

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting held on Thursday
27 April 2017 at 10.30 a.m. at 182-188 Cambrai Street, Belfast

Present

Mr J Perry	Chairman
Mr A Bennett	Director
Ms C Magill	Director
Mr T Hinds	Director
Mr D Mackay	Director
Dr G Adams	Director
Mr W Atkinson	Chief Executive
Mrs SJ Mowbray	Company Secretary/Head of Corporate Services

Apologies

Mr A Savage	Head of Operations
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1. Conflicts of Interest

None noted.

2. Minutes of the meeting held on 23 March 2017

Minutes were approved.

3. Chairman's Business

- Board member appraisals are now complete and returned to the Department.
- There are a few changes to Departmental Officials scheduled for coming months.
- Review of Arms Length Bodies is progressing in the background.
- Results from the staff satisfaction survey have been received by the Board and Senior Management Team. The findings will be disseminated to staff in following weeks.
- Legal advice, in relation to contract for provision of Usel pension scheme, has been received and Trustees have taken assurance from advice to sign new contract

4. Chief Executive's Report

The Directors reviewed the Chief Executive's Report for **March** which had been circulated with Board papers. The following was noted:

- Health, Safety & Environment

- We have received confirmation that our application for full waste management licence is at final stages. Board commended Scott Jackson, Circular Economy Manager for his hard work.
- We have been shortlisted for a number of awards:
 - Business in the Community – Environmental Leadership
 - Environmental Media – Environmental Excellence/ Best Community Recycling Initiative
 - National recycling award within the Public – Private Sector Partnerships
 - Mid Ulster Council – Best Social Enterprise (no interview required)
 - Belfast Business Awards – Social Enterprise of the Year
- New Business/Product Development
 - An agreed draft partnership with a local social enterprise, Madlug, has been agreed
 - We have received formal notification that we were not successful in tender application for Apprenticeship NI
 - Three month pilot programme has been agreed with three contractors in relation to NIHE clear and clear. This pilot will commence in May 2017
- Strategic Partners
 - Carillion Group CEO and members of National senior team attended a site visit, which was very positive
- Continuous Improvement
 - Results from EFQM are due by the end of May
 - Structural and cost challenges were discussed. The Board accepted proposal to instruct pension provider to review current pension options

5. Head of Corporate Services' Report

a. Finance

The Directors reviewed the summary financial position against budget, for **March**, and noted the results were £58K better than Budget. Year to date, as at 31 March 2017, the results are £40K better than Budget. This is a strong year end position.

The Board noted the huge success in achieving end of year outturn.

6. Head of Operations Report

a. Employment Services KPI Report

The KPI Report circulated with Board papers was analysed and it was noted that the Commercial Training delivered slightly under Budget.

b. Commercial Products KPI Report

The KPI Report circulated with Board papers was analysed and it was noted that Bedding and Mattress Recycling performed strongly in March and that Industrial Sewing was slightly under budget for the month.

7. Adult Safe Guarding Issues

No issues to report to the Board.

8. Health & Safety

Mr D Mackay highlighted key points from a letter from Health & Safety Executive NI, received following an informal visit. Issues and recommendations from letter were discussed. Actions arising from recommendations in the letter will be collated and circulated amongst Board members.

9. Vintage Satchel Company Proposal

The Board approved a proposal presented by Mrs Mowbray in relation to a partnership with a local social enterprise, Madlug.

10. Draft ICT Strategy

Draft ICT Strategy was presented to members for approval in May 2017 Board.

11. Board Effectiveness Review

Board members to return by Tuesday 2 May 2017

12. Policies for Approval

The following policies presented to the Board were approved:

- Gift & Hospitality Policy
- Freedom of Information Policy and Procedure (subject to a minor amendment)

Three further policies were presented to the Board, for comment/approval in May Board:

- Social Media Policy
- Acceptable Use of ICT Policy (Revised)
- Mobile ICT Security Policy (Revised)

13. Perceived risks from the Risk Register

The following are the top risks from the Risk Register:

- a) Financial risk due to Executive not formed – reduced GIA and match funding
- b) Loss of strategic knowledge due to employee loss
- c) Impact of Brexit on EU funding

14. Any Other Business

None noted