

**MINUTES OF THE 674<sup>TH</sup> MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 27 SEPTEMBER 2017 COMMENCING 10 AM IN THE BOARDROOM, 2 ADELAIDE STREET, BELFAST BT2 8PB**

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

	<p><b><u>PRESENT</u></b>          Professor P Roberts            Interim Chair          Mr G Lomax                        Interim Vice-Chair          Mr K Millar          Mr D Wilson          Mr J McCall          Councillor C Elattar          Alderman B Keery          Councillor P Brett</p>
	<p><b><u>IN ATTENDANCE</u></b>          Mr C Bailie                        Chief Executive          Mr P Isherwood                 Director of Asset Management          Miss S McCauley                 Director of Regional Services          Mr C McQuillan                 Director of Housing Services          Mr P Lowe                         Head of Human Resources          Mr J Blease                        Head of Communications &amp; Secretariat          Mr D Lamb                         Assistant Director - Finance          Mr S Nolan                         Head of IT          Mr S Orme                         Boardroom Apprentice          Ms M Monaghan                 Boardroom Apprentice          Mr R Henry                         Boardroom Apprentice          Mrs K Smyth                       Secretariat Manager</p>
	<p><b><u>WELCOME</u></b>          The Interim Chair extended a welcome to Members and Officials and, in particular, a special welcome to the three Boardroom Apprentices. He invited all present to introduce themselves and offered the opportunity for questions from the Apprentices either during or following the meeting, He also conveyed a reminder of the confidentiality clause and data sharing protocol contained within the Memorandum of Understanding.</p>
1.	<p><b><u>APOLOGIES</u></b>          Mr T McCartney                 Director of Corporate Services          Mrs C McFarland                 Director of Finance</p> <p>The Interim Chair conveyed best wishes for a speedy recovery to the Director of Corporate Services and highlighted receipt of notice from Councillor Brett that he would be late.</p>
2.	<p><b><u>DECLARATIONS OF INTERESTS</u></b></p> <p>None.</p>

		<b><u>Action</u></b>
<b><u>MINUTES / MATTERS ARISING / MATTERS BROUGHT FORWARD</u></b>		
3.1	<p><b><u>Minutes of the 673<sup>rd</sup> Board Meeting held on Wednesday 30 August 2017 - Paper No 674/3(1)</u></b></p> <p><b><u>RESOLVED:</u></b> on the proposal of Mr Lomax, seconded by Mr Keery, that the above Minutes be approved and signed as an accurate record by the Interim Chair.</p>	INTERIM CHAIR
<b><u>INTERIM CHAIR'S BUSINESS</u></b>		
4.1	<p><b><u>Independent Tower Block Reference Group</u></b></p> <p>The Interim Chair informed the Board that the Independent Tower Block Reference Group had met on 19 September 2017 and were making good progress. He had extended an invitation to Professor Adair to address the Board at the forthcoming Away Day, however, unfortunately due to a prior engagement he was unavailable. The item would still remain on the Away Day programme for discussion.</p> <p>The next meeting of the group was scheduled for 18 October 2017 and an update would be presented to the October Board meeting.</p>	SEC
4.2	<p><b><u>Flooding in the North West</u></b></p> <p>The Interim Chair confirmed he had visited the North West recently and spent time with the staff discussing the work, actions undertaken and recovery lessons learned. He had also spoken to the contractor, thanking him for his outstanding response and added that he had invited Mr Eddie Doherty from the Waterside Office to join the Board at the forthcoming Away Day, including flooding on the draft programme. Overwhelming support for the Waterside Office in their professional response to the flooding incident, including the Communications section and other officers involved was recognised.</p> <p>In response to an enquiry from Councillor Elattar, the Director of Housing Services confirmed that some of the residents would be back into their homes before Christmas.</p> <p>The Director of Asset Management also informed the Board that an Emergency Plan Test Exercise was imminent and would be based around the Tower Blocks.</p>	

		<u>Action</u>
4.3	<p><b><u>Draft Programme for Board Away Day - Tuesday 24 October 2017 to be held in the City Hotel, Derry - Paper No. OS674/3(1)</u></b></p> <p>The Interim Chair referred to the Draft Away Day programme and reported he wished to include an additional item related to future aspirations for the Housing Executive.</p> <p>The Interim Vice-Chair also referred to the reinstatement of SHRP and, in particular, outlining how we would see ourselves in the leading role.</p> <p><b>RESOLVED: that the expenditure associated with the second Board Away Day of the year being held at the City Hotel, Derry (North West) be approved. An updated programme would be circulated to Board Members as soon as possible.</b></p>	SEC
4.4	<p><b><u>Graduate Trainee Conference - Thursday 26 October 2017 at La Mon Hotel, Castlereagh, Belfast</u></b></p> <p>The Interim Chair referred to the tabled information on the Graduate Trainee Conference and advised Board Members to direct expressions of attendance interest to the Secretariat Manager.</p>	ALL
4.5	<p><b><u>IT Futures Presentation</u></b></p> <p>The Interim Chair confirmed a 10 minute IT Futures presentation from the Head of IT (Sean Nolan) would take place later in the meeting.</p>	
<b><u>PAPERS FOR APPROVAL</u></b>		
7.1	<p><b><u>Community Cohesion Funding Secured under the Peace IV Programme - Paper No 674/7(1)</u></b></p> <p>The Director of Housing Services spoke to the paper and was delighted to report on the successful bid for funding secured by Community Cohesion under the Peace IV Programme. He responded to enquiries on the undernoted matters:-</p> <ul style="list-style-type: none"> <li>• Definition of the term meaningful engagement (page 81) - <i>overriding activity in this area to engage cross community and build capacity in a way where there had been unable to engage which included targeting estates with specific issues, in conjunction with Councils.</i></li> </ul>	

		<u>Action</u>
	<ul style="list-style-type: none"> <li>• Were there any specific links associated with Syrian refugees. <i>No, the related Memorandum was still waiting to be signed and discussion was ongoing with the Health and Education sectors regarding same. Mr Keery added that some of the problems being experienced were not health specific, but related to young children and childcare difficulties.</i></li> <li>• Training and Development of Neighbourhood Champions from the 52 project communities to deliver the Reading Rooms model within and across communities (page 81; Item B); - <i>the Director explained they were brought together to discuss common matters of mutual interest and this was facilitated by PSNI.</i></li> <li>• The timeframe regarding securing programme funding beyond March 2018, Brexit being triggered (page 80; item 3.3 refers) - <i>the Director confirmed arrangements were in place to review next year.</i></li> <li>• Exploration of additional European Funding availability - <i>the Director of Regional Services referred to competing interests and added this was under review by DfC.</i></li> </ul> <p>Councillor Brett joined the meeting at this point, 11.10am.</p> <ul style="list-style-type: none"> <li>• Accountability in terms of the successful use of the funding post project delivery - <i>the Director of Housing Services confirmed the Scheme was subject to independent Consultant appraisal.</i></li> </ul> <p><b><u>NOTED:</u></b> Councillor Elattar to be provided with details of the 52 communities/estates involved in the Listen, Share and Change Project (<i>page 81 refers</i>);</p> <p><b><u>RESOLVED:</u></b> the Board approved receipt and expenditure of the funding secured by Community Cohesion from the Peace IV Programme for Northern Ireland; and requested a follow-up paper outlining additional details, namely, the benefits of the scheme and details of criteria and evaluation processes.</p>	<p>DHS</p> <p>DHS</p> <p>DHS</p>

		<b><u>Action</u></b>
<b><u>INTERVAL</u></b>		
There was an interval at 11.40am. The meeting resumed at 11.45am and with the exception of Alderman Keery and the Director of Housing Services, all previously present returned to the Boardroom.		
<b><u>PAPERS FOR INFORMATION</u></b>		
<b><u>RESOLVED:</u> with the exception of the information papers 8.2, 8.3, 8.5 and 8.9, the Board noted all other information papers enbloc.</b>		
8.3	<p><b><u>Update on the Rental Income Maximisation Strategy 2016/2019 - Paper No. 674/8(3)</u></b></p> <p><b><u>NOTED:</u></b> revised Appendices were tabled.</p> <p>The paper sought to advise the Board on developments within the Rental Income Maximisation Strategy &amp; Action Plan 2016/19 which had received Board approval in June 2016.</p> <p>The roll in of the Build Yes Programme had changed the way some arrears recovery and other accounts services were delivered to tenants. Welfare Reform and Housing Benefit Changes had increased the potential for rent arrears from tenants not fully mitigated from these impacts. Significant technical errors also occur due to the way mitigation payments for the Benefit Cap and Social Sector Size Criteria are paid. In addition, Universal Credit was due to be phased in Northern Ireland commencing from September 2017.</p> <p>The undernoted observations were forthcoming:-</p> <ul style="list-style-type: none"> <li>• A suggestion for a more graphical reflection in future reports (i.e. rag status similar to that depicted in the Recommendations Monitor).</li> <li>• An appendix be included, if possible, providing an update on rental exchange, cheaper credit and usage.</li> <li>• With reference to Buildings/Contents Insurance and also flood mitigation measures, a more pro-active approach with tenant associations was suggested.</li> <li>• Request for customer management arrangements to be reviewed in terms of the overall tenant picture (i.e. when a customer requests a repair, does their data on-screen depict any arrears).</li> <li>• With reference to Universal Credit, the local Housing Allowance rate was likely to be used, which perhaps may worry Housing Associations.</li> </ul>	<p>DHS</p> <p>DHS</p> <p>DHS</p>

		<b><u>Action</u></b>
	<ul style="list-style-type: none"> <li>• The possibility of NHMA raising to the 50 percentile was being monitored and, unless there was a change in rental policy, this could result in an adverse affect.</li> <li>• There was some concern forthcoming in regard to the levels of rents being shown for new build schemes.</li> </ul> <p>The Board welcomed the steady progress with activities within the Action Plan just over one year into the Strategy.</p> <p><b><u>PAPER NOTED.</u></b></p>	
8.5	<p><b><u>Update on Health and Safety Compliance - Paper No. 673/8(5)</u></b></p> <p>The Board noted the monthly update on Health &amp; Safety and the ongoing work being undertaken by Asset Management in this area to ensure compliance with statutory obligations. There had been no recent visits by the Health &amp; 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 &amp; Safety Unit.</p> <p>The Director of Asset Management advised the Board that DfC had requested for further detailed information as to where we are on the journey, the Chief Executive also highlighting the challenges within this area.</p> <p>In response to an enquiry from the Vice-Chair, the Director of Asset Management confirmed a contractor payment issue regarding the Housing Management System report, namely, validation of certification of work completion in the correct format.</p> <p><b><u>PAPER NOTED.</u></b></p>	DAM
8.7	<p><b><u>Business Case Management System Report to DfC 27 September 2017 - Paper No. 673/8(7)</u></b></p> <p><b><u>PAPER NOTED.</u></b></p>	
8.8	<p><b><u>Landlord Services Performance Monitor up to the end of August 2017 - Paper No. 674/8(7)</u></b></p> <p>The paper updated the Board on the performance for the fifth month of the business year for Landlord Services.</p> <p><b><u>PAPER NOTED.</u></b></p>	

		<b><u>Action</u></b>
	The Head of IT withdrew from the meeting at this point.	
<b><u>ANY OTHER BUSINESS</u></b>		
9.1	<p><b><u>Press Book (September 2017)</u></b></p> <p>Copies were tabled for Members' information.</p> <p><b><u>Fatality in Rathfriland</u></b></p> <p>In response to an enquiry from Mr Lomax, the Chief Executive confirmed a decision from the Health and Safety Executive (HSE) was awaited in regard to the tragic circumstances surrounding the fatality in Rathfriland.</p> <p><b><u>Boardroom Apprentices</u></b></p> <p>The Interim Chair welcomed observations from the three Boardroom Apprentices. He advised questions on the Agenda content or other enquiries could also be directed to their Board Buddies or himself via the Secretariat Manager.</p> <p><b><u>October Monthly Board Meeting</u></b></p> <p>The Interim Chair reminded all present that the next monthly meeting would be held at an external location, coinciding with the Board Away Day to the North West.</p>	
<p>The 675<sup>th</sup> Board Meeting of the Northern Ireland Housing Executive would be held on <b>Wednesday 26 October 2017 at 10am</b> in the City Hotel, Queens Quay, Londonderry BT48 7AS.</p>		

There being no further business the meeting concluded at 12.45pm.

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**INTERIM CHAIR**