

## DERBY HOMES LIMITED DERBY HOMES BOARD MEETING

**28 MARCH 2024  
DERBY HOMES BOARDROOM/MICROSOFT TEAMS**

### PUBLIC AGENDA

#### Chair's Notice

**After reading through the reports, can members discuss any concerns/clarifications, in advance of the meeting, with The Chair and/or the author/owner of the report.**

TITLE	LEAD	ENC	PAGE
Welcome and apologies for absence	JS	Verbal	
Admission of late items	JS	Verbal	
Declarations of interests	JS	Verbal	
Chair's announcements	JS	Verbal	
Statements from members of the Board	JS	Verbal	
Questions from members of the public	JS	Enc.1	
Committee Chairs' feedback: Operational Board Governance Committee Audit Committee	BM MA IM	Verbal	
Agree any items from Part C to be discussed	JS	Verbal	
<b>PART A – ITEMS FOR APPROVAL</b>			
Public Minutes of the previous meeting held on 25 January 2024	JS	Enc.2	1
Matters arising	JS	Verbal	
Action Monitoring Schedule	JS	Enc.3	9
Managing Director's Report	MM	Enc.4	11
Finance Report	MK	Enc.5	15
Compliance Report	SB	Enc.6	21
Property Report	SB	Enc.7	29
Health and Safety Report	MM	Enc.8	33
Data Protection Policy	TL	Enc.9	37
Q3 Delivery Plan Update 23/24	MK	Enc.10	61
Delivery Plan 24/25	MK	Enc.11	81
Board Member Recruitment	JH	Enc.12	105
Gender Pay Gap	TL	Enc.13	115
Forward Plan	JH	Enc.14	121
Disclosures Under the Insurance Act	MK	Enc.15	123

## **Date and time of the next Derby Homes Board Meeting:**

**July 2024 (to be confirmed)**

## **Held in Derby Homes Boardroom and MS Teams**

### **Leads –**

JS – Jsan Shepherd (Chair)

BM – Bob MacDonald

MM – Maria Murphy

MK – Michael Kirk

SB – Shaun Bennett

TL – Taran Lalria

JH – Jane Haywood

MA – Mike Ainsley

IM – Iain Macdonald

## **NOTICES**

### **DECLARATIONS OF INTEREST**

All Board Members have a duty to act in the best interests of Derby Homes, when they make decisions at Board or Board Committee meetings. Board Members must not generally put themselves in a position whereby there is a conflict between their personal interests and their duty to Derby Homes Limited.

Derby Homes' Governance Arrangements requires Board Members to declare any interest(s) they may have in a matter before it is discussed.

The declaration of 'the usual' interests covers the interests of councillors, on matters relating to Derby City Council and the interests of tenants and leaseholders, on matters relating to their interests, as tenants and leaseholders, of Derby City Council and customers of Derby Homes Limited.

If at the beginning, or during the meeting, you realise that an item you are discussing directly affects you, your family, or persons known to you, then you should declare your interest straight away.

The general rule is that you should not remain present during the discussion of the matter in which you have a business or personal interest unless the other Board Members agree otherwise. You are not allowed to vote on the matter within which you declare an interest.

Any question arising at a meeting as to the eligibility of a member to vote, may be referred to the Chair before the conclusion of the meeting; the Chair's decision, (other than in relation to him/herself), shall be final and conclusive.

You are welcome to raise and discuss any doubts you may have about a declaration of interest, at any time, by contacting the Company Secretary directly.

## **FIRE EVACUATION PROCEDURE**

No fire drills are scheduled, unless advised at the start of the meeting by the Chair.

### **Action on discovering a fire**

1. Raise the alarm by operating one of the manual call points.

2. Leave by the nearest available exit to the assembly point on the grass next to the hub/staff canteen.

**Action on hearing the alarm**

1. Do not stop to collect personal belongings.
2. Close windows and doors if it does not cause delay.
3. Escort any visitors and leave by the nearest available exit to go to the assembly point, on the grass next to the hub/staff canteen.
3. Check that someone has called the fire service by dialing 999.
4. Do not return to the building until given the all-clear by the fire service.