

Public Sector Shared Services Programme Board Meeting Minutes			
Date:	5 th June 2018	Version:	FINAL
Time:	2.30pm		
Venue:	The Glass House, Stormont Estate		
Attendees:	Sue Gray Brett Hannam Liam Mclvor Derek Baker Paul Wickens	DoF Permanent Secretary Strategic Advisory Group Chair BSO CEO DE Permanent Secretary ESS CEO	
In Attendance:	Colm Doran Patricia Maginnis Gordon McShane Clare Duffield	Programme Director Programme Team Programme Team Education Authority	
Apologies:	David Sterling Gavin Boyd John Kelpie Leo O'Reilly Hugh Widdis Richard Pengelly	Head of the Civil Service EA CEO SOLACE Representative (Observer) DfC Permanent Secretary DoF 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.

3. Update on Programme Progress and Risks

- An update on programme progress was provided. The Programme Director advised that the OBC Completion Transformation Support contract has been awarded to Deloitte. There was discussion in relation to risk of the new partner seeking to rework progress to date. The Programme Director advised that mitigating actions are in place

to address this risk. The Board emphasised the need to ensure the transformation partner is focused on the tasks on which the Programme specifically requires their input. It is expected that Deloitte will be in attendance at the next Board meeting.

- The risk register was not included in the Board papers and will be circulated following the meeting.

Action: Programme Director to circulate risk register and issue log following the meeting.

4. System Procurement Principles

- The Programme Director introduced the ERP Systems Procurement Principles paper. This was previously shared with Board in draft and has now been subject to review by TAG and SAG members.
- The views of SAG were discussed. As requested by SAG, legal advice had been sought from DSO on the principles. The Programme Director confirmed that there were no legal issues given that these are principles only.
- There was discussion in relation to principle 4 – the Programme clarified wording in relation to the timeframe had been changed in response to feedback.
- A high level overview of the main ERP Systems was provided by the sector representatives, noting any impending contract renewal dates.

Action: Programme Director to seek views from Crown Commercial Service on the principles.

5. Procurement and Logistics

- The Programme Director introduced the Procurement and Logistics paper and advised that SAG were broadly content with paper.
- The Board agreed with the recommendations and agreed the Programme Director will refer the findings to the Procurement Board

Action: Programme Director to refer findings to the Procurement Board

6. High Level Overview of Potential Savings

- At the request of the Programme Board, the Programme Director provided a high level overview of the potential savings which may be achievable to provide assurance of the benefits of progressing the Programme. These have been developed based on the approach as outlined in the paper. Caveats were also given including that figures will be subject to further analysis and engagement.
- The Board advised that they were assured there was adequate potential savings to justify continuing with the OBC. It also recognised that there were additional benefits in standardisation and quality.
- In terms of next steps, the Programme Director advised that further analysis will be undertaken in conjunction with the new transformation partner. The Board

emphasised the need for comprehensive engagement process in relation to the sector programme plans (which will include targets).

- There was some discussion in relation to the potential for redistribution of funds to address any areas of potential under investment. The Programme Director clarified that the budgeting process and any funding to address potential areas of underinvestment is not within the remit of this programme.
- There was acknowledgement of the need for NICS to lead by example.

Action: Programme Director to forward potential savings figures to Programme Board members for their information.

7. AOB

- There was no other business

8. Next meeting

- The next meeting is planned for 17 July 2018, Glass House, Stormont.

1. Summary of Action Points

Ref	Description	Owner & Date Required	Update	Status
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 th 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	Feedback from CCS received on 29 June 2018 (provided in Board pack for information).	Closed
02-12/04	Programme Director to confirm status of benchmark data reporting to all participating organisations	Colm Doran 3 May 2018	Letter from SRO to chief executives of all organisations closing off the data issued on 29 June 2018.	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 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>	Closed
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