



**Minutes from Board Meeting No. 101  
The Housing Agency**

**ITEM 1a**

<b>Date</b>	26 April 2022	
<b>Venue</b>	Upper Mount Street, Dublin 2	
<b>Time</b>	11.00am	
<b>Chaired</b>	Michael Carey	
<b>Board Members</b>	Bob Jordan, Aine Stapleton, David Duffy, Donal McManus, Fiona Lawless, and Niamh Callaghan	
<b>Apologies</b>	Tony O' Brien and Frank Curran	
<b>Attendees</b>	David Silke, Shane Burke, Peadar Espey, Margaret Jordan, Jim Baneham and Ciara Galvin - HA	
<b>Minute Taker</b>	Ciara Galvin	
	<b>Decision</b>	<b>Action</b>
<b>1.</b>	<b>Preliminaries</b>	
<b>1a</b>	<b>Minutes of Meeting #100 1 March 2022</b> Minutes noted and agreed.  It was clarified that the Workforce Plan is still with the Department and has not yet been issued to DPER.	
<b>1b</b>	<b>Matters Arising</b> Bob Jordan provided an update on the matters arising. A discussion was held in relation to bank signatories, and it was confirmed that it would be reviewed by the Audit and Risk Committee, who will then provide appropriate recommendations to the Board. It was noted that a report be prepared for the Audit and Risk Committee outlining all controls in place in processing payments.	Audit and Risk Committee to undertake review of bank drawing instructions
<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.	

	Decision	Action
2.	<b>Board Discussions</b>	
2a	<p><b>Draft Research Strategy</b></p> <p>Shane Burke, Head of Research joined the meeting and presented details on the current structure of the research unit, its activities and the draft Research Strategy before the Board for approval. Mr. Burke detailed that the Research Strategy was developed in line with the Statement of Strategy 2022-2024, and identifies the unique elements of where the Agency is best placed in the provision of housing research, its approach to the dissemination of data and research, and the decision making processes to be developed in determining what research the Agency undertakes. The Strategy provides details of the themes for which research shall be undertaken..</p> <p>The Board welcomed the first Research Strategy for the Agency, commenting that the mechanisms in determining how the Agency prioritises the type of research it undertakes is really important, along with taking a proactive approach and being in a position to provide thought leadership. It was recommended that the Executive establish a model to include collaboration with academia in production of papers to be published in. It was also noted that outlining details on structured peer reviews was welcomed. A recommendation in the context of ensuring there is always one external and one internal peer review was provided. beneficial to include Board members in the peer review. Along with seeking peer reviews from the Board where possible.</p> <p>The Board discussed other items in respect of areas the Agency can be innovative, including digital roles and modern methods of construction (MMC). It was also recommended that the Executive consider the use of data tool that can track and asses the frequency people view publications and resources of the Agency to give an indication of the impactfulness of the research and data.</p> <p>Mr. Burke outlined further detail in relation to the planned approach in undertaking evaluations of scheme.</p> <p>A discussion was held in respect of the dissemination of information, informing the public discourse and how research could be beneficial to informing public debate within communities.</p> <p>It was noted that the Executive are also developing a Communications Strategy with the aim of brining to the next Board meeting.</p> <p>The Board approved the Research Strategy as adopted.</p>	<p>Recommendations to be reviewed by the Research team to determine best approach to implement them.</p>

	<b>Decision</b>	<b>Action</b>
<b>2b</b>	<p><b>Defective Concrete Blocks Grants Scheme</b></p> <p>Peadar Espey, Programme Manager joined the meeting and provided an update on progress being made to establish the unit and its functions,</p> <p>The Board discussed the establishment of frameworks for use of consultants. It was clarified that engineers based in Northern Ireland would be able to apply for frameworks on the basis that they registered for tax purposes in the Republic of Ireland . A discussion was held in relation to capacity of geologists.</p> <p>It was confirmed that the Agency does not have a role in putting the systems in place for local authorities, however, discussions are being held collaboratively between the Agency, Donegal and Mayo County Council to ensure their systems can integrate with relevant systems already in place.</p> <p>It was recommended that the establishment of national system should be co-ordinated centrally to ensure there is a strong integration with other systems in the local authorities. It was recommended this issue should be raised with the Housing Sub Committee of the CCMA to ensure this is implemented in a robust and efficient. It was reported that the Agency has been requested to undertake a review of systems across LAs.</p> <p>Reputational risk in relation to delivering the Agency’s function.</p>	<p>Agency to liaise with the Department and CCMA on systems</p>
<b>3.</b>	<b>Financial Reports</b>	
<b>3a</b>	<p><b>Management Accounts at 31 March 2022</b></p> <p>Margaret Jordan provided an outline of the management accounts at the 31 March 2022. It was reported that increases to the budget have already been identified in a number of areas, such as Croi Conaithe and Affordable Housing.</p> <p>It was noted that the C&amp;AG on site audit is planned for June/July 2022. The C&amp;AG have also informed the Agency that they will be undertaking an audit of the Acquisitions Programme.</p>	
<b>3b</b>	<p><b>Acquisitions Progress Report at 31 March 2022</b></p> <p>Report noted.</p> <p>It was requested that details on sales be the focus for future meetings.</p>	<p>Specific report on sales for future meetings</p>

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3c	<p><b>Procurement Plan 2022 and Progress at 31 March 2022</b></p> <p>It was reported that the current consultant and contractor frameworks and due to expire. Work is ongoing to establish new frameworks.</p>													
4.	<b>Governance/ Matters Reserved</b>													
4a	<p><b>Report on evotes</b></p> <p>Report noted</p>													
4b	<p><b>Resolution for a New Bank Account</b></p> <p>A resolution was proposed to the Board for the opening of seventh bank account.</p> <p>This was proposed by Fiona Lawless and seconded by Aine Stapleton. The Board resolved that the Agency shall open a seventh current account with AIB. This bank account would be used solely for the purposes of the Agency’s work for Defective Concrete Block Grant Scheme. Drawing Instructions as follows: All bank payments to be made on the signature of two of the approved signatories below</p> <table border="1" data-bbox="225 1290 1003 1888"> <thead> <tr> <th data-bbox="225 1290 549 1391">Signatory</th> <th data-bbox="549 1290 1003 1391">Position</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1391 549 1491">[REDACTED]</td> <td data-bbox="549 1391 1003 1491">[REDACTED]</td> </tr> <tr> <td data-bbox="225 1491 549 1592">[REDACTED]</td> <td data-bbox="549 1491 1003 1592">[REDACTED]</td> </tr> <tr> <td data-bbox="225 1592 549 1693">[REDACTED]</td> <td data-bbox="549 1592 1003 1693">[REDACTED]</td> </tr> <tr> <td data-bbox="225 1693 549 1794">[REDACTED]</td> <td data-bbox="549 1693 1003 1794">[REDACTED]</td> </tr> <tr> <td data-bbox="225 1794 549 1895">[REDACTED]</td> <td data-bbox="549 1794 1003 1895">[REDACTED]</td> </tr> </tbody> </table> <p>These drawing instructions will be subject to a review of the Audit and Risk Committee.</p>	Signatory	Position	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Open Bank Account
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4c	<p><b>Proposal to Procure Services</b> Proposals were brought to the Board seeking approval to commence three procurement processes. The Board approved all three processes for procurement.</p> <table border="1"> <thead> <tr> <th>Service</th> <th>Est Contract Value</th> <th>Procurement Type</th> </tr> </thead> <tbody> <tr> <td>HR Services</td> <td>210,000</td> <td>Open procedure on e-tenders</td> </tr> <tr> <td>Building Surveying and Inspection Services</td> <td>500,000</td> <td>Open procedure on e-tenders and Tenders Electronic Daily (TED)</td> </tr> <tr> <td>Risk Management Supports &amp; Software</td> <td>120,000 to 150,000</td> <td>Open procedure on e-tenders</td> </tr> </tbody> </table>	Service	Est Contract Value	Procurement Type	HR Services	210,000	Open procedure on e-tenders	Building Surveying and Inspection Services	500,000	Open procedure on e-tenders and Tenders Electronic Daily (TED)	Risk Management Supports & Software	120,000 to 150,000	Open procedure on e-tenders	
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5.	<b>CEO Reports</b>													
5a	<p><b>Key Areas of Performance at 31 March 2022</b></p> <p>Bob Jordan presented the report, noting a number of additions, including work of the projects and procurement unit, queries managed in relation to Part V and CPO.</p> <p>This month's report provides the projection of applications the Agency expects to receive in relation to P&amp;A and CALF financial appraisals.</p> <p>In relation to delivery under the Cost Rental Equity Loan Scheme, the delivery target is now projected to be approx. 600, rather than the initial target of 669. This is largely due to delays in connections on sites.</p>													
5b	<p><b>CEO Monthly Report</b></p> <p>Bob Jordan highlighted a number of areas for noting contained within the circulated report:</p> <p>Details on the amended establishment order, which now allows for two additional Board members. It is anticipated this will be advertised in the coming weeks. Details will be circulated to the board.</p> <p>An update was provided in respect of the Chief Financial Officer position and the Workforce plan.</p> <p>A discussion was held in relation to the resource's capacity within the finance team.</p>	Circulate advertisement to the Board when available												

	<b>Decision</b>	<b>Action</b>
	<p>The review of the Acquisitions Programme is at the final stages of approval within the Department and will require input from DPER. It is planned that there will be two elements for the future use of the funds across Town Centre First and Housing First.</p> <p>An update on Housing First was provided. It was reported that the need for 10 additional resources within the Projects and Procurement unit has been identified unit and communicated to the Department within the Workforce Plan.</p> <p>An update was provided in respect of Agency lands, noting the launch of Cost Rental homes as Enniskerry Road, and the planning permissions lodged regarding two sites due for transfer to the Land Development Agency.</p> <p>It was recommended that senior management take a strong role in this year's audit by the C&amp;AG relationship and ensure they attend the opening meeting of the onsite audit.</p>	<p>Bob Jordan and David Silke to attend C&amp;AG opening meeting.</p>
<b>5c</b>	<p><b>Risk Report</b> Ciara Galvin updated the meeting regarding the Corporate Risk Register, the risk framework and the methodology applied to assess the level of risk. The Board recommended reviewing data protection as a corporate risk, and how the Agency could enhance its review of divisional risk registers to determine if there are similar risk registers.</p> <p>It was also noted that the Audit and Risk Committee will be taking a greater look into the corporate risk register at its next meeting.</p>	
<b>6</b>	<p><b>Croi Conaithe</b> Jim Baneham joined the meeting to provide the Board with an update on Croi Conaithe, outlining the progress being made to launch the scheme and the process that will be implemented. A discussion was held in relation to the mechanisms of how Croi Conaithe will operate.</p> <p>It was confirmed that the Agency has sought legal expertise to develop the contractual arrangements to be implemented.</p>	
<b>6.</b>	<b>Sub Committees and Advisory Panels</b>	
<b>6a</b>	<p><b>Advisory Panels update</b> Report on the Advisory Panels is deferred to the next meeting.</p>	
<b>6b</b>	<p><b>Audit and Risk Committee (ARC)</b> Report Noted</p>	

	<b>Decision</b>	<b>Action</b>
7	<p><b>AOB</b></p> <p>An update was provided to the meeting in relation to the supporting role the Agency has provided and continues to provide in relation to assisting Government in respect of the Ukrainian Humanitarian Crisis.</p> <p>The Agency is already supporting the International Programme in relation to sourcing properties for refugees, and some properties identified will be used to housing Ukrainian people.</p> <p>In respect of Governments overall response, a Working Group has been established to consider the opportunities and innovations to accommodate Ukrainians. The working group is focused on three work streams being temporary approaches, the use of vacant buildings and activating additional housing separate to targets under Housing for All. There is a memo to Government today, and there is no specific role noted for the Agency at this point.</p> <p>Next Meeting will be 24 May 2022</p>	
8	<p><b>Meeting without the Executive Present</b></p> <p>The Executive left the meeting to allow the non-executive members hold a discussion.</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
1	<b>Bank Drawing Instructions</b>	Review of the bank drawing instructions to be reviewed by the Audit and Risk Committee for onwards recommendation to the Board. Executive to provide the Committee with a paper on the controls for processing invoices.	<b>Margaret Jordan May 2022</b>
2	<b>Defective Concrete Blocks Scheme – Systems</b>	Recommendation to discuss the systems item with the Housing Sub Committee of the CCMA noting the importance of a centrally co-ordinated system across local authorities involved in the scheme.	<b>Peter Hesse May 2022</b>
3	<b>Risk</b>	Review of recommendations from the Board and determine how to implement.	<b>Ciara Galvin May 2022</b>
4	<b>Advisory Panels Report</b>	Item deferred to the May Meeting	<b>Ciara Galvin May 2022</b>
5	<b>New Bank Account</b>	New Bank Account to be setup	<b>Margaret Jordan May 2022</b>
6	<b>Procurement Proposals</b>	Commence Procurement Processes approved	<b>Ciara Galvin May 2022</b>
7.	<b>Board Member Advertisements</b>	Circulate advertisement to the Board once available.	<b>Ciara Galvin TBC</b>
8.	<b>C&amp;AG Audit</b>	Bob Jordan and David Silke to attend the audit kick off meeting in June/ July	<b>Margaret Jordan TBC</b>