



Minutes from Board Meeting No. 115
The Housing Agency

ITEM 1a

Date	18 July 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, Aine Stapleton and Eileen Gleeson
Apologies	Niamh Callaghan
Attendees	Sinead Dunne, Jim Baneham and Ciara Galvin - HA
Minute Taker	Ciara Galvin

	Decision	Action
1.	Preliminaries	
1a	Minutes of Meeting #112, 113 and 114 Noted and agreed	
1b	Matters Arising Bob Jordan provided an update on the matters arising from meeting 112, all items are covered on the agenda. It was reported to the Board that Peter Hesse will be retiring from the Agency later this year. The Board commended Mr. Hesse's commitment and work in both the Housing Agency and the sector.	
1c	Conflict of Interest Ms. Dervla Tierney notified the board of her Directorship with The Enniscorthy Forum (TEF), a non-profit company and provided details of this role. Full details have been recorded by the Board Secretary. [REDACTED] [REDACTED] [REDACTED] There are no known conflicts of interest at this stage. However, the board will be alerted should this occur in the future.	

	Decision	Action
1d	<p>Chair Opening Statement</p> <p>The Chairman opened the meeting acknowledging the complexity of the work of the Agency. To assess the current distribution of resources, an initial assessment of the Agency’s programmes and their relative impact to date is to be undertaken by the Executive. This to be reported to the September board meeting.</p> <p>It was noted that the Agency should consider reviewing the social housing allocations process and the timelines for allocations. The Department will have data on this in the short term and can provide this information to the Agency.</p> <p>In the context of governing issues that have been disclosed in other state bodies in past few weeks, the Board discussed the importance of reflecting on its role in the overall governance of the Agency.</p> <p>It was recommended that the Agency review the current outsourced internal audit model and consider moving this function in house. The Audit and Risk Committee will consider this at its next meeting.</p>	<p>Review of Impact</p> <p>Review allocations process and timelines</p> <p>Review</p> <p>Board Governance Review</p> <p>Review Internal Audit Function</p>
2	Board Discussions	
2a	<p>National Housing Strategy for Disabled People</p> <p>Claire Feeney joined the meeting to present the National Housing Strategy for Disabled People. She outlined the themes, outcomes and actions in respect of the recently launched Implementation Plan for the National Housing Strategy for Disabled People, and the high proportion of actions being led by the Housing Agency.</p> <p>It was recommended that the Agency incorporate Directors of Services of local authorities into the engagement and awareness campaign for the strategy. It was recommended that the Leadership Conference also capture the Housing Strategy for Disabled People within its agenda.</p>	<p>Incorporate items within awareness campaign</p>
3	Finance	
3a	<p>Management Accounts</p> <p>Sinead Dunne provided an update on the financial position of the Agency. The 2023 budget is expected to be fully expended by year end. Ms. Dunne also presented the approach taken for the annual estimates process for Budget 2024. It was noted that the timeframe provided was extremely tight with an earlier than expected turnaround time.</p> <p>A discussion took place on the estimated payroll costs compared with 2023. An assessment of the additional staffing requirement being sought will need to be reviewed and aligned with key priority areas of work.</p>	

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	<p>A tender process is underway to commission a review of the finance structure, systems and processes. A new Head of Finance has been recruited and will commence in mid-August.</p> <p>The Comptroller and Auditor General have commenced the audit for the 2022 period.</p>	
3b	<p>Residential Zoned Land Tax (RZLT) Jim Baneham joined the meeting to update the board on the liability arising from the RZLT. A number of sites are planned for transfer to other bodies before year end and this will reduce the liability. It was noted that the policy regarding public sector lands and the RZLT is under review and a decision is expected in the autumn.</p> <p>Jim provided the Board with an update on the previously reported cost rental viability measure. It was confirmed that this scheme is being noted by Government today and is likely to be announced in the coming days. The Sustainable Tenancy Affordable Rental Investment Scheme (i.e. STAR) is the full name of the scheme.</p> <p>The STAR Investment Scheme will be managed and administered by the Housing Agency. Mr. Baneham outlined the details of the scheme, including the level of subsidies available and the application criteria. It is anticipated the submission process will commence on 1st August 2023. The scheme will be managed by the affordable housing team within the Agency.</p> <p>The Board asked for further details on the scheme, including the variance in investment levels (for schemes in Dublin and outside Dublin), the resources required to deliver the scheme, and overall governance.</p> <p>It was agreed the Funding Review Committee will undertake risk review of the scheme.</p>	<p>Report back to the Board</p> <p>Review through the FRC</p>
3c	<p>Procurement Plan Progress Report The report was noted, and clarifications provided in relation to a number of procurement processes.</p>	
4	<p>Risk Sinead Dunne provided the Board with an update around the principal risks of the Agency, and ongoing work to enhance risk management processes and procedures within the Agency.</p> <p>Dervla Tierney updated the board on the risk discussions held at the June ARC meeting.</p>	

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	It was recommended that the executive consider the inclusion of health and safety on the corporate risk register. The Board discussed the benefit of seeing further details on residual risks which remain at a high ranking.	Update Corporate Risk Register Report to Board on high risks
5	Committees and Advisory Panels	
5a	Audit and Risk Committee Dervla Tierney provided a report outlining the activities and outcomes of the ARC Committee meeting held on 20 th June 2023. It was requested that the Executive circulate the matrix of governing policies in the Agency which identifies the items planned for review and updating.	Circulate Governance Policy Listing
5b	Strategy Committee Michael Carey provided the board with an update from the Strategy Committee meeting held on 13 th June 2023. Bob Jordan updated the Board on plans to put in place resources to monitor and evaluate the impact of the Agency.	
5c	Funding Review Committee Carol Tancock reported details from the fourth meeting of the Funding Review Committee which took place on 11 th July 2023. Noting the risks discussed and the funding proposals that were considered in detail by the Committee. The Committee proposed a [REDACTED]. The Board approved this policy. It was clarified that the maximum market guidelines are set by the Department of Housing nationally. Carol Tancock emphasised the risk regarding long-term ownership of properties acquired by the Agency under the Cost Rental Tenant in Situ Scheme.	
6.	Governance/Matters Reserved	
6a	Funding Review Committee Report Carol Tancock proposed four items for the Boards consideration. The Board discussed these proposals, three under the Cost Rental Tenant in Situ scheme, and one under the Land Acquisition Fund. In respect of the Land Acquisition Fund (LAF), the Board considered proposal LAF068 seeking approval to provide funding to Fingal County Council in the amount of €18.9m, rather than acquire the lands. It was recognised that this was a variation on the original Circular. This	

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	<p>variation had been considered and approved by the LAF Oversight Group and the LAF Steering Group, before the proposal was considered by the Funding Review Committee. Having reviewed the details and the particulars of the site, the Funding Review Committee recommended the Board's approval to issue funding in the amount of €18.9m to Fingal County Council.</p> <p>The Board approved each proposal as follows:</p> <table border="1" data-bbox="225 600 1104 831"> <thead> <tr> <th>Resolution No</th> <th>Scheme Ref</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>118</td> <td>CRTS0008</td> <td>€ [REDACTED]</td> </tr> <tr> <td>118</td> <td>CRTS0026</td> <td>€ [REDACTED]</td> </tr> <tr> <td>118</td> <td>CRTS0042</td> <td>€ [REDACTED]</td> </tr> <tr> <td>119</td> <td>LAF068</td> <td>€18,900,000</td> </tr> </tbody> </table>	Resolution No	Scheme Ref	Amount	118	CRTS0008	€ [REDACTED]	118	CRTS0026	€ [REDACTED]	118	CRTS0042	€ [REDACTED]	119	LAF068	€18,900,000	
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6c	<p>Draft Statement on Internal Control An updated Statement on Internal Control was presented to the Board following a review by the Audit and Risk Committee.</p> <p>The Board noted their satisfaction with this statement.</p>																
6d	<p>Draft Protected Disclosures Policy Ciara Galvin presented the draft Protected Disclosures Policy.</p> <p>Clarification was sought in respect of the roles under the legislation. The Executive will review the policy further and bring a revised draft for approval to the next board meeting.</p>	Present amended Policy to the Sept Board meeting.															
7.	CEO Reports																
7a	<p>CEO Monthly Report Bob Jordan highlighted several areas from the monthly CEO report including: the number of bids on properties under the Cost Rental Tenant in Situ scheme; proposals with DPER to utilise the Housing Agency Acquisition Fund for CRTiS and for Housing First acquisitions; the recent EOI inviting submissions from private providers/ AHBs interested in becoming Mortgage to Rent providers; revised arrangements for approving and reporting Local Authority Home Loan decisions; and plans for the Leadership Conference.</p> <p>The CEO noted that the executive is exploring options for alternative office space to facilitate both accessibility and enhanced staff collaboration across the Agency.</p> <p>It was recommended that the executive consider a recruitment hub at the Leadership Conference in September.</p>	Recruitment Hub															

	Decision	Action
	In respect of developing a national affordable housing application portal it was suggested the executive liaise with the ICSH on experiences of other portals developed.	Liaise with ICSH
7b	Key Areas of Performance Report Noted	
8	AOB It was requested that the Executive provide an update on legal cases brought against the Agency.	

Chairperson

Date

Appendix 1

Action Items arising from Housing Agency Board Meeting No. 115

	Area	Summary of Decision/Action	Responsibility/ Timeframe
1	Impact	To assess the current distribution of resources, an initial assessment of the Agency's programmes and their relative impact to date is to be undertaken by the Executive. This to be reported to the September board meeting.	CEO September 2023
2	Governance	Review governance, circulate governing policies and procedures. Review the current outsourced internal audit model and consider moving this function in house. Provide update on legal cases brought against the Agency	Ciara Galvin ARC September 2023 September 2023
3	Research	consider reviewing the social housing allocations process and the timelines for allocations	David Silke
4	Disability	It was recommended that the Agency incorporate Directors of Services of local authorities into the engagement and awareness campaign for the strategy. It was recommended that the Leadership Conference also capture the Housing Strategy for Disabled People within its agenda.	Claire Feeney
5	STAR	The Board asked for further details on the scheme, including the variance in investment levels (for schemes in Dublin and outside Dublin), the resources required to deliver the scheme, and overall governance. It was agreed the Funding Review Committee will undertake risk review of the scheme.	Jim Baneham FRC
6	Risk	Update Corporate Risk Register to highlight Health and Safety as an important principal risk. Report details on High Residual Risks to the Board	Sinead Dunne
7	Protected Disclosures	The Executive will review the policy further and bring a revised draft for approval to the next board meeting.	Ciara Galvin
8	Leadership Conference	Leadership Conference also capture the Housing Strategy for Disabled People within its agenda. Executive consider a recruitment hub at the Leadership Conference in September.	David Silke

	Area	Summary of Decision/Action	Responsibility/ Timeframe
9	Online Portals	In respect of developing a national affordable housing application portal it was suggested the executive liaise with the ICSH on experiences of other portals developed.	Gwen Perry