

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 28th April 2021 at 10.30am

Via video conferencing

ULSTER SUPPORTED EMPLOYMENT LIMITED

Present

Mr W Leathem	Chairman
Mr D O'Hara	Director
Ms J Cowan	Director
Mr R Havlin	Director
Mrs Sarah Wakfer	Director
Mr Damian Duffy	Director
Mr R Donnelly	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 Finance/Company Secretary

Apologies

No apologies received.

1. Conflicts of interest

1.1 SMT perceived conflict in relation to Pension scheme.

2. Minutes of the previous meeting held on 31 MARCH 2021

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

6.8 Additional wording added.

6.9 "Colleges do not need to tender, we should not...".

Mr Duffy queries whether we can include a clause in the new Partnership Agreement around direct procurement from DfC. Mr Atkinson confirmed several SLAs have been signed in the prior 12 months that did not require a tendering exercise – we will consider this going forward.

11. Internal Audit update – Mr O'Hara explained that the audit plan previously approved would no longer include GDPR due to resource constraints. The Board were happy to approve.

Move 15.1 & 15.2 to action plan. "People and Organisational Development".

TOR due by Mr Atkinson and Mr Ballentine-Kearns

15.3 Mr Atkinson, Mr Ballentine-Kearns, and Mr Leathem to meet before end of May to choose 4 policies for scrutiny.

15.6 "Done" – move to action log

3. Chairman's Report

3.1 appraisals to be carried out in May 21.

3.2 The Board expressed sympathies to Mrs Duff.

3.3 Job start – USEL have registered to create 15 new jobs across multiple areas. Approval is pending.

4. Written procedures

No issues to note.

5. Pension Scheme Update

Mr Duffy sought clarification regarding the pension liabilities impact on the transition plan. The board have made clear to the Department that without the Pension Redesign being approved that the transition plan will not be progressing.

6. Chief Executive's Report

6.1 Business Overview – confirm of no more mattress recycling from M&EA council. All relevant parties have been informed of the closure of the Ballymena site. All staff intend to transfer.

With regards to WRES, we will need to wait and see.

6.2 Ministerial Visit – Finance Minister due to Visit 5th May 2021.

Mr Duffy explained that he is part of a "Circular Economy Committee" and would keep USEL apprised of any developments.

The Board may seek an update on the skills strategy from DfE.

Once new appointments are made for DfC and CPD are made, USEL will reach out.

6.3 HR – Mr Atkinson explained learnings made throughout redundancy process.

a) Redundancy policy – Board to review and propose amendments, if necessary

7. Finance & HR report

7.1 The Directors reviewed the summary financial position vs budget for January. This showed a £72k deficit in the month (excluding ES).

7.2 Mr Ballentine-Kearns gave a summary of the performance in the month and explained our YTD position (excluding ES). We also discussed our closing year end position before any pension adjustments.

	Ussel KPI	Ussel March 2021	Ussel April 20 – March 21
<i>Absenteeism rates - short term</i>	3%	0.7%	0.4%
<i>Absenteeism rates - long term (+4 weeks)</i>	2%	1.5%	2%

7.3 No further updates on HR.

a) Updated Finance Committee TOR

2 minor adjustments made – Approved by Board.

FC Members nominated: Mr Leathem, Mr Duffy (appointed Chairperson) and Mr Havlin (appointed Vice-Chairperson).

Approved by Board.

POD committee: Joan, Raymond, Dermot, and Sarah

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

Nothing to report.

9. Health & safety update

No update regarding the roof.

10. Risk Management/Register

No changes since prior month. Possible inclusion of arrow indicators for movement in month.

ARAC meeting in May to go ahead with possible additional meeting in June for sign off.

11. Any Other Business

a) “Meet the teams” discussion

2-minute quick intro – 4 slides on last year

11.1 AGM to take place in June with rotation of Vice-Chairperson of Board.

11.2 Income streams, duration and time outs request from Board.

11.3 Commencement of Corporate plan in August – “meet the teams” kick off to this. Hopefully, strategy day in August 2021. **Facilitator to be looked at and prices sought.**

12. Date of next meeting

26th May 2021 at 10.30am.

Meeting 18th May at 2pm.