

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD  
AT 10.00am ON 19 DECEMBER 2023**

**Present:**

Don Leeson	Chief Executive
Mark McAllister	Director of Employment Relations Service
Oliver Murray	Executive Assistant
Avril Alexander	Employment Relations Manager

**Apologies:**

Paul Lowe	Director of Corporate Services
Fionn Davey	NIPSA Branch 180 Chair
Anne Dorbie	Interim Director of Corporate Services
Martin Woods	Employment Relations Manager

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

The Senior Leadership Team convened for the last meeting of the 2023 calendar year.

**1. Minutes from the Senior Leadership Team meeting held on 21 November 2023**

- 1.1. The minutes of the meeting held on 21 November 2023 (SLT 01-12/23) 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. An in-depth discussion was held regarding current situation with Holiday Pay cases and plans for moving forward.

**3. Chief Executive's Update**

- 3.1. The **Chief Executive** provided a verbal update on a range of current issues and priorities.
- 3.2. An update was given regarding 10X Planning for going forward. A 3-year plan extending until 2027 is currently being drafted. A detailed discussion was held regarding inclusivity.
- 3.3. An update was given regarding inclusive recruitment, with good practice guidance plans noted. A meeting is to be held with Equality Commission regarding low labour market participant rates of disabled people, and the support that can be given to them.

- 3.4. An update was given regarding the planned 'Future Flexible 24' conference on flexible working, which will be held in March 2024, to an audience of 100 from an employer background. This is being planned with the participation of DfE and Timely Careers.
- 3.5. An update was given on the New Engagement Forum. Following new terms of reference having been agreed, an inaugural meeting is to be held in January 2024 along with meeting with Head of Civil Service. An in-depth discussion held regarding plans with the Forum.
- 3.6. Plans for upcoming podcasts on a range of topics were discussed.

#### 4. Directors' Updates

- 4.1. The Directors provided a verbal exception report on a range of current activities, which were noted.
- 4.2. The **Director of Employment Relations** gave a detailed update on current conciliation work and future expectations.
- 4.3. An update was given regarding 3-year review work to date.  
**Action: Executive Assistant**
- 4.4. An update was given regarding the outcome of a recent complaint, which has now been resolved.
- 4.5. Plans for upcoming Independent Appeals recruitment of arbitrators noted.

#### 5. Transformation Update

- 5.1. It was noted that a formal update regarding the Transformation Project will be presented in the March Board meeting.
- 5.2. A discussion was held regarding current training plans in place as well as Coaching training, which is currently being sourced.

#### 6. Board Matters

- 6.1. A discussion was held regarding the 10X Delivery plan and the transfer of industrial court secretarial functions.

## **7. People Matters**

- 7.1. The **Interim Director of Corporate Services** gave a verbal HR report.
- 7.2. It was noted that the recent EOII recruitment exercise has now concluded. ERO recruitment to take place in the early new year.
- 7.3. The outgoing IT Manager is due to retire from the Agency at the end of the month.

## **8. Business Plan - 10X Delivery Plan for 2024-27**

- 8.1. The **Director of Employment Relations**, presented a verbal exception update on the Business Plan Performance Report for the period ending 30 November 2023, which was noted.

## **9. Finance Matters – expenditure plans to March 2024**

- 9.1. The **Chief Executive** gave a verbal exception update on the Management Accounts for the Period Ended 30 November, which was noted.
- 9.2. Current staff absences were noted. The possibility of bringing in additional agency resources was discussed.

## **10. Corporate Risk Register - holiday pay conciliation**

- 10.1. The **Chief Executive** gave a verbal exception update on the Corporate Risk Register for the Period Ended 30 November, which was noted.
- 10.2. A discussion was held regarding the Holiday Pay conciliation cases and the resources that the project will entail. A Business Report to be delivered on Friday.
- 10.3. IT issues regarding plan for the project were noted. This will be discussed at monthly Project Board meetings going forward.

## **11. Any Other Business**

- 11.1. No other business was noted.

## **12. Date of Next Meeting**

12.1. The next formal SLT meeting will take place on 16 January 2024 at 10.00am

**Action: Executive Assistant**