

## **ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting

Wednesday 28<sup>th</sup> September 2022 at 10.00am

### **Present**

|               |                                   |
|---------------|-----------------------------------|
| Mr W Leathem  | Chairperson                       |
| Mr D O'Hara   | Director                          |
| Ms J Cowan    | 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                          |
| Ms M Hegarty  | Head of Finance                   |
| Mr D Duffy    | Director                          |
| Mr R Havlin   | Director                          |

### **Apologies**

#### **1. Apologies and Welcome**

None

#### **2. Conflicts of interest**

2.1 Pension

#### **3. Minutes of the previous meeting held on 30<sup>th</sup> August 2022**

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

#### **4. Chairman's Report**

**4.1** Mr Leathem provides update on quarterly assurance meeting with the department

**4.2** Mr Leathem provides update on pension trust update with the details of communications

**4.3** Mr Leathem provides update on the current position on the closure of ESF programme

## **5. Written procedures**

5.1 Mrs Cowan provides update on the development of the people strategy.

**Directors approve strategy**

5.2 Mrs Cowan provides update on people plan. Directors

**Directors approve people plan**

5.3 Mr Leathem thanks POD committee for input to documents

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

6.1 Mr Atkinson provides update on disposal of assets

6.2 Mr Atkinson provides additional update on ESF funding and current position with the closure including mitigation

6.3 Mr Atkinson provides update on shortlisting for Belfast Chamber Awards and Social Enterprise Awards

6.4 Mr Atkinson provides updates on new contracts within the industrial sewing department

## **7. Pension scheme update**

7.1 Mr Atkinson provides update on current position of pension redesign

## **8. Finance & HR report**

8.1 The Directors received a summary financial report that was reviewed.

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

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

9.1 No Safeguarding issues to report

## **10. Risk Register/Management**

10.1 Risk registered reviewed with amendments and date changes completed

10.2 Mr O'Hara provides update on ARAC Committee meeting. Mr O'Hara asks for items agreed at ARAC Committee to be approved.

**Approval granted**

## **11. Health & safety update**

Nothing to report

## **12. Any Other Business**

Nothing to report

## **13. Date of next meeting**

13.1 Date of next meeting will be 26<sup>th</sup> October 2022