

<p>The Chair outlined arrangements for the remainder of the day; at the end of the meeting there would be a presentation on the work of the Regional Office; the Board would then meet in closed session to discuss the VES. Following the meeting there would be an opportunity for Board members to meet with staff from the Regional Office and representatives from local businesses.</p>	
<p>4. Minutes of 22 June 2017 Meeting (Paper BP01-08/17)</p> <p>The minutes of the meeting held on 22 June 2017 were agreed as a true and accurate record of the meeting.</p>	Secretary
<p>5. Matters arising from the minutes of 22 June</p> <p>The Chair introduced the new Progress Report which provides members with an update on actions progressed since the previous meeting. The Board, in noting the report, agreed that this was a very useful development and would negate the need to list matters arising on Board agendas with discussion on individual issues only required on an exception basis.</p> <p>5.1 Board Member Recruitment</p> <p>It was noted that DfE may proceed to recruit Board members for NDPBs/ALBs across Northern Ireland. A number of Board members' second term ends later this year with other members' first term also coming to an end in 2017. The Chair indicated that there was provision for comment on Board performance assessment forms regarding suitability/agreement of members to continue for a second term.</p> <p>The Chair thanked members for the opportunity to meet to discuss their performance assessments. Board members to return Performance Assessment forms as soon as possible.</p> <p>5.2 WRC/Acas Engagement</p> <p>The CEO reported that Oonagh Buckley, Director-General of the Workplace Relations Commission has agreed to speak at the Public Board meeting in October about the transformation process in WRC.</p> <p>5.3 CMRS Update</p> <p>The DCS reported that the Agency had now been allocated a capital budget which would allow work to be progressed on data migration to complete Phase 1. The business case for Phase 2 will now be progressed as a matter of urgency.</p> <p>5.4 Use of Assembly Staff</p> <p>To date no expressions of interest had been received from Assembly staff.</p> <p>5.5 Post-Graduate Certificate in Employment Law</p> <p>The CEO reported that Mark McAllister had presented a paper to the Roundtable which was a collaborative venture between the Agency, the University of Ulster and Legal Island. It was agreed to circulate the paper to Board members.</p> <p>5.6 Department for Communities ER Pilot</p> <p>The CEO reported on a meeting with Jackie Kerr, DfC who has now received Departmental Board approval to run a pilot Employment Relations project. The Agency has agreed to provide an outline specification for the pilot. The Board acknowledged that this approach might have a wider application across the NICS and other organisations.</p> <p>5.7 liP Project</p> <p>The DCS updated the Board on initial preparations for the new liP standard. A cross directorate project group has been established to focus on employee engagement</p>	<p>DCS</p> <p>Board Members</p> <p>Secretary</p> <p>DCS</p> <p>Secretary</p> <p>CEO/DAS</p>

<p>with particular emphasis on any restructuring and transformation process. A short tailored version of the staff survey will be issued on a quarterly basis from October 2017 to monitor the views of staff during a period of significant change.</p> <p>5.8 Annual Report & Accounts</p> <p>The DCS reported that the Annual Report & Accounts 2016-17 had been laid at the end of July and published on the Agency's website by the end of August in line with legislative requirements. The Report will be formally launched at the public meeting in October.</p> <p>The Chair thanked all those involved in the preparation and publication of the Annual Report.</p> <p>5.9 Risk Management</p> <p>The Board approved amendments to the Risk Management Framework that had been proposed by the Chair of the Audit and Risk Assurance Committee (ARAC). The next ARAC meeting will take place on Tuesday, 12 September at 2.00 pm in the Agency's offices. The updated Risk Register will be discussed at the meeting.</p> <p>5.10 Corporate Governance Policies</p> <p>The Chair reported that she met with the DCS to discuss corporate governance policies. An updated version of the Board Standing Orders will be issued to the ARAC Chair for comment prior to consideration by the Board.</p> <p>The Board agreed that a training needs analysis should be developed to include an induction pack and ongoing learning and development needs relevant to the needs of Board members with a particular emphasis on collective training.</p> <p>Michael Riddell, ERM HR, will be in contact with Board members to discuss.</p> <p>Code of Conduct for Board members – following consultation with DfE concerning terms of appointment it was agreed to adopt the form of words contained in the Board action paper.</p> <p>Conflicts of Interest policy – an amendment to the policy, which covers both Board and staff members, which was proposed by the TUS following consultation was approved.</p>	<p>DCS</p> <p>Secretary</p> <p>DCS</p> <p>ERM HR</p>
<p>6. Chief Executive's Report</p> <p>The CEO reported on the following meetings/issues:</p> <ul style="list-style-type: none"> • Held meetings with staff to provide updates on the VES and the budget. Speaking notes have been posted on the Intranet. The CEO will be attending team meetings in September to provide further updates; • JNCC Budget sub-group commented positively on the Board budget paper and asked that it be circulated to staff once cleared by the Board. The Board agreed that the paper should now issue to all staff; • Team briefing system now established and published on the Intranet to keep staff updated on issues discussed at SMT and Board level; • Car parking – due to recent incidents the car park gates will be closed during core working hours to protect staff; • The CEO, DCS and DAS met with Alan Russell, DfE to discuss business planning. The Department were content with the Agency's approach to business planning; 	<p>CEO</p> <p>DCS</p>

<ul style="list-style-type: none"> • The CEO met with John McKeown in his capacity as HR Business Partner; • The CEO attended the NIC-ICTU Biennial Conference which provided a very positive networking opportunity; • The CEO has asked Directors to produce an analysis of operational statistics for the first two quarters of the current financial year compared to previous year to establish trends and resourcing pressures; • Sickness absence has risen due to long term absences; • Land and Property Services have just confirmed an approach from the Landlord regarding the 2014 rent review. It was noted that budgetary provision had already been made for the outcome of the rent review. The Agency has also received an indication from the Strategic Investment Board that it cannot be accommodated within the Government estate before 2021 at the earliest; • The Agency will now seek to renegotiate on the basis of an extended lease to 2022 and will include this option in the accommodation economic appraisal. 	<p style="text-align: center;">SMT</p> <p style="text-align: center;">CEO/DCS</p>
<p>7. Update on Roundtable/other stakeholder meetings</p> <p>The Chair reported on the recent Roundtable meeting attended by Alison Millar, the new NIC-ICTU representative, and Sam Davidson the CBI representative replacing Mike Mullan. The DAS presented a paper summarising the main issues of the Matthew Taylor Review and a paper on Gender Pay Gap Reporting.</p> <p>The Chair reported that this was a very positive meeting with the following actions being agreed:</p> <ul style="list-style-type: none"> • Agreed to write to political leaders regarding concerns about the impact of the current impasse and copy letter to the Head of the Civil Service seeking a meeting; • Launch the Joint Declaration of Protection immediately after the October public meeting; • Roundtable to explore the possibility of hosting a major ER/IR conference in 2018; • Department for the Communities to be invited to discuss Gender Pay Reporting; • Bring a paper back setting out the key issues from the Taylor Review for further discussion. 	<p style="text-align: center;">Chair</p> <p style="text-align: center;">CEO</p> <p style="text-align: center;">Chair/CEO</p> <p style="text-align: center;">DAS</p> <p style="text-align: center;">DAS</p>
<p>8. Revised Budget for 2017-18 (Paper BP02-08/17)</p> <p>The DCS reported that the budget had now been confirmed with the caveat that the Executive, once it is back in place, will have an option to review allocations. There has been a 2% cut with no cover for the additional employer contributions introduced in 2016/17. In real terms there is a 6% pressure when compared to last year's outturn. The DCS also confirmed that the budget is predicated on savings of £100k being generated from the VES. The DCS also advised that £150k has been included for Early Conciliation and that we have sought clarification about flexibility in terms of drawing down this additional provision.</p> <p>Following representations, the Agency's capital budget allocation has been re-</p>	<p style="text-align: center;">DCS</p>

<p>instated to the same amount as last year. The capital budget will be used to cover some refurbishment of the Regional Office premises and the CMRS data migration.</p> <p>Board members sought clarification on a number of issues. The DCS confirmed that the ICT budget is sufficient to meet normal business needs.</p> <p>The Board approved the budget as set out in the Board budget paper.</p> <p>The DCS also reported that a number of recommendations from the Review of Corporate Services will be addressed as part of the VES and transformation process. The review and management response to be copied to Board members.</p>	<p>DCS</p> <p>Secretary</p>
<p>9. 2017-18 Business Plan (Paper BP03-08/17)</p> <p>The CEO presented the draft Business Plan. The Board, in approving the plan, commented that it was very positive and coherent but also ambitious and raised some concerns about delivering on all of the targets. The CEO acknowledged that it would be a significant challenge to meet all of the targets in light of the work associated with the VES and transformation process. The CEO confirmed that a new performance monitoring report will be developed to report progress at each Board meeting and that the SMT would be putting in place monitoring arrangements for individual substantive projects.</p> <p>The CEO agreed to bring back a paper to the September in-camera Board discussion on the transformation process. It was agreed that the draft Business Plan should be submitted to DfE with the caveat that it may be subject to change due to budget constraints.</p>	<p>SMT</p> <p>CEO/DCS</p>
<p>10. Update on 2017-21 Corporate Plan</p> <p>The CEO reported that it was intended to use the Acas model setting out what the Agency planned to achieve by March 2021. It was agreed to discuss the Corporate Plan further at the September meeting.</p>	<p>SMT</p>
<p>11. Presentation on the work of the Regional Office</p> <p>Patrick McAuley, ERM, provided a very positive and informative presentation on the work of the Regional Office and thanked Board members for their visit which he said was valued by staff. Board members reported positively on feedback they had received about the Regional office and it was agreed to capture feedback in the form of case studies to be presented on the Agency's website. The Chair thanked Patrick for his presentation.</p>	<p>ERM Regional Office</p>
<p>12. Any Other Business</p> <p>There were no items of business.</p>	
<p>13. Voluntary Exit Scheme – In Camera Discussion</p> <p>The Board held an in-camera discussion about the Voluntary Exit Scheme.</p>	
<p>14. Date of Next Meeting</p> <p>The next meeting of the Agency Board will take place on Thursday, 28 September 2017 at 10.00 am in the Agency's offices, 2-16 Gordon Street, Belfast.</p>	<p>Secretary</p>