



Present:

Mr Magee	Chief Executive
Mr Campbell	Director of Driver Licensing
Mr Evans	Director of Development
Mrs McCabe	Director of Vehicle Licensing
Mr McClean	Director of Corporate Services
Ms O'Connor	Director of Finance
Mrs McAuley	Secretary

Apologies

Mrs Cosgrove	IT Programme Director
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1.0 Summary of previous meeting

- 1.1 The summary of the meeting on 21 December 2005 was accepted and the action list reviewed as follows:

Action 22.09.05 – 003 Mrs McCabe assessed AFRL (Automated First Registration and Licensing) information to identify franchise dealers not using the AFRL system. There are no obvious omissions from the system.

Action 22.11.05 – 004 A meeting took place to discuss differences between taxi and vocational licence fees in DVLNI and in DVLA.

Action 22.11.05 – 006 A check of system figures revealed that the formula used to calculate First Registration figures was incorrect. This has now been rectified.

Action 21.12.05 – 006 PSMB (Payroll Systems Management Board) conducts reasonableness checks on all salaries of temporarily promoted staff. Amendments to individual pays and all new starts are 100% checked by Core Personnel both before and after input by PSMB. Any overpayments or errors detected in the future should be fed back to Core Personnel for attention.

2.0 Balanced Scorecard

- 2.1 The Board reviewed the Agency's Balanced Scorecard for December 2005.

Joint Policy Development

Directors considered how best the Agency would measure its contribution to joint policy development, and agreed that the measures for 2006 should be:

- To implement and maintain the High Risk Offenders scheme;
- To define and establish a baseline for persistent offenders;
- To produce tachograph cards; and
- To help develop and implement the Road Traffic Amendment Bill.



The Board extended their congratulations to all staff on the Agency's successful application for re-accreditation of the Charter Mark standard, and on achieving 7 best practice commendations by the assessor.

Mr McClean is to review the 2005 Customer Survey and consider how to raise customer awareness of the Agency's responsibility to ensure that driver licences are only issued to those people who are fit to drive.

Action 1: Mr McClean

3.0 Vehicle System Integration Project (VSIP)

3.1 The Board discussed whether the DVLA outline Business Case for VSIP should include staff redundancy costs. Following discussion, Mr McClean agreed to write to Central Personnel Group, DFP, seeking advice on DVLA's offer to fund a redundancy scheme in the event of job losses resulting from the VSIP project. Mr Mc Clean will also seek DFP clarification re the redeployment of staff post implementation of the Local Office Review. Ms O'Connor said she would raise the matter of VSIP redundancies with the Department.

Actions 2, 3 and 4: Mr McClean/Ms O'Connor

3.2 On a wider note, the Board agreed that the CEO should ensure that all directors are informed of policy decisions and submissions to the Minister which, although the clear responsibility of one director, could have implications for other business areas within the Agency.

4.0 Local Vehicle Licensing Office Rationalisation

4.1 The Board considered a paper on the proposed location of the second local office, which set out in detail the optimum location to serve the maximum number of customers. A check is to be carried out on the accuracy of post code statistics used to inform the paper. The Board deferred making a decision on the location of the second office until more is known about the long term plans of Post Office Counters Ltd.

Action 5 : Mrs McCabe

5.0 Local Vehicle Licensing Office Closure – initial contingency paper

5.1 The Board considered a paper on developing a contingency plan in the event that the Agency is served notice to quit Armagh Local Office. As it would not be economically viable, the Board has decided not to proceed with expansion into the adjacent premises, although the existing office will remain open. Mr McClean undertook to visit Armagh Local Office and talk to staff about the Board's decision not to proceed with the refurbishment work.

Actions 6 and 7: Mr Evans/Mr McClean

6.0 Management Board Terms of Reference

6.1 The Board formally approved the revised Terms of Reference incorporating amendments suggested at the December 2005 meeting.

7.0 Draft Agency Framework



- 7.1 The Board reviewed the draft DVLNI Framework Document and made a number of suggestions and amendments for inclusion in the document. **Action 8: Ms O'Connor**

8.0 Risk Management

- 8.1 The Risk Register was reviewed and new risks considered.

9.0 Road Freight Review

- 9.1 The Road Freight Review was carried out in 2003 and was approved by the then Minister Angela Smith. The proposals bring NI into line with the rest of the UK. The proposed implementation date was originally January 2007, but due to lack of funding this date is unlikely to be met. The Departmental Board has been made aware that several policy issues need to be resolved and that a further bid for funding will be made. A brief note outlining 3 options and the Agency's preferred option is to be sent to Donald Armstrong on the feasibility of the implementation plan. **Action 9: Mr Evans**

10.0 Taxi Review

- 10.1 In November 2002 the Department launched a comprehensive review of how taxis in Northern Ireland could be better regulated. The review will soon be ready for submission to the Minister on a proposed draft Order in Council. No funds are available to implement the measures envisaged, although the scheme can be funded through fees once implemented. The Board noted the position and that bids for funding will be made.

11.0 Any Other Business

- 11.1 It was agreed that Project files should reside with the Project Team for the life of the project. At the end of the project (or a suitable period thereafter) the paper records can be destroyed and an electronic version retained.



Outstanding Actions

Ref.	Action	Who	When	Review / Comments
20041123 - 007	Establish number of licensed taxi drivers, freight and bus operators	BM		Number of bus operators still outstanding
23.08.05 – 002	Consider weighting of Drivers work sample	CC	Meeting with NISRA will take place before next MB meeting	
23.08.05 – 005	Send Health and Safety Risk Assessment to Corporate Services	CC		
23.08.05 – 016	Drivers to consider setting up Service Level Agreement with OHS	CC	Database has been set up measuring time taken at each stage of process	CC has spoken to Dr Addley, OHS, about database results. Ongoing pending outcome of monitoring.
20.10.05 - 006	Driver Licence Fees - Vocational Licences	CC		Meeting took place. Amended change request to be submitted to CAB
20.10.05 - 008	Update Business Continuity Plans and contingency arrangements	All	Date to be arranged for meeting with Dr Power.	BC to circulate BCPs to all directors to carry out a desktop exercise to update each BCP
22.11.05 – 007	Review Actions list for the 2006/07 Business Plan.	SMcC	Ongoing	
21.12.05 - 001	Liaise with OBD re provision of canopy at entrance to DLD building	SMcC	March 2006	
21.12.05 – 002	Review DVLNI procedures and reissue circular noting occupations that may cause conflict of interest.	SMcC		
21.12.05 - 003	Also draw up Action Plan to deal with Image backlog	CC		
21.12.05 - 004	Draft business case re outsourcing despatch of D/L reminders to Fujitsu	CC		Business case presented by CC – 3 options considered. Further work needed on preferred option.
21.12.05 -	Brief Deputy Secretary and CEO, DVLA	TE	Ongoing	



Management Board
Meeting

19 January 2006

Ref.	Action	Who	When	Review / Comments
005	about SOS targets			
21.12.05 – 007	Brief Minister on Drivers Medical Review	CC	Following next week's meeting, brief Minister on implications of mirroring DVLA policy. May need to be Equality proofed before proceeding further.	



Actions

Ref.	Action	Who	When	Review / Comments
19.1.06 - 001	Raise customer awareness of DVLNI's responsibility re fitness to drive	SMcC		
19.1.06 - 002	Seek clarification from CPG regarding DVLA's offer to fund a redundancy scheme	SMcC		
19.1.06 - 003	Seek DFP clarification re redeployment of staff post implementation of the LO Review.	SMcC		
19.1.06 - 004	Speak to Dept about potential redundancies	LO		
19.1.06 - 005	Write to POCL re long-term arrangements for Post Offices	AMcC		
19.1.06 - 006	Develop contingency plan for Armagh Local Office closure	TE		
19.1.06 - 007	Visit Armagh LVLO staff and advise them of the Board's decision not to continue with the refurbishment work	SMcC		
19.1.06 - 008	Revise draft DVLNI Framework Document	LO		
19.1.06 - 009	Send note to Donald Armstrong regarding Road Freight Review	TE		

Next Meeting: Date: 16 February 2006
Time: 9.30 – 17.00
Venue: Conference Room 1

Prepared By: Liz McAuley
Secretary