

LAND & PROPERTY SERVICES AGENCY

SHADOW AGENCY BOARD MEETING

LINCOLN BUILDINGS, FRIDAY, 8 SEPTEMBER 2006 @ 10:00 AM

Present: N Woods (NW) (Chair)
P Montgomery (PM)
A Scott (AS)
A Brontë (AB)
D Rainey (DR)

In attendance G McGrath (GM)

Apologies I Greenway

		ACTION
Item 1	Introduction NW welcomed the Shadow Agency Board (SAB) members to its first meeting, and stated that it would be the strategic board for RCA and VLA, and the Shadow Board for LPSA.	
Item 2	Minutes of Last Meeting This was the first meeting of the SAB.	
Item 3	Matters Arising This was the first meeting of the SAB.	
Item 4	Items from the DFP Departmental Board 4.1 NW gave a brief overview of the main issues arising from the DFP Departmental Board. Issues discussed included the Comprehensive Spending Review (CSR), Corporate Performance, Departmental Expenditure and the LPSA. 4.2 The issue of absence management was discussed at length. SAB recognised the benefits in being more proactive, and agreed that the LPSA should seek delegation from DFP in respect of absence management, and that this should be considered during the development of the Framework Document. 4.3 NW had provided an update to the Departmental Board on	GM

		ACTION
	the LPSA Scoping Study. The Departmental Board had provided positive feedback on the Scoping Study, and had requested a copy of the final report.	GM
4.4	The Departmental Board had expressed concern at the apparent level of under spending (in the absence of profiling information) across the Department. SAB discussed the possibility of easements from elsewhere in the Department which could potentially be used to fund short-term LPSA needs.	
Item 5	Comprehensive Spending Review	
4.5	NW outlined that CSR was likely to require 3% savings on non-administrative expenditure and 5% on administrative expenditure, with all savings being recycled within the NICS. VLA/RCA had identified a number of possible efficiencies, and it was hoped to retain some of these as gains to improve the business.	
4.6	AS intended to meet with Jim O’Hagan to discuss CSR in the context of the LPSA and benchmarking with similar organisations in other jurisdictions. AS undertook to produce a paper to inform the next SAB meeting.	AS
Item 6	LPSA Programme Update	
4.7	GM gave a brief update on the LPSA Programme: <ul style="list-style-type: none"> • Recruitment of a Chief Executive Designate had commenced. SAB requested a copy of the recruitment timetable. • Each of the agencies needed to nominate representatives (and where relevant Project Managers) to the Preparing for Agency Status, Change Management & Business Planning, Communication, Corporate Governance and Finance projects. • Each of the agencies needed to nominate Business Change Manager(s). • A Risk Register would be drafted for the LPSA, based on the existing agency Risk Registers. • Two strategic projects would be progressed: Development of a High-Level Data and Information Management Strategy (AS to draft Terms of Reference) and Process Mapping (GM to draft Terms of Reference). • A process for developing a high-level LPSA Strategy was outlined. • Information seminars would be held for all staff in 	GM PM/IG/AB/DR PM/IG/AB/DR GM AS/GM GM

		ACTION
January 2007.		
4.8	SAB discussed the importance of communication with stakeholders, and that this would need to be considered by the Communication project. The role of Non-Executive Directors was also discussed, and it was agreed that these would provide an external validation capability.	GM
Item 7	Corporate Governance Framework	
4.9	GM introduced the draft Corporate Governance Framework, and highlighted that it was based on existing corporate governance arrangements employed within the Social Security Agency. SAB agreed to discuss the draft Corporate Governance Framework at its next meeting, and to provide any interim feedback to GM in advance	SAB
Item 8	Any Other Business	
4.10	A paper had been circulated to SAB from IG on Pre-LPSA Collaborative Working. The paper proposed that administrative activities such as e-HR, AccountNI and EDRMS could be better managed centrally by the LPSA. AS agreed to bring forward more detailed proposals on the extent and timing of collaboration. The paper also proposed that a number of ‘operational’ activities could benefit from greater collaboration, and SAB agreed that senior Operational Managers from the 4 agencies should meet to discuss Pointer, Sharing of Survey Data, Positional Improvement and INSPIRE. Finally the paper also outlined proposed governance arrangements for OSNI.	AS IG
Item 9	Next Meeting	
	The date of the next meeting is:	
	Thursday 5 th October at 9am in Colby House.	
Item 10	Strategic Briefing – LRNI	
	The meeting concluded with a strategic briefing from the Chief Executive and Senior Managers of LRNI.	