

LABOUR RELATIONS AGENCY

**MINUTES OF THE TWENTY FIRST MEETING OF THE
FINANCE & PERSONNEL SUB-COMMITTEE OF THE
LABOUR RELATIONS AGENCY
HELD AT 1.30 pm ON THURSDAY, 19 APRIL 2012
IN THE AGENCY'S OFFICES, 2-16 GORDON STREET, BELFAST**

Present: Mr Jim McCusker (Chairman)
Mr Neal Willis
Mrs Sally McKee

In Attendance: Mr William Patterson (Chief Executive)
Dr Gerry O'Neill (Director Corporate Services)
Mrs Anne Gunning (Minutes Secretary)

Minute

Action

1. Apologies

There was an apology from Brenda Maitland.

2. Minutes of Meeting held on 26 January 2012.

The minutes of the meeting held on 26 January 2012 were proposed by Neal Willis, seconded by Jim McCusker and agreed as a true and accurate record of the meeting.

3. Matters Arising from Minutes

There were no matters arising.

4. Corporate Services

(a) *Financial Matters*

The Finance Report was discussed. The estimate of a year-end bank balance of £46,746 was noted.

It was also noted that draft SAGE accounts are being transposed into public sector accounting templates.

It was also noted that the financial situation for 2012/13 could be quite restrained and that in 2013/14 expenditure on the ICMS replacement would lead to an even more difficult situation.

(b) *IS/IT Matters*

- It was noted that the IS Managed Services business case had been approved by DEL. The IS Managed Services contract would now proceed to tender.
- It was noted that the ICMS, following a security upgrade, was considered a low risk.
- The CEO has set up four cross directorate working groups comprising ERMs and directors covering (1) Corporate Governance - CEO (2) IS IT - DCA (3) Service Effectiveness – DAS and (4) Organizational relations - DCS. The SMT will be operating as a steering committee for the four groups.
- It was noted that a lot of development work needs to be carried out, including staff training for security accreditation.
- It was noted that the replacement of existing key pad locks with an electronic key pad system for Agency premises should be completed by the end of May 2012.

(c) *HR Matters*

- Recruitment – It was noted that the filling, on a permanent basis, of ERO vacancies is being progressed.
- Absence – It was noted that absence is down marginally for the period at 5.9%. There is a new target in the Business Plan which aims to improve absence figures in future years.

5. Agency Budget 2012-13

It was noted that the Agency may be allocated a £3,545k annual budget until 2014/15. The CEO indicated that this could lead to considerable pressures on discretionary spend from 2013/14 onwards. It is likely that the Agency will need to systematically examine efficiencies in operations and administration in order to maintain for as long as possible a full permanent staffing establishment.

It was noted that the CEO and DCS will be attending the DEL quarterly governance meeting on 25 April.

6. CEO Pay and Appraisal

The Committee discussed CEO's appraisal and remuneration in closed session.

7. Any Other Business

There was no other business to be discussed.

8. Date of Next Meeting

There will be a joint meeting with the Audit Committee at **10.00 am on Wednesday, 16 May, 2012.**

The next meeting of the Finance & Personnel Sub-Committee will be held on **Thursday, 27 September** after the Board Meeting.