

**ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting held on Wednesday  
28 September 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	Corporate Services Manager

**Apologies**

Mr D Mackay	Director
Mr A Savage	Employment Services Business and Dev. Manager
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 29 June 2016**

**Agreed:** The Minutes were agreed.

**Minutes of the meeting held on 24 August 2016**

**Agreed:** The Minutes were agreed

**Matters arising**

None

**Chairman's Business**

- The advert for the new Director will appear in the Press this week.
- The USEL Open Day takes place on 29 September; the Minister for DfC is expected to attend for a short period.
- The Chairman met with Mr David Sales when possible opportunities for USEL were discussed.
- Mr Trevor Hinds has agreed to become a Trustee of the USEL Pension Fund in substitution of Mrs Judith Kelly when her tenure terminates in December.

### **Finance Manager's Report**

The Directors reviewed the Management Accounts for **August** and noted the Results were £2K worse than Budget. On a cumulative basis, the Results are £42K worse than Budget.

Mr Macedo also sought guidance from the Board on what course of action should be taken as regards an ES host company previously referred to the Board; some 2 years ago this company was owing approximately £9K and a repayment agreement was put in place to recover the debt over a period of time. Due to continuous defaults the debt has increased and is now in the region of £12K. Mr Atkinson will make contact with the customer.

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

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

- **Capital Investment** – USEL received formal agreement from DfC to purchase a new tape edging machine at a cost of £25K. Agreement has also been confirmed that the NIEA will fund capital equipment in the region of £230K for the recycling project.
- **New Business** – On 18<sup>th</sup> October USEL will present to NIHE's 4 main contractors a proposed solution to an operational issue they currently have.
- **Estates Strategy** – Following a review of the existing estates, it is proposed to open an office in Ballymena and terminate the leases at Londonderry and Omagh. As regards Talbot Street, the current lease terminates in 2018 and USEL are exploring the possibility of sub-letting.
- **Continuous Improvement** – USEL has been shortlisted for a number of awards by Social Economy NI and has gained a Green Apple Award for the recycling programme; this award will be presented at an event in November at the Houses of Parliament.

### **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; however, some training agreements have been reached and results should begin to materialise in September.

### **Employment Support Scheme**

The Report in respect of the operation of the ES Scheme for the month of August 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 Contract Services and Factored Goods were slightly under Budget for the month.

**Additional Bank User**

The Directors resolved that Mrs SJ Mowbray should be added as a bank signatory with the same level of authority as Mr D Macedo, and in the form set out in the letter dated 9 September 2016 issued by Danske Bank (previously circulated and produced at the meeting).

**Extension of existing Bank power**

The Directors resolved that the existing banking powers relating to Ms B Mitchell be extended to include the setting up of foreign payments, in the form set out in the letter dated 8 September 2016 issued by Danske Bank (previously circulated and produced at the meeting).

**Any Other Business**

None

**Next Meetings**

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