

## **ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting

Wednesday 27th April 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
Miss L Toner	Boardroom Apprentice

### **Apologies**

Mr D Duffy	Director
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#### **1. Conflicts of interest**

1.1 SMT conflict in relation to Pension scheme redesign

#### **2. Minutes of the previous meeting held on 23rd March 2022**

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

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

3.1 Mr Leathem reviews 150 Year Gala Ball and gives his thanks to all staff who were involved in the organisation with special thanks to Mrs Gilgunn.

3.2 On 7/4/21 Mr Leathem attended ALB Chairs Forum. Some useful information provided. Mr Leathem to present at next forum meeting.

3.3 Quarterly assurance meeting on 13<sup>th</sup> April 2022 with Department for Communities in April. Department congratulated Usel on 150 Year anniversary and are keen to communicate internally within the department.

3.4 Interviews completed on 21/4/22 and 22/4/22 to appoint new Head of Finance. Update to be provided under AOB.

#### **4. Written procedures**

Nothing to note.

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

5.1 Currently reviewing costing within recycling. New rates have been discussed with councils regarding mattress recycling with all except one accepting new increase. New partnership opportunity commenced with UK Metals company to install metal bailer and shred springs.

5.2 Ballycopeland Update – due to open last week of May. Struggling to recruit new staff due to location. Team working on implementation plan at present. Awaiting response on Minister of Communities attendance at official opening.

5.3 Mr Atkinson provides update on Pension Consultation events being held in various locations. Final session to be held on 27/4/22.

5.4 Contract management policy to be reviewed at next board meeting on 25/5/22

5.5 Inspections attachment – internal auditors requested a bi-annual statement to be produced. We have provided inspection table of current position.

**Inspection table to be reviewed again in 6 months. Colum with corrective action to be included – Mr Jackson**

5.6 Harkin Summit Update – Harkin Summit will be held in ICC Belfast on 7<sup>th</sup> and 8<sup>th</sup> June 2022. Usel will be delivering a keynote speaker session at the event by Mr Jackson and Mr Cowan.

**Mrs Gilgunn to provide board with details on booking systems to the directors.**

5.7 Update provided on balance scorecard

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

Dealt with above

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

7.1 The Directors received a summary financial position vs budget for March 2022 which was reviewed.

7.2 HR KPIs reviewed by Board.

#### **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 Update to be made to COVID-19 processes – to be changed to completed

9.2 Mr Cowan raises concerns around ESF funding ending in 11 months with no clear communication at present on replacement from Department for Economy

### **Risk to be updated on register to reflect current COVID-19 status**

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

10.1 One incident reported and dealt with during the month

10.2 Mr Jackson provided health and safety update

## **11. Any Other Business**

11.1 Pension Master Trust – Mr Leathem provides update on meeting held and recommendations.

11.2 Staffing Update - Closed Session

11.3 Board went into committee and discussed honorarium paper and agreed, Board received update on CEO review

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

25<sup>th</sup> May 2022