

## **DERBY HOMES LIMITED**

### **MINUTES OF THE BOARD MEETING**

**Held on Thursday 28 November 2019**

The meeting started at 6.05 pm

#### **Board Members Present:**

Mike Ainsley (Chair), Jenn Layton Annable, Lucy Care, Bob MacDonald, Iain MacDonald, Jerry Pearce, Finbar Richards, Sarah Russell, Jsan Shepherd

#### **Officers Present:**

Maria Murphy, Managing Director  
David Enticott, Finance Director & Company Secretary  
Shaun Bennett, Director of Property  
Clare Mehrbani, Director of Housing Services  
Jackie Mitchell, Governance Services Manager

#### **Others Present:**

Councillor Roy Webb, Cabinet Member for Adults, Health & Housing  
Rachel North, Strategic Director for Communities & Place  
Ian Fullagar, Head of Strategic Housing

#### **19/153 Apologies**

There were no apologies for absence.

#### **19/154 Admission of Late Items**

There were no late items.

#### **19/155 Confirmation of Chair of Derby Homes 2019/20**

In accordance with Article 39, the Board was requested to confirm Mike Ainsley as the Chair of Derby Homes until the AGM in 2020.

#### **Agreed**

The Board confirmed Mike Ainsley as Chair of Derby Homes until the AGM in 2020.

**19/156 Appointment of Vice Chairs of Derby Homes 2019/20**

In accordance with Article 39(2) the Board considered the appointment of two Vice Chairs until the AGM in 2020.

**Agreed**

The Board appointed Bob MacDonald, Tenant Board Member and Sarah Russell, Councillor Board Member, as Vice Chairs of Derby Homes 2019/20.

**19/157 Declarations of Interests**

The Council Board Members were noted as declaring their 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.

**19/158 Minutes of Previous Meeting**

The minutes of the meeting held on the 26 September 2019 were accepted as a correct record.

**19/159 Matters Arising**

There were no matters arising.

**19/160 Announcements from the Chair**

There were no announcements from the Chair.

**19/161 Statements from Members of the Board**

There were no statements from Members of the Board.

**19/162 Questions from members of the public**

There were no questions from members of the public

**19/163 Committee Chairs' Feedback**

The Committee Chairs provided feedback from recent meetings:

- Governance – 26 September 2019
- Audit – 28 October 2019

The Board considered a recommendation from the Governance Committee to increase the level of honorarium payments requiring authorisation by the Governance Committee from above £2,000 to above £5,000 per annum.

### **Agreed**

The Board

1. noted the feedback from recent meetings
2. agreed to amend the Governance Arrangements, Part VI Delegation of Responsibilities, paragraph 3.5.6 (ix) to increase the level of honorarium payments authorised by the Governance Committee from above £2,000 to above £5,000 per annum.

### **19/164 Outstanding Actions**

The Board considered an update on outstanding actions arising from previous meetings.

The Managing Director advised that she will invite independent councilors in early 2020 to a meeting to update them on the work of Derby Homes.

Lucy Care advised that the Council has agreed the date for new councillors induction as 3 June 2020.

The Chair advised he will discuss targets with the Managing Director and report back to the Board in January.

### **Agreed**

The Board noted the update.

### **19/165 Urgent Action taken since the last Board meeting**

The Board received details of urgent action agreed by the agreed by the Chair and Vice Chair regarding consultation responses to:

- a) Homelessness Reduction Act 2017 Call for evidence (MHCLG)
- b) Single Discretionary Award Policy (Derby City Council)

### **Agreed**

The Board noted the consultation responses and the urgent action agreed by the Chair and Vice Chair.

**19/166 Confidential Business**

**Agreed**

The Board agreed, 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 (f, g, h & n).

**19/167 Confidential minutes of the meeting held on 26 September 2019**

**Agreed**

The confidential minutes of the meeting held on the 26 September 2019 were accepted as a correct record.

**19/168 Matters Arising**

**Minute 19/140 Board Effectiveness Review**

The Board was updated on an action arising from the review.

**19/169 Managing Director's Report**

The Board considered a report from the Managing Director on strategic and key issues.

**Agreed**

The Board noted the report.

**19/170 Finance Update**

The Board considered a report from the Finance Director & Company Secretary on a variety of financial matters.

**Agreed**

The Board noted the report and approved the recommendations contained within it.

**19/171 Property Update**

The Board considered an update on current issues within the Property Directorate.

**Agreed**

The Board noted the report and approved the recommendations contained within it.

**19/172 Housing Services Update**

The Board considered a report on current issues within the Housing Services Directorate.

**Agreed**

The Board noted the report and approved the recommendations contained within it.

**19/173 Risk Registers Quarter 2**

The Board considered an update on the effectiveness of Derby Homes' risk management arrangements including a snapshot of the strategic and operational risk registers as at 30 September 2019.

**Agreed**

The Board noted the report.

**19/174 Procurement Waivers**

The Board considered an update on the position with regard to procurement standing order waiver requests approved and currently in force.

**Agreed**

The Board noted the report.

**19/175 Procurement Compliance Annual Report**

The Board considered a report on all procurement compliance matters over the previous 12 months that fall within the criteria of non-compliance matters to procurements with an estimated value over £10,000 or any matter which may have a significant impact on Derby Homes or the Council.

**Agreed**

The Board noted the report.

**19/176 Standing Order 8**

The Board agreed to waive Standing Order 8 to allow the meeting to continue after 8.00 pm.

**End of Confidential Business**

**19/177 Items from Part C for discussion**

The Board did not raise any items from Part C for discussion.

**19/178 Health & Safety Update**

The Board considered details of recent health and safety performance and current issues.

**Agreed**

The Board noted the report.

**19/179 Risk Strategy & Policy**

The Board considered a report on the review of the Risk Strategy & Policy. The Strategy & Policy had been considered and recommended to the Board by the Audit Committee on 28 October.

**Agreed**

The Board approved

1. the Risk Appetite Statement
2. the revised Risk Management Strategy
3. the revised Risk Assessment Matrix.

**19/180 Derby Homes Meetings 2019/20**

The Board considered a schedule of meeting dates for the constitutional year 2019/20.

**Agreed**

The Board agreed the schedule of meeting dates for 2019/20.

## **19/181 Appointments to Committees**

The Board considered a report proposing Board Members' appointments to Committees for the constitutional year 2019/20.

### **Agreed**

1. Members of Audit Committee: Lucy Care, Iain MacDonald, Finbar Richards  
Operational Board Members: Tony Holme and Dennis Rees
2. Chair of Audit Committee: Iain MacDonald
3. Derby Homes' representative on CMAP Board: Iain MacDonald
4. Chair of Governance Committee: Jsan Shepherd
5. Members of the Operational Board: Bob MacDonald, Jerry Pearce, Jsan Shepherd

Tenant and Leaseholder Operational Board Members: Charlene Bhurton, Jim Elks, Tony Holme, Lorraine Hurt, Dennis Rees, Christine Sundquist, Ian Veitch.

## **19/182 Insurance Act 2015**

Under the Act Derby Homes is obliged to disclose to insurers "relevant information" at both the insurance tender / renewal time and within the year if relevant issues occur.

The Board considered whether there was any new relevant information that should be disclosed to the insurer under the Insurance Act 2015.

### **Agreed**

The Board, having considered whether there is any new relevant information that should be disclosed to insurers, as required under the Insurance Act 2015, agreed it was not aware of any such information.

### **Draft Minutes of Committees of the Board**

The Board received the minutes of Committees of the Board:

- a) Governance Committee 26 September 2019 (Confidential)
- b) Audit Committee 28 October 2019 (Confidential)

**Agreed**

The Board noted the draft Minutes of Committees of the Board.

**19/183 Forward Plan of Agenda Items**

The Board received the Forward Plan of Agenda Items for the period December 2019 – May 2020.

**Agreed**

The Board noted the Forward Plan of Agenda Items.

**Date of next meeting**

**The next meeting will be held on Thursday 30 January 2020 at 6.00 pm in the Board Room at London Road.**

The meeting ended at 8.20 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 28 November 2019.