

Land and Property Services Agency (LPSA)

Shadow Agency Board (SAB) Meeting

Maynard Sinclair Pavilion, Tuesday 16 January 2007 at 9:30am

Minutes

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 broke from their 2007-08 Business Planning days to progress Board matters.		
2.0 Minutes of Last Meeting	The Board approved the minutes of the Monday 11 December 2006.		
2.1 Matters Arising	Matters Arising are dealt with under Progress Against Action Points and Agenda Items.		
3.0 Progress Against Action Points	Complete Action Points, Ongoing Actions and those arising from this meeting are included at the end of these minutes.		
3.1 DFP Reform Initiatives	AS provided an update on RecordsNI (formerly EDRMS), e-HR and AccountNI developments. AS to monitor implementation timetable.	Arthur Scott	
3.1.1	NW reminded the Board that the Department had insisted RecordsNI training be mandatory and that attendance would be monitored at Departmental Board level.		
3.1.2	IG to seek advice from DCAL on the merit, or otherwise, of including OSNI staff in this training.	Iain Greenway	
3.2 Letter to Staff	Board approved a draft communication to staff on the RCA / VLA Merger, Corporate Structures and the wider impact of LPSA. AS to issue.	Arthur Scott	
3.3 Corporate Risk Register	Board Members agreed to meet prior to end-of-year ARC (Audit Risk Committee) to validate the Corporate Risk Register.	Board Members / ARC	

4.0	Shadow Agency Board Agenda Items		
4.1	Role of Non-Executive Directors	AS advised that discussions were ongoing with the Department on the frequency of Non-Executive Directors attendance at Shadow Board. Members agreed that their contribution would be most valuable at the formative stage of LPSA.	
4.1.1		AS to prepare, in consultation with WiG, a response to the Minister on the Role of Non-Executive Directors.	Arthur Scott
4.2	LPSA Mission, Vision, Strategic Goals and Balanced Scorecard	Shadow Board to progress these issues during Business Planning days on 15 / 16 January 2007. NW updated Members on the advice received from consultants, which will act as guiding principles during the Business Planning days.	
4.2.1		GM to issue amended Mission, Vision, Strategic Goals and Balanced Scorecard to Board Members.	Gareth McGrath
4.2.2		NW advised Shadow Board that a post-graduate student may be available to assist in the development and benchmarking of the LPSA Corporate Planning arrangements.	
4.2.3		AS to enquire as to the correct procedures relating to short-term engagements and to clarify the project for which a post-graduate student would be engaged.	Arthur Scott
4.3	DFP Departmental Board	NW updated SAB on: <ul style="list-style-type: none"> • Recent bids to secure funding for the Programme Office and Rating Reform; 	
4.4	Rating Reform - Valuation	NW updated SAB on: <ul style="list-style-type: none"> • 48,000 contacts resulting from the Notification process, 50% of which have been dealt with by Call-Centre arrangements, and that the remaining 23,000 cases are being dealt with "as fully as each case requires". <p>Shadow Board noted the present position.</p>	
	Rating Reform - Bills	NW advised of the ongoing work: <ul style="list-style-type: none"> • To determine, in ongoing discussions with the Minister, the timing of issuing rates bills; • The arrangements for Recovery Action; and • The Permanent Secretary's planned meetings with the Chairman of the IT provider on the achievement of Key Milestones. <p>Shadow Board noted the present position.</p>	

- 5.0 Progress Against Key Targets** SAB noted the Progress Against Key Targets.
- 6.0 Any Other Business**
- 6.1 Next Meeting** The date of the next meeting is Tuesday 13 February 2007, Queen's Court, 10:30am to 12:00noon.
- 6.1.1 Agenda Items to be divided into Programme and Shadow Board. Invitation to be made to Allison Tinsley (Communications Workstream). Agenda to include presentation, by Iain Greenway, on - Office of Fair Trading (OFT) Report. **PPMO / Corporate Support**
- 6.2 Progress Against Action Points** Complete Action Points, Ongoing Actions and those arising from this meeting are included at the end of these minutes.

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. The Board will keep under continuous review the operational relevance of these issues. Superseded by 16 January, Action Point Item 3.1.	Complete
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		Complete
4.	AS to draft a paper to staff on the RCA / VLA Merger and the wider impact of LPSA.	AS	Superseded by 16 January 2007, Action Point Item 3.2.	Complete
9.	Arthur Scott to produce standardised Risk Register for LPSA	AS	Work is progressing on a Risk Register to reflect RCA / VLA Unification. Further work is needed to complete a draft LPSA Risk Register. Superseded by 16 January 2007, Action Point Item 3.3.	Complete

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
4.1.9	AS to prepare a letter to LPSA staff on future Corporate Service structures.	AS	Superseded by 16 January 2007, Action Point Item 3.2.	Complete

Progress Against Action Points from 11 December 2006 Meeting

Ref	Action	Owner	Progress at 16 January 2007	Status
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	Significant progress has been made at the 15 / 16 January 2007, Business Planning days.	Complete
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. NW reported back to the Board on advise received (see 16 January 2007, Agenda Item 4.2).	Complete
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.	Complete

Progress Against Action Points from 16 January 2007 Meeting

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3.1	AS provided an update on RecordsNI (formerly EDRMS), e-HR and AccountNI developments. AS to monitor implementation timetable.	AS		
3.1.2	IG to seek advice from DCAL on the merit, or otherwise, of including OSNI staff in this training.	IG		
3.2	Board approved a draft communication to staff on the RCA / VLA Merger, Corporate Structures and the wider impact of LPSA. AS to issue.	AS		
3.3	Board Members agreed to meet prior to end-of-year ARC (Audit Risk Committee) to validate the Corporate Risk Register.	Board Members / ARC		
4.1.1	AS to prepare, in consultation with WiG, a response to Minister on the Role of Non-Executive Directors	AS		
4.2.1	GM to issue amended Mission, Vision, Strategic Goals and Balanced Scorecard to Board Members.	GM		
4.2.3	AS to enquire as to the correct procedures relating to short-term engagements and to clarify the project for which a post-graduate student would be engaged.	AS		
6.1.1	Agenda Items to be divided into Programme and Shadow Board. Invitation to be made to Allison Tinsley (Communications Workstream). Agenda to include presentation, by Iain Greenway, on - Office of Fair Trading (OFT) Report.	Corporate Support		