

## **ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting held on Wednesday  
23 November 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 T Hinds	Director
Mr W Atkinson	Chief Executive
Mr D Macedo	Company Secretary
Mrs SJ Mowbray	Head of Corporate Services
Mr A Savage	Head of Operations

### **Apologies**

Mr D Mackay	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 26 October 2016**

**Agreed:** The Minutes were agreed

### **Matters arising**

None

### **Chairman's Business**

- The Chairman wished to thank everyone for the opening of the new recycling facility.
- The process to appoint a new Director is in progress; 10 candidates were shortlisted for interview.
- USEL achieved the National Green Champion Award for Ireland presented at the Houses of Parliament in London; the next stage is for USEL's name to go forward to the International Awards.
- The pension services currently provided by Mercer have been retendered with 5 invitations having been sent; of these, 3 have been shortlisted to make their presentations today.

### **Head of Corporate Services' Report**

The Directors reviewed the Management Accounts for **October** and noted the Results were £4K worse than Budget. On a cumulative basis, the Results are £76K worse than Budget. Mrs Mowbray explained there were quite a number of one-off costs contributing to this situation but that a Plan is in place to recover this situation by the end of the financial year.

### **Chief Executive's Report**

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

- **New Strategic Partners** – USEL has been approached by an organisation to partner with a mattress recycling issue; it involves the transfer of equipment they have been allocated by NIEA, the latter being in agreement with the proposal.
- **New Business** – As a follow up to previous discussions, USEL will pilot a recycling process as part of the cleans and clears project.
- **Mattress Recycling** – USEL has reached the allocated budget of 5,000 units agreed with Belfast City Council who have agreed to allow USEL to recycle a further 2,000 units up to March 2017.

### **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 October 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 Industrial Sewing is still running under Budget for the month.

### **Death in Service Insurance**

The Board decided that another quote was required.

### **Car, Travel and Subsistence Policy**

The draft was reviewed and minor amendments requested. The final version will be ratified at the January meeting.

### **Bank Mandate**

In order to allow for bank lodgements to be made at a Post Office, the Board agreed to allow the issue of Debit Cards (Deposit only cards) to the following employees:

- Kim Fuller
- Beverley Mitchell
- Christian Macedo

### **Any Other Business**

Mr Aidan Bennett, in his capacity as Chair of the Audit and Risk Assurance Committee, referred to the Committee meeting which preceded this and highlighted the following;

- All discussions provided an overall reassurance.
- The handover from the Finance Manager to the Head of Corporate Services is proceeding on track.
- The 3 highest risks identified by the Audit and Risk Assurance Committee should feature as a standing item on the Board Agenda.