

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting held on Wednesday
23 November 2016 at 10.30 a.m. at 182-188 Cambrai Street, Belfast

Present

Mr J Perry	Chairman
Mr A Bennett	Financial Director
Mrs J Kelly	Director
Dr G Adams	Director
Mr T Hinds	Director
Mr W Atkinson	Chief Executive
Mr D Macedo	Company Secretary
Mrs SJ Mowbray	Head of Corporate Services
Mr A Savage	Head of Operations

Apologies

Mr D Mackay	Director
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Conflicts of Interest

The Chairman obtained confirmation from all those present that there were no conflicts of interest.

Minutes of the meeting held on 26 October 2016

Agreed: The Minutes were agreed

Matters arising

None

Chairman's Business

- The Chairman wished to thank everyone for the opening of the new recycling facility.
- The process to appoint a new Director is in progress; 10 candidates were shortlisted for interview.
- USEL achieved the National Green Champion Award for Ireland presented at the Houses of Parliament in London; the next stage is for USEL's name to go forward to the International Awards.
- The pension services currently provided by Mercer have been retendered with 5 invitations having been sent; of these, 3 have been shortlisted to make their presentations today.

Head of Corporate Services' Report

The Directors reviewed the Management Accounts for **October** and noted the Results were £4K worse than Budget. On a cumulative basis, the Results are £76K worse than Budget. Mrs Mowbray explained there were quite a number of one-off costs contributing to this situation but that a Plan is in place to recover this situation by the end of the financial year.

Chief Executive's Report

The Directors reviewed the Chief Executive's Report for **October** which had been previously circulated. The following was noted:

- **New Strategic Partners** – USEL has been approached by an organisation to partner with a mattress recycling issue; it involves the transfer of equipment they have been allocated by NIEA, the latter being in agreement with the proposal.
- **New Business** – As a follow up to previous discussions, USEL will pilot a recycling process as part of the cleans and clears project.
- **Mattress Recycling** – USEL has reached the allocated budget of 5,000 units agreed with Belfast City Council who have agreed to allow USEL to recycle a further 2,000 units up to March 2017.

Employment Services Business and KPI Report

The KPI Report, which was previously circulated was analysed and it was noted that the Commercial Training delivery is still not on Budget.

Employment Support Scheme

The Report in respect of the operation of the ES Scheme for the month of October which was previously circulated was taken as read.

Commercial Products KPI Report

The KPI Report, which was previously circulated was analysed and it was noted that Industrial Sewing is still running under Budget for the month.

Death in Service Insurance

The Board decided that another quote was required.

Car, Travel and Subsistence Policy

The draft was reviewed and minor amendments requested. The final version will be ratified at the January meeting.

Bank Mandate

In order to allow for bank lodgements to be made at a Post Office, the Board agreed to allow the issue of Debit Cards (Deposit only cards) to the following employees:

- Kim Fuller
- Beverley Mitchell
- Christian Macedo

Any Other Business

Mr Aidan Bennett, in his capacity as Chair of the Audit and Risk Assurance Committee, referred to the Committee meeting which preceded this and highlighted the following;

- All discussions provided an overall reassurance.
- The handover from the Finance Manager to the Head of Corporate Services is proceeding on track.
- The 3 highest risks identified by the Audit and Risk Assurance Committee should feature as a standing item on the Board Agenda.