ITEM B8

BOARD TRAINING PROGRAME 2011/12

Report of the Director and Company Secretary

1.   SUMMARY

This report sets out proposals for the Board's annual training programme for 2011/12.

2.   RECOMMENDATION

That the Board notes the changes and approves the Board Training Programme 2011/12.

3.   MATTER FOR CONSIDERATION

3.1   The proposed training programme for 2011/12 is attached at Appendix 1. Board Members will notice a number of changes to the programme.

3.2   Last year, we reported that proposals to develop the Board Training Programme and the way we deliver training were being explored, in response to comments from Board Members during the annual appraisal process. These included providing basic online training through our e-learning system and a dispensation scheme for Board Members who possess a high level of skill or experience in any of the essential course areas.

E Learning

3.3   A range of on-line training courses, at an introductory level, will be available from April onwards. These courses should be completed by Board and City Board Members and will include

- Introduction to Derby Homes*
- Housing Management*
- Housing Repairs & Maintenance
- Equalities & Diversity*
- Health & Safety*
- Finance

3.4   Not all courses will be available immediately but we hope to build on existing material used for courses held last year such as Housing Management and Maintenance. Those courses above marked with an asterisk (*) will be available from 1 April.

3.5   New material will be designed during the coming months and made available as soon as possible. Board Members will be alerted when these can be accessed on e-learning. Board Members will also have access to most of the material available for staff induction and training.

3.6   The e-learning system is reasonably self-explanatory and user friendly, but Board Members will be provided with guidance and instructions on how to login. E-learning can be accessed via the intranet if using a home computer. Board Members can also use Derby Homes' hot-desk facilities at Cardinal Square. One to one assistance will be provided if needed.

3.7   Board Members progress through the courses on e-learning will be monitored by Governance staff to ensure compliance with board policy on completion of essential courses.

Advanced Training Courses

3.8   On completion of the introductory course listed in paragraph 3.3, Board Members will be able to progress to the advanced course. Advanced courses facilitated in-house will be held in smaller groups and will be tailored around Board Members' specific needs and availability where possible. It will be more cost effective to offer externally facilitated courses such as Finance and Governance to all Board Members.

3.9   City Board Members will be able to attend advanced training courses on Equalities, Finance, Housing Management and Maintenance. Governance and Health & Safety are specifically designed around main Board Members' responsibilities.

Board member visits to service areas

3.10   Board members will be invited to visit specific services provided by Derby Homes. This will be an opportunity for individual or groups of Board Members to work shadow staff and meet tenants and see some of the work carried out by Derby Homes first hand. The aim will be to broaden the link between the Board and staff and tenants, and to increase the awareness of Board Members. Board Members will be asked to complete a feedback report on all visits which could improve the quality of services. Regular feedback from these visits will be made to the Board.

Exemption from essential training

3.11   All Main and City Board Members must have completed the basic level courses within the first 2 years of joining the Board/City Board and thereafter attend either basic or advanced training at least every 3 years. Appendix 2 shows which Board Members will need to complete essential courses during the coming and following years.

3.12   Some of our Board Members have a high level of knowledge and experience in areas covered in the training programme. It is proposed in future, Main and City Board Members will be able to claim exemption from courses if they fulfil at least one of the following requirements:

Exemption Criteria

- Currently works or previously worked within the last 5 years, in an area of the same or similar nature to the course subject
- Holds a recognised qualification in the subject area or similar
- Has attended a non-Derby Homes training course in the same subject in the last 2 years.

3.13 Application for exemption should be made in writing to the Governance Services Manager and will be agreed by the Chair of the Board and Chief Executive or Director & Company Secretary.

Future training

3.14 We may add further courses to the training programme from time to time. For example, a suggestion by Board Members and identified in the last Board Performance Review is the need for Board Members to be more strategic. When details are available, Board Members will be invited to participate in any additional courses.

4. CONSULTATION IMPLICATIONS

The Board Training Programme 2011 will be presented to the next City Board meeting.

5. FINANCIAL AND BUSINESS PLAN IMPLICATIONS

An amount of £11,000 is available in 2011/12 for Board Member training.

The areas listed below have no implications directly arising from this report:

- Legal and Confidentiality
- Personnel
- Environmental
- Equalities Impact Assessment
- Health & Safety
- Risk
- Policy Review

If Board members or others would like to discuss this report ahead of the meeting please contact the author, or Phil Davies, Chief Executive, phil.davies@derbyhomes.org – Phone: 01332 888528

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Background Information: None
Supporting Information: None

DERBY HOMES BOARD MEMBERS' TRAINING PROGRAMME 2011/12

Course	When (Time/Date tbc)	Facilitator/Lead	Who should attend
ESSENTIAL – all Board Members should complete introductory/basic level courses within first 2 years and thereafter either basic or advanced at least every 3 years			
Introductory / Basic Level			
• Introduction to Derby Homes • Housing Management • Housing Repairs & Maintenance • Equalities & Diversity • Health & Safety • Finance		Derby Homes E-Learning system	All Board Members All City Board Members
Advanced Level			
Equalities	April	Equality Works	Board Members City Board Members (optional)
Board Governance	December	Anthony Collins Solicitors	Board Members
Housing Finance	November	Steve Partridge, CIH	Board Members City Board Members (optional)
Housing Management	September	Director of Housing & Customer Service	Board Members City Board Members (optional)
Maintenance Services	May	Director of Investment & Regeneration	Board Members City Board Members (optional)
Health & Safety	January	Senior Health & Safety Advisor	Board Members
Induction Programmes			
Induction Programme for new Board & City Board Members	As required	Director & Company Secretary / Governance Services Manager	Board Members City Board Members
Audit Committee Induction & Development Programme	As required	Director & Company Secretary / Governance Services Manager	Audit Committee Members

Course	When (Time/Date tbc)	Facilitator/Lead	Who should attend
OPTIONAL			
Derby Homes In house Training Programme (please contact Susan Hill on 888525 for details)	On request	Various	Board Members
CIH Annual Conference NFA Annual Conference	21-23 June 2011 13-14 July 2011	CIH NFA	Board Members
Work Shadowing/Visits - Local Offices and other DH Teams	On request		Board Members
Basic IT Skills		Derby Homes E-Learning System	Board Members City Board Members
Evening Coach Tour	July (tbc)	Derby Homes	Board Members City Board Members

ATTENDANCE REQUIRED ON ESSENTIAL TRAINING COURSES - 2011/12 – 2012/13   **Appendix 2**

	Equalities		Housing Finance		Governance		Housing Management Level 1		Maintenance Services Level 1		Health & Safety	
	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13
Mick Barker	✓		✓		✓		✓		✓		✓	
Paul Bayliss	✓					✓			✓		✓	
John Bloxsom				✓		✓				✓	✓	
Alison Brown	✓			✓						✓		✓
Tony Holme	✓							✓		✓		
Iain MacDonald	✓		✓				✓				✓	
Tabani Ndlovu				✓	✓			✓		✓		
Patrick Molson		✓		✓		✓	✓			✓		✓
Bob Osler										✓		
Brian Perry						✓		✓	✓			✓
Margaret Redfern	✓			✓						✓	✓	
Dennis Rees										✓		✓
Bob Troup	✓						✓		✓			
Roy Webb	✓			✓		✓	✓				✓	
Ken Whitehead			✓			✓	✓		✓		✓	

(Courses marked with a tick should be completed in or by the year indicated)