



**Minutes from Board Meeting No. 105**  
**The Housing Agency**

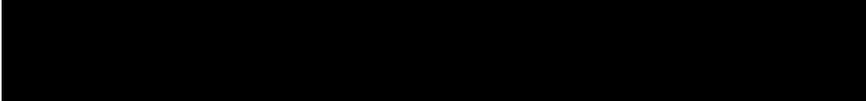
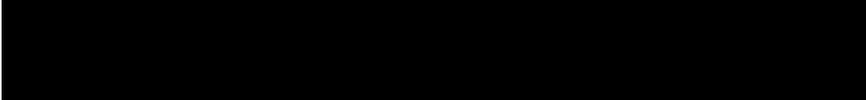
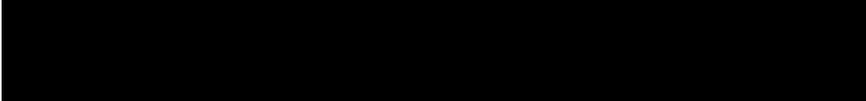
**ITEM 1a**

<b>Date</b>	25 <sup>th</sup> October 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, Niamh Callaghan, David Duffy, Fiona Lawless, Donal McManus, and Aine Stapleton
<b>Apologies</b>	Frank Curran, Tony O' Brien
<b>Attendees</b>	John O' Connor, Housing Commission David Silke, Jim Baneham, Claire Feeney, Evelyn Hyder, Gwen Perry, Sinead Dunne, 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 #104</b> Noted and agreed	
<b>1b</b>	<b>Matters Arising</b> Bob Jordan provided an outline of the actions from the last meeting.  Following last month's presentation by Carol Baxter, Assistant Secretary with the Department of Children, Equality, Disability, Integration and Youth (DCEDIY), arrangements are being put in place by DCEDIY to ensure properties acquired on its behalf by the Agency will be occupied by international protection applicants over the coming months. Approved Housing Bodies will be sought to manage and maintain the properties as soon as possible to ensure that the properties are occupied at the earliest possible stage.  The Board expressed their concerns around the timeline for the occupation of these vacant properties. It was agreed that the Chief Executive would write to DCEDIY to convey these concerns and to offer further support to ensure this process is expedited.  In respect of Rent Pressure Zones more data is likely to be available in November which will provide more certainty on potential recommendations for the Board.	Letter to DCEDIY
<b>1c</b>	<b>Conflict of Interest</b> None	

	<b>Decision</b>	<b>Action</b>
<b>1d</b>	<p><b>Chair Opening Statement</b></p> <p>Michael Carey reported that Frank Curran is resigning from the Board as his tenure as Chair of the CCMA Housing Sub Committee has ended. Kevin Kelly, Chief Executive of Mayo County Council, has been nominated by the CCMA for the position.</p> <p>Michael Carey confirmed that other new members of the Board are to be appointed by the Minister imminently.</p>	
<b>2.</b>	<b>Board Discussions</b>	
<b>2a</b>	<p><b>Housing Commission</b></p> <p>John O'Connor, Chairperson of the Housing Commission, joined the meeting remotely to outline the membership, terms of reference, structures and work of the Commission. Mr O'Connor thanked The Housing Agency for providing support to the Commission.</p> <p>Following the completion of the Commission's role and work, Mr. O'Connor noted that the Agency may be best placed to support the Department in respect of potential recommendations, for example, in relation to the potential reintroduction of a National Housing Stock Condition Survey.</p> <p>The records and information gathered by the Commission will need a custodian, and the Agency might be a good fit for this.</p>	
<b>2b</b>	<p><b>Mortgage to Rent (MtR)</b></p> <p>Claire Feeney, Director of Services and Inclusion, joined the meeting and provided an update on Mortgage to Rent, including the history of the scheme, reviews undertaken, current activity, MTR providers, and challenges facing the scheme.</p> <p>A discussion was held in relation to maintenance and repairs of MTR properties and the level of inspections. It was confirmed that agreements are in place between Local Authorities and the relevant service providers regarding maintenance of properties included under the scheme. It was recommended that the scale of repairs required be categorised, for example, minor or major.</p> <p>Discussion was held on the importance of ensuring all properties are brought up to a private rented standard and measures are being taken to ensure the private provider can do this in line with the timelines set out in the lease agreement.</p> <p>The Board requested that a geographical distribution of completed cases be provided.</p>	<p>Categorise level of works required to properties</p> <p>Update the Board</p> <p>Geographical profile</p>

	<b>Decision</b>	<b>Action</b>
<b>2c</b>	<p><b>Housing Agency Lands Update</b> Evelyn Hyder, Head of Land Management, joined the meeting and provided an update on the strategic development and management of lands held by The Housing Agency.</p> <p>Information was provided on the number of homes delivered to date on the Agency's lands, and on potential housing output including on three large sites made available to the Land Development Agency (LDA). The Board requested information on the projected annual yield on planned developments up to 2026.</p> <p>To promote further delivery on Agency lands, an Expression of Interest will be sought from Approved Housing Bodies in respect of 30 sites. The Board requested a geographical breakdown of all Agency lands.</p> <p>It was confirmed that an assessment had been undertaken in relation to the use of Agency lands to provide accommodation for Ukrainians. A total of 15-20 sites were deemed suitable because of accessibility and proximity to amenities. One site is being progressed by a local authority. The Executive will undertake a further review of sites to see if others can be activated.</p> <p>The Board discussed the strategic plan for sites and portions of sites that are not appropriate for development. Some alternative uses have been identified including to increase biodiversity. It was noted that sites with no foreseeable development potential could be considered for disposal. The Executive will make recommendations to the Board on lands with no development potential.</p>	<p>Outline yearly yield of sites</p> <p>Provide geographical breakdown of sites.</p> <p>Review sites for potential use in accommodating Ukrainians.</p> <p>Strategic Plan for undevelopable sites required.</p>
<b>2d</b>	<p><b>Affordable Housing Update</b> Gwen Perry, Head of Affordable Housing joined the meeting and outlined details in respect of the affordable housing challenges and government responses to some of these challenges.</p> <p>The Board noted that the variety of affordable housing schemes now in place can be complex for stakeholders to understand. The Agency is working on an information website to assist both delivery stakeholders and members of the general public to navigate each scheme. Easy to read guides, and case studies that illustrate how schemes operate in practice, should be a focus of Agency communications.</p> <p>A discussion was held in relation to the Local Authority Loan Scheme. It was noted that a national application system that allowed people to apply across local authorities would be beneficial for applicants. It was also recommended that the Executive determine what an acceptable level/percentage of declines are, by reviewing the norms in the private sector.</p>	<p>Streamline Communication on Schemes</p> <p>Consideration of National Application system Define acceptable level of declines</p>

	Decision	Action
3.	<b>Governance and Matters Reserved</b>	
3a	<p><b>Resolution: Cost Rental Equity Loan (CREL)</b>  <b>Resolution No. 91</b>  Gwen Perry outlined a proposal to issue funds under CREL.  The Board resolved and approved additional funding for <b>CREL</b> loans totalling <b>€12,700,472</b> as set out below:</p> <ul style="list-style-type: none"> <li>• </li> <li>• </li> <li>• </li> <li>• </li> </ul>	
3c	<p><b>Resolution – Procurement of Services</b>  <b>Resolution No. 92</b>  Ciara Galvin outlined a proposal for the Agency to enter into a contract for the provision of IT Hardware and Equipment to a maximum value of €450,000 excluding VAT over a 4-year period. This contract has been procured through an OGP Direct Drawdown facility.</p> <p>The Board approved the commitment to enter contract for this service.</p>	
4	<b>CEO Reports</b>	
4a	<p><b>Key Areas of Performance at 30<sup>th</sup> September 2022</b></p> <p>Bob Jordan updated items from the report, noting that Mortgage to rent has already been discussed.</p> <p>The Pyrite Remediation Scheme target has been revised down to 242 from 285 at the beginning of the year, mainly due to contractor staffing shortages, supply chain delays, a higher proportion of one-off housing, and difficulties in securing tenants' agreement to vacate properties.</p> <p>Discussions are now focusing on potentially bringing the scheme to a conclusion in the coming years, subject to PRB and DHLGH agreement. The Agency is undertaking a review of the scheme to ensure it is optimising its processes to achieve this.</p> <p>It was noted that the Executive are utilising the Logic Model for business planning to support the development of meaningful indicators for the Boards review. An Impact Advisor is currently being recruited to further advance this work.</p>	

	Decision	Action
4b	<p><b>CEO Monthly Report</b></p> <p>Bob Jordan highlighted several areas from the report, including Local Authority Summits held by the Minister, Targeted leasing update, procurement of engineers to support the Defective Concrete Blocks Grant Scheme, and pressure on Housing First targets.</p> <p>The CEO informed the Board that the review of the Housing Agency Acquisition Fund (HAA fund) is ongoing. Following discussions by DHLGH with DPER, it is proposed to explore the potential of the HAA fund to be repurposed [REDACTED]</p> <p>[REDACTED] It is anticipated that a decision could be made before the end of the year. It was clarified that the purchase of residential properties under the fund has been paused pending a final decision on the future of the fund. This pause on purchases can be revisited to ensure opportunities aren't missed.</p>	
4c	<p><b>Risk Report</b></p> <p>Ciara Galvin highlighted several updates to the Corporate Risk Register. The Board noted a number of aspects of the risk register.</p>	Adjust Risk Register
5	<b>Sub- Committees and Advisory Panels</b>	
5a	<p><b>Audit and Risk Committee</b></p> <p>Fiona Lawless provided an update following the Committee's review of the recommendations proposed by the C&amp;AG in respect of the treatment of two matters within the draft financial statements 2021. Independent technical advice has been sought on the C&amp;AG's response and the Committee are satisfied the adjustments can be made. Once the C&amp;AG provide their views, the Audit and Risk Committee will undertake a final review of the Annual Report and Financial Statements with the objective of recommending approval by the Board.</p> <p>It was confirmed that Board approval could be sought through an email e-vote should the Annual Report and Financial Statements 2021 be ready ahead of the November Board meeting.</p> <p>Financial Statements to be proofread to ensure consistencies.</p>	<p>ARC required for final review of Financial Statements</p> <p>Proofread financial statements</p>
5b	<p><b>Supply and Affordability Advisory Panel</b></p> <p>Bob Jordan provided an update on the panel meeting which took place prior to the Board meeting, The meeting topics included affordable challenges, complexity of schemes for implementers and end users, and need for strong communications. A Planning Reform submission by the RIAI was presented. The Panel also discussed the importance of public engagement with Development Plans to mitigate objections to individual housing developments at a later stage.</p>	

	<b>Decision</b>	<b>Action</b>
<b>6.</b>	<b>Finance</b>	
<b>6a</b>	<b>Draft Annual Report 2021</b> The draft report was circulated to the Board and noted.	
<b>6b</b>	<b>Management Accounts at 30 September 2022</b> Margaret Jordan outlined that management accounts. Discussion in respect of pay costs and planned outturn to the end of the year.  Sinead Dunne Chief Financial Officer introduced herself, outlining her priorities for the role.	
<b>6c</b>	<b>Acquisitions Progress Report at 30 September 2022</b> Reports noted	
<b>6d</b>	<b>Procurement Report</b> Report noted	
<b>7</b>	<b>AOB</b> It was requested that a presentation on Residential Tax be delivered to the Board.  Proposal by Tony O' Brien: A proposal was put forward in writing by Tony O' Brien that the sculpture presented to Conor Skehan in 2017 marking his contribution as Chairperson of the Board for the period of his tenure from 2013 to 2017 should now be re-presented to him. The Board rejected this proposal. Instead, it was agreed that the Executive would write to Conor Skehan to confirm that the Agency would remain the owner of the sculpture and would ensure it is prominently displayed in recognition of Mr. Skehan' s tenure as Chairperson.	
<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. 105

	Area	Summary of Decision/Action	Responsibility/ Timeframe
1	International Protection	Letter to issue to DCEDIY conveying the Board's concerns	Bob Jordan
2	Mortgage to Rent	<ul style="list-style-type: none"> <li>▪ Update at the next meeting</li> <li>▪ Provide a geographical profile of completed cases.</li> </ul>	Claire Feeney November 2022
3	Agency Lands	<ul style="list-style-type: none"> <li>▪ Undertake a second review of Agency lands for potential use for accommodating Ukrainians.</li> <li>▪ Outline of yearly yield of sites</li> <li>▪ Strategic Plan for undevelopable sites required.</li> </ul>	Evelyn Hyder
4	Affordable Housing	<ul style="list-style-type: none"> <li>▪ Streamline information on the various affordable housing schemes and ensure clarity for scheme implementers and end users</li> <li>▪ National Application system should be considered</li> <li>▪ Define acceptable level of declines under the local authority loan scheme</li> </ul>	Gwen Perry
5	Risk	Adjust Risk Register	Ciara Galvin November 2022
6	Annual Report and Financial Statements 2021	<ul style="list-style-type: none"> <li>▪ ARC required for final review of Financial Statements</li> <li>▪ Proofread financial statements</li> </ul>	Ciara Galvin October 2022
7	Sculpture Caretaker	Write to Conor Skehan regarding sculpture	Ciara Galvin October 2022