

**LABOUR RELATIONS AGENCY**

**MINUTES OF THE EIGHTEENTH MEETING OF THE  
FINANCE & PERSONNEL SUB-COMMITTEE OF THE  
LABOUR RELATIONS AGENCY  
HELD AT 2.00 PM ON THURSDAY, 24 MARCH 2011  
IN THE AGENCY'S REGIONAL OFFICE, 1-3 GUILDHALL STREET,  
LONDONDERRY**

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

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

**Minute**

**Action**

**1. Apologies**

There was an apology from Brenda Maitland.

**2. Minutes of Meeting held on 4 February 2011**

The minutes of the meeting held on 4 February 2010 were proposed by Neal Willis, seconded by Sally McKee and agreed as a true and accurate record of the meeting.

**3. Matters Arising from Minutes**

There were no matters arising that were not listed on the agenda.

**4. Finance**

**4.1 Finance, Personnel and Admin Report**

The Finance Report, provided by DCS, was discussed. It was noted that spend was progressing against budget. A detailed breakdown of expenditure through SAGE was provided. It was noted that the Department is to confirm if £155k can be treated as an accrual and carried forward to 2011/12 in respect of meeting the 2009 pay settlement. The CEO is to contact Tom Evans, DEL the following day.

**CEO**

With regard to a query regarding staff being provided with mobile phones, it was confirmed that phone cards are provided to staff for use when carrying out business outside the Agency premises.

### *IS/IT Manager*

It was noted that the recruitment exercise is to be completed by 21 April. The selection panel will comprise the CEO, DCA and the DCS. In addition an IT specialist from DEL is to act as adviser to the panel.

### *Absence*

It was noted that the absence figure is exactly the same as in the same period last year. However the monthly average has increased since April 2010.

### *Accommodation*

It was noted that work is now complete. All members of staff have been re-located to permanent positions. Nearly all IT problems are resolved. It was noted that staff have been very flexible during the period of disruption.

The DCS indicated that work in hand will now be progressed e.g. security accreditation, training of staff, progressing internal audit recommendations.

### *Case Management System*

It was noted that the CEO had initiated meetings with John Taylor, CEO, ACAS regarding the Case Management System.

## **5. 2009 Pay Award**

It was noted that the equal pay submission has been passed to DFP by DEL. After discussion, the CEO confirmed that the Agency would maintain a close interest in DFP progress with a view to securing approval as speedily as possible.

## **6. Agency Budget 2011-12**

The Chairman awaited a response to his correspondence to the Department regarding the potential reduction in the Agency budget 2011-12. It was agreed that when the budget is finalized the Permanent Secretary should be invited to meet the Board.

It was noted that DEL had indicated that a revision of the DEL/LRA Management Statement and Financial Memorandum was pending.

## **7. CEO Pay and Appraisal**

The Committee discussed CEO's appraisal and remuneration in closed session.

## **8. Any Other Business**

There was no other business to be discussed.

**9. Date of Next Meeting**

The next meeting of the Finance & Personnel Sub-Committee will be held at **10.00 am on Thursday, 11 May 2011. This will be an informal joint meeting with the Audit Committee.**