

**MINUTES OF THE 693<sup>RD</sup> MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 29 MAY 2019 COMMENCING 10.00AM IN THE BOARDROOM, 2 ADELAIDE STREET, BELFAST (PRIVATE MEETING HELD AT 9.30AM)**

Professor Roberts welcomed everyone and requested that all present to switch their mobile devices to silent.

	<b><u>PRESENT</u></b>	
	Professor P Roberts	Chair
	Mr John McMullan	Vice Chair
	Mr K Millar	Board Member
	Mr D Wilson	Board Member
	Mr J McCall	Board Member
	<b><u>IN ATTENDANCE</u></b>	
	Mr C Bailie	Chief Executive
	Mr P Isherwood	Director of Asset Management
	Mrs C McFarland	Director of Finance, Audit & Assurance
	Mr C McQuillan	Director of Housing Services
	MS S McCauley	Director of Regional Services
	Mr D Moore	Director of Corporate Services
	Mr J Blease	Head of Communications & Secretariat
	Mrs H Carty	Assistant Director (Finance) - joined at 12noon
	Mrs K Smyth	Secretariat Manager
	Mr D Collins	Boardroom Apprentice
	<b><u>APOLOGIES</u></b>	
	None.	
	<p>The Chair welcomed everyone to the meeting and noted that no apologies had been received. In particular he welcomed the new Director of Corporate Services, David Moore, to his first Board Meeting.</p> <p>The Chair also conveyed a warm welcome to the three representatives from the Department for Communities (Paul Price, Nichola McAvoy and Ciara Lynch) who were in attendance to provide the Board with an update on progress associated with the Fundamental Review of Allocations.</p>	
		<b><u>Action</u></b>
1.	<b><u>Declaration of Interests</u></b>	
	No declarations were received, and all present were reminded of best practice in relation to the handling of any conflicts of interest.	

		<u>Action</u>
<b><u>MINUTES AND MATTERS BROUGHT FORWARD</u></b>		
2.	<p><b><u>DRAFT MINUTES - the 692<sup>nd</sup> Meeting of the Housing Executive Board held on Wednesday 24 April 2019</u></b></p> <p><b><u>RESOLVED:</u></b> on the proposal of Mr McCall, seconded by Mr Wilson, that the above Minutes be approved, subject to the undernoted amendment -</p> <ul style="list-style-type: none"> <li>• The Director of Regional Services raised the need to review and amend a sentence in paragraph 4 of item 8 (Draft One Year Business Plan).</li> </ul> <p><b><u>NOTED:</u></b> the proposed amendment to the April Minutes would be agreed by the Board at the June Meeting and signed as an accurate record by the Chair thereafter.</p>	<p>DRS</p> <p>CHAIR</p>
<b><u>CHAIR'S BUSINESS</u></b>		
3.	<p><b><u>Chair - Monthly Update</u></b></p> <p>The Interim Chair updated the Board on the following business:</p> <p><b><i>BCS Review - Provision of Specialist Audit Services</i></b></p> <p><b><i>BCS Review - Project Sounding Board for the Review of Maintenance Services</i></b></p> <p><b><i>Housing Council Membership</i></b></p> <p><b><i>ARAC &amp; DLO Committees - Annual Self-Effectiveness Exercises</i></b></p> <p><b><i>External Board Effectiveness Review</i></b></p>	
<b><u>HOUSING COUNCIL BUSINESS</u></b>		
	<p>Monthly reporting on this item would resume in August 2019, when it was anticipated the four Housing Council Board representatives would be in attendance, providing the public appointments exercise by DfC was complete.</p>	

## PAPERS FOR APPROVAL

4.	<p><b><u>PAPER - Scheme Design Approval - Flat Roof Repairs, Window Replacement and External Cyclical Maintenance Works )(ECM) to Flats at Green End, Rathcoole (21:70:0122)</u></b></p> <p>The Director of Asset Management spoke to the paper seeking approval of the scheme design to carry out flat roof repairs, window replacement and External Cyclical Maintenance (ECM) to flats at Green End. In accordance with Financial Regulation 1 in the Standing Orders and Board Scheme of Delegations, Board approval is required for this scheme design, due to the estimated value which exceeded £1 million. The replacement of the roof covering to these blocks would alleviate the water penetration to the top floor flats and ECM / window replacement work would maintain the dwellings in accordance with housing policy and in line with the next maintenance cycle.</p> <p>The Chair referred to the proposed consultation with leaseholders upon acceptance of the tender (section 10.01 of the paper; page 62 of the pack), and enquired if prior consultation had taken place and if there was any indication which way that might go. The Director of Asset Management referred to previous consideration of the Leasehold Policy paper, remarked we would have 14 days to engage with leaseholders and anticipated some negative responses in due course.</p> <p>The Director of Housing Services added that tenant consultation on the Leasehold Policy had taken place, however, very little responses had been received. In response to a further enquiry from the Chair, he added that in the event of non-payment a charge would be placed on the property.</p> <p>In response to an enquiry related to the procurement exercise, the Director of Asset Management indicated that he did not anticipate a challenge at that level of scheme cost, however, he was prepared should one arise.</p> <p><b><u>RESOLVED: the Board approved the proposed scheme design for the roof replacement, window replacement and ECM works to flats at Green End, Rathcoole and that the Regional Programme Delivery Manager be authorised to progress the scheme to Tender Stage at an estimated construction cost of £1,391.000.00</u></b></p>	DAM
5.	<p><b><u>PAPER - Approval to introduce a new Policy on Safely Managing Staff's Lone Working Activities</u></b></p> <p>The Director of Asset Management spoke to the paper seeking</p>	

	<p>approval on the new 'Management of Lone Working Policy'. He explained that due to the nature of the services provided by the Housing Executive, a number of staff are required to work alone, without close or direct supervision or immediate access to another person for assistance. The policy explains that through a process of risk assessment foreseeable risks can be identified and controls put in place to eliminate or reduce the risk. It also provides relevant information on line managers and staff in their roles and responsibilities in relation to lone work activities.</p> <p>The Chief Executive remarked this policy had been a work in progress for a significant period and confirmed the policy scrutiny process prior to its presentation to Board, which had involved a number of consultative committees, trade unions etc.</p> <p>Mr McCall welcomed the policy and remarked it was comprehensively written. Referring to threats of violence and verbal or aggressive treatment of staff, which should not be tolerated, he hoped the policy would be applied sensibly and acknowledged that one size did not necessarily fit all.</p> <p><b><u>RESOLVED:</u> the Board welcomed and approved the new 'Management of Lone Working Policy'.</b></p>	DAM
	<p><b><u>INFORMATION PAPERS</u></b></p>	
6.	<p><b><u>PAPER - Demolitions Monitor Update (1 April 2018 to 31 March 2019)</u></b></p> <p>The paper advised the Board on the Demolitions Monitor for the period 1 April 2018 to 31 March 2019.</p> <p>There were no questions arising.</p> <p><b><u>PAPER NOTED.</u></b></p>	DAM
7.	<p><b><u>PAPER - Monthly Compliance Health and Safety Assurance Report</u></b></p> <p>The monthly information paper provided the Board with an update on compliance, health and safety and also an assurance that any outstanding issues identified within the paper were being addressed by the Compliance, Health and Safety Department.</p> <p>There were no questions arising.</p> <p><b><u>PAPER NOTED.</u></b></p>	DAM

8.	<p><b><u>PAPER - Social Housing Development Programme (SHDP) - Outturn Performance 2018-19 SHDP Delivery Risk Assessment 2019-20 and New Build Delivery Strategy</u></b></p> <p>The paper informed the Board of Social Housing Development Programme (SHDP) out-turn performance against targets for 2018/19 year; provided an SHDP Delivery Risk Assessment for the 2019/20 year; and reported on progress with the implementation of the New Build Delivery Strategy Action Plan.</p> <p>There were no questions arising.</p> <p><b><u>PAPER NOTED.</u></b></p>	DRS
<b><u>ANY OTHER BUSINESS</u></b>		
9.	<p><b><u>Any Other Business</u></b></p> <p>The Chair invited Members to raise any other business and the undernoted items were forthcoming.</p> <p>(a) <b><u>2019/20 Boardroom Apprentice Initiative</u></b></p> <p>Mr Wilson reported he had participated in the Interview and Selection Panel for the 2019/20 Boardroom Apprentice Initiative in Clare House, Belfast on Friday 24 May 2019. He advised the Board there were 160 applicants, with 40 host Boards participating, and remarked on the in-depth and rigorous assessment accorded to the process throughout the day.</p>	
<b><u>DATE OF NEXT MEETING</u></b>		
<p>The 694<sup>th</sup> Board Meeting of the Northern Ireland Housing Executive was scheduled to take place on <b>Monday 24 June 2019 at 2pm</b> in the Boardroom, The Housing Centre, 2 Adelaide Street, Belfast (<i>Private Meeting commencing 1.30pm</i>).</p>		

There being no further business the meeting concluded at 12.25pm.

---

**CHAIR**