

Public Sector Shared Services Programme Board Meeting Minutes			
Date:	20 th February 2018	Version:	FINAL
Time:	2.00pm		
Venue:	Clare House, Ground Floor Conference Room		
Attendees:	Hugh Widdis Derek Baker Brett Hannam Liam Mclvor Leo O'Reilly	DoF Permanent Secretary DE Permanent Secretary Strategic Advisory Group Chair BSO CEO DfC Permanent Secretary	
In Attendance:	Colm Doran Patricia Maginnis Glenn McCauley	Programme Director Programme Team PA Consulting	
Apologies:	David Sterling Paul Wickens Gavin Boyd Theresa Donaldson Richard Pengelly	Head of the Civil Service ESS CEO EA CEO SOLACE Representative (Observer) DoH Permanent Secretary	
Prepared by:	Patricia Maginnis	Programme Team	
TRIM Ref:	FI1/18/192860	Container:	FI1-16-32100

Items Discussed

1. Welcome

- Hugh Widdis chaired the meeting in David Sterling's absence.
- All members were welcomed to the meeting and apologies noted.
- Attendees from PA Consulting were welcomed to the meeting.

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 01-25/01 was discussed and it was agreed that a discussion paper would be submitted to Board setting out the approach (principles and constraints) by which options will be short listed, together with an initial view of potential options.
- It was acknowledged that the role of the technical advisory groups is to advise of the technical feasibility of options and the Strategic Advisory group to endorse shortlisted options.
- It was also acknowledged that all options will be discussed with TAGs and SAG before a final list is submitted to Board.

3. Update on Programme Progress and Risks

- An update on programme progress and risks was provided.
- There was discussion around the sharing of benchmarking which the Board agreed with in principle. Comparative data in terms of sector, or in terms of scale may be useful to organisations and may support the identification of targets.
- It was agreed that benchmarking data may be more useful to organisations together with options once identified.
- The Programme Director agreed to circulate the process for compilation of benchmarking data for all organisations
- An update on the programme risk register was provided.
- There was discussion in relation to R-04. It was agreed that as current costs have been established, the likelihood and therefore the rating of this risk could be reduced.
- The Programme Director agreed to circulate the issue log after the meeting for completeness.

4. Options Assessment Framework

- The Programme Director introduced the options assessment framework
- Glenn McCauley provided an overview of the document, highlighting the long list of options and that opportunities may fall into varying levels of formality
- The Programme Director added that there was the potential for collaboration opportunities to fall across a number of delivery approaches. Decisions on the level of collaboration will therefore need to be based on the overall benefits to be achieved through the opportunity.
- There was an acknowledgement of the potential for a significant number of collaboration opportunities which will flow through prioritisation and sifting.

5. External Benchmarking

- The Programme Director introduced the external benchmarking paper
- Glenn McCauley provided an overview of the document.

- There was discussion around quality metrics and acknowledgement that benchmarking of quality will be carried out following the identification of final approaches.

6. Special Board Meetings

- The Programme Director introduced the Special Board Meetings paper
- Patricia Maginnis provided an overview of the document which was developed as a mechanism to seek Board approval outside of the normal schedule of Board meetings.
- It was acknowledged that this was best practice and was in line with lessons learnt from other shared services programmes.
- The Board agreed the approach.

7. AOB

- The Programme Director advised that a follow up to the Gateway Review is being scheduled.
- The Programme Director agreed to include the Gateway Review action plan on the next Board agenda.
- The Programme Director provided an update to members on the current situation with the transformation partner. It is the view of PA Consulting that the vision change, which was determined in August 2017 materially changed the deliverables to the extent that the project could not be completed by March 2018. It was acknowledged that PA were awarded a deliverables-based contract and that those deliverables had not changed. The Board indicated their full support to the Programme Director and agreed that the Programme Director continue to keep them apprised of the situation.

8. Next meeting

- The next meeting is planned for 22 March 2018.

1. Summary of Action Points

Ref	Description	Owner & Date Required	Update	Status
01-20/02	Gateway Review action plan to be considered at next Board meeting	Colm Doran 22 March 2018	Included in board pack	Complete
02-20/02	Issue log to be circulated to board members following meeting	Colm Doran 22 March 2018	Included in board pack	Complete
03-20/02	Risk R-04 to be reviewed	Colm Doran 22 March 2018	Reviewed and updated in board pack	Complete
04-20/02	Process for compilation of benchmarking data for all organisations to be circulated	Colm Doran 22 March 2018	Not yet progressed	Ongoing
01-25/01	Consider and plan how to facilitate Board in their role of steering PSSSP OBC development when presented with emerging business case options.	Colm Doran, PA Consulting 29 March 2018	Discussion paper to be submitted to Board setting out the approach (principles and criteria) by which options will be short listed, together with an initial view of potential options	Complete

Ref	Description	Owner & Date Required	Update	Status
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