DVLNI Management Board Meeting Agenda 23 November 2004

Time: 12.45 – 17.30

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

Attendees:

Mr B Magee	Chief Executive (Chair)
Mr T Evans	Director of Development
Mrs J MacLennan	Deputy Principal of Corporate Services
Mr S Monaghan	Deputy Principal of Driving Licensing
Mr T McCullough	Deputy Principal of RTLD
Mr A McGinnis	Corporate Governance/Risk Management
Ms L O'Connor	Director of Finance
Mrs A Smiley	Minutes

Apologies:

Mrs B Cosgrove	Programme Manager (& Director of IT)
Mr C Campbell	Director of Driver Licensing & RTLD
Mr S Mc Clean	Director of Corporate Services
Mrs A McCabe	Director of Vehicle Licensing

Item	Start	End	Aim	Responsible
1. Summary of last meeting & Minutes	12.45	13.00	For review	B Magee
2. Finance (including refunds)	13.00	13.15	To discuss	L O'Connor
3. Risk Management	13.15	13.30	To discuss	L O'Connor
4. Audit Committee Briefing	13.30	13.40	To discuss	L O'Connor
5. Policy (Consultation etc)	13.40	13.50	To discuss	L O'Connor
6. Review of Management Pack	13.50	14.20	To discuss	All
7. CR Options paper	14.20	14.30	To discuss	A McGinnis
8. Corporate Services Update	14.30	14.40	For information	J MacLennan
9. Driver Licensing update	14.40	14.50	For information	S Monaghan
10. RTLD update	14.50	15.05	For information	T McCullough
11. AOB	15.05	15.30		

	Item	Action
1.	**Summary of last meeting and minutes**	
1.1	One amendment was made to the summary of the previous meeting held on 26 October 2004 (Par 5.1 Telephone Relicensing)	
1.2	The following action points arising form the meeting on 16 October 2004 were reviewed: 1.2 BIA Workshop arranged by Mrs Cosgrove for 9th December 2004. 2.2/2.1. Pack of key circulars to made available to staff electronically, with a reminder sent to staff at 6 monthly intervals. Each director to review circulars within their command before 6 monthly reminder issued. 2.2/2.1. Mr McClean to compare EO2 commands with those in DVLA and check the role of AO supervisors. 2.2/2.1. MrMcClean to get details of DVTA's staff bonus scheme. 2.2/3.1. Ms O'Connor awaiting reply regarding discretion to break away from NICS Travel and Subsistence regulations to allow closer alignment with DVLA's T&S. 2.2/3.1. Ms O'Connor awaiting letter of authorisation from DVLA regarding SAP system. 2.2/5.1. To provide a full report on the Transport Area Network visit in a future MB meeting. 2.2/5.4. To arrange meeting with Environment and Heritage Service. 5.2. To check cost of developing a secure payment facility using email. 5.5. Ms O'Connor has sent a letter to IAB re proposal to cease imaging on V11 forms. 7.1. A workshop is to be arranged for early January2005 to discuss 05/06 Business Plan. First draft due end of Jan 2005. 7.2. Draft letter to the Secretary detailing the impact of Industrial Action to be finalised.	 Mr McClean Mr McClean Mr McClean Ms O'Connor Ms O'Connor Mr Campbell Mr Campbell Mrs Cosgrove Ms O'Connor No Action Ms O'Connor Mr McGinnis
2.	**Finance (including refunds)**	
2.1	All areas within Finance are on target.	
2.2	The Board were reminded to be aware of the costs involved when introducing a new form or making changes to an existing form.	
2.3	All procurement will become the responsibility of Corporate Services from 1st April 2005, in line with the implementation of the Systems Application Processing system.	

3.0	**Risk Management**	
3.1	The Board reviewed existing risks, no new risks identified.	
3.2	RTLD to supply vehicle details of taxis licensed so that data matching can be carried out against the NIVIS system to check for Vehicle Excise Duty evasion.	T McCullough
4.0	**Audit Committee Briefing**	
4.1	An Audit Committee has been arranged for 30 Nov 2004. Board members were asked to identify the audit recommendation that were of key risk to the Agency for discussion at the meeting.	All Directors
5.0	**Policy**	
5.1	The board discussed the Business Plan Progress Report and it was decided to use the 'Traffic light' system to monitor progress.	
5.2	A discussion took place on the importance of having consultation documents on the website. Both Drivers and Vehicles Division must ensure that the webmaster is provided with a link for the website.	
5.3	The board agreed that clear guidance was required on the use of the Irish language. Mr Evans to provide an update.	Mr Evans
5.4	The latest tax evasion study is now complete. Mr Magee will provide an update at next management board meeting. The advertising campaign had a positive impact on tax evasion, however industrial action has weakened the overall effect of the campaign. The number of detections made where SORN was declared, has increased.	Mr Magee
5.5	Compliance papers are awaited for Drivers Division and RTLD.	Mr Campbell
5.6	Mr McCullough was asked to supply the number of licensed taxi drivers, freight operators and bus operators. Driver Licensing to supply the number of valid driver licences on system.	Mr McCullough Mr Monaghan
6.0	**Review of Management Pack**	
6.1	The Directors were asked to provide feedback to Ms O'Connor regarding the new management pack.	All directors
6.2	Drivers are to review the productivity of Drivers Enquiry Team compared to Vehicles Enquiry Team.	S Monaghan
7.0	**CR Options Paper**	
7.1	Mr McGinnis presented an options paper to the board on the reissue of Continuous Registration penalty letters. The board	Mr McGinnis

	considered the options and decided that a manual option be considered, similar to option 4.	
8.0	**Corporate Services Update**	
8.1	Sick Absences A significant improvement was noted in the sick absence levels, with a reduction from 10.1% to 5.9%.	
8.2	Accommodation Work on the relocation of Belfast Local Office is on target. It is hoped that the new office in Cromac Ave. will be operational from 10th January 2005. An action plan will be drawn up and any interruption to the service will be discussed with Mr McGinnis. Armagh Local Office It was decided to explore the option of relocating the office to the DVTA centre. Mr McGinnis had looked at the functions carried out in Armagh office, but decided that it was not feasible to make any changes to these.	Mr McClean Mrs MacLennan
9.0	**Driver Licensing Update**	
9.1	A work schedule is awaited for the work that is to be carried out to the Driver Licensing building.	
9.2	Mr Monaghan reported that DLD had introduced new processes to assist with the increased workloads due as a result of peak renewals.	
10.0	**RTLD Update**	
10.1	The contents of the RTLD report were noted.	
11.0	**Any Other Business**	
11.1	Programme 8 Board meeting 20041104-004 Put forward a Policy Paper to the Management Board on the need for enquiry access to DVLA's D90 system to check all first applications.	Mr Monaghan
11.2	20041104-005 Notify local councils of the outcome of the EQIA Sift process, determining whether or not the Local Office Review will have to undergo a full EQIA.	Mr McClean
11.3	Date of next meeting is Monday 20th December 2004.	

Action Points arising from MB Meeting on 23rd November 2004

Ref	Action	Who	When	Review/Comments
1.2/ 2.1	Pack of key circulars to be made available to all staff electronically	Mr McClean		
1.2/ 2.1	To compare EO2 commands and check role of AO Supervisors	Mr McClean		
1.2/ 2.1	To get details of DVTA's staff bonus scheme	Mr McClean		
1.2/ 3.1	Await reply from re discretion to break away from NICS T&S	Ms O'Connor		
1.2/ 3.1	Await authorisation from DVLA's Implementation Officer	Ms O'Connor		
1.2/ 5.1	To provide a full report on the TAN visit in a future MB meeting	Mr Campbell		
1.2/ 5.4	To arrange meeting with EHS	Mr Campbell		
1.2/ 5.2	To check cost of developing a secure payment facility using email	Mrs Cosgrove		
1.2/ 5.5	Await reply from IAB re proposal to cease imaging of V11 forms	Ms O'Connor		
1.2/ 7.1	Arrange a workshop for early January 2005 to discuss Business Plan	All directors		
1.2/ 7.2	Draft letter to the Secretary regarding Industrial Action to be finalised	Ms O'Connor Mr McGinnis		
3.2	Supply details of taxis licensed for data matching purposes	Mr McCullough		
4.1	Identify the audit recommendations of key risk to the Agency for discussion at the meeting on 30 Nov 2004.	All directors		
5.3	Provide an update on the structure and use of the Irish language	Mr Evans		
5.4	Provide details of publication of latest tax evasion survey	Mr Magee		
5.5	Compliance papers overdue for Drivers Division and RTLD	Mr Campbell		
5.6	Supply the number of licensed taxi drivers, freight and bus operators Supply the number of valid driver licences	Mr McCullough Mr Monaghan		
6.1	Provide feedback to Ms O'Connor on new management pack	All Directors		
6.2	Drivers are to review the productivity of DLD compared with Vehicles	Mr Monaghan		
7.1	Consider further manual option for reissue of CR penalty letters	Mr McGinnis		
8.2	Draw up action plan for the relocation of Belfast Local Office and discuss with Mr McGinnis Explore the option of relocating Armagh Local Office to DVTA centre	Mr McClean Mrs MacLennan		
11.1	Policy paper on access to D90 system	Mr Monaghan		
11.2	Notify local councils regarding need for EQIA on the Local Office Review	Mr McClean		