

## **ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting held on Wednesday  
25 January 2017 at 9.30 a.m. at 182-188 Cambrai Street, Belfast

### **Present**

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

### **Apologies**

Mr A Bennett

#### **1. Conflicts of Interest**

CIM – Marketing application to App NI

#### **2. Minutes of the meeting held on 16 December 2016**

Some minor amendments noted. Revised minutes to be circulated amongst Board members for approval.

#### **3. Chairman's Business**

- The Chair warmly welcomed new Board Member, Ms Carol Magill who took up the post in January 2017
- The Board noted progress of the review of ALB by the Department – meeting agreed for 14 February 2017 between Chair and CEO

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

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

- **New business** - Follow up discussions with NIHE have taken place with the main sub-contractors for the process of tenant change outs. A range of agreed actions are scheduled to be completed Jan 2017 and updates will be provided to the Board in next meeting.

Usel have been approached by a strategic partner for a funding application for EU focused on developing and operating circular economy projects within urban areas. The overall value could be approx. £500k per annum for a three year term.

- **Health & Safety** – As agreed in December meeting, the health and safety improvement plan has been updated (see Agenda Item 8). A 2017-18 plan will be developed and presented for approval at the March board.

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

### **Finance**

The Directors reviewed the summary financial position against budget, for **December**, and noted the results were £11K better than Budget. Year to date, as at 31 December 2016, the results are £76K worse than Budget. That is a £16k improvement on the November YTD position.

A few suggestions were noted by Board members to improve the quality of the financial information provided to the Board.

### **ICT**

A number of key projects have been delivered/started to improve USEL's ICT environment and manage ICT costs more effectively.

## **6. Head of Operations Report**

### **Employment Services KPI Report**

The KPI Report circulated with Board papers was analysed and it was noted that the Commercial Training delivery is still not on Budget.

A Savage noted USEL achieving the highest level of award following an ETI Inspection in January. The Board expressed congratulations to Mary McCann and her team as this is a significant achievement.

### **Commercial Products KPI Report**

The KPI Report circulated with Board papers was analysed and its was noted that Manufacturing performed strongly in December. It was noted that Industrial Sewing achieved budget for the month.

## **7. Adult Safe Guarding Issues**

Two issues were reported to the Board – one internal and one external. Usel policy has been adhered to and relevant bodies have been informed.

## **8. Health and Safety Plan 2016-17**

Noted

## **9. Policies for Approval**

The following policies presented to the Board were approved in principle, subject to a few minor amendments.:

- Young People and Adults Safeguarding Policy
- Disciplinary Policy
- Car T&S Policy

It was agreed a summary of the Policy Register is presented to Board each month.

Staff handbook to be completed and circulated amongst all Usel employees to ensure policies are communicated to all staff.

### **10. Perceived risks from the Risk Register**

The following are the top risks from the Risk Register:

- a) Loss of strategic knowledge due to employee loss.
- b) Lack of proper IT Strategy
- c) Failure to achieve charitable status (impact of rates cost)

### **11. Death in Service Insurance**

The Board considered all options in relation to Death in Service Insurance and it was agreed to proceed with Canada Life.

### **12. Draft Corporate Plan 2017-2021**

The CEO presented the Draft Corporate Plan 2017-2021, and Head of Corporate Services presented the draft budget for 2017-18, to the Board for approval which was agreed in principle, subject to some minor amendments.

The Board requested that a staff satisfaction survey be completed prior to 31 March 2017, to set a baseline prior to introduction of new Corporate Plan.

### **13. Any Other Business**

Trustees of USEL Pension Scheme were required to sign "Authorised Signatories" documentation.