

HCS/177/14

**MINUTES OF PERMANENT SECRETARY GROUP MEETING
HELD ON FRIDAY 14 MARCH 2014
IN THE GLASSHOUSE, STORMONT CASTLE
AT 8.45AM**

Present: Will Haire – Chair
Derek Baker
Richard Pengelly
Leo O'Reilly
Nick Perry
Paul Sweeney
David Sterling
Noel Lavery
Brenda King

In attendance: Oswyn Paulin
Mark Browne
Cynthia Smith
Catherine Daly
Paul Wickens
Kellie Sprott - Secretariat

1. Apologies: Malcolm McKibbin
Peter May
Andrew McCormick
Stephen Peover
Neill Jackson
Chris McNabb

2. Minutes of the PSG meeting held on 7 March 2014
The minutes of the meeting held on 7 March were agreed.

3. Matters Arising
OFMDFM Committee Training
Neill Jackson has shared OFMDFM's training materials with all departments.

NICS Live

Will Haire reminded colleagues to submit their nomination for the NICS Live steering group to HOCS office.

Action: All those outstanding

OLC drafting instructions

PSG was reminded to submit policy instructions that are almost complete to OLC.

Action: All PSG

TRIM

Paul Wickens provided an update on work ongoing to improve TRIM. Paul agreed to circulate a further update to PSG as matters progress.

Action: Paul Wickens

4. Executive and Assembly Update

Nothing to report.

5. Tour de Table

DFP

Paul Wickens provided an update on plans for the Giro d'Italia race from 9th to 11th May including potential disruption within Stormont Estate and Belfast City Centre. He agreed to provide a fuller briefing for PSG in a few weeks.

Action: Paul Wickens

DOE

Leo O'Reilly provided an update on the recent announcement regarding the DVA/DVLA jobs in Coleraine.

DARD

Noel Lavery advised of a PAC report on AFBI being published next week. He also advised that following circulation of his note about 'Engaged Leadership' Malcolm McKibbin had said that this should form part of NICS Live 2014.

DOJ

Nick Perry provided an update on the Desertcreat project.

DSD

Will Haire discussed the note that had been circulated amongst all DALO's regarding a review of timescales for interaction between Assembly Committees and Departments. PSG agreed that any recommendations from the review should be shared with them before a final decision is made.

Action: Alan Rogers

KELLIE SPROTT

18-3-14