

MINUTES OF THE 696TH MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 25 SEPTEMBER 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.

	<p><u>PRESENT</u></p> <p>Professor P Roberts Chair Mr J McMullan Vice Chair Mr K Millar Board Member Mr D Wilson Board Member Mr J McCall Board Member Mr C Welch Board Member</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 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 K Smyth Secretariat Manager Miss L Clark Secretariat Team (observing) Ms C Loughran Boardroom Apprentice Mr P Price Department for Communities</p>
	<p><u>APOLOGIES</u></p> <p>None.</p>
	<p>The Chair welcomed everyone to the meeting and noted that no apologies had been received. He was pleased to welcome Paul Price (Department of Communities) and Laura Clark (Secretariat Team), who were both in attendance to observe today's meeting. In addition, he conveyed a warm welcome to the new Boardroom Apprentice, Catriona Loughran, this being her first Board meeting.</p> <p>Ms Loughran was invited to introduce herself to the Board, and she remarked on both her personal / employment background. She also outlined her reason for applying to the Boardroom Apprentice Initiative and the attributes she hoped to gain during the experience.</p>

		<u>Action</u>
1.	<p><u>Declarations of Interests</u></p> <p>The Head of Communications & Secretariat declared an interest in the item 'Corporate Services, Structural Review' and indicated he would absent himself from the meeting. The Chair confirmed he had received a similar declaration from the Secretariat Manager and Miss Clark, who would both withdraw for the same item.</p> <p>No other declarations of interest were received.</p> <p>The Chair took the opportunity to advise the Boardroom Apprentice of best practice in relation to the handling of any conflicts of interest, and reminded all present of the need to regularly update annual Declaration Proformas as personal circumstances evolved.</p>	
<u>MINUTES AND MATTERS BROUGHT FORWARD</u>		
2.	<p><u>DRAFT MINUTES - the 695th Meeting of the Housing Executive Board held on Monday 28 August 2019</u></p> <p><u>RESOLVED:</u> on the proposal of Mr McMullan, seconded by Mr McCall, that the above Minutes be approved and signed as a correct record by the Chair.</p>	SEC
3.	<p><u>PAPER - Board Forward Work Plan</u></p> <p>There were no other items raised for inclusion on the forward work plan.</p> <p><u>PAPER NOTED.</u></p>	
4.	<p><u>PAPER - Draft Programme for Board Away Day on 29 October 2019</u></p> <p>There were no revisions or other suggestions forthcoming from Members at this stage.</p> <p><u>RESOLVED:</u> the Board welcomed the Draft Programme for the Board Away Day on 29 October 2019 and noted it may evolve further closer to the time.</p>	
<u>HOUSING COUNCIL BUSINESS</u>		
5.	<p><u>Standing Item - Housing Council (Monthly Update)</u></p> <p>The Chair had provided an update on the Public Appointments process which was ongoing. It was also noted that Board Members</p>	

	<p>received copies of the Minutes of the Monthly Housing Council Meetings (once ratified) for their information.</p> <p>The Chief Executive added that Adrian Blythe (Housing Executive) had attended the September Monthly Housing Council Meeting, to update Members on the Cavity Wall Insulation presentation previously given to the Board. A second presentation had also been received from Shane Clements (DfC) outlining Implications of the House Sales Scheme.</p> <p><u>NOTED.</u></p>	
<p><u>PAPERS FOR APPROVAL</u></p>		
<p>6.</p>	<p><u>PAPER - EDRF Funding for a Thermal Improvement Programme for NIHE Non-Traditional Stock</u></p> <p>The Director of Asset Management spoke to the paper informing the Board that funding had been secured from the European Regional Development Fund (ERDF) to part fund a thermal improvement programme for NIHE non-traditional stock, and to obtain the Board's approval to initiate the procurements for delivery of the 'No Fines' element of the programme.</p> <p><u>NOTED:</u> the Chair requested that indicative figures for SAP improvements be circulated to the Board and suggested they be appended to the October Board Matters Brought Forward List.</p> <p><u>RESOLVED:</u> the Board -</p> <ul style="list-style-type: none"> a) noted the allocation of €22.951m from the ERDF for a thermal improvement programme for NIHE non-traditional stock, to be matched by €21.959m funding by NIHE; b) approved the initiation of the procurements for delivery of the No Fines element of the programme outlined in Section 4. 	<p>DAM</p> <p>DAM</p>
<p>7.</p>	<p><u>PAPER - Approval to Introduce a New Policy - Managing the Risk of Needle-stick Injuries</u></p> <p>The Director of Asset Management spoke briefly to the paper which sought approval of a new policy on managing the risk of needle-stick injuries. The background information outlined that at least one incident had occurred in the past year and a previous incident nine years ago, the same member of staff being injured by a discarded needle. A number of other incidents had also occurred where drug taking paraphernalia had been discovered in Housing Offices' reception areas open to the public.</p>	

	<p>Due to the nature of the role, Housing Executive staff working in the various patches had be made aware of, or discovered, discarded needles and awareness had also been raised of how to safely dispose of such items.</p> <p>There were no questions arising.</p> <p><u>RESOLVED:</u> the Board approved the introduction of the new Policy entitled “Managing the Risk of Needle-stick Injuries.</p>	DAM
<p><u>INTERVAL</u></p> <p>There was a brief interval at 11.50am. The meeting resumed at 11.55am and, with the exception of Mr McCall who withdrew at 12noon, all Members resumed their seats.</p>		
8.	<p><u>PAPER - Update on Year Two of the Customer Excellence Strategy (CES) 2017/18 - 2019/20</u></p> <p>The Director of Corporate Services spoke briefly to the paper, its purpose being to provide the Board with an update on the activities detailed in the Year 2 Action Plan of the Customer Excellence Strategy 2017/18 - 2019/20 and to also seek approval to publish the update.</p> <p>There were no questions arising.</p> <p><u>RESOLVED:</u> the Board noted the achievements for Year 2 of the Customer Excellence Strategy as detailed in Appendix 1 and granted approval to publish Appendix 1 information on the Housing Executive’s website.</p>	DHS
<p><u>INFORMATION PAPERS</u></p>		
9.	<p><u>PAPER - 19th Annual Progress Report to the Equality Commission 2018/19</u></p> <p>The purpose of the paper was to inform the Board of the 19th Annual Progress submission to the Equality Commission on the implementation of the Housing Executive’s Equality Scheme and Disability Action Plan.</p> <p>There were no questions arising.</p> <p><u>RESOLVED:</u> the Board welcomed and noted the Annual Report to the Equality Commission, approved by the Chief Executive’s Business Committee on 27 August 2019.</p>	DCS

<p>10.</p>	<p><u>PAPER - Supporting People Programme - Progress Status Update</u></p> <p>The Director of Regional Services spoke in detail to her paper, its purpose being to provide the Board with a summary of progress relating to the Supporting People Programme. The paper encompassed an up-to-date delivery assessment for the remaining deliverables from the 2015 Departmental Policy Review of Supporting People and other significant deliverables, including proposed corporate KPIs.</p> <p>The Director of Regional Services elaborated on the recent Standardised Payment Rates Consultation exercise and workshops held, adding that a Board paper outlining the analysis and outcomes was being prepared for the October Board Meeting.</p> <p>There were no questions arising and Members welcomed the update.</p> <p><u>PAPER NOTED.</u></p>	<p>DRS</p> <p>DRS</p>
<p>11.</p>	<p><u>PAPER - Update on Community Cohesion Strategy 2015/2020</u></p> <p>The Director of Housing Services spoke briefly to his paper, its purpose being to advise the Board of the annual review and progress associated with the Community Cohesion Strategy 2018/19. The paper highlighted the investment, outcomes and impacts associated with Community Cohesion activities.</p> <p>There were no questions arising and Members welcomed the information paper.</p> <p><u>PAPER NOTED.</u></p>	<p>DHS</p>
<p>12.</p>	<p><u>PAPER - Compliance Health and Safety Assurance - Monthly Update</u></p> <p>The Director of Asset Management spoke briefly to his paper which provided a monthly update on Compliance Health and Safety, its aim being to reassure the Board that any outstanding issues identified within the paper were being addressed by the Compliance Health & Safety Department in conjunction with the relevant sections.</p> <p>There were no questions arising and Members welcomed the update.</p> <p><u>PAPER NOTED.</u></p>	<p>DAM</p>

ANY OTHER BUSINESS

13.

Any Other Business

There was no other business raised.

DATE OF NEXT MEETING

The 697th Meeting of the Northern Ireland Housing Executive was scheduled to take place on **Wednesday 30 October 2019 at 10am** in the Silverbirch Hotel, 5 Gortin Road, Omagh (*Private Meeting commencing 9.30am*).

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 1.05pm.

CHAIR