



## Minutes from Board Meeting No. 79 Housing Agency

<b>Date</b>	28 <sup>th</sup> January 2020	
<b>Venue</b>	53 Upper Mount Street, Dublin 2	
<b>Time</b>	11.00am	
<b>Chaired</b>	Michael Carey	
<b>Board Members</b>	Tony O'Brien, Fiona Lawless, John O'Connor, John Burke and Donal McManus. David Duffy, Frank Curran	
<b>Apologies</b>	Mary Hurley and Anne Cronin	
<b>Attendees</b>	Stephen Coffey and William O' Carroll (Grant Thornton) David Silke, Ciara Galvin, Margaret Jordon (part), Catriona Lawlor (part), Jim Baneham (part) – (Housing Agency)	
<b>Minute Taker</b>	Ciara Galvin	
	<b>Decision</b>	<b>Action</b>
<b>1</b>	<b>Preliminaries</b>	
<b>1a</b>	<b>Minutes of 28<sup>th</sup> January 2020</b> Agreed and noted	
<b>1b</b>	<b>Matters Arising</b> Reported and noted	
<b>1c</b>	<b>Declaration of Interests</b> The Board were provided an opportunity to declare any interests in respect of the meeting contents. None were provided.	
<b>1d</b>	<b>Chairman's Opening Statement</b> Michael Carey opened the meeting confirming that progress is being made in respect of expanding the Board, and discussions with the DHPLG confirmed that the statutory instruction for the Agency should be amended in the coming months to support this. In the interim, Anne Cronin will provide skills and expertise from the homeless sector as an advisor to the Board.  A key area of focus for the Board in the coming weeks is the formation of a new government and the understanding the party manifestos.	

	Decision	Action
2	<b>Board Discussion</b>	
2a	<p><b>Independent Review of the Board</b> Stephen Coffey and William O' Carroll of Grant Thornton joined the meeting and presented the report.</p> <p>A discussion was held in respect of the circulation of Board papers to the management team, and it was confirmed that it is in order to circulate same to support clear communication of board activities.</p> <p>The Executive will put in place a clear programme to implement the recommendations included in the report.</p>	Implementation Plan to be prepared
2b	<p><b>Party Manifesto's</b> Catriona Lawlor joined the meeting and provided a presentation in respect of the political parties housing manifestos.</p> <p>It was request that position papers on key housing programmes be prepared providing key facts, international best practice, pros and cons along with a Housing Agency view to support the DHPLG in any government talks.</p> <p>Specific areas should include, affordable purchase, affordable cost rental, funding, rent freezes, tax for small/single property landlords, retro fitting, Part V of the Planning and Development Act, Owner Management Companies defects and liabilities.</p> <p>A key component to any delivery paper should highlight the capacity issues within the construction workforce.</p>	Prepare Position Papers by the end of Feb 2020
3	<b>CEO Reports</b>	
3a	<p><b>Performance Report</b> Outline of Acquisitions performance was provided</p> <p>A discussion was held on the average occupancy timelines in 2019. It was suggested that a number of case studies be tracked to determine the profiles of properties to understand blockages in greater detail. The Housing Agency should consider undertaking a piece of research in respect of allocation and occupancy rates nationally.</p>	<p>Case Studies to be carried out to determine profiles and identify specific blockages.</p> <p>Research to be considered</p>

	<b>Decision</b>	<b>Action</b>
	<p>Other discussions held in respect of remedial works of properties on hand over 12 months it was requested that case studies be undertaken.</p> <p>In respect of vacant occupiable properties on hand over 6 months, the target should be revisited.</p> <p>Review presentation of indicators and establish indicators within the control of the Agency against indicators outside of the Agency's control.</p> <p>A discussion was held in respect of properties being purchased and trying to define if there are any concerning issues. Each property is surveyed in advance of properties. In respect of the sanction to purchase, the approver is only receiving the purchase costs, it would be useful to have sight over the purchase and estimated remedial costs.</p>	<p>Revisit target</p> <p>Presentation to be reviewed.</p> <p>Approvals to include estimated remedial costs</p>
<b>3b</b>	<p><b>CEO Report</b></p> <p>John O' Connor presented the report before the meeting outlining the risk, resources and general communications.</p> <p>It was noted that the Executive needs to carry out a review of mortgage to rent. It was asked that Audit and Risk Committee consider looking at MtR under its internal audit plan 2020</p> <p>An update on the recruitment of two new Directors was provided, reporting that the selections have now been made, with the Public Appointments Service going through the final stages of references and checks.</p> <p>It was noted that the C&amp;AG have confirmed they will be carrying out a review of the Pyrite Remediation Scheme.</p>	<p>Review of Mortgage to Rent</p>
<b>4.</b>	<b>Finance</b>	
<b>4a</b>	<p><b>Draft Annual Report and Unaudited Financial Statements 2019</b></p> <p>The Draft Annual Report and unaudited financial statements 2019 were presented.</p> <p>In respect of the performance report, targets for the period should be included. Should there be any significant issues against the output against the target, a clear disclosure should be included.</p> <p>Margaret Jordon joined the meeting in respect and presented the draft financial statements 2019.</p>	<p>Update performance report</p> <p>Issue Draft to Minister</p>

	<b>Decision</b>	<b>Action</b>
	The Board approved the draft report and unaudited financial statements 2019 for issue to the Minister as required under the Code of Practice for the Governance of State Bodies (2016).	
<b>3b</b>	<b>Management Accounts January 2020</b>  Margaret Jordan presented the management accounts for 2020 and highlighted some changes to the Budget 2020. These were adopted by the Board.	
<b>4c</b>	<b>Procurement Report</b>  Ciara Galvin outlined the annual procurement plan and noted that activity against the plan will be reported each month.	
<b>4d</b>	<b>Acquisitions Reports</b>  Report noted	
<b>5</b>	<b>Matters for Decision</b>	
<b>5a</b>	<b>Land Disposal at Abbelyliex Road, Portlaoise, Co. Laois</b>  Jim Baneham outlined details of a proposal to dispose of the above site in respect of further developing the site.  It was resolved to make a recommendation to the Minister for Housing, Planning, Community and Local Government to lease the 1.49 hectares site at Abbeyliex Road, Portlaoise, Co. Laois, to Respond for 150 years and then dispose of the freehold interest in the site for a sale price of €10, excluding VAT to Laois County Council. Proposed by Tony O' Brien and seconded by Donal McManus.	Issue recommendation to the Minister
<b>5b</b>	<b>Land Development at Clarinbridge. Co Galway</b> Jim Baneham outlined details of a proposal for potential housing development on the above site. It was brought to the Boards attention to determine if the Executive should progress discussions in respect of this proposal.  It was recommended that the Executive undertake an up to date valuation of the site and consider that a clawback be applied to the site in the long term. It was agreed that the Executive continue to discuss this proposal further and liaise with the local authority in this regard.	
<b>6</b>	<b>Sub Committees and Advisory Panels</b>	
<b>5a</b>	<b>Audit and Risk Committee (ARC)</b> The minutes of meeting held on the 28 <sup>th</sup> January 2020 noted. Tony O' Brien provided an update on the activities of the Committee.	

	<b>Decision</b>	<b>Action</b>
<b>5b</b>	<p><b>Strategy</b> Michael Carey provided an update in respect of the Strategy Committee held on the 20<sup>th</sup> February 2020.</p> <p>It was outlined that an EU engagement trip was being planned, and detail would be circulated to the Board to determine if any members can attend.</p>	Issue details to Members
<b>6</b>	<b>AOB</b>	
<b>7</b>	<p><b>Meeting without the Executive Present</b> Executive members left the meeting to allow the non-executive members hold an open discussion.</p> <p>Next meeting will 24<sup>th</sup> March 2020 at 11am.</p>	

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**Chairperson**

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**Date**

## Appendix

### Action Items arising from Board Meeting No. 79

#### Housing Agency

	Summary of Decision/Action	Responsibility/ Timeframe
1.	<b>Independent Review of Board</b> Draft plan to be prepared to implement recommendations from the Report.	March 2020
2.	<b>Programme for Government</b> Prepare positions papers for government talks	Feb 2020
3	<b>Performance Reporting: Acquisition's Programme</b> <ul style="list-style-type: none"><li>▪ Case studies to be selected on a number of properties</li><li>▪ Research regarding the allocations process to be considered</li><li>▪ Target for vacancies of occupiable homes to be revisited</li><li>▪ Presentation of indicators to be clear</li><li>▪ Recommendations for approvals to include estimated remedial costs</li></ul>	March 2020
4.	<b>Mortgage to Rent</b> Audit and Risk Committee to look at a review of the mortgage to rent scheme under its internal audit plan	TBC
5.	<b>Draft Annual Report and Unaudited Financial Statements 2019</b> <ul style="list-style-type: none"><li>▪ Include amendments to the performance report</li><li>▪ Issue draft Annual Report and Unaudited Financial Statements 2019 to the Minister</li></ul>	Feb 2020
6.	<b>Matters for Decision</b> Issue recommendation to the Minister for Housing, Planning, Community and Local Government to lease the 1.49 hectares site at Abbeyleix Road, Portlaoise, Co. Laois, to Respond.	Feb 2020
6.	<b>EU Housing Engagement Trip</b> Circulate dates and schedule to Board members.	Feb 2020