

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 20 SEPTEMBER 2022**

Present:

Don Leeson	Chief Executive (Chair)
Mark McAllister	Director of Employment Relations Services
Paul Lowe	Director of Corporate Services
Diane Edgington	Employment Relations Manager
Linda Olphert	Employment Relations Manager
Oliver Murray	Executive Assistant

Apologies: Fionn Davey NIPSA Branch 180 Chair

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

This was Diane Edgington and Linda Olphert's last meeting 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 16 August 2022

1.1. The minutes of the meeting (paper SLT 01-09/22) held on 16 August 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 rota for ERM participation in the SLT for the rest of the year will be finalised shortly.

Action: Chief Executive

2.2. The success of this summer's Pride events will be evaluated with the LGBT+ and Allies Network events to inform future activities.

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. The SLT noted new staff are being recruited on agency basis to support the work of the Roundtable and other Agency priorities under Strategic Theme 2.

3.3. The Chief Executive reported back on his participation in the recent International Industrial Relations Agencies conference. The key points from this will be reported to the Board.

Action: Chief Executive

3.4. An update on Hybrid Working Policy was given and the implications for health and safety was discussed. The draft policy will be issued for consultation with the Trade Union Side and a discussion on how best to ensure sufficient safety critical staff are on site at all times.

Action: Chief Executive

4. Directors' Updates

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

5. Transformation Update

5.1. Plans for the Staff Conference on 24 November 2022, which will focus on transformation, were discussed. This will be held at the MAC, Belfast. It was agreed that it would be beneficial to include external speakers in the programme for the event. Further thought will be given as to who could be invited.

Action: All

5.2. A draft programme for the Staff Conference will be prepared.

Action: Chief Executive

6. Board Matters

6.1. The paper reporting progress with actions from previous Board meetings (paper SLT 02-09/22) was noted.

6.2. The agenda for the September 2022 Board meeting (paper SLT 03-09/22) was noted.

6.3. It was noted that, with the Audit and Risk Committee meeting coinciding with the public holiday for the Queen's funeral on 19 September, it has been rescheduled for 12 October 2022.

6.4. The October Board meeting will be held in Regional Office. A reception for Board members to network with local stakeholders will follow.

Action: Executive Assistant

7. People Matters:

7.1. The HR Metrics, including data on staff's hybrid working patterns, were noted (paper SLT 04-09/22).

7.2. The results of the new quarterly 'pulse' survey (paper SLT 04-09/22) show a staff engagement level of 80%. It was pleasing to note that this is 4% higher than the public sector benchmark. The results will be shared with staff and discussed with Employment Relations Group.

Action: Executive Assistant

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

8.1. The Business Plan Performance Report for the period ending 31 August 2022 (paper SLT 06-09/22) was noted, with all objectives still on track for completion in 2022-23.

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

9.1. The current financial position, which is captured in Management Accounts for the period ended 31 August 2022 (paper SLT 07-09/22), was noted.

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

10.1. The updated Risk Register was reviewed in detail (paper SLT 08-09/22).

10.2. The uncertainty regarding the future provision of IT services has been escalated to an extreme risk. The Agency is liaising closely with the Department of Finance's Construction and Procurement Delivery organisation (CPD) to assess options. The Board will be updated on this matter at their next meeting.

Action: Chief Executive/Director of Corporate Service

11. Any Other Business

11.1. It was noted that the SMT meeting scheduled for 28 September 2022 coincides with the Board Strategy Day and is therefore cancelled. With no suitable alternative dates available in September, the next SMT meeting will be on 26 October 2022.

12. Date of Next Meeting

12.1. The next formal SLT meeting will take place on 18 October 2022 at 10.00am

Action: Executive Assistant