

<b>Public Sector Shared Services Programme Board Meeting Minutes</b>			
<b>Date:</b>	19 June 2017	<b>Version:</b>	FINAL
<b>Time:</b>	2:00pm		
<b>Venue:</b>	Education Authority, 40 Academy Street, Belfast BT1 2NQ		
<b>Attendees:</b>	David Sterling Derek Baker Richard Pengelly Gavin Boyd Liam McIvor Paul Wickens Damian McAlister	DoF Permanent Secretary (Acting chairperson) DE Permanent Secretary DoH Permanent Secretary EA CEO BSO CEO Enterprise Shared Services CEO Customer Advisory Group Chairperson	
<b>In Attendance:</b>	Colm Doran Kirstie Murray	Programme Director Transformation Project Manager	
<b>Apologies:</b>	Malcolm McKibbin Leo O'Reilly Theresa Donaldson	Head of Civil Service DfC Permanent Secretary SOLACE Representative (Observer)	
<b>Prepared by:</b>	Kirstie Murray	Transformation Project Manager	
<b>TRIM Ref:</b>	FI1/17/574872	<b>Container:</b>	FI1-16-32100

## Items Discussed

### 1. Welcome

- Members were welcomed to the meeting and apologies noted.
- David Sterling chaired the meeting in the absence of Malcolm McKibbin.

### 2. Review of minutes

- The previous meeting minutes were agreed as final.

### 3. Update on programme progress

- A verbal update on programme progress was provided.

- It was requested that the OBC Support Assignment business case and specification be circulated.
- An action to establish a SharePoint site for programme documentation was taken for the programme.

#### **4. Gateway Review**

- The Gate 0 Review Report was discussed.
- It was agreed, as per the Review Team's Recommendation that a workshop for the Board would be planned in July to revisit the programme's vision, board roles and OBC expectations. This is to be externally facilitated.

#### **5. AOB**

- The frequency of baseline data capture was discussed and the need to revisit data and future change plans for each service was highlighted.
- A risk on future system replacement across sectors was identified and is to be added to the programme risk register.
- The Programme Risk and Issues Management Strategies were considered and approved by the Board.

#### **6. Date of next meeting**

- A workshop will be scheduled for 20 July 2017.
- The date of the next Programme Board meeting is 29 September 2017.

## 6. Summary of Action Points

Ref	Description	Owner & Date Required	Update	Status
02-26/04	Finalise Strategic Advisory Group Terms of Reference and establish group.	PMO 30 June 2017	Joint advisory group meeting on 23 August following 20 July workshop to discuss advisory model and role. Proposal provided to PSSSP Board on 31 August for consideration.	Ongoing
04-26/04	Consider potential to collaborate in the area of pensions; Barry Jordan to engage with Grace Nesbitt.	Derek Baker & David Sterling 19 June 2017	Teachers Pensions Procurement Project Manager initiated engagement with Civil Service Pensions.	Ongoing
01-19/06	Circulate OBC Support Assignment business case and specification to programme board.	PMO 23 June 2017	Circulated on 20 June 2017.	Closed
02-19/06	Establish SharePoint site for programme documentation.	PMO 31 Oct 2017	Work ongoing.	Ongoing
03-19/06	Schedule Programme Board Workshop.	PMO 19th July 2017	Workshop planned for 20 <sup>th</sup> July.	Closed

<b>Ref</b>	<b>Description</b>	<b>Owner &amp; Date Required</b>	<b>Update</b>	<b>Status</b>
04-19/06	Add risk on future system replacement to programme risk register.	PMO 30 June 2017	R-05 adapted to reflect system replacement.	Closed