



**Minutes from Board Meeting No. 99  
The Housing Agency**

**ITEM 1**

<b>Date</b>	25 <sup>th</sup> January 2022	
<b>Venue</b>	Zoom	
<b>Time</b>	11.00am	
<b>Chaired</b>	Michael Carey	
<b>Board Members</b>	Bob Jordan, Tony O'Brien, Aine Stapleton, David Duffy, Donal McManus, Fiona Lawless, Frank Curran and Niamh Callaghan	
<b>Apologies</b>		
<b>Attendees</b>	Michelle Norris – University College Dublin David Silke- HA, Patrick McCarthy - HA, Enda Gordon – HA, Jim Baneham-HA (part), Claire Feeney – HA (Part), Margaret Jordan – HA (Part)	
<b>Minute Taker</b>	Patrick McCarthy	
	<b>Decision</b>	<b>Action</b>
<b>1</b>	<b>Preliminaries</b>	
<b>1a</b>	<b>Minutes of Meeting #98 23<sup>rd</sup> November 2021</b> Minutes noted and agreed.	
<b>1b</b>	<b>Matters Arising</b> Reported and noted.	
<b>1c</b>	<b>Declaration of Interests</b> The Chairman reminded members of the importance of independence and their duty regarding The Housing Agency, reiterating that input and decision-making is for the Housing Agency itself, individual experience and representatives' backgrounds are important, however decisions must be in the interest of the Agency.  Members were provided the opportunity to declare any interests. None were reported.	
<b>1d</b>	<b>Chairman's Opening Statement</b> Michael Carey opened the meeting and welcomed new board member Aine Stapleton. Ms Stapleton provided a career overview and current responsibility for social housing delivery in all capital and current funding schemes in the Department of Housing, Local Government and Heritage. The other members introduced themselves.	
<b>2</b>	<b>Board Discussions</b>	

	<b>Decision</b>	<b>Action</b>
2a	<p><b>An Impactful Research Strategy:</b> Professor Michelle Norris</p> <p>Professor Norris joined the meeting presenting on an approach to the formation of a research strategy with the aim of maximising its impact. Professor Norris set out the political and policy cycles and the importance of these. Timing, and deciding at which point in the policy cycle an intervention is required is critical. The dissemination of research was also highlighted as being crucial. Maximising impact requires consideration of the format, forum and frequency of communication of research. Publishing data and ensuring accessibility for policy makers was highlighted as being important.</p> <p>The Chairman complimented the presentation and acknowledged a need for increased work in the area of research on foot of the Strategic Statement which places knowledge and insight at the centre of the work of the Agency.</p> <p>Professor Norris highlighted the level of data available using the upcoming census data as an example and suggested this information could be used more effectively in general and particularly in the context of shrinking household sizes and planning challenges.</p> <p>In the discussion, a question was asked as to whether the Agency should focus more on evaluation, and Professor Norris was of the view that it could play a key role in this area under <i>Housing for All</i> and particularly in the early identification of emerging issues.</p>	
2b	<p><b>Social Inclusion Role:</b> Claire Feeney, Head of LA Services</p> <p>Ms Claire Feeney joined the meeting presenting on the Agency's role and work in respect of Social Inclusion with a focus on the National Housing Strategy for Disabled People 2022 - 2027 and Housing First.</p> <p><u>National Housing Strategy for Disabled People 2022 – 2027</u></p> <p>Ms Feeney outlined the formulation of the strategy which involved stakeholder input and consultation.</p> <p>An expanded role for the Agency is envisaged to include an examination of national and international peer support models, existing models of housing and supports, a review of assessment and allocation guidelines and the preparation of an Awareness Strategy and an Information and Communication Strategy and the development of a disability focussed information website.</p> <p>Next steps will be the development of an implementation plan.</p>	

	<b>Decision</b>	<b>Action</b>
	<p>Board members complemented the Strategy and acknowledged the work of Agency staff in its completion. It was noted that the Strategy had been very well received and feedback was extremely positive.</p> <p><u>Housing First</u> The role of the Agency, the National Director and Peer Support Co-ordinator and the structure of the National Office were outlined to members by Ms Feeney.</p> <p>The Chairman welcomed the well-structured expansion of the Agency's role into the area of Homelessness and noted progress to-date.</p> <p>Ms Feeney was thanked for playing a pivotal role in the establishment of the new Office.</p> <p>It was clarified that targets set out for HF are minimum and can be exceeded if there is additional need for the service.</p>	
<b>2c</b>	<p><b>Croí Cónaithe Update:</b> Jim Baneham, Director of Delivery. Mr Jim Baneham provided an update to members setting out proposed selection criteria, stages in the process and ranking system.</p> <p>It was clarified that confidentiality issues would be dealt with using a clause under the calls for proposals highlighting Freedom of Information obligations.</p> <p>It was clarified that funding will be provided directly to participants by The Agency on sale of properties.</p> <p>It was clarified the scheme is designed to alleviate viability issues and will benefit first time buyers and 'right sizers' but it is envisaged that no income eligibility limits will apply.</p> <p>The scheme Governance will involve a recommendation made by the Agency to the DHLGH with a second approval by the Board.</p> <p>It was clarified that engagement with industry representative bodies is ongoing (CIF and Irish Home Builders Association). It was suggested that the Agency could play a key role in helping the sector to understand the different schemes.</p>	
<b>3.</b>	<b>Governance/ Matters Reserved</b>	Action
<b>3a</b>	<b>Governance Update/Matters Reserved</b>	Increase value to €2m prior to publication.

	<b>Decision</b>	<b>Action</b>
	<p>Patrick McCarthy outlined a proposal to establish a Framework of QS for cost consultancy services for use under the Croí Cónaithe Cities Initiative.</p> <p>Proposal approved subject to increasing the aggregate contract value from €1.8m to €2m.</p>	
<b>4.</b>	<b>Financial Reports</b>	
<b>4a</b>	<p><b>Management Accounts at 31st December 2021</b> The management accounts report was presented by Ms Margaret Jordan and noted.</p> <p>Allocation of €20m. for the Pyrite Remediation Scheme for 2022 was confirmed by Mr Bob Jordan.</p> <p>It was agreed that the draft financial statements would be sent to members by email in mid-February and the Audit &amp; Risk Committee would review these at its meeting on the 22<sup>nd</sup> February and following assurances from the Committee these would be provided to the Minister by end February.</p>	
<b>4b</b>	<p><b>Acquisitions Progress Report at 31<sup>st</sup> December 2021</b> Mr Jim Baneham highlighted some challenges with properties to be sold to AHBs and committed to a redoubling of efforts to sell properties An Exit Plan and 'task force' type arrangement to be considered for sale of existing properties. Further analysis of the data presented was requested to provide easier interpretation.</p>	Data provided to be further analysed by Acquisitions Team
<b>4c</b>	<p><b>Procurement Plan 2021 and Progress at 31<sup>st</sup> December 2021</b> Noted. No questions.</p>	
<b>5</b>	<b>CEO Reports</b>	
<b>5a</b>	<p><b>Key Areas of Performance at 31<sup>st</sup> December 2021</b> Report noted and MtR quantum highlighted as positive despite not achieving full target (90%). Pyrite total highlighted with restrictions in place in early 2021 noted as a factor in not fully achieving target (91%).</p>	
<b>5b</b>	<p><b>CEO Monthly Report</b> Bob Jordan outlined key areas for noting contained within the circulated report, being:</p> <ul style="list-style-type: none"> <li>▪ Housing Agency role in Defective Blocks scheme outlined and a role is envisaged in sampling and testing, recommending an</li> </ul>	

	<b>Decision</b>	<b>Action</b>
	<p>appropriate remediation option and an administrative review of the scheme being led by the Agency.</p> <ul style="list-style-type: none"> <li>▪ Subject to the outcome of the ongoing HAAF review, acquisitions activity could include acquisitions under the Housing First initiative, town centre first and potentially to include the acquisition of land for use by AHBs and Local Authorities.</li> <li>▪ The expansion of the Projects and Procurement team who will target local authorities with development plans of less than 1,000 homes as well as tier 2 and some tier 3 AHBs.</li> <li>▪ Statement of Strategy to be launched by Minister O'Brien on Thursday the 27<sup>th</sup> January with c. 500 people registered to attend</li> </ul> <p>Ms Aine Stapleton contributed here by re-iterating and commenting on the changes to the acquisition programme.</p>	
<b>5c</b>	<p><b>Risk Report</b> David Silke provided an update in respect of the monthly report on the corporate risks. It was noted that Business Continuity and ICT System Vulnerability have been updated following the advice of the Audit &amp; Risk Committee.</p>	
<b>6</b>	<b>Sub Committees and Advisory Panels</b>	
<b>6a</b>	<p><b>Homelessness Advisory Panel – Michael Carey</b> Michael Carey updated the meeting on the advisory panel session held prior to this meeting. It was reported that the meeting went well with engagement from participants and interesting presentations.</p>	Note of meeting to be circulated to Board Members.
<b>7</b>	<p><b>AOB</b></p> <p>Audit certificate and letter to the C&amp;AG issued in December 2021.</p> <p>Next meeting of the Board will be in person on 1<sup>st</sup> March 2022.</p>	Copy of C&AG letter and Management Responses to be sent to the ARC.
<b>8</b>	<p><b>Meeting without the Executive Present</b></p> <p>The Executive left the meeting to allow the non-executive board members hold discussions.</p>	

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**Chairperson**

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**Date**

## Appendix 1

### Action Items arising from Housing Agency Board Meeting No. 99

	Area	Summary of Decision/Action	Responsibility/ Timeframe
3.a	<b>Governance/Matters Reserved</b>	Increase value to €2m prior to publication.	<b>Jan 2022</b>
4b	<b>Acquisitions Progress Report at 31st December 2021</b>	Data provided to be further analysed by Acquisitions Team	<b>Q1 2022</b>
7	<b>AOB</b>	Copy of C&AG letter and Management Responses to be sent to the ARC.	<b>Jan 2022</b>