

## Land & Property Services (LPS)

### Management Board (MB)

Clare House, Thursday 29 May 2008 at 9:30am

#### Minutes

Version 2.0

#### Attendees:

John Wilkinson (JW)(Chair)  
Arthur Scott (AS)  
Alan Bronte (AB)  
Patricia Montgomery (PM)  
Ignatius O'Doherty (IOD)(for Iain Greenway)  
Trevor Steenson (TS)  
Ruth Thompson (RT)(PA to Chief Executive)

#### Invitees:

Michael Camplisson (MC)(LPS Finance Manager)(Items 4.3 and 4.4 only)  
Gillian Russell (GR)(Deloitte)(Item 4.4 only)  
Gillian Mayhew (GM)(Deloitte)(Item 4.4 only)  
  
John Milburn (Minute Taker)

- 1.0 Welcome** JW welcomed Ruth Thompson to MB in her new role as Personal Assistant to the Chief Executive.
- 2.0 Conflict of Interests** MB members present confirmed that they had no Conflict of Interests.
- 3.0 Minutes of Last Meeting** MB approved the minutes of Thursday 24 April 2008.
- 3.1 Matters Arising** Matters Arising are dealt with under Progress Against Action Points and / or Agenda Items.
- 3.2 Progress Against Action Points** Completed Action Points, Ongoing Actions and those arising from this meeting are included at the end of this minute.
- 4.0 MB Agenda Items**
- 4.1 Operations (Revenue and Benefits) Recovery Plan** AS updated MB on progress to date, including:
- Recovery Plan on track;
  - Lone Pensioner Allowance successfully launched;
  - Improved IT functionality; and
  - Arrival of 30 of the requested 40 permanent staff.
- MB recorded their appreciation of the "heroic" work being undertaken by staff and management in this area.

MB also recognised that much remains to be done and that success is dependent on further recruitment of staff and ongoing IT enhancements.

MB requested the completion of a number of related Actions.

JW and AS to take forward Actions falling out of the recent LPS appearance before the Assembly's DFP Committee.

**Action 032**  
**John Wilkinson and**  
**Arthur Scott**

JW and AS to conclude correspondence on the Rate Levy Account.

**Action 033**  
**John Wilkinson and**  
**Arthur Scott**

JW to update Permanent Secretary, by correspondence, on Revenue and Benefits progress.

#### **4.2 LPS Data Spine**

IOD made a presentation to MB on the current "thinking" surrounding development of an LPS Data Spine. MB agreed:

- That Directors would lead and develop thinking around the Data Spine on "how a Data Spine will improve processes and work within Directorates";
- To provide Data Spine Project Board members with "creative solutions focused on operational benefits";
- That Data Spine development must anticipate interaction with outside stakeholders and organisations;
- That development of a Data Spine provides the opportunity to improve data security, data protection, and the currency and correctness of data;
- That integration of existing systems will consider "how a consolidated single view of each property could improve working practices";
- That integration could improve the provision of management reporting information; and
- That funding for Data Spine development would be considered alongside current Priority Projects listing.

MB also agreed that Data Spine development was about:

- The integration of common, business data.

And that:

- It was important to communicate developments to LPS staff from the outset; and
- Staff input is captured in workshops or focus groups.

JW and RT to liaise with LPS Communications Unit on providing information to staff. This should include a guide on "Where property information currently resides".

**Action 034**  
**John Wilkinson and**  
**Ruth Thompson**

MB confirmed that Data Protection rested with Customer and Business Improvement (CBI) and Data Security with Data and Information Systems (DIS).

MB requested:

- CBI to assist in the development of an internal Scoping Study for the Data Spine project; **Action 035  
Patricia Montgomery**
- Data Protection Policy to re-issue to staff; **Action 036  
Trevor Steenson**
- Advice is sought from DFP Central Procurement Directorate on best practice in the Agency's informal and formal interaction with potential providers. MB to be advised. **Action 037  
Ignatius O'Doherty**

Management Board also requested that the Data Spine Project Board consider issues around:

- LPS and HMRC data exchange; and
- Crown Copyright and Product Development.

A presentation on Data Spine - LPS Conceptual Data Model will be given at June's Management Board.

#### 4.3 Finance Update

MC provided a Finance update to MB.

##### **Business Improvement and Modernisation Committee (BIMC) Priority Projects Listing**

MC advised MB that an audit of the Priority Projects listing had:

- Shown some "double-counting" in areas such as the Building Control Project;
- Identified the need to re-classify as "capital" items such as Data Collection Systems;
- Identified some "upfront costs" which may, in fact, be spread over several years, such as eReg; and
- Simple "overstating" in the initial Project bid.

MB noted the audit findings and agreed the following:

- Top 5 Projects are approved as they are driven by Ministerial targets;
- JW to issue note on "Required Efficiencies";
- Project funding to "wash through" BIMC;
- Once secured, sufficient funding should exist for all Projects listed. Project progress depends on confirmation, through BIMC, of "efficiencies / benefits realisation".

MB agreed that further work was needed in prioritising those Projects where contractual obligations already existed.

JW undertook to confirm funding around Non-Domestic Revaluation costs with DFP.

**Action 038**  
**John Wilkinson**

**LPS Bids**

MB approved the following in-year bids:

- £373k capital for IT servers and equipment;
- £400k other resource for NIHE administration of rate relief;
- £400k other resource for ABBACUS change requests; and
- £85k other resource for printing costs.

**Land Registers - Fees Forecast**

MB noted the forecast reduction in the collection of Land Registers Fees resulting from a “slow down” in the housing market. However, some of the possible £6.6m shortfall may be offset by a reduction in charges to the IT System provider and a further saving in salary costs through reduced recruitment.

**June Monitoring**

MB noted MC’s correspondence (dated 23 May 2008) with DFP on the June 2008 Monitoring Round.

**4.4 Segmental Analysis - Model and Assumptions**

MC introduced Gillian Russell and Gillian Mayhew from Deloitte who presented their early findings in relation to:

“Preparing a segmental analysis of the Agency’s forecast income and running costs for 2008-09 and apportion the segments against the Agency’s chargeable (revenue generating) activities”.

Following detailed discussions. A further ad-hoc meeting is planned to confirm “Model and Assumptions” before proceeding. MC to liaise with providers and Directors.

**Action 039**  
**Michael Camplisson**

**5.0 AOB**

**5.1 AOC Grading Structure Review**

TS to update MB on progress to date on the AOC Grading Structure Review.

**Action 040**  
**Trevor Steenson**

**5.5 Next Meeting**

The next Management Board will take place on Thursday 26 June 2008 in Queen’s Court at 9:30am.

**5.6 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
004	TS agreed to circulate Terms of Reference for the new Management Committee, including delegated limits for MB, and BIMC resource bids.	TS	10 Apr 08	26 Jun 08	Ongoing. It is planned to bring final proposals to July MB following discussions with Directors.
013	<b>Risk 2a</b> - Impact (4), Likelihood (3). Risk Owner to review Additional Action dates.	AS	10 Apr 08	26 Jun 08	Ongoing.
014	<b>Risk 2b</b> - Impact (3), Likelihood (4). Risk Owner to review Risk and Additional Action dates.	AS	10 Apr 08	26 Jun 08	Ongoing.

## Progress Against Action Points - Ongoing / New

Ref	Action	Owner	Originated	Due Date	Outcome
023	<ul style="list-style-type: none"> <li>AS and PM would populate the NI Direct year 2 and 3 matrix with Mapping and Registration services and advise David McCurry.</li> </ul>	AS and PM	24 Apr 08	29 Jun 08	Ongoing.
024	<p>MB approved the paper, subject to confirmation of the following:</p> <ul style="list-style-type: none"> <li>That LPS does not create a precedent that is inconsistent with ongoing work on "grading issues in LPS";</li> <li>That proposals are within budgetary / headcount constraints; and</li> <li>That LPS is complying with Equality guidance.</li> </ul> <p>TS to advise MB.</p>	TS	24 Apr 08	26 Jun 08	<b>CLOSED.</b> Issues being dealt with in correspondence with TUS. MB to be kept informed.
026	PM requested an external advisor to assist BIMC. TS and PM to consider options.	TS and PM	24 Apr 08	26 Jun 08	Discussions ongoing.
029	MB requested an overview of LPS Box Markings at the June 2008 Management Board.	TS	24 Apr 08	26 Jun 08	Ongoing. Carried forward to July MB. Information awaited.
030	MB to consider the Staff Survey Action Plan at the end of June 2008.	TS	24 Apr 08	26 Jun 08	<b>CLOSED.</b> Included in 26 June MB Agenda.
032	JW and AS to take forward Actions falling out of the recent LPS appearance before the Assembly's DFP Committee.	JW and AS	29 May 08	26 Jun 08	<b>CLOSED.</b> A summary has been prepared by Ruth Thompson and Actions are being taken forward.
033	JW and AS to conclude correspondence on the Rate Levy Account.	JW and AS	29 May 08	26 Jun 08	<b>CLOSED.</b>
034	JW and RT to liaise with LPS Communications Unit on providing information to staff. This should include a guide on "Where property information currently resides".	JW and RT	29 May 08	26 Jun 08	<b>CLOSED.</b> Information for staff is being prepared by Comms Unit.
035	CBI to assist in the development of an internal Scoping Study for the Data Spine project.	PM	29 May 08	26 Jun 08	Ongoing. PM and IG to discuss.
036	Data Protection Policy to re-issue to staff.	TS	29 May 08	26 Jun 08	<b>CLOSED.</b> Data Protection Policy issued by DFP.
037	Advice is sought from DFP Central Procurement Directorate on best practice in the Agency's informal and formal interaction with potential providers. MB to be advised.	IOD	29 May 08	26 Jun 08	<b>CLOSED.</b> IOD has confirmed that CPD are content with our proposed discussions with current ICT providers. Each of the current suppliers has been involved in developing the LPS ICT Strategy, which will be published on the internet. It is the current ICT providers who maintain our ICT systems through existing contracts. We will therefore be asking them to configure various data exchanges to establish the LPS Data Spine.

## Progress Against Action Points - Ongoing / New

Ref	Action	Owner	Originated	Due Date	Outcome
038	JW undertook to confirm funding around Non-Domestic Revaluation costs with DFP.	JW	29 May 08	26 Jun 08	<b>CLOSED.</b> Will be dealt with under Finance Update on 26 June Agenda.
039	Following detailed discussions. A further ad-hoc meeting is planned to confirm "Model and Assumptions" before proceeding. MC to liaise with providers and Directors.	MC	29 May 08	26 Jun 08	<b>CLOSED.</b> Included in 26 June MB Agenda.
040	TS to update MB on progress to date on the AOC Grading Structure Review.	TS	29 May 08	26 Jun 08	<b>CLOSED.</b>