

2<sup>nd</sup> May 2017

Mr Owen Reidy  
Assistant General Secretary  
Irish Congress of Trade Unions  
45-47 Donegall Street  
Belfast  
BT1 2FG

Dear Mr Reidy

#### **PUBLIC SECTOR SHARED SERVICES PROGRAMME**

I met with yourself and the other representatives of TUS on 14 April and am now in a position to respond formally in response to the issues raised in your letter of 22 February.

Management side is content for Trade Union side to draw up an initial draft terms of reference (TORs) for engagement on the Public Sector Shared Services Programme. If you could arrange for a draft to be completed by 31 May, I am happy to engage on refining this and making arrangements.

At the most recent Public Sector Shared Services Programme Board, the Senior Responsible Officer (SRO) confirmed that the programme is being taken forward as a commitment made by the Executive in the Stormont House Agreement to extend shared services on the basis of cross cutting reform as per the Fresh Start Agreement. It will therefore be necessary to draft the TORs for Trade Union engagement in this context.

The Programme Board has agreed that the Head of the Civil Service as Programme SRO, supported by the Permanent Secretaries of Health, Education and Finance will meet with union side on 2-3 occasions annually during the course of the programme.

Management side appreciate the fact that the proposal for engagement is under NIC ICTU with Unison and NIPSA representing unions and are keen to consult in line with the TORs to be agreed.

Initially, the Programme Board has proposed that union side nominate two individuals to join the Customer Advisory Group. TORs and details of current membership of this group are attached. We would be grateful for nominations to be provided at your earliest

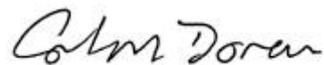
convenience. The final TORs and membership of other advisory groups to be established will be provided when available.

The Board also agreed at that final minutes of their meetings would be provided. The minute of the Board's meeting on 27 February has been agreed and is attached. Copies of future minutes will follow periodically in tandem with Programme Board meeting frequency.

A paper summarising the themes emerging from the research questionnaire has also been attached.

A gateway review for the programme is planned for the week commencing 12 June. In order to facilitate scheduling of this review please provide availability for TUS to be engaged with by the review team during 12-14 June.

Yours sincerely

A handwritten signature in black ink that reads "Colm Doran". The signature is written in a cursive, slightly slanted style.

**COLM DORAN**  
**PUBLIC SECTOR SHARED SERVICES PROGRAMME DIRECTOR**