



In attendance:

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

Apologies:

Mr McClean	Director of Corporate Services
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1.0 Senior Management Team feedback

- 1.1 Mr Magee informed Board members that through twinning projects, there were secondment opportunities for staff wishing to assist in development in other countries and EU member states.
- 1.2 The Code of Courtesy in Irish and Ulster Scots should be brought to the attention of all staff.
- 1.3 The Permanent Secretary is keen to see a reduction in air travel and mileage across all DOE divisions and agencies. Mr Magee will speak to Mr McClean to discuss options.
Action 1: Mr Magee

2.0 Summary of previous meeting

- 2.1 The summary of the meeting on 22 May 2006 was accepted and the action list reviewed as follows:

Action 23.8.05 – 002 It was agreed there would be no change to the methodology used in reviewing Drivers work sample. Mr McGinnis will review current targets and take forward any discussion/action necessary.

Action 16.3.06 – 002 NIDLS data has been analysed and increase in spending resolved.

Action 16.3.06 – 006 There is no scope for creating special rates of subsistence to cover the additional costs of visiting Swansea. Staff should be advised to obtain a receipt for B & B plus dinner at their hotel and claim actual expenditure.

Action 28.4.06 – 002 A response to the Department has been sent explaining the impact of large underspends.

Action 22.5.06 – 001 See 3.0 below.

Action 22.5.06 – 003 Funding for the RNPS EO1 post has been included in the budget.



Action 22.5.06 – 004 A meeting was held to discuss DLD's contribution to the DOE Efficiency Plan.

Action 22.5.06 – 005 A meeting for all Staff Officers throughout the Agency has been arranged for late June.

3.0 Balanced Scorecard

- 3.1 Directors were asked to respond within the next two weeks to the draft Balanced Scorecard. Targets need to be set for the Business Plan, and meetings between Ms O'Connor and all directors arranged to discuss these. Each individual measure must be the responsibility of a director. **Action 2: Ms O'Connor, all directors**

4.0 Risk Management

- 4.1 Mr McGinnis reported that there were no new risks from the Mentor Scheme or from directors this month. The quarterly update of the divisional register will be done within the next few weeks. A review of the Risk Mentor scheme was conducted and there was a poor response from AA/AO grades. A brochure had been sent round but many said they hadn't seen it. It will take a fair amount of work to raise awareness again, but this should be carried out by all who conduct team briefs. Mr McGinnis will provide bullet points for easy reference. **Action 3: Mr McGinnis**

5.0 Taxi Licensing Review Project Mandate

- 5.1 The Board considered and approved a Project Mandate to enable the start-up of the Taxi Licensing Project.

6.0 Drivers Replacement Project Outline Business Case

- 6.1 The Board were asked to review the draft DRP Outline Business Case and provide some direction in relation to funding options to cover the development costs, estimated at between £7.5m and £14m. Responses are to be made to Mrs Cosgrove by Monday 19 June.

7.0 Revised Terms of Reference for Change Authority Board

- 7.1 The Board considered and approved the revised Terms of Reference for the Change Authority Board in line with the revised Departmental guidelines.
- 7.2 The Board queried the need to bring every business case to Management Board level for approval. Ms O'Connor explained that to be consistent with DOE rules, any new expenditure over £10k, including staff costs, capital and DRC, had to be approved at Board level. She will find out how to bid for staff and ask Mrs Walls to establish a database. **Action 4: Ms O'Connor**



8.0 Taxi Licensing System Upgrade

- 8.1 The Board noted the recommendation that the Taxi Licensing system is ported to a new Windows 2003 Server and the Oracle applications is upgraded to Oracle 9i. Capital will be needed to put in SAP as soon as estimated costs are known. Mrs Cosgrove reported that Central Procurement Directorate has confirmed there is no need to go to tender on this upgrade.

9.0 Road Traffic (NI) Order Business Case

- 9.1 The Board considered and approved the Road Traffic Order Business Case.

10.0 Approval of Business Plan 2006/07

- 10.1 A final draft of the Business Plan 2006/07 was copied to all directors who were asked to email their satisfaction with the Plan to Ms O'Connor by Wednesday next week, following which a submission will be sent to the Minister. **Action 5: All directors**

11.0 Any other business

- 11.1 It was agreed that directors must appoint a suitable deputy to attend Board meetings on those occasions where the director was unavailable to attend in person.



Outstanding Actions

Ref	Action	Who	When	Review/Comments
23.08.05 - 016	Drivers to consider setting up Service Level Agreement with OHS	CC	Ongoing	Mr Campbell stated that the detail of the SLA with regard to OHS response times would be agreed through the new Drivers Forum headed by Dr Addley (OHS) and to include Disability Action and the DDA.
21.12.05 - 001	Liaise with OBD re provision of Canopy at entrance to DLD building	SMcC	Ongoing	Delay between OBD and Premises Officer. A reminder has been issued.
16.03.06 - 003	Write to Fujitsu re non-renewal of contract	TE	Ongoing	Still to be finalised. Mrs Cosgrove has a meeting tomorrow with Fujitsu.
16.03.06 - 004	Pass results of Vehicle Accuracy Survey to Ms O'Connor when complete	SMcC	Ongoing	Mr Evans will speak to Mr McKillop about results of the Accuracy Survey.
28.04.06 - 003	Calculate level of induced relicensing to support CR business case	TE	Ongoing	End of year figures are available and a business case has been done. A PPR is to be done on CR.
28.4.06 - 005	Set up working group to examine Telephone Enquiry section issues	TE CC SMcC	Ongoing	
28.04.06 - 007	Set up working group to look at targets and discuss with DVLA their methodology of monitoring targets	AM	Ongoing	Responsibility for this action has been passed to Mr Maginnis. Ms O'Connor to review sample size
22.05.06 - 002	Meeting to be arranged with representative from Jill Dando Organisation	TE	September	Methodology is comparable with GB.



Actions

Ref	Action	Who	When	Review/Comments
15.06.06 001	Discuss means to reduce air and land miles	BM		
15.06.06 002	Respond to draft Balanced Scorecard	LO All dirs	Within next 2 weeks	
15.06.06 003	Raise awareness of Risk Mentor scheme	All dirs		Mr McGinnis to list bullet points for reference at team briefs etc.
15.06.06 004	Set up template for business cases	LO		
15.06.06 005	Agree Business Plan 2006/07 through Ms O'Connor to Minister	All dirs	By next Wednesday	

Next Meeting: Date: 20.07.06
Time: 09.30 - 17.00
Venue: Conference Room 1

Prepared By: Liz McAuley
Secretary