

**Public Service Commission  
Minutes of Proceedings**

**2:15 pm, Tuesday 8 September 2009  
Boardroom, 10 Cromac Place  
The Gasworks**

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

In Attendance: Miss Susan Dornan  
Mrs Gillian McKeown

**1. Apologies**

No apologies.

**2. Minutes of Meeting of 28 July 2009**

The minutes were agreed.

**3. Matters Arising**

Draft Guidance Note on 5<sup>th</sup> Guiding Principle

Commissioners discussed draft letter prepared in response to Grace Nesbitt's letter of 17 August 2009.

*Agreed:* Commissioners agreed to letter being issued.

Local Government Staff Commission – Vacancy control

Brian Hanna gave an update, advising that the revised paper had been accepted by both Trade Union Side and Employers. It will be issued this month and implemented with effect from 1 October.

*Agreed:* Secretariat to invite Ian Maye and Adrian Kerr to November's Commission meeting to provide an update.

**4. Education and Skills Authority – delegation**

Will Haire, Gavin Boyd, John McGrath and Jill Dowie from the Department of Education attended to provide an update.

- The first run through of internal trawls has taken place for Director Posts and six internal candidates out of seven have been offered posts.
- The internal recruitment phase for Assistant Directors will begin in October and it is planned that these posts will be identified before the start date of the new Organisation.
- The delegation provided detailed information on staff acting up/on temporary promotion and they are confident, given the likely future staffing needs that compulsory redundancy can be avoided.
- The Staff Transfer Scheme is at an advanced stage of discussion with Trade Unions and will replicate that of NILA's bar some small changes.
- The Minister is currently considering location of services.
- The Committee on Clauses is currently considering the legal position and this will be completed on 30 September and a report produced, which will be tabled at the Assembly.

*Agreed:* Gavin Boyd will provide details of the staff database and statistics provided at the meeting, clarification on the number of staff acting up more than one grade, information on the difference between temporary and acting up, and the number of staff on fixed term contracts. He will consider the wording on TUPE transfer and the rewording of "vast majority".

#### **5. Compliance/Lessons Learned**

It was reported that Sid McDowell, Susan Dornan and Desmond Mitchell had met with Derek Baker from Central Personnel Group to discuss Compliance. Derek undertook to meet with John Mallon from NISRA to discuss the possibility of producing a questionnaire which could be used as a self assessment tool for survey purposes.

*Agreed:* Secretariat to request an update on this from Derek Baker.

#### **6. RPA Progress Reports**

Commissioners briefly discussed the progress reports.

#### **7. Chairman's Business**

None.

#### **8. Northern Ireland Assembly/Executive Developments**

None.

#### **9. Any Other Business**

None.

**10. Date of the next meeting**

The next meeting will be held on Wednesday 7 October at 10:30am.



*Sid McDowell*

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SID MCDOWELL  
CHAIRMAN