

DERBY HOMES LIMITED

**MINUTES OF THE RESOURCES, REMUNERATION & REGENERATION
COMMITTEE MEETING**

Held on Thursday 26 April 2012

The meeting started at 6.00 pm

Board Members Present:

Mike Ainsley, Mark Menzies, Tony Holme, Iain MacDonald (Chair), Bob Osler, Margaret Redfern (left at 7.20 pm), Dennis Rees, Roy Webb

Officers Present:

Shaun Bennett, Phil Davies, David Enticott, Christine Hill, Jackie Mitchell

Annabelle Barwick, Lara Cartledge Jim Joyce – Item A8 only

12/18 Apologies

There were no apologies.

12/19 Admission of Late Items

There were no late items.

12/20 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.

Phil Davies, Shaun Bennett and David Enticott all declared an interest in the item on senior staff pay review.

12/21 Minutes of Previous Meeting

The minutes of the meeting held on the 5 January 2012 were accepted as a true and accurate record with the following amendments:

Minute 12/09 first paragraph on page 3 should read 'governance issues'
Minute 12/13 first paragraph on page 5 should read 'Dun and Bradstreet'.

12/22 Matters & Actions Arising

Minute 11/84 Review of Non Core Activity Home to Work Scheme – the Committee was advised that as there are no costs to the scheme Job Centre funding was not pursued. However, staff will investigate any funding available from Job Centre Plus for the social enterprise.

Minute 12/09 Update on Social Enterprise – Mike Ainsley has produced a report for the Chief Executive on his visit to Wolverhampton Homes' social enterprise.

Minute 12/13 Derby Homes Draft Operating Budget - Dun & Bradstreet have now changed their assessment for Derby Homes so this should not be an issue in the future.

Minute 12/14 Derby Homes Management Accounts 2011/12 Period 6 - Officers are half way through work to understand layers of cost and opportunities available to reduce costs on voids and a full report will be brought to the next meeting outlining outcomes.

12/23 Training for Committee Members

The Chair asked Committee Members to contact Susan Hill if they have any specific training requirements.

12/24 Confidential Business

Agreed

The Committee agreed that under Part IV of the Derby Homes Governance Arrangements, members of the public be excluded from the meeting during discussion of the following items on grounds that it involves the likely disclosure of confidential information as defined in Standing Order 20.2 (b and j).

12/25 Personnel Quarterly Update

The Committee received a report providing an update on key activities relating to the employment and management of employees at Derby Homes.

Agreed

The Committee noted the report.

12/26 Senior Staff Salary Review

Phil Davies, David Enticott and Shaun Bennett all left the room during discussion of this item.

The Committee considered a report reviewing the salaries of the Chief Executive and Directors.

Agreed

The Committee agreed to defer a review of the salary rates for the Chief Executive and Directors until April 2015, or until the £1m savings in fee is achieved, whichever is sooner, or if any post becomes vacant.

12/27 New Policy - Use of Global Positioning Services

At its meeting in November 2011 the Committee approved the policy on the use of Global Positioning Services (GPS) in principle and agreed that Derby Homes should now ask for a legal review of the policy to ensure compliance with relevant legislation.

The policy was reviewed by Anthony Collins Solicitors. Their view was that if the policy is compliant with the Data Protection legislation then we would be working within Human Rights legislation.

Agreed

The Committee approved the policy and its implementation.

12/28 Voluntary Early Retirement

The Committee considered an application for voluntary early retirement (VER).

Agreed

The Committee approved the application for VER.

12/29 Urgent Approval – Voluntary Redundancy

The Committee considered a report advising on urgent action taken by the Chair and Vice Chair of the Board in respect of an application for voluntary redundancy.

Agreed

The Committee noted and approved the urgent decision for an application for Voluntary Redundancy (VR).

12/30 Accommodation Update

The Committee was advised that 2013 will bring a significant change in accommodation arrangements, with a move out of Cardinal Square. The report updated the Committee on progress to date and the likely outcomes of the changes.

Agreed

The Committee agreed the recommendations in the report.

12/31 Social Enterprise

The Committee received a Business Plan (Appendix 1) setting out the proposal to establish a Community Interest Company (CIC) Social Enterprise for Derby Homes.

Agreed

The Committee recommended to the Board the recommendations in the report, subject to consultation with Derby City Council.

12/32 Risk Register End of Year Report

The Committee received a report providing information on the end of year updates for the strategic and operational risks for 2011/12 and proposing a new and updated set of strategic and operational risks for 2012/13.

Agreed

The Committee

1. Noted and approved the strategic risk register as follows:
 - revised ratings for Quarter 4 2011/12
 - proposed risk management register for 2012/13.
2. Noted the operational risk register as follows:
 - revised risk ratings for Quarter 4 2011/12
 - risk management register for 2012/13.
3. Agreed an additional or amended strategic risk associated with the new welfare reforms.

12/33 External Management

The Committee received a report detailing performance against Management Agreements and Service Level Agreements of Derby Homes' management of external properties as at 29 February 2012.

Agreed

The Committee noted the information detailed in Appendix 1 of the report.

12/34 Possible Purchase of Properties

The Committee received a report on an option that has arisen to purchase a number of houses.

Agreed

The Committee approved the recommendations in the report, subject to further information and approval of the Council.

12/35 Standing Order 12

The Committee agreed to waive Standing Order 12 to allow the meeting to continue after 8.00 pm.

12/36 Oakvale House

The Committee received a report and presentation setting out proposals for refurbishing the former Oakvale House sheltered housing scheme.

Agreed

The Committee approved the proposals and delegated to the Chief Executive the implementation of the proposal subject to approval and finance from Derby City Council.

12/36 New Business, Extra Care, Development & Regeneration Update

The Committee received a report advising of the ongoing progress of the range of new business activities in development. The report highlighted the current situation in regard to funding, talks about initiatives Derby Homes is driving forward to deliver new homes, and an update on the Osmaston Vision Programme.

Agreed

The Committee noted the progress in New Business, Extra Care, Development and Regeneration.

End of Confidential Business

12/37 Items from Part C to be discussed

Agreed

The Committee did not raise any items from Part C to be discussed.

12/38 Management Accounts 2011/12 Period 11

The Committee received a report tabling the management accounts for Derby Homes for the eleven months to February 2012. It compared actual expenditure for April to February against budget and extracted a difference.

The Committee was provided with an explanation on the overspend on gas servicing and breakdown which was due to the realignment of budgets, following the transfer of repairs service, the collapse of Connaught and the overlap of using several smaller firms to do the work, as well as changes in legislation regarding flue pipe ducting.

Bob Osler requested that in future Officers make certain they only agree final payment when a firm goes into liquidation, after we have taken out our costs.

Agreed

The Committee noted the report and appendices.

12/39 Timetable for 2011/12 Year End Accounts

The Committee received a report providing details of proposed publication dates for the year end accounts.

Agreed

The Committee noted the dates when the year end accounts for 2011/12 will be available.

12/40 Violence and Aggression Policy

The Committee received a report on the review of the Violence and Aggression policy. The review took into account legislative changes and recommended good practice. As an employer, Derby Homes complies with its statutory responsibilities under Health and Safety legislation. By producing a Violence and Aggression Policy, Derby Homes is also demonstrating its commitment that violent and aggressive behaviour towards staff, and contractors, will not be tolerated. Derby Homes' Abuse, Aggression and Violence Policy was formally introduced in 2009, following approval by Derby Homes' Health and Safety Forum.

Agreed

The Committee approved the revised Violence and Aggression Policy subject to Chief Executive checking if there are any significant changes made, in which case it will be brought back to the Committee. The Committee requested that all future policy changes are brought with track changes highlighted so that the Committee could see more easily what was being proposed.

12/41 Performance Monitoring Quarter 3 2011/12

The Committee received a report submitted by the Chair's Group to highlight key performance issues arising from the discussion of quarter 3, 2011/12.

Agreed

The Committee did not discuss but noted the report.

12/42 Performance Monitoring Quarter 4 2011/12

The Committee received a report submitted by the Chair's Group to highlight key performance issues arising from the discussion of quarter 4, 2011/12.

Agreed

The Committee did not discuss but noted the report.

12/43 Date and time of next meeting

Agreed

The date and time of the next meeting is Thursday 12 July 2012 at 6.00 pm at Cardinal Square.

The meeting ended at 9.00 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 26 April 2012.