

DVLNI Management Board Meeting Agenda 22 July 2004

Time: 9.30 – 12.45

Venue: Chief Executive's Office, County Hall, Coleraine

Attendees: Mr B Magee Chief Executive (Chair)
Mr C Campbell Director of Driver Licensing & RTLD
Mrs B Cosgrove Programme Manager (& Director of IT)
Mr S McClean Director of Corporate Services
Ms L O'Connor Director of Finance
Mrs M Rainey Vehicle Licensing
Mrs L McAuley Secretary

Apologies: Mr T Evans Director of Development
Mrs A McCabe Director of Vehicle Licensing
Mr A McGinnis Corporate Governance/Risk Management

Item	Start	End	Aim	Responsible
1. DMG Update	9.30	9.45	For information	B Magee
2. Summary of last meeting and matters arising	09.45	10.00	For review	B Magee
3. Corporate Services Update	10.00	10.30	For information	S McClean
4. Business Plan Targets - progress report	10.30	10.45	For review	L O'Connor
5. LVLO Review	10.45	11.00	For information	L O'Connor
6. Performance Review	11.00	11.30	For information	L O'Connor
7. Staffing including vacancies	11.30	12.30	For information	L O'Connor
8. AOB	12.30	12.45		

Summary of DVLNI Management Board Meeting 22 July 2004

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Mr B Magee	Chief Executive (Chair)
Mr C Campbell	Director of Driver Licensing & RTLD
Mrs B Cosgrove	Programme Manager (& Director of IT)
Mr S McClean	Director of Corporate Services
Ms L O’Connor	Director of Finance and Strategy
Mrs M Rainey	Vehicle Licensing
Mrs L McAuley	Secretary

Apologies:

Mr T Evans	Director of Development
Mrs A McCabe	Director of Vehicle Licensing
Mr A McGinnis	Corporate Governance/Risk Management

	Item	Action
1.	Department Management Group (DMG) Update	
1.1	Video conferencing equipment is now available in Clarence Court – this will facilitate staff to participate in meetings across Northern Ireland, Great Britain, Republic of Ireland and throughout Europe without leaving the office. The equipment is mounted on a trolley and is easily transportable to any room within Clarence Court.	
1.2	Directors noted that although talks had taken place between management and Trade Union Side, there has still been no resolution to the pay dispute. Strike action has now been extended to the Planning Agency.	
1.3	The Bill on Temporary Exemption Certificates went through the House of Lords on 20th July 2004.	
1.4	Risk Management - A Contingency Plan needs to be drawn up in case of a major incident or disaster, and this should be listed as a new risk in the Risk Register. All directors were asked to submit their views by the end of August to allow these to be sent to Core for consideration. Mrs Cosgrove will lead this initiative and a smaller group is to be set up at DP level.	All directors Mrs Cosgrove
1.5	There are three names on DOE’s Grade 7 list.	
1.6	The Departmental Management Group have decided to meet quarterly instead of monthly, although the Core Brief will still be published monthly. The Chief Executive will now meet on a quarterly basis to discuss performance and finance matters with	

	each director. These meetings will also include discussion on staffing, audit, the risk register and performance measurement targets.	
2.0	Summary of last meeting and matters arising	
2.1	The summary of the previous meeting on 5 July 2004 was agreed.	
	<p>The following matters arising from the meeting on 5 July 2004 were discussed:</p> <p>6.2 The Board discussed the benefits of purchasing a machine similar to that used in the UK Passport Agency as a short term solution to the increasing incidence of ID fraud. Mr Campbell will liaise with UKPS to find out more about their machine, which costs about £16k. In the longer term, it is likely that DVLNI will follow DVLA who are thinking about acquiring a system based on facial recognition.</p> <p>6.3 Following discussion it was agreed that a pack containing key circulars, and in particular those relating to the Agency's policies on harassment, fraud and misuse of the Internet/email system, should be prepared for distribution to all members of staff.</p>	<p>Mr Campbell</p> <p>Mr McClean</p>
3.	Corporate Services Update	
3.1	<p><u>Accommodation</u></p> <p>Belfast: the new Belfast local vehicle licensing office is on target for occupation by the end of October.</p> <p>Coleraine: Construction Service staff are to conduct an inspection of Mill House next week. Work will commence soon with an expected completion date by the end of September. Staff in the Project teams have been selected to move to Mill House.</p> <p>County Hall: Mr McClean reported that he had met with the Department of Finance and Personnel (DFP) to discuss financing the refurbishment of the County Hall. DFP are not in a position to consider this until next year therefore DVLNI cannot commit to being included in DVLA's Private Finance Initiative (PFI). Mr McClean agreed with the DVLA solicitors that there should be one contract for all the refurbishment.</p> <p><u>Record Management</u></p> <p>Each director has been sent the latest Retention and Disposal Schedule for comment before it is sent back to PRONI.</p> <p><u>Annual Reports</u></p>	

	<p>Mr McClean reminded all directors that any outstanding annual reports are to be completed as soon as possible.</p> <p><u>Sick Absence</u></p> <p>A total of 179 sick absence cases reached trigger point; of these, 12 are to be actioned by line managers and Personnel.</p>	
4.	Business Plan Targets – progress report	
4.1	<p>Ms O'Connor confirmed that the Corporate and Business Plan had been submitted to the Minister today and that she would write an article for Keynotes. The Business Plan Progress Report will be carried out quarterly, and the next report is due for discussion at the September meeting.</p>	Ms O'Connor
5.0	LVLO Review	
5.1	<p>A discussion on the Efficiency Review, as proposed by DVLA, took place, the details of which are exempt from disclosure under the early policy exemption.</p>	
5.2	<p>The report on the LVLO Review has yet to be finalised and Ministerial approval obtained. The date for TUS to respond has now passed.</p> <p>As yet an implementation plan has not been developed and any eventual outcome will have to be the subject of an Equality Impact Assessment.</p>	Ms O'Connor
6.0	Performance Review	
6.1	<p>Postal licensing and LVLO targets have slipped. This is mainly due to the strike action and also the “down” time caused by the SASSER computer virus.</p> <p>From now on, Cherished Transfers and other internal targets such as Drivers, Taxis and Bus and Freight targets are to be reported on in percentage terms.</p> <p>A system to measure First Registrations should be developed.</p>	<p>Mrs Rainey Mr Campbell</p> <p>Mrs Rainey</p>
6.2	<p>A procurement contract is being worked on to cover the use of hotels, car hire and car insurance.</p>	
7.	Staffing including vacancies	

7.1	A discussion took place on staffing matters but this is exempt from disclosure under the Data Protection Act.	
8.	Any Other Business/Date of next meeting	
8.1	The date of the next meeting is 2 September 2004.	

Action Points arising from MB Meeting on 22th July 2004

Ref	Action	Who	When	Review/Comments
1.4	Contingency Plan to be drawn up in case of a major incident or disaster. All directors to submit views. Mrs Cosgrove will lead this initiative.	All directors Mrs Cosgrove		
2.1/6.2	Mr Campbell will liaise with UKPS to find out more about their ID checking machine.	Mr Campbell		
2.1/6.3	Key circulars to be sent to all members of staff.	Mr McClean		
4.1	Write article on Corporate and Business Plan for Keynotes.	Ms O'Connor		
5.2	Report on LVLO Review to be finalised.	Ms O'Connor		
6.1	Cherished Transfers and other internal targets such as Drivers, Taxis and Bus and Freight targets are to be reported on in percentage terms. A system to measure First Registrations should be developed.	Mrs Rainey Mr Campbell Mrs Rainey		