

**SUMMARY OF PERMANENT SECRETARY GROUP MEETING – FRIDAY
5 DECEMBER 2003 IN STORMONT CASTLE, GD.10 AT 8.45 am – 11.00 am**

Present: Nigel Hamilton
Clive Gowdy
Will Haire
John Hunter
Andrew McCormick
Gerry McGinn
Stephen Peover
Stephen Quinn
Chris Thompson
Pat Toal

Apologies: Aideen McGinley
Bruce Robinson
Alan Shannon
David Watkins

In Attendance: Linda Brown
Robin Foote – Agenda Item 5
Gary Smyth
Debbie Sweeney – Secretary

1. **Apologies**

Apologies as above.

2. **Minutes and Summary**

The Minutes of 28 November were agreed.

3. **Matters Arising**

There were no matters arising.

4. **Agenda Item 4** – minuted separately.

5. **e-HR Paper**

Robin Foote updated PSG on the progress made since the previous presentation to PSG on 10 October. He outlined the work done by PDG and the further work they are undertaking.

PSG agreed to the broad principles of the e-HR programme – Progress report – and agreed that a further update should be presented at the 13 February meeting.

[Action: Linda Brown]

6. **SCS Management Issues**

Mr Hamilton reminded PSG that CDPs for staff are now outstanding and should be returned to CPG as soon as possible.

[Action: Members to note]

One item outstanding – minuted separately.

Mrs Brown suggested that due to the number of externally recruited staff employed, it may be beneficial for Mr Hamilton to host a coffee morning for new SCS staff as a way of familiarisation.

[Action: Mrs Brown/HOCS Office]

7. Minuted separately

8. **Update on Pay**

Mrs Brown updated PSG on the current state of play regarding Civil Service Pay.

9. **Assembly Issue**

Mrs Brown updated PSG on Assembly staffing.

Mr Hamilton will speak to Arthur Moir to consider briefings for new Assembly members.

[Action: Mr Hamilton]

10. **Security Seminar**

PSG agreed the seminar was beneficial.

11. **Tour de Table**

Budget Launch

PSG noted that the revised Budget and Priorities would be launched on Monday 15 December.

Fire Service

Mr Gowdy reported on the recent attacks on the fire service and the inaccurate reporting by the BBC on waiting list figures.

CAP Reform

Mr Toal informed PSG that the consultation process for CAP Reform will finish at the end of the month after which a seminar will be organised to look at the wider implications. Mr Toal pointed out the seminar would be of interest to OFMDFM and DFP.

[Note: Mr Hamilton/Mr Hunter/Dr McCormick]

Mini PSX

Dr McCormick updated PSG on the Mini PSX meeting and the revised budget.

Water Service

Mr Quinn informed PSG of the appointment of Katharine Bryan as the new Chief Executive of the Water Service.

Irish Placenames

Mr Peover to write to Dr McGinley on the research and development of an online database on Irish Placenames. Funding for this project is low and approaches may be made to Departments.

[Action: Mr Peover]

Business in the Community

Mr Peover enquired about Business in the Community.

Mr Hamilton advised that BITC would be a future agenda item for PSG.

[Note: Agenda for 19/12]

Costello Report

Mr McGinn updated PSG on the Costello Report.

Jane Kennedy is to meet Ministers and the Secretary of State next week commencing 8 December.

Prince's Trust

Mr Hunter informed PSG that the NICS had again won an award at the Prince's Trust Awards for the organisation who contributed most to the Volunteer Programme.

Flax Trust

It was agreed that Mr Hunter would attend this year's Annual Ball.

DEBBIE SWEENEY