



Present:

Mr B. Magee	Chief Executive (Chair)
Mrs B. Rooney	Group Director Driver & Vehicle Testing and Standards
Mr D. Wilson	Group Director Finance & Corporate Services
Mr T. Evans	Group Director Licensing Operations
Mr N Brady	Non – Executive Director

Mrs Anne Smiley Secretary

Visitor:

Mr John Colgan Departmental Board (Independent Board Member).

Apologies:

Mrs B. Cosgrove Group Director Drivers,
Business Transformation and Enforcement

Noel Brady joined the meeting after item 1 on the agenda was finished.

1. Replacement Accountancy System.

1.1 The outline business case (OBC) for the replacement of the Agency's accounting systems was previously presented to the SMB on 24 June 2009. On that date the Board approved the recommendation to procure a new accountancy system for DVA (option 4) but asked for further clarification in some areas.

1.2 The OBC was presented to the Board again to reflect the changes since June 2009.

1.3 The Board approved the business case and the recommendation to procure a new accounting system (option 4) remains.

2 Driver Licensing Replacement System.

2.1 Mr Magee explained the background to the replacement of the driver licensing system, including the options explored.

2.2 The preferred option of integration with the DVLA system does not look promising.

2.3 It was agreed that revised costings should be re submitted to DPP by December 2009.

2.4 **Licensing Funding and Fees.**

Lucia O'Connor gave a presentation on the Driver Licensing funding and fee structure.

2.5 Lucia used the Driver Licensing as an example to explain the funding and fee structure of DVA Licensing.

2.6 Due to the deficit in the driver fee account, the Board requested that a full review of all Drivers costs should be carried out together with a scoping exercise on the drivers transactions with a view to reducing costs.

A paper should be prepared for presentation to the Minister and the Environment Committee. **Action 1: TE/LO'C**

3 **DVA Enforcement (Testing) Strategy.**

3.1 The Board agreed to the extension of the 2005-2008 DVA Enforcement (Testing) strategy for one year.

3.2 The Board requested that an action plan should be produced for the completion of the strategy over the next year, including plans for a revised strategy. **Action 2: BC/JM.**

3.2 It was suggested that other areas could be included within the strategy:-

- The use of the graduated fixed penalty and deposit scheme.
- More liaison with the licensing side on revocations and suspensions.
- More constructive use of data between roadside enforcement and VED enforcement.

4 **Minutes of previous meeting.**

4.1 The minutes of the previous meeting on 27 August 2009 were agreed with an amendment made to para 6.4.

4.2 The outstanding action were discussed and updated.

5 **Management Information Report (MIR).**

- 5.1 The Board noted the content of the MIR.
- 5.2 **Finance Licensing.**
Lucia O'Connor explained the licensing finance situation at the end of August 2009.
- 5.3 All areas are on target except for the efficiency target which is forecasting an inefficiency of -8.53%.
- 5.4 **Finance Testing.**
A positive position was noted for DVA Testing Finance.
- 5.5 The Board noted the content of the Corporate Governance report, including the progress of the audit recommendations.
- 5.6 The Agency risk register was reviewed.
It was agreed that the Agency status (which has now been agreed as Quasi-Corporation) does not need to be included on the risk register.
- 5.7 It was also agreed that a risk should be included to reflect the risk of not achieving strategic objectives.
Action 3: DW.
- 5.8 A paper is to be produced detailing the options available in relation to risk 5 (deficit of driver licensing fee account).
- 5.9 Risk 8 – information was requested on the accommodation work to be carried out, including timings and the impact for staff in the Driver Licensing Division.
Action 4: DW.
- 5.10 There was concern among Board members about the increased number of accidents reported in August. David Wilson agreed to discuss with Gary Carson.
- 5.11 A reconciliation exercise on staffing figures against those produced by HR Connect has been completed. There were very few anomalies.
- 5.12 The sick absence figures produced are showing a positive trend. It was agreed that Operational managers need to be kept informed of the position regarding the long term absence cases. It was agreed that Julie MacLennan would be the agency contact between the Agency and HR Connect.

5.13 The Board noted that all performance targets are being achieved.

6 Balanced Scorecard.

6.1 The strategic business objectives within the scorecard were reviewed.

7 Matters reserved for Board Approval.

7.1 Project mandate – Taxi Driver Testing. The Board agreed in principle to the mandate but there are no resources available for this project. The mandate is referred to the Change Programme Board to respond.

8 A.O.B.

8.1 Audit Committee Membership.

The Board agreed that Bernie Rooney would sit on the NIEA audit committee and Damien Campbell from NIEA would sit on the DVA audit committee as independent members.

8.2 SMT agenda.

The Board agreed the agenda for the Senior Management Team meeting on 29 September 2009.

Outstanding Actions

Ref	Action	Who	When	Review/Comments
19.12.07 – 001	DL1 application form to be reviewed	TE	Ongoing	New version with minor amendment issued but a radical re-design is required (subject to resources)
19.12.07 – 007	Driver's Accuracy Survey to be carried out through the Omnibus Survey	TE/CC	Ongoing	Data cleansing team set up to investigate inaccuracies identified through CPC extract. FSL have provided proposal for cleansing addresses.
21.02.08-001	To take forward any recommendations from the DID report on the piloting of kiosk. Progress E-delivery in liaison with DID.	BC / HD	Ongoing Complete	DID to provide statistics on level of take-up per kiosk location. Meeting arranged with KDS and Northgate to establish method for capture of number of actual bookings made through kiosks Further meetings held with DID. Customer service survey, being undertaken as part of EDW, review will contribute to review of service delivery.
24.04.08 – 002	Develop a policy for DVA on driving official vehicles. Check Health & Safety website (Driving for work) for guidance.	DC / DW	Ongoing	DB recently agreed the departmental Driving at Work policy .The H&S Section will in due course prepare a suitable

				arrangement for inclusion in the DVA H&S Manual.
26.02.09-002	To provide a report on the review of the procedures processes in taxi licensing section.	TE	Ongoing	Review commenced in mid- May and will report at the end of September
28.5.09-002	To complete a business case for the installation of a lift at Balmoral Road	DW/DC	Complete	PSD has been asked for advice viz: DDA issues. Response circulated under AOB.
24.06.09-004	To produce a presentation on licensing fees	L'OC/DW	Complete	Presentation made at September SMB.
23 July 2009 - 004	The Board requested that the position regarding Waterside House should be reviewed again.	DW	Complete	Ops still making best use of Waterside Hse. PSD have indicated there is no potential at present to improve this facility i.e. space available. PSD have identified some new properties which will now be considered.
27 August 2009 - 002	Draw up terms of reference for service delivery strategy.	DW	Ongoing	Terms of reference have been prepared in draft form
27 August 2009 - 003	Provide report on the nature and volume of calls received in the technical and enforcement sections.	BR / BC		
25 September 2009 - 001	To review the costings and transactions of the Drivers fee accounts and produce a paper for the Minister / Environment Committee.	TE/L'OC		
25 September 2009 - 002	Produce an action plan for the completion of the enforcement (testing) strategy, including plans for a revised strategy.	BC / JM		

25 September 2009 - 003	Include on the Agency risk register a risk about the risk of not achieving Agency strategic objectives.	DW	Complete	Action included on Risk Register
25 September 2009 - 004	To check the timings for the work to be carried out to the Driver Licensing building and the impact for staff.	DW	Ongoing	Work commenced in line with agreed start date. Significant progress made and is on target for completion on the 16 th November

Next Meeting: **Date:** **30 October 2009**
Time: **10:00.**
Venue: **County Hall, Coleraine.**

Prepared by: **Anne Smiley**