

**Labour Relations Agency
Minutes of a Senior Management Team Meeting
held on Monday, 22 August 2011 in Room 2, Gordon Street**

Present: William Patterson
Penny Holloway
David McGrath
Gerry O’Neill

In Attendance: Alison Wolfe (Minute Secretary)

	Minute	Action
1. Apologies	There were no apologies.	
2. Minutes of Meeting held on 27 June 2011	The minutes of the meeting held on 27 June 2011 were agreed.	Secretariat
3. Matters Arising from Previous Minutes	It was noted that the agenda has been revised as per the previous minutes.	
4. Innovation in Employment Relations		
	4.1 Promotion of Pre-Claim Conciliation	
	It was agreed that this information will be updated at each formal SMT meeting on a rolling year end basis – see Appendix 1.	DCA/DAS
	4.2 Generic Arbitration Scheme	
	It was noted that DEL have indicated that they expect the Agency to be in a position to launch the generic arbitration scheme by 1 April 2012. Full details have yet to be discussed with DEL.	CEO
	It was noted that arbitrator interviews have taken place with six candidates being recommended to the Board 25 August for appointment.	CEO
	4.3 Code of Practice on Time Off	
	It was reported that DEL had asked for details of the consultation exercise and responses prior to forwarding the draft Code to the Minister for approval.	DAS
	It was noted that Gill Dix will be attending the Research Committee meeting on 19 October.	CEO
	It was noted that the DAS presentation to the Board will be given 25 August.	DAS

It was agreed that the informal SMT meeting on 3 October will review ACAS research and evaluation papers.	SMT
5. Agency Strategy and Services	
5.1 Corporate Plan 2011-14	
5.2 Business Plan 2011-12	
It was noted that, as reported in the Board bi-monthly performance report that performance against the Business Plan 2011-12 is mainly on target at this point in time. However there is concern that the Agency will be unable to fully meet the objective in relation to employee engagement due to limited resources. The DCS will be reviewing available resources in conjunction with the DCA and DAS.	DIRS
It was noted that the DEL Minister, Dr. Stephen Farry will be visiting the Agency on the morning of 15 September.	SMT
It was noted that the next JNCC meeting will take place at 10.30 am on 28 September.	SMT
CEO/staff briefings are to be arranged for Thursday, 3 rd and Friday 4 th November when the CEO will update staff on the Corporate and Business Plans, the budget and any other strategic matter arising at the time.	CEO/Sec
5.2.1 ICMS	
Following the appointment of an IS Manager it was noted that the review of the ICMS is progressing in terms of the considering setting up a parallel running system to significantly reduce risk. Then moving to developing a specification for a new system.	DCS
It was noted that the DCS is progressing the IS managed services business case.	DCS
A paper related to IS Security Strategy will be prepared for the September Board.	DCS
6. Leadership Organisation and Performance Management	
6.1 SMT Development Programme	
The SMT are progressing KPIs as set out in Figure 6 of the SMT Development paper (August Board).	SMT
It was noted that discussion had taken place on developing SMT CEO and Director roles.	DCS
It was noted that the Board corporate planning day is scheduled for 24 November.	CEO

6.2 Performance Appraisal	CEO
The CEO is currently reviewing FJPs and PLDPs.	
The DCS is attending to the final stages of the current appraisal process and will report back to the SMT in due course.	DCS
6.3 IiP	
The CEO and DCS met with Eddie Salmon, the Agency's assessor, on 19 August. The Agency will now be concentrating on a) retaining IiP, b) attaining bronze status and c) putting emphasis on the link between continuous improvement and business performance.	DIRS
It was noted that the CEO is currently reviewing the Group Learning Record for each section.	SMT
7. Evaluation	
7.1 PPEs	
The CEO noted the progress made with post project evaluations. It was agreed that the systematic completion of PPEs needed to be maintained.	SMT
7.2 SROI	
It was noted that a business case was submitted to DEL on 15/8/2001. The Agency awaits DEL approval.	DAS/CEO
7.2 Value for Money	
It was noted that the CEO will be drafting a value for money strategy for the Agency. The draft will initially be circulated to the SMT for comment and discussion.	CEO
8. Governance and Accountability	
8.1 LRA Funding 2011-12	
It was noted that the CEO, DCS and Finance Officer are meeting regularly to discuss budget spend in detail. It was agreed that a budget projection will be prepared for the informal SMT meeting on 30 August. The Agency has currently 1.36% overspend on budget but remains on target for the year end.	CEO/DCS
9. Any Other Business	
9.1 Staff well being	
It was noted that the DCA will be meeting with a representative of Pure Gym on 23 August. Information on the facilities and range of services provided by Pure Gym will be provided to the SMT .	DCA
9.2 Staff away day	
It was agreed to examine the possibility of holding a staff day on 29	

November. Suggested themes are to be forwarded to the DCS.

CEO/DIRS

9.3 *International Agencies Meeting/Conference, Cardiff*

It was noted that the CEO will be speaking on the topic of 'Employee Voice' at the above Conference on 7 September.

CEO

9.4 *Staffing*

It was noted that following acceptance of an initial offer, a detailed offer had now been made to the highest ranking candidate in the recent ERM recruitment exercise. It was also noted that the highest ranking EOII candidate has accepted the offer of employment with the Agency.

DCS

9.5 *Annual Lecture – 19th October 2011*

It was noted that the Agency's Annual Lecture will be given this year by John Philpott, CIPD. The event will take place on Wednesday, 19 October in the Canada Room, QUB.

CEO

9.6 *Pay Deal*

It was noted that the Agency still awaits the implementation of the 2010 pay deal. This appears to be making good progress through the DEL/DFP process.

DCS

9.7 *Schedule of SMT Meetings*

After a short discussion it was agreed to continue with the current schedule of SMT meetings, however, a record note will be made, as and when appropriate, of informal meetings. It was agreed to keep the arrangements under review.

SMT

10. Date of Next Meetings

- Informal SMT – Tues 30 Aug
Mon 5, 12, 19, 26 September
- Mon 3, 10 October
- Formal SMT - Mon 17 October

Appendix 1

PUBLICITY EVENTS 1/4/11 ONWARDS

DATE	OFFICERS	EVENT	AUDIENCE	TOPICS	LITERATURE
04/04/11	DCA	Launch of PCC	Invited	PCC	PCC
08/04/11	MMH	Public seminar	Through Advisory	PCC	PCC
12/04/11	MMH	Public seminar	Through Advisory	PCC	PCC
14/04/11	MMH	Petal training ICTU	TU SS	ADR	all
April 11	KT	Public Seminar	Through Advisory	PCC	PCC
April 11	SD	Public Seminar	Through Advisory	PCC	PCC
18/04/11	EC	NIPSA Seminar	FT and Lay officials	OCC	PCC
19/05/11	MMH	Legal island Mock Tribunal	HR Legal Consultants etc	ADR	all
08/06/11	EC	EEF Conference	EEF members	ADR	all
22/06/11	MMH/EC	ADR Seminar	Through Advisory	ADR	all
23/06/11	DCA	RCN Conference	RCN Lay Reps	ADR	All
21/09/11	DCA	Legal island Mediation Symposium	HR Legal Consultants etc	Primarily Mediation but all ADR	PCC; Mediation
30/09/11	DCA/MMH/EC/KT	Women in Leadership Breakfast seminar	Senior Public Sector Managers	ADR	All
04/10/11	DCA	DEL	Civil Servants RoI	ADR	All
11/10/11	ERMs	Equality Commission Joint meeting	EC Legal team	ADR	All
12/10/11	MMH	Legal island Mock Tribunal	HR Legal Consultants etc	ADR	all
13/10/11	DL	Audit Office	HR Staff	ADR	All