



**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.**

The minutes of the previous meeting on 20 March 2008 were agreed.

The action points were agreed and updated.

**2 HR Connect.**

- 2.1 S Irwin gave a presentation on HR Connect, outlining the progress to date, the impact of future HR Connect services and the support available for implementation.
- 2.2 All managers and staff must log onto HR Connect as a matter of priority. All managers must check that their staffing group is correct and notify HR Connect of any changes by downloading the form and sending to HR Connect.

**3 DOE HR.**

- 3.1 John Small outlined his role and responsibility as HR business partner with DVA. He assured the Board of his continued efforts to improve the service provided to DVA.
- 3.2 The Chief Executive asked Directors to advise S McClean / D Wilson of any ongoing issues with HR Connect and these should be discussed with J Small with a view to seeking resolution or improvement.

**4 Prioritisation of Resources.**

- 4.1 The Board briefly discussed the need to prioritise the work across the Agency due to a lack of resources. Directors were asked to identify key areas of work and prioritise these.



**5 Handling of PFI Contract.**

G McGuinness provided a paper to the Board outlining the history of the PFI contract put in place by the agency in March 2001 to provide equipment for vehicle testing. The paper detailed problems identified with the contract including those highlighted in the 2006 audit office review.

5.1 The Board noted the content of the paper and agreed that the work programme outlined should be progressed as soon as possible.

5.2 A copy of the paper will be sent to S Peover for discussion at the DB meeting on Monday 28<sup>th</sup>.

**6 BIS review of Operations (testing) Directorate.**

6.1 The Board noted and endorsed the action plan for the implementation of the BIS review of Operations Testing.

**7 Operations Testing – HGV H&S.**

7.1 The Board considered a report on technical staff driving heavy goods vehicles and buses in the test centres and the potential risk to the credibility and reputation to the Agency should an accident occur. It was agreed that a detailed options paper should be prepared as soon as possible.

**Action 1: TD/BR**

7.2 Concern was also raised about staff driving official agency vehicles and the level of training / assessment required to drive such vehicles. It was agreed that the NICS policy on driving official vehicles should be investigated and a policy developed for the Agency.

**Action 2: DW/DC**

**8 Balanced Scorecard.**

8.1 The strategic business objectives within the March 07/08 scorecard were reviewed and discussed.

8.2 The Board noted the progress within the Agency over the past year. The Chief Executive wished to pass on his thanks to all staff for the very good performance achieved.

**9 Management Information Report (MIR).**

9.1 The MIR was reported.

9.2 C Berry reported on end of year finances.



**10 Project Mandates.**

- 10.1 The Board approved two project mandates – DVA internet as high priority and DVA intranet as low priority.

**11 Organisational Change Programme.**

- 11.1 The Board noted the progress to date on the DVA organisational Change Programme and the tasks listed for the year ahead.

**12 Staffing.**

- 12.1 The following posts were approved subject to funding and grading requirements.  
Part time DP – Driver Policy & Standards Directorate.  
DP – (12-18 months) – Operations Testing.  
SO – CBT & AMI.  
2 x AOs – RTLD.  
EO2 – Enforcement (Testing).
- 12.2 The Chief Executive expressed concern about the number of posts being created. Existing posts need to be reviewed on a regular basis. Requests for new posts require further justification before being approved.

**13 Nomination for Awards / Garden Parties.**

- 13.1 The Directors were asked to make maximum use of these events, giving consideration to staff at all levels. In future, the Board will agree and prioritise the nominations.

**14 Review of DVA's interim data transfer process.**

- 14.1 The external consultant's interim report was presented to the Board by B Cosgrove. The key findings and recommendations were discussed and an action plan agreed.
- 14.2 A copy of the report will be sent to DVLA for consideration.

**15 A.O.B.**

- 15.1 ISO 9001:2000 – The Board noted the reaccreditation of test centres and passed on their congratulations to all concerned.



**Outstanding Actions**

Ref	Action	Who	When	Review/Comments
22.03.07 – 005	Conduct a DVA staff survey	S McC DW	Ongoing	Arrangements have been made with NISRA to conduct a staff survey to be undertaken in September.
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 ongoing. 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 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	Ongoing	H Lennox working on DL1 draft form due in the next few days.
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	Paper to 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	DW / HD	Ongoing	20/03/08 B Cosgrove to obtain report from DID. B Cosgrove to



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	on the piloting of kiosk.  Progress E-delivery in liaison with DID.			invite B McCluggage to May board meeting.  Overview paper on e-delivery prepared as basis for meetings. Fact finding being undertaken on benefits of increasing e-delivery before further promotion.
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 Strategic Board.
24.04.08 - 002	Develop a policy for DVA on driving official vehicles.	DC / DW		

**Next Meeting:**           **Date: 22 May 2008**  
                                  **Time: 10:00**  
                                  **Venue: County Hall, Coleraine**

**Prepared by:**           **Anne Smiley**