



**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 Health & Safety performance in DVA Testing**

- 1.1 Gary Carson, DVA Health & Safety manager, gave a presentation to the Board on the assessment of the health and safety performance within DVA Testing as conducted during September / October 2007.
- 1.2 The audit was based on the HSG65 model as recommended by the Health & Safety Executive.
- 1.3 The report indicates that overall health and safety within DVA Testing is “reasonable”. However, the report also identified the need for a number of improvements.
- 1.4 The Board thanked Mr Carson for a very comprehensive report and acknowledged the importance of this area of work within the Agency.
- 1.5 The Board noted the recommendations in the report and have asked for a progress report to be produced to the Board each month together with a presentation to the Board twice yearly. It was recommended that a hard copy of the H&S manual is held in each building.
- 1.6 Mr Carson also outlined the new Corporate manslaughter legislation effective from 6 April 2008.

**2 Minutes of the previous meeting**

- 2.1 The minutes of the meeting on 21 February 2008 were agreed.
- 2.2 The action points were reviewed and updated.

**2.3 Action 22.3.07-05**

The Board agreed that the staff survey should be carried out as soon as possible.



- 2.4 The Board agreed that a communication report should be produced detailing the achievements since the introduction of DVA and listing the challenges ahead. This can be communicated to staff at seminars provided for a cross section of staff within the Agency and included within The Combined Times.

**Action 1: DW**

**2.5 Action 19.12.07 – 009**

David Wilson to obtain a report on the meeting held with Royal Mail.

David Wilson to report on the benchmarking exercise with HMRC.

**2.6 Action 21.2.08 – 001**

Bernie Cosgrove to check with DID regarding the report on the piloting of kiosks within the Agency.

Bernie Cosgrove will invite Bill McCluggage to the May Board meeting.

**2.7 Action 21.2.08 – 002**

A workshop has been arranged for 24 April to consider the TOR for the review of the delivery of vehicle testing in the future. TOR to be drafted on 26 March following the Change Programme meeting.

**3 Balanced Scorecard**

- 3.1 The Strategic business objectives within the scorecard were reviewed and discussed.

**4 Management Information Report**

- 4.1 It was noted that business volumes are up all around.

- 4.2 The Board emphasised the need for board members to have sufficient time to read papers and prepare for the Strategic Board meeting.

It was agreed again that all papers for the board meeting should be with the Chief Executive's office by 3pm on the Monday before the meeting and that papers be produced by COP on Tuesday before the meeting.

- 4.3 The Board noted the latest update on audit reports within the Agency.

- 4.4 The Board noted the revised risk register.



- 4.5 There was some discussion on how the Agency interacts with the media and the need to be proactive with regard to topical issues. E.g. Driver Licences needed in advance of the holiday season, including ID documents required, a press release could be issued around April. An increase in Driving Tests during the school holidays, a press release could be issued in May.

## 5 Staff Resourcing

- 5.1 Seamus McClean outlined the position regarding HR Connect and the impact on the Agency. It is hoped to have someone from HR Connect attend the April meeting.
- 5.2 Mr McClean agreed to produce an aide memoir outlining the action now required when dealing with routine personnel issues such as sick lines, special leave applications, casual recruitment etc. **Action: SMcC**
- 5.3 Mr McClean provided an update on staff vacancies across the Agency.

## 6 BIS Report

- 6.1 The BIS report has not been received as yet. A workshop is to be arranged to review the current structure.

## 7 Corporate Hospitality

- 7.1 Guidance on the acceptance of gifts and hospitality is contained in DOE 02/07. The recording and monitoring of the acceptance of gifts and hospitality will be carried out by the Chief Executive's Office, Coleraine with effect from 1 April 2008.
- 7.2 Staff attendance at external events, dinners etc, local or international, will require approval at Grade 6 level. These should also be recorded in the register of gifts and hospitality (held in the Chiefs Executive's Office).

## 8 RTO

- 8.1 The Board agreed that there should be a coordinated approach by DVA licensing and testing in taking forward the provisions of the Road Traffic Order.

## 9 Staff Demand

- 9.1 The Board will consider the request for a new DP post on receipt of a Jega and job description together with the staff demand proforma.



9.2 B Rooney expressed her thanks to S McClean and D Wilson for the progress made on the HPTO posts.

### 10 H & S Scissor lifts (update)

10.1 Following the recommendations made by MIM, Maha have completed the maintenance work on all scissor lifts.

10.2 The Board agreed that independent inspection of the lifts would take place twice yearly.

10.3 The Board requested that the contract with Maha is monitored to ensure that the contract details are being adhered to.

### 11 A.O.B

11.1 Mr Magee is meeting with Roads Service to discuss new laybys. Enforcements Sections should provide a list of areas requiring facilities.

11.2 A Board decision is required on the report received from the Economic Research Institute of NI (ERINI). Board members were asked to submit ideas to Mr Magee.

11.3 Agenda items for April meeting:-  
Action plan – merger – C Casey  
PRM paper  
Rationalisation ideas (B/Plan)  
Helm report  
BIS report circulated in advance

### 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.
23.08.07 003	- Obtain clarification on the position within the Agency for procedures post HR Connect.	DW S McC	Complete	Guidance has been issued. DOE HR Business partner and HR Connect Project Manager to attend April board meeting.
22.11.07 002	– Check on the availability of financial management training with CIPFA	DW LO'C	Complete	A course has been identified, a special rate is being negotiated and attendees being identified. Course arranged for



					testing on 9/10 April.
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 on-going. 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.
19.12.07 009	- Consider benchmarking against other agency's on compensation/ex-gratia payments	DW		Complete	Meetings held with Royal Mail and other organisations. Update will be provided to April Board.
19.12.07 010	- To write to the Core regarding the implications in delaying the driving licence consolidation	BC/CC		Complete 21.02.08	
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 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 e-delivery prepared as basis for meetings. Fact finding being undertaken on benefits of increasing e-delivery before further promotion.
21.02.08 002	- To initiate action to review the working patterns in the test centres	DW / S McC		Ongoing	TUS have been advised of our intention to review EDW. Meeting with Operations



**Minutes of the DVA Strategic  
Management Board Meeting.**

**20 March 2008**

20.03.08 – 001	Arrange staff seminar to communicate Agency progress and update on 2008/11 C&B Plan.	DW	Complete	held are being drafted. Seminars for managers being organised for early May
20.03.08 – 002	To produce information on the new procedures for routine personnel issues.	SMcC	Complete	ADM 15/08 issued 3 April.

**Next Meeting:**                   **Date: 24 April 2008**  
                                          **Time: 10:00**  
                                          **Venue: Corporation Street, Belfast**

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