

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP
HELD ON TUESDAY 26 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

028/19 MINUTES OF THE MEETING HELD ON THE 12 MARCH 2019

Having been previously circulated the minutes of the Chief Officer Group ("the Group") quarterly performance meeting held on 26 February 2019 and the meeting held on 12 March 2019, were agreed and subsequently signed by the Chief Secretary.

029/19 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 12 MARCH 2019

There were no matters arising.

Adam Smith, Rachel Faragher, Andy Wade and Stewart McLaren were in attendance for the following item.

030/19 SLDP GROUP PRESENTATION – REVISIT PREVIOUS PROPOSALS ON THE STRUCTURE OF A DEPARTMENT FOR THE FUTURE

The Chief Executive, DfE as sponsor for the project introduced the SLDP Group.

Rachel Faragher provided the Group with an overview of the work undertaken by the Group, and presented the findings from the Group.

The Group stated that there were two options considered, but as the one stop shop was still being looked at by the Cabinet Office the SLDP Group decided to look at the one Department in Government which was purely future focussed. The Group confirmed they had spoken to all of the Chief Officer Group individually. The SLDP Group felt that the message from most of the Chief Officers was that they didn't always have the time required to consider the longer-term issues that could effect the Island, as they were dealing with various other matters including day to day issues, political engagement etc.

The Group presented the four levels, of their vision for the future focused IoM Government:

- Level 1 – Polity Toolkit
- Level 2 – Virtual Hub (sharing our learning)
- Level 3 – Physical Hub/Policy Community
- Level 4 – Think Tank

The Group provided a summary and explained that they felt this was an opportunity to drive the standard of Government policy forward, improve the resilience of Government and create a meaningful shift towards longer-term thinking. The SLDP Group provided their recommendations and delivery to the Group:

- Approve actions to develop Level 1 and Level 2
- By October 2019 completion and return to the Group for approval to take to the Council of Ministers for implementation and use
- After implementation, return to the Group to see if Level 3 and 4 remain relevant and desired

The Chief Secretary stated that it would be useful for the Group to work with Sheila Lowe, Executive Director Programme Management within the Cabinet Office whilst working through the processes.

The Group had a discussion as to what the future of the Departments would look like and how they would operate if this was to be implemented. The Chief Secretary stated that it should be looked at, as a step by step approach following the recommendations, and further look at how this fits in with the Groups future of the Departments.

The Chief Executive, DHSC asked the SLDP Group what were the expected outcomes at each level identified. The Group confirmed:

Level 1 – resilience, consistency, transparency

Level 2 – known data sets, resources

Level 3 – Provides the guidelines, documentation, tools to help support those officers

Level 4 – Briefing papers, topics from across other jurisdictions – shared learning

The Group discussed the first enabling actions – what is good policy, what do we mean by strategy and how do they sit together.

The Chief Secretary stated that the Group should add that policy should be consulted before drafting legislation, adding that one of the outcomes should be better legislation. The next phase for the Group would be to gain an understanding that this should not be done in isolation, look at how this fits into the digital agenda, legislation, and strategic direction.

The Group discussed the difference between strategy and policy, and how this means something different to many officers. There was no definition of policy within the paper, the SLDP Group confirmed that the paper does state that operational matters would not be considered, it was agreed that this would be inserted into the definition.

The Group thanked the SLDP Group for their presentation.

Jon Callister, Executive Director, Ruth Hannah, LEaD and Jo Roberts, Head of Learning and Development were in attendance for the following item.

031/19 HAVE YOUR SAY SURVEY 2019 - OPTIONS

The Head of Learning and Development provided the Group an overview of the paper, and asked the Group to consider the options outlined in the paper for the direction for the IoM Public Service 2019 survey.

The Group discussed the options, and agreed that as the Group had made a commitment to all staff and that it provides internal benchmarking which is essential the Group supported option 2 as set out in the paper:

This option would involve running the survey in its current format. The advantages of running the survey 'as is' would include the ability to perform longitudinal analysis as well as familiarity and continuity with the format. However, this option requires investment (£38k) and some elements of the cost, which are included in the prices from providers, are not considered value for money (i.e. benchmarking). There is also disadvantage in asking some questions for the sole purpose of collecting data, particularly those questions

that have not resulted in action because they have maintained a positive score (i.e. > 60%) over the previous three surveys.

The Director of Learning, Education and Development (LEaD) provided an update stating that the Division will be going round to all Departments to see if there is anything that LEaD need to do differently or specific for the Departments.

The Group discussed the usage of smart devices and Outlook, it was agreed that the Executive Director, OHR would meet with the Executive Director, GTS to discuss and review the current policies.

Anne Shorrock, Director of HR Services was in attendance for the following item.

032/19 PEOPLE INFORMATION PROGRAMME (PIP) UPDATE

The Director of HR Services went through the plan for the light rollout of PIP which will include employee self-service and manager self-service and will enable employees to:

- Check personal details
- Check payslip
- Check reporting line

The Group went through the timeline for implementation within the various Departments.

The Chief Executive, DEFA raised an issue with the dates that DEFA had been issued due to the Department restructure, there may be delay but confirmed that the Department were working to the timeline issued.

The Director of HR Services stated that OHR will be out in Departments and be visible during the roll out period, to ensure the first sign on is easy for employees. The Director of HR Services also advised that the PIP buddies will receive a further briefing. The Group were in agreement.

033/19 CENTRALISATION OF POLICY RESOURCE

The Group considered a paper submitted by the Executive Director, Programme Management.

The Executive Director, Programme Management provided an overview of the paper.

The Group discussed the two different areas within the paper:

- Centralising of policy
- Bringing together resources to produce the policy

The Executive Director, Programme Management added that the paper had been looked at in relation to the OHR Business Partner model and confirmed that it would be dealt with on a case by case basis.

The Group had a discussion with regards to operational policy and procedure, and being clear about the political ownership and whether this would change the legal accountability or not. Following discussion, it was agreed that the paper should identify some of the areas.

It was agreed that the Chief Secretary and the Executive Director, Programme Management would go through the paper and strengthen in the areas discussed, and bring back to the Group in due course.

David Corlett, Senior External Relations Officer and Jo Taylor, Senior Brexit Co-ordinator were in attendance for the following item.

034/19 BREXIT UPDATE

The Senior External Relations Officer provided the Group with an update on the UK position on Brexit.

It was agreed that impact groups were to be established as set out in the appendix circulated, and the pro formas to be used to report on any issues through those impact routes. It was agreed that the Senior Brexit Co-ordinator would send out the templates to the respective officers in due course.

The Group discussed that a Deputy would need to in place if Chief Officers weren't office to sign of the returns (Appendix 2) on a daily basis, and there would need to be an audit trail with each of the returns.

The Group discussed having weekly updates on Brexit as and when required.

The Group discussed communications, and that all Departments needed to be aware that there should be no communication to Media, Public or UK without it going through the central Brexit team, so that they can control all communications. The Group also discussed that Ministers should refer all communications on Brexit via the Chief Minister for his approval.

The Senior External Relations Officer stated that he had prepared high-level messages which had gone to the Communications Division, and it was hoped that this could be sent to the Group once approved.

The Group discussed that all Department members needed to be aware that there were contingency plans in place, and that we are apart of the bigger picture. It was also required to be confirmed that all of this information was highly confidential.

035/19 ANY OTHER BUSINESS

The Chief Executive, DESC stated that the consultation on the Education Bill would close on Friday 29 March and there had been 600 submissions received so far.

The meeting ended at .

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W. Alou
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Chief Secretary
14 May 2019
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Date