

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 30th June 2021 at 10.45am

Via video conferencing

ULSTER SUPPORTED EMPLOYMENT LIMITED

Present

Mr W Leathem	Chairman
Mr D O'Hara	Director
Ms J Cowan	Director
Mr R Havlin	Director
Mr Damian Duffy	Director
Mr R Donnelly	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

Apologies

Mrs Sarah Wakfer	Director
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Following the AGM but before this meeting the Board went into Committee and discussed 2 items. A change of job title was agreed as well as an agreed process for the managing car allowances having received legal advice.

1. Conflicts of interest/Related Party Transactions

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 26 May 2021

a. Approval

Approved by Board.

b. Matters Arising

c. Action Log

Redundancy policy approved.

3. Chairman's Report

3.1 Boardroom apprentice welcome event was 23rd June – our appointee is Laura Toner and she will join August 2021's Board meeting.

3.2 Departmental meeting – dialogue around 3-year budget plans, potentially from April 2022.

3.3 Public forum meeting updates will be provided when available.

3.4 All annual appraisals have taken place since the previous Board meeting.

4. Written procedures

None to note.

5. Pension Scheme Update

Dealt with in CEO report.

6. Chief Executive's Report

6.1 Pension redesign with Minister. Queries being dealt with by Sponsor team. Mr Atkinson proposed that we continue with our current arrangement with Mrs Marshall (our professional Trustee). The Board agreed. This will be reviewed annually going forward.

6.2 Transition plan – tender document devised by DfC has been issued to the Board. Mr Atkinson noted that the SMT have been doing the groundwork around what will be reviewed. The Board agreed to attend a meeting in August to discuss and review the organisation as a whole and our strategy going forward. Mr Atkinson highlighted the risks around our revenue streams going forward (discussed below). Mr Atkinson also confirmed ongoing discussions around tendering going forward.

Mr Leathem gave a brief history of the transition plan and the Boards involvement. Mr Leathem noted the lack of reference to the pension deficit or a SWOT analysis with the Board within the specification. Mr Leathem proposed a socially distanced meeting – Wednesday 28th July at 10am.

6.3 Job Start – 14 roles allocated to Usel.

6.4 COVID Vaccinations – update around current stats.

Mr Duffy to share policies on flexible working/changes going forward.

Mr Atkinson noted the changes we have looked at and implemented already.

7. Finance & HR report

7.1 The Directors reviewed the summary financial position vs budget for May 2021. This showed a surplus of £37k 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 £84k.

	Usel KPI	Usel May 2021	Usel June 20 – May 21
<i>Absenteeism rates - short term</i>	3%	1.3%	0.6%
<i>Absenteeism rates - long term (+4 weeks</i>	2%	1.5%	1.8%

7.3 HR management training to commence and new HR KPIs to be reported on a quarterly basis.

a) USEL Revenue Streams review

Mr Ballentine-Kearns and Mr Atkinson talked the Board through the revenue stream review and its composition. They noted the significant swings in the coming 2 years. To be reviewed periodically.

Mr Leathem noted that the Pension Trustees signed off their accounts for April 2020.

8. Review of year end Annual Report and Financial Statements

Following discussion and review by ARAC and Board, the Board approved the Annual Report and Financial Statements as at 30th June 2021.

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

Nothing to note.

10. Health & safety update

Mr Jackson explained that CPD have identified that the roof in the back building is unsafe for use and that the removal of the roof will likely lead to the building needing demolished.

11. Risk Management/Register

Nothing to note.

12. COVID-19 Vaccine Policy review and approval

Approved by Board.

13. Any Other Business

No AOB.

14. Dates of next meetings

28/7/21 – transition plan meeting
 25/8/21
 29/9/21
 27/10/21

24/11/21
15/12/21