

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD  
AT 10.00am ON 16 MAY 2023**

**Present:**

Don Leeson	Chief Executive
Mark McAllister	Director of Employment Relations Services
Paul Lowe	Director of Corporate Services
Fionn Davey	Chair, NIPSA Branch 180
Oliver Murray	Executive Assistant

**Apologies:** None

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

**1. Minutes from the Senior Leadership Team meeting held on 18 April 2023**

- 1.1. The minutes of the meeting (paper SLT 01-05/23) held on 18 April 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. The current position regarding Regional Office relocation was noted.

- 2.2. Changes to the Hospitality Register are pending and will be completed once more there is clarity around Board appointments.

**Action: Director of Corporate Services**

- 2.3. No further update on Board member appointments as yet. Those who have not been re-appointed have effectively come to the end of their term as Board members, unless a subsequent extension is granted.

**3. Chief Executive's Update**

- 3.1. The Chief Executive provided an update on a range of current issues and priorities;

- 3.2. It was noted that Agency is being reviewed in line with a commitment in 'New Decade, New Approach'. This will include a focus group with staff. It was agreed that the Employment Relations Group would be ideal for this.

**Action: Chief Executive**

3.3. A seminar on flexible working, in partnership with others, is being considered.

**Action: Chief Executive**

3.4. Staff will be invited, through a survey, to consider whether the Agency's name remains relevant or should change. Similar surveys of Board members and then stakeholders may then follow.

**Action: Chief Executive**

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

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

4.2. An update was given on the preparation and audit of the Annual Report and Accounts report.

4.3. A review of the CMRS system is progressing. Contractor interviews with key users to discuss issues with system are progressing; two further site visits are planned.

4.4. Preparations are arranged for a new student placement to commence shortly.

4.5. An in-depth discussion was held on staff absence statistics including management absence policy. Refresher training regarding absence management for line managers considered.

**Action: Director of Corporate Services**

4.6. An update was given on the current collective conciliation workload, as well workload across teams.

4.7. 'Respectful Conversations' podcast well received. Plans for future podcast on the four-day working week to be recorded on 6 June 2023.

**Action: Director of Corporate Services**

4.8. A discussion was held on the business case for taking on secretariat support for the Industrial Court matters. This will be raised at the forthcoming meeting with DfE on 20 June 2023.

**Action: Director of Corporate Services**

## 5. Transformation Update

5.1. With the budget for 2023-24 now clear, transformation plans will proceed. A special JNCC meeting will be held to discuss next steps with the Trade Union Side.

5.2. **Action: Director of Corporate Services**

## 6. Board Matters

6.1. Arrangements for the Board meeting were discussed. This will incorporate an extended in-camera session for the Review Team to meet Board members; it will then be followed by an externally facilitated Risk Workshop with the Senior Management Team (SMT).

## 7. People Matters

7.1. A range of HR matters were discussed, including plans to develop an apprenticeship scheme.

7.2. Wellbeing week is currently underway this week, with good uptake by staff.

## 8. Performance

8.1. Current workload pressures were noted.

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

9.1. The budget position for 2023-24 was noted.

## 10. Corporate Risk Register – preparing the Risk Register for 2023-24

10.1. Preparations for the Risk Workshop with Board members were noted.

## 11. Any Other Business

11.1. The agenda for forthcoming SMT meeting was agreed.

## 12. Date of Next Meeting

12.1. The next formal SLT meeting will take place on 20 June 2023 at 10.00am  
**Action: Executive Assistant**