

Housing Executive

MINUTES OF THE 709TH MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 28 OCTOBER 2020 COMMENCING AT 10AM VIA WEBEX / BOARDROOM

Professor Roberts welcomed everyone to the meeting and requested that all mobile devices be switched to silent.

	<p><u>PRESENT</u></p> <p>Professor P Roberts Chair (Boardroom) Mr J McMullan Vice Chair (Boardroom) Mr K Millar Board Member (Webex) Mr D Wilson Board Member (Webex) Mr J McCall Board Member (Boardroom) Alderman A Bresland Board Member (Webex) Councillor C Elattar Board Member (Webex) Alderman A Grehan Board Member (Boardroom) Councillor M Ruane Board Member (Boardroom)</p>
	<p><u>IN ATTENDANCE</u></p> <p>Mr C Bailie Chief Executive (Boardroom) Mrs C McFarland Director of Finance, Audit & Assurance (Webex) Mr C McQuillan Director of Housing Services (Webex) Mr P Isherwood Director of Asset Management (Webex) Mr D Moore Director of Corporate Services (Webex) Ms S McCauley Director of Regional Services (Boardroom) Mrs A Faulkner SP Strategy Manager (Webex) - Item 31 only Mr G Quigg Internal Solicitor, Legal Services (Webex) - item 30(a) Ms E Morgan CPANI Apprentice (Webex) Ms K McCullough Boardroom Apprentice (Boardroom) Mrs K Smyth Secretariat Manager (Boardroom)</p>
	<p><u>APOLOGIES</u></p> <p>None.</p>
<p>1.</p>	<p><u>Welcome and Apologies</u></p> <p>The Chair, Professor Roberts, welcomed everyone to the meeting. In particular he drew attention to the Boardroom Apprentice, Kathryn McCullough, who was present in the Boardroom today and welcomed the opportunity to meet everyone in person (having joined her first meeting in September remotely).</p> <p>There were no apologies to note on this occasion, and a roll call was expedited by the Secretariat Manager to verify attendance.</p>

	<p>Before proceeding with business, the Chair paid tribute to outgoing Board Member, Ken Millar, this potentially being his last Board Meeting pending confirmation from the Minister of the two new Board Member appointments. Professor Roberts recognised the personal tributes paid during the private session, but wished to formally record recognition of Mr Millar's 10+ years' service to the Housing Executive. He remarked on Mr Millar's commitment and dedication, his insight, professionalism, courtesy, and also conveyed his personal appreciation for taking on the additional role of Chair of the DLO Performance & Development Committee in 2017 and steering the Committee through the challenges faced.</p> <p>Mr Millar thanked the Chair and remarked on some anecdotes from his time served, including some of the challenges faced on commencing his first term of office. He had thoroughly enjoyed his time with the Housing Executive and offered his very best wishes to everyone, and to the organisation, in all future endeavours.</p> <p>On behalf of the Board, he conveyed gratitude to Mr Millar and wished both he and his family future health and happiness.</p> <p>It was also noted that Mr Millar would be withdrawing from the meeting at 11.30am due to a personal commitment.</p>	
2.	<p><u>Declarations of Interests</u></p> <p>There were no declarations of interest forthcoming.</p> <p>The Chair reminded those present of best practice in relation to the handling of any conflicts of interest, and the ability to withdraw from the Conference Call and re-dial in was also highlighted, should a conflict arise.</p>	<u>Action</u>
<u>MINUTES / MATTERS ARISING</u>		
3.	<p><u>DRAFT MINUTES: The 708th Meeting of the Board held on Wednesday 30 September 2020</u></p> <p><u>RESOLVED:</u> on the proposal of Mr McCall, seconded by Mr Wilson, that the above Minutes be approved and signed as a correct record by the Chair, subject to an amendment on Page 19 of the Minutes.</p>	

ACTIONS BROUGHT FORWARD / FORWARD WORK PLAN

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| 4. | <p><u>(1) Actions Brought Forward from Minutes; (2) Board Work Plan</u></p> <p><u>PAPER NOTED.</u></p> | |
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CHAIR'S BUSINESS

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| 5. | <p><u>Chair's Business</u></p> <p>The Chair reported on the undernoted matters.</p> <p>(a) <u>Start Date - New Chief Executive</u></p> <p>(b) <u>Board Member Competition</u></p> <p>(c) <u>Committee Structure / Memberships</u></p> <p>(d) <u>Independent Committee Members (ARAC & DLO)</u></p> <p>(e) <u>Finalisation of Annual Report and Accounts</u></p> <p>(f) <u>Northern Ireland House Condition Survey 2021 (NIHCS) - User Engagement Group</u></p> <p><u>NOTED.</u></p> | |
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TASK & FINISH GROUPS

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| 6. | <p><u>TASK AND FINISH GROUP: Ratified Minutes - 14th Meeting of SP Progress & Scrutiny Group - Thursday 24 September 2020</u></p> <p><u>RESOLVED:</u> the Board noted the above Ratified Minutes from the SP Progress & Scrutiny Group, as circulated, for information.</p> | |
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COMMITTEE BUSINESS

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| 7. | <p><u>COMMITTEE BUSINESS: (1) ARAC 2019/20 Annual Update Report to the Board; and (2) Draft Minutes of the Special ARAC Meeting held on Monday 28 September 2020</u></p> <p><u>NOTED.</u></p> | |
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<u>HOUSING COUNCIL</u>		
8.	<p><u>Housing Council - Monthly Update</u></p> <p>The Chair invited the Housing Council representatives to update the Board on any pertinent matters currently receiving their attention.</p> <p><u>NOTED.</u></p>	
<u>CHIEF EXECUTIVE'S BUSINESS</u>		
9.	<p><u>PAPER - Chief Executive's Emerging Issues</u></p> <p><u>NOTED.</u></p>	
<u>APPROVAL PAPERS</u>		
10.	<p><u>PAPER - Corporate Performance Monitor at the half year (September 2020)</u></p> <p><u>NOTED.</u></p>	
11.	<p><u>PAPER - Finance Report as at 30 September 2020</u></p> <p><u>RESOLVED:</u> the Board noted the financial position as at 30 September 2020 and approved the January Monitoring Round submission and actions planned and underway to address significant issues.</p>	
12.	<p><u>PAPER - Rent Increase Proposals for 2021/22</u></p> <p><u>APPROVED.</u></p>	
13.	<p><u>PAPER - DLO Evolve Business Case Approval</u></p> <p><u>RESOLVED:</u> the Board welcomed and approved the Evolve Programme Business Case in order to allow the programme to proceed.</p>	
14.	<p><u>PAPER - Approval to award a contract - Fuel Card and Associated Services for DLO</u></p> <p><u>APPROVED.</u></p>	

15.	<p><u>PAPER - 2020-2021 Programme Update</u></p> <p><u>RESOLVED:</u> the Board approved the 2020/21 Programme Update elemental completion targets and the associated mid-year budget adjustments as detailed in this paper.</p>	
16.	<p><u>PAPER - Sprinkler Systems Installation Programme for the NIHE High Rise Tower Blocks</u></p> <p><u>APPROVED.</u></p>	
17.	<p><u>PAPER - CTE01 - No Fines EWI and Associated Works Contract 2020</u></p> <p>The Director of Asset Management spoke to the paper seeking Board approval to award the second tranche of No Fines External Wall Insulation and Associated Works Contracts under the European Regional Development Fund (ERDF) programme. As the combined total tender prices submitted for the second tranche of Contracts exceeds £1m Board approval was required, and the paper also sought approval to appoint the successful contractors.</p> <p><u>RESOLVED:</u> the Board approved the award of contract for No Fines External Wall Insulation and Associated Works in Housing Executive properties to the Contractors detailed in Section 3.7.</p>	DAM
18.	<p><u>PAPER - Community Cohesion Update for 19-20</u></p> <p><u>RESOLVED:</u> the Board approved the contents of this paper and provided approval to an extension of the existing strategy until 31 March 2022.</p>	
19.	<p><u>PAPER - Leasehold: Lease Extension Proposal</u></p> <p><u>RESOLVED:</u> the Board approved the introduction and implementation of a new policy in relation to leasehold extensions on the terms set out in this paper.</p>	
20.	<p><u>The Way Home - Homelessness Response to COVID-19</u></p> <p><u>RESOLVED:</u> the Board approved “<i>The Way Home - Homelessness Response to COVID-19</i>” Reset Plan as summarised in this paper.</p>	
21.	<p><u>PAPER - Economic Appraisal for Land at Grange Drive, Ballyclare</u></p> <p><u>APPROVED.</u></p>	

22.	<p><u>PAPER - Queens Quarter Housing Funding</u></p> <p>The Director of Regional Services spoke to the paper seeking Board approval to increase the Supporting People Unit funding rate for Queens Quarter Housing.</p> <p>Describing Queen’s Quarter as an exemplar of value-for-money, the Chair confirmed he had visited twice and was amazed how much they manage to achieve with the limited funding.</p> <p><u>RESOLVED:</u> the Board welcomed and approved the increase of the Supporting People funding rate for Queens Quarter Housing from 1 November 2020.</p>	DRS
<u>ANY OTHER BUSINESS</u>		
30(a)	<p><u>12.10pm - TABLED PAPER - Sale of Land at Posnett Street South, Belfast</u> <i>(Attendance by Greg Quigg, Internal Solicitor, Legal Services)</i></p> <p><u>APPROVED.</u></p>	DRS
<u>PRESENTATION</u>		
31.	<p><u>12.15pm - PRESENTATION - Supporting People Strategy 2021-2024</u></p> <p><u>RESOLVED:</u> subject to the Chair drafting a preface, the Board approved the Three Year Supporting People Strategy 2021-2024 document for public consultation.</p> <p><u>NOTED:</u> the Chair asked the Director of Regional Services and Mrs Faulkner to convey the Board’s appreciation to the wider team.</p>	DRS
<u>INFORMATION PAPERS</u>		
23.	<p><u>PAPER - Demolitions Monitor Update for the period 1 April 2019 to 31 March 2022</u></p> <p><u>PAPER NOTED.</u></p>	
24.	<p><u>PAPER - Homelessness Strategy 2017-22: Year 4 (Q1) Update</u></p> <p><u>PAPER NOTED.</u></p>	
25.	<p><u>PAPER - Supporting People Programme Update</u></p>	

	<p>The Director of Regional Services spoke briefly to her monthly update paper which provided an update of the SP Programme's progress, including the impact of COVID-19 on the Supporting People Sector, progress in implementing the Housing Executive-led recommendations from the Ministerial review, and on business as usual activities.</p> <p>There were no queries arising from Members.</p> <p><u>PAPER NOTED.</u></p>	DRS
26.	<p><u>PAPER - Land Acquisitions and Disposals Quarterly Update</u></p> <p><u>PAPER NOTED:</u> the Board noted the quarterly update on land disposals and acquisitions.</p>	
27.	<p><u>PAPER - Compliance Health and Safety - (1) Monthly Update for October 2020; and (2) Annual Compliance Health & Safety Report.</u></p> <p>The Director of Asset Management spoke to both papers providing the Board with a monthly and annual update on Compliance, Health and Safety within the organisation, and also providing an assurance that the statutory requirements identified within the paper continued to be addressed. The documentation also sought to reaffirm health and safety responsibilities as outlined in the Health & Safety Executive guidance on "Leading Health and Safety".</p> <p>On behalf of the Board, the Chair extended compliments extended to Assistant Director Health and Safety and asked the Director to convey the sentiments to the Health and Safety Team. In addition, he also noted that Health and Safety training was being arranged for the Board Members early in 2021 (having been previously postponed).</p> <p><u>RESOLVED:</u> the Board -</p> <ul style="list-style-type: none"> • noted the monthly Compliance/Health and Safety Assurance Report; • welcomed and commended the Annual Compliance Health and Safety Report. 	DAM
28.	<p><u>PAPER - Proposals to Mark the Housing Executive's 50th Anniversary in 2021.</u></p> <p><u>RESOLVED:</u> the Board welcomed the 50th Anniversary Celebrations Information Paper, with Members being invited to submit any further suggestions to the Director of Corporate Services.</p>	

29.	<u>PAPER - Corporate Services Quarterly Report as at 30 September 2020</u> <u>PAPER NOTED.</u>	
<u>ANY OTHER BUSINESS (Cont'd)</u>		
30(b).	<u>Any Other Business</u> The undernoted two items were raised. <ul style="list-style-type: none"> • <i>Forthcoming Meeting with Minister for Communities.</i> • <i>COVID-19.</i> 	
<u>DATE OF NEXT MEETING</u>		
31.	<u>Date of Next Meeting</u> The 710 th Board Meeting of the Northern Ireland Housing Executive was scheduled to take place on Wednesday 25 November 2020 at 10am (Private Session at 9.30am) via Webex / Boardroom.	

There being no further business the Chair thanked everyone for dealing with matters expeditiously and for their participation. He hoped that everyone and their families remained safe at this testing time and expressed his gratitude for the efforts being undertaken on behalf of the people and communities served by the Housing Executive.

The meeting concluded at 1pm.

CHAIR