

# HousingExecutive

**MINUTES OF THE 695<sup>TH</sup> MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 28 AUGUST 2019 COMMENCING 10.00AM IN THE BOARDROOM, 2 ADELAIDE STREET, BELFAST (PRIVATE MEETING HELD AT 9.30AM)**

Professor Roberts welcomed everyone and requested that all present to switch their mobile devices to silent.

	<p><b><u>PRESENT</u></b></p> <p>Professor P Roberts      Chair          Mr J McMullan          Vice Chair          Mr K Millar              Board Member          Mr D Wilson             Board Member          Mr J McCall              Board Member          Mr C Welch               Board Member</p>
	<p><b><u>IN ATTENDANCE</u></b></p> <p>Mr C Bailie                Chief Executive          Mr P Isherwood        Director of Asset Management          Mrs C McFarland        Director of Finance, Audit &amp; Assurance          Mr C McQuillan         Director of Housing Services          MS S McCauley         Director of Regional Services          Mr D Moore              Director of Corporate Services          Mr J Blease               Head of Communications &amp; Secretariat          Mrs F Gallagher        Head of Legal Services (item 29 only)          Mr P Craig                Head of Procurement (item 29 only)          Mrs K Greene             Head of Research &amp; Equality Services (item 30 only)          Mrs K Smyth              Secretariat Manager          Mr D Collins              Boardroom Apprentice</p> <p>In attendance for item 4 only:          Mrs M Carey              Business Consultancy Services (DoF)          Mr M Fegan               Business Consultancy Services (DoF)          Mr W Graham            DLO Independent Committee Member          Mrs J Woodburn         Department for the Communities</p>
	<p><b><u>APOLOGIES</u></b></p> <p>None.</p>
	<p>The Chair welcomed everyone to the meeting and noted that no apologies had been received. He was very pleased to welcome Mr Welch (former DLO Independent Committee Member) to his first meeting as a Board Member, having taken up temporary appointment on 1 April 2019 for a period of up to six months. On behalf of the Board he conveyed appreciation to Mr Welch to assisting the Board during this period of vacancies.</p>

	<p>The Chair acknowledged this was Mr Collins' final meeting as a Boardroom Apprentice and invited him to address the Board. Mr Collins conveyed his gratitude to the Board for the opportunity and, in particular, expressed his appreciation to Mr Wilson (Board Buddy), remarking on the vast and dynamic work of the Housing Executive.</p> <p>The Chair also conveyed a warm welcome to the two representatives from Business Consultancy Services (DoF), Mr Graham (DLO Independent Committee Member) and Mrs Woodburn from the Department for Communities who were in attendance to observe the BCS Presentation on the Review of Maintenance Services.</p>	
		<b>Action</b>
1.	<p><b><u>Declaration of Interests</u></b></p> <p>No declarations were received, and all present were reminded of best practice in relation to the handling of any conflicts of interest.</p>	
<b><u>MINUTES AND MATTERS BROUGHT FORWARD</u></b>		
2.	<p><b><u>DRAFT MINUTES - the 694<sup>th</sup> Meeting of the Housing Executive Board held on Monday 24 June 2019</u></b></p> <p><b><u>RESOLVED:</u></b> on the proposal of Mr McCall, seconded by Mr Wilson, that the above Minutes be approved and signed as a correct record by the Chair.</p>	SEC
<b><u>COMMITTEE BUSINESS</u></b>		
3.	<p><b><u>Draft Minutes of Special ARAC Committee Meeting held on Monday 24 June 2019</u></b></p> <p><b><u>RESOLVED:</u></b> the Board noted the DRAFT Minutes of the Special ARAC Committee Meeting, which remained subject to amendment/ratification by the Committee at their next Quarterly Meeting on 10 September 2019.</p>	SEC
<b><u>SP PROGRESS &amp; SCRUTINY GROUP</u></b>		
4.	<p><b><u>Standing Item - Supporting People Progress &amp; Scrutiny Group</u></b></p> <p><b><u>RESOLVED:</u></b> the Board approved the Membership and Terms of Reference, as circulated, and noted the Draft Minutes of the First Meeting of the SP Progress &amp; Scrutiny Group which remained subject to ratification at their next meeting.</p>	SEC

<b><u>HOUSING COUNCIL BUSINESS</u></b>		
5.	<p><b><u>Standing Item - Housing Council (Monthly Update)</u></b></p> <p>The Chair advised that the Public Appointments process for the four Board Member appointments was underway. In the interim, monthly Housing Council Meetings were taking place and their Minutes were being circulated to Board Members for information.</p> <p><b><u>NOTED.</u></b></p>	
<b><u>PAPERS FOR APPROVAL</u></b>		
6.	<p><b><u>PAPER - Request to open a bank account for Universal Credit receipts</u></b></p> <p>The Director of Finance, Audit and Assurance spoke briefly to her paper, its purpose being to request permission to open a bank account as required under Standing Orders and the Board Scheme of Delegation.</p> <p>There were no questions arising.</p> <p><b><u>RESOLVED: the Board approved the opening of a bank account for Universal Credit receipts.</u></b></p>	DoFAA
<b><u>INFORMATION PAPERS</u></b>		
7.	<p><b><u>PAPER - Compliance, Health &amp; Safety Assurance Report</u></b></p> <p>The monthly update on Compliance, Health &amp; Safety provided the Board with an assurance that outstanding issues identified within the paper are being addressed by the Compliance, Health &amp; Safety Department in conjunction with the relevant departments.</p> <p>The Board recognised health and safety as a key priority for the Housing Executive.</p> <p>There were no questions arising.</p> <p><b><u>PAPER NOTED.</u></b></p>	DAM

<p>8.</p>	<p><b><u>PAPER - Tenancy Fraud Update</u></b></p> <p>The paper advised the Board on progress on implementing the Housing Executive's Tenancy Fraud/Misuse Action Plan 2018/19 and outlined the work plan for the year ahead and proposed Action Plan for 2019/20. Relevant background and contextual information associated with attendance at a Public Accounts Committee Meeting in 2014 were also contained therein.</p> <p>The Chair welcomed the paper and remarked that it linked back to the commentary from the Vice Chair earlier in the meeting related to the Northern Ireland Audit Office qualification on Housing Benefit Fraud and Error.</p> <p><b><u>PAPER NOTED.</u></b></p>	<p>DHS</p>
<p>9.</p>	<p><b><u>PAPER - Update on Community Involvement Strategy 2018/2019</u></b></p> <p>The paper provided the Board with an annual update on the Community Involvement Strategy, and also highlighted the investment, outcomes and impacts in the area of Community Involvement.</p> <p>The Chair welcomed the paper and commended the positive work being undertaken by officers.</p> <p>There were no questions arising.</p> <p><b><u>PAPER NOTED.</u></b></p>	<p>DHS</p>
<p>10.</p>	<p><b><u>PAPER - Supporting People Programme - Progress Status Update Paper</u></b></p> <p>The Director of Regional Services spoke in detail to her paper, its purpose being to provide the Board with a summary progress update relating to the Supporting People Programme, further to the establishment of the SP Progress &amp; Scrutiny Group. An up-to-date delivery assessment for the remaining deliverables from the 2015 Departmental Policy Review of SP and other significant deliverables, including proposed corporate KPIs, were contained therein.</p> <p>The Director of Regional Services also gave an overview of the Standardised Rates Consultation Events and feedback received to date. An update was also provided on the Provider Innovation Fund, the Panel having recently met to assess the applications received.</p>	

	<p>The Chief Executive also added that the SP Strategy and Development Team were also making good progress on the Three Year Plan, which would be presented to the Board in due course.</p> <p><b><u>PAPER NOTED.</u></b></p>	<p>DRS</p>
<p><b><u>ANY OTHER BUSINESS</u></b></p>		
<p>11.</p>	<p><b><u>Any Other Business</u></b></p> <p>There was no other business raised.</p> <p><b><u>NOTED.</u></b></p>	
<p><b><u>DATE OF NEXT MEETING</u></b></p>		
<p>The 696<sup>th</sup> Board Meeting of the Northern Ireland Housing Executive was scheduled to take place on <b>Wednesday 25 September 2019 at 10am</b> in the Boardroom, The Housing Centre, 2 Adelaide Street, Belfast (<i>Private Meeting commencing 9.30am</i>).</p>		

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 1.10pm.

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**CHAIR**