

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

**Present:**

|                 |                                          |
|-----------------|------------------------------------------|
| Don Leeson      | Chief Executive                          |
| Anne Dorbie     | Interim Director of Corporate Services   |
| Mark McAllister | Director of Employment Relations Service |
| Paul Lowe       | Director of Corporate Services           |
| Oliver Murray   | Executive Assistant                      |
| Fionn Davey     | NIPSA Branch 180 Chair                   |

**Apologies:**

|                   |                              |
|-------------------|------------------------------|
| Kalvin Jones      | Employment Relations Manager |
| Claire Kilpatrick | Employment Relations Manager |

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

**1. Minutes from the Senior Leadership Team meeting held on 13 February 2024**

1.1. The minutes of the meeting held on 13 February 2024 (SLT 01-04/24) 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 action points were addressed under the relevant agenda item.

**3. Chief Executive's Update**

3.1. The Chief Executive provided a verbal update on a range of current issues and priorities. These included the forthcoming Engagement Forum meeting, development of the Good Employment Charter, holiday pay conciliation contingency planning, the SLT Review, arrangements for the forthcoming Oversight and Liaison meeting with DfE, arrangements for appraisals and the staff pay award.

3.2. It was noted that the Agency is now formally accredited as a 'living wage' employee. A joint event with Living Wage NI is being planned for June 2024.

**4. Directors' Updates**

4.1. The Directors provided verbal updates on a range of current activities, which were noted.

## 5. Transformation Update

- 5.1. A discussion was held regarding concerns raised by one team regarding transformation plans.
- 5.2. It was noted that a staff working group has been established to support the co-design process.
- 5.3. The plans for the staff conference were discussed.

## 6. Board Matters

- 6.1. With no Board meeting scheduled for April, plans for the Finance and Personnel Committee meeting, which is scheduled for 7 May 2024, were discussed.
- 6.2. The next Board meeting will be on 29 May 2024 in Derry/Londonderry, with the venue to be confirmed.

**Action: Chief Executive**

## 7. People Matters

- 7.1. The Interim Director of Corporate Services gave a verbal update on People Matters, which were noted. The HR Metrics report will follow.

**Action: Interim Director of Corporate Services**

- 7.2. A draft revised hybrid working policy will be sent out shortly. Further plans to discuss future of hybrid working were noted - a follow-up meeting will be held to discuss this in detail.

**Action: Interim Director of Corporate Services/Executive Assistant**

- 7.3. A verbal update was given on the recent Employment Relations Group meeting, which discussed various staff survey reports.

## 8. Business Plan Performance Report

- 8.1. The Business Plan Performance Report for the period ending 31 March 2024 (paper SLT 03-04/24) was noted.

**9. Finance Matters – expenditure plans to March 2025**

9.1. The Interim Director of Corporate Services gave a verbal update outlining the financial strategy of the Agency for the year ahead.

9.2. Plans for the audit of the Annual Report and Accounts for 2023-24 in early May were discussed.

**10. Corporate Risk Register – Risk Workshop arrangements**

10.1. The Chief Executive gave an update on plans for the annual externally facilitated Risk Workshop to inform development of the Agency's Corporate Risk Register for 2024-25. All Board and Senior Management Team members will be invited.

**Action: Executive Assistant**

**11. Any Other Business**

11.1. No other business was noted.

**11.2. Any Other Business**

11.3. The next formal SLT meeting will take place on **21 May 2024** at 10.00am

**Action: Executive Assistant**