# ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 25th January 2023 at 10.30am Cambrai Street

# Present

Mr W Leatham Chairman

Mr D O’Hara Director

Ms J Cowan Director

Mrs S Wakfer Director

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

1. **Welcome and Apologies**
	1. No apologies noted.
	2. Chairman congratulated D Duffy for being shortlisted in the IoD awards and S Wakfer on being appointed to the board of RQIA.
	3. The Chairman noted that he had been selected to run for the local government elections.
2. **Conflicts of Interest**
	1. SMT in relation to update of the Pension scheme.
3. **Minutes of the previous meetings held on 14th December 2022 and 20th January 2023**
	1. **Approval** – noted that W Lethem not noted as attendee, reworded point 12.1b and 11b. Minutes approved post amendment.
	2. **Matters Arising** – D Cowan provided update on settlement of legal case.
	3. **Action Log** – action log reviewed and updated accordingly.
4. **Chairman’s Report**
	1. Mr W Leatham thanked SMT for dealing with legal case.
	2. Chair provided feedback from his Quarterly assurance meeting with department. Noted department joining February board.
	3. Noted Chair appraisal still outstanding.
	4. J Cowan provided update on **POD committee held on 11/01/23** which was an additional meeting held to discuss PayScale’s around paying the voluntary living wage for operational posts and looking at scales for other posts.Payroll manager to send amended scales – effective when start paying the RLW.
	5. D Duffy provided update on **Finance Committee held on 25/01/23**. D Duffy noted that the budget build for 23/24 was discussed. Budget position with GIA and budget pressures, to be discussed with department. Pension deficit business case with department asking for additional GIA £25k a month. Need to look at individual contribution levels across the business especially with RLW- additional analysis requested for indicative profit for next finance committee meeting.

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1. **Written procedures**
	1. Whistleblowing policy to be renamed to Raise a Concern. Few updates to be made and to be circulated to February board.
2. **Chief Executive's Report**
	1. D Cowan provided update on Staff Survey, detail to be provided next month. Survey results up on last year. Look at possibility of using NIRSA or external survey provider next year.
	2. D Cowan provided update on shared prosperity bid including partners of our consortium. USEL lead partner, targets look achievable, built on outcomes. MoU with partners. Worth £1.1m p.a. Similar to stride but will need more staff to run. To be submitted by Friday 27/01/23, should know early March.
	3. D Cowan provided update on another opportunity on the multiplier fund which covers maths but has some community funding £150k-£200k pa. Will be coming out in June 23 (2 year project)**.**
	4. D Cowan provided update on labour market partnerships.
	5. D Cowan provided update on back payments. Back payments paid. Policy decision to be made on payments going forward. Precedence was set inappropriately. Control to be implemented going forward any back payments have to be signed off by CEO and 1 other member of SMT.
3. **Pension scheme update**
	1. D Cowan provided update on pension business case and the importance of getting the additional GIA. If we don’t get, will affect USELs ability to balance budget, it was always part of the closure of the DB scheme.
	2. Only 2 ALB’s that has DB scheme not in NILGOSC, USEL is one of these ALB.
	3. W Leathem Department noted correspondence from Unions in respect of pension.
	4. R Donnelly raised possibility of doing EQIA, though USEL not obliged to undertake.
4. **Finance report**
	1. M Hegarty provides the Directors with a summary of December’s performance and YTD performance.
5. **Budget 23.24**
	1. M Hegarty provides update on budget build 23.24 and the 2 scenarios around the amount of GIA USEL may get.
	2. M Hegarty noted key assumptions used in the budget build and opportunities not in budget.
	3. S Jackson provided an update on the DMR contract opportunity (which would start in April) and outlay of the purchase of bins, BC in process. Potential for legal challenge discussed. S Jackson noted that there is no derogation in USEL anymore.
	4. S Jackson provided update on furniture contract opportunity.
	5. Board approved proposed budget for 23.24 and asked for cost of external survey to be included. Noted the importance of pursuing the pension deficit pension case with the department.
6. **Adult safeguarding issues**
	1. No safeguarding issues to note.
	2. D Cowan updated board on revised safeguarding policy which was signed off by W Leathem.
7. **Risk Register/Management**
	1. Risk register presented and reviewed post updates.
	2. D O’Hara provided update that ARAC conducted bilateral’s in January 23. Nothing of particular to note, few good practice ideas to be brought to next ARAC in March 23.
8. **Health & safety update**
	1. S Jackson provided an update on Health & Safety - No health and safety issues noted.
	2. S Jackson noted that Health and wellbeing committee being set up.
	3. S Jackson noted that the Confidential waste has now been moved into main factory, now need to replace all heat sensors due to the dust from confidential waste. Internal BC to be signed off if below £10k. Environmental agency coming out to assess noise and dust, findings to be shared with the board. Exposure to dust may require USEL to close off canteen and put corridor on offices in factory. Important issues to be actioned due to Health and Safety concerns.
9. **Any Other Business**
	1. Balance Scorecard – presented to board, received with thanks.
	2. Stride Performance Monitoring letter December 2022 **-** Noted by board, W Leathem congratulated all staff at obtaining such excellent results.
10. **HR KPIs**
	1. HR KPIs noted and discussed.
11. **Date of next meeting**
	1. Date of next meeting 22nd February 10.30am. POD 22nd February 9.30am.