



**Present:**

Mr B. Magee	Chief Executive (Chair)
Mr T. Evans	Group Director Vehicle Licensing & Centralisation Project
Mrs B. Rooney	Group Director Driver & Vehicle Testing and Standards
Mrs B. Cosgrove	Group Director Drivers, Operators & Business Development
Mr D. Wilson	Group Director Finance & Corporate Services
Mrs Anne Smiley	Secretary

**Apologies:**

Mr N Brady	Non – Executive Director
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**1 Minutes of the previous meeting**

1.1 The minutes of the meeting on 26 July were accepted.

1.2 The minutes of the Strategic Board meeting will be circulated to strategic Board members and comments made within 10 working days of the meeting. The final minutes will be published on both testing and licensing internet sites.

1.3 **Outstanding Actions**  
Compliance Checking – It was suggested that a presentation on Quality be delivered at the September meeting, with a view to extending the practice across the Agency.

**Action: 1 B Rooney, T Hassin**

1.4 **Legislative Changes**  
A timetable of legislative requirements has now been received from the Core. Each business area should be familiar with legislative changes that are required in their area, including the processes involved.  
The Board agreed that the Chief Executive's Office should provide a coordinating role on legislative changes. It was also agreed that the relevant Group Directors, Bernie Cosgrove and Bernie Rooney, should accompany the DVA policy staff at the next Departmental legislation meeting, together with someone from the coordinating team.

**Action: 2 D Wilson, C Casey**

1.5 Staffing



Directors have been asked to detail their staffing requirements for the next three years for business planning purposes.

The Board expressed concerns about the position regarding personnel matters post HR Connect and would welcome further clarification and communication on this issue.

**Action: 3 D Wilson, S McClean**

## **2.0 Balanced Scorecard**

2.1 The Board reviewed each of the strategic business objectives within the scorecard. Mr Wilson commented that there is still further work required around the area of targets. It was agreed that the headings 'Last month, This month' should read 'Current Position, Cumulative Position' to reflect the possible outcome for the end of year.

**Action: 4 D Wilson, C Casey**

2.2 During general discussion on the scorecard, it was emphasised that having prioritised the projects, the resources required now need to be calculated and a decision made, as a matter of urgency, on which projects can be delivered with the resources available.

## **3.0 Management Information Report**

3.1 The Management Information Report has been discussed with each of the Group Directors individually. The need for a statistician within the Agency has been identified. A business case was developed for a statistician within Operations (Testing) Directorate and a start date is awaited from NISRA. The statistician will be diverted to initially work on the MOT2 Review but may have some capacity to support other areas within the Agency. Any bids should be submitted to the Director of Operations.

3.2 The Information Reports also indicate that baseline volumes are ahead of profile across the Agency. The Board acknowledge the additional production required from staff as a result.

3.3 The Board noted the inclusion of the IVA project on the Risk Register and the urgent need for a Project Manager. It was agreed that A McGinnis meet with A McCabe and T Hassin to discuss the programme office structure and pressure list.

**Action: 5 B Cosgrove, A McGinnis**

## **4.0 Finance - Testing**

4.1 C Berry delivered a comprehensive presentation on the DVA Testing



funding. He explained the characteristics of the trading fund system and also the funding of Enforcement by DOE.

4.2 The Agency is on profile to achieve all financial targets.

## 5.0 Ministerial Advisory Board

5.1 D Wilson will accompany the Chief Executive to the Ministerial Advisory Board meeting on 3<sup>rd</sup> September 2007. Mr Wilson will prepare a brief on performance and planning to date.

**Action: 5 D Wilson, C Casey.**

## 6.0 DVA's Use of CPD

6.1 A report produced by D Craig outlined the relationship between DVA and CPD and the standard of service received from CPD. The Board accepted the recommendations of the report - that DVA will continue to use the services of CPD and endeavour to improve service delivery on both sides.

## 7.0 Guests for the Awards

7.1 It was agreed that DVA will host a table at the Transport & Logistics Awards 2007 on 14<sup>th</sup> September. The Chief Executive and B Rooney will attend plus operational staff. The invitation should also be extended to staff in the Core department.

## 8.0 Staff Demand for DP

8.1 The request made for a DP post to implement the recommendations of a BIS report on the Review of Operations (Testing) is to be put on hold until the outcome of the review is clarified. The report has not been received yet and upon receipt will require recommendations to be accepted / rejected and an action plan put in place as well as consultation with TUS.

8.2 A previous Board paper on shift patterns should be taken forward as soon as possible with the emphasis on the issue of long shifts.

**Action: 6 D Wilson, S McClean**

## 9.0 Staffing for Phase 1 of MOT2

9.1 The Board agreed to proceed with the interim structure as outlined in the paper produced by B Rooney for phase 1 of the Review of MOT2 Process.



It was agreed that the job description for the DP post should be reviewed in December in the context of the wider review.

**Action: 7 B Rooney**

### **10.0 Mandatory Display of Vehicle Test Certificates**

10.1 John Martin explained the background to the need for mandatory display of Vehicle Test Certificates. The implementation may now be somewhat delayed as a result of the introduction of the NI legislative Assembly.

10.2 The Board agreed to proceed with the proposals for mandatory display of discs. The Agency will approach Road Safety Division with regards sponsorship for disc holders, which could carry a road safety message on the back.

### **11.0 Blackberry Devices**

11.1 R Humphries outlined the background to and options available in obtaining a blackberry device. Such devices would allow access to outlook when out of the office. The board agreed to the procurement of some devices for Board members. These will replace the mobile phones already held but hopefully the same phone numbers can be retained.

**Action: 8 B Cosgrove, R Humphries**

### **12.0 E-Government National Awards 2007**

12.1 Following discussion, The Board agreed to the nomination of the DVA Testing on-line booking system for an E-Government National Award 2007.

### **13.0 A. O. B.**

#### **13.1 Video Conferencing**

Ms Cosgrove reported that the ISDN lines have now been fitted at Boucher Road to accommodate the use of a portable video conference unit on loan from ISU.

#### **13.2 Webcam**

A webcam is being installed at Newtownards Test Centre to assist with the communications required for phase 1 of the MOT2 Review. It was suggested that this development should be considered for the other test centres in the network.

#### **13.3 September Agenda**



Quality Presentation  
Technical Services  
Sustainable Development  
Update on PRM  
Terms of Reference for IS Strategy Agreement

Change Programme Board Meeting (PM).

**Outstanding Actions**

Ref	Action	Who	When	Review/Comments
22.03.07-002	- Prepare job description for compliance checking as result of Audit Committee recommendations	LO'C DW	complete	The monitoring of Internal Audit recommendation reviewed and new procedures developed.
22.03.07-005	- Conduct a DVA staff survey	S McC DW	Ongoing	Client agreement has been signed for DVA Licensing however survey to be arranged for Testing.
26.07.07-007	- Detail minimum staff requirements for each section.	S McC DW	Ongoing	Directors will be asked to estimate staffing requirements as part of 2007/08 business planning process. Further update will be prepared for September Board.
23.08.07-001	A presentation to be prepared for the September meeting on the role of the Quality Unit (DVA Testing Operations)	BR TH		
23.08.07-002	Set up a coordinating role within the Chief Executive's office to control legislative changes.	DW CC AS	Complete	Chief Executive's office established and procedures being developed.
23.08.07-003	Obtain clarification on the position within the Agency for procedures post HR Connect.	DW S McC	Ongoing	Are continuing to press DOE core on the arrangements.
23.08.07-004	Change headings in Balanced scorecard.	DW CC	Complete	Actioned.
23.08.07-005	Arrange a meeting with DVA Testing (A McC + TH) re programme structure and pressure list.	BC A McC	Complete	Initial meeting held to discuss structure, further meeting to be held following Change Programme Board.
23.08.07-006	Take forward issues re EDW in relation to the business needs of	DW S McC	Ongoing	H&S issues being taking forward as a matter of



**Minutes of the DVA Strategic  
Management Board Meeting.**

**23 August 2007**

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	testing and enforcement.			priority. Paper will be presented to board members shortly.
23.08.07-008	Pursue the procurement of blackberry devices for board members	BC RH	Complete	Blackberry devices procured – most have been installed.

**Next Meeting:**           **Date: 27 September 2007**  
                                  **Time: 10:00**  
                                  **Venue: County Hall, Coleraine**

**Prepared by:**         **Anne Smiley**