

## **DERBY HOMES GOVERNANCE ARRANGEMENTS**

Report of the Director of Derby Homes

### **SUMMARY OF REPORT**

1. This report seeks approval of a framework for Derby Homes Governance Arrangements and Standing Orders for Derby Homes Board meetings. It proposes that a report on Area Boards be considered at a future meeting.

### **RECOMMENDATIONS**

2. That the Board
  - 2.1 approve production of Derby Homes Governance Arrangements
  - 2.2 approve Standing Orders for Board meetings.
  - 2.3 agree to consider a report on Area Boards at a future meeting.

### **MATTER FOR CONSIDERATION**

- 3.1 Subject to the provisions of the Memorandum and Articles, it is for the Board to determine how it will conduct its business.
- 3.2 The Services Agreement with the City Council requires that Derby Homes operates Financial Regulations and Contract Procedures equivalent to those operated by the Council.
- 3.3 In order to manage its business and meet the requirements of the services agreement, it is proposed that a document be compiled entitled Derby Homes Governance Arrangements, consisting of the following

Part I – Summary and Explanation  
Part II – Memorandum of Association  
Part III – Articles of Association  
Part IV – Standing Orders  
Part V – Delegated Responsibilities  
Part VI – Financial Regulations  
Part VII – Contract Procedures  
Part VIII – Code of Practice for Board Members  
Part IX – Protocol on Board Member/Officer Relationships

- 3.4 Part I, Summary and Explanation and Part IV, Standing Orders, of this document are attached. Approval is sought for these. The remaining parts will be brought forward over the next few months.
- 3.5 Key points in Part IV Standing Orders are
- ❑ Election of the Chair and Vice Chairs at the first board meeting following each Annual General Meeting of the Company.
  - ❑ Provision of agendas and reports in advance of Board meetings.
  - ❑ Making these available for inspection by tenants and staff.
  - ❑ Placing notices of meeting in Derby Homes offices.
  - ❑ Allowing tenants and the press to attend and observe Board meetings, unless items of a confidential nature are being discussed.
  - ❑ Allowing tenants to submit and ask a question at Board meetings.
  - ❑ Having a quorum of four members of the Board, subject to there being one Tenant Board Member, one Independent Board Member and one Council Board Member present.
  - ❑ Operating a maximum length for Board meetings of 2 hours.
  - ❑ Enabling tenants to ask questions at ordinary meetings of the Board.
  - ❑ Requiring members to declare interests which prevent them from speaking or voting and to leave the room during discussion of the item concerned except by agreement of the meeting.
  - ❑ Requiring copies of past reports and background papers to be retained and made available.
  - ❑ Defining matters which are confidential and will be considered in private.
  - ❑ Requiring production of a six month priorities plan covering a rolling six month period setting out important business expected to come to the Board, or being dealt with by staff.
- 3.6 The Derby Homes Governance Arrangements will set out how it will make decisions, how it will be accountable and the rights that tenants can exercise in relation to it. The aim of these arrangements will be to ensure that Derby Homes meets the highest standards of governance, accountability and probity.
- 3.7 In order to consider the establishment of Area Boards as required by

DTLR, it is proposed that at a future meeting the Derby Homes Board examine the issue. This will enable consultation to take place around a proposal. Material and training could then be prepared to ensure that Area Boards can, if established, become operational within a timescale agreed by DTLR.

## **CONSULTATION IMPLICATIONS**

4. Consultation on these recommendations will take place with Derby City Council and the Derby Association of Community Partners.

## **FINANCIAL IMPLICATIONS**

5. Business will be conducted in the manner proposed from within existing resources.

## **LEGAL IMPLICATIONS**

6. These proposals are consistent with the Memorandum and Articles of Derby Homes and its service agreement with Derby City Council.

## **PERSONNEL IMPLICATIONS**

7. The conduct of business set out in this report will be achieved within existing staffing resources, although these may need to be reviewed after a period of operation.

## **ENVIRONMENTAL IMPLICATIONS**

8. Wherever possible, use will be made of email in order to minimise the quantity of paper reports produced.

## **EQUALITIES IMPLICATIONS**

9. Derby Homes Governance Arrangements incorporate equal opportunity provisions within the Memorandum and Articles. Translation of material into specific languages or media will be arranged upon request.

### **Contact Officer:**

John Bloxsom, Housing Regeneration Manager and Company Secretary, Telephone 01332 711012, Email [john.bloxsom@derby.gov.uk](mailto:john.bloxsom@derby.gov.uk)