

Message

---

**From:** Owen Reidy [Owen.Reidy@ictuni.org]  
**Sent:** 30/03/2020 10:37:16  
**To:** John OFarrell [John.OFarrell@ictuni.org]  
**Subject:** FW: First meeting of the Engagement Forum  
**Attachments:** Document1.docx; Updated TOR (September 2018) (002) (002) (002).docx



<http://www.betterworkbetterlives.org>

**Owen Reidy**

Assistant General Secretary  
Irish Congress of Trade Unions  
45-47 Donegall Street  
Belfast  
BT1 2FG

Phone - I&S  
Mobile - I&S  
Mobile - I&S

---

**From:** Tom Evans [mailto:Tom.Evans@lra.org.uk]  
**Sent:** 29 March 2020 22:21  
**To:** Owen Reidy <Owen.Reidy@ictuni.org>; Gordon.milligan@translink.co.uk; Aodhan.Connolly@brc.org.uk; stephenkelly@manufacturingni.org; ian.henry@henrybrothers.co.uk; angela.magowan@cbi.org.uk; Brendan.kearney@fsb.co.uk; Robert.Kidd@hseni.gov.uk; Gordon.milligan@translink.co.uk; Alison Millar <alison.millar@nipsa.org.uk>; Pollock, Jackie (Jackie.Pollock@unitetheunion.org) <Jackie.Pollock@unitetheunion.org>; gmuprhy@into.ie; Michala.Lafferty@usdaw.org.uk; PD @hotmail.com; p.mckeown@unison.co.uk; Stewart, Chris (TEO) <chris.stewart@executiveoffice-ni.gov.uk>  
**Cc:** ann.mcgregor@northernirelandchamber.com; Kirsty.mcmanus@iod.com; PD @gmail.com; Brennan, Mike <Mike.Brennan@economy-ni.gov.uk>; Colin.Lewis@economy-ni.gov.uk; Bell, Michelle (DfE)

<Michelle.Bell@economy-ni.gov.uk>; **Name Redacted** @economy-ni.gsi.gov.uk>; Tom Evans  
<Tom.Evans@Ira.org.uk>

**Subject:** First meeting of the Engagement Forum

To: Members of the Engagement Forum

Many thanks for agreeing to be a member of the Forum; the inaugural meeting of this group is scheduled for tomorrow, Monday, 30 March at 2pm.

This will be an online meeting; I have been speaking to colleagues in DfE and it is likely that the meeting will be held using Zoom; we will send instructions via email tomorrow morning.

I have attached an agenda and draft terms of reference for the Forum.

Given that we will have a significant number of attendees, it will be quite a challenge for Marie who is chairing the meeting.

Marie will kick off with some opening remarks and how she proposes to handle inputs from each attendee. Zoom has a mute button and the agreed practice is that all delegates are on mute until they are due to speak. It removes all unhelpful background noise.

The two Ministers are simply in an observer capacity but out of courtesy Marie will offer them a short opportunity to welcome the group.

Item 3 offers each attendee the chance to introduce themselves and to set out what their own expectations as member of the forum. Marie will ask that each input is no more than 3-4 minutes.

Item 4 is the draft terms of reference; DfE officials are very content that the Forum agrees its own terms of reference; important that the group have ownership of the process. I have drafted this document based on what the Minister had indicated in terms of her vision for the Forum and conversations that I have today with individual Forum members.

The objective is to get agreement on the document as currently drafted or with agreed revisions.

We are hoping Chris Stewart from the Executive Office will be at the meeting and if so, he can take the group through the draft regulations as a preamble to the discussion at Item 5 on the list of essential/non-essential businesses/workers

If you have particular issues you would like to raise tomorrow these can be addressed in your introductory remarks or under AOB.

It would help Marie in managing the meeting if you could email me in advance with any specific issues. Marie will then reprise the agreed actions arising from the discussions.

There is a commitment to report back to the Minister after each meeting. Marie will seek to agree what should be covered.

If you have any queries please get in contact by email or phone (my number is **I&S**)

Best wishes

Tom

**Tom Evans**  
**Chief Executive**  
**Labour Relations Agency**

D: I&S

M: I&S

Switchboard: I&S

E: [tom.evans@lra.org.uk](mailto:tom.evans@lra.org.uk)

P: 2-16 Gordon Street, Belfast, Co Antrim, BT1 2LG

**LabourRelations**agency  
improving employment relations

**Labour**  
**Relations**  
agency  
improving employment relations

**Tom Evans**  
Chief Executive

---

2-16 Gordon Street

Belfast  
County Antrim  
BT1 2LG

**T:**

**DD:**

**M:**

**E:**

**W:**

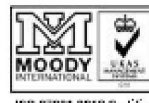
**I&S**

[tom.evans@lra.org.uk](mailto:tom.evans@lra.org.uk)

<http://www.lra.org.uk>



INVESTORS  
IN PEOPLE



### **Early Conciliation has arrived in Northern Ireland!**

Following a change in NI employment law, anyone who now wishes to lodge a claim with the Industrial or Fair Employment Tribunal must first notify the Labour Relations Agency and discuss the option of Early Conciliation.

Click [here](#) for more information.



Please consider the environment – only print this email if you really have to?

**Disclaimer:**

This message contains confidential information and is intended only for [Owen.Reidy@ictuni.org](mailto:Owen.Reidy@ictuni.org), [Gordon.milligan@translink.co.uk](mailto:Gordon.milligan@translink.co.uk), [Aodhan.Connolly@brc.org.uk](mailto:Aodhan.Connolly@brc.org.uk), [stephenkelly@manufacturingni.org](mailto:stephenkelly@manufacturingni.org), [ian.henry@henrybrothers.co.uk](mailto:ian.henry@henrybrothers.co.uk), [angela.magowan@cbi.org.uk](mailto:angela.magowan@cbi.org.uk), [Brendan.Kearney@fsb.co.uk](mailto:Brendan.Kearney@fsb.co.uk), [Robert.Kidd@hse-ni.gov.uk](mailto:Robert.Kidd@hse-ni.gov.uk), [Gordon.milligan@translink.co.uk](mailto:Gordon.milligan@translink.co.uk), [alison.millar@nipsa.org.uk](mailto:alison.millar@nipsa.org.uk), [Jackie.Pollock@unitetheunion.org](mailto:Jackie.Pollock@unitetheunion.org), [g.murphy@into.ie](mailto:g.murphy@into.ie), [Michala.Lafferty@usdaw.org.uk](mailto:Michala.Lafferty@usdaw.org.uk), [PD](#), [i@hotmail.com](#), [p.mckeown@unison.co.uk](mailto:p.mckeown@unison.co.uk), [chris.stewart@executiveoffice-ni.gov.uk](mailto:chris.stewart@executiveoffice-ni.gov.uk), [ann.mcgregor@northernirelandchamber.com](mailto:ann.mcgregor@northernirelandchamber.com), [Kirsty.mcmanus@iod.com](mailto:Kirsty.mcmanus@iod.com), [PD](#), [@gmail.com](#), [Mike.Brennan@economy-ni.gov.uk](mailto:Mike.Brennan@economy-ni.gov.uk), [Colin.Lewis@economy-ni.gov.uk](mailto:Colin.Lewis@economy-ni.gov.uk), [Michelle.Bell@economy-ni.gov.uk](mailto:Michelle.Bell@economy-ni.gov.uk), [Michael.Gould@economy-ni.gsi.gov.uk](mailto:Michael.Gould@economy-ni.gsi.gov.uk), [Tom.Evans@lra.org.uk](mailto:Tom.Evans@lra.org.uk). If you are not [Owen.Reidy@ictuni.org](mailto:Owen.Reidy@ictuni.org), [Gordon.milligan@translink.co.uk](mailto:Gordon.milligan@translink.co.uk), [Aodhan.Connolly@brc.org.uk](mailto:Aodhan.Connolly@brc.org.uk), [stephenkelly@manufacturingni.org](mailto:stephenkelly@manufacturingni.org), [ian.henry@henrybrothers.co.uk](mailto:ian.henry@henrybrothers.co.uk), [angela.magowan@cbi.org.uk](mailto:angela.magowan@cbi.org.uk), [Brendan.Kearney@fsb.co.uk](mailto:Brendan.Kearney@fsb.co.uk), [Robert.Kidd@hse-ni.gov.uk](mailto:Robert.Kidd@hse-ni.gov.uk), [Gordon.milligan@translink.co.uk](mailto:Gordon.milligan@translink.co.uk), [alison.millar@nipsa.org.uk](mailto:alison.millar@nipsa.org.uk), [Jackie.Pollock@unitetheunion.org](mailto:Jackie.Pollock@unitetheunion.org), [g.murphy@into.ie](mailto:g.murphy@into.ie), [Michala.Lafferty@usdaw.org.uk](mailto:Michala.Lafferty@usdaw.org.uk), [PD](#), [i@hotmail.com](#), [p.mckeown@unison.co.uk](mailto:p.mckeown@unison.co.uk), [chris.stewart@executiveoffice-ni.gov.uk](mailto:chris.stewart@executiveoffice-ni.gov.uk), [ann.mcgregor@northernirelandchamber.com](mailto:ann.mcgregor@northernirelandchamber.com), [Kirsty.mcmanus@iod.com](mailto:Kirsty.mcmanus@iod.com), [PD](#), [@gmail.com](#), [Mike.Brennan@economy-ni.gov.uk](mailto:Mike.Brennan@economy-ni.gov.uk), [Colin.Lewis@economy-ni.gov.uk](mailto:Colin.Lewis@economy-ni.gov.uk), [Michelle.Bell@economy-ni.gov.uk](mailto:Michelle.Bell@economy-ni.gov.uk), [NR](#), [@economy-ni.gsi.gov.uk](#), [Tom.Evans@lra.org.uk](mailto:Tom.Evans@lra.org.uk) you should not disseminate, distribute or copy this e-mail. Please notify [Tom.Evans@lra.org.uk](mailto:Tom.Evans@lra.org.uk) immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The Labour Relations Agency therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version. The LRA is a Non Departmental Public Body sponsored by the Department for the Economy. Headquarters Office is at 2-16 Gordon Street, Belfast, County Antrim, Northern Ireland, BT1 2LG