

Land & Property Services (LPS)

Management Board (MB)

Queen's Court, Wednesday 17 December 2008 at 9:30am

Minutes

Version 1.0

Attendees:

John Wilkinson (JW)(Chair)
Alan Bronte (AB)
Patricia Montgomery (PM)
Iain Greenway (IG)
Trevor Steenson (TS)
Stephen Boyd (SB)
Wilfie Hamilton (WH)(Independent Board Member)

Invitees:

Deirdre Teague (DT)(Chair LPS, Management Committee)

John Milburn (Minute Taker)

1.0 New Independent Board Member and Conflict of Interests

JW welcomed Wilfie Hamilton to his first meeting as the LPS Independent Board Member.

MB members confirmed that they had no Conflicts of Interest.

2.0 Minutes of Last Meeting

MB approved the minutes of Wednesday 26 November 2008.

2.1 Matters Arising

Matters Arising are dealt with under Progress Against Action Points and / or Agenda Items.

2.2 Progress Against Action Points

Completed Action Points, Ongoing Actions and those arising from this meeting are included at the end of this minute.

3.0 Requested Papers

3.1 LPS Data Spine Definition Paper

MB noted that the Data Spine specification was now complete and approved the next stage in implementation, which will include involvement by BIMC.

PM offered assistance from CBI to ensure the rationale behind the Data Spine was effectively communicated to staff and the Department.

**Action 099:
Patricia Montgomery
and Trevor Steenson**

3.2 Customer Service Improvement Strategy

MB approved the paper presented, but did request that: recommendations should be more explicit; commitments are affordable; and that LPS follows DFP Customer Service Principles.

		<p>MB requested that a Next Steps / Implementation Plan paper is provided to Management Board in January 2009 that sets out:</p> <ul style="list-style-type: none"> • Activities through to the 31 March 2009; • What the Strategy looks like on the ground; and • Baselines for measuring performance in 2009-10. 	<p>Action 100: Patricia Montgomery and Deirdre Teague</p>
3.3	NI Direct Update	<p>MB requested that the update provided be turned into a series of recommendations that will ensure that LPS can complete end-of-year / turn-of-year business with the minimum of disruption to services. Recommendations, when available, to be presented at the next Thursday morning Director's meeting.</p> <p>DT to arrange a site visit to the NI Direct service provider for JW, PM and David McCurry and a meeting with David Orr, DFP Corporate Services Director.</p>	<p>Action 101: Patricia Montgomery and Deirdre Teague</p> <p>Action 102: Deirdre Teague</p>
3.4	LRNI Bonus Scheme	<p>SB, along with PM, to progress discussions on surrounding issues.</p>	<p>Action 103: Stephen Boyd and Patricia Montgomery</p>
4.0	Management Committee (MC)	<p>SB to ensure inclusion of MC and BIMC minutes in the next Management Board Information Pack.</p>	<p>Action 104: Stephen Boyd</p>
5.0	Information Pack		
5.1	Managing Attendance	<p>MB noted the reducing trend. SB to ensure that each Director is provided with information on long-term sick absence relating to his / her Directorate.</p>	<p>Action 105: Stephen Boyd</p>
5.2	Staffing Issues	<p>JW to progress, in consultation with PM, the legal and financial issues that require the retention of separate LRNI finance and staffing figures.</p>	<p>Action 106: John Wilkinson and Patricia Montgomery</p>
5.3	LPS Accommodation	<p>PM, DT JW, AB and Alan Hazlett to meet on developing an LPS Accommodation Strategy and Belfast Accommodation Needs. MB to consider options.</p>	<p>Action 107: Deirdre Teague</p>
5.4	Corporate Balanced Scorecard Monitor	<p>Directors provided an update on performance against Ministerial Targets in the Corporate Balanced Scorecard summary.</p>	

5.5 Corporate Risk Register	All Directors to update risks prior to 15 January 2009 Management Committee meeting. SB to talk to DFP Internal Audit on: <ul style="list-style-type: none"> • Copying Directors into Audit Reports; • Including a “level of acceptance” in the commentary; and • MB to ensure that all issues are closed-off in readiness for 2009-10. 	Action 108: All Directors and Stephen Boyd
5.6 Audit Recommendations Monitor	Directors provided an update against the Audit Recommendations Monitor.	
5.7 LPS Staff Action Survey	MB noted progress to date.	
5.8 LPS Events Calendar	MB noted progress to date.	
5.9 Finance Reports	SB presented Finance Reports as at the end of November 2008. Directors to examine their Directorates for savings and report to SB.	Action 109: All Directors
6.0 Any Other Business		
6.1 LPS Benefits Management Strategy	MB noted the submission made and endorsed BIMC’s approval of the LPS Benefits Management Strategy.	
6.1 Next Meeting	The next Management Board will take place at 9:30am on Thursday 22 January 2009 in Queen’s Court.	
6.2 Progress Against Action Points	Completed Action Points, Ongoing Actions and those arising from this meeting are included at the end of this minute.	

Progress Against Action Points – Ongoing / New

Ref	Action	Owner	Originated	Due Date	Outcome
090	<p>JW to arrange a meeting with Directors / CBI Comms / DFP Press Office to discuss:</p> <ul style="list-style-type: none"> • LPS Media Requirements and the Development of an External LPS Communications Strategy; • ND Reval Publicity Requirements; and • The Timing of Interaction with Local Councils to Explain ND Reval 2010". 	JW	26 Nov 08	22 Jan 09	Ongoing. Discussions have been opened with DFP. Further meetings to take place.
099	PM offered assistance from CBI to ensure the rationale behind the Data Spine was effectively communicated to staff and the Department.	PM and TS	17 Dec 08	22 Jan 09	CLOSED. Meetings have taken place to develop communications.
100	<p>MB requested that a Next Steps / Implementation Plan paper is provided to Management Board in January 2009 that sets out:</p> <ul style="list-style-type: none"> • Activities through to the 31 March 2009; • What the Strategy looks like on the ground; and • Baselines for measuring performance in 2009-10. 	PM and DT	17 Dec 08	26 Feb 09	CLOSED. Paper moved to 26 th Feb '09.
101	<p>MB requested that the update provided be turned into a series of recommendations that will ensure that LPS can complete end-of-year / turn-of-year business with the minimum of disruption to services. Recommendations, when available, to be presented at the next Thursday morning Director's meeting.</p>	PM and DT	17 Dec 08	22 Jan 09	CLOSED. Paper to be presented at weekly Directors' meeting.
102	DT to arrange a site visit to the NI Direct service provider for JW, PM and David McCurry and a meeting with David Orr, DFP Corporate Services Director.	DT	17 Dec 08	22 Jan 09	CLOSED. A meeting is planned for Friday 23 rd January 2009.

Progress Against Action Points – Ongoing / New

Ref	Action	Owner	Originated	Due Date	Outcome
103	SB, along with PM, to progress discussions on surrounding issues.	SB and PM	17 Dec 08	22 Jan 09	CLOSED. A meeting has taken place with DSO. A Business Case has been sent to DFP for approval.
104	SB to ensure inclusion of MC and BIMC minutes in the next Management Board Information Pack.	SB	17 Dec 08	22 Jan 09	CLOSED. MC and BIMC minutes now included in MB Information Pack.
105	MB noted the reducing trend. SB to ensure that each Director is provided with information on long-term sick absence relating to his / her Directorate.	SB	17 Dec 08	22 Jan 09	CLOSED. Managing Attendance reports provided to each Director.
106	JW to progress, in consultation with PM, the legal and financial issues that require the retention of separate LRNI finance and staffing figures.	JW and PM	17 Dec 08	22 Jan 09	Ongoing.
107	PM, DT JW and Alan Hazlett to meet on developing an LPS Accommodation Strategy and Belfast Accommodation Needs. MB to consider options.	DT	17 Dec 08	22 Jan 09	CLOSED. Meetings have taken place and it is hoped to finalise this matter in early January 2009.
108	All Directors to update risks prior to 15 January 2009 Management Committee meeting. SB to talk to DFP Internal Audit on: <ul style="list-style-type: none"> • Copying Directors into Audit Reports; • Including a “level of acceptance” in the commentary; and • MB to ensure that all issues are closed-off in readiness for 2009-10. 	All Directors and SB	17 Dec 08	22 Jan 09	CLOSED. DFP, Internal Audit will copy Directors into all their reports. Directors need to state ‘level of acceptance’ for each report.
109	SB presented Finance Reports as at the end of November 2008. Directors to examine their Directorates for savings and report to SB.	All Directors	17 Dec 08	22 Jan 09	CLOSED. £1.4 bid has been made been made to DFP following examination of December spend.