

MINUTES OF THE 672ND MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON FRIDAY 30 JUNE 2017 COMMENCING 10.15 AM IN THE BOARDROOM, 2 ADELAIDE STREET, BELFAST BT2 8PB

The Interim Chair requested all present to switch off their mobile devices.

	<u>PRESENT</u>	
	Professor P Roberts	Interim Chair
	Mr G Lomax	Interim Vice-Chair
	Mr K Millar	
	Mr D Wilson	
	Alderman B Keery	
	Councillor C Elattar	
	Councillor P Brett	
	<u>IN ATTENDANCE</u>	
	Mr C Bailie	Chief Executive
	Mr T McCartney	Director of Corporate Services
	Mrs C McFarland	Director of Finance
	Mr C McQuillan	Director of Housing Services
	Mr P Isherwood	Director of Asset Management
	Miss S McCauley	Director of Regional Services
	Mr J Blease	Head of Communications & Secretariat
	Mr M Mallon	Fitzimmons Mallon Solicitors
	Ms E Newberry	Assistant Director (Land & Regeneration Services)
	Mr A Kennedy	Assistant Director (Asset Strategy & Planning)
	Mr D Salters	Head of Procurement
	Mr P Craig	Senior Contract Claims/Costs Manager
	Mrs K Smyth	Secretariat Manager
1.	<u>APOLOGIES</u>	
	Mr J McCall	
2.	<u>DECLARATIONS OF INTERESTS</u>	
	None.	
3.	<u>MINUTES / MATTERS ARISING / MATTERS BROUGHT FORWARD</u>	
3.1	Minutes of the 671st Board Meeting held on Wednesday 31 May 2017 - Paper No 671/3(1)	
	<u>RESOLVED</u> - unanimously, that the above Minutes be approved and signed as an accurate record by the Interim Chair.	INTERIM CHAIR

		<u>Action</u>
<u>INTERIM CHAIR'S BUSINESS</u>		
4.1	<p><u>Board Vacancies (Minutes of the previous Board Meeting also refer)</u></p> <p>The Interim Chair confirmed receipt of a response from Mr Snowden, Department for Communities dated 8 June 2017. It was confirmed the Department had consulted with the Department's Public Appointments Unit regarding quorate concerns, the advice being, in essence, as the Board remains quorate (4 members in the event of a vacancy), it was not justified to seek to make emergency appointments at this stage.</p>	
	<p><i>Reinstatement of Councillor Legge</i></p> <p>The Interim Chair reported receipt of the request from the Housing Council for reinstatement of Councillor Hazel Legge following the 2017 General Election. He was liaising with both Mr Finlay (Chair) and the Department for Communities to progress reinstatement, however, highlighted this was a Ministerial appointment and subject to the current political climate.</p> <p>Alderman Keery confirmed Housing Council awareness of the process.</p>	SEC
4.2	<p><u>Establishment of an Independent Tower Block Reference Group</u></p> <p>The Interim Chair reported on the Housing Executive's establishment of the above group, chaired by Professor Alastair Adair (UU), to explore and analyse the precautionary measures undertaken on their 33 tower blocks following the Grenfell tragedy. The first meeting was scheduled for 5 July 2017 and it was anticipated a report would be provided to the August Board Meeting.</p> <p>The Interim Chair thanked Professor Adair and the other members of the Reference Group for their agreement to participate.</p> <p>The Interim Chair also recorded his appreciation to the Chief Executive and Alderman Keery for accompanying him on their recent Tower Block visit to provide an assurance to residents.</p>	SEC

		<u>Action</u>
4.3	<p><u>Committee Business</u></p> <p>Members were updated on the undernoted developments -</p> <ul style="list-style-type: none"> • <i>Boardpad</i> Both the DLO Performance and Development Committee and Audit and Risk Assurance Committee papers were accessible by all Board Members. • <i>Minutes</i> Draft Committee Minutes will be presented to Board Meetings in future, however, will be subject to ratification by their respective Committees at their next Meeting. • <i>Appraisals</i> A programme for Non-Executive Director Appraisals was being scheduled. 	SEC
4.4	<p><u>Chief Executive Appraisal</u></p> <p>The Interim Chair confirmed the Chief Executive's Appraisal for 2017/18 was complete, approval of the agreed personal objectives taking place in private session this morning.</p>	
4.5	<p><u>Joint Whistleblowing Seminar (NIAO / DfC / NIHE)</u></p> <p>The Interim Chair confirmed the Joint Seminar would be hosted by the Housing Executive in the Housing Centre, 2 Adelaide Street, Belfast on Tuesday 29 August 2017 at 1.30pm, all Board Members were welcome to attend.</p>	SEC
4.6	<p><u>Equality Champions</u></p> <p>The interim Chair advised the Board that both he and Councillor Elattar would represent the Board on Equality matters and undertook to keep the Board informed going forward. Other Board nominees were welcome and should be directed to the Interim Chair as soon as possible.</p>	DRS
4.7	<p><u>Chartered Institute of Housing (CIH) Event</u></p> <p>On behalf of the Board, the Interim Chair congratulated the Director of Housing Services, who was recognised at the Chartered Institute of Housing Conference for his dedicated work as a mentor at the Housing Heroes awards and was announced as the overall winner in the Mentor of the Year category.</p>	

		<u>Action</u>
<u>PAPERS FOR APPROVAL</u>		
7.1	<p><u>Draft 46th Annual Report & Accounts 2016/17 - Reports + Paper No 672/7(1)</u></p> <p><u>TABLED:</u> list of amendments to Annual Report and Accounts following consideration by ARAC on 26 June 2017 (<i>copy held on file by Secretariat</i>).</p> <p>The Chief Executive spoke to the documentation and confirmed the Annual Report and Accounts were presented in two parts (undernoted) and added that they were compiled in compliance with legislative accounting policies and practices.</p> <ul style="list-style-type: none"> • Part 1 – Chair’s Foreword; Overview; Performance Analysis; Key Performance Validation Certificate. • Part 2 – Corporate Governance Report; Remuneration and Staff Report; and Assembly Accountability and Audit Report; Financial Statements. <p>The Chief Executive also drew attention to the delayed certification of the Accounts by the Northern Ireland Audit Office.</p> <p>The Director of Finance confirmed the process had been straightforward from a finance perspective and referred to a number of unadjusted errors, none of which was material.</p> <p><u>RESOLVED:</u> the Board welcomed the draft Annual Report and Accounts 2016/17 as presented and noted -</p> <ul style="list-style-type: none"> • they would be brought back to the August Board Meeting for approval; • the Annual Governance Statement may require updating depending on the certification date of the Annual Accounts; • request from Mr Wilson for the reserve to have detailed plans for expenditure (page 41; maintenance strategy refers). <p>The Interim Chair commended the Chief Executive and Director of Finance and her team on the work undertaken.</p>	<p>DoF</p> <p>DoF</p> <p>DoF</p>

		<u>Action</u>
7.2	<p><u>2016 Continuous Tenant Omnibus Survey - Report + Paper No 672/7(2)</u></p> <p>The Director of Housing Services presented the report and confirmed an increase in the overall satisfaction rate. In particular he drew attention to the digital approach, deprivation areas, community networking and impact of welfare reform on delivery of services going forward.</p> <p>The Chief Executive remarked he was delighted to see the satisfaction levels return to their original status, although expressed some concern regarding the unknown impact of Housing Benefit rules.</p> <p>In response to an enquiry from Mr Wilson, the Director of Housing Services confirmed brochure distribution via the Housing Community Network.</p> <p>It was noted the Housing Council had already received a presentation on the findings.</p> <p><u>RESOLVED:</u> the Board noted the findings of the 2016 Continuous Tenant Omnibus Survey and the response of Housing Services to these findings, Members requesting -</p> <ul style="list-style-type: none"> • that consideration be given to a more Plain English approach to the report; • joint launch with DfC be considered; • an effective dissemination strategy be established incorporating DfC and MLAs. 	DHS / HCCS
	The Assistant Director (Asset Strategy & Planning) and Senior Contract Claims/Costs Manager were present for the next item.	
7.3	<p><u>Update on Tower Blocks & Fire Doors - Paper No 672/7(6)</u></p> <p><i>Tower Blocks</i></p> <p>The Director and Assistant Director spoke to the documentation updating the Board on the current situation. An additional paper was tabled to provide the Board with more detail on actions undertaken and interim work in response to the Grenfell Tower fire.</p>	

	<p>The Interim Chair remarked on positive feedback from residents received during the recent visit to the Tower Blocks and discussion ensued regarding the need for a residential consultation survey.</p> <p>Fire Doors (Paper Tabled) The Senior Contract Claims/Costs Manager provided the Board with a situation update on Fire Doors installed in planned scheme contracts (2008 - 2012). It was confirmed as a matter of safety and concern the Housing Executive were inspecting all Fire Doors in the South East area and, where required, remedial works to address any defects being completed by DLO in compliance with the required standards and subject to inspection by Housing Executive officers.</p> <p>In the Belfast area the original contractor was addressing the defects at his own costs. In addition, 10% checks were being carried out to the other regions and the original contractors will be pursued where defects exist which would compromise the fire doors.</p> <p>RESOLVED: the Board welcomed the additional actions being undertaken, noted that monthly updates would continue to be provided and approved the undernoted actions -</p> <ol style="list-style-type: none"> 1. as a consequence of the Grenfell Tower fire, the need for an extension to the deadline for completion of the Tower Blocks Action Plan; 2. the response undertaken in respect of the Housing Executive's Tower Blocks in the wake of the Grenfell Tower incident in London; 3. following receipt of the Independent Tower Block Reference Group report, a full consultation exercise with Tower Block residents (including leaseholders) be explored, the questionnaire proforma to be reviewed by the Board; 4. leaseholder legalities to be explored in advance of (3) above; 5. Tower Block residents to continue to be kept informed, the original expectation having been August for presentation of the Tower Block Strategy. <p>Both the Assistant Director (Asset Strategy & Planning) and Senior Contract Claims/Costs Manager withdrew from the meeting.</p>	<p>DAM</p> <p>DAM</p> <p>DAM / DHS</p>
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7.4	<p><u>Landlord Services Business Monitor up to the end of May 2017 - Report - Paper No 672/7(12)</u></p> <p><u>RESOLVED:</u> the Board welcomed and noted the performance for the second month of the business year for Landlord Services.</p>	
<u>PAPERS FOR INFORMATION</u>		
<u>RESOLVED:</u> the Board noted information papers 8.1 to 8.7 enbloc.		
8.1	<p><u>Note of Board Visit to Belfast Region on 14 June 2017 - Paper No 672/8(4)</u></p> <p><u>PAPER NOTED.</u></p>	
8.2	<p><u>Tenancy Fraud Update - Report + Paper No 672/8(5)</u></p> <p>The Director of Housing Services reported that following issue of the report and, under the Tenancy Amnesty, 6 sets of keys had been returned (3 Housing Executive/3 Housing Association).</p> <p><u>PAPER NOTED.</u></p>	
8.3	<p><u>Community Safety Strategy Action Plan Update - Paper No 672/8(6)</u></p> <p><u>PAPER NOTED.</u></p>	
8.4	<p><u>Update on Community Cohesion & Community Involvement Strategies - Paper No 672/8(7)</u></p> <p><u>PAPER NOTED.</u></p>	
8.5	<p><u>Bloomfield Bungalows - Completion of Stock Transfer Project - Paper No 672/8(8)</u></p> <p><u>PAPER NOTED.</u></p>	
8.6	<p><u>Update on Health & Safety Compliance - Paper No 672/8(9)</u></p> <p><u>PAPER NOTED.</u></p>	

		<u>Action</u>
8.7	<p><u>Draft 2017-2018 Updated One Year Business Plan - Report + Paper No 672/8(11)</u></p> <p><u>PAPER NOTED.</u></p>	

The 673rd Board Meeting of the Northern Ireland Housing Executive would be held on **Wednesday 30 August 2017 at 10am** in the Boardroom, 2 Adelaide Street, Belfast.

There being no further business the meeting concluded at 12.40pm.

INTERIM CHAIRMAN