

HCS/217/03

**cc Stephen Grimason – Para 3
Linda Brown – Para 4
Linda Devlin – Para 3**

**SUMMARY OF PERMANENT SECRETARY GROUP MEETING – FRIDAY
31 JANUARY 2003 IN STORMONT CASTLE**

Present: Nigel Hamilton (Chair)
Pat Carvill
Will Haire
John Hunter
Gerry McGinn
Stephen Peover
Alan Shannon
Peter Small
Clive Gowdy

In attendance: Angela Dullaghan
Bernie Rooney (Secretary)

Apologies: Stephen Quinn
Aideen McGinley
Bruce Robinson

1. Agenda Item 1 – Minutes

The minutes of the meeting on 24 January were noted and agreed.

2. Agenda Item 2 – Matters Arising

DE – Grade 3 Vacancy

Interim arrangements are being considered to cover this vacancy until the competition reaches conclusion.

3. **Agenda Item 3 – Legislative Programme**

The Director of Executive Information Services and the Head of Machinery of Government joined the meeting for this item.

The HOCS thanked members and Departments for the work undertaken to progress the Executive's Legislative Programme put before Westminster so that it can be made no later than the February Privy Council.

PSG considered the next phase of legislation and beyond, noting that the priority to maximise the number of Bills which could be ready for introduction in June/September this year and commence planning now for the entire life of the new Assembly on restoration.

It was agreed:

- (i) Departments would review the Legislative Programme for 2003/2004 and policy development which is likely to require legislation..
- (ii) Departments would engage in bi-laterals with officials from OLC and Machinery of Government Division to agree details of the forward programme and likely timing for future legislation.
- (iii) to prepare a draft submission for Secretary of State and Ministers informing them of the outcome.
- (iv) PSG would review the situation in 6-8 weeks.

[Action – Members and Mrs Devlin]

4. **Agenda Item 4 – Follow-up to Strategic Planning Day**

(i) PSG Sub-Committees (Annex A)

Following a review of the PSG Sub-Committees, the Chair invited members at the Away Day to consider the composition, themes and membership for further discussion on 30 January 2003.

The following PSG Sub-Committees were agreed:

- (a) Political Awareness, Culture, Values and Behaviour
- (b) Pay, Appraisal, Performance Management
- (c) Selection, Recruitment, Training and Development
- (d) Strategic Planning, Policy Development, PDAs, SDAs
- (e) e-Government and Service Delivery
- (f) Communications Strategy

(ii) Chairs

The Chairs were agreed as follows:

- | | |
|-------------------------|-----|
| Nigel Hamilton | (a) |
| Pat Carvill | (b) |
| John Hunter | (c) |
| Stephen Quinn | (d) |
| Will Haire | (e) |
| Communications Strategy | (f) |

(iii) Composition

It was considered appropriate that the composition of the Sub-Groups should be the Chair, plus up to 6 members.

It was agreed:

- to give consideration to how the PEFO and PDG members might become involved in the work of the PSG Sub-Groups
- that Members would be invited in turn to join a PDG meeting, commencing with the HOCS;

[Action: Linda Brown]

- that the HOCS would write to all Sub-Group former Chairs and members thanking them for the work undertaken to date.

[Action – PS/HOCS]

The Chair agreed to reflect on the nominations and issue a further paper to members for discussion and agreement.

[Action – PS/HOCS]

Roles

The 'Roles' paper was considered and it was agreed that CPG would offer a revised version in light of members' comments.

[Action – CPG]

Members also agreed that the rationale, revised structure and relationships should be explained to the SCS cadre as part of the forthcoming SCS seminars.

[Action – Director of CPG]

5. Agenda Item 5 – Tour de Table

(i) Contingency Planning

The Chair reported on activities and actions ongoing in Whitehall.

- (ii) Devolution Northern Ireland – Conference. Correspondence from Peter Sharpe – 29 January 2003

Members discussed possible attendance at this Conference and agreed that it was a matter for individuals to decide whether they would be available to attend, but agreed that it would be useful if members could participate if at all possible.

- (iii) Nationality Bill

It was noted that the Cabinet Office have secured a 'Parliamentary sponsor' to take forward the amendments to this Bill.

6. **Agenda Item 6 – Date of Next Meeting**

The next meeting will take place on Friday 7 February 2003 in Stormont Castle, Room GD 10, between 8.45 am and 10.15 am.

BERNIE ROONEY (MRS)
JANUARY 2003