

LOCATION: JAMES HOUSE – QUIGLEY ROOM

DATE: 26 SEPTEMBER 2025

TIME: 10:30AM

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

GUEST: Chris Telford

1. **Introduction and apologies** – Barbara Martin
Minutes of last Meeting – Agreed
Declarations - Conflicts of Interest and Register of Interests – No declarations
2. **Welcome** – Introduction to Chris Telford as part of governance review – Overview of the Industrial Court Function – Sarah provided an overview of the history of the court within the LRA and the current arrangements along with our current processes.
3. **Case review – IC91** – Acceptance decision and Recognition decision to be issued and added to papers. Sarah provided an outline of the recognition decision. * AP - *Decision to be published on our website.*
4. **Annual Report** – 24/25 annual report draft initiations begun intent to completed by November 2025.
5. **Risk register** - presented and reviewed in meeting. Comments from members of removal of some outdated risks. This was updated prior meeting and saved to the OneDrive. Main updates covering:
 - staffing/people – Tenure of Court Members and outstanding Deputy Chair arrangements. Potential loss of Knowledge if tenure to end – * AP – *Sarah to write to DfE for update or confirmation on resourcing of members.*
 - Legal Risks – GJB and staffing impacts. Risk to capability to provided full services withi7n timeframe.
 - Question regarding finance and Budget and if we had submitted to Dept. for additional funding in this round. Chair summarised the new accounting structures provided by management framework within LRA.
 - Question regarding IC4/5 – Low/Moderate regarding LRA Ransomware and current uptake in cyber-attacks. * AP – *Check LRA risk register and reflect the same risk that LRA record in line with Atlas services.*
6. **Website** – new website up and running. *AP – *check with Michael again regarding old website, possible redirect if they cannot remove old website. Also inform NI direct regarding links to old site – changed for links to new site.*
7. **Good Jobs Bill** – Chair provided an update on meeting with DfE and LRA regarding impact assessment. Noted that access would be potential growth area.
8. **Update on data migration** – Details given of the status of the hardcopy data review. Noted that we would be moving onwards with Knowledge bank as soon as this piece of work was completed.
9. **Action points from previous meeting** – Overview of action point from previous meeting, where we are to date and things that remain outstanding.
10. **Governance and Policy** – Documents provided prior to meeting and overview of these provided for feedback. 2024 to date completed and outstanding workloads. Retention and Disposal Schedule and Complaints Policy and Form.
11. **Continuous review of guidance and documents** – Ongoing – Nigel in process of generating Knowledge Nugget for derecognition. Currently with LRA for feedback prior to publishing.
12. **Stakeholder Engagement** – Sarah Provided overview of stakeholder engagement.
 - ICTU conference – report was presented and overview given. Noted that we had stand at the conference but little to no merchandise to give away. Current merchandise presented to the court.
 - Labour Courts – report was presented and overview given.
 - TUC – Chair’s attendance reported
 - Chairs attendance at Chamber of Commerce Event at a Joint British Irish Government Secretariat reception in the Irish Department of Foreign Affairs, Notting Hill, Belfast.
 - Forthcoming attendance at LRA and WRC International Industrial Relations Conference.

13. **Looking forward** – Dates for next meetings confirmed and shared. Agreed that the 19 December meeting would be followed with X-Mas Lunch. Details to follow from Court Secretariat.
14. **Learning links shared for Members.**
15. **Meeting ended 12.15**