

## **ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting

Wednesday 31st August 2022 at 10.00am

### **Present**

Mr W Leathem	Chairperson
Mr D O'Hara	Director
Ms J Cowan	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
Ms M Hegarty	Head of Finance

### **Apologies**

Mr D Duffy	Director
Miss L Toner	Boardroom Apprentice
Mr R Havlin	Director

#### **1. Apologies and Welcome**

D Duffy, R Havlin and L Toner

#### **2. Conflicts of interest**

2.1 SMT conflict in relation to Pension scheme redesign

#### **3. Minutes of the previous meeting held on 29<sup>th</sup> June 2022**

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

#### **4. Chairman's Report**

4.1 Chairman thanks Mrs J Cowan for standing in for July meeting

#### **5. Written procedures**

5.1 Board of Directors review policies and are happy to approve

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

**6.1** Mr Atkinson provides update on LCCC mattress contract which has been extended to 2023

**6.2** Mr Atkinson provides update on Mid and East Antrim Mattress Contract

**6.3** Mr Atkinson provides update on redevelopment of back of site

**6.4** Mr Atkinson provides update on pension redesign

**6.5** Mr Atkinson provides update on visit from Deputy Permanent Secretary from DfC

**6.6** Mr Atkinson provides update on ongoing HR Issue

**6.7** Mr Atkinson and Ms Hegarty provide update on budget reforecast. Board of Directors approve.

## **7. Pension scheme update**

7.1 Mr Atkinson provided update in Chief Executives report on pension scheme

## **8. Finance & HR report**

8.1 The Directors received a summary financial report that was reviewed.

8.2 Mr Atkinson provides HR and personnel update. HR KPIs reviewed by Directors.

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

9.1 No Safeguarding issues to report

## **10. Risk Register/Management**

10.1 Risk registered reviewed with amendments and date changes completed

## **11. Health & safety update**

Nothing to report

## **12. Any Other Business**

Nothing to report

### **13. Date of next meeting**

13.1 Date of next meeting will be 28<sup>th</sup> September 2022