# ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 14th December 2022 at 11.00am

# Present

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

Mr D Cowan Head of Employment Services

Mr R Donnelly Director

Ms M Hegarty Head of Finance

Mr D Duffy Director

Mr R Havlin Director

Mr W Leatham Chairman

1. **Apologies and Welcome**

No Apologies

1. **Conflicts of interest**

SMT in relation to update of pension scheme

1. **Minutes of the previous meeting held on 30th November 2022**
   1. **Approval –** approved.
   2. **Matters Arising** – None
   3. **Action Log –** see action log
2. **Chairman’s Report**
   1. Reappointment of all board members for 2023 awaiting confirmation from Perm Secretary.
   2. Thanks to J Cowan for standing in for Chairman at last board and strategy day.
   3. 2023 meetings: Board, ARAC, POD, Finance committee dates agreed by board, invites to be sent. Revert to 10.30am starts for board and 9.30am for committee meetings.
3. **Written procedures**
   1. Whistleblowing policy – members to review, report changes to M Hegarty. Policy to be updated and presented to January board.
   2. Absence policy changes – some amendments to current policy around the triggers and making staff aware of tightening the triggers and the rationale. Board supportive of proposal – consultation with staff to take place, invite them to agree it, policy updated and to be presented back to board for approval in 2023. Proposal on process to be presented in January board.
4. **Chief Executive's Report**
   * 1. Mr Atkinson provides update on tender on NIFS, bid successful.
     2. Mr Atkinson provides update on replacement of ESF funding, expect tender to be out imminently.
     3. Mr Atkinson provides update on Belfast Castle Café, award 12 months contract to USEL and then would go out to tender hopefully as a reserve contract.
     4. Mr Atkinson provides Confirmation from perm sec that business plan and strategic plan is signed off.
     5. Mr Atkinson notes that the staff survey is currently out with staff to complete. 60% completion rate at present. Consider getting external company to do survey every 5 years.
5. **Pension scheme update**

**7.1** Mr Atkinson provides update on current position of pension redesign. Final confirmation from Perm Secretary to close DB scheme on 31st December 2022. Communications currently underway to members of the DB scheme to transfer to DC scheme.

**7.2** Noted that the closure of the DB scheme has attracted attention in news with the union. Clarify at accountability meeting the Department’s responsibility in relation to pension based on what has been reported as their response in the news.

1. **Finance report**

**8.1** M Hegarty provides the Directors with a summary of November’s performance and

YTD performance.

1. **Adult safeguarding issues – to note (if applicable)**
   * 1. No Safeguarding issues to report
2. **Risk Register/Management**
   1. Item 17 discussed – reword the controls.
   2. Item 18 – to be merged with 17
   3. Item 21 wording to be updated
   4. Item 2 – wording to be updated
3. **Health & safety update**
   1. Inspections report presented and noted. Statutory compliance tasks have all been completed.
   2. Mr Atkinson presented update on a claim. Health & Safety came out and investigated, no follow up accidents. No anticipating any real movement in case until 2024.
4. **Any Other Business**

**12.1** ARAC update:

**a.** Internal audit plan presented, to be circulated to members. Internal/external

control issues raised – tracker now collated to monitor these.

**b.** Declaration of interests forms to be circulated to board and SMT for collation into register of interests.

**c.** Health & Safety – discussion on number of incidents and any serious incidents/claims reported to board.

**d.** ARAC self assessment checklist – bilateral meetings to be commenced with key attendees

**e.** ARAC work plan approved

* 1. Disability and labour market report discussed
  2. Decision making without executive sent to board for information

1. **Date of next meeting**

**13.1** Date of next meeting will be 25th January 2023