

Housing Executive

MINUTES OF THE 702ND MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 25 MARCH 2020
COMMENCING AT 10AM IN THE BOARDROOM, THE HOUSING CENTRE, 2 ADELAIDE STREET, BELFAST

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

	<p><u>PRESENT IN THE BOARDROOM</u></p> <p>Professor P Roberts Chair Mr J McMullan Vice Chair Councillor M Ruane Board Member</p> <p>Mr C Bailie Chief Executive Mrs K Smyth Secretariat Manager</p>
	<p><u>PARTICIPATING VIA CONFERENCE CALL</u></p> <p>Mr D Wilson Board Member Mr J McCall Board Member Mr C Welch Board Member Mr K Millar Board Member Alderman A Bresland Board Member Councillor C Elattar Board Member Alderman A Grehan Board Member</p> <p>Mrs C McFarland Director of Finance, Audit & Assurance Mr C McQuillan Director of Housing Services Mr D Moore Director of Corporate Services Mr P Isherwood Director of Asset Management Ms S McCauley Director of Regional Services Mrs M Canning Head of Communications (Acting)</p>
	<p><u>APOLOGIES</u></p> <p>Mrs C Loughran Boardroom Apprentice</p>
1.	<p><u>WELCOME</u></p> <p>The Chair welcomed everyone to the meeting and outlined the unusual format of today's meeting due to the emerging COVID-19 situation. A roll call for those participating via Conference Call was expedited and confirmed (see above).</p>

		<u>Action</u>
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>It was recognised that those participating via Conference Call had the ability to withdraw from the discussion and re-dial in, should a conflict arise.</p>	
<u>MINUTES AND MATTERS ARISING / BROUGHT FORWARD</u>		
3.	<p><u>DRAFT MINUTES - the 701st Meeting of the Housing Executive Board held on Wednesday 26 February 2020</u></p> <p><u>RESOLVED:</u> subject to one amendment received from the Vice Chair (undernoted), it was agreed on the proposal of Councillor Ruane, seconded by Mr McMullan, that the above Minutes be approved and signed as a correct record by the Chair.</p>	CHAIR / SEC
4.	<p><u>Monthly Board Business - Matters Arising / Brought Forward & Forward Work Plan</u></p> <p>(i) <u>PAPER - Matters Arising / Brought Forward</u></p> <p>There were no queries raised by Members.</p> <p><u>PAPER NOTED.</u></p> <p>(ii) <u>PAPER - Forward Work Plan</u></p> <p><u>NOTED.</u></p>	
<u>COMMITTEE BUSINESS</u>		
5.	<p><u>ARAC COMMITTEE BUSINESS:</u> <i>(1) Recommendation arising from the Quarterly ARAC Meeting held on Tuesday 10 March 2020; (2) Ratified Minutes of Quarterly ARAC Committee Meeting held on Tuesday 10 December 2019</i></p> <p><u>NOTED.</u></p>	

<u>URGENT & PRIMARY BUSINESS - BOARD</u>	
6.	<p><u>VERBAL UPDATE - Chair's Urgent Business</u></p> <p>i) <u>Chief Executive's Retirement</u></p> <p>ii) <u>Meeting with the Minister for Communities, Deirdre Hargey MLA</u></p> <p><u>NOTED.</u></p>
<u>CHIEF EXECUTIVE'S BUSINESS</u>	
7.	<p><u>PAPER - Chief Executive's Emerging Issues: COVID-19 Update</u></p> <p><i>Statutory Technical Inspections / Tower Block Health and Safety</i></p> <p><i>Persons From Abroad (PFA)</i></p>
<u>OTHER BUSINESS - CHAIR</u>	
8.	<p><u>VERBAL REPORT - Chair's Monthly Update</u></p> <p>The Chair updated the Board on the undernoted matters:-</p> <p>(a) <i>Permanent Secretary - Observing at Future Board Meeting</i></p> <p>(b) <i>Private Board Session</i></p> <p>(c) <i>Boardroom Apprentice Initiative & CPANI Mentoring Scheme</i></p> <p>(d) <i>Board Away Day & Regional Visit (April 2020)</i> <i>Board Meeting - Wednesday 29 April 2020</i></p> <p>(e) <i>Board Task & Finish Group Meetings</i></p> <p>(f) <i>Board Committees</i></p> <p>(h) <i>Housing Council Meetings</i></p> <p>(i) <i>Board Re-Appointments (Mr Wilson & Mr McCall)</i></p> <p>(j) <i>Chair's Engagements</i></p> <p>(k) <i>Condolences to Mr Pat Gray (Unite Union Representative)</i></p>

APPROVAL PAPERS

9.	<p><u>PAPER - Revised Corporate Risk Register (COVID-19)</u></p> <p><u>APPROVED.</u></p>	
10.	<p><u>PAPER - Quarterly Assurance Statement - Quarter ended 31 March 2020</u></p> <p><u>APPROVED.</u></p>	
11.	<p><u>PAPER - Monthly Finance Report as at 29 February 2020</u></p> <p><u>RESOLVED:</u> the Board noted the financial position as at 29 February 2020 and also approved the actions planned and underway to address any significant issues.</p>	
12.	<p><u>PAPER - Treasury Report and 2020/21 Investment Strategy</u></p> <p><u>RESOLVED:</u> the Board noted the contents of the paper and approved the revised Annual Investment Strategy attached at Appendix A.</p>	
13.	<p><u>PAPER - Flexible Retirement Policy</u></p> <p><u>APPROVED.</u></p>	
14.	<p><u>PAPER - Housing Re-provision - NIHE Pilot Modern Methods of Construction and Ultra-Low Energy Scheme</u></p> <p><u>APPROVED.</u></p>	
15.	<p><u>PAPER - Economic Appraisal for Latharna House, Larne</u></p> <p><u>APPROVED.</u></p>	
16.	<p><u>PAPER - Supply of Metered Electricity (E1095)</u></p> <p><u>APPROVED.</u></p>	
17.	<p><u>PAPER - Annual Research Programme 2020/21</u></p> <p><u>APPROVED.</u></p>	

<u>INFORMATION PAPERS</u>		
	<p>The undernoted five Information papers were noted enbloc by the Board. Comments submitted by Members in advance of the meeting are also outlined therein.</p>	
18.	<p><u>PAPER - Performance against the 2019/20 Business Plan at the end of month ten (January) of the business year</u></p> <p>The Chief Executive spoke briefly to the performance paper advising the Board of performance against the one year Business Plan at the end of January 2020 (month 10) against the 2019/20 Business Plan for monthly reported KPIs for Regional, Landlord, and support Services.</p> <p>There were no questions arising from Members.</p> <p><u>PAPER NOTED.</u></p>	
19.	<p><u>PAPER - The Landlord Rental Income Reserve and Planned Schemes</u></p> <p><u>PAPER NOTED.</u></p>	
20.	<p><u>PAPER - Compliance, Health & Safety Assurance Report</u></p> <p>The information paper provided the Board with a monthly update on the Compliance/Health and Safety, with a view to providing an assurance that any outstanding issues identified were being addressed by the Compliance, Health & Safety Department, in conjunction with the relevant Directorates.</p> <p>In advance of the meeting Mr Welch had reiterated previous concerns related to oil boilers and undertook to pick these up with the Director of Asset Management via email.</p> <p><u>PAPER NOTED.</u></p>	<p>Mr Welch / DAM</p>
21.	<p><u>PAPER - 2020-2021 Draft high level Business Plan layout for reporting to the Department for Communities (subject to funding)</u></p> <p>The Director of Corporate Services spoke to the information paper which outlined that joint meetings had been held with colleagues from the Department for Communities to develop a new report layout for corporate reporting to DfC for the financial year 2020/2021. The main reporting topics were - statutory duties, finance and governance and work that contributed to the DfC's Programme for</p>	

	<p>Government outcomes. It was noted that a final 2020/21 one year Business Plan would be brought back to the Board for approval once the budgets have been agreed. The draft DfC report layout would then be updated to reflect agreed targets.</p> <p>The Director explained that the paper was to inform the Board on the direction of travel and welcomed comments from Members.</p> <p>The Chair had one comment which related to PGF Outcome 11 Item 1 (page 294 of the Ebook) <i>“Increase the number of new homes, high level key objectives”</i>. He wondered should innovative solutions be developed to ensure the Housing Executive could actually increase the supply of homes, including direct provisioning, and suggested that officers tie all the elements/evidence together.</p> <p><u>PAPER NOTED.</u></p>	ALL
22.	<p><u>PAPER - Supporting People Programme - Progress Status Update</u></p> <p>The Director of Regional Services spoke briefly to the paper, its purpose being to provide the Board with a summary progress update relating to the Supporting People Programme. The paper included an up-to-date delivery assessment for the remaining deliverables from the 2015 Departmental Policy Review of SP and other significant deliverables, including proposed corporate KPIs.</p> <p><i>Verbal Update - Chair of SP Progress & Scrutiny Group</i> Mr McCall (Chair, SP Progress & Scrutiny Group) also provided a brief synopsis of business to date. Work continued in order to populate the Strategic Needs Assessment planning framework. He added that he would be participating in a checkpoint conference call this afternoon as Chair of the SP Sounding Board. He also felt it was important to highlight that while work continued, there were impediments to the completion of tasks within the timeframe accorded. Collectively, there was recognition regarding delays in the submission of relevant information, which was also due to partnership colleagues also having to re-prioritise commitments in their response to the emerging COVID-19 situation.</p> <p>There were no questions/comments arising from Members.</p> <p><u>PAPER & VERBAL UPDATE NOTED.</u></p>	
<u>ANY OTHER BUSINESS</u>		
23.	<p><u>Any Other Business</u></p> <p>The Chair invited Members / Officers to raise any other items of</p>	

	<p>business.</p>	
(a)	<p>Closure of Enniskillen Office</p> <ul style="list-style-type: none"> The Director of Regional Services advised that the grants service in the Enniskillen Office was temporarily closing, although staff would be relocated as necessary to ensure business continuity as far as possible. 	
(b)	<p>Board Effectiveness</p> <ul style="list-style-type: none"> Mr Wilson confirmed that he had met with the Head of Governance (DfC) and a small selection of other individuals on 27 February 2020. The purpose of the meeting was to review the tools for Board Effectiveness, Self-Assessments and Board Member / Chair appraisals and identify improvements/additions to enable the toolkit to be developed across all DfC Arm's Length Bodies. He also anticipated being involved in a future review. The Chair recorded his appreciation to Mr Wilson for participating on behalf of the Board. 	

DATE OF NEXT MEETING

The 703rd Board Meeting of the Northern Ireland Housing Executive was scheduled to take place on **Wednesday 29 April 2020 at 10am** and would most likely be via Conference Call due to the evolving COVID-19 situation.

It was noted that further details would be provided by the Secretariat Manager nearer the time.

There being no further business the Chair thanked everyone for their attendance, those present in the room and those participating via speaker phone. He remarked that everyone was putting their best efforts into ensuring that our tenants and other service users continue to receive excellent treatment during this crisis, and for this he was most grateful. He hoped that everyone and their families kept safe during the current emergency and, on behalf of the Board, conveyed his appreciation again for all inputs.

The meeting concluded at 12.30pm.

CHAIR