

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 24th November 2021 at 10.00am

Via video conferencing

Present

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

Apologies

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

1. Conflicts of interest

1.1 SMT conflict in relation to Pension scheme redesign and additional pension item discussed.

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 27 October 2021

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

3. Chairman's Report

3.1 Meeting with Dept and Cavanagh Kelly has taken place. Update provided to Board and amended papers have already been issued. Recommendations within review will be addressed in a standalone meeting. Prior to this, a meeting on 9th December to be held around strategy, budgets and future planning (venue TBC).

3.2 Pension trustees meeting in October, and a Joint Pensions forum (JPF) meeting in November have taken place since last meeting.

4. Written procedures

Nothing to note.

5. Pension Scheme Update

In CEO report below.

6. Chief Executive's Report

6.1 Confirmation of ISO45001 accreditation for USEL. The Board expressed their congratulations to the team members involved.

6.2 TFS DS update provided – current programme to end on 31st December 2021. A new contract will start in January 2022. The outcome of new tender is anticipated mid-December. A considerable amount of work will be involved should we be successful.

6.3 Voluntary living wage changes provides an affordability issue for USEL. USEL are awaiting a response from DfC.

6.4 Pension provision – current options discussed. A paper was presented to the Board as a benchmarking exercise. The Board discussed the comparators included. Mr Atkinson flagged that affordability is key in this process.

Mr Atkinson then explained the current pension deficit, as well as the recoverability costs for the DB scheme, based off of the information presented at the JPF in November. A formal decision on the DB scheme will be made by end of January 2022.

Mr Leathem explained the proposed agenda for 9th December's meeting – a 2 item agenda, one of which will be pension.

7. Finance & HR report

7.1 The Directors reviewed the summary financial position vs budget for October 2021. This showed a deficit of £7k 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 £109k.

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 report.

9. Health & safety update

Nothing to report.

10. Risk Management/Register

10.1 Amendments since last month discussed. The Board approved it as at 24th November 2021.

11. DfC Climate Change Action Plan

Mrs Wakfer queried if there was a working group around this. Mr Leathem explained that he had raised the question but has not received a response. Mr Leathem explained that this is an agenda item on the next ALB Chair's forum and will feedback after this.

The Board will review this ahead of the strategy day on 9th December.

12. Guidance on Conflicts of interest

New format for COI declarations for Board members to be discussed by Mr Leathem, Mr Atkinson, and Mr Ballentine-Kearns

13. Any Other Business

13.1 Update from POD Committee – 6 meetings per annum (potential change to TOR). The role of the Committee will focus on a draft people strategy for Board approval – this will be looked at after the strategy day in December.

Four general pillars were agreed upon relating to HR and people (Employee relations, reward, resourcing, and development). This will be a standing item for the agenda going forward.

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

14. Date of next meeting

Strategy day – 9th December (venue TBC)

December Board – 15th December at 10am (virtually)