

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 29th June 2022 at 10.30am

Via In Person Crown Plaza Hotel, Belfast

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. Apologies and Welcome

D Duffy 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 25th May 2022

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

Finance Committee meeting to be scheduled

4. Chairman's Report

4.1 Congratulates staff on successful opening of Ballycopeland Windmill Heritage Visitor Attraction and the initial success of the facilities and opening events

4.2 Provides update on Harkin summit and its success. Provides feedback on a fantastic event hosted by Department of Communities. Congratulates D Cowan for presenting at the event.

4.3 Reviews assurance statement. Directors happy to sign off

4.4 Mr Leathem asks Mr O'Hara to provide update from ARAC committee meeting on Wednesday 29th June

5. Written procedures

Nothing to note

6. Chief Executive's Report

6.1 Mr Atkinson provides update on appointment of new internal audit company

6.2 Mr Atkinson provides update on business activity within the month

6.3 Mr Atkinson provides update on new match funding partners for ESF Project STRIDE

6.4 Mr Atkinson provides update on the pension redesign process

6.5 Mr Atkinson provides update on an ongoing HR issue

6.7 Mr Atkinson provides update on annual accounts and audit report

Additional board meeting to be scheduled for Friday 29th July at 10.30am

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 by directors.

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

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

9.1 Mr D Cowan provides update on a safeguarding issue that has now been closed

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

12.1 Governance and board effectiveness review documents reviewed by directors

13. Date of next meeting

12.1 Date of next meeting will be 29th July 2022