



**Finance and Personnel Committee meeting to be held on
Tuesday, 7 February 2023 at 10.00am
in the Quigley Room, 4th Floor, James House.
This meeting may also be accessed on a virtual basis via Zoom [here](#).**

**Minutes of the Finance and Personnel Committee meeting held on 2 August 2022 at
10.00am by videoconference**

Present: Geraldine Alexander (Chair)
Lee Wilson
John Taylor

In attendance: Don Leeson (Chief Executive)
Paul Lowe (Director of Corporate Services)
Angela Bryans (HR Manager)
Oliver Murray (Executive Assistant)
Claire Webb (EDI Manager)
Paddy Ann Moore (Business Support Manager)
Paul Herink (IT Manager)
Diane Edgington (Accommodation Project Manager)

Apologies: Patricia Coulter (Knowledge Manager)
Keelin Kelly (Communications Manager)

The Chair welcomed everyone to the meeting which is the first in the Agency's new head office location of James House.

This was a hybrid meeting, with some members attending via video conference link.

1. Welcome – Introductions, Apologies and Declarations of Conflicts of Interests

Declarations of Interest: no conflicts of interest were declared.

1.1 In the absence of **Patricia Coulter** and **Keelin Kelly**, the Director of Corporate Services agreed to cover their sections of the Agenda.

2. Minutes of the Previous Meeting

2.1 The minutes of the Finance and Personnel Committee meeting held on 1 November 2022 (Paper FP01-02/23) were agreed as an accurate record.

3. Matters Arising

3.1 The Director of Corporate Services gave an update on a range of issues that have arisen following the previous Finance & Personnel Committee meeting.

4. Finance Matters - Update

4.1 The Director of Corporate Services gave an update on the current budget as well as discussing the expectations for the budget and staffing issues for the next financial year.

5. HR Matters

5.1 The HR Manager presented the HR Metrics Report to end of January 2023 (FP 02 02/23) and highlighted a range of issues.

5.2 Absence statistics increased significantly with long term sick being big contributing factor. The figures were discussed in detail.

5.3 An update was given on investment in staff training. Sessions on dignity at work and fire safety warden training were highlighted.

6. ICT Matters

6.1 The IT Manager gave an update on IS issues that have arisen following the move to James House. Among these were issues with room booking and printer system, which had experienced difficulty due to external connectivity issues. This has largely been resolved.

6.2 Building being able to support soft phones – IT Assist has made moves to resolve this, migration to soft phones should be completed soon.

6.3 The IT Manager gave an update on the CRMS project and noted that significant headway made on this.

6.4 An update was given on the move of equipment from the Gordon Street premises, with most now moved to Telephone House. Gordon Street to be free of all IT equipment by this Friday.

6.5 The Director of Corporate Services noted that a second IS Manager has now accepted post, which will begin at start of April.

6.6 CDW and Atlas thanked for work on services

7. **Communication Matters**

7.1 Congratulations were passed on from the Committee to Keelin Kelly, who gave birth to a baby girl.

7.2 An update on the upcoming Labour Relations Conference is currently in focus. Work with Libra being finalised currently.

7.3 Re-tender exercise for external communications work has resulted in no change in provider.

7.4 The recruitment process for the role of a Communications Officer currently underway to cover maternity leave. Two CVs are currently being considered.

8. **Business Support Matters**

8.1 The Business Support Manager noted that Customer Service Excellence assessment is currently underway and remains a key focus.

9. **Accommodation Project**

9.1 The Accommodation Project Manager gave an update on the move to the Agency's new head office in James House.

9.3 A 'snag list' has been implemented where staff can report any issues with new location. A new guide to working in James House has been circulated to staff, which includes health and safety information, logistics, waste disposal, etc.

9.4 Signage and manifestation options being looked at currently.

9.5 Gordon Street – clear out underway. Local primary schools and church have been able to take donations of furniture. The lease will end on 28th Feb, with dilapidations work will take place thereafter.

9.6 The Committee thanked **Diane** thank for her hard work on accommodation project work to date, as well as all staff involved with move.

10. **Equity, Diversity and Inclusion (EDI)**

10.1 An update on Equity, Diversity and Inclusion issues was given by the Equity, Diversity and Inclusion Manager.

10.2 The annual report has been submitted to Diversity Mark, with an aim of retaining current Bronze award.

10.3 An update on Diversity events was given, with Holocaust memorial staff lunchtime talk taking place, a Chinese New Year's lunch scheduled for tomorrow, and an International Women's Day event planned.

10.4 An update Staff Networks was given, with five now in total, and formalising in-process. Plans for a 'Diversity' council to be established, and a 'Race-Allies' network to be considered.

10.4 The results of the current EDI survey were discussed in detail.

11. Knowledge Management

11.1 The Chief Executive reported that Knowledge Update matters continue to function on a "business as usual" basis, with weekly updates and expert input into review of cases.

11.2 An update on the transformation project of coaching was given.

12. Any Other Business

12.1 No additional business was noted. The Chair thanked everyone for their contribution to the meeting.

13. Date of Next Meeting

13.1 The next meeting will be on **2 May 2023 at 10.00 am.**

Action: Executive Assistant