

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 21 NOVEMBER 2023**

Present:

Don Leeson	Chief Executive
Mark McAllister	Director of Employment Relations Services
Anne Dorbie	Interim Director of Corporate Services
Oliver Murray	Executive Assistant
Martin Woods	Employment Relations Manager
Avril Alexander	Employment Relations Manager

Apologies:

Paul Lowe	Director of Corporate Services
Fionn Davey	NIPSA Branch 180 Chair

Declarations of Interest: no conflicts of interest were declared.

The team welcomed Anne Dorbie, who will be taking over from Paul Lowe on a temporary basis. Avril Alexander and Martin Woods were also welcomed to their first SLT meeting as representatives from SMT.

1. Minutes from the Senior Leadership Team meeting held on 17 October 2023

- 1.1. The minutes of the meeting held on 17 October 2023 (SLT 01-11/23) 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. An in-depth discussion was held regarding current situation with Holiday Pay cases and plans for moving forward.

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 regarding future funding and potential risks.
- 3.3. Plans for employing Morrow Communications for PR campaign and media engagement strategy noted.
- 3.4. Current recruitment plans regarding ERO posts were noted.

- 3.5. Invitation to host conference on Flexible Working noted in partnership with DfE was noted.
- 3.6. An update was given on the New Engagement Forum. With new Terms of reference having been agreed, an inaugural meeting is to be held in January 2024 along with meeting with Head of Civil Service.
- 3.7. It was noted that the Agency has been nominated for an EDI award at this year's Business Eye Awards, which will be held in ICC Belfast on 30 November.
- 3.8. Upcoming meeting with DfE for 10X delivery plan noted.

4. Directors' Updates

- 4.1. The Directors provided a verbal exception report on a range of current activities, which were noted.
- 4.2. The Director of Employment Relations noted ongoing work with North Western Regional College.
- 4.3. An update was given regarding the launch of Independent Health and Care partnership.
- 4.4. Strategic direction for mediation work to be discussed with Board tomorrow.
- 4.5. The 'employee representative' pilot programme was delivered virtually on 5 and 12 October 2023 with 10 new employee representatives participating. Overall, the programme was well received with positive feedback provided by attendees.
- 4.6. The Interim Director of Corporate Services gave an update on staffing issues, with the IT Manager retiring at end of month, an IT Project Manager has been appointed.
- 4.7. A recruitment update was given regarding EOII positions.

5. Transformation Update

- 5.1. An in-depth discussion on the Transformation Programme and co-design was held.

6. Board Matters

- 6.1. Ongoing dilapidations work for Gordon Street premises noted.
- 6.2. BCS Review report of the Agency will go to December Board meeting. Staff will be pleased to read this, as it is largely positive of their efforts.
- 6.3. Board to be briefed on Independent Appeal working group.

7. People Matters

- 7.1. The Director of Corporate Services' absence, the Chief Executive gave a verbal HR report.
- 7.2. A discussion was held regarding long term absence, hybrid working and part-time working patterns.
- 7.3. Additional staffing noted, as a number of agency workers have been hired to fill in for absent staff on interim basis.

8. Business Plan Report

- 8.1. The Director of Employment Relations, presented a verbal exception update on the Business Plan Performance Report for the period ending 31 October 2023, which was noted.

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

- 9.1. The Interim Director of Corporate Services gave a verbal exception update on the Management Accounts for the Period Ended 31 October, which was noted.

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

- 10.1. The Chief Executive gave a verbal exception update on the Corporate Risk Register for the Period Ended 31 October, which was noted.
- 10.2. New holiday pay, Regional Office accommodation and data breach risks were discussed.

11. Any Other Business

11.1. It was noted that Avril Alexander is meeting with Department regarding Domestic Abuse work.

11.2. Next SMT meeting will be held on 28 November. Co-Design process will be a prominent agenda item.

12. Date of Next Meeting

12.1. The next Formal SLT meeting will take place on **19 December 2023** at 14.00pm.

Action: Executive Assistant