

**MINUTES OF PERMANENT SECRETARY GROUP MEETING
HELD ON FRIDAY 23 FEBRUARY 2007
IN ROOM GD14, STORMONT CASTLE
AT 8.45 AM**

Present: Nigel Hamilton
Will Haire
John Hunter
Andrew McCormick
Aideen McGinley
Gerry McGinn
Stephen Quinn
Bruce Robinson
Alan Shannon
Paul Simpson
Paul Sweeney
Pat Toal

In Attendance: Rosalie Flanagan
Stephen Grimason
John McMillen
Oswyn Paulin
Debbie Sweeney - Secretary

1. **Apologies:** Stephen Peover

Nigel Hamilton welcomed Ossie Paulin to his first PSG since taking up his post as Head of Legal Services on 19 February. Nigel asked Ossie to pass on PSG's appreciation to Brian Doherty, who attended PSG before Ossie took up his post, for his helpful advice during the last number of months.

2. **Minutes of Meeting held on 16 February 2007**

The minutes of the meeting held on Friday 16 February 2007 were agreed.

3. **Matters Arising**

Winter Willow

Nigel thanked all those involved in the Winter Willow exercise.

Best Practice Seminar

The details of the Seminar had been confirmed. Dinner on 8 March would be held in the Private Members' Dining Room, Parliament Buildings and the Seminar on 9 March would be held in the Harbour Commissioners' Headquarters. As the IBEC/CBI and Institute of Chartered Accountants' dinners clashed with the Best Practice dinner, it was agreed that Stephen Quinn, Aideen McGinley and Mary Bunting would attend IBEC/CBI and Bruce Robinson would attend the Institute of Chartered Accountants.

4. **Restoration**

Rosalie Flanagan updated PSG on restoration planning. She said the staffing exercise was complete, First Day Briefs had been commissioned, briefings were to be held for Private Office staff and Special Advisers briefings had also been completed.

Rosalie said following HR PSG on 2 March (Committee Room 144, Parliament Buildings), a restoration briefing would be held in the Long Gallery from 10.30 am to 12.30 pm. A sandwich lunch would be provided. As agreed, Permanent Secretaries could bring two Grade 3s to the briefing. Names of those attending should be forwarded to Deirdre Griffith and copied to HOCS office by 28 February.

[Action: PSG]

5. **Tour de Table**

BIIGC

Rosalie said BIIGC would be held on 26 February in Dundalk.

Smithsonian

Nigel said the Rediscover NI and Smithsonian Folklife Festival had been launched on 20 February. Nigel asked that a list of attendees at any of the events be forwarded to Debbie Sweeney.

[Action: PSG]

Debbie Sweeney

DEBBIE SWEENEY
27 February 2007