

**MINUTES OF THE 434<sup>th</sup> MEETING OF THE LABOUR RELATIONS AGENCY BOARD HELD AT  
9.30 am ON THURSDAY, 22<sup>nd</sup> FEBRUARY 2018  
IN THE HUB AT THE MAC, EXCHANGE STREET, BELFAST**

**Present:** Albert Mills (Chair)  
Louise Crilly  
Deirdre Fitzpatrick  
Gary McMichael  
Jill Minne  
Pauline Shepherd  
Daire Murphy

**In Attendance:** Tom Evans Chief Executive, (CEO)  
David McGrath (Director, Employment Relations Services (DERS))  
Don Leeson (Director, Corporate Services (DCS))  
Alison Wolfe (Minutes Secretary)

<b>Action</b>	
<b>1. Apologies</b>  Apologies were received from Marie Mallon, Michelle McGinley, Alison Millar, Joanne Toner (Boardroom Apprentice) and Sarah Lawrence (Boardroom Mentee).	
<b>2. Conflicts of Interest</b>  There were no conflicts of interest declared.	
<b>3. Chair's Opening Remarks</b>  In the absence of the Chair and the Vice Chair, Albert Mills agreed to chair the Board meeting and Workshop.  The Chair welcomed Michael Riddell to the meeting.  The Chair confirmed that there would be a short business meeting to deal with essential business items to be followed by a Business Planning Workshop.	
<b>4. Minutes of 25 January 2018 Meeting (Paper BP01-2/18)</b>  The minutes of the meeting held on 25 January 2018 were agreed as a true and accurate record of the meeting.	<b>Secretary</b>
<b>5. Chief Executive's Update</b>  <b>5.1 Transformation</b> The CEO reported on the following issues: <ul style="list-style-type: none"> <li>• progress with the Transformation programme to include the outcome of the internal promotions and lateral transfer process;</li> <li>• the move to a single frontline service has been positively embraced by staff;</li> <li>• the review of the Agency's administrative functions is well advanced;</li> <li>• meeting with all the ERMs to discuss their role as part of a wider Senior Management Team with a dedicated SMT planning day arranged for the end of March;</li> </ul>	<b>CEO</b>

<ul style="list-style-type: none"> <li>iPads to be provided to all senior managers for use at all SMT meetings.</li> </ul>	
<p>The Board agreed to consider using similar technology at future meetings. The CEO agreed to bring back a paper to the March Board meeting.</p>	<p><b>CEO/DCS</b></p>
<p><b>5.2 Staff Conference</b></p>	
<p>The CEO provided an outline of what is to be covered at the staff conference arranged for Friday, 2 March 2018.</p>	
<p><b>5.3 Accommodation</b></p>	
<p>The CEO provided an update on progress with the rent review. The CEO and DCS attended a DfE Casework Panel which is reviewing the Agency's accommodation business case. The business case is now being amended to address issues raised by the panel.</p>	
<p>The CEO reported that repairs have now been carried out to the roof of the Gordon Street premises and that it is anticipated that a new reception desk will be in place by the end of March. It was agreed to remove signage from the Electricity Supply/Disabled Toilet door in reception.</p>	<p><b>DCS</b></p>
<p><b>5.4 Budget</b></p>	
<p>The CEO reported that the Agency has yet to receive confirmation of its 2018-19 budget and that he had copied to Board members the Agency's response to the DoF Budget Briefing Paper.</p>	
<p>The CEO also reported that DfE will be hosting workshops to discuss how ALBs can contribute to the Industrial Strategy.</p>	<p><b>CEO</b></p>
<p><b>5.5 Pay Settlement</b></p>	
<p>The CEO reported that the 2017 pay settlement may not be resolved in the current financial year and the expenditure is likely to be treated as an accrual.</p>	<p><b>CEO</b></p>
<p><b>5.6 CMRS</b></p>	
<p>The CEO reported that development work on the CMRS Phase 2 project has commenced to be completed by the end of the financial year.</p>	
<p><b>5.7 Stakeholders</b></p>	
<p>A Roundtable planning meeting has been arranged for Thursday, 29 March. The CEO reported that Tina McKenzie has replaced Wilfred Mitchell as the Senior Policy Officer within FSB. The CEO will be meeting Ms McKenzie and Roger Pollen in the near future.</p>	<p><b>CEO</b></p>
<p><b>5.8 International Agencies</b></p>	
<p>The Chair and CEO will be attending the International Agencies meeting which will be hosted by Acas in London during October 2018.</p>	<p><b>Chair/CEO</b></p>
<p><b>5.9 Workplace Relations Commission</b></p>	
<p>The CEO reported back on the recent WRC Conference, a copy of the conference programme will issue to Board members. The Chair and CEO took the opportunity to meet with Oonagh Buckley, Director General, WRC to discuss the possibility of a Board visit to Dublin at the end of this calendar year.</p>	<p><b>Chair/CEO</b></p>
<p>They also met with WRC's HR Officer and discussed the possibility of joint projects with the Agency's HR Manager.</p>	<p><b>Chair/CEO</b></p>

<p><b>5.10 Early Conciliation</b></p> <p>The CEO and DCS attended an Early Conciliation project meeting with DfE officials. The agreed planning assumption is that Early Conciliation will go live in 2019.</p> <p>The DCS will be meeting with the Internal Auditors to discuss an appropriate time to review Early Conciliation.</p>	<p><b>DCS</b></p>
<p><b>6. Presentation on Board Member Training Needs Analysis</b></p> <p>Michael Riddell outlined a framework for Board Members' Continuing Professional Development against key competencies. It was agreed that this was a more structured approach to learning and development.</p> <p>The HR team will now engage with Board members to discuss individual and collective needs against the agreed framework. Following consultation with the Chair a plan can then be developed for implementation during 2018/2019.</p> <p>It was also agreed that some of the speakers from the Post-Graduate Certificate in Employment Law could provide input.</p> <p>The Chair thanked Michael for his presentation.</p>	<p><b>HR Team</b></p>
<p><b>7. Corporate Plan 2017-21 (Summary of Responses)</b></p> <p>The CEO presented an overview of what were very positive responses to the consultation on the draft Corporate Plan consultation. The CEO agreed to respond to consultees thanking them for their comments. A final draft of the Corporate Plan to come back to the March meeting for final sign off.</p>	<p><b>CEO</b></p>
<p><b>8. Any Other Business</b></p> <p>There was no other business to report.</p>	
<p><b>9. Date of Next Meeting</b></p> <p>The next meeting of the <b>Agency Board</b> will take place on <b>Thursday, 22 March 2018 at 10.00 am in the Agency's Offices, 2-16 Gordon Street, Belfast.</b></p>	<p><b>Secretary</b></p>