

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 16 AUGUST 2022**

Present:

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

Apologies: Paul Lowe Director of Corporate Services

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

Oliver Murray was welcomed to the meeting following his temporary promotion to the role of Executive Assistant, taking over from Pamela Robinson who has transferred to the Workplace Information Service.

Declarations of Interest: no conflicts of interest were declared.

1. Minutes from the Senior Leadership Team meeting held on 14 June 2022

1.1. The minutes of the meeting (paper SLT 01-08/22) held on 14 June 2022 were approved and agreed for publication on the Agency's website.

Action: Executive Assistant

2. Actions arising from the minutes of the last meeting

2.1. The ERM rota for participation in the SLT for the rest of the year will be finalised when the current temporary recruitment exercise has concluded.

Action: Chief Executive

3. Chief Executive's Update

3.1. The Chief Executive provided an update on a range of current issues and priorities.

3.2. New Boardroom apprentice Christine Magill's induction programme commences on 23 August 2022.

Action: SLT

- 3.3. The success of the Agency's participation Belfast Pride was noted, with Foyle Pride taking place on 27 August 2022. Participation in future years' events will be informed by this year's experience.

Action: Chief Executive

- 3.4. An update on plans for the forthcoming International Industrial Relations Agencies Conference was given. Feedback on the conference will be provided in due course.

Action: Chief Executive

4. Directors' Updates

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

- 4.2. An update on the current caseload of collective conciliation was noted. Staff recently trained in this collective conciliation are observing experienced colleagues.

- 4.3. An update was given on move to James House, which is now timetabled for 6 December 2022. It was agreed that, if this date is not met, the Agency will seek to agree a relocation date in February 2023, to avoid the busy Christmas and New Year periods.

- 4.4. The Accommodation Project Manager and Chief Executive are due to visit James House on 19 August 2022. Photographs will be shared with colleagues.

Action: Accommodation Project Manager

5. Transformation Update

- 5.1. SLT met at end of July to discuss restructuring. Initial draft proposals will be discussed at the forthcoming Senior Management Team (SMT).

Action: Director of Employment Relations Services

- 5.2. A staff conference to discuss transformation proposals is scheduled for 24 November 2022. An appropriate venue is being sourced.

Action: Executive Assistant

6. Board Matters

- 6.1. The paper reporting progress with actions from previous Board meetings (paper SLT 02-08/22) was noted.

6.2. The agenda for the August 2022 Board meeting (paper SLT 03-08/22) was noted.

7. People Matters:

7.1. Data on staff's hybrid working patterns were noted (paper SLT 04-08/22). SMT members will be consulted on next steps regarding development of the Agency's Hybrid Working Policy.

Action: Chief Executive

8. Business Plan Performance Report for the period ending 31 July 2022

8.1. The Business Plan Performance Report for the period ending 31 July 2022 (paper SLT 05-08/22) was noted.

9. Finance Matters – Management Accounts for the period ending 31 July 2022

9.1. The Chief Executive reported on the current financial position, which is captured in Management Accounts for the period ended 31 July 2022 (paper SLT 06/08/22).

10. Corporate Risk Register for 2022-23 (as at August 2022)

10.1. The updated Risk Register was reviewed in detail (paper SLT 07-08/22). Concerns about an escalating risk in respect of IT Managed Services will be reported to the Board and mitigating actions captured in the next update of the Register.

Action: Chief Executive/Director of Corporate Service

11. Any Other Business

11.1. The agenda for SMT meeting on 24 August 2022 was agreed.

Action: Chief Executive/Executive Assistant

12. Date of Next Meeting

12.1. The next formal SLT meeting will take place on 20 September 2022 at 10.00am

Action: Executive Assistant