

Housing Executive

MINUTES OF THE 714TH MEETING OF THE NORTHERN IRELAND HOUSING EXECUTIVE HELD ON WEDNESDAY 31 MARCH 2021
COMMENCING AT 10AM VIA WEBEX

Professor Roberts welcomed everyone to the meeting and requested that all mobile devices be switched to silent.

	<p><u>PRESENT:</u></p> <table><tr><td>Professor P Roberts</td><td>Chair (Boardroom)</td></tr><tr><td>Mr J McMullan</td><td>Vice Chair (Boardroom)</td></tr><tr><td>Mr J McCall</td><td>Board Member</td></tr><tr><td>Mr D Wilson</td><td>Board Member</td></tr><tr><td>Mr C Welch</td><td>Board Member</td></tr><tr><td>Ms P Leeson</td><td>Board Member</td></tr><tr><td>Alderman A Bresland</td><td>Board Member</td></tr><tr><td>Councillor C Elattar</td><td>Board Member</td></tr><tr><td>Alderman A Grehan</td><td>Board Member</td></tr><tr><td>Councillor M Ruane</td><td>Board Member</td></tr></table>	Professor P Roberts	Chair (Boardroom)	Mr J McMullan	Vice Chair (Boardroom)	Mr J McCall	Board Member	Mr D Wilson	Board Member	Mr C Welch	Board Member	Ms P Leeson	Board Member	Alderman A Bresland	Board Member	Councillor C Elattar	Board Member	Alderman A Grehan	Board Member	Councillor M Ruane	Board Member				
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	<p><u>IN ATTENDANCE:</u></p> <table><tr><td>Mr C Bailie</td><td>Chief Executive (Boardroom)</td></tr><tr><td>Ms G Long</td><td>Chief Executive Designate</td></tr><tr><td>Mrs C McFarland</td><td>Director of Finance, Audit & Assurance (Boardroom)</td></tr><tr><td>Mr D Moore</td><td>Director of Corporate Services</td></tr><tr><td>Mr P Isherwood</td><td>Director of Asset Management</td></tr><tr><td>Ms S McCauley</td><td>Director of Regional Services (Boardroom)</td></tr><tr><td>Mr C McQuillan</td><td>Director of Housing Services</td></tr><tr><td>Mr J Blease</td><td>Head of Corporate Communications</td></tr><tr><td>Mrs A Hickey</td><td>Assistant Director (L & R) - item 12</td></tr><tr><td>Mrs K Smyth</td><td>Secretariat Manager</td></tr><tr><td>Mrs E Galloway</td><td>Executive Assistant (observing)</td></tr><tr><td>Ms K McCullough</td><td>Boardroom Apprentice</td></tr></table>	Mr C Bailie	Chief Executive (Boardroom)	Ms G Long	Chief Executive Designate	Mrs C McFarland	Director of Finance, Audit & Assurance (Boardroom)	Mr D Moore	Director of Corporate Services	Mr P Isherwood	Director of Asset Management	Ms S McCauley	Director of Regional Services (Boardroom)	Mr C McQuillan	Director of Housing Services	Mr J Blease	Head of Corporate Communications	Mrs A Hickey	Assistant Director (L & R) - item 12	Mrs K Smyth	Secretariat Manager	Mrs E Galloway	Executive Assistant (observing)	Ms K McCullough	Boardroom Apprentice
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	<p><u>APOLOGIES:</u></p> <p>None</p>																								
1.	<p><u>Welcome and Apologies</u></p> <p>The Chair welcomed everyone to the meeting and noted that no apologies had been received. He confirmed that Councillor Ruane would join the meeting later, having a prior engagement, and also that Grainia Long had joined the meeting briefly for the first few agenda items, although technically was on annual leave.</p>																								

	<p>On behalf of the Board and the organisation, the Chair marked the retirement of the current Chief Executive, Clark Bailie, speaking of his qualities and thanking him for his valuable contribution to the Housing Executive during the last 14 years. He conveyed best wishes and presented him with a gift from the Board and Senior Management Team.</p> <p>The Chief Executive appreciated the sentiments and, thanking everyone, he spoke of fond memories during his career, adding that it had been an honour and a privilege to work in the Housing Executive.</p>	
		<u>Action</u>
2.	<p><u>Declarations of Interests</u></p> <p>None.</p>	
<u>MINUTES / MATTERS ARISING</u>		
3.	<p><u>Draft Minutes - the 713th Meeting of the Housing Executive Board held on Wednesday 24 February 2021</u></p> <p><u>RESOLVED:</u> on the proposal of Mr McMullan, seconded by Mr McCall, that the above Minutes be approved and signed as an accurate record by the Chair.</p> <p><u>NOTED:</u> there were no matters arising from the Minutes raised for further discussion.</p>	SEC
<u>FORWARD WORK PLAN / ACTIONS BROUGHT FORWARD</u>		
4.	<p><u>PAPERS - (1) Actions Brought Forward; and (2) Board Work Plan</u></p> <p>The Board acknowledged the Forward Work Plan would remain subject to change, and particularly as arrangements for the new Committee Structure rolled out.</p> <p><u>PAPERS NOTED.</u></p>	
<u>COMMITTEE BUSINESS</u>		
5.	<p><u>COMMITTEE BUSINESS: Draft Minutes of the 2nd Meeting of the Asset Management & Maintenance Committee (in Shadow Form) held on Monday 8 March 2021</u></p> <p><u>NOTED.</u></p>	

6.	<p><u>COMMITTEE BUSINESS: ARAC - Ratified Minutes from ARAC Quarterly Committee Meeting held on 8 December 2020; Verbal Update from ARAC Committee Meeting held on Tuesday 9 March 2021</u></p> <p><u>NOTED.</u></p>	
7.	<p><u>COMMITTEE BUSINESS: Draft Minutes of the 2nd Meeting of the Finance & Operational Performance Committee held on Wednesday 10 March 2021 (in Shadow Form)</u></p> <p><u>NOTED.</u></p>	
<p><u>TASK AND FINISH GROUP BUSINESS</u></p>		
8.	<p><u>TASK & FINISH GROUP BUSINESS: Ratified Minutes - 19th Meeting of SP Progress & Scrutiny Group Meeting held on 15 February 2021</u></p> <p><u>NOTED.</u></p>	
<p><u>CHAIR'S BUSINESS</u></p>		
9.	<p><u>Chair's Business (Verbal Report)</u></p> <p>The Chair reported on the undernoted matters:</p> <ul style="list-style-type: none"> • <i>Boardroom Apprentice Initiative 2021/22 (correspondence received from Department of Finance)</i> • <i>CPANI Mentoring Scheme</i> • <i>Revitalisation</i> • <i>Implementation of the New Committee Structure</i> • <i>New Chief Executive / Accounting Officer</i> • <i>“Everyone In” Programme - CIH Awards - Customer Service</i> • <i>IOSH Health & Safety Training - Wednesday 31 March 2021</i> • <i>DfC Board Effectiveness Training - Monday 15 March 2021</i> • <i>Independent Reference Group (IRG) - Final Meeting held on Tuesday 10 March 2021</i> • <i>Board Workshop - Human Rights, Equalities and Diversity -</i> 	

	<p style="text-align: center;">Wednesday 28 April 2021</p> <ul style="list-style-type: none"> • SHMA Session with Chair and Committee Chairs <p>The Chair also elaborated on a number of other engagements, activities and correspondence during March.</p> <p><u>NOTED.</u></p>	
<u>HOUSING COUNCIL</u>		
10.	<p><u>STANDING ITEM: Housing Council - Monthly Update</u></p> <p>The Chair invited the four Housing Council representatives to update the Board on any relevant matters arising from the monthly Housing Council Meeting.</p> <p><u>NOTED.</u></p>	
<u>PRESENTATION</u>		
11.	<p><u>VERBAL UPDATE - CT055 - Planned Maintenance Contract Award</u></p> <p><u>NOTED:</u> that a full paper would be brought to the April Board Meeting for consideration / approval.</p>	
<u>CHIEF EXECUTIVE'S BUSINESS</u>		
13.	<p><u>VERBAL UPDATE - Chief Executive's Report / Emerging Issues</u></p> <p><u>NOTED.</u></p>	
13	<p><u>PAPER - Performance Monitor (end of February 2021)</u></p> <p><u>PAPER NOTED.</u></p>	
<u>APPROVAL PAPERS</u>		
14.	<p><u>PAPER - Quarterly Assurance Statement - Quarter ending 31 March 2021</u></p> <p><u>APPROVED.</u></p>	

15.	<u>PAPER - Monthly Finance Report as at 28 February 2021</u> <u>APPROVED.</u>	
16.	<u>PAPER - Treasury Report 6 months to 31 December 2020</u> <u>APPROVED.</u>	
<u>PRESENTATION</u>		
12.	<u>PRESENTATION AND PAPER - Irish Travellers Accommodation Strategy 2021-2026 (Attendance by Ailbhe Hickey)</u> RESOLVED: the Board welcomed and approved the Irish Travellers Accommodation Strategy 2021-26 for implementation and publishing in due course.	
17.	<u>PAPER - Housing Benefit System - Hosting, Management & Development Budgets 2021-22</u> <u>APPROVED.</u>	
18.	<u>PAPER - Economic Appraisal for Clarawood House, Belfast</u> <u>APPROVED.</u>	
19.	<u>PAPER - CT059 - DLO Minor Works</u> <u>APPROVED.</u>	
20.	<u>PAPER - ERDF External Wall Insulation at Carlisle, Belfast - Project No. 26.81.</u> <u>APPROVED.</u>	
21.	<u>PAPER - ERDF External Wall Insulation at Ballysillan Phase 2 - Project No. 26.81.1016</u> <u>APPROVED.</u>	
22.	<u>PAPER - External Cyclical Maintenance (ECM) Scheme number 04.78.1003</u> <u>APPROVED.</u>	

23.	<p><u>PAPER - Wandsworth Damp Proofing and Thermal Insulation Refurbishment Works</u></p> <p><u>APPROVED.</u></p>	
24.	<p><u>PAPER - Extension of QQH DIME Service (Contract Variation - Dispersed Intensively Managed Emergency Accommodation - 112 Units - Queens Quarter Housing)</u></p> <p><u>APPROVED.</u></p>	
25.	<p><u>PAPER - Draft People Strategy & 3 Year High Level Plan</u></p> <p><u>APPROVED.</u></p>	
26.	<p><u>PAPER - Dignity at Work Policy & Procedure</u></p> <p><u>APPROVED.</u></p>	
27.	<p><u>PAPER - Draft Research and Intelligence Programme 2021-2022</u></p> <p><u>APPROVED.</u></p>	
<p><u>INFORMATION PAPERS</u></p>		
28.	<p><u>PAPER - Compliance Health and Safety Assurance - Monthly Update</u></p> <p>The Director of Asset Management briefly overviewed the content of the paper, the assurance from which was welcomed by Members.</p> <p><u>PAPER NOTED.</u></p>	
29.	<p><u>PAPER - Findings from the 2019 Continuous Tenant Omnibus Survey</u></p> <p>The Director of Housing Services summarised the content of the above paper, its purpose being to inform the Board of the findings which provide an insight into our customer circumstances, profiles and opinions of our service.</p> <p>The Board welcomed the paper.</p> <p><u>PAPER NOTED.</u></p>	

<p>30.</p>	<p><u>PAPER - Build Yes Project - Assessment Review Outcome</u></p> <p>The Director of Housing Services spoke briefly to the paper, its purpose being to notify the Board of the positive outcome from the recent Gateway Review 5 / Project Assessment Review & Post-Project Evaluation of the Build Yes Review of Frontline Housing Services (with a focus on a review of operations and benefit realisation).</p> <p>The Board were asked to note the award of ‘Green’ Delivery Confidence Assessment rating and the completion of the final independent assurance exercise affirming the realisation of planned benefits from the Build Yes Review of Frontline Housing Services. The review acknowledged both the scale of the change and the significant benefits it had delivered</p> <p>McMullan referred to Recommendation 1 in the paper (undernoted) and suggested it could be applied right across the organisation.</p> <p><i>“Introduce consistent use of executive summaries in reports, and programme/project level dashboards (maximum of 1 or 2 pages) to report, with traffic light indicators, on all the key programme/project parameters at programme/project boards and higher governance mechanisms”.</i></p> <p>Members welcomed the positive outcome and commended all involved.</p> <p>The Chief Executive also paid tribute to the Director and his team.</p> <p><u>PAPER NOTED.</u></p>	
<p>31.</p>	<p><u>PAPER - Land Acquisitions and Disposals - Quarterly Update</u></p> <p>The Director of Regional Services explained that the Finance & Operational Performance Committee had requested that a paper be submitted to the Board outlining the process for the disposal of Housing Executive surplus lands.</p> <p>Mr Wilson found the level of scrutiny comforting, and particularly of small acquisitions. He requested continued close scrutiny on all land disposals to provide an assurance that due diligence was being applied. He noted that the external agency used for valuation purposes was absent from the paper. The Director of Regional Services explained that the paper has now been updated to include the Valuation company information.</p> <p>With reference to the ‘Revitalisation Programme’ the Chair suggested a change in approach to thinking, with a view to identifying available and suitable land for use within the New Build Programme. He referred to the guidance and the need to specifically incorporate appropriate language associated with considerations for social housing and associated use, before being sold. Decisions on land</p>	

	<p>disposal should be deferred until the potential for social housing and associated uses is explored.</p> <p><u>PAPER NOTED.</u></p>	
32.	<p><u>PAPER - Supporting People Programme Update</u></p> <p>The Chair welcomed the above information paper, in addition to the update provided by Mr McCall earlier in the meeting (<i>item 8 refers</i>).</p> <p><u>PAPER NOTED.</u></p>	
33.	<p><u>PAPER - The Housing Executive's response to The Executive Office's Consultation on the new Programme for Government (PfG) Draft Outcomes for 2021</u></p> <p>The Director of Corporate Services overviewed the updates to the above submission, following initial consideration by the Board in February. He commended Janet Thomas for her contribution in preparing the response and these sentiments were also endorsed by the Chair, who remarked that the initial draft was excellent.</p> <p><u>PAPER NOTED.</u></p>	
34.	<p><u>Any Other Business</u></p> <p>The undernoted two matters were raised:-</p> <p><i>IOSH Health and Safety Training</i></p> <p><i>Condolences</i></p>	
35.	<p><u>Date of Next Meeting</u></p> <p>The next meeting of the Board was scheduled for Wednesday 28 April 2021 at 10am via Webex.</p>	

There being no further business the Chair thanked everyone for their attendance and hoped everyone and their families continued to keep safe.

The meeting concluded at 12.28pm.

CHAIR