

Land & Property Services

Summary of the Management Board meeting held in Queen's Court on 27 August 2009 at 9.30am

Present:

John Wilkinson	Chair and Chief Executive
Stephen Peover	Permanent Secretary (Until item 4)
Alan Brontë	Director of Valuation
Joe Mullan	In place of the Director of Operations
Stephen Boyd	Director of Corporate Services
Wilfie Hamilton	Independent Board member
Patricia Montgomery	Director of Customers and Business Improvement(CBI)
Trevor Steenson	Director of Data Information and Systems (DIS)
Deirdre Teague	Chair of Management Committee. (Item 4 only)
Andy Clement	Agenda Item 3.1. only
Ruth Thompson	Secretary

Apologies

Iain Greenway	Director of Operations
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1.0. Conflict of interests

There were no conflicts of interest.

2.0. Minutes of the meeting held in Thursday 30 July 2009

These minutes were agreed.

3.0. Discussion with the Permanent Secretary

The Chief Executive welcomed the Permanent Secretary to his first meeting with the LPS Management Board. There followed a detailed discussion regarding current issues affecting LPS.

3.1. LPS Training Strategy and the LPS Learning and Development Plan

The Board considered the LPS Training Strategy and the LPS Training and Development Plan. The Training Strategy had been developed in terms of the organisation's needs over the forthcoming years and an earlier draft had been considered by the Management Board. In addition, a Learning and Development Plan had been developed for 2009-2010. This incorporated the Training Strategy, action points from the PEDU Review

and discussions with senior management. Management Board agreed that the Learning and Development Plan should be turned into a prioritised action plan for staff. Management Board would agree the action plan by means of circulation and, if necessary, further discussion at a Directors' Weekly Meeting.

3.2. Monthly update – Revenues and Benefits

Management Board considered the monthly update from Revenues and Benefits. It was noted that there had been solid progress made in the first months of the year and, as a result, collection was currently ahead in terms of profiles and targets. The challenges for the next few months were that recovery of debt was expected to slow down, although dedicated teams were working on old debt.

The Chief Executive referred to the substantial amount of work being done and the resources involved in moving from cash based accounting to accruals, and that good progress and improvements were being made.

3.3. Financial Report

The Board considered a paper setting out plans to manage the current financial pressures with the support of the Department. These included a number of recommended cuts and also asked the Board to agree that no further expenditure commitments could be made without first seeking the Board's approval. It was agreed that the cuts recommended in the report would be accepted subject to a number of caveats regarding Valuation and Operations, careful monitoring, and formulation of a contingency plan. The Board also discussed the issue of capital funding.

3.4. Review of Corporate Risk Register

Management Board carried out a detailed review of the Corporate Risk Register and agreed a number of updates to the Risk Register.

4. Matters arising from the Management Committee

The Management Board considered and agreed a number of recommendations made by the Management Committee. It was agreed that the timing of the Management Committee and Management Board meetings needed to be reviewed. It was agreed that, with regard to next year's business planning, once the Department had confirmed the budget this process could begin.

5.2. Managing attendance

Data on managing attendance was reviewed. It was agreed that staff would

be reminded of the importance of following the necessary procedures.

5.3. Staffing issues

It was noted that most staffing issues had already been discussed in connection with the Finance paper.

5.4. Accommodation

The accommodation report was considered and discussed by Management Board, and the Chief Executive updated the Board. Regarding possible options in terms of accommodation, it had been agreed that LPS would make best use of the accommodation already held.

5.5. Corporate Balanced Score-card

The Corporate Balanced Score-card targets were reviewed and it was noted that there would be a presentation to Directors within the next two weeks in connection with the target to review the end-to-end rating process.

5.6 LPS Action Plan Monitor re PAC

Progress was ongoing in connection with the actions coming out of the PAC report, and it was agreed that the Chief Executive and the Director of Operations would meet to look at the current status of the plan in detail.

5.7 LPS Events calendar

This was noted.

6.0. Matters arising/progress against action points.

Management Board reviewed the progress made against action points.

7.0 Any other business

- It was noted that the number of interim responses to complaints was too high and that this issue was being looked at to see where improvements could be made.
- The arrangements for the forthcoming visit by the Minister were discussed.

Ruth Thompson
11 September 2009

