

Land & Property Services (LPS)

**Management Board (MB)**

Queen's Court, Thursday 26 November 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)

**Invitees:**

Henry Spence (HS)(ND Reval 2010 - Project Director)(item 3.1 only)  
Stephen Fay (SF)(ND Reval 2010 - Project Manager)(item 3.1 only)  
Deirdre Teague (DT)(Chair LPS, Management Committee)(item 4.0 only)  
Paul Kennedy (PK)(Corporate Finance Manager)(item 5.4 only)  
  
John Milburn (Minute Taker)

- 1.0 Conflict of Interests** MB members confirmed that they had no Conflicts of Interest.
- 2.0 Minutes of Last Meeting** MB approved the minutes of Thursday 23 October 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 Non-Domestic Revaluation 2010** HS (Project Director) and SF (Project Manager) gave a comprehensive presentation to MB on the Non-Domestic Revaluation 2010 Project. MB noted progress to date.  
  
MB requested that HS and SF make the same presentation to Management Committee.

<b>3.2 NISRA Statistical Services in LPS</b>	<p>MB approved the submission on NISRA Statistical Services in LPS to:</p> <ul style="list-style-type: none"> <li>• Restructure the NISRA presence to include a Principal Statistician, 2 DP Statisticians and 1 Assistant Statistician;</li> <li>• Include NISRA staff within LPS Corporate Services.</li> </ul> <p>However, location of the NISRA team would depend on the needs of business areas, with individuals perhaps being located where they are needed most.</p> <p>Valuation Directorate to progress, if required, a JEGs exercise in relation to the proposed Principal Statistician post and discussions with NISRA on filling the post.</p>	<b>Action 089: Alan Bronte</b>
<b>3.3 LPS Messaging</b>	<p>MB noted the Messaging Update provided by CBI, Marketing and Communications and approved the Plan to proceed to the next phase.</p> <p>JW to arrange a meeting with Directors / CBI Comms / DFP Press Office to discuss:</p> <ul style="list-style-type: none"> <li>• LPS Media Requirements and the Development of an External LPS Communications Strategy;</li> <li>• ND Reval Publicity Requirements; and</li> <li>• The Timing of Interaction with Local Councils to Explain ND Reval 2010.</li> </ul>	<b>Action 090: John Wilkinson</b>
<b>3.4 liP Accreditation Action Plan for 2009-10</b>	<p>Corporate Services, Training to progress a “table-top” exercise in preparation for LPS, liP Re-accreditation in 2009-10. Progress to be reported back to Management Board.</p> <p>MB requested that Andy Thompson look at the possibility of LPS embracing an EFQM (European Foundation for Quality Management), or similar, model.</p>	<b>Action 091: Stephen Boyd</b>  <b>Action 092: Patricia Montgomery</b>
<b>3.5 NIMA Extension - Options Paper</b>	<p>Management Board approved, subject to some textural amendments, the NIMA (Northern Ireland Mapping Agreement) Extension - Options paper.</p> <p>However, MB requested that the resulting correspondence between LPS and NICS Departments is delayed until such times as JW meets with HoCS.</p>	
<b>4.0 Management Committee (MC)</b>		
<b>4.1 19 November 2008 meeting</b>	<p>DT advised MB of progress made at the 19 October Management Committee meeting, including:</p> <ul style="list-style-type: none"> <li>• Further refinements to the Corporate and Directorate Balanced Scorecards, which MC will feed into the Business Planning process; and</li> </ul>	

		<ul style="list-style-type: none"> <li>Improving the timeliness of requested papers.</li> </ul>	
		DT also reported on attendance at a recent Sir David Varney conference on "Customer Insight".	
		MB requested that CBI develop, through Marketing and Communications Unit, a means of reporting back on "Attendance by Directors at Conferences".	<b>Action: 093 Patricia Montgomery</b>
<b>4.2</b>	<b>NIDirect</b>	DT reported ongoing discussions with NIDirect in relation to a LPS "Franchise Manager".	
		MB requested a NIDirect Update paper for December's Management Board.	<b>Action 094: Patricia Montgomery</b>
<b>5.0</b>	<b>Information Pack</b>		
<b>5.1</b>	<b>Managing Attendance</b>	MB noted the current report and associated statistics. Corporate HR to provide Directors with information on Long-Term Sick Absence. Each Directorate will only receive information relating to his / her Directorate.	<b>Action 095: Stephen Boyd</b>
<b>5.2</b>	<b>Staffing Issues</b>	JW requested SB to provide a paper on "HRConnect - Performance within LPS".	<b>Action 096: Stephen Boyd</b>
<b>5.3</b>	<b>LPS Accommodation</b>	CBI to arrange a meeting with the appropriate people to discuss: <ul style="list-style-type: none"> <li>The development of a "Project Plan for LPS Accommodation"; and</li> <li>To develop a strategic approach to "Accommodation Needs for LPS in Belfast".</li> </ul>	<b>Action 097: Patricia Montgomery</b>
<b>5.4</b>	<b>Corporate Balanced Scorecard Monitor</b>	Directors provided an update on performance against Ministerial Targets in the Corporate Balanced Scorecard summary. Directors to ensure targets are updated each month.	
<b>5.5</b>	<b>Corporate Risk Register</b>	Directors provided an update against Additional Actions within the Corporate Risk Register.	
<b>5.6</b>	<b>Audit Recommendations Monitor</b>	Directors provided an update against Audit Recommendations.	
<b>5.7</b>	<b>LPS Staff Action Survey</b>	MB noted progress to date.	
<b>5.8</b>	<b>LPS Events Calendar</b>	MB noted progress to date (also see Action 093 above).  Corporate Services, Corporate Information and Support to update Monitors to reflect the recent movement of Directors.	

**5.9 Finance Reports** SB and PK presented Finance Reports as at the end of October 2008.

SB advised MB that he will be requesting the appointment of Budget Co-ordinators in each Directorate for the 2009-10 financial year.

SB to:

- Check on Goods Supplied figures;
- Consider introduction of a RAG Status for best and worst case financial scenarios facing LPS; and
- Check that there is no duplication of Map Office Sales information.

**Action 098:  
Stephen Boyd**

**6.0 Any Other Business**

**6.1 Next Meeting** The next Management Board will take place at 9:30am on Wednesday 17 December 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
089	Valuation Directorate to progress, if required, a JEGs exercise in relation to the proposed Principal Statistician post and discussions with NISRA on filling the post.	AB	26 Nov 08	17 Dec 2008	<b>CLOSED.</b> Work being progressed by Valuation Directorate.
090	JW to arrange a meeting with Directors / CBI Comms / DFP Press Office to discuss: <ul style="list-style-type: none"> <li>LPS Media Requirements and the Development of an External LPS Communications Strategy;</li> <li>ND Reval Publicity Requirements; and</li> <li>The Timing of Interaction with Local Councils to Explain ND Reval 2010".</li> </ul>	JW	26 Nov 08	17 Dec 2008	Ongoing. Discussions have been opened with DFP. Further meetings to take place.
091	Corporate Services, Training to progress a "table-top" exercise in preparation for LPS, IIP Re-accreditation in 2009-10. Progress to be reported back to MB.	SB	26 Nov 08	17 Dec 2008	<b>CLOSED.</b> Work on this is being taken forward by LPS Training. Progress to be reported back to Management Board.
092	MB requested that Andy Thompson look at the possibility of LPS embracing an EFQM (European Foundation for Quality Management), or similar, model.	PM	26 Nov 08	17 Dec 2008	<b>CLOSED.</b>
093	MB requested that CBI develop, through Marketing and Communications Unit, a means of reporting back on "Attendance by Directors at Conferences".	PM	26 Nov 08	17 Dec 2008	<b>CLOSED.</b>
094	MB requested a NIDirect Update paper for December's Management Board.	PM	26 Nov 08	17 Dec 2008	<b>CLOSED.</b> Update provided on 17 December.
095	MB noted the current report and associated statistics. Corporate HR to provide Directors with information on Long-Term Sick Absence. Each Directorate will only receive information relating to his / her Directorate.	PM	26 Nov 08	17 Dec 2008	<b>CLOSED.</b> Superseded by Action Point 106.
096	JW requested SB to provide a paper on "HRConnect - Performance within LPS".	SB	26 Nov 08	17 Dec 2008	<b>CLOSED.</b> A draft has been prepared.
097	CBI to arrange a meeting with the appropriate people to discuss: <ul style="list-style-type: none"> <li>The development of a "Project Plan for LPS Accommodation"; and</li> <li>To develop a strategic approach to "Accommodation Needs for LPS in Belfast".</li> </ul>	PM	26 Nov 08	17 Dec 2008	<b>CLOSED.</b> Superseded by Action Point 108. Meetings have taken place and it is hoped this matter can be finalised in early January 2009.
098	SB to: <ul style="list-style-type: none"> <li>Check on Goods Supplied figures;</li> <li>Consider introduction of a RAG Status for best and worst case financial scenarios facing LPS; and</li> <li>Check that there is no duplication of Map Office Sales information.</li> </ul>	SB	26 Nov 08	17 Dec 2008	<b>CLOSED.</b> Checks have been carried out.