



**Present:**

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

**1 2008-09 Licensing / Testing Budgets – Corporate & Business Plan.**

1.1 L O'Connor presented the draft 2008/09 licensing budget for review.

1.2 The Board approved the budget but asked that an efficiency plan be developed.

1.3 The Board members were asked to provide a detailed explanation to L O'Connor on any areas where there was an increase in expenditure, particularly in the areas of staff costs and computer maintenance.

**Action 1: TE / BC.**

1.4 D Wilson agreed to develop, with input from L O'Connor and C Berry, an efficiency plan.

**Action 2: DW**

1.5 C Berry updated the Board on the position regarding the Testing financial targets. All three targets are currently being met:-

- The YTD standard our cost is £51.16 against a target of £63.19.
- Return on Capital Employment YTD is 31.00% against a target of 3.5%.
- ACE is 19.19% against the target of 2.11%.
- The main reason is the significant increase in vehicle test throughput in the first two months of the 2008/09 year.

1.6 The Board approved the Capital and Revenue budget delegations in line with the 2008/09 Business Plan, the carry over of £150 K on capital under spend from 2007/08, the decrease in resources for VPLS of a net £86k and agreed the internal alignments.

1.7 The Board was also advised of the potential under spend of £ 500 k on the Enforcement Budget for 2008/09. This would be confirmed at second (September 2008) in year monitoring round.



- 1.8 The Corporate & Business Plan 2008/11, which has been agreed with the Ministerial Advisory Board, was approved for publication on the Agency's website.

## **2 Financial Integration**

- 2.1 S Archibald gave a presentation on the potential integration of the DVA Licensing and Testing financial systems, including the options available and the impact of trading fund status.

- 2.2 The Board agreed to defer the decision to move to trading fund status. S Archibald will update the Department on the position.

### **Action 3: SA**

- 2.3 S Archibald provided an update to the Board on the current position with the regard to the replacement of the accounting systems. She will provide a detailed feasibility study to the Board in the near future.

## **3 Proposed Methodology for Forecasting Vehicle Numbers / Test Centres Capacity.**

- 3.1 J Furphy provided the Board with a report detailing a forecasting model for vehicle numbers, similar to that used in GB and suitable for the Agency. The report also indicated the need for external validation to independently validate the findings.

- 3.2 The Board approved the recommendations in the report and give approval for the project to be taken forward.

## **4 Review of DVA.**

- 4.1 The Board noted the draft scoping paper on the reform of Vehicle Testing.

## **5 Taxi Compliance Survey 2007.**

- 5.1 The Board noted the report on the recent taxi compliance survey. Any comments regarding the detail of the report should be sent to Bernie Cosgrove.

- 5.2 The Board agreed that the content of the report (once agreed) should be published on the website and communicated to the Department, the Minister, the Environment Committee, and representatives of the industry.

## **6 Minutes of the previous meeting.**

- 6.1 The minutes of the meeting on 22 May 2008 were agreed.



6.2 The action points were reviewed and updated.

6.3 **Action 22.11.07- 003** The findings from the IMDS review are now complete and will be presented at the Change Programme Board meeting on 30.06.08. A decision will be required regarding ownership of the plans.

**Action 19.12.07 – 001** Further work is still required to the review of the DL1 application form. The revised version is with the plain English Group for comment.

**Action 22.05.08 – 002** the Board agreed the agenda for the planning workshop. It was agreed to use a facilitator with the appropriate skills and knowledge to assist.

## 7 **Balanced Scorecard.**

7.1 The Strategic business objectives were reviewed.

7.2 SB02 – It was agreed to include a measurement on data accuracy levels for Vehicles and Drivers Licensing along the lines of the numbers of vehicles and drivers reminders that are returned to the Agency.

7.3 SB01 – The Board asked for the balanced scorecard to be updated to inform the Board on the latest position re: the re introduction of emission tests.

**Action 3: BR**

## 8 **Management Information Report.**

8.1 The Board reviewed the MIR.

8.2 C Berry outlined the detail of the Corporate Governance report. The Board noted the recommendations of the report. These will be included in a future edition of The Combined Times.

8.3 Following the recent audit committee meeting D Wilson will make the necessary amendments to the risk register.

8.4 The Board noted the report on the second inspection of hoists at DVA vehicle testing centres by M.I.M lifting equipment Ltd and in particular that M.I.M has declared the hoists “safe to use” but that there is the need for significant improvement in Romaha’s planned preventative maintenance (PRM) programme.

8.5 The Board noted that a significant programme of maintenance and possible refresh of lifts is due to begin in July 08.



- 8.6 In the longer term, the Agency must ensure that Romaha put in place an appropriate PPM programme that is health & safety compliant in terms of appropriate legislation.
- 8.7 The Board agreed that another contract should be awarded to M.I.M to conduct two more inspections.
- 8.8 D Wilson agreed to explore the policy for staff who go home early due to sickness.  
**Action 4: DW.**

**9 A.O.B**

- 9.1 Access NI.  
Board members reported that some records issued to DVA by Access NI appeared to have gone astray and that DVA staff were liaising with Access NI to try to put in place more secure arrangements but that Access NI were reluctant to accept DVA proposals. It was agreed to monitor the situation closely.
- 9.2 The Board noted the paper produced outlining the delay being encountered over the recruitment of enforcement staff and the impact that this will have for the Agency.
- 9.3 The Board agreed that a case should be made to the DOE to have this request should be escalated in terms of prioritisation.  
**Action 5: DW.**
- 9.4 The Environment Committee has accepted an invitation to visit the Agency on 8 July 2008. The visit will take place at Lisburn test centre followed by a roadside enforcement operation at Sprucefield.

MOT PFI Contract

- 9.5 The Board noted concerns regarding the management of the PFI contract and asked for robust monitoring arrangements to be implemented as a matter of priority.

**Outstanding Actions**

Ref	Action	Who	When	Review/Comments
22.11.07 – 003	To consider a process to review all instances where personal data is held in bulk and to ensure that appropriate	BC DW	Ongoing	IMDS Review is complete and action plan developed and circulated. Data capture exercise complete and business



	safeguards are in place			areas are now being risk rated. All data transmissions are now by secure methods including encryption, however, we continue to seek a more efficient solution in terms of delivery. Ownership of the 90 Day Action Plan and the IMDS Action Plan is now with the Information Management Section within Corporate Services.
19.12.07 – 001	DL1 application form to be reviewed along with dispatch of Passports regarding the loss of documents.	BC HD / DW	Ongoing	Comments received from focus group on revised form. DL1 sent to Plain English Group who have provided comments. DLD to consider all comments and produce a revised draft.
19.12.07 – 007	Driver's Accuracy Survey to be carried out through the Omnibus Survey	BC/CC	Complete	Arrangements in place with Finance to monitor data input accuracy on % sample of provisional applications.
19.12.07 – 011	On the provision on medical advisory services to DVA obtain 1. Written confirmation from DFP of date that service will cease. 2. Confirm the position with DVLA	BC CC		Agreement reached, in principle, on transfer of medical advisors from MSS to DVA. Action plan developed and meeting arranged for early August to discuss details for transfer.
25.01.08 – 003	To progress the recommendations made to the BSP	BR	Complete	Paper and implementation action plan presented and agreed at April Strategic Board
25.01.08 – 004	Prepare Project Brief on BPS for the CPB on 22 February	BC	Complete	Project Brief presented and agreed.
21.02.08 – 001	To take forward any recommendations from the DID report on the piloting of kiosk.	DW / HD	Ongoing	DID to provide statistics on level of up-take per kiosk location. Overview paper on service delivery strategy prepared as

