

## **DRAFT**

### **Land & Property Services**

#### **Summary of Management Board meeting held in Queen's Court on 30 September 2009 at 9.30am**

##### **Present:**

|                     |  |
|---------------------|--|
| John Wilkinson      | Chair and Chief Executive                              |
| Henry Spence        | For Director of Valuation                              |
| Stephen Boyd        | Director of Corporate Services                         |
| Wilfie Hamilton     | Independent Board member                               |
| Iain Greenway       | Director of Operations                                 |
| Patricia Montgomery | Director of Customers and Business<br>Improvement(CBI) |
| Trevor Steenson     | Director of Data Information and Systems (DIS)         |
| Deirdre Teague      | Chair of Management Committee. (Item 4 only)           |
| Ruth Thompson       | Secretary  |

##### **Apologies:**

|             |                       |
|-------------|-----------------------|
| Alan Brontë | Director of Valuation |
|-------------|-----------------------|

##### **1. Conflict of interests**

There were no conflicts of interest recorded.

##### **2. Minutes of the meeting held on Thursday 27 August 2009**

The minutes were agreed.

##### **3. Requested papers**

###### **3.1 Monthly update – LPS Revenues and Benefits**

The Director of Operations presented this paper which had been provided to the Departmental Board. Management Board were advised that, although solid progress had been made, overall performance against plan remained categorised at 'red'. One key reason was that, while a great deal of action was being taken, collection levels were still behind profile.

Management Board accepted that the issues highlighted in the paper were being fully addressed and reaffirmed the Board's commitment to keep this area as a priority in terms of deployment of resources.

### **3.2 Finance Report**

The Director of Corporate Services presented this paper, which set out plans to manage the budget pressures with the support of the Department.

The Board considered and discussed the information provided in the paper and it was agreed that as budget pressures still existed in LPS, a mid-year review of expenditure would be carried out to investigate whether further savings could be found.

The Board accepted the Finance Report in principle. There would be a further detailed review and discussion of the budget situation at the Management Away-Day the following week.

### **3.3 Registration Fees Order**

The Director of Operations presented this paper to the Board. The Board noted the forward projections for Registration activity and that these forward key issues would be brought into strategic planning discussions. A review, analysis and recommendations regarding a new Fees Order was also considered and the Board supported the implementation of the proposed changes.

### **3.4 Improved Payment Methods for Rates**

This paper set out proposals for an improved range of rate payment options. The Board considered, discussed and agreed the proposals, subject to any guidance regarding statutory equality responsibilities for the changes. There needed to be early consultation with TUS, and the Minister would be advised of the changes.

### **3.5 Staff Survey Action Plan**

The Board considered the proposed Staff Survey Action Plan, which focused on four key areas – learning and development, communication, better ways to service customers, and leadership and management. It was agreed that these broad themes should be developed alongside the LPS Action Plan and that, in the meantime, progress should be communicated to staff and discussions had with TUS.

## **4. Matters arising from the Management Committee**

The Board received a verbal update on the most recent meeting of the Management Committee.

## **5. Management Information pack**

### **5.1 Managing attendance**

The report on managing attendance was considered by Management Board. The percentage absence rate had increased slightly from 3.6% to 3.9%.

## **5.2 Staffing issues**

The Management Board considered the latest update on staffing issues and agreed that requests to fill posts would not normally be filled due to the current LPS freeze on recruitment.

## **5.3 LPS Accommodation update**

Management Board considered the work ongoing to integrate LPS staff in the Regional Offices, to provide 'one stop shop' facilities, and also the recent move of staff from Londonderry House to Lincoln Buildings. It was agreed that once the evaluation of the Academy House accommodation had been carried out, the possibility of a further 'one stop shop' would be considered further in the light of available budget resources.

## **5.4 Corporate Balanced Scorecard**

The current position was reviewed and Directors provided the Chief Executive with detailed reports and updates on progress made in each of the Directorates

## **5.5 Audit Recommendations Monitor**

The Independent Board Member provided a brief verbal report on the most recent meeting of the Audit Committee, which had been very positive. There were two outstanding management reports still awaited. The progress made with regard to the Audit Recommendations Monitor was reviewed.

## **5.6 Action Plan Monitor re PAC**

The Board reviewed the substantial progress that had been made in relation to the PAC Action Plan.

## **5.7 LPS Corporate Risk Register**

The Management Board reviewed the Corporate Risk Register. It was agreed that Risk 3, 'Failure to complete the Non Domestic Revaluation' should be removed in the light of the postponement of the Revaluation.

## **5.8 LPS Events Calendar**

Action was still to be taken to clarify the purpose of the calendar, and it was

agreed that this item could be considered at the Directors' Weekly meeting in future.

### **5.9 Matters arising/progress against action points**

Management Board reviewed the progress made against action points.

### **6. Any other business**

Arrangements and content of the Management Board Away-Day the following weeks were discussed and agreed. It was agreed that the agenda should include options for financial scenarios, the Forward Strategy, 2010-2011 business planning and corporate governance.

### **7. Next meeting**

The next meeting would take place on 29 October 2009.

Ruth Thompson  
October 2009