

Land and Property Services (LPS)

**Shadow Agency Board (SAB) Meeting**

Queen's Court Conference Room, Thursday 15 March 2007 at 9:00am

**Minutes**

Version 2.0

<b>Attendees</b>	Nigel Woods	(NW)( <i>outgoing Chair</i> )
	John Wilkinson	(JW)( <i>incoming Chair</i> )
	Iain Greenway	(IG)
	Patricia Montgomery	(PM)
	Arthur Scott	(AS)
	Alan Bronte	(AB)
<b>Invitees</b>	Andy Clement	(AC)( <i>Training Section</i> )
	John Milburn	( <i>Minute Taker</i> )
<b>Apologies</b>	David Rainey	(DR)
<b>1.0 Minutes of Last Meeting</b>	Subject to a small number of changes, which have been made and re-issued as version 2.0, SAB approved the minutes of the 13 February 2007.	
<b>1.1 Matters Arising</b>	Matters Arising are dealt with under Progress Against Action Points and Agenda Items.	
<b>2.0 Progress Against Action Points</b>	Complete Action Points, Ongoing Actions and those arising from this meeting are included at the end of these minutes.	
<b>3.0 Shadow Agency Board Agenda Items</b>		
<b>3.1 Items from DFP, Departmental Board</b>	Before handing over the Chair to incoming LPS Chief Executive John Wilkinson, NW updated SAB on the following items from the March Departmental Board.	
3.1.1	<b>Departmental Board.</b> NW advised that given the various changes ongoing in DFP that DAG (Departmental Advisory Group) would no longer meet. However, to ensure the fullest representation NISRA and LPS Chief Executives would join the Departmental Board.	
3.1.2	<b>Budget.</b> NW advised of a possible under spend as some new Departmental initiatives had not, at this stage, spent their full allocation.	

3.1.3	<b>Rating Reform.</b> NW advised that any remaining backlog on Arrears will be carried over into 2007-08.	
3.1.4	<b>Statement of Internal Control.</b> NW also pointed up the requirement for a Statement of Internal Control, as part of the Agency Annual Report and Accounts, to include reference to any accounting difficulties and subsequent remedial actions. AS advised that steps were being taken to strengthen the professional Accounting cadre within the Agency.	<b>Arthur Scott</b> (for inclusion in the Annual Report and Accounts 2006-07)
<b>3.2</b>	<b>New Chief Executive</b>	
	Following an introduction from Nigel Woods, John Wilkinson took the Chair. JW requested the earliest possible briefings on the following subjects:	
3.2.1	Evaluation of the recent LPS Roadshows via feedback and / or focus groups.	<b>Arthur Scott</b>
3.2.2	JW and AS to meet in relation to the appointment of 2 Non-Executive Directors.	<b>John Wilkinson and Arthur Scott</b>
3.2.3	JW requested an update on Workplace 2010, HR Connect, RecordsNI and AccountNI and their impact on LPS.	<b>Arthur Scott</b>
	SAB agreed that if this proved to be an issue for a Programme Board Accommodation Workstream, feedback would be given through that Board.	
3.2.4	JW wished to be briefed on current "hot issues" and the means by which the Agency will be expected to interact with possible future NI Assembly Committees.	<b>John Wilkinson, Arthur Scott and Alan Bronte</b>
<b>3.3</b>	<b>Online Induction</b>	
	Andy Clement gave a comprehensive presentation to SAB on the merits of online induction for RCA / VLA staff and the wider LPS.	
3.3.1	SAB thanked AC for his effort thusfar and agreed that preliminary work should continue. However, implementation would be subject to: a robust, costed business case; be set in the context of an overall Agency Training and Development Plan; be fit for purpose across a range of casual / permanent and professional / administrative grades; and be prioritised against ongoing core training activities.	<b>Arthur Scott and Andy Clement</b>
	In addition to the above, AC agreed to: develop the online proposal; share findings with PM and IG; examine the possibility of an induction suite across all 4 Agencies; and liaise with the Centre for Applied Learning on related developments.	
<b>3.4</b>	<b>Office of Fair Trading (OFT) Report</b>	
	IG advised SAB that Government will announce its response to the OFT Report (on "The Commercial Use of Public Information") on 4 May. SAB requested that IG continue to provide updates.	<b>Iain Greenway</b>

<b>4.0</b>	<b>Progress Against Key Targets</b>	SAB noted the Progress Against Key Targets.	
4.0.1		However, SAB requested a review of the timing of "feeder" and Shadow Board meetings to ensure the provision of the most up-to-date information.	<b>Arthur Scott</b>
4.0.2		In addition, JW requested the inclusion of a monthly Finance Report. AS provided a summary of the current position across RCA / VLA.	<b>Arthur Scott and Corporate Support</b>
4.0.3		JW also requested a brief on the current Business Planning timetable and to have sight of related Forward Plans and Balanced Scorecards.	<b>Arthur Scott and Programme Office</b> (for LPS Balanced Scorecard)
<b>5.0</b>	<b>Any Other Business</b>		
<b>5.1</b>	<b>LRNI Legal Matters</b>	PM raised concerns over the legal advice received by the Programme Manager in response to queries on the provisions of the Land Registration Act (NI) 1970 including the role of the Registrar and the use of Fee income. Legal advice has indicated that there are difficulties in relation to both areas. PM advised that same must be dealt with as soon as possible given the date for merger of 1 April 2008.	
5.1.1		SAB agreed that further consultation was needed with DSO. JW and AS to examine all legal issues, JW and PM to meet with DSO. If legislation is to be amended, formal consultation will be required with legal profession and judiciary. SAB to be updated.	<b>John Wilkinson, Arthur Scott and Patricia Montgomery</b>
5.1.2		PM agreed, subject to outcomes from the above, that work should continue on LPS amalgamation issues.	
<b>5.2</b>	<b>Next Meeting</b>	The date of the next meeting is Thursday 19 April, in Queen's Court. Timings to be confirmed.	
<b>5.3</b>	<b>Progress Against Action Points</b>	Complete Action Points, Ongoing Actions and those arising from this meeting are included at the end of these minutes.	

## Progress Against Action Points from 13 February 2007 Meeting

Ref	Action	Owner	Progress at 15 March 2007	Status
3.1.1	Shadow Board agreed that IG should provide a further update at the March 15 meeting.	IG		Complete
3.1.2	IG also undertook to copy his presentation to John Wilkinson (incoming CEO).	IG		Complete
3.1.3	AS agreed to check with DFP on their involvement in responding to the OFT Report.	AS	Reply awaited. IG to continue to update SAB.	Complete
3.2.2	<b>Business Planning 2007-08.</b> AS agreed to liaise with DR on the detail behind "Clearing Reval Targets".	AS / DR		Complete
3.2.3	<b>Rating Reform Update.</b> However, there has been some delay in filling staff vacancies. AS agreed to liaise with DFP, Personnel to resolve this matter. NW would also raise the matter with RRMP on Wednesday 15 February.	AS	Meetings have taken place with DFP, Personnel and further are planned to resolve staff supply issues.	Complete
3.2.5	<b>Workplace 2010.</b> AS advised that a response was being made this week, which would include consideration of the future accommodation needs of LPS. AS to pass copy to AB for information.	AS		
4.0.1	<b>Rate Collection Target.</b> AB advised that the end-of-year collection outturn figure will be reduced due primarily to IT problems. SAB agreed on the need to continue to keep the Department and Minister fully informed. AS and AB to progress briefings.	AS / AB	Through Departmental Board, PQs and Ministerial Submissions, senior officials and Ministers are being kept fully informed of developments.	Complete
4.0.2	<b>VOA Assistance.</b> SAB raised concerns at the failure to, so far, take advantage of assistance from VOA Valuer staff to deal with outstanding Applications. AS agreed to liaise with Dennis Stanfield on this matter and report back.	AS		Complete

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3.1.4	<p><b>Statement of Internal Control.</b> NW also pointed up the requirement for a Statement of Internal Control, as part of the Agency Annual Report and Accounts, to include reference to any accounting difficulties and subsequent remedial actions. AS advised that steps were being taken to strengthen the professional Accounting cadre within the Agency.</p>	AS	Noted for inclusion in the Annual Report and Accounts 2006-07.	Complete
3.2.1	Evaluation of the recent LPS Roadshows via feedback and / or focus groups.	AS		
3.2.2	JW and AS to meet in relation to the appointment of 2 Non-Executive Directors.	JW / AS		
3.2.3	<p>JW requested an update on Workplace 2010, HR Connect, RecordsNI and AccountNI and their impact on LPS.</p> <p>SAB agreed that if this proved to be an issue for a Programme Board Accommodation Workstream, feedback would be given through that Board.</p>	AS		
3.2.4	JW wished to be briefed on current "hot issues" and the means by which the Agency will be expected to interact with possible future NI Assembly Committees.	JW, AS and AB		
3.3.1	<p>SAB thanked AC for his effort thusfar and agreed that preliminary work should continue. However, implementation would be subject to: a robust, costed business case; be set in the context of an overall Agency Training and Development Plan; be fit for purpose across a range of casual / permanent and professional / administrative grades; and be prioritised against ongoing core training activities.</p> <p>In addition to the above, AC agreed to: develop the online proposal; share findings with PM and IG; examine the possibility of an induction suite across all 4 Agencies; and liaise with the Centre for Applied Learning on related developments.</p>	AS / AC		
3.4	IG advised SAB that Government will announce its response to the OFT Report (on "The Commercial Use of Public Information") on 4 May. SAB requested that IG continue to provide updates.	IG	To be included as an Agenda item for 19 April meeting.	Complete
4.0.1	However, SAB requested a review of the timing of "feeder" and Shadow Board meetings to ensure the provision of the most up-to-date information.	AS		
4.0.2	In addition, JW requested the inclusion of a monthly Finance Report. AS provided a summary of the current position across RCA / VLA.	AS / Corporate Support		

## Progress Against Action Points from 15 March 2007 Meeting

Ref	Action	Owner	Progress at 19 April 2007	Status
4.0.3	JW also requested a brief on the current Business Planning timetable and to have sight of related Forward Plans and Balanced Scorecards.	AS / Programme Office	Programme Office to provide Balanced Scorecard developed at Business Planning Days.	
5.1.1	SAB agreed that further consultation was needed with DSO. JW and AS to examine all legal issues, JW and PM to meet with DSO. If legislation is to be amended, formal consultation will be required with legal profession and judiciary. SAB to be updated.	JW, AS and PM		