

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting held on Wednesday
26 October 2016 at 09.30 a.m. at the Titanic Centre, 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
Mrs SJ Mowbray	Head of Corporate Services
Mr A Savage	Head of Operations

Apologies

Mr D Macedo	Company Secretary
Mr T Fuller	Commercial Products Business 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 28 September 2016

Agreed: The Minutes were agreed

Matters arising

None

Chairman's Business

- In respect of the advertisement for a new Director, 20 applications have been received.
- Congratulations to all staff for achieving the Green Apple Award for the recycling programme which will be presented at an event in November at the Houses of Parliament.
- Congratulations to all involved for making the Open Day such a big success.

Finance Manager's Report

The Directors reviewed the Management Accounts for **September** and noted the Results were £10K worse than Budget. On a cumulative basis, the Results are £52K worse than Budget.

Chief Executive's Report

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

- **Resource Support** – NIEA have agreed to support the costs of the Circular Economy Manager for 6 months.
- **New Business** – As a result of a new relationship with an organisation in Liverpool, USEL has received an order for 180 bedding units.
- **Health and Safety** – An asbestos survey has confirmed the existence of asbestos within the buildings at the rear. Quotes for its safe removal have been sought and the DfC have been informed of the situation.

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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 still not on Budget.

Employment Support Scheme

The Report in respect of the operation of the ES Scheme for the month of September 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 both Industrial Sewing and Factored Goods were slightly under Budget for the month.

Amendment to Bank Mandate

It has been noticed that Mr Atkinson has been set up to sign cheques individually rather than jointly. To correct this anomaly, the Directors resolved to amend the existing Bank Mandate in the form set out in the attached document issued by Danske Bank which was circulated to the Directors in advance.

Any Other Business

None

Next Meetings

Month	Date	Topic
November	23	Includes Internal Audit Committee at 9.30
December	14	Christmas Lunch with Staff