



**Minutes from Board Meeting No. 109**  
**The Housing Agency**

**ITEM 1a**

<b>Date</b>	28 February 2023	
<b>Venue</b>	Upper Mount Street, Dublin 2	
<b>Time</b>	11.00am	
<b>Chaired</b>	Michael Carey	
<b>Board Members</b>	Bob Jordan, David Duffy, Fiona Lawless, Carol Tancock, Kevin Kelly, Dervla Tierney, Éadaoin Ní Chléirigh, Niamh Callaghan, Eileen Gleeson and Aine Stapleton	
<b>Apologies</b>		
<b>Attendees</b>	Feargal O Coigligh, Department of Housing, Sinead Dunne 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 #108</b> Noted and agreed	
<b>1b</b>	<b>Matters Arising</b> Bob Jordan provided an update on the matters arising from meeting 108.  The Board were informed of the death of [REDACTED] father, and it was requested that a letter of condolence issue to [REDACTED] on behalf of the Board.  It was noted that the Board Induction Day was well received by members.	Issue letter of condolence
<b>1c</b>	<b>Conflict of Interest</b> Eileen Gleeson noted that she is a board member of the Approved Housing Bodies Regulatory Authority. It was confirmed that this is not a conflict, but it was important to note.	
<b>1d</b>	<b>Chair Opening Statement</b> The Chairman opened the meeting outlining the structure of the meeting.	
<b>2</b>	<b>CEO Reports</b>	
<b>2a</b>	<b>Key Areas of Performance</b> Bob Jordan provided an overview of the KPI report, confirming that work is ongoing in refining the data and information provided to the Board each month. It is intended that a proposal around KPIs will be presented to the Strategy Committee.	

	<b>Decision</b>	<b>Action</b>
	<p>The Board requested in establishing Agency specific targets and projections the Executive set out the overall scale of each role the Agency undertakes to define the anticipated impact in line with broader government targets.</p> <p>It was also noted that processing times for work the Agency is undertaking be reported to the Board by exception only.</p>	
<b>2b</b>	<p><b>CEO Monthly Report</b></p> <p>Mr. Jordan outlined details of meetings held with Minister O’ Brien and Minister O’Donnell which took place in February 2023; provided an update in respect Croí Cónaithe (Cities); the longer-term use of the €70m Housing Agency Acquisition Fund; properties acquired for the Department of Children in respect of International Protection; and Housing Agency lands being reviewed by Department of Children/ OPW to potentially provide modular homes for Ukrainian refugees.</p> <p>The Board discussed the significantly changed landscape since the Whitepaper on International Protection was prepared, and noted it would be prudent to review the Housing Agency’s role in supporting the Department of Children. It was confirmed that delegated functions in relation to acquiring properties was currently under review as part of an overall review of delegated functions and thresholds.</p> <p>Mr. Jordan updated the meeting in relation to the Land Acquisition Fund. It was confirmed that the Department of Housing is finalising the overall strategy of the fund, and this is likely to be completed and a Circular issued to local authorities in the coming weeks. The Board discussed the benefits of the Agency managing this fund, reiterating that this would provide a centralised decision-making process to ensure the most appropriate and developable land can be prioritised nationally.</p>	Review HA role under IP
<b>2c</b>	<p><b>Corporate Risk Register</b></p> <p>The Board were updated with changes to the controls and actions under the corporate risk register. The Audit and Risk Committee will be prioritising time to review the overall approach to be taken by the Committee in providing meaningful oversight role of risk management in the Agency.</p>	
<b>3</b>	<b>Finance</b>	
<b>3a</b>	<p><b>Draft Financial Statements and Review of Internal Controls 2022</b></p> <p>Sinead Dunne, Chief Financial Officer, presented draft financial statements for 2022, outlining details of the proposed accounting treatment of the Land Acquisition Fund. The Board adopted the draft financial statements and confirmed they were in order to submit to the Minister.</p>	

	<b>Decision</b>	<b>Action</b>
	<p>Dervla Tierney, Audit and Risk Committee (ARC) Chairperson, provided an outline of the review of the systems of internal control undertaken by ARC. She outlined a number of items for the Boards attention, which have been included within the proposed draft statement on internal control.</p> <p>The Board reviewed the statement and accepted the recommendations of the Committee. The Board adopted the draft Statement on Internal Control.</p>	
<b>3b</b>	<p><b>Acquisitions Reports</b> Reports Noted. Mr. Jordan provided an update on the properties currently in the ownership of the Agency and progress being made to sell these to AHBs.</p>	
<b>3c</b>	<p><b>Procurement Plan</b> Ciara Galvin presented the current progress against the 2023 procurement plan.</p>	
<b>4.</b>	<b>Governance and Matters Reserved</b>	
<b>4a</b>	<p><b>Proposal to Establish Funding Review Committee</b> Bob Jordan presented details of a proposal to establish a third Sub Committee of the Board. The role of this Sub Committee would focus on reviewing details of funding proposals for a number of programmes the Agency is managing, including the Cost Rental Equity Loan, Land Acquisitions and Property Acquisitions. With a view to providing recommendations to the Board.</p> <p>The Board agreed to establish a Funding Review Sub Committee subject to the Board's adoption of formal Terms of Reference and standardised proposals for each programme.</p> <p>The Board accepted the nomination of two members, Carol Tancock as Chair of the Sub Committee, and Eileen Gleeson. A third member of the Board is to be nominated to this Sub Committee.</p>	Present Terms of Reference and Standardised Proposals to the Board.
<b>4b</b>	<p><b>Procurement Resolution 99</b> Ciara Galvin outlined a proposal to commence procurement for research services. The Board agreed the Agency could commence procurement subject to the cost award criteria being set at 30%.</p> <p>The Executive will seek clarity and guidance in from procurement expertise in respect of the ongoing benchmark in relation to cost award criteria.</p>	<p>Amend Award Criteria</p> <p>Clarify award criteria re cost into the future</p>
<b>5.</b>	<b>Board Discussions</b>	

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<b>5a</b>	<p><b>Communication Update</b> Ciara Galvin provided highlights from the report circulated.</p> <p>The Board were presented with an initial video developed to describe and outline what the Agency does. Members were asked to provide feedback.</p>	Members to provide feedback on video.
<b>5b</b>	<p><b>Values and Culture</b> Ciara Galvin presented details of an ongoing programme of work to continually strengthen the culture of the Agency.</p> <p>The Board welcomed details of the programme and asked that further details on each topic be brought back to the Board throughout the course of the year.</p>	Present specific topic to Board regularly.
<b>5c</b>	<p><b>Viability Challenges</b> Feargal O’Coighligh, Department of Housing, Local Government and Heritage joined the meeting and described housing challenges related to viability. He highlighted a number of challenges in relation to planning, construction costs, inflation, apartment delivery, and the higher demands for accommodation arising from increased homelessness, Ukrainian refugees and those seeking international protection. Mr. O’Coighligh outlined a variety of work that is being undertaken to alleviate these challenges to plan for a more sustainable housing system.</p> <p>The naming/ titles of schemes and the consistency of communications across multiple Government programmes was discussed. It was confirmed that the Agency could support the Department around communicating the role, purpose and operation of Government schemes in a clear manner.</p>	
<b>6.</b>	<b>Sub Committees and Advisory Panel</b>	
<b>6a</b>	<p><b>Audit and Risk Committee (ARC)</b> Dervla Tierney, Chairperson of ARC, provided an overview of the report circulated within the papers, which provided details of meeting number 45 of ARC held on 21 February 2023.</p>	
<b>6b</b>	<p><b>Strategy Committee</b> Ciara Galvin provided the Board with an update in respect of proposals for the Strategy Committee in 2023. It was proposed that the Committee’s role be extended to include feedback from the Advisory Panels and oversight and direction in relation to programme evaluations the Housing Agency plans to undertake. Revised Terms of Reference will be presented to the Board at its March Meeting.</p> <p>The Strategy Committee will meet in April 2023.</p>	Present Terms of Reference to the Board – March 2023
<b>7</b>	<p><b>AOB</b> It was recommended that the Board receive a presentation on the Agency’s input into environmental sustainability.</p>	

	Decision	Action
8	<b>Meeting without the Executive Present</b> The Executive left the meeting to allow for discussion by members of the Board.	

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**Chairperson**

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**Date**

## Appendix 1

### Action Items arising from Housing Agency Board Meeting No. 109

	Area	Summary of Decision/Action	Responsibility/ Timeframe
1	<b>Letter of Condolence</b>	Issue letter of condolence issue to [REDACTED] on behalf of the Board.	<b>Ciara Galvin March 2023</b>
2	<b>International Protection</b>	Review the Housing Agency's role under International Protection	<b>Bob Jordan</b>
3	<b>Sub Committee Terms of Reference</b>	Present the Terms of Reference to the March Meeting <ul style="list-style-type: none"> <li>• Strategy Sub Committee – Updated</li> <li>• Funding Review Sub Committee – New</li> </ul>	<b>Ciara Galvin March 2023</b>
4	<b>Procurement</b>	Update Cost Award Criteria for Procurement Resolution 99 to 30%. Seek clarity and guidance on the appropriate level of weighting for future procurement processes.	<b>Ciara Galvin March 2023</b>
5	<b>Presentations to the Board</b>	<ul style="list-style-type: none"> <li>• Culture Themes to be brought back to the Board regularly.</li> <li>• Housing Agency and Sustainability</li> </ul>	<b>Ciara Galvin 2023</b>