

## **ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting

13.30, Wednesday 25 March 2020

Via video conferencing

### **Present**

Mr W Leathem	Chairman
Mr D O'Hara	Director
Mr R Havlin	Director
Ms J Cowan	Director
Ms C Magill	Director
Mr R Donnelly	Director
Mr W Atkinson	Chief Executive
Mrs SJ Mowbray	Company Secretary/Head of Corporate Services
Mr S Jackson	Head of Manufacturing & Recycling
Mr D Cowan	Head of Employment Services

### **Apologies**

None

### **1. Conflict of Interest**

1.1.A perceived conflict of interest was noted for the SMT in relation to the pension benefit re-design.

### **2. Minutes of the meeting held on 26 February 2020**

2.1. Minutes from meeting on 26 February 2020 were approved.

### **3. Chairperson's Report**

3.1. The Chairman updated members in relation to:

- There is no update to report regarding pension benefit re-deign.
- The Accountability Meeting scheduled with the Minister for April will be postponed.

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

4.1. The Chief Executive provided the following update in relation to covid-19:

- All those staff who can work from home, are now working from home;

- Confirmation has been received from the department in relation to funding of Workable NI and Employment Support;
- DfC have requested that the confidential shredding service remains operational;
- Power NI have made enquiries about our stitchers making surgical gowns and face masks and an order has been received from London Fire for essential work. Appropriate measures have been taken to ensure those staff operate in a safe working environment.

4.2. Usel have received confirmation of a service level agreement with DfC in relation to confidential paper shredding.

**AP: Health and Well-being Policy to be shared to Board members.**

## **5. Head of Corporate Services Report**

### **Finance**

5.1. The Directors reviewed the summary financial position against budget, for **February**, and noted a surplus of £31k. Budget forecast for **February** was £34k surplus, therefore this is a variance of £3k.

5.2. YTD we have delivered a surplus of £173k. Budget forecast for YTD position, as at 29 February was a surplus of £76k. This is a positive variance of £97k.

5.3. It was noted that income and expenditure lines for YTD were within 10% variance tolerance.

5.4. No other substantive issues to note.

## **6. Risk management**

6.1. The Board considered the risk register in full and accepted recommendations from the ARAC regarding separation of Risk 34 (covid-19) into various components, such as financial risk and risk to health & well being of staff.

## **7. Redundancy Policy**

7.1. This policy will be considered in full in April's meeting.

## **8. Any Other Business**

8.1. There is no adult safeguarding issues to report.

8.2. There were no ICT or data breaches.

## **9. Date of Next Meeting**

9.1.29 April 2020