

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 20 FEBRUARY 2024**

Present: Don Leeson Chief Executive
Mark McAllister Director of Employment Relations Service
Anne Dorbie Interim Director of Corporate Services
Oliver Murray Executive Assistant
Avril Alexander Employment Relations Manager (agenda items 1–6)
Fionn Davey NIPSA Branch 180 Chair
Martin Woods Employment Relations Manager

Apologies: Paul Lowe Director of Corporate Services

Declarations of Interest: no conflicts of interest were declared.

1. Minutes from the Senior Leadership Team meeting held on 16 January 2024

1.1. The minutes of the meeting held on 16 January 2024 (SLT 01-02/24) 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. All points were addressed under the relevant substantive agenda items.

3. Chief Executive's Update

3.1. The Chief Executive provided a verbal update on a range of current issues and priorities.

3.2. The appointment of the new Minister for the Economy and the potential impact of his economic vision on the work of the Agency were noted.

3.3. The Agency will host a DfE Board meeting on 29 February 2024. This will be an opportunity to showcase the Agency's work and the risks posed by holiday pay conciliation.

3.4. A review of the SLT is being organised and will take place in March 2024, following Board and Trade Union approval of Terms of Reference.

3.5. Plans for the upcoming Town Hall meeting, which is planned for 20 March 2024 were noted.

- 3.6. Plans for sourcing updated ICT equipment to better facilitate hybrid meetings were discussed.

Action: Interim Director of Corporate Services

- 3.7. Plans for upcoming Male Allyship workshop on 7 March 2024 were noted. Following this meeting, plans for a similar meeting among Agency colleague will be arranged.

Action: Chief Executive

- 3.8. The recent pulse survey results have come through, with initial responses and findings noted. A detailed discussion was held regarding actions for going forward.

- 3.9. A discussion was held regarding finalising evaluation of the trial hybrid working policy.

Action: Interim Director of Corporate Services

4. Directors' Updates

- 4.1. The Directors reported on a range of current activities, which were noted.

- 4.2. An update was given regarding Customer Service Excellence work, which is currently ongoing. Interviews with staff and third parties are to be completed in advance of 3 April 2024, with a full report to follow.

- 4.3. An update was given on the transfer of the Industrial Court secretariat.

- 4.4. An update on ICT matters were noted, with portal update and cyber security currently being tested, with a view to being completed by 31 March 2024.

- 4.5. A discussion was had regarding the current car parking space booking procedure and plans for potential improvement.

Action: Interim Director of Corporate Services

5. Transformation Update

- 5.1. It was noted that a formal update regarding the Transformation Project will be presented in the March 2024 Board meeting. This will include timeline for restructuring.

- 5.2. A detailed discussion was held regarding the WIS Teams' responsibility regarding EC notification, and training requirements.

Action: Director of Employment Relations Services

6. Board Matters

- 6.1. The Chief Executive presented the Actions from previous Board meetings (paper SLT 02-02/24) were noted, as well as arrangements for the next Board meeting (20 March 2024) (paper SLT 03-02/24).

7. People Matters

- 7.1. The Interim Director of Corporate Services gave a presented the HR metrics report (paper SLT 04-02/24), which was noted.
- 7.2. An update was given on the apprenticeships and plans for evaluation were noted.
- 7.3. A discussion was held regarding internal holiday pay liabilities and the policy for resolving these.

Action: Interim Director of Corporate Services

- 7.4. ERO recruitment arrangements were noted, with interviews to take place in March 2024.

8. Business Plan Performance Report

- 8.1. The **Director of Employment Services**, presented the Business Plan Performance Report for the period ending 31 January 2024 (paper SLT 05-02/24), which was approved.
- 8.2. An update was given regarding development of the app, which is currently at testing stage.

9. Finance Matters

- 9.1. The Interim Director of Corporate Services, presented the Management Accounts for the period ending 31 January 2024 (paper SLT 06-02/24), which were noted.
- 9.2. A range of training plans were noted, including training in Microsoft Office 365.

Action: Interim Director of Corporate Services

- 9.3. The financial outturn for the Agency was noted.
- 9.4. The planned purchase of new laptops was noted.

10. Corporate Risk Register

10.1. The Chief Executive gave a verbal exception update on the Corporate Risk Register, which was noted.

10.2. An in-depth discussion was held regarding the holiday pay conciliation project, noting that legal advice received on this matter.

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 **19 March 2024** at 10.00am
Action: Executive Assistant