

**Summary of the 373<sup>rd</sup> meeting of the Acas Council on Wednesday 7<sup>th</sup> September 2016 in room 6, 23<sup>rd</sup> Floor Euston Tower, 286 Euston Road, London NW1 3JJ.**

**Council members present:**

Brendan Barber (Chair)  
 Michael Gooddie  
 Paul Butler  
 Sally Hunt  
 Mike Clancy  
 Jane McNeill  
 Vikki Hawes  
 Paul Willman

<b>Agenda Item</b>	<b>Outcome</b>
<b>Apologies and introductions</b>	Apologies were received from Council members Paul Nowak and Neil Carberry.
<b>Minutes of the 372<sup>nd</sup> Council meeting</b>	The minutes of the July meeting were reviewed and agreed.
<b>Matters arising from the minutes</b>	All ongoing actions from previous meetings were noted as progressing or completed.
<b>Chief Executive's report</b>	<p>The Acas Chief Executive presented her standing report on operational performance and internal matters.</p> <p>Council were informed that BEIS had replaced BIS as Acas' sponsor, with Alex Chisholm the new permanent secretary for the department.</p> <p>Council discussed a minor amendment to Acas' guidance on discipline and grievance. It was agreed that the introductory paragraphs should be expanded to include reference to taking early consideration, in any process, of potential mental health issues.</p>
<b>Transformation Update: IT &amp; Digital</b>	Council were given a presentation on the work of the Digitec team,

	<p>and its role in improving internal and external digital services.</p> <p>Council welcomed the alignment with the Government's Digital First agenda, with an emphasis on meeting customer needs whilst being efficient and cost effective.</p>
<b>Acas Leadership Offer</b>	<p>Council were given an overview of a new model setting out leadership qualities for managers at all levels. Council looked forward to this model being developed to support Acas products and services.</p>
<b>Chief Conciliator's brief</b>	<p>The Chief Conciliator gave an oral update to Council on collective disputes and Acas involvement.</p>
<b>Acas Business Plan 2016/17</b>	<p>Following final confirmation of Acas' budget allocation letter, Council noted the Acas business plan for 2016/17.</p>
<b>Quarter one Balanced Scorecard and Strategic Risk Register</b>	<p>Council noted the quarter one Balanced Scorecard and welcomed the positive performance for the majority of metrics across the first quarter.</p> <p>It was noted that the scorecard had been updated following an internal audit of the tool.</p> <p>The risk register was also noted.</p>
<b>Minutes from the July 2016 Audit Committee</b>	<p>Council noted the minutes from the July Audit Committee meeting.</p>
<b>AOB</b>	<p>No further business was discussed.</p>