

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting held on Wednesday
27 June 2017 at 10.30 a.m. at Hilton Hotel, Templepatrick

Present

Mr J Perry	Chairman
Ms C Magill	Director
Mr T Hinds	Director
Mr D Mackay	Director
Dr G Adams	Director
Mr A Bennett	Director
Mr W Atkinson	Chief Executive
Mrs SJ Mowbray	Company Secretary/Head of Corporate Services
Mr A Savage	Head of Operations

1. Conflicts of Interest

None noted.

2. Minutes of the meeting held on 31 May 2017

Minutes were approved subject to some minor amendments.

3. Chairman's Business

Chief Executive of Mid & East Antrim Council would like a site visit of Cambrai Street

4. Chief Executive's Report

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

- Continuous Improvement
 - We have successfully completed our 6 month ISO 9001:2008 audit with no major non conformities; we have also agreed a revision in the scope of our current accreditation, to focus solely on our manufacturing operations.
We have also agreed a route map and timeline to transfer to the new ISO 9001:2015 standard; this process will include the full integration of ISO 1400:2015 and OHSAS 18001: 2007 both of which will be new accreditations for Usel.
- Circular Economy
 - We have now confirmed a new pilot mattress recycling project with Mid Ulster Council to begin July 1st.

- We have also had notification that the proposal submitted to Londonderry and Strabane as completed the various stages of approval and will now go before the full council for final sign off.
- We would be hopeful of a pilot beginning early Sept in line with the proposed roll out of the pilot with Lisburn and Castlereagh.
- New site proposal
 - Two sites have been identified in Ballymena and Portadown. Both sites incorporate the facility to provide:
 - Enhanced office and Training accommodation
 - Retail space to facilitate a second factory shop
 - Industrial space to extend our circular economy activities
 - Income and expenditure forecast for each site will be presented in August Board meeting
- Usel have agreed to supply the Homeless Football World Cup in August, by providing players with kit bags. Ms Magill suggested seeking corporate sponsorship relationships for Usel's benefit

Mr T Hinds questioned whether additional precautions are required in relation to the fire retardancy of mattresses, in light of Greenfell.

5. Head of Corporate Services' Report

a. Finance

The Directors reviewed the summary financial position against budget, for **May**, and noted an operating surplus of £8k. Budget forecast for May was £25k surplus, therefore position is £17k under budget.

YTD we have delivered a surplus of £29k – members note this is a really good result

6. Head of Operations Report

a. Employment Services KPI Report

The KPI Report circulated with Board papers was analysed and it was noted that in May, for Workable and STRIDE, we were approximately £7k (surplus) better than budget. This results in the YTD position of £8k (surplus) better than budget.

Ms C Magill advised it would be useful to get a breakdown of disabilities supported by Usel.

b. Manufacturing/Sales KPI Report

The KPI Report circulated with Board papers was analysed and it was noted that in May, bedding sales were £8k (surplus) better than budget. Resulting in a YTD position of £5k (surplus) better than budget.

Industrial sewing is approximately £2k (surplus) better than budget, both for the month of May and YTD.

7. Adult Safe Guarding Issues

No issues were reported to the Board.

8. Health & Safety

We have successfully recruited a Health and Safety Officer, who will be starting mid-July.

HSENI official has inspected Cambrai Street site and agreed all recommendations have been implemented.

9. Policies for Approval

- a. The following policies presented to the Board were approved:
 - i. Paternity Policy
 - ii. Data Protection Policy (subject to inclusion for GDPR later in 2017)
 - iii. Bribery Policy
 - iv. Bullying & Harassment Policy
 - v. Clear desk policy
 - vi. Grievance procedure
 - vii. Stress at Work Policy (subject to minor revision)

10. 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

Following Audit & Risk Committee, some amendments will be made and risk register updated.

11. Any Other Business

None noted