

## **Land & Property Services**

### **Summary of the Management Board meeting held in Queen's Court on Thursday 27 January 2010 at 9.30am**

#### **Present:**

John Wilkinson	Chair and Chief Executive
Alan Brontë	Director of Valuation
Stephen Boyd	Director of Corporate Services
Anne Flanagan	Change Manager
Iain Greenway	Director of Operations
Wilfie Hamilton	Independent Board Member
Dennis Licence	External Advisor
Patricia McAuley	Director of Transformation
Patricia Montgomery	Director of Customers and Business Improvement (CBI)
Trevor Steenson	Director of Data Information and Systems (DIS)
Ruth Thompson	Secretary

#### **1. Conflicts of interest**

There were no conflicts of interest.

#### **2. Minutes of the meeting held on 9 December 2010**

The minutes were agreed.

#### **3. Monthly update – Revenues and Benefits**

The Director of Operations presented the Revenues and Benefits update paper which, as well as outlining the good general progress, looked at the challenges ahead. He also advised the Board of the latest penny product figures, which would shortly be released. These showed a significant swing in the last quarter, and he outlined the reasons for this, including increased landlords' allowances, increased non domestic vacant rating and exclusions. In the discussion that followed it was agreed that at the Directors' Weekly Meeting Directors would examine any issues that needed to be addressed as a matter of urgency, and if necessary, bring these back to the next Board meeting.

#### **4. LPS Finance Report**

Management Board considered the December management accounts, and some proposed changes to the forecast budget. In particular, there was discussion on the resource bid to be made to the February Monitoring Round as a result of interest payments from the rating system.

The Board also discussed the capital budget and, in connection with this,

progress being made with regard to Corporate MIS. It was noted that this was still on track, however, the Chief Executive and the Director of DIS would discuss this to ensure progress would be maintained.

The Director of Corporate Services also provided an update on the Spending Review.

## **5. Registration issues**

This paper provided Management Board with an update on progress in Registration. It was agreed that the Chief Executive would discuss issues with the Directors of Operations, CBI and DIS, and, following this, a further paper would be brought back to the Management Board.

## **6. AD Update**

The Director of DIS gave a verbal update on progress with regard to the ongoing AD work, including that this had been built into business planning, and progress was being made, with good co-operation across the business.

## **7. Collection of data to inform property valuation.**

This paper made a number of recommendations to Management Board including that the Building Control Project would be formally closed and a post project evaluation carried out. The Board agreed the recommendations and that there was a need to take forward arrangements with regard to the property inspector role. To this end, a paper would be brought to the next Management Board meeting in February 2011.

## **8. Review of Change programme Risk in the LPS Action Plan**

At the Strategic Oversight Group meeting in December 2010, it had been agreed that Management Board should review risk 4 in the LPS Action Plan Risk Register. The Board reviewed this risk, including the range of measures that had already been completed, and agreed further countermeasures..

## **9. Transformation Sub-Committee update**

As Chairman of the Transformation Sub-Committee, the Chief Executive provided the Board with an update on the work that was being done. A workshop had been held on the 12 January; all actions from this had been allocated to owners with timescales. The Sub-Committee would look at the year ahead and how much of this work would then become 'business as usual'.

The Board discussed the proposed action for a member of the Transformation Sub-Committee to attend the Strategic Steering Group, and the importance of the Service Delivery Model, including the work ongoing in Ballymena. In particular, the Board agreed that there was a need to make sure that stakeholders would understand how LPS business was being improved, and that communications with regard to the ongoing Service Delivery Model work were extremely

important.

## **10. Progress update on the LPS/DARD EU Audit Compliance programme.**

The Director of DIS presented an update to Management Board including risk assessment, digital camera and resource issues. It was agreed that the Director would provide the Chief Executive with information regarding resource issues, and that The Chief Executive would write to the Permanent Secretary of DARD

## **11. Feedback on the Senior Management Development Programme.**

At this point, Olivia May, facilitator of the Senior Management Development Programme, joined the meeting and provided Management Board with feedback on the first Senior Management Development course, which had been held on the 19<sup>th</sup> and 20<sup>th</sup> January.

### **2. 1. Absence Management Report**

Management Board reviewed the latest absence management report and agreed to realign the LPS target with the newly set Departmental target.

### **12. 2. Staffing Report**

The Staffing Report was considered and Management Board noted the current position with regard to staff in post. It was agreed that the Director of Corporate Services would brief the Chief Executive with regard to the impact of critical vacancies.

### **12.3. Accommodation Report**

Management Board reviewed the accommodation report including:

- The work being done to take forward the recommendations from the post-occupancy evaluation of Academy House.
- The refurbishment of Marlborough House.

### **12.4 LPS Corporate Balanced Scorecard**

The latest status of the Corporate Score-card as at 31 December 2010 was reviewed, and Management Board agreed a number of additional actions to be taken. These were:

- To review and where necessary, strengthen and clarify the comments.
- That channel management needed to come back to Management Board for consideration
- That target OP3(b) on the work style strategy should be marked as complete.

### **12.5 CCCU Statistics**

The Board noted the latest position on performance against the management of

Assembly Questions, MLA correspondence etc. and commended the very good work being done by the CCCU.

#### **12.6. LPS Risk Register**

Management Board considered and reviewed updates on the LPS Risk Register. Changes to risks in connection with rate collection and accommodation were agreed.

#### **13. Review of matters arising and action points.**

Action points from previous meeting were reviewed and the schedule was updated.

#### **14. Key issues for the next Team Brief**

Management Board discussed and agreed the key issues for the next Team Brief

#### **15. Any other business**

- The Director of Operations raised the positive Audit Report on uptake of benefits by pensioners, and it was agreed that he would provide a short submission on this to the Permanent Secretary.

#### **16. Date of the next meeting.**

It was noted that the next meeting would take place on 24 February 2011.