

**Labour Relations Agency
Minutes of a Senior Management Team Meeting
held on Monday, 14 February 2011 in Room 2, Gordon Street**

Present: William Patterson
Penny Holloway
Gerry O'Neill
In Attendance: Alison Wolfe (Minute Secretary)

	Minute	Action
1. Apologies	An apology was received from David McGrath.	
2. Minutes of Meeting held on 13 December 2010	The minutes of the meeting held on 13 December 2010 were agreed.	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	It was noted that the SMT and ERMs will be meeting on 8 March; items on the agenda are:	
	<ul style="list-style-type: none"> 1. Value For Money 2. Innovation 	
	It was agreed that innovation is an important concept which needs to be introduced systematically and explored with the ERMs before being introduced throughout the Agency. Areas to be examined included the current trends in innovation in employment relations and how these challenge the Agency in terms of producing workshops, services and addressing the effectiveness of employment relations processes.	SMT
	It was agreed to add 'Development of Managers' to the agenda for 8 March.	Secretariat
	It was noted that the current ACAS research consultation document would form the basis for discussion with the ERMs. The ACAS consultative document is also to be submitted to the Research Committee for discussion.	CEO
	The DCA is to contact the QUB Progressive Economic Group who may be able to provide an input to research; DCA is also to forward the TUC response on the review of tribunals to the CEO/DCS. The CEO is to contact CBI for their response on the review.	DCA CEO

5. Agency Strategy and Services

5.1 Corporate Plan 2011-14

5.2 Business Plan 2011-12

The CEO will be revising the Corporate Plan and Business Plan in line with Board comments. A final version will be submitted to the Board for approval on 24 February.

CEO

It was noted that the Board have agreed that the Corporate Plan will take the form of a 3 year plan and not a rolling 3 year plan. It was noted that the annual business plan 2012-13 would now contain an updating and developments section that would take into account any significant changes in the employment relations environment. This will allow the Agency to demonstrate more clearly how it is responding to change.

CEO

6. Leadership Organisation and Performance Management

6.1 SMT Development Programme

It was noted that the CEO has now received the final report from PA Consulting. The SMT is to discuss the report before the CEO submits a paper to the Board.

CEO/SMT

It was agreed that the CEO undertake a communications audit at ERM level regarding the dissemination of information and communications in general. The audit will be cleared at SMT. ERMs will be advised at the SMT/ERMs meeting on 8 March.

CEO/SMT

6.2 Performance Appraisal

It was agreed that the CEO will make reference to appraisals and their importance to IiP during his meetings with staff. It was agreed to concentrate on looking forward with regard to appraisals and building a firm base on which to apply for silver status in IiP. The SMT concluded that FJPs and training assessments had been completed to a reasonable standard this year but the efficiency of appraisal administration could be improved.

CEO

DCS

6.3 IiP

It was agreed that since the Agency cannot currently obtain external advice on the balanced scorecard, each member of staff will agree with their line manager on a single page, a list of bullet pointed functions specific to their post which link their work to corporate / business plan objectives.

SMT

7. Evaluation

7.1 SROI

It was noted that the Agency would be progressing SROI.

DAS/DCA

7.2 Value for Money

It was noted that the CEO would be drafting a value for money strategy for the Agency to ensure full compliance with the thrust of the DEL Review of the Agency 2010.

CEO

8. Governance and Accountability

8.1 LRA Funding 2011-12

It was noted that the Agency funding 2011-12 was yet to be determined.

CEO

8.2 Mainstreaming ADR

It was noted that the terms of reference of the DEL Review of Dispute Resolution 2010 Advisory Group would reflect the independence of the LRA from Government.

CEO

8.3 Accommodation

It was noted that some problems had arisen with regard to cabling. It was agreed that every effort should be made to keep spend within authorised limits.

DCS

8.4 Staffing

It was noted that the new appointment ERO C&A will be commencing employment in March. It was agreed to keep the current temporary promotion in place until the end of March.

DCA/DCS

The CEO indicated that he was satisfied with the arrangement for 3rd floor staff to supervise the library clerk. The DCS indicated his satisfaction with the General Office pilot roles.

DCS

It was agreed that the likely constraints deriving from the current round of pending budget cuts are raised and discussed through the JNCC.

CEO

9. Any Other Business

None

10. Date of Next Meetings

- Informal SMT 21 and 28 February; 7, 14, 21, 28 March; 4, 11 April
- Formal SMT 18 April