

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 11.00am ON 17 JANUARY 2023**

Present:

Mark McAllister	Acting Chief Executive
Paul Lowe	Director of Corporate Services
Oliver Murray	Executive Assistant
Fionn Davey	NIPSA Branch 180 Chair
Keelin Kelly	Employment Relations Manager
Kellie Cooke	Employment Relations Manager

Apologies: Don Leeson Chief Executive

This was a hybrid meeting with participants attending in person and by videoconference.

Declarations of Interest: no conflicts of interest were declared.

1. Minutes from the Senior Leadership Team meeting held on 6 December 2022

- 1.1. The minutes of the meeting (paper SLT 01-01/23) held on 6 December 2022 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. A discussion was held regarding hybrid working regarding within working patterns, with some staff keeping office working to a minimum. Pilot will be reviewed in May/June of this year where the future of the scheme discussed.
- 2.2. Period prior to Christmas had significant absence due to sickness and annual leave booked, which had left staff feeling stretched thin. Confluence of circumstance, but sickness still a major factor.

3. Chief Executive's Update

- 3.1. The Chief Executive provided an update on a range of current issues and priorities;
- 3.2. Paper prepared for Board – to be fleshed out by Dir. Corp Serv. Met with _ regarding 10X strategy – inclusion, innovation, sustainability of high importance for integration with future proposals.

3.3. Meeting held with Scott Alexander & Alison Millar regarding February conference. Everything on schedule so far. Update expected soon on work that LIBRA will be carrying out.

3.4. EDI Strategy document currently in progress.

Action: Chief Executive

4. Directors' Updates

4.1. The Directors provided updates on current activities, which were noted.

Action: Chief Executive

4.2. Plan for upcoming months: Jan-March crucial in terms of corporate issues – ie budget, business plan, risk register with ARAC. April/May – Annual Reporting. Finances: Projections for YE, underspend expected.

4.3. Conversation had with dept re: budget.

4.4. Overtime to be offered, will also tackle BST backlog. Discussion held on handling backlog also raised. HR – addtl resources.

4.5. Audit – procurement audit, record-keeping for business cases, focus on this. Audit on ICT controls in coming weeks.

4.6. Accommodation – project board to be convened in coming weeks. Gordon Street to also be cleared out before lease end. Possibility of overtime for this. Premises forum for James House to take place next month for accom. Issues.

4.7. Health & Safety issues to also be prioritised in coming months, fire drills, risk assessments to be brought up.

Action: Director of Corporate Services

5. Transformation Update

5.1. A body of work to be done on coaching – Patricia developing model currently, with work alongside HR. A discussion was held on co-design process in relation to hybrid working and transformation.

Action: Director of Employment Relations Services

6. Board Matters

- 6.1. Deadline for having Board papers completed is this Thursday, with Board meeting taking place next Thursday.

Action: Chief Executive

7. Judicial Mediation

- 7.1. The Chief Executive gave a verbal update on judicial mediation matters, with Maxine Orr scheduled to attend this month's Board meeting.

8. Research Papers

- 8.1. An update was given on the Cost of Conflict research paper, which is currently in final draft stage and will be presented as part of the February conference.

9. February Conference

- 9.1. The details for the pre-conference meeting on 6th February were discussed.
- 9.2. Oliver Murray will take over from Keelin Kelly as she leaves on maternity.

10. People Matters

- 10.1. The Business Plan Performance Report for the period ending 31 December 2022 (paper SLT 03-01/22) was noted, with all objectives still being on track.
- 10.2. The latest figures show that 102 days were lost due to long-term sick. Annual Leave instructions sent out to managers, with aim to minimise access requests.

11. Business Plan Performance Report for the period ending 31 December 2022

- 11.1. The Business Plan Performance Report for the period ending 31 December 2022 (paper SLT 03-01/22) was noted, with all objectives still being on track.

12. Finance Matters – Management Accounts for the period ending 31 December 2022

12.1. The Director of Corporate Services reported on the current financial position, which is captured in Management Accounts for the period ended 31 December 2022 (paper SLT 04-12/22).

13. Corporate Risk Register – Corporate Risk Register for 2022-23 (as at January 2023)

13.1. The updated Risk Register was reviewed in detail (paper SLT 05-12/22).

13.2. Tends to be evolving document with movement on issues such as accommodation, which is now less of an issue now that James House move complete.

13.3. Return of Don noted, which will free up some time for others in SLT.

Action: Chief Executive/Director of Corporate Services

14. Any Other Business

14.1. Due to be bad weather, some upcoming meetings such as DERS ERM will have to be rescheduled for hybrid.

Action: Chief Executive/Executive Assistant

15. Date of Next Meeting

15.1. The next formal SLT meeting will take place on 14 February 2023 at 10.00am

Action: Executive Assistant