

**Labour Relations Agency
Minutes of a Senior Management Team Meeting
held on Monday, 25 June 2012 in Room 2, Gordon Street**

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

In Attendance: Alison Wolfe (Minute Secretary)

	Minute	Action
1. Apologies		
	There were no apologies.	
2. Minutes of Meeting held on 30 March 2012		
	The minutes of the meeting held on 30 March 2012 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 noted that the proposed Generic Arbitration Scheme will be laid before the Assembly on 3 July for approval in anticipation of the Scheme launch on 27 September. It was agreed that a representative from the Agency should attend the Assembly on 3 July. The draft Guide and Leaflet to the Scheme are currently with the CEO for approval.	CEO
4.2 Review of NI Employment Law		
	The Agency Board considered the DEL Discussion Paper on the Review of NI Employment Law at its meeting on 21 June. The CEO will now draft a formal response taking Board and SMT comments into consideration.	CEO
	It was noted that DEL has indicated that they are considering undertaking an appraisal NI employment law to be undertaken by an appropriate legal academic.	
4.3 NI Employment Relations Forum		
	Following preliminary meetings between the Agency Chairman, CEO and stakeholders, the Board agreed, at its meeting on 21 June, that the Chairman should approach stakeholders with a view to exploring the feasibility of establishing a key stakeholder meeting.	Chairman/CEO

4.4 International Agencies Meeting 2013

It was noted that the LRA and LRC Boards have agreed to hold the International Agencies meeting 2013 in Ireland. The CEO has tentatively suggested October/November 2013 to the LRC as a possible time for the meeting and awaits a response.

Chairman/CEO

5. Agency Strategy and Services

5.1 Corporate Plan 2011-14

5.2 Business Plan 2011-12

It was noted that, following CEO/Director meetings, the objectives contained in the approved Business Plan 2012-13 have been incorporated into appraisals. Performance will be reported through the bi-monthly Board performance reports.

SMT

Business Plan 2012-13

It was noted that DEL, at the last DEL/LRA quarterly meeting, has approved the LRA Business Plan 2012-13.

5.2.1 ICMS

It was noted that the ICMS Managed Service contract is with CPD. It was anticipated that it may take up to 9 months to complete the tendering and implementation process.

DCS

6. Leadership Organisation and Performance Management

6.1 SMT Development Programme

It was agreed that the SMT Development Programme will be discussed at the SMT Away Day on 6th July. The DCS is to circulate standard performance indicators (CIPD) to the SMT.

SMT

The SMT will also 6th July be discussing cover arrangements for the DCA, who will be undertaking a Fulbright Scholarship, for the period 1 February-1 June 2013.

SMT

6.2 Cross Directorate Working Groups

The CEO indicated that he has received TORs for the working groups; the TORs are to be discussed at SMT.

SMT

6.3 Performance Appraisal

See note under items 5.1 & 5.2.

6.4 iP

It was noted that there is a requirement on the Agency to hold an annual staff conference and staff survey. It was anticipated that the staff survey would run from mid November-end December 2012 with the staff conference taking place end January/early February 2013. Possible topics for the conference include the staff survey, stress risk assessment, reward mechanisms, policy on employee engagement,

DCS

workshops to address job roles.

7. Evaluation

7.1 PPEs

It was agreed that all members of the SMT check that PPEs have been completed for business cases submitted by them.

SMT

7.2 SROI

It was noted that the closing date for the SROI tendering process is 2 July 2012.

DAS

7.3 Value for Money

It was noted that the DCA will be examining the first draft of the mediation survey and completing a collective conciliation assessment. Both reports are to be discussed at SMT.

DCA

It was noted that a value for money strategy paper was accepted by the Board in April. The CEO will be taking the strategy forward.

CEO

8. Governance and Accountability

8.1 Management Statement/Financial Memorandum

The CEO confirmed that a revised Management Statement/Financial Memorandum had been received from DEL. Preliminary consideration had been given to these documents and suggested amendments made; a response was awaited from DEL.

CEO

8.2 LRA 'Black Book'

It was noted that the Corporate Governance Cross Directorate Working Group was examining the content of the 'Black Book' terms and conditions of employment with a view to formally, through the JNCC, closing the use of the 'Black Book' with a view to moving fully to an electronic staff handbook.

CEO

8.3 LRA Funding 2011-12

It was noted that the Agency was within 1.5% (£45K) of budget spend for the 2011-12 year.

It was further noted that the Internal Audit 2012 achieved 'satisfactory' ratings in all areas.

8.4 LRA Funding 2012-13

It was noted that the SMT will be reviewing the budget throughout the year.

SMT

It was noted that Peter Williamson will be retiring from the Agency Board in September 2012; Gordon Parkes will become Chair of the Audit Committee from 1st October 2012.

CEO

9. Any Other Business

9.1 *Redundancy Procedure*

It was noted that the draft procedure was currently with TUS.

DCS

9.2 *JNCC*

It was noted that the next JNCC will take place on Wednesday, 27 June 2012.

9.3 *Recognition & Reward Strategy*

See note under item 6.4.

9.4 *Fundraising*

It was noted that the Agency had been awarded the Payroll Giving Quality Mark in recognition of the contribution of staff to payroll giving.

9.5 *Staffing*

It was noted that:

- ✚ an offer letter had been issued to the successful ERO (full-time) candidate;
- ✚ an offer letter will be issued to the successful ERO (job-share) candidate this week;
- ✚ the SMT discussed, and agreed, that a member of staff could deputise at the EOII grade in the Conciliation section;
- ✚ applications had been received for the temporary SPS vacancy created by the temporary promotion of a member of staff to Staff Officer (Corporate Services);
- ✚ the successful ERM (Corporate Services) will be taking up post from 1st July 2012.

DCS

9.6 *Thank you*

It was noted that a 'thank you' card had been received from Judith Hewitt for the recent staff presentation to her.

10. Date of Next Meetings

- ✚ Away Day:- Friday, 6 July 2012 (Belfast Business Centre)
- ✚ Informal Meetings: - Monday 9, 16, 23, 30 July 2012
Monday 6, 13 August 2012
Tuesday, 28 August 2012
- ✚ Formal Meeting: - Monday, 20 August 2012