



Minutes from Board Meeting No. 78 Housing Agency

Date	28 th January 2020	
Venue	53 Upper Mount Street, Dublin 2	
Time	11.00am	
Chaired	Michael Carey	
Board Members	Tony O'Brien, Fiona Lawless, John O'Connor, John Burke and Donal McManus. David Duffy, Frank Curran, Anne Cronin	
Apologies	None	
Attendees	David Silke, Ciara Galvin,	
Minute Taker	Ciara Galvin	
	Decision	Action
1	Preliminaries	
1a	Minutes of November and December 2019 Agreed subject to amendment to include the Audit and Risk Committees role to now include review of draft management responses for inclusion in the management letter.	
1b	Matters Arising Reported and noted	
1c	Declaration of Interests The Board were provided an opportunity to declare any interests in respect of the meeting contents. Tony O' Brien confirmed that he was on the Audit and Risk Committee of the Pyrite Resolution Board and the Land Development Agency and would abstain from the discussions relating to either entities on the agenda.	
1d	Chairman's Opening Statement Michael Carey opened the meeting by welcoming Frank Curran to the Board as a new Board member. Anne Cronin was also welcomed as an advisor to the Board. Anne has been appointed as an advisor to provide a level of expertise to the Board that currently not on the Board. The Chair noted that some progress has been made however there are still areas which are slower than hoped.	

	Decision	Action
	<p>An Independent review of the Board has concluded and will be a discussion point at the next Board meeting.</p> <p>It was noted that the Agency needs to be informative regards the potential change of Government following the election in February 2020 and be prepared for moving forward with the political system.</p> <p>It was noted that the previous Chairperson, Conor Skehan's mother passed away, and a note of sympathy was to issue to Mr Skehan from the Board. All present at the meeting introduce themselves to the meeting.</p>	<p>Next Meeting Discussion</p> <p>Next Meeting Discussion</p>
2	Chief Executives Report	
2a	<p>Performance Report 31st December 2019 John O' Connor presented the report. A discussion was held in respect of the performance against targets.</p> <p>It was noted that comparison with 2018 figures would be useful on the main high-level report.</p> <p>Further discussion held regarding the blockages in respect of the Acquisition Programme. It was noted that the key blockages have been the delay in sales onto AHBs, the leakage of administrative costs such as legal, valuation and surveying was noted. However, permission was not granted from DPER to provide further funding against the administrative costs. It was recommended that the Executive and DHPLG arrange a meeting to progress before the next meeting. Occupancy rates will be important to assist in monitoring the programme. Metrics against properties available for occupations versus properties that are not available for occupation as they require work.</p> <p>In respect of the softer delivery where the Agency is providing support to longer term delivery, it would be useful for the Board to be able to demonstrate a percentage of delivery that has comes through the systems.</p> <p>In respect of the outputs under the Pyrite Remediation Scheme were positive for 2019. However, it was reported that the same may not be the case for 2020. There have been some delays from the PRB in getting approvals onto the scheme. There is the risk of losing the contractors from the current framework and experienced resources. The Executive are encouraging a stronger approval system with the PRB.</p>	<p>Include 2018 figures for comparison</p> <p>Acquisitions Programme Mtg to be arranged and occupation rates to be reported and monitored,</p> <p>Soft delivery – progress against previous years would be valuable</p>

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2b	<p>CEO Report John O' Connor presented the report in respect of items of note, risk, resources and communications.</p> <p>It was noted, draft correspondence had been received from the Land Development Agency in respect of one of the sites earmarked for transfer to the LDA. It was noted that the Housing Agency is supportive of the transfer to the LDA as swiftly as it possible. And legal advice to be sought in respect of the letter received.</p>	
2c	<p>Business Plan 2020 Discussion held in respect of the business plan for 2020, and specifically the priority areas noted.</p> <p>A discussion was held in respect of the benefits the Housing Agency could draw on regarding Cost Rent Models. It was recommended that a clear explanation of cost rental be drafted. It was also recommended that a position paper on this item and others would be beneficial</p> <p>It was noted that the Executive review the resources and allocation of same against the work programme, whilst liaising with the LGMA on the new delivery units being established to ensure there is no cross over in roles. The Board adopted the Business Plan for 2020, on the basis that there may be a requirement for additional resources.</p>	Position Papers
3.	Finance	
3a	<p>Management Accounts</p> <p>Presented by Margaret Jordan and noted that the grant for 2019 was €10m and the Housing Agency drew down €7.5m. The savings were made as the Agency awaited sanctions from the DHPLG for recruitment of staff budgeted for in 2019. The Executive had sought sanction through the DHPLG for a reallocation of the savings into the Acquisitions Programme. The purpose for this request was to offset against the associated legal, valuation and surveying costs under the Acquisitions Programme to increase the ability of the revolving fund to purchase more properties. It was confirmed that this reallocation was not approved.</p>	
3b	<p>Draft Financial Statements 2019</p> <p>Margaret Jordan presented the draft financial statements. It was noted that the format had changed in the context of recommendations from the Comptroller and Auditor General (C&AG) arising from the 2018 Audit. A discussion was held in relation to land held.</p>	Present FS to Board as February meeting.

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	It was reported that the Audit and Risk Committee reviewed the draft financial statements prior to the Board meeting and agreed that the current draft be issued to the C&AG as is and have recommended a number of amendments be made. It was requested that the FS be presented to the Board in February.	
4	Sub Committees	
4a	<p>Audit and Risk Committee (ARC) The minutes of the ARC held in November 2019 were noted. Tony O' Brien provided an update on the contents of the meeting held in advance of the Board meeting. The ARC reviewed the draft financial statements, the draft Internal audit Plan 2020 was agreed to include audits covering the Projects and Procurement; Land Aggregation Scheme and an internal assessment on the compliance of procedures and processes in particular areas, specifically Acquisition's. The Committee discussed the legal costs incurred and recouped which are associated with properties purchased in trust. The Executive were asked to review and reconsider the need of the Agency undertaking this role. It was reported that the draft ARC Annual Report 2019 has been prepared and will be circulated to the Board.</p>	Circulate draft ARC 2019 Annual Report
4b	<p>Strategy Michael Carey provided an update from the Strategy Committee, noting the draft minutes as provided within the Board papers. Some items of the meeting have been covered under the business plan. Separately, the Committee requested the establishment of general tracking system in respect of pace against requests and sanctions awaited. A review of the Mortgage to Rent Scheme was also requested.</p>	
5	Matters Reserved	
5a	<p>Systems of Internal Control It was reported that this was a requirement of the Code of Practice and is undertaken on an annual basis. The Audit and Risk Committee review this on behalf of the Board and did so prior to the Board meeting. The Audit and Risk committee have prepared a draft Statement of Internal Control for the Chairpersons review., which will issue in the coming days.</p>	Statement to be issued to the Chairperson
5b	<p>Risk Policy Draft Risk Policy was presented to the Board and adopted.</p>	
5c	<p>PRB Governance Procedural Arrangement The amended Governance Procedural Arrangement between the PRB and the Housing Agency was adopted</p>	

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5.	Board Discussions	
	<p>Acquisitions Review Recommendations</p> <p>Jim Baneham and Rory Mulholland joined the meeting and presented on outcomes from the recommendations presented to the Board in September 2019. A discussion followed in respect of the outcomes, and it was noted that one to one meeting with specific AHBs would be the most fruitful in getting sales over the line.</p> <p>The priority is to seek to optimise the progress of the scheme and make it as effective as is possible. It is recognised with the blockages to the scheme, that full targets may not be achievable in 2020.</p>	Meetings with AHBs to be progressed
6	<p>AOB</p> <p>An update in respect of the potential purchase of properties in Sligo was sought. It was confirmed that the request is currently with the DHPLG.</p> <p>A reminder was noted in respect of obligations under the Ethics Acts to provide an annual statement of declaration by the end of January 2020 in respect of 2019.</p>	
7	<p>Meeting without the Executive Present</p> <p>Executive members left the meeting to allow the non-executive members hold an open discussion.</p> <p>Next meeting will February 25th February 2020 at 11am.</p>	

Chairperson

Date

Appendix

Action Items arising from Board Meeting No. 78

Housing Agency

	Summary of Decision/Action	Responsibility/ Timeframe
1.	Independent Review of Board Presentation to February meeting	Feb 2020
2.	Programme for Government Presentation to February meeting on the programme for Government	Feb 2020
3	Performance Reporting <ul style="list-style-type: none">▪ Comparison between 2018 and 2019 at high level to be included▪ In respect of the supports to delivery, statistics should be available to see what delivery is coming through from previous years support.	Feb 2020
4.	Acquisitions Programme <ul style="list-style-type: none">▪ Meeting to be arranged between Executive and DHPLG▪ Monitor occupancy rates▪ Monitor trend of timeline from purchase to sale and purchase to occupancy▪ One to one meetings with AHBs to be established to assist in the progression of sales.	Feb 2020
5.	Land Transfers Seek Legal Advice on site for transfer	Feb 2020
6.	Business Plan Develop position papers on a number of key areas, for example Cost Rental, Mortgage to Rent etc	Develop Programme
7.	Financial Statements 2019 New format to be presented formally to the Board in February 2020	Feb 2020
8.	Audit and Risk Committee Issue draft statement on the review of the systems of internal controls. Circulate Audit and Risk Committees 2019 annual report.	Feb 2020