SUMMARY OF THE DRIVER AND VEHICLE LICENSING NORTHERN IRELAND (DVLNI) MANAGEMENT BOARD MEETING HELD ON 11 DECEMBER 2003

Present:

Mr Magee	Chief Executive
Mr Campbell	Director of Driver Licensing & Road Transport Licensing
Mrs McCabe	Director of Vehicle Licensing
Ms O'Connor	Director of Finance
Mrs Cosgrove	Director of IT
Mrs McAuley	Corporate Services Branch – Summary of Meeting

Apologies: Mr McClean,

1. Summary of last meeting/Matters Arising

1.1 The summary of the previous meeting on 13 November was agreed.

1.2 The following matters arising from the meeting on 16 October were discussed.

1.2 -1.2–1.1 Ms O'Connor to continue working through the Stewardship Report pro-forma. **Ms O'Connor**

1.2 - 2.5 DOE is to decide on action to ensure risks are not brought in from suppliers.

1.2-3.6 Progress has been made on the creation and maintenance of a high-risk offenders register. However, completion cannot be guaranteed by March.

1.2-3.7 The photo card licensing project is completed and ready to go to Central Finance via Ms O'Connor.

1.2-3.8 The fees plan has been agreed and for Drivers will be implemented from 1 March 2004. Processes should be more refined with customers being kept informed.

5.1 The MID database is now functional and has got off to a good start with an 85.6 % success rate. This has potential to increase, considerably, with those using the telephone re-licensing facility.

6.2 In regard to visits to Local Offices, Mrs McCabe visited Ballymena and Coleraine during the month, Mr McClean, Londonderry and Mr Campbell, Belfast.

8 Analysis has commenced on the data received from DVTA but further work is required as this task is resource intensive. **Mrs Cosgrove**

2 Strike

The one-day strike had a major impact on services and resulted in no telephone service from HQ and the closure of 5 of the 8 local offices.

3 DMG

3.1 The review of legal services is continuing with contracting out being considered.

3.2 A review of the senior staff structure within DOE is taking place.

3.3 Mr David Ferguson has been appointed Chief Executive of the Planning Service.

3.4 Deputy Principal and Staff Office promotion lists will be published in January. EO1 boards will be held in January and February. There will be a Senior Civil Service competition in early January when external candidates can apply.

3.5 There were now only 4.3% of annual reports outstanding. Next year every effort should be made to achieve the May deadline although it was accepted that this could cause difficulties in areas with high staff numbers.

3.6 The security vetting process review is underway. DVLNI is the biggest player in DOE.

3.7 There is no change in the December budget allocation.

3.8 The Risk Register presentation will take place in January.

3.9 A review has taken place for travel delegations and the following authorization levels are proposed: Grade 5 for outside of N.I., Deputy Secretary for Europe and Permanent Secretary for outside of Europe.

4. Corporate Services

4.1 Accommodation

Efforts are being made to acquire accommodation on the university campus. A site visit has taken place with OAB and Construction Service. Floor plans have been provided and negotiations are taking place between the University and VLA who are acting on our behalf. Initial indications are that the rent

may be too high. No decision has been taken on the areas of work that may be moved there.
No draft office layout has been received for the proposed building in Armagh. A decision cannot be taken without seeing the proposed layout.
Efforts are still being made to identify suitable replacement accommodation for the Belfast office.

4.2 Training

The pressure on the delivery of the Training Plan for the projects has now been relieved and confidence is high that the Plan can be delivered.
Action should be taken to ensure the Corporate and Business plan is implemented within the Agency. Staff should see what their role is and understand the Agency's aims and objectives. They should also be aware of legislative and ministerial imperatives.

4.3 Levels of Sick Absence

The Agency's level sick absence level has risen to 9.9% despite a concerted effort to tackle this issue. This increase is in line with the rest of the Civil Service. A meeting will be convened after Christmas with Core Personnel, Welfare and OHS to review and improve current practices. **Mr McClean**

4.4 Computer Ops

The system has never been classified as restricted but Fujitsu have raised this matter and a more rigorous level of encryption may be required. This might be at significant cost.

5 Finance/Performance

The Board considered the contents of the November performance monitoring report.

6 Any Other Business

6.1 Corporate Business Plan
The directors will meet on 18 December to discuss the Corporate Business Plan. Compliance, customer services and value for money will be the main issues. There will be a need to close reference to the DVLA plan.

There will be a new DP in DVONI next year that will be involved in a scooping survey.

6.2 LVLO Review

The review of LVLO is scheduled to begin on 17 December. Deloitte were successful in securing the tender for this review.

6.3 Direct Debit Scheme

DVLA are considering including DVLNI staff in the VED direct debit pilot.

6.4 AFRL

A meeting took place on Monday with a small group of manufacturers. DVLNI were unable to give an update, as DVA who is critical to the implementation of AFRL did not attend.

6.5 CIP

BDS have suggested the formation of a Quality Council. However the Risk Unit are carrying out this work already

William Hilditch
Corporate Services Division