

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 25th August 2021 at 10.00am

Via video conferencing

ULSTER SUPPORTED EMPLOYMENT LIMITED

Present

Mr W Leathem	Chairman
Mr D O'Hara	Director
Ms J Cowan	Director
Mr Damian Duffy	Director
Mr R Donnelly	Director
Mrs Sarah 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 Havlin Director

The Board previously met in July 2021 to discuss the ongoing strategy for USEL and the transition plan.

The Board welcomed and introduced themselves to our newly appointed Boardroom Apprentice.

1. Conflicts of interest

1.1 SMT perceived conflict in relation to Pension scheme.

1.2 Mr R Donnelly has associate work ongoing with SIB.

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 30 June 2021

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

3. Chairman's Report

3.1 Meeting in July – discussed Commercial Review and Transition Plan. Board was unanimous regarding their opinion. The Chair, CEO and Company Secretary met with Mrs Wakfer subsequently to provide an update.

3.2 Mr Leathem explained the tender process regarding the commercial review. Dates with the Board to be agreed with the appointed independent reviewer. The Board flagged the need for USEL's input which was not sought for the commercial review TOR.

3.3 150th Anniversary – VIP guest will visit USEL on 7th October.

SMT to arrange budget for event and send invites to the Board (10am-2pm).

3.4 Partnership agreement – on version 3. This has been tweaked slightly since previous versions. No explicit reference to DLA's or pensions – these will not be enforceable unless included. Mr Atkinson and Mr Ballentine-Kearns have asked the Department on multiple occasions for annexes relating to these areas.

Mr Atkinson confirmed that the pension will be a USEL Board decision going forward (confirmed by the Department). The PA needs to be USEL specific and not a generic document used for all ALBs.

Mr Atkinson and Mr Ballentine-Kearns to update draft ahead of meeting and send out to Board for review.

Mr Leathem to contact Department and explain that the USEL Board need more time to review as this is not final sign off.

Mr Donnelly sought clarity on length of the PA. Mr Atkinson explained this should be reviewed every 3 years.

3.5 Finance Committee next meeting – 10am September 8th.

Mr Ballentine-Kearns to send invites.

4. Written procedures

Nothing to note.

5. Pension Scheme Update

Pension Scheme redesign has been signed off by Minister and has now gone back to DoF for approval. No time frame has been set for this.

Having discussed the complexities of the scheme, the individuals and around the time constraints relating to the consultation process, the Board agreed to bring in an additional resource to carry out the Consultation piece regarding the pension redesign.

Mr Atkinson and Mr Ballentine-Kearns to speak to Mercer and come back with a proposal to the Board.

6. Chief Executive's Report

6.1 2 live tenders at present. Final outcomes anticipated for September Board.

6.2 Recent award of £230k capital relating to climate change impacts – internal lights and solar panels.

6.3 Independent reviewer appointed for commercial review.

6.4 Currently in year 4 of ESF project. A 12-month extension application has been submitted and match funding has been confirmed. Outcome by mid-September.

USEL's stats on this project have been very positive and the Board expressed its thanks and gratitude for the tremendous outcomes.

7. Finance & HR report

7.1 The Directors reviewed the summary financial position vs budget for July 2021. This showed a surplus of £14k 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 £114k.

7.3 HR KPIs were discussed and will be reviewed on a quarterly basis going forward.

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

Nothing to note.

9. Health & safety update

9.1 Covid-19 – H&S Manager met with Belfast Met H&S officials. Lateral flow testing to be rolled out in September, twice weekly from home.

9.2 Report from surveyors regarding the back roof, has indicated the building has been condemned. Full estimated project costs to be provided shortly. £100k has been allocated in this year financial year to demolish the building and £300k will be sought next year to build the new building.

The Board have highlighted the significant H&S risk and endorse swift and safe action around the demolition of the condemned building.

10. Risk Management/Register

Risk register was updated on 24th August in conjunction with the Vice-Chair of the ARAC. All changes were noted and agreed by the Board.

Update risk 10

11. Any Other Business

a. Chairman's Business

The Board went into committee to discuss two employment matters and the Mr Cowan, Mr Jackson and Mr Ballentine-Kearns left the meeting. A Conflict of interest with the CEO was noted.

12. Date of next meeting

10am on 29th September 2021 – in person if possible. ARAC at 9am (virtually).