

ULSTER SUPPORTED EMPLOYMENT LTD

(Company Limited by Guarantee and not having a Share Capital)

Minutes of a Board of Directors Meeting

Wednesday 26th October

Present

Mr W Leathem	Chairperson
Mr D O'Hara	Director
Ms J Cowan	Director
Mrs S Wakfer	Director
Mr W Atkinson	Chief Executive
Mr S Jackson	Head of Manufacturing & Recycling
Mrs K Gilgunn	Communications Manager
Mr R Donnelly	Director
Ms M Hegarty	Head of Finance
Mr D Duffy	Director

Apologies

1. Apologies and Welcome

Mr R Havlin	Director
Mr D Cowan	Head of Employment Services

2. Conflicts of interest

2.1 None

3. Minutes of the previous meeting held on 28th September 2022

- a. **Approval** – approved
- b. **Matters Arising** - None
- c. **Action Log** – see action log

4. Chairman's Report

4.1 Mr Leathem congratulates team on award success over the last two weeks. Mr Leathem asks SMT to congratulate staff on their success. Mr Leathem thanks Ms Cowan and Ms Wakfer for representing board

4.2 Mr Leathem provides update on annual appraisals and thanks directors for their input

4.3 Mr Leathem asks Mr Duffy to provide an update on the finance committee meeting. Mr Duffy provides an update to directors on structure of the committee and how they will proceed going forward.

5. Written procedures

None

6. Chief Executive's Report

6.1 Mr Atkinson updates directors on press release that was issued on partnership with Oxfam

6.2 Mr Atkinson provides update on funding application from Belfast City Council

6.3 Mr Atkinson provides update on organisations current position with the replacement of ESF funding and sector organised meetings that he has attended.

6.4 Mr Atkinson provides update on ISO audits

7. Pension scheme update

7.1 Mr Atkinson provides update on current position of pension redesign

8. Finance & HR report

8.1 The Directors received a summary financial report that was reviewed.

8.2 Mr Atkinson provides HR and personnel update. HR KPIs reviewed by Directors.

9. Adult safeguarding issues – to note (if applicable)

9.1 No Safeguarding issues to report

10. Risk Register/Management

10.1 Items 19 and 10 removed from the register

11. Health & safety update

Nothing to report

12. Any Other Business

12.1 Mr Atkinson provides update on organisations current position with the replacement of ESF funding and sector organised meetings that he has attended.

12.2 Mr Atkinson provides update on organisations Autism Impact Assessment and Wellbeing Passport

13. Date of next meeting

13.1 Date of next meeting will be 30th November 2022