

**Labour Relations Agency
Minutes of a Senior Management Team Meeting
held on Tuesday, 9 April 2013 in Room 2, Gordon Street**

Present: William Patterson
Gerry O'Neill
David McGrath
Karen Tarr

In Attendance: Alison Wolfe (Minute Secretary)

- | | Minute | |
|-----------|---|--------------------|
| 1. | Apologies
An apology was received from Penny Holloway. | Action |
| 2. | Minutes of Meeting held on 12 February 2013
The minutes of the meeting held on 12 February 2013 were agreed subject to the March version of the 'Status of Procedures in Consultation' attachment being replaced with the February version. | Secretariat |
| 3. | Matters Arising from Previous Minutes
There were no matters arising from the previous minutes. | |
| 4. | Innovation in Employment Relations | |
| | 4.1 Generic Arbitration Scheme
It was noted that Board members continue to receive progress reports in relation to the statutory arbitration scheme. | DCA |
| | 4.2 Review of NI Employment Law
It was noted that the model framework documents on (1) the re-routing of claims to LRA and (2) neutral assessment were approved by the Board on 28 February & 7 March respectively. Both papers have now been formally submitted to DEL for consideration. The papers will also be submitted to the Roundtable and the DEL Advisory Group for discussion. | CEO |
| | 4.3 Roundtable Discussion on NI ER
The next meeting of the Roundtable will take place on 11 April when the re-routing of claims to LRA and early neutral evaluation papers will be discussed. | CEO |
| | 4.4 International Agencies Meeting 2013
It was noted that: | |
| | ✚ the CEO has written to the international agency representatives seeking confirmation on (a) their agreement to participate in the LRA conference 2 August and (b) their travel and accommodation requirements; | Chair/CEO |
| | ✚ the CEO will be progressing contact with Wrightbus in relation to speaking at the plenary session of the conference; | CEO |
| | ✚ the conference sub-committee met 8 April to clear revised plans for the conference. | CEO |

4.5	<i>Employment Relations Research</i>	It was noted that the McClure Watters report has not been published yet but when formally published will be considered by the SMT, the Research Committee and the Board.	CEO
4.6	<i>NI & GB Employment Relations Systems</i>	It was agreed to add the above item to the agenda for future meetings.	Secretariat
		It was noted that NI is increasingly diverging from GB in relation to employment law. The DAS is to provide a table outlining key differences in employment law and practice between NI and GB.	DAS
5.	Agency Strategy and Services		
5.1	<i>Corporate Plan 2011-14</i>		
5.2	<i>Business Plan 2012-13 – Performance Review Report</i>		
5.3	<i>Corporate Planning Process 2014-17 Business Plan 2014-15</i>	It was noted that the CEO will be putting proposals for the corporate planning process to the SMT and the Board.	CEO
		Final year end performance statistics are to be provided for the Board. It was noted that the majority of objectives were met throughout the year.	SMT
		It was noted that work was progressing on a new format for the Annual Report. Directors are to provide a 500 word commentary on annual operational performance, along with statistical returns.	SMT
6.	Leadership Organisation and Performance Management		
6.1	<i>SMT Development Programme</i>	It was noted that CEO/Director appraisals will be held 1 (DCS) & 2 (DAS) May and 27 June (DCA). An SMT development report will be prepared for the August Board meeting.	CEO/Dirs
6.2	<i>Cross Directorate Working Groups</i>	It was noted that the IS Cross Directorate Group are making effective progress with ICMS.	CG Groups
6.3	<i>Performance Management</i>	It was noted that, following discussions at JNCC, Management intend to issue appraisal documentation mid April.	DCS
6.4	<i>HR Strategy</i>		
	<i>6.4.1 IiP</i>	The DCS is to examine the various options for upgrading IiP and report back to the SMT.	DCS
	<i>6.4.2 Staff Conference</i>	It was agreed that the SMT re-examine the format and themes for a possible staff conference in November 2013. Consideration will also	

be given to an external speaker – Directors to seek suggestions from staff.	Directors
6.4.3 Evaluation/self assessment of JNCC	
It was noted that evaluation/self assessment is a key deliverable of the HR Strategy and a means of evaluating the effectiveness of employer/union interaction.	SMT
After some discussion it was agreed that the DAS prepare a checklist for discussion of JNCC items appropriate for self assessment.	DAS
It was further agreed to add self assessment to the JNCC agenda.	DCS
6.4.4 Staff Recognition & Engagement	
Following discussion it was agreed that the DCS invite a representative from liP to talk to the SMT regarding standards with particular reference to engagement and the HR Strategy.	DCS
7. ICT	
7.1 IS Managed Services	
An evaluation panel chaired by the CEO and with the DCS and P Herink will meet on 9 April to evaluate Managed Services proposals.	CEO/DCS
7.2 Security Accreditation	
The DCS is progressing security accreditation. The current contract ended in March and the Agency is in the process of securing a new supplier.	DCS
8. Evaluation	
8.1 PPEs	
It was noted that the DCS has re-issued the PPE schedule to the SMT for action.	SMT
The DCS has written a post implementation review of the PWC strategy and planning contract; to be reviewed by the SMT.	SMT
8.2 SROI	
It was noted that the final draft SROI report has been received by the Agency.	SMT
8.3 Value for Money	
It was agreed that significant progress has been made with regard to evaluation reports with PCC, Mediation and Arbitration underway.	
The DCS is to circulate the basis of a 2012/13 unit cost figures to the SMT.	DCS
8.4 NISRA Reports	
The draft NISRA report on Agency operational statistics has been received for consideration by the SMT. A further report on Equal Pay	

is pending. SMT

9. Governance and Accountability

9.1 *LRA Funding 2012/13*

It was noted that the year-end budget figures indicate that the Agency continues to operate under a limiting and tightening budget. SMT

9.2 *Statutory Compliance*

It was noted that there is a need to review operational guidelines to take account of equality issues. SMT/DCS

9.3 *Environmental Review*

Following discussion by the SMT it was agreed that a sub-group should be formed to progress implementation. SMT

9.4 *Corporate Social Responsibility (inc: Charity Events)*

It was agreed to refer “Employer Supported Volunteering” to the Engagement Cross Directorate Group who will be meeting on 23 April. SMT

9.5 *MSFM*

It was noted that the Chairman was progressing discussions with DEL. Chair/CEO

9.6 *‘Black Book’*

TUS have confirmed that the categorisation of the ‘Black Book’ is acceptable to them. Outstanding ‘live’ policies and processes will be identified and taken forward at JNCC. DCS/CEO

10. JNCC

10.1 *Redundancy Procedure*

MS are to consider comments made by TUS and provide a further draft document. SMT

11. Any Other Business

10.1 *Long Service Letter*

It was noted that a number of staff will complete 35 years service with the Agency during the coming months. After discussion it was agreed to mark this achievement by way of a congratulatory letter and appropriate token of recognition. SMT

11. Date of Next Meetings



April 2013
Informal Meetings: - Tuesday 16, 23, 30
Tuesday 7, 14, 21, 28 May 2013
Tuesday, 4 June 2013
Formal Meeting: - Tuesday 11 June 2013

@ 28 MARCH 2013

STATUS OF PROCEDURES IN CONSULTATION

PROCEDURE	WITH MS	WITH TUS	STATUS
Redundancy		√	Vd0.9 sent to TUS wc 14 Jan 2013 – extensively revised by MS. Series of review meetings established to link in budget action plans.
Whistleblowing			Issued to staff Feb 2013.
Grievance	√		Comments by Union received end March require an amended version to be prepared by DCS.
Gifts and Hospitality			Issued to staff Feb 2013.
Recruitment - DPs	√		A proposal to have a CEO, Director, Board Member panel is accepted by the union and now with management to obtain response. With Management to review TUS comments .
Recruitment – temp vs perm	√		
Equal Opportunities Policy		√	Returned to TUS in March 2013.
Recognition and Procedural Agreement	√		Nearly agreed by Management for return to TUS.
Performance Management / Appraisal		√	Union comments received 25 March 2013 have been addressed and returned to them.
IS/IT Policies and Procedures		√√	Have been reviewed by TUS and a series of working meetings with IS Manager / DCS is pending.
Absence Policy and Procedures		√√	Being redrafted in liaison with the TUS.

STATUS OF PROCEDURES IN PREPARATION FOR CONSULTATION

PROCEDURE	WITH MS	STATUS
Flexible Working	√	First draft well received but needs restructuring. Being further developed by HR.
Residual Black Book	√	HG has been asked to list residual policies not yet replaced for the attention of JNCC Secretaries.