

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 19 SEPTEMBER 2023**

Present:

Don Leeson	Chief Executive
Mark McAllister	Director of Employment Relations Services
Patricia Coulter	Knowledge Manager
Fionn Davey	NIPSA Branch 180 Chair
Diane Edgington	Transformation 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 15 August 2023

1.1. The minutes of the meeting (SLT 01-09/23) 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. Microsoft 365 training is awaited, pending other priorities being worked through by the new IS managed services provider.

2.2. Plans for a panel event to mark the International Day of Disabled Persons, in partnership with Cedar foundation, were noted. The event is scheduled for 4 December 2023 in James House, subject to the outcome of an accessibility audit.

Action: Executive Assistant

3. Chief Executive's Update

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

3.2. An update was given on Board appointments. Induction events are being planned. These include meetings with the SLT, the Chair, and Board 'buddies'. The first Board meeting involving the new members will be 6 October, with Board Strategy Day to follow on 25 October 2023.

- 3.3. Plans to merge Engagement Forum and Roundtable, with new terms of reference, will be discussed with DfE on 9 October 2023.
- 3.4. The recent Workplace Sexual Harassment training for staff was discussed, with a majority of staff having participated. Feedback from participants is to be evaluated.
- 3.5. The appointment of the Agency's new internal auditor service provider was noted.

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 Project Manager provided an update on the programme.
- 5.2. It was agreed to schedule a 'Town Hall' meeting to brief colleagues on progress to date.

Action: Chief Executive

6. Board Matters

- 6.1. Progress in implementing Board action points (paper SLT 02-09/23) was noted.
- 6.2. The agenda for the forthcoming Board meeting on 6 October 2023 was noted (paper SLT 03-09/23).

7. People Matters

- 7.1. The Chief Executive presented the HR metrics report (paper SLT 04-09/23), which was noted.
- 7.2. The appointment of new staff and future recruitment priorities were noted.
- 7.3. Interim communication arrangements, pending filling of the recently vacated Communications Manager (Maternity Cover) post, were noted.

8. Business Plan Performance Report for the period ending 31 August 2023

8.1. The Director of Employment Relations Services presented the Business Plan Performance Report for the period ending 31 August 2023 (paper SLT 05-09/23), which was noted.

9. Finance Matters – Management Accounts for the period ending 31 August 2023

9.1. The Chief Executive presented the Management Accounts for the period ending 31 August (paper SLT 06-09/23), which were noted.

10. Corporate Risk Register for 2022-23 (as at September 2023)

10.1. The Chief Executive presented the updated Corporate Risk Register (paper SLT 07-09/23), which was noted.

10.2. The Risk Register includes two new risks relating to the Regional Office's future accommodation and data security.

11. Any Other Business

11.1. Arrangements in respect of strike action by NIPSA members within the Agency, planned for 22 September 2023, were noted.

11.2. It was agreed that the agenda for the Senior Management Team meeting on 27 September 2023 should focus primarily on transformation issues.

Action: Chief Executive

12. Date of Next Meeting

12.1. The next formal SLT meeting will take place on 17 October 2023 at 14.00.

Action: Executive Assistant