

**MINUTES OF THE MEETING OF THE CHIEF OFFICER GROUP HELD ON
TUESDAY 12 NOVEMBER 2013 AT 10.00 AM IN THE KING ORRY ROOM, CHIEF
SECRETARY'S OFFICE, GOVERNMENT OFFICE**

Present: Mr W Greenhow, Chief Secretary, Chief Secretary's Office (CSO)
Mr C Kniveton, Chief Executive, Business Change Management Group and
Department of Community, Culture and Leisure
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
Mr J Callister, Chief Officer, Office of Human Resources
Miss M A Norman, Acting Head of Chambers Management, Attorney General's
Chambers

Apologies: Dr M Couch, Chief Financial Officer, Treasury

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

**087/13 MAXIMISING INFORMATION AS A CORPORATE ASSET FOR ISLE OF
MAN GOVERNMENT**

**In attendance members of the Senior Management Development Programme:-
Iain Kewley (DH); Peter Faragher (DH); Dave Kinrade (CSO); Allen Bell (Fire);
Jean Ellis (DSC); Neil Caine (WASA)**

The Chief Officer Group ("the Group") received a presentation from the first Senior Management Development Programme ("SMDP") team on its work regarding maximising information as a corporate asset for Isle of Man Government. The Group was also provided with an online link to the presentation.

The presentation covered a number of key areas including the current enablers and barriers to information management within Government. The Group considered and noted four recommendations for the delivery of more appropriate and effective information management.

The Group fully acknowledged that further work was required to realise the full benefits of effective information sharing across Departments, and that strong leadership was essential to achieve these changes. The SMDP team was thanked by the Chief Secretary for its valuable contribution on this project.

The team left the meeting.

088/13 POWERS OF DELEGATION ACROSS ISLE OF MAN GOVERNMENT

In attendance members of the Senior Management Development Programme:- John Wrigley (DoI); Justine Gale (DCCL); Dawn Henley (DH); David Gooberman (DED); Antony Boyd (DEFA)

The Group received a presentation from the second SMDP team on its work regarding powers of delegation across Isle of Man Government. Copies of supporting documentation were circulated to the Group in the form of workbooks.

The presentation focussed on the delegation framework currently in place within Government and considered the issues surrounding the interface between Tynwald Members and Officers. The strategic and organisational implications of ineffective delegation were also considered. The Group discussed and noted three recommendations to achieve a more effective delegation system and agreed that it would be constructive to extend the presentation to Ministers and Members.

ACTION SMDP / CSO

The Group recognised a number of parallels between the findings of the two SMDP presentations, which included a need to increase both transparency and consistency, in addition to reducing bureaucracy. The Chief Secretary thanked the SMDP team for its valuable contribution to this project.

The team left the meeting.

Jon Callister, Chief Officer, Office of Human Resources joined the meeting

089/13 MINUTES OF THE MEETING OF 8 OCTOBER 2013

Having been previously circulated, the Minutes of the meeting of 8 October 2013 were agreed and signed by the Chief Secretary.

090/13 MATTERS ARISING

a) Feedback from Chief Minister's statement in Tynwald, October 2013

The Group discussed feedback received from staff at Departmental level in regard to the Chief Minister's statement at the October 2013 sitting of Tynwald. It was noted that a number of issues had been raised, which included Government pensions, the future of the Manx Electricity Authority and Isle of Man Water and Sewerage Authority, in addition to the economic and international aspects of Government's work.

091/13 TRANSFORMING GOVERNMENT

Mr D Davies, Programme Director, updated the Group on the work of the Transforming Government Programme. The Group noted that the deadline date for the submission of Departmental responses to the Scope of Government project remained in place for 30 November 2013.

The Group also noted that following a recent meeting in October 2013 attended by the Chief Secretary, the Programme Director and the Isle of Man Chamber of Commerce, closer working relationships were being developed in order to facilitate the delivery of Government's strategic priorities. It was agreed that further work would be carried out to engage the Third Sector as stakeholders.

ACTION DD

092/13 PERFORMANCE AND DELIVERY

Mrs A Martin, Director of Performance and Delivery updated the Group on a number of areas.

The Group was thanked for its ongoing engagement and participation in the current data gathering exercise to understand and collate the costs of answering parliamentary questions.

The Group noted that the most recent Performance Report had been published on time. The Group also acknowledged that further work was required to develop performance targets and populate the Government's [Performance at a Glance](#) website.

It was noted that the Chief Secretary's Office was carrying out a piece of work to document the governance standards of its committees, which would be shared with the Group in due course to facilitate officers across Government.

ACTION AM

093/13 HUMAN RESOURCES – UPDATE FROM CHIEF OFFICER

The Group noted that results of a recent union ballot in regard to Civil Service Pay had not yet been published.

094/13 CAPABILITY PROCEDURES AND SETTLEMENT AGREEMENTS

Paper 021/13

The Group considered a paper submitted by the Office of Human Resources in connection with capability procedures and settlement agreements detailing information which had been considered by the Council of Ministers at its meeting of 17 October 2013.

At that meeting, Council agreed a number of recommendations to be taken forward which included an ongoing review of potential improvements to the Island's employment law; more effective use of capability procedures across Government and the avoidance of unnecessary bureaucracy.

The Group was invited to consider the issues raised in these recommendations and provide input into the matter for consideration by the Department of Economic Development, the Office of Human Resources and the Treasury respectively.

ACTION CC, DED; JC, OHR; MC, Treasury; ALL

095/13 HR MANAGEMENT INFORMATION QUARTERLY REPORT: QUARTER ENDED 30 SEPTEMBER 2013

Paper 022/13

The Group noted a paper submitted by the Office of Human Resources and the contents of a report annexed thereto entitled "Office of Human Resources, HR Management Information Quarterly Report – Quarter ended 30 September 2013" which had previously been noted by the Council of Ministers at its meeting of 7 November 2013.

096/13 CIVIL SERVICE PERFORMANCE AND DEVELOPMENT REVIEW SCHEME – YEAR ENDED 31 MARCH 2013

Paper 023/13

The Group noted a paper submitted by the Office of Human Resources containing an overview of the statistics relating to the Civil Service Performance and Development Review Scheme for the year ended 31 March 2013. The Group noted that further consistencies had been achieved with overall performance markings.

097/13 ANY OTHER BUSINESS

None.

098/13 DATE OF NEXT MEETING

The Group noted that the date for the next monthly meeting was Tuesday 10 December 2013 to be held in the King Orry Room, Third Floor, Government Office, Douglas.

The meeting closed at 12.57pm.

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W. Gibson

Chief Secretary

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10/12/13

Date