

**MINUTES OF A MEETING OF THE SENIOR LEADERSHIP TEAM HELD
AT 10.00am ON 21 MAY 2024**

Present:	Don Leeson	Chief Executive
	Mark McAllister	Director of Employment Relations Service
	Paul Lowe	Director of Corporate Services
	Anne Dorbie	Interim Director of Corporate Services
	Oliver Murray	Executive Assistant
	Fionn Davey	NIPSA Branch 180 Chair
	Kalvin Jones	Employment Relations Manager
	Claire Kilpatrick	Employment Relations Manager

Apologies: None

Declarations of Interest: no conflicts of interest were declared.

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

1.1. The minutes of the meeting held on 16 April 2024 (SLT 01-05/24) 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. A special SLT meeting will be convened to agree the Hybrid Working policy.

Action: Executive Assistant

3. Chief Executive's Update

3.1. The Chief Executive congratulated the Director of Employment Relations Service on his appointment as the Agency's new Chief Executive with effect from 1 September 2024. The transition arrangements prior to the outgoing Chief Executive's retirement were noted.

3.2. Plans for 'Business Case Good Jobs' research launch event on 18 June 2024 were noted.

3.3. The Chief Executive reported on the Agency's meeting with the Minister for the Economy's Special Adviser on 17 May 2024 to discuss the Good Employment Charter. It was noted that this will feature in DfE's Business Plan for 2024-25.

- 3.4. It was noted that the outcome of the review of Senior Leadership Team will be presented at the next Board meeting, together with a proposal to create a temporary Director of Programme Delivery post.
- 3.5. The Chief Executive reported that the Agency has been accredited as a Living Wage Employer. This will be announced at the forthcoming launch of the Living Wage in NI on 20 June 2024 at Stormont. A photo shoot with staff involvement will be arranged to promote the Agency's accreditation.

Action: Chief Executive

4. Directors' Updates

- 4.1. The Directors provided updates on a range of current activities, which were noted.
- 4.2. It was noted that the number of holiday pay conciliation cases coming forward for settlement is increasing. However, it is anticipated that the volume can be managed with the additional resources provided to the Agency for 2024-25, given the hiatus caused by further litigation.
- 4.3. A Customer Service Excellence meeting is to be finalised.

Action: Executive Assistant

5. Transformation Update

- 5.1. Progress with the transformation programme was noted..
- 5.2. A working group has been established with EROs, which will be part of co-design process.
- 5.3. The plans for this year's staff conference, in which transformation will be a major focus point, were discussed.

6. Board Matters

- 6.1. It was noted that the location of the next Board meeting has reverted to Belfast; the August 2024 will instead be held in Derry/Londonderry at Ulster University's Magee campus.
- 6.2. It was noted that the Director of Employment Relations Services and Director of Corporate Services will miss the May 2024 Board meeting.

7. People Matters

7.1. The Interim Director of Corporate Services gave a verbal update on various staffing and HR matters, which were noted.

7.2. It was noted that the full HR Metrics report will follow later in the week.

Action: Interim Director of Corporate Services

7.3. Planned starts for new staff were noted.

7.4. An update was given on the plans for an upcoming student placement recruitment exercise.

7.5. The Director of Employment Relations Services post will be advertised in June, with interviews to take place in July or August.

7.6. It was noted that the Investors in People assessment is ongoing. The outcome is expected in June 2024

7.7. It was agreed to bring the Learning and Development Plan for consideration at next formal SLT meeting. It was agreed that this will include a workshop to support effective job sharing.

Action: Interim Director of Corporate Services

8. Business Plan Performance Report

8.1. The Director of Employment Services, presented the Business Plan Performance Report for the period ending 30 April 2024 (paper SLT 03-05/24), which was noted.

9. Finance Matters –

9.1. The Interim Director of Corporate Services gave a verbal update on the Agency's funding position for 2024-25.

10. Corporate Risk Register

10.1. Discussions at the recent externally-facilitated Risk Workshop. This was attended by Board and Senior Management Team members and will inform development of the Agency's Corporate Risk Register for 2024-25.

Action: Interim Director of Corporate Services

11. Any Other Business

11.1. There was no other business.

12. Date of Next Meeting

12.1. The next formal SLT meeting originally planned for 18 June 2024 at 10.00am will be re-scheduled to accommodate the research launch event.

Action: Executive Assistant