

Public Sector Shared Services Programme Board Meeting Minutes			
Date:	25 th January 2018	Version:	FINAL
Time:	10.00am		
Venue:	Room 3.18, Castle Buildings, Stormont Estate.		
Attendees:	Hugh Widdis Derek Baker Richard Pengelly Paul Wickens	DoF Permanent Secretary DE Permanent Secretary DoH Permanent Secretary ESS CEO	
In Attendance:	Clare Duffield Colm Doran Kirstie Murray Glenn McCauley Karen Cherrett	EA HR Director, Deputising for Gavin Boyd Programme Director Transformation Manager PA Consulting PA Consulting	
Apologies:	David Sterling Leo O'Reilly Gavin Boyd Liam McIvor Theresa Donaldson Brett Hannam	Head of the Civil Service DfC Permanent Secretary EA CEO BSO CEO SOLACE Representative (Observer) Strategic Advisory Group Chair	
Prepared by:	Kirstie Murray	Transformation Manager	
TRIM Ref:	FI1/18/1891286	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.

3. Update on Programme Progress and Risks

- An update on programme progress and risks was provided.
- Karen Cherrett gave an overview of the share-ability assessment to be undertaken. The Board welcomed this methodology and were assured that it was reflective of the programme's vision and strategic outcomes.
- The Board recognised their role in steering OBC development and asked for consideration to be given to how best to facilitate this as options emerge.
- An update on the programme risk register was provided.
- It was noted that the escalated and realised time risk creates risks within sectors.

4. Programme Plan and Resourcing

- The programme plan provided in board papers was discussed.
- The Board approved of the revised programme plan and OBC completion date of 29 June 2018.
- The Board agreed that OBC options should be identified by the end of March 2018.
- It was agreed that sectors would continue to provide staff for the programme team and as far as possible, secondments would be extended to the end of June 2018.
- The Board also agreed that additional Procurement and Logistics resourcing would be required and that the Programme Director would liaise with sectors in order to identify a suitable arrangement.
- The Board noted the budgetary impacts of the revised plan.
- It was also noted that clarity of resourcing requirements beyond OBC completion is required and a resourcing plan would be developed in due course, inline with the emerging OBC option.

5. Baseline data

- The Programme Director gave an overview of the baseline data position and reports provided.
- The PSSSP Board congratulated the Finance, HR and Payroll and IT work streams for their work in collating and analysing this data and recognised its value to both the Programme and sectors.
- It was acknowledged that between the OBC and Full Business Case, the baseline position will change and this will be tracked by the programme in later phases.

6. NDPB Strategy

- The Board noted the Non-Departmental Public Body (NDPB) strategy document presented and endorsed the approach proposed for NDPBs.

7. OBC Objectives

- The Board agreed the OBC output proposed to reflect Strategic Outcome 4.

8. AOB

- There was no other business.

9. Next meeting

- The next meeting is planned for 20 February 2018.

1. Summary of Action Points

Ref	Description	Owner & Date Required	Update	Status
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		
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