

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 15th December 2021 at 10.00am

Via video conferencing

Present

Mr W Leathem	Chairman
Mr D O'Hara	Director
Ms J Cowan	Director
Mr R Havlin	Director
Mr R Donnelly	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
Ms L Toner	Boardroom Apprentice

Apologies

Mr D Duffy	Director
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1. Conflicts of interest

1.1 SMT conflict in relation to Pension scheme redesign

1.2 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 24 November 2021

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

3. Chairman's Report (verbal update)

3.1 Chairs appraisal has taken place

3.2 Chairs forum with C&AG for NIAO took place in first week of December 2021.

3.3 Strategy day started on 9th December 2021. Successful start and additional dates have been booked in for January and February 2022. Preferred face to face meeting if possible. Provisional booking to be made.

3.4 New expenses form and reminders to submit monthly

4. Chief Executive's Report (verbal update)

4.1 Pay remit – moving to a 15 month period to align with financial year. Covering Jan 22 – Mar 23.

4.2 Confidential shredding contract – Mr Jackson has been working with NICS on this. Agreement on price has been achieved.

4.3 Pension scheme redesign legal support – CPD have confirmed that they have a legal services framework. We are in discussions with members on the list to identify a provider. CPD will then appoint accordingly as required.

5. Pension Scheme Update

Dealt with in Committee.

6. Finance & HR report (verbal update)

7.1 The Directors received a verbal summary financial position vs budget for November 2021. This showed a deficit of £39k 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 £113k.

7.3 Mr Ballentine-Kearns updated the Board on the position of the staff survey which closes this week.

7. Budget 2022/23

Mr Atkinson discussed the budget proposals with the Board.

The Board asked multiple questions around the detailed budget build which had been provided prior to the meeting. These questions were responded to by the SMT.

The Board approved the draft budget for 2022/23.

Mr Donnelly mentioned aligning this budget with our Corporate strategy days going forward.

Mr Atkinson explained some of the legal advice he has received so far in relation to the pension redesign.

8. ALB Bi-Annual Assurance statement review and approval

Mr O'Hara gave an update from the ARAC meeting which took place prior to our Board.

The ARAC had previously approved the ALB Bi-Annual Assurance statement.

The Board will send the Partnership Agreement back to DfC following this meeting.

The Board subsequently approved the ALB Bi-Annual Assurance Statement.

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

Nothing to note.

10. Health & safety update

Mr Jackson updated the Board about the gable wall business case having been approved. USEL will engage with CPD in the new year.

Mr Ballentine-Kearns to update Risk Register.

11. Any Other Business

Mr Donnelly queried if a EQIA was required regarding the pension redesign.

Mr Atkinson will confirm this with sponsor branch.

12. Date of next meeting

Strategy day second session – 20th January 2022. Additional ARAC in PM.

Board meeting – 26th January 2022.

Mr Ballentine-Kearns to send invites to the Board for the next 6 months.

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