

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP HELD ON  
TUESDAY 8 OCTOBER 2013 AT 10.00AM IN THE KING ORRY ROOM,  
CHIEF SECRETARY'S OFFICE, GOVERNMENT OFFICE**

**Present:** Mr W Greenhow, Chief Secretary, Chief Secretary's Office (CSO)  
Mr C Corlett, Chief Executive, Department of Economic Development  
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 M Kelly, Chief Executive, Department of Home Affairs  
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

**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

**076/13 MINUTES OF THE MEETING OF 17 SEPTEMBER 2013**

Having been previously circulated, the minutes of the meeting of 17 September 2013 were agreed and signed by the Chief Secretary.

**077/13 MATTERS ARISING**

**a) Quarterly performance sessions**

The Group noted that quarterly performance sessions would be scheduled in order to focus upon the content of the Isle of Man Government's performance management website. It was noted that this would enable the public to monitor where Government targets have been met and on areas where further work was required.

**078/13 MANAGING SICKNESS AT WORK**

Paper 019/13

The Group considered a paper submitted by the Office of Human Resources ("OHR") which detailed the outcome of a review on the effectiveness of "Return to Work" interviews as part of managing sickness at work. Chief Officers were invited to encourage, nominate or instruct more of their managers to attend the Management of Sickness Absence Training, provided by OHR.

**079/13 PERSONNEL CONTROL MECHANISM**

Paper 020/13

The Group considered a paper submitted by OHR which detailed the total number of posts across the public service at the end of the first quarter of the financial year (2013-14). The paper also provided a breakdown by Department

against budgeted posts. The Group noted that the statistics had been sourced from information recorded on the personnel database.

**080/13 CHIEF OFFICER SESSION OUTCOMES**

The Group noted that Departmental updates relating to actions to be built into the COG agenda were still to be considered.

**081/13 TYNWALD POLICY DECISIONS**

The Group noted that the progression of Tynwald policy decisions would be reviewed at regular intervals in order to support the appropriate and timely implementation of decisions, prior to the submission of an annual report to Tynwald. The Group also noted that these reviews would be incorporated into the quarterly performance sessions.

**082/13 POLICY PRIORITIES**

During discussion, the Group noted Council's endorsement of working corporately (i.e. cross-Departmentally) to achieve Government's strategic priorities and a financially sustainable future for the Isle of Man. The Group also noted that further work would be carried out with the Council of Ministers to progress Government's strategic priorities.

**083/13 PERFORMANCE AND DELIVERY**

The Group noted that the Director of Performance and Delivery had circulated e-mail correspondence in regard to Departmental submissions.

**084/13 HUMAN RESOURCES – UPDATE FROM CHIEF OFFICER**

The Group noted that the issue of Civil Service pay would be subject to a union ballot in the forthcoming week. It was also noted that work was continuing in regard to establishing a Public Services Commission.

**085/13 TYNWALD SITTING – OCTOBER 2013**

The Chief Secretary advised that in accordance with item 3 of the Tynwald Order Paper for October 2013, the Chief Minister would be making a statement on Government progress and priorities for the year ahead.

**086/13 ANY OTHER BUSINESS**

**a) Project Management Methodology**

The Director of the Transforming Government Programme advised the Group that there had been minor revisions made to a request form within the Government's programme management methodology, which would be circulated in due course.

**ACTION DD**

The meeting closed at 12.30 pm.

*W. Greenhow*

Will Greenhow, Chief Secretary

*2/11/13*

Date