

The Chief Secretary and Secretary to Cabinet is the Chief Executive Officer of the Prime Minister's Office.

The Prime Minister's Office has the principal role in the provision of advice, on a daily basis, to the Prime Minister and Cabinet on the wide range of complex issues that confront the Government – particularly its policy priorities. Issues that governments are required to deal with are often complex or pressing, and require well-founded impartial advice and judgment.

The Prime Minister's Office also provides important advice to His Majesty through the Lord Chamberlain and the Lord Privy Seal. Furthermore the Prime Minister's Office assists in managing transitions between administrations and supporting continuity of government.

In addition the Prime Minister's Office plays a central role in co-ordinating and leading the work of government departments and agencies, and other entities as appropriate, to ensure that decision making takes account of all relevant viewpoints and that advice is as coherent and complete as possible.

Because of these important roles of the Prime Minister's Office, it is considered important for the Prime Minister's Office to be headed by one Chief Executive Officer, as overall co-ordinator and responsible directly to the Prime Minister.

The Chief Secretary & Secretary to Cabinet undertakes and is responsible for the following functions of the Cabinet Office:

i. conducting and maintaining the central decision-making procedures and processes of Cabinet;

ii providing secretariat services to Cabinet and Cabinet committees;

iii attending all Cabinet and Cabinet committee meetings to facilitate and record impartially the decisions taken;

iv maintaining and preserving the records of successive Cabinets;

v co-ordinating and promoting effective relationships between Cabinet and Ministries in providing advice and implementing Cabinet decisions and directives;

vi advising on Ministers' conduct, public duty, and conflicts of interests.

vii as the senior Chief Executive Officer in the Public Service, coordinating Government business with other Chief Executive Officers;

viii liaising with the offices of the Governors, Government Representatives, District Officers and Town Officers; and

ix contact point between the Prime Minister and Government with communities, including churches, interest groups, business groups, associations, sports groups and others.