

Public Sector Shared Services Programme Board Meeting Minutes			
Date:	27 February 2017	Version:	FINAL
Time:	2:00pm		
Venue:	BSO HQ Franklin Street, Belfast		
Attendees:	Malcolm McKibbin David Sterling Derek Baker Leo O'Reilly Gavin Boyd Liam McIvor Damian McAlister Paul Wickens	Head of Civil Service (Chairperson) DoF Permanent Secretary DE Permanent Secretary DfC Permanent Secretary EA CEO BSO CEO Customer Advisory Group Chairperson ESS CEO	
In Attendance:	Colm Doran Kirstie Murray	Programme Director Transformation Project Manager	
Apologies:	Richard Pengelly Anne Donaghy	DHSSPS Permanent Secretary SOLACE Representative (Observer)	
Prepared by:	Kirstie Murray	Transformation Project Manager	
TRIM Ref:	FI1/17/203154	Container:	FI1-16-32100

Items Discussed

1. Minutes

- The previous meeting minutes were agreed by the Board.

2. Update on programme progress

- It was confirmed that Richard Pengelly will represent the HSC Sector and Trust Colleagues on the Board.
- A verbal summary of the research questionnaire and other research findings was provided.
- The Board acknowledged the critical role of transformation partners in other implementations.
- The importance of service scoping was highlighted as a priority to enable the critical task of process simplification.

3. Funding

- The Programme will continue and funding for 2017-18 will be revisited when a budget for the year has been agreed.

4. Stakeholder Engagement and Communications

- The Programme's key messages were approved by the board.
- A copy of a letter from TUS was circulated and discussed.
- It was agreed that the Programme SRO would lead management side in meetings with TUS on a regular basis, supported by the other Permanent Secretaries on the PSSSP Board.
- The board agreed that all future board minutes would be shared with TUS.
- The board agreed that TUS should assume two seats on the Customer Advisory Group.
- The board agreed it was inappropriate to share commercial-in-confidence information submitted by research questionnaire respondents but instead a summary paper including key themes emerging could be provided to TUS.

5. Date of next meeting in April.

- The next meeting is planned in late April, date TBC.

10. Summary of Action Points

Ref	Description	Owner & Date Required	Update	Status
04-14/11	Sectors to provide names of staff identified for Programme Team and Advisory Groups	ESS, EA & BSO 2 Dec 2016.	NICS , Health and EA staff now in post. Initial nominations for Advisory Group membership received. Membership will be kept under review and adapted as appropriate.	Closed
07-14/11	The Programme Team will liaise with the DfC project looking at shared corporate services for ALBs.	PMO 28 Apr 2017	Initial Meeting took place on 21 December 2016. NDPBs invited to PSSSP awareness session on 28 April 2017. Engagement with DfC Project will be ongoing.	Closed
01-27/02	The risk of inadequate team capacity, skills and expertise to be added to risk register.	PMO 30 Mar 2017	This risk was added to the Programme Risk Register.	Closed

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 28 Apr 2017	Programme Director and Customer Advisory Group Chairperson met union representatives on 14 April 17. Response letter to issue by 05 May 2017.	Ongoing
03-27/02	Letter to all service Delivery staff to be developed and issued based on key messages adding detail of next steps.	PMO 17 Mar 2017	Letter issued to sectors for onward circulation to staff on 14 March 2017.	Closed
04-27/02	Explore support available from SIB.	PMO 30 Mar 2017	Programme Director Engaged with SIB contacts on 13 March 2017.	Closed
05-27/02	Define transformation support required for development of OBC.	PMO 26 Apr 2017	High level definition developed.	Closed