

LAND & PROPERTY SERVICES AGENCY

SHADOW AGENCY BOARD MEETING

COLBY HOUSE, THURSDAY, 5 OCTOBER 2006 @ 9:00 AM

Present: N Woods (NW) (Chair)
P Montgomery (PM)
A Scott (AS)
A Brontë (AB)
D Rainey (DR)
G McGrath (GM)
I Greenway (IG)

In attendance: J Gibson (JG)

		ACTION
Introduction		
NW explained the three roles of the Shadow Agency Board (SAB), namely the LPSA Programme Board, the SAB and the RCA/VLA Board and urged members to focus on this to ensure that the key agenda items were addressed.		
Item 1	Minutes of Last Meeting	
	A minor amendment to the wording of Paragraph 4.5 was agreed.	GM
Item 2	Matters Arising	
2.1	IG had not yet received nominees from other LPSA business areas to consider potential improved collaboration on projects e.g Pointer, Sharing of Survey Data, Positional Improvement and INSPIRE. Members were asked to take action by Tuesday 10 th October	IG, PM,AB,DR
2.2	Nominations for Representatives for the following projects preparing for Agency Status, Change Management & Business Planning, Communication, Corporate Governance and Finance projects and Business Change Managers are to be sent to GM by close of play Monday 9 th October	DR,AB,IG, AS,PM

		ACTION
2.3	GM to circulate nominations for Business Unit Representatives and Business Change Managers to Board Members on Tuesday 10 th October for a response by Thursday 12 th October	GM
2.4	AS to arrange for IG to receive DFP DB and DAG papers.	AS
Item 3	Items from the DFP Departmental Board	
3.1	NW gave a brief overview of the main issues arising from the DFP Departmental Board. He explained that DB was anxious to ensure that people are encouraged to buy into the Department's corporate message and that Senior Managers are seen to lead and support the delivery of key reform initiatives. He underlined the importance of regular and effective face to face team briefing. AS agreed to look at the approaches to team briefing and provide advice to VLA/RCA if necessary.	AS
3.2	Discussion took place around the DB requirement that there should be 100% attendance at the EDRMS training. PM feels that this will be a waste of resources as the majority of LRNI staff won't need to use the system. AS agreed to approach the DFP Project Board on behalf of the LPSA to see if any compromise on attendance at this training can be reached. IG informed the SAB that in terms of implementing EDRMS he is keen to break the link with DCAL. AS agreed to check with the Department if OSNI could be included in DFP EDRMS implementation plans.	AS
3.3	Managing attendance within LPSA was briefly discussed. It was agreed that it is best to keep options open in relation to responsibilities and delegations. NW advised that DFP had made progress on reducing short term and intermittent absence. Efforts are now focused on those cases involving staff who have been found fit for work but refuse to return. He also advised that DB was considering the possibility of allocating individual targets to each business area and that the need for these to be weighted to take account of Age / Gender and Grades had been recognised. IG was concerned that if business areas are taken into account individually it would only take a few people on long term sick leave to inflate sick absence levels. AS informed members that he is, in conjunction with Departmental colleagues, reviewing VLA/RCA arrangements and intends to invite Gerry Cosgrave to a future SAB meeting to update members about progress and future options for managing attendance.	AS

ACTION**Item 4 Update on CSR discussions with DFP**

- 4.1 AS circulated a paper to the SAB, outlining how CSR 2007 is likely to impact the LPSA Resource Strategy. This followed a meeting with Jim O'Hagan. He asked members to note that LPSA will be set clear efficiency targets and there is a need to quantify the potential efficiencies and improvements that will be secured from the overall merger. It was agreed that work needs to begin on the Business Case although GM stated that it was unlikely to have a high level Business Case in place before March 2007. IG believes at this stage it is more important to have a convincing Business Plan in place. AS agreed to go back to Jim O'Hagan to establish a timetable for developing the LPSA Business Plan/Case

AS**Item 5 Update on Corporate Services Merger VLA/RCA**

- 5.1 AS circulated a paper to the SAB. He advised that the main objective of the project was to deliver a combined smaller Corporate Services team that provided value added support to the business areas, drawing on shared corporate services where available. He invited members to agree in principle to widen the current project, subject to more detailed fact finding and an acceptable timetable. It was agreed that this should happen in a way that doesn't disenchant staff. IG stated that there should be an incentive to engage staff in discussions. NW stated the need to open up wider dialogue and AS undertook to discuss with DFP the arrangements to establish an LPSA Whitley and to consult TUS accordingly. AS also agreed to prepare a paper for the next board about the general approach with regard to managing the sensitivities of staff expectations/career development within the VLA/RCA Corporate Service Merger including wider LPSA impacts

AS**Item 6 Corporate Governance Framework**

- 6.1 GM informed the SAB that to date that he had only received oral comments from IG and DR on the Corporate Governance Framework Document and some discussion followed. PM requested clarification on Para 7.2 Page 9 and GM agreed to reword (The Chief Executive is assisted by the following directors) (Director of Corporate Services and Change Management). It was decided that the quorum

GM

		ACTION
	for the LPSA Board should consist of the Chief Executive and three other Directors. AS and GM agreed to redraft the Corporate Governance Framework for further consideration by the SAB. It was also agreed to establish dates for SAB Board meetings as early as possible to ensure near full attendance.	GM/AS
Item 7	LPSA Programme Update	
7.1	GM reported limited progress since the last meeting. The Land and Property Services Group Report was considered. It was agreed that it provided useful findings and recommendations that should now be considered by the LPSA communications group. The Board placed on record its thanks to the Land and Property Services Group for the work done	
7.2	Brief discussion took place on the brand name for LPSA. It was agreed to consider procuring specialist assistance to produce suitable branding options	GM
7.3	IG informed the meeting that OSNI wished to bid for £30000 of the start up funds for LPSA specified in the DFP budget. AS and IG agreed to consider this at a separate meeting.	AS,IG
7.4	GM agreed to circulate his contact details to the other Board Members	GM
Item 8	Workforce Planning	
8.1	IG expressed concern that the individual agencies could not plan against the Fit for Purpose Targets unless there is good coordination and regular updates on staff levels given to the SAB. AS undertook to direct coordination between the agencies in respect of meeting Fit for Purpose Targets.	AS

ACTION

Item 9 Monitoring Progress against Key Targets and Dealing with Key Risks and Issues

9.1 NW explained at this stage of LPSA developments that monitoring against the key targets for RCA/VLA would be more in depth than that for OSNI/LRNI. For the next board meeting AS will agree an approach to enable the Board to check that ministerial and agency targets are being progressed satisfactorily for each business stream

AS

Item 10 At the end of the meeting the Chief Executive and Senior Managers from OSNI gave a strategic briefing

The date of the next meeting is:

Thursday 19th October at 9 am in Queens Court