

<b>Public Sector Shared Services Programme Board Meeting Minutes</b>			
Date:	3rd May 2018	Version:	FINAL
Time:	3.30pm		
Venue:	The Glass House, Stormont		
Attendees:	David Sterling Hugh Widdis Liam McIvor Paul Wickens	Head of the Civil Service DoF Permanent Secretary BSO CEO ESS CEO	
In Attendance:	Fiona Hepper  Colm Doran Patricia Maginnis Brett Hannam	Deputy Secretary, Deputising for Derek Baker  Programme Director Programme Team Strategic Advisory Group Chair	
Apologies:	Gavin Boyd Theresa Donaldson Derek Baker Leo O'Reilly Richard Pengelly	EA CEO SOLACE Representative (Observer) DE Permanent Secretary DfC Permanent Secretary DoH Permanent Secretary	
Prepared by:	Patricia Maginnis	Programme Team	
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## 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 01-12/04 was discussed. It was agreed that an indication of potential savings would be shared with Board at the next meeting
- In relation to action 04-31/08, the Programme Director advised that in response to a recent further attempt at engagement, NIC-ICTU have advised that they are no longer the appropriate body for engagement and the programme is to expect contact from individual unions.

### **3. Update on Programme Progress and Risks**

- An update on programme progress was provided.
- The programme director advised that there is ongoing engagement in relation to the Procurement and Logistics paper. This engagement includes discussion on the most appropriate governance mechanism to progress findings given the existing cross sector procurement governance structures.
- An update on the programme risk register and issue log was provided. It was agreed that risk 4 should be reviewed and potentially replaced with a new risk which focuses solely on future costs.

### **4. Programme Plan and Resourcing**

- The Programme Director introduced the programme plan and resourcing paper.
- There was discussion as to the implications for organisations/sectors including NICS. The Board was advised that NICS is currently reviewing options in relation to HR Connect and Account NI.
- There was discussion as to the potential for cross-sector sharing. The Board requested a matrix analysis to support the identification of those services most suitable for cross sector sharing, with a particular focus on delivering better service.
- The Board approved the extension to the timeframe for OBC completion to September 2018.
- The Programme Director highlighted the draft ERP systems procurement principles which will proceed through the programme governance structures prior to being submitted for Board approval in June.
- There was discussion in relation to the mandate which will support the principles.

### **5. AOB**

- New DoF Permanent Secretary due to join the programme board at its next meeting in June 2018. Hugh Widdis requested that he retain membership of the Programme Board given his involvement to date. The Board agreed.

### **6. Next meeting**

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

## 1. Summary of Action Points

Ref	Description	Owner & Date Required	Update	Status
03-03/05	Programme Team to conduct a matrix analysis to support the identification of those services most suitable for cross sector sharing, with a particular focus on delivering better service	Colm Doran 17 July 2018	Analysis completed by Programme Team and outcome will be shared with Board following external partner input	Complete
02-03/05	Programme Director to review Risk 4	Colm Doran 5 June 2018		Complete
01-03/05	Programme Director to share indication of potential savings with Board members	Colm Doran 5 June 2018	Approach to development of savings targets paper included in Board papers	Ongoing
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

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	<p>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. May 2018 – NIC-ICTU advised that they are no longer the appropriate body for engagement and the programme is to expect contact from individual unions.</p>	Complete