

## **DERBY HOMES LIMITED**

### **MINUTES OF THE RESOURCES COMMITTEE**

**Held on Thursday 29 May 2003**

The meeting started at 6.00 pm.

**Committee Members Present:**

Iain MacDonald, Dennis Rees, Bob Osler, Bob Troup

**Officers Present:**

Lorraine Watson, Murray Chapman, Paul Sharratt, Jackie Mitchell

**Derby City Council**

Philip Walker

**PricewaterhouseCoopers**

John Morris,

**R03/25 Apologies**

Apologies for absence were received from Ron Liversedge, Moz Greenshields

**R03/26 Late Items**

The Chair admitted two late items

- Request to extend service beyond retirement age
- Claim for Regrading

**R03/27 Declarations of Interests**

The Council Board Member declared his interest in matters relating to Derby City Council.

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

**R03/28 Minutes of the meeting held on 27 March 2003**

The minutes of the meeting held on the 27 March 2003 were accepted as a true and accurate record, with the exception of Minute R03/24, recommendation 2, which should read June 2004.

**R03/29 Matters arising**

**R03/08 Job Application Form**

The Committee was advised that the draft job application form would be brought to the next meeting.

**R03/11 Supporting People**

The Committee requested that the Council Cabinet report on Supporting People be circulated to members.

**R03/30 Director and Assistant Director Salary Review**

The Committee received a report proposing a method of reviewing the salary of the Director and Assistant Directors. The Board, at its meeting on 24 May 2003, had noted that the Director's salary was not to be reviewed in June. However, the Committee was asked to confirm that the review in June 2003 will now include a review of the Director's salary.

The report proposed that HACAS Chapman Hendy be appointed to carry out the review as the company had already carried out work for Derby Homes on this issue.

**Agreed**

The Committee agreed to recommend to the Board the appointment of HACAS Chapman Hendy to prepare a report on the Director and Assistant Directors' salaries, based on a comparison with other ALMOs and RSLs, and to recommend a salary range for each post.

The Committee also requested that they meet with HACAS Chapman Hendy prior to commencement of the review in order to set a brief for the review.

**R03/31 Request to Extend Service Beyond Retirement Age**

The Committee received a report outlining a request from two members of staff to extend their service beyond the normal retirement age of 65.

### **Agreed**

The Committee agreed to recommend to the Board the extension of service for two members of staff until October 2004 and that any further extensions should be reviewed annually and agreed by the Director of Derby Homes.

#### **03/32 Claim for Regrading**

The Committee received a report on the results of a recent group grading claim which was recently considered by a Panel of Board Members.

### **Agreed**

The Committee noted the report and requested that the issues arising from the claim, including the job description for the post, are fully investigated.

#### **03/33 Personnel Policies**

The Committee considered new personnel policies for

- Adoption Leave
- Annual Leave
- Caring for Dependents Leave
- Paternity Leave
- Right to Request Flexible Working

It was noted that the policies were to be discussed at the next Joint Consultative Committee meeting.

### **Agreed**

The Committee agreed to recommend the policies to the Board.

#### **03/34 EMRGLA Evaluation**

The Committee received a report which provided an evaluation of the service offered by the East Midlands Regional Local Government Association.

The report stated that membership of the EMRLGA commenced in April 2002 and that Derby Homes had experienced problems with the service offered.

**Agreed**

The Committee agreed to recommend to the Board that Derby Homes membership of the EMRGLA be discontinued, and that other sources of support are considered.

**03/35 Derby Homes Management Letter - PricewaterhouseCoopers**

The Committee received the interim audit report for the year ending 31 March 2003, carried out by Derby Homes' auditors, Pricewaterhouse-Coopers.

**Agreed**

The Committee

1. Noted the report
2. Agreed to recommend to the Board the establishment of an Audit Committee and a Remuneration Committee.

**03/36 Update on Action Taken to Improve Performance on Rent Arrears**

The Committee received a report on the progress made on action to improve rent arrears performance.

**Agreed**

The Committee noted the report.

**03/37 Derby Homes Accounting Policies**

The Committee received a report identifying the accounting policies to be applied to Derby Homes.

**Agreed**

The Committee agreed to recommend the policies to the Board.

**03/38 Derby Homes Operating Budget 2003/04**

The Committee received the operating budget for 2003/04.

**Agreed**

The Committee noted the Derby Homes Operating Budget for 2003/04.

**03/39      Provisional Year End Accounts 2002/03**

The Committee received the provisional year end accounts for 2002/03.

**Agreed**

The Committee noted the provisional year end accounts for 2002/03.

**03/40      Period 1 Management Accounts**

The Committee received the management accounts for April 2003.

**Agreed**

The Committee noted the management accounts for April 2003.

**03/41      Performance Monitoring**

The Committee received performance information of Derby Homes against key performance indicators, relevant to the Committee's terms of reference.

**Agreed**

The Committee noted the performance monitoring information.

**Date of next meeting**

**The next meeting will be held on Thursday 31 July 2003 at 6.00 pm at Cardinal Square.**

The meeting ended at 7.55 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 29 May 2003.