

**MINUTES OF PERMANENT SECRETARY GROUP MEETING
HELD ON FRIDAY 16 FEBRUARY 2007
IN ROOM GD14, STORMONT CASTLE
AT 8.45 AM**

Present: Nigel Hamilton
Will Haire
Don Hill
Gerry Lavery
Aideen McGinley
Gerry McGinn
Nick Perry
Stephen Quinn
Bruce Robinson
Richard Rogers
Alan Shannon
David Sterling
Paul Sweeney

In Attendance: Brian Doherty
Rosalie Flanagan
Stephen Grimason
John McGrath
Deirdre Kenny }
Alison Coey } - Agenda Item 5
Judith Brown }
Debbie Sweeney - Secretary

1. **Apologies:** John Hunter
Andrew McCormick
Stephen Peover
Gerry McGinn
Pat Toal

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

The minutes of the meeting held on Friday 2 February 2007 were agreed.

3. **Matters Arising**

Best Practice Seminar

Nigel said a provisional date had been arranged for the Best Practice Seminar which had been cancelled due to severe weather conditions.

The Seminar would be held on 8 and 9 March. The dinner would be held on the evening of the 8th in Parliament Buildings and the Seminar on the 9th

would be held in the Harbour Commissioners. Details confirming the arrangements would issue from Tom Reid.

[PSG to note dates]

4. Restoration Update

Rosalie updated PSG on the political situation and the ongoing preparations for restoration.

Rosalie said various briefings were being held with relevant officials to discuss aspects of restoration. Seminars would be held for SCS members and following the PSG meeting on 2 March at 10.30 am there would be a restoration discussion for PSG at which Permanent Secretaries could invite two relevant members of staff at Grade 3 to attend. The HR PSG and restoration discussion will probably take place in the Pavilion and a sandwich lunch provided.

**[Note: Details to be confirmed]
[Please note extended PSG]**

Nigel said restoration planning was of utmost importance, led by PSG, it would continue to be an important item at PSG meetings. This may involve the cancellation of presentations at short notice to facilitate.

5. Pandemic Flu Briefing

Deirdre Kenny passed on her thanks to the departmental representatives involved in the pre-exercise work.

Judith Brown set the scene for the Winter Willow exercise. She explained there were three core objectives.

- familiarise strategic decision-makers across the UK
- practice and examine the fear of information
- learn and re-think decisions.

Judith outlined the proposed agenda for the exercise and asked that Permanent Secretaries ensure they are briefed by their departmental representatives who would attend the CEMG meetings. Following the CMG meetings at 4.00 pm, Permanent Secretaries should in turn update their departmental representatives on any decisions taken.

[Perm Secs to note]

6. MOD Sites

Alan Shannon and John McGrath updated PSG on the disposal and possible acquisition of redundant military sites. PSG noted and acknowledged the major issues to be addressed regarding the sites.

7. Comprehensive Sending Review Consultation

PSG referred to letters issued by NICVA requesting meetings with Departments to discuss CSR.

PSG agreed that Departments should agree to meet NICVA firstly having requested specific agenda items from the body. DFP would produce a core script of common context and key points.

[Action: Bruce Robinson]

Departments would reply individually to NICVA agreeing to a meeting and asking for agenda items.

[Action: PSG]

8. **Tour de Table**

Children and Young People's Unit

Alan Shannon referred to the letters from Maria Eagle to Nigel Hamilton urging Departments to engage fully with the proposed action plan.

[PSG to note]

Concessionary Fares

David Sterling informed PSG that David Cairns was in Dublin for the Concessionary Fares launch.

Nick Macpherson

Bruce Robinson said Nick Macpherson has had to cancel his visit to Northern Ireland in March. It would be rearranged for May/June.

Finance Directors

Bruce said he had met with Finance Directors on Monday to discuss ISNI II and PKF Financial Management. He will report further to PSG in March.

Avian Flu

Gerry Lavery updated PSG on Avian Flu.

Review of Environmental Governance

Richard Rogers said the Report was now due at the end of May.

Advertising Review

Brian Doherty updated PSG on the Advertising Review.

Chief Executive Posts

Alan Shannon said following an external competition, Bryan Davis had been appointed as Chief Executive of SSA and Mary Quinn appointed as Chief Executive of CSA.

Next Week's PSG

Next week's PSG will be extended until 12.30 pm. Paul Haran will attend to discuss Capability Review Preparation Programme.

[PSG please note extended meeting]

The agenda will be:

1. Restoration Update – 0845 – 0900
2. Tour de Table – 0900 – 0915
3. Capability Review Preparation – 0915 – 1230 (**Perm Secs & substitutes only**)

DEBBIE SWEENEY
16 February 2007