

Land Development Agency

Board Meeting of 11th May 2021

Minutes of Meeting

Date	11 th May 2021
Venue	Video conference call – Covid 19 restrictions remaining in place
Time	10am
Chair	Michael Stone
Other Board Members	John Coleman (CEO), Michelle Norris, John O'Connor, Conn Murray, Caroline Timmons*, Frank Curran
Apologies	Clare Costello
Attendees	Omar Bhamjee* (Head of Finance), Phelim O'Neill* (Head of Property), Robert Farrell (LDA), Barry O'Brien (LDA)
Minute Taker	██████████ (Arthur Cox), ██████████ (Arthur Cox)
*	For part of meeting

*section
37-Personal
Information

No	Item
1.	Board Preliminaries
	Agenda – For Noting The Board noted the agenda provided for the meeting.
1.1	Noting of Meeting Chair – For Noting It was noted that Michael Stone had been appointed as the interim Chair of the LDA and would chair the meeting.
1.2	Notice of Meeting and Quorum – For Noting The Chair noted that the meeting was quorate.
1.3	Declarations of Conflict / Interest – 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 was noted.
1.4	Draft minutes of Board meeting of 2 March 2021 and 6 April 2021 – For Approval The CEO informed the Board that there were some minor details to be reviewed in respect of the Board minutes dated 2 March 2021 and IT WAS AGREED that the Board would need additional time to review the March minutes. The draft minutes of the April Board meeting were approved.
1.5	Board Action Tracker – For Noting The CEO drew the Board's attention to a number of updates on the Action Tracker.

	<p>The Chair asked about the establishment of the LDA regional offices in Cork and Limerick. The CEO confirmed that it was proposed to grow the regional offices through future recruitment and that an office space had been provided to the LDA by Cork City Council.</p> <p>Conn Murray declared a potential conflict in his capacity as Chair of the Limerick 2030 group [REDACTED]</p>	<p>*section 29-Deliberation of FOI Body</p>
<p>2.</p>	<p>CEO Update</p>	
<p>2.1</p>	<p>CEO Summary Report – For Discussion</p> <p>The CEO summary report was taken as read by the meeting.</p> <p>The CEO stated that he would circulate the feedback from the 2020 Board self-assessment to the Board and that the 2021 Board self-assessment would be carried out in the coming months. [MA211052021]</p> <p>The CEO explained that the LDA’s current priorities were to progress the Shanganagh tender, [REDACTED] finalise the return to office strategy for staff and complete the key hires required to develop the LDA’s internal skillset.</p> <p>The CEO noted that the key hires include a Construction Lead and a Head of Strategy and Communications. The CEO noted that a job advertisement has been released in connection with the Construction Lead role and that it was proposed to engage a construction consultant for the interim period of three to six months in order to develop processes and procedures to drive the Shanganagh project forward. The Board agreed with the CEO’s proposal. [MA311052021]</p> <p>The Board noted that the Construction Lead role is crucial and concerns were expressed that the salary range in the job specification might not attract the level of expertise and experience required to discharge the role. The Board agreed that the current job advertisement should be allowed to run its course and, if an appropriate candidate was not identified from the applicants, the Investment Committee should review the job specification with a view to recommending a higher salary range for the role. [MA411052021]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The CEO noted that planning permission had been received in respect of the St Kevin’s site and that the master plan for the Dundrum project had been released to the public and [REDACTED]</p>	<p>*section 36-Commercially Sensitive</p>
		<p>*section 29-Deliberation of FOI Body</p>
		<p>*section 36-Commercially Sensitive</p>

	<p>The CEO noted that the Board's comments in respect of the draft LDA Bill 2021 and the Business and Operational Plan 2021 – 2025 had been circulated to the Department and confirmed that he would provide the Board with a copy of the comments sent to the Department. [MA711052021]</p>
3.	Governance Matters
3.1	<p>Protected Disclosure Policy – For Approval The draft policy was taken as read by the meeting. After considering and discussing the draft policy, the adoption of the policy was approved by the Board.</p>
	<p style="text-align: center;">DECISION</p> <p>The Protected Disclosure Policy be and is hereby approved by the Board.</p>
3.2	<p>Freedom of Information Policy – For Approval The draft policy was taken as read by the meeting. After considering and discussing the draft policy, the adoption of the policy was approved by the Board.</p>
	<p style="text-align: center;">DECISION</p> <p>The Freedom of Information Policy be and is hereby approved by the Board.</p>
3.3	<p>Code of Conduct Policy – For Approval The draft policy was taken as read by the meeting. After considering and discussing the draft policy, the adoption of the policy was approved by the Board.</p>
	<p style="text-align: center;">DECISION</p> <p>The Code of Conduct Policy be and is hereby approved by the Board.</p>
3.4	<p>Anti-Fraud Policy – For Approval The draft policy was taken as read by the meeting. After considering and discussing the draft policy, the adoption of the policy was approved by the Board.</p>
	<p style="text-align: center;">DECISION</p> <p>The Anti-Fraud Policy be and is hereby approved by the Board.</p>
3.5	<p>Anti-Bribery & Corruption Policy – For Approval The draft policy was taken as read by the meeting. After considering and discussing the draft policy, the adoption of the policy was approved by the Board.</p>
	<p style="text-align: center;">DECISION</p> <p>The Anti-Bribery & Corruption Policy be and is hereby approved by the Board.</p>
3.6	<p>Data Protection Policy – For Approval The draft policy was taken as read by the meeting. After considering and discussing the draft policy, the adoption of the policy was approved by the Board.</p>
	<p style="text-align: center;">DECISION</p> <p>The Data Protection Policy be and is hereby approved by the Board.</p>

4.	Property Update
4.1	<p>Regular Property Update – For Discussion</p> <p>The Head of Property delivered an update on the status of the LDA's primary portfolio, near term opportunities, strategic sites and sites under construction to the Board.</p> <p>The Board noted that the number of delays to projects was concerning and advised the Head of Property to prioritise sites which could be progressed to construction without delay.</p>
4.2	<p>LDA Project Deep Dive St Teresa's Gardens – For Discussion</p> <p>Mr Farrell delivered a presentation to the Board in respect of the design plans for St Teresa's Gardens.</p> <div style="background-color: black; width: 100%; height: 80px; margin-top: 10px;"></div>
5.	Finance
5.1	<p>Finance Update – For Discussion</p> <p>The Head of Finance joined the meeting and updated the directors in respect of the financial position of the Agency.</p> <div style="background-color: black; width: 100%; height: 60px; margin-top: 10px;"></div> <div style="background-color: black; width: 100%; height: 60px; margin-top: 10px;"></div>
5.2	<p>Procurement Report – For Discussion</p> <p>The Procurement Report was taken as read by the meeting.</p> <p>The CEO stated that the procurement team may need to be expanded to deal with its growing workload.</p>
6.	Sub-Committee Reports
6.1	<p>Audit & Risk Committee Report – For Information</p> <p>The Chair of the Audit & Risk Committee (the "Committee") delivered a verbal update to the Board.</p>
6.2	<p>Audit & Risk Committee – Risk Register Review – For Discussion</p> <p>The Risk Register (the "RR") was taken as read by the meeting.</p> <p>The Board delivered its feedback in respect of the RR to the Head of Finance and the CEO and noted the importance of each department of the LDA being given the opportunity to review and comment on the RR.</p>

*section 36-Commercially Sensitive

section 40-Financial and Economic Interest

	[REDACTED]	*section 29-Deliberation of FOI Body
6.3	<p>Investment Committee Report – For Information</p> <p>The Chair of the Investment Committee (the “IC”) delivered a verbal update to the Board. The IC Chair proposed that Tim Bouchier-Hayes be retained as a guest advisor to the IC. The Board agreed with the IC Chair’s proposal.</p>	
	<p style="text-align: center;">DECISION</p> <p>Tim Bouchier-Hayes will be retained as a guest advisor to the IC.</p>	
6.4	[REDACTED]	*section 29-Deliberation of FOI Body
	[REDACTED]	
6.5	[REDACTED]	*section 36-Commercially Sensitive
	[REDACTED]	
6.6	<p>Remuneration & Nominations Committee Report – For Information</p> <p>No update was delivered on behalf of the Remuneration & Nominations Committee.</p>	
7.	Oireachtas Watch	
7.1	<p>LDA Bill 2021 Update</p> <p>The CEO informed the Board that there were no significant updates to report.</p>	
8.	Any Other Business	
8.1	<p>AOB</p> <p>The CEO proposed that an interim Board meeting be held on 11th June 2021 to approve the LDA’s financial statements for the period ending 31 December 2020. The Board agreed with the CEO’s proposal.</p>	
	<p style="text-align: center;">DECISION</p> <p>An interim Board meeting will be held on 11th June 2021 to approve the LDA financial statements.</p>	

9.	Date of next board meeting The date of the next board meeting is 11 th June 2021.