

MINUTES OF THE 671ST MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 31 MAY 2017 COMMENCING 10.40 AM IN CORR'S CORNER HOTEL, 315 BALLYCLARE ROAD, NEWTOWNABBEY, BT36 4TQ.

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

	<p><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</p>
	<p><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 Mrs K Smyth Secretariat Manager Mrs S Winter Senior Officer Ms M McLaughlin Senior Admin Officer Ms V McKeever QUB Mentee</p>
1.	<p><u>APOLOGIES</u> Mr J McCall Councillor P Brett</p> <p><u>RESIGNATION</u> Councillor H Legge, effective from midday on 11 May 2016 <i>(as a result of being nominated as a candidate in the General Election 2017)</i>.</p> <p><u>WELCOME</u> The Interim Chair welcomed and introduced Veronica McKeever from the Queen's University of Belfast (Mentee, QUB Public Board Mentoring Scheme).</p>
2.	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>Item 8.5 - Director of Corporate Services, the legal advice having come from a law firm which employs his wife.</p>

		<u>Action</u>
3.	<u>MINUTES / MATTERS ARISING / MATTERS BROUGHT FORWARD</u>	
3.1	<p>Minutes of the 670th Board Meeting held on Wednesday 29 March 2017 - Paper No 671/3(1)</p> <p><u>RESOLVED</u> - on the proposal of Mr Wilson, seconded by Alderman Keery, that the Minutes be approved and signed as an accurate record by the Interim Chair.</p>	INTERIM CHAIR
4.0	<u>INTERIM CHAIR'S BUSINESS</u>	
4.1	<p><u>Get Well Wishes</u></p> <p>On behalf of the Board, the Interim Chair conveyed best wishes for a speedy recovery to Mr McCall, a letter to be issued accordingly.</p>	SEC
4.2	<p><u>Update - The Boardroom Apprentice - Paper No. 671/4(2)</u></p> <p><u>NOTED:</u> the Board welcomed the timetable and update on arrangements associated with the Boardroom Apprentice Initiative. Further updates on the initiative would be provided going forward and the Memorandum of Understanding, currently under review by the Housing Executive Legal team, would be shared at the June Board Meeting.</p>	SEC
4.3	<p><u>Programme of Board Visit to Belfast Region - Paper No. 671/4(3)</u></p> <p><u>RESOLVED:</u> the Board noted the details for their visit to Belfast Region scheduled on Wednesday 14 June 2017 and approved any associated expenditure. The visit encompassed meeting the staff at the new Shankill Office and included an overview/update following the review of Public Administration resulting in administrative boundary changes for the four Area Offices in the region (<i>West Belfast, South and East Belfast, Lisburn Castlereagh and North Belfast</i>).</p>	
4.4	<p><u>Board Vacancies</u></p> <p><u>NOTED:</u> with reference to the two Board vacancies, the Interim Chair confirmed he was liaising with the Department for Communities regarding quorate concerns, emergency procedures and the potential alternative of considering the temporary appointment of a Non-Executive Specialist.</p>	

		<u>Action</u>
4.5	<p><u>June / July Board Meetings</u></p> <p><u>NOTED:</u> reminder that the June Board Meeting was moved to Friday 30 June 2017 at 10am, with a pre-meeting at 9.30am (due to the original date conflicting with the Chartered Institute of Housing Awards in Manchester). Also, there would be no Board Meeting held in July.</p>	ALL
5.0	<u>COMMITTEE BUSINESS</u>	
5.1	<p><u>Committee Meeting dates</u></p> <p>Arrangements for the next two Committee Meetings were outlined as follows:</p> <ul style="list-style-type: none"> • Audit and Risk Assurance (ARAC) Committee - Monday 26 June 2017. • DLO Performance and Development Committee - Tuesday 15 August 2017. 	ALL
6.0	<u>HEALTH & SAFETY</u>	
6.1	<p><u>Update on Health & Safety Compliance - Paper 671/7(1)</u></p> <p>The Director of Asset Management spoke to the report updating the Board on Health and Safety as a result of the audit regime undertaken and revised policies, procedures and processes to ensure compliance with statutory obligations.</p> <p><u>NOTED:</u> the Board welcomed the report and noted progress to date, with the Interim Chair suggesting the table footnotes be more explicit.</p>	DAM
7.0	<u>PAPERS FOR APPROVAL</u>	
	At this point, the Interim Chair advised he would be considering item 8.2 (<i>Undeveloped Land Schedule 2016/17</i>) immediately following item 6.2 (<i>Corporate Asset Management Strategy 2017-22</i>).	
7.1	<p><u>Corporate Asset Management Strategy 2017-2022 - Paper No. 671/6(1)</u></p> <p>The Chief Executive spoke to the paper, its purpose being to put forward the final draft of the new consolidated Corporate Asset Management Strategy for consideration and approval. The</p>	

		Action
	<p>Strategy sits below the overall Northern Ireland Executive Asset Management Strategy (developed by the Strategic Investment Board), its overall aim being to ensure that the Housing Executive continues to acquire, develop and maintain a land and property asset base which effectively aligns to business needs.</p> <p>The Department of Finance requires provision of a Corporate Asset Management Strategy (CAMS) from all public sector organisations, and the Northern Ireland Audit Office also recommends the Housing Executive provides an updated CAMS.</p> <p>The Chief Executive highlighted this Strategy would replace the existing Strategy covering the period 2017-2022 and aimed to reduce the net cost of service delivery, promote effective asset management and demonstrate robust and effective asset management. This would place the organisation in a strong position to inform the allocation of Housing Executive assets, explore opportunities and work collaboratively with our future inter-agency and community planning partners in the provision of key services.</p> <ul style="list-style-type: none"> • Office Accommodation (page 51; para 6.5) Mr Millar queried the 'SIB State of the Estate Report published in 2013' figures referencing there were 19% more work stations than full time employees, remarking on the consequence. <i>In response the Chief Executive referred to plans to increase density of use and confirmed best use of space was utilised where possible. In particular, Great Victoria Street was under review in terms of the need to occupy the whole building.</i> • Appendix 1 - Corporate Asset Management Action Plan Mr Wilson referred to pages 57-68 and suggested that within this particular section we do not have reference to whom it is reported. This suggestion was welcomed by the Interim Chair and endorsed by other Board Members. <p>RESOLVED: subject to the views from Members outlined above, the Board approved the Corporate Asset Management Strategy 2017-2022.</p>	<p>DRS</p> <p>DRS / DHS</p>

		<u>Action</u>
<u>INTERVAL</u>		
	There was a brief interval at 11.50am with the meeting resuming at 11.55am. All previously present returned to their seats.	
8.0	<p><u>PAPERS FOR INFORMATION</u></p> <p><u>RESOLVED:</u> with the exception of the Paper 9.8 (update - Defective Fire Doors), the Board noted information papers 9.1.1 to 9.11 enbloc.</p>	
8.1	<p><u>Social Housing Development Programme (SHDP) Out-turn Performance (2016/17) and 2017/18 Delivery Risk Assessment - Paper No. 671/9(3)</u></p> <p>The paper informed the Board of Social Housing Development Programme (SHDP) out-turn performance against targets for the 2016/17 year and provided a Delivery Risk Assessment for the 2017/18 year outlining the risks that would affect the delivery of the SHDP during the 2017/18 year.</p> <p><u>NOTED:</u> the Board would receive a progress update on the delivery of the 2017/18 SHDP at half year (<i>November 2017 Board Meeting</i>).</p>	DRS / SEC
8.2	<p><u>House Condition Survey Preliminary Report 2016 (Published 30 March 2016) - Paper No. OS671/9(6)</u></p> <p><u>NOTED.</u></p>	
8.3	<p><u>Delivery by Social Housing Development Programme against Strategic Guidelines Report 2014/15 - 2016/17 - Paper No. 671/9(6)</u></p> <p>The detailed paper informed the Board on the Social Housing Development Programme delivery outturn against Strategic Guidelines targets for the period 2014/15 - 2016/17, as noted at Chief Executive's Business Committee meeting on 9 May 2017.</p> <p>There were no changes existing policies or procedures being proposed.</p> <p><u>NOTED.</u></p>	

		<u>Action</u>
9.	<u>DATE AND VENUE FOR NEXT MEETING</u> The 672 nd Board Meeting will be held on Friday 30 June 2017 at 10am in the Boardroom.	

There being no further business the meeting concluded at 12.20pm

INTERIM CHAIRMAN