



Present:

Mr B. Magee	Chief Executive (Chair)
Mr T. Evans	Group Director Vehicle Licensing & Centralisation Project
Mrs B Rooney	Group Director Vehicle Testing & Standards
Mr D Wilson	Group Director Finance & Corporate Services
Mrs Anne Smiley	Secretary

Apologies:

Mrs B. Cosgrove	Group Director of Drivers, Operators & Business Development
Mr N. Brady	Non- Executive Director

1.0 Balanced Scorecard

1.1 A format for the Balanced Scorecard was agreed. The Directors will provide input to the progress and status of the key activities, from which the overall status of each objective will be reflected.

2.0 Management Information Report

2.1 Discussion took place around the detail of information to be provided in the Management Information Report. Mr Wilson will advise the staff involved in collating the information.

Action 1: Mr Wilson

3.0 Summary of previous meeting

3.1 The summary of the meeting on 26 April 2007 was accepted.

3.2 The summary of the meeting on 19 April 2007 was accepted and the action list reviewed as follows:

Action 19.04.07 – 001 Mr Wilson will obtain a summary of the PSNI liaison meeting and circulate to the other Strategic Board members.



Action 19.04.07 – 002 Mrs Rooney still working on sample check of NI vehicles with GB test certificates.

Action 19.04.07 – 003 Mrs Cosgrove still working with Driver Licensing Division on the customer service delivery targets.

4.0 Attendance at Ministerial Advisory Board

4.1 It was agreed that Mr Magee and all Group Directors should attend the next Ministerial Advisory Board. Thereafter, the content of the agenda will dictate who is best placed to attend.

5.0 Arrangements for Future Strategic Board Meetings

5.1 Following discussion, it was agreed that future strategic board meetings should be held on the 3rd Thursday of the month, providing that this date is not before the 20th of the month, in which case the meeting will take place on the 4th Thursday. These meetings should alternate between County Hall, Coleraine and Boucher Rd, Belfast with a 10.00am start.

5.2 The Group Directors will meet with their Directors in the week prior to the Strategic Board meeting.

5.3 It was decided to reintroduce the monthly progress reports from section heads (DP level). Mr Wilson will issue the format and standard guidance notes for these. Action 2. Mr Wilson

6.0 Creation of DVA (outstanding issues)

6.1 Mr Magee will meet with Mr Wilson, Mrs Casey and Mr McClean to discuss and progress the outstanding issues in relation to the creation of DVA.

7.0 Sale of Land

7.1 The strategic board endorsed both proposals put forward by the Director of Corporate Services; that the sale of land at Downpatrick should be taken forward and the land at Enniskillen should not.

7.2 It was also agreed that no further sale of lands should be considered until a full strategic review of the sites is carried out. Clarification should be sought on whether land available for sale must first be made available for social housing – and the impact that this would have for the Agency.

Action 3. Mr Wilson



8.0 Corporate Governance

8.1 The corporate governance framework and the agency framework documents are presently being updated by a working group comprising Christine Casey, Johanne McCullough and Donna Scott. A workshop is being held during June at which David Wilson, Lucia O'Connor and Colin Berry will attend. It is hoped to have draft documents available for circulation before the next strategic board meeting.

9.0 Project Pressure List

9.1 The DVA programme of work was reviewed and reprioritised. The revised list will be circulated to Directors for consideration at the Programme Board meeting on 19 June 2007.

10.0 Staffing Demands

10.1 Approval was given for an Administrative Officer for the Taxi Section in RTLD.

10.2 The procedures for approving staff appointments will be as follows: providing that funding is available, Group Directors will decide on the appointment of staff up to Eo2 grade. The Strategic Board will make the decision on staffing appointments above Eo2 level.

10.3 The Board noted the difficulties for the Agency as a result of the volume of vacant posts, particularly in Vehicles Division, and the embargo on the recruitment of permanent staff. Casual staff are to be recruited over the next few weeks. Mr Magee has written to John Small on the matter.

10.4 As part of taking forward the merger a longer term staffing plan will need to be developed.

Action 3. Mr Wilson

11.0 A.O.B.

11.1 DVA Corporate & Business Plan

The Department has asked that our plan be more specific in terms of the aims and objectives of DVA. Mr Wilson to take forward with C Casey.

Action 4. Mr Wilson

11.2 PRM Project

It is not possible to move forward with this project as there is no process available at present.



11.3 Theory Test Fees

An executive paper on Theory Test Fees should be held for a further week to await guidance from the Executive Committee at OFMDFM. If not received by 1 June 2007, the paper should be passed to Mr Magee for issue. Mrs Rooney will arrange.

11.4 Testing

It was agreed that the terminology currently used for Vehicle and Driver testing should be reviewed to reflect our links with road safety.

Outstanding Actions

Ref	Action	Who	When	Review/Comments
23.11.06 - 002	Mr Campbell is to submit a formal request for Board approval for a DLD User Assurance Co-ordinator; this is to be discussed at the January Management Board meeting.	CC BC	Ongoing	Mrs Cosgrove and Mr Campbell agreed a job description and will meet to discuss the way forward.
23.11.06 - 004	Mr Campbell to ask Chris to report on the DLD procedures for receipt of DLD's recorded delivery items.	SMcC	Ongoing	Mr McClean is to check if a contract exists with POCL and will speak to the Account Manager to agree what can be done regarding early morning recorded deliveries. Mr C Wilson to report on Driver Licensing procedures.
20.12.2006 - 006	DVLA Accuracy Unit has been disbanded -the Board reviewed the option of carrying out the survey in-house. Mr McClean and Mr Campbell are to discuss how best to approach the task.	SMcC/ CC	Ongoing	Mr McClean and Mr Campbell met to discuss way forward. Mr McClean spoke to Ms Weaver (DVLA) who advised to handle in-house but to get a 3 rd party to evaluate, to satisfy NISRA. Mrs Cosgrove advised that she may be able to provide staff support to carry out the survey by using the DRP team.
22.03.07 - 002	Prepare job description for compliance checking as result of Audit Committee recommendations	LO'C	Ongoing	
22.03.07 - 003	Draft comprehensive operating procedures to improve internal control	TE		Draft has been circulated to Central Office Managers and is now with LVLO Managers for comment. Draft to be agreed and



Minutes of the DVA Strategic Management Board Meeting.

25 May 2007

				signed off at next LVLO Managers meeting in June.
22.03.07 - 005	Conduct a DVA staff survey	SMcC		Client agreement has been signed for DVA Licensing however DVA Testing survey due in June therefore decision to be taken on whether to complete an Agency wide survey, and if this could be carried out by DVLA.
19.04.07 - 001	DVA Testing meeting with PSNI – Summary to be circulated to strategic board members	DW		
19.04.07 - 002	Sample check to be carried out on NI vehicles with GB test certificates	BR		
19.04.07 - 003	Meeting to be arranged to discuss how to improve performance on customer service delivery targets in Driver Licensing Division	BC/CC		
25.05.07 - 001	Mr Wilson to advise staff involved in the collation of the Management Information Report on the detail required.	DW		
25.05.07 - 002	Issue format for monthly progress reports. Re introduce monthly progress reports for DVA Licensing	DW TE, BC		
25.05.07 - 003	Seek clarification re lands available for sale – should same be made available for social housing	DW		
25.05.07 - 004	Develop a staffing plan post creation of DVA	DW		
25.05.07 - 005	Progress DVA Corporate & Business Plan	DW		

Next Meeting: Date: 21 June 2007
Time: 10:00
Venue: Boucher Rd, Belfast

Prepared by : Anne Smiley

