


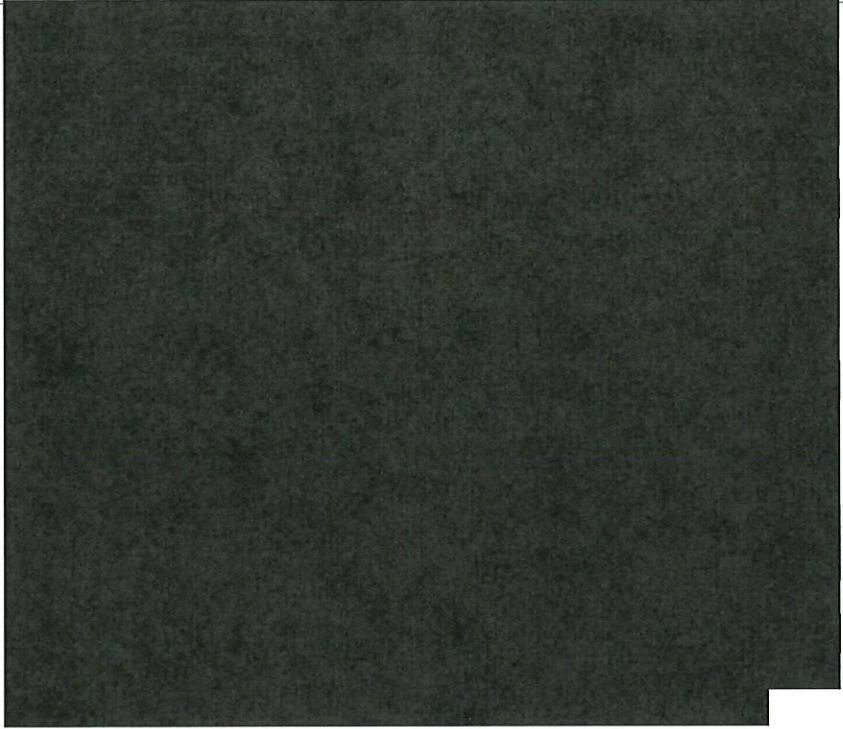
Land Development Agency

Board Meeting of 8th September 2020

Minutes of Meeting

| | |
|----------------------------|---|
| Date | 8 th September 2020 |
| Venue | Land Development Agency, 2nd Floor Ashford House, Tara Street, Dublin 2 |
| 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 | Maria Graham, Department of Housing (Item 2)* David Moloney, Department of Public Expenditure & Reform (Item 2)* Phelim O'Neill (Item 5)* |
| Secretary | Emma Hickey, on behalf of Bradwell Limited |
| * | Attending via video conference call – Covid 19 restrictions remaining in place |

| No | Item | Action |
|------------|---|-----------------------------|
| 1. | Board Preliminaries | |
| 1.1 | Approval of Board Secretary Appointment It was resolved that the appointment of Bradwell Limited as Board Secretary be and is hereby approved. | |
| 1.2 | Non-Executive Members Private Board Session A provide Board session took place for which the CEO remained present at the request of the Chair. | |
| 1.3 | Disclosure of interests – For Noting Ms Hickey joined the meeting. The Board was 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. | |
| 2. | LDA Legislation Update- Department of Housing At the request of the CEO, the Board agreed to take agenda item 2 as the next item, Maria Graham, Assistant Secretary General, Department of Housing (the "Department") and David Moloney, Assistant Secretary General, Department of Public Expenditure of Reform ("DPER") joined the meeting and Ms Graham provided an update to the Board on LDA issues from the Departmental Perspective.  | Minister for Housing and Ms |

| | | |
|--------------------|--|--|
| |  | <p>Graham to attend October Board meeting</p> <p>Section 29 - Deliberations of an FOI Body</p> |
| <p>1.4</p> | <p>Review of 28th July 2020 Board meeting minutes – For Approval The board approved the minutes of the meeting held on 28th July 2020 as circulated.</p> | |
| <p>1.3.</p> | <p>Matters Arising – For Noting</p> <p>Item 01.05 (2019) - Develop LDA regional city strategies: The CEO noted that an update on this will be brought to the Board meeting in October.</p> <p>Item 04.01(2019) - Invite DHLGH representative to September Board meeting to provide an update on cost rental policy: It was agreed that this is superseded by the attendance of the Minister at the October Board meeting.</p> <p>Item 05.02(2019) - Arrange visits to key LDA Sites: This item is deferred due to Covid-19 restrictions.</p> <p>Item 03.01(2019) – LDA design principles to be presented for board discussion: This will be presented at the October Board meeting.</p> <p>Item 05.02 (2020) – Risk management policy statement to be reviewed by board following A&R Committee review: This will be reviewed at the next Audit & Risk Committee (“A&R Committee”) meeting.</p> | <p>For October Board meeting</p> <p>Closed</p> <p>Ongoing</p> <p>For October Board Meeting</p> <p>For next A & R Committee Meeting</p> |
| <p>4.</p> | <p>CEO Update</p> | |
| | <p>CEO Update – For Noting The CEO presented his update report to the Board.</p> | |

| | | |
|-------------------|---|--|
| | <p>The CEO noted that (i) an internal audit is underway, the report on this will be presented to the next A&R Committee meeting; (ii) work from home continues and a return to the office will be undertaken in line with Government guidelines; (iii) the LDA annual report has been submitted to the Department and will be published when agreed with the Minister and the Department.</p> <p>[REDACTED]</p> <p>It was agreed that an in depth review and discussion of one project would take place at each Board meeting.</p> <p>The Board discussed the recruitment processes within the LDA and noted the need to advertise all positions on the Public Jobs website</p> <p>[REDACTED]</p> <p>[REDACTED] It was agreed that this should be done for any further recruitment and the CEO agreed to this.</p> <p>It was agreed that to ensure the Board has clarity a presentation around HR, salary scales, location and recruitment (and related policies) is needed. It was agreed that such presentation should be made to the Remuneration Committee who will then report on same to the Board.</p> <p>The CEO welcomed suggestions from the Board regarding topics for the strategy session to be held in October.</p> | <p>Section 36 Commercially sensitive and information 40 financial and economic interests</p> <p>In depth review and discussion of one project for each Board meeting commencing at October Board meeting.</p> <p>All jobs to be advertised on Public Jobs website</p> <p>[REDACTED]</p> <p>Section 29 - Deliberations of an FOI body</p> <p>Presentation around HR, salary scales and recruitment to be made to the Remuneration Committee</p> |
| | <p>Finance Update – For Noting</p> <p>The Board noted the Finance Overview year to date July 2020 provided and there being no queries regarding same, it was taken as read.</p> <p>The CEO advised that the presentation of the financial overview will have evolved again for the next Board meeting and the Board requested that more robust financial reporting is provided at each Board meeting with an in depth report on a quarterly basis.</p> | <p>Robust financial reporting to be provided for each Board meeting with in depth report provided Quarterly.</p> |
| <p>3.2</p> | <p>Annual Report 2019</p> <p>The CEO noted that a minor amendment to the Annual Report 2019 is required. The Chairman proposed the approval of the Annual Report 2019 and Mr Murray seconded this proposal; it was resolved that the</p> | |

| | | |
|------------|---|--|
| | Annual Report 2019 be and is hereby approved, subject a minor amendment being made to same. | |
| 3.3 | <p>LDA 2020 Interim Financial Statements</p> <p>The Board noted the interim financial statements for the six-month period from 1 January 2020 to 30 June 2020 (the “Interim Financial Statements”). The Chairman of the A & R Committee (the “ARC”), that the ARC had reviewed the Interim Financial Statements in detail and is happy to recommend them to the Board for approval. Mr Moran proposed the Interim Financial Statements for approval and Mr Murray seconded this proposal; it was resolved that the Interim Financial Statements be and are hereby approved.</p> | |
| 4.0 | Investment Committee Update | |
| 4.1 | <p>Procurement Strategy for Property Services – For Approval</p> <p>The Chairman of the Investment Committee (“IC”) presented the Procurement Strategies for Property Related Services (the “Procurement Strategies”). It was noted that (i) the purpose of the Procurement Strategies is to ensure that as many companies as possible can bid and win LDA work; (ii) to provide separate frameworks for different sections; and (iii) to give the LDA more control on the teams being put together for key appointments. The Chairman of the IC advised that the IC is recommending the Procurement Strategies to the Board for approval. Mr Stone proposed the Procurement Strategies for approval and Mr O’Connor seconded this approval; it was resolved that the Procurement Strategies be and are hereby approved.</p> <p>The Board noted the procedure undertaken to produce the Procurement Strategies and it was agreed that a Key Performance Indicator table should be prepared to show how this procedure is working.</p> <p>The Board noted that the Procurement Strategies provides for one assigned certifier. It was agreed that the IC may need to reconsider this and that approval of the Procurement Strategies includes approval of any amendment in this regard.</p> <p>The Chairman reiterated the point has made before that the procurement frameworks should be constructed so as to give fair opportunity to a wider range of firms and especially SMEs right across the country to carry out work for the LDA in the pursuit of its objectives. The CEO assured him that things were being set up that way for SMEs to get a fair shot. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | <p>KPI table to be put in place</p> <p>IC to consider the revision of the Procurement Strategies in respect of the number of assigned certifiers</p> <p>[REDACTED]</p> |
| 4.2 | <p>Final Approved Minutes- Investment Committee July 2020</p> <p>The Board noted the minutes of the IC meeting held on 16th July 2020.</p> | |
| 4.3 | Draft minutes – Investment Committee August 2020 | |

| | | |
|------------|--|---|
| | The Chairman noted that the Next Actions list should be updated to show the actions for the next quarter and to reflect what is complete so that the list comprises the completed actions with some outstanding matters. | Next Actions list to be updated |
| 5.2 | Draft updated property board paper template | |
| | <p>The Head of Property noted the new template provided with the meeting papers, the draft summarise the position for St. Kevin's Hospital, Cork. [REDACTED]</p> <p>The Board discussed the [REDACTED] and agreed that an update should be provided the next meeting, that the draft report should include SWOT and baseline analysis, next actions, reporting and monitoring.</p> <p>(Mr Murray left the meeting due to a prior engagement).</p> <p>The Chairman requested that a one page dashboard which would provide an overview of budget, timeline at the first level and at the second level, what was to be done in that quarter, the current status and highlights. The CEO agreed to include a red/green light in this dashboard and a link to the map of the site.</p> <p>The Head of Property left the meeting.</p> | <p>Section 29 Deliberations of an FOI body</p> <p>Update on [REDACTED] to be provided for next meeting</p> <p>Site specific dashboard to be provided.</p> |
| 6. | Proposed Board Strategy Session – October 2020 | |
| | The Board discussed items for discussion at the Strategy session in October 2020, which will be held on the same day as the Board meeting. | |
| 7.0 | A.O.B. | |
| | <p>The CEO stated that a request for the minutes of the Board meetings of the LDA has been made to the LDA. The Board discussed this matter and agreed that in principle the minutes of meetings should be published, suggesting minutes of the last 3 meetings should be reviewed, redacted for sensitive information and circulated to the Board so that the board can be assured we are being appropriately transparent. The Board agreed that once this is complete the minutes should be published on the LDA website.</p> <p>The next board meeting is scheduled for Tuesday, 20th of October 2020.</p> | |