

**MINUTES OF THE TWENTY FOURTH MEETING OF THE
FINANCE & PERSONNEL SUB-COMMITTEE OF THE
LABOUR RELATIONS AGENCY
HELD AT 2.20 pm ON THURSDAY, 26 SEPTEMBER 2013
IN THE AGENCY'S OFFICES, 1-3 GUILDHALL STREET, LONDONDERRY**

Present: Mr Jim McCusker (Chairman)
Mr Albert Mills
Mr Trevor Morrow
Mrs Sally McKee

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

- | | Minute | Action |
|---|---------------|--------------------|
| 1. Apologies | | |
| There were no apologies. | | |
| 2. Minutes of Meeting held on 27 September 2012
Minutes of Meeting held on 31 January 2013 | | |
| The minutes of the meeting held on 27 September 2012 were agreed as a true and accurate record of the meeting. | | Secretariat |
| The minutes of the meeting held on 31 January 2013 were proposed by Albert Mills, seconded by Trevor Morrow and agreed as a true and accurate record of the meeting. | | Secretariat |
| 3. Matters Arising from Minutes | | |
| 5.3 Selection Panels – Board Involvement | | |
| It was noted that it had been reported to the Board that JNCC Management Side in consultation with JNCC TUS, would be reviewing Board involvement in selection panels as part of the current review of the Recruitment & Selection Procedure. On finalizing the JNCC consultation process the Procedure would be submitted to the Board for approval. | | CEO |
| 4. Finance (Paper FP/4/13) | | |
| The Finance Report was discussed. | | |
| The current 3% overspend in budget was noted. Members expressed concern regarding the very tight budget position given that the Agency had spent considerably less on premises to date as compared with the 2012/13 financial year. | | |

It was reported that reduced discretionary spend was negatively impacting, particularly on, staff learning and development, materials and maintenance. One key critical item was the lift in HQ. It was noted that Management may dedicate the current £16k under-spend in capital towards the repair or replacement of the HQ lift. However Management was exploring the possibility of sharing lift repair/replacement costs with the landlord.

DCS

It was noted that the Agency has advised the Certification Officer to closely monitor and contain Certification Office spend.

DCS

International Agencies Conference: it was noted that DEL will fund the conference costs up to £30k. Conference expenses to date amounted to £20k.

DCS

5. Personnel

5.1 HR Strategy Progress (Paper FP/5/13)

The DCS presented the People Briefing from the HR Strategy 2013-14. The DCS outlined progress against the six key strategic areas highlighting learning and development, the JNCC self assessment checklist, improvements in communications, the stress risk assessment, the suggestion scheme and the review of core values. It was hoped to hold a staff conference in early 2014. It was noted that the DEL iIP bronze award had been formally presented to the Agency.

DCS

5.2 Annual Section 75 Progress Report (FP/6/13)

The Board had agreed that the Finance & Personnel Committee should review all reports submitted by the Agency to ECNI. The reports submitted indicate that the Agency is complying adequately with legislation.

It was noted that (1) due to competing priorities disability discrimination training had not taken place in 2012/13. This was being followed up. (2) Equality training had been formally built into the Learning & Development Plan for 2013 / 2014. (3) Management will be reviewing all policies and procedures and operational guidelines to ensure the consistent use of appropriate language.

DCS

5.3 Article 55 Report (FP/7/13)

The Article 55 Report indicates the LRA position in terms of community background.

Members were of the view that for SOC1-3, Table A should relate to all NI. The DCS is to consider the context of SOC4 recruitment and review which parts of Table A of the Article 55 report should apply.

DCS

5.4 Monitoring Return to ECNI for 2013 (Paper FP/8/13)

It was acknowledged that the data contained in the summary of the annual monitoring return justified the use of a welcoming statement in the SOC4 category

for males but not in the case of SOC1-3 recruitments.

DCS

Discussion took place on the use of welcoming statements in Agency recruitment adverts. The Committee was of a view that the welcoming statement for the forthcoming SOC1-3 recruitment exercise, should be for, people of ethnic minority and the disabled. However, for any future SOC4 recruitments, a welcoming statement might also include protestants and males.

6. ICT (Paper FP/9/13)

It was noted that the new IS Managed Services contract is now in place with Kelway as the supplier.

While the Agency waits for the approval of the ICMS business case from DEL the ICMS Project Steering Group had met. The first meeting of the ICMS Project Team was being arranged. The Agency has successfully retained security accreditation.

Regarding business continuity and disaster recovery, there is now a potential for systems to be fully portable to various hardware platforms. Real time mirroring of transactions is being introduced. This will radically improve the Agency's Business Continuity options.

DCS

It was noted that combining of telephony and computing technologies in the Agency was providing opportunities for calls to the Agency to be to be picked up at any designated location and not just the Head Office and Londonderry sites. This also afforded the capability to have a single telephone number covering all locations.

Work was progressing on an intranet and it was hoped to have a prototype intranet available for review by the end of October.

7. CEO Remuneration

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

8. Any Other Business

There was no other business to be discussed.

9. Date of Next Meetings

The date of the next meeting will be agreed in conjunction with Board meeting dates for 2014.

CEO