

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 16 JANUARY 2024**

Present:

Don Leeson	Chief Executive
Anne Dorbie	Interim Director of Corporate Services
Mark McAllister	Director of Employment Relations Service
Avril Alexander	Employment Relations Manager
Fionn Davey	NIPSA Branch 180 Chair
Martin Woods	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 16 December 2023

- 1.1. The minutes of the meeting held on 16 December 2023 (SLT 01-01/24) were agreed as an accurate record of the meeting for publication on the Agency's website.

Action: Executive Assistant

2. Actions arising from the minutes of the last meeting

- 2.1. Following a meeting with Equality Commission to discuss joint working, a Memorandum of Understanding (MoU) is being developed between the Agency and the Commission. The Commission's Chief Executive has agreed to prepare an initial draft. It is anticipated that the MoU will be signed at a joint Agency Board/Commission meeting, which will be scheduled to take place in the autumn.

3. Chief Executive's Update

- 3.1. The Chief Executive provided a verbal update on a range of current issues and priorities.
- 3.2. The SLT congratulated Oliver Murray on his permanent appointment as the Executive Assistant, following a recent recruitment exercise.
- 3.3. An update was given on plans for the forthcoming flexible working conference, which is being organised in partnership with DfE and Timely Careers, and aims to attract an audience of around 100 employers and key stakeholders.

- 3.4. An update was given regarding holiday pay conciliation. Resourcing plans, as outlined in the emerging business case, were discussed in detail.
- 3.5. An update was given regarding the planned review of the Senior Leadership Team. This is expected to be take place in March 2024. Terms of Reference for the review are being prepared.

Action: Chief Executive

4. Directors' Updates

- 4.1. The Directors provided updates on a range of current activities, which were noted.
- 4.2. The Interim Director of Corporate Services gave an update on the bulk upload function and plans to review the functionality of the web portal.
- 4.3. Plans for replacing a number of obsolete staff laptops were noted; business case approval from DfE is required.

Action: Director of Corporate Services

- 4.4. The Director of Employment Relations expressed appreciation for the work of the Business Support Team is processing a very large number of Early Conciliation notifications received shortly before the Christmas holiday period.
- 4.5. Arrangements for public sector strike action involving Agency staff on 18 January 2024 were noted.

5. Transformation Update

- 5.1. It was noted that a formal update regarding the Transformation Project will be presented in the March 2024 Board meeting.

6. Board Matters

- 6.1. The action points from previous Board meetings (paper SLT 02-01/24), and the agenda for the next Board meeting (24 January 2024) (paper SLT 03-01/24), were noted. The Holiday Pay Conciliation Project Manager will attend the Board to discuss the resourcing business case.

- 6.2. An update was given on preparations for a recruitment process for the appointment of new arbitrators. The Agency has been considering the applicability of the approach taken by the Workplace Relations Commission in its appointment of adjudicators.

7. People Matters

- 7.1. The Interim Director of Corporate Services gave presented the HR metrics report (paper SLT 04-01/24), which was noted.
- 7.2. An update was given on the outcome of the recent recruitment exercises for permanent EOII posts.
- 7.3. Plans for staff training days were discussed. The requirement for Microsoft Office 365 training for all staff was noted.

Action: Director of Corporate Services

8. Business Plan Performance Report

- 8.1. The Director of Employment Services, presented the Business Plan Performance Report for the period ending 31 December 2023 (paper SLT 05-01/24), which was noted.
- 8.2. Customer Service Excellence working group has been convened to prepare for the forthcoming assessment.

9. Finance Matters

- 9.1. The Interim Director of Corporate Services, presented the Management Accounts for the period ending 31 December 2023 (paper SLT 06-01/24), which was noted.
- 9.2. Dilapidations work for the former Head Office premises on Gordon Street are due to be paid by the end of January 2024.

10. Corporate Risk Register for January 2024

- 10.1. The Chief Executive gave a verbal exception update on the Corporate Risk Register, which was noted.
- 10.2. A discussion was held regarding the substantial risks associated with holiday pay conciliation.

11. Any Other Business

11.1. Arrangements for the forthcoming Senior Management Tea meeting were noted.

12. Date of Next Meeting

12.1. The next formal SLT meeting will take place on **20 February 2024** at 10.00am.

Action: Executive Assistant