

Land & Property Services (LPS)

**Management Board (MB)**

Queen's Court, Thursday 10<sup>th</sup> April 2008 at 9:30am

**Minutes**

Version 2.0

**Attendees:**

John Wilkinson (JW)(Chair)  
Arthur Scott (AS)  
Alan Bronte (AB)  
Patricia Montgomery (PM)  
Iain Greenway (IG)  
Trevor Steenson (TS)

**Invitees:**

Michael Camplisson (MC)(LPS Finance Manager)(Item 3.4 only)  
  
John Milburn (Minute Taker)

**1.0 Conflict of Interests**

MB members present confirmed that they had no Conflict of Interests.

**2.0 Minutes of Last Meeting**

MB approved the minutes of Thursday 21 February 2008.

**2.1 Matters Arising**

Matters Arising are dealt with under Progress Against Action Points and / or Agenda Items.

**2.2 Progress Against Action Points**

Completed Action Points, Ongoing Actions and those arising from this meeting are included at the end of this minute.

**3.0 MB Agenda Items**

**3.1 Inaugural Meeting**

JW welcomed all to the inaugural meeting of the fully formed Land and Property Services (incorporating former Agencies: RCA; VLA; LRNI; and OSNI), which came into effect on 1 April 2008.

MB also congratulated Alan Bronte on his recent appointment as Commissioner of Valuation and recorded their appreciation of the work of his predecessor, David C Rainey, who retired on 4 April.

**3.2 Office Visits**

JW recorded his thanks: to all those had helped organise his recent series of Office Visits; to MB colleagues who had accompanied him; and to staff for their active participation in the Q&A sessions.

A summary of the CE's Office Visits - Q&As is being prepared for publication.

**Action 001  
Trevor Steenson**

**3.3 DFP Assembly Committee**

JW reported back to MB on his 9 April 2008 appearance before the DFP Assembly Committee on issues including Rate Collection and Rate Arrears.

MB agreed that the timely recruitment of additional staff was central to the success of the Recovery Plan for Rate Collection / Rate Arrears.

JW to correspond with DFP and HR Connect on progressing recruitment for Rating Operations.

**Action 002  
John Wilkinson**

AS advised MB that Risk 7 – “Inability to improve collection levels” had been realised.

MB agreed to amend the Corporate Risk Register accordingly and that the realisation of the Risk 7 should also be documented in the:

**Action 003  
Trevor Steenson,  
Corporate Support and  
Finance Section**

- Q4 Return to the Departmental Board;
- Corporate Planning Application to the Departmental Board;
- Statement on Internal Control in the LPS (Stage 1) 2007-08 Annual Report & Accounts; and
- Chief Executive’s end-of-year Stewardship Statement to the Department.

**3.4 LPS Finance Update**

MC joined MB for this item and presented the following topics.

**3.4.1**

**Delegated Limits and Governance Structures.**

MB agreed the formation of a sub-committee, similar to OSNI’s Business Plan Achievement Committee (BPAC), to:

- Deal with “smaller” resource bids (limit to be agreed); and
- For the new BPAC Committee to monitor Business Plan targets on behalf of MB.

TS agreed to circulate Terms of Reference for the new BPAC, including delegated limits for MB, BPAC and BIMC resource bids / re-allocations.

**Action 004  
Trevor Steenson**

MB noted that the opening LPS capital baseline for 2008-09 was £2m (notwithstanding the outside possibility of EYF on unused e-Gov funds from 2007-08, and any additional capital bids that might be made in June Monitoring). MB agreed the following proposals:

- PM, as Chair of BIMC, to note the capital allocation of £1,616k now assigned to BIMC to manage and allocate across relevant projects.

- TS to ensure that BPAC is aware of the £284k ring-fenced for the LogicaCMG system enhancements, and that BPAC is aware of the opening £100k capital budget assigned to BPAC to fund non-project capital bids from business areas, and that this £100k be set up in the first monthly management accounts.
- PM, as Chair of BIMC, to ensure that the e-PIMS capital bid of £25k is approved at the meeting of BIMC on 17 April.
- IG to determine if the e-PIMS £60k consultancy will be borne by LPS (or SIB) and subject to this, re-submit the bid for same to next MB.

**Action 005**  
**Trevor Steenson**

**Action 006**  
**Patricia Montgomery**

**Action 007**  
**Iain Greenway**

### 3.4.2

#### **LPS Business Plan 2008-09**

MB approved the 2008-09 Business Plan - Staff and GAE Resources. The key elements of which were:

- An opening staff complement of 1,253 Full-Time Equivalent (FTE) posts;
- Pay costs of £33m after allowing for savings of £1.2m (or 3.5% of posts) arising from time taken to fill current vacancies, and from estimated average vacancies carried throughout the year;
- Total running costs (including notional and non-cash) of £66m; and
- Income of between £45-£47m.

### 3.4.3

#### **2008-09 - Other Resource over-commitment**

MB noted that LPS would be running with an opening Other Resource over-commitment of £1.5m and approved the following measures to contain / reduce / this over-commitment, including:

- Finance, with HR assistance, to forward profile current staff in post / vacancies against approved complement, to inform an ongoing review of forecast salary expenditure, with a view to revising the estimated pay bill over coming months;
- Freeze on all overtime (with the exception of Operations Directorate, where there is a business pressure) until further notice;
- Freeze on all consultancy expenditure, unless specifically approved for urgent or critical work by MB until further notice; and
- To monitor outturn on IT maintenance.

TS to notify Business Areas of the general moratorium on over-time (except Operations Directorate) and on management consultancy, unless specifically approved by MB.

**Action 008**  
**Trevor Steenson**

3.4.4	<b>CSR 2007 - Year 2 and 3 LPS Efficiency Plan</b>	MC advised MB that LPS would have to deliver efficiency savings to reduce its running costs by £2.6m in 2009-10 and by £3.9m in 2010-11 as part of the CSR 2007 settlement.	<b>Action 009</b> <b>John Wilkinson</b>
		JW undertook to appoint a person who would be responsible for developing (for MB approval) the strategic approach that would deliver the efficiencies required in 2009-2011.	
		This work to include:	
		<ul style="list-style-type: none"> <li>• The preparation and implementation of an LPS Efficiency Plan;</li> <li>• A timetable for delivery; and</li> <li>• Arrangements for the periodic reporting to MB.</li> </ul>	
3.4.5	<b>Segmental Analysis</b>	MB approved the appointment of Consultants to progress the Segmental Analysis work required by LPS. TS and MC to progress procurement and report back to MB.	<b>Action 010</b> <b>Trevor Steenson</b>
3.5	<b>LPS Absence Statistics</b>	<p>MB noted the LPS Absence Statistics provided and agreed:</p> <ul style="list-style-type: none"> <li>• That “Stress Related” advice should issue to LPS line-managers;</li> <li>• That updated statistics were needed to confirm that those on long-term sick were attending the Occupational Health Service; and</li> <li>• That, if feasible, statistics should be provided for each of the former Agencies.</li> </ul>	<b>Action 011</b> <b>Trevor Steenson</b> <i>(also see Action 137)</i>
3.6	<b>LPS Corporate Risk Register</b>	MB members requested that, when required, ARC should be included as part of the MB Agenda. JW to consider.	<b>Action 012</b> <b>John Wilkinson</b>
		MB reviewed the LPS Corporate Risk and approved the following amendments to be progressed by the 10 April 2008 LPS Audit Risk Committee.	
		<b>Risk 2a</b> - Impact (4), Likelihood (3). Risk Owner to review Additional Action dates.	<b>Action 013</b> <b>Arthur Scott</b>
		<b>Risk 2b</b> - Impact (3), Likelihood (4). Risk Owner to review Risk and Additional Action dates.	<b>Action 014</b> <b>Arthur Scott</b>
		<b>Risk 3</b> - Impact (3), Likelihood (4). Staff Survey added to Potential Root Causes.	
		<b>New Risk 5</b> - “Failure to realise the benefits of a fully merged LPS”. Risk Owner - John Wilkinson. Impact (4), Likelihood (2). Staff Survey added to Potential Root Causes.	
		<b>Risk 6</b> - amended to read: “Failure to effectively maintain the Valuation List”. Impact (3), Likelihood (3).	

**Risk 7** - Risk "Inability to improve collection levels" realised (see 3.3 above). Impact (4), Likelihood (4).

**Risk 8** - Impact (4), Likelihood (2).

**Risk 10** - Impact (4), Likelihood (2). Likelihood raised to reflect a delay in backfilling Valuation posts.

MB approved further updates to reflect the new LPS organisational structure (Directorates) and reallocation of targets owned by D Rainey (retired).

3.6.1

#### **LPS Risk Masterclass**

MB wished to consider the following at a proposed Risk Masterclass:

- Identifying Risks associated with LPS Ministerial Targets for 2008-09;
- Identifying where Risks are best managed. Either at Corporate or Directorate level;
- Ensuring a workable system of escalating / de-escalating Risk between Corporate and Directorate Registers; and
- Evaluating additional Risks such as Data Security, LPS Finance and Mapping Agreements.

**Action 015**  
**Trevor Steenson and**  
**Finance Section**

**3.7 Performance against Ministerial Targets**

MB noted the Performance against Ministerial Targets as at the end of March 2008. Validation of Ministerial Targets to take place at the end of April.

**3.8 LPS Directorate Targets 2008-09**

Directors to provide draft Directorate Targets for 2008-09 at the next MB.

**Action 016**  
**All Directors**

**3.9 Proposed LPS and Local Authorities Workshop**

MB approved proposals presented by IG for a Workshop with Local Authorities. IG to liaise with Customer and Business Improvement (PM).

**Action 017**  
**Iain Greenway and**  
**Patricia Montgomery**

**3.10 LPS Strategic Accommodation Principles**

MB noted the paper presented.

**3.11 Draft Intellectual Property Rights Policy**

MB approved the draft Policy, which will be reviewed annually by MB. The Policy sets out how LPS will deal with Crown Intellectual Property for which LPS has delegated authority for licensing from HMSO.

MB requested a Workshop / Information Day on the full impact of Intellectual Property Rights.

**Action 018**  
**Patricia Montgomery**

**3.12 LPS Delegation of Authority**

MB noted the paper presented for information.

**3.13 DFP Staff Attitude Survey**

MB noted the "poor" results for LPS in the November 2007 Survey. MB agreed to:

- To develop and monitor an Action Plan;
- To consult TUS on the way forward; and
- To issue an update Note to Staff.

- 3.14 Queen's Court Accommodation** JW to talk to AB on Queen's Court Accommodation issues. **Action 019**  
**John Wilkinson and Alan Bronte**
- 4.0 Any Other Business**
- 4.1 Next Meeting** The next Management Board will take place on Thursday 29<sup>th</sup> May in Clare House at 9:30am and will be followed by Lunch and a tour of future@work.
- 4.2 Progress Against Action Points** Completed Action Points, Ongoing Actions and those arising from this meeting are included at the end of this minute.

### Progress Against Action Points - Ongoing / New

Ref	Action	Owner	Originated	Due Date	Outcome
136	MB requested that a further draft of the Legislation Workstream Scoping Study be presented for discussion at the next Management Board meeting.	Corporate Support	21 Feb 08	29 May 08	Ongoing. Scoping Study paper requested for 24 April MB. Delayed until 29 May 08.
137	MB noted the LPS Absence Statistics provided and agreed: <ul style="list-style-type: none"> <li>That absence due to Psychiatric / Psychological was of concern;</li> <li>That HR should advise line-managers of the support available to staff;</li> <li>That more work was needed to ensure Return to Work interviews were taking place; and</li> <li>That more meaningful statistics were needed from NISRA to examine this area of absence in greater detail.</li> </ul>	TS	21 Feb 08	29 May 08	Ongoing ( <i>also see Action 010 below</i> ).
139	MB agreed to liaise with their BIMC representatives and BH on identifying priority projects for 2008-09 to be considered by the Business Improvement and Modernisation Committee (BIMC).	BH and All Directors	21 Feb 08	9 May 08	Ongoing. Initial response poor. Verbal update to be given at 24 April MB. To be finalised at 9 May MB Working Lunch.
<b>New Numbering for 2008-09</b>					
001	A summary of the CE's Office Visits - Q&As is being prepared for publication.	TS	10 Apr 08	29 May 08	Ongoing. A summary is being prepared for publication.
002	JW to correspond with DFP and HR Connect on progressing recruitment for Rating Operations.	JW	10 Apr 08	24 Apr 08	<b>CLOSED.</b> Correspondence to be sent following 24 April MB.
003	MB agreed to amend the Corporate Risk Register accordingly and that the realisation of the Risk 7 should also be documented in the: <ul style="list-style-type: none"> <li>Q4 Return to the Departmental Board;</li> <li>Corporate Planning Application to the Departmental Board;</li> <li>Statement on Internal Control in the LPS (Stage 1) 2007-08 Annual Report &amp; Accounts; and</li> <li>Chief Executive's end-of-year Stewardship Statement to the Department.</li> </ul>	TS, Corporate Support and Finance Section	10 Apr 08	24 Apr 08	<b>CLOSED.</b> Documents amended accordingly.

## Progress Against Action Points - Ongoing / New

Ref	Action	Owner	Originated	Due Date	Outcome
004	TS agreed to circulate Terms of Reference for the new BPAC, including delegated limits for MB, BPAC and BIMC resource bids / re-allocations.	TS	10 Apr 08	24 Apr 08	<b>CLOSED.</b>
005	<ul style="list-style-type: none"> <li>TS to ensure that BPAC is aware of the £284k ring-fenced for the LogicaCMG system enhancements, and that BPAC is aware of the opening £100k capital budget assigned to BPAC to fund non-project capital bids from business areas, and that this £100k be set up in the first monthly management accounts.</li> </ul>	TS	10 Apr 08	24 Apr 08	<b>CLOSED.</b>
006	<ul style="list-style-type: none"> <li>PM, as Chair of BIMC, to ensure that the e-PIMS capital bid of £25k is approved at the meeting of BIMC on 17 April.</li> </ul>	PM	10 Apr 08	24 Apr 08	<b>CLOSED.</b> Agreed - subject to £25k not being available from any other source.
007	<ul style="list-style-type: none"> <li>IG to determine if the e-PIMS £60k consultancy will be borne by LPS (or SIB) and subject to this, re-submit the bid for same to next MB.</li> </ul>	IG	10 Apr 08	29 May 08	Ongoing. Discussions continuing with SIB and Michael Camplisson.
008	TS to notify Business Areas of the general moratorium on over-time (except Operations Directorate) and on management consultancy, unless specifically approved by MB.	TS	10 Apr 08	24 Apr 08	<b>CLOSED.</b> Advice to issue.
009	JW undertook to appoint a person who would be responsible for developing (for MB approval) the strategic approach that would deliver the efficiencies required in 2009-2011.	JW	10 Apr 08	29 May 08	Ongoing.
010	MB approved the appointment of Consultants to progress the Segmental Analysis work required by LPS. TS and MC to progress procurement and report back to MB.	TS and MC	10 Apr 08	29 May 08	Ongoing. To be complete before the end of May 2008.
011	<p>MB noted the LPS Absence Statistics provided and agreed:</p> <ul style="list-style-type: none"> <li>That "Stress Related" advice should issue to LPS line-managers;</li> <li>That updated statistics were needed to confirm that those on long-term sick were attending the Occupational Health Service; and</li> <li>That, if feasible, statistics should be provided for each of the former Agencies.</li> </ul>	TS	10 Apr 08	24 Apr 08	<i>(Also see Action 137 above).</i>
012	MB members requested that, when required, ARC should be included as part of the MB Agenda. JW to consider.	JW	10 Apr 08	24 Apr 08	<b>CLOSED.</b> This approach was agreed at 24 Apr MB.
013	<b>Risk 2a</b> - Impact (4), Likelihood (3). Risk Owner to review Additional Action dates.	AS	10 Apr 08	24 Apr 08	Ongoing.
014	<b>Risk 2b</b> - Impact (3), Likelihood (4). Risk Owner to review Risk and Additional Action dates.	AS	10 Apr 08	24 Apr 08	Ongoing.

## Progress Against Action Points - Ongoing / New

Ref	Action	Owner	Originated	Due Date	Outcome
015	<p>MB wished to consider the following at a proposed Risk Masterclass:</p> <ul style="list-style-type: none"> <li>Identifying Risks associated with LPS Ministerial Targets for 2008-09;</li> <li>Identifying where Risks are best managed. Either at Corporate or Directorate level;</li> <li>Ensuring a workable system of escalating / de-escalating Risk between Corporate and Directorate Registers; and</li> <li>Evaluating additional Risks such as Data Security, LPS Finance and Mapping Agreements.</li> </ul>	TS and Finance Section	10 Apr 08	24 Apr 08	<b>CLOSED.</b> Event being progressed in conjunction with Pauline Wilson.
016	Directors to provide draft Directorate Targets for 2008-09 at the next MB.	All Directors	10 Apr 08	24 Apr 08	<b>CLOSED.</b> Included as an Agenda Item for 24 April meeting.
017	MB approved proposals presented by IG for a Workshop with Local Authorities. IG to liaise with Customer and Business Improvement (PM).	IG and PM	10 Apr 08	24 Apr 08	<b>CLOSED.</b> IG to liaise with PM.
018	MB requested a Workshop / Information Day on the full impact of Intellectual Property Rights.	PM	10 Apr 08	24 Apr 08	<b>CLOSED.</b> Workshop is being progressed by John Sharkey - OPSI Workshop on the afternoon of Friday 23 May 2008..
019	JW to talk to AB on Queen's Court Accommodation issues.	JW and AB	10 Apr 08	24 Apr 08	<b>CLOSED.</b> Meeting arranged.