

DVLNI Management Board Meeting Agenda 5 July 2004

Time: 9.00 – 12.30

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 T Evans Director of Development
Mr S McClean Director of Corporate Services
Mr A McGinnis Corporate Governance/Risk Management
Mrs L McAuley Secretary

Apologies: Mrs A McCabe Director of Vehicle Licensing
Ms. L O'Connor Director of Finance

Item	Start	End	Aim	Responsible
1. Summary of last meeting and matters arising	09.00	09.30	For Review	Mr Magee
2. Audit Reports	09.30	10.00	For Information	Mr Magee
3. Risk Management	10.00	10.30	For Review	A McGinnis
4. Corporate Services Update	10.30	11.30	For Information	S McClean
5. Efficiency Review	11.30	12.00	For Information	S McClean
6. A.O.B. Use of Training Room	12.00	12.30		

Summary of DVLNI Management Board Meeting 5 July 2004 (rescheduled from 17 and 18 June 2004)

Time: 09:00 – 12.30

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 T Evans Director of Development
 Mr S McClean Director of Corporate Services
 Mr A McGinnis Corporate Governance/Risk Management
 Mrs L McAuley Secretary

Apologies: Ms L O’Connor Director of Finance and Strategy
 Mrs A McCabe Director of Vehicle Licensing

	Item	Action
1.	Summary of last meeting and matters arising	
1.1	The summary of the previous meeting on 20 May 2004 was agreed.	
1.2	<p>The following matters arising from the meeting on 20 May 2004 were discussed:</p> <p>1.3 An internal review is currently being carried out to find out what went wrong with the computer system some weeks ago and to put safeguards in place to prevent a recurrence.</p> <p>2.2 A paper still has to be prepared for referral to DCAL setting out the financial costs of following official guidance in connection with bi- and tri-lingual driving licences.</p> <p>4.1 The Statement of Internal Control has been completed. The Board noted the importance of keeping Audit Branch informed of what actions the Agency has taken in response to their recommendations. The Secretary’s aim is to have all Audit Branch reports raised to reflect a “reasonable” assurance.</p> <p>It was pointed out that the Drivers System is so old that there is very limited value in upgrading it, and it was difficult to satisfy Audit Branch without a considerable amount of expenditure. The board concluded that any decision in this regard would have to reflect an economic response to the risks</p> <p>5.1 No further action has been taken on setting up a Service Level Agreement with DVLA regarding stationery – when the new EO1 arrives in Corporate Services, this will be attended to.</p>	Mr Evans

	<p>6.2 Mrs Cosgrove will examine the current vehicle stock and check the accuracy of SORN detections. The number of vehicles on which a SORN declaration has been made and the number of unlicensed vehicles are both increasing. A check of court records should be carried out to ascertain if double points are being awarded where 2 offences have been committed.</p> <p>6.3 The number of V10 transactions through Post Offices is down since the time of the strike, and it was agreed that usage of the Post Office service needed to be monitored.</p> <p>7.3 No further action has been taken to set up a Procurement Unit within the Agency – this task will be attended to when the new EO1 in Corporate Services is appointed.</p>	<p>Mrs Cosgrove</p> <p>Mr McGinnis</p>
2.0	Audit Reports	
2.1	The Board considered whether to review outstanding Audit Report recommendations on a quarterly basis at Management Board level. After discussion, it was agreed that the CEO would meet with each Director and his or her DP on a monthly basis to discuss performance and audit recommendations as well as individual performance targets, rather than as a Board, thus focusing on specific targets and operational issues in each business area.	
3.	Risk Management	
3.1	Four new risks were identified up to 18 June 2004, all of which were assessed as low level in nature.	
4.	Corporate Services	
4.1	<p><u>Accommodation</u></p> <p>Belfast: Office Accommodation Branch (OAB) is preparing the new Belfast local office for occupation – this will initially be equipped with 12 public counters with an option to increase this to 14 should demand dictate.</p> <p>Coleraine: Due to the revised increased set-up costs provided by Construction Service, the decision was taken not to proceed with the use of the university on the basis that such expenditure could not be justified over the proposed 3-year lease. The move to the university has therefore been abandoned, and a search has begun for alternative accommodation.</p> <p>The business case for the possible inclusion of the County Hall refurbishment should be ready for submission to DFP within the next 2 to 3 weeks. Mr McClean will attend a Project Board</p>	

	meeting in London on 8 July followed by a meeting with DVLA's solicitors to discuss the way in which DVLNI's inclusion in DVLA's contract is to be addressed.	
4.2	<p><u>Records Management Update</u></p> <p>The Agency is on target to meet the Records Management Project Board's various targets. This will be the subject of an audit review that has been requested by Core to provide the Board with a level of assistance.</p> <p>The structure of the Agency's Freedom of Information Focus Group is not conducive to achieving its aims regarding the areas of dissemination of information to staff and acceptance of ownership and responsibility. To counter this, the Board agreed to Mr McClean's proposal to reduce representation on this group from 14 to 6, one from each directorate. The Local Information Manager (LIM) will liaise with each director to agree the most suitable people from each business area before the next meeting.</p>	
4.3	<p><u>Training</u></p> <p>Two applications have been received for the EO1 Training Officer post in Driver Licensing.</p>	
4.4	<p><u>Annual Reports</u></p> <p>Mr McClean reminded all directors that annual reports are to be completed and returned to Core by 9 July.</p>	
5.0	Efficiency Review	
5.1	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.	
6.0	Date of next meeting/Any Other Business	
6.1	<p><u>Use of Training Room</u></p> <p>The Training Room may be used for meetings and video-conferences if it is not in use by Training Branch.</p>	
6.2	<p><u>Identity Fraud</u></p> <p>The board were concerned about the increasing incidence of ID fraud and considered the purchase of a similar piece of equipment to that already used in DVLA to assist in the detection of fraudulent documentation. It was agreed that there was a need to form a specialist team in Driver Licensing to ID check</p>	

	applications where there is no earlier documentation or record. Mr Campbell is to investigate further.	Mr Campbell
6.3	Mr McClean will send periodic reminders to all staff about Health and Safety requirements. He will also issue a staff circular reminding all employees to observe the guidance and policy on sending and receiving emails.	Mr McClean
6.4	Internet Access will be extended to all Agency staff within this financial year.	
6.5	It was decided to revert to holding the Management Board on 1 day per month instead of 2 half days as agreed at the May meeting.	
6.6	The date of the next meeting is Thursday 22 July 2004.	

Action Points arising from MB Meeting on 5th July 2004

Ref	Action	Who	When	Review/Comments
1.2/2.2	Prepare paper for DCAL setting out financial costs in connection with bi- and tri-lingual driving licences.	Mr Evans		
1.2/6.2	Examine current vehicle stock and check accuracy of SORN detections.	Mrs Cosgrove		
1.2/6.2	Check court records to ascertain if double points are being awarded where 2 offences have been committed.	Mrs Cosgrove		
1.2/6.3	Monitor usage of the Post Office service.	Mr McGinnis		
6.2	Investigate further the need to form a team in Driver Licensing to ID check applications in order to detect fraud.	Mr Campbell		
6.3	Send reminder to all staff about Health and Safety requirements.	Mr McClean		
6.3	Issue a staff circular reminding all employees to observe the guidance and policy on sending and receiving emails.	Mr McClean		