

MINUTES OF THE 681ST MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 25 APRIL 2018 COMMENCING 9.30AM IN CANAL COURT HOTEL, MERCHANTS QUAY, NEWRY, BT35 8HF

The Chair requested all present to switch their mobile devices to silent.

	<u>PRESENT</u>	
	Professor P Roberts	Interim Chair
	Mr G Lomax	Interim Vice-Chair
	Mr K Millar	
	Mr D Wilson	
	Mr J McCall	
	Alderman B Keery	
	Councillor H Legge	
	Councillor P Brett	
	Councillor C Elattar	
	<u>IN ATTENDANCE</u>	
	Mr C Bailie	Chief Executive
	Mr P Isherwood	Director of Asset Management
	Mrs C McFarland	Director of Finance, Audit & Assurance
	Miss S McCauley	Director of Regional Services
	Mr C McQuillan	Director of Housing Services
	Mr J Blease	Head of Communications & Secretariat
	Mr I Orr	Procurement Programme Delivery Manager (For Item 8)
	Mrs K Smyth	Secretariat Manager
	Miss M McLaughlin	Senior Admin Officer
	Mr R Henry	Boardroom Apprentice
	Ms M Monaghan	Boardroom Apprentice
	<u>APOLOGIES</u>	
	Mr S Orme	Boardroom Apprentice
1.	<u>DECLARATIONS OF INTERESTS</u>	
	Ms M Monaghan - Item 9, Monthly Finance Report – Ms Monaghan being associated with one of the companies in receipt of	
<u>INTERIM CHAIR'S BUSINESS</u>		
4.2	<u>2018 Board Visit to Belfast Region - August 2018</u>	
	The Interim Chair reminded everyone that the Board Visit to Belfast Region had been switched from June to August 2018.	

		<u>Action</u>
4.3	<p><u>The Boardroom Apprentice Initiative 2018</u></p> <p>The Interim Chair gave a brief synopsis of a recent meeting held with the three designated Board Mentors and the Secretariat Manager to review participation in the initiative, and also to consider the request for the Board to remain a host for the 2018 programme.</p> <p>The provisional launch date for the 2018 Boardroom Apprentice Initiative was noted as Monday 11 June 2018 in the afternoon.</p> <p><u>RESOLVED:</u> that the Board reaffirm its participation in the 2018 Boardroom Apprentice Initiative, the 12 month programme commencing on 1 September 2018. As previously, and dependent on candidate selection, the undernoted three Board Members be nominated as Board ‘Mentors’.</p> <ul style="list-style-type: none"> • Mr Derek Wilson • Councillor Phillip Brett • Mr Jim McCall <p><u>NOTED:</u> apologies were noted from Mr McCall in relation to the Selection Panel interviews scheduled for Tuesday 22 May 2018.</p>	SEC
<u>COMMITTEE BUSINESS</u>		
	There were no items of Committee business presented or raised.	
<u>PAPERS FOR APPROVAL</u>		
6.	<p><u>Community Involvement Strategy 2018-2023</u></p> <p>The Director of Housing Services spoke to the paper seeking approval to implement the draft Community Involvement Strategy 2018-2023 and year one Action Plan.</p> <p>In response to an enquiry from the Interim Vice-Chair, the Director of Housing Services elaborated on local engagement, reconfiguration and regeneration and strong community planning networking opportunities with other statutory bodies, including local Councils.</p> <p><u>RESOLVED:</u> the Board approved the Housing Executive’s draft Community Involvement Strategy 2018-2023 and year one Action Plan as circulated.</p>	DHS

		<u>Action</u>
<u>INTERVAL</u>		
A brief interval took place at 10.30am. The meeting resumed at 10.35am with all those previously present returning to their seats.		
	Ms Monaghan withdrew from the room, having declared an interest in the next item.	
	Ms Monaghan returned to the meeting.	
<u>PAPERS FOR INFORMATION</u>		
<u>RESOLVED:</u> with the exception of items 14, 15, 16, 17, 18, 19 and 20, all other information papers were noted en bloc.		
15.	<p><u>General Data Protection Regulation Readiness (GDPR) Update</u></p> <p>The Chief Executive spoke to the paper providing the Board with an update on the approach and current position of the Housing Executive regarding GDPR readiness ahead of the 25 May 2018, when the legislation would take effect. He also confirmed the identification of GDPR on the Risk Register as the application of the legislation by the Information Commissioner was unknown.</p> <p>Discussion ensued regarding registration and, in response to an enquiry from Alderman Keery regarding data controller fees, the Chief Executive confirmed the current registration cost up to 8 November 2018 was £500, however, the new cost for the following year was £2,900.</p> <p><u>NOTED:</u> (1) the Chief Executive undertook to provide an update on the level of GDPR compliance at the May Board under emerging issues (requested by the Interim Chair); and (2) seek endorsement from the Department for Communities that the current ‘Board Members Liabilities Indemnity’ covered Members in relation to GDPR (requested by the Interim Vice-Chair).</p> <p><u>PAPER NOTED.</u></p>	CX
16.	<p><u>Update on Complaints Performance</u></p> <p>The Chief Executive and Director of Housing Services spoke briefly to the paper updated the Board on the Housing Executive’s complaints performance over the past year.</p>	

		<u>Action</u>
	<p>The Director of Housing Services noted the suggestion from Mr Wilson to review the response timeframe, comparing it against other statutory deadlines, and also empowering the individual who receives the complaint to be able to deal with it at that first port of call which would enhance the tenant experience.</p> <p><u>PAPER NOTED.</u></p>	DHS
17.	<p><u>Review of the Rent Scheme</u></p> <p>The Director of Housing Services spoke to the paper updating the Board on progress made with the additional activities undertaken following the Board's decision on 30 November 2016 to defer the proposed changes to the Rent Scheme.</p> <p><u>PAPER NOTED.</u></p>	
18.	<p><u>Update on Compliance and Health & Safety</u></p> <p>The Director of Asset Management spoke briefly to the monthly paper updating the Board on health and safety compliance and providing an assurance that outstanding issues identified within the paper were being addressed by the Compliance, Health and Safety Unit.</p> <p><u>PAPER NOTED.</u></p>	
<u>ANY OTHER BUSINESS</u>		
22.	There was no other business raised.	
<u>DATE OF NEXT MEETING</u>		
<p>The 682nd Board Meeting of the Northern Ireland Housing Executive will be held on Wednesday 30 May 2018 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 meeting concluded at 11.55am.

INTERIM CHAIR