



**Minutes from Board Meeting No. 103**  
**The Housing Agency**

**ITEM 1a**

<b>Date</b>	28 <sup>th</sup> June 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, Tony O'Brien and Niamh Callaghan
<b>Apologies</b>	Frank Curran
<b>Attendees</b>	Nathalie Weadick, Irish Architecture Foundation David Silke, Claire Feeney, Noelle Sweeney, Peter Hesse, Aislinn Nic Dhomhnaill, Jim Baneham, Margaret Jordan 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 and #102</b> Noted and agreed	
<b>1b</b>	<b>Matters Arising</b> Bob Jordan provided an outline of the actions from the last meeting.	
<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>2.</b>	<b>Board Discussions</b>	
<b>2a</b>	<b>Mortgage to Rent</b> Claire Feeney joined the meeting and provided an update on the Mortgage to Rent scheme. She compared the number of MTR cases completed in 2021 with the number of cases completed to the end of May 2022. A concern exists that the target of 1,000 cases may not be achieved in 2022. Several issues are affecting the ability to complete	

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	cases, with loan book sales being a significant one. Housing Agency engagement with lenders over the next month will provide a better understanding of the number of potential cases in 2022. A discussion was held in relation to the demand for the Mortgage to Rent scheme from mortgage holders in arrears and the effect of other issues such as increasing house prices, eligibility issues, and other factors. The number of MTR providers was also discussed. An update will be provided for the next Board meeting.	Update to Board
<b>2b</b>	<b>Croí Cónaithe (Cities) Scheme – Update</b> Jim Baneham joined the meeting and provided a high-level overview of the outcomes of the Croí Cónaithe Expressions of Interest process. An update will be provided for the next Board meeting.	Update to Board
<b>2c</b>	<b>Housing Unlocked</b> Noelle Sweeney from the Housing Agency and Nathalie Weadick of the Irish Architecture Foundation (IAF) joined the meeting and provided details of the Housing Unlocked Initiative. The Initiative was an Open Call for design ideas to maximise the housing potential in our villages, towns, and cities. Submissions were invited from multidisciplinary teams in order to stimulate conversation and challenge current thinking. It was confirmed that 50 applications were received and eight proposals were selected by an international jury for a public exhibition to take place over six weeks from October to December 2022. The submissions are aligned with Government housing policy to bring vacant and derelict properties back into use, as well as improving streetscapes and revitalising towns. The Board welcomed this innovative and positive partnership with the IAF and the potential to generate a positive conversation on ways to address the housing crisis. It was suggested that the exhibition would factor in what older streets used to look like, such as, for example Henrietta Street in Dublin.	
<b>2d</b>	<b>Projects and Procurement</b> Peter Hesse and Aislinn NicDhomhnaill joined the meeting and provided an update on the current work of the team and plans for expansion of the unit in line with <i>Housing for All</i> . A discussion was held in respect of the teams' services and supports regarding the delivery of social housing projects. The focus going forward will be to strategically support smaller local authorities that may not have the full capacity to deliver on their housing targets and to support growing AHBs that need technical expertise. In addition, the team will be a resource in terms of promoting innovative approaches to delivery and modern methods of construction. It will also be supporting the rollout of Town Centre First. The Agency has liaised with the Department to confirm specific pilot towns that would be benefit from the Agency's involvement.	

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	<p>A report was provided to the Board in respect of services the Agency have provided to Cork City Council regarding a specific project. A discussion was held in relation to the risk to the Agency in delivering these services, and around shadow design services. It was confirmed that the Agency charges a shared services rate to LAs and AHBs that it supports.</p> <p>The Board concurred that the most effective and impactful way of utilising the Agency resources is by transitioning towards supporting smaller LAs and growing AHBs to deliver on the social housing targets under <i>Housing for All</i>. The Board requested a regular update be provided on the progress of the services.</p> <p>The VAT-free status of the Agency in respect of some of its services and in the provision of professional indemnity insurance cover were questioned. The possibility that the Agency could be deemed to be competing with private sector advisory firms in an unfair manner was raised.</p> <p>The Chair of the Audit and Risk Committee provided an update to the meeting in relation to internal audit recommendations highlighted in 2020 around governing items for the Project and Procurement team. It was confirmed to the meeting that these recommendations had not been fully implemented by March 2022 but have now been fully implemented as of June 2022. The Board requested a report outlining these items and confirming their full implementation.</p>	<p>Regular reports on performance required</p> <p>Report to be prepared for the Board</p>
<b>3.</b>	<b>Sub Committees and Advisory Panels</b>	
<b>3a</b>	<p><b>Audit and Risk Committee (ARC) update</b></p> <p>A report from the Chair of the ARC was circulated in the Board Papers. Tony O' Brien provided an outline of the details of the ARC meeting held on the 24 June 2022.</p>	
<b>3b</b>	<p><b>Advisory Panels to the Board Report</b></p> <p>Ciara Galvin presented a report and proposals in respect of the Advisory Panels in place. The Board recommended seeking panel members from the Department of Housing, LDA, some European involvement, and where appropriate DPER.</p> <p>The Board welcomed the recommendations and agreed that the Executive proceed with implementing the recommendations.</p>	Implement recommendations

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<b>4</b>	<b>Finance</b>	
<b>4a</b>	<p><b>Management Accounts at 31 May 2022</b> Margaret Jordan provided an overview of the Report. It was noted that work is nearing completion in respect of the estimates process for 2023.</p> <p>It was also reported that a specific budget for Croí Cónaithe is being prepared for submission to the Department.</p>	
<b>4b</b>	<p><b>Acquisitions Progress Report at 31<sup>st</sup> May 2022</b> Bob Jordan presented two reports to the Board.</p> <p>A discussion on the future use of the Housing Agency Acquisition Fund took place. It was confirmed to the Board that a formal review of the fund has been completed by the Department of Housing, Local Government and Heritage and a submission approved by Minister O'Brien has been made to DPER. T [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] The Board confirmed, based on previous presentations and reports, that they are not aware of any issues that would warrant disagreement with the proposal. It was confirmed that a formal report on the use of the fund will issue to the Board once DPER have provided their views on the proposal.</p> <p>A discussion was held in relation to the information being provided to the Board in relation to the programme. A review will be undertaken once a decision has been confirmed in relation to the use of the fund.</p>	Paper detailing the proposal on the future use of the fund to issue to the Board
<b>4c</b>	<p><b>Procurement Plan 2022 and Progress at 31<sup>st</sup> May 2022</b> Ciara Galvin provided an outline of the report.</p>	
<b>5.</b>	<b>Governance/ Matters Reserved</b>	
<b>5a</b>	<p><b>Resolution Procure Legal Services</b> Ciara Galvin outlined a proposal to commence a procurement process to establish a framework of providers for legal services under Croí Cónaithe. The Board approved the commencement of a procurement process.</p>	

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<b>6.</b>	<b>CEO Reports</b>	
<b>6a</b>	<b>Key Areas of Performance at 31 May 2022</b> Report Noted.	
<b>6b</b>	<b>CEO Monthly Report</b> Bob Jordan highlighted a number of items from the circulated report: <ul style="list-style-type: none"> <li>▪ Cost Rental Equity Loan (CREL) - It was noted that inflation and increased interest rates are presenting challenges for viability. Solutions are being considered with the Department.</li> <li>▪ Defective Concrete Blocks Scheme – it was noted that the Agency had an appearance at the Joint Oireachtas Committee with the Department of Housing.</li> <li>▪ New Director Positions – Chief Financial Officer post was advertised, and receipt of applications is now closed. Interviews are scheduled for early July. The Director of Services position is due to be advertised on the 1<sup>st</sup> July 2022.</li> <li>▪ IT was reported that the positions for additional Board members roles have been advertised with a closing date of the 8<sup>th</sup> July.</li> <li>▪ First Home Scheme – This scheme is planned for launch on the 7<sup>th</sup> July.</li> </ul>	
<b>6c</b>	<b>Risk Report</b> Ciara Galvin updated. The Board noted the risks.	
<b>7</b>	<b>AOB</b> The next meeting of the Board is scheduled to take place on Tuesday the 9th August 2022. This will be a virtual meeting and is scheduled to take place for one hour to facilitate any decisions the Board may be required to consider.	
<b>8</b>	<b>Meeting without the Executive Present</b> The Executive left the meeting to allow the non-executive members hold a discussion.	

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**Chairperson**

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**Date**

## Appendix 1

### Action Items arising from Housing Agency Board Meeting No. 103

	Area	Summary of Decision/Action	Responsibility/ Timeframe
1	<b>Mortgage to Rent</b>	Update on projected pipeline and accurate expectation of 2022 outturn.	<b>Claire Feeney – Sept 2022</b>
2	<b>Projects and Procurement</b>	<ul style="list-style-type: none"><li>▪ Performance Report to be provided to the Board regularly</li><li>▪ Report on the internal audit recommendations to be prepared.</li></ul>	<b>Peter Hesse Sept 2022</b>
3	<b>Advisory Panels</b>	<ul style="list-style-type: none"><li>▪ Implementation of recommendations</li><li>▪ Review of Boards recommendations around panel members</li></ul>	<b>Ciara Galvin – Dec 2022</b>
4	<b>Acquisitions Programme</b>	Paper to be provided to the board following receipt of DPER's views.	<b>Jim Baneham Sept 2022</b>