

Title of Paper :	Minutes of the Board Meeting - 28 th July 2015
To be presented by:	Chair
Purpose of paper:	For the Board to agree the minutes of its meeting for subsequent internet publication.

Present:	Len O'Hagan	Chairman
	Kevin Steele	Non Executive Director
	John Rae	Non Executive Director
	Jim Stewart	Non Executive Director
	Sara Venning	Chief Executive
	Ronan Larkin	Finance & Regulation Director
	Sean McAleese	Customer Services Delivery Director
In attendance:	Mark Ellesmere	General Counsel & Company Secretary
	Martin McIlwaine	Interim Director of Asset Management (Observer)
	Pauline Sterling	EA/CEO
	Dymphna Gallagher	Head of Asset Management & Safety (Item 2)
	Bill Gowdy	Director of Engineering Procurement (Items 4,5,7,8,9,10)
Apologies:	Deep Sagar	Non-Executive Director

There were no conflicts of interest declared at the beginning of the meeting.

The Chair provided an update on the appointment of Non-Executive Directors and expressed his thanks to those Directors who were leaving the Board.

1. Draft Board Minutes - 24th June 2015

The draft minutes of the meeting on 24th 2015 were approved.

Board Actions - 24th June 2015

All complete or on course for completion within agreed timescales.

2. Health and Safety Update

- No reportable incidents in period, one recent reportable incident in July still under investigation.
- H&S Focus Group making good progress. Board invited to H&S Seminar with contractors on 28th October 2015.
- Review of zero harm ambition and current Health and Safety targets under way.

3. Main Board Report

Significant Issues in month

- The Chief Executive provided updates in relation to Pension Reform, Fire at BT Data Centre where business continuity plans were instigated and ongoing discussions with the Utility Regulator in relation to revised outputs for 15/16.

- The 15/16 budget was confirmed by DRD but may be subject to downward adjustment.
- Detailed discussion on the Sicily Park Project and the cost per household. It was agreed that this project would come back to the Board for final decision in October.
- Management to be mindful of infraction in relation to the Water Framework Directive.
- Revised Trust Deed and Rules for the Pension Scheme were signed on 30th June, some further issues to be resolved in conjunction with the WGTUs including pay-less, get-less, opting out and auto-enrolment.
- RPDM - Consideration be given to the Chair writing to the Minister on this topic.
- CBC and MC2 Project Updates, some glitches with the latter but automatic dispatch now restored.
- Proposed 'Status' Workshop with DRD and other stakeholders discussed in detail - Board provided guidance on the company's approach to the workshop.
- Winter Campaign - proposals noted.

Customer issues

- Engagement with Utility Regulator in relation to HVCA ongoing.
- Review of Customer Satisfaction Survey result ongoing.
- Work ongoing in relation to attendance.
- Remuneration Committee will be required once transition principles are agreed in relation to ACE/NIW 2021.

Finance, Governance and Risk Issues

- KPIs on target.
- Discussion on Capital Programme and current constraints.

Compliance Issues

- No significant issues arising.

4. PPP - Exceptions Report

The contractor's conduct issues on Omega were being resolved.

5. CWP - No Surprises Report

There was no update report on the basis that there were no material changes since the last report.

7. SIB Review of PPP Contracts

Proposal discussed in detail. Board approved to proceed with a focus on revenue generation. SIB to be invited to present its findings to the Board once complete.

8. **K1572 - PC15 Professional Services Framework**
Approved to proceed as outlined in the report. Management to keep under review, the balance between in-house and external resource.
9. **Mersey Street Update**
The update report was noted. The Board agreed to proceed in line with the recommendation within the report. Further survey work was being carried out within East Belfast generally.
10. **Updated Estate Management (Lands) Policies**
The Board approved the revised policies on the basis that there were no material changes to them.
6. **Proposal of a dividend for the year ended 31 March 2015**
The Board considered its fiduciary duties and solvency of the business before recommending the declaration of payment of a dividend to DRD in the sum of £24,735, 821. The General Counsel and Company Secretary tabled a Written Resolution from DRD confirming the payment of the Dividend upon the recommendation of the Board. The Finance and Regulation Director and General Counsel and Company Secretary were instructed to make arrangements for the payment to be made.
11. **Belfast Health and Social Care Trust Refund Approval**
Approved, based on the information provided within the report.
12. **Information Governance Quarterly Report**
The update report was noted by the Board.
13. **Procurement Activity Report**
The update report was noted by the Board.
14. **Risk Committee Update**
The Chair of the Risk Committee provided an update on the last Committee meeting on 22nd July and, in particular, the benefits in the use of drone technology to improve information gathering as well as support health and safety improvements. The Chair recommended the continuation of a Risk Committee separate to the Audit Committee.
15. **Forward Look**
It was agreed that the Chair and John Rae be authorised to approve the October Monitoring Round submission on behalf of the Board.

16. **Any Other Business**
None.

Approved