

LOCATION: JAMES HOUSE – QUIGLEY ROOM

DATE: 10 JANUARY 2024

TIME: 10:00AM

ATTENDEES: Sarah Havlin (Chairman), Barbara Martin, Damien Mc Quillan, Geraldine Alexander, Phillip O’Rawe, Robin Bell, Patricia O’Callaghan, Sinéad Sharpe (Members), Nigel Falls, Barry Leonard (Secretariat)

1. Introduction and apologies – Patrick Masterson

1.1 Minutes of last Meeting – Agreed

1.2 Declarations - Conflicts of Interest and Register of Interests – No declarations

2. Current Court Business – Good Jobs Bill – SH presented overview of the Good Jobs Bill response from the Industrial Court. The response was added as a document to the agenda. No questions were raised, but noted comments were that the response was excellent and comprehensive. This led to a discussion regarding digital balloting, which the industrial court is not referred to in the GJB consultation but was added to our response. Members agreed that this would be vital for the court moving forward and considering accessibility. SH confirmed that some companies (QUIP) are already providing digital balloting across other sectors. Some concerns around staff fears that digital balloting may get back to employers, also that the IC was not included as part of the consultation. SH confirmed that when published and moving forward she would write to Dept. to address the Court’s concerns.

2.1 Cases – Brief overview of IC89/2025 new case and Panel.

2.2 Annual Report 23-24 - Update provided for court members regarding the draft Annual report and final workings before final draft would be ready. Hope that this would be complete by end of January 2025.

2.3 Risk Register

- **Website** to be added to risk register. Lack of control of current website and budget restrictions impeding on development of new site. Low risk.
- **Finance risk** – continuous review

2.4 Outstanding actions points

- **Draft fees and expenses policy** – this document is still with the LRA for approval.
- **Data Migration** – slow but some movement with hope to have completed by end of month.
- **Feedback response form** – presented as additional document for comment. Noted that a numerical rating system would allow for improved measurability. Changes to the process section – breakdown to 2 section surrounding ballot processes and fairness. Use conclusion rather than outcome for final rating. AP - BL to make changes.
- Further to response form, 2nd strand of feedback from external stakeholders/ potential stakeholders to gauge potential barriers or reasons that might block using our services. This would be done on a survey format. This should be actioned and ready for March meeting to present to GM (ICTU AGS). The idea to reach to the employer side through Legal Island/CIPD/Invest NI

3. Governance

3.1 Guidance Notes – NF generated a shortened version of our guidance notes for stakeholders to simplify recognition, remove lengthy legislative context and focus on the key stages of the process. Presented for comment. Noted that the direction was more suited for TU rather than both parties.

AP - BL to neutralise pronouns to be ready to go out with new application responses.

AP - BL to generate process map like that of CAC and that in our older guidance.

4. Social media – NF overview of the LinkedIn profile and posts to date. Link to our page along with QR code presented. Hope to develop further in the future so that we can promote the Court through stakeholder engagement/educational events.

5. Stakeholder Engagement – SH presented documents and summaries from stakeholder engagement event NI ICTU conference, attached as links to agenda. Also attached Ulster Business Article. SH outlined the importance and benefits to engaging with stakeholders.

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6. **Learning and Development** - BL/NF gave overview of CAC training provided for new Committee members dealing with acceptance cases. This also allowed for further support from CAC where they have been able to Support NF with Social Media platforms and with the hope, we will be able to utilise expertise when it comes to developing our own Knowledge bank.
7. **Looking Forward** – Key dates for members calendars - the next 3 quarterly meeting dates with guest attendee in March. Invite to go out shortly. Month of March to schedule in Chair catch up meetings. Future dates by which we hope to have established website and knowledge bank.
8. **AOB** - None