

**MINUTES OF THE 739TH BOARD MEETING OF THE NORTHERN IRELAND HOUSING
EXECUTIVE HELD ON WEDNESDAY 24 APRIL 2024 AT 10:00 IN THE HOUSING
CENTRE, BELFAST**

PRESENT:

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| Mrs N Lappin | Chair |
| Mr J McMullan | Vice Chair |
| Ald K Kerrigan | Board Member |
| Mrs P Leeson | Board Member |
| Mr J McCall | Board Member |
| Cllr P McCusker | Board Member |
| Cllr C Mallaghan | Board Member |
| Mr C Welch | Board Member |
| Mr D Wilson | Board Member |

IN ATTENDANCE:

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| Ms G Long | Chief Executive |
| Mrs C McFarland | Director of Finance, Audit and Assurance |
| Mrs J Hawthorne | Director of Housing Services |
| Mr P Isherwood | Director of Asset Management |
| Mr D Moore | Director of Corporate Services |
| Ms E Newberry | Interim Director, Regional Services |
| Mr J Blease | Head of Corporate Communications |
| Mr E Jones | Risk and Governance Manager |
| Mr A Noble | Board and Committee Support Manager (Minutes) |
| Mr K Logan | Assistant Director, Procurement (for items 6.3 and 6.4) |

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| <p>1.</p> | <p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting, in particular the three new Members attending their first Board meeting and noted there were no apologies. The Chair highlighted the strengths and unique perspectives the new Members will bring to the Board including on homelessness and rural issues. Members were advised two workshop sessions will follow the Board meeting regarding Deferred Leasehold Payments and the development of NIHE's Corporate Plan. The Chair invited both Members and Officers to briefly introduce themselves to the Board.</p> <p>The Chair noted that the meeting was being recorded for the purposes of factual accuracy of the minute in line with the agreed protocol, confirming the recording is deleted when the minutes are ratified.</p> <p>The Chair wished to extend sympathies to Resources and Performance Committee Member Mr Sood and family on the recent passing of his mother-in-law.</p> <p>Members were advised Miss Simms has withdrawn from the Boardroom Apprentice programme due to other commitments. The Chair commended the programme and the Housing Executive's support, and commended Mr Wilson for his role in supporting apprentices. She advised it may be beneficial to consider options for ongoing involvement in the programme and other programmes for the future.</p> |
| <p>2.</p> | <p>Declarations of Interest</p> <p>The Chair reminded Members of the need to declare any interests for any agenda item as appropriate during the course of the meeting. None were declared.</p> |
| <p>3.</p> | <p>BOARD BUSINESS</p> <p>3.1 Draft Minutes - 738th Board Meeting on Wednesday 28 February 2024 The Chair advised the draft minutes were available in the Review Room. Members were content to approve the draft. The Chief Executive apologised for the delay uploading the minutes.</p> <p><u>RESOLVED:</u> the Board approved the draft minutes of the 738th Board Meetings as an accurate record for signing by the Chair.</p> <p>3.2 Matters arising from previous meeting Matters arising were noted and referred to in the actions brought forward list.</p> <p>3.3 Actions Brought Forward Members noted the actions brought forward list and progress made on actions. The Chair gave an update on an outstanding action regarding the RSUA. Correspondence would issue at the appropriate stage.</p> |

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| <p>4.</p> | <p>STANDING ITEMS</p> <p>4.1 Chair's Business</p> <p>The Chair updated Members on the Board Leadership Development Programme, announcing EY have been appointed as the provider. The Chair welcomed the timely development with the annual appraisal exercise for Board Members ongoing, explaining the potential benefits both individually and collectively. The Chair informed Members that there would be an opportunity to engage with EY to identify specific areas of focus for the programme.</p> <p>In addition to referring to the summary of recent engagements and correspondence available in the Review Room, the Chair highlighted visits to the Dungannon Office incorporating a visit to a local Primary School, seeing firsthand how grant money is utilised and the opportunity to attend a Housing Community Network meeting, praising the work carried out locally.</p> <p>The Chair sought the Board's approval to delegate approval of a business case for the procurement of a supplier of Home Starter Packs to the Tenant and Customer Services Committee in order to prevent any delays to the procurement process.</p> <p><u>RESOLVED:</u> The Board agreed to delegate consideration of the procurement of a supplier for home starter packs to the Tenant and Customer Services Committee on 9th May.</p> <p>4.2 Chief Executive's Report</p> <p>NOTED.</p> |
| <p>5.</p> | <p>STRATEGIC BUSINESS</p> <p>5.1 House Sales Scheme – Wider Amendments</p> <p><u>APPROVED.</u></p> <p>5.2 House Sale Scheme – Sunningdale Gardens New Build</p> <p><u>APPROVED.</u></p> <p>5.3 Review of the Rent Scheme - New Build Properties at Sunningdale Gardens, Belfast</p> <p><u>APPROVED.</u></p> |

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| | The Chair advised Members there will be a short comfort break from 11:30 – 11:40. |
| 6. | <p>APPROVAL PAPERS</p> <p>6.1 Finance Report</p> <p><u>APPROVED.</u></p> <p>6.2 Organisational Performance Monitor</p> <p><u>APPROVED.</u></p> <p>6.3 Approval to award Contract – CT0130 – External Cyclical Maintenance</p> <p><u>APPROVED.</u></p> <p>6.4 Approval to award Lot Contracts for CT0133 Provision of Major Adaptations</p> <p><u>APPROVED.</u></p> <p>6.5 Review of Principal Risks</p> <p><u>APPROVED.</u></p> |
| 7. | <p>NOTING PAPERS</p> <p>7.1 Draft Governance Statement 2023/24</p> <p>NOTED.</p> |
| 8. | <p>COMMITTEE BUSINESS</p> <p>8.1 Appointment to Committees</p> <p>The Chair was pleased to announce with the appointment of new Members to the Board, Committee vacancies can be filled. The Chair outlined the appointment process is set out in respective Committee Terms of Reference, stating that Members “shall be appointed by the Board on the recommendation of the Board Chair”. The Chair noted informal discussions with the new Members, the Chair recommended the following appointments:</p> |

- Cllr Mallaghan – Asset Management and Maintenance Committee
- Ald Kerrigan – Audit, Risk and Assurance Committee
- Cllr McCusker – Resources and Performance Committee

In addition, following a request from Mrs Leeson the Chair recommended her to be appointed to the Tenant and Customer Services Committee. The Chair also thanked the Vice-Chair for his attendance at Asset Management and Maintenance Committee meetings throughout the past year due to the Committee vacancy and confirmed he was not required to be formally appointed as a Committee Member.

RESOLVED: the Board:

- a) Appointed Cllr Mallaghan as a Member of the Asset Management and Maintenance Committee;**
- b) Appointed Ald Kerrigan as a Member of the Audit, Risk and Assurance Committee;**
- c) Appointed Cllr McCusker as a Member of the Resources and Performance Committee; and**
- d) Appointed Mrs Leeson as a Member of the Tenant and Customer Services Committee.**

8.2 Briefing from Audit, Risk and Assurance Committee Chair

8.3 Briefing from Asset Management and Maintenance Committee Chair

8.4 Briefing from Resources & Performance Committee Chair

8.4 Briefing from Tenant & Customer Services Committee Chair

NOTED.

9. Any Other Business

The Chair referred to the helpful informal session held post Board in February and proposed to Members for this to become a recurring event.

The Chair also referenced the subject of Board paper sensitivity and the aim to move away from 'pink papers' which is currently under review by the relevant business areas.

Members referenced a recent appearance of the Communities Committee by certain sector groups and agreed to consider wider engagement matters. Members discussed respective roles and responsibilities in relation to Committee

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| | <p>accountability and agreed it would be beneficial to consider how best to engage with both the Board, Committees and sector going forward.</p> <p>For the benefit of the new Members, the Chair commented on the internal communications process in relation to updates on any upcoming legal cases and gave assurance to Members on how to manage any external engagements involving NIHE matters.</p> <p>The Chief Executive updated the Board on progress on matters including Creggan Heights, 'Homewards' and the Fundamental Review of Allocations. The Chief Executive referenced a recent construction engagement highlighting the positive discussions between NIHE and the construction sector.</p> <p>NOTED.</p> |
| 10. | <p>Date of Next Meeting</p> <p>The Chair confirmed that the next meeting would be held in the Boardroom at 10.00 on Wednesday 26 June 2024.</p> <p>The meeting ended at 13:25.</p> |