

**MINUTES OF PERMANENT SECRETARY GROUP MEETING
HELD ON FRIDAY 20 AUGUST 2004 IN ROOM GD14, STORMONT CASTLE,
AT 8.45 am**

Present: Nigel Hamilton
Clive Gowdy
Will Haire
John Hunter
Gerry Lavery
Andrew McCormick
Aideen McGinley
Eddie Rooney
Alan Shannon
Cynthia Smith
Stephen Quinn
David Watkins

In Attendance: Stephen Grimason
Debbie Sweeney (Secretary)

Apologies: Gerry McGinn
Stephen Peover
Bruce Robinson
Pat Toal

1. Minutes and Summary

The Minutes of the meeting held on 13 August were agreed.

2. Matters Arising

Industrial Action Update

Mr Hunter updated PSG on the ongoing negotiations with NIPSA.

3. NI Bureau Strategy

Mr Hamilton introduced Mr Losty's draft strategy which had been circulated to PSG. Colleagues commented on the priorities, target audiences and culture.

Mr Hamilton asked that the comments be forwarded by 31 August to Paul Sweeney who will relay them to Mr Losty to incorporate for a further discussion with Mr Losty at PSG in September.

[Mr Sweeney to note]

4. **FOI**

Mr Hamilton emphasised the need for Departments to be up to speed on FOI for its implementation on 1 January 2005, particularly through the Practitioner Group.

Mr Hamilton said he would discuss the OFMDFM role in relation to the rollout of FOI, with Mr Jardine and suggested a monthly review of the implementation at PSG.

[Mr Jardine to note]

5. **Public Appointments**

PSG discussed Mr Haire's paper on Public Appointments. PSG was broadly content with the proposals and it was agreed that any further comments should be forwarded to Mr Haire by Friday 3 September. The comments could then be incorporated by Mr Simpson into integrated operational guidance and then circulated to Departmental contacts for further comments and agreement.

[Mr Simpson]

Mr Hamilton asked that Mr Simpson look at the definitions and could refer to the working practices of Invest NI.

[Mr Simpson]

6. **Tour de Table**

Flooding

Mr Hamilton said he was grateful to all involved in the handling of the flooding in Londonderry.

Mr Quinn said that the Rivers, Water and Roads Agencies will be reviewing their handling as a matter of course. Mr Grimason said that there would be a 2-stage review – firstly with the services called upon to react to the incident, followed by a meeting with the stakeholders in Londonderry.

Endoscope Review

Mr Gowdy reported that the Independent Review of Endoscopes was beginning.

CIPFA Conference

Dr McGinley said that Richard Oliver from Olivier Mythodrama, would be speaking at the CIPFA Conference on 30 September. She suggested that he also speak to a group of SCS on that day.

Mr Hamilton said he agreed in principle and asked, in his absence, that Dr McGinley issue a note of interest to staff.

[Dr McGinley]

NI Prison Service

Mr Watkins informed PSG that Peter Russell would be returning to his parent Department and his post was to be advertised.

PSG

There is no PSG meeting on Friday 27 August 2004.

DEBBIE SWEENEY
20 August 2004