

## **PUBLIC MINUTES**

### **of the Homes England Audit & Risk Committee meeting to discuss Help to Buy Risk held at 9am on Thursday 28 March 2019 at Windsor House, London**

#### **Present:**

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

#### **In attendance:**

Nick Walkley	Chief Executive	
Mark Gray	Chief Risk Officer	
Will German	Interim General Manager - Help to Buy	
Paul Murphy	Deputy Chief Risk Officer	
Maria Craig	Head of Internal Audit	
Isabella Freeman	General Counsel	
Chris Kinsella	Interim Chief Financial Officer	
Paul Scott	Deputy Head of Internal Audit	
Adam Cooper	Head of Help to Buy Accounting	(by phone)
Helen Fisher	Head of Mortgage Administration	
Christopher Lam	MHCLG	
Ceirán Eaglesfield	MHCLG	
Sajid Rafiq	NAO	
Tom Loosemore	Public Digital	Item 1
Mary Carter	Board Secretary	

01/03/19 The Chair welcomed attendees to the third Help to Buy Audit & Risk meeting. These meetings were being held to allow proper scrutiny of the Help to Buy business and portfolio pending recommendations for future Board oversight of Help to Buy.

02/03/19 The Chair noted that he had originally planned to bring recommendations for the structure and Terms of Reference for the new Committee by May 2019, but it now seemed likely that the current arrangements would need to continue beyond that date.

04/03/19 The Chair requested that a paper come to the next meeting which considered which benchmarks (regulatory or otherwise) the agency could consider in terms of consumer best practice.

**WG**

**Item 1      Public Digital Report – Key Findings and Agency Response**

05/03/19      Public Digital presented the findings of their review of Help to Buy Digital Transformation and the proposed Operational Improvement Programme for Homes England.

The Committee **NOTED** the report.

**Item 2      RACI Matrix, Updated Skills Matrix & Governance Flow Chart**

09/03/19      The Interim General Manager - Help to Buy presented three documents, which had been updated as a result of the previous two ARC meetings. The RACI matrix outlining the roles and responsibilities of Homes England, the department and other stakeholders key to the delivery of the scheme, had been prepared for discussion. Updates had been made to the governance map and terms of reference added to build context, and the skills matrix had been updated to reflect staffing changes over the last quarter.

11/03/19      Both Interim General Manager – Help to Buy and Chief Risk Officer suggested that further work was required on all these documents. Members welcomed the updates on the documents and noted they were a “work in progress” which nevertheless gave useful context for the Committee’s discussions.

**Item 3      Finance & Performance Update**

12/03/19      The Interim General Manager - Help to Buy took members through the Finance and Performance update for February 2019.

19/03/19      The Committee **NOTED** the paper.

**Item 4      Second Line Risk Assessment**

20/03/19      The Chief Risk Officer provided an update of the second line view of current risks in the Help to Buy programme.

23/03/19 The Committee NOTED the report.

**Item 5 Mortgage Administrator – Follow Up Report**

24/03/19 The Head of Internal Audit updated the Committee on the outcome of the recent follow up report on the Mortgage Administrator.

26/03/19 The Committee NOTED the report.

**Any Other business**

27/03/19 There was no other business.

**Chairman's signature:**

**Date:**