

PUBLIC MINUTES

of the Homes England Audit & Risk Committee meeting to discuss Help to Buy Risk held at 6pm on Wednesday 30 January 2019 at the Ramada Hotel, Coventry

Present:

Stephen Bell	Chairman
Teresa O'Neill	
Simon Dudley	
Ceri Smith	
Keith House	(Observing)
Edward Lister	(Observing)

In attendance:

Nick Walkley	Chief Executive
Paul Murphy	Deputy Chief Risk Officer
Maria Craig	Head of Internal Audit
Isabella Freeman	General Counsel
Jane Castor	General Manager, Finance & Performance
Paul Scott	Deputy Head of Internal Audit
Adam Cooper	Head of Help to Buy Accounting
Richard Deuttenburg	Head of Business Risk
Helen Fisher	Head of Mortgage Administration
Roy Sparks	Interim Head of Consumer Risk
Christopher Lam	MHCLG
Mary Carter	Board Secretary

(by phone)
(by phone)
(by Lync)

01/01/19 The Chair welcomed attendees to the second Help to Buy Audit & Risk meeting. These meetings were being held to allow proper scrutiny to Help to Buy issues, pending the establishment of a Help to Buy Committee, and the agendas would evolve over time.

Item 1 Finance & Performance Update

02/01/19 The Head of Help to Buy Accounting took members through the Finance and Performance update for December 2018. This performance pack was being provided monthly to MHCLG.

05/01/19 Members asked if officers were satisfied that the valuation methodology, used in the annual report and accounts, was appropriate. The Chief Executive confirmed that he had met the NAO lead, and they had taken significant comfort from the work the Agency had done in this area.

10/01/19

The Chair asked that the Help to Buy Marketing and Comms officer should look at what messages could be landed, perhaps using a Q&A approach, in the customer information pack being issued in April. This should be developed as part of an ongoing engagement strategy between the agency and the HTB customers.

HF

11/01/19 The Committee **NOTED** the paper.

Item 2 Proposed Operating Rhythm (Governance Framework)

12/01/19 The Head of Mortgage Administration set out the current governance framework for Help to Buy.

14/01/19 The Chief Executive confirmed that the Head of Governance was already looking at the Help to Buy meetings as part of his project on internal decision making, and would extend that to consider external reporting lines.

JO

15/01/19 The Committee **NOTED** the paper and requested that an updated version be brought to the next meeting.

Item 3 Capability Assessment (inc. MHCLG)

16/01/19 The Head of Mortgage Administration presented an assessment of the staff filling key roles in Homes England and MHCLG.

19/01/19 The Committee **NOTED** the paper.

Item 4 Help to Buy Integrated Assurance Plan

20/01/19 The Head of Business Risk outlined the approach for assurance within Help to Buy (HtB) that the HtB Business Risk team intended to deliver with support from the second and third lines, to ensure alignment of individual assurance plans and rounded coverage of key risks. HtB Business Risk was currently developing the assurance framework and associated assurance plan. This development was planned to be completed by the beginning of March 2018,

and the HtB ARC would be updated on progress at the next meeting.

21/01/19 The Committee **NOTED** the paper.

Any Other business

22/01/19 There was no other business. However the Chair noted that the RACI matrix was an important paper to be received at the next meeting.

Chairman's signature:

Date:

WITHDRAWN