

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting held on Wednesday
31 May 2017 at 10.30 a.m. at 182-188 Cambrai Street, Belfast

Present

Mr J Perry	Chairman
Ms C Magill	Director
Mr T Hinds	Director
Mr D Mackay	Director
Dr G Adams	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	Director
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1. Conflicts of Interest

None noted.

2. Minutes of the meeting held on 27 April 2017

Minutes were approved.

3. Chairman's Business

- Mr D Mackay provided an update to the Board in relation to H&S issues raised during April meeting. All issues have been addressed
- Confirmation received at Usel in relation to the change of personnel in Department for Communities sponsor team
- The Board would like to wish Usel the best of luck for BITC awards
- Initial work has taken place by Usel pension administrators in relation to amending the current pension scheme, to benefit all employees in Usel

4. Chief Executive's Report

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

- 2017-18 Budget – formal confirmation received from the Department that there will be a 4% reduction in grant in aid. There is no capital budget available
- Staff survey communication – SMT delivered eight sessions covering all outcomes from staff satisfaction survey. Some actions from the meetings

have already been addressed e.g. monthly newsletter. For the other concerns raised, an improvement plan will be developed

- New business/product development
 - Employment services – we have received formal confirmation that Usel has been awarded a contract for delivering Training for Success, due for delivery from September 2017
 - Commercial products:
 - A number of contracts have been secured for mattress production and mattress recycling
 - A number of new retail accounts have been secured for mattress production
 - Circular Economy:
 - Three month pilot with Belfast City Council has commenced in relation to carpet recycling
 - Discussions with four Councils, in relation to mattress recycling, continues

5. Head of Corporate Services' Report

a. Finance

The Directors reviewed the summary financial position against budget, for **April**, and noted an operating surplus of £18k. Budget forecast for April was £24k surplus, therefore position is £6k under budget. However, producing an operational surplus in the first month of 2017-18 is a great start.

Draft Annual Report and Accounts were presented for consideration.

6. Head of Operations Report

a. Employment Services KPI Report

The KPI Report circulated with Board papers was analysed and it was noted that overall result was approximately 5% under budget.

b. Commercial Products KPI Report

The KPI Report circulated with Board papers was analysed and it was noted that due to timing of invoices, sales were under budget.

7. Adult Safe Guarding Issues

One issue was reported to the Board.

8. Health & Safety

Discussed as part of Chairman's Business.

9. Draft Marketing Strategy

The Draft Marketing Strategy was presented to the Board. Ms Magill raised a few points for inclusion in the Strategy and suggested revising KPI targets.

10. Draft ICT Strategy

Draft ICT Strategy was approved.

11. Policies for Approval

The following policies presented to the Board were approved:

- Social Media Policy
- Acceptable Use of ICT Policy (Revised)
- Mobile ICT Security Policy (Revised)

Three further policies were presented to the Board, for comment/approval in June Board:

- Paternity Policy
- Data Protection Policy
- Bribery Policy

12. 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

13. Approval of bank mandate

Bank mandate was formally approved for an officer based in one of Usel's satellite offices, to counter sign cheques for petty cash only

Approval was received from the Board to increase credit card limit

14. Any Other Business

Further to discussion during the April Board, Ms Mowbray presented indicative cost savings following a potential reorganisation of Usel business structures. Cost/benefit analysis was provided in relation to a number of support functions.

The Board approved the proposal.