



## Minutes from Board Meeting No. 85 The Housing Agency

<b>Date</b>	11 <sup>th</sup> August 2020	
<b>Venue</b>	Video Conference Call	
<b>Time</b>	11.00am	
<b>Chaired</b>	Michael Carey	
<b>Board Members</b>	Tony O'Brien, John O'Connor, Donal McManus, David Duffy and Fiona Lawless	
<b>Apologies</b>	John Burke, Mary Hurley, and Frank Curran	
<b>Attendees</b>	Ciara Galvin	
<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 #84 24June 2020</b> Agreed.	
<b>1b</b>	<b>Matters Arising</b> Reported and noted.	
<b>1c</b>	<b>Declaration of Interests</b> The Chairman reminded members of the importance of independence and their duty regarding The Housing Agency, reiterating that input and decision making is for the Housing Agency itself, individual experience and representatives' backgrounds are important, however decisions must be in the interest of the Agency.  Members were provided the opportunity to declare any interests. None were reported.	
<b>1d</b>	<b>Chairman's Opening Statement</b> Michael Carey formally opened the meeting outlining that this was scheduled as a shorter than usual meeting. Mr. Carey asked members to consider any issues that have been highlighted in the past month which they feel would benefit further reporting to the Board, and to note this later in the meeting.  It was confirmed that the next meeting will take place in person with strong social distancing measures in place.	

	<b>Decision</b>	<b>Action</b>
<b>3.</b>	<b>Finance Reports</b>	
<b>3a</b>	<p><b>Management Accounts 30<sup>th</sup> June 2020</b>  John O' Connor provided an update on the budget activity and the forecasted expenditure to the end of 2020. It is projecting an underspend at the end of the financial year; which is largely due to the impact of vacancies not filled. It was confirmed that the organisation is on track to have the full complement of staff by the end of 2020 and will require its estimated budget for 2021.</p> <p>Discussion held in relation to the estimates for 2021. The Executive to refer to the DHPLG in relation to the underspend in 2020 and the funding needed in 2021.</p> <p>An update was provided in respect of the Pyrite Remediation Scheme, highlighting the budget forecast to the end of 2020 being €15m rather than €20m. This is due to several issues including the stoppage of work due to COVID 19, delays in the application approval process, and technical issues on the inclusion of a new area to the scheme.</p> <p>Communications in respect of the projected costs to the end of 2020 across both the state grant and the Pyrite Remediation Scheme funds will be issued to the DHPLG.</p> <p>A discussion was held on the settlement received in respect of properties remediated in an estate whereby the PRB took an action against the developer of the properties to recoup the costs of remediation. This related to 60 properties. It was confirmed that the PRB does not have administrative or banking means to take receipt of the funds. Therefore, this is received by the Housing Agency and returned to the Exchequer through the DHPLG. It was requested that an assurance be provided that all relevant paperwork is available in respect of the funds transferring. ARC to review and report back to next Board meeting.</p> <p>It was reported that the C&amp;AG have undertaken a review of the pyrite scheme which will form a chapter in the C&amp;AG annual report. The report focuses payments from Homebond and recoupment of monies by PRB.</p>	<p>Discussions to be held with the DHPLG re 2021 estimates</p> <p>Discussions to be held with DHPLG re projected costs to end of 2020</p> <p>ARC to review settlement and provide assurance regards audit trail.</p>
<b>3c</b>	<p><b>Procurement Report 31<sup>st</sup> July 2020</b>  A discussion was held on the report, including an overview of the tender regarding a HAP Review.</p> <p>It was reported that contracts entered into, which are drawdown from the established frameworks under the Pyrite Remediation Scheme will be included in the main procurement report going forward.</p>	<p>PRS to be included in the Procurement Report</p>

	<b>Decision</b>	<b>Action</b>
	<p>It was confirmed that Crowe Ireland have been appointed as the Internal Auditors for The Housing Agency.</p> <p>A discussion was held in respect of reporting legal actions taken by The Housing Agency. It was agreed that in future these be incorporated into the CEO monthly report.</p> <p>The CEO also provided an update in respect of legal action taken whereby a vacant property purchased by The Housing Agency was illegally occupied. The Housing Agency took legal action for the property to be vacated. While the Board was satisfied that the action taken in this case was appropriate, it was given a commitment by the CEO that the Board would be advised when any such action was being initiated in future.</p>	Legal Updates to be included in the CEO report
<b>5</b>	<b>CEO Report</b>	
<b>5a</b>	<p><b>Performance Report</b> John O' Connor provided a high-level update on the performance report.</p> <ul style="list-style-type: none"> <li>▪ Acquisitions continue to have significant issues in achieving targets, with 29% of target had been reached at the end of June.</li> <li>▪ Mortgage to Rent, still a lot lower than projected, and it is expected that this will pick up later in the year.</li> <li>▪ Achievements within the Pyrite Remediation Scheme exceed the target at the end of June however this trend is not expected to continue, with the initial target of 260 being reduced to 200</li> </ul> <p>A discussion on what corrective actions can be taken to achieve targets or if reflection on the initial target was held. It was agreed that the CEO to set-out actions that are being taken across areas noted.</p>	Report on areas noted
<b>5b</b>	<p><b>CEO Monthly Report</b> John O' Connor provided an outline of the monthly report. Since the monthly report was circulated, the C&amp;AG have provided a copy of the draft report on the Pyrite Remediation Scheme and this is being reviewed. The CEO undertook to circulate the draft report to the Board.</p>	
<b>6</b>	<p><b>AOB</b> The Board was advised that the Audit and Risk Committee have included the review a governance structures in respect of the NBA pensions scheme, to its work programme for 2020. The NBA Pension Scheme was taken over by The Housing Agency in 2018.</p> <p>Further to the Chairman's request at the beginning of the meeting regarding specific reporting suggestions, it was recommended that:</p>	

	<b>Decision</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>▪ Presentation/ Report on the Designation of Rent Pressure Zones be provided. It was requested that this include a briefing on how the information comes into the Agency, the assessment methodology, the information that comes to the Board, and what the role of the Housing Agency has in this function.</li> <li>▪ Details on the work and projects ongoing throughout the organisation, such as research was also requested.</li> <li>▪ It was also noted that an outline of the outcomes of decisions which the organisation has requested through the DHPLG would be beneficial.</li> </ul> <p>An update was provided in respect of the certification of the 2019 financial statements. Further to the C&amp;AG's position on the presentation of acquisitions on the accounts, agreement was reached, and the statements were updated to this effect. The Housing Agency awaits certification and sign off from the C&amp;AG.</p>	<p>Report on Rent Pressure Zones</p> <p>Report on research work</p> <p>Report of outcomes of decisions</p>

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**Chairperson**

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**Date**

## Appendix

### Action Items arising from Board Meeting No. 85

#### Housing Agency

	Area	Summary of Decision/Action	Responsibility/ Timeframe
1.	Finance	<ul style="list-style-type: none"><li>Discussions to be held with the DHPLG re 2021 estimates and projected costs to end of 2020</li><li>ARC to review the settlements received on behalf of the PRB and gain assurance audit trail is satisfactory.</li></ul>	Executive August 2020
2	Procurement Report	<ul style="list-style-type: none"><li>Pyrite Remediation Scheme to be included in the Procurement Report</li></ul>	Executive/ September Board
3	CEO Report	<ul style="list-style-type: none"><li>Legal Updates &amp; Actions Taken by HA to be included in the CEO report</li><li>Report on areas where resolutions are required on performance</li></ul>	September Board Meeting  17 <sup>th</sup> August 2020
4	Reports to the Board	<ul style="list-style-type: none"><li>Rent Pressure Zones</li><li>Research Programme and Work</li><li>Decisions and Outcomes</li></ul>	September Board Meeting