PERMANENT SECRETARIES' STOCKTAKE
FRIDAY 2 October 2020

08.45 VIA ZOOM

Attending

Derek Baker (Chair), Hugh Widdis, Andrew McCormick, Denis McMahon, Peter May, Sue Gray, Alex Gordon, Richard Pengelly, Mike Brennan, Tracy Meharg, Katrina Godfrey, Jill Minne, Mark Browne, Roisin Coleman (Secretary).

1. **Apologies**
   Apologies were received from Chris McNabb, Neill Jackson and Chris Stewart.

   Minutes of the previous meeting
2. Minutes of the meeting of Friday 18 September 2020 were agreed, subject to a minor amendment.

3. **Action points**
   Annual leave: Sue Gray confirmed that guidance on annual leave is currently under consideration and that she will provide an update as soon as possible. **[Action: Sue Gray].**

4. **NI Hub Alert Volunteer Risk**
   The paper circulated was discussed and colleagues noting the existing associated risk. It was agreed that Permanent Secretaries, through C3 Leads, would mandate their Departments to each identify 4-5 volunteers at a mix of DP-EO2 grade who could be deployed to one of the NIHUB teams in the event of a future stand up by no later than Friday 9 October. It was also noted that this exercise should be considered in parallel with ongoing prioritisation work.
   [ACTION: Departmental Permanent Secretaries]

5. **Tour de Table**

   TEO
   Andrew McCormick provided an update on Brexit negotiations, including technical discussions, operational readiness and current challenges and uncertainty. Andrew also provided a readout from the recent TEO Committee.

   Mark Brown advised on the forthcoming appointment of the Commissioner for Survivors of Childhood Institutional Abuse.

DoF
Sue Gray spoke in relation to the commencement of the latest round of pay negotiations, recent (and forthcoming) appearances at the Public Accounts Committee, car parking and the LPS bonus scheme.

6. AOB

Assembly business
In the context of work on prioritisation and limited staff resources, the group discussed the increasing demands for work to support Assembly business and the impact on already stretched resources. Following discussions on possible options to rationalise and streamline the approach, it was agreed that departmental Permanent Secretaries should engage directly with their Ministers on this matter as a first step.

[ACTION: Departmental Permanent Secretaries]

7. The next meeting will take place on Friday 9 October.