

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 25 April 2002

The meeting started at 6.00 pm.

Board Members Present:

Paul Bayliss, Maurice Burgess, Philip Hickson, Pat Hill, Amar Nath, Theo Harris, Bernard Harry, Dennis Rees, Martin Latham, Bob Osler, Iain MacDonald, Afzal Shabir

Trades Union Observer:

Moz Greenshields

Officers Present:

Phil Davies, John Bloxsom, Lorraine Watson, Jackie Mitchell

Also present were Will Carr, Andrew Cardoza, Rob Shannon and Michael Verney of KPMG

Apologies and Quorum

Apologies for absence were received from Jenny Bradley, Jenny Hayball, Tracey Maddocks and Bob Osler.

02/48 Minutes of Previous Meeting

The minutes of the meeting held on the 28 March 2002 were accepted as a true and accurate record.

02/49 Matters Arising

Minute 02/36 Application for Board Membership by Ms Jenny Hayball – the Board noted that the Council has agreed Ms Hayball's membership of Derby Homes Board.

Minute 02/46 CBFI – The Board noted that the City Council is to be the accountable body for this project and that Derby Homes will act as host.

02/50 Late Items to be added to the agenda

There were no late items added to the agenda.

02/51 Declarations of Interest

The five Council Board Members were noted as declaring their interest in matters relating to Derby City Council.

The five Tenant Broad Members declared their interests as tenants (as defined in the Memorandum and Articles of Association) of Derby City Council.

02/52 Tax and Board Members

The Board received a presentation from KPMG on personal taxation issues arising from Board membership and were invited to ask questions .

Board members raised concerns about changes made to their tax codes following submission of details to the Tax Office.

Board Members were advised to complete tax returns and in these notify the tax office that they do not receive any remuneration from Derby Homes. They were also advised that they should check that any tax code issued to them in connection with Derby Homes was marked 'BR'.

Agreed

The Board resolved that

1. Derby Homes Ltd will apply for dispensation from the Tax Office for exemption from P11d returns on business related expenses.
2. A copy of the dispensation will be sent to Board members when received from the Tax Office.

02/53 Senior Management Structure of Derby Homes

The Board considered a report on the structure of senior posts in Derby Homes. This followed a report to its previous meeting upon which consultation had now taken place with the trade union.

The Board noted that a report on Area Panels would be brought to its next

meeting and that this could have implications for the staffing structure.

Agreed

The Board agreed

1. that the post of Senior Assistant Director be deleted
2. the Housing Regeneration Manager's duties be amended, and the post be regraded at PO6 and redesignated to Business Development Manager
3. the post of Principal Accountant PO2/3 be created
4. that certain honoraria be continued to September 2002
5. to review the need for an Assistant Director's post and the implications of Area Boards on the senior management structure, in six months time if possible
6. that a report on Area Boards be brought to the next meeting in May and a final report will brought to the Board in July.

02/54 Derby Homes Governance Arrangements

The Board considered a report seeing approval of a framework for Derby Homes Governance Arrangements and Standing Orders for Derby Homes Board meetings. In particular, approval was sought for Part I, Summary and Explanation and Part IV, Standing Orders, attached to the report, with remaining parts being brought forward to the meeting over the coming months.

Agreed

The Board

1. approved the production of Derby Homes Governance Arrangements
2. approved Standing Orders for Board meetings
3. agreed to consider a report on Area Boards at a future meeting
4. amended the report to allow all members of the public to attend meetings of the Board.

02/55 Opening Hours of Local Housing Offices

The Board received a report proposing changes to the opening hours at Local Housing Offices. This proposal is included in the Improvement Action Plan of the Best Value Review of Front Line Housing Services and Sustainable Estates.

The Board noted that the proposal was subject to further consultation and that a further report would be brought back to the Board once this has been completed.

Agreed

The Board

1. approved the draft report
2. noted that, subject to further consultation with tenants, leaseholders, staff, trade unions and the Council, a final report will be brought back to the Board in July 2002.

02/56 Improving and Maintaining Council Housing

The Board received a report setting out the details of the proposed service review of the way in which Derby Homes will improve and maintain Council housing. The Board were advised that the review would take place between now and September 2002 in order to enable a housing inspection in October 2002 to consider the review. As part of the review, it was proposed to hold two events on the 20 May and 27 June, to which Board members were invited to attend.

Agreed

The Board agreed

1. the outline proposal for the conduct of the service review of improving and maintaining council housing.
2. to hold the scoping session on 20 May and the challenge event on 27 June 2002, 2.30 pm – 5.00 pm.

02/57 Chartered Institute of Housing (CIH) Annual Conference 2002

Board members were asked to approve attendance at this year's CIH Conference which is to be held in Harrogate between the 11-14 June. The Board were advised that it was proposed to book 3 places and accommodation for the four days for Board members and senior officers. Board members who wished to attend the conference were asked to inform the Director.

Agreed

The Board approved the attendance of three members or officers at the CIH annual conference in June 2002.

02/58 Housing Services Draft Race Equality Policy

The Board was asked to adopt the Housing Services Draft Race Equality Policy. The Policy, which is a requirement for all Derby City Council departments, demonstrates how racism is being tackled within the housing service, and complements the Race Action Plan for Level 3 of the CRE Standard.

Agreed

The Board

1. agreed to adopt the Housing Services Draft Race Equality Policy
2. noted that the draft policy would be presented before the Minority Ethnic Communities Advisory Committee and the Derby Association of Community Partners.

02/59 Capital Programme 2002/03

The Board received details of the housing capital programme which had been approved by the City Council for 2002/3. The Board was informed that future programmes would be brought to the Board.

The Board was also advised that a revised programme for the end of the year would need to be devised following announcement of the outcome of the Best Value Review of Front Line Housing Management and Estate Sustainability, for spend on the additional resources.

Agreed

The Board noted the Housing Capital Programme, which had been approved by the City Council for 2002/3.

02/60 Derby Homes Operating Budget

The Board received an update of the Operating Budget for 2002/3.

Agreed

The Board noted the Operating Budget for 2002/3.

02/61 Six Months Priorities

The Board considered a report summarising the main priorities and work plans for Derby Homes over the next six months, which will form part of the monitoring arrangements with the City Council.

Agreed

The Board

1. noted the report and the list of priorities for April to September 2002
2. noted that a report will be brought to next meeting on possible arrangements for an away day for Board members and senior staff.

Date of next meeting

The next meeting will be held on Thursday 30 May 2002 at 6.00 pm at Cardinal Square.

The meeting ended at 8.00 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 25 April 2002.

Dated: