

**Labour Relations Agency
Minutes of a Senior Management Team Meeting
held on Wednesday, 28 August 2013 in Room 2, Gordon Street**

Present: William Patterson
Gerry O'Neill
David McGrath

In Attendance: Anne Gunning (Minute Secretary)

	Minute	Action
1. Apologies	No apologies were received.	
2. Minutes of Meeting held on 9 April 2013	The minutes of the meeting held on 9 April 2013 were agreed.	
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 agreed to take this item off the agenda.	
4.2 Review of NI Employment Law	It was noted that DEL has issued a consultation document which includes (1) the re-routing of claims to LRA and (2) neutral assessment. The consultation exercise will close on 5 November 2013. It was noted that an Agency draft response to the Review will be submitted to the Board in September.	
4.3 Roundtable Discussion on NI ER	It was noted that the meeting on 23 August had been postponed. An alternative date is presently being arranged. Topics will include the DEL ER Review and how to take employment relations forward at regional level. It was noted that the CEO had a meeting with McClure Watters regarding their report on the Public Consultation on Employment Relations. It was reported that the Agency had received a SME Enterprise Strategy 2013-15 form the Equality Commission. It was agreed that the DAS would draft a response and circulate to the SMT for comment.	DAS
4.4 Prize Giving in Mediation (DEL)	It was noted that a letter had been received from DEL regarding the Mediators' Institute of Ireland Workplace Mediation Awards 2013.	

After extensive discussion it was agreed that the Agency should not promote the Awards.

4.5 Employee Relations Institute – Founder Membership

It was noted that the Institute had approached the Agency and had offered free membership for the first year. It was noted that ACAS intended to join the Institute. It was agreed that the Agency would accept the offer of founder membership, subject to approval from the Board. It was noted that the CEO would attend the first meeting of the ERI on 26 November 2013.

CEO

4.6 LRA Seminar – 5 September 2013

It was noted that Anne Sharp, CEO of ACAS, would be giving the ACAS perspective on the re-routing of claims to ACAS. Kieran Mulvey CEO LRC was to speak on the new employment relations institutional arrangements in the RoI.

4.7 International Agencies Meeting 2013

It was noted that the Chairman and CEO had attended the International Conference in Dublin and will report to the LRA Board at its meeting on 29 August. It was agreed that the Northern Ireland conference had been very well organised and had been very successful. The presentations and the local contributions had also been well received.

CEO

4.8 Employment Relations Research

It was noted that the McClure Watters report has now been published. It will be considered at the Research Group meeting on Thursday, 29 August. It was agreed that CEO and DAS would report back to the SMT.

CEO/DAS

4.9 SROI

It was noted that the SMT response to the SROI report has been deferred until September/October. It was agreed that over the coming weeks the response to SROI and the McClure Watters report would both be reviewed at an informal meeting of SMT.

CEO

5. NI & GB Employment Relations Systems

It was agreed that this item would be considered at the next SMT informal meeting.

CEO

It was noted that an Agency briefing on the differences in employment law between NI and GB was now part of the Agency's Events programme.

DAS

6. Agency Strategy and Services

6.1 Corporate Plan 2011-14

6.2 Business Plan 2012-13 – Performance Review Report

6.3 Corporate Planning Process 2014-17 Business Plan 2014-15

It was noted that the Chairman/CEO have begun to hold corporate

planning meetings with external stakeholders. **CEO**

It was noted that the Corporate Planning process had been agreed by the Board and will be communicated to staff on 4 September. The briefing will include reflection on the Agency performance against the Corporate Plan 2011-14 and an update on performance against the Business Plan 2013-14. **CEO**

A staff corporate planning session has been arranged for 9 October. The SMT corporate planning day will be held on 15 October. **CEO**

Directors were asked to forward staff names to Secretariat for the morning session on 9 October. **SMT**

7. Leadership Organisation and Performance Management

7.1 SMT Development Programme

It was noted that CEO/Director appraisals have been completed and are currently with the Chairman. It was also noted that the half year CEO appraisal will be discussed at the next F&P committee on 26 September.

7.2 Cross Directorate Working Groups

The proposed date for the next ISIT cross directorate group is 23 September. It was noted that the Cross Directorate Group on Service improvement was awaiting the comments from the SMT on the SROI report. **DCA**

7.3 Performance Management

It was noted that most staff appraisals will be completed by the end of August. **DAS**

7.4 HR Strategy

7.4.1 iIP

It was noted that the DCS was taking forward aspects of the HR Strategy related to stress risk assessment.

7.4.2 Staff Conference

It was agreed that a staff conference will be held in early spring 2014.

7.4.3 Evaluation/self assessment of JNCC

It was agreed that evaluation/self assessment would be put on the agenda for the next JNCC meeting. It was noted that the DAS has provided a self assessment checklist for the operation of the JNCC. **CEO**

7.4.4 Staff Recognition & Engagement

It was noted that the DCS had issued a draft paper regarding the development of staff recognition and engagement. The DCS awaited comments from the SMT. **SMT**

8. ICT

8.1 *IS Managed Services*

It was noted that the new services contract begins with Kelway on 31 August. Members of staff are to be informed.

CEO/DCS

8.2 *Security Accreditation*

It was agreed that the Agency's security accreditation should be highlighted on the LRA website. It was further agreed that the Agency logo could be included on headed notepaper for all written correspondence and also on electronic correspondence.

DAS/PB

8.3 *ICMS*

It was reported that the ICMS business plan was with DEL for approval. The first meeting of the ICMS steering group will be held on Thursday, 19 September.

9. Evaluation

9.1 *PPEs*

It was noted that the DCS will be checking the PPE schedule and will be issuing an update.

DCS

9.2 *SROI*

It was noted that the final draft SROI report will be discussed at the Research Committee meeting on 29 August.

CEO

9.3 *NISRA Report*

It was noted that the NISRA report on trends on Agency statistics will be discussed by the Research Committee 29 August.

CEO

9.4 *Value for Money*

DCS reported that the information on evaluation reports is gradually accumulating.

Unit Costs - It was agreed that the DCS would provide a vfm report on internal services.

DCS

10. Governance and Accountability

10.1 *LRA Funding 2012/13*

It was noted that by managing the budget with regard to training and capital spend, the Agency is steering a course to break even by 31 March. It was agreed to develop a business case for renewal of the lift in Gordon Street, which, it was agreed, is not now fit for purpose.

CEO/DCS

10.2 *Statutory Compliance*

The DAS agreed to get a contact name from the Equality Commission to provide staff training.

DAS

10.3 *Environmental Review*

It was agreed that the formation of a sub-group to focus on the

environmental review should wait until the Agency has resolved current higher priority premises issues.

10.4 Corporate Social Responsibility

It was noted that charity events are being arranged by staff.

CEO

11. JNCC

11.1 Redundancy Procedure

It was noted that consultation with JNCC TUS was ongoing.

SMT

11.2 The Black Book

With regard to the 'Black Book', management will raise the outstanding documentation with the TUS to identify any policies which can be removed.

12. Any Other Business

12.1 ERO/EOII Vacancies

The above vacancies were discussed.

12.2 Long Service

It was noted that two members of staff will complete 35 years' and 25 years' service with the Agency in August and September. These achievements will be recognised by the Agency in September.

CEO

13. Date of Next Meetings



Informal Meetings: - Thursday, 12
September at 10.00 am

Wed, 25 September at 2.30 pm
Tuesday, 1 October at 10.00 am



Formal Meeting: - Tuesday, 8
October at 10.00 am