

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting held on Thursday
23 March 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
Mr W Atkinson	Chief Executive
Mrs SJ Mowbray	Company Secretary/Head of Corporate Services
Mr A Savage	Head of Operations
Ms L Warrington	Business Development & Sales Manager (Agenda Item 9 only)

Apologies

Dr G Adams	Director
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1. Conflicts of Interest

None noted.

2. Minutes of the meeting held on 22 February 2017

Minutes were approved.

3. Chairman's Business

- Success of the presentation of the draft Corporate Plan on Wednesday 22 March, was noted
- Departmental review of ALB is ongoing

4. Chief Executive's Report

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

- Proposed changes to health and safety model within the organisation was approved. It was noted that staff member who is receiving NEBOSH training will be committed to one year service, post qualification, in line with Usel Training Policy. Should that individual leave within one year, there will be a requirement to pay back (on a sliding scale) the cost of the training.
- Usel were successful in provision of disability support for Training for Success & Apprenticeships NI
- Discussions around clean and clears project are progressing
- Usel will be considering options regarding new product development

- The Department has advised that we should prepare for a 5% cut in 2017-18 grant in aid budget

5. Head of Corporate Services' Report

a. Finance

The Directors reviewed the summary financial position against budget, for **February**, and noted the results were £49K better than Budget. Year to date, as at 28 February 2017, the results are £2K better than Budget. That is a significant improvement on the January YTD position.

b. ICT

ICT projects are continuing to be delivered, to improve USEL's ICT environment and manage ICT costs more effectively.

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 delivery is now on Budget.

b. Commercial Products KPI Report

The KPI Report circulated with Board papers was analysed and it was noted that Manufacturing performed strongly in February and that Industrial Sewing exceeded budget for the month.

7. Adult Safe Guarding Issues

No issues to report to the Board.

8. Key issues arising from Audit Committee

Mr A Bennett briefed the Board in relation to Audit Committee. The Bi-Annual Assurance Statement was agreed and signed by Chair of Board.

9. Sales performance 2016-17

Ms L Warrington presented 2016-17 sales breakdown.

10. Policies for Approval

The following policies presented to the Board were approved:

- Lone Mobile Working
- LW Protection System Policy

Two further policies were presented to the Board, for comment/approval in April Board:

- Gift & Hospitality Policy
- Freedom of Information Policy and Procedure

11. 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

12. Any Other Business

Board members were provided with Board Effectiveness Review for completion for April Board.