

**SUMMARY OF THE DVLNI MANAGEMENT BOARD MEETING HELD ON
16 January 2003**

Present:

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| Mr Magee | Chief Executive |
| Mr Evans | Director of Development |
| Mr Campbell | Director of Driver Licensing and Road Transport Licensing |
| Mrs Cosgrove | Director of Information Technology |
| Mrs McCabe | Director of Vehicle Licensing |
| Mr McClean | Director of Corporate Services |
| Ms O'Connor | Director of Finance |
| Mrs McAuley | Corporate Services Branch - Summary of Meeting |

Apologies: No apologies

1. Summary of last meeting/Matters Arising Action

1.1 The summary of the last meeting on 12 December 2002 was agreed.

1.2 The following matters arising from the meeting of 12 December 2002 were discussed:

1.3 2.2 Use of telephones, overtime, flexitime and time off in lieu
A circular iterating the Agency's policy on several matters relating to terms and conditions, issued to staff on 15 January 2003.

Work Measurement Report

A meeting will take place on Tuesday 21 January 2003 to discuss the recommendations in the Work Measurement Report.

Data Accuracy Survey

Mr Evans reported that a graduate trainee would be appointed to fill one of the vacant project posts.

Audit and Corporate Governance

It was agreed that the review of the Risk Register would not take place until the new Deputy Principal had been appointed on 3 February 2003.

4.6 Staff Coffee Mornings

It was agreed that directors should not attend staff coffee mornings with Mr Magee, but will attend staff team briefs on a regular basis.

5.2 Efficiency Plans

Ms O'Connor reported that, since the December meeting, the Driver and Vehicle Licensing Agency (DVLA) have

Ms O'Connor

penalised the Agency to the value of last year's efficiency savings because other targets were not met. As a result there is less funding for other projects. Ms O'Connor undertook to find out what other money is still available before the end of the current financial year.

2. Departmental Management Group (DMG) Report

2.1 The Chief Executive provided the Management Board with a summary of the Departmental Management Group meeting. The key issues raised were:

- The new Permanent Secretary of the Department is Stephen Peover
- As the result of a Green Audit, the recycling of waste paper, tins etc. is to be promoted. Mr Magee would like to see at least 2 different types of recycling bin on each floor in County Hall and asked that the accommodation officer arrange this with the premises officer.
- The new Assistant Secretary will visit the Agency on 20 January.
- There will be a ministerial visit to the Agency on 6 February 2003.
- The Press Officer should be kept notified of the Agency's plans in connection with the stand at Balmoral Show.
- A reserve EOII list is due to be published at the end of January.
- Deputy Principal boards throughout the Civil Service will get underway in February.
- There is a need to have independent validation of staffing structures and levels. The last review of supervisory and managerial staff took place in 1996. It was agreed to ask either Business Information Service or Business Development Service to look at this later in the year when the current work with DVLA will give an indication of what staff are needed.
- 4% of annual reports remain outstanding. Mr McClean explained that there were valid reasons why these could not be done.

Mr McClean

Mr McClean

Ms O'Connor

- Extra money from within the Department may be available to introduce the EC directive on tachographs which has not yet been implemented.
- A discussion about Data Protection took place, but this falls under the early policy exemption.
- Mr Magee asked all directors to ensure that approval for expenditure was up-to-date with Department of Finance and Personnel (DFP). Also, any contact with DFP must be notified to the Agency's parent department, the Department of Environment (DOE).

Mrs McCabe

All directors

3. Personnel

Mr McClean presented a highlight report to the Board in relation to personnel issues.

3.1 Relocation of staff to Beresford House

The Departmental Solicitor's Office (DSO) is considering the terms of the lease and it is hoped that formal agreement can be reached to allow occupancy of Beresford House from 1 February 2003. A plan to facilitate the movement of staff is being prepared by Mr McKillop, the accommodation manager.

Mr Evans reported that provision of an uninterrupted power supply (UPS) to computers would cost an additional £35,000 and this would give a mere 10 minutes running time in the event of a power cut. Directors agreed that the cost was prohibitive and they would not proceed with this.

3.2 Review of sick absences by NISRA

Mr Mallon, from the Northern Ireland Statistics and Research Agency (NISRA) has now met with Mr McClean and has undertaken to examine sickness records to see if an underlying trend can be identified.

Mr McClean

With regard to the counselling service, Mr McClean reported that there was no evidence to indicate that this would speed up a return to work.

Work carried out by NISRA will be a real charge against the Agency's budget.

3.3 Review of DVLNI Accommodation

A paper addressing the status of the Agency's overall accommodation portfolio was circulated to all directors on 16th January and will be discussed at February's meeting.

3.4 Training

Mr McClean said that he would be considering the development of training packages throughout the Agency following discussions with Equal Opportunities staff in Clarence Court and training staff in Bankmore Development Centre.

Mr McClean

3.5 Welfare Branch

Mr McClean and Ms Sinnamon, Welfare Officer, will meet on 17 January 2003 to take forward the issues discussed at the December 2002 meeting.

Mr McClean

3.6 Computer Operations

Intranet Access will take between 6 – 8 weeks to roll out and will afford computer operations staff the opportunity to carry out other tasks in relation to departmental security and audit requirements.

One such requirement is the reduction of the screensaver timeout from 10 minutes to 2 minutes, which may cause difficulties for local office staff. Mr McClean agreed to find out if specific users could have an exemption from this timeout.

Mr McClean

3.7. Team Brief Presentation

Following discussion, the directors agreed that they would undertake to visit all offices regularly, and the first visits would take place on the third Tuesday of January and February when staff would be briefed on Freedom of Information. Mrs McAuley is to provide briefing material on this and co-ordinate future visits.

**All directors
Mrs McAuley**

4. Finance

4.1 Procurement

Ms O'Connor said she would be meeting with Government Procurement Service (GPS) and DVLA next week to discuss DVLA contracts. The remainder of this point falls under the commercial-in-confidence exemption.

Ms O'Connor

4.2 Balanced Score Cards

It will be the end of March before this will be taken forward.

4.3 Budgets

Work on the budgets is ongoing.

5. IT (Government) Development

5.1 Vehicle Identification Check (VIC)

A discussion about the VIC project was discussed but this falls under the commercial in confidence exemption.

6. Performance

6.1 Management Report

The monthly Management Report covering financial and performance targets was presented to the members for discussion.

Mrs McCabe reported that the introduction of the NIVIS computer system (Northern Ireland Vehicle Information System) had slowed down work rates until staff became familiar with using the new screens. This resulted in some targets being missed, and although the volume of business was consistent, waiting times had nevertheless increased. Mrs Cosgrove offered to check that staff were using computer screens correctly and to arrange further training if this was considered necessary.

Mrs Cosgrove

The business targets for next year were discussed. It was agreed that the focus of next year's targets should be based on actual performance to become more meaningful, although it was acknowledged that this may result in an apparent reduction in service.

7. Business Plan

7.1 Corporate and Business Plan

All directors are to meet on Monday 20th January to discuss amendments to the Corporate and Business Plan in detail.

8. Next Meeting

8.1 The date of the next meeting is 20th February 2003

9. Distribution

9.1 Directors
Local Office Service Manager

LIZ McAULEY
Corporate Services Branch