



**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 Managing attendance.**

- 1.1 Beverley Harrison, who has responsibility for managing attendance within DOE HR, gave a presentation to the Board outlining the role of DOE HR in relation to managing attendance including their plans to work in partnership with DVA.
- 1.2 Beverley advised the Board that further seminars and guidance would be made available for managers.
- 1.3 S McClean also advised the Board of an Agency action plan which will be available soon to address various areas within the Agency.

**2 Draft 2007 Vehicle Test Evasion Report.**

- 2.1 The Board noted the 2007 Vehicle Test Evasion report and in particular the significant reduction in MOT evasion over the last 5 years.
- 2.2 The 2007 survey indicated MOT evasion as 9.62%.
- 2.3 It was noted that the level of evasion was higher in respect of those vehicles requiring MOT for the first time.
- 2.4 The Board asked that disc holders be made available immediately for MOT Discs.

**3 MOT Waiting Times.**

- 3.1 B Rooney presented a paper to the Board detailing the current position re MOT waiting times and the proposed measures to improve the situation.
- 3.2 The Board agreed to the proposals outlined.

**4 Review of the Road Safety Strategy – PAC recommendation.**



- 4.1 The Board approved the approach being taken to address the PAC recommendations and other related training issues.

**5 Minutes of the previous meeting.**

- 5.1 The minutes of the meeting on 26 June 2008 were agreed.

- 5.2 The action points were reviewed and updated.

- 5.3 **Action 22.11.07-003** – clear guidelines need to be made available re the handling of mail, including valuable items etc. D Wilson agreed to progress this policy.

**Action 22.11.07-003 DW/DC**

- 5.4 **Action 19.12.07-001** – Work is still ongoing regarding the revised DL1 application form. DVA IT section working with DVLA on the production of an editable PDF version of the form.

- 5.5 **Action 19.12.07-007** – The first sample of Drivers accuracy survey has been carried out with a result of 95.24% accuracy of data input on provisional applications. B Cosgrove agreed to carry out further analysis on these results.

**Action 19.12.07-007 BC**

- 5.6 **Action 21.2.08-007** – B Cosgrove provided some detail on the level of up-take on each of the 16 kiosks located across NI as provided by DID. DID will attend the next Board meeting to provide further information on e-delivery of services.

**6 Balanced Scorecard.**

- 6.1 The Strategic business objectives were reviewed.

- 6.2 The Board agreed that the management and responsibility of all contracts within the Agency needs to be reviewed. Each Director is asked to review any contracts within their command and provide feedback to D Wilson.

**Action 1: All Directors / DW**

- 6.3 The Board agreed to the use of consultants in the development of a single compliance strategy for the Agency.

**7 Management Information Report.**

- 7.1 The Board reviewed the MIR.

- 7.2 The Board agreed that risk CR5 (RTLD staffing) should be incorporated into Risk 6 (recruitment of staff).



- 7.3 In the area of Health & Safety, the Board raised two areas of concern:-
- a) The monitoring of the standard and frequency of risk assessments for all sections across the Agency
  - b) The frequency of and representation on the Health & Safety Committee.  
D Wilson agreed to investigate.

**Action 2: DW**

- 7.4 The Board also asked about representation on and the frequency of the Whitley Committee.

**Action 3 DW**

## **8 Staff Demand.**

- 8.1 The Board approved an EO2 post for the production and assurance section of Driver Licensing.

## **9 A.O.B.**

- 9.1 Threat against DVA staff.  
The Board condemned the recent threat against DVA enforcement staff and noted the statement issued by DOE Minister, Sammy Wilson. The Agency had sought advice from Security Branch and guidance was issued to staff.
- 9.2 Facilitation Proposal  
The Board considered and scored two tenders received for the facilitation of the SMB Strategic planning workshop on 5 August 2008. PA Consulting Group was successful and will be asked to facilitate the event.
- 9.3 Working Practices  
The Board asked that all local working patterns within the Agency should be listed for review.
- 9.4 Health & Safety  
The issue of safety in setting up enforcement operations at the roadside was discussed. D Wilson agreed to provide guidance from the H&S section.

**Action 3: DW/S McC**

**Action 4: DW**

## **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 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.  Progress E-delivery in liaison with DID.	DW / HD	Ongoing	DID to provide statistics on level of up-take per kiosk location. Overview paper on service delivery strategy prepared as basis for meetings. While work is on hold due to other

