

**MINUTES OF THE 664TH MEETING OF THE NORTHERN IRELAND
HOUSING EXECUTIVE HELD ON WEDNESDAY, 28TH SEPTEMBER 2016
AT 10.00 AM IN THE BOARDROOM, 2 ADELAIDE STREET, BELFAST**

The Chairman asked Members to switch off their mobile phones or, as a minimum, switch them to silent.

1. PRESENT

Mr D Hoodless

Professor P Roberts

Mr P Brett

Mr B Keery

Mrs H Legge

Mr G Lomax

Mr K Millar

Mr D Wilson

2. IN ATTENDANCE

Mr C Bailie Chief Executive

Mr T McCartney Director of Corporate Services

Mrs C McFarland Director of Finance

Mr G Flynn Director of Housing Services

Mr P Isherwood Director of Asset Management

Ms E Newberry Assistant Director, Regeneration Services

Mr J Blease Head of Communications & Secretariat

Mrs J Boyd Board Secretary

3. APOLOGIES

Apologies for absence were received from Mrs C Elattar & Mr J McCall.

An apology for absence was also received from Ms S McCauley, Director of Regional Services. The Assistant Director, Regeneration Services, Ms E Newberry was attending on the Director's behalf.

4. DECLARATION OF INTERESTS

The Chairman asked if any Member had an interest to declare in relation to any item on the Agenda. No interests were declared.

5. MINUTES AND ACTION NOTE/MATTERS ARISING**i) Minutes of the 663rd Board Meeting held on Wednesday, 25th August 2016 – Paper No 662/3(1)**

It was proposed by Professor P Roberts, seconded by Mr Lomax and

Resolved – That the Minutes of the 663rd Meeting held on Wednesday,

25th May 2016 be approved and signed by the Chairman subject to the following amendment:-

CH

Page 16 Item 22.2 – 3rd paragraph – “.....value of £1.75m on the conditions within the outline development plan and that.....”

6. MISCELLANEOUS MATTERS**i) Late Paper**

Sale of Village Residual Lands, Belfast – Paper No OSC664/7(6)

ii) Away Day

It was noted that the next Board Away Day & Meeting will take place on Tuesday, 25th & Wednesday, 26th October 2016. Members were asked to note these dates in their diaries.

iii) Electronic Meetings

It was noted that Board Members are experiencing problems with Board Pad in relation to accessing documents and passwords expiring.

The Head of Communications & Secretariat and Board Secretary undertook to liaise with Members on a one-to-one basis to address these issues and any training needs.

HCS/BS**iv) Community Conference 2016**

Members have received an invitation to attend the Community Conference 2016 on Wednesday 12th October 2016 in the Tullyglass Hotel, Ballymena. Members were asked to advise the Board Secretary if they were available to attend.

7. CHAIRMAN'S BUSINESS**7.1 Chairman's Report**

The Chairman advised that he had no significant matters to report.

8. DISCUSSION TOPICS**8.1 Landlord Services Business Monitor up to end of August 2016 – Report + Paper No 664/6(2)**

The Director of Asset Management referred to the performance for ECM schemes and advised the Board that part of the reason for performance being below target is inclement weather; there have been a total of 222 rainy days this year which has prevented external painting being completed.

The Director of Asset Management advised that he is reviewing how ECM contracts are managed.

The Vice Chair commented on the need to review the paint materials currently being used as other products may have shorter drying times.

The Director of Housing Services referred to the performance on re-let times and advised that a review of re-let processes is underway. The Director of Housing Services advised that best practice is being shared between offices and meetings have been held with contractors regarding performance. The Director advised that progress should be achieved over the next couple of months.

The Chairman commended the Director on the progress already achieved.

The Vice Chair requested that the Director passes on the Board's thanks to those teams who have improved their performance on re-let times.

DHS

The Board noted the performance at the end of August 2016.

9. FOR APPROVAL**9.1 Department for Communities – Proposed Inspection Plan 2016-17 – Paper No 664/7(1)**

The Board noted that the Inspection Programme had been considered by the Audit & Risk Assurance Committee at its September meeting. The Department's reports on Inspection findings will be submitted to the Board on completion.

Decision taken: The Board approved the Department for Communities 2016-17 Inspection Programme.

ACTION**9.2 Asset Management Policies – Report + Paper No 664/7(3)**

The Director of Asset Management advised the Board that the review of the Health and Safety compliance policies was an action identified from the Department for Social Development/NI Housing Executive Asset Commission.

The Director of Asset Management advised that following the Board's approval a training programme will be completed and the policies implemented.

Decision taken: The Board approved the Asset Management policies.

9.3 Routine Business under Board Scheme of Delegations:**a) Report on Multi Element Improvements (MEI) at Craignish Crescent, Ballybeen Estate, Dundonald – 25.84.0088 – Paper No 664/7(4a)**

The paper was noted.

b) Report on Multi-Element Improvements (MEI) at Bloomfield Flats, Bangor – 23.84.0114 – Paper No 664/7(4b)

In noting the final account, the Board noted the assurances given by the Chief Executive and Director of Asset Management in relation to the new processes in place to ensure contracts are managed effectively and the changes made to the finance monitoring systems.

The paper was noted.

9.4 2016 Home Energy Conservation Annual Progress Report – Report + 664/7(5)

In response to the Vice Chair's comments regarding energy conservation and thermal insulation of housing stock, the Director of Asset Management advised that he has commissioned an Energy Strategy for the housing stock, the objective of which is to improve SAP ratings.

Mr Millar referred to the report and commented on the need to measure the outputs from the various initiatives and projects. The Assistant Director, Land & Regeneration Services undertook to look at the measurement of outcomes and how it is reported.

AD,LRS

Decision taken: The Board approved the Annual HECA Progress Report, the publication of the report and its submission to the Department for Communities.

10. FOR INFORMATION**10.1 2015 Continuous Tenant Omnibus Survey – Paper No 664/8(2)**

The Director of Housing Services referred to the survey findings and advised that only 2 in 5 Housing Executive tenants are in employment. The Director advised that the level of deprivation presents a significant challenge for the organisation in the future. The Director of Housing Services referred to Welfare Reform and the implications for tenants and advised that the Housing Executive will provide help and assistance to tenants.

In relation to customer satisfaction with services, the Director of Housing Services advised that work is underway, working in partnership with the Housing Community Network, to measure satisfaction levels.

Members commented on the need for PR in relation to the survey. In response, the Director of Housing Services advised that corporate communications are currently working on a communication plan for the organisation. Mr Lomax stressed the need for positive publicity to be progressed. HCS

10.2 Tenancy Fraud Update – Report + Paper No 664/8(3)

The paper was noted.

10.3 Annual Update on Community Cohesion Strategy 2015-2016 – Report + Paper No 664/8(4)

The Board noted the yearly review of the Community Cohesion Strategy and the progress to date.

11. ANY OTHER BUSINESS

There was no other business

12. DATE AND VENUE OF THE NEXT BOARD MEETING

The next meeting of the Board will be held on Wednesday, 26th October 2016 at 10.00 am in the Burrendale Hotel, Newcastle.

The meeting ended at 11.55 am.

CHAIRMAN