

## **ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting

Wednesday 25<sup>th</sup> May 2022 at 10.00am

Via In Person & Video conferencing

### **Present**

Mr W Leathem	Chairperson
Mr D O'Hara	Director
Ms J Cowan	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
Mrs K Gilgunn	Communications Manager
Mr R Donnelly	Director

### **Apologies**

Mr D Duffy	Director
Miss 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 27<sup>th</sup> April 2022**

- a. **Approval** – approved
- b. **Matters Arising** - None
- c. **Action Log** – see action log

### **Finance Committee meeting to be scheduled**

### **3. Chairman's Report**

3.1 Congratulate marketing department on the newsletter. Great to see it back after COVID-19 disruption

3.2 Chairman reviews Fraud Prevention Policy from DfC

**Fraud Prevention to be added to the agenda for the Strategy Day in November**

### **4. Written procedures**

Contract Management Policy reviewed

## **Document to be updated from HCS to Head of Finance**

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

- 5.1 Mr Atkinson updates on new business opportunities within the recycling division (application BCC)
- 5.2 Demolition of the rear of the site is still ongoing. Bat survey has been completed
- 5.3 Mr Atkinson provides update on the ongoing pension redesign
- 5.4 Mr Atkinson provides update on Internal Audit. Copy of report issued to directors
- 5.5 Mr Atkinson provides update on ongoing external audit
- 5.6 Mr Atkinson provides update on inspection report to directors

### **6. Pension scheme update**

- 6.1 Mr Atkinson provided update in Chief Executives report on pension scheme

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

- 7.1 The Directors received a summary financial report that was reviewed by directors.
- 7.2 Mr Atkinson provides HR and personnel update. HR KPIs reviewed by Board.
- 7.3 Ms Cowan provided update on POD committee meeting on 25<sup>th</sup> May at 9am

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

- 8.1 Mr Atkinson confirmed that there was nothing to note.

### **9. Risk Register/Management**

- 9.1 Risk registered reviewed with amendments and date changes completed

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

Nothing to report

### **11. Any Other Business**

- 11.1 Mrs Gilgunn and Mr Cowan provided update on the official opening of the new Ballycopeland Windmill Heritage Visitor attraction

11.2 Appraisals due for directors – dates scheduled

**12. Date of next meeting**

12.1 Date of next meeting will be 29<sup>th</sup> June 2022

**External meeting room to be booked**