

Public Sector Shared Services Programme Board Meeting Minutes			
Date:	26 April 2017	Version:	FINAL
Time:	3:45pm		
Venue:	Education Authority, 40 Academy Street, Belfast BT1 2NQ		
Attendees:	Malcolm McKibbin Derek Baker Leo O'Reilly Richard Pengelly David Sterling Gavin Boyd Liam McIvor Damian McAlister Theresa Donaldson	Head of Civil Service (Chairperson) DE Permanent Secretary DfC Permanent Secretary DoH Permanent Secretary DoF Permanent Secretary EA CEO BSO CEO Customer Advisory Group Chairperson In place of Anne Donaghy - SOLACE Representative (Observer)	
In Attendance:	Colm Doran Kirstie Murray	Programme Director Transformation Project Manager	
Apologies:	Paul Wickens Anne Donaghy	Enterprise Shared Services CEO SOLACE Representative (Observer)	
Prepared by:	Kirstie Murray	Transformation Project Manager	
TRIM Ref:	FI1/17/384473	Container:	FI1-16-32100

Items Discussed

1. Minutes

- The previous meeting minutes were agreed by the board.

2. Update on programme progress

- A verbal update on programme progress was provided.
- Funding for 2017-18 was discussed and highlighted as an issue. The board agreed this would be kept under review.
- The important role of a strategic advisory group was highlighted and it was agreed that this would be established in the coming months.
- The need for transformation support was identified and the programme instructed to progress a business case for this.

- The process of baselining was discussed and it was agreed that returns for Non-Departmental Public Bodies would be provided through the respective sponsor departments and their Permanent Secretaries.

3. Programme scope

- The board discussed the scope of services to be baselined and agreed the sub set of services to be captured by the HR and payroll, finance and IT projects.
- It was agreed that procurement and logistics should be included under the finance project.
- The board concluded that pensions, occupational health, property management, professional services, internal audit, information management and information assurance would not form part of the programme focus at this initial stage. It was agreed that potential for sharing these services should be examined at a future point.
- The opportunity for closer collaboration between existing pensions services was recognised. It was agreed this would be considered by DoF and DE.
- Caution around consideration of line of business IT systems was noted.

a. Date of next meeting in April.

- The next meeting is planned for 19th June 2017 at 2pm. Location to be confirmed.

10. Summary of Action Points

Ref	Description	Owner & Date Required	Update	Status
02-27/02	Proposed TUS response letter to be drafted in collaboration with Health, Education and Central Government sectors.	PMO 05 May 2017	Letter to TUS issued on 02 May.	Closed
01-26/04	Issue of 2017-18 funding to be kept under review.	Programme Board 30 July 2017	DoF Finance Director has confirmed that 2017-18 funding will be provided by a cross-cutting reform allocation or DoF.	Closed
02-26/04	Finalise Strategic Advisory Group Terms of Reference and establish group.	PMO 30 June 2017	Initial Strategic Advisory Group meeting scheduled for 23 June where TORs will be considered.	Ongoing
03-26/04	Develop and progress business case for transformation support during OBC development.	Transformation Manager 31 May 2017	Business case developed and approved by DoF Permanent Secretary on 24 May and HOCS on 30 May.	Closed
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