

DERBY HOMES LIMITED

MINUTES OF THE DEVELOPMENT AND REGENERATION COMMITTEE

Held on Thursday 28 September 2006

The meeting started at 4.30 pm.

Board Members Present:

Dennis Rees, Iain MacDonald (Chair), Bob Osler

Officers Present:

Phil Davies, Lorraine Watson, Shaun Bennett, Julie Wren

Council Officers Present:

Martin Laidler

06/25 Apologies

Apologies for absence were received from Martin Latham and Ian Fullagar.

06/26 Admission of late items

There were no late items.

06/27 Declarations of Interest

The Tenant Board Member declared his interest as a tenant (as defined in the Memorandum and Articles of Association) of Derby City Council.

06/28 Minutes of the Meeting held on 25 May 2006

The minutes of the meeting held on the 25 May 2006 were accepted as a true and accurate record.

06/29 Matters arising

Item 06/22 Progress on Appointment of Potential Developers

Bob Osler referred to the paragraph in the previous minutes regarding the massive potential for Derby Homes to have larger scale sites for development. He questioned why Derby Homes had not received an update from Martin Laidler on the paper taken to Derby City Council. He emphasized the importance of the Committee being kept informed

of progress made.

Iain MacDonald agreed, and suggested a list be put onto future agendas, recording actions agreed and any actions outstanding. This would then be brought to all future Committee meetings to ensure members are aware of progress made, and reminded of any items to follow up.

Shaun Bennett agreed, and will have this available for the next meeting.

06/30 Invitation to Mixed Communities Event at GOEM

Shaun Bennett informed the Committee of his invitation to attend a Seminar on mixed communities on Monday 30 October.

This event looks at ways to improve and regenerate areas of acute deprivation in order to create areas of mixed communities. Phil Davies said this will be important as it includes local, East Midlands, strategies, and will cover areas such as land and finance. Shaun Bennett will provide an update on this at the next Committee meeting.

Shaun Bennett asked if another member of the Committee would like to attend with him. Dennis Rees announced he has already agreed to attend the seminar. Bob Osler said he would be happy to attend with Shaun.

Agreed

Bob Osler to attend the GOEM Mixed Communities Event on 30 October, with Shaun Bennett.

06/31 New Freedoms and Flexibilities Update

Shaun Bennett provided the Committee with an update on new freedoms and flexibilities. He reported that following the announcement from Ruth Kelly, six organizations from across the country had been asked to work up detailed figures on the freedom to opt out of the HRA subsidy system. Derby Homes are now in a position to monitor any developments with the case studies and to be ready to consider a bid to exploit the new freedoms if the conditions are right.

He discussed with the Committee some of the points high-lighted on a presentation he had produced for a conference he recently attended. These included Derby Homes' hopes for the future. He raised the importance of having a long term business plan in place, looking

further than 2 years ahead.

Shaun Bennett informed the Committee of an ALMO review taking place which will be looking at ways to provide a future for ALMO's. Dennis Rees told the Committee that a report will be produced by the 6 ALMO's piloting these case studies.

Phil Davies spoke of the future for Derby Homes, and the importance of moving forward on redevelopment. It would be a great achievement for Derby Homes, if we prove successful with the site on St. Clare's Close. It may be necessary, in time, to set up a separate division within the organization to over see this, influenced by both Derby Homes and Derby City Council.

Iain MacDonald recommended having a plan set up, if Derby Homes are given these freedoms and flexibilities. Bob Osler suggested a matrix could be put together showing steps to be taken, target dates, and the name of the leading Officer. This could then be taken to the Board, and the HRA Strategic Meeting, to provide them with a stage by stage update.

Agreed

The Committee:

1. Noted the update provided by Shaun Bennett.
2. Agreed to produce a matrix, for guidance, with regard to the new freedoms and flexibilities and the potential for new development.

06/32 Update on the Appointment Process for Development Partners

Shaun Bennett provided the Committee with a report showing the progress on the selection process for development partners. He also provided a draft timetable which has been put together by Paul Hyland, of Trowers and Hamlins. This shows the steps to be taken, against target dates.

The Committee noticed that some of the target times, set against actions, had lapsed. Shaun Bennett will have this timetable updated, ready to send out with the minutes and action plan.

Iain MacDonald advised Shaun Bennett to check for indemnity, and to get this in writing. Shaun Bennett agreed to do this.

Agreed

The Committee noted the report presented by Shaun Bennett.

06/33 Update on the Appointment of Master Planning Consultants for Osmaston and Derwent

Shaun Bennett provided the Committee with an update on the procurement process for master planning consultants in the Osmaston and Derwent areas of Derby.

There were 20 expressions of interest made. Short-listing took this down to 6, and the final stage will bring this number down to 3. It is anticipated that a Consultant will be in place by December 2006. Iain MacDonald warned the Committee that the decision on the selection of consultants should not be based on a good sales pitch, but more by achievements made.

Martin Laidler reported that the land currently used by Rolls Royce is due to be vacated by December 2007. He will be meeting again with English Partnerships.

Bob Osler asked for this to be put onto the action plan.

Lorraine Watson queried the cost involved for Derby Homes, for the master planning of the Osmaston area. Shaun Bennett informed the Committee that the cost will be shared between Derby Homes, Derby City Council and Rolls Royce, and works out at a sum of £15,000 each.

The Committee will be kept informed on progress made.

Agreed

The Committee noted the update provided in the report.

06/34 Date and time of next meeting

The next meeting will be held in the large boardroom at Cardinal Square on Thursday 30 November at 4.30 pm.

The meeting ended at 5.45 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 28 September 2006.

DERBY HOMES LIMITED

MINUTES OF THE GOVERNANCE SERVICES SUB COMMITTEE Held on Wednesday 18 October 2006

The meeting started at 5.00 pm
The meeting finished at 6.50 pm

Board Members Present:

Jenny Bradley, Dennis Rees, Bob Osler

Officers Present:

Phil Davies, Jackie Mitchell

06/01 Apologies

Apologies for absence were received from Lorraine Watson

06/02 Membership of the Committee

Agreed

It was agreed that the Committee would consist of Jenny Bradley, Dennis Rees and Bob Osler.

The Committee will be supported by Phil Davies, Jackie Mitchell and Lorraine Watson. It was agreed a member of staff be invited to the meetings as it was felt this would offer a good professional development opportunity.

06/03 Declarations of Interests

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

Agreed

There was discussion about the use of the term 'the usual' by Board members at meetings and it was agreed to clarify the meaning and review the need to raise 'Declarations of Interest'.

06/04 Terms of Reference

Ideas were debated about what the Committee wanted to achieve and the action and timescales involved. It was broadly agreed that the Committee would

- review governance
- ensure that we have good governance
- ensure the Board acts within governance and fulfills their potential
- review delegations to senior staff
- review delegations to committees
- review membership of committees
- consider delegating risk management to senior staff and only one board member having responsibility

Agreed

Each Committee to be looked at individually (one per meeting) to draw up and agree good governance for each.

Performance Management Committee and Risk Management to be reviewed at the next meeting.

Future meetings to review

- Local Housing Boards
- Resources & Remuneration
- Audit
- Development & Regeneration
- HRA Strategic Working Party
- Budget Scrutiny

06/05 Board Governance Training Day 15 September 2006

The feedback and action points from the training day were discussed, particularly the exercise around the seven strategic aims, and the opportunities and threats arising.

Agreed

The report was noted. It was agreed to monitor achievement of the action plans drawn up at the away day at a future meeting.

06/05 Local Housing Board Away Day 12 October 2006

An evaluation report and proposed future action resulting from the away day were discussed.

Agreed

The report was noted.

06/06 Time and frequency of future meetings

Future meetings to be held monthly on Mondays at 5.00 pm.

6 November 2006	5 February 2007
4 December 2006	5 March 2007
8 January 2007	2 April 2007

ACTION

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|----|--|----|
| 1. | Invite an appropriate member of staff to attend meetings. | PD |
| 2. | Prepare a discussion paper on Declarations of Interest for the next meeting. | LW |
| 3. | Circulate the draft terms of reference to Committee members for comment and agreement. | JM |
| 4. | Prepare a reference guide linking the relevant parts of the Governance Arrangements to the various Committees and circulate before the next meeting. | JM |
| 5. | Review the Governance Away Day action plan at a future meeting. | JM |
| 6. | Details of responsibility and authority of each Committee to be brought to the next meeting. | JM |
| 7. | To review at a future meeting the appointment process for Board Members | LW |

DERBY HOMES LIMITED

MINUTES OF THE GOVERNANCE SERVICES SUB COMMITTEE

Held on Monday 6 November 2006

The meeting started at 5.00 pm

The meeting ended at 7.00 pm

Board Members Present:

Jenny Bradley, Dennis Rees, Bob Osler

Officers Present:

Phil Davies, Jackie Mitchell, Mark Crown

06/07 Apologies

Apologies for absence were received from Lorraine Watson

06/08 Admission of Late Items

Tabani Ndlovu has raised an interest in joining the Committee.

Agreed

The Committee agreed to co-opt Tabani onto the Committee.

06/09 Declarations of Interests

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

06/10 Minutes of Previous Meeting

The minutes of the meeting held on the 18 October 2006 were accepted as a true and accurate record.

06/11 Matters Arising

Minute 06/02 – Phil introduced Mark Crown, Tenant Involvement Manager. Mark explained his role at Derby Homes.

Minute 06/04 – Agreed future reviews of committees to take place in the order listed.

Minute 06/06 – Dennis gave his apologies for the meeting on 4 December.

06/12 Draft Terms of Reference Governance Services Sub Committee

Phil has included an item on the agenda on Principles of Good Governance, as a useful document to consider in relation to paragraph 1 of the terms of reference.

Phil advised he had added Chair's meetings to the list in paragraph 5 as the meetings formed part of the Governance structure. Weekly meetings are held with the Chair and Executive.

Paragraph 3 – Risk Management – Bob felt this wasn't a strategic issue for the Board and should be managed by the Performance Team, with an annual report to the Board. Wording to be amended from 'improve' (the risk management system....) to 'review'.

Agreed

The terms of reference for the Governance Services Sub Committee were agreed, subject to amendments as above. The terms of reference will be included on every agenda and contain a progress column.

06/13 Declarations of Interest

Phil presented the discussion paper circulated with the agenda. He advised it was Board Members' duty to inform the Company Secretary of any changes to their statement of interests, completed when they first become Board members. He clarified that an interest in an item on the agenda should be declared at the beginning of the meeting at the appropriate point on the agenda. However, if Board members realise they have an interest during discussion of an item they should declare it straight away.

Agreed

It was agreed

1. the proposed statement relating to declarations of interested should be checked with the Council's solicitor and included on all agendas
2. the Company Secretary issue an reminder annually to Board Members to review and update their statement of interests.

06/14 Performance Management Committee (PMC)

The current delegations to this Committee were discussed. Jenny was concerned that although the Committees have been delegated greater decision making powers, the PMC's level of decision making is not equal to that of the Resources & Remuneration Committee because it can only make recommendations to the Board.

A series of amendments were made to the list of delegated responsibilities including

- the Committee to lead and agree actions (rather than recommend to the Board and Committees)
- oversee the effective operation of the Performance Management Team
- Receive reports from the Chair of the Board, Committee Chairs, Chief Executive, Directors and other staff if necessary
- Committee membership of 5 board members
- Quorum of 3 board members
- Committee to elect its own Chair
- Core staff to attend meetings – Director of Housing & Customer Service, Customer Service & Performance Manager, Risk Manager and other senior staff as necessary.

It was also agreed that the PMC would be responsible for the Risk Register and that the Performance Management Team would lead on it; board members would not have responsibility, although it was suggested that a board member should take responsibility for Risk Management.

Agreed

The Committee agreed to recommend the amendments to the scheme of delegation for the Performance Management Committee to the Board, subject to comments and agreement by the PMC.

06/15 Items for the next meeting

- Local Housing Boards scheme of delegation
- Governance Away Day Action Plan
- Appointment Process for Board Members

Date of next meeting

The next meeting will be held on Monday 4 December at 6.00 pm at Cardinal Square.

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DERBY HOMES LIMITED

MINUTES OF THE PERFORMANCE MANAGEMENT COMMITTEE

Held on Tuesday 7 November 2006

The meeting started at 6.00 pm

Board Members Present:

Asaf Afzal, Jenny Bradley, Martin Latham, Nita Murphy, Tabani Ndlovu, Roy Webb

Officers Present:

Emily Baker, Derek Bale, Shaun Bennett, Julie Eyre, Maggie Fennell, Julie Hughes, Steve Humenko, Jackie Mitchell, Maria Murphy

06/29 Election of Chair

Jenny Bradley was elected Chair of the Committee for 2006-7.

06/30 Apologies

Apologies for absence were received from Gwen Stubley and Margaret Redfern,

06/31 Admission of Late Items

The Committee stood for one minute's silence in remembrance of Laurie Storey, who died on Monday 6 November.

The Chair, on behalf of the Committee, conveyed her condolences to Laurie's wife and family.

06/32 Declarations of Interests

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

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

06/33 Minutes of Previous Meeting

The minutes of the meeting held on the 8 August 2006 were accepted as a true and accurate record.

06/34 Matters Arising

Minute 06/19

The Chair requested that meeting dates for the rest of the year be circulated to all Committee members.

Minute 06/20 – Performance Management Committee Terms of Reference

The Chair advised that the Governance Services Committee had reviewed the membership and terms of reference of the Performance Management Committee. A copy of the proposed revised terms of reference was circulated for Committee members' comments.

- The Chair requested the inclusion of core senior officers who attend Committee meetings.
- The Director of Housing and Customer Service suggested including reference to the scrutiny of external bodies who have input/influence on Derby Homes' performance, for example Derby Benefits.
- Roy Webb suggested an amendment to the wording of aim 3 to read '...Chair of the Board or a Chair of a Committee....'
- It was also suggested in aim 4 references to 'Delivery Plan', 'Business Plan' and 'Service Plan' be deleted and replaced with 'Business & Delivery Plan'.

The Chair explained it was proposed the Committee would consist of only 5 members, members would be given the option of remaining with the Committee or transferring to another Committee. She then stressed the importance of full commitment from those members who chose to remain on the Committee, particularly in view of recent poor attendance at meetings.

The Director of Housing and Customer Service emphasised the important role the Committee played in scrutinising Derby Homes' performance.

The Chair asked Committee members to consider their position, they will shortly be contacted for their decision.

The proposed terms of reference, with amendments as discussed, will be recommended to the Board at its meeting on 30 November 2006.

Minute 06/21 Business and Development Plan including Consolidated Action Plan and Service Improvement Plans

Tabani Ndlovu advised he has agreed to give a presentation at a Derby Homes Managers' meeting on 16 November, on SMART targets and would be happy to take on board any comments from Committee Members.

06/35 Performance Monitoring Information

The Committee considered performance information for the second quarter. They were asked to agree areas of positive and negative performance and comment on any corrective actions proposed and to report this information to the Board, Resources & Remuneration Committee and Local Housing Boards.

The Chair commented on the excellent new format of the report. Committee members agreed that information was now clear and easy to follow.

The Committee was advised gas maintenance and the majority of other indicators were on course to meet expected targets.

The Director of Housing and Customer Services advised the Committee of the importance of scrutinising rent arrears, particularly as this area is closely looked at by the Council as it has an impact on the Comprehensive Performance Assessment (CPA).

With reference to the impact of the Council's new housing benefits computer system on rent arrears, the Committee was advised that the Director had a continuing a dialogue with Don McClure, Assistant Director Customer Services, Derby City Council.

Roy Webb asked if there was a programme in place to bring rent arrears back to the position they were in at the end of this year. He hoped from that point he would see improvements. He recommended this be reported to the Local Boards so they will know the position.

The Chair raised concerns that the company who had been handling the customer satisfaction survey, had gone into administration. She

was assured by officers that the company who had taken over the work is only slightly behind timescales. Outcomes will be reported in the third quarter report.

Derek Bale, Performance Officer advised Committee that he will be looking at all forms of feedback, including formal complaints, compensation requests, email, telephone, comment forms. These will be analysed and he will look at how we can learn from complaints. A process improvement team is being formed to look at learning from complaints. The team will be formed from all sections of Derby Homes, tenants and leaseholders.

Quarterly feedback and analysis will be provided to the Committee, identifying common themes.

The Chair stated she would have liked to have seen earlier, details of actions taken on the Complaints to Appeal Panel.

The Committee discussed the definition of a complaint and agreed a definition would be included with the next report.

Tabani Ndlovu raised a query about the equalities monitoring information for complaints and that there appeared to be no information from BME communities. It was agreed the Performance Team would follow up and report back on access to service issues.

The Chair raised concerns about the increase in Estate Management complaints.

The Director of Housing and Customer Service believed this figure included staff complaints generated through estate walkabouts.

The Director of Investment & Regeneration provided an explanation on this quarter's figures for day to day repairs, compared to the same position last year.

Agreed

The Committee noted the performance information contained in the report and agreed to report to the Board, Resources & Remuneration Committee and the Local Housing Boards on:

- Gas Servicing
- Voids and Lettings
- Rent Arrears
- Customer Satisfaction
- Responsive Maintenance.

06/36 Derby Homes Management Agreement

The Committee received a presentation on the purpose and content of the Management Agreement between Derby Homes and the City Council.

Agreed

The Committee

1. noted the report and the actions taking place to renegotiate the Management Agreement
2. requested a copy of the presentation be emailed to Committee members.

06/37 Review and Research Topic: Maintenance Services

The Committee received a presentation on the progress made to date with the new repairs contract and the anticipated improvements in service the new partnering contract will bring.

As part of the contract a sub group is being set up to develop new indicators to measure and improve performance.

The Committee was asked to consider its role in relation to monitoring the service.

Agreed

The Committee

1. noted the presentation
2. agreed the contract performance sub group be requested to report back on progress to every Committee meeting.

06/38 Progress Report – Business & Delivery Plan Consolidated Improvement Plan (CIP) and Service Improvement Targets (SIT)

The Committee received a report on quarter two progress against service improvement targets and the consolidated improvement plan.

The report identified 5 overdue CIP targets and 9 overdue SITs and proposed actions to address slippages.

The Committee was assured that where actions are not on target, senior officers are called to account to the Senior Management Team and the Executive Team.

Agreed

The Committee

1. agreed proposals to address slippage against actions detailed in Appendices 1 and 2
2. noted performance information contained in Appendices 3 and 4 regarding progress against targets and actions contained in the CIP and Service Plans.
3. agreed that only details of overdue (red) targets will be included in future reports. Targets that have been achieved (green) and where action is required (amber) will be made available to Committee Members electronically
4. receive a report back on the Enquiry Centre's performance over the last 3 quarters and action taken to improve the service.

06/39 Standing Order 11

The Committee agreed to waive Standing Order 11 to allow the meeting to continue after 8.00 pm.

06/40 Service Improvement Target Template

The Committee was asked to approve a revised template for managers to use when writing service improvement targets.

Agreed

The Committee agreed that it was not within its remit to approve the template but that it should be agreed by the staff who use it.

06/41 Risk Register

The Committee received an updated Risk Register. The register had been updated by lead officers who had recently spoken to lead Board members. A commentary on each risk was noted in the document.

The Committee was advised the Governance Service Sub Committee had recently reviewed the Risk Register and will report to the Board at its next meeting on its future operation.

It is proposed that in future the Performance Team be responsible for monitoring the Risk Register and will report to the Committee on progress.

It was suggested that a Board member could volunteer to lead on the Risk Register.

Agreed

The Committee noted the report.

Date of next meeting

The next meeting will be held on Tuesday 6 February 2007 at 6.00 pm at Cardinal Square.

The meeting ended at 8.35 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 7 November 2006.

DERBY HOMES LIMITED

MINUTES OF THE RESOURCES & REMUNERATION COMMITTEE

Held on Thursday 16 November 2006

The meeting started at 6.00 pm

Board Members Present:

Sue Glithero, Phil Kay, Iain MacDonald (Chair), Dennis Rees (from 6.55 pm), Bob Troup

Officers Present:

Phil Davies, Lorraine Watson, Jackie Mitchell, Christine Hill, Pippa Wood

Other attendees:

Sheila Wheelan, Tribal

06/26 Election of Chair

The Committee re-elected Iain MacDonald as the Chair of Resources & Remuneration Committee 2006/7.

06/27 Apologies

Apologies for absence were received from Bob Osler.

06/28 Admission of Late Items

The Chair admitted a late item on Scheme Managers National Minimum Wage. The item was placed on the confidential part of the agenda.

06/29 Declarations of Interests

The Council Board Member was noted as declaring his interest in matters relating to Derby City Council.

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

06/30 Minutes of Previous Meeting

The minutes of the meeting held on the 18 July 2006 were accepted as a true and accurate record.

06/31 Matters Arising and actions from the previous meeting

Minute 06/09 – External Management and Consultancy/Presentation of Management Accounts

The Director & Company Secretary circulated an analysis of overspend of office costs that had been requested at the meeting in April. The analysis included a breakdown of office costs overspend in 2005/6 and costs for 2006/7 up to Period 6.

Minute 06/17 Review and Research Topic: Service Level Agreements

The Director & Company Secretary advised there was an item on the agenda on Market Testing the Payroll Service.

06/32 Management Accounts Period 6

The Committee received the management accounts for period six, up to the end of September 2006.

The Director & Company Secretary advised the accounts showed a surplus of £7,000 with an accumulated surplus of £18,000.

Bob Troup raised an issue identified at the recent Budget Scrutiny Panel meeting of the costs of closing the local office at New Sinfen. The Director explained this was due to the inclusion of dilapidation clause in the lease of £45,000, with only £25,000 available in the account which has created a £20,000 pressure. This will be included in the next set of accounts. There are a further 2 offices affected by clauses. The issue will be raised at the next HRA Strategic Working Party and it is anticipated costs will be split between Derby Homes and the Council.

Bob Troup commented he was disappointed these issues had not been thought through before decisions were made about office closures.

The Committee was advised there would be rental implications for any co-location offices, however, there would be rental income from properties leased to partner organisations.

Agreed

The Committee noted the management accounts for period 6.

06/33 New Personnel Policies

The Committee considered proposed amendments to the Disciplinary and Dismissal Procedure and the Retirement Policy.

The Personnel Manager advised Committee of the main changes proposed to the procedure and policy and explained they were comparable to changes made by the City Council to ensure compliance with the Employment Act 2002 (Dispute Regulation) Regulations and Employment Equality (Age) Regulations 2006

The Committee was advised the existing procedure and policy met the requirements of the Regulations but the City Council had decided to issue clear guidance on timescales and other issues. The guidance notes attached to the procedure combined guidance for managers and staff.

The Committee queried the advantages of adopting the Council's policies. They were advised that Derby Homes had a moral and legal commitment under TUPE to have broadly comparable terms and conditions with the Council, there may also be a commitment in the Services Agreement.

The Committee suggested a glossary of terms be included in the procedure.

With regard to the Retirement Policy, it was explained there is currently no right for employees to continue working after 65 years of age, although Derby Homes would always discuss the possibility with staff who wished to do so. The revised policy gives employees the right to request work beyond the age of 65.

The Committee requested an amendment to paragraph 1.5 of the policy to read (third sentence) "We would not normally extend the employment beyond the age of 70 years".

Agreed

The Committee:

1. approved the Disciplinary and Dismissal Procedure and the Retirement Policy, subject to the amendments described above

2. requested a report at the next meeting on the reasons for and continuing to adopt Derby City Council Personnel Policies, including advantages and disadvantages.
3. requested that future reports on changes to policies and procedures include a summary of the differences.

06/34 Investors in People

The Committee received a report advising that Derby Homes has retained Investors in People recognition.

Agreed

The Committee noted the report and congratulated all staff on this achievement.

06/35 Derby Homes Risk Register

The Committee considered an updated report of the Risk Register and Risk Management Action Plan.

The Chief Executive advised the Governance Services Sub Committee had recently discussed the Risk Register and would be recommending to the Board that the register would be overseen by the Performance Management Committee in future.

The Chair felt it was the role of the Executive Team to review the Register and report to the Performance Management Committee.

Sue Glithero reminded Committee that she had previously suggested the action column should include an indication of whether the action taken was adequate, more than adequate or inadequate.

Phil Kay advised he had recently discussed Risk 28, Business Disaster Recovery Plan with Mark Fairweather. Mark had advised the work on the Plan will be completed by the end of December.

Agreed

The Committee noted the updated Risk Register and Risk Management Action Plan.

06/36 Performance Monitoring – issues referred from the Performance Management Committee

The Committee received a report from the Chair of the Performance Management Committee which highlighted key performance issues arising from discussions of the second quarter outturn for 2006/7.

Agreed

The Committee noted the report.

06/37 Derbyloans' Funders Report Update

The Committee received a report to satisfy the monitoring report conditions attached to the grant funding provided by Derby Homes. The report gave details of loans made by Derbyloans to Derby Homes' tenants in the twelve months to September 2006 and accumulatively since May 2003.

Agreed

The Committee noted the report.

06/38 Confidential Business

Under Part IV of the Derby Homes Governance Arrangements, the Committee agreed to exclude members of the public during consideration of the following items on grounds that it involves the likely disclosure of confidential information as defined in Standing Order 18.2 (ii and x).

06/39 Salary Levels for Senior Managers

Officers in attendance left the room during the discussion of this item.

The Committee considered a report on Senior Market Pay Review, produced by Tribal. The Committee was advised by consultant, Sheila Wheelan, of Tribal.

Agreed

The Committee having examined the report, generally felt posts below the Executive Team appeared to be adequately paid in comparison to similar posts in other ALMOs.

The Committee agreed, from 1 April 2007:

1. Chief Executive's salary is fixed at 120% of the median figure, subject to cost of living and 3 yearly reviews.
2. Director's salary is fixed at 70% of the Chief Executive's, subject to cost of living and 3 yearly reviews.
3. the existing annual performance pay scheme to continue and a report is brought to a future meeting on any changes to the scheme arising from the introduction of fixed salaries.

Personnel Policies

06/40 Code of Conduct – Professional Relationships

The Committee considered a proposed policy offering employees guidance about conducting professional relationships within the workplace.

Agreed

The Committee agreed not to approve the policy as they believed existing policies would be adequate to address any such issues arising.

06/41 Consumption of Alcohol Policy

The Committee considered a proposed policy offering employees guidance about the consumption of alcohol during the working day.

Agreed

The Committee approved the policy and noted it will be subject to formal discussions with the trade unions.

06/42 Job Evaluation

The Committee received an update report on the Job Evaluation Scheme.

Agreed

The Committee noted the report.

06/43 Urgent Action – Voluntary Early Retirement/Voluntary Redundancy Supported Living Restructuring

The Committee received a report on urgent decisions made by the Chair and Vice Chair of the Board, in consultation with the Chair of Resources & Remuneration Committee.

Agreed

The Committee noted the report.

06/44 Market Testing Proposal for Payroll Processing Services

The Committee considered a report to undertake a market test of payroll processing services.

Agreed

The Committee approved the recommendations (2.1 - 2.3) contained in the report.

06/45 Scheme Managers National Minimum Wage

The Personnel Manager updated the Committee on progress made to date.

Agreed

The Committee noted the progress made and requested a further report at their meeting in February.

Date of next meeting

The next meeting will be held on Thursday 4 January 2007 at 6.00 pm at Cardinal Square.

The meeting ended at 9.20 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 16 November 2006.