

MINUTES OF THE 677TH MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 31 JANUARY 2018 COMMENCING 10.20 AM IN THE BOARDROOM, 2 ADELAIDE STREET, BELFAST BT2 8PB

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 J Blease Head of Communications & Secretariat Mr R Henry Boardroom Apprentice Mrs K Smyth Secretariat Manager Mr J Sterling Head of DLO - For Paper No OSC677/5(1)</p>
	<p><u>APOLOGIES</u></p> <p>Mr S Orme Boardroom Apprentice Ms M Monaghan Boardroom Apprentice</p>
1.	<p><u>WELCOME</u></p> <p>The Interim Chair welcomed Members, Officials and Apprentices. A special welcome was extended to Louise Warde-Hunter, Deputy Secretary, Housing, Urban Regeneration and Local Government, Department for Communities (DfC). All present introduced themselves.</p>
2.	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>Agenda item 8.4 (<i>Pilot Outline Planning Applications for Land</i>) - Councillor Brett, as Chair of the Planning Committee, Antrim and Newtownabbey Borough Council.</p> <p>A later declaration related to the same item was received from Councillor Elattar (<i>page 13 of the Minute refers</i>).</p>

		<u>Action</u>
<u>MINUTES / MATTERS ARISING</u>		
3.	<p><u>Minutes of the 676th Board Meeting held on Wednesday 29 November 2017 - Paper No. 677/3(1)</u></p> <p><u>RESOLVED:</u> on the proposal of Alderman Keery, seconded by Mr Wilson, that the above Minutes be approved and signed as an accurate record by the Interim Chair.</p>	INTERIM CHAIR
3.1	<p><u>Matters Arising from Minutes - Paper No. 677/3(1)</u></p> <p><u>RESOLVED:</u> the Board noted the above paper.</p>	
<u>INTERIM CHAIR'S BUSINESS</u>		
4.1	<p><u>Update - QARM Meeting with Department for Communities (DfC) held on 30 January 2018</u></p> <p>The Interim Chair briefed Members on the meeting he and the Interim Vice Chair had attended with the Department for Communities. Items discussed included the current position with Carillion, Supporting People, House Sales Scheme, Rents, Fires Safety and the Tower Block Reference Group, Asset Management Strategy, Performance against VES, Board Member Appointments, Bonfires and a review of Governance activities within the Housing Executive, Board Member Appointments.</p> <p>It was highlighted that while support was forthcoming from DfC, HM Treasury had not supported the change to the Policy related to the Housing Sales Scheme.</p>	
4.2	<p><u>Performance Review Meeting with DfC - 7 December 2017</u></p> <p>The Interim Chair updated Members on the meeting he and the Chief Executive had attended with the Department for Communities. Discussions focussed on Performance, the Social Housing Reform Programme, Housing Executive Rents, Fire and Other Health and Safety Issues, Asset Management Strategy, Business Planning 2018/19, Budgets, Supporting People and Governance Issues.</p>	
4.3	<p><u>Governance Workshop</u></p> <p>The Interim Chair advised that arrangements for a 'Governance' Workshop for Board Members, Committee Members and Senior</p>	

		<u>Action</u>
	Management were being considered. Alternatively, a session may be incorporated within the next Board Away Day programme.	
4.6	<p><u>Release of Findings Report - Independent Reference Group - Fire Safety in Housing Executive Tower Blocks</u></p> <p>The Interim Chair noted the release of the Findings Report from the Independent Reference Group on 30 January 2018. On behalf of the Board, the Interim Chair had written to Professor Alastair Adair (Chair, Independent Reference Group) to express a special thank you and enclose a small token of appreciation for his invaluable contribution. Letters of thanks had also been issued to all other Members of the Independent Reference Group and associated staff to thank them for their contribution and commitment.</p> <p>In response to an enquiry from Councillor Elattar, the Chief Executive confirmed he had received a request to meet tenants via a community forum and arrangements were being progressed. An update was also given of Housing Executive statements in response to media articles and the Interim Chair asked the four Elected Representatives for their help in disseminating the correct message.</p> <p>The Chief Executive assured all present of continued endeavours by the Housing Executive to address the necessary work, the safety of the tenants being paramount.</p> <p>NOTED: the individual leaflets for provision to local residents and political representatives had been prepared in conjunction with NIFRS and were also to be shared with DfC.</p>	<p>Political Reps.</p> <p>HoC</p>
4.7	<p><u>Board Terms of Office - Paper No 6777/4(1)</u></p> <p>The paper informed Members of details of all Terms of Office for Board Members and Independent Committee Members. The Interim Chair confirmed he had already written to the Department for Communities requesting an extension for the Interim Vice-Chair.</p>	
4.8	<p><u>2018 Annual Declarations of Interest - Board / Committee Members</u></p> <p>Annual Declaration proformas had been completed and returned from all Board Members, Committee Independent Members and Boardroom Apprentices.</p>	

		<u>Action</u>
4.9	<p><u>Board Member Annual Appraisals</u></p> <p>Board Members were reminded their Annual Appraisals would take place in May/June 2018. Independent Committee Member Annual Appraisals would also be undertaken.</p>	
4.10	<p><u>Self-Effectiveness Assessments - Board / Committees</u></p> <p>The Interim Chair reminded Members that the next self-effectiveness assessment for the Board was external and would be undertaken in 2019. The two Board Committee self-effectiveness assessments would take place in late 2018.</p>	
4.11	<p><u>Review of Standing Orders and Board Scheme of Delegations - Paper No 677/4(2)</u></p> <p>The paper advised the Board on several changes agreed by CXBC to the Standing Orders and Board Scheme of Delegations and other non-material changes as a result of senior management restructuring. It was also noted that a review of the Housing Executive Board Operating Framework would be conducted alongside the above.</p> <p><u>RESOLVED:</u> the Board approved in principle the proposed draft amendments to the Standing Orders and Board Scheme of Delegations as listed in Sections 3.1 and 3.2 of the circulated report, and noted that a full in-depth review would be undertaken engaging all Assistant Directors, the Heads of Governance/Legal Services and CXBC. This exercise would also include alignment with the updated DfC “MSFM”, currently under review and expected mid-year 2018 and further consideration by the Legal Team to ensure clarity of interpretation.</p>	
5.2	<p><u>Draft Minutes - ARAC Meeting held on 5 December 2017</u></p> <p>The Interim Chair confirmed the Draft Minutes were not yet available and would be presented to the next Board Meeting for information. Board Members were reminded the next ARAC Meeting was scheduled for 13 March 2018.</p>	

		<u>Action</u>
<u>PAPERS FOR APPROVAL</u>		
7.3	<p><u>Ballyarnett Travellers Site Community Building - Economic Appraisal - Paper No. 677/7(3)</u></p> <p>The Directors of Asset Management and Housing Services spoke to the paper seeking the Board’s approval for demolition of a derelict community building located in the Ballyarnett Travellers’ Site.</p> <p>In response to enquiries, clarification was given that the building had previously been an old community hall and the fence had been erected for health and safety purposes to secure the perimeter, allowing time for refurbishment funding opportunities to be explored by local organisations working in partnership to develop a Travellers Support Group. It was also confirmed the building was not part of the Traveller Site but located adjacent and ‘after use’ was defined as a grassed area of open space.</p> <p>The dangerous condition of the building, including ongoing damage and vandalism was noted.</p> <p><u>RESOLVED:</u> subject to a minor modification to incorporate the use of the site after demolition, the Board approved the Economic Appraisal and associated recommendation for demolition of the community building adjacent to the Ballyarnett Travellers Site. The proposed demolition also required approval from the Department for Communities.</p>	DAM / DHS
7.4	<p><u>Stock Transfer: Grange Stock Transfer Review Document - Paper No. 677/7(4)</u></p> <p>It was noted the paper was for information and had been misplaced on the Agenda.</p> <p>The Director of Asset Management spoke briefly to the paper outlining the details associated with the review of the consultation process for ‘The Grange’ estate transfer proposal and considering a range of factors which may have influenced the tenants.</p> <p>Mr Wilson commented that the full costs associated with the consultation process and follow-up review had not been captured within the report and queried the expenditure in cases where tenants were reluctant to transfer.</p> <p><u>RESOLVED:</u> the Board noted the findings of ‘The Grange’ review and its onward referral to the Department for Communities for information.</p>	DAM

		<u>Action</u>
7.7	<p><u>Updated Corporate Governance Manual - Paper No. 677/7(7)</u></p> <p>The Director of Finance, Audit and Assurance spoke to the paper seeking approval to update the Housing Executive's Corporate Governance Manual. She also confirmed ARAC had reviewed the content on 5 December 2017 and recommended the updated manual to the Board for approval.</p> <p>Ms Warde-Hunter referred to the 'Rural Proofing' section within the paper (<i>page 10; page 277 of the full Agenda</i>), explaining she had played a key role in its legislative implementation. She offered assistance with the direction awaited from DAERA to enable the Housing Executive's policy/procedure and training package to be updated. This was welcomed by the Board and the Director of Regional Services undertook to liaise accordingly.</p> <p><u>RESOLVED:</u> the Board approved the updated Corporate Governance Manual.</p>	DRS
8.6	<p><u>Review of the Affordable Warmth Scheme - Proposals for Change - Paper No. 677/8(6)</u></p> <p>It was highlighted this paper was for approval and had been misplaced on the Agenda.</p> <p>The Director of Regional Services spoke to the paper outlining relevant background information associated with the DfC public consultation exercise, launched on 13 November 2018 and closing on 16 February 2018, and draft responses to the proposals contained therein.</p> <p>In response to an enquiry from Alderman Keery, the Director confirmed residents, in privately owned properties, choose their contractor.</p> <p><u>RESOLVED:</u> the Board approved the PSIS Grants Service to provide a response to the DfC public consultation exercise on behalf of the organisation, the proposals recommending changes within the undernoted four areas of the Affordable Warmth Scheme:-</p> <ul style="list-style-type: none"> • Scheme delivery; • Income threshold; • Households with disabilities; • Boiler replacement criteria. 	

		<u>Action</u>
	<p>At this point in proceedings, Ms Warde-Hunter thanked the Interim Chair for the opportunity to attend the meeting and gave her apologies, having another engagement to attend. She was pleased to see how the Board operated, remarked on the efficiency of proceedings and offered to attend future meetings as the Board deemed necessary.</p> <p>The Interim Chair also expressed his appreciation and she withdrew from the meeting at 12.20pm.</p>	
<u>PAPERS FOR INFORMATION</u>		
<u>RESOLVED:</u> with the exception of papers 8.1, 8.4, 8.5, 8.7 and 8.8, all other information papers were noted enbloc.		
8.3	<p><u>New E-Meeting System for Board Meetings - Paper No 677/8(3)</u></p> <p><u>PAPER NOTED.</u></p>	
8.7	<p><u>Update on Compliance and Health & Safety - Paper No. 677/8(7)</u></p> <p>The Director of Asset Management spoke briefly to the monthly paper updating the Board on health and safety compliance and providing an assurance that outstanding issues identified within the paper were being addressed by the Compliance, Health and Safety Unit. He also highlighted there would be an impact next month in respect of Carillion and the servicing works carried out.</p> <p><u>PAPER NOTED.</u></p>	
8.8	<p><u>Update on Savills' Projections of Stock Investment Requirements - Paper No. 677/8(8)</u></p> <p>The Director of Asset Management spoke briefly to the paper outlining the outcome of the exercise to update Savills' 30 year projections of Housing Executive stock investment requirements. The Department for Communities had asked for the Housing Executive's assistance in updating the figures, their intention being to use the updated projections to replace the figures used in the original business case.</p> <p>In response to an enquiry from Mr Wilson, the Chief Executive confirmed tower block costings and other the building costs would be included in the revised projections.</p> <p><u>PAPER NOTED.</u></p>	DAM

		<u>Action</u>
<u>PUBLICATIONS</u>		
9.	The undernoted three publications had been circulated for Members' information:- <ul style="list-style-type: none"> • Private Rented Sector in Northern Ireland - Newsletter Issue No 20 - Paper No 677/9(1) • Northern Ireland Housing Statistics 2016/17 - Paper No 677/9(2) • Inter-Departmental Homelessness Action Plan Priorities and Actions for 2017/2018 - Paper No 677/9(3) 	
<u>ANY OTHER BUSINESS</u>		
10.1	<p><u>Central Housing Forum Meeting - 14 March 2018 (10am to 1pm, Boardroom, 2 Adelaide Street, Belfast)</u></p> <p>The Interim Chair conveyed an open invitation for Board Members to join the Central Housing Forum at their next meeting. Accordingly, Members planning to attend were asked to confirm with Secretariat.</p>	ALL MEMBERS
<u>DATE OF NEXT MEETING</u>		
<p>The 678th Board Meeting of the Northern Ireland Housing Executive would be held on Wednesday 28 February 2018 at 10am in the Boardroom, 2 Adelaide Street, Belfast. (<i>Private Meeting commencing 9.30am</i>).</p>		

There being no further business the meeting concluded at 12.25pm.

INTERIM CHAIR