



## Minutes from Board Meeting No. 86

### The Housing Agency

Date	22 <sup>nd</sup> September 2020
Venue	Video Conference Call
Time	11.00am
Chaired	Michael Carey
Board Members	Tony O'Brien, John O'Connor, Donal McManus, David Duffy, John Burke, Frank Curran, Barry Quinlan, Fiona Lawless
Apologies	
Attendees	Ronan Lyons, David Silke, Ursula McAnulty, John McCartney, Jim Baneham, Margaret Jordan, Ciara Galvin
Minute Taker	Ciara Galvin

	Decision	Action
1	<b>Preliminaries</b>	
1a	<b>Minutes of Meeting #85 11<sup>th</sup> Aug 2020</b> Agreed.	
1b	<b>Matters Arising</b> Reported and noted.	
1c	<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.	
1d	<b>Chairman's Opening Statement</b> Michael Carey opened the meeting by welcoming Barry Quinlan to the Board. Mr. Carey conveyed personal thanks and gratitude to Mary Hurley for her time and commitment on the Board. It was reported that the Chair held a meeting with Minister O' Brien and this was a very positive discussion on the role and contribution of the Housing Agency. A number of issues were raised for follow up, including the Acquisitions Programme and Mortgage to Rent, the proposed Housing Commission and the intention that this will be established in a number of months. Also discussed was the Board composition and a commitment was made to increase membership of the Board by at least	Issue letter to Mary Hurley

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	<p>one member with focus on experience from a homelessness background. The Advisory Panels were also discussed, and it was agreed that a plenary session of the Board, all Advisory Panels and the Minister would take place later in the year.</p> <p>The Minister was very grateful and relayed his thanks to the Housing Agency team on the working ongoing on the Affordable Purchase Scheme,</p> <p>Finally, search and selection of a replacement CEO in 2021 was also discussed.</p>	
<b>2</b>	<b>Board Discussions</b>	
<b>2.a</b>	<p><b>Understanding Ireland Housing Demand</b></p> <p>Ronan Lyons joined the meeting providing an demographic statistics for Ireland over to assist in understanding the demand needs.</p> <p>A discussion followed and it was noted that the Executive would have contact Mr. Lyons to discuss the issues raised in further details.</p>	Further discussions with Mr. Lyons
<b>2b</b>	<p><b>Research Activities</b></p> <p>Ursula McAnulty joined the meeting to provide an overview of the work programme of the research function.</p> <p>It was noted that research undertaken by the Agency is important and sits well with government policy and programme for government. It was highlighted that it would be supportive if timing of research can tie into the government decisions. It was agreed that a seminar between the DHPLG and The Agency would be arranged. A timeline of expected publications would also be very useful.</p> <p>A discussion was held in relation to the Construction Pipeline and it was confirmed that the data is collated on a quarterly basis.</p> <p>It was recommended that a snapshot of "Housing in Numbers" be produced once a year, it was requested that the Agency liaise with the DHPLG to progress this.</p>	Development of Housing in Numbers – liaise with DHPLG
<b>2c</b>	<p><b>Rent Pressure Zones (RPZ)</b></p> <p>David Silke provided an outline of the report circulated explaining the methodology in relation to data analysis and the role of the Housing Agency.</p> <p>Paper sets out and – engagement with local authorities, is form survey they right way of engaging, would a phone call be sufficient to ensure the information is obtained and beneficial.</p> <p>Discussion held in respect of the conclusion/limit of the RPZs under the legislation. It was confirmed that legislation currently has a sunset clause in place.</p> <p>A further discussion was held in relation to the Agency recommending a review of a RPZ area. The legislation provides for The Housing Agency to undertake this role. It was outlined that to date the data has not indicated an area should be de-zoned. It was recommended that the</p>	

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	<p>Agency look further at determining if rental markets have improved in any area and would now fall outside of the criteria.</p> <p>It was requested that in future proposals to the Board, the full details of the trend on the annual percentage and rent relevant to an area be expanded within the recommendation.</p> <p>It was confirmed that the role of the Housing Agency is to analysis historic data on the indicators, with the RTBs role to confirm an area a rent pressure zone based on data current data which is held by the RTB. This separation of duties is in line with the legislation.</p>	Review of Rental Markets to determine if there has been an improvement in an area
<b>2d</b>	<p><b>Rent Pressure Zone Proposal</b></p> <p>David Silke provided a proposal to the Board to consider the full county of Kildare as a Rent Pressure Zone.</p> <p>It was resolved to recommend the full county of Kildare to the Minister for consideration as a Rent Pressure Zone.</p>	Issue letter to the Minister
<b>2e</b>	<p><b>Mortgage to Rent</b></p> <p>John O' Connor updated the meeting in respect of the MtR scheme. The paper outlined actions for recommendation to ensure the projected pipeline can be achieved. It was reported that the Minister has indicated that a review of the scheme and The Housing Agency should undertake a review and provide its recommendations to the Minister.</p> <p>Frank Curran confirmed he would liaise through the CCMA to outlined encourage the recommendations.</p> <p>A discussion was held in respect of an awareness programme being undertaken to promote and train LA staff in relation to MtR.</p>	HA to review and draft recommendations  F. Curran to link in with CCMA  Expand awareness campaigns
<b>3.</b>	<b>Finance Reports</b>	
<b>3a</b>	<p><b>Management Accounts 31<sup>st</sup> August 2020</b></p> <p>Margaret Jordan joined the meeting and outlined that key details of the report.</p>	
<b>3c</b>	<p><b>Procurement Report 14<sup>th</sup> September 2020</b></p> <p>Report noted.</p>	
<b>4</b>	<b>CEO Report</b>	
<b>4a</b>	<p><b>Performance Report</b></p> <p>John O' Connor provided a high-level update on the performance report.</p> <p>It was noted that the issues remain the same in respect of reporting at the last number of meetings, and remedies were outlined in respect of these areas.</p>	

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<b>4b</b>	<p><b>CEO Monthly Report</b></p> <p>John O' Connor provided an outline of the monthly report noting that:</p> <ul style="list-style-type: none"> <li>▪ A meeting was held between Minister O' Brien, Secretary General and Michael Carey</li> <li>▪ A significant amount of preparatory work has been ongoing in supporting the development of the Affordable Action Plan</li> </ul>	
<b>4c</b>	<p><b>Risk</b></p> <p>David presented the principle risks, confirming they were discussed at the Audit and Risk Committee prior to this meeting. It was agreed to maintain the risk item in respect of Business Continuity on the principle register.</p>	
<b>6.</b>	<b>Committees and Advisory Panels</b>	
<b>6a</b>	<p><b>Strategy Committee</b></p> <p>Michael Carey provided an outline of the Strategy Committee held on the 7<sup>th</sup> September, with minutes available within the papers on Decision Time.</p> <p>Discussions at the meeting included looking at options to develop a virtual EU engagement programme to utilise the connections made at the beginning of the year.</p> <p>A discussion was held in respect of a review of the Mortgage to Rent Scheme</p> <p>The Committee reviewed key housing statistics presented and how the Agency can develop and promote real data.</p> <p>The Programme for Government was discussed and the key areas in which the Agency could add value.</p> <p>The committee also reviewed the monthly Keys of Focus indicators along with the outcome of the half yearly review of the business plan outputs.</p> <p>Update the minutes to reflect that the removal of draft.</p>	
<b>6b</b>	<p><b>Audit and Risk Committee (ARC)</b></p> <p>Tony O' Brien provided an update from the ARC meeting held prior to this meeting,</p> <p>The C&amp;AG has not yet responded to the Agency's email of June 23rd last regarding the categorisation of LADA scheme expenses, other than an email of August 10th last saying the C&amp;AG will revert</p> <p>Crowe presented its proposed audit plan and it has been adopted by the ARC.</p> <p>The ARC reviewed the Corporate Risk Register presented to the Board. It noted that some risks were not within the control of the Agency.</p>	

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	<p>The initial Call for Housing (CFH) acquisitions have been undertaken. It was noted that these are being carried out as LADA acquisitions and the Board agreed that the relevant LADA procedures documentation should be amended to include CFH acquisitions.</p> <p>Revised financial procedures are being drafted. It is intended that expenditure and disposal approval levels will be considered that reflect the new Agency organisation structure and these will be submitted to the Board for consideration and approval.</p> <p>Willis Tower Watson is commencing its review of the NBA pension scheme on Thursday the 24th September next.</p>	<p>Approvals to be clearer</p> <p>Delegated authorities to be presented to October meeting.</p>
<b>6c</b>	<b>Advisory Panels</b>  <p>It was reported that all three panels have now been established, the Homelessness Advisory Panel met this morning, with the Research and Insights panel meeting in October,</p> <p>The Homelessness Panel was a fruitful discussion around blockages and limitation under some processes. As noted earlier the intention is to have a full plenary session with the Minister and Secretary General with the Board and all the panels.</p>	
<b>6</b>	<b>AOB</b> None	
<b>7.</b>	<b>Meeting without the Executive Present</b>	

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**Chairperson**

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**Date**

## Appendix

### Action Items arising from Board Meeting No. 86

#### Housing Agency

	<b>Area</b>	<b>Summary of Decision/Action</b>	<b>Responsibility/Timeframe</b>
<b>1.</b>	<b>Board Membership</b>	Issue letter to Mary Hurley	<b>Executive Sept 2020</b>
<b>1.</b>	<b>Data and Research</b>	<ul style="list-style-type: none"> <li>a. Liaise with Ronan Lyons to hold further discussions</li> <li>b. Development of Housing in Numbers be produced each year. Liaise with the DHPLG in progressing.</li> </ul>	<ul style="list-style-type: none"> <li>a. John O' Connor</li> <li>b. John McCartney</li> </ul>
<b>2</b>	<b>Rent Pressure Zones</b>	<ul style="list-style-type: none"> <li>a. Review of Rental Market to determine if an area has improved</li> <li>b. Issues recommendation to the Minister</li> </ul>	<ul style="list-style-type: none"> <li>a. John McCartney</li> <li>b. David Silke</li> </ul>
<b>3</b>	<b>Mortgage to Rent</b>	<ul style="list-style-type: none"> <li>a. Review of Scheme and submit recommendations to the Minister</li> <li>b. Liaison and promotion of recommendations with CCMA</li> <li>c. Training for LA staff to be considered</li> </ul>	<ul style="list-style-type: none"> <li>a. Jim Baneham</li> <li>b. Frank Curran</li> <li>c. Jim Baneham</li> </ul>
<b>4</b>	<b>Internal Controls</b>	<ul style="list-style-type: none"> <li>a. Approval of properties coming through Acquisitions Programme from Call for Housing to be streamlined</li> <li>b. Review of Delegated levels of authority to be completed and proposal to be presented to the next Board meeting</li> </ul>	Ciara Galvin October 2020