

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 18 APRIL 2023**

Present:	Mark McAllister	Director of Employment Relations Services
	Paul Lowe	Director of Corporate Services
	Oliver Murray	Executive Assistant
	Fionn Davey	NIPSA Branch 180 Chair
	Claire Webb	Employment Relations Manager
	Don Leeson	Chief Executive
	Patrick Quigley	Employment Relations Manager

Apologies: None

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 21 March 2023

- 1.1. The minutes of the meeting (paper SLT 01-04/23) held on 21 March 2023 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. None

3. Chief Executive's Update

- 3.1. The Chief Executive provided an update on a range of current issues and priorities;
- 3.2. A discussion took place on strike action expected next week, among workers and agency staff. Building will close on Wednesday 26th, with services continuing as normal on a work from home basis (pending staffing resources). Communication will be made to staff during the week.
- 3.3. Upcoming events featuring Agency involvement were noted.
- 3.4. Media from the Employment Relations Conference to be published shortly on the Agency's website.

- 3.5. EDI strategy to be published tomorrow. Diversity Council meeting for first time this week.
- 3.6. An update was given on work with Arts Ektra, which will be an opportunity to promote Agency's diversity outreach at Belfast Mela in August.
- 3.7. Agency's participation in Pride celebrations this summer was noted, with events taking place 29 July and end of August in Belfast and Derry respectively.
- 3.8. No further news on Board member appointments at present.
- 3.9. An update on Accommodation matters was given.

Action: Chief Executive

4. Directors' Updates

- 4.1. The Directors provided updates on a range of current activities, which were noted.
- 4.2. An update was given on Finance & Personnel May meeting, with papers to be sent out on Tuesday.
- 4.3. A review of the CRMS system is currently underway.
- 4.4. A discussion was held on the risk of covid being spread again.
- 4.5. Gifts and Hospitality policy to be amended prior to new Board member appointments.

Action: Director of Corporate Services
- 4.6. An update was given on the current call volume that the Workplace Information Service is experiencing.
- 4.7. Thanks were given to staff providing stats which will inform annual reports.
- 4.8. Respectful conversations podcast well received, to be uploaded shortly. Plans for future podcast were also noted.
- 4.9. Collectives update given. Noted that year has been incredibly busy from operational standpoint.

4.10. An in-depth discussion was held on the current situation with the Agnew decision and how this affects workload at present.

Action: Director of Employment Relations Services

5. Transformation Update

5.1. Nothing further to update since last SMT and Town Hall meetings.

6. Board Matters

6.1. New Board member appointments have not yet been confirmed. Induction arrangements will be finalised once appointments are confirmed.

7. People Matters

7.1. Absence figures discussed, with overall improvements in March, but off-target for year.

7.2. A discussion on latest hybrid working figures took place.

7.3. Training figures for the year total were noted.

7.4. Staff appraisal meetings to be organised shortly. Template ready to be signed off and sent out.

7.5. An in-depth discussion took place on future plans for the hybrid working policy based on the pilot so far. Evaluation of the policy to take place in June 2023; process for evaluation also discussed.

8. Business Plan Performance Report for the period ending 31 March 2023

8.1. The Business Plan Performance Report for the period ending 31 March 2023 (paper SLT 03-03/23) was noted.

8.2. The draft Business Plan for 2023-24 has been submitted to the Department.

9. Finance Matters – Management Accounts for the period ending 31 March 2023

9.1. No news on the budget position for the Agency yet. Temporary staffing arrangements have been extended, currently up until 31 May 2023.

10. Corporate Risk Register – Corporate Risk Register for 2022-23 (as at April 2023)

10.1. Clarification has been sought from DfE in relation to the status of Board members who were due to stand down at the end of March.

Action: Chief Executive

11. Any Other Business

11.1. The agenda for next week's rescheduled SMT meeting were discussed.

11.2. Decisions on which posts will be filled can be reached once the Agency has confirmation of its budget allocation for 2023-24. The frustration of staff on temporary extensions was acknowledged.

12. Date of Next Meeting

12.1. The next formal SLT meeting will take place on 16 May 2023 at 10.00am

Action: Executive Assistant