

**Derby City Council and Derby Homes Financial
Options
Working Party
18/12/2008**

Item	Issue	Action / Follow up by
	Present Cllr Bob Troup (DCC), Bob Osler (DH's), Phil Davies (DH's), Mark Menzies (DCC), David Enticott (DCC) and Ian Fullagar (DCC). Matthew Hands (DH's) in attendance for items 1-5.	
1	Appointment of Chair Cllr Bob Troup elected Chair.	
2	Report to Cabinet The report to 28 October 2008 Cabinet was noted. Cabinet had considered it unnecessary at this stage to have Members from the opposition parties represented at this stage because the group has only an information gathering brief. Paragraph 4.6 set out the remit for the Working Group. See item 4 below. The group discussed the best way of communicating the progress of this project and agreed that the minutes of the meeting should be made available to various forums. This would include circulation to Michael Foote. The group noted that the outcome of the Working Party would be a report expected to be taken to Cabinet and Derby Homes Board to agree next steps.	
3	Project Plan Action 1 – MM to produce a Project Plan for the next meeting.	MM
4	Terms of Reference It was agreed that the Terms of Reference should include all of the objectives contained within paragraph 4.6 of the 28 October Cabinet report. In addition 3 further Terms of Reference were agreed as below;	

	<ol style="list-style-type: none"> 1. To lead the project to carry out a financial appraisal of options for the future of Council housing and Derby Homes. 2. To agree and oversee a timetable for the project. 3. To appoint relevant consultants to undertake the financial modelling of all available options. 4. To manage the budget for the project. 5. To take account of the implications of the National HRA review. 6. To report back to Cabinet, Derby Homes Board and other stakeholders on the financial implications of each option. 7. To seek approval from Cabinet and Derby Homes Board for a Consultation and Communication Strategy following the financial appraisal of the options and the outcome of the HRA review – expected in October 2009. 8. To agree at the end of every meeting any communication, consultation and involvement with/of Councillors, Board Members, tenants, staff, trade unions and other stakeholders in the project. 9. To invite others to attend the Working Party as required. 10. Any other business as appropriate. 	
5	<p>Stock Condition Survey</p> <p>MH gave the group an update in relation to the Stock condition survey.</p> <p>Peter Howell from HQN had prepared the specification and tender process.</p> <p>Michael Dyson had been appointed as the Contractor.</p> <p>The survey is due to commence in mid January 09 with initial findings being reported in March 09. The final report would be presented by end of April 09. The survey would consist of the following:</p> <ul style="list-style-type: none"> • a standard random model surveying 10% of the total stock both internal and external. • an additional 5% of stock that formed groups of particular 	

	<p>interest such as pre-1919 properties.</p> <ul style="list-style-type: none"> • a 'light touch' external visual inspection of 100% of the stock <p>It was noted that the report will be warranted to 2 future organisations (successions).</p> <p>The survey will achieve to key objectives:</p> <ul style="list-style-type: none"> • provide robust data for the Financial Appraisal • provide data for DH's own Asset Management <p>Action 2 – MH to investigate what value is attached to the warranty.</p> <p>PD asked whether the survey could look at certain aspects of communal areas within estates such as paved areas, unadopted footpaths, car parks and lighting.</p> <p>Action 3 – MH to consider whether this is feasible</p>	<p>MH</p> <p>MH</p>
6.	<p>Procurement of Consultants</p> <p>It was agreed that the advertisement for a Consultant should be placed early in the New Year.</p> <p>The Board delegated to Officers the task of appointing a consultant by end of March 2009.</p> <p>Action 4 – PD to appoint a lead Officer from DH's.</p> <p>Action 5 – IF to appoint a lead Officer from DCC.</p>	<p>PD IF</p>
7.	<p>Tenant Empowerment and Options Appraisals</p> <p>PD presented a paper originally published by the ODPM titled 'Tenant Empowerment Strategies in Options Appraisal'</p> <p>The Board discussed the paper and clarified that it's key objective was not to oversee a full options appraisal, but to gather evidence in relation to the financial implications of all options. In view of this it would not be appropriate to appoint a tenants Advisor at this stage.</p>	
8.	<p>Communications/ Consultation/ Involvement with other Stakeholders</p> <p>The Board noted the importance of cascading information relating to progress, to various stakeholders and in particular CHCG and DH's Boards.</p>	

	<p>The Board also considered it would be appropriate to make CLG aware of the work being undertaken.</p> <p>Action 6 – IF to send CLG a copy of the 28 October 2008 Cabinet report for information.</p>	IF
9.	<p>Funding</p> <p>The Board noted that the estimated cost of this stage of the project was £30K. This would be shared equally between DH's and the Council.</p>	
9.	<p>AOB</p> <p>None</p>	
10	<p>Next Meeting – Thursday 26 March at 2.00pm.</p> <p>Action 7 – IF to book room.</p>	IF