

**Labour Relations Agency
Minutes of a Senior Management Team Meeting
held on Tuesday, 3 June 2014 in Room 2, Gordon Street**

Present: William Patterson
Gerry O'Neill
David McGrath

In Attendance: Alison Wolfe (Minute Secretary)

| | Minute | Action |
|---|---|--------------------|
| 1. Apologies | An apology was received from Penny Holloway. | |
| 2. Minutes of Meeting held on 1 April 2014 | The minutes of the meeting held on 1 April 2014 were agreed. | Secretariat |
| 3. Matters Arising from Previous Minutes | | |
| | 4.3 LRA Annual Report & Accounts 2013/14 It was noted that work on the Annual Report and Accounts was progressing. | |
| 4. Innovation in Employment Relations | | |
| | 4.1 Review of NI Employment Law It was noted that a Departmental briefing to the DEL Committee will take place on 4 June with respect to the DEL review of NI employment law. | CEO |
| | 4.2 Roundtable Discussion on NI ER A seminar on the theme of 'Engaging for Success' will be held on Friday, 20 June at Assembly Buildings (Spires). Invitations are to be issued to members of the Roundtable, Board members, SMT and senior staff of the Agency. Presentations would be provided by NIE, Moypark and trade unions. | CEO |
| | 4.3 International Agencies Meeting 2014 It was noted that the Board, at their meeting on 22 May, deferred a decision regarding attendance at the International Agencies meeting until a new Agency Chair is appointed. | CEO |
| | 4.4 Employment Relations Research It was agreed that the CEO would discuss the integration of the Research & Finance & Personnel Committees with the new Chair, when appointed. | CEO |
| | 4.5 SROI It was noted that a paper on SROI would be submitted to the Board for approval. | DAS/CEO |

4.6 Consultation on the LRA Code of Practice on Discipline & Grievance – proposed amendment to paragraphs 103 & 104

It was noted that the Agency awaits DEL approval of the amendments to the Code.

4.7 ECNI Project

Nothing further to report.

5. NI & GB Employment Relations Systems

The Agency continues to monitor developments in (1) GB with respect to Tribunal fees and the impact of the re-routing of cases to Acas and (2) developments in RoI with respect to the new Workplace Relations Commission.

The Agency awaits the results of the independent review of workplace policies in Scotland due to be published in early July.

It was noted that the CEO will be discussing arrangements for the Agency's annual lecture with the new Chair, when appointed.

CEO

Noel Lambert, Acas, will be visiting the Agency on 3rd July to provide a briefing to Board members and staff on the implications of the introduction of early conciliation in GB.

It was noted that the Agency will be monitoring current/pending policy issues in GB law e.g. family friendly, shared parental leave, flexible working, zero hours contracts, increase in NMW. It was also noted that employment issues may be raised in the Queen's speech on 4 June.

6. Agency Strategy and Services

6.1 Corporate Plan 2014-17

6.2 Business Plan 2014-15

The Agency awaits written approval of the Corporate and Business Plans which have been verbally approved by DEL. Approval is subject to the Agency highlighting a limited number of high level critical success factors in the 2015/16 Business Plan.

CEO

It was noted that a new format bi-monthly report was being progressed.

CEO/Dirs

It was further noted that the CEO will be raising promotional aspects of the Business Plan 2014/15 with the new Chair, when appointed.

CEO

7. Leadership Organisation and Performance Management

7.1 Cross Directorate Working Groups

The SMT is reviewing the Cross Directorate Working Groups. The CEO DCS and Suzanne Hamilton are meeting 9 June to discuss the management of corporate governance.

SMT

It was noted that the Auditors have proposed an additional group, namely:

- ✚ a sustainability group to look at resources, energy usage and fuel efficiency and

the Disability Action Plan requires set up of:

- ✚ a disability action group to look at disability issues throughout the Agency.

SMT

The above suggestions are to be included in Cross Directorate Working Group discussions.

SMT

7.2 Performance Management

It was noted that the annual appraisal documentation had been issued through the HR section. It was agreed that it was important, from an liP perspective, to have the appraisal process completed by the end of June.

SMT

7.3 HR Strategy

7.3.1 Stress Risk Assessment

The stress risk assessment was currently with TUS and would be discussed at the JNCC on 5 June.

SMT

7.3.2 HR Strategy

It was noted that a paper on valuing staff is currently with the SMT for consideration.

DCS/CEO

The intranet training provider has committed to further develop the intranet prototype. It is anticipated that a demo intranet will be up and running by 17 September. The need for wider involvement in content management was discussed.

DCS

It was noted that MS were actively considering training requests in light of the increased training budget this year.

SMT

7.3.3 Staff Conference

Directors have been requested to ask staff for suggested topics/issues which could be addressed at the staff conference.

SMT

Venue to be decided.

7.3.4 Evaluation/self-assessment of JNCC

The recent JNCC self-assessment exercise will be discussed at the

JNCC meeting on 5 June. **SMT**

7.3.5 Staffing

It was agreed:

- ✚ that the DCS would submit a staff requisition, as appropriate, for the ERM post in the Certification Office, and
- ✚ progress documentation for the forthcoming maternity cover in the IC and Advisory sections.

DCS

The SMT discussed the composition of an interview panel for the ERM posts.

It was agreed to transfer the EOI post from the Certification Office to the Agency as and when suitable duties were identified and in consultation with the TUS.

The job description and person specification for the ERO grade are to be forwarded to CEO/DAS for comment.

DCS

8. ICT

8.1 IS Managed Services

It was noted that Windows 8 has not yet been installed throughout the Agency. Installation is to be progressed.

DCS/ERM

8.2 Security Accreditation

No matters to report.

8.3 ICMS

It was noted that the Steering Committee would be meeting on Tuesday, 17 June. To date, matters were in hand for an implementation date of 1 January 2015.

SMT

8.4 Website Security Accreditation

It was reported that a penetration test is being tendered for. This was important from an accountability point of view.

DCS/PH

It was noted that additional door locks were being placed on the 2nd floor, Gordon Street, due to a recent theft from the building. An all staff email will be issued.

DCS/PH

9. Evaluation

9.1 PPEs

It was noted that the DCS is to follow up the PPE on SROI from an independence point of view.

DCS

9.2 Value for Money

It was noted that the CEO has received, and accepted, the Internal Audit review. A small number of points are being addressed. On receipt of the final report a paper will be prepared for submission to the Board.

CEO

10. Governance and Accountability

10.1 LRA Funding 2014/15

The CEO has reflected in the Annual Report & Accounts Overview that the Agency is likely to be structurally underfunded 2015/16.

CEO

It was noted that the Agency Board is to be briefed 3 July on the resource implications of early conciliation.

CEO

10.2 Statutory Compliance

The CEO and DCS have reviewed the MoU/SLA for the Certification Office and await comments from the Certification Officer. Matters arising from the Certification Office internal audit report are being addressed.

CEO

10.3 Corporate Social Responsibility

It was noted that this policy had been approved by the Board and should be communicated to the union. Following this, procedural arrangements would need to be developed.

DCS

11. JNCC

11.1 Redundancy Procedure

It was noted that the CEO would be reviewing the latest draft of the Redundancy Procedure.

DCS/CEO





It was noted that the JNCC was to meet 5th June 10.30 am.

Secretariat

12. Any Other Business

There was no other business to report.

13. Date of Next Meetings

 Informal Meetings: Tuesday, 10, 17, 24 June @ 10.00 am
 Tuesday, 1, 8, July @ 10.00am
 Tuesday 12, August @ 10.00am
 Formal Meeting: - Tuesday, 19 August 2014 @ 10.00 am

Secretariat