

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 27 January 2011

The meeting started at 6.00 pm

Board Members Present:

Mick Barker, Paul Bayliss, John Bloxsom, Tony Holme, Iain MacDonald, Patrick Molson, Tabani Ndlovu, Bob Osler (Chair), Brian Perry, Dennis Rees, Roy Webb, Ken Whitehead.

Officers Present:

Shaun Bennett, Phil Davies, Phil Diffey, David Enticott, Susan Hill, Jackie Mitchell, Maria Murphy

Others Present:

- Maggie Fennell, Unison Representative
- Andrew Millross and Kevin Allard, Anthony Collins Solicitors, were present for Item A2 Changes to the Derby Homes Memorandum and Articles of Association and Item A3 Chief Executive's Update.

11/01 Apologies

The Board agreed to discuss Item B2 Casual Appointment of Tenant Board Member South West after Item 3 Declarations of Interest.

Apologies for absence were received from Councillor Philip Ingall, Alison Brown, Bob Troup and Margaret Redfern.

11/02 Admission of Late Items

The Chair admitted one late item, Results of consultation with tenants and leaseholders on the future contract for Derby Homes, which was an additional paper to the Chief Executive's Update report.

11/03 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.

The Board introduced themselves to Patrick Molson and Maggie Fennell.

11/04 Casual Appointment of Tenant Board Member South West

Patrick Molson left the meeting whilst the Board considered a report recommending Patrick Molson for the casual appointment of the South West Tenant Board Member until 27 October 2011.

The Director and Company Secretary informed the Board that an interview was held on 12 January 2011 and the panel, of the Chair, Chair of Audit Committee and himself, agreed to recommend to the Board the appointment of Patrick Molson.

Agreed

The Board approved the appointment of Patrick Molson as South West Tenant Board Member until the AGM on 27 October 2011.

Patrick Molson re-joined the meeting.

11/05 Minutes of Previous Meeting on 25 November 2010

The minutes of the meeting held on 25 November 2010 were accepted as a true and accurate record.

11/06 Matters Arising

Minute 10/158 Statements from members of the Board

Iain MacDonald asked if the questions and answers from future AGM meetings could be presented at the Board meeting following the AGM. The Chief Executive replied this would be done in future.

Minute 10/129 Fire Safety Policy

Roy Webb informed the Board that he had received the information from the Chief Executive on the charges that some tenants pay for cleaning communal areas.

Minute 10/163 Chief Executive's Update

The Director of Housing and Customer Service informed the Board that there will be a report on the running of local services at community rooms at the April City Board meeting.

The Director of Investment and Regeneration informed the Board that an energy service company inspected the gas safety in school kitchens before Christmas. A final draft audit report of the findings will be brought to the Board. The Chair asked the Director to present this report to the Chair's meeting before the Board meeting.

Minute 10/170 Website Strategy

The Chief Executive informed the Board that Board Members' photographs have been updated on the website.

11/07 Announcements from the Chair

The Chair announced that he attended the Midlands ALMO meeting. He informed the Board that the Chief Executive of Rykneld Homes hosted the meeting and that she also carries out an additional role as the Strategic Director of Housing for one day as the Council no longer has a Strategic Director of Housing. The Chair thought this was very interesting and something to bear in mind.

11/08 Statements from members of the Board

There were no statements from members of the Board.

11/09 Questions to Derby Homes Board From Members of the Public

There were no questions from members of the public.

11/10 Questions from Derby City Council

There were no questions from Derby City Council.

11/11 Committee Chairs' Feedback

Chairs of Derby Homes' Committees provided highlights from previous meetings.

Iain MacDonald, Chair of Resources, Remuneration and Regeneration Committee updated the Board on items discussed at the meetings held on 18 November 2010 and 6 January 2011.

Dennis Rees, Chair of the City Board - 9 December 2010

The City Board is the amalgamation of the Local Housing Board North and South and this was the City Board's first meeting. He advised the agenda and minutes of the meeting were on the website for members to view and included an item on Estates Pride bids. The first meeting had gone well.

Tony Holme, Chair of Audit Committee, informed the Board that the first meeting of the year will be at the end of January and it will be his first meeting as Chair. He had a planned agenda meeting with the Director and Company Secretary and items on the agenda include members' training and plans for the internal audit of the Housing Repairs Team.

Tony Holme, Chair of Value For Money Steering Group, informed the Board that the next meeting will be on Tuesday 1 February and items on the agenda included Business Transformation activity for Derby Homes and Key Lines of Enquiry (KLOE).

11/12 Confidential Business

The Board agreed to exclude members of the public during consideration of the following item on grounds that it involved the likely disclosure of confidential information as defined in Standing Order 20.2 (n) of Part IV of Derby Homes Governance Arrangements.

Maggie Fennell left the meeting for the confidential items.

11/13 Changes to Derby Homes Memorandum and Articles of Association

The Board received a report advising Derby Homes is currently in the process of registering with the Tenant Services Authority (TSA) to become a full Registered Provider. To achieve compliance with the requirements of Registration, Derby Homes needs to amend its Memorandum and Articles of Association. This also gives the Company the opportunity to update the document in line with new Companies House requirements for company registration. The report summarised and explained the changes as well as highlighting any potential implications.

Agreed

The Board noted and approved the changes proposed to the Memorandum and Articles of Association, and recommended the changes in the report be approved by the Council.

11/14 Chief Executive's Update

The Board received a report which included updates on:

- consultation with tenants on the new ten year contract
- the new Contract
- commitment to return to the Council House
- commitment to integrate the Derby Homes' Enquiry Centre customer contact handling into the Council's Derby Direct

- commitment to achieve any agreed business efficiency targets
- removal of the obligation for Derby Homes staff to have comparable terms and conditions of employment to those of the Council
- a new way of working strategically with the Council
- the possibility of operating new functions for the Council

The Chief Executive informed the Board that a total of 14,324 voting forms were circulated to tenants and leaseholders within Derby Homes News asking whether they supported the Council's decision to renew the contract with Derby Homes after the current contract ends in 2012. A total of 1,070 responses were received, a response rate of 7.4%. The result was: 90% voted yes and 8.9% voted no.

He said this was pleasing news and recognition for the work of staff and Board members and the quality of the services provided to our customers for the past nine years.

Agreed

The Board noted the report.

End of Confidential Business

11/15 To agree any items from Part C to be discussed

Maggie Fennell re-joined the meeting.

The Board agreed to discuss Item C4 Derby Homes Performance Monitoring Information Quarter 3 2010/11. The rest of the items in Part C were noted but not discussed.

11/16 Health and Safety Update

The Board received details of recent health and safety performance and current issues.

The Director of Housing and Customer Service informed the Board that RoSPA were carrying out a review audit of the health and safety arrangements within the Repairs Team to enable a prioritised improvement action plan to be produced. A report will be presented at the Health and Safety Forum and then to the Board at a future date.

Agreed

The Board noted the report.

11/17 Derby Homes' Operating Budget 2011/12

The Board received a report presenting the Derby Homes' proposed operating budget for 2011/12.

The Director and Company Secretary informed the Board of the £1m over four years and the £250,000 reduction in the first year. He referred to the summary on page 3 of the report and the need for more money in the Business Transformation fund. The plan is to add the balance of £291,000 development funds to the Business Transformation fund.

Paul Bayliss referred to the £25,000 for soft furnishings for Common Rooms and recommended this work is carried out. The Chief Executive replied this could be done.

Agreed

The Board approved the operating budget for 2011/12 with the amendment that £25,000 for the soft furnishings for Common Rooms be allocated.

11/18 Board and Board Member Performance Review 2010

The Board received a report on the results of the Board performance review carried out in December 2010 and recommended actions to address areas of weakness or concern.

The Chair informed the Board that he had a meeting the following day with Ita Cooke, of the Board Development Agency and would welcome comments from Board members on the review process.

Tony Holme commented that Derby Homes should consider using systems thinking methodology, The Chief Executive suggested Tony should bring this idea to the Value For Money Steering Group and one area that could be looked at is the voids process.

Tabani Ndlovu suggested the Board Members training should focus on their strategic role. The Chief Executive agreed to consider this further.

Agreed

The Board

1. noted and commented on the results of the Board performance review carried out in December 2010
2. approved the action plan in Appendix 2 and agreed to receive an update on progress at a future meeting of the Governance Services Committee in September.

11/19 Delivery and Business Plan 2011/12

The Board received a report containing the proposed initiatives and targets for 2011/12, shown against the three strategic objectives.

Paul Bayliss informed the Board that the Corporate Plan shown on page 11 is now called Derby Plan and suggested that this should be looked at and included in our plan.

Tony Holme referred to page 10 and commented that reference to Performance Management Committee needs to be altered.

Agreed

The Board recommended that, subject to minor amendment, the proposed initiatives and targets are agreed by Derby City Council within the update of the 2011/12 Delivery and Business Plan.

11/20 Corporate Responsibility Strategy

The Board received an updated strategy which also contained Derby Homes' current mission, strategic objectives and core values. Changes were highlighted in the strategy.

Roy Webb referred to page 11 of the strategy, and that it had been minuted at a Board meeting, to look at the Nottingham City Council's initiative for residents as it will be useful for community activities. The Chief Executive replied that this had not been looked into as yet.

Agreed

The Board approved the updated strategy.

11/21 Asset Management Strategy

The Board received a revised and updated Asset Management Strategy (AMS). There were no major changes but the expected overhaul of the Housing Revenue Account (HRA) will require a more major revision in due course.

The Director of Investment and Regeneration informed the Board that the HRA review could increase resources from the Government for the AMS. Paul Bayliss suggested investing in properties to generate income and use the money to reinvest in housing stock; also, remodel estates such as Osmaston and Derwent.

The Director and Company Secretary added that we are expecting more resources out of the HRA subsidy debt settlement but the figures have not been confirmed. We will get an indication of the figure soon and therefore be able to start planning ahead.

John Bloxsom commented that the housing stock needs to be reviewed: look at what was fit for purpose, the open market, different tenures, and options available with housing stock and what is not suitable.

The Chief Executive commented that Derby Homes will work in partnership with the Council on the HRA and future asset management.

Agreed

The Board approved the strategy.

11/22 Board Away Day

The Board received a report setting out details for this year's proposed Board Away Day.

Agreed

The Board agreed

- to hold the Away Day on the evening of Friday 4 March and the morning of Saturday 5 March, at the Derby Conference Centre, London Road
- the proposed main sessions on the review of the Business and Delivery Plan 2011-12 and New Contract 2012-22, working with the Council to achieve strategic aims.

11/23 Draft Minutes of Committees

The Board received the draft minutes of recent Committee meetings:

- a. Resources, Remuneration & Regeneration – 18 November 2010 & 6 January 2011
- b. City Board – 9 December 2010

Agreed

The Board noted but did not discuss the minutes.

11/24 Consultation on Housing Revenue Account 2011/12

The Board received the Council's consultation report on its proposal for the Housing Revenue Account for 2011/12. The Resources, Remuneration and Regeneration Committee considered the issue at its meeting on 6 January and directed the Director and Company Secretary to reply in advance of this Board meeting in order for the Council to have sufficient time to take the response into consideration.

Agreed

The report was noted but not discussed.

11/25 Consultation on Rents and Service Charges 2011/12

The Board received the Council's consultation report on its rent and service charge increases for 2011/12. The Resources, Remuneration and Regeneration Committee considered the issue at its meeting on 6 January and directed the Director and Company Secretary to reply in advance of this Board meeting in order for the Council to have sufficient time to take the response into consideration.

Agreed

The report was noted but not discussed.

11/26 Derby Homes Performance Monitoring Information Quarter 3 2010/11

The Board received a report on up to date performance information of Derby Homes, against key performance indicators for Quarter 3, 2010/11.

Paul Bayliss referred to BVPI 66a 'Rent collected as a % of rent due', shown in Appendix 2 of the report, and commented that it showed a slight dip from the previous quarter and asked if it would affect the year end figure. The Director of Housing and Customer Service replied that taking into account the balance due against Direct Debit, we anticipate to be within target at week 52.

Agreed

The Board noted the report.

11/27 The Government consultation paper ‘Local decisions: A fairer future for Social Housing’

The Board received a report setting out the main proposals and comments on the Government’s consultation paper that set out a series of major proposals to change social housing, tenancies, allocations and homelessness rules.

Agreed

The report was noted but not discussed.

11/28 Derby Homes’ Forward Plan of Agenda Items

The Board received a forward plan of agenda items for a six month period from February 2011.

Agreed

The report was noted but not discussed.

11/29 Derby Homes’ Diary Planner

The Board received a diary planner of events taking place for the six months from February 2011.

Agreed

The report was noted but not discussed.

Date of next meeting

The next meeting will be held on Thursday 31 March 2011 at 6.00 pm at Cardinal Square.

The meeting ended at 7.50 pm.

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CHAIR

Signed as true and accurate record of the meeting held on Thursday 27 January 2011.