

LOCATION: JAMES HOUSE – QUIGLEY ROOM

DATE: 27 JUNE 2025

TIME: 10:30AM

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

1. Introduction and apologies – Sinéad Sharpe
Minutes of last Meeting – Agreed
Declarations - Conflicts of Interest and Register of Interests – No declarations
2. Case review – IC90 – Acceptance decision to be issued and added to papers.
IC91 – New case Unite the Union and The Sofa Delivery Company Limited. Acceptance decision issued and added to papers. BU period has begun.
3. Annual Report – 24/25 annual report draft initiations begun intent to completed by November 2025.
4. Risk register was presented and reviewed in meeting. Comments from members of removal of some outdated risks. This was updated in meeting and saved to the OneDrive.
5. Update on data migration. Cross refence of the hardcopy historical files has begun and working through case files for scanning of any non-digital files.
First draft of retention and disposal schedule ready for review at September meeting.
6. Action points from previous meeting – Draft fees and expenses policy and new claim forms attached for review. These reflect the new rates. Still awaiting approval from LRA end.
7. Budgetary constraints – Budegtary concerns seem less risk this year as initial reports from Finance team reflect the breakdown of Court budget not including staff salaries and facilities charge. Still awaiting the first quarterly report from Finance.
8. Continuous review of guidance and documents – Ongoing – Nigel in process of generating Knowledge Nugget for derecognition. Link to recognition knowledge nugget included in agenda. Positive feedback from Court members. Hope to share link or publish our own version on the new website when launched.
9. Website – new website ready to launch within the next few weeks. Newsletter and LinkedIn posts will be generated to promote and share with stakeholders and court when it is up and running.
10. Stakeholder Engagement – Chair and staff attending NICTU conference in July and Chair attending Labour Court also in July. Reports to be given in next agenda for September quarterly meeting.
11. Looking forward – Dates for next meetings confirmed and shared.
12. Learning links shared for Members.
13. Meeting ended