

Land & Property Services

Summary of Management Board meeting held in Queen's Court on 29 October 2009 at 9.30am

Present:

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| 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 |
| Wilfie Hamilton | Independent Board member |
| Tommy O'Reilly | Director of Transformation |
| Trevor Steenson | Director of Data Information and Systems (DIS) |
| Deirdre Teague | In place of Director of Customers and Business Improvement (CBI) |
| Mary McCall | Head of Communications, Agenda item 3.4 only |
| Ruth Thompson | Secretary |

Apologies:

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| Patricia Montgomery | Director of Customers and Business Improvement (CBI) |
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The Chief Executive welcomed and introduced Tommy O'Reilly, the new Director of Transformation, and Anne Flanagan, Internal Change Advisor, who had both joined the Management Board.

1. Conflicts of interest

There were no potential conflicts of interest.

2. Minutes of the meeting held on Wednesday 30 September 2009

The minutes of the meeting held on 30 September 2009 were agreed.

3.1 Monthly update on LPS Revenues and Benefits

The Board discussed a number of issues and their potential impacts on the organisation including –

- The increased collection challenge in the general economic situation.
- Current budgetary and staffing pressures and the need to prioritise, but to also recognise the statutory and customer requirements.
- The challenges of completing data cleansing and other improvements alongside business as usual.

The Board examined, discussed and agreed the actions that were being taken with regard to these issues.

With regard to the new rating reforms, the Director of Operations advised the Board that, while implementation was well-advanced, the detail of the policy was still being discussed, leading to concern that implementation would take place alongside finalising policy and legal issues. As a meeting of the Project Board would take place on the following Monday, the Chief Executive asked that he be given a situation report following the meeting.

3.2 Finance Report

Management Board examined the finance report on the LPS budgetary position, looked at the implications for the current year and for next year and agreed a number of actions to be taken, including that, at this stage, no further cuts would be made to the budget. However, if increased savings or income was not made by December, it would be necessary to put further measures in place. In the meantime Directors should ensure that their directorate staff committed expenditure only where budgets existed, and discretionary expenditure should not be committed.

The Management Board also looked ahead to the budgetary situation for the following year and the need to produce plans as to how LPS would live within its budget. The emerging pressures and their impacts were discussed and it was agreed that looking at the future shape of the organisation would be a key part of the next Management Board away-day, including the need to consider further savings and income generation.

3.3 Financial Review Project

The Director of Operations provided a verbal update on the progress made with regard to the Financial Review Project. A number of amendments had been made to the Business Case.

- The Chart of Accounts was scheduled to be rolled out to Abbacus as planned. This had been a major piece of work, and the efforts of IT Services, Operations and Operational Finance in specifying, data cleansing, testing and managing the cut-over process over the last nine months were commended.
- The audit of the Statement of Rate Levy and Collection was nearing completion. The draft rates accruals account had been presented to NIAO on 30 September 2009, in accordance with the PAC timetable.
- Work continued to progress the Financial Information and Analysis Reporting element of the project. Seven of the twelve reporting models had 'gone live'. There had been some slippage due to dependency on the Chart of Accounts implementation. All models and reports were now scheduled for completion by early December.
- A series of Financial Review Awareness Sessions had been

delivered to operational staff by the Training Unit. The training focused on the Financial Review improvements, and what these changes would mean to staff.

- A Gateway Healthcheck of the project had been scheduled for the mid/end of November.

3.4 Stakeholder Engagement Plan

The Board considered a paper on a stakeholder engagement plan for LPS. There was agreement in principle that a stakeholder engagement plan was needed (although it was noted that substantial work had already been done) and that further work needed to be done in a number of areas including costings, a timeline, further prioritisation of stakeholders and how this work would integrate into business as usual. The Board asked for a further paper for the following meeting, which would identify key customers, priorities, costs and validation.

3.5 Matters arising from the Management Committee meeting on 20 October 2009.

As Chair of the Management Committee, the Director of Corporate Services updated the Board on the matters arising. The Board agreed with the need for a policy/legislation group to be set up within LPS, and options for taking this forward were discussed. The Terms of Reference and lessons learned in respect of the establishment of the Management Committee would be aligned with the work on the Terms of Reference for the Management Board.

5.1 Minutes of BIMC on 16 September 2009

The Board reviewed the BIMC minutes.

5.2 Managing attendance

The Board reviewed the latest information on managing attendance in LPS and expressed concern that LPS was marginally missing its target. There was discussion of what could be done to recover the situation and it was agreed that more detail and a clearer picture would be required. The Chief Executive and the Director of Corporate Services would review this and come back to the Board with more facts and figures.

5.3 Staffing issues

The Board reviewed the staffing figures.

5.4 Accommodation update

The Board considered the accommodation report on a number of issues including ongoing work to open the public office in Academy House as a 'one-

stop-shop', and plans being made for Marlborough House.

It was agreed that, in future, as it was operational rather than strategic, the accommodation update should go to the Management Committee. Papers on the LPS Accommodation Strategy should continue to come to Management Board.

5.5 Corporate Balanced Scorecard Monitor

The Board reviewed the current status of the Corporate Balanced Score-card Monitor and agreed to discuss the monitoring process with the Permanent Secretary.

5.6 CCCU Statistics re AQs etc.

The Board reviewed the current statistics from CCCU and agreed that processes had improved. The Director of Operations raised the issue of over-dependence on the rating side of interim responses and advised that this issue was being dealt with.

5.7 Audit Recommendations Monitor

The Director of Corporate Services advised that good progress had been made with assurances received from Internal Audit. Feedback was awaited from the NIAO on the 2009-2009 IFRC.

5.8 PAC Action Plan Monitor

The Board reviewed the PAC Action Plan Monitor and the progress that was being made.

5.9 Update following LPS ARC meeting on 15 September 2009

Management Board considered and agreed the recommendation made by the Audit Risk Committee regarding re-writing Corporate Risk 7 to include the risk of 'not having sufficient resource to deliver the LPS Action Plan response to PEDU'.

5.10 LPS Corporate Risk Register

The Board reviewed the Corporate Risk Register, the changes that had been made to Risk 7 and Risk 3 and further consideration to be given to 'new' risks.

5.11 Matters arising/progress against action points.

Matters arising and progress against action points were reviewed and updated.

6. Any other business

The Director of DIS advised of the information audit questionnaire which would be issued shortly, and the importance of completing this.

The Chief Executive referred to the recent note on DFP finances circulated to all staff by the Permanent Secretary. Further messages to staff regarding these issues would be discussed at the next Directors' Weekly Meeting.

7. Next meeting

The next meeting of the Management Board would take place on Thursday 26 November.