

**DERBY HOMES LIMITED  
RESOURCES, REMUNERATION & REGENERATION COMMITTEE**

**THURSDAY 7 JULY 2011 AT 6.00 PM  
CARDINAL SQUARE BOARD ROOM**

**AGENDA**

1. Apologies
2. Admission of late items (if any)
3. Declarations of Interest – *please refer to advice at the end of this agenda*
4. Minutes of the meeting held on 21 April 2011
5. Actions and matters arising
6. Training for Committee Members  
*Committee to identify any training needs*

**PART A – CONFIDENTIAL BUSINESS**

- A1 *To consider a resolution to exclude members of the public during consideration of the following item*  
*“that under Part IV of the Derby Homes Governance Arrangements, members of the public be excluded from the meeting during discussion of the following item(s) on grounds that it involves the likely disclosure of confidential information as defined in Standing Order 20.2 (b, h. j & n)”.*
- A2 Review of Board Member Payment
- A3 Terms and Conditions of Employment
- A4 Review of Secondment Arrangements
- A5 Risk Register Exception Report
- A6 New Business, Extra Care, Development & Regeneration Update

**PART B – ITEMS FOR APPROVAL (NON CONFIDENTIAL)**

- B1 To agree any items from Part C to be discussed
- B2 Draft Annual Report and Financial Statements 2010-11

- B3 Derby Homes Medium Term Finance Strategy
- B4 Derby Homes Management Accounts 2010/11 Period 2 (Management Fee and Repairs Team)
- B5 Procurement Strategy Savings
- B6 Professional and Consultancy Fees 2010/11
- B7 ICT Strategy 2011-14
- B8 Information Security Policy Review
- B9 Bright Ideas Procedure Review

### **PART C – ITEMS FOR NOTING**

- C1 Performance Monitoring (Financial & Staffing Perspectives)
- C2 Procurement Waivers
- C3 Date and time of next meeting – to be confirmed at the AGM

## **DECLARATIONS OF INTEREST**

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

Derby Homes' Governance Arrangements requires Board Members to declare any interest 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.

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.

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 and 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 direct.

## **FOR INFORMATION**

### **ACCESS TO CARDINAL SQUARE**

The main entrance to Cardinal Square is closed after 5.00 pm. There is a door entry system on the left hand side of the entrance door - please press the buzzer for Derby Homes Reception. On entering the building, there is a further door entry system, again, please press the buzzer for Derby Homes Reception.

### **FIRE ALARM/EVACUATION PROCEDURE AT CARDINAL SQUARE**

In the event of a fire, the alarm is a continuous warbling alarm.

Please leave the building quickly by the nearest exit and assemble at the fire point in the main car park. The fire exits are the way you entered the building down the main stairs, or down the stairwell at the far end of this office floor. You must not use the lifts.

A layout of the building and more details of the emergency procedure are displayed by the door of the meeting room.