

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting
9.30, Thursday 14 November 2019
Cambrai Street, Belfast

Present

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

Apologies

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|--------------|-----------------------------------|
| Mr S Jackson | Head of Manufacturing & Recycling |
| Mr D Cowan | Head of Employment Services |

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 30 October 2019

2.1. Minutes from meeting on 30 October 2019 were approved.

2.2. The following actions from October's Board:

- Job description and questions for People and Culture Manager were circulated to Board
- A presentation on implementation of values will be provided in December Board.

2.3. All actions are cleared.

3. Chairman's Business

3.1. The Chairman updated members in relation to:

- A senior official from the Department will attend the December Board meeting to provide an update on the department's review of disability employment programmes;
- Revised format in relation to evaluation of CEO post has been agreed and is being processed.

4. Pension Scheme Update

- 4.1. Mr Atkinson and Mrs Mowbray met with departmental officials on 13 November to discuss the latest draft of the business case which was submitted. Aspects of the business case were clarified.
- 4.2. The department will provide comments which will be included in the business case.
- 4.3. Board members noted their concern to the delay in approving the business case. Once the business case is approved, statutory consultation is 60 days.
- 4.4. The increased pension cost is effective from 1 April 2020. Therefore, continued delays in approving the business case may result in this deadline being missed. The increased pension cost to Usel in 2020-21 is approximately £50k.

AP: Chair to formally communicate the Board's concerns to the Department.

5. Chief Executive's Report

- 5.1. The Chief Executive provided a verbal update. The following was noted:
- The review of the Employment Support programme is almost complete. The outcome will be formally communicated towards the end of this financial year;
 - Two additional hospitality opportunities are being explored.

AP: Conditions in relation to public liability insurance to be reviewed.

6. Resource Plan

- 6.1. Mr Atkinson provided an update to the Board in relation to the resource plan.
- 6.2. The Board approved the next step, to submit a business case to the department.

AP: Paper outlining wraparound support to be provided to the Board.

7. Financial Performance

7.1. The Directors reviewed the summary financial position against budget, for **October**, and noted a surplus of £35k. Budget forecast for **October** was £30k surplus. Performance was therefore £5k better than budget.

7.2. YTD we have delivered a surplus of £26k. Budget forecast for YTD position, as at **31 October** was a surplus of £1k. This is a positive variance of £25k.

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

7.4. The Board were content with the information presented and no clarification was requested.

8. Adult Safe Guarding Issues

8.1. No new issues to report.

9. Health & Safety

9.1. The Health & Safety forum continues to operate on monthly basis. No issues to note.

10. Policies for Approval

10.1. The following policies were approved:

- Acceptable Use of ICT v2
- ICT Security Policy
- Disciplinary Policy - revised

11. Any Other Business

11.1. None.

12. Date of Next Meeting

12.1. 18 December 2019