

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting held on Tuesday
26 April 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 D Mackay	Director
Mr W Atkinson	Chief Executive
Mr D Macedo	Company Secretary
Mr A Savage	Employment Services Business and Dev. Manager
Mr T Fuller	Commercial Products Business Manager

Apologies

Mr T Hinds	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 23 March 2016

Agreed: The Minutes were agreed and signed.

Matters arising

None

Chairman's Business

- S Faloon, the pension scheme actuary, will join the Board at the 31 May meeting to make a presentation.
- The Accountability meeting will take place on 6 May.
- USEL will come under the sponsorship of the Dept for the Communities.

Finance Manager's Report

The Directors reviewed the Management Accounts for **March** and noted the Results were £32K better than Budget; for the year the Company reports a Net Result of £53K which is £30K better than Budget. The Net Result after depreciation, FReM adjustment and IAS19 pension adjustment is a loss of £926K. In terms of the balance sheet, the pension deficit has reduced by some £2.5M and the property has been revalued at £323K higher than book value.

Chief Executive's Report

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

- **Cost Transformation** – All employees concerned have been briefed on the proposed changes to the Car Policy.
- **Workable Re tender** – The process of re-tendering for the Workable NI programme is in progress.
- **Partnership Working** – Discussions have began with the Housing Executive, Choice Housing, Extern and Safequip regarding various potential business opportunities.
- **Commercial Sales Development**- Research suggests that a direct sales model for beds and mattresses will generate sales in the region of £60K in year 1 rising to £150K in year 3. The cost of relocating the canteen to create a direct sales showroom is in the region of £25K. The Board requested that this be bundled into a proposal to be presented at the next meeting.
- **New Business** – An order of 1,000 units of beds and mattresses has been secured with further in the pipeline.
- **Name Change** – The Board agreed to use "USEL – Ulster Supported Employment and Learning" as a trading name provided the legal advice obtained from Johns Elliott is adhered to (their email dated 30 March 2016 is attached to these Minutes). A Savage and K Redpath will provide further information on branding at the next meeting.
- **Funding Applications** – We are currently awaiting the outcome of various funding applications in connection with the expansion of our recycling model.

Employment Services Business and Development Manager's Report

The Report, which was previously circulated, was taken as read.

Employment Support Scheme

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

Commercial Products Business Manager's Report

The Report, which was previously circulated, was taken as read.

Any Other Business

- In future all People Policies are to be reviewed by the Board.
- A consultant has been appointed to assist with the development of an IT Strategy and re-tendering of the current arrangements with Sherwood Systems. An initial meeting took place with Mr A Bennett and Mr C McMackin with further meetings scheduled with other personnel. A further update will be provided at the next Board meeting.

- It was agreed to modify the format of some of the Board reports, whereby a table of KPIs will be presented with variances.

Next Meetings

Month	Date	Topic
June 2016	29th	AGM on the same day.