

**MINUTES OF THE TWENTY FIFTH MEETING OF THE
FINANCE & PERSONNEL SUB-COMMITTEE OF THE
LABOUR RELATIONS AGENCY
HELD AT 1.15 pm ON THURSDAY, 27 FEBRUARY 2014
IN THE TALBOT ROOM, MIDTOWN BUSINESS CENTRE, TALBOT STREET,
BELFAST**

Present: Mr Jim McCusker (Chairman)
Mr Albert Mills
Mrs Sally McKee

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

Minute

Action

1. Apologies

An apology was received from Trevor Morrow.

2. Minutes of Meeting held on 26 September 2013

The minutes of the meeting held on 26 September 2013 were proposed by Sally McKee, seconded by Albert Mills and agreed as a true and accurate record of the meeting.

Secretariat

3. Matters Arising from Minutes

There were no matters arising from the minutes.

4. Bi-Monthly Management Report April 2013-January 2014 (Board Paper 6/14)

Finance

It was noted that the Agency budget remained tight but manageable to year end. It was estimated that the budget would break even 31 March 2014 given the extremely prudent management throughout the year. Board members noted the unpredicted spend which the Agency had to commit to during the current year e.g. lift replacement, air conditioning units and a server in the Regional Office. It was noted that only £10K of the £30K training budget had been spent on staff training, the remainder of the money being directed elsewhere on a short term priority need basis.

DCS

It was noted that the Agency budget for 2014/15 will remain at £3,545,000 plus £100K earmarked for ICMS. The CEO was of the view that it was more than likely that the Agency will need to submit separate bids to DEL for additional funding

during 2014/15 and during 2015/16. It was noted that the Agency had made DEL aware that there would be financial and resourcing consequences if workloads were to increase e.g. early conciliation. Early conciliation would probably become operational as from 1 April 2015. Preparation work would be required during 2014/15 however the Agency would not have the financial resources available within the current budget allocation for this work.

CEO

It was acknowledged that organizations e.g. the CBI, in their response to the DEL Employment Law Review, had suggested that more resources should be made available to the Agency.

Premises

It was noted that the lift in HQ was currently being replaced; the estimated completion date was mid-March. The Agency had been advised not to install a stair lift but to add extra circuitry and components to the lift to allow it to be used in the event of a fire.

DCS

Members were reminded that the current lease on the Agency HQ premises will expire in 2019. Rent negotiations are on-going. It was agreed that it would be important to commence a premises strategy next year.

IiP

It was noted that the intranet would be a key part of the delivery of IiP.

It was agreed that the Agency had a sound programme in place to achieve silver status.

IT

It was noted that the new IS Managed Services contract with Kelway was progressing well.

The ICMS Steering Group will be meeting later today to finalise the ICMS specification with a view to awarding the contract in May. The Agency hopes to have the system implemented by January 2015.

DCS

Equality

It was noted that discussions with Section 75 groups was ongoing and that a Disability Action Group was to be set up.

5. Any Other Business

There was no other business to be discussed.

6. Date of Next Meetings

The next meeting of the Finance & Personnel Sub-Committee will be the joint briefing with the Audit Committee following the Board meeting on Thursday, 22 May 2014.

Secretariat