

**The Office of the First Minister
and Deputy First Minister**

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HCS/319/00

FROM: JOHN SEMPLE
3 MAY 2000

cc Mr McCusker
Mr Haire
Mr Canavan
Mr May
Mr Gamble
Mrs Kenny

MR SHEERAN

ESTABLISHING OFMDFM AS A DEPARTMENT

1. I wrote to all staff in OFM/DFM in March to advise them that I had initiated a review to examine the purpose, structure and systems of OFMDFM. More recently I wrote again to brief everyone on progress to date and in particular to let them know the outcomes of the survey questionnaires and the overall messages emerging from the scoping study.
2. As part of the process of establishing the new Department, the Project Board has set up a number of teams to address specific issues and a small team, comprising Deirdre Kenny and myself, has been charged with speaking with a cross section of staff about the vision, mission, values and role of the Department.
3. You have been nominated by your Director to participate in this informal consultation. I would welcome the opportunity to meet with you over a sandwich lunch in Castle Buildings to discuss your thoughts on these issues. Some questions you might wish to consider include:

Vision - Where you would like to see the Department in 5 years time.

Mission - What function does the Department perform and for whom?
How does it go about filling this function? Why does it exist?

Role - Flowing from what you see as the mission of the Department, how would you describe its role given the wide spread of functions and interests it encompasses?

Values - What values should be in place for the Office? Should they differ from those set out for the NICS? (See attached)

You might wish to talk this over with colleagues to help develop your thoughts.

4. A number of people have also commented on the unwieldy name of the Department and if you or your colleagues have any thoughts on this I would be happy to take them on board.
5. I would appreciate the opportunity to discuss these issues with you over a sandwich lunch in Room E5.5 in Castle Buildings on Wednesday 10 May 2000 at 12.30 pm. Please contact Ruth Childs at Ext 28147 to confirm your attendance.

JOHN SEMPLE

A Vision for the NICS

Enduring Aim

- ☐ To serve the people of Northern Ireland with pride through the provision of high quality, cost-effective services.

Core Values

- ☐ In serving Government and the public, the NICS is an organisation which:
 - ☐ *reflects the traditional key principles of the Civil Service, namely:*
 - ☐ integrity, objectivity and accountability
 - ☐ political impartiality
 - ☐ selection and promotion on merit
 - ☐ *serves its internal and external customers by:*
 - ☐ understanding their needs
 - ☐ focusing on outcomes
 - ☐ striving for continuous improvement in quality
 - ☐ securing best value for money
 - ☐ clearly communicating information and intentions
 - ☐ *values its people and develops their full potential by:*
 - ☐ providing equality of opportunity for all
 - ☐ promoting professionalism

- ☐ committing to personal and career development
- ☐ developing human resource policies which encourage and recognise achievement
- ☐ openly exchanging information
- ☐ encouraging innovation