



**Minutes from Board Meeting No. 100**  
**The Housing Agency**

**ITEM 1a**

<b>Date</b>	1 March 2022
<b>Venue</b>	Presidents Room, RDS
<b>Time</b>	9.00am
<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>	Niamh Brennan – University College Dublin; John Coleman – Land Development Agency; Dr. Sam Tsemberis Ciara Galvin - HA
<b>Minute Taker</b>	Ciara Galvin

	<b>Decision</b>	<b>Action</b>
<b>1.</b>	<b>In Conversation with Niamh Brennan</b> Niamh Brennan, UCD joined the meeting and facilitated a discussion with the Board around its operations. Several recommendations were outlined to support the Boards effectiveness. The Executive are to develop a plan to implement these recommendations.	Implementation Plan to be developed
<b>2.</b>	<b>John Coleman, Land Development Agency (LDA)</b> John Coleman joined the meeting as CEO of the LDA, providing an update on the progress made in the first three years of the LDAs establishment. A discussion followed in relation to the synergies that can be formalised between the HA and LDA.  The Agency and LDA will look at formalising an agreement which include research services, innovation, collaboration on Croí Cónaithe and Project Tosaigh, and on Agency lands.	Memorandum of Understanding to be considered
<b>3.</b>	<b>Preliminaries</b>	
<b>3a</b>	<b>Minutes of Meeting #99 25<sup>th</sup> January 2022</b> Minutes noted and agreed.	
<b>3b</b>	<b>Matters Arising</b> Reported and noted.	
<b>3c</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	

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	<p>and representatives' backgrounds are important, however decisions must be in the interest of the Agency.</p> <p>Members were provided the opportunity to declare any interests. None were reported.</p>	
<b>4.</b>	<b>Financial Reports</b>	
<b>4a</b>	<p><b>Draft Financial Statements 2021</b></p> <p>Ciara Galvin provided a high-level overview of the draft financial statements for 2021 compared with the 2020 Financial Statements. Specifically, regarding the treatment and presentation of the Cost Rental Equity Loan.</p> <p>It was reported that the Audit and Risk Committee reviewed the draft 2021 Financial Statements at its meeting on the 25 February 2022. The Committee were satisfied that it was in order to issue the draft statements to the Minister by Monday the 28<sup>th</sup> February 2022.</p> <p>It was also reported that the Audit and Risk Committee completed a review of the system of internal controls and provided a draft statement for the Board to consider. The Board noted and agreed the draft statement.</p>	
<b>4b</b>	<p><b>Acquisitions Progress Report at 31<sup>st</sup> December 2021</b></p> <p>Two reports provided were noted.</p> <p>Bob Jordan provided an update on progress being made to repurpose the programme. A discussion was held in respect of the Agency's role under Town Centre first, confirming a review is being undertaken to identify the skills required. It is envisaged that resources would come from the Projects and Procurement unit.</p>	
<b>4c</b>	<p><b>Procurement Plan 2021 and Progress at 31<sup>st</sup> December 2021</b></p> <p>Noted. An observation was noted in respect of the low number of procurement processes that have been initiated. An update will be provided at the next meeting.</p>	
<b>5.</b>	<b>Governance/ Matters Reserved</b>	
<b>5a</b>	<p><b>Governance Update/Matters Reserved</b></p> <p>The Chief Executive proposed a resolution for the Agency to open a sixth bank current account with AIB. This bank account would be used solely for the purposes of the Agency's work in sourcing and procuring properties under the International Protection Scheme.</p>	Open new bank account

	Decision	Action												
	<p>The resolution proposed by Tony O' Brien and seconded by Donal McManus was that all bank payments be made on the signature of two of the approved signatories below, with one signatory to always be either David Silke, Margaret Jordan or Christina Smith and the second signatory be any of the remaining four on the list.</p> <table border="1"> <thead> <tr> <th>Signatory</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>It was requested that the Executive revisit the drawing instructions for the bank.</p> <p>A discussion was held in relation to the reporting relationship between the Housing Agency and Dept of Children. It was confirmed that a Memorandum of Understanding is in place.</p>	Signatory	Position											<p>Undertake a review of the drawing instructions for bank payments.</p>
Signatory	Position													
6.	<b>CEO Reports</b>													
6a	<p><b>Key Areas of Performance at 31<sup>st</sup> Jan 2022</b></p> <p>Bob Jordan provided an update on performance as outlined in the report circulated, noting the inclusion of the Cost Rental Equity Loan. It was also confirmed that CREL is moving towards an ongoing open call for applications for proposed properties.</p> <p>In respect of areas which are noted as demand led, an analysis will be undertaken to define the planned projections in these areas to assist the Board in monitoring these functions.</p>	<p>Review of targets and projections to be undertaken</p>												
6b	<p><b>CEO Monthly Report</b></p> <p>Bob Jordan highlighted a number of areas for noting contained within the circulated report:</p> <p><b>Defective Blocks Scheme</b></p> <p>Core activities being progressed at present include sourcing office space in Donegal Town to service the programme, the new Programme Manager has taken up his post, with the full staffing structure being defined.</p> <p>In respect of the risks associated with the Agency's role, the full extent of risks and issues that might arise are being considered. It was confirmed that a stakeholder group is being established to assist in the overall clarity and communications around the scheme.</p>													

	<b>Decision</b>	<b>Action</b>
	<p>Finally, the Executive are currently testing the market in respect of engineering resources to understand what will be available to service the scheme.</p> <p><b>Projects and Procurement Unit (P&amp;P Unit)</b> The meeting was updated on progress being made to expand the P&amp;P unit, confirming a strategic approach is being taken in the services being offered. The strategic approach was presented to local authorities at a Housing Summit last week. Funding has been secured for an additional 5 staff to be included with the Work Force Plan. Details of this are being updated to obtain sanction of the posts.</p> <p><b>Staff and Resources</b> It was noted that the Work Force Plan has been submitted to the Department of Public Expenditure and Reform for approval, by the Department of Housing, Local Government and Heritage. An update on a number of employee items was provided to the Board.</p>	
<b>6c</b>	<p><b>Risk Report</b> Ciara Galvin updated the meeting regarding the Corporate Risk Register. It was agreed that a more detailed discussion will be included to review the risks in greater detail at the next meeting, and periodically going forward.</p>	Detailed Risk Discussion at next meeting
<b>7</b>	<b>Sub Committees and Advisory Panels</b>	
<b>7a</b>	<p><b>Audit and Risk Committee (ARC)</b> Tony O' Brien provided the meeting with an update of the ARC meeting held on the 25 February 2022. The Audit &amp; Risk Committee met on February 25<sup>th</sup> last, and the key outcomes are as follows:</p> <ol style="list-style-type: none"> <li>1. The Committee expressed its dissatisfaction that there has been no indication that the Agency has planned any updates to the Risk Policy Statement or the Risk Registers, or that no relevant training has as yet been scheduled. The Risk Policy Statement should include all on-going activities, and new activities, such as CREL, Defective Blocks Scheme and Croi Conaithe. The Committee is concerned that no apparent risk assessment has been carried out in respect of CREL, even though we are taking applications.</li> <li>2. The Committee is also concerned at the level of internal finance resources to cope with the potential substantial increase in moneys being handled by the Agency.</li> <li>3. The audit for 2020 and the related Management Letter were discussed with the C&amp;AG and no additional issues were identified.</li> </ol>	

	<b>Decision</b>	<b>Action</b>
	<p>4. It was agreed with the C&amp;AG that the Audit Plan for the 2021 audit would be reviewed before the commencement of the filed work circa June 2022.</p> <p>5. The Systems of Internal Control 2021 documentation was approved subject to minor amendments and completion of outstanding data. The Committee have recommended the draft statement of internal controls to the Board, as noted earlier in the meeting.</p> <p>6. The development of a three-year Internal Audit Plan was discussed with Deloitte, and it was agreed that an audit of the CREL processes and procedures would commence immediately and an audit in respect of IT security would commence as soon as possible. Other new activities will be added when possible.</p> <p>7. The 2021 draft Financial Statements were approved, as was the Committee's 2022 Work Plan. The aged debtors listing was reviewed, and no issue of note identified.</p> <p>8. The Draft Annual Report of the Committee was reviewed, and it was agreed that certain amendments be made prior to its being issued.</p> <p>Bob Jordan noted his interest in looking at a review of the culture and values of the Agency, along with a review of the risk systems and tools. Deloitte are scheduled to SMT on 10<sup>th</sup> March to commence work on the development of the Internal Audit Strategy.</p>	
<b>8</b>	<p><b>AOB</b></p> <p>Next Meeting will be 26<sup>th</sup> April 2022</p>	
<b>9.</b>	<p><b>Dr. Sam Tsemberis</b></p> <p>Dr. Sam Tsemberis was welcomed to the meeting ahead of the official launch of the Housing First National Office. Dr. Tsemberis provided the Board with the history and legacy regarding his role in founding the Housing First methodology. It was noted that the key challenge to the success of the programme is ensuring collaboration between housing and health. Other key highlights and recommendations provided by Dr. Tsemberis included the vital role of the social perspective and peer support in assisting Housing First clients and users; and key learnings from the COVID pandemic that should continue into the future such as the frequency and urgency in maintaining contact.</p> <p>The Chairman thanked Dr. Tsemberis for his work and valuable input to the meeting, commending his innovative work in the homelessness sector.</p>	

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**Chairperson**

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**Date**

## Appendix 1

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

	<b>Area</b>	<b>Summary of Decision/Action</b>	<b>Responsibility/ Timeframe</b>
<b>1</b>	<b>Board Effectiveness</b>	Implementation Plan to be developed following recommendations outlined to support the Board	<b>Ciara Galvin April 2022</b>
<b>2</b>	<b>Land Development Agency</b>	Memorandum of Understanding to be considered between the Housing Agency and the Land Development Agency to formalise its collaborative relationship.	<b>Bob Jordan</b>
<b>3</b>	<b>Finance/Banking</b>	Proceed to open new bank account  Undertake a review of the drawing instructions for bank payments.	<b>Margaret Jordan March 2022</b>
<b>4</b>	<b>Performance Reports</b>	In respect of areas of work which are demand led, projections of expected pipeline of work to be determined	<b>Ciara Galvin March 2022</b>
<b>5</b>	<b>Risk Reporting</b>	Detailed risk discussion at next meeting to take place, and periodically to occur throughout the year.	<b>Ciara Galvin April 2022</b>