ANNEX A

FOI DOF/2025-0491

Request

A copy of the latest LPS Management Board Minutes

DoF response

I can confirm the department holds the information requested.

Information provided in Annex B is subject to redactions detailed below.

Staff names are withheld as this information is exempt under Section 40(2) of the Freedom of Information Act because such disclosure would contravene the first principle of the Data Protection Act 2018, which requires that personal data must be processed lawfully, fairly and in a transparent manner. Disclosure would be unfair, because the sole trader would not expect that this information would be made available to others.

Section 40(2) exempts personal information from disclosure if that information relates to someone other than the applicant and if disclosure of that information would contravene one of the data protection principles in the General Data Protection Regulations (GDPR) (or certain other provisions of the Data Protection Act 2018).

Having considered all the information contained within the Lawfulness, Fairness and Transparency Test (which we are providing as a separate attachment – Annex C), the department has established that, on balance, there is no lawful basis for the disclosure of third-party personal data falling within the scope of the request of which the requester is not the data subject

Some information is withheld under Section 43(2) (Commercial Interests of any legal person (an individual, a company, the public authority itself or any other legal entity)).

Section 43(2) of the FOI Act is a qualified exemption and is subject to a Public Interest Test. The Public Interest Test, provided at Annex D, provides further details of the public interest considerations around disclosure of this information.

Land & Property Services
Seirbhísí Talún agus Maoine

LPS Management Board Meeting

Minutes and Action Log

Location: Room 4.1, Lanyon Plaza, Belfast

Tuesday 15th April 2025 from 11am

Attendees:	Organisation
Sharon Gallagher (Chair) (SG)	LPS, Deputy Secretary
Andrew McAvoy (AMcA)	LPS, Director of Rating Policy
Angela McGrath (AG)	LPS, Director of Valuation Services and Commissioner of Valuation
Chris Rooney (CR)	LPS, Director of Revenue and Benefits
Christine Farrell (CF)	LPS, Director of Land Registration and Registrar for NI
Colm Doran (CD)	LPS, Director of Transformation and Corporate Support
Mike Beare (MB)	LPS, Director of Digital Services
Suzanne McLaughlin (SMcL)	LPS, Director of Mapping Services and Chief Survey Officer
Additional Attendees	
Gavin Patrick (GP)	DoF Finance Director
(S1)	DoF Finance
Section 40(2) (S5)	DoF Finance Business Partner
Clair Hampton (CH)	DoF Finance Business Partner
[redacted] (S2)	Ordnance Survey
(S3)	Ordnance Survey
Rico Santiago (RS)	Ordnance Survey
Joanne McCarthy (JMcC)	NICS HR, DoF Business Partnering Team
Lisa Morgan (LM)	LPS, Deputy Director
Apologies	
(S4)	DoF Finance

Secretariat	
Deirdre Simpson (DS)	LPS, Corporate Planning and Co-ordination Team

Welcome, Apologies and Conflicts of Interest

Sharon Gallagher welcomed all to the meeting. No conflict of interest was reported.

1. Finance Presentation

CH confirmed that S5 will be taking over her role as LPS Finance Business Partner. CH provided a presentation on an overview of the monthly LPS Finance report in order to aid understanding of the overall process. The presentation included an overview of the LPS budget forecast to outturn summary (including what this shows and where the figures come from) and important timescales for returns.

The following action points were taken throughout the presentation:

- CH agreed to provide LPS with a more detailed breakdown of GPE within the Finance report, breaking down the categories of expenditure, given the value.
- Finance to provide a more detailed breakdown of capital within the Finance report, given the value.

CH indicated that the Finance team currently had two vacancies and that this may impact services. The DP accountant competition is about to launch and hopeful these positions will be filled.

SG noted that the new LPS economist is due to join on 28 April 2025 and she would like an introductory meeting with S5 so we can have a clear understanding of roles and responsibilities. SG is aware there is an internal gap in the collation of LPS Finance returns that needs to be addressed.

AP01 – 04/25 – Meeting with S5 and new LPS economist to be arranged.

2. Finance Update

2024/25 Budget

Resource Budget forecast outturn is £60,820k giving an easement of £3,999k equating to -6.17% of the total resource budget. Capital budget forecast outturn is £6,778k, giving an easement of £1,443k. Income budget forecast outturn of £48,084k giving an under-recovery of £674k. Salary budget forecast outturn of £50,958k, giving an easement of £440k. GAE budget forecast outturn of £13,678k, giving an easement of £553k.

CH noted that the aged debt went up by £82K due to more recent debt, however the older aged debt has reduced by £48.6K, noting considerable progress made during the 2024/25 financial year to reduce the position.

SG referred to the LPS aged debt analysis paper (BTL paper 01) seeking advice on the recommendation to bring in procedures so that the Aged Debt is managed on a continual basis going forward. CH confirmed that the Management accounts provide detail on this so LPS should continue to review and monitor this.

GP noted that this area will be improved as part of the Integr8 solution and that the team were grateful for the input from LPS.

SMcL indicated that there were still some discrepancies in debt that had been paid that was not showing up on the system. GP advised SMcL to provide details of this and Finance will raise this with Account NI.

SG recognised that LPS need to understand if the aged debt work carried out within LPS is resource heavy for a diminished return and this is something that we will take forward with S5.

All recommendations within the LPS aged debt analysis paper (BTL paper 01) agreed.

2025/26

CH indicated that forecast work is still ongoing, however LPS have been allocated £19.62m capital and £69,994K (ringfenced and non-ring-fenced resource). Ringfenced is £50,923k.

GP informed LPS that it is vitally important that LPS regularly review their forecasts for the overall DOF overplanning figure can be reduced and managed effectively. GP also indicated that DoF hope to establish a £1m transformation fund subject to budgets which LPS will be able to avail of.

GP also agreed to provide a few lines with the LPS finance paper on the DoF position going forward to help LPS understand the overall Departmental position.

CH reported that Section 43(2) [redacted]

CH reiterated the importance of monthly management accounts being checked by each Division to ensure that staff are charged to correct cost centres. Any amendments required should be notified to HR Connect / Finance Business Partner. Managers should also ensure that vacancies are registered via HR Connect / NICS HR and that any data changes are submitted on the appropriate form to HR Connect.

SG thanked the Finance team for the presentation which was extremely useful and that we look forward to working closely with S5 over the next year.

S1, S5, CH and GP left the meeting at this point.

AP02 – 04/25 – Finance update monthly report to include more detailed breakdown of GPE/Capital expenditure and DoF position.

3. Minutes of the Previous Meeting

The Board agreed with the previous minutes.

4. Matters Arising and Action Points

The Board reviewed the previous action points that are still open as follows:

Action Point	Action	Progress
AP01 – 01/25	**Q3 Internal Audit Update** LPS Directors to consider areas for inclusion in Internal Audit 2025/26 assignments and provide input prior to meeting with Internal Audit.	Meeting held on 19th March and assignment agreed. AP Closed.
AP02 – 01/25	**Finance Update** Finance to provide LPS advice on significance of value of LPS aged debt.	Paper provided on 24th February 2025. AP Closed.
AP03 – 01/25	**Staffing Costs/Funding Position** Directors to review/agree categorisation of LPS posts.	Completed. AP Closed.
AP04 – 01/25	**Staffing Costs/Funding Position** CD to facilitate a two-hour session with Directors to discuss outcomes.	Completed. AP Closed.
AP05 – 01/25	**Update on Critical Vacancy Review** Vacancy paper updated following the review of the posts and workshop to be held mid-February with all Directors and CH.	Directors completed template on funding and deployment of staff within Divisions and this has been provided to SG. Directors developed presentations on priorities and allocation of resources at SMT checkpoint meeting on 19 March 2025. AP Closed.

Action Point	Action	Progress
AP06 – 01/25	**LPS Management Board & Senior Management Checkpoint Meeting Review** Terms of Reference and forward planner would be updated and sent to Directors for approval.	Terms of Reference and Forward planner updated and sent to SMT 14/02/25. AP Closed.
AP07 – 01/25	**LPS/DoF Business Plan** Revised LPS business plan targets to be reviewed by Directors and workshop arranged to agree.	LPS Business plan targets discussed and agreed at LPS SMT Checkpoint meeting on 19/03/25. AP Closed.
AP08 – 01/25	**LPS/DoF Business Plan** Divisional Business Plans to be developed.	Ongoing.
AP09 – 01/25	**LPS Corporate Risk Register** LPS Risk Register updated to align with proposed new DoF format.	Ongoing. New thematic approach to managing corporate risk has been further developed and will be introduced for update at next Departmental Board meeting in June 2025.
AP10 – 01/25	**LPS Corporate Risk Register** Risk workshop held to review of all LPS corporate risks in advance of moving to the new format.	Ongoing. Dedicated workshop will be held on 29 April 2025 (subject to approval of new DoF format) with all LPS Directors to facilitate a critical review of all LPS corporate risks in advance of moving to the new formal.
AP11 – 01/25	**Team Brief – Key Messages** LM to collate information on how Team briefs operate within LPS.	Paper provided to LPS SMT Checkpoint meeting on 19/03/25. AP Closed.
AP05 – 10/24	**Service Support & Improvement Update** Consideration to be given potential impact of new licensing arrangements on LPS	Ongoing – Update provided in L&D update at checkpoint on 27/02/25. Ongoing work of DoF Shared Learning Licenses scoping group and anticipate its findings in Q1 FY 2025/26.
AP09 – 10/24	**LPS Frontline Operations Report** Format review to be undertaken.	Ongoing. Review will be completed when Business Plan agreed.

5. RPD staffing and succession planning

AMcA provided a brief overview of his paper indicating the need for a substantive DP, or a SO on temporary promotion basis for a 12-month initial period to ensure resilience within the domestic rating side of RPD and to ensure an effective approach to succession planning for current and future policy and legislation priorities on the Rate Rebate scheme, and to provide effective knowledge transfer.

AMcA noted that further papers will be presented to the Management Board and/or Strategic Change Board in the weeks ahead in relation to the wider staffing issues noted above.

DP01 – 04/25 – The Board agreed with the recommendation for substantive DP for SO on temporary promotion basis within Rating Policy Division.

6. Digital Services Division Role & Name Change

MB informed the DSD role has developed since its establishment in 2024 and it has become clear that its title does not accurately reflect the range of services it delivers. As a result, it has been decided to rename the division as DCASD - Digital, Contracts, Accommodation Services Division.

MB advised that following a competition Joanna Brown has been successful and will take up her temporary role as Principal Economist (one-year initial period) on 28 April. Meetings will be arranged with each director and the deputy secretary in May.

The G6 Head of Special Projects post was identified in 2024 as potentially having a significant technical element and following business case approval a process within HR Connect followed to transform the position from a G6 to an ICT 8 post. It has been confirmed that a new ICT 8 competition may not be completed for 12 months, therefore, a Temporary Promotion competition will be conducted before the end of June 2025. The additional cost of this post will be an ICT allowance.

MB reported that the G6 head of CMU position has been filled on a Temporary Promotion rotational basis since July 2024 and so approval is being sought to fill this position substantively. Currently there are three G7s in CMU, and the plan is to replace this structure with two G7s reporting to one G6. So, the funding requirement is the difference between a G7 and a G6 salary.

DP02 – 04/25 – The Board approved the recommendation for substantively filling the G6 head of CMU position.

MB also reported that there is currently a vacant Personal Secretary to the G5 post and requirements have changed over this period and it is now considered that the division would be better served by a deputy principal administrator to manage all of the corporate responsibilities.

The Board tentatively agreed the new role of DP for corporate responsibilities however require further detail on the full role of this post and the post to be graded before approving.

MB also noted that CMU has developed a term of reference which sets out its responsibilities, and that of business areas. MB has agreed to meet with each Director and review this.

7. Land Registry Mapping Fees

RS, S3 and S2 joined the meeting to present this agenda item.

RS explained that OSNI is currently under-recovering the income due from the operation of the current LR system due to reasons noted in the paper and OSNI note there is an opportunity now with the replacement system and fees review to correct this imbalance. He also explained that the current MOU in place between OSNI, LR and Syntegra (BT) will expire when the contract for the LandWeb system comes to an end.

RS noted that the current agreement is outdated and predates the formation of LPS in 2008, the establishment of the NIMA and OSNI Business Development Branch. The fees are outdated due to the premise and the methodology utilised to arrive at the agreed annual fee being obsolete and have not kept pace with changes in LandWeb platform use.

S2 explained that Section 43(2) [redacted]

S2 indicated that the Section 43(2) [redacted]

OSNI IP cannot be used by Departments where they use it to generate money. If they do, this requires a different agreement. OSNI IP and mapping products can only be used for internal business and the scope of NIMA does not include the use of OSNI IP in activities that generate revenue.

RS, S2 and S3 reiterated that it is imperative and necessary that a new OSNI-LR fees framework is developed and implemented.

SG thanked RS, S2 and S3 for the paper noting that it clearly explained the situation.

CF expressed reservations on the proposal which would increase costs to the customer and needed assurance on the OSNI charges to be applied.

SG summarised that LPS needs to ensure compliance, and that Management Board could not agree the proposal until further work is conducted between OSNI and LR to develop a suitable proposal which will be presented to Management Board.

AP03 – 04/25 – OSNI and LR to bring forward a fully developed proposal for consideration by LPS Management Board.

8. HR and Affordability Report

CD reported this paper sets out a first draft of the proposed new format and includes workforce planning data, staff affordability and key HR data. This information was previously supplied in a separate HR Business Partner report and has been streamlined to be included in this single report. CD recognised there is some duplication with the finance paper that will be reviewed.

Directors noted that this provides much improved level of visibility from an organisation level and found it easy to read. SG liked the visuals included, however wanted to understand how we would use this going forward. She confirmed that a finance report and a HR/Affordability paper should still be provided separately, however this report should include details on affordability.

JMcC confirmed that the 194 vacancies are on the system and would have had an approved budget and were affordable at that time. SG considered that for Management Board to have confidence in the level of vacancies further work is required by Divisions to understand affordability of the vacancies which are actively being sought to fill.

Management Board agreed the report was moving in the right direction and that further work on the presentation/format/structure and inclusion of the comparable NICS/Departmental position in some of the areas should be provided for the next iteration of the paper for the next meeting

AP04 – 04/25 – HR and Affordability Paper to be updated and presented at next Management Board meeting.

9. People & Resource Committee

CD reported that the LPS Business plan contains a target to scope and establish a People and Resources Committee. DoF has a People and Resources Committee (PRC) which SG co-chairs. LPS previously had a PRC which did not become fully established. Membership consisted of divisional workforce planning representatives at G7 level who did not have full decision-making authority for all scenarios.

LPS Business Support Unit (BSU) has provided proposals on the purpose and activities of this Committee including:

- *LPS Resource Alignment* – Responsibility for ensuring available resources is aligned to LPS priorities including the deployment of staff to support Corporate Plan objectives. Project staffing will continue to be managed by the SRO.
- *In year budget monitoring and control* - establishing an approved staffing level (ASL) to be used to monitor changes and implications for salary budget.
- *Workforce Planning Strategy* – Overseeing implementation of Workforce Plan and associated recommendations. Provide feedback on and aid the implementation of wider NICS policies.
- *LPS People Plan* - Approves the LPS People Plan and reviews outputs.

Proposed members are Deputy Secretary, Directors, NICS HR Business Partner, Finance Business Partner and TCSD Deputy Director (Corporate Support).

Given time constraints on diaries, two options have been identified; Ringfence 45 minutes of Management Board or arrange a dedicated meeting in advance of each LPS Management Board.

There was concern around the timing of these meetings as it would not be viable for Directors to wait three months to seek approval for posts.

SMcL sought advice on whether regular meetings Divisional meetings would continue on this matter. SG/CD confirmed these should continue and that the proposed PRC should be used as an escalation point.

SG considered that further clarity on the LPS vacancy position is required and agreed that the need/remit of a People and Resources Committee would be revisited following the updated HR and affordability paper.

10. LPS/DoF Business Plan

LM informed the group that the Minister has approved the LPS Corporate plan, and this is now with the Graphics team for design. LM noted that the DoF business plan has not been approved yet and contains an additional priority on legislation that we will need to review when provided. SG noted thanks to all Directors on their contribution and the work that TCSD has carried out.

The plan will be launched on 8 May at the LPS leaders' event and LM asked all Directors to encourage staff to attend, noting uptake is low at present.

LM and team will also provide Directors with a presentation pack to support their own Divisional launch/communications.

11. LPS Corporate Risk Register Log

Management Board agreed with all changes to the Risk Register and issue log.

CD informed the group that the new DoF thematic approach to managing corporate risk has been further developed and will be introduced for update at next Departmental Board meeting in June 2025. A dedicated workshop has been arranged on 29 April 2025 with all LPS Directors to facilitate a critical review of all LPS corporate risks in advance of moving to the new formal, however this date will need to be changed until the new DoF format is approved.

12. AOB

MB informed the Board that due to additional accommodation requirements (i.e. LR Project team) within Lanyon he will meet with each Director and will present a paper to Management Board.

CD advised that due to availability for Strategic Change Board this week that a number of deputies would be in attendance. It was agreed that the meeting would be re-scheduled after Easter given the importance of some of the issues to be considered.

JMcC informed the Board that the AO merit list has been delayed so this will have a knock-on effect to the subsequent SO and DP boards. She also noted that a more standardised approach to MI is being progressed within HR.

13. Team brief – Key Messages

To be collated and shared.

14. Date of Next Meeting

The next meeting will take place on 25 June 2025.

Land & Property Services
Seirbhísí Talún agus Maoine

Department of Finance | An Roinn Airgeadais

LPS Management Board Action Points			
No	**Action**	**Owner(s)**	**Due**
AP01 – 04/25	Meeting with S5 and new LPS economist to be arranged	Mike Beare	June 2025
AP02 – 04/25	**Finance Report** Finance update monthly report to include more detailed breakdown of GPE/Capital expenditure and DoF position.	LPS Finance	June 2025
AP03-04/25	**Land Registry Mapping Fees** OSNI and LR to bring forward a fully developed proposal for consideration by LPS Management Board.	Suzanne McLaughlin & Christine Farrell	September 2025
AP04 – 04/25	**HR and Affordability** HR and Affordability Paper to be updated and presented at next Management Board meeting	Colm Doran	June 2025
AP08 – 01/25	**LPS/DoF Business Plan** Divisional Business Plans to be developed.	LPS Directors	June 2025
AP09 – 01/25	**LPS Corporate Risk Register** LPS Risk Register updated to align with proposed new DoF format.	Colm Doran	June 2025
AP10 – 01/25	**LPS Corporate Risk Register** Risk workshop held to review of all LPS corporate risks in advance of moving to the new format.	Colm Doran	June 2025

LPS Management Board Action Points			
No	**Action**	**Owner(s)**	**Due**
AP05 – 10/24	**Service Support & Improvement Update** Consideration to be given potential impact of new licensing arrangements on LPS	Colm Doran	June 2025
AP09 – 10/24	**LPS Frontline Operations Report** Format review to be undertaken.	Chris Rooney	June 2025

LPS Management Board Decision Points			
No	**Decision Description**	**Decision Owner**	**Decision Date**
DP01 - 04/25	Approval of substantive DP or a SO on temporary promotion basis within Rating Policy Division	LPS Management Board	15 April 2025
DP02 - 04/25	Approval to substantively fill G6 Head of CMU position.	LPS Management Board	15 April 2025

LAWFULNESS, FAIRNESS AND TRANSPARENCY TEST

Application of FOI exemption Section 40(2)

DOF/2025-0491 ANNEX C

A Lawfulness, Fairness and Transparency Test must be carried out by the Department of Finance when considering disclosure of third-party personal data which falls within the scope of an FOI or EIR request.

FOI / EIR request

A copy of the latest LPS Management Board Minutes

Consideration of the personal data falling within the scope of the request

Guidance from the Information Commissioner's office states that personal data only includes information relating to natural persons who:

- can be identified or who are identifiable, directly from the information in question; or
- who can be indirectly identified from that information in combination with other information.

Description of personal data/issue(s) under consideration:

LPS Staff names.

Lawfulness

Do either of the two lawful basis below, which allow for the disclosure of personal data, apply? **No**

☐ **Consent:** This applies when the data subject(s) clear consent exists, allowing the department to disclose personal data falling within the scope of this request.

☐ **Legitimate interests:** This applies when disclosure is necessary for the department's legitimate interests or the legitimate interests of a third party that overrides the data subject(s) rights and freedoms, particularly their right to privacy.

Conclusion

Having considered all the information contained within the Lawfulness, Fairness and Transparency Test, the department has established that, on balance, there is no lawful basis for the disclosure of third-party personal data falling within the scope of the request (of which the requester is not the data subject).

Annex D

PUBLIC INTEREST TEST				
Request Ref:	FOI DOF/2025-0491			
Request Summary:	A copy of the latest LPS Management Board Minutes.			
Information details:	Exception applied	Disclosure	Non-disclosure	
OSNI Licence agreement with Land Registry	**Section 43 (2) Commercial Interests**	There is a public interest in individuals being able to exercise their rights under the FOI/EIRs, in order to enhance their understanding of the reasons for decisions taken by senior members of a public body. Showing compliance with the spirit of the FOI Act 2000 by disclosing information held by the Department. Promoting accountability and transparency by public authorities.	The information is commercially sensitive: 1. Providing details about specific fees agreements and income generating information could prejudice LPS' commercial interests with respect to competitors and other similar data/service providers. 2. Exposure of commercial information could negatively impact LPS' ability to recover costs. 3. Release of the internal commercial information could be detrimental to an ongoing LPS procurement exercise.
Details relating to Contact Centre Finances			Financial detail relating to NI Direct Contact centre is commercially sensitive and could influence future procurements for the service.
PUBLIC INTEREST DECISION: In balancing where the public interest lies, my view is that the public interest considerations against disclosure are predominant, and the public interest would be better served by non-disclosure. Signed: Suzanne McLaughlin Date: XX/08/2025				