

Land and Property Services Agency (LPSA)
Programme (PB) and Shadow Agency Board (SAB) Meeting
Colby House, Monday 11 December 2006 at 9:00am

Attendees	Nigel Woods (NW)(Chair)	
	Iain Greenway (IG)	
	Patricia Montgomery (PM)	
	Arthur Scott (AS)	
	David Rainey (DR)	
	Alan Bronte (AB)	
	Gareth McGrath (GM)(Programme Manager)	
	John Milburn (Minute Taker)	
1.0 Introduction	Board Members recorded their appreciation of James Gibson's efforts in providing secretarial support and welcomed his replacement, John Milburn.	
2.0 Minutes of Last Meeting	Programme Board approved, subject to the following amendments, the minutes of the Tuesday 14 November 2006 meeting. Item 2.1 should read: "DID stands for Development and Innovation Division..." Item 6.4 should read: "PM also made SAB aware of the risk - that if the 'PYE' case goes against the Government, the Department would have to pay out for Adverse Possession claims."	
2.1 Matters Arising	Matters Arising are dealt with under Progress Against Action Points and Agenda Items.	
3.0 Progress Against Action Points	Board Members made several recommendations on improving the functionality of the Action Points table. Corporate Support undertook to liaise with OSNI colleagues to identify and implement improvements. The Action Points, where complete, are shown below. Ongoing Actions and those arising from this meeting are included at the end of these minutes.	John Milburn

Progress Against Action Points from 8 September 2006 Meeting

Ref	Action Point	Owner	Progress at 11 December 2006	Status
1.	SAB to consider obtaining appropriate delegations in the Framework Document to enable local management of absence.	GM	Discussions are ongoing with DFP's, CFG and CPG. Item to be moved into and completed as part of the Programme.	Complete
4.	Propose more detailed proposals on the extent and timing of collaboration on administrative activities such as e-HR, AccountNI and EDRMS.	AS	This Item is superseded by Item 1 of the 14 November meeting and progress is dealt with there. This Item, in terms of 8 September Actions, is therefore complete.	Complete

Progress Against Action Points from 5 October 2006 Meeting

Ref	Action Point	Owner	Progress at 11 December 2006	Status
1.	Arthur Scott to agree an approach to enable the Board to check that Ministerial targets are being progressed satisfactorily for each business stream.	AS	Work is ongoing to ensure the most up-to-date and accurate performance management information is presented to the Board. Comments by Board Members on ownership and accuracy will be implemented by Corporate Support.	Complete

Progress Against Action Points from 14 November 2006 Meeting

Ref	Action Point	Owner	Progress at 11 December 2006	Status
2.	James Gibson to send out minutes from the Technical Issues meeting to Alan Bronte and David Rainey	James Gibson	Issued on 15 November 2006.	Complete
5.	Gareth McGrath / Communications Workstream to identify the key stakeholders that need to receive a copy of the LPSA Scoping Study.	GM / Comms Workstream	This Action has been superseded by Ref 6 below and is therefore complete.	Complete
6.	Gareth McGrath to draft a letter for NW to issue to the Law Society, RICS and AGI informing them of the Secretary of State's decision to establish a Land and Property Services Agency.	GM	Letter has been drafted. NW agreed to circulate to Board Members.	Complete
7.	Gareth McGrath to draw up high level milestones and mark progress against these.	GM	GM provided a comprehensive presentation to the Board on 11 December.	Complete
8.	Nigel Woods to notify Minister that all the Informal Review cases will not be completed by 31 March 2007.	NW	Minister notified.	Complete
10.	Arthur Scott to take forward the process of appointing 2 Non-Executive Directors to the LPSA, SAB.	AS	Action complete as this Item has been rescheduled for March 2007. A reminder will issue.	Complete

4.0	Programme Board Agenda Items		
4.1	LPSA Programme Update	GM provided a comprehensive update on: Project Initiation; Gateway Review; Key Milestones; Emerging LPSA Strategic Themes; Name and Branding and Tranche 2 Projects.	
4.1.1		GM to circulate his presentation to Board Members.	Gareth McGrath
4.1.2		Following discussions on Programme Office staffing, Board Members were invited to submit the names of staff who wish to be considered for future possible development opportunities.	Board Members
4.1.3		NW agreed to correspond with the Department on the recruitment of an Accountant for OSNI.	Nigel Woods Gareth McGrath
4.1.4		GM advised the Board that Programme Risks will be managed in-line with Framework Guidance, which will be signed-off in the week beginning 5 Feb 2007.	
4.1.5		GM to circulate to Board Members the Corporate Governance document. Comments required by Monday 18 December 2006.	Gareth McGrath
4.1.6		GM to meet CPD to discuss Gateway Review 0 (due in Feb / Mar 2007).	Gareth McGrath
4.1.7		The Board, while recognising the 'benefits realisation' to be gained from an end-to-end review, expressed concerns over the timing of any review given current operational pressures. GM agreed to bring the ToR before the Board in February 2007 for consideration.	Gareth McGrath
4.1.8		GM agreed to include the formation of a Shadow Whitley as a Key Milestone item.	Gareth McGrath
4.1.9		AS to prepare a letter to LPSA staff on future Corporate Service structures.	Arthur Scott
4.1.10		GM agreed to circulate the proposed Strategic Themes to Board Members. Comments required by Monday 18 December.	Gareth McGrath
4.1.11		Programme Board noted intranet and internet developments proposed for LPSA.	
5.0	Role of Non-Executive Directors	AS advised that work was ongoing with DFP with reference to WiG (Whitehall in Government) guidance.	
6.0	Draft LPSA Framework Document	Board Members agreed further amendments. GM to circulate 'tracked changes' version to Board. GM will also pass Framework to DFP for comment.	Gareth McGrath

7.0	LPSA Name and Corporate Branding	GM and AB to discuss Name and Branding issues and the possibility of utilising existing contractual arrangements.	Alan Bronte / Gareth McGrath
8.0	Shadow Agency Board Agenda Items		
8.1	LPSA Mission, Vision and Strategic Themes	GM confirmed that the LPSA 'model' was for 4 business streams supported by 1 corporate service, with each area required to produce a draft Balanced Scorecard by 10 January 2007, prior to Business Planning days on 15 and 16 January 2007.	Board Members responsible for Business Streams / Corporate Services
	8.1.1	Shadow Board agreed that to ensure Business Plans and Performance Management Systems are fully aligned and conform to best practice, consultancy advice should be sought.	Nigel Woods
8.2	Planning Gain Supplement	SAB noted the contents of the document provided. SAB also agreed that, with strategic themes currently under consideration, it would be useful to progress discussions on issues such as future revenue streams.	
8.3	DFP Departmental Board	NW updated SAB on: <ul style="list-style-type: none"> • NISRA census developments; • E-HR 'go-live' in June 2007 (with limited functionality) and the introduction of 'super users'; • Efficiencies gained through e-HR and AccountNI improvements; and • Assembly sub-committees to require the attendance of Grade 3s. 	
8.4	ACE Conference	NW updated SAB on a recent ACE (Agency Chief Executives) conference, including: <ul style="list-style-type: none"> • Proposal to move away from 'headcounts' in favour of percentage decreases in funding; and • Emerging themes such as "users shaping the service from below", "strengthening the citizen's voice" and "reorganising departments to suit customers". 	
	8.4.1	NW recommended LPSA maintain attendance at the ACE conference at both CEO and Director level.	
8.5	Progress Against Key Targets	SAB noted the Progress Against Key Targets. Following comments from Board Members, Corporate Support will undertake to make improvements in accuracy and ownership.	Arthur Scott

- 8.6 Rate Collection Targets** AB made a detailed presentation on issues surrounding Rate Collection. SAB recognised the need to address certain operational difficulties.
- 9.0 Any Other Business**
- 9.1 Next Meeting** The date of the next meeting is Friday 19 January 2007.
- 9.2 Progress Against Action Points** Ongoing Actions and those arising from this meeting are included at the end of these minutes.

Progress Against Action Points from 8 September 2006 Meeting

Ref	Action	Owner	Progress at 16 January 2007	Status
2.	Develop Terms of Reference (ToR) for Process Mapping Strategic Project.	GM	DID providing input into ToR. ToR to be presented to the Board.	Ongoing
3.	Hold Information Seminars for LPSA staff.	GM / Board	GM undertook to review, with Board Members, the most effective format for communicating with LPSA staff in Phases 1 and 2.	Ongoing

Progress Against Action Points from 14 November 2006 Meeting

Ref	Action	Owner	Progress at 16 January 2007	Status
1.	Arthur Scott to check with DFP Project Manager in relation to more detailed proposals on the extent and timing of collaboration on administrative activities such as e-HR, AccountNI and EDRMS.	AS	Timetable for EDRMS agreed with DFP. e-HR and AccountNI still to be confirmed. AS to produce a comparative table on preparations in each Agency. The Board will keep under continuous review the operational relevance of these issues and will consider the roll-out of training and identification of 'power users'.	Ongoing
3.	Arthur Scott to provide an update to the Board on planning, within each Agency, against the Fit For Purpose targets by 1 April 2007.	AS		Ongoing
4.	AS to draft a paper to staff on the RCA / VLA Merger and the wider impact of LPSA.	AS		Ongoing
9.	Arthur Scott to produce standardised Risk Register for LPSA	AS	Work has begun on forming a Risk Register to reflect RCA / VLA Unification. Further work is needed to complete a draft LPSA Risk Register.	Ongoing

Progress Against Action Points from 11 December 2006 Meeting

Ref	Action	Owner	Progress at 16 January 2007	Status
3.0	Board Members made several recommendations on improving the functionality of the Action Points table. Corporate Support to liaise with OSNI colleagues to identify and implement improvements.	AS / IG	These minutes seeks to capture Board Members recommendations. It is hoped that minutes are both concise and useable, as well as being suitable for publication on the intranet / internet. Action Points are numbered so as to be cross-referenced with the minutes of the meeting.	Complete
4.1.1	GM to circulate his (LPSA Programme Update) presentation to Board Members.	GM	Circulated on Wednesday 13 December.	Complete
4.1.2	Following discussions on Programme Office staffing, Board Members were invited to submit the names of staff who wish to be considered for future possible development opportunities.	Board Members		Complete
4.1.3	NW agreed to correspond with the Department on the recruitment of an Accountant for OSNI.	NW / GM		
4.1.5	GM to circulate to Board Members the Corporate Governance document. Comments required by Monday 18 December.	GM	Circulated to Board Members on 11 December.	Complete
4.1.6	GM agreed to meet CPD prior to next Gateway 0 Review (due in Feb/ Mar 2007).	GM	Date arranged.	Complete
4.1.7	GM agreed to bring the ToR before the Board in February 2007 for consideration.	GM		Ongoing
4.1.8	GM agreed to include the formation of a Shadow Whitley as a Key Milestone item.	GM		
4.1.9	AS to prepare a letter to LPSA staff on future Corporate Service structures.	AS		
4.1.10	GM agreed to circulate the proposed Strategic Themes to Board Members. Comments required by Monday 18 December.	GM	Circulated to Board Members on 11 December.	Complete
6.0	Board Members agreed further amendments to the draft Framework Document. GM to circulate 'tracked changes' version to Board. GM will also pass Framework to DFP for comment.	GM	'Tracked changes' version circulated to Board on 11 December.	Ongoing
7.0	GM and AB to discuss name and Branding issues and the possibility of utilising existing contractual arrangements	AB / GM	Meeting arranged.	Complete
8.1	GM confirmed that the LPSA 'model' was for 4 business streams supported by 1 corporate service, with each area required to produce a draft Balanced Scorecard by 10 January 2007 prior to Business Planning days on 15 and 16 January 2007.	Board Members		Ongoing
8.1.1	Shadow Board agreed that to ensure Business Plans and Performance Management Systems are fully aligned and conform to best practice, consultancy advice should be sought.	NW	Initial contact has been made with consultants.	Ongoing

Progress Against Action Points from 11 December 2006 Meeting

Ref	Action	Owner	Progress at 16 January 2007	Status
8.5	SAB noted the Progress Against Key Targets. Following comments from Board Members, Corporate Support will undertake to make improvements in accuracy and ownership.	AS	Work is ongoing to ensure the accuracy of information provided and that ownership is correct for 16 January 2007 meeting.	Ongoing