

**Labour Relations Agency**  
**Notes of a Senior Management Team Meeting**  
**held on Monday, 25<sup>th</sup> October 2010 in Room 2, Gordon Street**

**Present:** William Patterson  
Penny Holloway  
David McGrath

**In Attendance:** Alison Wolfe (Minute Secretary)

- |   | <b>Minute</b>  |                      |
|---|--|----------------------|
| <b>1. Apologies</b>                                 |  | <b>Action</b>        |
|   | An apology was received from Gerry O'Neill.  |                      |
| <b>2. Minutes of Meeting held on 4 October 2010</b> |  |                      |
|   | Subject to the following amendments, as indicated previously by Directors, the minutes were agreed:-   |                      |
|   | <ul style="list-style-type: none"><li>✚ Para 9, 1<sup>st</sup> para – agreed that no clarification was required;</li><li>✚ Para 9, 4<sup>th</sup> para – should read “The CEO is to write to Tom Evans, DEL on the proposed revised TOR for arbitrators in respect of the generic statutory arbitration scheme.”;</li><li>✚ Para 10 – Case Management developments – should read “It was noted that the contingency site in Derry was being tested on 4 October in respect of ICMS and that a test of the Sage would follow when the configuration at Derry had been upgraded.”</li><li>✚ Para 12, 4<sup>th</sup> bullet point – delete “etc” and add “and all events will have to be held outside the main office building.”</li><li>✚ Para 17, delete “NIPSA”.</li></ul> | <b>Secretariat</b>   |
| <b>3. Matters Arising from Previous Minutes</b>     |  |                      |
|   | It was noted that measures were being taken to cover various staffing issues arising in the Conciliation section and that the Agency would be activating the reserve list from the previous ERO vacancy.   | <b>DCA</b>           |
|   | It was noted that the forthcoming ERO vacancy in the Regional Office had been advertised. It was agreed that the DCA, in conjunction with Personnel, begin to organise the interview process.  | <b>DCA/Personnel</b> |
| <b>4. SMT Formal meeting agenda</b>                 |  |                      |
|   | It was agreed that future formal SMT meetings will follow the draft agenda issued by the CEO on 18 May 2010. Board matters will be included under item 5.  | <b>SMT</b>           |
|   | The following SMT meetings were noted:   |                      |

- 4<sup>th</sup> Oct – SMT met with Joan Hart, PA Consulting in terms of SMT team development;
- 6<sup>th</sup> Oct – SMT met to discuss KPMG report;
- 8<sup>th</sup> Oct – CEO/Directors held staff presentations on the KPMG report, ‘cuts’ and accommodation;
- 11<sup>th</sup> Oct – SMT held informal discussions with ERMs
- 14<sup>th</sup> Oct – SMT attended the staff away day on Corporate Planning;
- 15<sup>th</sup> Oct – CEO/DCA met with Tom Evans, DEL to discuss ADR;
- 18<sup>th</sup> Oct – SMT met Carecall;
- 20<sup>th</sup> Oct – SMT attended a special JNCC dealing with the KPMG report; the ‘cuts’ and accommodation
- 26<sup>th</sup> Oct – SMT will be meeting with Joan Hart.

## **5. Corporate Plan 2011-14 & Business Plan 2011-12**

The SMT discussed the first draft of the strategic aims tabled by the CEO. After some discussion it was agreed that Directors will forward to the CEO, business objectives and SMART objectives under each bullet point.

**Directors**

It was further agreed to hold an away day with ERMs where the revised strategic aims could be presented and discussed. It was agreed that this will be held on Monday, 15 November – venue to be sourced by Secretariat.

**Secretariat**

## **6. LRA Evaluation Policy Statement**

After some discussion the SMT agreed to look at both the Corporate and Business Plans to ensure all aspects of the Agency’s work are covered in light of the Evaluation Policy Statement.

**SMT**

## **7. Board Papers 29 October 2010**

It was noted that the deadline for receipt by the DEL Committee of the Agency’s submission is 26 October; CEO to forward revised version to Chairman and Directors for comment today.

**CEO**

It was noted that the agenda for the joint LRA/LRC Board meeting had been approved by LRC and could be tabled at the Board meeting on Friday, 29 October 2010.

## **8. Date of Next Meetings**

- Informal SMT 1, 8, 15, 22, 29 Nov, 6 & 20 Dec 2010
- Formal SMT 13 December 2010