

**MINUTES OF THE TWENTY SECOND MEETING OF THE
FINANCE & PERSONNEL SUB-COMMITTEE OF THE
LABOUR RELATIONS AGENCY
HELD AT 2.00 pm ON THURSDAY, 27 SEPTEMBER 2012
IN RIDDEL HALL, STRANMILLIS ROAD, 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. Conflicts of Interest Declarations

No interests were declared by members.

3. Minutes of Meeting held on 19 April

The minutes of the meeting held on 19 April 2012 were proposed by Sally McKee, seconded by Neal Willis and agreed as a true and accurate record of the meeting.

4. Matters Arising from Minutes

There were no matters arising.

5. Finance (Paper FPM/2/2/12)

The Finance Report was discussed.

The total financial forecast which leaves a zero variance was noted. Given this performance the Agency should break even at the end of March 2013. However it was noted that working within the 2013/14 budget will be challenging.

This will be influenced by:

- Upcoming pay remit – EOIs
- IS Managed Services business case
- CSR Review 2014/15
- International Conference July 2014

It was noted that the CEO will be briefing staff on 17 October regarding the implications of the current financial situation. The TUS was advised at the JNCC meeting on 26 September.

There was some discussion on managing the whole management team, including ERMs, and striking a balance between stability and flexibility.

6. Personnel & Staffing

6.1 HR Strategy 2012-15

It was noted that the draft HR strategy has been refined in order to keep it in line with the Corporate/Business Planning process. It was reported that good progress has been made with the emphasis being on staff engagement. It was suggested that the clarification of accountability for line management should be examined as part of the ongoing development of line managers. It would be necessary to find ways to consistently measure progress in this area. It was agreed that the SMT would review and take forward the clarification of line responsibilities. The strategy is to be discussed further at the next F&P Committee meeting in January 2013.

6.2 IS/IT Strategic Matters

The IS/IT report was presented by the DCS. Following discussion the CEO agreed to check the position of NISRA (NI Statistics & Research Agency) in respect of examining Agency operational statistics in relation to wider economic and social trends.

7. Partial Retirement Request

Following a discussion on a request for partial retirement, the request was approved subject to amendment.

The Committee considered Dr G O'Neill's application for partial retirement and accepted the Chief Executive's assurance that adequate management arrangements could be put in place should the application be approved and that from a policy and strategic perspective there would be no obvious adverse impact for the work of the Agency if the application were granted. The Chief Executive undertook to report to the Committee on his annual review of the cover arrangements and as and when there was any significant change to circumstances.

The Committee noted that a policy was to be drawn up for dealing with applications for partial retirement to ensure consistency of treatment for all Agency staff.

8. CEO Pay and Appraisal

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

9. Any Other Business

There was no other business to be discussed.

10. Date of Meetings in 2013

To be re-arranged.