

LAND & PROPERTY SERVICES AGENCY

SHADOW AGENCY BOARD MEETING

LINCOLN BUILDINGS, TUESDAY, 14 NOVEMBER 2006 @ 1:30 PM

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

In attendance: J Gibson (JG)

ACTION

Introduction

NW stressed the importance of discussing the key targets and dealing with the key risks and issues prior to the first planning session on the 17th November.

Item 1 Minutes of Last Meeting

- 1.1 The minutes of the previous Board Meeting on 2nd November 2006 were agreed.

Item 2 Matters Arising

- 2.1 Meeting 1 (Action 3) GM provided clarification that DID stands for Development and Innovation Department and used to be BDS.
- 2.2 Meeting 1 (Action 5) The Communications Group met for the first time on Monday 13th November.
- 2.3 Meeting 1 (Action 6) AS will speak to the 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

		ACTION
2.4	<p>Meeting 1 (Action 7) A meeting of Senior Technical Managers Took place on the 7th November. IG noted that some clear action points came out of the meeting - the most important were:</p> <ul style="list-style-type: none"> • VLA & OSNI to take forward a project for oblique aerial photography; • 2 VLA staff are to visit OSNI on 16th and 17th November to use Lisburn Building Control Lists to see if ortho photographs, OSNI large-scale mapping and STAR can be used to do desk valuations; and • A Lisburn pilot for Pointer is to be set up to reconcile addresses. <p>DR and AB requested that the minutes from the Technical Issues meeting be made available to them.</p> <p>Some discussion took place on whether the Technical Issues Group should be a workstream and effectively have project status. GM stressed as the technical side of the LPSA was integral to achieving benefits it should be given a high degree of importance. It was agreed that the Technical Issues group requires a fair degree of visibility but it was decided to defer for the time being whether it should form a workstream.</p>	IG
2.5	<p>Meeting 2 (Action 1) AS to take up with the Department the DCAL issue with regard to planning against the Fit for Purpose Targets by 1st April 2008.</p>	AS
2.6	<p>Meeting 2 (Action 2) Some discussion took place on the communications issue regarding the VLA/RCA Corporate Service Merger including wider LPSA impacts. There was concern that if staff are not kept informed on developments, they would potentially seek transfers elsewhere and the best staff will not be available to LPSA. AS agreed to draft paper to be issued to staff.</p>	AS
2.7	<p>Meeting 3 (Action 3) IG was concerned that all the Stakeholders identified would not need to receive the scoping study. GM stated that the key stakeholders need to be identified to send them out a letter and scoping study to let them know that the LPSA will be engaging them in the near future.</p>	GM / Comms Group
2.8	<p>Meeting 3 (Action 6) Following on from 2.7 after some discussion GM undertook to draft a letter for NW to issue to the Law Society, RICS and also to AGI.</p>	GM

	ACTION
<p>Item 3/4 Items from the DFP Departmental Board / CSR Update</p> <p>3.1 AS gave a CSR update in the context of the Departmental Board. AS had advised the last DFP Board meeting that the CSR figures for savings are highly speculative and that there was a need to invest before savings could be achieved - LPSA concerns had been noted.</p>	
<p>Item 5 LPSA Programme Update</p> <p>5.1 GM advised that the first phase of workstreams are now up and running. These include Finance, Preparing for Agency status, Business Improvement, Communications and Corporate Governance. The biggest risk to the programme to date has been the lack of resources. GM is hoping to report a much better position in terms of resources at the next meeting. NW requested that some high level milestones and progress against these be drawn up for the next meeting</p>	GM
<p>Item 6 Monitoring Progress against Key Targets and Dealing with Key Risks and Issues</p> <p>6.1 NW distributed a document ‘ Choosing the right Fabric’ which detailed what is good performance information and measures. He highlighted benchmarking against the equivalent organisations elsewhere as a key element in performance management. He stated that there could be a role for Mario Galloway to look at best practice.</p> <p>6.2 Discussion took place on the document compiled by John Milburn showing progress against Targets for each of the four agencies. IG stated that the targets for OSNI on the document were DCAL PSA targets and it would be better to use Targets approved by the OSNI Minister. IG suggested having a page of risk from each agency with crucial ones to LPSA highlighted. It was agreed that a common approach is required. PM confirmed that LRNI would be moving towards the Balanced Score card.</p>	

	ACTION
<p>6.3 Detailed discussion took place around some of the key targets of the different agencies, including associated risks.</p> <ul style="list-style-type: none"> • AS informed the SAB that the RCA IT replacement target will be achieved but with some slippage. • 98% Rates recovery will not be achieved by 31 March 2007. Due to IT delays, recovery has not started and there have been problems with identifying owners of vacant properties. • AB informed the SAB that the operational strategy had changed so all informal reviews will not be completed by March 2007. It was agreed that the minister should be notified. • IG briefly highlighted key targets from the OSNI balance score card. 	NW
<p>6.4 IG identified a risk to OSNI if their database was to be capitalised, operating costs would rise by 40% due to increased depreciation costs. PM also made the SAB aware of the risk that if the 'PIE' case goes against the Government, LRNI would have to pay out compensation for lost cases.</p>	
<p>6.5 Alan Brontë requested that some work be carried out to standardise the Risk Register for LPSA.</p>	AS?
<p>Item 7 Role of Non-Executive Directors</p>	
<p>7.1 Discussion took place on the role of non-executive directors on the Board of the LPSA. It was agreed to aim to have two non-executive directors in place by April 2007, and ideally one should have significant change management experience and the other technology expertise.</p>	AS
<p>Item 8 AOB</p>	
<p>8.1 The SAB congratulated GM on achieving his IOD Diploma in company direction.</p>	
<p>Date of Next Meeting</p> <p>The date of the next meeting is:</p> <p>9am on 11th December 2006 in Colby House.</p>	