

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 23rd March 2022 at 10.00am

Via video conferencing

Present

Mr W Leathem	Chairperson
Mr D O'Hara	Director
Ms J Cowan	Director
Mr R Havlin	Director
Mrs S Wakfer	Director
Mr W Atkinson	Chief Executive
Mr D Cowan	Head of Employment Services
Mr S Jackson	Head of Manufacturing & Recycling
Mr S Ballentine-Kearns	Head of Corporate Services/Company Secretary
Mrs K Gilgunn	Communications Manager

Apologies

Mr D Duffy	Director
Mr R Donnelly	Director
Ms L Toner	Boardroom Apprentice

1. Conflicts of interest

1.1 SMT conflict in relation to Pension scheme redesign

2. Minutes of the previous meeting held on 23 February 2022

- a. **Approval** - approved
- b. **Matters Arising**
- c. **Action Log**

3. Chairman's Report

3.1 Attended Chair forum on 10/3/22 – emailed out presentation. Items may be relevant to ARAC.

3.2 Moira Doherty is new acting Perm Sec. An invite to come to the USEL site will be issued to Colm Boyle in coming weeks.

3.3 Partnership agreement – outstanding items to be addressed by Board. A few corporate documents are to be ratified and agreed by Board to ensure the PA can proceed. The Board Code of Conduct and Operating framework have been sent to Board.

This will be discussed separately by CEO, HCS and Chair before going to Board for approval. Proposed Board date of Monday 11th April 2022 at 10.30am.

3.4 150th Gala ball update – Mrs Gilgunn gave a run through of the evening and listed the attendees due to attend. A collection for RNIB will be made on the night.

Table plan and running order to be issued by Mrs Gilgunn ahead of the event.

4. Written procedures

Nothing to note.

5. Chief Executive's Report

5.1 Retender submitted for MEA council cardboard tender. USEL were unsuccessful.

5.2 Submission of price increase for mattress recycling customers. This has been accepted by one council and it is anticipated that this will be accepted by the others also. The price will increase to £15/mattress.

5.3 Ballycopeland update – USEL will start running the coffee shop and site from 1/4/2022.

5.4 Workable has increased by 3% for USEL, having undertaken additional work that a different provider is no longer doing.

5.5 An early reforecasting exercise will take place at the end of P2 in 2022/23, as several opportunities are awaiting confirmation at present and have not been built into the current budget.

5.6 Pension communications are due to go out on 28/03/2022. W/c 4/4/2022, town hall meetings will commence.

5.7 Match funding through ESF – USEL have re-bid with all current parties. USEL were unsuccessful for BCC, however, additional funding has been sought from LCCC and AND councils. The other previous match funders have all confirmed match funding for 2022/23. Mr Atkinson highlighted that USEL will need to help identify what takes over for STRIDE once it comes to an end.

5.8 Mr Atkinson highlighted the outstanding performance of the most recent Workable audit (issued to the Board).

6. Pension scheme update

Dealt with above

7. Finance & HR report

7.1 The Directors received a summary financial position vs budget for February 2022. This showed a negative variance of £56k in the month.

7.2 Mr Ballentine-Kearns explained the movements in the month and the budget going forward and that our YTD position is at a £57k deficit currently.

7.3 HR KPIs reviewed by Board.

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

8.1 Mr Atkinson confirmed that there was nothing to note.

9. Risk Register/Management

9.1 Mr O'Hara gave an update from the ARAC (held previously today). He discussed the pay remit and Mr Atkinson explained the process for 2022/23. Risk register has been updated as of March 2022. The ARAC also discussed the internal and external audits.

10. Health & safety update

Nothing to note.

11. Any Other Business

11.1 Balance scorecard – Mr Atkinson have a business summary in relation to what the BS manages. The Board had no concerns as at the end of Q3.

11.2 Mr Atkinson mentioned a current legal claim which has been made against USEL and provided detail to the Board. This is currently with USEL's solicitors.

12. Date of next meeting

11th April 2022 at 2.30pm to discuss PA.

27th April 2022 at 10am.