



Minutes from Board Meeting No. 104
The Housing Agency

ITEM 1a

Date	27 th September 2022	
Venue	Upper Mount Street, Dublin 2	
Time	11.00am	
Chaired	Michael Carey	
Board Members	Bob Jordan, Donal McManus, and Aine Stapleton	
Apologies	Niamh Callaghan, Frank Curran, David Duffy, Fiona Lawless, and Tony O' Brien	
Attendees	Carol Baxter, Assistant Secretary, Department of Children, Equality, Disability, Integration and Youth (DCEDIY) Sarah Neary, Principal Advisor, Department of Housing, Local Government & Heritage (DHLGH) David Silke, Peter Hesse, Jim Baneham, David Rouse, Margaret Jordan and Ciara Galvin - HA	
Minute Taker	Ciara Galvin	
	Decision	Action
1.	Preliminaries	
1a	Minutes of Meeting #103 Noted and agreed	
1b	Matters Arising Bob Jordan provided an outline of the actions from the last meeting noting the position in respect of the goal of re-purposing the €70 Acquisition Fund. A further submission to DPER is currently being prepared by the DHLGH in close collaboration with the Agency. Bob Jordan also updated the Board in respect of Mortgage to Rent projections, confirming the output is more likely to be in the region of 550 completed cases. Engagement has taken place with lenders and the DHLGH. The Agency is working with the DHLGH around an awareness campaign for the public regarding the scheme.	
2.	Board Discussions	
2a	International Protection Carol Baxter, Assistant Secretary, Department of Children, Equality, Disability, Integration and Youth (DCEDIY) and Jim Baneham, Director of Delivery and Innovation joined the meeting. Jim Baneham opened the discussion with a presentation on the Agency's role regarding International Protection to date.	

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	<p>Carol Baxter commended Bob Jordan, Jim Baneham and Claire Feeney and their team on the exemplary support that has been provided to DCEDIY to date. It was confirmed that there is a change in scope of services that could be provided by the Agency, and the purpose of the discussion was to outline this to the Board. The Agency's support role has been predominantly around sourcing and acquiring properties under Phase 2 requirements, however it is likely the need for the Agency to support DCEDIY on the sourcing of this type of property will reduce, while the need to source and acquire larger properties and sites for Phase 1 accommodation will increase.</p> <p>Carol Baxter outlined details of the White Paper on International Protection and the support the Agency has provided to date, including the acquisition of Phase 2 properties and advice on funding models that would support the involvement of AHBs.</p> <p>Confirming DCEDIY are reviewing all options in respect of the legal ownership of the properties under Phase 1 and that the Agency will not be the owner of the properties. The process around this is to be clarified and reported back to the Housing Agency Board. It was also confirmed that the funding will be coming from DCEDIY. The funding model is being determined by DCEDIY. It was noted that legal costs would be taken out of the costs provided by DCEDIY.</p> <p>A discussion was held in respect of the Agency land bank to determine if there are any potential options for use through International Protection or for Ukrainians.</p> <p>It was also confirmed that a protocol has been drafted between DHLGH and DCEDIY around roles and responsibilities for clarity.</p> <p>A discussion was held in respect of the properties the Agency has currently acquired, and the Agency is to confirm the number of potential bed spaces. Work is required on these properties, and sanction is required from DPER. The Board asked the executive to consider licensing arrangements on these properties. The Board emphasised the importance of ensuring these properties are occupied as soon as possible.</p>	<p>Update to be provided to the Board outlining the full process once clarified</p> <p>Confirm potential bed spaces</p> <p>Consider licensing arrangements for utilising properties</p>
2b	<p>Defects in Apartments Working Group Report</p> <p>Sarah Neary, Principal Advisor, Department of Housing, Local Government & Heritage (DHLGH) and David Rouse MUDs Advisor to the Agency joined the meeting.</p> <p>Sarah Neary presented on the role and purpose of the Working Group, the findings of the report, and the recommendations set down, including options for financial assistance recommended by the group. Sarah Neary confirmed that a memo for Government was put forward this</p>	

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	<p>morning outlining the options to move forward. There is a commitment to have a decision by the end of 2022.</p> <p>David Rouse provided an overview of the work that has been done in supporting Owner Management Companies through the Agency, around governance and other guidance.</p> <p>A discussion was held in respect of potential roles the Agency may be asked to take on in the future. In respect of Recommendation One (R1) from the report, it is likely the Agency will expand its current role to provide an advice and support service to owners' management companies (OMCs) and apartment owners on the remediation process. Additional staff will be required to support Government on this recommendation, and these have not been factored into the current Workforce Plan for 2023.</p> <p>The executive to report any further updates or clarifications to the Board once provided by Government.</p>	Report updates back to the Board
2c	<p>Central Loan Underwriting Update</p> <p>Jim Baneham provided the meeting with an update in respect of the management of the central underwriting services the Agency provides to local authorities. The executive has reviewed the current model it employs, whereby the service is outsourced to a service provider. Having reviewed all aspects, the executive considers the most appropriate route into the future is to bring the service in-house. In implementing this, the executive is proposing a phased transition, by procuring the service for a number of years to allow the Agency to recruit and build up its expertise and capacity in underwriting. This has been discussed with the Department and they are supportive of this decision.</p> <p>The Board noted that they are satisfied with the proposed changes and planned approach.</p>	
2d	<p>Projects and Procurement Update</p> <p>Peter Hesse joined the meeting and presented details on the implementation of the internal audit recommendations along with an update on the strategic direction of the unit.</p> <p>In respect of the internal audit recommendations, it was requested that this presentation also be provided to the Audit and Risk Committee.</p> <p>A discussion was held in relation to the support provided by the unit to Local Authorities and AHBs. A draft action plan has been developed with the DHLGH to support AHBs and LAs in a targeted strategic structure. The aim of this action plan is to underpin the Housing for All objectives and to ensure the Agency's resources are focused on priority areas of support. It was noted that upskilling the Agency on Modern</p>	Present to Audit and Risk Committee

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	Methods of Construction was a key area of work, as the Agency will be best positioned to add value in this area.					
2e	<p>Rent Pressure Zones</p> <p>Shane Burke, Head of Research joined the meeting and with David Silke provided an outline of the paper circulated to the Board proposing a number of considerations ahead of potential recommendations being prepared.</p> <p>It was noted that there is a potential need to bring an e-vote for the Boards consideration ahead of the next meeting.</p>	e-vote may be required				
2f	<p>National Building Agency Pension Scheme</p> <p>David Silke provided the Board with an update on the proposal to wind down the scheme. It was noted that new requirements have issued in respect of governance of pension schemes. It has been confirmed to the Agency that these obligations will not be placed on the scheme, once notice is given that the scheme is being wound down.</p>					
3.	Governance and Matters Reserved					
3a	<p>Resolution: Cost Rental Equity Loan (CREL) Resolution No. 88</p> <p>Jim Baneham provided an update regarding CREL in relation to three approved loans. Proposals for additional funding of these three schemes was put forward.</p> <p>The Board resolved and approved additional funding under CREL loans for a total amount of €14,017,187 broken down as follows:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>					
3b	<p>Resolution: Delegated Levels of Authority Resolution No. 89 - Signatories and level payment</p> <p>A resolution was passed to apply the following signatories to the bank mandate</p> <ul style="list-style-type: none"> ▪ up to [REDACTED] 2 signatories being one from Panel A and one from Panel B ▪ Over [REDACTED] 2 signatories from Panel A <table border="1" data-bbox="225 2018 1161 2121"> <tr> <td data-bbox="225 2018 679 2121">Panel A</td> <td data-bbox="679 2018 1161 2121">Internal Instructions</td> </tr> <tr> <td data-bbox="225 2121 679 2121">[REDACTED]</td> <td data-bbox="679 2121 1161 2121">[REDACTED]</td> </tr> </table>	Panel A	Internal Instructions	[REDACTED]	[REDACTED]	
Panel A	Internal Instructions					
[REDACTED]	[REDACTED]					

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	<p> [REDACTED] [REDACTED] Panel B [REDACTED] [REDACTED] [REDACTED] </p> <p> A digital approval from a designated Board member is required in the following cases <ul style="list-style-type: none"> ▪ General Supplies and Services over [REDACTED] ▪ Pyrite construction contracts over [REDACTED] ▪ Purchase of properties under the Acquisitions of properties </p> <p> Resolution No. 90 – Authentication of Use of Corporate Seal The Board resolved to authenticate the use of the corporate seal by all members of the Senior Management Team, being [REDACTED] [REDACTED] </p>	
3c	<p> Resolution – Procurement of Services Resolution No. 91 Ciara Galvin outlined a proposal to commence the procurement of loan underwriting services. The Board agreed the executive could commence the procurement of loan underwriting services. </p>	
3d	<p> Draft Terms of Reference – Advisory Panels Ciara Galvin presented details of amendments to the terms of reference for each of the advisory panels. </p> <p> The Board adopted the Terms of Reference of all three panels. The executive will provide suggested membership for each panel at the next meeting of the Board. </p>	<p> Recommendations on panel members to be presented to October meeting </p>
4	<p> Sub Committees </p>	
4a	<p> Audit and Risk Committee A discussion was held in respect of the availability of the Committees Chairperson. The Board agreed that Donal McManus or Fiona Lawless could act as Chairperson if required to hold a committee meeting ahead of the October Board meeting to review any requested amendments to the draft financial statements for 2021. </p>	
5.	<p> Finance </p>	
5a	<p> Draft Annual Report 2021 The draft report was circulated to the Board and noted. </p>	
5b	<p> Management Accounts at 31 May 2022 Margaret Jordan provided an overview of the Report. Discussion on treasury management was held, and an update sought in respect of the Agency plan to be provided to the next meeting. It was reported that the Pyrite Remediation Scheme target is unlikely to be met. The expected number of remediation and the projected spend will be noted with the DHLGH in the coming weeks. </p>	<p> Treasury Management outline to next meeting </p>

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	<p>In respect of 2023 funding, the DHLGH have confirmed that it is likely the DPER will be requesting the use of the Agency's reserves for the 2023 financial year. The Board noted that it must be clear that this will be a unique use of reserves and will not affect the grant allocation for 2024. The workforce plan requirements are aligned with the Agency's role in supporting the delivery of Housing for All and the grant should not undermine the Agency's ability to carry out all functions currently under its remit.</p> <p>An update was provided in respect of the Comptroller & Auditor Generals (C&AG) audit, confirming the audit was complete. The C&AG have asked that the Agency look at the treatment of two items within the financial statements, being the Disposal of lands and the Acquisitions Programme. Advice has been sought around this request and will be presented to the Audit and Risk Committee.</p> <p>It was noted that the C&AG have sought a date for the interim audit for 2022.</p>	Audit and Risk Committee to review changes requested to the draft financial statements 2021
5c	Acquisitions Progress Report at 31st May 2022 Reports noted	
5d	Procurement Report Report noted	
6.	CEO Reports	
6a	Key Areas of Performance at 31 August 2022 Report Noted.	
6b	CEO Monthly Report Bob Jordan highlighted several areas from the report, including the expansion of the SMT, Targeted Leasing, Croí Cónaithe, Defective Concrete Blocks and Agency's November conference.	
6c	Risk Report Ciara Galvin highlighted a number of updates to the Corporate Risk Register. The Board will allow for more time to discuss the risks at the October meeting.	Risk agenda item to be expanded for October
7	AOB There was no AOB.	
8	Meeting without the Executive Present The Executive left the meeting to allow the non-executive members hold a discussion.	

Chairperson

Date

Appendix 1

Action Items arising from Housing Agency Board Meeting No. 104

	Area	Summary of Decision/Action	Responsibility/ Timeframe
1	International Protection	<ul style="list-style-type: none"> • Update to be provided to the Board outlining the full process once clarified. • Confirm potential bed spaces associated with properties acquired. • Consider licensing arrangements for utilising properties. 	Jim Baneham
2	Defect Working Group Recommendations	Report updates back to the Board	David Rouse Jan 2023
3	Finance	Treasury Management Review to be undertaken	Margaret Jordan October 2022
4	Audit and Risk Committee	<ul style="list-style-type: none"> ▪ Present details on the Implementation of internal audit recommendations ▪ Review proposed changes to draft financial statements 2021 	Pete Hesse TBC Ciara Galvin October 2022
5	Rent Pressure Zone	Potential need for an e-vote for the Board to consider before the next meeting.	David Silke October 2022
6	Advisory Panels	Report recommended panel members for 2022-2024 period	Ciara Galvin October 2022
7	Risk	Item to be given further time for discussion	Ciara Galvin October 2022