



**Minutes from Board Meeting No. 112
The Housing Agency**

ITEM 1a

Date	23 May 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	Peter Hesse, David Silke, Sinead Dunne and Ciara Galvin - HA	
Minute Taker	Ciara Galvin	
	Decision	Action
1.	Preliminaries	
1a	Minutes of Meeting #111 Noted and agreed	
1b	Matters Arising Bob Jordan provided an update on the matters arising from meeting 111, all items are covered on the agenda.	
1c	Conflict of Interest None	
1d	Chair Opening Statement The Chairman opened the meeting. Congratulating Fiona Lawless on her appointment as Interim Chief Executive Officer of Meath County Council.	
2	Board Discussions	
2a	Risk Ciara Galvin provided an update to the Board on the risk management plan for 2023, and activities so far this year. Dervla Tierney presented a risk report following the Audit and Risk Committee meeting held on 15 May. The principal potential risks for Agency were discussed by the Board. These included risks around strategic leadership due to the continued growth of the Agency, and external factors which may inhibit the Agency's ability to deliver its services, for example, external policy changes or decisions.	

	Decision	Action
	<p>As part of the Organisational Strategy the executive will be establishing a structured way of working to strengthen agility across the organisation.</p> <p>The Executive will update the divisional risk registers to take account of the obstacles and risks identified as part of an exercise undertaken by the Senior Management Team, and also report details of the top ten divisional risk registers to the Board on a regular basis.</p>	<p>Executive to incorporate the boards direction within the both the Corporate Risk Register and the divisional risk register.</p>
2b	<p>Projects and Procurement</p> <p>Peter Hesse joined the meeting outlining details of the work of the Projects and Procurement team, in particular changes to the strategic direction of the unit.</p> <p>It was confirmed that the Agency will no longer be providing full design services or employers representative roles to local authorities or approved housing bodies. It was noted that there are 3 legacy projects the Agency is committed to providing these services, but no further work will be undertaken in this regard. The Board welcomed the strategic focus, and the needs led approach being taken going forward.</p> <p>The Board provided direction in relation to the transition and change management process, in particular issuing strong communications to stakeholders at the appropriate time to outline the change in service provision. The executive confirmed the resources and skills required are being revised in line with the change in services going forward.</p>	<p>Implement Change management process.</p>
2c	<p>Culture</p> <p>Ciara Galvin provided an update on the recommendations being implemented following the Culture Audit undertaken by Deloitte.</p> <p>David Silke presented draft metrics for monitoring culture throughout the Agency. The Board noted the robustness of these metrics and suggested sick leave data be included.</p> <p>It was recommended that the executive look at a “A Great Place to work” as a framework to align with.</p>	<p>Add sick leave and look at Great place to work</p>
2d	<p>Communications</p> <p>David Silke presented the draft affordable homes website due for completion in June. It is planned to have an initial soft launch using local authorities, AHBs and other relevant state bodies.</p> <p>The Agency will be working with the Department to launch a national affordable housing awareness campaign in September 2023, using the website as a core source of information.</p> <p>Details on the outline agenda and proposed speakers for the Agency’s Leadership Conference scheduled for 29th September were provided. The executive was asked to consider a media partner to interview speakers on the day and promote the conference.</p>	<p>Consider a media partner for the conference</p>

	Decision	Action															
3	Committees and Advisory Panels																
3a	<p>Audit and Risk Committee Dervla Tierney provided a report outlining the activities of the ARC Committee meeting held on 15 May. A discussion was held in relation to relation to the membership of the Committee and the skills that could benefit the Committee. A proposal discussed was to seek someone with experience in the Approved Housing Body sector.</p> <p>Eadaoin will liaise with ICSH colleagues to seek to identify individuals that could potentially represent AHB sector risks that could impact the Housing Agency. The executive to invite Barry O’ Leary, CEO of the Housing Finance Agency to present to the Board.</p>																
3b	<p>Research and Insights Panel David Duffy reported on the Research and Insights meeting held on 23 May 2023 and the items of discussion and actions that arose from the meeting.</p>																
3c	<p>Funding Review Committee Carol Tancock reported on the second meeting of the Funding review Committee which took place on 18 May 2023. The Committee reviewed four proposals and are recommending all four to the board for approval. A discussion was held in relation to information to be included in future Croi Conaithe proposals.</p>																
4.	Governance/Matters Reserved																
4a	<p>Funding Review Committee Report Ciara Galvin presented proposals following the Funding Review Committee’s recommendations. Proposer: Carol Tancock Seconded: Eileen Gleeson</p> <table border="1"> <thead> <tr> <th>Resolution No</th> <th>Scheme Ref</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>105</td> <td>CC001</td> <td>€6,360,000</td> </tr> <tr> <td>106</td> <td>CC002</td> <td>€9,792,000</td> </tr> <tr> <td>107</td> <td>CC003</td> <td>€39,456,000</td> </tr> <tr> <td>108</td> <td>REF23 38</td> <td>€2,700,00</td> </tr> </tbody> </table> <p>The executive to provide more details in relation to the assessment matrix to the next Funding Review Committee meeting.</p>	Resolution No	Scheme Ref	Amount	105	CC001	€6,360,000	106	CC002	€9,792,000	107	CC003	€39,456,000	108	REF23 38	€2,700,00	
Resolution No	Scheme Ref	Amount															
105	CC001	€6,360,000															
106	CC002	€9,792,000															
107	CC003	€39,456,000															
108	REF23 38	€2,700,00															

	Decision	Action
4b	<p>Resolutions</p> <p>Resolution No 109 – Delegated Levels of Authority</p> <p>The Audit and Risk Committee proposed a resolution for Matters Reserved for Board approval be set at [REDACTED] and above. Providing the Chief Executive Officer with the delegation to approve the purchase of goods, services, or expend monies under a particular scheme up to the value of [REDACTED].</p> <p>The Board resolved to delegate the level of authority to commit to expenditure up to the value of [REDACTED] to the Chief Executive Officer. Details of decisions made by the executive between the value of [REDACTED] and [REDACTED] will be reported to the Funding Review Committee.</p> <p>Proposer: Carol Tancock Seconded: Eileen Gleeson</p> <p>Resolution 112 – Delegated Levels of Authority CRTiS</p> <p>A second resolution was proposed by the Funding Review Committee to delegate authority to the Funding Review Committee or Chief Executive Officer up to value of [REDACTED] under the Cost Rental Tenant in Situ Scheme (CRTiS), as a temporary measure from June 2023 to August 2023.</p> <p>The Board passed this resolution as a temporary arrangement, on the basis that all approvals will be reported to the Funding Review Committee. The Chief Executive Officer will only approve acquisitions where timing is outside of the scheduled Funding Review Committee meetings.</p> <p>Proposer: Carol Tancock Seconded: Eileen Gleeson</p> <p>Resolution 110</p> <p>The Board resolved to a site transfer of 0.00005ha to Offaly County Council at meeting 106, under resolution number 93. A proposal was presented to increase site area to 0.003ha to enable Offaly County Council to maintain the area for the purposes required.</p> <p>The Board resolved to the increased area for transfer to Offaly County Council.</p> <p>Proposer: Carol Tancock Seconded: Eileen Gleeson</p>	
4c	<p>Audit and Risk Terms of Reference</p> <p>Ciara Galvin presented draft Terms of Reference for the Audit and Risk Committee, confirming the Audit and Risk Committee had reviewed and proposed their adoption by the Board.</p>	

	Decision	Action
	The Board adopted the Terms of Reference subject to an amendment in section 2 to provide for external members to the Committee.	
4d	<p>Board Secretary Report Ciara Galvin presented the Board Secretary Report previously circulated and provided details of the expected process for the Periodic Critical Review which is to commence shortly.</p> <p>The executive to liaise with other agencies that have been through the PCR process. The Board welcomed the opportunity provided by the review to reflect on the role of the Agency, ahead of the development of the Statement of Strategy to be reviewed in 2024.</p>	Executive to liaise with other bodies who have completed the PCR process.
5.	CEO Reports	
5a	<p>CEO Monthly Report Bob Jordan highlighted several areas within the CEO report and provided an update on the applications received under the Land Acquisition Fund.</p>	
5b	<p>Key Areas of Performance Report Noted</p>	
6.	Finance	
6a	<p>Management Accounts Sinead Dunne provided an update in relation to the financial position of the Agency.</p>	
6b	<p>Procurement Plan Progress Report Noted</p>	
7	<p>AOB A discussion was held in relation to the National Building Control office and its purpose going forward. It was confirmed that the Department are working on longer term monitoring and oversight of building control and the Agency has undertaken research to inform the Department.</p>	
8	<p>Meeting without the Executive Present The Executive left the meeting to allow for discussion by members of the Board.</p>	

Chairperson

Date

Appendix 1

Action Items arising from Housing Agency Board Meeting No. 112

	Area	Summary of Decision/Action	Responsibility/ Timeframe
1	Risk	Executive to incorporate the boards direction within the both the Corporate Risk Register and the divisional risk register.	
2	Projects and Procurement	Implement Change management process.	
3	Culture Metrics	Add sick leave and look at Great place to work	
4	Communications – Leadership Conference	Consider a media partner for the conference	
5	Periodic Critical Review	Executive to liaise with other bodies who have completed the PCR process.	