

Land & Property Services (LPS)

Management Board (MB)

Queen's Court, Thursday 26 June 2008 at 9:30am

Minutes

Version 1.0

Attendees:	John Wilkinson	(JW)(Chair)
	Arthur Scott	(AS)
	Alan Bronte	(AB)
	Patricia Montgomery	(PM)
	Iain Greenway	(IG)
	Trevor Steenson	(TS)
Apologies:	Ruth Thompson	(RT)(PA to Chief Executive)
Invitees:	Ignatius O'Doherty	(IOD)(Data, Information and Systems)(item 3.2 only)
	Ken Stewart	(KS)(Data, Information and Systems)(item 3.2 only)
	John Hewitt	(JH)(ESRI Ireland)(item 3.2 only)
	Paul Hardy	(PH)(ESRI Ireland)(item 3.2 only)
	Eamonn Doyle	(ED)(ESRI Ireland)(item 3.2 only)
	Michael Camplisson	(MC)(LPS Finance Manager)(Items 3.4 and 3.5 only)
	Gillian Russell	(GR)(Deloitte)(Item 3.5 only)
	Gillian Mayhew	(GM)(Deloitte)(Item 3.5 only)
	Deirdre Teague	(DT)(Customer & Business Improvement)(item 3.6 only)
	Owen Murray	(OM)(DID Business Consultant)(item 3.6 only)
	Dermot Donnelly	(DD)(NISRA)(item 3.6 only)
	Arthur Moir	(AM)(LPS Legal Consultant)(item 3.8 only)
	John Milburn	(Minute Taker)
1.0 Conflict of Interests	MB members confirmed that they had no Conflict of Interests.	
2.0 Minutes of Last Meeting	With some minor amendments, MB approved the minutes of Thursday 29 May 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 Operations (Revenue and Benefits) Recovery Plan

MB noted the update provided by AS, including:

- That the Recovery Plan remains on track;
- Work on Backlogs is ongoing;
- Correspondence received has increased in the first quarter as has clearance rates;
- First quarter collection is up on the same period last year. However, June's 'take' is behind profile and is being monitored during July;
- Work was ongoing with DSO and DFP to finalise the Estimated Penny Product (EPP) for 2007-08 so that Councils can be advised about the outturn in early July;
- That LPS is in contact with HRConnect on outstanding Operations recruitment issues; and
- That Operations Finance is liaising with Corporate Finance on 2008-09 Penny Product issues.

MB noted the appointment of Experian to undertake data-matching of 3,791 cases to enable recovery action or to award vacancy.

3.2 LPS Conceptual Data Model

IOD introduced KS and representatives from ESRI Ireland, who presented the LPS Conceptual Data Model to MB.

KS set out the sequential "strands" recommended for MB approval, namely:

- To engage with stakeholders;
- Develop the Data Model;
- Specify a proto-type system; and
- Finalise the Business Case to build the Data Model.

MB thanked all those involved and recorded their appreciation of the excellent progress made to date.

MB approved further engagement with stakeholders.

However, MB were unable to endorse any other "strand" work without close liaison with CBI's Business Improvement and Modernisation Committee (BIMC) on:

- The development of a Process Improvement Plan to capture efficiencies; and
- A comprehensive Business Plan, that clearly sets out financial and other resource requirements.

IOD to liaise with BIMC on Data Model - Process Improvement and Business Plans for the approval of Management Board.

Action 041
Ignatius O'Doherty and
BIMC

3.3 Corporate Service Report	<p>MB noted the updates provided by TS on:</p> <ul style="list-style-type: none"> • Long-Term Sick Absence in LPS; and • Ongoing monitoring of Temporary Promotions. <p>MB was advised of the continuing contact with DFP, HRConnect and TUS on LPS Vacancies.</p> <p>MB agreed that the first available DP Accountant would be placed in Rating Operations.</p> <p>TS to discuss with JW and DFP a resolution to the high level (currently 10%) of vacancies in LPS.</p> <p>On LPS Accommodation, MB noted the current position and agreed:</p> <ul style="list-style-type: none"> • That work is undertaken to ensure that LPS accommodation requirements align with the HR Strategy, including an examination of “how we work” and how LPS can best meet required efficiencies; and • That LPS Accommodation is a standing item on the MB Agenda. <p>MB recorded their appreciation of the difficult work being undertaken by LPS HR staff to ensure LPS has sufficient staff in the right posts at the right time to deliver services.</p>	<p>Action 042 Trevor Steenson</p> <p>Action 043 Trevor Steenson</p> <p>Action 044 Trevor Steenson</p>
3.4 Finance Update	<p>MB approved the recommendations contained in the Finance paper on Delegated Limits and Approval of Business Cases. MC to issue approved recommendations to all LPS staff.</p> <p>MB was advised of the current position in relation to Equal Pay across the NICS.</p> <p>MC to provide a note to Corporate Support on the Agency's current financial position (budget v outturn), by the 11 July 2008, for the DFP Q1 Return.</p>	<p>Action 045 Michael Camplisson</p> <p>Action 046 Michael Camplisson</p>
3.5 Segmental Analysis	<p>MC introduced GR and GM from Deloitte who provided an update on developing the Segmental Analysis Model. MB agreed that Directors and Corporate Finance should liaise with Deloitte to resolve outstanding issues, including:</p> <ul style="list-style-type: none"> • Amalgamating Regional and District Rates; • Amalgamating Land Registers and Statutory Charges; • Resolving CAU issues; • Allocation of Corporate and CBI staff; and • The separation of Comms and Marketing. <p>JW to discuss Fees and Charging with AB and meet with Deloitte to progress Segmental Analysis Model. Revised Model required by 22 July 2008.</p>	<p>Action 047 John Wilkinson and Alan Bronte</p>

3.6	Customer Services Baseline Measurement Report	MB appreciated the important work being done in this area and the support provided by NISRA and DID Business Consultancy. JW to meet with DT to progress a revised Report and recommendations for MB approval.	
3.7	LPS (Phase 1) Staff Survey Action Plan	Action Plan to be considered by MB at 3 July 2008 Working Lunch.	
3.8	Legislation Workstream Scoping Study Update	<p>MB approved the recommendations contained in AM's Proposals for Legislation, subject to the following:</p> <ul style="list-style-type: none"> • PM and AM to meet on the inclusion of "hearing", "training for customers" and "consultancy" charges; and • AM to clarify "right of entry" issues with AB. <p>AM to update MB before issuing Project Initiation Document (PID) via Trevor Steenson to TUS.</p> <p>AM and PM to consider membership of the Legislation Workstream Project Board and advise MB.</p>	<p>Action 048 Arthur Moir and Trevor Steenson</p> <p>Action 049 Arthur Moir and Patricia Montgomery</p>
3.9	LA Workshop Feedback	<p>MB noted the update provided by IG in relation to a recent Local Authority Stakeholder Event.</p> <p>MB requested that IG:</p> <ul style="list-style-type: none"> • Consider if "deliverables" can best be achieved through the formation of a Strategy Group; and • Ensure that Rating Operations are represented at the next Event to highlight "Penny Product" and "Growth of List" issues. 	
4.0	AOB		
4.1	AR&As	TS advised MB that LPS (phase 1) and LRNI Annual Report and Accounts for 2007-08 are due to "laid" at the NI Assembly on 3 July 2008 prior to Summer Recess.	
4.2	Papers for MB Approval	<p>Management Board noted the Belfast Consolidated Accommodation Strategy - End of Project Report.</p> <p>Management Board noted the excellent progress made thusfar, but requested that comments received by IPR are incorporated into papers before bringing them back to Management Board for approval.</p>	
4.3	Next Meeting	The next Management Board will take place on Friday 1 August 2008 in Queen's Court. It will be a full-day affair, start time and agenda to be confirmed.	
4.4	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
004	TS agreed to circulate Terms of Reference for the new Management Committee, including delegated limits for MB, and BIMC resource bids.	TS	10 Apr 08	1 Aug 08	CLOSED. JW to issue note Management Committee structure. First meeting scheduled for Aug / Sept.
013	Risk 2a - Impact (4), Likelihood (3). Risk Owner to review Additional Action dates.	AS	10 Apr 08	26 Jun 08	CLOSED. Superseded by an updated Corporate Risk following LPS Risk Masterclass in May 08.
014	Risk 2b - Impact (3), Likelihood (4). Risk Owner to review Risk and Additional Action dates.	AS	10 Apr 08	26 Jun 08	CLOSED. Superseded by an updated Corporate Risk following LPS Risk Masterclass in May 08.
023	<ul style="list-style-type: none"> AS and PM to populate the NI Direct year 2 and 3 matrix with Mapping and Registration services and advise David McCurry. 	AS and PM	24 Apr 08	1 Aug 08	CLOSED. Deirdre Teague liaising with NI Direct on Memorandum of Understanding and related issues.
026	PM requested an external advisor to assist BIMC. TS and PM to consider options.	TS and PM	24 Apr 08	1 Aug 08	CLOSED. Possible candidates being considered.
029	MB requested an overview of LPS Box Markings at the June 2008 Management Board.	TS	24 Apr 08	1 Aug 08	CLOSED. Verbal update provided to MB at 1 August meeting.
035	CBI to assist in the development of an internal Scoping Study for the Data Spine project.	PM	29 May 08	28 Aug 08	Ongoing. PM and IG to discuss.
041	IOD to liaise with BIMC on Data Model - Process Improvement and Business Plans for the approval of Management Board.	IOD and BIMC	26 Jun 08	1 Aug 08	CLOSED. IOD in discussions with BIMC.
042	MB agreed that the first available DP Accountant would be placed in Rating Operations.	TS	26 Jun 08	1 Aug 08	CLOSED. Post filled.
043	TS to discuss with JW and DFP a resolution to the high level (currently 10%) of vacancies in LPS.	TS	26 Jun 08	1 Aug 08	CLOSED. Meeting planned with DFP week beginning 4 August.
044	<ul style="list-style-type: none"> That work is undertaken to ensure that LPS accommodation requirements align with the HR Strategy, including an examination of "how we work" and how LPS can best meet required efficiencies. 	TS	26 Jun 08	1 Aug 08	CLOSED. Issues noted and will be progressed within various LPS strategic plans.
045	MB approved the recommendations contained in the Finance paper on Delegated Limits and Approval of Business Cases. MC to issue approved recommendations to all LPS staff.	MC	26 Jun 08	1 Aug 08	CLOSED. Note issued.
046	MC to provide a note to Corporate Support on the Agency's current financial position (budget v outturn), by the 8 July 2008, for the DFP Q1 Return.	MC	26 Jun 08	1 Aug 08	CLOSED. Note provided. Q1 return made to DFP. JW to progress issues around June Monitoring with DFP Board.
047	JW to discuss Fees and Charging with AB and meet with Deloitte to progress Segmental Analysis Model. Revised Model required by 11 July 2008.	JW and AB	26 Jun 08	1 Aug 08	CLOSED. Michael Camplisson to advise Deloitte to issue Final Report.
048	AM to update MB before issuing Project Initiation Document (PID) via Trevor Steenson to TUS.	AM and TS	26 Jun 08	28 Aug 08	Ongoing. PID awaited before issuing to TUS.
049	AM and PM to consider membership of the Legislation Workstream Project Board and advise MB.	AM and PM	26 Jun 08	1 Aug 08	CLOSED. See item 004 above.