

MINUTES OF THE 680TH MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 28 MARCH 2018 COMMENCING 10AM IN THE BOARDROOM, 2 ADELAIDE STREET, BELFAST BT2 8PB

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

	<p>PRESENT</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 H Legge Councillor P Brett Councillor C Elattar</p>
	<p>IN ATTENDANCE</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 J Blease Head of Communications & Secretariat Mr R Henry Boardroom Apprentice Mrs F Gallagher Head of Legal Services Mr P Craig Contracts Manager Mrs K Smyth Secretariat Manager</p> <p>Mr P Fleming Director, Cleaver Fulton Rankin Ms M Anyadike-Danes Senior Counsel, QC</p>
	<p>APOLOGIES</p> <p>Mr S Orme Boardroom Apprentice Ms M Monaghan Boardroom Apprentice</p>
2.	<p>DECLARATIONS OF INTERESTS</p> <p>None.</p>
<p>The Interim Chair advised of a change in Agenda format to accommodate attendance from officers and Legal Counsel, with items 3 and 10 (undernoted) being considered at the start of the meeting.</p> <ul style="list-style-type: none"> • Item 3 - Healthy Buildings (Ireland) Ltd (HBL) • Item 10 - Engineering Services Electrical Ltd (ESE) 	

		<u>Action</u>
INTERVAL		
A five minute interval took place at 11am. The meeting resumed at 11.05am and with the exception of Alderman Keery and the Director of Housing Services, all previously present returned to their seats.		
INTERIM CHAIR'S BUSINESS		
4.1	<p>The Interim Chair updated the Board on commitments undertaken since the February Board Meeting, namely -</p> <ul style="list-style-type: none"> • Central Housing Forum on 14 March 2018 • 11th Annual NI Housing Conference on 15 March 2018 • Insight Exchange Event on 22 March 2018 (the Chair conveyed his appreciation to the Chief Executive who had deputised for him on this occasion). • Social Housing Reform Programme follow-up meeting with DfC. <i>The Chair undertook to share with the Board copies of the summary of outputs from the Department for Communities SHRP Planning Day held on 27 February 2018.</i> 	Interim Chair
4.2	<p>2018 Board Visit to Belfast Region</p> <p>The Interim Chair reminded Members that the Board Visit to Belfast Region was due to take place immediately following the Board meeting in June. Following the Board's resolution to change the date of the June Board Meeting to Friday 29 June 2018, he proposed the visit be rescheduled to take place following the August Board Meeting.</p> <p><u>AGREED:</u> the visit to the Belfast Region be changed from Wednesday 27 June 2018 to Wednesday 29 August 2018.</p>	SEC
4.3	<p>Chartered Institute of Housing (CIH) Annual Conference - Tuesday 26 June to Thursday 28 June 2018 (Manchester)</p> <p>The Head of Communications & Secretariat updated the Board on potential opportunities to raise the profile of the Housing Executive at the Annual CIH Conference in June. One of the ideas currently being explored was to host a breakout or breakfast session for 50 delegates (approximately £10k, which included key speakers and advertising). Topics were required for submission to CIH and suggestions from Board Members were sought for exploration.</p>	

	<u>AGREED:</u> Board Members to submit topic suggestions to the Head of Communications & Secretariat as soon as possible.	
		<u>Action</u>
	Topics should aim to signpost the Housing Executive's best work, or alternatively, allow the inclusion of key influencers and stakeholders.	HC&S
4.4	<p>Board Away Day Report & Final Programme - Tuesday 24 April 2018 - Paper No 680/4(1)</p> <p>Councillor Brett highlighted the importance of the Tower Block Action Plan / Strategy and suggested that consideration be given to replacing the Governance session on the Away Day programme with a Tower Blocks discussion session, particularly in advance of the Board Meeting the following morning.</p> <p>The Director of Asset Management referred to the 'Intricacies of Contracts / Procurement Briefing Session' on the programme and confirmed that, subject to his availability and space on the Away Day Agenda, the speaker would be Des Armstrong from CPD. He also added that there was a Planned Maintenance Tender Paper being presented to the Board in April.</p> <p><u>RESOLVED:</u> subject to replacing the 'Corporate Governance Refresher Session' with a 'Tower Block Discussion Session' the Board approved the Final Programme for the April Board Away Day programme and associated costs (approximately £3k).</p>	
<u>PAPERS FOR APPROVAL</u>		
8.2	<p>2018/19 One Year Business Plan - Paper No 680/8(2)</p> <p>The Chief Executive spoke to the paper seeking the Board's approval, in principle, for the 2018/19 Draft One Year Business Plan which includes Programme for Governance targets, Departmental priorities and corporate KPIs, subject to budget allocation.</p> <p>Discussion ensued regarding fuel poverty, affordable warmth, responsibilities associated with the introduction of CDM, IT, customer focus and target acceptance reluctance. The Chief Executive confirmed successive reductions to the Regional Services budget each year had, by in large, been directed towards management costs, rather than programmes.</p> <p>The Director of Regional Services reported the indicative programme budget for Affordable Warmth had no additional staffing, and thus there may be significant delays in programme delivery and likely risk on the expenditure.</p> <p><u>RESOLVED:</u> the Board approved, in principle and subject to</p>	

	budget, the 2018/19 Draft One Year Business Plan and reporting arrangements outlined within the paper, to allow	
		Action
	reporting for 2018/19 to commence. When targets and budgets are finalised, a further paper would be submitted to the Board.	CX / Sec
8.3	<p>Review of Contracting Out Arrangements - Paper No 680/8(3)</p> <p>The Board had asked for a review to be undertaken of the costs and benefits associated with the current arrangements under which a considerable proportion of Housing Executive services are delivered by private sector companies. This review should inform the Board as to how such services should be delivered in the future.</p> <p>The Chief Executive highlighted the possibility of collaborating with the NI Assembly to utilise one of their researchers to assist with the review, and/or employing the services of specialist consultants, although there would be associated costs.</p> <p>Discussion ensued regarding methodologies, policy implications, NIAO, CPD, DoF, costs benefit analysis experience, social enterprises, timescale, a review of efficiencies associated with DLO (hidden costs and other service charges).</p> <p>Mr McCall suggested the approach should focus on a 'Best in Class' in terms of contracting out, benchmarking on lessons learned. Mr Wilson also drew attention to the need to include SLAs and the purpose of schemes within the review.</p>	
	<p><u>RESOLVED:</u> the Board approved, in principle, the proposed 'Terms of Reference' for the Review of Contracting Out Arrangements and requested a 'Matters Arising' paper outlining the full detail which should also consider -</p> <ul style="list-style-type: none"> • The need for specialist inputs; • A realistic timeframe; • Methodologies; • SLAs; • Scheme purpose. 	CX / DAM / SEC

		<u>Action</u>
PAPERS FOR INFORMATION		
RESOLVED: with the exception of papers 9.4, 9.5 and 9.6, all other information papers were noted en bloc.		
9.4	<p>The NI Human Rights Commission Investigation into Traveller’s Accommodation - Paper No 680/9(5)</p> <p>The Director of Regional Services spoke to the paper updating the Board on the NIHRC final report as published, into its recent investigation into Traveller Accommodation in Northern Ireland. The report set out 45 recommendations, 26 of which were specifically addressed to the Housing Executive.</p> <p>The Chief Executive confirmed the Housing Executive had not had sight of a draft of the report, and elaborated on health and safety implications and other difficulties associated with providing essential services to this particular customer group.</p> <p>The Interim Vice-Chair requested a presentation from officers in response to the recommendations contained in the report and, particularly, delivering on expectations. Mr Wilson also suggested officers give attention to succession planning.</p> <p>The Interim Chair highlighted the need to be able to respond to both the Commission and other Stakeholders on the content.</p> <p>RESOLVED: the Board (1) noted the content of the paper related to the NI Human Rights Commission Investigation into Traveller’s Accommodation; (2) requested a presentation from officers at a future Board Meeting.</p>	<p>DRS</p> <p>DRS</p> <p>DRS</p>
	Councillor Brett withdrew from the meeting.	
9.5	<p>Update on Compliance and Health & Safety - Paper No. 679/9(5)</p> <p>The Director of Asset Management spoke briefly to the monthly paper updating the Board on health and safety compliance and providing an assurance that outstanding issues identified within the paper were being addressed by the Compliance, Health and Safety Unit.</p> <p>The Director of Asset Management also advised the Board of receipt of a request to publish the Fire Risk Assessments associated with Tower Blocks and, for transparency purposes, these</p>	DAM

	would be uploaded to the Housing Executive website and also linked to the matrix.	
		Action
	In response to an enquiry from Mr Wilson, the Director of Asset Management undertook to explore the sharing of information with CPD in respect of procurement issues.	DAM
	RESOLVED: the Board noted the update on Compliance, Health and Safety.	DAM
9.6	<p>CoPe Accreditation 2018 - Outcome of Assessment - Paper No 680/9(6)</p> <p>The Director of Asset Management spoke briefly to his paper updating the Board on the outcome of the recent CoPE accreditation assessment.</p> <p>On behalf of the Board, the Interim Chair congratulated the Director and his team on their successful result, expressing appreciation for the work undertaken to achieve same. Accordingly, the Director undertook to convey these sentiments to the team.</p> <p>RESOLVED: the Board noted the Housing Executive had been successful in retaining its CoPE accreditation.</p>	DAM DAM
9.7	<p>Business Case Management System Report to DfC</p> <p>PAPER NOTED.</p>	
DATE OF NEXT MEETING		
<p>The 681st Board Meeting of the Northern Ireland Housing Executive would be held on Wednesday 25th April 2018 at 10am in the Canal Court Hotel, Merchants Quay, Newry BT35 8HF (<i>Private Meeting commencing 9.30am</i>).</p>		

There being no further business the meeting concluded at 12.45pm.

INTERIM CHAIR