

Land & Property Services

Summary of the Management Board meeting held in Queen's Court on Thursday 26 May 2011 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 |
| Wilfie Hamilton | Independent Board Member |
| Dennis Licence | External Advisor |
| Patricia Montgomery | Director of Customers and Business Improvement (CBI) |
| Trevor Steenson | Director of Data Information and Systems (DIS) |
| Ruth Thompson | Secretary |

Apologies:

| | |
|------------------|----------------------------|
| Patricia McAuley | Director of Transformation |
|------------------|----------------------------|

1. Conflicts of interest

There were no conflicts of interest.

2. Minutes of the meeting held on 28 April 2011

The minutes of the meeting held on 28 April 2011 were agreed, as was the summary provided for publication on the website.

3. LPS Finance Report

The Director of Corporate Services provided the Finance Report for April 2011, including that:

- The audit of the LPS 2011-2012 financial accounts was nearing completion and no material changes to the accounts were envisaged.
- The management accounts were reporting a resource budget pressure but it was expected that this pressure would be met through in-year budget surrenders.
- A resource bid had been made in the June Monitoring Round to meet forecast pressures in Operations.

Management Board discussed the latest position and emphasised the need for monitoring, particularly in relation to the capital budget. The Director of Corporate Services advised that there would need to be discussion at the Directors' Weekly Meeting in connection with the budgets and the impacts of the structural changes. The Director of CBI advised that, with regard to income, she would be

looking at NIMA charging issues.

4. Land Registry – Positional Improvement

Management Board considered a paper from the Director of Operations which set out the current position and proposals in connection with the Land Registry and positional improvement. This included the impact of positional improvement of OSNI mapping on Registration activity, a proposed general direction of travel on legal, technical and communication and customer issues, and guidance on the preferred financial option. Management Board reviewed the impacts and risks of this work and, on discussing these issues, agreed the general direction of travel and that:

- A more detailed paper focusing on comparisons (for example, with the position in Scotland) and finance issues was required.
- To facilitate this, the Director of CBI would liaise with other Registrars as appropriate, and the Director of DIS would look at the technical issues.
- There would be a meeting to discuss further, and a paper, including a submission to the Minister, would be brought back to the June Management Board.

5. LPS Human Resources Strategy Six Month Report and Health and Safety Report.

The Management Board reviewed progress made with regard to the LPS Human Resources Strategy, including:

- Organisational capacity.
- Staff development.
- Staff health and well-being
- Partnerships with Departmental Human Resources.
- Employee relations, and
- Sustainable development.

A report on the current position with regard to health and safety responsibilities covering the period from October 2010 to March 2011 was also reviewed. Management Board agreed that there should be an update on the progress made with regard to training for the July Team Brief. It was also agreed that there was a need to look at succession planning.

6. LPS Information Management Security Policy and procedural Guidance

Management Board considered the LPS Information Management Security Policy and Procedural Guidance and the LPS Information Management Security Strategy and Implementation Plan. These had previously been agreed by the Board and were now being brought back for approval of a number of amendments. The Board agreed the Chief Executive's suggestion for a meeting to discuss some of the detail. The strategies would then be signed off and provided to staff.

7. LPS Action Plan

Management Board reviewed the progress to date on the LPS Action Plan, including:

- The actions that were being taken to implement the Strategic Oversight Group's decisions.
- That future monitoring of the Action Plan would be absorbed into the formal Agency accountability review meetings with the Permanent Secretary.
- The further work that would continue with regard to making sure that corporate targets would be achieved on an ongoing basis, and the benefits from the merger secured.

8. LPS Organisational structure

Management Board noted and agreed the high level new organisational structure for LPS, including the proposed timeline and activities to support the new structures, which would come into effect from 1 July 2011. It was noted that there were ongoing consultations with TUS, and that these would continue throughout the process.

9. Report on Revenue and Benefits

The Director of Operations provided a paper setting out the performance of Revenues and Benefits against the 2011-2012 profiled targets for in-year collection, debt reduction and receipts as at May 2011. He also asked the Board to consider the proposed content and format of the reports that would be provided for the Board. The Board noted the good performance and, with regard to, future reports, suggested that the following would also be important:

- Analysis of prior year debt.
- Information on the age profile of debt.
- Information on the value of bills sent out and the speed of payment, direct debit arrangements and other payment arrangements.
- Using key progress points in the previous year as 'trigger points.'

The Chief Executive and the Director of Operations agreed to meet to discuss these issues further.

10. Management Information Pack

10.1 Note of the Management Board meeting with the Change Forum held on 21 April 2011

Management Board noted the report on this meeting, and the Change Manager provided an update on work done since, including in relation to the actions coming out of the recent staff survey.

10.2 Managing Attendance Report

Management Board reviewed the latest attendance position and noted that the current absence rate was 8.5 days lost per WTE, compared to the target of 9.7 days. The importance of interviews in connection with intermittent absences was discussed, and the need for agreed customer/supplier arrangements with Departmental HR and ESS.

10.3 CCCU Statistics

The latest CCCU statistics were noted.

10.4 Update on DARD EU Audit Compliance Programme

Management Board reviewed the latest position and noted that the recent progress made in connection with the specification for the main project, the positional improvement results, and the digital camera. The risks highlighted by the Director of DIS in his report were reviewed, and the Chief Executive asked the Director of DIS to arrange for a further meeting with the DARD Permanent Secretary regarding these issues.

10.5 LPS Audit recommendations

The Independent Board Member, as Chair of the LPS Audit Risk Committee, reported on the meeting held on 6 May 2011 at which the Committee had reviewed and approved the LPS Audit and Pac recommendations monitor. The Independent Board Member advised Management Board regarding scheduling of audits, and that there were no limited assurance reports outstanding.

11. Review of matters arising and action points

The Board reviewed action points from the previous meetings, and the attached schedule was updated as shown.

12. Key issues for the next Team Brief

It was agreed that the Management Board update for the next Team Brief would focus on positional improvement, the Human Resources Strategy, and the LPS Action Plan.

13. Any other business

The Director of Operations enquired about the LPS Risk Register, and in response the Director of Corporate Services provided an update on progress with regard to the Corporate Score-card and plans for developing the risk register. He asked Directors to provide their Directorate Score-cards.

The Director of DIS advised that:

- He would bring a paper for consideration on direct award contracts.
- Video-conferencing facilities were available. It was agreed that the Director of CBI would arrange for something to be out in Team Brief regarding these facilities.

He also raised the issue of recording flexi-time, and the Director of Corporate Services advised that he would be putting something in Team Brief with regard to this.

Finally, the Chief Executive advised that this would be the last Management Board meeting attended by Trevor Steenson in his role as Director of DIS. On behalf of Management Board he thanked Trevor for his very valuable contribution to the Board's work and progress over the last five years.