



**Public Service Commission
Minutes of Proceedings**

**Tuesday 30 September 2008
Boardroom 10 Cromac Place
The Gasworks**

Present: Mr Sid McDowell (Chairman)
Professor Bernard Cullen
Mr Jim McCusker
Mrs Brenda McLaughlin
Dr Collim Patton

In Attendance: Mr Brian Martin
Miss Susan Dornan

1. Apologies

Brian Hanna and Dessie Mitchell sent their apologies.

2. Minutes of Meeting of 27 August 2008

After a slight amendment, the minutes of the 27 August 2008 meeting were agreed.

3. Matters Arising

Codes of Practice/Guidance Notes

An update paper from Jacqui Wallace, Central Personnel Group (CPG, dated 24 September 2008) was tabled and noted. The memo advised that the Code of Practice on Guiding Principle 3 (Staff Transfers) and the Guidance Notes on Guiding Principles two (Managing Vacancies Effectively) and four (Filling Vacancies and New or Substantially New Posts in New Organisations being Created as a Result of the RPA) were progressing but there were still outstanding issues to be resolved before these could be issued.

A memo was tabled from Jacqui Wallace (dated 24 September 2008) on the draft Fifth Guiding Principle (Voluntary Severance Arrangements). The memo brought

the draft Guiding Principle to the attention of relevant contacts in Health, Education and the Northern Ireland Library Authority of the current status of the draft fifth Guiding Principle on Voluntary Severance, and advised that it had not yet been presented to the Executive.

Compliance with PSC Guiding Principles

Agreed. Commissioners to email their availability to meet Government officials for a discussion on compliance. Compliance to be an agenda item at the next Commission meeting.

Location of Public Sector Jobs resulting from the RPA

Commissioners noted the publication of the Bain report on 30 September 2008. The Guiding Principles are referred to in the body of the report but not in the recommendations.

Agreed. Acting Chief Executive to arrange for hard copies of the report to be sent to Commissioners. Bain report to be an agenda item at the next Commission meeting.

Role of Public Service Commission in Shared Services/Status of Guiding Principles

Commissioners noted that senior counsel's opinion is expected at the end of the week.

Agreed. Senior Counsel's Opinion to be circulated to Commissioners on receipt.

RPA Progress Reports

Although OFMDFM is prepared to provide quarterly update reports, Commissioners considered that high level monthly reports are required, particularly in the faster moving sectors where reform is imminent.

Agreed. Acting Chief Executive to request monthly reports directly from the sectors. Updates to be a standard item on the agenda.

Fifth Guiding Principle.

Addressed earlier in the meeting.

4. Future of the Public Service Commission/Staffing of the Secretariat

The Chairman provided a brief update on his meeting with Derek Baker (Director, CPG) on 2 September 2008.

5. Research Project – Final Report

Commissioners briefly discussed the final report and considered its promulgation in light of Maurice Dowling's email of 25 September 2008.

Agreed. Acting Chief Executive to arrange for the Report to be promulgated as follows:

- RPA Central Unit to issue under cover of a joint note from the Chairman and John McMillen (OFMDFM)

- A joint note from Dr Andrew McCormick (agreement to be sought) and the Chairman to issue with the report to those in the Health sector
- Report to be placed on the PSC website.
- An event to be planned in late November in conjunction with the Local Government Staff Commission and the Staff Commission for Education and Library Boards to raise the profile of the report and to focus on lessons learned/key points for consideration.

6. Chairman's Business

None.

7. Northern Ireland Assembly/Executive Developments

None.

8. Any Other Business

The Chairman and Commissioners formally thanked the Chief Executive Brian Martin for his contribution to the work of the Commission and wished him a happy retirement. The Chairman welcomed the acting Chief Executive, Susan Dornan who will be working for the Commission on a part-time basis.

9. Date of Next Meeting

The next meeting will be held on 29 October 2008.

A handwritten signature in black ink that reads "Sid Keefwell". The signature is written in a cursive style and is positioned above a single horizontal line that serves as a signature line.