



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 Minutes of the previous meeting.

1.1 The minutes of the previous meeting on 24 April 2008 were agreed.

1.2 The action points were agreed and updated.

1.3 It was agreed that the revised DL1 application form which is currently with the Focus Group for comment should be passed to the General Consumer Council and the plain English Group for their comments.

Action: 19/12/07-001 HD/DW.

1.4 There was some discussion around the duty of care to our staff in relation to driving official vehicles and driving for work. A review of our policy is ongoing.

Action: 24/04/08-002 DW.

2 Matters arising.

2.1 Further to the recent workshops held for SOs and above, an update will be prepared for the Senior Management Team meeting; including a prioritised action plan.

Action 1: DW/CC.

2.2 The terms of reference will be drawn up for a independently facilitated exercise to identify the vision and business priorities for the next 3 years.

Action 2: DW

3 Balanced Scorecard.

3.1 The Board discussed the uses of the scorecard and the content to be included. The Strategic business objectives including measures and activities will continue to be included. Where activities have not yet commenced an expected start date should be recorded.



Projects will also be listed but cross referred to the Change Programme Board.

4 Management Information Report (MIR).

- 4.1 The Board noted the MIR and in particular the increase in business volumes.
- 4.2 The results of the various audits carried out across the Agency were noted.
- 4.3 The DVA audit committee will meet on 28 May 2008. B Rooney will continue to represent G6 membership for another term.
- 4.4 Two new risks have been escalated onto the agency risk register.
- 4.5 Each Directorate should ensure that the staffing position is up to date and accurate on the vacancy reports.

5 Licensing budget.

- 5.1 L O'Connor, Director of Finance Licensing, presented the proposed budget for 2008-09.
- 5.2 The Board were asked to:
 - a) Approve the budget including new bids;
 - b) Agree an efficiency target.
 - c) Agree a strategy for fee accounts in the deficit.
- 5.3 A further separate meeting to discuss the budgets with more information should be arranged and the budget tabled at the June strategic board meeting.

6 Annual Report.

- 6.1 The draft annual report was noted.

7 Reform of Vehicle Testing.

- 7.1 G McGuinness, Director of MOT2 provided an update to the Board on the reform of vehicle testing in relation to operational issues and wider strategic pressures.

8 American Stretched Limos (ASLs).

- 8.1 The Board discussed the Agency's role in relation to ASLs and agreed that this was a policy matter currently being dealt with by the RSD.



8.2 It was agreed that DVA should not engage in any publicity until the policy has been agreed.

9 Technical Training.

9.1 The Board agreed to the recommendations of a report presented by T Hassin, Director of Vehicle Technical Policy & Standards to transfer the responsibility for technical training from Operations to VTPS. The new section will be known as the Technical Training & Quality Section (TTQS).

10 European on Board Diagnostic (EOBD).

10.1 The Board agreed to the recommendations as listed in the report presented by T Hassin.

11 DVA to host the next CITA WG3.

11.1 The Board approved the recommendation that DVA host the meeting of CITA Working Group 3 (International Motor Vehicle Inspection Committee) in Northern Ireland.

12 Theory Test Fee.

12.1 The Board noted the outcome of the report presented about Theory Test overcharge and agreed that the Agency should ensure that the recommendations were implemented.

13 A.O.B

13.1 Approval to fill new or additional posts is required from the Strategic Board; this does not include the filling of vacant posts.

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 safeguards are in place	BC DW	Ongoing	IMDS Review is complete and action plan developed and circulated. Data capture exercise complete and business areas are now being risk rated. All data transmissions are now by secure methods including encryption, however, we continue



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				to seek a more efficient solution in terms of delivery.
19.12.07 – 001	DL1 application form to be reviewed along with dispatch of Passports regarding the loss of documents.	BC HD / DW	Ongoing	H Lennox working on DL1 draft form due in the next few days. Comments received from focus group on revised form. DL1 will also be sent to consumer council and Plain English Group for their comment.
19.12.07 – 007	Driver's Accuracy Survey to be carried out through the Omnibus Survey	BC/CC		B Cosgrove to check the position with DVLA and will explore other options.
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		Colin Campbell to provide paper for board.
25.01.08 – 003	To progress the recommendations made to the BSP	BR	Ongoing	Complete Paper and action plan presented at April Strategic Board
25.01.08 – 004	Prepare Project Brief on BPS for the CPB on 22 February	BC		
21.02.08 – 001	To take forward any recommendations from the DID report on the piloting of kiosk. Progress E-delivery in liaison with DID.	DW / HD	Ongoing	20/03/08 B Cosgrove to obtain report from DID. B Cosgrove to invite B McCluggage to May board meeting. Overview paper on service delivery strategy prepared as basis for meetings. While work is on hold due to other commitments a meeting has been arranged with NICS Channel Strategy project team.
24.04.08 – 001	Prepare options paper on the Health & Safety of driving HGVs in the test halls	TD / BR		Paper to be submitted to June/July Strategic Board.
24.04.08 - 002	Develop a policy for	DC /	Ongoing	H&S Executive policy



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22.05.08 – 001	DVA on driving official vehicles. Check Health & Safety website (Driving for work) for guidance. Prepare a paper on the SO workshop for the SMT meeting.	DW DW / CC	Complete	on driving at work being examined. Paper prepared and presented at SMT.
22.05.08 – 002	Draw up TOR for a facilitation exercise to review the vision and business priorities over next 3 years.	DW	Complete	TOR circulated for consideration.

Next Meeting: **Date: 26 June 2008**
 Time: 10:00
 Venue: Balmoral Road

Prepared by: **Anne Smiley**