

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

Present:

Mr Magee	Chief Executive
Mr Evans	Director of Development
Mrs McCabe	Director of Vehicle Licensing
Mr McClean	Director of Corporate Services
Ms O'Connor	Director of Finance
Mr McGinnis	Corporate Governance/Risk Management
Mrs McAuley	Corporate Services Branch - Summary of Meeting
Mr Hilditch	Corporate Services Branch – Summary of Meeting

Apologies: Mr s Cosgrove, Mr Campbell

1. Corporate Governance/Internal Audit Action

- 1.1** Mr McGinnis provided the Management Board with details of all new risks identified for the period up to and including 31 August 2003. Following review, the Board agreed the action required to reduce the risk and the relevant posting to the Risk Register.

The Management Board went on to review progress against action planned to address the Agency's Key Risks. This included an assessment of the original evaluation of the inherent risk, an assessment of the criticality of effective implementation of the planned action and the re-evaluation and prioritisation of the key risks. Mr McGinnis agreed to update the register accordingly.

Mr McGinnis reported that the audit monitoring process was up and running. All monitoring folders had been issued. He asked directors to ensure the timely return of completed monitoring folders.

Finally Mr McGinnis informed the Board that a pro-forma Stewardship Report had been prepared and that Ms O'Connor had agreed to test the appropriateness of the pro-forma.

Ms O'Connor

2. Summary of last meeting/Matters Arising

- 2.1** The summary of the previous meeting on the 14 August 2003 was agreed.
- 2.2** The following matters arising from the meeting on 14 August were discussed:

1.6 Mr Evans is to prepare a briefing for the Minister on new initiatives within the Agency which will be included in the publication "Forward Look".

Mr Evans

1.7 The report on the effectiveness of stands at Balmoral Show will be considered.

1.9 Mr McClean will meet with Information Services tomorrow morning to discuss the new corporate image of the Civil Service.

Mr McClean

3.2 The 2 scanners can now work in tandem.

4.1 Mrs McCabe reported that the number of applications needing to be returned because the incorrect fee had been attached has now reverted to normal levels. It was agreed that notices should be erected before October to make the public aware of revised fees.

Mrs McCabe

4.5 A meeting has now been held with Northern Ireland Statistics and Research Agency to discuss evasion survey methodologies.

3. Senior Management Review

Business Development Service will write to Mr McClean setting out the format of the Senior Management Review. Terms of reference still need to be agreed.

4. Corporate Services

4.1 Sick Absence Review

A draft copy of NISRA's review of sick absence levels was circulated to all members for information. When this is issued in a formal format it will be made available to all staff on the Intranet site. The latest absence figures show a rate of 6.7% for the month of July.

4.2 Health Works

The first session was held on 26 and 27 August. Directors were reminded to mention the benefits of the programme during team briefing with their staff.

4.3 Training

The Training Officer will be going on maternity leave in early October. All training and development will be overseen by a new member of staff to Corporate Services.

4.4 Accommodation

A meeting with Office Accommodation Branch staff took place and details of the Agency's requirements will be submitted to them for consideration. They have been asked to inspect identified properties for the Coleraine, Armagh and Belfast Local

Offices and report back regarding suitability.

4.5 Investors in People(IIP)

IIP re-accreditation interviews will take place during week commencing 15 September, and results will be known within a month.

4.6 Visits by Directors

Directors were reminded that visits to all offices throughout the Agency should take place on a regular basis in order to improve their accessibility to staff.

4.7 Records Management Project

A progress report on the Records Management Project was circulated to the Board for information. The importance of reviewing and returning files promptly was stressed.

5. Finance

5.1 The Board considered the contents of the August performance monitoring report.

Mr Campbell is to investigate if there is any reason why the number of licence applications for road service vehicles has dropped.

Mr Campbell

Mrs McCabe is to find out the number of vehicles over 15 years old that have been unlicensed for 3 or more years.

Mrs McCabe

It was noted that DVLA have started to issue licences from the 15th of the month prior to expiry date.

6. Date of Next Meeting

6.1 The date of the next meeting is 16 October 2003.

7. Distribution

7.1 Directors
Local Office Service Manager

Liz McAuley
Corporate Services Division