

**ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting held on Tuesday  
26 April 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 D Mackay	Director
Mr W Atkinson	Chief Executive
Mr D Macedo	Company Secretary
Mr A Savage	Employment Services Business and Dev. Manager
Mr T Fuller	Commercial Products Business Manager

**Apologies**

Mr T Hinds	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 23 March 2016**

**Agreed:** The Minutes were agreed and signed.

**Matters arising**

None

**Chairman's Business**

- S Faloon, the pension scheme actuary, will join the Board at the 31 May meeting to make a presentation.
- The Accountability meeting will take place on 6 May.
- USEL will come under the sponsorship of the Dept for the Communities.

**Finance Manager's Report**

The Directors reviewed the Management Accounts for **March** and noted the Results were £32K better than Budget; for the year the Company reports a Net Result of £53K which is £30K better than Budget. The Net Result after depreciation, FReM adjustment and IAS19 pension adjustment is a loss of £926K. In terms of the balance sheet, the pension deficit has reduced by some £2.5M and the property has been revalued at £323K higher than book value.

## **Chief Executive's Report**

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

- **Cost Transformation** – All employees concerned have been briefed on the proposed changes to the Car Policy.
- **Workable Re tender** – The process of re-tendering for the Workable NI programme is in progress.
- **Partnership Working** – Discussions have began with the Housing Executive, Choice Housing, Extern and Safequip regarding various potential business opportunities.
- **Commercial Sales Development**- Research suggests that a direct sales model for beds and mattresses will generate sales in the region of £60K in year 1 rising to £150K in year 3. The cost of relocating the canteen to create a direct sales showroom is in the region of £25K. The Board requested that this be bundled into a proposal to be presented at the next meeting.
- **New Business** – An order of 1,000 units of beds and mattresses has been secured with further in the pipeline.
- **Name Change** – The Board agreed to use "USEL – Ulster Supported Employment and Learning" as a trading name provided the legal advice obtained from Johns Elliott is adhered to (their email dated 30 March 2016 is attached to these Minutes). A Savage and K Redpath will provide further information on branding at the next meeting.
- **Funding Applications** – We are currently awaiting the outcome of various funding applications in connection with the expansion of our recycling model.

## **Employment Services Business and Development Manager's Report**

The Report, which was previously circulated, was taken as read.

## **Employment Support Scheme**

The Report in respect of the operation of the ES Scheme for the month of March which was previously circulated was taken as read.

## **Commercial Products Business Manager's Report**

The Report, which was previously circulated, was taken as read.

## **Any Other Business**

- In future all People Policies are to be reviewed by the Board.
- A consultant has been appointed to assist with the development of an IT Strategy and re-tendering of the current arrangements with Sherwood Systems. An initial meeting took place with Mr A Bennett and Mr C McMackin with further meetings scheduled with other personnel. A further update will be provided at the next Board meeting.

- It was agreed to modify the format of some of the Board reports, whereby a table of KPIs will be presented with variances.

### **Next Meetings**

Month	Date	Topic
June 2016	29th	AGM on the same day.