

**ULSTER SUPPORTED EMPLOYMENT LTD**

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

Minutes of a Board of Directors Meeting held on Wednesday  
23 March 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 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**

None

**Conflicts of Interest**

The Chairman obtained confirmation from all those present that there were no conflicts of interest, however Dr Adams mentioned he was aware of certain discussions between USEL and Extern, his main employer, but did not consider there was a conflict in this instance.

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

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

**Matters arising**

The Chairman will contact Mr S Faloon of Mercer to see if he can make his presentation at the April Board meeting.

**Chairman's Business**

- Board appraisals are due and will commence soon.
- Tracey Austin of the BBC is keen to do a business programme from USEL.

**Finance Manager's Report**

The Directors reviewed the Management Accounts for **February** and noted the Results were £11K better than Budget. Cumulatively, the Company's performance is £2K worse than Budget.

## **Chief Executive's Report**

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

- **Cost transformation** – A new 2-year deal on staff mobile phones has been signed providing a saving of £9,000 a year. A full estates review is in progress to identify any possible savings with further detail to be provided at the April meeting.
- **Benchmarking** – Mr Atkinson reported his findings from a visit to Palatine Beds in Newcastle who are a supported factory manufacturing beds; a benchmarking agreement has been established.
- **Workable re tender** – The retendering strategy is in progress and a couple of options were discussed by the Board with option 2 being selected (no further details disclosed for commercial reasons).
- **Commercial Development** – Mr Atkinson presented a plan to move the existing canteen to another location, thereby freeing up space to open a shop for beds and mattresses at the front of the building. The cost is estimated to be in the region of £6,000. The Board approved the plan.
- **Name Change** – After a brief discussion, the Board suggested that we keep the current name but "t/a Ulster Supported Employment and Learning". Legal advice to be obtained.

## **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 February which was previously circulated was taken as read.

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

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

## **Corporate Credit Card**

The Board resolved that the corporate cardholder application in favour of Mr W Atkinson be entered into.

## **Any Other Business**

The Chairman of the Audit and Risk Assurance Committee briefed the Board on the meeting which took place at 10.00 am. The main point of discussion related to the IT Strategy and the current risk posed by the server which is no longer supported by Microsoft. Further, the difficulty in appointing a consultant due to the requirement of ministerial approval was also mentioned. It was suggested by Mr Savage that our employee Mr Chris McMackin has the technical competence to tackle the issue. The Board agreed that as a first step to let Mr McMackin look at the matter under Mr Bennett's oversight.

## Next Meetings

Month	Date	Topic
April 2016	26 <sup>th</sup>	
May 2016	31 <sup>st</sup>	
June 2016	29th	AGM on the same day.