



Present:

Mr B. Magee	Chief Executive (Chair)
Mrs B. Cosgrove	Group Director Drivers, Business Transformation and Enforcement
Mr T. Evans	Group Director Licensing Operations
Mrs B. Rooney	Group Director Driver & Vehicle Testing and Standards
Mr N Brady	Non – Executive Director
Mr D. Wilson	Group Director Finance & Corporate Services
Mrs Anne Smiley	Secretary

Conflict of interest.

Noel Brady, Non-Ex Director, joined the meeting after item 2, Business Case - Replacement Accountancy System.

1 DOE HR Business Partner.

- 1.1 John Small attended the meeting to provide an update on HR Connect issues. He explained that the staffing position has now changed as a result of 'fit for purpose' and departments are declaring surplus staff as opposed to vacancies. Staff will be taken from these surplus pools to fill vacancies.
- 1.2 The Board acknowledged that good progress has been made with regards filling vacancies in DVA and thanked John Small for his attendance at the strategic board meetings which is proving beneficial to board members.
- 1.3 The latest sick absence figures from HR Connect are as follows:

08/09	licensing – 6.7%	testing – 5.3%
09/10	licensing – 5.2%	testing – 3.4%
- 1.4 The figures are not yet available on special leave applications, term time or part time applications.

1.5 The workforce planning section are continuing to keep a staff database as best they can.

2 **Business case – replacement accounting system.**

2.1 Shirley Archibald presented the outline business case for the DVA replacement accounting system.

2.2 Shirley explained the need for and the options being considered for a new accounting system. The project is set against a background of uncertainty for the Agency with a review of the Agency and the services it delivers ongoing, whilst a decision is also awaited on the classification of DVA for accounting purposes.

2.3 The Board endorsed the Option 4 to procure a new single accounting system for both DVA Licensing and Testing.

2.4 Shirley agreed to expand the paragraph at 6.3.3 to include the reasons why DVLNI and DVTA were considered to be outside of the scope of Account NI. **Action 1: SA/DW.**

2.5 Shirley also agreed to meet with the Strategic Board in late July to further discuss the issues surrounding public corporation status. Paddy Anderson should be invited to the meeting. **Action 2: SA/DW.**

3 **Delegated Limits.**

3.1 Lucia O'Connor presented a reference document for DVA Licensing delegated authority for main categories of expenditure.

3.2 Lucia and Colin will attend the Directorate group meetings to explain the detail to the Grade 7s who will cascade to DPs and SOs. **Action 3: LO'C/CB/DW.**

4 **Presentation on Fees.**

4.1 Colin Berry gave a presentation on the setting of fees for the trading fund. Colin explained the characteristics of a trading fund and the process involved in setting fees.

4.2 It was agreed that a similar presentation should be produced for the finance licensing process to be included in a presentation for key stakeholders. **Action 4: L'OC/DW.**

4.3 As part of the discussion on fees, David Wilson agreed to check with RSD regarding the need for legislation for the installation of taxi meters in all taxis as part of the Taxi Bill. **Action 5: DW.**

4.4 Arrangements are to be put in place for separate meetings with the Strategic Board and the new Permanent Secretary, the new Minister and the Environment Committee.

Action 6: DW.

5 Replacement Discs – Cherished Transfers.

5.1 Following on from a previous submission on 22 September 2008 when the Board agreed to the issue of replacement discs as part of the cherished transfer process,

5.2 The Board agreed to an additional AO for the cherished transfer section, to be costed to the Testing budget. If possible, the additional AO should be sourced from any surplus pool.

5.3 It was agreed that no charge would be levied for the issue of replacement discs.

6 Minutes of the previous meeting.

6.1 The minutes of the meeting on 28 May 2009 were agreed and the outstanding actions reviewed.

6.2 Action 21.02.08-001.

The requirement to include the chassis number when booking an MOT test will be removed. This will allow for further online booking at kiosks.

Action: BC

7 Balanced Scorecard.

7.1 The strategic business objectives within the scorecard were reviewed.

8 Management Information Report.

8.1 Finance Licensing.

Lucia O'Connor presented the finance licensing report following the June monitoring round £500k has been surrendered to DOE. Lucia emphasised the need for accurate volume forecasting. She pointed out that Driver Licensing needed to reduce costs by over £400K to meet the efficiency indicator and even more radical savings would be required to reduce the deficit on the fee account. Trevor Evans agreed to reviewed staff costs but pointed out the high level of fixed costs and support costs. It was agreed that there would have to be a concerted effort to reduce these costs also and to discuss with the Department the longer term funding for driver licensing. **Action: TE**

8.2 David Wilson advised that a quarterly report is being prepared for the July SMB by Christine Casey, with input from Jonathan Furphy, outlining efficiencies across the Agency. It was suggested that Directors might consider renegotiation with the bigger suppliers for further discounts.

8.3 Finance testing

Colin Berry gave an update on the finance testing, reporting a positive position at the end of May 2009.

8.4 The Board noted the Corporate Governance report including progress on testing and licensing audit recommendations, risk management and fraud.

Staff were reminded to seek prior approval when organising hospitality provided by the Agency.

9 Matters reserved for board approval.

9.1 EU Third Directive and Driver Re-engineering project.
A paper was produced by Bernie Cosgrove setting out the developments in relation to the Driver Re-engineering project (DRP), NI integration and the impact on the EU Third Directive project (DVA). However, the position has changed since this paper was written. DVLA are now unable to deliver DRP by 2012.

9.2 The Agency will now investigate the requirements of the 3rd directive and progress the project. It was agreed that there needed to be urgent discussions with the Core about the future of the Driver Licensing IT system. **Action: BC/BM**

A.O.B

10.1 Update on BSP system performance.

The Board noted the completed action plan by Northgate to improve the BSP system performance.

- 10.2 Trevor Evans enquired about the role of the Agency training unit in relation to 'on the job' training for operational staff. D Wilson to investigate and to discuss this issue in more detail at a subsequent meeting. **Action 7: DW.**

Outstanding Actions

Ref	Action	Who	When	Review/Comments
22.11.07–003	To consider a process to review all instances where personal data is held in bulk and to ensure that appropriate safeguards are in place	BC DW	Complete	IMDS Review is on-going. Data capture exercise complete and business areas are now being risk rated. All data transmissions are now by secure methods including encryption, however, we continue to seek a more efficient solution in terms of delivery. SFTP Plus was introduced on 7/11/08 for external customers e.g. Experian, PSNI. GSI is used for internal government data exchange dependent on file size.
	To check the position regarding the Agency's retention and disposal policy on paper and electronic documents	DW/DC	Closed	
19.12.07 – 001	DL1 application form to be reviewed	TE	Ongoing	Revised draft under consideration.
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. 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 subject to supplementary guidance being available regarding risk assessment. A draft Generic Risk Assessment is being prepared and both documents are expected to be published by 31 August 2009. 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 August
26.02.09-008	To set up an internal transfer system within the Agency. To develop a job rotation policy for the Agency.	DW/SMcC	Ongoing	Was awaiting resource but could be taken forward shortly. Is being considered.

26.02.09-010	To obtain statistics from HR Connect on the amount of special leave granted	DW/SMcC	Complete	Information provided.
26.02.09-012	To prepare a project brief for the re-introduction of DSCT.	BC	On hold – close 23/07/09	Project brief to be presented at the April CPB. On hold pending outcome of Review of MOT2 Contract.
23.04.09-006	To review to the AccessNI policy within the ADI section	BR	Ongoing	Review to be planned.
23.04.09-007	To monitor the volume and nature of calls received by the technical and enforcement sections	BR/BC	Ongoing	Monitoring underway in Operations Testing and VTPS
28.5.09-002	To complete a business case for the installation of a lift at Balmoral Road	DW/DC	Ongoing	PSD has been asked for advice viz: DDA issues. Business Case to be developed
28.5.09-004	Issue interest circular for the PTO vacancies in Enforcements Section	DW/SMcC	Ongoing	Further discussion between Enf. And Ops.
24.06.09-001	To include further detail in the replacement accounting system business case regarding DVLNI / DVTA and AccountNI	SA/DW	Ongoing	Position on Account NI clarified. Update will be prepared for CPB or SMB as appropriate.
24.06.09-002	S Archibald to meet with SMB to discuss public corporation status. P Anderson to be invited	SA/DW	Ongoing	Dates are being explored with key people. Possible dates 17 Aug, 30 Sept and 1 Oct
24.06.09-003	L O'Connor and C Berry to attend the group directorate meetings to explain the delegated limits	LO'C/CB/DW	Complete	Will attend on request.
24.06.09-004	To produce a presentation on licensing fees	L'OC/DW	Ongoing	Presentation is being prepared.

24.06.09-005	To check with RSD re the legislation for installation of taxi meters in all taxis as part of the taxi bill	DW	Complete	Position checked. There is provision in the draft regulations to charge a fee.
24.06.09-006	Arrange meetings with the new Permanent Secretary, the new Minister and the Environment Committee	DW	Ongoing	Meetings are being arranged.
24.06.09-007	D Wilson to investigate 'on the job training' for operational staff	DW	Complete	Information provided on the position.

Next Meeting: **Date:** **23 July 2009**
Time: **10:00.**
Venue: **Conference room 2, County Hall, Coleraine**

Prepared by: **Anne Smiley**