

**MINUTES OF THE 425th MEETING OF THE LABOUR RELATIONS AGENCY BOARD
HELD AT 10.00 am ON THURSDAY, 30th MARCH 2017
IN THE MAC, 10 EXCHANGE STREET, BELFAST**

Present: Marie Mallon (Chair)
Louise Crilly
Michelle McGinley
Gary McMichael
Alison Millar
Albert Mills
Daire Murphy
Pauline Shepherd

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

	<i>Action</i>
<p>1. Apologies</p> <p>Apologies were received from Deirdre Fitzpatrick and Jill Minne.</p> <p>An apology was also received from Penny Holloway, DCA in respect of the governance training which followed the Board meeting.</p>	
<p>2. Conflicts of Interest</p> <p>There were no interests declared.</p>	
<p>3. Chair's Opening Remarks</p> <p>The Chair confirmed that there would be a short Board meeting followed by a workshop on governance training covering; formal input on good governance; a review of the Board's self-assessment; and consideration of the issues identified at the Chair's meeting with the Chairs of the Sub-Committees to discuss the NIAO guidance on Board Effectiveness and the Chair's meeting with the ARAC Chair.</p> <p>The Chair welcomed Don Leeson, Director of Corporate Services to his first Agency Board meeting.</p> <p>The Chair confirmed that she had received correspondence from DfE in relation to the recruitment exercise to replace Alison Millar and Gary McMichael and awaits confirmation of approval to extend both terms until new Board members have been appointed.</p>	Chair
<p>4. Minutes of 23rd February 2017 Meeting (Paper BP02-03/17)</p> <p>The minutes of the meeting held on 23rd February 2017 were agreed as a true</p>	Secretary

<p>and accurate record of the meeting.</p> <p>In light of the governance training it was agreed to defer any matters arising to a future meeting of the Board.</p>	
<p>5. Corporate Planning April 2017-March 2021 (Paper BP03-03/17)</p> <p>The Chair reminded Board members that they had agreed to dedicate the April meeting to corporate planning; the meeting will be facilitated by the SMT.</p> <p>The DCS presented a paper setting out a timeline for the corporate planning process including consultation with key stakeholders, staff and Departmental representatives. First drafts of the Corporate Plan (2017-2021) and the 2017/18 Business Plan to be available for the Board in May. The CEO advised that essential 'business as usual' activities from the 2016/17 plan would be rolled forward to the 2017/18 business plan. Following consultation it was anticipated that a final version of the Corporate Plan would come to the Board for approval at the August 2017 meeting.</p> <p>The CEO reported that the Department of Finance Permanent Secretary had recently written to Departments setting out the 2017/18 Delegated Expenditure Limits and it is anticipated that ALBs should then receive correspondence on their budget allocations.</p> <p>The Chair confirmed that arrangements were being made for the Chair and CEO to meet with the DfE Permanent Secretary and that she would also be meeting with Chris Stewart who is now unable to attend the corporate planning day. Stakeholder meetings were also being arranged and there would be an opportunity at the Roundtable on 26 April for collective dialogue with the social partners.</p> <p>The Board approved the proposed corporate planning timetable and process.</p>	<p>SMT</p> <p>SMT/Board</p> <p>Secretary</p>
<p>6. Board Sub-Committees</p> <p><i>6.1 Report from the Finance & Personnel Sub-Committee meeting held on Monday, 27 February 2017</i></p> <p>The Chair of the Finance & Personnel Sub-Committee presented a summary of the key issues discussed at the meeting on 27 February 2017; the current acute budget pressures will continue in 2017/18; the valuable statistics on website usage provide a profile of our online customers; the importance of having a succession plan in place; and the report from the Accommodation Working Group which provides a credible evidence-base for the economic appraisal which will come to the Board in August.</p> <p>The next meeting of the Finance & Personnel Sub-Committee will be held on Monday, 19th June 2017.</p> <p>The Board endorsed an SMT proposal to hold an event following the June Board meeting to launch the mobile 'app', initiate the consultation process for the Corporate Plan and to mark the 40th Anniversary of the Agency. The SMT will take forward in consultation with the Chair.</p>	<p>SMT</p>

<p>6.2 Report from the ARAC meeting held on Tuesday, 7th March 2017</p> <p>On behalf of the Chair of the ARAC the CEO reported the following issues from the Audit & Risk Assurance Committee meeting held on 7 March 2017;</p> <ul style="list-style-type: none"> ➤ ARAC has asked for a review of all corporate governance policies ➤ The NIAO's External Audit Strategy was presented and approved; ➤ A Risk Register workshop arranged for 2 May; ➤ A timeline for the preparation of the Annual Report & Accounts was approved; ➤ Received internal audit reports on advisory services, procurement and a follow up report as well as agreeing that the upcoming value for money audit will be advisory; ➤ The ARAC's self-assessment against the NIAO guide confirmed satisfactory level of compliance with some areas for improvement identified; ➤ Tenders have issued for a new internal audit provider ➤ The next meeting on 6 June will discuss the year end internal and external reports and the draft Annual Report & Accounts. 	<p>DCS</p> <p>SMT</p>
<p>7. Finance Update (Paper BP04-03/17)</p> <p>The CEO presented the finance performance report which highlighted the continuing pressures on the Agency's resource budget because of additional in year costs which had not provided for in the Agency's 2016/17 budget allocation. The CEO advised that he was liaising with the Department about end year outturn.</p> <p>The CEO confirmed that the Agency has submitted a resource bid for 2017/18 that includes cover for the additional employer pension and national insurance contributions. The CEO also confirmed that the Department had indicated that no capital bids would be met unless supported by a business case approved by DoF and that the Agency will now be submitting proposals in relation to our 'business as usual' capital requirements as well as Phase 2 and the EC enhancements projects.</p> <p>Board members suggested that there is a need to raise awareness about the strategic importance of the Agency's work and that the Roundtable could assist in raising the Agency's profile.</p>	<p>CEO/DCS</p> <p>CEO/DCS</p> <p>Chair/CEO</p>
<p>8. Any Other Business</p> <p>None.</p>	
<p>9. Date of Next Meeting</p> <p>The next meeting of the Agency Board will take place on Thursday, 27th April 2017 at 10.00 am in the Agency's offices, Gordon Street, Belfast.</p>	<p>Secretary</p>