

<b>Public Sector Shared Services Programme Board Meeting Minutes</b>			
Date:	17 <sup>th</sup> July 2018	Version:	FINAL
Time:	2.30pm		
Venue:	The Glass House, Stormont Estate		
Attendees:	David Sterling Sue Gray Brett Hannam Derek Baker Leo O'Reilly	Head of the Civil Service DoF Permanent Secretary Strategic Advisory Group Chair DE Permanent Secretary DfC Permanent Secretary	
In Attendance:	Colm Doran Kirstie Murray Gordon McShane Clare Duffield	Programme Director Programme Team Programme Team Education Authority	
Apologies:	Gavin Boyd John Kelpie Hugh Widdis Richard Pengelly Liam Mclvor Paul Wickens	EA CEO SOLACE Representative (Observer) DoF DoH Permanent Secretary BSO CEO ESS CEO	
Prepared by:	Gordon McShane	Programme Team	
TRIM Ref:	FI1/18/672194	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 01-05/06 was discussed. The Programme Director noted that the ERP System Procurement Principles will be issued to sectors following positive feedback received from Crown Commercial Service.
- Action 02-05/06 The Programme Director advised the Board that Governance of the Procurement and Logistics recommendations will need to be established with the Procurement Practitioners Group. There is a role for PSSSP to continue to check on

the implementation of the recommendations and that CPD has agreed to keep us updated on progress.

### 3. Update on Programme Progress and Risks

- An update on programme progress and risks was provided.
- It was noted that the overall programme status has moved to Amber.
- An update on the programme risk register and issue log was provided and the log will be updated in accordance with discussions.
- The Board noted the recent judgement in relation to ARC21 and agreed to take account of the judgement.
- An overview of the engagements on the approach to savings targets was provided and how the work undertaken to date will feed into the Sector Work Programmes being developed by the PSSSP, in partnership with Deloitte, who commenced the transformation partner assignment on 11<sup>th</sup> June. The Sector Work Programmes will continue to build on the work already undertaken through Benchmarking, Baselineing, Share-ability, Findings and Opportunities and the approach to savings targets.
- The Board noted and agreed the proposal for Noel Lavery to join the Board.

### 4. Deloitte Assignment PID and Plan

- The Deloitte PID and plan provided in the Board papers was discussed. Board content to agree PID.
- The Programme Director gave an overview of comments received from Liam McIvor.

**Action:** PSSSP to respond separately to comments.

### 5. NDPB Findings, Conclusions and Recommendations

- The NDPB findings paper included within the Board papers was discussed. The Programme Director gave an overview of the paper advising that the intention was for NDPBs to move in the same direction as the four sectors.

**Action:** PSSSP to work offline with Sue Gray on recommendation 7 - Address known constraints to enable NDPBs to onboard to existing shared service providers.

### 6. AOB

- There was no other business

### 7. Next meeting

- The next meeting is planned for 5 September 2018, Glass House, Stormont.

## 1. Summary of Action Points

Ref	Description	Owner & Date Required	Update	Status
02-17/07	Post OBC address known constraints per recommendation contained in NDPB Paper.	Colm Doran 30 September 2018		Open
01-17/07	Provide response to Liam McIvor's comments in relation to the Transformation Partner PID and Plan.	Colm Doran 5 September 2018		Open
03-05/06	Programme Director to forward potential savings figures to Programme Board members for their information.	Colm Doran 17 July 2018	Forwarded to Board members 6 <sup>th</sup> July.	Closed
02-05/06	Programme Director to refer procurement and logistics findings to the Procurement Board	Colm Doran 17 July 2018	Forwarded to CPD for referral to procurement board meeting	Closed

01-05/06	Programme Director to seek views from Crown Commercial Service on the system procurement principles.	Colm Doran 17 July 2018	System procurement principles forwarded to crown commercial services 7 <sup>th</sup> July. Response from Crown Commercial services endorsing the approach included within Board papers.	Closed
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.	Closed
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 <sup>th</sup> 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	Post project evaluations have been obtained and a summary report developed and uploaded to SharePoint.  Consideration of lessons and post project evaluations for projects that failed are ongoing.	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
----------	-----------------------------------	--------------------------	---	---------