

**MINUTES OF THE SIXTEENTH MEETING OF THE FINANCE &
PERSONNEL SUB-COMMITTEE OF THE LABOUR RELATIONS AGENCY
HELD AT 2.30 PM ON THURSDAY, 30 SEPTEMBER 2010
IN ROOM 1, 2-12 GORDON STREET, BELFAST**

Present: Mr Jim McCusker (Chairman)
Mrs Patricia O'Farrell
Mr Neal Willis

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

Minute

Action

1. Apologies

There were apologies from Brenda Maitland and Sally McKee.

2. Minutes of Meeting held on 12 May 2010

5.1 Equal Pay Audit

It was agreed that the minute should be amended to the following:

'The Agency is awaiting legal advice on equal pay as to whether or not it is liable on these matters.'

Secretariat

The minutes of the meeting held on 12 May 2010 were then proposed by Patricia O'Farrell, seconded by Neal Willis and agreed as a true and accurate record, subject to the above amendment.

3. Matters Arising from Minutes

7. IS/IT Strategy

It was noted that the contingency testing has been delayed and will now be carried out on 4 October.

DCS

4.

4.1 Finance

Information on the allocation of funding, including the call down position was provided by DCS.

The budget was discussed in light of pending government cuts and it was indicated that, in the present economic climate, DEL would be resistant to supporting any

large projects proposed by the Agency.

5. Personnel and Staffing

5.1 *Draft HR Strategy 2011-14*

It was noted that the second draft would be shortened and refined to keep it in line with the Corporate Plan (2011-14) as it was being developed. It was also agreed that the HR strategy would be structured to include outcomes and would be incorporated in the corporate planning process.

CEO/DCS

5.2 *Equal Pay Audit*

It was noted that the Agency has taken legal advice on applying the new pay scales.

5.3 *IiP Update*

The IiP Reaccreditation Plan was discussed in detail. The next key milestone was the IiP readiness health check, due in October. Positive factors supporting reaccreditation were the involvement of staff in the corporate planning process and the revision of appraisal system for the 2009/10 year which now incorporated individual feedback on learning and development.

CEO

5.4 *Accommodation*

DCS reported on the current situation regarding the accommodation project. He will be contacting the Landlord in order to seek approval for the 'knock-throughs' between each unit of the building. It was confirmed that there will be a lot of disruption when this is taking place. In order that staff are involved in the accommodation process, the CEO will be giving regular updates on the situation. It is anticipated that the work will be completed in July 2011.

CEO

5.5 *IS/IT Strategic Programme*

It was noted that the contingency plan is being progressed at present, as referred to in item 3 above.

DCS

The security accreditation project is ongoing. The IS Security Manual has been drafted and will be sent to SMT for approval. Following implementation of Manual and formalization of an enhanced IS Managed Services contract, an independent assessor report will be required to identify any outstanding security weaknesses. Following remedial action, a final report will be sent to the accreditation committee. The IS strategy review is been assessed by the SMT. It is expected that this will be progressed quickly with a view to finalizing the report.

DCS

SMT

6. CEO Pay and Appraisal

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

7. Any Other Business

There was no other business to be discussed.

8. Date of Next Meeting

The next meeting of the Finance & Personnel Sub-Committee will be held at 10.30 pm on Friday, 4 February 2011. Future dates for 2011 meetings will be notified to the Committee in due course.