

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD  
AT 11.00am ON 6 DECEMBER 2022**

**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

**Apologies:**

Kellie Cooke	Employment Relations Manager
Don Leeson	Chief Executive

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

This was the first formal SLT meeting to be held in the Agency's new head office, in James House, Belfast.

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

**1. Minutes from the Senior Leadership Team meeting held on 15 November 2022**

- 1.1. November's Formal SLT Meeting was cancelled due to the sudden ill-health of Chief Executive Don Leeson.

**Action: Executive Assistant**

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

- 2.1. A discussion was held regarding the industrial action which is expected across multiple sectors. Culture of "maxed out" nature of working environment that staff face.
- 2.2. Change to James House in relation to hybrid working policy noted.
- 2.3. Success of November's staff conference in the MAC, Belfast, was noted, with the staff involved thanked.

**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 was held regarding industrial action which is expected across industries, with 'maxed out' nature of staff listed as a notable concern.
- 3.3. The Chief Executive gave an update on the change to James House in regard to hybrid working policy.
- 3.4. An update on the ongoing Productivity Research project from University of Warwick was given.

**Action: Chief Executive**

#### **4. Directors' Updates**

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

**Action: Director of Corporate Services**

#### **5. Transformation Update**

- 5.1. The success of the previous month's Staff Conference was discussed, with staff involved thanked for their contribution. Responses from the staff feedback sessions are currently being compiled, with aims to integrate responses into future policy.

**Action: Director of Employment Relations Services**

#### **6. People Matters:**

- 6.1. HR metrics were noted (paper SLT 02-12/22). Absence figures have been on the rise in September. Special leave will no longer be applicable for covid this year.
- 6.2. Hybrid working and annual leave figures were discussed.
- 6.3. Recruitment is currently underway for permanent staff.

**Action: Chief Executive**

#### **7. Business Plan Performance Report for the period ending 30 November 2022**

- 7.1. The Business Plan Performance Report for the period ending 30 November 2022 (paper SLT 03-12/22) was noted, with all objectives still being on track.

7.2. A discussion was held on EDI targets and underpinning rationale behind choices made.

**8. Finance Matters – Management Accounts for the period ending 30 November 2022**

8.1. The Chief Executive reported on the current financial position, which is captured in Management Accounts for the period ended 30 November 2022 (paper SLT 04-12/22).

**9. Corporate Risk Register – Corporate Risk Register for 2022-23 (as at December 2022)**

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

9.2. CDW have confirmed in writing a contract extension that will last until August 2023. The future transition to IT Assist was also discussed.

9.3. Accommodation risk expected to deescalate now that James House move has been completed.

9.4. Hybrid policy discussed again. Rotas and Management systems from ERMs should be followed to allow 20% minimum attendance.

**Action: Chief Executive/Director of Corporate Services**

**10. Any Other Business**

10.1. Cover over the coming Christmas period is to be organised. A reminder email will be sent.

**Action: Chief Executive/Executive Assistant**

**11. Date of Next Meeting**

11.1. The next formal SLT meeting will take place on 17 January 2023 at 10.00am

**Action: Executive Assistant**