

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 29th September 2021 at 10.00am

Via video conferencing

ULSTER SUPPORTED EMPLOYMENT LIMITED

Present

Mr W Leathem	Chairman
Mr D O'Hara	Director
Ms J Cowan	Director
Mr Damian Duffy	Director
Mrs Sarah 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
Ms L Toner	Boardroom Apprentice

Apologies

Mr R Donnelly	Director
---------------	----------

1. Conflicts of interest

1.1 SMT perceived conflict in relation to Pension scheme.

The Board and SMT have no RPTs to declare within the period since the last Board meeting.

2. Minutes of the previous meeting held on 25 August 2021

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

POD committee TOR approved following amendments to Quorum and Vice-Chair status – members appointed include Mrs Wakfer, Mr O'Hara, Mr Donnelly and Ms Cowan.

Finance Committee to meet Monday 18th October 2021 at 10am.

3. Chairman's Report

3.1 Induction for Boardroom Apprentice scheme – Ms Cowan has been appointed as "Boardroom Buddy".

3.2 Commercial review underway – meetings with Board members to take place next week. Report to be completed within a 6-week window.

The Board and SMT discussed the ongoing review based off what has been requested so far.

3.3 Ministerial visit on Tuesday 5th October.

3.4 150th Anniversary celebration event on 7th October.

3.5 Partnership agreement review is continuing to move forward.

4. Written procedures

None to note

5. Pension Scheme Update

No update – redesign still with DoF.

6. Chief Executive's Report

6.1 Mr Atkinson updated the Board on 2 tender exercises.

6.2 Commercial review update provided by Mr Atkinson.

6.3 Site redevelopment business case work has commenced. Planning permission request will be submitted but it is likely to be impossible to get the building erected before the end of the financial year.

6.4 ESF funding – successful in 12-month extension for STRIDE from DfE until March 2023. Match funders will provide a formal decision in March 2022 when they will set their new budgets.

6.5 Mr Atkinson mentioned a call with the Department regarding Job start. Mr Duffy explained the unprecedented demand for further education currently.

6.6 2 additional matters to be picked up under AOB.

7. Finance & HR report

7.1 The Directors reviewed the summary financial position vs budget for august 2021. This showed a surplus of £9k 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 a surplus of £124k.

7.3 HR KPIs were discussed and reviewed. Sickness levels and potential mitigations were also discussed.

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

Nothing to note.

9. Health & safety update

Nothing to note.

10. Risk Management/Register

Mrs Wakfer and Mr O'Hara provided an update from the ARAC meeting which took place prior to the September Board meeting, particularly around the changes in risk which took place in August 2021. The ARAC appeared content with these changes.

The internal and external audit recommendations were also discussed.

The ARAC will review and update 2 policies – whistleblowing and Anti-fraud & Corruption policy.

The Board appointed Mr Ballentine-Kearns as the SRO regarding whistleblowing.

Policy to be updated accordingly.

The ARAC Chair will attend an ARAC forum arranged by DfC in October 2021.

11. Any Other Business

Mr Leathem noted an email received regarding COVID response and Mr Atkinson explained USEL's position.

The Board went into Committee – Mr Ballentine-Kearns, Mr Jackson and Mr Cowan left the meeting.

a. Chairman's Business

2 items discussed by Board in Committee.

12. Date of next meeting

27th October 2021 at 10am, in Boardroom if possible.