

Land and Property Services Agency (LPSA)

Shadow Agency Board (SAB) Meeting

Queen's Court Conference Room, Tuesday 13 February 2007 at 10:30am

Minutes (amendments (in red) agreed at 15 March meeting)

Version 2.0

Attendees	Nigel Woods	(NW)(Chair)	
	Iain Greenway	(IG)	
	Patricia Montgomery	(PM)	
	Arthur Scott	(AS)	
	David Rainey	(DR)	
	Alan Bronte	(AB)	
	John Milburn	(Minute Taker)	
1.0 Minutes of Last Meeting	The Board approved the minutes of the Tuesday 16 January 2007.		
1.1 Matters Arising	Matters Arising are dealt with under Progress Against Action Points and Agenda Items.		
2.0 Progress Against Action Points	Complete Action Points, Ongoing Actions and those arising from this meeting are included at the end of these minutes.		
3.0 Shadow Agency Board Agenda Items			
3.1 Office of Fair Trading (OFT) Report	IG provided a comprehensive overview of the OFT Report on "The Commercial Use of Public Information" and the potential issues for LPS (Land and Property Service) as a probable Public Sector Information Holder.		
3.1.1	Shadow Board agreed that IG should provide a further update at the March 15 meeting.		Iain Greenway
3.1.2	IG also undertook to copy his presentation to John Wilkinson (incoming CEO).		Iain Greenway
3.1.3	AS agreed to check with DFP on their involvement in responding to the OFT Report.		Arthur Scott

- 3.2 DFP Departmental Board** SAB were updated on the following:
- 3.2.1 **Outstanding Staff Annual Reports.** AS advised that those that remain were as a result of exceptional circumstances.
- 3.2.2 **Business Planning 2007-08.** AS agreed to liaise with DR on the detail behind "Clearing Reval Targets". **Arthur Scott and David Rainey**
- 3.2.3 **Rating Reform Update.** AS reported a positive position in relation to issuing rate bills. **Shadow Board recorded their appreciation of the hard work and positive contribution of staff including the clearing of a 10,000 refund backlog.**
- However, there has been some delay in filling staff vacancies. AS agreed to liaise with DFP, Personnel to resolve this matter. NW would also raise the matter with RRMP on Wednesday 15 February. **Arthur Scott**
- 3.2.4 **RecordsNI (formerly EDRMS).** PM reported some initial IT difficulties in introducing RecordsNI software in LRNI, but that they were being resolved.
- 3.2.5 **Workplace 2010.** AS advised that a response was being made this week, which would include consideration of the future accommodation needs of LPS. **AS to pass copy to AB for information.** **Arthur Scott**
- 4.0 Progress Against Key Targets** SAB noted the following Progress Against Key Targets:
- 4.0.1 **Rate Collection Target.** AB advised that the end-of-year collection **outturn** figure **will** be reduced due **primarily** to IT problems. SAB agreed on the need to continue to keep the Department and Minister fully informed. AS and AB to progress briefings. **Arthur Scott and Alan Bronte**
- 4.0.2 **VOA Assistance.** SAB raised concerns at the failure to, so far, take advantage of assistance from VOA Valuer staff to deal with outstanding Applications. AS agreed to liaise with Dennis Stanfield on this matter and report back. **Arthur Scott**
- 5.0 Any Other Business**
- 5.1 Next Meeting** The date of the next meeting is Thursday 15 March 2007, venue to be confirmed.
- 5.2 Call Handling** AB **forwarded** a paper to Shadow Board, for information, on the "Provision of Call Handling Facilities to Support Start of Year". **SAB accepted the recommendations.**

5.3 Progress Against Action Points

Complete Action Points, Ongoing Actions and those arising from this meeting are included at the end of these minutes.

Progress Against Action Points from 16 January 2007 Meeting

Ref	Action	Owner	Progress at 13 February 2007	Status
3.1	AS provided an update on RecordsNI (formerly EDRMS), e-HR and AccountNI developments. AS to monitor implementation timetable.	AS	Records NI implementation started. Staff advised about dates for training. TRIM and Exchange go-live immediately after individual training received. HR Connect implementation started. Sarah Lamont to keep LPSA advised. Account NI Judith Andrews to update LPSA about plans following a meeting with Michael Camplisson.	Complete
3.1.2	IG to seek advice from DCAL on the merit, or otherwise, of including OSNI staff in this training.	IG		Complete
3.2	Board approved a draft communication to staff on the RCA / VLA Merger, Corporate Structures and the wider impact of LPSA. AS to issue.	AS	Consultation with LPSA Whitley.	Complete
3.3	Board Members agreed to meet prior to end-of-year ARC (Audit Risk Committee) to validate the Corporate Risk Register.	Board Members/ARC	Corporate Support meeting planned for 21 February to review Corporate Risk Register.	Complete
4.1.1	AS to prepare, in consultation with WiG, a response to Minister on the Role of Non-Executive Directors	AS	Appointment postponed. Use of suitably experienced Public or Private Sector colleagues on a pro bona basis being explored.	Complete
4.2.1	GM to issue amended Mission, Vision, Strategic Goals and Balanced Scorecard to Board Members.	GM	Issued to Board Members on 17 January 2007.	Complete
4.2.3	AS to enquire as to the correct procedures relating to short-term engagements and to clarify the project for which a post-graduate student would be engaged.	AS	The offer of a post-grad student free of charge during the summer period has been made by Strathclyde Business School. A formal offer will be made by the University around Easter. The University sees this as a placement opportunity for the student to further their studies and we get the benefit of the research. The student will be directed by the University Tutor / Supervisor to complete a research project the terms of reference of which will be agreed with LPSA. If there is no obvious constraint to considering the offer at his stage I suggest we await the formal detailed proposal.	Complete
6.1.1	Agenda Items to be divided into Programme and Shadow Board. Invitation to be made to Allison Tinsley (Communications Workstream). Agenda to include presentation, by Iain Greenway, on - Office of Fair Trading (OFT) Report.	Corporate Support		Complete

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4.0.1	Rate Collection Target. AB advised that the end-of-year collection outturn figure will be reduced due primarily to IT problems. SAB agreed on the need to continue to keep the Department and Minister fully informed. AS and AB to progress briefings.	AS / AB		
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