOD AND AGRICULTURE STRUCTURE

The Chief Executive, Department for Environment, Food and Agriculture provided an overview of the changes to the Structure within the Department following some departures of employees within the Director structure.

025/19 OFFICE RATIONALISATION STRATEGY

The Group considered a paper submitted by the Director of Strategic Management and Valuations on the office rationalisation strategy.

The Director of Strategic Management and Valuations provided the Group with an overview of the paper.

The Group discussed working from home, removing paper from offices and allowing more digitising (Archiving etc), the capacity within existing areas to adapt existing space, and reducing the demand for space. The Group discussed shorter term plans to fix longer term solutions and not needing the requirement for new builds, to not expand the estate but make the estate work better for the Departments.

The Chief Executive, DfE stated that more resource should be put into SAMU to drive through the model and the digitisation, the Director of SAMU added that he was currently working on an overall strategic property management paper.

The Group discussed prioritisation and understanding the impact on other corporate initiatives in taking on this project. The Chief Executive, DEFA stated that if this was implemented it would affect front line services, but the outcomes would be beneficial.

It was agreed that the Director, SAMU would discuss with the Executive Director, GTS and they would come back to the Group in due course with a presentation on how they interlink. It was agreed that the Director, SAMU should build the invest to save scheme into his paper and provide a model on how many offices we have and how many people sit within those offices.

The Group agreed to the recommendations as set out in the paper but needed to include those points above, and agreed to support the Director of SAMU to take the recommendations through Treasury.

026/19 INTERNATIONAL MATTERS

The Chief Secretary provided the Group with an overview of the matters on the international agenda.

027/19 ANY OTHER BUSINESS

There was no other business.

The meeting ended at 16:30.

W. Chow

Chief Secretary

26/03/19

Date

