

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 17 OCTOBER 2023**

Present:

Don Leeson	Chief Executive
Fionn Davey	NIPSA Branch 180 Chair
Oliver Murray	Executive Assistant
Diane Edgington	Transformation Manager
Patricia Coulter	Knowledge Manager

Apologies:

Paul Lowe	Director of Corporate Services
Mark McAllister	Director of Employment Relations Services

Declarations of Interest: no conflicts of interest were declared.

It was noted that this was to be the last meeting of Diane and Patricia. They were both thanked for their time with the SLT.

1. Minutes from the Senior Leadership Team meeting held on 19 September 2023

1.1. The minutes of the meeting (SLT 01-10/23) 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. An update was given following the Transformation 'town hall' meeting.

2.2. Microsoft 365 training is still to be confirmed.

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 was given regarding staff absences. It was noted that a new Communications Manager (Maternity Cover) has been appointed and will join the Agency shortly.

3.3. A discussion was held regarding ongoing Holiday pay conciliation issues.

3.4. Given the EDI Manager's likely forthcoming absence on Jury Service, publication of guidance on sexual harassment and the and Disability Panel Event may have to be postponed.

- 3.5. Ongoing IT recruitment plans were noted.
- 3.6. Future plans for the Mediation Service was discussed in detail and how this impacts on transformation and future training.

4. Directors' Updates

- 4.1. In the absence of the Directors, Chief Executive provided a verbal exception report on a range of current activities, which were noted.

5. Transformation Update

- 5.1. An in-depth discussion on the Transformation Programme was held.

6. Board Matters

- 6.1. Plans for the Board Strategy Day and subsequent Board meeting on 25 and 26 October 2023 respectively were discussed.
- 6.2. Completion of penetration testing, which started in mid-August, continues to be on hold due to IT staff absence.

7. People Matters

- 7.1. In the Director of Corporate Services' absence, the Chief Executive gave a verbal HR report.
- 7.2. An update was given on new apprentices, who started with the Agency on 9 October 2023.
- 7.3. Plans for recruiting in EOII and ERO grade posts were noted.

8. Business Plan Report

- 8.1. In the absence of the Director of Employment Relations, the Chief Executive presented a verbal exception update on the Business Plan Performance Report for the period ending 30 September 2023, which was noted.

9. Finance Matters – update on the budget position for 2023-24

- 9.1. The Chief Executive gave a verbal exception update on the Management Accounts for the Period Ended 30 September, which was noted.

10. Corporate Risk Register - Risk Register for 2023-24

10.1. The Chief Executive gave a verbal exception update on the Corporate Risk Register for the Period Ended 30 September, which was noted.

10.2. New holiday pay, data security and Regional Office risks were noted.

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 November 2023 at 10.00am

Action: Executive Assistant