

**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

