

Land Development Agency

Board Meeting of 28th July 2020

Minutes of Meeting

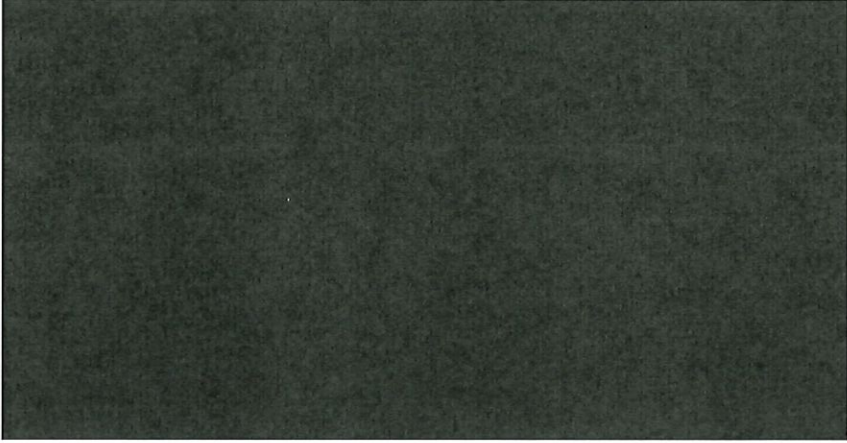
Date	28 th July 2020
Venue	Video conference call – Covid 19 restrictions remaining in place
Time	10am
Chair	John Moran
Other Board Members	John Coleman (CEO), Michael Stone, Tim Bouchier Hayes, Clare Costello, Michelle Norris, John O'Connor, Caroline Timmons, Conn Murray
Apologies	None
Attendees	Phelim O'Neill (Items 8 and 9); Stephen Manning (Item 9)
Minute Taker	Lisa Collins and Jane Purdom

No	Item	Action
1.	Board Preliminaries	
1.1	Disclosure of interests – For Noting The Board were provided an opportunity to declare any conflicts of interest in respect of the agenda items. An ongoing conflict disclosure in relation to John O'Connor regarding sites in the current ownership of the Housing Agency were noted.	
1.2.	Review of June 2020 Board meeting minutes – For Approval The board approved the June 2020 Board meeting minutes as circulated.	
1.3.	Matters Arising – For Noting The CEO noted that the proposed update from the Department on the legislation would not be going ahead as the cabinet meeting regarding the LDA Bill has been deferred. The Assistant Secretary at the Department of Housing has indicated she would be better placed to provide update on the LDA Bill at the next board meeting. The CEO noted the main adjustments from the previous version of the bill: (i) Planning: LDA is proposed to be a development agency, i.e. it could make a planning scheme for strategic development zones pursuant to the Planning and Development Acts, putting the LDA in same bracket as local authorities and other development agencies. (ii) The NTMA Act is being amended to allow the Minister for Finance to transfer money from the Ireland Strategic Investment Fund (ISIF) to the LDA. (iii) Head 45 has been amended to require all land-owning bodies to provide the LDA with operational information. (iv) Head 48 now includes CPO, subject to the public interest test. (v) Head 42 puts the affordability requirements of the LDA on a statutory basis. This head	

	<p>proposes that the Minister makes regulations regarding affordable homes requirements.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Section 29 - Deliberations of Public Body
2.0	Legislation and General Update from Maria Graham (DHPLG)	
	This agenda item was deferred.	
3.0	Non-Executive Board Member Private Session	
	<p>Non-executive board members private session – For Information</p> <p>The CEO absented himself from the non-executive members private session.</p>	
4.0	CEO Update	
	<p>CEO Update – For Noting</p> <p>The CEO presented his update report to the board.</p> <p>The CEO provided a verbal update to the Board regarding his meeting with the Minister. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]. The Members noted a need to get the annual report to the Minister promptly. The CEO clarified that the annual report is currently with designers but will make sure to get it to the Minister as soon as possible.</p> <p>The CEO confirmed that work was underway to strengthen board management, compliance, processes and procedures in line with the LDA's growing scale. The board agreed that the procurement of board secretarial services would further establish board management processes prior to the appointment of a permanent board secretary. The CEO confirmed that there is a significant amount of work forecast for August to support internal decision-making processes, which would be supported by process and procedural advice from a corporate advisory firm. The board endorsed this approach.</p> <p>[REDACTED]</p> <p>The CEO confirmed that remote working is still ongoing as per the government guidelines. A draft updated organisational structure was discussed by the board [REDACTED]</p> <p>[REDACTED]</p>	<p>Section 29 - Deliberations of Public Body</p> <p>Section 40 - Financial & Economic Interest of state</p> <p>LDA to procure board secretarial services.</p> <p>Section 29 - Deliberations of Public Body</p> <p>[REDACTED]</p>

	<p>[REDACTED]</p> <p>The Members noted that the Board and the sub-committees should be represented on the organizational chart.</p>	<p>LDA to update the organizational chart to include the Board and sub-committees.</p>
5.0	Finance Update	
	<p>Finance Update – For Noting</p> <p>The CEO presented a summary of the Agency’s year-to-date and projected expenditure.</p> <p>The executive will be presenting a finance report encompassing the following: (i) the actual budget on a quarterly basis, (ii) the statement of financial position and project related expenditure on a monthly basis. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The Members suggested that a standard financial reporting format be used. The CEO confirmed that standardised reporting would be used going forward incorporating the financial position. The Members suggested that for 2021’s budget process, the Head of Finance should allocate costs into cost centres. The CEO confirmed that the executive is researching the correct finance IT system to procure, which will facilitate allocating costs to projects on an ongoing basis.</p>	<p>Section 36- Commercially Sensitive</p> <p>Standardized financial reporting format to be used going forward</p> <p>2021 budget to be split into business/profit centres with an allocation of resources.</p>
6.0	Investment Committee Update	
6.0	<p>Investment Committee Update – For Approval</p> <p>The Chair of the Investment Committee (‘IC’) presented an update to the Board. The main points discussed by the IC were as follows:</p> <p>(i) [REDACTED]</p> <p>(ii) The IC Terms of Reference were discussed by the IC and changes proposed, [REDACTED]</p> <p>(iii) The IC suggested the way fee proposals are presented must be enhanced to include fee levels in comparison to overall project value.</p> <p>(iv) The IC has requested the Head of Property to revert with a proposal regarding frameworks for property related services.</p>	<p>Section 29 - Deliberations of Public Body</p> <p>Section 36- Commercially Sensitive</p>

	document as presented and that it could be issued to the Minister and the Department for feedback.	
8.0	Property Update	
8.1	<p>Procurement Process</p> <p>Outcome – For Noting</p> <p>The Head of Property updated the board on progress with the LDA's site portfolio. A memorandum of understanding has been signed with [REDACTED], and the launch of this initiative is close to being finalized. [REDACTED]</p> <p>[REDACTED] The LDA meet with the councillors regarding outline plans for St. Teresa's Gardens on the 29th of July. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] The LDA launched a joint infrastructure plan for the Skerries site in conjunction with Fingal County Council.</p> <p>[REDACTED]</p> <p>The Members discussed the need for clarity around shifting project programmes and deadlines, and their progress over time being clearly stated in documents presented to the Board. Phelim confirmed that the LDA will revert to the Board with a draft of a new presentational format that will seek to address these concerns.</p>	<p>Section 36- Commercially Sensitive</p> <p>LDA to include the Board's concerns on the [REDACTED] in the design brief.</p> <p>LDA to circulate a draft of a new presentation to the board addressing their concerns.</p>
9.0	Naas/Devoy Barracks Design Discussion	
	<p>Naas/Devoy Barracks Design Discussion – For Noting</p> <p>Stephen Manning of McCrossan O'Rourke Manning presented the Naas/Devoy Barracks project design to the Board.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Section 36- Commercially Sensitive</p>

	 <p>The Chair then left the meeting to attend to a prior engagement. Michael Stone chaired the remainder of the meeting. The Head of Property and Stephen Manning left the meeting.</p>	
10.0	Limerick Office	
	<p>Limerick Office Update – For Noting</p> <p>The CEO updated the Board that the LDA is expanding its presence in Limerick, Cork and Galway. The LDA has signalled its intention to open two more offices by the end of 2020. It was suggested that a short-term letting arrangement be pursued due to the uncertainty around the level of business in the next 12-18 months and Covid 19.</p> <p>The Members indicated that local authorities should be approached to provide flexible space arrangements in the first instance. The Members agreed that a presence in Cork is also a priority. , and that options should be brought back to the board when firmed up.</p>	
11.0	A.O.B.	
	<p>The CEO stated that the Board approved design fees for [REDACTED] [REDACTED] subject to the Members being circulated with the outcome of the relevant mini tender. No objections in relation to the mini-tender were noted.</p> <p>The next board meeting is scheduled for Tuesday, 8th of September 2020.</p>	<p>Section 29 - Deliberations of Public Body</p>