

## **ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting

Wednesday 26<sup>th</sup> May 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/Related Party Transactions**

1.1 SMT perceived conflict in relation to Pension scheme.

The Board and SMT have no RPTs to declare within the period since the last Board meeting.

#### **2. Minutes of the previous meeting held on 28 APRIL 2021**

##### **a. Approval**

Approved by Board.

##### **b. Matters Arising**

##### **c. Action Log**

**Chris to contact Raymond re: phone emails. Delete Damian's work email.**

#### **3. Chairman's Report**

3.1 Boardroom apprentice – 23<sup>rd</sup> June induction meeting. "Board buddy" to be selected.

3.2 Budget allocation – GiA in line with budget request.

3.3 Finance Minister visited in May.

3.4 Conflict of interest report discussed.

#### **4. Written procedures**

No update required.

#### **5. Pension Scheme Update**

Department Economist has signed off business case. Outcome expected before end of June.

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

6.1 Updated Board meetings to include Related Party Transactions point under section 1 going forward to meet auditing requirements.

6.2 WRES scheme has been revoked due to USEL servicing only individuals with Disabilities. The Board discussed the implications of this and the benefits this would have provided individuals with disabilities and were disappointed with the outcome. Mr Atkinson to raise at next Quarterly meeting. Looking into being a specialist provider may be an option.

6.3 Recap of Internal audit report (previously discussed in detail at ARAC meeting prior to Board meeting).

6.4 Car allowance – Mr Atkinson gave a summary of how car allowances were historically provided/used in line with car policy. Mr Atkinson explained the legal advice received and presented proposals/potential risks to the Board, as to how we can progress.

Mr Duffy and Mr Donnelly raised a query regarding a business change leading to the need to remove the car allowances. Ms Cowan queried if this had implications to the pension – Mr Atkinson and Mr Leathem explained this was different to the historic discussions on this matter.

Mr Ballentine-Kearns to review the legal opinion with our legal advisers. The Board agreed that they will revisit this at June 2021's Board.

6.4 Annual declaration submitted to the Department.

#### **7. Finance & HR report**

7.1 The Directors reviewed the summary financial position vs budget for April 2021. This showed a surplus of £50k in the month.

7.2 Mr Ballentine-Kearns explained the movements in the month and the budget going forward.

	<b>Usel KPI</b>	<b>Usel April 2021</b>	<b>Usel May 20 – April 21</b>
<i>Absenteeism rates - short term</i>	3%	0.7%	0.11%
<i>Absenteeism rates - long term (+4 weeks</i>	2%	1.7%	0.85%

No further HR updates to provide.

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

Nothing to note.

### **9. Health & safety update**

Work order for back roof has been completed. Inspection to take place next week and decision to be made thereafter.

No other issues to note.

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

10.1 A few tweaks to be made on colouring from ARAC meeting.

10.2 Bi-annual assurance statement – approved by Board with an updated in NLW comment.

10.3 Annual review of Gifts and hospitality as well as Whistleblowing policy to take place.

10.4 External audit – 23<sup>rd</sup> June 2021 meeting to review report.

### **11. Internal Audit Report**

ARAC covered this point by point and a highlight was given to the Board. Accepted by Board.

### **12. Policy test drill exercise and findings**

Board approved the exercise completed.

### **13. Any Other Business**

13.1 Board went into Committee.

### **14. Date of next meeting**

ARAC 23/06/21

Board meeting 30/06/21 – use of a room for a socially distanced meeting. Mr Cowan to confirm.