

MINUTES OF THE 670TH MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 26 APRIL 2017 AT 10.30 AM IN THE BOARDROOM, THE HOUSING CENTRE, 2 ADELAIDE STREET, BELFAST

The Interim Chair requested all present to switch their mobile devices to silent.

	PRESENT	
	Professor P Roberts	Interim Chair
	Mr G Lomax	Interim Vice-Chair
	Alderman B Keery	
	Councillor H Legge	
	Councillor P Brett	
	Mr K Millar	
	Mr J McCall	
	Mr D Wilson	
	IN ATTENDANCE	
	Mr C Bailie	Chief Executive
	Mr T McCartney	Director of Corporate Services
	Mrs C McFarland	Director of Finance
	Mr C McQuillan	Director of Housing Services
	Mr P Isherwood	Director of Asset Management
	Ms E Newberry	Assistant Director (Land & Regeneration Services)
	Mr J Blease	Head of Communications & Secretariat
	Mr D Salters	Head of Procurement
	Mrs K Smyth	Secretariat Manager
1.	APOLOGIES	
	Councillor C Elattar	
	Miss S McCauley, Director of Regional Services	
	The Interim Chair welcomed the Assistant Director (Land & Regeneration Services) to the meeting.	
2.	DECLARATIONS OF INTERESTS	
	None.	
3.	MINUTES / MATTERS ARISING / MATTERS BROUGHT FORWARD	
3.1	Minutes of the 669th Board Meeting held on Wednesday 29 March 2017 - Paper No 670/3(1)	
	RESOLVED - on the proposal of Alderman Keery, seconded by Mr McCall, that the Minutes be approved and signed as an accurate record by the Interim Chair.	INTERIM CHAIR

		Action
4.	INTERIM CHAIR'S BUSINESS	
4.1	<p>The Interim Chair briefed the Board on the following matters.</p> <p>Social Enterprise Conference - Wednesday 28 March 2017 On behalf of the Board, the Interim Chair recognised the Housing Executive's Social Enterprise Team. He conveyed appreciation to all officers highlighting the tremendous success of their first Conference and also highlighted the support received from attendees for the Housing Executive and Board on the day.</p>	
4.2	<p>DLO Performance & Development Committee - Independent Member Interviews for the Independent Member of the DLO Performance & Development Committee to replace Bob Millar were scheduled for mid-May 2017.</p>	
4.3	<p>Board Members - Annual Appraisals Members were reminded the annual appraisal exercise was underway and calendar invitations would be progressed.</p>	
4.4	<p>Board Away Day - Tuesday 30 May 2017 With reference to the forthcoming General Election, it was confirmed the four Elected Representatives were content to proceed with the afternoon Community Planning Session.</p>	
5.	PAPERS FOR APPROVAL	
5.1	<p>DfC Draft Programme of NIHE Inspections of NIHE Landlord Services 2017/18 - Paper No 670/7(1)</p> <p>The annual programme of inspections are undertaken by the Department's Regulation and Inspection Branch within the framework of an agreed Memorandum of Understanding, the objective being to provide an assurance on the landlord activities of the Housing Executive.</p> <p>The Chief Executive referred to reports submitted to date which have presented a positive position, he confirmed where recommendations had been made they had been accepted and implemented to develop and improve existing procedures and working practices. It was noted that satisfactory reports provided an assurance to the Board, Department and Northern Ireland Audit Office and also complemented the Housing Executive's own scrutiny and review arrangements.</p> <p>The report was welcomed by the Board.</p>	

		Action
	RESOLVED: the Board endorsed and approved the proposed Department for Communities' Draft Programme of Inspections of NIHE Landlord Services, 2017/18.	
5.2	<p>Draft Housing Executive Board Member Code of Practice 2017 - Paper No 670/7(2)</p> <p>In accordance with best practice the Board Member Code of Practice is reviewed at least every two years, or as and when new guidance is received. It was noted that further updates to the Code may ensue as a result of future reviews of the Board Scheme of Delegations, Standing Orders and Board Operating Framework.</p> <p>NOTED: in response to an enquiry from the Interim Vice-Chair, Mr Lomax, the Chief Executive undertook to obtain a copy of the written Indemnity assurance, on Dfc headed paper, previously offered by the former temporary Acting Permanent Secretary, Andrew Hamilton. (<i>Public Liability of Board Members - page 43, points 9.1 & 9.2 refer</i>).</p> <p>RESOLVED: subject to including within the document that it would be published on the website (and progressing same) the Board approved the updated Board Member Code of Practice.</p>	<p>CX</p> <p>SEC.</p>
	The Head of Procurement joined the meeting for the next item.	
5.3	<p>Multi-Element Improvements and External Cyclic Maintenance at Torr Way/Orpen Drive - Project No: 26.84.0540 - Paper No 670/7(4)</p> <p>In accordance with Financial Regulation 1 in the Housing Executive Standing Orders and Board Scheme of Delegation, the scheme design being over £1m was presented for approval.</p> <p>In response to enquiries, the Director of Asset Management elaborated on -</p> <ul style="list-style-type: none"> • The number of reasons why tenants might refuse work. • None of the properties was private. • The proposed investment was in accordance with the principles agreed under the Asset Investment Strategy. 	

		Action
	<p>The Director of Asset Management stated that in the longer term it would be impossible to implement the current Asset Management Strategy due to the current financial position.</p> <p>The Interim Vice-Chair asked if these properties had been run through the Savill's Sustainable Model for Investment and requested that this information be contained in any future papers.</p> <p>NOTED: the Director of Asset Management undertook to address the above points in detail at the Board Away Day.</p> <p>RESOLVED: the Board approved the proposed Scheme Design at an estimated construction cost of £1,218,721.71 and authorised Property Services (Belfast Region) to proceed to tender stage.</p>	DAM
5.4	<p>2017-2018 One Year Business Plan - Paper No 670/7(8)</p> <p>Following meetings with the DfC, the paper had been produced and outlined the proposed 2017/18 Business Plan including all of the Programme for Government targets and Ministerial Priorities and key performance indicators which were grouped under three themes - People, Property and Places. It was acknowledged that some targets may be subject to change due to political agreements and eventual budget settlements.</p> <p>Discussion ensued regarding estate transfers, individual profiles and the unknown impact of Welfare Reform. The Interim Vice-Chair emphasised the need to reiterate to the new Minister, in the context of the Reform Programme, where the transfer policy is not working with suggested improvements.</p> <p>In response to an enquiry from Mr Wilson regarding ONS or classification of Housing Associations as public bodies and what bearing this might have, the Chief Executive confirmed this had been raised by NIFHA as an issue.</p> <p>The Director of Asset Management confirmed he was already preparing a paper on the Stock Transfer Scheme as a whole which would come before the Board in due course.</p>	DAM

		Action
	<p>The Interim Chair highlighted the need for our programme to reflect ongoing community planning work in partnership with Councils and for this to be reflected in emerging local area and community plans. It was highlighted that the Assistant Director (Land & Regeneration Services) could capture engagement</p> <p>RESOLVED: subject to inclusion of the undernoted points, the Board approved, in principle and subject to budget, the 2017-18 Draft Business Plan and reporting arrangements outlined in the paper, allowing reporting for 2017/18 to commence.</p> <ul style="list-style-type: none"> • Page 146, paragraph 2.6 (a) be amended to read “start at least 2,000 new social homes by March 2018”. • Community Planning Inter-Agency partnerships. • Small scale voluntary transfer implications. <p>NOTED: on finalisation of targets and budgets, a further paper would be submitted to the Board.</p>	<p>DRS</p> <p>DCS / DRS</p> <p>DCS</p>
5.5	<p>Review of the Code of Conduct for Housing Executive Officers (The Staff Code) 2017 - Paper No 670/7(9)</p> <p>The Director of Corporate Services explained the Code was last revised in 2015 and had recently been reviewed in light of proposals to delegate the management of conflicts of interest to Line Manager level, the proposal being that Line Managers were better placed to manage Staff Declarations and assess on what action, if any, needed to be taken in relation to the declaration made. In line with usual practice, he confirmed that consultation had taken place with Trade Unions.</p> <p>With reference to page 170, section 6, first paragraph, the Interim Chair felt that the first paragraph ought to be more explicit and include “it is the duty of every member of staff to make their declaration of interest on an annual basis and also to review it if any subsequent matter of interest should arise.”</p> <p>Following management focus on the matter, the Chief Executive was pleased to report a significant uptake in receipt of declarations and confirmed recent scrutiny of same by the Audit and Risk Assurance Committee (ARAC).</p>	

		Action
	RESOLVED: subject to the amendment outlined above by the Interim Chair above, the proposed revisions to the Code of Conduct for Housing Executive Officers (The Staff Code) 2017 were accepted by the Board. The final version to be re-presented to the Interim Chair for approval prior to being communicated to staff.”	
6.0	HEALTH & SAFETY	
6.1	<p>Update on Health & Safety Compliance - Paper No 670/8(1)</p> <p>The Director of Asset Management spoke to the paper highlighting action taken by the Housing Executive to ensure compliance with its statutory obligations and also the new format for future reporting.</p> <p>In response to an enquiry from Mr Lomax regarding cladding outside Tower Blocks, the Director of Asset Management confirmed full compliance with the regulations.</p> <p>RESOLVED: the Board noted the update on Health and Safety Compliance and welcomes progress in this area.</p>	
PAPERS FOR INFORMATION		
7.0	With the exception of item 9.4 (presentation), the Board resolved to note information papers 9.1 to 9.6 enbloc.	
7.1	<p>Update on Social Housing Enterprise Programme & Conference - Paper No 670/9(5)</p> <p>The Director of Housing Services spoke briefly to the report outlining progress associated with the Social Enterprise Programme to date and achievements associated with the first Conference held on 28 March 2017 in Tullyglass Hotel, Ballymena.</p> <p>Details of the release of applications for the 2017/18 period were contained in the paper and it was noted that a fund of £550,000 (inclusive of £50,000 innovation funding) had been approved by the Board in February 2017 to be made available in year 3 for the promotion of social enterprises within Housing Executive Communities.</p>	

		Action
	<p>The investment Programme had significant achievements to date including:-</p> <ul style="list-style-type: none"> • 25 new social enterprises created; • Helped in the development/expansion of 82 existing social enterprises; • 37 new jobs created; • 24.5 existing jobs supported; • 108 individuals received a qualification in social enterprise or an employment related qualification. <p>The Board congratulated the Director and his team on the success of the first Social Enterprise “Start it Up” Conference and achievements thereof.</p>	
8.	<p>DATE AND VENUE OF BOARD AWAY DAY AND NEXT BOARD MEETING</p> <p>The Board Away Day will be held on Tuesday 30 May 2017 commencing 10.30am in Corr’s Corner Hotel, 315 Ballyclare Road, Newtownabbey BT36 4TQ.</p> <p>The next monthly meeting of the Board will be held on Wednesday 31 May 2017 at 10 am in Corr’s Corner Hotel, 315 Ballyclare Road, Newtownabbey BT36 4TQ.</p>	

There being no further business the meeting concluded at 1.05pm

INTERIM CHAIRMAN