

**MINUTES OF THE 688TH (SPECIAL) MEETING OF THE NORTHERN IRELAND
HOUSING EXECUTIVE HELD ON TUESDAY 4 DECEMBER 2018
COMMENCING 2.10 PM IN THE BOARDROOM, THE HOUSING CENTRE,
2 ADELAIDE STREET, BELFAST**

The Interim Chair welcomed everyone and requested that all present to switch their mobile devices to silent.

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| | <p><u>PRESENT</u></p> <p>Professor P Roberts Interim Chair Mr K Millar Board Member Mr J McCall Board Member Mr D Wilson Board Member Alderman B Keery Board Member Councillor H Legge Board Member Councillor P Brett Board Member</p> |
| | <p><u>IN ATTENDANCE</u></p> <p>Mr C Bailie Chief Executive Mrs C McFarland Director of Finance, Audit & Assurance Mr P Isherwood Director of Asset Management Miss S McCauley Director of Regional Services Mr C McQuillan Director of Housing Services Mr J Blease Head of Communications & Secretariat Mrs F Meehan Head of Procurement Mr A Kennedy Assistant Director (Asset Strategy) Mrs L Vincent Assistant Director (Programme Delivery) Mr J Sterling Head of DLO Mr R Hanna Assistant Director (Finance) Mrs K Smyth Secretariat Manager</p> <p>Ms J Woodburn Department for Communities Mrs S Hetherington Independent Committee Member (ARAC) Mr M Humphreys QC Mr P Fleming Head of Litigation, CFR Solicitors Mss L Boyd Head of Procurement, CFR Solicitors Mr M Kelly CFR Solicitors</p> |
| | <p><u>APOLOGIES</u></p> <p>Mr G Lomax Interim Vice-Chair Councillor C Elattar Board Member Mr D Collins Boardroom Apprentice</p> |

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| <u>WELCOME</u> | | |
| | <p>The Interim Chair welcomed everyone to the meeting and reminded Members that following the Board meeting in October, it was agreed to hold a Procurement Workshop.</p> <p>The Workshop aimed to consider all the issues, including lessons to be learned together with a review of the tender process, framework and procurement market place with a view to building in additional controls and expertise (procurement / legal), transparency and also to provide guidance or security at the various stages throughout the process.</p> | |
| 1. | <p><u>DECLARATIONS OF INTERESTS</u></p> <p>There were no declarations for noting and best practice for dealing with any conflicts of interest was also reaffirmed by the Interim Chair.</p> | |
| <u>ANY OTHER BUSINESS</u> | | |
| 5. | There was no other business raised. | |
| <u>DATE OF NEXT MEETING</u> | | |
| <p>Following confirmation from Board Members of their availability, the Interim Chair confirmed the date of next Board Meeting as Wednesday 23 January 2019 at 10 am in the Boardroom, the Housing Centre, 2 Adelaide Street, Belfast (<i>Private Meeting at 9.30 am</i>).</p> | | |

There being no further business, the Interim Chair conveyed seasonal compliments to all present and the meeting concluded at 4.15pm.

INTERIM CHAIR