

INDUSTRIAL COURT QUARTERLY MEETING

JAMES HOUSE – QUIGLEY ROOM

Date: 28 JUNE 2024

Time: 10:00AM

Attendees: Sarah Havlin (Chairman) Damien McQuillan, Sinead Sharpe, Phillip O’Rawe, Patrick Masterson, Geraldine Alexander, Robin Bell, Patricia O’Callaghan (Members), Nigel Falls, Barry Leonard (Secretariat)

Invitees: Mark McAllister – LRA Chief Executive Designate

- 1. Introduction** – Present were Sarah Havlin (Chairman) Damien McQuillan, Sinead Sharpe, Philip O’Rawe, Geraldine Alexander, Robin Bell, Patricia O’Callaghan, Pat Masterson (Members)
Nigel Falls, Barry Leonard (Secretariat)
Guests – Mark McAllister (LRA Chief Executive Designate)

Apologies – Barbara Martin

2. Minutes of last Meeting – Agreed

3. Declarations - Conflicts of Interest and Register of Interests – None

4. Governance – Thanks and appreciation given to LRA, secretariat and ICT support staff in review of seamless transfer. No issues raised regarding ICT or support.

Training surrounding GDPR, Cyber Security and social media in the workplace has been completed/partially completed by all members.

Actions – Barry to follow up with LRA HR team regarding annual refreshers and compliance. Ensure that the training required covers the full extent of regulations in compliance with DPA/GDPR.

Query raised as to DPO and responsibility therein.

*Response – The Industrial Court as registered with the ICO does not require a DPO. Under the UK GDPR, you **must** appoint a DPO if: you are a public authority or body (except for courts acting in their judicial capacity)*

The secretariat are employees of the LRA and would fall under the DPO of the LRA. The secretariat will take full responsibility of data processed and retained on our filing system.

5. Review of Risk register

Budget - meeting with LRA director of Corporate Services and Chairman of the Industrial Court planned. Quarterly budget review document will be available in July.

Staffing – Deputy chair – in lieu of a deputy chair and in any instance that the Chairman must recuse herself. Potential to utilise LRA legally qualified individuals that are used for Arbitration services.

Transformation - Migration of Data – Discussion to have knowledge bank created from hard copy and digital data once in our control. Utilise CAC knowledge bank as point of reference. Project management training proposed for the secretariat. Court members briefed on the current situation

with the Industrial Court website. Moving forward with generating a new website that will improve accessibility and user experience in line with the transformation of guidance and documents.

IT systems – Overview of current situation. To discuss with LRA team regarding special category data retention periods and how they manage this information.

Query – Would any special category data need to be retained for any instance of a judicial review?

Response – this would not be the case as in JR we would only be required to present our actions and procedures. The special category data would not be required.

Potential changes to policy discussed following launch of Good Jobs Bill. Nigel to follow up with the DfE to ensure that Industrial Court are involved in any consultation/working party.

Risk register, as is, approved by court. Additions and changes to be brought forward to next meeting.

6. Follow up actions – Send final case documents for IC86-88 to Tracey for upload to website.

Court members with historical case file/data in hard copy to bring to LRA offices for confidential destruction.

7. Mark McAllister – Guest Workshop – Overview of Dispute resolution and potential changes with Good Jobs Bill.