

**Transformation Programme Board Meeting,  
Boardroom, Department of Justice and Equality  
Tuesday 7<sup>th</sup> November 2018**

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**In Attendance:**

*Aidan O'Driscoll (Secretary General); Oonagh Buckley (Deputy Secretary General); Oonagh McPhillips (Deputy Secretary General); Doncha O'Sullivan (Assistant Secretary); Ronnie Downes (Assistant Secretary, DPER); Martina Colville (Transformation Programme Manager); John Davis (Secretariat)*

**Apologies:**

*Derek Tierney, (Principal Officer, D/Taoiseach)*

**1. Introduction**

Aidan O'Driscoll welcomed attendees to the first meeting of the Transformation Programme Board.

**2. Programme Board Structure and Terms of Reference**

Draft terms of reference were provided to the Board for their consideration. Following discussion, MC undertook to provide an updated draft to the Board.

**3. Programme Governance**

MC provided clarity in terms of the governance of the programme.

The Transformation Programme Manager, the Transformation Programme Board and the Programme Sponsor (Secretary General) will govern the programme. Martina Colville provided a summarised overview of the role of the Transformation Programme Manager. The Programme Manager will act as the facilitator/driver of the programme, ensuring all aspects of the programme including, budget, timelines and quality are being delivered. The Manager, in conjunction with the Project Manager from the consultant's team, will report to the Transformation Programme Board, providing regular updates on programme developments and emerging issues, as required.

The DoJE Management Board will act as the business advisers, supporting the programme team in relation to the planning, design and implementation of the new operating model and taking decisions in relation to design as presented by the Programme Team. The MB and/or the Programme Manager may escalate decisions to the Programme Board.

**4. Programme Charter**

The Programme Manager provided the Board with a draft Programme Charter for consideration and suggestions. The Board members are to revert with any suggested amendments in advance of the next meeting.

**5. Tender Process Update**

The Programme Manager provided the board with an update on the Tender Process.

The Tender Evaluation Panel will meet on 8<sup>th</sup> November 2018 to agree a shortlist of bidders. Interviews will commence on 19<sup>th</sup> November 2018. It is anticipated evaluations will be completed by 20<sup>th</sup> November 2018 and the successful bidder will be announced on 21<sup>st</sup> November 2018. It is envisaged the successful bidder will commence on 26<sup>th</sup> November 2018. However, a confirmed start date will need to be agreed. The timeline is extremely tight in relation to the awarding of the contract and MC accepted the Boards view that it was probably too ambitious.

#### 6. Programme Team

The Board noted the members of the programme team, which consists of a mix of both new and existing staff.

#### 7. Timelines

AOD noted the aggressive timelines. MC advised she would be pushing these timelines in order to maintain momentum. The Board acknowledged the need for momentum but cautioned the pace. MC acknowledged that it would be a balance and that both she and the team were aware of the necessity for pace while retaining quality.

#### 8. AOB

There was a general consensus that the minutes of the Transformation Programme Board should be publicly available.

The next meetings of the Board will take place on 27<sup>th</sup> November and 18<sup>th</sup> December 2018.

Actions Arising	Owner	Comment
Terms of Reference to be redrafted	MC	Submit for next meeting
Programme charter to be redrafted	MC	Board members to revert with comments. Submit for next meeting
Final membership of Board to be confirmed	AOD	
Dates for meetings to end 2018 agreed and to be put in diaries	MC	

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John Davis  
Secretary to Transformation Board