

## **DERBY HOMES LIMITED**

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

**Held on 24 November 2016**

The meeting started at 6.10 pm

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

Mike Ainsley (Chair), Paul Bayliss, Fareed Hussain 18.45 , Bob MacDonald, Iain MacDonald, Cadine Reid, Jsan Shepherd, Ian Veitch, Roy Webb

#### **Officers Present:**

Maria Murphy, Managing Director  
David Enticott, Finance Director & Company Secretary  
Shaun Bennett, Director of Investment & Maintenance  
Jackie Mitchell, Governance Services Manager  
Chris Forrester, Governance & Leasehold Support Officer  
Tony Billingham, Specialist Works Manager  
Clare Mehrbani, Head of Housing Management & Housing Options

#### **Others Present:**

Christine Durrant, Strategic Director of People & Place

#### **16/127 Apologies**

There were no apologies for absence.

#### **16/128 Admission of Late Items**

There were no late items.

#### **16/129 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.

**16/130 Confirmation of Chair of Derby Homes 2016/17**

In accordance with Article 39, the Board was asked to confirm Mike Ainsley as the Chair of Derby Homes until the AGM in 2017.

**Agreed**

The Board confirmed Mike Ainsley as Chair of Derby Homes until the AGM in 2017.

**16/131 Election of Vice Chairs of Derby Homes 2016/17**

The Board was asked to appoint two Vice Chairs of Derby Homes. Nominations were received for Bob MacDonald (Tenant Board Member) and Roy Webb (Councillor Board Member).

**Agreed**

The Board appointed Bob MacDonald and Roy Webb as Vice Chairs of Derby Homes until the AGM in 2017.

**16/132 Minutes of Previous Meeting**

The minutes of the meeting held on the 6 October 2016 were accepted as a true and accurate record.

**16/133 Matters Arising**

**Minute 16/87 Managing Director's Report: IT Systems Failure**

The Board received an update on progress made to resolve IT issues.

**16/134 Announcements from the Chair**

There were no announcements from the Chair

**16/135 Statements from Members of the Board**

There were no statements from Members of the Board.

**16/136 Questions from members of the public**

There were no questions received from members of the public.

**16/137 Committee Chairs' Feedback**

The Committee Chairs provided feedback from recent meetings:

- a Audit – 3 October 2016
- b Governance – 13 October 2016
- c Operational Board – 20 October 2016

**Agreed**

The Board noted the feedback.

**16/138 Homelessness Trends**

The Board received a presentation by the Head of Housing Management & Housing Options on Homelessness Trends.

**Agreed**

The Board noted the presentation on Homelessness Trends.

**Confidential Business**

**16/139 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 (b, g, h and n).

**16/140 Managing Director's Report**

The Board considered a report providing an update on the Housing Management/Stock Options appraisal which has included the review into the future of Derby Homes.

**Agreed**

The Board approved the report's recommendations.

**16/141 Financial Update**

The Board considered a report updating progress on government policy affecting Derby Homes.

The report also advised of arrangements for the Board Budget Day on Monday 12 December.

**Agreed**

The Board noted the report and the date of the Board Budget Day.

**16/142 Procurement Compliance Annual Report**

The Board considered a report on Derby Homes' compliance with procurement matters. This was the second of these reports. Following an audit of procurement within Derby Homes in 2014 undertaken by Central Midlands Audit Partnership. A number of minor recommendations were made following the conclusion of this audit. One of the recommendations was for the Lead Officer for Procurement to present an annual report to the Derby Homes Board on procurement matters.

The Board commended Tony Billingham, Specialist Works Manager, for his excellent report and his team for the work produced over the year.

**Agreed**

The Board noted the report.

**16/143 Risk Registers Quarter 2**

The Board considered an update report on the effectiveness of Derby Homes' risk management arrangements and a snapshot of the strategic and operational risk registers as at 30 September 2016.

## **Agreed**

The Board

1. noted and approved the contents of the report in relation to the strategic risk register, as set out in Appendix 1.
2. noted the Operational Risk Register as detailed in Appendix 2.

### **16/144 Disclosures under the Insurance Act 2015**

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

## **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 to a disclosure as outlined in the report.

## **End of Confidential Business**

### **16/145 Items from Part C to be discussed**

## **Agreed**

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

### **16/146 Health & Safety Update**

The Board considered a report detailing recent health and safety performance and current issues, including the outcome of an unannounced visit and inspection by the Health & Safety Executive on the Coronation Avenue new build site.

The Director of Investment & Maintenance provided an update of discussions held at the Health & Safety Forum meeting that took place that day.

## **Agreed**

The Board noted the report.

**16/147 Standing Order 12**

**Agreed**

The Board agreed to waive Standing Order 12 in order to continue the meeting after 8.00 pm.

**16/148 Investment & Maintenance Update**

The Board considered a report providing an update on current issues within the Investment & Maintenance Directorate. The report included an update on progress made on new build – the completion of 13 new homes/acquisitions bringing the total to 301 homes towards the target of 700, proposals to create larger homes and the excellent performance of the Repair Service.

**Agreed**

The Board noted the contents of the report.

**16/149 Risk Policy Review**

The Board considered a report advising of the review of the Risk Management Strategy, Policy and Framework. The documents had been considered and recommended to the Board for approval by the Audit Committee at its meeting on 3 October.

Some minor amendments and general tidying up to the Policy and Framework has been carried out and the two documents have been combined into one policy document.

**Agreed**

The Board approved the amended Risk Management Strategy and Policy.

**16/150 Review of Agenda and Report Format**

The Board considered a report proposing changes to the format of Board reports.

The Governance Committee had considered the proposed change at their meeting on 13 October and recommended it to the Board. The change involved including a paragraph explaining the reasons for the report's recommendation.

An additional proposal discussed was to include a section on 'Other Options Considered'. It was felt this would provide evidence to Board Members that other options had been looked at and why they had not been chosen.

The Committee had also considered a change to the format of the Board agenda to move confidential items to the end of the agenda, but did not agree to recommend the change to the Board.

**Agreed**

The Board agreed to change the Board report format to include section on 'Reason(s) for recommendation' and 'Other Options Considered'.

**16/151 Derby Homes Meetings 2016/17**

The Board considered a schedule of dates for Board and Committee meetings for the year.

**Agreed**

The Board agreed the schedule of dates for Board and Committee meetings 2016/17.

**16/152 Appointments to Committees 2016/17**

The Board was asked to consider appointments to its Committees for 2016/17.

As there were two nominees for the one Tenant position on the Operational Board, Bob MacDonald and Cadine Reid, they were each asked to provide a short explanation to the rest of the Board as to why they wanted to sit on the Operational Board, whilst the other left the room.

The Board then held a secret ballot in which Bob MacDonald was successful.

**Agreed**

The Board agreed the following appointments for 2016/17

1. Members of Audit Committee: Iain MacDonald, Roy Webb, Cadine Reid, Ian Veitch and Operational Board Members Dennis Rees and Tony Holme
2. Chair of Audit Committee: Iain MacDonald
3. Chair of Governance Committee: Jsan Shepherd
4. Members of the Operational Board: Bob MacDonald, Jsan Shepherd, Paul Bayliss

### **16/153 Recognition of Achievements**

The Board received a report providing an update on recent award submissions by Derby Homes. The Board was advised that Derby Homes submitted an entry into Resolve ASB Awards 2016. The entry demonstrated the strengths, innovations and successes of Derby Homes Collaborative Cross Agency ASB Team. The team comprises of the Derby Homes ASB Team, Derby City Council Community Safety Team, Derbyshire Constabulary, Enthusiasm & Mash-Up.

Although not an overall winner, Derby Homes received a plaque recognising the excellent quality of the work carried out by the team.

#### **Agreed**

The Board noted the recent success of Derby Homes in the Resolve ASB Awards 2016.

### **16/154 Draft Committees of the Board**

The Board received the draft minutes of Committee meetings:

- a Audit – 3 October 2016
- b Governance – 13 October 2016
- c Operational Board – 20 October 2016

#### **Agreed**

The Board noted the draft minutes.

### **16/155 Forward Plan of Agenda Items**

The Board received the Forward Plan of Agenda Items.

#### **Agreed**

The Board noted the Forward Plan of Agenda Items.



**Date and time of next meeting**

**The next meeting will be held on Thursday 26 January 2017 at 6.00 pm in the Board Room at London Road.**

The meeting ended at 8.15 pm.

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CHAIR

Signed as true and accurate record of the meeting held on Thursday 24 November 2016.