

**MINUTES OF PERMANENT SECRETARY GROUP MEETING
HELD ON FRIDAY 18 MAY 2007
IN CONFERENCE ROOM A, NETHERLEIGH HOUSE
AT 8.45 AM**

Present: Nigel Hamilton
Will Haire
John Hunter
Andrew McCormick
Aideen McGinley
Gerry McGinn
Malcolm McKibbin
Stephen Peover
Stephen Quinn
Bruce Robinson
Alan Shannon
Paul Sweeney

In Attendance: Rosalie Flanagan
Stephen Grimason
John McMillen
Oswyn Paulin
Kim Martin }
Emma Wilson }
Debbie Sweeney - Secretary

1. **Apologies:** None

2. **Minutes of Meeting held on 11 May 2007**

The minutes of PSG held on 11 May have been agreed.

3. **Matters Arising**

There were no matters arising.

4. **Restoration Update**

Nigel Hamilton said he had received a message of good wishes from Sir Gus O'Donnell. Rosalie Flanagan said an Executive Meeting had been organised for 24 May.

Permanent Secretaries confirmed they had all met with their Committees and the meetings had been very positive.

5. **Reform**

Business Principles for NICS Shared Services

PSG discussed the draft principles for shared services within the NICS and aside from several drafting issues were content with the recommendations.

Change Managers Network Update

PSG were content with the recommendations set out in Gerry O'Neill's paper and agreed that the order of the challenges should be altered.

[Action: Gerry O'Neill]

Reform Central Communications Update

PSG agreed the Communications Strategy and the draft event plan.

Nigel said PSG recognised:-

- the confirmation of the Reform Agenda/Package and wider agenda;
- the need of a strategic/customised approach;
- the need to agree messages.

PSG welcomed DFP road testing the Strategy in September and agreed to discuss again at PSG on 15 June in Clare House.

[PSG to note]

Kim Martin agreed to circulate the Communications DVD to PSG for Departmental Board Meetings.

PE Implications of Water Charging

Bruce Robinson asked PSG to note the issues surrounding the decision in respect of water charging for future public expenditure position.

6. **Smithsonian Festival**

Paul Sweeney asked that PSG note the timetable of events at the festival.

Nigel asked that Permanent Secretaries inform Mick Cory (cc Paul Sweeney, Stephen Grimason and HOCS) of officials attending any related events in Washington.

[Action: Perm Secs]

7. **Strategy for Promoting the Social Inclusion of Homeless People**

Alan Shannon asked for any comments on the draft Strategy "Including the Homeless" to be forwarded to him as soon as possible but no later than Friday 25 May.

[Action: PSG]

8. Tour de Table

US Visit

Malcolm McKibbin informed PSG that the Agriculture Minister would be travelling to the States to participate in a series of meetings in Washington on agriculture and rural issues and to support the cultural theme of food and drink at the Rediscover NI Programme.

Next Week's PSG

The meeting will be held in:

3rd Floor Conference Room
James House
Gasworks

DEBBIE SWEENEY

22 May 2007