



	<ul style="list-style-type: none"> <li>• DVLA has responsibility for the introduction of Systems Applications Processing (SAP) within DVLNI and a letter of authorisation is therefore no longer necessary.</li> <li>• The Board discussed the TAN visit and the implications of the review of Road Freight Licensing for the Agency. The Project Initiation Document (PID) is with staff in DOE Core who are driving the project. The IT programme starts in Autumn 2005, although RTLD's work will start earlier than this. It was agreed that resource requirements would need to be worked out.</li> <li>• Mr Campbell wrote to Environment and Heritage Service and has arranged a meeting for early 2005.</li> <li>• It was decided that the development of a secure payment facility using email should wait until after a decision on merger has been reached.</li> <li>• Ms O'Connor is to follow up her earlier letter to Internal Audit Branch in connection with the proposal to cease imaging V11 forms.</li> <li>• Ms O'Connor and Mr McGinnis will include details of the impact of Industrial Action in a presentation to the Secretary at the January meeting.</li> <li>• Mr Campbell is to check that details of taxis licensed have been supplied so that data matching can be carried out against the NIVIS system for VED evasion.</li> <li>• A meeting has been set up with Core to get clear guidance on the use of the Irish language. Mr Evans is to report further at next meeting.</li> <li>• The advertising campaign on tax evasion had a positive impact. The number of detections made, where SORN was declared, increased by 10%. The board discussed stolen marks and forged registration documents and noted that there were possibly 1000 cases to be investigated. This will need to be raised through DVLA as a project.</li> <li>• Mr Campbell is to check that the numbers of licensed taxi drivers, freight operators, bus operators and the number of valid driver licences have been supplied by RTLD and Driver Licensing Divisions.</li> <li>• Mr Campbell is to review the productivity of Drivers Enquiry Team compared to Vehicles Enquiry Team.</li> <li>• Mr McGinnis informed the Board that option 4 on the reissue of Continuous Registration penalty letters could be achieved with no major amendments to the system.</li> <li>• Regarding the system, Mr McGinnis informed the board that in December 2003, Cherished Transfer Dealers had complained about the number of SORN acknowledgements to</li> </ul>	<p>C Campbell T Evans</p> <p>Ms O'Connor</p> <p>Mr Campbell</p> <p>Mr Evans</p> <p>Mr McGinnis</p> <p>Mr Campbell</p> <p>Mr Campbell</p>
--	--	--

	<p>be dealt with. To ease their problem, the Agency put a prohibiter on correspondence to dealers' addresses, but this resulted in no reminders being sent out the following year. The result was that dealers with multiple vehicles faced numerous penalties – the fix had created a different set of problems.</p> <ul style="list-style-type: none"> <li>• A workshop has been arranged for Miscellaneous Section and Enquiry Office staff during January to examine the SORN system and penalty letters recipients, and Mr McGinnis will report progress.</li> <li>• Mr McClean reported that the relocation of Armagh Local Office to the DVTA centre had been investigated and was not an option.</li> <li>• This item has been moved to the Programme 8 Agenda.</li> <li>• No further action will be taken regarding the Local Office Review until a firm decision on merger has been reached.</li> </ul>	Mr McGinnis
<b>2.0</b>	<b>Corporate Services</b>	
2.1	Mr McClean said the Focus Group wanted Directors to work in operational offices with staff for a ½-day in January to gain an appreciation of their work. The Group had suggested that this should be a 2-way initiative, thus staff should be allowed to shadow directors for a ½-day to help them better understand the problems faced by management.	All directors
2.2	The Corporate and Business Plan Away Day has been arranged for 17 January 2004. Mr Magee, Ms O'Connor, Mrs Casey and Mrs Scott will consult with the Focus Group and discuss the CBP with members.	Mr Magee Ms O'Connor Mrs Casey Mrs Scott
2.3	Mr McClean reported that the Focus Group was considering a set of draft standards proposed by the Health and Safety Executive for possible introduction within the Agency.	
2.4	Stephen Peover has sent a letter of congratulations to the Agency on achieving a significant reduction in sick absence.	
2.5	Trade Union Side has been allowed to send a representative to visit Local Vehicle Licensing Offices. This was considered appropriate in view of the major changes ahead.	
2.6	A list has been drawn up of staff working for the Agency who have reached 25 years service in the NICS. They will be presented with a small award to mark this milestone.	
2.7	The Freedom of Information Act will come into full effect on 1 January 2005.	
2.8	Help the Aged were the beneficiaries of the Agency's Christmas charity appeal. Ten food hampers were filled and sent to the organisation in time for Christmas. Mr McClean thanked all staff involved in the event.	

2.9	The ban on smoking on Government premises will come into effect on 1 January 2005. Information leaflets are available to help staff. Premises officers have circulated details of places where smoking is still permitted during lunch break.	
<b>3.0</b>	<b>Enforcement Strategy</b>	
3.1	DVLA have arranged a Northern Ireland Enforcement Summit for 23 February 2005. Mr McGinnis will present a paper to the Management Board outlining the Agency's broad initial thinking on how to address evasion at a future meeting.	Mr McGinnis
<b>4.0</b>	<b>Finance Update</b>	
4.1	DOE has developed a paper on Efficiency Planning. Ms O'Connor explained that DVLNI were making a large contribution to departmental savings.	
<b>5.0</b>	<b>Date of next meeting/Any Other Business</b>	
5.1	The board noted that the Sale of Marks system is currently down – this is a major fault and no one on the technical side has FOXPRO expertise to sort it out. As this is business critical, it was agreed that a strong business case should be made to upgrade the system.	Mr Evans
5.1	The date of the next meeting is Wednesday 26 January 2005.	

## Outstanding Actions

Ref.	Action	Who	When	Review / Comments
20041123 - 001	Compare EO2 and AO responsibilities in DVLA	S.McC		Ongoing
20041123 - 002	Investigate Travel and Subsistence regulations	L.O'C		Ongoing
20041123 - 003	Resource Road Freight Licensing project requirements	C.C/ T.E		A dedicated SO is to be resourced for this project
20041123 - 004	Follow up correspondence with Internal Audit Branch re imaging V11 forms	L.O'C		Ongoing
20041123 - 005	Check that details of taxis licensed have been supplied	C.C		Ongoing
20041123 - 006	Obtain clear guidance on use of Irish language	T.E		A meeting was held with Mr A Boyle in Dec 04
20041123 - 007	Investigation into stolen marks and forged registration documents to be raised as a project	A.McG		
20041123 - 008	Check that numbers of licensed taxi drivers, freight and bus operators and valid driver licences have been supplied	C.C		Ongoing
20041123 - 009	Review productivity of Drivers Enquiry Team	C.C		Ongoing
20041123 - 010	Report findings of investigation into SORN system	A.McG		

## Actions

Ref.	Action	Who	When	Review / Comments
20041221 - 001	Work ½ day in operational office and arrange to be shadowed for ½ day by member of staff	All directors		Timetable of visits prepared
20041221 - 002	Visit Focus Group to discuss Corporate and Business Plan	B.M L.O'C Mrs Casey Mrs Scott	28 Jan 2005	Next meeting is on 28 January.
20041221 - 003	Present a paper to the Management Board on tax evasion.	A.McG	26 Jan 2005	To be delivered on 26 January
20041221 - 004	Make business case to upgrade Sale of Marks system	T.E		