

**ULSTER SUPPORTED EMPLOYMENT LTD**

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

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

**Present**

Mr J Perry	Chairman
Mrs J Kelly	Director
Mr T Hinds	Director
Mr D Mackay	Director
Mr W Atkinson	Chief Executive
Mr D Macedo	Company Secretary
Mr T Fuller	Commercial Products Business Manager

**Apologies**

Mr A Bennett	Financial Director
Dr G Adams	Director
Mr A Savage	Employment Services Business and Dev. Manager

**Conflicts of Interest**

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

**Minutes of the meeting held on 16 December 2015**

**Agreed:** The Minutes were agreed and signed.

**Matters arising**

None

**Chairman's Business**

- Messrs T Hinds and D Mackay had their tenures renewed for a further 3 years.
- Ms J Kelly had tenure extended until 31 December 2016.

**Finance Manager's Report**

The Directors reviewed the Management Accounts for **December** and noted the Results were £1K worse than Budget. Cumulatively, the Company's performance is £24K worse than Budget.

**Budget 2016 – 17**

The Budget for 2016 – 17 was reviewed and following a questions and answers session, it was proposed by Ms J Kelly and seconded by Mr T Hinds to approve the Budget subject to the final approval by the Dept.

### **Chief Executive's Report**

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

- Following discussions at Belfast City Council, certain possible business opportunities relevant to our factory employees were discussed. Further investigations are to take place.
- An improved Performance Management Review is being introduced. Managers will receive training in early February. The HR Manager will brief the Board at the next meeting.

### **Employment Services Business and Development Manager's Report**

The Report was previously circulated. The following was highlighted:

- Steps to Success – No change in the last meeting i.e. only one client has so far been referred to USEL. Main contractors are to be approached.
- Certain funding opportunities were explored.

### **Workable Tender**

- Preliminary discussions with other local providers have taken place.
- The bidding strategy was discussed.

### **Employment Support Scheme**

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

### **Commercial Products Business Manager's Report**

The Report was previously circulated. The following was highlighted:

- Bedding seems to be picking up.
- Efforts are being made to dispose of slow moving bedding inventories.

### **Risk Register**

The Risk Register was reviewed; it will be analysed in detail at the next Audit Committee meeting at which time the following items should be addressed:

- Whether mattress recycling should be included.
- Whether we need an extra column headed "Mitigated Risk"

### **Facility Letter to Danske Bank**

Upon receipt of a favourable legal opinion, the Directors resolved to accept on behalf of the Company the Facility Letter dated 30 November 2015 (previously circulated) issued by Northern Bank Limited trading as Danske Bank in the terms and on the conditions as set out in the said letter.

### **Additional Bank User**

The Directors resolved that Mr W Atkinson should be added as a bank signatory in replacement of Mr J McCall.

The Directors further resolved that the ebanking User Authorisation in respect of Mr W Atkinson, with the same level of authority as that previously granted to Mr J McCall, and in the form set out in the letter dated 22 January 2016 (previously circulated and produced at the meeting) issued by Northern Bank Limited trading as Danske Bank, should be approved.

Upon receipt by Mr Atkinson of the electronic bank key (fob) Mr Macedo is to request the bank to cancel Mr Bennett's fob.

### **Any Other Business**

- The Board would like a meeting with Mr T Park to discuss current issues.
- The accountability meeting with the Permanent Secretary is outstanding.

### **Next Meetings**

Month	Date	Topic
February 2016	24th	
March 2016	23rd	