

LABOUR RELATIONS AGENCY

**MINUTES OF THE NINETEENTH MEETING OF THE
FINANCE & PERSONNEL SUB-COMMITTEE OF THE
LABOUR RELATIONS AGENCY
HELD AT 10.00 am ON FRIDAY, 16th SEPTEMBER 2011
IN THE AGENCY'S OFFICES, 2-16 GORDON STREET, BELFAST**

Present: Mr Jim McCusker (Chairman)
Mr Neal Willis
Mrs Sally McKee
Mrs Brenda Maitland

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 no apologies

2. Minutes of Meeting held on 24 March 2011

The minutes of the meeting held on 24 March 2011 were proposed by Neal Willis, seconded by Sally McKee and agreed as a true and accurate record of the meeting.

3. Matters Arising from Minutes

4.1 Finance, Personnel and Admin Report

It was noted that the Department has confirmed that £155k was to be treated as an accrual and carried forward to the 2011/12 budget in respect of meeting the payment of the 2009 pay settlement.

IS/IT Manager

It was noted that an IS/IT Manager had been appointed on 24 June 2011.

It was also noted that an ERM Manager and an EOII had recently been appointed as from 12 September 2011.

4. Finance

4.1 Finance, Personnel and Admin Report

The Finance Report was discussed. It was noted that spend, to date, was performing

within the estimated year end budget allocation.

CEO

The new format comprising original and actual spend was considered helpful. It was agreed that the new format should continue to be utilized.

2010 Back Pay

It was noted that the pay remit for the August 2010 pay settlement had been submitted to DEL and forwarded to DFP by DEL for approval. It is anticipated that the implementation of the 2010 pay settlement should shortly be approved by DEL/DFP.

Case Management System

It was noted that the newly appointed IS Manager had submitted proposals to the SMT for the reduction of risk to the ICMS and will be working on a specification for a new ICMS.

5. Personnel and Staffing

5.1 HR Strategy 2011-14

The final version of the Agency's HR Strategy was discussed. It was noted that the strategy has been aligned with the current Agency Corporate Plan (2011-14). It was noted that the Strategy will be reviewed on an annual basis in line with the Agency Business Plan.

DCS

It was noted that the Agency is to develop a Recognition and Reward scheme which is linked to the People section of the Corporate Plan. The scheme will recognize the contribution of staff. It was appreciated that the Agency is unable to offer financial rewards.

Members discussed the monitoring of progress in relation to the implementation of the Strategy. After discussion on KPIs it was agreed that progress would be reported to the next meeting of the F& P D Sub-Committee.

5.2 Equal Pay

It was noted that there are no outstanding equal pay issues within the organization.

5.3 IiP Update

It was noted that the Agency is primarily concentrating on retaining IiP and secondly attaining bronze status. The link between continuous improvement, business performance and value for money will be emphasized. It was noted that the three day re-assessment for IiP will commence on 30 November.

5.4 Accommodation

The results of the Staff Survey were discussed. A good response from staff had been received and comments had been useful. It was noted that the matters raised by staff will be addressed by the SMT with progress being fed back to staff on a regular basis.

5.5 IS/IT Strategic Matters

There was discussion on several ICT projects:

IS Managed Service – It was noted that the DCS was in discussions with DEL on the revision of a business case. The CEO emphasized the need for progress on this matter as the renewal of this service had been outstanding for some time and needed urgent attention.

ICMS Resilience Upgrade – It was noted that the Agency had identified a system refinement which reduced risk for the current ICMS system. A business case is now in preparation.

ICMS Replacement Case Management System – As discussed at 4:1 above.

Security Accreditation – It was noted that a Security Operations Manual was being refined and that the project was moving into its final stages.

It was noted that ICT projects are moving ahead and progressing well.

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

It was noted that dates for future meetings will be circulated to members in due course. The next meeting of the Finance & Personnel Sub-Committee will be held in January 2012, possibly after the January Board Meeting on 26 January. Date to be confirmed.

CEO