

**MINUTES OF PERMANENT SECRETARY GROUP MEETING  
HELD ON FRIDAY 22 SEPTEMBER 2006 IN ROOM GD14, STORMONT CASTLE  
AT 8.45 AM**

**Present:** Nigel Hamilton  
Will Haire  
Don Hill  
Greg McConnell  
Gerry McGinn  
Stephen Peover  
Nick Perry  
Stephen Quinn  
Bruce Robinson  
Alan Shannon  
Paul Sweeney  
Pat Toal

**In Attendance:** Brian Doherty  
Rosalie Flanagan  
Colm Shannon  
Patrick McAllister } - PKF Consultants  
Geoffrey Wolfsen } - Agenda Item 5  
Jamie Hutchinson }  
Debbie Sweeney - Secretary

1. **Apologies:** John Hunter  
Andrew McCormick  
Aideen McGinley  
Stephen Grimason

2. **Minutes of Meeting held on 15 September**

The minutes of the meeting held on 15 September were agreed.

3. **Matters Arising**

There were no matters arising.

4. **Review of Forecasting and Monitoring**

Bruce Robinson introduced Patrick McAllister, Geoffrey Wolfsen and Jamie Hutchinson from PKF Accountants and Business Advisers.

Patrick outlined their Terms of Reference to review the monitoring and forecasting of budgets throughout Departments. He outlined the issues they were tasked to review:

Budgeting and Planning  
Monthly Reporting  
Quarterly Monitoring  
Quality of FM at Departmental level and FM capability.

Geoffrey then outlined the emerging issues following their meetings with Departments. A number of specific issues were raised by Permanent Secretaries, for further consideration by PKF.

Jamie said the next step for the Review Team was to complete their Departmental visit programme and develop the recommendations.

Nigel thanked PKF for their update on the Review and said he looked forward to seeing the completed Final Report.

**5. Assembly/Political Update**

Rosalie Flanagan updated PSG on the work of the Preparation for Government Committee and arrangements for the forthcoming Political Talks.

**6. Good Government Meeting – 18 September – Three Funds**

Stephen Quinn, Will Haire and Greg McConnell updated PSG on the three funds.

**7. Tour de Table**

Strategic Focus

Nigel Hamilton said he had five areas he wished PSG to focus on over the coming months. They were:-

- (i) Support for Political Talks
- (ii) North South Issues
- (iii) Delivery of Reform
- (iv) CSR
- (v) Departmental Changes.

Training People in the Public Service

Greg McConnell said Aideen McGinley had received the evaluation of the initial pilot of Training People in the Public Service. He would copy to Nigel Hamilton.

Capability Review

Bruce Robinson said that John Hunter had asked PSG to flag up the need to begin to concentrate on the work needed for the forthcoming Capability Review.

Nigel Hamilton said his five areas of focus and Capability Review would be the subject of a full day PSG discussion in October/November.

**[PSG/Secretary to note]**

### Belfast Harbour Commissioners' Autumn Ball Invite

PSG agreed the following attendance at the Autumn Ball:

Nigel Hamilton  
Gerry McGinn  
Stephen Quinn  
Bruce Robinson

### Londonderry Chamber of Commerce Dinner

PSG agreed that the following attendance at the DCC Dinner:

Bruce Robinson  
Stephen Quinn  
Rosalie Flanagan  
(\*Rosalie unable to attend)

### Local Government

Stephen Peover said the Review Team would be making two presentations that day on 'Way Forward in Local Government'.

### Heritage Bodies Visit

Stephen Peover said the Heritage Bodies visit to the Maze Prison had been very successful and they had been complimentary of the OFMDFM staff who conducted the visit.

### Autumn Sunningdale

Nigel Hamilton said he would be attending Autumn Sunningdale on 28 and 29 September.

### Sir Michael Peat

Nigel said he had met with Sir Michael Peat and outlined the areas of discussion. He said he would write to relevant Permanent Secretaries for follow-up action required.

**[Action: Nigel Hamilton]**

### Next Week's PSG

Sports Strategy Presentation