# ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 9th October 2023 at 13.30am at Cambrai Street

# Present

Mr W Leatham Chairman

Mr D O’Hara Director

Mrs S Wakfer Director

Mr R Havlin Director

Mr R Donnelly Director

Mr S Jackson Head of Manufacturing & Recycling

Mr D Cowan Head of Employment Services

Ms M Hegarty Head of Finance

1. **Welcome and Apologies**
   1. D Duffy sends his apologies.
2. **Conflicts of Interest**
   1. None noted
3. **Minutes of the previous meetings held January – June 23**
   1. **Approval**
      1. Few amendments made to the minutes on review by board. Minutes re-approved post amendments.
      2. Board agreed the January – June 23 minutes could be uploaded onto the website.
4. **Chairman’s Update**
   1. Chairman provided update on CEO resignation.
   2. Chairman updated board on PSC disclosure with Companies House. M Hegarty to follow up with department to seek their advice and include update on October 23 board.
   3. Board discussed current conflict of interest process which is written confirmations from the board and SMT. Board agreed that this should be extended to managers and supervisors. M Hegarty to send out written requests to be completed by managers and supervisors.
5. **Closed session**
   1. SMT left the board meeting. The board had a closed session to discuss the CEO recruitment and HR issues.