

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP HELD ON
TUESDAY 13 AUGUST 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 Infrastructure
Mr S Dobson, Chief Executive, Department of Education and Children
Mr D Killip, Chief Executive, Department of Health
Mr M Kelly, Chief Executive, Department of Home Affairs
Ms J Gale, Chief Operating Officer, Department of Community, Culture and Leisure
Dr M Couch, Chief Financial Officer, Treasury
Mr J Callister, Chief Officer, Office of Human Resources
Miss M A Norman, Acting Head of Chambers, Attorney General's Chambers

Apologies: Mr C Corlett, Chief Executive, Department of Economic Development
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture
Mrs Y Mellor, Chief Executive, Department of Social Care
Mr C Kniveton, Chief Executive, Business Change Management Group
Mrs A Martin, Director of Performance and Delivery, CSO

In attendance: Mr D Davies, Director, Transforming Government Programme, CSO
Miss R Dawson, Policy and Research Officer, CSO

058/13 MINUTES OF THE MEETING OF 9 JULY 2013

Having been previously circulated the Minutes of the meeting of 9 July 2013 were agreed and signed by the Chief Secretary.

059/13 MATTERS ARISING

a. Transforming Government

Minute 054/13

The Chief Secretary advised that working groups would be established to assist the Council of Ministers in the strategic planning process in relation to the definition of core and non core services.

060/13 PUBLIC SERVICE COMMISSION

Paper 016/13

The Chief Officer Group considered a paper submitted by the Office of Human Resources detailing the outcome of the consultation on the proposal to establish a Public Services Commission.

The Group fully supported the submission of the recommendations contained within the paper to the Council of Ministers.

061/13 TRANSFORMING GOVERNMENT

The Director of the Transforming Government Programme presented the Group with an update on the Customer First Website. The Group noted that the switch over date from www.gov.im to Customer First website was planned for early September and that the information contained on www.gov.im would

be archived. Departments would be requested to confirm that they were content with this approach.

062/13 PERFORMANCE AND DELIVERY

Paper 015/13

The Group considered a paper submitted by the Director of Performance and Delivery requesting that intervention plans be prepared for those objectives reported as an exception in Quarterly Performance Reports submitted to the Council of Ministers.

The Chief Secretary stressed the importance of ensuring that there are internal controls to monitor the extent to which the organisation is achieving against the objectives under Agenda for Change, taking corrective action as appropriate when measures were under performing.

The Group agreed that the intervention plans for Quarter 1 would be submitted for discussion at the meeting arranged for 10 September 2013.

063/13 HUMAN RESOURCES

Mr Callister, Chief Officer, presented his report from the Office of Human Resources as follows:-

a. Settlement Agreements

Mr Callister advised that guidance would be issued on the use of Settlement Agreements which would include information on FD30 of the Financial Regulations.

b. Pay Negotiations 2013/14

An update was given on pay negotiations for several Government Bodies.

c. Manx Executive Challenge

Chief Officers agreed to consider nominations for the Manx Executive Challenge which would give civil servants a unique personal development opportunity to work with people from a variety of business sectors.

d. Scope of Government

Mr Callister reminded the Group that if staff meetings were arranged the respective Union representatives should be invited.

064/13 ANY OTHER BUSINESS

a. Pay Award for Teachers

The Chief Executive, Department of Education and Children, advised that due to the United Kingdom moving to significant changes in pay and conditions agreements for teachers there would be a requirement for the Island to introduce a policy on teachers' pay awards.

b. Awards for Excellence

The Chief Secretary encouraged the Group to submit nominations for Awards for Excellence from within their Departments for any of the available categories.


c. Retirement of Mr Dobson

The Chief Secretary, in acknowledgement that this would be Mr Dobson's last Chief Officer Group meeting, thanked him for all his support and input during his time as Chief Executive at the Department of Education and Children and wished him a long and happy retirement.

065/13 DATE OF NEXT MEETING

The Group noted that the date for the next monthly meeting, Tuesday 10 September 2013, was liable to change and would be notified in due course.

The meeting closed at 11.45am.


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Chief Secretary
17/9/13.
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Date

