

PERMANENT SECRETARY GROUP MEETING

Minutes of meeting on Friday 19 February 2016, 8.45 am

1. **Present:** Malcolm McKibbin (Chair)
Andrew McCormick
Derek Baker
Denis McMahon
Brenda King
Hugh Widdis
David Sterling
Noel Lavery
Nick Perry
Leo O'Reilly

Apologies: Peter May
Richard Pengelly
Andrew Hamilton
Paul Sweeney
Mark Browne
Stephen Grimason

In attendance: John McGrath
Paddy Woods
Tracy Meharg
Fiona Hepper
Chris McNabb
Neill Jackson
Kellie Spratt (Secretariat)

2. **Minutes of 15 January 2016 Meeting**

The minutes of 15 January 2016 were cleared subject to one minor amendment.

3. **Matters Arising- verbal**

VES – possible audit

David Sterling will arrange a meeting with the NIAO to discuss the draft terms of reference for possible audit of the VES.

DARD flood protection scheme

Action complete, briefing note has been provided.

New responsibilities of 9 Departments – note to Assembly

Neill Jackson confirmed that this note will issue one month after the new Ministers are in place.

Funding towards commemoration event at Thiepval Barracks

DFP has contacted the Somme Association about this and is waiting for confirmation of requirements from the Somme Association.

Briefing paper for FM & dFM re: Treasury agreed projects from Fresh Start

Action complete, briefing paper has been provided.

4. **Executive & Assembly Update**
Neill Jackson provided an update on Executive and Assembly business. He advised PSG that the pre-election guidance had issued to all departments and that the next Executive meeting on 25th February would be held in Enniskillen. He asked all departments to submit Executive business required between now and the election as soon as possible.
Action: PSG
5. **Northern Ireland Public Sector Innovation Lab**
Colin Sullivan and Malcolm Beattie took the lead for this agenda item. They updated PSG as follows:
- context and background;
 - aim of the innovation lab;
 - programme of work;
 - methodology;
 - tools to drive systemic change;
 - the innovation curve;
 - roles and responsibilities; and
 - lessons learned and looking forward;
- A Q & A session followed.
6. **NICS Awards 2016**
Colin Sullivan discussed the launch of the NICS awards with PSG. He asked all Permanent Secretaries to promote the awards within their own departments. PSG agreed to discuss the awards at their next Board meeting.
Action: PSG
7. **IBM's in future departments**
PSG discussed Leo O'Reilly's note to them about IBM's in future departments. Leo agreed to circulate a further note articulating the current position and discussing the proposed treatment of individuals coming to the end of their contract.
Action: Leo O'Reilly
- PSG agreed that a new IBM competition will need to be initiated by the end of 2016. DFP will run this competition.
Action: DPP and PSG
8. **4th March – Away Day**
Malcolm McKibbin talked through the draft papers for the 4th March away day. The draft agenda and compelling story were agreed. Changes were suggested for three of the proposed outcomes. Relevant PSG members agreed to make the suggested changes and submit to HOCS. HOCS office will then arrange the issue of the papers.
Action: PSG/HOCS Office
9. **Tour de Table**
DCAL
PSG agreed to a temporary promotion in DCAL for the finance director post for 1-2 months.
- DARD
Noel Lavery advised PSG that the DARD Forestry Service office in Enniskillen had been formally opened by the DARD Minister. This represents the second phase of the DARD relocation project.

DHSSPS

Paddy Woods informed PSG that the political summit on Health had taken place.

DOJ

Nick Perry updated PSG on prison matters.

DE

Fiona Hepper told PSG that an announcement about the shared education and integrated education projects would be made soon.

DETI

Andrew McCormick discussed the recent Bombardier announcement with PSG and its potential impact. He also discussed the lessons learned for DETI from the renewable heat incentive scheme.

OLC

Brenda King provided a general update on OLC issues to PSG. She asked all Permanent Secretaries to ensure that bill teams within their departments are appropriately resourced to help improve the quality of policy instructions for OLC.

Action: PSG

DFP

David Sterling informed PSG that he would be meeting with Judena Leslie, the Public Appointments Commissioner and that PSG should have a discussion about public appointments after that meeting.

David also advised PSG that AV Browne had withdrawn its challenge over the Tourism NI contract.

HOCS

Malcolm told PSG that he had received correspondence from Dods asking about the next NICS Live event. PSG agreed that it should be held in March/April 2017.

Malcolm asked relevant Permanent Secretaries about the work within departments re: coastal erosion. Noel Lavery agreed to speak to Peter May directly about this.

Action: Noel Lavery