

**MINUTES OF THE 673<sup>RD</sup> MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 30 AUGUST 2017 COMMENCING 10 AM IN THE BOARDROOM, 2 ADELAIDE STREET, BELFAST BT2 8PB**

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

	<b><u>PRESENT</u></b>	
	Professor P Roberts	Interim Chair
	Mr G Lomax	Interim Vice-Chair
	Mr K Millar	
	Mr D Wilson	
	Mr J McCall	
	Alderman B Keery	
	Councillor C Elattar	
	<b><u>IN ATTENDANCE</u></b>	
	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
	Miss S McCauley	Director of Regional Services
	Mr J Blease	Head of Communications & Secretariat
	Ms C Connor	Assistant Director - Transformation
	Mrs K Smyth	Secretariat Manager
1.	<b><u>APOLOGIES</u></b>	
	Councillor P Brett	
2.	<b><u>DECLARATIONS OF INTERESTS</u></b>	
	None.	
<b><u>MINUTES / MATTERS ARISING / MATTERS BROUGHT FORWARD</u></b>		
3.1	<b><u>Minutes of the 672<sup>nd</sup> Board Meeting held on Friday 30 June 2017 - Paper No. 673/3(1)</u></b>	
	<b><u>RESOLVED:</u></b> on the proposal of Mr Wilson, seconded by Alderman Keery, that the above Minutes be approved and signed as an accurate record by the Interim Chair.	INTERIM CHAIR
		<b><u>Action</u></b>
<b><u>INTERIM CHAIR'S BUSINESS</u></b>		
4.1	<b><u>Boardroom Apprentice</u></b>	

	<p>The Interim Chair reminded the Board that as of 1 September 2017 the three Boardroom Apprentices commenced their roles with the Housing Executive.</p> <p>An induction meeting with Board 'Buddies' (<i>Derek Wilson / Phillip Brett / Jim McCall</i>) was held on 23 August 2017 with each Apprentice being provided relevant documentation, including details of all future Board/Committee meetings. The Board looked forward to working with them during the one year initiative, expiring on 31 August 2018.</p>	
4.2	<p><b><u>Joint Whistleblowing Seminar (NIAO / DfC / NIHE)</u></b></p> <p>The Interim Chair confirmed the Joint Whistleblowing Seminar, hosted by the Housing Executive and involving the Northern Ireland Audit Office and the Department for Communities (DfC), had taken place on Tuesday 29 August 2017. He remarked on the usefulness of the seminar, the presentation content, associated challenges and concluded with the attendance and positivity accorded.</p> <p>It was noted a synopsis would be presented to the next Audit and Risk Assurance Committee Meeting and also that internal procedural criteria / pathways with DfC required resolution.</p>	SM
4.3	<p><b><u>Transformation Presentation</u></b></p> <p>It was noted the Transformation Presentation postponed from the June Board meeting would take place later in the meeting.</p>	
4.4	<p><b><u>Non-Executive Directors - Recruitment</u></b></p> <p>The Interim Chair reported the closing date for the Non-Executive Director recruitment exercise for both Audit and Risk Assurance Committee and DLO Performance &amp; Development Committee was 25 August 2017.</p> <p>Interviews were scheduled during September and it was anticipated the Board could be in a position to sign off the appointments at the September Board Meeting.</p>	

		<u>Action</u>
<b><u>PAPERS FOR APPROVAL</u></b>		
7.2	<p><b><u>Update on Progress against the Supporting People (SP) Review Implementation - Paper No. 673/7(2)</u></b></p> <p>The Director of Regional Services presented the paper keeping the Board informed of progress against the Supporting People Review Implementation. She elaborated on the future agreed approach with the Department for Communities.</p> <p>The Interim Chair commended the report and remarked on the helpfulness of the substance contained therein. He remarked the topic had been discussed at the recent meeting with DfC and suggested that the review and its implementation be accelerated.</p> <p><b><u>NOTED:</u></b> the Director of Regional Services undertook to discuss with the Department for Communities, their consideration of changes to the Ministerial timeline.</p> <p><b><u>RESOLVED:</u></b> the Board noted the progress on the delivery of the 2017/18 Supporting People Programme and agreed the need for joint approach with DfC in relation to the Supporting People budget and strategic priorities.</p>	<p>DRS</p> <p>DRS</p>
<b><u>INTERVAL</u></b>		
<p>There was an interval at 11.05am. The meeting resumed at 11.10am and with the exception of the Director of Housing Services and Head of Communications &amp; Secretariat, all previously present returned to the Boardroom.</p>		
7.3	<p><b><u>South Antrim Aluminium Bungalows: Thermal Improvements and Associated Internal Upgrading - Paper No. 673/7(3)</u></b></p> <p>The Director of Asset Management presented the report proposing works to address poor property conditions and provide them with an extended life. In accordance with Standing Orders and the Board Scheme of Delegations, schemes over £1million required Board approval. It was confirmed the lifespan of the bungalows following works would be 35 years plus.</p> <p><b><u>NOTED:</u></b> Mr Wilson drew attention to the tender being substantively lower than the estimated cost of construction (21% under) and asked officers if there were any concerns around the validity of the costs. The Director of Asset Management</p>	

		<b><u>Action</u></b>
	<p>provided assurances that the figures had been thoroughly checked by his team and any issues were referred back to the contractor and the contractor reaffirmed the submitted tender was valid.</p> <p><b><u>RESOLVED:</u> the Board welcomed and approved the tender report for structural repair, thermal improvement and internal upgrading works to 54 aluminium bungalows in the South Antrim Area at a construction cost of £1,459,323.61.</b></p>	
	The Head of Communications and Secretariat returned to the meeting during discussion of the next item.	
<b><u>PAPERS FOR INFORMATION</u></b>		
<b><u>RESOLVED:</u> with the exception of information papers 8.3, 8.4, 8.5, 8.6, 8.8 and 8.12, the Board noted all other information papers enbloc.</b>		
		<b><u>Action</u></b>
8.4	<p><b><u>Position Paper on the Findings of the Fire Safety review of all Housing Executive Tower Blocks - Paper No. 673/8(4)</u></b></p> <p>The Board noted the current findings of the ongoing fire safety review of all the Housing Executive's Tower Blocks and the action being undertaken in the wake of the Grenfell Tower incident in London.</p> <p>The Housing Executive's Fire Safety and Health &amp; Safety Teams carried out fire safety inspections to all Tower Blocks to identify any immediate fire safety related issues requiring attention. Inspections were to all landlord areas including lift plant rooms, roof access, lift lobbies and all store areas for each block and a review of the service and maintenance regime for both emergency lighting and fire protection measures.</p> <p>The Board also noted the ongoing work of the Independent Tower Block Reference Group and that a critical assessment of the recently installed cladding system to four Tower Blocks (Cuchulainn, Eithne, Whincroft and Carnet Houses) had been carried out relative to Fire Risk Assessment considerations.</p> <p><b><u>AGREED:</u> the Board would be provided with further updates from the Independent Tower Block Reference Group going forward.</b></p> <p><b><u>PAPER NOTED.</u></b></p>	DAM

		<b><u>Action</u></b>
The 674 <sup>th</sup> Board Meeting of the Northern Ireland Housing Executive would be held on <b>Wednesday 27 September 2017 at 10am</b> in the Boardroom, 2 Adelaide Street, Belfast.		

There being no further business the meeting concluded at 12.40pm.

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**INTERIM CHAIRMAN**