

**DVLNI Management Board Meeting Agenda 23 September 2004**

**Time:** 12.45 – 16.30

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

**Attendees:** Mr B Magee Chief Executive (Chair)  
Mr C Campbell Director of Driver Licensing & RTLD  
Mr T Evans Director of Development  
Mr A McGinnis Corporate Governance/Risk Management  
Ms L O'Connor Director of Finance  
Mrs B Cosgrove Programme Manager (& Director of IT)  
Mrs J MacLennan Corporate Services  
Mr T Mc Flynn Minutes

**Apologies:** Mr S Mc Clean Director of Corporate Services  
Mrs A McCabe Director of Vehicle Licensing

<b>Item</b>	<b>Start</b>	<b>End</b>	<b>Aim</b>	<b>Responsible</b>
1. Summary of last meeting and matters arising & DMG update	12.45	13.15	For review	B Magee
2. Bonus Scheme	13.15	13.30	For information	L O Connor
3. SAP Implementation Plan & Issues	13.30	14.00	To discuss	L O Connor
4. Corporate Services Update	14.00	14.15	For information	J MacLennan
5. Driver Licensing update	14.15	14.30	For information	C Campbell
6. Annual Reports	14.30	14.45	To discuss	B Magee
7. Birthday 2005 Honours	14.45	15.00	To discuss	B Magee
8. AOB Merger project	15.00	16.00		

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	<b>Item</b>	<b>Action</b>
<b>1.</b>	<b>Summary of last meeting, matters arising and DMG update</b>	
1.1	The summary of the previous meeting held on 2 <sup>nd</sup> September 2004 was agreed.	
1.2	<p>The following matters arising from the meeting on 2<sup>nd</sup> September 2004 were discussed:</p> <p>1.4 Mrs Cosgrove reported that she had met with audit regarding the Contingency Plan and agreed to do an overview to the Management Board. Mr Magee asked Mr Campbell to check if the Agency’s legislative powers would permit licences to be changed in an emergency.</p> <p>2.1 Mr Campbell reported that 2 staff have been identified to visit DVLA to examine the suitability of an ID checking machine.</p> <p>Mr Magee asked Mr Campbell and Mr McGinnis to provide an update for discussion at the Eucaris conference.</p> <p>Ms O Connor requested that copies of the pack of key circulars etc should be provided for approval at the next board meeting before distribution to all staff.</p> <p>4.1 Mr Campbell and Mr McGinnis provided Ms O’Connor with statistics relating to telephone enquiries for the Business Plan Progress Report.</p> <p>6.0 Mr Mc Ginnis reported that the exercise to establish current individual performance against the set standards using the Work Measurement Review is ongoing.</p>	<p>Mrs Cosgrove</p> <p>Mr Campbell Mr McGinnis</p> <p>Mrs MacLennan</p>

1.3	2.1 Mrs MacLennan reported that one of the issues arising out of the IIP assessment was the problems associated with the numbers of staff which EO2s are required to manage in DVLNI. A discussion took place and it was agreed that a comparison should be made with DVLA.	Mr Mc Clean
<b>2.0</b>	<b>Bonus Scheme</b>	
2.1	Ms O Connor reported that DVLNI have not always used their entire Bonus Scheme budget. It was agreed that Directors should actively examine the award of bonus payments where merited.  It was also agreed that the DVTA Bonus Scheme should be examined.	Mr Mc Clean
<b>3.0</b>	<b>SAP Implementation Plan and Issues</b>	
3.1	Ms O Connor gave a presentation to the Board on the SAP implementation which aims to make use of DVLA's hardware and software for the benefit of DVLNI's Finance business area..  A discussion followed after which it was agreed that:  (a) It should be ascertained if DVLNI can pay a different travel and subsistence rate to the rest of the NICS. (b) DVLA should be asked for a letter of comfort to state that the implementation of SAP is their responsibility (c) Department of Environment should also be asked for a letter of comfort to confirm that they are content for a DVLA Project to take place to introduce SAP for the whole of DVLNI.  The Board agreed to sign off the implementation document subject to receipt of the assurances from DOE/DVLA.	Mr Mc Clean  Ms O Connor
<b>4.0.</b>	<b>Corporate Services Update</b>	
4.1	<u>Accommodation</u>  Mrs MacLennan reported that arrangements for the relocation of Belfast LVLO have stalled in light of the significant M & E and Security related costs. Mr Magee agreed that the counter Chubb units should be ordered for the new accommodation.  The move to Mill House has been delayed by 1 week due to an asbestos find and problems with the fire alarm system.  Mrs MacLennan reported that funding is being sought for the proposed work to the Drivers building. It was agreed that a separate meeting should be arranged to discuss Drivers accommodation issues.	S Mc Clean

4.2	<u>Records Management</u> The Access Implementation Plan was endorsed by the Management Board.	
<b>5.0</b>	<b>Driver Licensing/RTLTD update</b>	
5.1	Mr Campbell reported that the visit to VOSA to see the TAN system took place and that a full report would be available for the next meeting.	Mr Campbell
5.2	A discussion took place on mutual recognition and it was agreed that a presentation should be made to the Chief Executive.	Mr Evans
5.3	Mr Campbell reported that taxi plating is on schedule and that the launch details are being prepared.	
5.4	It was agreed that a meeting should be arranged with EHS to discuss lorry operator licences in relation to the illegal dumping problems.	Mr Campbell
<b>6.0</b>	<b>Annual Reports</b>	
6.1	Following discussion it was agreed that outstanding annual reports for staff with line managers who are off on long term sick absence should be completed by their current supervisors and submitted for pay purposes. All other outstanding reports should be returned immediately.	All Directors
<b>7.0</b>	<b>Birthday 2005 Honours</b>	
7.1	Mr Magee informed the meeting that a request for Birthday Honours nominations would soon be issued. He suggested that Directors should draw up a list of candidates for discussion in advance of this.	All Directors
<b>8.0</b>	<b>Merger Project</b>	
8.1	A discussion took place on the Project Initiation Document for the merger project. It was agreed that there should be Departmental representation on the NI Project Board. It was noted that DVLA has no Project Initiation Document.	
8.2	Mr Magee informed the meeting that there was TUS support for the IT merger only. The Board agreed that TUS should be involved closely on the Merger Project.	Mr Evans
8.3	It was agreed that the Project Initiation Document should be discussed at the Programme Board meeting in October.	Mr Evans

<b>9.0</b>	<b>Any other Business/Date of Next Meeting</b>	
9.1	Mr Mc Ginnis informed the meeting that some staff employed by Grafton Recruitment had requested a pay increase. It was agreed that this issue should be discussed with Personnel.	Mr Mc Ginnis
9.2	The date of the next meeting is 26 <sup>th</sup> October 2004.	

### Action Points arising from MB Meeting on 23<sup>rd</sup> September 2004

Ref	Action	Who	When	Review/Comments
1.2 /1.4	Mrs Cosgrove to do an overview of the Contingency Plan to the Board.	Mrs Cosgrove	Next meeting	
1.2/2.1	Mr Campbell and Mr Mc Ginnis to provide an update on Eucaris	Mr Campbell Mr Mc Ginnis		
1.2/2.1	Mrs Maclennan to provide copies of key circulars etc.	Mrs Maclennan	Next meeting	
1.3/2.1	Mr Mc Clean to compare EO2 commands in DVLA and check role of AO supervisors	Mr Mc Clean		
2.0/2.1	Mr Mc Clean to examine DVTA bonus scheme	Mr Mc Clean		
3.0/3.1	Mr Mc Clean to examine T & S regulations in NICS	Mr Mc Clean		
3.0/3.1	Ms O Connor to seek letters of comfort from DOE/DVLA	Ms O Connor		
5.0/5.1	Mr Campbell to provide a full report of the TAN visit to the Board	Mr Campbell	Next meeting	
5.0/5.2	Mr Evans to arrange a presentation on mutual recognition to the Board	Mr Evans	ASAP	
5.0/5.4	Mr Campbell to arrange meeting with EHS to discuss lorry operator licences	Mr Campbell		
6.0/6.1	All outstanding reports to be completed	All Directors		
7.0/7.1	List of candidates for Birthday Honours to be drawn up	All Directors		
8.0/8.3	Merger PID to be discussed at the Programme Board meeting	Mr Evans	October meeting	
9.0/9.1	Mr Mc Ginnis to discuss Grafton salary with Personnel	Mr Mc Ginnis		