

Labour Relations Agency

Minutes of a Senior Management Team Meeting held on Tuesday, 13 October 2015 at 10.00 am

Present: Tom Evans
Penny Holloway
David McGrath
Gerry O'Neill

In Attendance: Alison Wolfe (Minute Secretary)

Item	Minute	Action
1.	Apologies There were no apologies.	
2.	Minutes of the Meeting held on 9 September 2015 The minutes of the meeting held on 9 September were agreed.	Sec
3.	Matters Arising from the Previous Minutes not listed on this Agenda Item 3 - 7.1 – Cross Directorate Working Groups It was agreed to defer discussion to the next informal SMT meeting. Item 3 - 10 – Disability Action Group Health & Safety Committee meeting to be arranged. Meeting to be chaired by the CEO. Item 13 – AOB The DCA reported that she will be taking time at her team meeting in November to recognise the work undertaken by the Conciliation section to progress the new case management system. The team will also take the opportunity to chart progress and to look ahead for the next 6 months.	SMT DCS/CEO DCA
4.	Business Plan 2015-16 CEO/Director meetings have taken place. CEO to forward any revisions to Director appraisals. Business Plan objectives were being achieved in the main; Directors to update commentaries for the October Board meeting. As the Agency depends on third party contributions in	CEO

	<p>relation to some activities, the achievement of a small number of objectives may not be possible.</p> <p>It was agreed, under 'feasibility study' to focus on the review of the Statutory Arbitration Scheme.</p> <p>The President of OITFET would be invited to give a presentation to the Roundtable in the near future.</p> <p>Arrangements were being made to meet with the President re the MoU between OITFET and the Agency.</p> <p>A Masterclass by ERI was also being organised for stakeholders. Andy Cook would be invited to meet with the Roundtable members in late November/early December.</p>	<p>SMT</p> <p>CEO/DCA</p> <p>CEO</p> <p>DCA/Sec</p> <p>CEO</p>
5.	<p>Annual Report & Accounts</p> <p>A process review exercise to be completed on the Annual Report & Accounts project.</p> <p>Draft Annual Report & Accounts to be proof-read.</p> <p>Kieran Mulvey, WRC, will be the speaker at the public meeting in November. Arrangements for the public meeting are underway.</p>	<p>CEO/Sec/WH/ Finance</p> <p>Sec/WH</p> <p>Sec/WH</p>
6.	<p>Board Meetings – Action Points from 24 September 2015 meeting</p> <p>Items for October Board</p> <p>Cover paper to be prepared for all Board papers.</p> <p>Stakeholder Strategy paper to be prepared.</p> <p>Invitations to be issued – see list of invitees prepared by ERM (Regional Office).</p> <p>Tribunal Rules consultation response to be forwarded to DCA.</p> <p>November Board meeting</p> <p>Corporate presentation on case management system – timings and arrangements to be confirmed.</p> <p>ICMS, including Phase 2, to be discussed further at informal SMT 20 October.</p> <p>Board away day</p> <p>Possibly late January/early February 2016 – to be discussed.</p>	<p>CEO</p> <p>Sec/WH</p> <p>Sec</p> <p>CEO/DCA DAS/IT Mgr</p> <p>SMT</p> <p>CEO/Ch</p>

	<p>New Board members Await confirmation/contact details from DEL. Director presentations to new Board members to be arranged for January 2016.</p> <p>Roundtable away day Possibly late January/early February 2016 – to be discussed. CEO to discuss budget implications with DEL.</p> <p>Budget meetings continue on a monthly basis between the CEO, DCS and Finance Officer.</p>	<p>CEO/DCA/DAS</p> <p>CEO</p> <p>CEO/DCS/FinOf</p>
7.	<p>Human Resource Issues</p> <p>(a) SMT to discuss the variation of contract document prior to issue to reserve candidate (internal) from the recent ERM recruitment exercise. CEO has copied the TUS response to the SMT.</p> <p>(b) SMT discussed the operational issues around changing work patterns and roles of ERMs & the pressures to embed the new ICMS.</p> <p>(c) SMT agreed that the current acting up (ERM) post should run until the end of December in order to deal with the significant changes which will be taking place. DCS to issue paperwork.</p> <p>(d) ERO vacancies – paperwork with CEO.</p> <p>(e) SMT agreed that consultation on both posts should be carried out simultaneously/recruitment agency staff eligible for both posts.</p> <p>(f) ERO internal trawl – it was agreed to speak to TUS about allowing recruitment agency staff who are currently employed by the Agency to apply.</p> <p>(g) Resulting EOII vacancies – paperwork to be progressed and interview panel arranged.</p> <p>(h) Issues around workflow (ERO Regional Office) were being monitored.</p> <p>(i) A member of recruitment agency staff who was a reserve candidate in the recent EOII recruitment exercise had been offered the role of supervisor in CS; references were being sought.</p> <p>(j) Agreed to continue with extra hours for the ERM (Advisory) involved with liP work.</p> <p>Policies and Procedures The following documents had been circulated to the SMT: (a) Absence Mgt Following discussion the SMT agreed that the Advisory section</p>	<p>SMT</p> <p>DCS CEO</p> <p>SMT</p> <p>CEO</p> <p>DCS</p> <p>DAS</p> <p>DCS</p>

	<p>review the Absence Management policy. Amendment agreed to section 1, para 4, last sentence – delete ‘under their control’ and replace with ‘for whom they have supervisory responsibility.’ It was important that the policy remained within the appropriate operating parameters and that the policy was clear around roles and responsibilities.</p> <p>(b) Redundancy Policy</p> <p>All amendments outlined in the policy were agreed. Further amendments required:</p> <ul style="list-style-type: none"> ✚ para 1.1 – ‘CO and AO’ should read ‘AO and AA’ ✚ para 5.3 – insert ‘proposed’ before ‘to be made redundant’ <p>(c) Confidential Recipient Review</p> <p>Agreed at September Board meeting to copy the report to the Board. SMT agreed to accept the report recommendations and to discuss implementation at the next JNCC. It was agreed to focus positively on the report. The CEO will circulate the report to all staff with an explanatory cover note.</p> <p>The DCS raised concerns about the inclusion of references to the report in Board minutes from a FOI perspective. The CEO indicated that it was appropriate to reference the report in the Board minutes but agreed to raise the concerns raised by the DCS with the Chair of the Board.</p>	<p>DAS/Adv</p> <p>DCS</p> <p>CEO</p>
8.	<p>liP</p> <p>Eddie Salmon will be presenting his findings to the Agency on Thursday, 15 October. The Chair, CEO, SMT, members of the Engagement Sub-Group and those involved in preparations for liP invited to attend.</p>	<p>DCS/SMT/ Chair/Sec</p>
9.	<p>Finance Issues</p> <p>Monthly budget meetings continue to take place. Currently £68K salaries underspend with £25K overspend on general admin. Rent review to be progressed.</p> <p>The SMT approved expenditure on seagull deterrent and the de-weeding of the car park. It was agreed to continue with a clean-up of the car park on a monthly basis. A business case was also being prepared for a replacement photocopier in the general office. New signage for the Agency to be explored.</p> <p>In line with the business objective further discussion on training requirements to take place at the informal SMT on 20 October. CEO to review attendance at Legal Island events. It was agreed</p>	<p>DCS</p>

	that it was necessary to invest in staff and to follow up on key themes.	SMT
10.	Stakeholder Engagement Stakeholder engagement paper to be forwarded to Directors for comment.	CEO
11.	Risk Register SMT agreed that the Risk Register is a standing item for discussion at each formal meeting. References in the Risk Register to the Audit Committee should be updated to 'Audit & Risk Assurance Committee.' For each meeting of the A&RAC a cover note should be prepared offering proposals as to how the Risk Register could be adjusted. DAS agreed to review the Risk Register.	SMT CEO DAS
11/12.	IS/IT Priorities/ISO27001 Accreditation ISIT and ISO Accreditation meetings scheduled for 13 October (pm). Agency website – following submission of tenders the successful supplier has now been commissioned to build a new website to be in place by end of December. A critical task will be the transfer of existing information; Directors to explore the possibility of each section taking ownership of testing their own pages. DCS to speak to the IT Manager about support for this project. Getty Images – DCS to respond to Getty Images advising them that the Agency has referred the matter to DFP. Letter to be prepared for DFP advising them of the situation. Agency to seek views of Departmental Solicitor.	SMT/IT Mgr Directors DCS
13.	CEO/Directors Update ASM – agreed to ask ASM to start either the corporate governance or records management audits and to defer the Conciliation and Arbitration audit to early 2016. Board/staff Christmas lunch – to be discussed at next informal SMT.	DCS SMT

	<p>Corporate Social Responsibility – SMT to discuss at next informal SMT. It was agreed that there may be a need to remind staff of the content of the CSR policy.</p> <p>The DCA reported on her recent visit to Acas. SMT to consider attending fringe events at the NIC-ICTU conference in terms of promoting the services of the Agency. This could then be extended to attending events organised by employer organisations.</p> <p>The CEO indicated his intention to establish an Agency-wide Service Innovation Group.</p> <p>The CEO will be attending the International Agencies Conference in South Africa 9-13 November.</p> <p>The CEO and Chair hoped to visit Acas in the new year.</p> <p>Members of the SMT and staff would be attending a Small Business Clinic on 15th October.</p> <p>Business case for accountancy procurement to be approved by CEO.</p> <p>CEO reported on his meeting with the CEO of Land & Property Services to discuss accommodation issues.</p> <p>SMT to discuss staff accreditation awards.</p>	<p>SMT</p> <p>CEO</p> <p>CEO/Sec</p> <p>CEO/Ch/Sec</p> <p>CEO/DCA/DAS</p> <p>CEO</p> <p>CEO</p> <p>SMT</p>
14.	<p>Agency Pocket Diaries</p> <p>Agreed to proceed with pocket diaries for the 2016 year.</p>	CEO/Sec
15.	<p>NI & GB Employment Relations Developments</p> <p>None</p>	
13.	<p>AOB</p> <p>None</p>	
14.	<p>Date of Next Meeting</p> <p style="text-align: center;">Informal – 20th October, 27th October, 3 November Formal – Tuesday, 24th November</p> <p>Meetings will be held in the CEO's office at 10.00 am.</p>	