



**Minutes from Board Meeting No. 111
The Housing Agency**

ITEM 1a

Date	25 April 2023
Venue	Upper Mount Street, Dublin 2
Time	10.30am
Chaired	Michael Carey
Board Members	Bob Jordan, David Duffy, Fiona Lawless, Carol Tancock, Kevin Kelly, Dervla Tierney, Éadaoin Ní Chléirigh, and Eileen Gleeson
Apologies	Aine Stapleton and Niamh Callaghan
Attendees	Stephen Dineen, Alex Connolly and Martin Colreavy, Department of Housing, Martina Quinn, Alice PR, Claire Feeney, Jim Baneham, David Silke, Sinead Dunne and Ciara Galvin - HA
Minute Taker	Ciara Galvin

	Decision	Action
1.	Preliminaries	
1a	Minutes of Meeting #110 Noted and agreed	
1b	Matters Arising Bob Jordan provided an update on the matters arising from meeting 110	
1c	Conflict of Interest None	
1d	Chair Opening Statement The Chairman opened the meeting.	
2	Board Discussions	
2a	Communications Strategy Alex Connelly, Stephen Dineen from the Department of Housing and Martina Quinn of Alice PR joined the meeting along with David Silke and Sarah Kennedy from the Housing Agency. David Silke presented details on the Housing Agency Communications Strategy, the communications team, challenges and activities undertaken and planned in the coming months. Alex Connolly then provided an outline of the communications function within the Department and recommendations for areas the Agency could support communications around housing policy and strategy.	

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	<p>Martina Quinn of Alice PR outlined their role as a resource to the Housing Agency along with providing findings from their analysis around the Agency's strengths and weaknesses in communications. Martina also outlined opportunities for the Agency to expand its authoritative voice and educate the public and stakeholders on valid housing solutions.</p> <p>The Board agreed there are opportunities to lead on evidence informed communications through publications and research. The Board reiterated the importance of the Agency also having a role in providing clarity on housing schemes to support the public and stakeholders. The provision of training to empower key stakeholders and enable them to provide consistent messaging and information would also be beneficial, with a focus on local and regional communication channels.</p> <p>A discussion was held in relation to the Agency's website and the current structure. It was confirmed that a project was being commenced to refresh the structure and functionality to ensure it is good representation of the Agency's role and work, as well as useful information tool.</p> <p>The Board discussed the importance of defining the core messages from the Agency as well as tracking and measuring the impact of its communications.</p>	
2b	<p>Cost Rental Viability Measure</p> <p>Martin Colreavy Department of Housing joined the meeting along with Jim Baneham. Martin provided the Board with details around a proposal to Government in relation to the implementation of cost rental viability measure. It is expected the Agency will have a role in supporting the design of the scheme along with implementation of the scheme.</p> <p>A discussion in respect of resourcing the Agency was held, with the Board noting the importance of Government factoring in resource implications as the earliest opportunity. Martin provided an overview of the Cost Rental Tenant in Situ Scheme at a high level.</p>	
2c	<p>Acquisitions Update - CRTiS</p> <p>Claire Feeney joined the meeting. Jim Baneham detailed how the scheme will operate and the role of the Agency. Claire Feeney provided information in relation to activity to date, and challenges faced around operating the scheme.</p> <p>A discussion was held in relation to the Agency directly supporting members of the public and the importance of ensuring staff are trained and supported to undertake this role.</p>	

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3	Committees and Advisory Panels	
3a	<p>Funding Review Committee</p> <p>Carol Tancock provided the Board with an update in relation to the first meeting of the Funding Review Committee held on the 18 April 2023. Discussion on the business case template agreed by the Committee as circulated within the papers. It was noted a summary sheet will also be developed for reporting proposals onwards to the Board.</p> <p>It was recommended where a piece of land or acquisition is being acquired, consideration should be given where this relates to a wider project.</p>	
3b	<p>Supply and Affordability Panel</p> <p>Eádaoin Ní Cherligh outlined details of the Supply and Affordable meeting held on the 28 March. Providing details on actions coming out of the meeting.</p>	
3c	<p>Homelessness Panel</p> <p>Eileen Gleeson provided the Board with an outline of the meeting held prior to the board meeting.</p>	
4.	Governance/Matters Reserved	
4a	<p>Strategy Committee Terms of Reference</p> <p>Ciara Galvin presented the updated Terms of Reference for the Committee. The board adopted the Terms of Reference for the Committee.</p> <p>The Board appointed the following members of the Board to the Strategy Committee: Michael Carey, Chairperson, Bob Jordan, Aine Stapleton, David Duffy, and Kevin Kelly.</p> <p>It was confirmed that all members of the Board will be informed of meeting dates and will be welcome to attend any meeting of the Committee if they wish to do so.</p>	
4b	<p>Procurement Approval</p> <p>Ciara Galvin presented a proposal to commence a procurement process in respect of engaging Data Protection Services. It was confirmed this service is currently in place, with an outline of the services provided. The Funding Review Committee assessed this proposal at its first meeting held on the 18 April 2023, and recommended it be brought forward to the Board subject to review of the minimum criteria scores required.</p> <p>A discussion was held in relation to the minimum scores. The Board approved the proposal.</p>	

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5.	CEO Reports	
5a	<p>CEO Monthly Report Bob Jordan highlighted several areas within the CEO report in respect of a recruitment campaign underway, activity on lands being considered for use to accommodate Ukrainian people, Mortgage to Rent, International Protection and Defective Concrete Blocks Scheme,</p> <p>Details in relation to progress on a project with Cork City Council were provided to the Board. A discussion was held in relation to the risk to the Agency in delivering these services. It was requested that a presentation be brought to the Board regarding the work of the technical services provided by the Projects and Procurement team.</p>	Projects and Procurement Team to provide presentation to the Board.
5b	<p>Key Areas of Performance Report Noted</p>	
5c	<p>Corporate Risk Register Report noted. It was confirmed that time will be allocated to allow a more detailed discussion in relation to the Agency's risks at the May meeting.</p>	
6.	Finance	
6a	<p>Management Accounts Sinead Dunne joined the meeting and provided an update in relation to the financial position of the Agency. Update also provided in relation to the review of the structure and systems.</p>	
6b	<p>Procurement Plan Progress Report Noted</p>	
7	<p>AOB A discussion around the volume of proposals under the Land Acquisition Fund was held.</p> <p>Michael Carey confirmed that the Minister has re-appointed him as Chairman of the board for a second term of 5 years. The Board congratulated Michael on his re-appointment.</p>	
8	<p>Meeting without the Executive Present The Executive left the meeting to allow for discussion by members of the Board.</p>	

Chairperson
Appendix 1

Date

Action Items arising from Housing Agency Board Meeting No. 111

	Area	Summary of Decision/Action	Responsibility/ Timeframe
1	Risk	Time will be allocated to allow a more detailed discussion in relation to the Agency's risks at the May meeting.	Ciara Galvin May 2023
2	Projects and Procurement	Projects and Procurement Team to provide a presentation on its role and ongoing work to the Board	Bob Jordan May 2023