

**MINUTES OF PERMANENT SECRETARY GROUP MEETING
HELD ON FRIDAY 24 NOVEMBER 2006
IN ROOM GD14, STORMONT CASTLE
AT 8.45 AM**

Present: John Hunter
Will Haire
Gerry Keenan
Andrew McCormick
Aideen McGinley
Gerry McGinn
Stephen Peover
Stephen Quinn
Bruce Robinson
Paul Sweeney
Pat Toal

In Attendance: Brian Doherty
Rosalie Flanagan
Stephen Grimason
John McMillen
Gerry O'Neill - Agenda Item 5
Debbie Sweeney - Secretary

1. **Apologies:** Nigel Hamilton
Nick Perry
Alan Shannon

2. **Minutes of Meeting held on 24 November**

The minutes were agreed with one amendment from Pat Toal.

3. **Matters Arising**

There were no matters arising.

4. **Restoration Update**

Rosalie Flanagan updated PSG on the week's political events. The Programme for Government meeting had taken place on Monday 20 November. The Clerk has been asked to draw up a future work programme for the Committee, which would cover various issues for discussion. Rosalie said she would forward the list of proposed topics to PSG and keep them informed of any proposed timetable.

[Action: Rosalie Flanagan]

Rosalie gave PSG an outline of the events to begin in Parliament Buildings that morning, with the proposed nomination of First and Deputy First Minister.

5. **Capability Review**

PSG agreed that the focus of its preparation for the Capability Review should be on those areas for development which would impact most on the effectiveness of senior leadership in the NICS. Given the current pressures on the NICS, the proposed timing of the Review in August 2007 reinforced the need for our actions to be proportionate. PSG deferred consideration of the precise terms of reference, membership and logistical support but confirmed the need to:

- i Review PSG and its Sub-Groups. (It was also agreed that Tom Reid, OFMDFM should be asked to update the current list of IDGs).

[Action: Nigel Hamilton & Tom Reid]

- ii Explore the value of a Futures Project, building on current work on visioning.

[Action: Stephen Quinn & PSG Policy Sub-Group]

- iii Review the current effectiveness of our internal communications.

[Action: Gerry McGinn & PSG Communications Sub-Group]

- iv Issue best practice guidance on business planning (for Departmental Business Plans 2007/08) and complete the assessment by the Public Service Improvement Unit against the Capability Review Framework using DFP, DARD and DRD.

[Action: Gerry O'Neill PSIU]

In order to achieve a concentrated focus for the preparation for the Review, it was agreed that two or three Away Days should be arranged once the timing of the Review was clear.

6. **Tour de Table**

Next Week's PSG

HR and Honours.

Judicial Review

Gerry McGinn said there had been lessons learned from the outcome of the Consumer Council Judicial Review which DRD would share with Departments.

[Action: Gerry McGinn]