

Housing Executive

MINUTES OF THE 700TH MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 29 JANUARY 2020
COMMENCING AT 10AM IN THE BOARDROOM, THE HOUSING CENTRE,
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.

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| | <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 Councillor C Elattar Board Member Alderman A Grehan Board Member Councillor M Ruane Board Member Alderman A Bresland Board Member</p> |
| | <p><u>IN ATTENDANCE</u></p> <p>Mr C Bailie Chief Executive 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 I McCrickard Assistant Director - Housing Services (item 16 only) Mrs K Smyth Secretariat Manager Ms M McLaughlin Senior Admin Officer Ms C Loughran Boardroom Apprentice</p> |
| | <p><u>APOLOGIES</u></p> <p>Mrs M Canning Head of Communications (Acting)</p> |
| 1. | <p><u>WELCOME AND INTRODUCTIONS</u></p> <p>The Chair welcomed everyone to the meeting and noted the apology from the Acting Head of Communications. He was particularly pleased to have a full house in relation to Board Membership, and warmly welcomed the four new Housing Council Board Members to their first meeting, also noting the formal corporate photographs which had been taken just prior to the start of the meeting, to mark the 700th Anniversary of Housing Executive Board Meetings.</p> <p>All Members and Officers were invited to introduce themselves and give a brief synopsis of their background and/or responsibilities within the Housing Executive.</p> |

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| | In concluding his opening remarks, the Chair also drew attention to the potential change in agenda format, due to Mr McCrickard's attendance at 10.30am for item 16. | |
| 2. | <p><u>Declarations of Interests</u></p> <p>No declarations were received and all present were reminded of best practice in relation to the handling of any conflicts of interest.</p> <p>For the benefit of the new Members, Professor Roberts highlighted the potential for challenges associated with their role on the Board, particularly in relation to their Elected Member roles within Council or other external sources (i.e. planning applications / grants / Housing Associations / SP Providers etc). He also drew attention to the NIAO publication entitled "Conflicts of Interest - A Good Practice Guide", copies of which had been shared with the new Board Members in advance of the meeting.</p> <p>In response to an enquiry from the Chair, the Secretariat Manager confirmed that 2020 Annual Declaration Proformas had been completed by all 10 Members.</p> | |
| <u>MINUTES AND MATTERS ARISING / BROUGHT FORWARD</u> | | |
| 3. | <p><u>DRAFT MINUTES - the 699th (Special) Meeting of the Housing Executive Board held on Wednesday 11 December 2019</u></p> <p><u>AGREED.</u></p> | |
| 4. | <p><u>DRAFT MINUTES - the 698th Meeting of the Housing Executive Board held on Wednesday 27 November 2019</u></p> <p><u>AGREED.</u></p> | |
| 5. | <p><u>Monthly Board Business - Matters Arising / Brought Forward & Forward Work Plan</u></p> <p>(i) <u>Matters Arising</u></p> <ul style="list-style-type: none"> • <i>Tabled Lists - (1) 2020 Board / Committee Meetings; and (2) Acronyms</i> • <i>Environmental Working Group</i> | |

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| | <ul style="list-style-type: none"> • ERDF Paper - CT069 No Fines External Wall Insulation and Associated Works Contract 2019; <p><u>Approved.</u></p> <p><u>Matters Brought Forward List</u></p> <p>One item was raised on the Matters Brought Forward list as follows:-</p> <p>(ii)</p> <ul style="list-style-type: none"> • Item 1; page 43 - Treasury / Control Principles (Danske Bank) <p><u>Board Forward Work Plan</u></p> <p>The Forward Work Plan was noted as circulated.</p> <p>(iii)</p> <p><u>PAPERS NOTED.</u></p> | |
| <u>DISCUSSION ITEM</u> | | |
| 6. | <p><u>Open Discussion Item - Key Issues and Priorities</u></p> <p><u>New Build Task and Finish Group</u></p> <p><u>RESOLVED:</u> the Board agreed to establish a “New Build Task and Finish Group”</p> | |
| <u>COMMITTEE BUSINESS</u> | | |
| 7. | <p><u>Committee Memberships & Proposed Committee Structures</u></p> <p>The Chair welcomed the opportunity to update the Board Committees and discuss the potential associated with new Committee structures.</p> <p>(a) <i>Committee / Group Memberships</i></p> <p>(b) <i>Committee Structures</i></p> <p><u>TABLED:</u> Paper outlining proposed Committee Structures (Draft).</p> <p><u>Approved.</u></p> | |

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| 8. | <p><u>Item of Business from ARAC Committee Meeting held on Tuesday 10 December 2019</u></p> <p>The Vice Chair, Mr McMullan, took a moment to update the Board on the undernoted items of business.</p> <ul style="list-style-type: none"> • <i>Internal Audit and NIAO Priority 1 & 2 Recommendations</i> • <i>Formal Request for closure of a Recommendation in relation to Contract Management Expenditure (page 152 of the ARAC December 2019 Agenda refers)</i> <p><u>RESOLVED:</u> the Board granted approval.</p> <ul style="list-style-type: none"> • <i>Business Consultancy Review - Internal Audit Services</i> <p>The Chair welcomed the update.</p> <p><u>NOTED.</u></p> | |
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SP PROGRESS & SCRUTINY GROUP

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| 9. | <p><u>Standing Item - Monthly Update from Supporting People Progress & Scrutiny Group</u></p> <p><u>Papers Circulated:</u> (1) Updated Membership; (2) Ratified Minutes of the 6th Meeting of SP Progress & Scrutiny Group Meeting held on 4 December 2019.</p> <p><i>Membership Changes</i></p> <p><i>SP Three Year Strategy</i></p> <p><i>Strategic Regional Payment Rates (SRPR)</i></p> <p><i>Provider Innovation Fund (PIF)</i></p> <p><i>Strategic Needs Assessment (SNA) Sounding Board</i></p> <p><i>SP Programme Board Meeting - 31 January 2020</i></p> <p>Professor Roberts welcomed the update from Mr McCall and conveyed his appreciation to both Mr McCall and the other members of the SP Progress & Scrutiny Group for their continued efforts on behalf of the Board.</p> <p><u>RESOLVED:</u> the Board welcomed the update from the SP Progress & Scrutiny Group Chair and approved the updated Membership changes.</p> | |
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| 16. | <p><u>PRESENTATION: Repayment Arrangements for Leaseholders for Planned Schemes Costs (Reacquisition Policy) - Attendance by Ian McCrickard</u></p> <p>Paper Deferred.</p> | |
| <p><u>INTERVAL</u></p> <p>There was a 10 minute interval at 11.10am. The meeting resumed at 11.20am with all present returning to their seats.</p> | | |
| <p><u>CHAIR'S BUSINESS</u></p> | | |
| 10. | <p><u>Verbal Update - Chair's Business</u></p> <p>The Chair updated the Board on the undernoted matters:-</p> <ul style="list-style-type: none"> (a) <i>New DfC Minister, Deirdre Hargey MLA</i> (b) <i>Appointments - Board Members</i> (c) <i>Appointments - Independent Committee Members</i> (d) <i>Date of June Board Meeting - Annual Report & Accounts</i> (e) <i>Change of Location - March Board Meeting</i> (f) <i>Independent Reference Group (Fire Safety in Housing Executive Tower Blocks - Meeting held on 5 December 2019</i> (g) <i>CPANI Mentoring Scheme</i> (h) <i>Chief Executive's Mid-Year Appraisal</i> (i) <i>Boardroom Apprentice - Café Conversation Event</i> (j) <i>Annual Declarations Proformas 2020</i> (k) <i>DfC Pilot - Board Effectiveness</i> (l) <i>Invitation from Community Cohesion Team</i> (m) <i>Bi-Annual Meeting with DfC</i> (n) <i>Environmental Working Group Meetings</i> | |

| <u>HOUSING COUNCIL BUSINESS</u> | | |
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| 11. | <p><u>Standing Item - Housing Council (Monthly Update)</u></p> <p>Following an absence of eight months, during which the Chief Executive provided a brief synopsis of the business from the monthly Housing Council Meetings, the Chair was pleased to invite the four new Board Members to speak to this agenda item.</p> <p>Alderman Grehan provided a brief synopsis of the business considered at the Monthly Housing Council Meeting held on 9 January 2020, which had also incorporated a presentation from Housing Executive officers on Housing Need and Latent Demand Testing. In addition she highlighted that DfC representatives have been asked to update the Housing Council on mitigation measures associated with SSSC (Bedroom Tax) and assured the Board that the Housing Council would continue to apply pressure for an outcome.</p> <p>In addition, and to enhance communication channels, it was also noted that copies of the Minutes of Housing Council meetings were circulated to all Board Members for information following their ratification.</p> <p><u>NOTED.</u></p> | |
| <u>CHIEF EXECUTIVE'S BUSINESS</u> | | |
| 12. | <p><u>Verbal Update - Chief Executive's Monthly Update & Emerging Issues</u></p> <p>The Chief Executive updated the Board on the undernoted matters:-</p> <ul style="list-style-type: none"> (a) <i>Hope Street, Belfast</i> (b) <i>Assembly Questions (AQs)</i> (c) <i>Proposals for Rent Increase</i> (d) <i>Murders in Belfast</i> (e) <i>Fire in Housing Executive Property</i> (f) <i>SP Fatality</i> (g) <i>Car Jacking Incident - Gardiner Street</i> | |

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| <p>(h)</p> <p>(i)</p> | <p><i>Rathcoole Tower Block</i></p> <p><i>National Housing Maintenance Forum Awards</i></p> <p><u>NOTED.</u></p> | |
| <p><u>PAPERS FOR APPROVAL</u></p> | | |
| <p>13.</p> | <p><u>PAPERS - (1) Monthly Finance Report as at 31 December 2019; and (2) 2020/21 Indicative Budget Submission Update</u></p> <p><u>NOTED.</u></p> | |
| <p>14.</p> | <p><u>PAPER - Proposed Changes to Corporate Risk Register</u></p> <p>APPROVED.</p> | |
| <p>15.</p> | <p><u>PAPER - Request to Close Two Unused Bank Accounts</u></p> <p>The paper outlined that two of the Housing Executive’s bank accounts were no longer required, the purpose of the paper being to request Board permission to close the accounts in accordance with the Standing Orders and Board Scheme of Delegations.</p> <p>There were no questions arising.</p> <p><u>RESOLVED:</u> the Board approved the closure of the Energy Efficiency bank account and the Regional Investment Management bank account.</p> | <p>DoFAA</p> |
| <p>17.</p> | <p><u>PAPER - Response Maintenance Procurement strategy</u></p> <p>The Director of Asset Management spoke to the paper outlining the proposed strategy for the re-procurement for a number of response maintenance contracts. These are as a result of not extending existing contracts, and contractors not wishing to extend. The paper noted that procurement of 5 new Lot Contracts would align the geographical area offices, and that the new contracts must start on 1 September 2020 to ensure continuity of the response maintenance service.</p> <p>A brief discussion ensued and the Director of Asset Management elaborated on the new social and sustainable clauses tied in, the priority accorded to quality within the tender process, mitigation of risks. Mr McMullan expressed disappointment that the social clause value was 10%, feeling that it should have been a minimum of at least 20%.</p> <p>Mr Wilson referred to previous legal discussions with Cleaver Fulton</p> | |

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| | <p>Rankin (CFR), stressed the importance of adhering to procurement protocols and asked that a caveat be applied to the approval decision.</p> <p><u>RESOLVED:</u> that subject to the caveat of adhering to the procurement protocols identified previously (CFR), the Board approved the Procurement Strategy for Planned Maintenance.</p> | DAM |
| 18. | <p><u>PAPER - Exceptional Supporting People Payment</u></p> <p>APPROVED.</p> | |
| 19. | <p><u>PAPER - Draft Home Energy Conservation Authority (HECA) Annual Progress Report (2019)</u></p> <p>The Director of Regional Services spoke to the paper seeking approval for the content of the Draft Home Energy Conservation Authority (HECA) Annual Progress Report for 2019.</p> <p>There were no questions arising and the Chair welcomed the report commending the officers involved.</p> <p><u>RESOLVED:</u> the Board approved the content of the Draft Home Energy Conservation Authority (HECA) Annual Progress Report for 2019, and its onward submission to the Department for Communities.</p> | DRS |
| | <u>INFORMATION PAPERS</u> | |
| | With the exception of item 23, information papers 20, 21, 22 and 24 were taken as read and noted by the Board. | |
| 20. | <p><u>PAPER - Performance against the 2019/20 Business Plan at the end of the third quarter (December) of the business year</u></p> <p><u>PAPER NOTED.</u></p> | |
| 21. | <p><u>PAPER - Corporate Services Quarterly Update Report</u></p> <p><u>PAPER NOTED.</u></p> | |
| 22. | <p><u>PAPER - SP Progress & Scrutiny Update</u></p> <p>The paper provided the Board with a summary progress update relating to the Supporting People Programme, further to the establishment of the SP Progress & Scrutiny sub- group. An up-to-date delivery assessment for the remaining deliverables from the 2015 Departmental Policy Review of SP and other significant</p> | |

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| | <p>deliverables, including proposed corporate KPIs was outlined therein.</p> <p><u>PAPER NOTED.</u></p> | DRS |
| 23. | <p><u>PAPER - Syrian Vulnerable Persons Resettlement Scheme (SVPRS) Update</u></p> <p><u>PAPER NOTED.</u></p> | |
| 24. | <p><u>PAPER - Compliance/Health and Safety Assurance Report</u></p> <p>The paper provided the Board with a monthly update on Compliance/Health and Safety and provided an assurance that outstanding issues identified within the paper were being addressed by the Compliance, Health & Safety Department in conjunction with the relevant Departments.</p> <p><u>PAPER NOTED.</u></p> | DAM |
| <u>ANY OTHER BUSINESS</u> | | |
| 25. | <p><u>Any Other Business</u></p> <p>There was no other business raised.</p> | |
| <u>DATE OF NEXT MEETING</u> | | |
| <p>The 701st Board Meeting of the Northern Ireland Housing Executive was scheduled to take place on Wednesday 26 February 2020 at 10am in the Boardroom, The Housing Centre, 2 Adelaide Street, Belfast (<i>Private Meeting commencing 9.30am</i>).</p> | | |

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 1.20pm.

CHAIR