



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 meeting on 24 July 2008 were agreed.

1.2 The action points were reviewed and updated.

1.3 Action 22.11.07-003.

The Board emphasised the need to progress the 90 day action plan as soon as possible, including the appointment of a member of staff to oversee the work. **Action: DW / DC.**

Action 19.12.07-001.

The Board agreed that further consideration should be given to the DVLA application forms in the revision of our DL1 form. **Action: BC /CC.**

Action 19.12.07-011.

Work on the transfer of medical advisors from MSS to DVA is ongoing. A working group will be set up mid September to take things forward with the assistance of DVLA.

Action 24.7.08-001.

Guidance on contract management is to be circulated to all Directors. A half day seminar is to be arranged on the management and monitoring of contracts for those managers who have responsibility for key contracts.

Action DW / DC.

Action 24.7.08-002.

A H&S audit is planned for DVA licensing. It is the responsibility of section managers to ensure that H&S risk assessments are carried out. These should be monitored by the H&S section.

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2 TG1 Recruitment Business Case.

- 2.1 Approval was given for the launch of a recruitment competition to recruit 70 TG1 vehicle examiners. D Wilson is to contact J Small to make him aware of the competition.
Action 1: DW.

3 Quality Unit.

- 3.1 The Board noted the report from the Quality Section for the period April to June 2008. No major areas of weakness in the inspection process at test centres were identified.

4 MOT waiting times update.

- 4.1 The Board noted the latest position regarding MOT waiting times. There has been an improvement in waiting times and that this improvement should continue in the coming weeks.

5 NI Direct Presentation.

- 5.1 Mike Beare (DFP) gave a presentation to the Board detailing the background and progress to date on NI Direct (Phase 1). The telephony project will include a single telephone number for sections within DARD, LPS, GRO and Planning Service and will be in place by 31 October 2008.

6 Strategic Board Planning meeting 5 August 2008.

- 6.1 The Board approved the summary of the Strategic Management Board workshop on 5 August 2008 as provided by PA Consulting Group. PA Consulting will be asked to do a presentation at the Senior Management Team meeting on 14 October 2008.
Action 2: DW / CC.

7 Security Review Enforcement Section.

- 7.1 A security review of the Enforcement sites at Corporation Street, Belfast and Diviny Drive, Craigavon in April 2008 resulted in 18 recommendations. 16 of the recommendations were accepted and an action plan developed.
- 7.2 The Board agreed that the action plan should be progressed as soon as possible, however, other means of security should also be explored e.g. remote control system for the gate.
- 7.3 It was agreed that the NICS security contract should also be considered to determine if assistance could be obtained through the contract.

Action 3: DW.

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- 7.4 The BIS review due in December 2008 may also impact on the security measures.

8 Balanced Scorecard.

- 8.1 The strategic business objectives were reviewed.
- 8.2 The Board agreed to the use of consultants in the development of a single compliance strategy for the Agency. It was agreed that a copy of VOSA's compliance strategy should be obtained for consideration when producing our strategy.

9 Information Systems Strategy 2008-2013.

- 9.1 Helm Corporation Ltd in association with CIO Consulting have produced an information systems strategy for DVA following research carried out within the Agency.
- 9.2 The Board agreed to the proposed recommendations and an action plan will be developed.
- 9.3 The Board also acknowledged the costs associated with this development.
- 9.4 The Action plan detailing the actions required to move forward with the strategy will be produced for the Change Programme Board on 29 September 2008.

Action 4: BC / AMcG.

10 Management Information Report.

- 10.1 The Board reviewed the MIR.

11 Technical staff driving heavy goods vehicles and buses in test centres.

- 11.1 The Board noted that legal advice is awaited on this issue and asked that this be pursued.

12 Delivering MOT tests on Bank holiday.

- 12.1 The Board noted the report and the associated costs on the short term measure to improve driving test waiting times by delivering driving test on Bank holiday 25 August 2008.

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13 AOB.

13.1 Non Executive Director.

The Chief Executive advised the Board that the current term of the Non Executive Director was due to expire. The Board agreed that the contract should be renewed for a further period. The Chief Executive agreed to speak with the Non Executive Director.

13.2 Ministerial Targets.

It was agreed that when considering the Ministerial targets for 2009-10 the Agency needs to be consistent in the calculation of performance. Currently Licensing measure in working days, whereas Testing use calendar days.

Action 5: DW / CC.

13.3 MAB.

The next meeting of the Ministerial Advisory Board will take place on 5 September.

13.4 Charity Fund Raising event.

The issue of organising a Charity fund raising event was discussed. It was noted that previous fund raising events were not pursued due to lack of resources. Corporate Services Division may reconsider.

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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 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. Update 10/9/08 - DVA are working with IT Assist on the implementation of SFTP Plus . The service to external customers should be available by the end of September but the GSI – internal service - will take longer and is primarily based on IT Assist's prioritisation of work load. We continue to stress the importance of this work to IT Assist.
19.12.07 – 001	DL1 application form to be reviewed along with dispatch of Passports regarding the loss of documents.	BC HD / DW	Ongoing	All contributions from various sources have been assimilated and a composite has been prepared to include revised legal requirements. Confirmation has been sought on Schengen requirement
19.12.07 – 007	Driver's Accuracy Survey to be carried out through the Omnibus Survey	BC/CC		Revised accuracy exercise ongoing
19.12.07 – 011	On the provision on medical advisory services to DVA obtain	BC CC		Following the meetings held between the interested parties, confirmation is being

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	1. Written confirmation from DFP of date that service will cease. 2. Confirm the position with DVLA			sought from CPG as to their intentions with regard to OHS. It appears that the Agency may be able to retain their services.
25.01.08 – 003	To progress the recommendations made to the BSP	BR	Ongoing	Paper and implementation action plan presented and agreed at April Strategic Board. Progress slow due to lack of DP resource.
25.01.08 – 004	Prepare Project Brief on BPS for the CPB on 22 February	BC	Closed	Project Brief presented and agreed
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	DID to provide statistics on level of take-up per kiosk location. TOR for review of customer service delivery has been prepared in draft. Funding for taking forward is being reviewed as part of review of licensing spend,
24.04.08 – 001	Prepare options paper on the Health & Safety of driving HGVs in the test halls	TD / BR	Ongoing	Liaison with DSA and H&S continuing. Update submitted to August Strategic Board. Awaiting legal advice.
24.04.08 - 002	Develop a policy for DVA on driving official vehicles. Check Health & Safety website (Driving for work) for guidance.	DC / DW	Ongoing	H&S Executive policy on driving at work has been examined. DVA existing policy is generally fine but needs to be brought up to date.
26.06.08 – 001	Provide justification report to L O'Connor regarding areas of overspend	TE / BC	Complete	Budgets are currently under review.
26.06.08 – 002	Develop an efficiency plan	DW	Ongoing	Work is ongoing
26.06.08 – 003	Provide an update on the reintroduction of emissions tests	BR	Ongoing	Options under review. Proposals on way ahead being identified.
24.07.08 – 001	Review the management of and	All Directors	Ongoing	List of contracts circulated and

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	responsibility for all current contracts within the Agency and provide details to D Wilson.	/ DW		updated. Guidance circulated and suitable training being identified.
] 21.08.08 – 001	D Wilson to advise J Small of forthcoming TG1 recruitment competition.	DW	Complete	J Small advised. Competition being progressed with first interviews expected in October.
21.08.08 – 002	D Wilson to approach PA Consulting Group with regards the group presenting the summary of the planning workshop to SMT	DW / CC	Complete	PA Consulting contacted and have agreed to present to SMT
21.08.08 – 003	Consider whether assistance is available from the NICS Security contract for enforcement sites.	DW	Ongoing	The DOE Security Officer has confirmed that Corporate Street and DVA 'out of hours' buildings will be considered in the new security contract presently being developed.
21.08.08 – 004	Develop a paper / action plan on the way forward for ICT for the September Change Programme Board.	BC / AMcG	Ongoing	
21.08.08 – 005	Ensure that Ministerial targets for 1009-10 year are consistent (working day / calendar days).	DW / CC	Complete	Will be taken forward as part of planning process

Next Meeting: **Date: 25 September 2008**
Time: 10:00
Venue: RTLD, Corporation Street

Prepared by: **Anne Smiley**

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