

## **DERBY HOMES LIMITED**

### **MINUTES OF THE GOVERNANCE SERVICES COMMITTEE MEETING**

**Held on Thursday 13 September 2012**

The meeting started at 2.00 pm

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

Mike Ainsley (Chair), Tabani Ndlovu, Bob Osler, Dennis Rees,

#### **Officers Present:**

David Enticott, Chris Langstaff, Taran Lalria, Jackie Mitchell, Julie Wren

#### **12/13 Apologies**

Apologies for absence were received from Tony Holme, John Keith, Alison Martin, Mark Menzies, Brian Perry, Margaret Redfern and Ken Whitehead.

The Chair welcomed Chris Langstaff, Interim Chief Executive to the meeting.

#### **12/14 Admission of Late Items**

Bob Osler informed the Committee of a proposal put forward by the Labour Group to review Derby Homes with a view to take it back into the Council. The Council need to make significant financial savings of £25K and lose 400 posts. Bob has spoken with Councillor Baggy Shanker and has stated his view that Derby Homes should only go back to the Council if it is beneficial to do so.

The Interim Chief Executive has told the Council that Derby Homes wishes to work closely with them to shape the nature of the review. A timeline will be needed to work to. Consultation will need to be carried out to include the Derby Association of Community Partners.

The Interim Chief Executive advised the Council has made positive comments about Derby Homes and is eager to harness our skills.

Councillor Shanker will be attending next week's Board meeting to discuss the review.

Bob Osler and the Interim Chief Executive are looking to meet up with Adam Wilkinson, the Council's Chief Executive, to hold further discussion.

**12/15      Declarations of Interests**

The Tenant Board Member declared their interest as a tenant (as defined in the Memorandum and Articles of Association) of Derby City Council.

**12/16      Minutes of Previous Meeting on 23 February 2012**

The minutes of the meeting held on 23 February 2012 were accepted as a true and accurate record.

**12/17      Matters Arising**

The Director and Company Secretary reported that all Board Members have now signed up to the Services Agreement.

**12/18      Board Agenda - for discussion**

Bob Osler asked the Committee to consider changes to the format of the Board Agenda. The agenda contains a Chief Executive update report. Bob suggested that the Directors' could provide the Board with a one page report containing an update on areas they are working on and highlighting any issues that the Board need to be made aware of. He also suggested that the Directors' also report on the budgets and performance for their service.

The Interim Chief Executive advised that the Board's responsibility is at a strategic level to ensure key business indicators are being delivered and if not, they need to question what actions are being taken to improve.

The Chair commented that item 2.4 in the Board Action Plan – to prioritise a small number of reports as the focus for strategic discussions - fits in with this proposal to.

It was noted that Standing Orders may need to be amended to allow changes to the format of the Board agenda.

## **Agreed**

The Committee agreed that the proposal to changes the format of the Board agenda should be taken to the Board meeting as a late item.

### **12/19 Board Compass – Fit For Purpose Governance – for discussion**

The Chair asked for this item to be included as he was not happy with the way progress is measured. He referred to the area he champions - 'Fit for purpose governance' which had made a slight improvement over the last year but he was uncertain how Board Members had come to this conclusion and he felt the score should have reduced, rather than increased bearing in mind there had been a recent turnover in board membership.

He proposed that the Board Compass key areas are discussed at appropriate meetings, ie 'Fit for purpose governance' is brought back to this Committee, 'Getting the basics right and putting tenants first' goes to the City Board, 'Effective 30 year HRA Business Plan is taken to the Resources, Remuneration and Regeneration Committee and 'A high performing partner to the Council goes to either the Board or Chair's meeting.

Tabani referred to the Skills Audit and suggested the matrix could fit in with this. They could also have objective measures.

## **Agreed**

The Committee agreed that the Board Compass should be taken to the post AGM Board meeting.

### **12/20 Draft Memorandum and Articles of Association**

The Committee received a report containing a draft Memorandum and Articles of Association.

Changes to Memorandum & Articles of Association (M&As) have been agreed by the Board at meetings over the past twelve months. In addition the Council has agreed to allow Derby Homes to operate outside of the City boundary. The Council Cabinet is to consider the changes at their meeting on the 7 November.

The Board will be asked to consider a further and final amendment to the M&As at the meeting on 20 September, affecting changes to the procedure for filling casual vacancies for Tenant and Leaseholder Board and City Board Members.

The Director spoke of the proposed change to enable the appointment of the Chair of the Board at the first meeting of the calendar year rather than the first meeting after the AGM. He said that as the AGM is now in November, there was not much point in moving the election of Chair to the January meeting. The Committee agreed that it should be left as it is, ie at the first meeting following the AGM. The Chair said this change would be raised verbally at the Board meeting.

### **Agreed**

The Committee

1. noted the draft Memorandum & Articles of Association.
2. recommended to the Board proposed changes to the procedure for filling casual vacancies for Tenant and Leaseholder, Board and City Board Members.

## **12/21 Amendment to the Financial Regulations**

The Committee received a report explaining why a minor amendment to Derby Homes Financial Regulations is necessary.

The Director and Company Secretary advised of an investigation carried out by Internal Audit into a possible financial irregularity. A weakness was identified that Derby Homes' Governance arrangements did not specify that Internal Audit should be included automatically in cases where an investigation into financial irregularities is required.

### **Agreed**

The Committee agreed to recommend to the Board the approval of the proposed amendment to Derby Homes Financial Regulations.

## **12/22 Board Action Plan 2012**

The Committee received a copy of the Board Action Plan. The Chair questioned how the Plan is reviewed. He queried whether the Board should review this or just the Governance Services Committee which only meets twice a year. The Governance Services Manager advised that the Board had delegated monitoring of the Board Action Plan to this Committee.

The Committee considered the Board Action Plan 2012/13.

**Ref 1.1 – Consider seeking feedback from other key stakeholders as part of the review process.** To be deleted.

**Ref 2.1 – Revisit organisational priorities once the HRA resource implications are clear.** The review of the future of Derby Homes may change this.

**Ref 2.2 – Continue to explore the feasibility of delivering social enterprise initiatives, taking into account the governance implications arising from the introduction of any special delivery vehicle.** The social enterprise is to be set up internally using existing funding streams and staff resources. Areas being looked at include fencing and void cleaning.

**Ref 2.3 – Consider how Derby Homes' individual brand and organisations culture can be protected and enhanced.** It was noted that many Labour back-benchers were unaware of the work carried out by the Repairs Team and the number of posts saved after the transfer. It was felt Derby Homes could do more in future to ensure key messages get across.

**Ref 3.2 – Develop tenant board members' capacity through targeted training, enhanced responsibilities and mentoring.** Provide Board Members with a list of training to attend and check they do this.

**Ref 4.5 – Explore use of IT to further reduce Board paperwork and consider the possibility of video conferencing.** The Committee discussed various problems experienced with the current IT provided to some Board Members. They were advised that money has been set aside to improve their IT, this could include Ipads.

The Interim Chief Executive said it is important that Board Members make it clear what technology they prefer. It was agreed that the IT Manager will contact Board Members separately to identify problems being experienced and their IT preferences

**Ref 8.2 – Encourage board membership from women and people from ethnic minorities.** The Committee agreed that more diversity was needed not just on the Board. The whole spectrum, including disability, needs to be looked at again.

## **Agreed**

The Committee noted progress made on the Board Action Plan 2012/13.

## **12/23      Training for Committee Members**

The Committee discussed the annual Governance Training due to be held in December.

The Chair asked the Committee if they had any suggestions or preferences regarding topic and facilitator. It was generally agreed that a fresh approach was needed this year. The Chair and the Governance Service Manager will meet to discuss further.

Discussion took place regarding Board training. A suggestion made was to have a list of training available and recommendations as to which sessions board members should attend. The Governance Services Manager advised that for various reasons, Board members sometimes have difficulties attending sessions they have been booked on. Bob Osler suggested that a letter is sent out when the training is approaching stating that this is the training you requested so please ensure you attend.

### **Agreed**

The Committee did not raise any training requirements.

### **Date of next meeting**

**The next meeting will be confirmed at the November Board meeting.**

The meeting ended at 3.50 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 13 September 2012.

# **DERBY HOMES LIMITED**

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

**Held on Thursday 18 October 2012**

The meeting started at 6.00 pm

### **Board Members Present:**

Mike Ainsley, Win Buchan, Jim Elks, Tony Holme, Wendy Jessop, John Keith, Harry Margett, Brian Perry, Dennis Rees (Chair), Margaret Redfern, Ian Veitch, Fiona Walker

### **Officers Present:**

Murray Chapman, Paul Cole, Craig Congreave, Julie Eyre, Chris Langstaff, Maria Murphy, Julie Wren

### **Observers Present:**

Peter Simpson, Michael Waplington

### **Others Present:**

Sodexo – Grounds Maintenance and Cleaning Contractor:

Richard Avery – Contract Manager  
Paul Donnelly – Regional Director  
Nigel Payne – Operations Director

### **12/107 Apologies**

Apologies for absence were received from Shaun Bennett, Bob Osler, Janice Platt, Linda Winter

### **12/108 Admission of Late Items**

There were none.

### **12/109 Declarations of Interests**

The Council Board Members were noted as declaring their interest in matters relating to Derby City Council.

The Tenant and Leaseholder Board Members declared their interests as tenants (as defined in the Memorandum and Articles of Association) of Derby City Council.

**12/110 Presentation – Capital Programme Update**

Carried forward to the next meeting.

**12/111 Minutes of Previous Meeting**

The minutes of the meeting held on the 30 August 2012 were accepted as a true and accurate record.

**12/112 Matters Arising**

**Minute 12/88 Housing and Leaseholder Focus Groups and Equality Groups Items** – the issue of tenants receiving several unspecific repair text messages is being looked at.

**Minute 12/90 Complaints Procedure Review** – a dedicated Officer has been appointed to handle all stage 1 complaints.

**12/113 Questions from members of the public**

There were no questions from members of the public.

**12/114 Any items from Part B to be discussed**

The City Board agreed to discuss items B1, B3, B4, B5 and B9. All other items were noted but not discussed.

**12/115 Items from Contractor Partners**

The City Board members were introduced to 3 representatives from Sodexo the grounds maintenance and cleaning contractors.

The contract is being monitored closely, primarily the grounds maintenance side as the cleaning side is satisfactory. The main issues have been the weather and communication to ensure customers understand the problems experienced and action being taken.

Richard Avery advised the main aims for Sodexo are compliance, control, consistency and most of all communication. They will meet with Derby Homes on a regular basis and agree performance targets. Sodexo has spent £140K on investment and extra staff.

Win Buchan said some leaseholders had been under the impression that window cleaning was part of the contract. She asked that it is made clearer only windows in communal areas are included. She added the cleaning service was excellent and the operatives very pleasant.



An email has been received from Councillor Sara Bolton regarding grounds maintenance issues in Chaddesden. The Councillor asked that the work carried out with the Maintenance Operations Manager to resolve the issues is noted and she has acknowledged the apologies given.

The Maintenance Operations Manager has met with the lead petitioner and has also contacted all other petitioners from Holly Court and Hilton Close, Mickleover regarding grounds maintenance.

An issue was raised regarding the collection of grass cuttings on the Rykneld Estate; this will be picked up in the seasonal programme.

There will be a rolling programme to clear leaves commencing 9 November with completion mid January.

A Sodexo representative was invited to attend the Housing Focus Group meetings in November.

The Chair thanked the representatives from Sodexo for attending.

## **12/116 Housing and Leaseholder Focus Groups' and Equality Groups Items**

The City Board received a report detailing Customer Service Management (CSM) cases/issues raised at Housing Focus Groups (HFG), Derby Leaseholder Focus Group and the Equality Groups.

Sonia Hardy, Welfare Reform Project Officer, has been invited to attend a Leaseholder meeting on 7 November to discuss Welfare Reform.

The Chair facilitated the North East HFG and reported it had been a good meeting.

Brian Perry facilitated the North West HFG and said it was a good meeting and well attended. He hoped the issue of trees causing TV interference, showing as closed (CSM76884), had been resolved. The Director of Housing & Customer Service will follow this up with the Local Manager. Harry Margett said this problem was also experienced by tenants in the Shelton Lock area. He was advised to speak to his Local Manager, Graeme Walton.

The Director reported that Ken Whitehead attended the South East HFG which had been well attended with a good volume of discussion and points raised. The main issue had been new build defects.

Ian Veitch asked what water harvesters are (CSM76948). The Director explained they are tanks placed underground in back gardens to catch rain water. This water is then pumped back into the house for flushing the

toilet. There have been problems with the technology and they have been disconnected. Work is taking place to either re-commission or remove them. The Interim Chief Executive advised this work was grant funded and was something the Government had encouraged authorities to do. He asked that the issue is kept open to ensure we continue to monitor the situation.

Due to a Neighbourhood Board taking place on the same evening, only 2 people attended the South East 1 HFG. The Resident Involvement and Resource Centre Manager co-ordinates dates and checks Council calendars and Neighbourhood meetings to try to avoid clashes.

**Agreed**

The City Board noted the report.

**12/117 Training for City Board Members**

The City Board received a report listing forthcoming training events for Board and City Board members. The Chair advised City Board Members to contact Jackie Mitchell, Governance Services Manager, if they have any requests for training.

**Agreed**

The City Board noted the report.

**12/118 Home Release Scheme**

On 30 August 2012 the City Board agreed to reduce cash incentive payments from £1000 to £500 and asked the Director of Housing and Customer Service to examine the feasibility of replacing the cash payment with a contribution towards carpets, curtains and decoration.

At the main Board meeting on 20 September 2012 Roy Webb asked that consideration be given to undertaking decorating for elderly tenants releasing a family home by moving to ground floor accommodation.

The City Board was offered three options to consider.

The Director advised that for Options 2 and 3 Derby Homes would have to carry out a procurement exercise to identify a supplier who could offer a range of goods at affordable prices and located in areas tenants could get to. Also additional administration procedures would not make the proposals cost effective.

Peter Simpson referred to the Welfare Reform changes in April which will bring serious financial implications for under-occupancy. He suggested keeping the cash incentive but reducing the incentive based on the property size. He also suggested having a rent free period.

The Performance Manager advised a rent free period was not an option as it would interfere with benefit claims.

The majority of City Board Members were in favour of Option 1.

The second recommendation in the report would assist elderly tenants releasing family accommodation and moving to smaller ground floor accommodation. Elderly tenants usually leave accommodation in good condition and it would make the transition easier if the new accommodation is fully decorated.

### **Agreed**

The City Board

1. Approved Option 1 as detailed in paragraph 3.5 of the report.
2. Approved changes to the Home Decoration Service to allow elderly tenants moving from family accommodation to ground floor accommodation to have the whole property decorated. Normal phased decoration service to then commence from year three within the scheme. Service charges to apply for the service, currently £4.87 per week.

## **12/119 Hoarding Procedure**

The City Board received a report detailing a Hoarding Procedure which would become a subsection of Derby Homes Anti-Social Behaviour Policy.

Derby Homes has developed a Hoarders Procedure to ensure that action is taken to deal with this issue in Derby thereby reducing the risk to residents of fatal fires and also to tackle public health issues.

Local Housing staff will work in conjunction with other organisations such as the Mental Health teams, Environmental Health and the Fire and Rescue Service.

Brian Perry asked if Derby Homes' staff have a way of identifying tenants who are likely to be hoarders. The Director advised that the in-house gas team are working hard to recognise potential problems with a tenancy and refer these through to the local office.

Margaret Redfern commented that no timescale had been included within the flow chart in Appendix 1. She suggested that because this has health and safety implications there should be a marker of time.

### **Agreed**

The City Board approved the Hoarding Procedure which will become a subsection in Derby Homes Anti-Social Behaviour Policy.

## **12/120 Update on Review of Derby Homes**

The Interim Chief Executive provided an update on the review of Derby Homes.

A review is taking place of Housing Service provision within the City which includes Derby Homes. The Council need to make a 28% cash reduction therefore massive cuts will be needed. They are looking at the benefits of bringing Derby Homes back into the Council.

The process of the review is becoming clearer and a timetable is now in place. A report will be taken to Council Cabinet in January containing proposals for Derby Homes. There will then be a 13 week period of consultation with tenants and leaseholders followed by a report back to the May meeting of Cabinet. .

A Steering Group has been set up consisting of Cath Roff, the Council's Strategic Director of Adults, Health & Housing Councillor Baggy Shanker, Cabinet Member Housing & Advice, Chris Langstaff and Bob Osler. The Council has asked that a tenant representative also be invited to join the group. Additional to this will be an operational working group consisting of the three Directors and Officers from the Council. This group will look into the detail of opportunities and costs.

A special Board Meeting has been arranged for 1 November and will be a single item agenda.

Harry Margett added that a DACP Open Meeting will be taking place on Monday 22 October and has asked all tenants to come along.

Win Buchan asked if the proposal is that Derby Homes ceases to exist and reverts back to being part of the Council. The Interim Chief Executive advised that the proposal is to review all housing options, part of which includes going back into the Council but hopefully other options will be identified.

The Chair asked for suggestions as to who the tenant representative could be. The Director recommended that this is someone not already

involved in another capacity. It was agreed that the Chair will try to identify a suitable representative at the meeting taking place on Monday. Margaret Redfern commented that the majority of ALMO's going back into the Council have held a ballot of tenants. The Interim Chief Executive advised that the recent tendency has been to not carry out ballots however the Department for Communities and Local Government has issued guidelines encouraging ballots.

## **12/121 Directors' Update**

The City Board received a report containing a general overview and update on:

- New Build
- Asset Management/Planned Maintenance
- Energy Efficiency
- Repairs Team Update
- Priority Families/Family Intervention Project
- Volunteering Opportunities
- Community Initiatives
- The Big Chat 2

Tony Holme referred to volunteering opportunities and stated that if Derby Homes goes back in-house all the good work achieved will finish. The Chair asked if there is a dedicated Officer overseeing volunteering. The Director advised that Annabelle Barwick is the responsible Officer.

Win Buchan asked about energy efficiency and the reference to insulation to all solid wall homes in the areas not currently benefiting from the Community Energy Saving Programme (CESP). The Director will ask the Director of Investment and Regeneration to provide further information.

The City Board was advised Councillor Sara Bolton has requested a number of issues are raised at the meeting:

- clarification that the new build bungalows on Max Road and Stratford Road are in the Derwent Ward and not Chaddesden.
- improvements made by the Repairs Team but that further improvements are needed.
- work carried out by the recently integrated Family Intervention Project and the Children and Young Peoples Department. She said it is crucial that teams work together and congratulated Derby Homes on the work carried out.
- Councillor Bolton has been working hard with the residents that use the Oakleigh Avenue Common Room and has recently secured £100 for the Christmas Party.

The Chair congratulated Councillor Bolton on this achievement and thanked her for her comments.

**Agreed**

The City Board noted the report.

**12/122 Equalities Monitoring – New Tenancies, Tenancy Terminations and Tenancy Sustainment Team**

The City Board received a report concentrating on all new tenancies between 1 April 2011 and 31 March 2012.

**Agreed**

The report was noted but not discussed.

**12/123 Complaints and Satisfaction – Quarter 2**

The City Board received a report providing detailed analysis of complaints received between 1 July 2012 and 30 September 2012.

Reference was made to the Councillor and MP enquiries received. A request was made to show a breakdown by Ward and the subject of the enquiries received. The Performance Manager will have this information available for the next meeting.

**Agreed**

The City Board noted the report.

**12/124 Repairs Service Update**

The City Board received an update report on the progress and developments the Repairs Team have made.

Tony Holme complimented Derby Homes on achieving 100% of all homes having a current gas certificate issued.

**Agreed**

The City Board noted the report.

**12/125 Open Contractor Update**

The City Board received an update report on the implementation and progress to date of the Open Contractor system.

The implementation of Open Contractor will provide more information resulting in improvements to the service provided. The Interim Chief Executive added it will provide a breakdown of cost for each activity and we will be able see costs on a job by job basis.

**Agreed**

The City Board noted the report

**12/126 Estates Pride Quick Fix Bids**

The City Board received a report on quick fix bids which have been approved by the Housing Focus Groups.

**Agreed**

The City board noted the report

**12/127 Direct Debit Pilot**

The City Board received a report containing details of a pilot carried out to assess which new tenants had access to bank accounts that supported Direct Debits.

**Agreed**

The report was noted but not discussed.

**12/128 Performance Monitoring – Quarter 2**

The City Board received a report detailing quarter 2 performance against targets contained in the Monthly Indicator Link.

**Agreed**

The report was noted but not discussed.

**12/129 Jam Jar Style Accounts and Universal Credit**

The City Board received a report on progress made to set up Jam Jar accounts for new and existing tenants.

Many tenants living in social rent accommodation currently have their rent paid directly to the landlord. With the introduction of Universal Credit this will in future be paid direct to the tenant through a direct payment into a bank account. Unfortunately one in six tenants does not have access to a bank account.

Credit Unions in the East Midlands have formed a consortium which can offer access to Jam Jar accounts. Derby Homes is working with Erewash to set up these accounts for new and existing tenants.

Jam Jar accounts are split into various pots for example spending, savings, bill payments etc. A pot could be set up for rents to ensure the payment is made.

Mark Crown, Housing Project and Research Officer, will be attending the meeting on 22 October to provide further details.

### **Agreed**

The City Board noted the report.

### **12/130 Minutes of the Derby Homes Board meeting held on 20 September 2012 (draft)**

The City Board noted the draft minutes of the Derby Homes Board held on 20 September 2012.

### **Date of next meeting**

**The date and time of the next meeting will be confirmed by the Derby Homes Board on 29 November 2012.**

The meeting ended at 8.05 pm.

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CHAIR

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



## **DERBY HOMES LIMITED**

### **MINUTES OF THE RESOURCES, REMUNERATION & REGENERATION COMMITTEE MEETING**

**Held on Thursday 15 November 2012**

The meeting started at 6.00 pm

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

Mike Ainsley, Mark Menzies, Tony Holme, Iain MacDonald (Chair),  
Bob Osler, Margaret Redfern, Dennis Rees, Roy Webb.

#### **Officers Present:**

Shaun Bennett, Director of Investment and Regeneration  
David Enticott, Director and Company Secretary  
Christine Hill, Personnel Manager  
Michael Kirk, Head of Finance  
Andrew McNeil, Head of Development  
Julie Wren, Secretary to the Directors (minute taker)

#### **12/72 Apologies**

There were no apologies.

#### **12/73 Admission of Late Items**

There were no late items.

#### **12/74 Declarations of Interests**

The Council Board Members were noted as declaring their interest in matters relating to Derby City Council.

The Tenant and Leaseholder Board Members declared their interests as tenants (as defined in the Memorandum and Articles of Association) of Derby City Council.

#### **12/75 Minutes of Previous Meeting**

The minutes of the meeting held on the 12 July 2012 were accepted as a true and accurate record subject to the following amendments.

**Minute 12/59**

Correct spelling of the word 'Agreed'.

**Minute 12/66 Procurement Strategy and Policy**

Remove comma from the sentence starting "bad planning" in the first bullet point.

**12/76 Matters Arising****Minute 12/34 Possible Purchase of Poets Corner**

The Committee received an update on the purchase of Poets Corner.

**12/77 Training for Committee Members**

Committee members were asked to contact Jackie Mitchell, Governance Services Manager, if they have any training requests.

**12/78 Confidential Business****Agreed**

The Committee agreed that 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 & n).

**12/79 Personnel Report Quarterly Update – July - October 2012**

The Committee received a report providing an update on key activities relating to the employment and management of employees at Derby Homes.

**Agreed**

The Committee noted the report.

**12/80 Derby Homes Risk Register**

The Committee received a report providing information on the quarter one and quarter two updates for the strategic and operational risks for 2012/13.

## **Agreed**

The Committee

1. Noted and approved the risk ratings on the strategic risk register for quarters 1 and 2 2012/13 as detailed in Appendix 1.
2. Noted the operational risk register updates for quarters 1 and 2 2012/13 as detailed in Appendix 3.

### **12/81 HRA Risk Register**

The Committee received a report providing information on the HRA Risk Register 2012 together with updates and outcomes of the review for quarters 1 and 2.

## **Agreed**

The Committee noted and approved the risk ratings on the HRA register as detailed in Appendix 1.

### **12/82 External Management Report**

The Committee received a report detailing performance against Management Agreements and Service Level Agreements of Derby Homes management of external properties as at 30 September 2012.

## **Agreed**

The Committee noted the information detailed in Appendix 1 of the report.

### **12/83 New Business, Development & Regeneration Update**

The Committee received a report, showing the ongoing progress of the range of new business activities in development. It highlighted the current situation in regard to funding, talked about initiatives Derby Homes is driving forward to deliver new homes, and provided an update on the Osmaston Vision Programme.

## **Agreed**

The Committee

Noted the progress on New Business, Development and Regeneration.

## **12/84 Building Materials Supply Procurement**

The Committee received a report containing an update on the progress made regarding Derby Homes Building Materials Supplies Contract 2013.

### **Agreed**

The Committee agreed to

1. undertake our own EU procurement exercise.
2. To engage with Anthony Collins Solicitors throughout the process.

## **12/85 Items from Part C to be discussed**

### **Agreed**

The Committee agreed to discuss item C2.

## **12/86 Derby Homes Management Accounts 2012/13 – Period 6**

The Committee received a report tabling the 2012/13 management accounts for Derby Homes as at September 2012. The report concentrated on key variances in actual income and expenditure at May 2012 and also provided an initial overall forecasted year end position.

The year end forecast shows a drop in the operating surplus to £356.000. London Road developments have been taken out as a one off cost.

Roy Webb referred to the table within paragraph 3.4 and asked that the section Pension and Asbestos Contingency is split into two separate lines.

Dennis Rees asked about the recent problems with the upgrade of the Oracle financial system. Michael Kirk stated for the last two weeks Derby Homes has not been able to pay Contractors which has caused hardship for the smaller ones. A payment run through Oracle took place today with £900K paid out and we now hope that the bug is fixed.

Reference was made to paragraph 3.7 and the removal of asbestos. Shaun Bennett advised that there is a register set up to manage these properties. A lot of this work was within the work carried out to lofts. A

review is taking place regarding the cast iron properties and how best to go forward. All other work picked up is incidental. Iain MacDonald spoke of the health and safety and legal requirements and suggested that any required funds be set aside for this work. Shaun Bennett was asked to come back on this matter if there are any problems.

### **Agreed**

The Committee noted

1. the current estimated forecast for 2012/13
2. the planned use of reserves as summarised in 4.2
3. the revised reporting plans for Period 7 (October 2012) management accounts, due to an upgrade of the finance system as detailed in 3.13.

## **12/87 Bright Ideas Update**

The Committee received a report providing a summary of the Bright Ideas which have received implementation awards since June 2010, together with an update of the savings made from these ideas.

The Committee was advised that this report should have been a C report, for noting.

Bob Osler commented on this being a worthwhile scheme and the good ideas that come through. Iain MacDonald suggested that at interviews for jobs the applicant could be asked if they have any ideas to put forward.

Reference was made to the suggestion regarding writing off tenants' debts. David Enticott clarified that rent arrears are not written off so should a tenant apply for housing in the future the debt is picked up. While arrears can only be claimed legally for 6 years, former debts can be a reason to refuse future housing requests and the data is therefore retained.

### **Agreed**

The Committee noted the report.

## **12/88 Social Enterprise Update**

The Committee received a report providing an update on the Social Enterprise since the Board report presented on 26 April 2012. The Committee was advised that Derby Homes has not had agreement from the Council to set up a Social Enterprise CIC. It is therefore proposed to set up an in-house model. The aim will be to

capture all activity and use our own in-house teams. Annabelle Barwick will be leading on this on a part-time basis and will be working with Andy Higginbottom and the Planned Maintenance Team.

Training support and placement within teams will take place. The expectation is to create 27 apprenticeship placements and hopefully up to 75 work experience and volunteer opportunities.

Tony Holme referred to the original proposal that a Social Enterprise would make money. Shaun Bennett said that they will bed this in internally and then move to a CIC with profit making ability.

Bob Osler stated his disappointment that approval has not been gained from the Council and that Derby Homes has lost the opportunity to carry out work on our estates.

Iain MacDonald referred to paragraph 5.5 and the change of funding required. The Board had previously given their approval for an amount of £400K on the basis of a pay back to Derby Homes. He questioned whether the change of what was originally approved will need to be taken back to the Board.

David Enticott said that approval of the Board has not been given yet and that the governance position is that we are awaiting a response from the Council. Bob Osler said that this should have been chased up and flagged up at a Board meeting if there was a problem. A business case and model was in place and if this was not working the Board should have been made aware and advised that it would need altering. Iain MacDonald agreed and said that a report should have been brought back.

Roy Webb said that when the Board gave approval this was initially low level and was told that there was a lot more opportunities in the pipeline so why did they not look for other options within the Business Plan. Shaun Bennett advised that there was TUPE implications with cleaning and that fencing would require a service charge which we cannot recover through Housing Benefit.

Tony Holme asked if a change is needed to the recommendation. Bob Osler asked that this matter be taken to the next Board meeting if possible. Tony Holmes suggested it should be discussed at the Budget Scrutiny meeting too.

## **Agreed**

To take a report back to a future Board meeting.

**12/89 Whistle Blowing Policy – Review**

The Committee received a report containing amendments to the Whistle Blowing Policy.

Margaret Redfern asked that Derby Homes is mindful of the changes to the FOI legislation.

**Agreed**

The Committee agreed to the amended Whistle Blowing Policy.

**12/90 Fraud Resilience Review**

The Committee received a report proposing two new policies, on Anti Fraud & Corruption and Anti Money Laundering and also a fraud response plan.

**Agreed**

The Committee agreed to recommend to the Board the adoption of the Anti Fraud & Corruption Policy and the Anti Money Laundering Policy.

**12/91 Standing Order 12**

**Agreed**

The Committee agreed to waive Standing Order 12 to allow the meeting to continue after 8.00 pm.

**12/92 Grant Policy Review**

The Committee received a report presenting the outcome of a review of the Derby Homes Grant Policy.

**Agreed**

The Committee agreed to

1. delete the existing Grant Policy and redirect £10K from the original budget into the Community Initiatives budget.  
Note that a new Grant Policy will be brought to a future meeting of this Committee.

**12/93 Performance Monitoring Quarters 1 and 2**

The Committee received a report detailing performance in the areas of rent arrears, invoices and staffing for the first 2 quarters of this year.

**Agreed**

The Committee noted the report.

**12/94 Business Transformation Update**

The Committee received a report containing an update on the Business Transformation programme.

David Enticott reported that the target savings of £2.2M will be achieved by the end of the year. Bob Osler commented on the fantastic achievements made both past and present.

**Agreed**

The Committee noted the successful implementation of the Business Transformation programme and that the outcome is well ahead of target, generating short term surpluses.

**Date of next meeting**

**The next meeting will be confirmed at the November Board Meeting.**

The meeting ended at 8.10 pm.

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CHAIR

Signed as a true and accurate record of the meeting held on Thursday 15 November 2012.