

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP HELD ON  
TUESDAY 17 SEPTEMBER 2013 AT 2.00PM IN THE KING ORRY ROOM,  
CHIEF SECRETARY'S OFFICE, GOVERNMENT OFFICE**

**Present:** Mr W Greenhow, Chief Secretary, Chief Secretary's Office (CSO)  
Prof. R Barr, 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 N Black, 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 and  
Department of Community, Culture and Leisure  
Mr J Callister, Chief Officer, Office of Human Resources  
Miss M A Norman, Acting Head of Chambers Management, Attorney General's  
Chambers  
Mr E Southworth, Director, Manx National Heritage

**Apologies:** Mr C Corlett, Chief Executive, Department of Economic Development  
Mr M Kelly, Chief Executive, Department of Home Affairs

**In attendance:** Mrs A Martin, Director of Performance and Delivery, CSO  
Mr D Davies, Director, Transforming Government Programme, CSO  
Mrs C Hunter, Head of Communications, CSO  
Mr C Hawker, Assistant Financial Controller, Treasury  
Ms J D Hetherington, Policy and Research Officer, CSO

**066/13 MINUTES OF THE MEETING OF 13 AUGUST 2013**

Having been previously circulated, the minutes of the meeting of 13 August 2013 were agreed and signed by the Chief Secretary, subject to the following amendment:

**a) Addition of officer present at the meeting**

Miss M A Norman, Acting Head of Chambers, Attorney General's Chambers.

**067/13 MATTERS ARISING**

The Chief Secretary welcomed the Head of Communications, Mrs C Hunter to the meeting. The Chief Officer Group ("the Group") noted that a representative from the Communications Unit would be attending all future meetings, in order to facilitate the flow of information between the Group, the Council of Ministers and the public.

**068/13 FISCAL REBALANCING UPDATE**

The Assistant Financial Controller, Mr C Hawker presented a "Fiscal Rebalancing Update" to the Group which provided further details of net expenditure, gross expenditure and income expectations across Government to 2016-17. Consideration was also given to strategic rebalancing considerations and the projected growth in gross expenditure by type in

addition to that of Departments, Boards and Offices. The Group also noted details of gross expenditure by outcome and associated growth projections to 2015-16.

During discussion of gross expenditure by outcome, it was noted that means-tested payments accounted for the lowest percentage of Government spending. Contextually, it was also noted that as means-tested spending was a third of (non means-tested) subsidy spending, the potential for savings to be achieved through reductions in means-tested spending could be lower than anticipated by the public.

Following discussion, it was agreed that in relation to budgets, the Group should stay focussed on meaningful, open, cross-Departmental dialogue in order to focus on the effective and accountable delivery of Government's priorities. The Group also noted that there was a pay budget freeze in place and not a staff pay freeze.

**069/13 CAPITAL ESTIMATES PROGRAMME**

Paper 017/13

The Assistant Financial Controller, Mr C Hawker informed the Group of the latest financial projections to be considered in setting the Capital Programme for the period 2014-15 to 2018-19 and to determine the inclusion of schemes put forward in June 2013.

**070/13 SCOPE OF GOVERNMENT**

The Programme Director for Government Transformation, Mr D Davies and the Chief Executive of Business Change, Mr C Kniveton updated the Group on the work of the Transforming Government Programme.

The Group noted that the majority of reports had been received from all sections of Government describing potential alternate means of service delivery, in compliance with the deadline of 31 December 2013 as set by the Chief Minister in Tynwald. It was further noted that the reports were under review in order to identify areas which could bring significant savings to Government.

**071/13 PERFORMANCE AND DELIVERY**

The Director of Performance and Delivery, Mrs A Martin confirmed that Government is approaching its second quarterly ("Q2") reporting stage.

The Group noted that if the RAG status reports for any of its outcome-based objectives were denoted as amber or red, the responsible Department should submit an accompanying intervention report with its Q2 return, and short templates would be circulated by the Chief Secretary's Office for this purpose. The Group noted that only exception reports would be presented to Council.

**072/13 HUMAN RESOURCES – UPDATE FROM CHIEF OFFICER**

The Group noted that there were no updates to report from the Office of Human Resources.

The Group considered a paper submitted by the Chief Secretary's Office, which detailed the routine performance management of the Tynwald Policy Decisions Report. The Group noted that the report had been considered and agreed by Council and was due to be laid before Tynwald at its forthcoming sitting of October 2013.

**074/13**

**ANY OTHER BUSINESS**

**i) Chief Officer Session Outcomes 27 August 2013**

The Group agreed that Departmental updates relating to actions to be built into the COG agenda would be considered at the next meeting of Tuesday 8 October 2013. Departmental updates are to be submitted to Joanne Hetherington, Chief Secretary's Office by 5.00pm Friday 27 September 2013.

**ii) Public Accounts Committee Reports**

The Group noted a reduced timeframe within which Government is required to respond to PAC Reports laid before Tynwald. It was agreed that further advice would be issued to Departments on this matter by the Chief Secretary's Office.

**iii) Treasury website**

The Group noted that in a measure to support the Government's transparency agenda, as defined within its Agenda for Change priorities, the Treasury is developing a website to enable the public to access the most up-to-date budgeting information. Following discussion, it was agreed that Chief Officers would be invited to review the website and provide constructive feedback to the Treasury before the site goes live.

**075/13**

**DATE OF NEXT MEETING**

The Group noted that the next meeting would be held at 3.00pm, Thursday 19 September 2013 in the King Orry Room, Third Floor, Government Office, Douglas.

The meeting closed at 5.00pm.

*W. Abow*  
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Chief Secretary

8/10/13  
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Date

