

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 30 March 2017

The meeting started at 6.00 pm

Board Members Present:

Mike Ainsley, Fareed Hussain, Bob MacDonald, Iain MacDonald, Jsan Shepherd, and Roy Webb

Officers Present:

Maria Murphy, Managing Director
David Enticott, Finance Director & Company Secretary
Shaun Bennett, Director of Investment & Maintenance
Jackie Mitchell, Governance Services Manager
Chris Forrester, Leasehold & Governance Support Officer

Others Present:

Christine Durrant, Strategic Director of Communities & Place, Derby City Council

17/28 Apologies

Apologies for absence were received from Paul Bayliss, Cadine Reid, Ian Veitch

17/29 Admission of Late Items

The Chair admitted a late item: Memorandum & Articles, which was taken as Item A7.

17/30 Declarations of Interests

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

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

17/31 Minutes of Previous Meeting

The minutes of the meeting held on the 26 January 2017 were accepted as a true and accurate record.

17/32 Matters Arising

Updates were provided on the following matters arising

Minute 17/11 Managing Director's Report

Review of Disciplinary Process

Minute 17/12 Financial Update

- Purchase of Vans
- IT Procurement

Minute 17/13 HRA Business Plan and Rents 2017/18

Minute 17/14 Derby Advice Service Proposal

Minute 17/16 Health & Safety Update

Minute 17/20 Delivery Plan

17/33 Announcements from the Chair

There were no announcements from the Chair.

17/34 Statements from Members of the Board

There were no statements from Members of the Board.

17/35 Questions from members of the public

There were no questions from members of the public.

17/36 Committee Chairs' Feedback

The Committee Chairs provided feedback from recent meetings:

- Operational Board – 23 February 2017
- Audit – 6 March 2017

Agreed

The Board noted the feedback provided from recent meetings.

17/37 Confidential Business

Agreed

The Board agreed, 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, f, g, h & n).

17/38 Managing Director's Report

The Board considered an update on strategic and key issues currently affecting Derby Homes including the following:

BCEM & TPAS Awards

The Board received details of recent success at the BCEM and TPAS regional awards. In addition Derby Homes has been shortlisted in the UK Housing Awards.

Membership of the National Federation of ALMOs

Derby Homes has been successful in gaining a place on NFA Board and formal approval was sought for Mike Ainsley as the nominated representative.

Agreed

The Board approved the recommendations in the report.

17/39 Finance Update

The Board received an update regarding financial matters affecting Derby Homes.

Agreed

The Board approved the recommendations in the report.

17/40 Risk Registers Q3

The Board considered a report providing an update on the effectiveness of Derby Homes' risk management arrangements and presenting a snapshot of the strategic and operational risk registers as at 31 December 2016.

Agreed

The Board approved the recommendations in the report.

17/41 Risk Registers 2017/18

The Board considered a report presenting the proposed revised Strategic and Operational Risk Registers for 2017/18.

Agreed

The Board approved the recommendations in the report.

17/42 Insurance Act 2015

Under the Act Derby Homes is obliged to disclose to insurers “relevant information” at both the insurance tender / renewal time and within the year if relevant issues occur.

Agreed

The Board, having considered whether there is any new relevant information that should be disclosed to insurers, agreed it is not aware of any such information other than that detailed in the report.

17/43 Memorandum & Articles

The Board considered a report regarding Derby Homes Memorandum & Articles.

Agreed

The Board approved the recommendations in the report.

End of Confidential Business

17/44 Items from Part C to be discussed

Agreed

The Board did not discuss any items from Part C.

17/45 Health & Safety Update

The Board considered a report detailing recent health and safety performance and current issues. An update was also provided from the Health & Safety Forum, including:

- Our Health Project
- Depot changes
- Building Communities Award

Agreed

The Board noted the report.

17/46 Investment & Regeneration Update

The Board considered an update on current issues within the Investment & Maintenance Directorate.

New Build

The total of new homes was reported as 312 against the 700 target, with an additional 30 on site and 65 with approval to proceed, guaranteeing a total of 407 homes.

A new target from has been agreed with the Council of 500 new affordable homes over next 3 years; this target includes HRA and Derby Homes properties as well as those delivered by other Registered Providers.

Derby Homes is anticipating there will be opportunities to work with partners in other sectors to deliver the 500 homes target and is looking to have conversations with other housing association partners to work in partnership.

Maria Murphy congratulated Shaun Bennett on achieving an informal target she had set of working with the Derbyshire Fire & Rescue Service to have sprinklers fitted retrospectively at the Derbyshire Children's Holiday Centre, Skegness, without costs to Derby Homes. Shaun's persistence has secured funding from the Fire and Rescue service, and has substantially reduced the costs of installation.

Agreed

The Board noted the report.

17/47 Housing White Paper Consultation

The Government has published their long awaited Housing White Paper in February, and is looking for responses to the accompanying consultation by 2 May.

The Board considered a response to the Housing White Paper and was informed of a marked shift in the tone of the Paper from the previous housing policy with respect to Council housing and Council owned companies (such as ALMOs) in particular.

There is implication that the government wants all possible partners to help deliver new homes and this does not exclude Councils nor ALMOs. Detailed policies will follow and the detailed actions will indicate if the tonal shift translates into policies that are beneficial to additional delivery. There are reasons to be optimistic overall, but details will matter.

The Board was advised that many of the consultation questions relate to planning policy on which Derby Homes is not realistically able to add to the debate. Derby Homes can, however, offer opinions on how to make it easier for Councils and ALMOs to contribute to the solution of delivering more homes in the future. The draft response at Appendix 2 replied to some but not all the specific questions but also offered a general response to the new situation.

Agreed

The Board

1. noted the report and the commentary provided in Appendix 1
2. approved the response to the White Paper as set out in Appendix 2.

17/48 Reappointment of Board Members

In accordance with the Board's adopted Code of Governance, the Board was advised that an appointments panel is required to formally review Tenant and Independent Board Members' contribution to the Board, six months before the expiry of their period of office to determine whether to offer a further period or to open the position to others.

The Board Members in question are Bob MacDonald, Tenant Board Member and Jsan Shepherd, Independent Board Member.

Agreed

The Board approved an appointments panel, to determine and recommend to the Board whether to offer a further three year period of office from the November 2017 AGM, consisting of:

Roy Webb and two of the following, depending on availability
Mike Ainsley
Iain MacDonald
Cadine Reid
Ian Veitch

17/49 Board Training 2017-18

The Board considered the proposed Board Training Programme 2017-18. The programme complies with the requirements of the Code of Governance and Board Members' service agreement.

Agreed

The Board agreed the Training Programme 2017-18.

17/50 Tenants' Incentive Scheme

The Board received details of a new tenants' incentive scheme, proposed by the Council and approved by Cabinet on 16 March 2017.

The Council Cabinet asked Officers to work with them to develop proposals which would incentivise tenants to move to using digital services and subsequently enable Derby Homes to deliver a predominantly on-line customer service over the next two/three years. Increasing the number of tenants using online services will enable Derby Homes to free up resources to concentrate on other services. Derby Homes will continue to provide a face to face presence for tenants who do not wish to use online services.

The proposals extend to promoting the importance of being a responsible tenant and good neighbour.

Roy Webb stated he had fundamental issues with the scheme. He said it was not made clear this was a Derby City Council move at the Cabinet meeting and has raised this concern with Maria Murphy and Christine Durrant. He said it was wrong that it has been done in this way, using money from the HRA that could be spent on improving/providing additional services. He wanted it made clear it is not a Derby Homes initiative and that it is a Council initiative that Derby Homes will administer on its behalf.

Maria Murphy assured Roy it will be made clear in Derby Homes News that this is a Council scheme and she confirmed the Council is happy with this.

Bob MacDonald raised concern that people will be made aware they will still be able to contact the customer service centre. Maria Murphy confirmed that customers who can't access Derby Homes online will still be able to contact us in this way - not as quickly but within a reasonable time.

Fareed Hussain said that the Cabinet needed to be advised of what was being proposed and the Cabinet would have been in the same position if the report went to the Board first. However, in future he would look to finding a way to try to avoid this.

He said that the Board doesn't control the Council and the scheme will benefit tenants and their relationship with the Council. He said he was happy to consider any schemes the Board proposes and he disagreed strongly that it was the wrong thing to do; it is not a bad thing if it improves tenants' behaviour, paying rent, and their relationship with the Council.

Jsan Shepherd felt that Derby Homes would see benefits as customers use online services and the scheme will encourage people to change habits.

Agreed

The Board noted the new policy.

Draft Minutes of Committees of the Board

The Board received the draft minutes of the Operational Board meeting held on 23 February 2017 and Audit Committee meeting held on 6 March 2017.

Agreed

The Board noted the draft minutes of the Operational Board meeting held on 23 February 2017 and Audit Committee meeting held on 6 March 2017.

Performance Monitoring Information Q3

The Board received a report summarising the performance of Derby Homes for the third quarter of 2016/17, October 2016 to December 2016, for key performance measures reported to Derby City Council.

Agreed

The Board noted the Q3 Performance Monitoring Information.

Forward Plan of Agenda Items

The Board received the forward plan of agenda items for the period April – September 2017.

Agreed

The Board noted the forward plan.

Date of next meeting

The next meeting will be held on Thursday 25 May 2017 at 6.00 pm in the Board Room at London Road.

The meeting ended at 7.45 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 30 March 2017.