

**Labour Relations Agency
Minutes of a Senior Management Team Meeting
held on Monday, 13 December 2010 in Room 2, Gordon Street**

Present: William Patterson
David McGrath
Gerry O'Neill

In Attendance: Alison Wolfe (Minute Secretary)

- | | Minute | |
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| 1. Apologies | | Action |
| | An apology was received from Penny Holloway. | |
| 2. Minutes of Meeting held on 25 October 2010 | | |
| | Subject to the following amendment, the minutes were agreed:- | |
| | ✚ Para 4, 6 th bullet point – delete 'DAS'. | Secretariat |
| 3. Matters Arising from Previous Minutes | | |
| | There were no matters arising from the previous minutes. | |
| 4. Innovation in Employment Relations | | |
| | 4.1 ACAS Evaluation of First Year Pre-Claim Conciliation | |
| | After a lengthy discussion on how the Agency could identify and promote innovation in employment relations it was agreed that Directors give thought to taking innovation forward through research and evaluation - comments to be forwarded to the CEO. It was also suggested that the next joint SMT/ERM meeting could address the challenges of innovation. | SMT |
| 5. Agency Strategy and Services | | |
| | 5.1 Corporate Plan 2011-14 | |
| | 5.2 Business Plan 2011-12 | |
| | It was noted that a revised Corporate Plan had been issued to the Board for discussion on 16 December. It was agreed that, following clarification of responsibility for particular objectives, Directors should begin work on the Business Plan objectives and targets for 2011-12; comments to be emailed to the CEO. | Directors/CEO |
| | The CEO and DCS will be assessing the resources available to the Agency. Particular attention will be paid to customer satisfaction and the importance of retaining and upgrading IiP. | CEO/DCS |

It was noted that the Board have asked the Audit Committee, at their next meeting in March 2011, to pay particular attention to procurement processes with emphasis on single tenders and rolling contracts.

DCS

6. Leadership Organisation and Performance Management

6.1 SMT Development Programme

It was noted that the KPMG report suggested that an update on SMT development should be issued to the Board. A further SMT session with PA Consulting is scheduled for 14 December followed by a sign-off meeting 16 December. It is anticipated that a report will be issued by PA setting out the progress made.

SMT

6.2 Performance Appraisal

It was agreed that the DCS check the status of outstanding appraisals and advise Directors accordingly.

DCS

6.3 IiP

It was noted that the DCS and ERM (Corporate Services) will be preparing an action plan for submission to the SMT in January 2011 with the aim of re-submitting for an IiP assessment April/May 2011. A contingency plan would be set in place should the Agency be unsuccessful in retaining IiP in April/May 2011.

DCS/ERM

7. Evaluation

7.1 SROI

It was noted that the CEO, DAS and DCS met with Karl Leathem on Friday, 10 December. It had been agreed that Mr Leathem should proceed with the SROI scoping study. Arrangements are now underway.

DAS

7.2 Value for Money

It was noted that at a previous formal SMT meeting the CEO tabled an LRA Evaluation Policy Statement which now required revision in the context of vfm.

CEO/DCS

8. Governance and Accountability

8.1 LRA Funding 2011-12

It was noted that the Agency funding 2011-12 was yet to be determined. This posed a risk to the programmes of work to be outlined in the Business Plan 2011-12. It was agreed to reflect this

CEO

position in the Agency Risk Register.

9. Any Other Business

9.1 *SMT Meeting Arrangements*

The SMT discussed the practicalities in terms of accountability and governance of their revised meeting arrangements which entail holding 6 formal meetings during the year with interim weekly informal meetings. With accountability in mind it was agreed that the DCS produce a bi-monthly procurement report at the formal meetings. This arrangement will be subject to review on an on-going basis.

DCS

9.2 *Systems Security Manual*

It was noted that the above manual was recently issued to the SMT and now required approval by the CEO.

CEO

9.3 *Staffing*

It was noted that the EOI vacancy in the Certification Office and resulting EOII vacancy in the General Office had been filled by internal promotions.

9.4 *DEL*

Concern was expressed at the time taken to turn around business case submissions with DEL. Of particular concern were the IS/IT Managed Services Contract, the 2009 Pay Award and the Accountancy contract. It was agreed that the CEO write to June Ingram suggesting a meeting to discuss matters.

CEO

9.5 *Application Form for Arbitrators (Board Paper 47/10 Appendix 4)*

An amendment is required to page 1 which should read:-

“Only Sections 2 to 6 of Part A will be made available to the short-listing and interviewing panel”

Secretariat

10. Date of Next Meetings

- Informal SMT 4, 10, 17, 24, 31 January & 7, 14 February
- Formal SMT 21 February 2011