Labour Relations Agency Minutes of a Senior Management Team Meeting held on Tuesday, 3 May 2011 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 14 February 2011

The minutes of the meeting held on 14 February 2011 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 Promotion of Pre-Claim Conciliation

It was noted that, in line with the Business Plan, the Agency would be promoting pre-claim conciliation.

DAS/DCA

It was noted that the Operational Guidelines for pre-claim conciliation are to be submitted to the CEO for approval.

DAS/DCA/CEO

4.2 Generic Arbitration Scheme

It was noted that the CEO would contact DEL with regard to the generic statutory arbitration scheme and to clarify the legislative process required with regard to primary and secondary legislation.

CEO

It was noted that the recruitment process for LRA arbitrators was in progress with a closing date of Friday, 13 May 2011.

4.3 Code of Practice on Time Off

Following discussion it was agreed that the CEO clarify the approval status of the Code with DEL.

CEO

Discussion took place with regard to what was innovative for the Agency with reference being made to the recent ACAS paper submitted to the Board. It was agreed that the CEO will report back at the next SMT meeting in terms of progressing an innovation agenda.

CEO

5. Agency Strategy and Services

5.1 Corporate Plan 2011-14

5.2 Business Plan 2011-12

It was noted that the Agency awaits approval of the Corporate Plan and Business Plan from DEL. In the meantime work was progressing in line with the objectives set out in the Business Plan.

CEO

5.2.1 ICMS

It was noted that the current ICMS system represented a considerable operational risk. A report prepared by the DCS on the recent discussions with ACAS will be circulated to the SMT for further discussion. It was agreed to prepare a paper for submission to the Board in June setting out the various options available to the Agency in respect of replacing the current ICMS system.

DCS

6. Leadership Organisation and Performance Management

6.1 SMT Development Programme

It was noted that the final report from PA Consulting was submitted to the Board on 24 March 2011.

It was agreed that the SMT would:

- reflect on what was required to demonstrate clear action against each of the indicators in the report, and
- look at the broad thrust of a development programme and the key themes to be addressed within budget and within a reasonable timeframe.

CEO/SMT

6.2 Performance Appraisal

It was noted that SMT appraisals were progressing. After some discussion it was agreed to remind staff of the importance of completing appraisals within the set time limit i.e. end May 2011.

CEO

6.3 *IiP*

It was agreed that the DCS prepare a strategy paper for submission to the SMT in May, setting out the position in respect of IiP with the view of retaining IiP by November 2011.

DCS

7. Evaluation

7.1 SROI

It was noted that the CEO and DAS will be meeting with Lodestar on 4 May to discuss the SROI scoping study. A paper has been prepared for submission to the Board in May.

CEO/DAS

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 is yet to be confirmed.

CEO

9. Any Other Business

9.1 ACAS free email updates

It was agreed to ask the Librarian to ascertain whether or not it would be possible to add individual staff to this free service or simply to obtain the information through the internal Agency Library service.

Secretariat/ Librarian

It was noted that the CEO and DCA wished to receive the emails.

9.2 Recruitment – IS/IT Manager

It was noted that interviews took place on 19, 20 and 22 April for the IS/IT Manager vacancy. An offer had been made to the successful candidate. The Agency is awaiting a response.

9.3 Bi-Monthly Report to the Board

After discussion it was agreed to submit the end of year performance statistics (April 2010-March 2011) and the June bi-monthly (April – May 2011) to the Board meeting on 1 July.

SMT

9.4 Board vacancies

It was noted that interviews will be taking place on 28 & 29 June to fill the two current Board vacancies.

9.5 LRA Annual Report 2010/11

It was noted that the auditors will be with the Agency w/c 16 May.

SMT

As the June Board meeting has been postponed until Friday, 1 July, it was agreed that the CEO/DCS are to check the statute regarding the time scale for submission of the Agency accounts.

CEO/DCS

10. Date of Next Meetings

• Informal SMT Mon, 9, 16, 23 May; Tues 31 May

Mon, 6, 13, 20 June

• Formal SMT Mon 27 June