

LABOUR RELATIONS AGENCY

**MINUTES OF THE TWENTIETH MEETING OF THE
FINANCE & PERSONNEL SUB-COMMITTEE OF THE
LABOUR RELATIONS AGENCY
HELD AT 1.30 pm ON THURSDAY, 26 JANUARY 2012
IN THE AGENCY'S OFFICES, 2-16 GORDON STREET, BELFAST**

Present: Mr Jim McCusker (Chairman)
Mr Neal Willis
Mrs Sally McKee
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 2011

The minutes of the meeting held on 16 September 2011 were proposed by Sally McKee, seconded by Neal Willis and agreed as a true and accurate record of the meeting.

3. Matters Arising from Minutes

5.1 HR Strategy 2011-14

It was noted that at the January Board meeting, it had been agreed that performance against all of the KPIs in the Business Plan will be reported in the end of year Bi-Monthly Report.

DCS

4. Finance and Procurement

The Committee discussed the underspend against the Agency's budget as at the end of December 2011 which amounted to approximately £66,000. It was noted that this will reduce considerably by the year end following third quarter revisions to procurement priorities. It was also noted that controls on the approval of overspend by DEL had tightened.

CEO/DCS

5. Personnel and Systems

5.1 HR Strategy Progress

The progress report on HR Strategy objectives was discussed in detail. The Committee accepted that significant progress had been made and staff in general were commended on the commitment they had shown.

There was discussion of work outstanding in relation to revision of the Recruitment and Selection Policy which was expected to include clarification on Board member involvement in senior appointments.

The Committee also discussed long term and short term absence with a suggestion that management should consider splitting the KPI into two parts to reflect the different approaches to managing long term and medium or short term absence.

It was noted that a revision of the HR Strategy would depend on the content of the IIP Post Recognition Report yet to be received.

5.2 IS Strategy Progress

CEO/DCS

The Committee expressed its appreciation of what was a clear and informative report which demonstrated that there had been a substantial amount of progress since the September meeting. The Committee endorsed the following objectives:

- Procurement of a new IS Managed Services contract as a matter of priority given the ongoing concern with the present obsolescent contractual arrangements;
- Implementation of the replicated and refined current ICMS system in order to provide robust arrangements until a replacement system is implemented;
- Progression of the project currently aimed at documenting user requirements and technology options for a replacement ICMS which would allow approval of a business case and the initiation of a procurement process by March 2013;
- Progression of audit and training requirements in advance of an application for security accreditation in April/May 2012;
- Performance of a disaster recovery test in 2012 - noting potential improvements from the new IS Managed Services contract which might impact the nature and timing of such work.
- The potential for database analysis of ICMS to be a valuable source of future information in the field of employment relations research.

CEO/DCS

The Committee also acknowledged the relevance and value of enhancements to the telephony system.

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

The next meeting of the Finance & Personnel Sub-Committee will be held on **Thursday, 1 March 2012** following the LRA Board Meeting.