



**Present:**

Mr B. Magee	Chief Executive (Chair)
Mr C. Campbell	Director of Driver Licensing
Mrs B. Cosgrove	Director of Development
Mr T. Evans	Director of Vehicle Licensing
Mr S. McClean	Director of Corporate Services
Ms L. O'Connor	Director of Finance
Mrs L McAuley	Secretary

**Apologies:**

None

**1.0 Final meeting of DVLNI Management Board**

1.1 Mr Magee welcomed the directors to the last meeting of the DVLNI Management Board prior to merge with DVTA.

**2.0 Summary of previous meeting.**

2.1 The summary of the meeting on 15 February 2007 was accepted and the action list reviewed as follows:

**Action 28.04.06 - 003** The CR Project Implementation Review (which includes findings on induced relicensing) has been moved to the Programme Board and is on the agenda for discussion.

**Action 17.08.06 – 003** This action is reported on at Item 9.0 in these minutes.

**Action 20.12.06 – 002** This action is reported on at item 13.0 in these minutes.

**Action 20.12.06 – 004** DVTA will produce a business case for CPC which will include DVLNI costs. Mr Campbell and Mrs Cosgrove are represented on the CPC Project Board.

**Action 20.12.06 – 005** The Board agreed that the Project Officer's post previously JEG-scored at Staff Officer grade was sufficient to allow the TLISP Project Manager post to be fixed at Staff Officer as well.

**Action 20.12.06 – 011** A circular has circulated to all staff setting out the procedures involved in filling AO vacancies.

**Action 15.02.07 – 001** Mr Evans reported that PSNI will take part in the V79 scheme to confirm keepership details.



**Action 15.02.07 – 002** Mr McCullough has been informed about the PSV increase in DVTA fees structure.

**Action 15.02.07 – 004** As part of the redeployment exercise, interviews with staff will begin shortly on a branch by branch basis. These will be conducted on a voluntary basis.

**Action 15.02.07 – 005** The implications of funding cuts to DVA been included in the Budget.

**Action 15.02.07 – 006** Mr Evans confirmed that a note about TRADS downtime circulated to staff last week.

**Action 15.02.07 – 007** This action is included at Action 23.11.06 – 002 in these minutes.

### **3.0 Road Traffic NI Order 2007 (RT(NI)O 2007**

3.1 Jacqui O'Neill and Sheba Clinton, Drivers Project Team, delivered a presentation on the Road Traffic (NI) Order 2007 to the Board. This provided a general overview on the operational changes which will occur as a result of the RTO.

3.2 There are 8 key areas which will be introduced as part of the RTO

- Direct PSNI access to driver records
- Power to designate countries for the purposes of Exchangeable Licences
- Validity of Test Pass Certificates
- Offences regarding physical fitness to drive
- Reformation of certain offences in line with GB
- Police and Vehicle Examiners powers to seize revoked licences
- Power to charge fee for Certificate of Entitlement
- Bringing EU Driving Licence holders in to the Fixed Penalty System

3.3 Following the presentation, Mr Magee thanked Jacqui and Sheba for a clear and interesting presentation.

### **4.0 Balanced Scorecard.**

4.1 The Board reviewed the Agency's Balanced Scorecard for February 2007.

#### *1.1 Implementation of approved policies*

It is hoped to have the Project Initiation Document in respect of the review of Taxi Regulations ready by next week.

#### *1.2 Contribution to Policy Development*



Mr Campbell said that he had written to the Minister to get approval for the introduction of new fees structures for driver licensing and vehicle registration. As 2 months have been lost due to delay it may be necessary to explain to the Minister how this occurred. Providing ministerial approval is given, secondary legislation will need to be put in place, i.e. a fees order. However if the Assembly is restored, then it will be subject to negative resolution for 30 days.

#### *2.1 Customer Service Delivery Targets*

The Driver Licensing target of 94% in 10 working days is unlikely to be met. Staff need to be made aware that this wasn't their fault, but was due to system failure. Action should have been taken sooner to correct the systems failure and a meeting has been arranged with Fujitsu to seek explanation and assurances.

#### *2.3 Telephone Enquiries*

The 2-month trial period is coming to an end, and substantial improvements have been achieved. Mr McClean is to report next month on options for the future.

**Action 1: Mr McClean**

#### *3.3 Improved VFM*

Mr Magee said that the introduction of the revised taxi driver fees had addressed many concerns of the industry. Introduction of the revised Road Freight and Bus Operator Licensing fees has been delayed to summer 2007 and an undertaking has been given to avoid hikes in fares.

#### *3.4 Change Programme*

Mr Magee is to meet next week with DVLA to discuss the business case for integration of driver licensing systems with DVLA. In relation to the VINI project, realistically speaking it will be 2009 before this takes effect.

## **5.0 Data Sharing**

- 5.1 Mr Magee welcomed Paul Jeffreys and Cath Bowden, DVLA Data Protection Team, to the meeting.
- 5.2 Paul explained that as a direct result of the Daily Mail's campaign publicising the release of personal data from the vehicles database, DVLA decided to review their data-sharing arrangements across government agencies and departments. A Data Sharing Team was created and a data sharing policy has been developed.
- 5.3 Discussion took place regarding the revised policy and Cath Bowden agreed to send a copy of this along with a table of recommendations to the Board.

## **6.0 Risk Management**



6.1 No new risks were reported during February. The Board reviewed existing risks in the Risk Register.

## 7.0 Budget 2007/08

7.1 Ms O'Connor said that there was a problem on the Vehicles side because salary costs were up and this could result in a £400k shortfall. On the capital side, there was nothing significant to report – some new PCs were needed for Armagh Local Office.

7.2 The full business case for VINI has not been approved. The plan was to submit this in June, but this has moved to September.

7.3 The money allocated to DVLNI from the NI block in 2007/08 will total £2.5m, and DVLNI are expected to provide funding back through fees. Enough income is raised to cover all driver licensing costs including project costs and medical costs of £0.5m.

## 8.0 Internal Audit Monitoring

8.1 The Corporate Governance internal audit report highlighted a weakness in the monitoring of internal audit recommendations in that assurances provided to the Management Board and DOE/DVLNI Audit Committees have proved to be unreliable or invalid.

8.2 Internal Audit Branch recommendation is that the Agency introduces a form of compliance checking after the business unit has signed off implementation, in line with DVTA practice. Ms O'Connor is to prepare a job description for this to be carried out within the new Agency. **Action 2: Ms O'Connor**

## 9.0 Internal Control Responsibility Plan

9.1 Following an incident of fraud in a local vehicle licensing office it was decided to ask Internal Audit Branch (IAB) to interview staff to measure their understanding of existing controls around cash handling procedures. The Board reviewed IAB's report, and discussed what remedial action should be taken.

## 10.0 Identity Checking Section in Driver Licensing Division

10.1 As a result of a request by the Audit Committee, a review of staffing levels within the Identity Checking Section in Driver Licensing Division was carried out, and the Management Board were asked to consider 3 options. Following discussion about the nature of the work carried out within this section and the training required



by each member of staff, the Board agreed that the existing complement of 1 x EO2, 2.5 x AO and 1 x AA was appropriate and approved this structure.

### **11.0 Vacant posts in Centralisation Project**

11.1 Mr Evans asked the Board to authorise the filling of vacant posts in the Centralisation Project as discussed at an earlier meeting on 13 March 2007. The Board agreed, subject to satisfactory JEGS score of each post and with the caveat that this is carried over to the full business case.

### **12.0 ACD Upgrade Business Case**

12.1 The current ACD telephone system has been identified as being out-of-date with current standards for Network Security and as a result requires upgrading to conform to DRD IT Network Security standards. The Board were asked to approve funding for this upgrade. As the cost is under £25k, the Board granted approval.

### **13.0 Any other business**

13.1 The taxi-plating contract has expired, as has the contract with Securicor. Mr McClean agreed to arrange for Procurement Branch to maintain a central register of contracts. **Action 3: Mr McClean**

13.2 Directors were asked to forward contributions to the Annual Report and Accounts to Mr McClean as soon as possible.

13.3 The Board agreed that a cake should be bought to mark the demise of DVLNI. Mr Magee thanked all the directors for their work in DVLNI over the years.

13.4 Mr McClean updated the Board on the lack of suitable office accommodation in the Coleraine area and the Agency's need to secure same to house staff. The lease on Mill House is due to expire in October 2007 and Mr McClean detailed the shortfalls with this building. The Board agreed that the Agency should seek to extend the lease for a further two years as this is the only accommodation available.

13.5 Mr McClean advised the Board of the continuing difficulties in obtaining security clearances at CTC level and the different advice coming from OFMDFM and DVLA. The Cabinet Office has yet to come back with advice on the appropriate level of clearance required for staff. The Board agreed that the Agency should seek only Basic Clearance for staff employed to work on NI systems.

**Outstanding Actions**

Ref	Action	Who	When	Review/Comments
16.03.06 – 003	Write to Fujitsu re non-renewal of vehicles contract	BC BM	Ongoing	Mrs Cosgrove reported that she had made no progress on this with Fujitsu. It was agreed that the CEO would write to Fujitsu and arrange a meeting.
20.07.06 – 018	Check if money is available to upgrade Armagh Local Office	SMcC	Ongoing	Work is ongoing and should be finished by 30 March 2007.
20.07.06 – 021	Complete Annual Reports and return to Personnel.	All dirs	Ongoing	A reminder issued to all staff last week. There are still 26 reports from DVLNI



				outstanding.
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	The work on this is 95% complete. A job description has been sent to Mrs Cosgrove, and a meeting will be arranged soon.
23.11.06 - 004	Mr Campbell to ask Chris to report on the DLD procedures for receipt of DLD's recorded delivery items.	SMcC		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.
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 options and concluded that a driver's accuracy survey could not be progressed this year because of limited resources. This would break parity with DVLA. Mr Evans asked was it traceability or entitlement that was being measured, and would it be better to check medical status. Also was there any scope in the DRP team to do the work. Mr Campbell will prepare a brief for the April meeting and send to all directors for consideration.
15.2.07 - 003	Check if new fee structure can be introduced to Drivers and Vehicles systems	BC		End of March for vehicles Mid April for drivers



**Actions**

Ref.	Action	Who	When	Review / Comments
22.03.07 - 001	Report on options for further telephone service	SMcC		
22.03.07 - 002	Prepare job description for compliance checking as result of Audit Committee recommendations	LO'C		
22.03.07 - 003	Arrange for Procurement Branch to maintain a central register of contracts	SMcC		
22.03.07 - 004	Conduct a DVA staff survey	SMcC		

**Next Meeting:**                    **Date: 19 April 2007**  
   **Time: 09:30 – 14:00**  
   **Venue: Conference Room 1**

**Prepared by:**                    **Liz McAuley**