

MINUTES OF THE 676TH MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 29 NOVEMBER 2017 COMMENCING 9.30 AM IN THE BOARDROOM, 2 ADELAIDE STREET, BELFAST BT2 8PB

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

	<p><u>PRESENT</u></p> <p>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 Councillor P Brett Councillor H Legge</p>
	<p><u>IN ATTENDANCE</u></p> <p>Mr C Bailie Chief Executive Mr P Isherwood Director of Asset Management Mrs C McFarland Director of Finance, Audit & Assurance Miss S McCauley Director of Regional Services Mr C McQuillan Director of Housing Services Mr T McCartney Director of Corporate Services Mr J Blease Head of Communications & Secretariat Mr R Henry Boardroom Apprentice Ms M Monaghan Boardroom Apprentice Mrs K Smyth Secretariat Manager</p> <p>Professor A Adair Chair, Independent Tower Block Reference Group</p>
	<p><u>WELCOME</u></p> <p>The Interim Chair welcomed Members, Officials and Apprentices.</p>
1.	<p><u>APOLOGIES</u></p> <p>Mr S Orme Boardroom Apprentice</p>
2.	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>Ms Monaghan - Item 8.6 (Supporting People Service Provider Scheme Payments).</p>
<p>Boardpad difficulties experienced by Members and officers were highlighted and it was noted these had been logged with the provider prior to the meeting. Referring to Priority Business, the Interim Chair also highlighted changes in the Agenda order.</p>	

		<u>Action</u>
<u>PRIORITY BUSINESS</u>		
5.1	<p><u>Annual Report and Accounts 2016/17 - Paper No 676/5(1)</u></p> <p>The Director of Finance spoke to the Annual Report and Accounts and confirmed all outstanding issues from the Northern Ireland Audit Office had been satisfactorily dealt with. Appendix B outlined the amendments (disclosure changes only) to the previous version considered by ARAC in June 2017.</p> <p>Following sign-off by the Comptroller and Auditor General (NIAO), Members noted the requirement for them to be laid before the Northern Ireland Assembly, under Articles 12(2) and 21(5) of the Housing (NI) Order 1981, by the Department for Communities on Friday 1 December 2017. It was anticipated the Annual Report and Accounts would be published by the end of January 2018.</p> <p>The Interim Vice-Chair commented that ARAC had reviewed the Accounts on two occasions, both comprising detailed presentations. He was satisfied to present them to the Board for approval and welcomed sign-off by the Comptroller and Auditor General immediately following the meeting.</p> <p><u>RESOLVED:</u> the Board approved the Annual Report and Accounts for the year ended 31 March 2017, for immediate submission to the Comptroller and Auditor General.</p>	<p>DoFAA / HC&S</p> <p>DoFAA</p>
<u>MINUTES / MATTERS ARISING</u>		
3.1	<p><u>Minutes of the 675th Board Meeting held on Wednesday 25 October 2017 - Paper No 676/3(1)</u></p> <p><u>RESOLVED:</u> on the proposal of Mr McCall, seconded by Alderman Keery, that the above Minutes be approved and signed as an accurate record by the Interim Chair.</p>	INTERIM CHAIR
3.2	<p><u>Matters Arising from Minutes - Paper 676/3(2)</u></p> <p><u>PAPER NOTED.</u></p>	

		<u>Action</u>
<u>INTERIM CHAIR'S BUSINESS</u>		
4.1	<p><u>2018 Board Away Days / Regional Visits - Paper No 676/4(1)</u></p> <p><u>RESOLVED:</u> the Board approved the undernoted combined programme of Regional Board Visits and Away Days for 2018 (<i>subject to change should urgent business arise</i>).</p> <ul style="list-style-type: none"> • South - April (residential) • Belfast - June (visit only following Board Meeting) • West - October (residential) 	SEC
4.2	<p><u>December Board Meeting</u></p> <p>It was noted there would be no monthly Board Meeting during December 2017.</p>	
4.3	<p><u>Housing Council</u></p> <p>The Interim Chair confirmed he had addressed the Housing Council at their monthly meeting on 9 November 2017.</p>	
4.4	<p><u>Visits to Homelessness Projects</u></p> <p>The Interim Chair advised the Board he had visited two Homelessness Projects on 21 November 2017, namely, The Ormeau Centre, Verner Street, Belfast and Hosford House, Lower Newtownards Road, Belfast. He conveyed his appreciation to officers for progressing arrangements.</p>	
4.5	<p><u>Visit to Coolmoyne House, Dunmurry</u></p> <p>The Interim Chair referred to his visit to Coolmoyne House on 21 November 2017 where he had welcomed the opportunity to speak to tenants, staff and contractors. He was particularly pleased to report on the success of the containment system in practice. He also highlighted some policy concerns expressed by tenants.</p>	
4.6	<p><u>Fresh Eyes, Fresh Insight Conference, La Mon House Hotel - 26 October 2017</u></p> <p>On behalf of the Board, the Interim Chair referred to the success of the above Conference and commended all Housing Services Graduate Trainees involved. The programme had ranged from institutional investment in the private sector to rural challenges, drug abuse, dementia, and also included social enterprise, anti-social behaviour, tenancy sustainment and social clauses. Accordingly, he asked the Director of Housing Services to convey congratulations from the Board to those involved.</p>	DHS

		<u>Action</u>
4.7	<p><u>Performance Review Meeting with the Department for Communities (DfC) - 7 December 2017</u></p> <p>It was also noted the Performance Review meeting with DfC was scheduled for 7 December 2017 and an update would be provided to the Board at the January Meeting.</p> <p>Councillor Brett joined the meeting.</p>	
4.8	<p><u>Review of Whistleblowing Policy</u></p> <p>The Interim Chair advised that Agenda item 8.9 was withdrawn and would come back before the Board in due course.</p>	SEC
<u>INTERVAL</u>		
	<p>There was an interval at 11am with the meeting resuming at 11.10am. All previously present returned to the Boardroom.</p>	
5.3	<p><u>Summary of Events Surrounding the Fire at Flat 9b Coolmoyn House, Dunmurry - Paper No 676/5(3)</u></p> <p>The Director of Asset Management confirmed, during a recent presentation of the Housing Investment Plans to Lisburn and Castlereagh Council, both he and the Chief Executive had received positive feedback from Elected Members regarding the effective approach undertaken by the Housing Executive in response to the Coolmoyn House fire. He also recognised some further work was required to build procedural confidence in tenants.</p> <p>The Director of Asset Management and Interim Chair undertook to write to the contractors acknowledging their assistance.</p> <p>Councillor Legge had been present at the Council meeting and wished to record her appreciation to officers, commending their presentation.</p> <p><u>PAPER NOTED.</u></p> <p><u>TABLED:</u> copies of the Fire Safety Advice Leaflet for Dunmurry Tower Blocks for Members' information.</p> <p>The Director of Asset Management withdrew from the meeting.</p>	DAM / INTERIM CHAIR

		<u>Action</u>
<u>CHIEF EXECUTIVE'S BUSINESS</u>		
7.2	<p><u>Updated Annual Governance Statement 2016/17 - Paper No 676/72)</u></p> <p>The Chief Executive spoke briefly to the paper and proposed amendments outlined in Appendix B.</p> <p><u>RESOLVED</u> - the Board approved the updated Annual Governance Statement 2016/17 and proposed amendments.</p>	
<u>PAPERS FOR APPROVAL</u>		
8.4	<p><u>Concrete and Balcony Repairs to the High Rise Tower Blocks at The Dales - Belfast Region (Project No: 19.65.0013) - Paper No 676/8(4)</u></p> <p>The Director of Asset Management spoke to the paper explaining that concrete repairs/replacement was due to corrosion and added that a further paper would be coming to the Board related to similar problems in another area.</p> <p><u>NOTED:</u> the Interim Vice-Chair highlighted the need to review the Savill's figures as a result, and the Director of Asset Management undertook to factor this in.</p> <p><u>RESOLVED</u> - the Board approved the additional expenditure from £647,000 to £1,176,412 due to the increased number of concrete repairs required to the three tower blocks (Riverdale, Ferndale and Parkdale) at the Dales which is £529,412.00 (+82.8%).</p>	<p>DAM</p> <p>DAM</p>
9.7	<p><u>Update on Compliance and Health & Safety - Paper No 676/9(7)</u></p> <p>The Director of Asset Management spoke to the paper remarking on the new format which made easier reading and added he would incorporate the Action Plan from the Independent Tower Block Reference Group once finalised.</p> <p><u>PAPER NOTED.</u></p>	DAM
	<p><u>TABLED ITEM - EURO BANK ACCOUNT</u></p> <p>The Director of Finance, Audit and Assurance spoke to the paper seeking approval for the opening of a Euro denominated bank account for the purposes of receiving funding under EU Peace IV Programmes.</p>	

		<u>Action</u>
	<p><u>RESOLVED</u> - in accordance with the Board Scheme of Delegations, the Board approved the opening of a Euro denominated bank account.</p> <p>Councillor Legge returned to the meeting.</p>	
8.8	<p><u>Customer Excellence Strategy 2017/18 - 2019/2020 - Paper No 676/8(8)</u></p> <p>The Director of Corporate Services spoke to the paper elaborating on the Customer Excellence Strategy and three year action plan aimed at delivering a range of service improvements for customers. The report was welcomed, the Interim Chair remarking on the Director of Corporate Service's contribution to the organisation.</p> <p><u>RESOLVED</u> - the Board approved the Customer Excellence Strategy 2017/18 - 2019/2020, and the three year Action Plan for publication and implementation.</p>	
8.9	<p><u>Review of the Whistleblowing Policy - Paper No 676/8(9)</u></p> <p>As per the Draft Minutes tabled earlier in the meeting, it was noted the Whistleblowing Policy had been deferred by ARAC on 21 November 2017 for consideration at their quarterly meeting on 5 December 2017; thereafter it would be re-presented to the Board.</p> <p><u>PAPER WITHDRAWN.</u></p>	SEC
		<u>Action</u>
<u>PAPERS FOR INFORMATION</u>		
	<p><u>RESOLVED:</u> with the exception of information paper 9.5, 9.7, 9.8, 9.9 and 9.10, the Board noted all other information papers enbloc.</p>	
9.4	<p><u>Landlord Services Business Monitor up to the end of October 2017 - Paper No 676/9(4)</u></p> <p><u>PAPER NOTED.</u></p>	
		<u>Action</u>
9.9	<p><u>General Data Protection Regulation (GDPR) - Paper No 676/9(9)</u></p> <p>The Director of Corporate Services spoke briefly to the paper updating the Board on GDPR readiness preparations prior to implementation of the legislation on 25 May 2018.</p>	

		<u>Action</u>
	<u>PAPER NOTED.</u>	
9.10	<p><u>Understanding Equality Obligations for Board Members and Senior Staff - Paper No 676/9(10)</u></p> <p>The Interim Chair spoke briefly to this item highlighting that both he and Councillor Elattar (as Equality Champions for the Housing Executive) endorsed the practice of equality obligations under Equality legislation and the Housing Executive's policies when making decisions and improving policies/strategies.</p> <p><u>PAPER NOTED.</u></p>	
9.11	<p><u>NIAO Report on Homelessness - Paper No 676/9(11)</u></p> <p><u>PAPER NOTED.</u></p>	
9.12	<p><u>DfC - NI Housing Bulletin April - June 2017 - Paper No 676/9(12)</u></p> <p><u>PAPER NOTED.</u></p>	
<u>ANY OTHER BUSINESS</u>		
	<p><u>Director of Corporate Services</u></p> <p>The Interim Chair paid tribute to the Director of Corporate Services, this being his last Board Meeting. On behalf of the Board he conveyed appreciation, acknowledged the organisational improvements attributed and wished him every success for the future.</p>	
	<p><u>Press Book (November 2017)</u></p> <p>Copies were tabled for Members' information.</p>	
<u>DATE OF NEXT MEETING</u>		
<p>The 677th Board Meeting of the Northern Ireland Housing Executive would be held on Wednesday 31 January 2017 at 10am in the Boardroom, 2 Adelaide Street, Belfast.</p> <p>The Interim Chair highlighted the possible need for a virtual Board meeting in December (or early January), to sign-off on the Independent Tower Block Reference Group's Final Report prior to its release to the public.</p>		

There being no further business the Interim Chair conveyed seasonal compliments to all, and the meeting concluded at 12.40pm.

INTERIM CHAIR