

A Memorandum of Understanding (MOU)
between the Department of Finance and the Executive Office
in respect of their responsibilities for Reform of the Civil Service

Purpose

1. The purpose of this memorandum of understanding is to set out the agreed arrangements for the planning and delivery of reform of the Northern Ireland Civil Service.

Scope

2. This Memorandum of Understanding will apply to the Department of Finance, the Executive Office, the Head of the Civil Service and the NICS Board which is chaired by HOCS and made up of Departmental Permanent Secretaries in the NICS.

Statutory Position

3. The Civil Service (Northern Ireland) Order 1999 provides that the Department of Finance 'shall continue to be responsible for the general management and control of the Civil Service'. Under Article 4 of the 1999 Order, the Minister of Finance can make directions and regulations as to how to exercise his powers and to discharge his statutory duties with respect to e.g. the number and grading of posts; remuneration; conditions of service; conduct (including the making of a Code of Ethics); or recruitment.

Respective Roles

The Minister of Finance

4. The Finance Minister will work with First Minister (FM) and deputy First Minister (dFM) to enable HOCS to work collectively with the NICS Board and Permanent Secretaries to plan and deliver reform and modernisation of the Service.
5. The Minister of Finance has responsibility for matters of policy in respect of the control and management of the Civil Service generally (including special advisers).
6. The Minister of Finance will continue to answer Assembly Questions (AQs) and respond to debates in the Assembly in respect of the Civil Service generally, and will give evidence to the Finance Committee as required.

The Department of Finance

7. The Department of Finance will support the Minister of Finance: advising on matters of policy and delivering specific civil service reform across a range of functions on behalf of the Civil Service as a whole. This will include, for example the Department leading in the response to the RHI Inquiry, and major reform initiatives such as the Central Government Transformation Programme.
8. The Permanent Secretary of the Department of Finance will respond to the PAC as Accounting Officer responsible for the policies governing the control and management of the Civil Service generally and the relevant services delivered by the Department.

First Minister and Deputy First Minister

9. FM and dFM have jointly agreed that, at official level, the Head of the Civil Service will lead the corporate programme of modernisation and reform and support the Executive in its collective delivery of a Programme for Government.

The Head of the Civil Service

10. As Secretary to the Executive, HOCS is senior adviser to the First Minister and deputy First Minister and the whole Executive on the working of government, including the work of the Civil Service.
11. HOCS will lead and manage the Northern Ireland Civil Service most immediately through leadership and development of the group of Departmental Permanent Secretaries, leading the corporate programme of NICS modernisation and reform.

The NICS Board

12. The NICS Board will support HOCS in delivering NICS modernisation and reform across the Civil Service. The Board will also play a key role in communicating and promoting NICS values, objectives, policies and behaviours in such areas as leadership, performance, capability and capacity building, talent management, succession planning and engagement.

The Executive Office

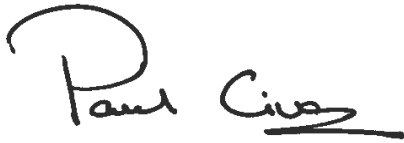
13. The Permanent Secretary of the Executive Office will work closely with HOCS on civil service reform, providing support through their oversight and central co-ordination role.

Accountability

14. It will be crucial in planning and implementing the programme of NICS Reform to ensure that when decisions are taken full and proper account is taken of the accountability and formal reporting requirements. All such decisions must be discussed and agreed in advance in the appropriate forum which must be recorded.

Review of MOU

15. The MOU will be reviewed every 2 years.

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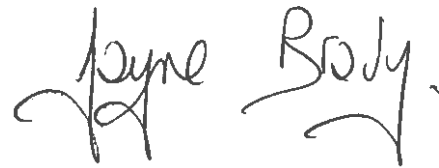
**PAUL GIVAN MLA
FIRST MINISTER**

Handwritten signature of Michelle O'Neill in blue ink.

**MICHELLE O'NEILL MLA
DEPUTY FIRST MINISTER**

Handwritten signature of Conor Murphy in black ink, set against a light grey background.

**Conor Murphy MLA
Minister of Finance**

Handwritten signature of Jayne Brady in black ink.

**Jayne Brady
Head of the Civil Service**