

DERBY HOMES LIMITED

SERVICE IMPROVEMENT COMMITTEE

**THURSDAY 25 SEPTEMBER 2003 AT 6.00 PM
CARDINAL SQUARE**

AGENDA

1. Apologies
2. Admission of late items (if any)
3. Declarations of Interest
4. Minutes of the Meeting held on Thursday 31 July 2003
5. Matters arising
6. Consultation on Introductory Tenancies
7. Progress of Sheltered Housing Review
8. Shakespeare Street and Booth StreetScene Play Areas
9. Performance Monitoring
10. Date and time of next meeting – 18 December 2003

FOR INFORMATION

ACCESS TO CARDINAL SQUARE

A member of staff will stay on the ground floor reception until 6.15 pm to let in any late attendees. If you arrive after this time, please ring Shaun Bennett or Phil Davies on 07900 225966 or 07876 577902 respectively, and someone will come down to let you in.

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.