

**MINUTES OF THE 480TH MEETING OF THE LABOUR RELATIONS AGENCY BOARD
HELD AT 15 DECEMBER 2022 AT 10.00AM
AT LABOUR RELATIONS AGENCY,
JAMES HOUSE, CROMAC AVE, BELFAST, BT7 2JB**

Present: Gordon Milligan (Chair)
Mark McAllister - Acting Chief Executive
Geraldine Alexander
Deirdre Fitzpatrick
Kevin McCabe
Daire Murphy
Jill Minne
John Taylor

In Attendance: Christine Magill Boardroom Apprentice
Oliver Murray Executive Assistant

Apologies: Don Leeson Chief Executive
Paul Lowe Director of Corporate Services
Lee Wilson
Clare Duffield
Michelle McGinley

Board members met 'in-camera' prior to formal commencement of the meeting. The key points from this discussion are recorded at agenda item 1, where appropriate.

Declarations of Interest: None.

1. Chair's Opening Remarks

1.1 The Board were welcomed to the Agency's new premises – 4th Floor James House in the Gasworks.

2. Minutes of Previous Board Meeting

2.1 The minutes of the meeting held on 21 November 2022 (paper BP01-12/22) were agreed as an accurate record of the meeting and for publication on the Agency's website.

Action: Executive Assistant

3. Action Points from Previous Board Meetings

3.1 The Acting Chief Executive introduced the progress report on actions from previous Board meetings (paper BP02-12/22), which was noted by the Board.

3.2 The Acting Chief Executive noted that following a recent meeting with Vice President of OITFET, with a partnership agreement awaited. Vice President will be attending 26th Jan Board Meeting.

Action: Acting Chief Executive

3.3 Due to potential schedule conflicts, a revised schedule for next year's Board meetings are to be confirmed.

Action: Executive Assistant

3.4 An update on February's Employment Relations Conference was given, with good progress being made and the majority of speakers now booked for the event.

3.5 The Acting Chief Executive reported that Counsel opinion is being sought on Collective Bargaining.

Action: Acting Chief Executive

4. Chief Executive's Report

4.1 The Acting Chief Executive presented the report (paper BP03-12/22), which was noted by the Board.

4.2 An update was given on the February conference, with final details of speakers and attendees being confirmed.

4.3 The Formal Hybrid working policy pilot is now underway, with terms agreed upon by Trade Union side. As a thought leader on the topic there is a need to have an exemplary internal approach so that the Agency can advocate for it under 10X sustainability theme (reduced carbon footprint and shrunken public sector estate).

4.4 The Acting Chief Executive gave an update on the move to James House, which happened on 6 December, with around 33% of staff in attendance. The new office can accommodate 39 work stations, as well as ample

collaborative and creative space. Initial impressions from staff is positive so far.

Action: Acting Chief Executive

5. Labour Relations Agency – change initiatives - an internal reflection

5.1 The Acting Chief Executive provided a verbal update on key strategic issues

5.2 The Acting Chief Executive noted that the success of the Staff conference held in the Mac on 24 November. 60 members of staff attended the event, in which themes of Transformation & Coaching were central. Transformation in the context of multi-disciplinary teams. Response of the day was resoundingly positive, with feedback from group exercises being compiled. It was noted that ‘co-design’ of having staff input on transformation was of high importance.

Action: Acting Chief Executive

6. Audit & Risk Assurance Committee Meeting Report

6.1 Deirdre Fitzpatrick was thanked for the incredibly quick turnaround on her report.

6.2 The Board approved the report.

Action: Acting Chief Executive

7. Business Plan Performance Report for the Period Ended 30 November 2022

7.1 The Business Plan Performance Report for the period ended 30 November 2022 (paper BPO* 12/22) was noted by the Board.

7.2 It was noted that HOCS/TEO had requested to Meet NI Engagement Forum. The ad-hoc meeting took place via zoom on 28 November, with those in attendance briefed on budget pressures. The meeting was noted as being very positive.

7.3 Appreciation was given to the work of Diane Edgington as Accommodation Project Manager, the Accommodation Project team and all staff involved in the move to James House.

8. Management Accounts for the Period Ended 30 November 2022

- 8.1 The Management Accounts for the period ended 30 November 2022 report (paper BP05-12/22) were noted by the Board.
- 8.2 In the Director of Corporate Services' absence, the Acting Chief Executive gave a verbal update on the current audit position of the Agency.

Action: Acting Chief Executive

9. Review of the Meeting

- 9.1 Board members confirmed that they were content with the papers, discussions and decisions taken at the meeting.

10. Any Other Business

- 10.1 A discussion was held regarding the challenges that will be faced by the Agency as well as across industrial sectors at large.
- 10.2 The Board was wished a Merry Christmas and happy New Year.

11. Dates of Next Meetings

- 11.1 The next Board meeting will be on 26 January 2023, in James House.

Action: Executive Assistant