

DVLNI Management Board Meeting Agenda 26 October 2004

Time: 13.00 – 17.00

Venue: Conference Room, County Hall, Coleraine

Attendees: Mr B Magee Chief Executive (Chair)
Mrs B Cosgrove Programme Manager (& Director of IT)
Mr T Evans Director of Development
Mr S Mc Clean Director of Corporate Services
Mr A McGinnis Corporate Governance/Risk Management
Ms L O'Connor Director of Finance
Mrs L McAuley Secretary

Apologies: Mr C Campbell Director of Driver Licensing & RTLD
Mrs A McCabe Director of Vehicle Licensing

Item	Start	End	Aim	Responsible
1. David Thompson (Deloitte) Business Continuity Planning Presentation	13.00	13.45	For information	David Thompson
2. Summary of last meeting and matters arising & DMG update	13.45	14.00	For review	B Magee
3. EUCARIS update	14.00	14.15	For information	B Magee
4. Corporate Services Update	14.15	15.00	For information	S McClean
5. Vehicle Operations	15.00	15.30	For information	A McGinnis
6. RTLD & DLD highlight report (for info)			For information	N/A
7. AOB	15.30	17.00		

	Item	Action
1.	Business Continuity Planning Presentation	
1.1	<p>Mr David Thompson of Deloitte was invited to give a presentation to the Board on Business Continuity Management (BCM). This outlined the need for BCM and provided an overview of the processes and procedures required to establish appropriate business continuity provisions within DVLNI.</p> <p>The presentation highlighted that BCM is a 'business' issue and consequently the 'business' must accept ownership of the process. Mr Thompson also considered that the BCM exercise being conducted within DVLNI provided an opportunity to review the way the organisation currently performs its processes enabling it to improve procedures and practices to further increase resilience to interruption and loss.</p> <p>Mr Magee thanked Mr Thompson on behalf of the Board for an informative presentation.</p>	
1.2	<p>The Board discussed the importance of Business Continuity Planning – Mrs Cosgrove stressed that each division needed to take ownership of the plan, and that two of her staff would be available to guide managers through the internal process. However, the Business Impact Assessment (BIA) must be right before a strategy can be developed, therefore the Board first needed to decide on their top priorities.</p> <p>It was agreed that a BIA workshop was to be arranged, where each director would identify their own critical priorities and present these to the other directors.</p>	Mrs Cosgrove
2.	Summary of last meeting and matters arising	
2.1	The summary of the previous meeting held on 23 rd September 2004 was agreed.	
2.2	<p>The following Action Points arising from the meeting on 23rd September 2004 were reviewed:</p> <p>1.4 Mrs Cosgrove has presented an overview of the Contingency Plan to the Management Board.</p> <p>2.1 Mr Campbell and Mr McGinnis have provided an update on EUCARIS for discussion at the Eucaris conference.</p> <p>2.1 A copy of the pack of key circulars was circulated to the board for consideration and comment.</p> <p>2.1 Mr McClean is to compare EO2 commands with those in DVLA and check the role of AO supervisors.</p>	<p>All directors</p> <p>Mr McClean</p>

	<p>2.1 Mr McClean is to get details of DVTA's staff bonus scheme.</p> <p>3.1 Ms O'Connor is to investigate whether the Agency has discretion to break away from NICS Travel and Subsistence regulations to allow closer alignment with DVLA's Travel and Subsistence regulations.</p> <p>3.1 DVLA's Implementation Officer has agreed to draft a letter of comfort stating that the implementation of SAP is their responsibility.</p> <p>5.1 Mr Campbell is to provide a full report of the TAN visit to the Board at a future MB meeting.</p> <p>5.2 Mr Evans will deliver a presentation on mutual recognition to the Board.</p> <p>5.4 The meeting with EHS to discuss lorry operator licences is to be arranged.</p> <p>6.1 All but 6% of annual reports have now been completed.</p> <p>8.3 The Merger PID has been discussed at the Programme Board Meeting.</p> <p>9.1 Mr McGinnis and Ms O'Connor are to discuss salaries of 9.2 some Grafton staff with Personnel Branch.</p>	<p>Mr McClean</p> <p>Ms O'Connor</p> <p>Ms O'Connor</p> <p>Mr Campbell</p> <p>Mr Evans</p> <p>Mr Campbell</p> <p>Ms O'Connor Mr McGinnis</p>
3.0	Risk Register Update	
3.1	The Board reviewed existing risks and considered new risks for entry into the Risk Register. It was agreed that all High/High risks should be treated as equally critical, regardless of their position on the Risk Register.	
4.0	Corporate Services Update	
4.1	<p><u>Accommodation</u> Mr McClean outlined the difficulties facing Armagh Local Office, now that the lease has expired and is subject to 3-monthly reviews. Furthermore the building is not compliant with the Disability Discrimination Act. The Agency is reluctant to commit to further investment in this location as the estimated cost to relocate is £300k.</p> <p>The Board agreed that no decision could be taken regarding the Armagh Local Office until the Minister has decided on the overall Local Office Review. Mr McGinnis offered to review business transactions in the Armagh office to try and alleviate the pressure on the staff there. This matter is to be raised as a risk in the Risk Register.</p>	

4.2	<p>Welcome Pack</p> <p>A Welcome Pack has been prepared by Training Branch and a copy of this will be given to new members of staff when they start work in the Agency.</p>	
4.3	<p>Trade Union Side</p> <p>The Agency's NIPSA Branch AGM is to be held on 28 October. Permission has been given for this to be held in core time.</p>	
4.4	<p>Training</p> <p>The future of the training post for Vehicles Division was discussed. Mr McClean and Mr McGinnis said that EO2s and line managers in Vehicles are actively encouraged to support and mentor administrative staff, and it would therefore be inconsistent for the day-to-day training to be delivered by a Training Officer.</p> <p>The Board decided that this post should be suppressed upon completion of a brief review of training development standards within the Vehicles Division. This should not take more than 2 – 3 weeks..</p>	
4.5	<p>Merger and LVLO Review</p> <p>The Board agreed that it was imperative to keep staff informed of developments on both the proposed merger and the Local Office review, and a regular article is to be placed in the staff magazine, Keynotes.</p> <p>The present position is that the Minister will be meeting with an MLA towards the end of November to discuss the LVLO review. A study into the technical feasibility of the merger is expected in early 2005.</p>	
5.0	Vehicle Operations	
5.1	<p>Telephone Relicensing</p> <p>Mr McGinnis reported a disappointing uptake of the telephone relicensing facility – only 400+ applications were made on the back of 10,000 leaflets having been sent out. This will be a costly service if few people are using it.</p> <p>Following discussion, the board agreed to continue with the facility to issue 10,000 flyers each month and retain the current level of service.</p>	
5.2	<p>The Board discussed the costs of Internet relicensing of CR. Mrs Cosgrove is to check the cost of developing a secure payment facility using email.</p>	Mrs Cosgrove
5.3	<p>Ms O'Connor raised the issue of who should take responsibility for submissions to the Minister to ensure that she received the necessary briefing. The difficulty arose where DVLA were conducting consultations or EQIAs that involved DVLNI – in such cases DVLA could not brief a Northern Ireland Minister. DVLNI should as a matter of courtesy notify the Minister to let her know</p>	

	what is going on.	
5.4	The Board accepted the proposed price of £2.10 for each V10 transaction carried out by Post Office Counters Ltd.	
5.5	Following discussion, the Board decided that further consultation with Internal Audit Branch was necessary before they could adopt the proposal to cease imaging of V11 application forms.	Ms O'Connor
5.6	Mr McGinnis is to speak further with DVLA to confirm their policy on Continuous Registration where the vehicle remains unlicensed.	Mr McGinnis
5.7	The Board agreed to remove the requirement to have all scrapped vehicles inspected before a Cherished Transfer procedure can be carried out. Mr McGinnis will review CT procedures to establish the associated risks and how best to protect against these.	Mr McGinnis
6.0	RTLD & DLD highlight report (for info)	
6.1	The contents of the RTLD and DLD highlight report were noted.	
7.0	Any other Business/Date of Next Meeting	
7.1	Business Plan Update The Business Plan is to be updated for the period ending 31 October 2004.	All directors
7.2	Cost of Industrial Action A note is to be sent to the Secretary detailing the impact of Industrial Action on DVLNI.	Mr McGinnis Ms O'Connor
7.3	Use of Credit Cards DVLA are planning a staff pilot from April 2005 to allow credit card transactions in LVLOs. DVLNI's system cannot cater for this. Mr Evans is to consult with DVLA and report back to the Board.	Mr Evans
7.4	Ms O'Connor reported that there was sufficient money and Agency spending was within budget. However, there is no funding for the DRP project. Mr Evans offered to write to DVLA and investigate what is involved.	Mr Evans
7.5	The date of the next meeting is 23rd November 2004.	

Action Points arising from MB Meeting on 26th October 2004

Ref	Action	Who	When	Review/Comments
1.2	All directors to attend BIA workshop and present critical priorities to each other.	Mrs Cosgrove		
2.2/2.1	Directors to comment on pack of key circulars.	All directors		
2.2/2.1	To compare EO2 commands and check role of AO Supervisors.	Mr McClean		
2.2/2.1	To get details of DVTAs staff bonus scheme	Mr McClean		
2.2/3.1	To investigate whether DVLNI has discretion to break away from NICS T&S	Ms O'Connor		
2.2/3.1	Letter of comfort to be drafted by DVLA's Implementation Officer	Ms O'Connor		
2.2/5.1	To provide a full report on the TAN visit in a future MB meeting.	Mr Campbell		
2.2/5.2	To deliver a presentation on mutual recognition.	Mr Evans		
2.2/5.4	To arrange meeting with EHS.	Mr Campbell		
2.2/9.1	Salaries of Grafton staff are to be discussed with Personnel Branch.	Ms O'Connor Mr McGinnis		
5.2	To check cost of developing a secure payment facility using email.	Mrs Cosgrove		
5.5	Further consultation with IAB was necessary before adopting proposal to cease imaging of V11 forms.	Ms O'Connor		
5.6	Mr McGinnis is to speak with DVLA to confirm CR policy.	Mr McGinnis		
7.1	Business Plan to be updated.	All directors		
7.2	To draft a note to the Secretary regarding Industrial Action.	Ms O'Connor Mr McGinnis		
7.3	To report about credit card transactions in LVLOs.	Mr Evans		

7.4	To write to DVLA regarding funding for DRP project.	Mr Evans		
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