



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 Two minor changes are to be made to the minutes of 27 September meeting at 6.3 and 10.1.
- 1.2 Outstanding actions were discussed and updated.
- 1.3 Mr Wilson reported that he had had a positive meeting with CPG regarding staffing. On the short term staffing needs, the Agency will be able to avail of the central transfer register for temporary transfers. A report on the longer term staffing needs will be produced for the November meeting.
- 1.4 The Board agreed to the placing of a small notice in all weekly papers advertising the Online Booking System. A meeting has yet to be arranged with the Department for Innovation and Development to seek feedback of experiences from similar initiatives. The booking system procedures will be reviewed under PRM.
- 1.5 The Senior Management Team workshop planned for 11/12 December 07 will be to sign off, as far as possible, the Corporate and Business Plan 08/09 and will include a planning exercise to look at the work of the Agency over the next 5 years. Prior to the workshop, each Group Directorate is asked to consider the longer term future of their area of work. The workshop will include presentations from each of the Directorates.
- 1.6 The Board agreed that there was a need for a strategic review of testing.
- 1.7 After some discussion there was a consensus of 'opinion' from the board that the Agency needs to clarify its policy development role with the Department



in relation to how individual topics are taken forward. It was agreed that this issue should be included in the agenda for the November Change Programme Board.

Action 1: B Cosgrove

2 Balanced Scorecard

- 2.1 The Strategic business objectives within the scorecard were reviewed and discussed as necessary.
- 2.2 SBO1- The figures quoted for 06/07 (achieved) should be changed for November scorecard.
- 2.3 SBO2- A business case is required for the CPC project.
- 2.4 It was suggested that the Agency arrange an information event on vehicle testing in the Cookstown area. This event would aim to raise awareness for both the trade and public on the standards required and findings for vehicle testing in the area. It was suggested that consideration should be given to publishing pass/ fail rates of vehicles presented for testing on the website.

3 Finance

- 3.1 C Berry gave an update on testing funding. He reported that the Agency is showing positive signs in meeting the three ministerial targets. Colin gave a presentation outlining the finance strategy for testing as agreed with the Department and explained the reasons for the current level of reserve and the commitments for the remainder of the year.

4 Departmental Audit Report

From the recent Departmental Audit Report, DVA have 46 outstanding recommendations. The Chief Executive asked that these be progressed as a matter of urgency. Each Group Director should supply D Wilson with updated information on these to enable David to update the Secretary. The issue will be further discussed at the Ministerial Advisory Board on 29 November 07.

Action 2: All Directors.

5 PRM Newtownards Trials

- 5.1 T Hassin delivered a presentation to the Board on the PRM Newtownards Trials Plan. The Board noted the plan and the Chief Executive expressed his thanks to all those staff involved.
- 5.2 The Board accepted the invitation to attend the trials. Following the trials, a



detailed report will be produced which will enable the Board to make a decision on the way forward.

6 Criminal Justice Inspection

- 6.1 An action plan has been produced from the CJI report. A Compliance and Enforcement workshop is being arranged for November to consider in more detail this area of work including the agreed action plan.

7 Continuous Insurance Enforcement

- 7.1 The Board endorsed the project mandate for Continuous Insurance Enforcement. This will form part of the vehicles programme of work and will report to the Change Programme Board. A project brief will be provided for the November Programme Board meeting.

8 Hoist Inspections

The Board noted the report on the inspection of Hoists in DVA Vehicle Testing Centres and the findings that MIM has declared the hoists 'safe to use however the company also identified the need for extensive remedial work at all hoists'. The Board agreed to ask Romaha to revise its schedule for planned preventative maintenance as soon as possible. It was also agreed that:

- a) the position of Romaha in respect of the Hoist in Belfast test centre should be disputed and the hoist fixed,
- b) the safety flaps on hoists need to be modified, and
- c) a follow up inspection should be commissioned in 12 months.

9 A.O.B

- 9.1 Progress reports should not include individual names or personal circumstances.

- 9.2 The Board suggested the introduction of a 'one day induction' following HPTO promotion boards. The induction will set out the expectations of the grade.

- 9.3 Agenda items for the November meeting;

Longer term staffing report
Draft Corporate & Business Plan 2008-11
Proposal to commission a strategic review of vehicle testing



Customer Satisfaction Survey (DVA Licensing)

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 27/09/07	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	Complete 27/09/07	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	Complete 27/09/07	
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 McG	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 testing and enforcement.	DW S McC	Complete 27/09/07	H&S issues being taking forward as a matter of 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.
27.09.07-001	Prepare a paper on the re engineering of the technical testing	BR	Complete 18/10/07	Agenda item October board meeting.
27.09.07-002	Arrange a meeting for strategic board to discuss enforcement and compliance.	BC JM	Complete 18/10/07	
27.09.07-003	Provide clarification to the board on 'criteria' as used in the context of targets in the sustainable development policy.	DW DC	Complete	The measures and targets set for sustainable development were based on NICS policy and strongly influenced by DOE core targets (E.g. travel). Some targets were developed totally in-house and based on historical data (e.g. energy). Targets will be reviewed as baselines are established.
27.09.07-004	Provide feedback from D/D in order to progress publicity on the telephone/online booking system	BC		
27/09/07-005	Establish the position from Property Services on the accommodation work at Boaz house	DW DC	Complete 18/10/07	Plans for the refurbishment of Boaz House have been developed, reviewed and agreed and it is hoped to have work completed by original target of December.
27.09.07-006	Arrange a meeting with CPG to discuss short term staffing needs	DW S McC	Complete 18/10/07	Meeting arranged with CPG for the 16 October.
27.09.07-007	Prepare a medium to long term HR staffing plan for the November board meeting	DW S McC	Ongoing	Paper is being developed.
27.09.07-008	Consider additional accommodation requirements at Corporation Street.	DW DC	Complete 18/10/07	The accommodation requirements for Corporation Street have been established but they will need to be considered in the context of the broader DVA
18.10.07 – 001	Clarify the roles of the Agency and the Dept.at the Nov.Change Programme Board meeting.	BC		
18.10.07 – 002	Progress audit recommendations.	BC BR DW TE		



Next Meeting: **Date: 22 November 2007**
 Time: 10:00
 Venue: County Hall, Coleraine

Prepared by: **Anne Smiley**