

		<u>Action</u>
2.	<p><u>Declarations of Interests</u></p> <p>The Vice Chair, Mr McMullan declared an interest in Agenda Item 16 - Irish Travellers Accommodation Strategy 2020-2025 which referenced an organisation he had previously been involved in. Agreed that Mr McMullan was not required to leave the meeting during discussion of the paper.</p> <p>The Chair reminded those present of best practice in relation to the handling of any conflicts of interest.</p> <p>The ability to withdraw from the Conference Call and re-dial in was highlighted, should a conflict arise.</p>	
<u>MINUTES AND MATTERS ARISING / BROUGHT FORWARD</u>		
4.	<p><u>Draft Minutes - the 703rd Meeting of the Housing Executive Board held on Wednesday 29 April 2020</u></p> <p>It was noted that the draft minutes had been circulated late to all Board Members, hence the Chair asked that comments be submitted by close of play on Friday, 29th May 2020.</p> <p>The Chair undertook to review the updated Minutes on Tuesday and the Minutes would be re-presented for accuracy purposes at the June Board Meeting.</p>	ALL
5.	<p><u>Matters Arising / Brought Forward from Minutes</u></p> <p>There were no queries raised by Members. The Chair remarked that the paper was self-explanatory and also that the Forward Work Plan had been suspended by the Board in March due to the evolving COVID-19 circumstances.</p> <p><u>PAPER NOTED.</u></p>	
<u>CHAIR'S BUSINESS</u>		
6.	<p><u>Chair's Business (Verbal Report)</u></p> <p>The Chair recognised that his usual visits had been suspended and that he would continue to participate actively in remote communications during the COVID-19 situation.</p>	
(a)	<u>Board Re-Appointments</u>	

(b)	Annual Appraisals - Board Members	
(c)	Board Member Inductions with Directors	
(d)	Thank You Communication to All Staff	
(e)	PPE (Supply & Provision)	
(f)	June Board Meeting	
(g)	Special ARAC Committee Meeting - provisionally held for Friday 26 June 2020	
(h)	Bi-Annual Performance Meeting with the Minister for Communities	
(i)	Letter dated 20 May 2020 from Minister Hargey - SHDP Programme	
(j)	Environmental Working Group Meeting	
(k)	Publication Scheme	
(l)	Equality Champions	
(m)	Housing Council Meetings	
(n)	Belfast Resilience and Sustainability Board	
(o)	Correspondence from Clodagh Warde	
(p)	The Boardroom	
	<u>NOTED.</u>	

COMMITTEE BUSINESS

7.	<u>PAPER - Draft Minutes of the ARAC Committee Meeting held on Tuesday 10 March 2020</u>	
	<u>PAPER NOTED.</u>	
8.	<u>PAPER - Draft Minutes of the DLO Performance & Development Committee Meeting held on Tuesday 11 May 2020</u>	
	<u>PAPER NOTED.</u>	

<u>PRESENTATION (10.24 am)</u>		
3.	<p><u>COVID-19 HOMELESSNESS RESPONSE</u></p> <p>The Chair welcomed Caroline Connor, Assistant Director, Policy and Business Excellence, to the meeting who would provide Members with an update on the COVID-19 Homelessness Response.</p>	
<u>SP PROGRESS & SCRUTINY GROUP</u>		
9.	<p><u>Standing Item - Monthly Update from Supporting People Progress & Scrutiny Group</u></p> <p><u>Papers Circulated:</u> (1) Record of SP Checkpoint Conference Call held on 20 April 2020 and (2) Updated Draft Minutes of the 10th Meeting held on 18 May 2020</p> <p><u>PAPERS NOTED.</u></p>	
<u>CHIEF EXECUTIVE'S BUSINESS</u>		
10.	<p><u>PAPER - Chief Executive's Emerging Issues</u></p> <p>The Chief Executive spoke in detail to his paper, its purpose being to ensure that the Board was well informed about any emerging issues which may impact on the work of the Housing Executive.</p> <p><u>RESOLVED:</u> the Board welcomed and noted the contents of the Chief Executive's Emerging Issues paper and expressed appreciation to the Chief Executive and Senior Management Team for their continued efforts during the crisis situation. Thanks were also expressed to all the staff of the Housing Executive and partner organisations for their work and dedication during the crisis.</p>	
<u>COVID-19 UPDATE</u>		
11.	<p><u>PAPER - COVID-19 Update</u></p> <p>The Director of Corporate Services spoke to the paper providing assurance to the Board that the Housing Executive has taken appropriate actions to manage the impact of the COVID-19 pandemic on staff and workplace operations and to ensure staff have a safe place to work and the preparations currently underway for the return of staff following any relaxation of the current</p>	

	<p>restrictions.</p> <p>The Director of Corporate Services advised the Board that the numbers working remotely from home were in the region of 2,250. He reported on the measures implemented to ensure, that staff in the workplace and those delivering essential services were complying with government guidance, to ensure essential services are delivered, were complying with government guidance. He also advised that the COVID-19 sub-group had identified 3 key work streams, each being taken forward by its own task group to look at (1) staff support, (2) office accommodation and (3) customer contact.</p> <p>Discussion took place on the work of IT to facilitate the large numbers of staff working from home. In response to a query on cyber security, the Director of Finance, Audit & Assurance assured the Board that all home working has been arranged and managed by IT Assist, with normal policies and procedures applied. Reminders have also been issued to all staff regarding information security. A brief discussion also took place on the numbers of staff shielding and the measures being undertaken to enable them to work from home.</p> <p>Members welcomed the paper and recognised the significant volume of work undertaken by officers and the changes in working practices, were providing valuable research into future operations and considerations around floor space.</p> <p><u>RESOLVED:</u> the Board noted the actions taken to date, and the steps planned, for the return of limited staff numbers following any relaxation of current restrictions associated with COVID-19.</p>	
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<u>GOVERNANCE</u>		
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<u>FINANCE</u>		
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<u>APPROVAL PAPERS</u>		
14.	<u>PAPER - Housing Benefit System - Hosting, Management & Development Budgets 2020/21</u> <u>PAPER APPROVED.</u>	
15.	<u>PAPER – CT045 – Fence Painting Tender</u> <u>PAPER APPROVED.</u>	
16.	<u>PAPER – Irish Travellers Accommodation Strategy 2020-2025</u> <u>PAPER APPROVED.</u>	
17.	<u>PAPER – Undeveloped Land Schedule 201/20</u> <u>PAPER DEFERRED.</u>	
18.	<u>PAPER – Hope Street Development Proposal Update</u> <u>PAPER NOTED.</u>	
<u>INFORMATION PAPERS</u>		
19.	<u>PAPER – Business Performance Monitor at the end of April 2020</u> <u>PAPER NOTED.</u>	
20.	<u>PAPER – Compliance/Health & Safety Assurance Report</u> 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. <u>PAPER NOTED.</u>	
21.	<u>PAPER - Land Acquisitions and Disposals Quarterly Update</u> <u>PAPER NOTED.</u>	

22.	<u>PAPER - Social Housing Development Programme (SHDP) Update 2019-20 and Delivery Risk Assessment 2020-21</u> <u>PAPER NOTED.</u>	
23.	<u>PAPER - Supporting People Programme Update</u> <u>PAPER NOTED.</u>	
24.	<u>DfC Final Inspection Reports – (1) NIHE Transformation Programme - Housing Services; (2) NIHE Community Safety Strategy; (3) NIHE Tenancy Fraud; and (4) NIHE Health and Safety on Construction Sites</u> <u>PAPER NOTED.</u>	

ANY OTHER BUSINESS

25.	<p><u>Any Other Business</u></p> <p>The undernoted two matters were raised.</p> <p><u>TABLED PAPER - Change to Standing Orders (Procurement Section)</u></p> <p>The Director of Asset Management requested 2 changes to Standing Orders which would ensure a Priority 2 recommendation was removed.</p> <ul style="list-style-type: none"> • Page 17 – replace reference to “PGN 03/10” with “PGN 04/12”. PGN 03/10 has been withdrawn by CPDNI and replaced with PGN 04/12 • Page 22 – Annex A – “The CPU should be consulted on all procurements including those requirements valued at below £5,000.” Sentence to be deleted. It is not deemed necessary or efficient for other internal departments to consult with CPU on spend at this level, nor is it a requirement of NI Public Procurement Policy. <p>RESOLVED: the Board approved the above changes to the Standing Orders.</p>	DAM
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DATE OF NEXT MEETING

The 704th Board Meeting of the Northern Ireland Housing Executive was scheduled to take place on **Monday 29 June 2020 at 10am** and would again be remotely via Conference Call due to COVID-19 circumstances.

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

The meeting concluded at 13.04 pm.

CHAIR