



In attendance:

Mr Magee	Chief Executive
Mr Evans	Director of Development
Mr Campbell	Director of Driver Licensing
Mr McClean	Director of Corporate Services
Mrs Tennant	Secretary

Apologies:

Mrs Cosgrove	IT Programme Director
Ms O'Connor	Director of Finance

1.0 Summary of previous meeting

- 1.1 The summary of the meeting on 28th April 2006 was accepted and the action list reviewed as follows:

Action 16.02.06 - 003 Mr Magee has informed Lord Rooker of the issues regarding DVLA's submissions.

Action 16.02.06 – 006 An information package for use by the Disabled Drivers Association (DDA), PSNI, DVTA etc has been issued.

Action 28.04.06 – 001 Taxi Licensing fees have been increased – review is complete.

Action 28.04.06 - 004 The Stewartship Report has been completed.

Action 28.04.06 – 006 A response on operational control in DLD has been forwarded to IAB.

Action 28.04.06 – 008 and 009 DFP have advised that there are no plans to increase rates of Travel and Subsistence allowances. It was discussed that DVLNI paying 'receipted actuals' would still cause difficulties. Mr Magee advised that he would write to Mr Peover.

2.0 Balanced Scorecard

Mr Maginnis joined the meeting to discuss the draft of the Balanced Scorecard for April 2006. Mr Maginnis will forward the document to all Directors for any amendments which will be collated and agreed at next Management Board.

Action 1 : Mr Maginnis

Mr Magee noted that business volumes for April are down for Vehicles, Drivers and Road Transport Licensing Divisions, however discussed that this may be due to Easter falling in April this year as opposed to March last year.



2.1 DVLNI Outputs

Implementation of Approved Policies

Mr Magee advised that Mr Wilson (DVLA) is completing a review of enforcement activity and compliance across both Agencies to indicate areas where we could work jointly.

2.2 Customers

Customer/Stakeholder Communications Strategy

The target for stakeholder feedback has still to be agreed. Mr Evans advised that the Agency should not set an over ambitious target at present due to the Vehicles Systems Integration Project.

2.3 Stakeholders/Partners

Improve Database Accuracy

Mr Evans is to arrange a meeting with a representative from the Jill Dando Organisation.

Action 2 : Mr Evans

2.4 People, Organisation and Learning

Staff Contribution to outputs and outcomes

Mr McClean advised that early indications from the HRMS report show that the Agency has seen a significant reduction in sick absence. The NISRA report is not yet available.

3.0 Risk Management

- 3.1 The Risk Register was reviewed and updated as necessary. Two new risks were identified by the Board and will be added to the Directorate Register.

4.0 Budget 2006/07

- 4.1 Mrs Walls joined the meeting to present the Budget 2006/07 document which was reviewed and agreed by the Board.

- 4.2 Funding for an EO1 post for Registration of Number Plate Suppliers (RNPS) has been agreed and Mrs Walls is to include this in the budget. **Action 3 : Mrs Walls**

- 4.3 The DLD contribution to the DOE Efficiency Plan was reviewed and a meeting is to be arranged between Mr Campbell and Mrs Walls to revise the contribution.

Action 4 : Mrs Walls and Mr Campbell

5.0 Any other business

- 5.1 Mr Magee discussed the need to arrange a meeting for Staff Officers throughout the Agency. **Action 5 : Mr McClean**



Outstanding Actions

Ref	Action	Who	When	Review/Comments
23.08.05 - 002	Consider weighting of Drivers work sample	A M	Ongoing	Awaiting final advice from NISRA regarding the minimum sample size to be used to give a representative result. It was agreed that Mr Maginnis would take this forward.
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 - 002	Discuss increased spend in DLD after NIDLS data has been analysed	BM LO SM	Ongoing	Further analysis to be carried out.
16.03.06 - 003	Write to Fujitsu re non-renewal of contract	TE	Ongoing	Still to be finalised.
16.03.06 - 004	Pass results of Vehicle Accuracy Survey to Ms O'Connor when complete	SMcC	Ongoing	Almost completed.
16.03.06 - 006	Investigate limits of Travel and Subsistence allowances	SMcC	Ongoing	DFP have no plans to increase limits of Travel and Subsistence allowances. Paying 'receipted actuals' will also cause problems. Mr Magee is to write to Mr Peover. Action 6 : Mr Magee
28.04.06 - 002	Review impact of large underspends on the Department	LO	Ongoing	
28.04.06 - 003	Calculate level of induced relicensing to support HR business case	TE	Ongoing	Will be reviewed when end of year figures are available.
28.04.06 - 005	Set up working group to examine TE section issues	SMcC	Ongoing	A meeting has been arranged for 23/5/06.
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.



Actions

Ref	Action	Who	When	Review/Comments
22.05.06 - 001	Draft Balanced Scorecard to be forwarded to all Directors for review and amendment	AM		
22.05.06 - 002	Meeting to be arranged with representative from Jill Dando Organisation	TE		
22.05.06 - 003	Funding for RNPS EO1 post to be included in budget	RW		
22.05.06 - 004	Meeting to be arranged to discuss DLD contribution to the DOE Efficiency Plan	RW CC		
22.05.06 - 005	Meeting to be arranged for Staff Officers throughout the Agency	S McC		
22.05.06 - 006	Mr Magee to write to Mr Peover regarding limits of Travel and Subsistence allowances	BM		

Next Meeting: Date: 15.06.06
Time: 09.30 - 17.00
Venue: Conference Room 1

Prepared By: Janice Tennant
Secretary