

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 14 FEBRUARY 2023**

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

Apologies: None

This was a hybrid meeting with participants attending in person and by videoconference. This was the first meeting with the Chief Executive returning to the post on a full time capacity. **Mark** and **Paul** were thanked for filling in in his absence. **Claire** and **Patrick** were welcomed to their first meeting.

Declarations of Interest: no conflicts of interest were declared.

1. Minutes from the Senior Leadership Team meeting held on 17 January 2023

- 1.1. The minutes of the meeting (paper SLT 01-01/23) held on 17 January 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. A discussion was held regarding hybrid working regarding within working patterns, with some staff keeping office working to a minimum. Pilot will be reviewed in May/June of this year where the future of the scheme discussed.

3. Chief Executive's Update

- 3.1. The Chief Executive provided an update on a range of current issues and priorities;
- 3.2. Brief update, as focus is on conference next week. Work for conference discussed. A Briefing session for SMT members and Board members will take place next Wednesday in preparation for the conference, which will take place the following day.

3.3. **Claire** was congratulated for work with Women in Business

3.4. An update on the ongoing recruitment exercise for ERM posts was given.

Action: Chief Executive

4. Directors' Updates

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

4.2. An update was given on a range of IT issues which have now been resolved.

4.3. Remaining infrastructure from Gordon Street will be cleared out by tomorrow. Plans for final inspections and removal of all confidential information discussed.

4.4. An update was given on the Customer Service Excellence award. **Paddy Ann** is compiling internal team to work on this.

Action: Director of Corporate Services

4.5. An update was given on the current call volume that the Workplace Information Service is experiencing.

4.6. Early conciliation update given. **Patrick** thanked for work with BST – bulk cases, holiday pay backlog. Issues with training discussed. Plans for reforming training and that training sessions so far have been very well received

4.7. AN update was given on independent appeals, with the backlog discussed.

Action: Director of Employment Relations Services

5. Transformation Update

5.1. A Discussion was held on future of multi-disciplinary teams, as well as concerns regarding pace of change.

5.2. An in-depth report is expected at the March Board meeting. Further clarity on the next year's budget will be available then.

6. Board Matters

6.1. This month's Board meeting will be abridged and focus solely on the February conference.

Action: Chief Executive

7. People Matters

- 7.1. The Business Plan Performance Report for the period ending 31 January 2023 (paper SLT 03-02/23) was noted, with all objectives still being on track.
- 7.2. The latest figures regarding absence and hybrid working were discussed.
- 7.3. It was noted that an HR apprenticeship program is currently being organised.

Action: Director of Corporate Services

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

- 8.1. The Business Plan Performance Report for the period ending 31 January 2023 (paper SLT 03-02/23) was noted, with all objectives still being on track.

Action: Director of Employment Relations Services

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

- 9.1. The Director of Corporate Services reported on the current financial position, which is captured in Management Accounts for the period ended 31 January 2023 (paper SLT 04-02/23).

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

- 10.1. The updated Risk Register was reviewed in detail (paper SLT 05-02/23).
- 10.2. No significant movement has been noted since last month, but IT remains the main risk and point of focus.
- 10.3. An offer has been made to second IT Manager, who is expected to start their post at the beginning of April.

Action: Chief Executive/Director of Corporate Services

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 21 March 2023 at 10.00am
Action: Executive Assistant

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