

**MINUTES OF THE 387th MEETING OF THE LABOUR RELATIONS AGENCY
BOARD HELD AT 10.00 am ON THURSDAY, 20 JUNE 2013
IN THE AGENCY'S OFFICES, GORDON STREET, BELFAST**

Present: Jim McCusker (Chair)
Albert Mills
Lyn Fawcett
Gordon Parkes
Alison Millar
Trevor Morrow

In Attendance: Bill Patterson (Chief Executive)
Gerry O'Neill (Director, Corporate Services)
David McGrath (Director, Advisory Services)
Anne Gunning (Minutes Secretary)

Action

<p>1. Apologies</p> <p>There were apologies from Gary McMichael, Sally McKee, Neal Willis, Pauline Shepherd and Penny Holloway.</p>	
<p>2. Minutes of Previous Meeting held on 23 May 2013</p> <p>The minutes of the meeting held on 23 May 2013 were proposed by Gordon Parkes, seconded by Alison Millar, and agreed as a true and accurate record of the meeting.</p>	
<p>3. Matters Arising from the Previous Minutes not listed on this Agenda</p> <p>5. 5.1 Corporate Planning Process (Sept 2013-March 2014) It was noted that the LRA Business Plan for 2013-14 had been approved by DEL.</p> <p>5.2 Equal Pay Review 2013 It was noted that the content of the NISRA Equal Pay Review was currently being reviewed by the SMT.</p> <p>5.5 Bi-Monthly Management Report – 31 March 2013 The Board welcomed the reduction in average sickness absence to 6.6% (as at 31 May 2013) of which 4.8% was long term sickness. It was noted that a well-being initiative has been put in place.</p> <p>5.6 Closure of DEL Quarterly Report The CEO reported, following agreement with DEL to close formal reporting, that some minor outstanding items had been transferred from the Quarterly</p>	<p>SMT</p>

<p>report to the Bi-Monthly Management Report. It was agreed that the DEL Quarterly report be deleted as a standing item from the Board agenda.</p> <p style="text-align: center;">6. 6.1 The Employee Relations Institute – foundation membership offer to LRA</p> <p>The CEO indicated that he had emailed ACAS regarding their position on founder membership. The CEO is to update the Board on developments.</p>	<p>CEO</p> <p>CEO</p>
<p>4. Chairman’s Business</p>	
<p>4.1 Declarations of Interests</p> <p>No interests were declared by members.</p>	
<p>4.2 Board Member Training</p> <p>There was no training to report for the period.</p>	
<p>4.3 Update on Stakeholder Meetings</p> <p>The Chairman reported that the last meeting of the ER Roundtable had been cancelled. It is hoped to re-arrange another suitable date before the summer break.</p>	<p>Chairman/ CEO</p>
<p>4.4 DEL/LRA Management Statement/Financial Memorandum</p> <p>The Chairman reported that he awaits DFP’s response to DEL on the draft MS/FM.</p>	
<p>4.5 LRA/International Agencies Conference</p> <p>It was noted that Stephen Farry, DEL Minister, will not now be available to open the conference. DEL has suggested that the new Permanent Secretary, Derek Baker, could make the opening address.</p> <p>It was noted that there has been a problem with speaker availability. A keynote speaker is still required for the opening session of the conference. Board members were asked for suggestions, in particular from the business community.</p> <p>It was noted that the administrative arrangements for the Conference are progressing well.</p>	<p>Board Members</p> <p>Secretariat</p>
<p>4.6 LRA Seminar</p> <p>It was noted that the suggested theme for the proposed seminar on 5 September will be Re-routing Claims through the Agency. Anne Sharp, CEO ACAS has agreed to be the speaker at the seminar. It is proposed to have a second speaker from the Republic of Ireland.</p>	

<p>4.7 Board Assessments 2012-13</p> <p>It was noted that Board Performance Assessment forms had been issued to all Board members. The Chairman requested that they are returned to him as soon as possible.</p>	<p>Board Members/ Chairman</p>
<p>4.8 Joint LRA/EC Meeting</p> <p>It was noted that the joint LRA/EC meeting will be held on Tuesday, 12 November in the morning, followed by lunch.</p>	
<p>4.9 Attendances at Conferences</p> <p>It was agreed that, due to the current budget situation, no Board representatives will attend the TUC Conference in September or the CBI Conference in November. It was further agreed that the Board will consider attendance at the CIPD conference at its next meeting in August.</p>	<p>CEO</p>
<p>4.10 DEL Permanent Secretary</p> <p>It was noted that Derek Baker has been appointed Permanent Secretary, DEL. The Chairman said that he had written congratulating him on his appointment and had extended an invitation to him to visit the Agency.</p>	
<p>4.11 Research on Induction of Board Members</p> <p>It was noted that a member of staff from Advisory Services is completing a Certificate in Corporate Governance and is currently carrying out research into the induction, training and appraisal of LRA Board members. The project would involve a proposed telephone survey/discussion with Board members. Members agreed to facilitate the member of staff.</p>	
<p>5. Audit Committee Meeting</p> <p>5.1 Audit Committee meeting held on 7 March 2013</p> <p>The minutes of the above meeting were ratified by the Board.</p> <p>5.2 Meeting held on 13 June 2013</p> <p>The Chairman of the Audit Committee provided a verbal report of the meeting held on 13 June, the main items being the acceptance of the LRA Annual Accounts 2012/13, the IS Managed Services tender, the MS/FM, the Risk Register and the External Audit.</p> <p>5.3 Annual Report of Audit Committee Chair</p> <p>The Chair of the Audit Committee presented the Annual Report. He thanked DCS and his team for their support over the year. The report was approved by the Board.</p>	

<p>6. Chief Executive's Business</p>	
<p>6.1 Annual Report and Accounts (Paper 21/13)</p> <p>Following discussion, the Annual Report and Accounts were approved by the Board, subject to some agreed minor amendments.</p> <p>It was noted that the launch of the Annual Report and Accounts would be held at the Public Board meeting on 31 October 2013. The Chairman invited Board members to forward suggestions for a speaker for the meeting.</p>	<p>DCS</p> <p>Board Members</p>
<p>6.2 SROI Report (Paper 22/13)</p> <p>Following discussion, it was noted that the SMT would be considering the report in detail and would bring, to the September Board meeting, their views on taking the report findings forward.</p>	<p>SMT</p>
<p>6.3 LRA Letter of Response to the Public Consultation Document 'Sharing Parental Rights, Extending Flexibility at Work' (Paper 23/13)</p> <p>Following discussion the Board endorsed the approach contained in the CEO's letter.</p>	
<p>6.4 Bi-Monthly Management Report – 31 May 2013 (Paper 24/13)</p> <p>Following discussion of the first bi-monthly report of the new financial year, the report was ratified by the Board.</p>	
<p>6.5 Closure of DEL Quarterly Report</p> <p>As reported in 3. 5.6 above, some minor outstanding items had been highlighted on the Bi-Monthly Management Report which had been transferred from the Quarterly Report.</p>	<p>CEO</p>
<p>6.6 Employment Law Agenda 2012-15 (table)</p> <p>The contents of the table were noted.</p>	
<p>6.7 DEL Advisory Group</p> <p>It was noted that the Advisory Group 3 June had discussed the DoJ consultation process and employer concerns. The group also discussed the re-routing of tribunal claims to the Agency and the proposed new Agency neutral assessment service.</p>	
<p>6.8 Promotion of Agency Services – ADR</p> <p>The CEO presented an IC report on the promotion of ADR covering the last two months. The verbal report was noted.</p>	

<p>7. Corporate Correspondence Received Relevant to Board</p> <p>No correspondence was received.</p>	
<p>8. Any Other Business</p> <p>Presentation to David McGrath</p> <p>The Chairman congratulated David McGrath who had just completed 35 years' service with the Agency. Before making a presentation, the Chairman highlighted David's wealth of experience and expertise and his significant contribution to the development of the Agency. David's reply referred to the beginnings of the Agency and said that 35 years later the organisation is now one of the most trusted in Northern Ireland.</p>	
<p>9. Date of Next Meeting</p> <p>The next Board meeting will be held on Thursday, 29 August 2013 at 10.30 am in the Regional Offices in Derry.</p>	