

Land & Property Services (LPS)

**Management Board (MB)**

Queen's Court, Thursday 23 October 2008 at 9:30am

**Minutes**

Version 2.0

<b>Attendees:</b>	John Wilkinson	(JW)(Chair)
	Alan Bronte	(AB)
	Deirdre Teague	(DT)(for Patricia Montgomery)
	Iain Greenway	(IG)
	Trevor Steenson	(TS)
	Arthur Scott	(AS)
	Stephen Boyd	(SB)
<b>Apologies:</b>	Patricia Montgomery	(PM)
<b>Invitees:</b>	Paul Kennedy	(PK)(Corporate Finance Manager)(item 5.4 only)
	John Milburn	(Minute Taker)

**1.0 Conflict of Interests** MB members confirmed that they had no Conflicts of Interest.

**2.0 Minutes of Last Meeting** MB approved the minutes of Friday 26 September 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 Requested Papers**

**3.1 LPS Accommodation** MB approved the recommendations contained in the paper presented by DT on LPS Accommodation, including the setting-up of a Project Team to:

- Look at the LPS estate;
- Examine details of existing lease agreements;
- Determine the optimum location in terms of staff travel, customer traffic, operational requirements including valuation and new RPA boundaries;
- Make further strategic recommendations to Management Board;
- Prepare relevant business cases; and
- Engage with Trade Union Side.

DT agreed to identify, in consultation with Directors, “quick wins”, outside the work of the Project Team, which will produce immediate business improvements in the use of LPS accommodation.

**Action 078:  
Deirdre Teague**

**3.2 Summary of LPS  
ICT Workshops**

MB noted the progress to date and key findings, and approved the follow-up actions / recommendations contained in the submission presented by IG.

MB agreed that the background “technical” work should continue and were pleased to note “that there are no commercial barriers (from existing ICT providers), to delivering their elements of the Data Spine”.

MB requested that the Data Spine project ensure:

- That development is achieved within budget;
- That a future business case clearly identifies improvements and benefits; and
- That consideration is given to employing a project board structure for Data Spine implementation projects, which includes appropriate external adviser.

MB noted that DIS will provide, inline with the existing Ministerial target, a “Data Spine Definition” paper for approval at the 17 December MB.

**3.3 NI GI Strategy  
2009-19**

MB endorsed the NI GI Strategy presented by IG and noted:

- Progress to date;
- The timetable for Permanent Secretaries Group and Executive approvals;
- The linkage to other projects, including UK Location Strategy and INSPIRE; and
- The impact of the NI GI Strategy across all NI Departments.

MB also discussed:

- If the Strategy should be funded by an executive Agency;
- The need to link this Strategy to the Programme for Government and Review of Public Administration in terms of the potential benefits; and
- The need to develop “champions” outside LPS and discover forums to promote the Strategy.

**3.4 Data Sharing**

MB noted the progress in developing partnerships with Local Authorities on vacancy inspection.

PM and IG to discuss which Directorate (CBI or DIS) should act as “lead body” on Data Sharing.

**Action 079:  
Patricia Montgomery  
and Iain Greenway**

Once agreed, the “lead body” would progress:

- Data Sharing with Local Authorities;
- Defining “what data?” is to be included;
- Providing a clear definition for a Property Data Service;
- Preparing a List of Issues for discussion with the Information Commissioner’s office;
- A review of the Building Control Property Data Agreement and Data Sharing Protocols;
- With Operations, the wording for the 2009 Rate Bills and supporting documents;
- Discussions with the Registers of Scotland on their role in gathering HMRC data;
- A note for the staff brief on “Data Sharing in LPS”;
- Setting out the associated Work Programme for consideration by Management Board; and
- Confirmation that all data sharing issues should be routed through the “lead body”.

**3.5 LPS Efficiency Plan**

MB accepted recommendation 1 contained in SB’s paper on the LPS Efficiency Plan, including:

- LPS Business Improvement Team to assist Directorates in producing Efficiency Plans; and
- That following the 2009-10 and 2010-11 budget stocktake, an Efficiency Plan will be prepared for approval at January’s Management Board.

**4.0 Management Committee**

**4.1 16 October 2008 meeting**

DT advised MB of progress made at the 16 October Management Committee (MC) meeting, including:

- An ongoing review of the Balanced Scorecards to: (1) Resolve gaps in information; (2) Identify and resolve conflicting targets; (3) Developing new Directorate targets eg NI Direct; and (4) Involving Internal Audit in start-of-year target-setting;
- MC will feed their findings into the LPS Business Planning Process for 2009-10; and
- Ongoing work to improve the sequencing between Management meetings and the Team Briefing process.

**5.0 Information Pack**

**5.1 Managing Attendance**

MB noted the current report and associated statistics. Corporate HR to provide additional Managing Attendance information eg Long Term Sick Absence, to Directors.

<b>5.2 Manpower Update</b>	<p>MB noted the Vacancy and Recruitment report and the Manpower Update provided by SB.</p> <p>JW to consider, with Arthur Moir, the legislative barriers that currently require LPS and LRNI to be shown as separate budget lines.</p> <p>Corporate Finance, in conjunction with Directors, to produce a definitive staff complement.</p>	<p><b>Action 080:</b> <b>John Wilkinson</b></p> <p><b>Action 081:</b> <b>Stephen Boyd</b></p>
<b>5.3 TUS Update</b>	<p>MB noted the update provided by TS on negotiations with Trade Union Side (TUS). Current subjects include:</p> <ul style="list-style-type: none"> <li>• The AOC Review; and</li> <li>• The Staff Survey Action Plan.</li> </ul> <p>JW undertook to copy recent correspondence, on the above, to Directors and to Chair the next LPS Whitley meeting.</p>	<p><b>Action 082:</b> <b>John Wilkinson</b></p>
<b>5.4 Finance Update</b>	<p>SB and PK presented a Finance update as at the end of September 2008, including:</p> <ul style="list-style-type: none"> <li>• Net Other Resource position;</li> <li>• Statement of Expenditure <u>v</u> Budget;</li> <li>• Capital Expenditure <u>v</u> Budget;</li> <li>• Overtime and Travel and Subsistence;</li> <li>• Land Registry - Net Other Resource position; and</li> <li>• Land Registry - Statement of Expenditure <u>v</u> Budget.</li> </ul> <p>MB noted that the Strategic Stocktake position has been superseded by recent correspondence from Deborah McNeilly. SB to advise MB as the situation becomes clearer.</p> <p>JW to discuss, with SB, the impact of charging Councils for Vacancy Inspection on segmental analysis with regard to Revenue and Benefits Costs.</p>	<p><b>Action 083:</b> <b>John Wilkinson and Stephen Boyd</b></p>
<b>5.5 Corporate Balanced Scorecard Monitor</b>	<p>Directors provided an update on performance against Ministerial Targets in the Corporate Balanced Scorecard summary:</p> <ul style="list-style-type: none"> <li>• <b>C2</b> - DT reported a difficulty in getting Geo-Hub agreements signed. PM to draft an explanatory covering letter;</li> <li>• <b>C3</b> - IG reported that issues arising from AO and Pointer address reconciliation has made the target challenging;</li> <li>• <b>RF1</b> - AS reported the Revenue and Benefits Recovery Plan as being “on track”; and</li> <li>• <b>LG5</b> - SB to progress liP Action Plan.</li> </ul> <p>Directors to ensure targets are updated each month.</p>	

In related matters:

MB approved an additional resource to allow SB to draw together former Agency Plans to form a Business Continuity Plan for LPS.

**Action 084:  
Stephen Boyd**

AB, IG and TS to discuss backlogs in the Valuation of New Houses and how to best involve AOCs.

**Action 085:  
Alan Bronte, Iain  
Greenway and Trevor  
Steenson**

**5.6 LPS Corporate  
Risk Register**

Management Board approved the following update to the Corporate Risk Register:

- Elevation of DIS Risk 2 “inability to use data sharing to produce business benefits” into the Corporate Risk Register. Risk Rating amended to 3 for Impact and 4 for Likelihood.

Risk Owners to update Risks and provide Estimated Target Dates and Progress against the Additional Actions list.

**Action 086:  
All Directors**

**5.7 LPS Audit  
Recommendations  
Monitor**

MB noted the Audit Recommendations Monitor provided. MB requested that Report Date be added to the Monitor.

Directors to progress Audit Reports and Recommendations and ensure that the Monitor is updated accordingly.

**Action 087:  
All Directors**

**5.8 LPS Staff Survey  
Action Plan**

MB to update Action Plan. JW and SB to meet on progress being made against the Staff Survey Action Plan.

**Action 088:  
John Wilkinson and  
Stephen Boyd**

**5.9 LPS Events  
Planner**

MB noted the latest LPS Events Planner.

**6.0 Any Other  
Business**

**6.1 BIMC and PMSO  
Update**

MB noted the progress to date, as outlined in Bill Hagan’s paper on Business Improvement and Modernisation Committee (BIMC) and Portfolio Management and Support Office (PMSO).

**6.2 Next Meeting**

The next Management Board will take place at 9:30am on Wednesday 26 November in Queen’s Court.

**6.3 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
078	DT agreed to identify, in consultation with Directors, "quick wins", outside the work of the Project Team, which will produce immediate business improvements in the use of LPS accommodation.	DT	23 Oct 08	26 Nov 08	<b>CLOSED.</b> Superseded by new arrangements to considered "LPS Accommodation Needs".
079	PM and IG to discuss which Directorate (CBI or DIS) should act as "lead body" on Data Sharing.	PM and IG	23 Oct 08	26 Nov 08	<b>CLOSED.</b> Meetings arranged, personnel to be assigned.
080	JW to consider, with Arthur Moir, the legislative barriers that currently require LPS and LRNI to be shown as separate budget lines.	JW	23 Oct 08	26 Nov 08	<b>CLOSED.</b> Further advice being prepared by Arthur Moir. JW to issue a Note on progress.
081	Corporate Finance, in conjunction with Directors, to produce a definitive staff complement.	SB	23 Oct 08	26 Nov 08	<b>CLOSED.</b>
082	JW undertook to copy recent correspondence, on the above, to Directors and to Chair the next LPS Whitley meeting.	JW	23 Oct 08	26 Nov 08	<b>CLOSED.</b> Correspondence forwarded to Directors. JW jointly chaired the 14 November Whitley.
083	JW to discuss, with SB, the impact of charging Councils for Vacancy Inspection on segmental analysis with regard to Revenue and Benefits Costs.	JW and SB	23 Oct 08	26 Nov 08	<b>CLOSED.</b> JW to update MB. Discussion has taken place. SB to commence work. Outcome information to be provided to IG.
084	MB approved an additional resource to allow SB to draw together former Agency Plans to form a Business Continuity Plan for LPS.	SB	23 Oct 08	26 Nov 08	<b>CLOSED.</b> Additional resource (DP) being sought.
085	AB, IG and TS to discuss backlogs in the Valuation of New Houses and how to best involve AOCs.	AB, IG and TS	23 Oct 08	26 Nov 08	<b>CLOSED.</b> Discussions are underway between Valuation and DIS.
086	Risk Owners to update Risks and provide Estimated Target Dates and Progress against the Additional Actions list.	All Directors	23 Oct 08	26 Nov 08	<b>CLOSED.</b>
087	Directors to progress Audit Reports and Recommendations and ensure that the Monitor is updated accordingly.	All Directors	23 Oct 08	26 Nov 08	<b>CLOSED.</b>
088	MB to update Action Plan. JW and SB to meet on progress being made against the Staff Survey Action Plan.	JW and SB	23 Oct 08	26 Nov 08	<b>CLOSED.</b>