

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 21 MARCH 2023**

Present:

Mark McAllister	Director of Employment Relations Services
Paul Lowe	Director of Corporate Services
Oliver Murray	Executive Assistant
Fionn Davey	NIPSA Branch 180 Chair
Claire Webb	Employment Relations Manager

Apologies:

Don Leeson	Chief Executive
Patrick Quigley	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 14 February 2023

1.1. The minutes of the meeting (paper SLT 01-03/23) held on 14 February 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. It was noted that the IS Manager who accepted the post, has now rejected the offer. Alternative arrangements to the IT vacancies will now have to be considered.

3. Chief Executive's Update

3.1. In the absence of the Chief Executive, the Director of Corporate services provided an update on a range of current issues and priorities;

3.2. Updates to the budget will be presented at the next Board meeting.

3.3. Information regarding the year's budget will also be presented in a 'Town Hall' Zoom meeting in which all staff are invited.

Action: Director of Corporate Services

4. Directors' Updates

- 4.1. The Directors provided updates on current activities, which were noted.
- 4.2. An update was given on ongoing STA EDT work update, such as toolkit and knowledge nuggets with Hospitality Ulster. Future STA E-learning package noted.
- 4.3. An update was given on holiday pay and Collective Conciliation cases.
- 4.4. A discussion on Accommodation issues took place. Issues with premises to be brought to James House Gateway review.
Action: Director of Employment Relations Services
- 4.5. An update was given on the current call volume that the Workplace Information Service is experiencing.
- 4.6. An update on the year-end financial period was given, with budget forecasting marginal underspend.
- 4.7. An update on Customer Service Excellence was given, with **Paddy Ann Moore** collating significant evidence, with assessment to follow next week. Once this has been completed, OBA for annual report will be conducted.
- 4.8. A discussion on Industrial Action was held. It was noted that recent JNCC meeting useful insight from NIPSA.

Action: Director of Employment Relations Services

5. Transformation Update

- 5.1. A Discussion was held on future of co-design work, which is a focus at present.
- 5.2. A review of CRMS is unable to move ahead at present. An update on future of CRMS was given.

6. People Matters

- 6.1. The Business Plan Performance Report for the period ending 28 February 2023 (paper SLT 02-03/23) was noted, with all objectives still being on track.
- 6.2. The latest figures regarding absence and hybrid working were discussed.
- 6.3. It was noted that an HR apprenticeship program is currently being organised.

- 6.4. An update was given on hybrid working, with a healthy number of people spending required time in office. An in-depth discussion held on the current policy.
- 6.5. An update on the demographics of staff in the Agency was noted, with future preparation and succession planning in mind. Figures showed a large amount in the 60+ bracket, with small amount of young people working in the Agency. A discussion was held regarding EDI and Agency as a brand being able to combat this.

Action: Director of Corporate Services

7. Business Plan Performance Report for the period ending 28 February 2023

- 7.1. The Business Plan Performance Report for the period ending 28 February 2023 (paper SLT 03-03/23) was noted, with all objectives still being on track.

Action: Director of Employment Relations Services

8. Finance Matters – Management Accounts for the period ending 28 February 2023

- 8.1. The Director of Corporate Services reported on the current financial position, which is captured in Management Accounts for the period ended 28 February 2023 (paper SLT 04-03/23).

9. Corporate Risk Register – Corporate Risk Register for 2022-23 (as at March 2023)

- 9.1. The updated Risk Register was reviewed in detail (paper SLT 05-03/23).
- 9.2. It was noted that IT risks will continue to be an ongoing feature.
- 9.3. It was noted that this has been a very challenging year, with the Agency being faced with many issues such as; funding, attracting talent, accommodation, hybrid working, but with largely successful outcomes to date.

Action: Chief Executive/Director of Corporate Services

10. Any Other Business

10.1. A discussion was held on Diversity, Equity & Inclusion, with current work and future plans discussed.

10.2. **Claire Webb** will be representing the Agency on co-design strategy violence against women and girls.

11. Date of Next Meeting

11.1. The next formal SLT meeting will take place on 18 April 2023 at 10.00am

Action: Executive Assistant