

ULSTER SUPPORTED EMPLOYMENT LTD

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

Minutes of a Board of Directors Meeting held on Wednesday
25 January 2017 at 9.30 a.m. at 182-188 Cambrai Street, Belfast

Present

Mr J Perry	Chairman
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

Apologies

Mr A Bennett

1. Conflicts of Interest

CIM – Marketing application to App NI

2. Minutes of the meeting held on 16 December 2016

Some minor amendments noted. Revised minutes to be circulated amongst Board members for approval.

3. Chairman's Business

- The Chair warmly welcomed new Board Member, Ms Carol Magill who took up the post in January 2017
- The Board noted progress of the review of ALB by the Department – meeting agreed for 14 February 2017 between Chair and CEO

4. Chief Executive's Report

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

- **New business** - Follow up discussions with NIHE have taken place with the main sub-contractors for the process of tenant change outs. A range of agreed actions are scheduled to be completed Jan 2017 and updates will be provided to the Board in next meeting.

Usel have been approached by a strategic partner for a funding application for EU focused on developing and operating circular economy projects within urban areas. The overall value could be approx. £500k per annum for a three year term.

- **Health & Safety** – As agreed in December meeting, the health and safety improvement plan has been updated (see Agenda Item 8). A 2017-18 plan will be developed and presented for approval at the March board.

5. Head of Corporate Services' Report

Finance

The Directors reviewed the summary financial position against budget, for **December**, and noted the results were £11K better than Budget. Year to date, as at 31 December 2016, the results are £76K worse than Budget. That is a £16k improvement on the November YTD position.

A few suggestions were noted by Board members to improve the quality of the financial information provided to the Board.

ICT

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

6. Head of Operations Report

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.

A Savage noted USEL achieving the highest level of award following an ETI Inspection in January. The Board expressed congratulations to Mary McCann and her team as this is a significant achievement.

Commercial Products KPI Report

The KPI Report circulated with Board papers was analysed and its was noted that Manufacturing performed strongly in December. It was noted that Industrial Sewing achieved budget for the month.

7. Adult Safe Guarding Issues

Two issues were reported to the Board – one internal and one external. Usel policy has been adhered to and relevant bodies have been informed.

8. Health and Safety Plan 2016-17

Noted

9. Policies for Approval

The following policies presented to the Board were approved in principle, subject to a few minor amendments.:

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

It was agreed a summary of the Policy Register is presented to Board each month.

Staff handbook to be completed and circulated amongst all Usel employees to ensure policies are communicated to all staff.

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)

11. Death in Service Insurance

The Board considered all options in relation to Death in Service Insurance and it was agreed to proceed with Canada Life.

12. Draft Corporate Plan 2017-2021

The CEO presented the Draft Corporate Plan 2017-2021, and Head of Corporate Services presented the draft budget for 2017-18, to the Board for approval which was agreed in principle, subject to some minor amendments.

The Board requested that a staff satisfaction survey be completed prior to 31 March 2017, to set a baseline prior to introduction of new Corporate Plan.

13. Any Other Business

Trustees of USEL Pension Scheme were required to sign "Authorised Signatories" documentation.