



Present:

Stanley Duncan	Chief Executive (Chair)
Bernie Cosgrove	Group Director, Drivers, Business Transformation and Enforcement
Trevor Evans	Group Director Driver, Vehicle and Road Transport Licensing
Bernie Rooney	Group Director, Driver & Vehicle Testing and Standards
David Wilson	Group Director, Finance & Corporate Services
Noel Brady	Independent Board Member
Anne Smiley	Secretary

1. DVA Values

- 1.1 The Board endorsed a set of values developed by the focus group for the Agency.
- 1.2 Some minor changes were suggested and the values should be circulated to staff, with a short note from the Chief Executive, for inclusion in team briefs.

2. Minutes of the Previous Meeting

- 2.1 The minutes of the meeting on 26 November 2009 were agreed.
- 2.2 The outstanding actions were reviewed and the Board agreed that a number of these are could be monitored as line of business and be included in operating plans with group directorates.
- 2.3 The Chief Executive asked that action points from the meeting should be brought forward to the next meeting only and thereafter an explanation detailing the way forward.

3 Management Information Report (MIR)

- 3.1 C Berry provided an update on the financial position for Testing at November 2009.

- 3.2 The three financial targets were currently being met and should be achievable at year end.
- 3.3 There was considerable discussion around the payment of costs for shared services. B Cosgrove agreed to prepare a paper for the January meeting detailing the costs of services provided by IT Assist. **Action 1: BC**
- 3.4 It was suggested that C Berry would consider a paper setting out all the costs for shared services for DVA. **Action 2: DW/CB**
- 3.5 The Chief Executive advised the Board that due to a deficit in Departmental funding, a request would be received from DFP in the next few days for savings totalling an additional £53k. A response would be required by Friday 8 January.
- 3.6 The Board noted the positive position regarding the audit recommendations. However, it was agreed that progress on implementing recommendations had slowed and that long outstanding recommendations needed to be cleared.
- 3.7 The Agency risk register was reviewed and the Board agreed to remove risks 6, 7 and 8. The delay in recruitment of staff should be included as a risk.
- 3.8 The Health & Safety report was noted including the accident rate. It was agreed that the definition of an accident should be reviewed. **Action 3: DW**
- 3.9 The sick absence levels for licensing continued to be high. D Wilson agreed to set up a meeting between the Chief Executive, Julie MacLennan and DOE HR to review the long term sick cases and it was agreed that Group Directors should be kept up to date with progress on long term cases. **Action 4: DW**
- 3.10 The Board noted the Finance Licensing report for November 2009.

4 Balanced Scorecard

- 4.1 The strategic business objectives within the scorecard were reviewed and noted.

- 4.2 Progress updates on the scorecard should be short and concise and should be initialled and dated.

5 2010/11 Balanced Scorecard and Risks

- 5.1 In accordance with advice from Internal Audit, the impacts associated with risks needed to be clearly expressed. D Wilson agreed to circulate a note to Board members on the wording of risks.

The risks also needed to be aligned to the business plans and ultimately PPAs.

Action 5: DW

6 H&S Independent Inspection of Hoists at Test Centres

- 6.1 The Board noted the findings of the Zurich independent inspections of hoists at the test centres.

- 6.2 The Board agreed that Romaha should be required to take urgent action to complete any outstanding issues identified by the inspections and to provide details of the improvements to their existing planned preventative maintenance framework.

Action 6: BR

7 Strategic Issues

- 7.1 Board members were asked to consider a strategic issues action plan as suggested by the Chief Executive for the January meeting. The Chief Executive agreed to circulate an electronic copy to Board Members.

- 7.2 The action plan includes strategic issues with target outcomes and actions. Board members should also consider what further detail / other strategic issues needed to be added.

Action 7:SD/Board Members

8 Matters reserved for Board approval

- 8.1 Online ADI Applications

The Board approved the business case to implement online applications for ADIs and exchanges of licences between EU member states as required by the relevant EU Directive.

- 8.2 B Cosgrove will circulate a business case to Board members to seek approval for the purchase of two vehicles for the Roadside Enforcement team. **Action 8: BC**

9 AOB

- 9.1 The Chief Executive provided feedback from the DB meeting on 21 December.

Outstanding Actions

Ref	Action	Who	When	Review/Comments
27 August 2009 - 002	Draw up terms of reference for service delivery strategy.	DW	Ongoing	Terms of reference have been prepared in draft form. Awaiting decision on licensing.
30 October 2009 - 002	Develop a training programme on 'staff wellbeing' for delivery to staff within the Agency	DW / TH	Complete	This was more a programme to deal with 'hotspots' for sick absence and grievance. Meetings held with QUB and a plan of action agreed. To be taken forward by local management. Funding agreed.
26 November 2009 - 003	To prepare a matrix summarising the Trading Fund presentation	DW/SA	Ongoing	Prepared in draft B Cosgrove asked for direction on Enforcement Funding
26 November 2009 - 006	To discuss the support necessary to update / maintain NI Direct site	DW/BC	Complete	G Campbell will continue to develop DVA aspects of NI Direct site. Consideration is being given to IT Section providing support in respect of updates as per DVA website.

22 December 2009 - 001	Prepare a paper for January meeting detailing the cost of the services provided by IT Assist	BC		
22 December 2009 - 002	To consider a paper detailing the cost of shared services to DVA	DW /CB	Complete	Paper to January SMB
22 December 2009 - 003	To review the definition of the term 'accident'	DW/GC	Ongoing	H&S to consider separate categories of incidents.
22 December 2009 - 004	Arrange a meeting with CE / DOE HR / JMcL to discuss long term sick absences	DW	Complete	Meeting arranged for the 27th January.
22 December 2009 - 005	To ensure that the Agency risks are clearly expressed and realigned to the Business Objectives	DW	Complete	Risks re-worded and guidance issued to G6s on 6 Jan 10
22 December 2009 - 006	Romaha to complete outstanding issues identified by the inspections and provide details of improvements to PPM framework	BR		
22 December 2009 - 007	To circulate action plan to Board Members To consider the action plan on Strategic Issues as provided by the CE	SD Board Members		
22 December 2009 - 008	To obtain approval from Board Members to purchase 2 vehicles for Roadside Enforcement	BC	Closed	Business case circulated to Board Members .Approval received from all members. 6/1/10

Next Meeting: **Date:** **29 January 2010**
Time: **10:00.**
Venue: **County Hall, Coleraine.**

Prepared by: **Anne Smiley**