

**MINUTES OF THE 390th MEETING OF THE LABOUR RELATIONS AGENCY
BOARD HELD AT 10.00 am ON THURSDAY, 31 OCTOBER 2013
IN THE AGENCY'S OFFICES, GORDON STREET, BELFAST**

Present: Jim McCusker (Chair)
Lyn Fawcett
Albert Mills
Trevor Morrow
Sally McKee
Gordon Parkes
Neal Willis
Pauline Shepherd
Gary McMichael

In Attendance: Bill Patterson (Chief Executive)
Gerry O'Neill (Director, Corporate Services)
David McGrath (Director, Advisory Services)
Penny Holloway (Director, Conciliation & Arbitration)
Anne Gunning (Minutes Secretary)

Action

<p>1. Apologies</p> <p>There was an apology from Alison Millar.</p>	
<p>2. Minutes of Previous Meeting held on 26 September 2013</p> <p>The minutes of the meeting held on 26 September 2013 were proposed by Trevor Morrow, seconded by Lyn Fawcett, and agreed as a true and accurate record of the meeting.</p>	
<p>3. Matters Arising from the Previous Minutes not listed on this Agenda</p> <p>5.3 Bi-Monthly Management Report – 1 April-31 July 2013</p> <p>It was noted that the business case for ICMS has been approved by DFP and DEL. A specification for ICMS configuration is to be drawn up. The Central Procurement Division has indicated that the most optimistic start date for configuration would be the beginning of February 2014.</p>	<p>DCS</p>
<p>4 Chairman's Business</p>	
<p>4.1 Declarations of Interests</p> <p>No interests were declared by members.</p>	

<p>4.2 Board Member Training</p> <p>The Chairman and Albert Mills recently attended an event sponsored by Capita and HR Solutions entitled “Engage for Success”. The event was the N Ireland launch of a voluntary UK movement for Managers and HR practitioners focusing on employee engagement. It is the intention to have further events in Northern Ireland, and as the programme would be a means of reaching out to people with whom the Agency does not normally come into contact, it was agreed that the Agency should be involved. It was recommended that a Board presence at future events was not necessary.</p>	<p>DCS/DAS</p>
<p>4.3 Update on Stakeholder Meetings</p> <p>The Chairman reported that the arrangements for the Roundtable two day residential on 7 & 8 November were in hand.</p>	<p>Chairman/ CEO</p>
<p>4.4 DEL/LRA Management Statement/Financial Memorandum</p> <p>The Chairman reported that there has been no response to his correspondence of 22 April. It was agreed that the Chairman should contact the Department again expressing the Board’s concern and requesting clarification on the current position. While it was appreciated that DEL are awaiting a response from DFP, the Board felt that six months was sufficient time for consideration of the matter.</p>	<p>Chairman</p>
<p>4.5 Joint LRA/EC Meeting – 12 November 2013</p> <p>The CEO outlined the main agenda points agreed with the Equality Commission as follows:</p> <ul style="list-style-type: none"> • The DEL Review of Employment Law • The Strategic perspectives of LRA and EC • Current cases/operational issues 	<p>CEO</p>
<p>4.6 Public Board Meeting – 19 November 2013</p> <p>It was noted that there are approximately 50-60 people who have agreed to attend the Public Board Meeting and Lecture on 19 November.</p>	
<p>4.7 Proposed dates for Board Meetings 2014 (Paper 30/13)</p> <p>Further to discussion the following amendment was agreed to the Board schedule of meetings 2014:</p> <p style="padding-left: 40px;">Board and Joint Audit/F&P informal briefing meeting scheduled for 29 May – now Thursday, 22 May 2014.</p>	
<p>4.8 Visit of Permanent Secretary to LRA</p>	

<p>It was noted that the Permanent Secretary, Derek Baker, will be visiting the Agency on Monday, 11 November. It was agreed that Derek Baker will meet those Board members who are free to attend. He will then be taken on a tour of the Agency to meet staff.</p>	<p>CEO/ Directors</p>
<p>5. Finance & Personnel Committee Meeting</p> <p>5.1 Finance & Personnel Committee meeting held on 31 January 2013 (Paper 31/13)</p> <p>The minutes of the Finance & Personnel Committee meeting held on 31 January 2013 were ratified by the Board.</p> <p>5.2 Finance & Personnel Committee Meeting held on 26 September 2013</p> <p>The Chairman gave a report on the meeting on 26 September. It was noted that the main topics discussed at the Sub-Committee meeting included:</p> <ul style="list-style-type: none"> • The current funding and budget position of the Agency • Progress on the development of ICMS • The Agency annual Equality monitoring return. It was agreed that the results could be discussed at the January F&P Committee meeting. • The purchase of a new lift for the Gordon Street premises • CEO Appraisal 	<p>DCS</p>
<p>6. Chief Executive's Business</p> <p>6.1 Bi-Monthly Management Report – 1 April-31 July 2013 (Paper 32/13)</p> <ul style="list-style-type: none"> • It was noted that the Board will be briefed on the development process for SROI. • It was noted that the DCA will visit ACAS Glasgow on 22 November and will be discussing re-routing administration and the operation of the Statutory Arbitration Scheme. • It was noted that an IS/IT briefing note will be included in the December bi-monthly report. • The Board was encouraged that absence figures for the Agency have significantly reduced. • Arrangements for the replacement of the lift in Gordon Street were discussed. • With regard to the delay in final approval of the LRA Business Case for ICMS, the Board expressed concern at this further delay in respect of the procurement process, bearing in mind the risk of a potential breakdown in the system. <p>The bi-monthly report for the period was ratified by the Board.</p>	<p>CEO</p> <p>DCA</p> <p>DCS</p>

<p>6.2 <i>Employment Law Agenda</i></p> <p>After discussion, the contents of the table were noted.</p>	
<p>6.3 <i>DEL Review of Employment Law 2012 – LRA Response to Consultation document (Paper 33/13)</i></p> <p>The covering letter was discussed and agreed with minor amendments.</p>	CEO
<p>6.4 <i>Corporate Plan 2014-2017</i></p> <p>A comprehensive discussion included suggestions on re-wording and presentational adjustments. The Board agreed the thrust and focus of the draft plan and further agreed that, as amended, the draft was acceptable to be issued for public and stakeholder consultation. It was noted that the draft would be issued for consultation from 15 November 2013 with a closing date of 15 January 2014.</p>	
<p>7. Corporate Correspondence Received Relevant to Board</p> <p>7.1 <i>CIPFA Training Bulletin (November 2013)</i></p> <p>Contents noted.</p>	
<p>8. Any Other Business</p> <p> Presentation to Lorraine Armstrong and Gillian Graham</p> <p>The Chairman made presentations to Lorraine and Gillian on the completion of 35 years’ and 25 years’ service respectively.</p>	
<p>9. Date of Next Meeting</p> <p>The next Board meeting will be held on Thursday, 28 November 2013 at 10.00 am in Gordon Street.</p>	