INDUSTRIAL COURT QUARTERLY MEETING

LOCATION: JAMES HOUSE – QUIGLEY ROOM

DATE: 27 SEPTEMBER 2024

TIME: 10:00AM

ATTENDEES: Sarah Havlin (Chairman), Barbara Martin, Sinead Sharpe, Phillip O'Rawe, Patrick Masterson, Robin Bell, Patricia O'Callaghan (Members), Nigel Falls, Barry Leonard (Secretariat)

1 **Introduction –** Present were Sarah Havlin (Chairman), Sinead Sharpe, Philip O'Rawe, Robin Bell, Patricia O'Callaghan, Pat Masterson (Members)
Nigel Falls, Barry Leonard (Secretariat)
Apologies – Barbara Martin, Geraldine Alexander, Damien McQuillan

1.1 **Minutes of last Meeting** – Agreed

1.2 **Declarations - Conflicts of Interest and Register of Interests –** Philip O'Rawe - Independent Appeals Panel chair with Labour Relations Agency (appointed September 2024)
No other declarations

2 **Governance** – No current cases – This allows us the space and time to carry out our Governance Improvement plan SH NF and BL working on raising standards across the Court's processes. Noted that 3 cases for recognition are currently with the LRA.

2.1 **Finance** – Move to LRA wasn't costed at discussion stage. Just a blind figure for salaries/fees/expenses. This did not cover demand led cases. SH advised the members that it was her ambition to agree a realistic 'business as usual budget' with the ability to bid for increased funding for peaks in demand led costs which rise above BAU capacity. SH had meeting with AD and Department to ensure adequate budget. SH generated business/corporate plan. This consisted of an agreed working pattern for the Chair. Dept agreed to £27K additional budget, but the issue of LRA recharge still unanswered. SH to meet with AD again for final decision with Dept and LRA.

2.2 **Fees and expenses policy** – BL talked through changes to draft, SH elaborated on these as per previous comments from 29 March 2024. – Approved by the court members present.

3 **Business update**

3.1 **Business/corporate plan** as per papers in agenda presented for comment – overview from SH referring to GJB consultation regarding 2-year plan to coincide with current mandate with the hope to develop a 3-year plan (26-29) depending on stability.
PO'C commented on measurability of improvement – that a 'base line' would be suitable for review. Thus, evidence that we could publish in annual report going forward. Agreed that once the data migration has taken place that we would have the appropriate mechanisms in place to generate and contact a survey-based response from stakeholders.
Some minor edits in grammar but approved by court members present.
BL and NF attended for 2 days training online on case management with CAC staff which was extremely valuable. Follow up support has been offered on use of digital communications and stakeholder engagement.
Website - consultation ongoing. Nigel to meet with LRA communications manager and BT48 to discuss website build.

3.2 **Documents** – BL presented annual report template for comment. This document still required population from chair and secretariat before approval. Continued working project for October.
Team meeting minutes shown as an overview of the work done by the secretariat and Chair from the previous quarterly meeting as a progress measure and agreed for continued use as working document for review.
Recognition PDF forms shown as movement towards a paperless and improved service measure. This is an ongoing process with an aim to have these ready for our new website launch.

AOB – SH presented on her recent attendance at TUC Annual Conference and Council Dinner