

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP HELD ON  
TUESDAY 9 JULY 2013 AT 10.00 AM IN THE KING ORRY ROOM,  
CHIEF SECRETARY'S OFFICE, GOVERNMENT OFFICE**

**Present:** Mr W Greenhow, Chief Secretary  
Mr N Black, Chief Executive, Department of Community, Culture and Leisure  
Mr C Corlett, Chief Executive, Department of Economic Development  
Mr S Dobson, Chief Executive, Department of Education and Children  
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture  
Mr D Killip, Chief Executive, Department of Health  
Mr M Kelly, Chief Executive, Department of Home Affairs  
Mr I Thompson, Chief Executive, Department of Infrastructure  
Mrs Y Mellor, Chief Executive, Department of Social Care  
Dr M Couch, Chief Financial Officer, Treasury  
Mr C Kniveton, Chief Executive, Business Change Management Group  
Mr E Southworth, Director, Manx National Heritage

**Apologies:** Mr J Callister, Chief Officer, Office of Human Resources

**In attendance:** Mrs A Martin, Director of Performance and Delivery, Chief Secretary's Office  
Mr D Davies, Director, Transforming Government Programme, CSO  
Ms J D Hetherington, Policy and Research Officer, CSO

**047/13 MINUTES OF THE MEETING OF 11 JUNE 2013**

Having been previously circulated the Minutes of the meeting of 11 June 2013 were agreed and signed by the Chief Secretary.

**048/13 MATTERS ARISING**

There were no matters arising.

**049/13 CHIEF OFFICER GROUP TERMS OF REFERENCE**

Paper 014/13

Consideration was given to a paper which detailed a revised version of the Group's Terms of Reference ("ToR") as submitted by the Chief Secretary.

Following discussion, the Group concurred that the revised ToR were clear and constructive and agreed them subject to a number of minor revisions.

**050/13 CHIEF OFFICER DEVELOPMENT CENTRES**

Paper 011/13

The Group considered a paper submitted by the Office of Human Resources detailing the positive outcomes from three Chief Officer Development Centres held between February and May 2013.

The Group fully endorsed the continued development of aspiring Chief Officers by releasing them from their respective Departments to take up development opportunities outside of their own areas of specialism.

The Group also agreed to provide development opportunities within their respective Departments, to include project work, shadowing opportunities and mentoring support.

**051/13 EMPLOYEE ENGAGEMENT STRATEGY**

Paper 012/13

The Group considered a paper submitted by the Director of the Transforming Government Programme, detailing an employee engagement plan for Isle of Man Government which included a survey to provide a baseline measurement of employee engagement. It was noted that the plan was designed to work in partnership with Departments to support and facilitate their officers, which the Group welcomed.

**052/13 LEGISLATIVE PROGRAMME 2012/13 AND 13/14 – UPDATE**

The Director of Performance and Delivery updated the Group with regard to the Legislative Programme.

Following discussion it was agreed that the role of each Department's appointed Legislation Officer was crucial in ensuring that the Legislative Programme was kept up to date and could be progressed as efficiently as possible with the Attorney General's Chambers.

**053/13 UK/EU RELATIONS**

Paper 013/13

The Group noted a briefing paper submitted by the Director of European Affairs on the potential implications of a UK 'divorce' from the EU if there were to be an outright Conservative majority win at the May 2015 General Election, following which an 'in/out' referendum on the UK's continued membership of the EU took place by 2017 as promised by the Prime Minister, David Cameron.

**054/13 TRANSFORMING GOVERNMENT**

The Director of the Transforming Government Programme presented the Group with an update of transformational progress. The Group noted that the core and non-core functions of Departments were being reviewed and acknowledged that benchmarking was a useful tool which should be explored further.

**055/13 PERFORMANCE AND DELIVERY**

The Director of Performance and Delivery updated the Group on the following:-

**a. Performance Management Quarter 1 Report**

The Group noted the deadline of Friday 12 July 2013 for the submission of corporate performance objectives.

**b. Business Plans**

The Group noted that the majority of Departmental business plans had been finalised.

**056/13 ANY OTHER BUSINESS**

**a. Communications**

The Group noted that the Chief Minister had recently reiterated the importance of effective communications in the delivery of efficient public services.

**b. Review of Government Services**

The Group noted that the Chief Minister would be making a statement at the July 2013 sitting of Tynwald regarding the Government review of services for delivery by alternative means.

**c. Departmental visits**

The Group noted that the Chief Minister and the Chief Secretary would be visiting each Department over the summer period.

**057/13 DATE OF NEXT MEETING**

The Group noted that the date for the next monthly meeting was Tuesday 13 August 2013 in the King Orry Room, Third Floor, Government Office, Douglas.

The meeting closed at 12.44pm.

*W. Alow*  
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Chief Secretary

*13/8/13*  
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Date