

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 26 July 2012

The meeting started at 6.10 pm

Board Members Present:

Mike Ainsley, Tony Holme, John Keith, Iain MacDonald, Alison Martin, Mark Menzies, Brian Perry, Margaret Redfern, Dennis Rees (Chair), Roy Webb, Ken Whitehead, Linda Winter

Officers Present:

Shaun Bennett, David Enticott, Julie Eyre, Jackie Mitchell, Maria Murphy, Christine Hill (Urgent Confidential Item only), Susan Hill

Observers Present:

Brian Frisby, Director of Younger Adults and Housing
Fiona Walker, City Board Member

12/95 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 (b) of Part IV of Derby Homes Governance Arrangements.

All other staff left the room and returned after the item had been discussed.

12/96 Late Item

The Personnel Manager presented, on behalf of the Chair, the recruitment time line for the vacancy of the Chief Executive Officer.

Agreed

The Board noted the recruitment time line for the vacancy of the Chief Executive Officer.

End of Confidential Business

12/97 One Minute Silence

The Committee observed a minute's silence in memory of Phil Davies, Chief Executive, who passed away on Tuesday 3 July 2012.

12/98 Apologies

Apologies for absence were received from Bob Osler, Tabani Ndlovu and Nicole Berrisford, Unison.

12/99 Admission of Late Items

There were no further late items.

12/100 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.

Mark Menzies declared an interest as an officer of the Council.

12/101 Minutes of Previous Meeting on 31 May 2012

The minutes of the meeting held on 31 May 2012 were accepted as a true and accurate record.

12/102 Matters Arising

Minute 12/17 Purchase of a Further 32 Vehicles for The Repairs Team

A report will be presented in a year's time on any costs or problems relating to diesel particulate filters.

Minute 12/13 Review of Non Core Activity – New Business

The Board was updated on the progress to amend the Memorandum and Articles of Association.

Minute 12/70 Statements from members of the Board

There was no future update on the Victory Road property; Derby Homes is continuing to work with the Police.

Margaret Redfern and the Director of Investment and Regeneration will have a catch up meeting over the next few weeks on complaints received from tenants on Cowsley Road.

12/103 Announcements from the Chair

The Chair announced that Derby Homes was a finalist in the NFA's Awards for Best Community Initiative category and Board Member of the Year category. Unfortunately, Bob Osler, Chair of the Board and Anthony Slater, OSCAR Neighbourhood Watch, were not present to receive their awards

12/104 Statements from members of the Board

There were no statements from members of the Board.

12/105 Questions to Derby Homes Board From Members of the Public

There were no questions from members of the public.

12/106 Questions from Derby City Council

There were no questions from Derby City Council.

12/107 Committee Chairs' Feedback

Dennis Rees, Chair of City Board, provided highlights of the meeting held on 21 June 2012.

Tony Holme, Chair of Audit Committee, provided highlights of the meeting held on 2 July 2012. He advised of two vacancies on the Committee. Councillor Board Members will be emailed and asked to consider joining the Committee.

Iain MacDonald, Chair of Resources, Remuneration and Regeneration Committee, provided highlights of the meeting held on 12 July 2012.

12/108 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 (g, h & n) of Part IV of Derby Homes Governance Arrangements.

12/109 Executive Team Update

The Board received a report with information on:

- Business Transformation
- Draft Regulations for Universal Credit – Eligibility of Service Charges
- New Build

Agreed

The Board noted the report.

12/110 Derby Homes Medium Term Financial Strategy

The Board received a report on Derby Homes' financial position.

Agreed

The Board noted the report and appendices and approved the medium term finance strategy.

End of Confidential Business

12/111 To agree any items from Part C to be discussed

The Chair had requested discussion of Item C2 Performance Monitoring Quarter 1 2012/13.

Items in Part C were noted but not discussed.

12/112 Health and Safety Update

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

Agreed

The Board noted the report.

12/113 Corporate Health and Safety Policy

The Board received a report reviewing Derby Homes Health and Safety Policy. The Board was informed the policy did not require any changes because it is still current and was significantly reviewed in 2010.

Agreed

The Board approved the policy.

12/114 Annual Report of Audit Committee: Internal Controls

The Board received a report discharging Audit Committee's responsibility to report to the Board on the effectiveness of internal control systems during the year to 31 March 2012.

Agreed

The Board noted the report and approved the statement on internal controls assurance within the Report of the Directors on the financial statements for the year to 31 March 2012.

12/115 Draft Annual Report and Financial Statements 2011-12

The Board received a report accompanied by the draft annual report and financial statements for Derby Homes for the year ended 31 March 2012.

The report also explained the changes made to the accounts since the period 11 forecast out-turn was presented to the Resources, Remuneration and Regeneration Committee meeting of 26 April 2012.

Agreed

The Board

1. accepted the draft annual report and financial statements as a true and fair view of the Company's financial affairs as at 31 March 2012 as a going concern
2. noted the explanation of the changes made to the accounts since the forecast out-turn was presented to the Resources, Remuneration and Regeneration Committee meeting of 26 April 2012
3. authorised Dennis Rees, Vice Chair, and David Enticott, Director and Company Secretary, to sign the accounts at the Board

- meeting
4. authorised Dennis Rees, Vice Chair, and David Enticott, Director and Company Secretary, to sign a letter of representation requested by PKF (UK) LLP at the Board meeting.
 5. authorised the use of the Company's reserves as detailed in section 3.7.

12/116 Rent Arrears Update

The Board received a report on current rent arrears performance.

The Chair congratulated the Arrears team for their good performance.

Agreed

The Board noted the content of the report and approved the actions being taken.

12/117 Derby Homes – Tenancy Policy

The Board received a report detailing the requirement of Derby Homes to develop and publish a Tenancy Policy based on the Council's Strategy.

The Board was informed that the Council will not implement fixed term tenancies and will continue issuing new tenants with secure (lifetime) tenancies, following an introductory period. Derby Homes is a registered housing provider and in respect of our own stock we have the freedom within the Localism Act 2011 to consider the option to introduce fixed term tenancies into our Tenancy Policy.

Agreed

The Board agreed to develop a Derby Homes Tenancy Policy along the lines of the Council's Tenancy Strategy and present the policy at the September meeting.

12/118 Procurement Policy, Strategy and Standing Orders

The Board received the Procurement Policy and Strategy documents currently in use and approved in July 2010. Both documents were due for review in July 2013. Since their introduction it had become clear that the documents have significant areas of duplication and sections that are no longer relevant or over elaborate the point being made. Because of this, the documents have been combined and edited to make the new Procurement Strategy and Policy documents clearer

while still addressing the points made in each individual document.

The Procurement Standing Orders was also approved in July 2010 and have been in use since. They were due for review in July 2013. Since their introduction a number of legislative changes have been introduced and required the Procurement Standing Orders to be re-written. Both new documents were presented to the Resources, Remuneration and Regeneration Committee on 12 July 2012. The Committee scrutinised the documents and recommended a number of changes which had been incorporated within the documents presented for approval by the Board.

Agreed

The Board approved the immediate introduction and implementation of the new documents attached to the report.

12/119 Recruitment of Tenant Board Members

The Board received a report proposing changes to the governance rules to allow tenants holding introductory and flexible tenancies to vote in Board and City Board elections and to apply to become Board and City Board Members, subject to certain conditions outlined in the report. The changes will require the Memorandum and Articles of Association to be changed.

The Board was not in favour of allowing introductory tenants the right to apply for board membership before they were made secure tenants. They felt that if they did there was a risk that following election the tenancy may not be made secure and also that tenants should show an interest in the organisation by joining Housing Focus Groups, or becoming a DACP volunteer, to gain some experience as a tenant and see how Derby Homes is run before they can apply to become Board and City Board Members. However, they were in favour of Introductory tenants having the right to vote in elections for Board and City Board Members.

Agreed

The Board agreed to change the Memorandum and Articles of Association to allow Introductory tenants to vote in elections for Board and City Board Members.

They reaffirmed that tenants must be secure tenants before applying for Board or City Board Membership.

12/120 Estates Pride Quick Fix Bids

The Board received a report reporting that the Board had delegated the approval of Estates Pride Quick Fix Bids to the City Board and asking the Board to consider delegating the function to the Housing Focus Groups (HFGs).

Agreed

The Board agreed the £300k budget for Estates Pride Quick Fix funding be delegated in full to HFGs - £60k per HFG per year, with carry over flexibility for a 12 month trial period.

12/121 Proposed Meeting of Resources, Remuneration & Regeneration Committee

The Board received a report to agree the date of the next meeting of the Resources, Remuneration and Regeneration Committee.

Agreed

The Board agreed the next meeting of the Resources, Remuneration and Regeneration Committee is held at 6.00 pm on Thursday 15 November 2012.

12/122 Draft Minutes of Committees and City Board

The Board received the draft minutes of recent Committee meetings:

- a. City Board – 21 June 2012
- b. Audit – 2 July 2012
- c. Resources, Remuneration and Regeneration – 12 July 2012

Agreed

The Board noted but did not discuss the minutes.

12/123 Performance Monitoring Quarter 1 2012/13

The Board received a report of Quarter 1 performance against targets contained in the Monthly Indicator link.

The Board was advised that the number of tenants evicted as a result of rent arrears at last year's Quarter 1 was about the same as this year's.

The average time taken to re-let properties was two days over the target of 22.50 days. This was due to the withdrawal of sub contractors doing repairs, resulting in a more cost efficient voids service.

The Chair congratulated the Repairs team in their performance.

The Director of Housing and Customer Service explained the complete telephony loss at the Enquiry Centre for a whole day last week. The root cause was Serco re-pointing servers at different places but British Telecom resolved the issue in the early hours of the following morning.

The visit to view the refurbished Council House will not be rearranged as the visits have resulted in delays to work with the construction contractor now ten days behind schedule. The Council House third floor layout plan will be presented to a meeting later in the year.

Agreed

The Board noted the report.

12/124 Forward Plan of Agenda Items

The Board received a forward plan of agenda items for a six month period from August 2012.

Agreed

The report was noted but not discussed.

12/125 Board Diary Planner

The Board received a diary planner of events taking place for the six months from August 2012.

Agreed

The report was noted but not discussed.

Date of next meeting

The next meeting will be held on Thursday 20 September 2012 at 6.00 pm at Cardinal Square.

The meeting ended at 7.55 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 26 July 2012.