

Public Sector Shared Services Programme Board Meeting Minutes			
Date:	12 th April 2018	Version:	FINAL
Time:	10.30am		
Venue:	Titanic Suite, Goodwood House		
Attendees:	David Sterling Hugh Widdis Brett Hannam Liam Mclvor Leo O'Reilly Richard Pengelly	Head of the Civil Service DoF Permanent Secretary Strategic Advisory Group Chair BSO CEO DfC Permanent Secretary DoH Permanent Secretary	
In Attendance:	Clare Duffield Colm Doran Patricia Maginnis	EA HR Director, Deputising for Gavin Boyd Programme Director Programme Team	
Apologies:	Paul Wickens Gavin Boyd Theresa Donaldson Derek Baker	ESS CEO EA CEO SOLACE Representative (Observer) DE Permanent Secretary	
Prepared by:	Patricia Maginnis	Programme Team	
TRIM Ref:	FI1/18/293711	Container:	FI1-16-32100

Items Discussed

1. Welcome

- All members were welcomed to the meeting and apologies noted.

2. Review of minutes and action points

- The previous meeting minutes were agreed as final.
- An update was provided on the Action Points from the previous meeting. See the Action Points table below for the current position.
- Action 04-20/02 was discussed and a paper was provided in relation to this action.

3. Update on Programme Progress and Risks

- An update on programme progress was provided.
- An update on the programme risk register and issue log was provided.
- In relation to Risk R-04, members expressed a view that there may now be an opportunity to clarify potential savings on the basis of the costs.

- Issue I-02 was discussed including lessons learnt for the programme and more broadly, CPD.

Action: Programme Director to confirm status of benchmark data reporting to all participating organisations

Action: Programme Director to meet with Liam McIvor to discuss potential to provide high level indication of potential savings on the basis on the benchmark data.

4. OBC Development Options

- The Programme Director introduced the Options for the Development of an Outline Business Case for Public Sector Shared Services Programme paper. The paper sets out two options for the way forward.
- The Board acknowledged that on the basis of the Stormont House and Fresh Start agreements and the clear desire from Ministers to pursue opportunities to have greater sharing of services, there is continuing benefit in proceeding to OBC completion.
- There was some discussion on the extent to which the OBC will include large and smaller NDPBs with a view that there is benefit in focusing on larger sectors whilst making provision for NDPBs to have better access to shared services in the future.
- There was discussion in relation to the development of any cross sector opportunities and a view that the OBC should not rule out these opportunities by focusing on an in-sector case for change.
- The Board agreed the programme should progress on the basis of option two.

5. Transformation Support Options paper

- The Programme Director introduced the Options for Transformation Support for the Public Sector Shared Services Programme paper. The paper shortlists two options for additional resources.
- There was an acknowledgement that external support is needed.
- The Board agreed that providing procurement is within scope of the existing business case, the programme should proceed to source resources on basis of advice of CPD and SIB.
- There was discussion as to any potential timing implications. The programme director provided assurance that the programme will be in a position to give direction to sectors where needed, ahead of OBC completion.

6. AOB

- There was no other business

7. Next meeting

- The next meeting is planned for 3 May 2018, Glass House, Stormont.

1. Summary of Action Points

Ref	Description	Owner & Date Required	Update	Status
02-12/04	Programme Director to confirm status of benchmark data reporting to all participating organisations	Colm Doran 3 May 2018	Finalised IT reports to be issued May 2018 followed by letter from SRO to chief executives of all organisations closing off the data.	Ongoing
01-12/04	Programme Director to meet with Liam McIvor to discuss potential to provide high level indication of potential savings on the basis on the benchmark data.	Colm Doran 3 May 2018	Meeting held Friday 27 th April and approach agreed to provide board with indicative high level savings.	Closed
02-31/08	Seek Post Project Evaluations for existing shared services.	Kirstie Murray 29 Sept 17	<p>Post project evaluations have been obtained and a summary report developed and uploaded to SharePoint.</p> <p>Consideration of lessons and post project evaluations for projects that failed are ongoing.</p>	Ongoing

04-31/08	Seek Terms of Reference from TUS.	Colm Doran 29 Sept 17	Email following up on previous communication with TUS issued on 04 Sept. Programme Director engaged NIC-ICTU General Secretary on 13 September. PSSSP still awaiting TOR.	Ongoing
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