

Land & Property Services (LPS)

Management Board (MB)(formerly Shadow Agency Board) Meeting

Queen's Court Conference Room, Thursday 19 April 2007 at 10:45am

Minutes

Version 2.0

Attendees	John Wilkinson	(JW)(<i>incoming Chair</i>)
	Iain Greenway	(IG)
	Patricia Montgomery	(PM)
	David Rainey	(DR)
	Arthur Scott	(AS)
	Alan Bronte	(AB)
	John Milburn	(<i>Minute Taker</i>)
1.0 Minutes of Last Meeting	MB approved the minutes of Thursday 15 March 2007 meeting.	
1.1 Matters Arising	Matters Arising are dealt with under Progress Against Action Points and Agenda Items.	
2.0 Progress Against Action Points	Complete Action Points, Ongoing Actions and those arising from this meeting are included at the end of these minutes.	
3.0 Management Board Agenda Items		
3.1 Items from DFP, Departmental Board	Before briefing MB on Departmental Board issues, JW advised MB of his intention to brief MB nearer to the date of Departmental Board meetings. JW updated MB on the following:	
3.1.1	DFP's decision to seek liP accreditation .	
3.1.2	That the DFP Business Plan 2007-08 has issued in draft form to allow for any amendments requested by an incoming MLA.	
3.1.3	The Department's ongoing monitoring of the Rating Reform Programme .	
3.1.4	Ongoing evaluation of 'Winter Willow' (NICS Emergency Plan).	
3.1.5	Ongoing review of Audit Risk Committees (ARCs) , to ensure a consistent approach across the Department.	

3.1.6		JW reported that NICS Reform was generally “on track” with recent RecordsNI attendance described as “good”. However, AccountNI timetable was experiencing some “slippage”.	
3.1.7		JW updated MB on HRConnect developments; the need for Super Users; and the need to ensure full support from staff.	
3.1.8		JW briefed MB on the latest Workplace 2010 developments. AS agreed to provide the most up-to-date assessment on ‘the impact of Workplace 2010 on LPS’. DR also agreed to advise JW on the Valuation involvement in Workplace 2010.	Arthur Scott and David Rainey
3.1.9		MB requested a presentation by Workplace 2010.	Corporate Support
3.4	Office of Fair Trading (OFT) Report	IG agreed to provide a further update to MB following the planned Government announcement on 4 May 2007. To be included in 25 May MB Agenda.	
3.5	Monitoring Progress against Key Targets and Corporate Risks	MB noted the current position. However, it was agreed that a workshop, planned for Thursday 7 June, would, in part, be used to formulate the LPS Balanced Scorecard and Corporate Risk Register for 2007-08.	Corporate Support
3.5.1		AS to clarify Audit Risk Committee membership, both for end-of-year and LPS Stage 1 (starting 1 April 2007) arrangements.	Arthur Scott
3.6	Non-Executive Directors	JW advised MB of a meeting planned for the week beginning 23 April, with John Hunter and Chris Thompson to discuss the recruitment of 2 Non-Executive Directors to MB. MB confirmed their support for recruitment and hoped that the ‘best people’ could be recruited and adequately rewarded. MB to be updated.	John Wilkinson
3.7	Finance Report	MB noted the Finance Report presented by AS. JW has requested a further meeting to ensure the best use of any end-of-year flexibilities and to examine arrangements for 2007-08.	Corporate Support
3.7.1		DR expressed concern that the Finance Report showed one of the Agency’s biggest Business Improvement Projects - the Building Control Project as being ‘unfunded’ in 2007-08. AS advised that a recent business case had shown that this Project may not be producing the promised efficiencies. JW agreed to meet with DR and AS to discuss this matter further.	John Wilkinson, David Rainey and Arthur Scott

4.0 Any Other Business

4.1 **Next Meeting** MB agreed to co-ordinate meeting dates for the remainder of the year and to programme a series of informal meetings and workshops. **Corporate Support**

4.2 **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 15 March 2007 Meeting

Ref	Action	Owner	Progress at 19 April 2007	Status
3.1.4	Statement of Internal Control. 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.	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	Evaluation commissioned.	Complete
3.2.2	JW and AS to meet in relation to the appointment of 2 Non-Executive Directors.	JW / AS	Meeting planned for week beginning 23 April.	Complete
3.2.3	JW requested an update on Workplace 2010, HR Connect, RecordsNI and AccountNI and their impact on LPS. SAB agreed that if this proved to be an issue for a Programme Board Accommodation Workstream, feedback would be given through that Board.	AS	Update provided via Programme Board.	Complete
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	JW has been briefed on these issues.	Complete
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. 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.	AS / AC	Training Plan to be developed. All training to be set against the available resource. Consideration should also be given to a Valuer Development Programme.	Complete

Progress Against Action Points from 15 March 2007 Meeting

Ref	Action	Owner	Progress at 19 April 2007	Status
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 25 May 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	Reviewed and new dates in place.	Complete
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	Finance Report included in Agenda	Complete
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.	Complete

Progress Against Action Points from 15 March 2007 Meeting

Ref	Action	Owner	Progress at 25 May 2007	Status
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		Ongoing

Progress Against Action Points from 19 April 2007 Meeting

Ref	Action	Owner	Progress at 25 May 2007	Status
3.1.8	JW briefed MB on the latest Workplace 2010 developments. AS agreed to provide the most up-to-date assessment on 'the impact of Workplace 2010 on LPS'. DR also agreed to advise JW on the Valuation involvement in Workplace 2010.	AS and DR	A meeting is planned, prior to 25 May, for JW to meet Gerry Gosgrove on LPS needs.	
3.1.9	MB requested a presentation by Workplace 2010.	Corporate Support	Email request made to Workplace 2010 team on 10 May 2007. Reply awaited.	Complete
3.5	MB noted the current position. However, it was agreed that a workshop, planned for Thursday 7 June, would, in part, be used to formulate the LPS Balanced Scorecard and Corporate Risk Register for 2007-08.	Corporate Support	Workshop planned for Thursday 7 June.	Complete
3.5.1	AS to clarify Audit Risk Committee membership, both for end-of-year and LPS Stage 1 (starting 1 April 2007) arrangements.	AS	Meeting planned for Wednesday 25 April. LPS, Audit Risk Committee to meet on Friday 25 May. Invitations issued. Corporate Risk Register and Stewardship Statements issued on 10 May for updating and completion.	
3.6	JW advised MB of a meeting planned for the week beginning 23 April, with John Hunter and Chris Thompson to discuss the recruitment of 2 Non-Executive Directors to MB. MB confirmed their support for recruitment and hoped that the 'best people' could be recruited and adequately rewarded. MB to be updated.	JW	Meeting planned for the week beginning 23 April.	
3.7	MB noted the Finance Report presented by AS. JW has requested a further meeting to ensure the best use of any end-of-year flexibilities and to examine arrangements for 2007-08.	Corporate Support	Meeting planned for Monday 23 April.	
3.7.1	DR expressed concern that the Finance Report showed one of the Agency's biggest Business Improvement Projects - the Building Control Project as being 'unfunded' in 2007-08. AS advised that a recent business case had shown that this Project may not be producing the promised efficiencies. JW agreed to meet with DR and AS to discuss this matter further.	JW, DR and AS	Meeting to be arranged.	
4.1	MB agreed to co-ordinate meeting dates for the remainder of the year and to programme a series of informal meetings and workshops.	Corporate Support	Management Board, Informal meetings and workshops planned for the remainder of 2007.	Complete