



Attendees: Alastair Peoples (Chair), Paul Coombs, Andy White, Paul Satoor, Alex Fiddes, Peter Hearn, Paul Smith (NED), Jane May (NED)

Guests:

Apologies: Heather Cruickshank

Secretary: Tom Middleton

0. Introductions

0.1 No declarations of conflict of interest were declared for this meeting. Three items of any other business were tabled: Merger communications, Health & Safety Risk and Shared Services migration.

1. Automatic Number Plate Recognition (ANPR) Full Business Case (FBC)

- 1.1 A request to approve the ANPR FBC was presented to the Board, due to the urgent need for the cameras to enable VOSA to have targeted enforcement for the HGV Lorry Road User Levy project.
- 1.2 The Board reviewed the paper with the caveat that the Financial and Economic case will be updated on completion of the procurement exercise, as the costs could not be finalised because of further engineering work needed at sites and the urgent timescales involved.
- 1.3 The Board were informed that lessons learnt from other projects have revealed that more up front costs are needed at OBC stage, to ensure that project costs are up to date.
- 1.4 The Board raised concerns that the Levy funding is only confirmed for one year at this point, so there is a need to inform the Department of what would stop, should SEB funding be the alternative, so that the Agency was not left carrying the costs under business as usual.
- 1.5 The Board also doubted the assumed non-compliance level for the Levy of 5%, which is being used by the Department, so felt that they should be made aware of the amount of work the funding would support at different compliance levels.
- 1.6 The Board were updated on the four work streams which will take place to deliver the ANPR project and debated the strategic alignment of the Levy work.
- 1.7 The benefits of the ANPR project mainly relate to the targeted enforcement capability for the Levy project but there are also secondary benefits for improving roadside enforcement capabilities.
- 1.8 The Board felt it was important to ensure efficiency savings are realised and asked that the Business Excellence team look at roadside enforcement working practices in their plan of work for next year, as current practices vary by areas.
- 1.9 The Board asked that the views of Operational staff are sought, not just policy managers, to ensure there is a desire for the equipment and there needs to be a business change handling plan developed to ensure that use is optimised and should be reflected in the management case.

Decision: The Board approved the ANPR FBC subject to the Financial and Economic case being updated on completion of the procurement exercise and being submitted back to the Transitional Board.

ACTION	Peter Hearn (c/o Alastair Peoples)	24 September
DB13/09/01	To ensure an audit trail is in place to inform the Department of what would stop within SEB should the Levy funding cease so that the Agency was not left carrying the costs under business as usual. In addition they should be made aware of the amount of work the funding would support at different compliance levels.	

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2. McPherson Review Report Outcomes

- 2.1 An updated paper was presented to the Board with a list of the business critical models used by the Agency, following the outcomes of the McPherson review.
- 2.2 The risks for each system have been evaluated and the Board asked that a proportionate assurance model is used to correspond to the importance of the business model.
- 2.3 The Board felt the key area for the Agency is the ability to accurately forecast costs so that fee levels can be proportionately set.
- 2.4 Further assurances of the models will be gained from Quality Assurances (QA) by the audit team, in MYMAS and governance statements and will be discussed at directorate meetings.
- 2.5 The Board discussed the Group Audit Model and had concerns that despite receiving assurances, the new charging model will end up costing the Agency more than the current internal model. The Boards concerns will be raised with the Department.
- 2.6 The Board were informed that checks have been built into the process for setting up new projects to ensure any new Business Critical models are identified and added to the record.
- 2.7 The Board were also informed that a new Microsoft Office suite will be migrated to shortly, so QA checks of the current systems will be required to ensure a smooth migration.
- 2.8 A Governance stream for the merger will ensure any cross Agency issues are captured.

ACTION	Alastair Peoples & Paul Coombs	24 September
DB13/09/02	To raise concerns over the likely increased costs to the Agency due to the Group Audit model at the Motoring Services Board and Performance review meetings	

ACTION	Peter Hearn	24 September
DB13/09/03	To clarify whether DSA are exempt from the McPherson review outcomes	

3 Board Update Reports

August ICB Update

- 3.1 The Board noted that Change Proposals Assessments (CPA) had been approved for a full roll out of the Connectivity Time Pilot, NGT 0.5, a Remote Enforcement site trial, Civil Service Resourcing Migration; whilst noting the ICB had concerns around the mandated migration, DVLA Inspections and New Government Security Classifications.
- 3.2 In addition the Full Business Case for ANPR was approved to go to the Directing Board, subject to the Financial and Economic case being submitted once completed.
- 3.3 Exception reports and additional spend approvals were also approved to de-scope the SAS element from the Full IT Disaster Recovery project and OLBS Business Case respectively.
- 3.4 The ICB asked the Board whether all large contracts should be managed by a contract manager, to ensure contracts are handled by experienced and trained staff. The Board agreed that a process should be defined to agree when contracts needed to be managed in this way.

ACTION	Paul Coombs	October
DB13/09/04	To define a process for when large contracts in the business should be handled by contract managers as part of the merger Org Design work.	

- 3.5 The ICB also raised an issue of the governance of the HGV Road User Levy project as the business case for the work is owned by the Department.
- 3.6 The ICB highlighted that the Procurement contract list in circulation may not be complete. The DB sought assurance as to the completeness of the list.

ACTION	Paul Coombs	24 September
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DB13/09/05 To review the Procurement contract list for contract staff spends.

- 3.7 The Board were made aware by the ICB that the Government has served notice from March 2014 on the Government Gateway e-Payment Service, which is used by the Agency to collect card payments. A request to extend the notice has been sent and an urgent request will be submitted to the ICB for approval for an alternative provider, which will need to be funded through the contingency allocation. The ICB agreed to take the request by ex-committee due to the urgency.

July BPB Update

- 3.8 The Board noted the BPB update as presented; of particular interest was the discrepancies found in the sickness reporting systems, which had been overstating sickness levels. A data cleansing exercise is taking place to ensure the data is clean for migration to the new Shared Service systems. Only this year's figures will be amended following the cleanse.

- 3.9 The Board asked that any Audit reports on the HR Oracle system are reviewed and a light touch look at what else the system is used for is carried out to ensure no other areas are affected.

ACTION	Alastair Peoples	24 September
DB13/09/06	To ensure Internal Audit review and Audit the reports on the HR Oracle system and conduct a light touch look at what else the system is used for to ensure no other areas are affected.	

- 3.10 The Board reviewed the Corporate Performance Scorecard by exception and noted the Efficiency savings, Service to the TRU and FTE Establishment measure performances.
- 3.11 The Board were informed that work is ongoing to address the shortfall in the amount paid by DVLA for the Driver Conduct work carried out on their behalf.
- 3.12 The Board were informed that a strategic back off pilot will start this month, new tachograph reader devices have been procured and data sharing agreements are being introduced to help with the 50/50 tachograph analysis target, although it was still felt the target is unlikely to be achieved.
- 3.13 The BPB also made the Board aware that reports are required from the CIO for the MOT scheme work. The Board asked that requests for reports are planned in advance and included in directorate plans so work can be planned in the CIO directorate, which is currently stretched for resource.

ACTION	Peter Hearn	24 September
DB13/09/06	To ensure MOT Scheme requests for CIO reports are planned in advance and included in directorate plans	

- 3.14 The Board noted the financial position and the project and programme summary.
- 3.15 The August BPB update report was not available in-time for the meeting, so will be circulated by ex-committee.

ACTION	Tom Middleton	24 September
DB13/09/07	To ensure the August BPB update is circulated to DB members by ex-committee.	

Directors Catch up Update

- 3.16 The Board noted the Directors Catch up report.

4 Directing Board Closing Administration

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- 4.1 The Board were informed that this was the final Directing Board due to the merger of VOSA and DSA. A Transitional Board has been appointed and will meet next month and continuing until a merged Agency is formed with a permanent Board appointed.
- 4.2 The Board were thanked by the Chief Executive, particularly Alex Fiddes, Peter Hearn and Heather Cruickshank who will no longer be members on the Transitional Board, for leaving the Agency in a good position, with a high reputation and for helping to manage the financial recovery a year ahead of schedule.

5. AOB

- 5.1 The Board were updated on the latest developments in merging VOSA and DSA, including holding staff workshops. The Communications team were asked to ensure the Non Exec Directors are kept up to date with the latest information.

ACTION	Peter Hearn	24 September
DB13/09/08	To ensure that communications on the merger are sent to the NEDs	

- 5.2 The Board endorsed the updated wording to the Health & Safety Risk that had been approved by the Health & Safety Committee earlier in the day.
- 5.3 The Board were informed of delays to the migration to the Shared Service Centre work-streams, which were out of the Agencies hands, so a request to delay the migration due to the circumstances may be asked of the Department.

6. Meeting Administration

- 6.1 The Board approved the Minutes of the 10 July Directing Board as an accurate record for publication.
- 6.2 The Directing Board Action Sheet was updated and is attached.
- 6.3 Board Agendas Forward Look – This was the last Directing Board. The Transitional Board will now replace the Directing Board until a permanent Board is appointed for the merged Agency, the first meeting is being held on 2 October 2013.