

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 2.00pm ON 18 October 2022**

Present:

Don Leeson	Chief Executive
Mark McAllister	Acting Chief Executive
Paul Lowe	Director of Corporate Services
Oliver Murray	Executive Assistant

Apologies:

Kellie Cooke	Employment Relations Manager
Fionn Davey	NIPSA Branch 180 Chair
Keelin Kelly	Employment Relations Manager

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 20 September 2022

- 1.1. The minutes of the meeting (paper SLT 01-10/22) held on 20 September 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. The ERM rota for participation in the SLT for the rest of the year will be finalised shortly.
- 2.2. Following the success of summer's Pride event, the LGBT ally network met to discuss current arrangements and opportunities for going forward.
- 2.3. The draft Hybrid working plan will be discussed in detail at this November's JNCC meeting.

3. Chief Executive's Update

- 3.1. The Chief Executive provided an update on a range of current issues and priorities;
- 3.2. An update on the stakeholders' reception following October's Board meeting in the Regional Office was noted. Invitations have been issued and the Programme is being sent to Board for 27 October 2022.

- 3.3. An update of the Agency's EDI strategy update is to follow shortly, with a presentation to be made for SMT next week. A discussion was held on the line between neutral impartiality and independent advocacy.
- 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.
- 4.2. **Caroline Samia's** new position as Manager of the Workplace Information Service team was noted.
- 4.3. Success of 'knowledge management' work by **Patricia Coulter** was noted.

Action: Director of Corporate Services

5. Transformation Update

- 5.1. Plans for the upcoming Staff Conference were discussed. This will be held at the MAC, Belfast. The draft programme for the staff conference (paper SLT 02-10/22) was noted.
- 5.2. Plans for a guest speaker were discussed. Elaine Rice, head coach of Netball NI, has been contacted to give a presentation on coaching. This will tie in with the peer coaching theme of the afternoon.

Action: Director of Employment Relations Services

6. Board Matters

- 6.1. The paper reporting progress with actions from previous Board meetings (paper SLT 03-10/22) was noted.
- 6.2. The agenda for the October 2022 Board meeting (paper SLT 04-10/22) was noted.
- 6.3. The October Board meeting is planned to be held in Regional Office. A lunch reception is to be held afterward, which will allow a networking opportunity for stakeholders.

7. People Matters:

- 7.1. HR metrics were noted (paper SLT 05-10/22). Absence figures have been on the rise in September. Special leave will no longer be applicable for covid this year.

Action: Chief Executive

8. Business Plan Performance Report for the period ending 31 September 2022

- 8.1. The Business Plan Performance Report for the period ending 31 August 2022 (paper SLT 06-10/22) was noted, with all objectives still being on track.

9. Finance Matters – Management Accounts for the period ending 31 September 2022

- 9.1. The Chief Executive reported on the current financial position, which is captured in Management Accounts for the period ended 31 September 2022 (paper SLT 07-10/22).

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

- 10.1. The updated Risk Register was reviewed in detail (paper SLT 08-10/22).

- 10.2. Managed IS Services de-escalated from 'Extreme' to 'High'. In much more comfortable situation insurance wise with CDW

Action: Chief Executive/Director of Corporate Service

11. Any Other Business

- 11.1. The SMT meeting scheduled for 26 October 2022 has been cancelled.

Action: Chief Executive/Executive Assistant

12. Date of Next Meeting

- 12.1. The next formal SLT meeting will take place on 15 November 2022 at 10.00am

Action: Executive Assistant