

Land & Property Services

Summary of the Management Board meeting held in Queen's Court on 28 January 2010 at 9.30am

Present:

John Wilkinson	Chair and Chief Executive
Stephen Boyd	Director of Corporate Services
Alan Brontë	Director of Valuation
Anne Flanagan	Change Management Advisor
Iain Greenway	Director of Operations (From item 2 onwards)
Wilfie Hamilton	Independent Board member (To item 11)
Dennis Licence	External Advisor (From item x onwards)
Patricia Montgomery	Director of Customers and Business Improvement (CBI)
Tommy O'Reilly	Director of Transformation
Trevor Steenson	Director of Data Information and Systems (DIS)
Ruth Thompson	Secretary
Mary McCall	(Item 8 only)
Adryan Bell	(Item 9 only)

1. Conflict of Interests

There were no conflicts of interest recorded.

2. Minutes of the meeting held on 21 December 2009

The minutes of the meeting held on 21 December 2009 were agreed, subject to an amendment to paragraph 3.2 on the Valuation Backlog Report.

3. Monthly update – LPS Revenues and Benefits

Management Board discussed this report and the additional information provided by the Director of Operations in connection with APP information. The current status of the Revenues and Benefits performance against plan was considered, and the Board was assured that everything possible was being done in connection with the agreed key targets.

The information considered by the Board included a preliminary report on the recovery of ratepayer debt. It was agreed that a further report would be brought back to the Board the following month (February) for detailed discussion and decisions in connection with taking forward the necessary actions.

The Director of Operations and Director of CBI agreed to meet to look at interaction between their two Directorates.

4. Valuation backlog update

The Director of Valuation provided a verbal update on valuation backlog progress and the priority currently being given to dealing with both domestic and non domestic work. The Board welcomed the progress being made and agreed that in order for Management Board to agree its plans for dealing with this critical area of work –

- A short paper on the information provided would be circulated to Management Board members.
- This would be followed by a more detailed paper to the Board next month (February) on the subject of dealing with backlogs over the year ahead.
- There would then be a regular monthly paper on valuation backlogs on the Board's agenda.

5. Non-domestic revaluation update

The Director of Valuation provided a verbal update regarding the non domestic revaluation, publication of which had been deferred for a year. It was agreed that the Board would receive a paper on this subject at its February meeting so that there could be detailed consideration of this issue.

6. Finance Report

The Management Board noted the results of the December monitoring round and the bids submitted in the February monitoring round, and approved the recommendation that no Director would commit expenditure without the necessary budget cover. The Board stressed that Directors needed to monitor and control their budgets.

7. LPS Funding Model

The Management Board agreed the recommendation in this paper that LPS should retain its current funding model status.

8. Transformation programme

The Director of Transformation introduced a set of papers asking for the Board's agreement to taking forward key Transformation Programme issues on governance arrangements, communications and branding.

8(1) Transformation Programme Governance Arrangements

The Board agreed -

- That governance of the Transformation Programme was a Board

responsibility and a critical issue, and therefore it would be a standing item on the Board's agenda.

- The proposed Transformation Model as presented in the paper, subject to this being amended to show the links to the LPS Action Plan.
- That in terms of a governance forum for the Transformation Programme, an additional sub-committee of the Management Board should be established, reporting to the Management Board.

8(2) Transformation Programme Communications

The Board considered proposals regarding the approach to and objectives for communications in connection with the Transformation Programme. The objectives related to positioning the Transformation Programme in LPS and achieving organisational understanding of the purpose, governance and commitment to the Programme. The communications approach was incremental and included 'business as usual', and the Board welcomed this and the range of methods proposed.

The Board agreed the objectives and communication approach.

8(3) Branding the Transformation Programme

The Board considered three options for branding the Transformation Programme and agreed that the option to be used would be the option based upon 'LPS on track', subject to some further refinement around wording, including making this more aspirational.

8(4) LPS Change Forum

The final paper considered by the Board in this section made recommendations for an LPS Change Forum, the purpose of which would be to support LPS management to champion and drive the issues and activities, and to create momentum at directorate and branch level. The Board agreed the proposed objectives, reporting and support proposals.

9. Belfast Accommodation – Assessment of Work-styles

The Board considered a paper setting out ideas as to how LPS could better understand how its Belfast-based workforce currently worked – and might work in the future in alignment with organisational, business and cultural aspirations. The Board welcomed the help of Adryan Bell, Head of Work Innovation in DFP, in providing the information and also for his help in exploring how this work might be taken forward. The Board recognised that such work needed to take account of ongoing matters, including lease issues on LPS buildings and the review of the new Ballymena office accommodation, as well engaging with TUS as exploratory work would continue.

10. LPS Stakeholder Management

The Board considered and agreed recommendations regarding continuing work on the Agency's key stakeholders, subject to some amendments including that there should be prioritisation of the stakeholders. It was agreed that thought should be given to the establishment of a ratepayers' forum.

11. LPS Corporate Balanced Score-card 2010-2011

The Board considered the draft Corporate Balanced Score-card for 2010-2011 including the amendments that had been made following the Management Board and Management Committee business planning away-day.

The Board discussed the current content and wording of the draft score-card and agreed a number of further amendments to be made for further circulation.

12. LPS Strategy for Tackling External Fraud

It was agreed that the LPS draft Strategy for Tackling External Fraud would be discussed at the next Directors' Weekly Meeting and, following this, a further iteration would be brought back to the Management Board. The proposed strategy would also be shared with the Audit Risk Committee.

13. Review of Terms of Reference for Management Board

The Board noted that work on the review of the terms of reference was ongoing and a further update would be brought to Management Board as soon as possible.

14. Management Information pack

14.1. Draft minutes of the Management Committee meeting held on 15 December 2009.

These minutes were noted.

14.2. Managing Attendance Report

The Board reviewed progress and it was agreed that Directors would continue to make sure that all possible was being done in connection with meeting the agreed target.

14.3. Staffing Report

The Board noted details of the current staffing report.

14.4 Corporate Balanced Score-card Monitor 2009-2010

The Board reviewed progress towards meeting the targets contained in the Corporate Balanced Score-card for 2009-2010, and agreed a number of updates and actions.

14.5 CCCU Statistics April – December 2009

This information was noted.

14.6. Audit Recommendations Monitor

The Board noted the current status of the Audit Recommendations Monitor.

14.7 OSNI Audit Recommendations Monitor.

The Board noted the current status of the Audit Recommendations Monitor.

14.8. PAC Action Plan Monitor

Management Board noted the progress that had been made in connection with the targets contained in the PAC Action Plan, all of which were either implemented or in-hand.

14.9. LPS Corporate Risk Register

The Board reviewed the Corporate Risk Register and agreed a number of updates and actions.

15. Matters arising /progress made on action points.

Matters arising and the progress made on action points were reviewed and recorded.

16. Any other business

The following items were raised -

- The Director of CBI paid tribute to the work done by the Communications team.
- The Board agreed that the key issues to be covered in the next team brief would be stakeholder management, the Balanced Score-card, Revenues and Benefits update and the valuation/revaluation interface.

Ruth Thompson
29 January 2010

