

**PERMANENT SECRETARIES' STOCKTAKE  
FRIDAY 18 June 2021**

**8:45 EXECUTIVE ROOM, STORMONT CASTLE**

**Attending**

Jenny Pyper (Chair), Katrina Godfrey, Hugh Widdis, Peter May, NR Mike  
Brennan, Mark Browne, Colum Boyle, Tracy Meharg, Richard Pengelly, NR  
NR NR

**1. Apologies**

**2. Minutes of previous meetings**

Minutes of the meetings held on 4 June and 11 June 2021 were agreed, subject to minor amendments from Hugh Widdis and Tracy Meharg.

**3. Horizon Scanning Update – Peter May**

Peter May provided an update to colleagues.

**4. Tour de Table**

DoF

Colum Boyle discussed with the group plans to target businesses who have not yet benefitted from the COVID 19 Recovery Support Package. Discussions are ongoing with Ulster University to identify how to target businesses by sector.

Colum requested that DoF colleagues are invited to PSS to discuss new ways of working. Jenny Pyper agreed that her office would liaise with Colum to arrange a date in July.

**[Action : Jenny Pyper]**

DfC

Tracy Meharg updated the group on the benefit delivery forecast and identified a positive position moving forward into next year.

Tracy advised that she will liaise amongst departments to encourage participation in the Job Start Scheme. DfC are currently accommodating fourteen young people with disability within the department for a nine month period.

**[Action : Tracy Meharg]**

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Mark Browne provided an overview of the recent school placement process.

**5. AOB**

Jenny Pyper advised that Dr Jayne Brady is scheduled to take up post as the new HOCS end August/start September.

Jenny confirmed that Denis McMahon has been successful in taking up the role of TEO Permanent Secretary. It is expected that a Permanent Secretary Recruitment competition will run in the autumn to address vacancies.

Jenny confirmed that NR and CES will deliver a follow up session at NICS Board on Friday 25<sup>th</sup> June. This session is expected to focus on priorities of the Board moving forward.

Tracy Meharg advised that she will begin a recruitment process within the department at Grade 3 level to fill a post within Housing Regeneration.

Colum Boyle identified the requirement for updated Terms of Reference for the Information Management Board. The IMB is a sub group of NICS Board and Colum plans to bring the refreshed paper to PSS once concluded.

**[Action : Colum Boyle]**

**6. The next meeting will take place on Friday 2 July 2021.**