# ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 30th November at 11.00am

# Present

Mr D O’Hara Director

Ms J Cowan Director

Mrs S Wakfer Director

Mr W Atkinson Chief Executive

Mr S Jackson Head of Manufacturing & Recycling

Mr D Cowan Head of Employment Services

Mr R Donnelly Director

Ms M Hegarty Head of Finance

Mr D Duffy Director

Mr R Havlin Director

**Apologies**

1. **Apologies and Welcome**

Mr W Leathem Chairperson

Karen Gilgunn Marketing and communications manager

1. **Conflicts of interest**

SMT in relation to update of pension scheme

1. **Minutes of the previous meeting held on 26th October 2022**
   1. **Approval –** approved – October font on heading to be corrected.
   2. **Matters Arising** – None
   3. **Action Log –** see action log
2. **Chairman’s Report**

No chairman’s report presented as Mr W Leathem ill.

1. **Written procedures**

None

1. **Chief Executive's Report**

**6.1** Mr Atkinson provides update on organisations current position with the replacement of ESF funding and sector organised meetings that he has attended. Further update to be provided in next board meeting.

**6.2** Mr Atkinson provides update on funding application from Belfast City Council.

**6.3** Mr Atkinson notes USEL are finalists in the Plant, Civil Engineering and Recycling awards – Circular Economy category.

**6.4** Mr Atkinson provides update on recent tenders submitted this month.

**6.5** Mr Atkinson provides update on impact of increase in national living wage.

1. **Pension scheme update**

**7.1** Mr Atkinson provides update on current position of pension redesign.

1. **Finance & HR report**

**8.1** M Hegarty provides the Directors with a summary of October’s performance and YTD performance.

**8.2** Mr Atkinson provides HR and personnel update.

HR KPIs reviewed by Directors – action to look at target of the KPI for Labour turnover permanent staff.

The board acknowledge their thanks to the HR and payroll manager for all her work on governance.

1. **Adult safeguarding issues – to note (if applicable)**
   1. No Safeguarding issues to report
2. **Risk Register/Management**

**10.1** Item 10 noted as closed

* 1. Item 1 wording to be updated
  2. Item13 wording to be updated

1. **Health & safety update**

Nothing to report

1. **Any Other Business**

**12.1** Business Continuity Plan was presented and approved. Remove names just leave job titles and minute finance manual.

**12.2** Assurance Statement was presented and was approved by the board of directors, to be signed by accounting officer and chair of the board.

1. **Date of next meeting**

13.1 Date of next meeting will be 14th December 2022