

**Labour Relations Agency
Minutes of a Senior Management Team Meeting
held on Monday, 27 June 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 3 May 2011		
	The minutes of the meeting held on 3 May 2011 were agreed.	Secretariat
3. Matters Arising from Previous Minutes		
	It was noted that the successful candidate in the IS/IT Manager competition will commence employment with the Agency on 1 July 2011.	DCS
	It was also noted that the SMT met on 9 May 2011 and approved the filling of the current ERM and EOII vacancies. The CEO is to discuss the make-up of the ERM panel with the Chair and TUS; HR is to progress the EOII vacancy.	CEO
4. Innovation in Employment Relations		
	4.1 Promotion of Pre-Claim Conciliation	
	It was noted that the CEO has requested an indicator of promotional work undertaken since April 2011. This information is to inform the degree to which such work can be progressed throughout the year given the limits of the current budget.	DCA
	4.2 Generic Arbitration Scheme	
	It was noted that, following a request from the Board, the CEO has written to DEL requesting a timeline for the completion of legal work. A response is awaited.	CEO
	It was noted that the recruitment process for arbitrators is progressing with interviews being completed 28 June 2011.	CEO

4.3 Code of Practice on Time Off

It was noted that the Agency still awaits DEL approval of the Code. **CEO/DAS**

In relation to employment relations innovation it was agreed that the SMT should examine the SROI and the ACAS research agenda with a view to (1) contributing to Agency research and (2) informing the development of Agency operational services. **SMT**

It was agreed that the CEO contact ACAS to enquire as to the success of their recent consultation on research issues. **CEO/DAS**

It was noted that the DAS presentation to the Board was postponed until August. **DAS**

Following discussion the CEO is to forward the Evaluation of ACAS Code of Practice on Discipline & Grievance Report to Directors. **CEO**

5. Agency Strategy and Services

5.1 Corporate Plan 2011-14

5.2 Business Plan 2011-12

It was noted that DEL has approved the above Corporate Plan and Business Plans.

It was noted that the CEO had advised the Board, at their meeting on 24 June, that any adjustments to objectives currently in the Corporate Plan would be highlighted in the introduction to business plans. **CEO**

It was agreed to hold an SMT corporate/business planning day on Monday, 24 October 2011 in preparation for the November Board corporate planning meeting. **SMT**

The SMT agreed to hold a budget review meeting on Thursday, 7 July at 10.00 am. The DCS to forward budget information to SMT prior to meeting. **DCS**

It was noted that the DEL Minister, Dr. Stephen Farry, will be visiting the Agency on 7 July between 3.00-4.00 pm. **CEO**

It was noted that the JNCC is to meet 7 July at noon regarding the Agency budget position 2011-15. **CEO/DCS**

CEO/staff briefings are to be arranged for Friday, 8 July. **CEO**

It was noted that during the annual audit the auditor requested that post project evaluations (PPEs) should be completed for all projects undertaken. The CEO stressed the need to attend to PPEs. It was agreed to add PPEs as a standing item on the SMT agenda. **SMT/Secretariat**

<p>Following discussion it was noted that full bi-monthly performance commentaries were required in order to provide comprehensive reporting to the Board. Directors are to follow-up Board comments on reporting against operational objectives.</p>	<p>SMT</p>
<p>It was noted that the auditor rated the Agency's performance on financial information provided to the Board as satisfactory.</p>	
<p>5.2.1 ICMS</p>	
<p>The high risk with respect of the integrity of the ICMS system was noted. It is intended to commence work on a parallel running system on the appointment of the IS/IT Manager in mid July with the aim of reducing the level of risk as soon as possible.</p>	<p>DCS</p>
<p>It was noted that the DCS is currently preparing a business case on IS managed services for CEO approval.</p>	<p>DCS</p>
<p>6. Leadership Organisation and Performance Management</p>	
<p>6.1 SMT Development Programme</p>	
<p>It was noted that the SMT development programme will be the subject of a Board paper in August. The SMT is to meet to address outstanding issues on 21 July. The SMT also agreed to discuss staff development on 21 July.</p>	<p>SMT</p>
<p>6.2 Performance Appraisal</p>	
<p>It was agreed that Directors forward FJPs and PLDPs for Staff Officers and DPs to the CEO.</p>	<p>Dirs</p>
<p>It was agreed that the DCS examine the efficiency of the final stages of the current appraisal system and report back to the SMT.</p>	<p>DCS</p>
<p>6.3 IiP</p>	
<p>Arrangements are underway for Eddie Salmon, the Agency's assessor, to meet with the CEO.</p>	<p>CEO</p>
<p>It was noted that Directors are to complete evaluations of training within their sections. The DCS has arranged to look at self assessment at his team meeting on 30 June and will meet with other sections if required.</p>	<p>Dirs</p>
<p>It was agreed that a concerted effort was required by all to progress IiP; it was hoped to be ready for assessment by the end of September.</p>	<p>SMT</p>
<p>7. Evaluation</p>	
<p>7.1 SROI</p>	
<p>It was noted that the DAS was preparing a business case for approval by the CEO, subject to budget.</p>	<p>DAS/CEO</p>

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 Agency funding 2011-12 was confirmed at £3.545m. The SMT will be meeting to discuss the budget position 7 July.

SMT

8.2 Annual Assurance Statement

It was noted that, on the recommendation of the auditor, the CEO will be issuing a draft assurance/stewardship statement for Director comment with a view to formally requiring the completion of Director assurance statements at year end in support of the CEO assurance statement to the DEL Permanent Secretary.

CEO/Dirs

9. Any Other Business

9.1 Staff well being

It was agreed that the DCA follow up a query by Pure Gym, a local organisation, to promote their facilities and carry out staff health checks.

DCA

9.2 Staff away day

It was agreed to examine the possibility of holding a staff day possibly on 29 November. Suggested themes are to be forwarded to the DCS.

CEO/DIRS

9.3 Staff rotation

It was agreed that the SMT will discuss staff rotation at a future date.

SMT

9.4 Handover to new IS/IT Manager

It was noted that the new post-holder will commence employment with the Agency on 1 July. A handover period was discussed however the CEO indicated that such an arrangement could not be committed to given the reduction in the Agency budget and in particular the limits of the staffing budget. The DCS is to give further consideration to this proposal.

DCS

10. Date of Next Meetings

- Informal SMT Mon, 4, 18, 25 July
Mon, 8, 15 August
- Formal SMT Mon 22 August