

**MINUTES OF THE 411<sup>th</sup> MEETING OF THE LABOUR RELATIONS AGENCY BOARD  
HELD AT 9.30am ON THURSDAY, 26 NOVEMBER 2015 IN THE SPIRES CENTRE,  
BELFAST**

**Present:** Marie Mallon (Chair)  
Louise Crilly  
Deirdre Fitzpatrick  
Michelle McGinley  
Sally McKee  
Gary McMichael  
Alison Millar  
Albert Mills  
Jill Minne  
Daire Murphy  
Gordon Parkes  
Pauline Shepherd

**In Attendance:** Tom Evans Chief Executive, (CEO)  
Penny Holloway Director, Conciliation & Arbitration, (DCA)  
David McGrath Director, Advisory Services, (DAS)

	<b>Action</b>
<p><b>Chair's Opening Remarks</b></p> <p>The Chair, on behalf of the Board, welcomed Louise Crilly and Michelle McGinley to their first meeting and also congratulated Alison Millar on her election to the post of NIPSA General Secretary.</p> <p>The Chair reminded members that the Board meeting had been convened to deal with only two items of business; to be followed by a Board workshop involving presentations from CIPFA on its governance standard and the LRA staff on the new case management system.</p> <p>The Chair also outlined the arrangements for the Public Meeting and Annual Lecture</p>	
<p><b>1. Apologies</b></p> <p>Apologies were received on behalf of Gerry O'Neill, Director of Corporate Services and Alison Wolfe, Minute Secretary.</p>	<b>Secretary</b>

<p><b>2. Budget Performance to end August 2015</b></p> <p>The CEO introduced the budget performance paper setting out the financial position to the end of October 2015 (overall underspend of £93k which represents 4.3% of projected expenditure). The CEO confirmed that actions are being taken to mitigate underspends in both the revenue and capital budgets.</p> <p>The CEO also referred to the key aspects of Agency's December monitoring return; £45k of the salaries budget being transferred to general administration expenditure, also redistribution of the capital budget to facilitate additional expenditure on fixtures and fittings.</p> <p>The Board in noting the paper indicated that it was content with the current position.</p> <p>The CEO also advised the Board that it was likely that a one year budget would be set by the Executive for 2016/17 and then return to a standard three year cycle from 2017/18.</p>	<p><b>CEO</b></p>
<p><b>3. Board Meeting Dates (paper 28/15)</b></p> <p>The Board considered a paper setting out proposed meeting dates for the Board and Board Sub-Committees. The Chair indicated that she would not be available for the proposed January date; Alison Millar also indicated that she would not be available for the May Board meeting and the June Audit meeting.</p> <p>It was agreed that the Secretariat would try to identify suitable alternative dates</p>	<p><b>Secretary</b></p>
<p><b>4. Any Other Business</b></p> <p>The CEO updated the Board on the recent meeting with Derek Baker and also advised that she is scheduled to meet with Andrew McCormick who will become the Permanent Secretary for the new Economy Department, the Agency's sponsor Department post the restructuring of Central Government after the 2016 Assembly Elections.</p> <p>The CEO and DCA discussed the implication of the very recent announcement that the Employment Bill will be introduced to the Assembly on 7 December 2015. The CEO advised that he would be meeting with the DCA to discuss the recently revised resource assessment paper in relation to Early Conciliation and would also be meeting DEL officials to discuss the operational implications of the Employment Bill is passed before the dissolution of the Assembly in March 2016.</p>	<p><b>Chair</b></p> <p><b>CEO/DCA</b></p>
<p><b>5. Date of Next Meeting</b></p> <p>The next meeting of the <b>Agency Board</b> will take place on <b>Thursday, 17 December 2015 at 10.30 am in Room 5, Gordon Street, Belfast.</b></p>	<p><b>Secretariat</b></p>