

Land & Property Services

Summary of the Management Board meeting held in Queen's Court on 25 March 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
Joe Mullan	In place of the Director of Operations
Wilfie Hamilton	Independent Board member
Dennis Licence	External Advisor
Brian McClelland	Director of RPD (item 4)
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

Apologies: An apology for non-attendance was received from the Director of Operations.

1. Conflicts of interests:

There were no conflicts of interest recorded.

2. Minutes of the meeting held on 25 February 2010

The minutes of the meeting held on 25 February 2010 were agreed, subject to the wording of the final sentence of paragraph 7 being changed to read: *'It was also agreed that all Directors should ensure that their budgets were expended within tolerances, and that no Director would commit unapproved expenditure without budget cover.'*

3. Monthly update – LPS Revenues and Benefits

In the absence of the Director of Operations, the Head of Revenues and Benefits provided the Management Board with the monthly update including progress towards the debt target. The Board discussed the current situation, the work which was ongoing and the actions to be taken.

It was also agreed that:

Further information would be brought to the Board on the plan being formulated by Revenues and Benefits, Valuation and DIS regarding income generation and reduction issues.

4. Monthly update – LPS Valuation, Revaluation and current work.

The Director of Valuation provided the Board with this update and reported with regard to backlogs and the need to minimise or clear these as soon as possible. As Management Board recognised that the ongoing work to prepare for publication of the Non-Domestic Revaluation in April 2011 would have an impact on this work, the Head of Rating Policy Division joined the meeting at this point for discussion in relation to the Revaluation. In the discussion that followed, the Management Board agreed that a paper on this issue would be brought to the April meeting to update Management Board on the ongoing analysis and assessment.

5. LPS Finance Report

The Management Board reviewed the Finance Report, which provided the management accounts with devolved budgets and expenditure included, and the Director of Corporate Services provided updates with regard to emerging easements and pressures as reflected in the February accounts.

The Board also discussed the 2010-2011 budget and agreed that the Chief Executive and the Director of Corporate Services would review the budget figures and that the Chief Executive would then speak to the Permanent Secretary. With regard to the report on easements, the Chief Executive asked for a 'lessons-learned report.

6. Capital Investment priorities – state of readiness

In January 2010 the Management Board had agreed the LPS capital investment priorities and that funding of these would be subject to the provision of readiness reports. Management Board now considered the assurance reports and confirmed approval to proceed and to allocate funding for the following areas where full assurances on state of readiness had been provided:

- Assessment Office System Support
- LPS ICT Infrastructure
- Revenues and Benefits Business Improvement
- Revenues and benefits Financial Review
- Topographical database.

The Board confirmed that approval to proceed and allocate funding would be withheld from a number of other areas until all the necessary assurances had been provided. In the meantime the individual budget allocations would be reserved within the main capital investment budget for 2010-2011.

The Board also agreed the recommendation that the issue of lead responsibility for the capital investment budget and associated assurances for the non domestic revaluation (Abbacus enhancements) would be considered at a Directors' Weekly Meeting. In the meantime, the indicative budget allocation would be held as part of the wider capital contingency funds.

7. LPS Purpose and Commitment Statement

The Chief Executive explained that consultation regarding the draft Purpose and Commitment Statement had indicated that most consultees had not liked the references to the individual functions of LPS. As a result some further work had been done and the Statement had been redrafted. He asked Management Board members to come back with their views on the proposed changes by the following Thursday.

8. LPS Annual Business Planning Cycle

Management Board considered a paper on the annual business planning cycle, which included:

- The current draft of the Corporate Balanced Score-card.
- The draft LPS 2010 Business Plan
- The 2010-2011 draft risk register.

The Board reviewed these. With regard to the Balanced Score-card, it was agreed that the Chief Executive would go back to the Department regarding the rate collection targets. Also, the Board asked that changes should be made to sharpen and clarify the wording and content of both the Score-card and the Business Plan. There should be a specific reference to 'people management' in the Business Plan, which it was agreed should be short and concise and based around the Balanced Score-card.

With regard to the risk register, after discussion the Board agreed that the process used for identifying risks would be reviewed, and this matter would be brought back for further consideration.

9. Corporate Governance Framework

The Board considered this paper which recommended:

- A number of textual changes to the Framework Document.
- Amendments to the role of the Management Board and its sub-structures.
- Work in progress to complete specific aspects of the Governance Framework including the revised terms of reference for the Management Committee and detailed job descriptions for the Executive Directors.
- That final discussions would be required with individual Non-Executive Directors regarding contractual commitments if the changes referred to above were accepted.

After discussion it was agreed to hold the proposed textual changes to the Framework Document as the Board considered it was too soon to make these.

The proposed amendments to the Management Board terms of reference and procedures were considered. However, Board members expressed reservations regarding a number of the proposals and therefore the Board asked that more thought would be given to these issues.

10. Scoping paper on driving the GI Strategy

This interim paper asked the Board to consider how LPS could drive the use of GI in Northern Ireland. Management Board generally agreed that this issue was about marketing and selling, rather than future development of the GI Strategy, and asked that, within this context, further thought should be given to the strategic fit across NICS and the LPS Forward Strategy. Funding also needed to be considered, as well as maximising income. The Board noted that this was an interim paper and a full paper would be brought to the May meeting of the Management Board.

11. Missed discounts

The Management Board had previously considered the issue of missed discount letters at its February 2010 meeting and had subsequently asked for a further paper providing proposals for the future. After discussion of the issues involved, the Board agreed the recommendations contained in the paper, in particular that LPS should continue to strictly apply the provisions of Article 30 with regard to missed discounts. The Management Board also asked to be provided with a paper reviewing this issue at the half-year mark.

12. Branding identity for the LPS Transformation programme

The Management Board considered and agreed the proposed brand identity for the LPS Transformation programme.

13. LPS 2010 Conference

The Management Board agreed the objectives for the Conference, the draft agenda and the other arrangements. The External Advisor asked that his apology for non-attendance at the Conference would be noted.

14. 1. Managing attendance report

Management Board reviewed the latest position with regard to the managing attendance report, in particular the long term sick absence levels in LPS. Concern was expressed that it was likely that the target with regard to managing attendance would be missed, although there would be a small improvement from the previous year. The Board reinforced the need to encourage all managers to reinforce the procedures and approach with regard to this issue.

The Board asked the Director of Corporate Services to arrange for an update with regard to Departmental decisions regarding interviews with staff.

14.2. Staffing figures report

The Board reviewed the latest report on staffing figures in each Directorate. It was noted that LPS HR were working with the Department to agree the 2010-2011 staff baselines, and that follow-up meetings had been held with Directorate to confirm baselines and identify business critical vacancies to be filled.

14.3 Corporate Balanced Score-card Monitor 2009-2010

Management Board reviewed the current position in relation to the Corporate Balanced Score-card for 2009-2010. The Board asked that particular attention would be paid to the explanations of the outcomes in relation to the targets, and that the Score-card should go to the Audit Risk Committee. The Board also asked that the stewardship statements would be revised and go to Audit Risk Committee.

14.4. CCCU statistics April 2009 to February 2010

The Board reviewed these statistics and noted the good progress being made.

14.5 Audit recommendations monitor

The Audit Recommendations Monitor was reviewed.

14.6 PAC Action Plan Monitor

Progress was reviewed by the Board and it was noted that this Action Plan was almost concluded.

15. Matters arising and progress against action points

Management Board reviewed matters arising and previous action points. These are recorded in the attached Appendix.

16. Key issues for team brief

The Board agreed that issues for team brief should be the progress with regard to the Balanced Score-card, and the branding for the Transformation programme.

17. Any other business

- The Director of DIS would summarise and circulate information in connection with his attendance at a National School of Government seminar.
- The Director of Valuation reported on liaising with OFM/DFM and that he would keep the Board informed.
- The Director of CBI provided a brief report on the Public Accounts Committee evidence session on the Landweb project on 18 March 2010.

18. Date of next meeting

The next meeting would be held on 29 April 2010

Ruth Thompson
April 2010