

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 10 MAY 2022**

Present:

Don Leeson	Chief Executive (Chair)
Paul Lowe	Director of Corporate Services
Mark McAllister	Director of Employment Relations Services
Fionn Davey	NIPSA Branch 180 Chair
Pamela Robinson	Executive Assistant (minutes)

Apologies:

Elaine Clarke	Employment Relations Manager (ERM)
Mary O'Brien	Employment Relations Manager (ERM)

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

Elaine Clarke and Mary O'Brien were thanked for their time on the SLT, which has now come to an end.

Declarations of Interest: no conflicts of interest were declared.

1. Minutes from the Senior Leadership Team meeting held on 12 April 2022

1.1 The minutes of the meeting (paper SLT 01-05/22) held on 12 April 2022 were agreed for publication on the Agency's website.

Action: Executive Assistant

2. Actions arising from the previous minutes

2.1 Disability Awareness training for all staff is to be provided following relocation to James House, which scheduled for September 2022 (paragraph 2.2 of the minutes of the last meeting refers).

Action: Chief Executive/Executive Assistant

2.2 It was noted that the business case for the Agency's sponsorship of the 'Employee Voice' category at the CIPD NI awards in October 2022 is in hand (paragraph 11.1 of the minutes of the last meeting refers).

Action: Communications Manager

3. Chief Executive's Update

3.1 The Chief Executive provided an update on a range of issues. An invitation to DfE's Partnership Engagement event on 19 May has resulted in the Board meeting being rescheduled to 23 May 2022.

3.2 The Director of Employment Relations Services agreed to attend a Diversity Matters roundtable discussion on hybrid working, also scheduled for 19 May in place of the Chief Executive.

Action: Director of Employment Relations Services

3.3 The Chief Executive reported on various meetings, including with Queen's University Belfast and Greater Shankill Partnership to discuss partnership working.

3.4 It was noted that that planned discussions in respect of the NI Certification Office providing administrative support to the Industrial Court are on hold pending the appointment of a new Certification Officer.

3.5 Progress in organising Agency participation in Belfast and Foyle Pride events was noted.

3.6 It was noted that the annual International Agencies conference will be held in Washington DC on 12-16 September 2022; the Chair and Chief Executive are hoping to attend. New Zealand may host the 2023 event.

4. Directors' Updates

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

4.2 The Director of Corporate Services provided an update on outstanding development work on the case management system and portal. The IT Manager is content with the changes and user acceptance testing is pending, ahead of formal sign-off.

Action: Director of Corporate Services

5. Transformation Update

5.1 It was noted that the SLT reviewed progress of the transformation programme at a Strategy Day on 26 April 2022.

5.2 It was agreed to arrange a staff conference in November 2022 to discuss recommendations emerging from the process review, before these are finalised. A further Strategy Day will be arranged to plan the conference.

Action: Chief Executive/Executive Assistant

5.3 It was agreed that the primary focus for the next few weeks is bedding-in hybrid working and ensuring a smooth relocation to James House.

6. Board Matters

Actions arising from the Last Board Meeting

6.1 The paper reporting progress with actions from previous Board meetings was noted (paper SLT 02-05/22).

Preparation for the Next Board Meeting

6.2 The agenda for the Board meeting, now scheduled for 23 May 2022, was noted (paper SLT 03-05/22).

6.3 It was noted that this will be the first Board meeting using Decision Time; papers will be uploaded to the meeting management system on 16 May 2022.

7. People Matters

HR Metrics

7.1 The HR Metrics for 2021-22 were noted (paper SLT 04-05/22). It was agreed to schedule a meeting with the Board Mental Health Champion, involving SLT and the HR Team, to review the support provided for staff mental health and wellbeing to ensure the Agency is doing as much as we can in this area.

Action: Director of Corporate Services

People Matters

7.2 Current staffing levels and vacancies, and recruitment plans, were noted.

7.3 It was agreed to aim to complete performance appraisals by the end of June 2022.

7.4 It was noted that no one had yet come forward to represent two teams/areas on the Employment Relations Group. Staff will be encouraged to volunteer in these areas.

Action: Directors

8. Performance

Finalising the Annual Report and Accounts for 2021-22

8.1 It was noted that the Performance and Accountability Reports to the Annual Report and Accounts are being finalised for submission to the May 2022 Board meeting. Thereafter, they will be amalgamated with the Financial Statements for audit.

Action: Chief Executive/Director of Corporate Services

Business Plan for 2022-23

8.2 It was noted that the Minister has now approved the Business Plan for 2022-23.

8.3 The first Performance Report against the Business Plan will be prepared for the June 2022 Board meeting.

Action: SLT

9. Finance Matters

9.1 The draft budget for 2022-23 (paper SLT 04-05/22) was agreed for submission to the Board.

Action: Director of Corporate Services

10. Corporate Risk Register – Draft Risk Register for 2022-23 (paper SLT 06–05/22)

10.1 The draft Corporate Risk Register for 2022-23 was reviewed and approved for submission to the Board (paper SLT 06–05/22).

Action: Director of Corporate Services

11. Any Other Business

11.1 It was agreed that the agenda for the SMT meeting on 18 May 2022 should focus on hybrid working arrangements.

Action: Chief Executive/Executive Assistant

11.2 It was agreed to convene a special SLT meeting to review and finalise the Business Intelligence, Communications, IS, and People Strategies.

Action: Chief Executive/Executive Assistant

11.3 It was noted that Diane Edgington and Linda Olphert will join the SLT from 1 June to 30 September 2023. The suggested rota for the remainder of the year will be finalised and circulated for sign-off.

Action: Chief Executive/Executive Assistant

12. Date of Next Meeting

12.1 The next formal SLT meeting will be on 14 June 2022 at 10.00 am.

Action: Executive Assistant