

**Derby Homes Board
Forward Plan**

| DATE OF MEETING | 18.05.23 | 27.07.23 | 28.09.23 | 23.11.23 | 25.01.24 | 28.03.24 | 25.07.24 | 28.11.24 | Jan-25 | Mar-25 | |
|-------------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|--------|--------|-----------|
| PACKS AVAILABLE | 09.05.23 | 18.07.23 | 19.09.23 | 14.11.23 | 16.01.24 | 19.03.24 | 16.07.24 | TBC | TBC | TBC | Frequency |
| REPORTS REQUIRED | 01.05.23 | 10.07.23 | 11.09.23 | 06.11.23 | 10.01.24 | 11.03.24 | 08.07.24 | TBC | TBC | TBC | Frequency |
| Managing Director's Report | MM | MM | MM | MM | MM | MM | MM | MM | | | All |
| Finance Report | MK | MK | MK | MK | MK | MK | MK | MK | | | All |
| Property Report | SB | SB | Deferred | SB App | SB | SB | SB | SB | | | All |
| Compliance Report | SB | SB | SB | SB | SB | SB | SB | SB | | | All |
| Housing Services Report | - | | - | - | | | | | | | N/A |
| Health and Safety Report | MM/SH | MM/SH | MM/SH | MM/SH | MM/SH | MM/SH | MM/SH | MM/SH | | | All |
| Forward Plan | MK/TL | MK/TL | MK/TL | MK/TL | MK/TL | MK/TL | MK/TL | MK/TL | | | All |
| Disclosure under the Insurance Act 2015 | MK | MK | MK | MK | MK | MK | MK | MK | | | All |
| Property Acquisitions | MK | MK | MK | MK | MK | MK | MK | MK | | | All |
| Procurement Waivers Annual Report | | | | | MK/AG | | | | | | Annual |
| Draft Operational Budget | | | | | MK | | | | | | Annual |
| Performance Management | MK(Q4) | | MK(Q1) | MK(Q2) | MK | | | | | | Quarterly |
| HRA Business Plan and Rents | | | | MK | | | | | | | Annual |
| Board Members Declarations of Interests | | | MK/TL | | | | MK/TL | | | | Annual |
| Derby Homes Meetings Calendar | | | | | | | JH/TL | | | | Annual |
| Appointments to Committees | | | MK/TL | | | | JH/TL | | | | Annual |
| Strategic and Operational Risk Registers (B item) | MK(Q4) | | MK(Q1) | MK(Q2) | | MK Q3 | | | | | Quarterly |
| Audit Committee Annual Report | | MK | | | | | MK | | | | Annual |
| Modern Slavery Act 2015 Statement | | TL | | | | | TL | | | | Annual |
| Annual Report and Financial Statements | | MK | | | | | MK | | | | Annual |
| Annual Report | | MK | | | | | MK | | | | Annual |
| Governance and Viability Statements | | MK/TL | | | | | MK/TL | | | | Annual |
| Gender Pay Gap | | MK/TL | | | | TL/MK | | | | | Annual |
| SMT Declarations of Interests | TL | | | | | | JH/TL | | | | Annual |
| Procurement Annual Compliance Report | | | | | MK/AG | | | | | | Annual |
| Recruitment and appointment of Board members | | | | | | JH/TL | | | | | Annual |
| Board Members Training and Appraisals | | | | | JH | | | | | | Annual |
| Delivery Plan - Annual Report | | | | MK | | | | MK | | | Annual |
| Delivery Plan - 2023/24 Quarter One Update | | | | MK Q1/2 | | MK Q3 | | | | | Quarterly |
| Delivery Plan Year End Report | MK | | | | | | | | | | Annual |
| Proposed Delivery Plan for 2024/25 | | | | | | HJ/MK | | | | | Annual |
| Delivery Plan Progress | | | | | | | HJ/MK | | | | ? |
| Confirmation/Appointments of Chairs and Vice-Chairs | | | MK/TL | | | | JH/TL | | | | Annual |
| Annual Board Effectiveness Review | | | MK/TL | | | | | MK/TL | | | Annual |
| Health and Safety Annual Report | MM/SH | | | | | | SH/MM | | | | Annual |
| Housemark Report | | | | | MK | | | | | | Annual |
| Managing Challenging and Complex Customers | | | Deferred | CM | | | | | | | Adhoc |
| Diversity Forum update and annual workforce equality report | | | AB | | | | | | | | Annual |
| Update on day-to-day repairs team pressures | | | Deferred | | Deferred | | | | | | Adhoc |
| Money Team Advice - Consumer Duty | | MK | | | | | MK | | | | Annual |
| Lifts Policy | | | Deferred | Deferred | Deferred | SB | | | | | Policy |
| Apprenticeship Strategy | | | | | SB/TL | | | | | | Strategy |

HJ req

HJ req

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|------------------------------------------------------------|-----|-----|----------|-----|----------|----------|-------|-----|--|--|-----------|
| Housing Ombudsman - Landlord performance update | | | Deferred | HJ | | | HJ | | | | 6 monthly |
| Action Monitoring Schedule - Actions | All | All | All | All | All | All | All | All | | | All |
| Procurement Standing Orders | | | | | Deferred | Deferred | AG/MK | | | | Triennial |
| IV Standing orders for conduct of DHB and general meetings | | | | | | | JH/TL | | | | Triennial |
| IX Recruitment and appointment of Board members | | | | | | | JH/TL | | | | Triennial |
| V Operational Board Constitution | | | | | | | JH/TL | | | | Triennial |
| X Code of Conduct for Board members | | | | | | | JH/TL | | | | Triennial |
| Data Protection Policy | | | | | | TL | | | | | Triennial |
| Managing employee performance | | | | | | | TL | | | | Triennial |
| Equalities Policy | | | | | | Deferred | TL | | | | Triennial |
| Safeguarding Policy | | | | | | CM | | | | | Triennial |

- Key:
- MM - Maria Murphy
 - MK - Michael Kirk
 - SB - Shaun Bennett
 - CM - Clare Mehrbani
 - SH - Stuart Hufton
 - TL - Taran Lalria
 - PC - Paul Cole
 - HJ - Holly Johnson
 - AB - Annabelle Barwick
 - AG - Andrew Grover