

## **ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting

Wednesday 23<sup>rd</sup> February 2022 at 10.00am

Via video conferencing

### **Present**

Mr W Leathem	Chairperson
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

### **Apologies**

Mr D Duffy	Director
Ms L Toner	Boardroom Apprentice

### **1. Conflicts of interest**

1.1 SMT conflict in relation to Pension scheme redesign

### **2. Minutes of the previous meeting held on 26 January 2022**

- a. **Approval** – approved with amendments from verbal to written updates
- b. **Matters Arising**
- c. **Action Log** - updated

### **3. Chairman's Report (verbal update)**

3.1 Attended Chairs forum on 11<sup>th</sup> Feb 2022. Presentation to be sent to Board members.

3.2 Thanks expressed for attendance of all 3 Board Corporate Plan days.

3.3 Governance review findings to be presented at March/April Board meeting.

### **4. Written Procedures**

4.1 Partnership agreement unanimously agreed to be signed off by Board.

## **5. Chief Executive's Report**

5.1 Staff survey results discussed with Board. The Board agreed that the results were outstanding from staff and that the metrics were very appropriately measured. The response rate was noted to be very high.

5.2 Hybrid working – A hybrid working system has been in place for almost 2 years and there would be a proposal to move to a more permanent solution going forward. The Board discussed about the practical implications for teams and agreed to a 3 month trial starting in March 2022 with an update provided in August 2022.

Mr Donnelly & Ms Cowan suggested USEL look at the Civil Service toolkit as part of the review of the process at the end of the trial period.

5.3 Social ROI – SROI has grown 100% over the past 5 years. Mr Atkinson explained the method of calculation for SROI (based off of global metrics). The Board agreed that the report was very impressive.

**Marketing Manager will pull together a trend table over the past few years to identify trend.**

Going forward USEL will utilise the SROI as a form of measurement on wider stakeholders.

## **6. Pension Scheme Update**

6.1 Mr Atkinson explained legal advice and timeline sent by Arthur Cox. The communication will begin in March 2022, if approved. The Board discussed the DB scheme proposals sent through by Arthur Cox.

**Mr Atkinson to confirm with Arthur Cox that all EQIA requirements have been met.**

USEL Board agreed to point 8 on the proposed plan.

## **7. Finance & HR report**

7.1 The Directors received a summary financial position vs budget for January 2022. This showed a negative variance of £28k 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 at a break even point currently.

**Finance Committee Meeting to be scheduled**

7.3 HR KPIs reviewed by Board.

## **8. Adult safeguarding issues – to note (if applicable)**

9.1 Mr Atkinson confirmed that there was nothing to note.

## **9. Risk Register**

**To be updated by the ARAC Chair/Vice-Chair and HCS following meeting around pension redesign/reputational risk.**

## **10. Health & safety update**

Mr Jackson confirmed that the demolition and gable wall works are still ongoing with CPD.

## **11. Any Other Business**

11.1 Internal Audit Strategy was approved by Board and will commence in March 2022.

11.2 Mr Atkinson had a meeting with DfC Finance heads in previous week and discussed the potential deficit in 2022/23 budget. New budget approved by Board and included within Business Plan for 2022/23.

11.3 Corporate Plan and Business plan agreed by Board.

## **12. Date of next meeting**

Board meeting – 23<sup>rd</sup> March 2022. ARAC at 9am.

**Q3 BS to be sent to Board for March 2022.**

**BS to reference risk register plans.**