

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD  
AT 10.00am ON 20 JUNE 2023**

**Present:**

Don Leeson	Chief Executive
Mark McAllister	Director of Employment Relations Services
Paul Lowe	Director of Corporate Services
Fionn Davey	NIPSA Branch 180 Chair
Diane Edgington	Transformation Manager
Oliver Murray	Executive Assistant

**Apologies:** Patricia Coulter Knowledge Manager

**Declarations of Interest:** no conflicts of interest were declared.

**1. Minutes from the Senior Leadership Team meeting held on 16 May 2023**

- 1.1. Item 2.2 of the minutes of the meeting (paper SLT 01-06/23) held on 16 May 2023 was noted Gibson Hospitality “register” rather than “policy”.
- 1.2. The revised minutes of the meeting 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 update was given on plans for future podcast plans.

**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 the name change, this will feed into next Board meeting.
- 3.3. An update was given on Board appointment matters, with August Board meeting likely being the earliest possible meeting for new Board members.
- 3.4. Engagement Forum meeting will take place 28 June to brief business leaders and trade unions on government arrangements...
- 3.5. An update was given regarding the Agency’s participation in this summer’s Pride festivities. A panel discussion is planned for the week of Pride, with

conversation focusing on the Agency's recent "Respectful Conversations in the Workplace" document, applied specifically LGBT community.

- 3.6. A meeting was held with Melted Parents group, with plans for potential collaboration discussed.
- 3.7. A Town Hall meeting with all staff is planned for 12.15 on 29 June regarding Transformation matters. This will take place remotely on Microsoft Teams.

**Action: Chief Executive**

#### **4. Directors' Updates**

- 4.1. The Directors provided updates on a range of current activities, which were noted.
- 4.2. A review of the CRMS system is progressing. A meeting between Ceox and Senior Management is taking place tomorrow.
- 4.3. Partnership Agreements to be discussed with Laurence Rogers later today.
- 4.4. Review of hybrid working currently taking place.
- 4.5. A new HR system is currently being considered, as the current 'Hallmark' system is outdated.
- 4.6. An update was given on Communication matters regarding upcoming reports and publications.
- 4.7. An IT update was given – with cybersecurity penetration testing planned for mid-July. Contingency plans were also noted for CDW contract ending.

**Action: Director of Corporate Services**

- 4.8. An update was given on a range of industrial dispute related matters.
- 4.9. An update was given on judicial mediation matters.
- 4.10. Independent Appeals governance framework discussed.

**Action: Director of Employment Relations Services**

#### **5. Transformation Update**

- 5.1. The current recruitment exercise for ERM positions was noted.

5.2. A detailed discussion was held on the Co-Design process, which will take precedence going forward.

5.3. An in-depth discussion was held regarding the flexible working policy.

## **6. People Matters**

6.1. The Director of Corporate Services presented the HR metrics report (*paper SLT 02-06/23*), which was noted.

6.2. Staff absence figures noted from the report. Absence management policy discussed.

6.3. Report on hybrid working figures noted.

6.4. Age profile stats were noted in regard to succession planning.

6.5. Matters relating to future exhibitions and Agency merchandise were discussed.

## **7. Business Plan Report**

7.1. The Director of Employment Relations presented the Business Plan Performance Report for the period ending 31 May 2023 (*paper SLT 03-06/23*), which was noted.

7.2. A discussion was held relating to matters contained in report.

7.3. A discussion was held on future plans on Agency's 'Violence Against Women and Girls' strategy.

## **8. Finance Matters – update on the budget position for 2023-24**

8.1. A discussion was held on the budgetary matters and concerns for 2023-24 year.

## **9. Corporate Risk Register – preparing the Risk Register for 2023-24**

9.1. A risk management session with Joy Allen which took place last month among Board/SMT members noted.

9.2. New risks on Register relating to Transformation programme and Provision of Information noted.

9.3. Risks coming off the register include Accommodation and Hybrid Working.  
**Action: Chief Executive**

**10. Any Other Business**

10.1. No other business was noted.

**11. Date of Next Meeting**

11.1. The next formal SLT meeting will take place on 15 August 2023 at  
10.00am

**Action: Executive Assistant**