

**MINUTES OF THE 662<sup>ND</sup> MEETING OF THE NORTHERN IRELAND  
HOUSING EXECUTIVE HELD ON TUESDAY, 28<sup>TH</sup> JUNE 2016 AT 10.00 AM  
IN THE BOARDROOM, 2 ADELAIDE STREET, BELFAST**

The Chairman asked Members to switch off their mobile phones or as a minimum, switch them to silent.

**1. PRESENT**

Mr D Hoodless

Professor P Roberts            via Conference Call until 11.42 am

Mr P Brett

Mrs C Elattar

Mr B Keery

Mr G Lomax

Mr K Millar

Mr D Wilson

**2. IN ATTENDANCE**

Mr C Bailie            Chief Executive

Mrs H Carty            Director of Finance (Acting)

Miss S McCauley    Director of Regional Services

Mr G Flynn            Director of Housing Services

Mr P Isherwood      Director of Asset Management

Mr J Blease            Head of Communications & Secretariat

Mr S Nolan            Head of IT

Mrs J Boyd            Board Secretary

Mr J Wilkinson      Department for Communities (for Item No 6)

Mr P Price            Department for Communities (for Item No 6)

Ms J Small            Finance

**3. APOLOGIES**

Apologies for absence were received from Mrs H Legge & Mr J McCall.

Apologies for absence were also received from Mr T McCartney, Director of Corporate Services.

#### **4. DECLARATION OF INTERESTS**

The Chairman asked if any Member had an interest to declare in relation to any item on the Agenda. No interests were declared.

#### **5. MINUTES AND ACTION NOTE/MATTERS ARISING**

i) **Minutes of the 661<sup>st</sup> Board Meeting held on Wednesday, 25<sup>th</sup> May 2016 – Paper No 662/3(1)**

It was proposed by Mr K Millar, seconded by Mr D Wilson and Resolved – That the Minutes of the 661<sup>st</sup> Meeting held on Wednesday,

25<sup>th</sup> May 2016 be approved and signed by the Chairman.

#### **6. MISCELLANEOUS MATTERS**

i) **Farewell**

The Chairman took the opportunity to thank Helena Carty for her commitment and contribution to the Board during her time as Acting Director of Finance. Helena will be returning to her substantive role from the end of this month.

ii) **Presentations**

- SHRP Update – Jim Wilkinson & Paul Price, Department for Communities

iii) **Jenny Small, Deloitte**

It was noted that some Members have already met with Jenny Small, Deloitte who will be joining the Board as an observer.

iv) **Board Visit**

The Chairman reminded Members that the next Board Visit will take place on Wednesday, 14th September 2016 to North Region.

#### **7. CHAIRMAN'S BUSINESS**

**7.1 Chairman's Report**

There was no official Chairman's Report.

**8. DISCUSSION TOPICS****8.1 Annual Reports & Accounts 2015/16 – Report + Paper No 662/7(1)**

The Director of Finance (Acting) briefed the Board on the annual accounts for the financial year ended 31<sup>st</sup> March 2016.

Members discussed the qualifications on the accounts for planned maintenance and Housing Benefit fraud and error. The Board noted a significant number of fraud and error cases are passported from the Social Security Agency. It was also noted that the work undertaken by the Housing Executive to improve contract management has been acknowledged by the Comptroller & Auditor General.

The Vice Chair referred to the Chairman's foreword in the Annual Report and requested that it was amended to include a stronger reference to the work undertaken by the organisation in relation to delivering housing and successful communities. The Head of Communications & Secretariat undertook to amend the Chairman's foreword in the Annual Report to include the following – "It is also important at the outset to note that we continue to work in partnership across sectors and across government in order to deliver better housing and successful communities".

**Decision taken:** The Board approved the Annual Report and Accounts for the financial year ended 31<sup>st</sup> March 2016 subject to the addition to the Chairman's foreword.

**8.2 Business Monitor – Landlord Services – Report + Paper No 662/7(3)**

The Head of Information Technology advised the Board that good progress has been made against corporate objective KPIs for the second month of the year with the exception of 4 KPIs relating to stock transfer, collectible income, gas safety certificates and scheme completions.

Mr Wilson referred to LL KPI 2.4.1 regarding the transfer of 800 homes to Housing Associations during this financial year and commented on the lack of clarity in the commentary. In response the Director of Asset Management advised that insufficient progress has been made in relation to this target, therefore the year to date and year end icon is currently red. The Director of Asset Management advised that the target for this KPI is to be reviewed. The Chairman referred to the presentation of the report and the quality and clarity of the graphs in particular. The Chairman requested that the presentation of data is improved.

**HoIT**

Mr Wilson referred to KPI 2.6.3 and sought clarity on which business activity it related to. In response the Director of Asset Management advised that it and the following two KPIs relate to response

**ACTION**

maintenance performance. The Director advised that these KPIs will change later in the year when the new response maintenance contracts commence.

The Director of Asset Management referred to LL KPI 2.7 regarding gas safety certificates and advised that these will in future be split into two measures as outlined at Item 3.1(d). The Board agreed to this proposal.

The paper was noted.

**9. FOR APPROVAL****9.1 Rental Income Maximisation Strategy & Action Plan 2016-2019 – Report + Paper No 662/8(2)**

The Director of Housing Services commented on the revised approach to rent collection in order to maximise income and outlined the range of actions planned over the next three years.

The Chairman commended the Director of Housing Services and his team on the work undertaken to develop this revised approach.

**Decision taken:** The Board approved the Housing Executive's Rental Income Maximisation Strategy and Action Plan for 2016-2019.

**9.2 Voids & Relets Analysis, Policy & Action Plan – Report + Paper No 662/8(3)**

The Director of Housing Services commented on the Voids Management Policy and Action Plan aimed to improve performance on property re-lets and effective asset management. The Director of Housing Services undertook to provide more information on this business activity in future monthly Board performance reports as well as a 6 monthly voids analysis report.

**DHS**

The Director of Housing Services advised that a review of the coding for void properties is underway.

The Vice Chair referred to Item 5.1(d) and welcomed the opportunities for void properties to be used for community social enterprise projects.

**Decision taken:** The Board approved the Voids Management Policy and associated Action Plan.

**9.3 Asbestos Policy & Management Plan – Report + Paper No 662/8(8)**

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The Director of Asset Management commented on the work undertaken over the past eight months to review the policy and develop a management plan.

The Director of Asset Management advised that the work completed under the last contract was still valid. The Director advised that he has reviewed the approach and developed a new policy and management plan to clearly define roles and responsibilities for asbestos safety within the Housing Executive. The Director advised that this will provide the Board with assurance that this will be managed effectively.

The Director agreed on the need for PR and good communication, being clear and transparent with the media. The Director of Asset Management undertook to liaise with the Head of Communications & Secretariat and develop a PR plan which should be circulated to Board Members.

**DAM/HCS**

**Decision taken:** The Board approved the revised Asbestos Policy and Management Plan.

**10. FOR INFORMATION**

10.1 Demolition Monitor Update – Paper No 662/9(3)

The Board noted the demolition monitor for the period 1<sup>st</sup> April 2015 – 31<sup>st</sup> March 2016.

**11. ANY OTHER BUSINESS**

There was no other business

**12. DATE AND VENUE OF THE NEXT BOARD MEETING**

The next meeting of the Board will be held on **Wednesday, 31<sup>st</sup> August 2016 at 10.00 am** in the Boardroom, 2 Adelaide Street, Belfast.

The meeting ended at 11.50 am