

MINUTES OF THE 675TH MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 25 OCTOBER 2017 COMMENCING 10 AM IN THE MCCORKELL CONFERENCE ROOM, CITY HOTEL, QUEENS QUAY, DERRY, CO. LONDONDERRY, BT48 7AS

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

	<p><u>PRESENT</u></p> <p>Professor P Roberts Interim Chair Mr G Lomax Interim Vice-Chair Mr K Millar Mr D Wilson Mr J McCall Alderman B Keery Councillor C Elattar Councillor P Brett Councillor H Legge</p>
	<p><u>IN ATTENDANCE</u></p> <p>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 T McCartney Director of Corporate Services Mr J Blease Head of Communications & Secretariat Mr S Orme Boardroom Apprentice Mr R Henry Boardroom Apprentice Mrs K Smyth Secretariat Manager Ms M McLaughlin Senior Admin Officer</p>
	<p><u>WELCOME</u></p> <p>The Interim Chair welcomed Members, Officials and Apprentices. In particular he extended a special welcome to Councillor Hazel Legge following her reinstatement to the Board, effective from 6 October 2017.</p>
1.	<p><u>APOLOGIES</u></p> <p>Ms M Monaghan Boardroom Apprentice</p>
2.	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>The Interim Chair conveyed a reminder to the Boardroom Apprentices regarding conflicts of interest and confirmed the tabled Homelessness Paper would be discussed in private following all other Agenda items. No other declarations were received.</p>

		<u>Action</u>
<u>MINUTES / MATTERS ARISING / MATTERS BROUGHT FORWARD</u>		
3.1	<p><u>Minutes of the 674th Board Meeting held on Wednesday 27 September 2017 - Paper No 675/3(1)</u></p> <p>RESOLVED: on the proposal of Mr McCall, seconded by Mr Millar, and subject to the undernoted amendment, the above Minutes be approved and signed as an accurate record by the Interim Chair.</p> <ul style="list-style-type: none"> <i>The Minutes be amended to reflect that comments on pages 8 and 16 from Mr Wilson coincide, both relating to the Lands Disposal / Acquisitions Quarterly Update.</i> 	<p>INTERIM CHAIR</p> <p>SEC</p>
3.2	<p><u>Matters Arising from Minutes</u></p> <p>The Interim Chair confirmed matters arising would be dealt with later in the meeting in conjunction with Board Matters brought forward (Agenda item 8.2).</p>	
<u>INTERIM CHAIR'S BUSINESS</u>		
4.1	<p><u>Interim Chair - Extension of Appointment of Substantive Role of Vice-Chair</u></p> <p>Effective from 4 November 2017, the Interim Chair confirmed the Department for Communities had extended his substantive appointment as Vice-Chair indefinitely.</p> <p>Alderman Keery joined the meeting at this point, 10.10am.</p>	
4.2	<p><u>Independent Committee Members - Annual Appraisals</u></p> <p>Completion of Independent Committee Member Annual Appraisals was confirmed.</p>	
4.3	<p><u>ARAC Committee - Annual Self-Assessment</u></p> <p>It was noted the Annual ARAC Self-Assessment had been rolled out and the DLO Performance & Development Committee would follow.</p>	

		<u>Action</u>
4.4	<p><u>Special ARAC Meeting - 21 November 2017</u></p> <p>Members were informed the Special ARAC Committee Meeting scheduled for 2 November 2017 had been postponed to 21 November 2017 at 10.30am (Private Meeting taking place at 10am), the purpose being to consider the revised Annual Report & Accounts and Northern Ireland Audit Office reports (RTTCWG; C&AG's report).</p>	SEC
4.5	<p><u>Boardroom Apprentices - Annual Declaration of Interests</u></p> <p>It was confirmed each of the Boardroom Apprentices had returned completed Annual Declarations of Interest proformas in liaison with their Board Buddies.</p>	
4.6	<p><u>Independent Reference Group - Fire Safety in Tower Blocks</u></p> <p>The Interim Chair reported that the Chair of the Independent Reference Group, Professor Alistair Adair (Deputy Vice-Chancellor of Ulster University) would be addressing Members at the November Board meeting.</p>	SEC
4.7	<p><u>Board Away Day - 24 October 2017</u></p> <p>The Interim Chair remarked briefly on the success of the Board Away Day yesterday which had also incorporated a visit to the West Region. Accordingly, a record would be presented to the November Board meeting.</p>	SEC
<u>PAPERS FOR APPROVAL</u>		
7.4	<p><u>Scheme Design Report - MEI to Kings Road Flats - Project No: 25:84:1001 - Paper No. OS675/7(4)</u></p> <p>The Director of Asset Management spoke briefly to the paper seeking Board approval to carry out Multi Element Improvement Works to 102 properties in the Kings Road area in Tullycarnet.</p> <p>In response to an enquiry, it was confirmed the life expectancy of a unit once refurbished was 30 years, 4 were owner occupied and not too many issues had arisen regarding access restrictions.</p> <p><u>RESOLVED:</u> the Board approved the Scheme Design Report for Project No. 25:84:1001 for Multi Element Improvements to 102 flats at an estimated construction cost of £3,849,006.10 and recommended its submission to the Department for Communities for approval.</p>	DAM

		<u>Action</u>
<u>INTERVAL</u>		
There was an interval from 11.25am to 11.40am with all previously present returning.		
7.6	<p><u>2017/18 Internal Audit Charter Update - Paper No. OS675/7(6)</u></p> <p>The Director of Finance, Audit & Assurance spoke to the report updating the Board on recent revisions to the Internal Audit Charter following a scheduled review. The Charter had been fully reviewed and extensively updated, these changes ensuring its relevance to the organisation, reflective of PSIAS and in line with best practice. The Charter had last been reviewed in September 2016.</p> <p><u>RESOLVED:</u> subject to the undernoted amendment requested by the Interim Chair, the Board approved the revised Internal Audit Charter 2017/18 –</p> <ul style="list-style-type: none"> • Appendix 1 - Code of Ethics (first paragraph, page 113) be amended to read “In addition to compliance with the Nolan Principles and the Housing Executive Code of Conduct, Internal Auditors are expected to apply and uphold the following principles” 	DOFAA
<u>INTERVAL</u>		
There was an interval at 11.40am with the meeting resuming at 11.45am.		
<u>PAPERS FOR INFORMATION</u>		
<p><u>RESOLVED:</u> with the exception of the information papers 8.2, 8.3, 8.5 and 8.10, the Board noted all other information papers enbloc. As highlighted by the Interim Chair at the start of the meeting, item 8.3 would be considered in private following all other information items.</p>		
8.4	<p><u>Community Planning Framework - Paper No. 675/8(4)</u></p> <p>The Director of Regional Services spoke briefly to the paper updating the Board on progress with Community Planning and Local Development Planning across each of the 11 Councils.</p> <p>Members welcomed the report and there were no questions arising.</p> <p><u>PAPER NOTED.</u></p>	

		<u>Action</u>
8.6	<p><u>Update on Health and Safety Compliance - Paper No. 675/8(6)</u></p> <p>The Board noted the monthly update on Health & Safety and the ongoing work being undertaken by Asset Management in this area to ensure compliance with statutory obligations.</p> <p>There had been no recent visits by the Health & Safety Executive Northern Ireland and the update on progress in respect of completing items raised within the Corrective Action Plan was welcomed alongside details of other works being carried out by the Health & Safety Unit.</p> <p>The Director of Asset Management indicated the clarity and format of the paper was under review, hence a different style would be applied going forward.</p> <p><u>PAPER NOTED.</u></p>	DAM
8.7	<p><u>Independent Tower Block Reference Group</u></p> <p>The Director of Asset Management referred to his Tower Block presentation the previous day, welcomed the useful discussion and looked forward to Professor Adair's attendance at the November Board Meeting.</p> <p><u>NOTED.</u></p>	
<u>PRESENTATION</u>		
8.3	<p><u>Homelessness Strategy 2017-22 - A mid-year (Year 1) Update on the Implementation of the new Homelessness Strategy 2017-22</u></p> <p>The Director of Regional Services spoke to the paper relating to the Regional Services Corporate Objective 4 (Transforming People's Lives) and Regional Services KPI 4.2 (Deliver the Homelessness Strategy).</p>	

		Action
	<p>She also highlighted criticism forthcoming from the Northern Ireland Audit Office (NIAO) that the Board had not received sufficient information on Supporting People and associated finances. Referring to contract management and team 'delivery' requirements (as opposed to reporting) she would be pursuing training options in contract management.</p> <p>Members welcomed the update and highlighted the need for pro-active engagement with all stakeholders. In addition, Mr Wilson suggested a rag status be incorporated in future reports to depict progress / performance, particularly against each objective contained within the plan and this was noted by the Director of Regional Services.</p> <p>The need for pro-active engagement with stakeholders was also recognised.</p> <p><u>PAPER NOTED.</u></p>	<p>DRS</p> <p>DRS</p>
<u>ANY OTHER BUSINESS</u>		
9.1	<p><u>Press Book (October 2017)</u></p> <p>Copies were tabled for Members' information.</p>	
<u>DATE OF NEXT MEETING</u>		
<p>The 676th Board Meeting of the Northern Ireland Housing Executive would be held on Wednesday 29 November 2017 at 10am in the Boardroom, 2 Adelaide Street, Belfast.</p>		

There being no further business the meeting concluded at 12.35pm.

INTERIM CHAIR