

LABOUR RELATIONS AGENCY

**MINUTES OF THE FOURTEENTH MEETING OF THE FINANCE &
PERSONNEL SUB-COMMITTEE OF THE LABOUR RELATIONS AGENCY
HELD AT 10.00 AM ON WEDNESDAY, 10 FEBRUARY 2010
IN ROOM 4, 2-8 GORDON STREET, BELFAST**

Present: Mr Jim McCusker (Chairman)
Mrs Patricia O'Farrell
Mr Neal Willis
Mrs Brenda Maitland

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

Minute

Action

1. Apologies

There were no apologies.

2. Minutes of Meeting held on 16 September 2009

6. CEO Annual Appraisal

It was noted that the Committee discussed the CEO's annual appraisal 2008/09 and the CEO's salary in closed session.

The minutes of the meeting held on 16 September 2009 were then proposed by Neal Willis, seconded by Jim McCusker and agreed as a true and accurate record, subject to the above amendment.

Secretariat

3. Matters Arising from Minutes

In relation to item 5.1 in the previous minutes (potential capability and continuity at SMT level) it was noted that this had been referred to the Audit Committee for possible inclusion in the risk register.

4.

4.1 Finance

It was noted that most of the proposed projects have now been committed and have been included in the Finance Report for the end of the year. These include accommodation work, the implementation of the Balanced Scorecard and the further implementation of the IS/IT strategy.

SMT

It was also noted that the Agency will have a carryover in funding for the 2009/10 financial year. The CEO will be seeking DEL approval for the carryover.

CEO

4.2 Budget 2010/11

It was noted that the Board will receive the 2010/11 Budget profile at the February Board Meeting as part of the Business Plan 2010/11.

CEO

5. Personnel and Staffing

5.1 Continuous Improvement Programme Update

The Committee discussed the continuous improvement progress report which highlighted objectives.

It was noted that:

- Balanced scorecard – was to be submitted to tender and action plan developed.
- There was a necessity for Agency to develop Corporate/Business Plan on a timely basis.
- ERM management development programme was being refined. The Leadership and Management project which was open to all ERMs was welcomed and noted.
- Customer focus – consideration of the customer service excellence model was noted.
- Shared learning – shared learning as a process was being utilized through regular team briefings, training etc.
- Staff conference - agreed date 26 March 2010.
- Individual learning evaluations – current process ineffective. Training logs suggested by IiP Consultant and will be discussed by SMT.
- It was agreed to submit an end of year Training report. It was noted that the T&D Plan was available via the website.
- Induction process has been working very well and was being continuously improved. H&S issues are to be incorporated following discussion with NIPSA.
- End of year appraisals 2008/09 were complete.
- Mid-year appraisals 2009/10 were almost complete.

DCS

It was noted that the Bullying and Harassment Policy is to be reviewed and revised.

CEO

It was noted that a staff attitude survey was to be included in the Business Plan 2010/11.

5.2 Equal Pay Audit

It was noted that a letter had been received from Brian Campfield, NIPSA regarding the agreement reached between NIPSA and NICS on equal pay claims. The letter raised the implications of the agreement for the Agency. A meeting with NIPSA is to be arranged.

CEO

It was noted that the CEO and DCA will be meeting representatives from NIPSA and NICS on 19 February with regard to third party involvement in concluding equal pay cases settlements.

CEO/DCA

5.3 Absence

It was noted that the short term absence figures have not changed significantly since October 2009. The long term figure has risen slightly.

SMT

5.4 Accommodation

The Committee discussed the accommodation improvement project. It was noted that more space will be available for workshops, seminars and collective conciliation. There will also be improved kitchen facilities for staff.

DCS

5.5 IS/IT Strategic Programme

It was noted that the security accreditation project is progressing well. A new set of procedures is with PWC and the IS Manager. The upgrading of the IS management service contract is being progressed through a business case. It was also noted that a formal review meeting on the case management system had taken place in November 2009. Replacement of the system will be progressed through a business case. It was noted that the review of the IS/IT Strategy will be discussed with PWC w/c 15 February 2010.

DCS

5.6 It was noted that the CEO is reviewing the Risk Register.

CEO

6. CEO Annual Appraisal

The Committee discussed CEO's appraisal 2008/09 and salary in closed session.

7. Any Other Business

There were no notified items of any other business.

8. Date of Next Meeting

The next meeting of the Finance & Personnel Sub-Committee will be held at 10.00 am on 21 April 2010 in Room 4.

