

**MINUTES OF THE 431<sup>st</sup> MEETING OF THE LABOUR RELATIONS AGENCY BOARD HELD AT  
10.00 am ON THURSDAY, 30<sup>th</sup> NOVEMBER 2017  
IN THE AGENCY'S OFFICES, GORDON STREET, BELFAST**

**Present:** Marie Mallon (Chair)  
Michelle McGinley  
Deirdre Fitzpatrick  
Albert Mills  
Jill Minne  
Daire Murphy  
Pauline Shepherd

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

	<i><b>Action</b></i>
<p><b>1. Apologies</b></p> <p>Apologies were received from Alison Millar, Gary McMichael, Louise Crilly, Penny Holloway and Joanne Toner (Boardroom Apprentice).</p>	
<p><b>2. Conflicts of Interest</b></p> <p>There were no conflicts of interest declared.</p>	
<p><b>3. Chair's Opening Remarks</b></p> <p>The Chair confirmed that the Board meeting would be governance-focused with the planned workshop deferred to December.</p> <p>There have been no sub-committee meetings since the last Board meeting other than a meeting of the Finance &amp; Personnel Committee to approve the Chief Executive's Performance Report.</p> <p>The next ARAC meeting is scheduled to take place on 12 December.</p> <p>Following the Board meeting there will be a presentation to a number of staff members who are leaving under the Voluntary Exit Scheme.</p> <p>The Chair reflected on the Annual Public Meeting and the launch of the Joint Declaration of Protection. Feedback from both meetings had been very positive. Sarah Lawrence suggested that Twitter would be an excellent platform to publicise events as they happen. The DCS indicated that work had commenced on a Communications Strategy which will highlight the resources needed for implementation.</p> <p>Board members expressed disappointment at the lack of shop steward representation at the launch of the Joint Declaration; the Chair confirmed that Roundtable members have acknowledged their individual responsibility for promoting the Joint Declaration and other events sponsored by the Roundtable. The DAS reported that the Agency and the Equality Commission have offered support in promoting the implementation of the joint declaration.</p>	<p align="center"><b>DCS</b></p> <p align="center"><b>CHAIR</b></p> <p align="center"><b>DCS</b></p> <p align="center"><b>DAS</b></p>

<p><b>4. Minutes of 26 October 2017 Meeting (Paper BP01-11/17)</b></p> <p>The minutes of the meeting held on 26 October 2017 were agreed as a true and accurate record of the meeting.</p>	<p><b>Secretary</b></p>
<p><b>5. Matters arising from the minutes of 26 October (Paper BP02-11/17)</b></p> <p>The DCS confirmed that a draft Communications Strategy will come to the January 2018 Board meeting to include a shortlist of corporate logos and also reported that staff have been asked to complete an online tool to assess the Agency's current standing against the new liP standard.</p> <p>The Board noted the content of the Progress Report.</p> <p>The Chair of the Finance &amp; Personnel Sub-Committee agreed to report back to the Board in December with regard to a Board Mental Health Champion.</p> <p>The Chair agreed to provide an update on the Board training needs analysis at the next Board meeting.</p>	<p><b>DCS</b></p> <p><b>Chair, F&amp;P</b></p> <p><b>Chair</b></p>
<p><b>Executive's Update</b></p> <p>The CEO reported on the following issues;</p> <ul style="list-style-type: none"> <li>• meeting with DfE to establish an EC implementation project;</li> <li>• progress with the implementation of the VES and engagement with TUS;</li> <li>• member of the NI Assembly staff temporarily deployed to the Agency;</li> <li>• CEO to hold 1:1 meeting with ERMs to discuss their enhanced role as part of the Senior Management Team;</li> <li>• staff conference will be on 2 March 2018 and will focus on transformation;</li> <li>• CEO's meetings with Chief Executive, CO3, and the Certification Officer;</li> <li>• LPS instructed to explore the option of extending the Gordon Street lease for a further three years as part of the rent review negotiations;</li> <li>• the Agency will submit a bid to the Executive's 2018-19 Transformation Fund; and</li> <li>• the latest ISO27001 report has identified no compliance issues.</li> </ul>	<p><b>CEO</b></p> <p><b>CEO</b></p>
<p><b>6. Business Plan Performance Report (Paper BP03-11/17)</b></p> <p>The DCS indicated that while key operational targets are currently on track, progress will be monitored in light of changes through VES. Board members noted the content of the report.</p> <p>The CEO confirmed that resource constraints are responsible for the lack of progress in relation to some development targets; to be further discussed at the Board's December workshop. The CEO to also discuss resourcing at the upcoming accountability meeting with DfE.</p> <p>In response to a query from Sarah Lawrence about the possibility of linking the Post-Graduate Certificate to a dissertation the CEO indicated that this could be considered.</p> <p>The Chair confirmed that a business planning workshop will be held in early 2018.</p>	<p><b>CEO</b></p> <p><b>CEO</b></p> <p><b>CHAIR</b></p>
<p><b>7. Management Accounts to 31 October 2017 (Paper BP04-11/17)</b></p> <p>The DCS presented the Management Accounts which were noted by the Board.</p>	<p><b>DCS</b></p>

<p><b>8. Draft IS Strategy 2017-2021 (Paper BP05-11/17)</b></p> <p>Paul Herink, IT Manager, presented the draft IS Strategy which was approved by the Board. The Board commended the clarity of the strategy and how it linked to the Corporate Plan.</p>	
<p><b>9. Draft People Strategy 2017-2021 (Paper BP06-11/17)</b></p> <p>Michael Riddell presented the draft People Strategy, a key focus being to deliver the transformation project.</p> <p>The Board, in approving the strategy, commented that it was very clear and again strategically linked to the Corporate Plan. The Board would like to see even more emphasis on diversity and inclusion.</p>	<p><b>ERM, HR</b></p>
<p><b>10. CMRS Phase 2 Business Case (Paper BP07-11/17)</b></p> <p>The DCS presented the CMRS Phase 2 Business Case which also addresses the requirements of GDPR.</p> <p>The Board approved the CMRS Phase 2 Business Case for submission to DfE.</p>	<p><b>DCS</b></p>
<p><b>11. Roundtable update/other stakeholder meetings</b></p> <p>The CEO reported on the following issues discussed at the Roundtable meeting on 29 November; presentation by DfC on Gender Pay Gap Reporting, implementation of the Joint Declaration of Protection, key recommendations from the Mathew Taylor review, development of a line managers' skills framework. The Roundtable is also committed to hosting a major ER/IR conference in 2018-19 and has agreed to seek a meeting with the DfE Permanent Secretary to secure his support.</p> <p>The Chair reported on meetings with David Sterling, HOCS and NICS Corporate HR to explore a more collaborative approach to training for public bodies.</p> <p>The Chair confirmed that she attended a number of events relating to the Boardroom Apprentice scheme.</p>	<p><b>CHAIR/CEO</b></p>
<p><b>12. Voluntary Exit Scheme (Paper BP08-11/17)</b></p> <p>The CEO presented a paper seeking the Board's agreement to the use of internal promotion trawls to fill vacancies created by the VES.</p> <p>The Board approved this proposal on the basis that the competitions are based on the merit principle and that equality considerations are addressed in the procedures that govern the recruitment competitions.</p>	<p><b>DCS</b></p>
<p><b>13. Any Other Business</b></p> <p>There was no other business to report.</p>	
<p><b>14. Date of Next Meeting</b></p> <p>The next meeting of the <b>Agency Board</b> will take place on <b>Thursday, 21 December 2017 at 10.00 am in the Agency's Offices, 2-16 Gordon Street, Belfast.</b></p>	<p><b>Secretary</b></p>