

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM
HELD AT 10.00am ON 20 August 2024**

Present:

Mark McAllister	Director of Employment Relations Service
Paul Lowe	Director of Programme Delivery
Oliver Murray	Executive Assistant
Kalvin Jones	Employment Relations Manager
Keelin Kelly	Communications Manager
Anne Dorbie	Interim Director of Corporate Services
Simon Halliday	Project Officer (For item 3)

Apologies:

Don Leeson	Chief Executive
Fionn Davey	NIPSA Branch 180 Chair

Declarations of Interest: No conflicts of interest were declared.

1. Minutes from the Senior Leadership Team meeting held on 20 August 2024

1.1. The minutes of the meeting held on 20 August 2024 (SLT 01-08/24) are attached for approval and to be agreed for publication on the Agency's website.

Action: Executive Assistant

2. Actions arising from the minutes of the last meeting.

2.1. None.

3. HR System Presentation

3.1. Simon Halliday presented an overview of the new HR software, HealthBox. A detailed discussion was held on the improvements this will bring and explaining how to navigate the new system. Some decisions on the rules regarding time attendance and rotas will be brought back to the Committee.

4. Chief Executive's Update via DERS

4.1. The Chief Executive thanked all those involved in the development of the "Impact of Race Riots" webinar so quickly in the wake of recent riots. Further plans to promote materials such as the 'Race at work charter', multicultural network, and work that the Agency has developed on race-related matters were discussed.

4.2. Plans for the Belfast Mela were noted and who would be attending.

4.3. The SMT Strategy Away Day to discuss matters of strategy and KPI consolidation in Malone House was reviewed. A similar Strategy Day to build on

this work with the Board will take place in September.

- 4.4. The Flexible Working Campaign update was given, and it was noted that the Agency received good coverage in a number of publications regarding the “Four Day Working Week”. Plans for future media campaigns were discussed. These will be developed by the Communications Manager and conveyed to the CEO and SLT.

Action: Communications Manager

- 4.5. The Mediation event in Magee College next month was highlighted, with invitations to be sent out later this week. Future plans for mediation strategy were noted, with the strategy to be tabled to the Board in September.

Action: Executive Assistant and Chief Executive

- 4.6. The Business Eye awards will take place in October and the Agency are sponsoring the Employer of the Year award.

- 4.7. A Male Allyship event is being held on 19 September, with an all-female panel staff and all-male audience. This will focus on what men can do to prevent women experiencing sexual harassment in the workplace.

- 4.8. IIP report – it was noted that the Agency retained Gold status. An IIP action plan will be prepared for the September Board meeting.

Action: DCS

- 4.9. BST Review – it was noted from the ERG meeting that some morale issues exist due to a perceived impact on the team by being 2 staff down on long term sick although Agency staff have plugged the gap.

5. Directors' Updates

- 5.1. The Directors provided updates on a range of current activities, which were noted.

- 5.2. Calvin Jones was personally thanked for his involvement in a recent complex collective.

- 5.3. Independent Appeal Panel Chairs recruitment process is due to conclude in September.

- 5.4. The **Director of Programme Delivery** gave an update on the ongoing CMRS upgrade.

- 5.5. SLT review – it was noted that there was a broad consensus for the new structure – Thanks were given to Trade Union Side for quick turnaround reviewing this.

6. Transformation Update

- 6.1. The **Director of Programme Delivery** gave an update on the transformation programme was noted, including focus group discussions facilitated by AKU and plans for co-design workshops.
- 6.2. All staff have received written confirmation of their positions within the new structure.
- 6.3. Plans for the staff conference being held on 11 September were noted.

7. Board Matters

- 7.1. The **Chief Executive** presented the arrangements for the August 2024 Board meeting (paper SLT 02-09/24), which was noted.
- 7.2. It was noted that the next Board meeting will be held in Derry/Londonderry on 28 August 2024 and followed by a reception for local stakeholders.

8. People Matters

- 8.1. The **Interim Director of Corporate Services** gave a verbal update on the HR Metrics (paper SLT 03-09/24), which was noted.

9. Business Plan Performance Report

- 9.1. A verbal exception report was given on the Business Plan Performance Report for the period ending 31 July 2024 (paper SLT 04-09/24), which was noted.

10. Finance Matters

- 10.1. The **DCS** gave a verbal update on the Agency's current budget position.

11. Corporate Risk Register

- 11.1. The Agency's Corporate Risk Register as at August 2024 was noted.

12. Any Other Business

12.1. No other business was noted.

13. Date of Next Meeting

13.1. The next formal SLT meeting will be on 17 September 2024 at 10.00am.

Action: Executive Assistant