

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 15 AUGUST 2023**

Present:

Don Leeson	Chief Executive
Mark McAllister	Director of Employment Relations Services
Patricia Coulter	Employment Relations Manager
Fionn Davey	NIPSA Branch 180 Chair
Diane Edgington	Employment Relations Manager
Oliver Murray	Executive Assistant

Apologies: Paul Lowe Director of Corporate Services

Declarations of Interest: no conflicts of interest were declared.

1. Minutes from the Senior Leadership Team Meeting held on 20 June 2023

1.1. The minutes of the meeting (SLT 01-08/23) 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. All matters arising were dealt with under the relevant agenda items.

3. Chief Executive's Update

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

3.2. The current position in respect of Board appointments was noted. The Agency's new Boardroom Apprentice is Virginia Aldana. An induction briefing with the SLT for new Board members and the Boardroom Apprentice are being arranged.

Action: Chief Executive

3.3. Plans for filling the now vacant Communications Manager (Maternity Cover) post, and supporting the new Communications Student Placement, were discussed.

3.4. It was agreed that Microsoft 365 training should be provided for staff.

Action: Director of Corporate Services

- 3.5. The success of Belfast Pride panel event on Respectful Conversations in the Workplace was noted. On the back of this, plans are being put in place to follow this up with similar event to mark the International Day of Disabled Persons in December.

Action: Chief Executive

- 3.6. An update was given on the Agency's plans to co-host a webinar on hybrid working with CIPD NI on 16 October 2023.

- 3.7. Feedback on emerging findings from the Business Consultancy Services' review of the Agency was noted. The final report will be presented at the Board Strategy Day (date to be rescheduled once new Board members are in place).

Action: Chief Executive

4. Directors' Updates

- 4.1. The Director of Employment Relations Services provided an update on a range of current activities, which were noted.

5. Transformation Update

- 5.1. The Transformation Manager provided an update on initial discussions with Employment Relations Managers regarding co-design of new working arrangements.

- 5.2. The next step is to develop a Project Initiation Document for agreement with the SLT.

Action: Transformation Manager

- 5.3. The relevance of the Cabinet Office's guidance on the '7 Lenses of Transformation' was discussed. This will be shared with the Transformation Manager.

Action: Chief Executive

6. Board Matters

- 6.1. The progress of actions from previous Board meetings (paper SLT 02-08/23) was noted.

- 6.2. The agenda for the forthcoming Board meeting on 23 August 2023 (paper SLT 03-08/23) was noted. The main focus is the Trade Union Side's annual discussion with the Board on the current employment relations climate within the Agency.

7. People Matters

- 7.1. In the Director of Corporate Services absence, the Chief Executive presented the HR metrics report (paper SLT 04-08/23), which was noted.
- 7.2. Recruitment plans were noted, with the immediate priority being the new apprenticeship programme, followed by Executive Officers.
- 7.3. Plans for Sexual Harassment in the Workplace training was noted, with three workshops scheduled. All staff are strongly encouraged to attend.

8. Business Plan Report

- 8.1. The Director of Employment Relations presented the Business Plan Performance Report for the period ending 31 July 2023 (paper SLT 05-08/23), which was noted.

9. Finance Matters – update on the budget position for 2023-24

- 9.1. The Chief Executive presented the Management Accounts for the period ending 31 July (paper SLT 06-08/23), which were noted.

10. Corporate Risk Register - Risk Register for 2023-24

- 10.1. The Chief Executive presented the Corporate Risk Register for August 2023 (paper SLT 07-08/23), which was noted.

Action: Chief Executive

11. Any Other Business

- 11.1. It was noted that Queen's University Belfast are providing pro-bono business consultancy support through their students, which could be used to assist with projects such as transformation. While welcome, it was agreed that the Agency does not have the capacity at the moment to provide effective supervision.
- 11.2. Work with Sisters IN mentoring programme is continuing this year and colleagues have been encouraged to provide mentoring support.

12. Date of Next Meeting

- 12.1. The next formal SLT meeting will take place on 19 September 2023 at 10.00am

Action: Executive Assistant