

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting held on Wednesday
24 August 2016 at 10.30 a.m. at the 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 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

None

Conflicts of Interest

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

Minutes of the meeting held on 29 June 2016

Agreed: The Minutes were not agreed as a few amendments were requested. The Minutes will be agreed at the next meeting.

Matters arising

None

Chairman's Business

- An advert for Mrs J Kelly's replacement will be placed on 22/23 September with a plan to hold interviews on 17-27 November.
- Sara Jane Mowbary has been appointed as Corporate Services Manager and will join USEL on 5 September.
- Ms Sharon Russell and Mr Terry Park (both from DfC) will join the Board at the November meeting.
- USEL has been selected for an environmental Apple Award; the event will take place at the Houses of Parliament on 11 November.

Finance Manager's Report

The Directors reviewed the Management Accounts for **June and July** and noted the Results were £28K and £5K respectively worse than Budget. On a cumulative basis, the Results are £40K worse than Budget.

Chief Executive's Report

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

- **Results to Date** – Following on from the Finance Manager's Report, the CEO informed there was a plan in place to address the Deficit against Budget.
- **Capital Investment** – USEL received a formal letter of offer from NIEA securing £231K for the purchase of new capital equipment to expand the existing recycling programmes.
- **New Business** – USEL secured a new customer with the forecast purchase of 5,000 bedding units per annum with the first delivery planned for 22nd September.
- **New Structure** – The Voluntary Exit Scheme is now complete and 6 staff have applied and received confirmation their applications were accepted. The Company recognises the contribution the staff that are leaving have made to the business.
- **Estates Strategy** – The review of the current locations is ongoing and some concerns have been identified; a range of options and recommendations will be presented at the September meeting.
- **Continuous Improvement** – The Company is working with the Centre of Competiveness to undergo an EFQM assessment; this will incur an unbudgeted cost of £3,500 for which Board approval is sought. It was agreed to explore the possibilities of either DfC or InvestNI meeting the cost.
- **Pension Strategy** – The Directors decided to defer any discussions on the Pension Strategy until after the re-tendering for the pension services provider, when the new provider will give advice. In the meantime it was decided to ask Mercer to investigate if the current insurers (Aviva) will extend the Group Life cover to the members on NOW: Pensions.

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 not on Budget; it was also noted that a plan is in place to address this situation.

Employment Support Scheme

The Report in respect of the operation of the ES Scheme for the month of July 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 the Industrial Sewing delivery is not on Budget; it was also noted that a plan is in place to address this situation.

USEL Open Day

Mr Savage informed that USEL was having an Open Day on 29 September and it was hoped that a VIP guest would attend. During the Open Day, the following aspects will be covered:

- Unveiling of the new corporate brand and website.
- Information on the various employment programmes run by USEL.
- The new Recycling Operation
- Stride award ceremony
- Training courses available.

Any Other Business

Mr Macedo informed that the National Fraud Initiative 2016-17 will start soon and that the Fair Processing Notice will be issued the following day.

Next Meetings

Month	Date	Topic
September	28	
October	26	Strategy Day – Venue is Titanic Quarter
November	23	
December	14	Christmas Lunch with Staff

Presentation

Ms Linda Laird presented to the Board the results obtained from an Employee Engagement Survey which was analysed by a psychologist. This covered stages 1 and 2; the Board asked that the Company proceed to Stage 3.