

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 14 June 2022**

Present:

Don Leeson	Chief Executive (Chair)
Paul Lowe	Director of Corporate Services
Mark McAllister	Director of Employment Relations Services
Fionn Davey	NIPSA Branch 180 Chair
Diane Edgington	Employment Relations Manager
Linda Olphert	Employment Relations Manager

Apologies: Pamela Robinson Executive Assistant

This was a hybrid meeting with participants attending in person and by videoconference.

Diane Edgington and Linda Olphert were welcomed to the meeting as part of their participation in the 'Give the SLT a go' leadership development programme.

Declarations of Interest: no conflicts of interest were declared.

1. Minutes from the Senior Leadership Team meeting held on 10 May 2022

- 1.1 The minutes of the meeting (paper SLT 01-06/22) held on 10 May 2022 were agreed for publication on the Agency's website.

Action: Executive Assistant

2. Actions arising from the previous minutes

- 2.1 It was noted that the business case for the Agency's sponsorship of the 'Employee Voice' category at the CIPD NI awards in October 2022 is progressing (paragraph 2.2 of the minutes of the last meeting refers).

Action: Communications Manager

- 2.2 It was noted that the Business Intelligence, Communications, IS, and People Strategies are being operationalised through annual work plans, which are reviewed by the Finance and Personnel Committee (paragraph 11.2 of the minutes of the last meeting refers).

- 2.3 It was noted that the rota for SMT members joining the SLT needs to be finalised for the remainder of 2022-23 (paragraph 11.3 of the minutes of the last meeting refers).

Action: Chief Executive

3. Chief Executive's Update

- 3.1 The Chief Executive provided an update on a range of issues.

3.2 A number of accommodation issues were discussed, as follows:

- It was agreed to review the Covid health and safety risk assessment to consider whether limits on occupancy levels within Head Office can safely be removed in light of current public health advice.

Action: Accommodation Project Manager

- Hybrid meeting facilities and set-up arrangements will be installed in four Head Office meeting rooms.

Action: Accommodation Project Manager

- Arrangements are being put in place to formally re-open the Regional Office.

Action: Accommodation Project Manager

- In the absence of the IT Manager, there might be a need to bring in additional IT support to progress activities on the critical path of the Head Office relocation project.

Action: Director of Corporate Services

3.3 Given continuing delays in addressing the web portal and CMRS fixes, it was agreed to contact Acas to explore whether use of its systems might offer a longer term option for the Agency to consider.

Action: Chief Executive

3.4 It was noted that, with the new Certification Officer appointed, planned discussions in respect of the NI Certification Office providing administrative support to the Industrial Court can now be progressed.

Action: Chief Executive

3.5 It was noted that Christine Magill has been appointed as the Agency's new Boardroom Apprentice. Arrangements for her induction will be arranged in due course.

Action: Chief Executive

4. Directors' Updates

4.1 Directors provided updates on current activities, which were noted.

4.2 The Director of Corporate Services reported that the data protection impact assessment of current independent appeals arrangements is being progressed. A draft will be shared with the SLT and Arbitration Secretary.

Action: Director of Corporate Services

4.3 The Director of Employment Relations Services reported that there has been good engagement with eight out of the 11 local councils regarding Agency support for economic development. It was agreed that the Chief Executive and Director of Employment Relations Services would meet their counterparts in the three councils where engagement levels are not high.

Action: Chief Executive/ Director of Employment Relations Services

4.4 The increasingly challenging nature of calls to the Workplace Information Service (WIS) was discussed. It was agreed to arrange for WIS Team members to attend a future Board meeting to brief Board members on the issue.

Action: Chief Executive/ Director of Employment Relations Services

5. Transformation Update

5.1 The SLT has arranged to hold a further Strategy Day on 27 July 2022 to review progress of the transformation programme. A particular focus will be on the new team structure.

5.2 It was agreed to arrange a staff conference in November 2022 to discuss recommendations emerging from the process review, before these are finalised.

Action: Chief Executive/Executive Assistant

6. Board Matters

Actions arising from the Last Board Meeting

6.1 The paper reporting progress with actions from previous Board meetings (paper SLT 02-06/22) was noted.

Preparation for the Next Board Meeting

6.2 The agenda for the June 2022 Board meeting (paper SLT 03-06/22) was noted.

7. People Matters

HR Metrics

7.1 The HR Metrics, including information on the numbers of staff adopting hybrid working, were noted (paper SLT 04-06/22).

People Matters

7.2 Current recruitment plans were noted. It was agreed to conduct competitions for permanent Employment Relations Manager and Officer posts in the autumn.

7.3 Progress with performance appraisals was noted. The aim is to complete these by the end of June 2022.

8. Performance

Finalising the Annual Report and Accounts for 2021-22

8.1 Progress in finalising the Annual Report and Accounts for 2022-23 was noted.

Business Plan for 2022-23- Performance Reporting

8.2 Progress in preparing the Business Plan Performance Report for the period ended 31 May 2022, the first of the new operational year, was noted. This will be presented to the June 2022 Board meeting.

Action: SLT

9. Finance Matters – update on expenditure for 2022-23

9.1 The Director of Corporate Services reported on the current financial position, which will be captured in Management Accounts for the period ended 31 May 2022. These will be presented at the June 2022 Board meeting.

10. Corporate Risk Register – Corporate Risk Register for 2022-23

10.1 The draft Corporate Risk Register for 2022-23 was discussed in detail (paper SLT 06-05/22). There was a particular focus on the causes of increased absence rates and the impact this has had on service delivery and further actions to improve health and wellbeing.

11. Any Other Business

11.1 It was agreed that the agenda for the SMT meeting on 22 June 2022 should again focus on hybrid working arrangements, together with an accommodation project update.

Action: Chief Executive/Executive Assistant

12. Date of Next Meeting

12.1 The next formal SLT meeting will be on 16 August 2022 at 10.00 am.

Action: Executive Assistant