

Land & Property Services

Summary of Management Board meeting held in Queen's Court on 3 June 2009 at 9.30am

Present:

John Wilkinson	Chair and Chief Executive
Stephen Boyd	Director of Corporate Services
Alan Brontë	Director of Valuation
Wilfie Hamilton	Independent Board member
Anne Johnston	In place of Iain Greenway
Trevor Steenson	Director of Data Information and Systems
Patricia Montgomery	Director of Customers and Business Improvement)
Marty McVeigh	In place of Chair of Management Committee, Item 4 only
Ruth Thompson	Secretary

Apologies

Iain Greenway	Director of Operations
Deirdre Teague	Chair of Management Committee

1. Conflict of Interests

Members confirmed that they had no potential conflicts of interest.

2. Minutes of the meeting held on 7 May 2009

The minutes of the meeting held on 7 May 2009 were agreed.

3.1 Monthly update on Revenues and Benefits

This paper asked Management Board to note that solid progress was being made across most areas in Revenues and Benefits but that budget pressures, combined with an increasingly challenging operating environment would make it extremely difficult to maintain progress in 2009-2010; and that budget issues would be critical in terms of the work needed regarding new rating reforms, the non domestic revaluation and the RPA. The Board discussed the issues raised in the paper in detail and agreed a number of actions.

3.2 LPS Learning and Development Plan

The Board considered a draft LPS Learning and Development Plan and agreed that a number of steps to be taken to develop this further.

3.3 Draft LPS Annual Report and Accounts

The draft LPS Annual Report and Accounts had been provided to Directors earlier in the week, and the Auditors had also been provided with a copy. It was noted that all Directors would complete their Stewardship Statements as soon as possible.

3.4 Memorandum of understanding (MOU) with Belfast City Council

The Board considered this draft document, which had been prepared as a result of a direct request from the Council for a service level agreement. It was noted that, while no other councils had requested a similar document to date, this could be provided if required, and the offer would be made through the Strategic Steering Group to put similar arrangements in place. The Board approved the draft MOU subject to some minor changes.

4. Matters arising from the Management Committee

The Management Board considered the matters arising from the meetings of the Management Committee on 29 April 2009 and also the 28 May 2009 (verbal report).

5. Management Information Pack

The Board considered the issues contained in the Management Pack. It was noted that there were no finance reports provided this month.

5.1 Minutes of BIMC meeting on 24 April 2009

The Management Board noted these minutes.

5.2 Managing Attendance Report

Departmental figures for sick absence in 2008-2009 had been an average of 10.7 days per person in comparison to the target figure of 10.2 days. The target for 2008-2009 would be 8.5 days. Concern was expressed regarding the continuing lack of statistical information on sick absence.

5.3. Staffing Report

The Board noted that the Directorates' staffing baselines had been set for 2009-2010 and agreed a number of actions to be taken.

5.4. LPS Accommodation Update

Management Board considered the information provided in this paper.

5.5. Corporate Balanced Scorecard

The Board reviewed the current status of the targets contained in the Corporate Balanced Scorecard.

5.6 LPS Audit Recommendations Monitor

5.7 OSNI Audit Recommendations Monitor

The Board reviewed these Audit Recommendations Monitors, and the progress that had been made.

5.8 PAC Action Plan Monitor

The Board considered the progress made to date with regard to the PAC recommendations on the 2006-2007 Statement of Rate Levy and Collection (SRLC).

5.9 LPS Communications Planner

The latest update of the Communications Planner was noted.

6.0 Matter arising/progress against action points.

Matters arising and progress made against actions points were dealt with.

7. Any other business

- The Board expressed concern about the lack of sight of the draft PEDU Report and agreed that the Chief Executive would write to the Permanent Secretary to express the Board's concerns and questions regarding this matter. It was also agreed that staff would be provided with more information regarding the PEDU Review, and that the Chief Executive would also arrange for a separate note to the Permanent Secretary regarding the senior managers conference at the end of the month, and whether this should proceed in the circumstances. The Board was of the view that the conference should proceed.
- Improvements in the timescales for dealing with complaints and associated issues were noted.
- The Chief Executive asked for an update on the work being done with regard to the staff attitudes survey.

7.1 Next Management Board meeting

It was noted that the next meeting was scheduled for 9.30am on Thursday 25 June.

Ruth Thompson
5 June 2009

