

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 26 June 2020 at 13:50

Via video conferencing

Present

Mr W Leathem	Chairman
Mr D O'Hara	Director
Mr R Havlin	Director
Ms J Cowan	Director
Ms C Magill	Director
Mr R Donnelly	Director
Mr W Atkinson	Chief Executive
Mrs SJ Mowbray	Company Secretary/Head of Corporate Services
Mr S Jackson	Head of Manufacturing & Recycling
Mr D Cowan	Head of Employment Services

Apologies

None

1. Conflict of Interest

1.1.A perceived conflict of interest was noted for the SMT in relation to the pension benefit re-design.

2. Minutes of the meeting held on 27 May 2020

2.1.Minutes from meeting on 27 May 2020 were approved;

2.2.Actions from previous minutes were noted as cleared or on-hold during the COVID-19 pandemic, including:

- COVID recovery plan
- It was agreed that members without prior commitments would deputise as Chair, if required: Raymond Donnelly (2020-21); Ray Havlin (2121-22); and, Joan Cowan (2022-23).
- Usel policies in preparation for the Partnership Agreement between Usel and DfC for review will be discussed prior to August 2020

3. Chairperson's Report

3.1.The Chairperson updated Board members on the following:

- The Chair and CEO attended the Quarterly Assurance meeting with senior departmental officials;
- New pension Trustees which sit on the Usel Pension Scheme Trustee Board are required to undertake mandatory training. This will be complete by 9 July.

4. Pension Scheme Update

4.1. There is no update to progress in relation to approval, as the business case remains with the Department's actuary.

4.2. When the business case is received with the comments from the actuary, Usel will review, update and return the business case by 9 July.

5. Chief Executives Report

Business Overview

5.1. Usel continue to work through the various scenarios in relation to business units reopening, however a number of concerns have been identified during this period of lock down.

- The current bedding function will need to be restructured in order to address concerns regarding profitability.
- Within the current coffee shop provision, a number of coffee shops agreements will not be renewed. This decision has been made based on the fact footfall and business opportunity being dramatically reduced due to a changing landscape within the wider hospitality sector.
- The intention is to progress with the plan to take a 12-month agreement at The Foundry as a mechanism to mitigate against job losses following site closures noted above.

Training for Success provision

5.2. Usel have made the decision to further develop its Training for Success provision. The enhanced approach will allow Usel to provide training and employment support for an additional 16 young people between the ages of 16 and 24. This increase will build upon our recent success within this area

and will create a jobs pathway for young people into our main employment support programmes.

6. Chair of Audit and Risk Assurance Committee Update

6.1. Ms Magill noted the following:

- KPMG are 90% complete in terms of their substantive audit testing;
- Amendments were discussed in relation to the risk register;
- Pension Trustee training to be completed by 9 July;
- Post project evaluation to be undertaken in relation to segments of the business which has closed.

AP: Pension Trustee training to be completed by 9 July.

AP: Post project evaluation to be completed for closure of café.

7. Head of Corporate Services Report

Finance

7.1. The Directors reviewed the summary financial position against budget, for **May**, and noted an operating surplus of £70k. Budget forecast for **May** was £9k deficit, therefore there is a positive variance of £79k. The positive position was due to receipt of furlough income.

7.2. YTD we have delivered a surplus of £51k. Budget forecast for YTD position, as at 31 May was a surplus of £13k. This is a positive variance of £38k.

7.3. No additional clarification was requested by Board members.

7.4. Mrs Mowbray presented the revised Budget, post COVID. The Board approved the revised budget.

HR

7.5. The average absenteeism rates for 2020-21 are as follows:

	Usel May 2020	Usel YTD Average
<i>Absenteeism rates - short term-National Average 3% dependant on demographics</i>	0.62%	0.65%
<i>Absenteeism rates - long term (+4 weeks)-National Average 2.5% dependant on demographics</i>	2.54%	2.85%

ICT & Compliance

7.6. There were no incidences of ICT or data breaches to report.

8. Employment Services, Remote Support Provision

8.1. Mr Cowan presented to members how the Employment Services team provides disability employment and training support, on a remote basis.

8.2. The Board commended the work completed by the team, in a short timescale, particularly in such challenging times.

9. Adults safeguarding issues

9.1. There were no issues to noted.

10. Health & Safety Update

10.1. Mr Jackson provided the Board an update in relation to H&S, in particular in relation to COVID-19.

11. Risk Management

11.1. Changes as discussed in the ARAC were noted in relation to the Risk Register.

12. Draft policies/strategies for:

12.1. There were no policies submitted for review and approval in this Board or August Board.

13. Any Other Business

13.1. The planning day for the Corporate Strategy will be organised for a week in August.

14. Date of next meeting

14.1. The next Board meeting and ARAC will be on 26 August 2020.