

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting

Wednesday 26th January 2022 at 10.00am

Via video conferencing

Present

Mr W Leathem	Chairperson
Mr D O'Hara	Director
Ms J Cowan	Director
Mr R Havlin	Director
Mr R Donnelly	Director
Mrs S Wakfer	Director
Mr W Atkinson	Chief Executive
Mr D Cowan	Head of Employment Services
Mr S Jackson	Head of Manufacturing & Recycling
Ms L Toner	Boardroom Apprentice
Mrs Anne Foster	People & Culture Manager/Minute taker

Apologies

Mr D Duffy	Director
Mr S Ballentine-Kearns	Head of Corporate Services/Company Secretary

1. Conflicts of interest

1.1 SMT conflict in relation to Pension scheme redesign

2. Minutes of the previous meeting held on 15 December 2021

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

3. Chairman's Report (verbal update)

3.1 The Chair congratulated Karen Gilgunn and the rest of the staff on the end of year video which demonstrated the excellent work throughout 2021. The Chair congratulated Mr Atkinson on his recent Podcast and the excellent review of Usel and its work.

3.2 The Chair suggested workshops to be organised for the Board to look at Governance and Commercial reviews. The Board then to accept review if relevant.

3.3 Board effectiveness review to follow the strategy day on 17th February 2022.

3.4 Board confirmed their agreement to the format of the last two strategy days. The Dunadry Hotel to be confirmed for 17th February.

3.5 Agreed committee dates to be issued for 2022.

3.6 The Chair explained his role as a DB pension trustee and the contract for Mercer's is extended by 12 months with a view to tender in December 2022.

3.7 The Chair shared that he had attended the ALB Chairs Forum in January 2022.

4. Written Procedures

4.1 The Chair confirmed there was nothing to report for December

5. Chief Executive's Report (verbal update)

5.1 Usel where unsuccessful in securing the TfS Disability Support contract. Discussion followed on lessons learnt and being tender ready for the next contract.

5.2 Mr Atkinson explained that NMW is increasing in April 2022 and additional granting aid is being sought from the Dept to cover any shortfall if required.

5.3 The business case to install solar panels at the Cambrai site was approved on the 23rd of December. Due to the lead time with NIE to install panels, the financial year will have lapsed and therefore, the money will require to be returned.

5.4 The additional monies for the demolition of the building at the back of the site is approved and the building will be demolished by end of March 2022.

6. Pension Scheme Update

6.1 Arthur Cox have been appointed as per the legal framework from CPD. The CEO met with Arthur Cox on 17th January and a follow up meeting is scheduled for 28th January.

7. Finance & HR report (verbal update)

7.1 The Directors received a verbal summary financial position vs budget for December 2021. This showed a positive variance of £14k in the month.

7.2 Mr Atkinson explained the movements in the month and the budget going forward and that our YTD position is a surplus of £43k.

7.3 Mrs Foster updated the Board on the HR KPI's.

8. Partnership Agreement

8.1 An amendment at 5.1 of the Agreement is required to reflect the number of current Board members.

8.2 Mr Atkinson and the Chair to meet with the Department regarding the Partnership Agreement. Clarification required in certain aspects of the agreement. Once confirmed and signed off this will be reported under Written Procedures.

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

9.1 Mr Cowan confirmed that there was nothing to note.

10. Health & safety update

Mr Jackson confirmed no current updates to report.

11. Any Other Business

Balanced Scorecard for Quarter 3 due at February Board.

Gala Ball RSVP's promptly

Staff Survey for February Board

12. Date of next meeting

Strategy day third session – 17th February 2022. Board Effectiveness meeting in PM.

Board meeting – 23rd February 2022. ARAC at 9am