

**MINUTES OF THE 427th MEETING OF THE LABOUR RELATIONS AGENCY BOARD HELD AT
10.00 am ON THURSDAY, 22nd JUNE 2017
IN ASSEMBLY BUILDINGS (SPIRES), 2-10 FISHERWICK PLACE, BELFAST**

Present: Marie Mallon (Chair)
Louise Crilly
Deirdre Fitzpatrick
Michelle McGinley
Gary McMichael
Alison Millar
Albert Mills

In Attendance: Tom Evans Chief Executive, (CEO)
David McGrath (Director, Advisory Services (DAS))
Don Leeson (Director, Corporate Services (DCS))
Alison Wolfe (Minutes Secretary)

	<i>Action</i>
<p>1. Apologies</p> <p>Apologies were received from Pauline Shepherd, Daire Murphy, Jill Minne and Penny Holloway.</p>	
<p>2. Conflicts of Interest</p> <p>There were no conflicts of interest declared.</p>	Secretary
<p>3. Chair’s Opening Remarks</p> <p>The Chair outlined the arrangements for the public meeting to celebrate the 40th anniversary of the Agency and to launch the mobile app and consultation on the 2017-21 draft Corporate Plan.</p> <p>The Chair welcomed Sarah Lawrence who was attending the Board meeting as part of a mentoring programme organised by CPANI.</p> <p>The Chair reminded Members that the Agency has also agreed to be a host organisation for the Boardroom Apprentice Scheme and that Joanne Toner, our designated apprentice, will be attending the lunchtime event. The Chair agreed to co-ordinate the attendance of both apprentices at future Board meetings.</p> <p>The Chair reported that she had approved the candidate pack for the Board member recruitment exercise. The Chair agreed to raise the recruitment competition at an upcoming meeting with Colin Jack.</p> <p>The Chair reported that the International Agencies meeting will take place in Australia in November 2017. While the Board recognised the value of attending such events it was agreed that the Agency would not attend this year’s event because of budget pressures. The CEO advised that he had been invited back to address the ILO’s annual dispute prevention resolution in October 2017. The Board agreed to explore the possibility of a tripartite meeting with WRC and Acas in late 2017/early 2018 to discuss common issues.</p> <p>It was also agreed to hold the August Board meeting in the Regional Office and the annual public meeting in October.</p>	<p>Chair</p> <p>Chair</p> <p>CEO</p> <p>Secretary</p>

<ul style="list-style-type: none"> • The Agency's partnership with Ulster University and Legal Island in developing a bespoke PG Certificate in Employment Law aimed at HR professionals. The CEO advised that Mark McAllister had led on this project and that the Agency will deliver a number of the active learning elements of the course. The Board agreed that this was a very positive initiative and will be of interest to the Roundtable; • The DCS has secured pro bono specialist support on rebranding the Agency's house-style; • The Department for Communities' Board has approved the development of a pilot ER project with the Agency. Alison Millar asked that TUS are involved in these discussions. The CEO confirmed that he had already raised this issue; • Work related to the new liP standard has been initiated by the DCS; • The CEO tabled a paper from the DCA on the Agency's role in a high profile and successful collective conciliation. It was agreed that such projects should be highlighted to DfE. The Chair asked that the DCA and her team are congratulated for this very positive achievement. 	<p>CEO</p> <p>DCS</p> <p>CEO</p> <p>DCS</p> <p>CEO</p>
<p>7. Update on Roundtable/other stakeholder meetings</p> <p>The CEO reported on an exploratory meeting with representatives from the Education Authority regarding potential ER support.</p> <p>The next meeting of the Roundtable is scheduled for 30 August 2017 when arrangements for the launch of the Joint Declaration of Protection will be discussed.</p>	<p>Chair/CEO</p>
<p>8. Board Sub-Committees</p> <p>Albert Mills, Chair of the Finance and Personnel Sub-Committee, provided a verbal update on the 19 June 2017 meeting and confirmed that the Committee will receive management accounts for the period ending 31 August 2017. It was noted that NIPSA has agreed to an extension of the reserve lists up to the end of December 2017.</p> <p>Deirdre Fitzpatrick provided an update on the 6 June 2017 meeting of the ARAC.</p>	<p>DCS</p>
<p>9. Audit & Risk Assurance Committee</p> <p>9.1 Draft Report to those Charged with Governance (Paper BP03-06/17)</p> <p>9.2 Annual Report from the Chair of the ARAC (Paper BP04-06/17)</p> <p>The DCS updated the Board on the positive assurance provided by the NIAO in the draft Report to those Charged with Governance and thanked the Finance section for their management of the budget throughout the year. The DCS confirmed that once the Annual Report and Accounts have been approved by the NIAO the Comptroller and Auditor General's certificate will issue for inclusion in the Annual Report.</p> <p>Deirdre Fitzpatrick, Chair of the ARAC, presented her Annual Report to the Board and expressed her appreciation to Gerry O'Neill, former DCS and to Paul Cassidy, Finance Officer for their work throughout the year. She confirmed that the Agency had received satisfactory assurances from both internal and external audit.</p> <p>The Board, in noting the paper, thanked all those involved for their time and</p>	<p>DCS</p>

<p>commitment which has resulted in a very positive outcome.</p>	
<p>10. 2016-17 Annual Report and Accounts (Paper BP05-06/17)</p> <p>The DCS reported that the Annual Report and Accounts had been reviewed at the 7 June 2017 ARAC meeting and some minor drafting issues had since been addressed. The Chair thanked all those involved in the preparation of the Annual Report and Accounts, which were formally approved by the Board. The Annual Report and Accounts will be laid in the Assembly by the end of June 2017.</p>	<p>DCS</p>
<p>11. 2017-18 Business Plan (Paper BP06-06/17)</p> <p>The CEO reported that work on the 2017-18 Business Plan is ongoing and a final draft will come to the August Board meeting. The CEO advised that he will be meeting with the Governance lead officials in DfE to clarify the Department's expectations in terms of structure and linkages to the Programme for Government and the Industrial Strategy.</p> <p>The CEO undertook to keep the Board updated regarding any further information received from DfE during the summer.</p>	<p>CEO</p>
<p>12. Risk Management Framework (Paper BP07-06/17)</p> <p>The DCS presented a draft Risk Management Framework, modelled on DfE guidance, which will now require Directors to provide the CEO with six monthly assurance statements about how risks are being managed; the Directors' statements will inform the CEO's mid and end-year assurance statements to the Department.</p> <p>The DCS presented a revised Corporate Risk Register which was developed at the May 2017 ARAC workshop and signed off at the June 2017 ARAC meeting. The Agency will focus on six high level corporate risks; the SMT will review the Risk Register formally each month; ARAC will review at each quarterly meeting; and the Board will sign off the Corporate Risks at the beginning of each year with any major changes reported by exception. Board members agreed the Risk Management Framework and the Risk Register, subject to minor amendments. Board members were asked to email suggested changes to either document to the DCS.</p> <p>The Chair thanked all those involved in what was a significant piece of work.</p>	<p>SMT</p> <p>Board members / DCS</p>
<p>13. Corporate Governance Policies (Paper BP08-06/17)</p> <ul style="list-style-type: none"> • Conflict of Interest Policy (Appendix 1) • Code of Conduct for Board Members (Appendix 2) <p>The DCS introduced the Corporate Governance Policies paper. As agreed by the ARAC a register of the Agency's governance policies is currently being compiled and procedures put in place to manage the review process.</p> <p>The Board approved the Conflict of Interest policy which will now issue to TUS for consultation.</p> <p>The Board agreed the revised Code of Conduct for Board members subject to the inclusion of a form of words, to be agreed with DfE, on the use of sanctions.</p>	<p>DCS</p> <p>DCS/TUS</p> <p>DCS</p>
<p>14. Finance Issues</p> <p>The CEO reported that the Agency still awaited formal notification of a budget for the 2017/18 year. The Agency was aware of a cut to its budget but awaits confirmation of the quantum of such a cut.</p> <p>The CEO advised that all non-staff expenditure is being scrutinised to identify any</p>	

<p>potential efficiencies and that he will be meeting staff next week to emphasise the need to manage down all discretionary expenditure. The CEO also advised that an informal JNCC meeting will be held to look at the budget with a view to minimising staff reductions. The CEO reflected on the pressures on the budget in 2016/17 to emphasise the very limited potential for realising any savings without reducing our staff complement.</p> <p>The CEO confirmed that a detailed budget profile will be available for the August Board meeting based on the Agency's agreed 2017/18 budget settlement.</p>	<p>CEO/DCS</p> <p>DCS</p>
<p>15. Any Other Business</p> <p>There was no other business.</p>	
<p>16. Date of Next Meeting</p> <p>The next meeting of the Agency Board will take place on Thursday, 31st August 2017 at 10.00 am in the Regional Office, 1-3 Guildhall Street, Londonderry.</p>	<p>Secretary</p>

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