

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting held on Wednesday
22 February 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
Dr G Adams	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

No Apologies

1. Conflicts of Interest

None noted.

2. Minutes of the meeting held on 12 December 2016 and 25 January 2017

Both sets of minutes were approved.

3. Chairman's Business

- ALB Review meeting with Department for Community (DfC) officials took place on 14 February 2017 with Chair & CEO to clarify the process
- On request of the Chair, Staff handbook – SJ Mowbray
- Death in Service Benefit insurance is proceeding
- Staff satisfaction survey – thanked members for attending the tender appraisal panel. The contract has been awarded and commenced

4. Chief Executive's Report

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

- CEO and Head of Corporate Services met with DfC officials:
 - a potential risk to 2017-18 budget was identified, relating to Government funding due to no Executive in place. The Board agreed it should be included on the risk register. In addition, SMT will complete a scenario planning exercise and present to the Board in March
 - Usel were updated in relation to the application for charitable status with Charity Commission NI

- The derelict building has been safely removed and disposed from the rear of the main site. Options for the site were discussed
- Usel has continued discussions with appropriate organisations in relation to Clean and Clear projects
- Mattress recycling – two private sector organisations plus another Council signed up to the service in January
- The factory shop had a strong month trading in January. Feedback from the factory shop has assessed and a new higher specification product range is being developed
- 2015-16 Pay Remit is now complete
- EFQM assessment has been postponed until the end of March

5. Head of Corporate Services' Report

a. Finance

The Directors reviewed the summary financial position against budget, for **January**, and noted the results were £22K better than Budget. Year to date, as at 31 January 2017, the results are £44K worse than Budget. That is a significant improvement on the December YTD position.

b. ICT

A number of key projects have been delivered/started to improve USEL's ICT environment and manage ICT costs more effectively.

c. HR & Compliance

- As discussed, staff handbooks have been distributed to all members of staff
- Staff satisfaction survey is following timetable outlined in tender.

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 still not 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 January and that Industrial Sewing exceeded budget for the month.

7. Adult Safe Guarding Issues

No issue reported to the Board. Issues raised in January

8. Feedback from Employee Forum

SJ Mowbray provided the Board with comments from the Employee Forum.

9. Policies for Approval

The following policies presented to the Board were approved:

- Young People and Adults Safeguarding Policy
- Disciplinary Policy
- Car T&S Policy

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

- Lone Mobile Working
- LW Protection System Policy

The Policy Register was presented to Board and members suggested the following policies should be developed, in priority:

- IT – Password Policy
- Social Media Policy

10. Perceived risks from the Risk Register

The following are the top risks from the Risk Register:

- a) Loss of strategic knowledge due to employee loss.
- b) Lack of proper IT Strategy
- c) Failure to achieve charitable status (impact of rates cost)

As discussed earlier in the meeting, the risk of Government funding should be added to the risk register.

11. Draft Corporate Plan 2017-2021

The draft Plan was approved, in principle, subject to three minor amendments.

12. Any Other Business

T Hinds requested an updated in relation to an additional site outside of Belfast.