

ACTIONS
HOUSE CONDITION SURVEY
STEERING GROUP MEETING
MONDAY 21ST SEPTEMBER 2015
BOARDROOM ANNEX, 6TH FLOOR, THE HOUSING CENTRE

1.0 Present:

Esther Christie – NIHE (Chair)
Joe Frey – NIHE
Jahnet Brown – NIHE
Donna McLarnon – NIHE (minutes)
Suzanna Deehan – DSD
Leah Ginn – DRD
Sharon Jeffers – NIFHA
Kevin Sweeney – NISRA
Martin Walker – DSD
Stephen Semple – NIHE

Apologies: Stephen Martin, Heloise Brown, Nicola Fisher

		Action
1.0	Objectives of the 2016 HCS: The five objectives, which were essentially the same as for the 2011 survey, were noted. Steering group members were asked to consider these and let the HCS team know within two weeks if there were any proposed changes.	All
2.0	Sample size: A cost benefit analysis of the 4 options will be distributed for the group's consideration and will be discussed at the next meeting. A CXBC paper will also be produced showing the confidence intervals for some key figures for each of the 4 possible sample size options.	JF/JB JF/JB
3.0	Hardware: K Sweeney will provide information on the tablets currently being used by NISRA, but the technical suitability of these (windows compliant) would need to be checked. NIHE's IT department to be involved in the evaluation process.	KS
4.0	Official Statistics The group was advised that the HCS will be assessed for compliance with the Code of Practice for official Statistics and if successful will carry the National Statistics logo. A formal request for assessment will be made by the Chief Executive.	

	<p>In order to comply with aspects of the Code of Practice there will be an increase in user engagement for the HCS. A user group comprising key internal and external users of HCS data will be set up. The group agreed that a rural representative will be included in the group.</p> <p>Timetable: It was proposed that the fieldwork will run from May – September 2016. A Gantt chart was available for the group, although it was agreed that key decision points will be added to the chart.</p> <p>AOB It was agreed that Board approval was not necessary, but that the paper should go to the November CXBC.</p> <p>The next meeting will be held on Monday 19th October.</p>	<p>DM</p> <p>DM</p> <p>JF/JB</p>