

DERBY HOMES LIMITED

MINUTES OF THE BOARD (REMOTE) MEETING

Held on Thursday 26 March 2020

Due to the restrictions required by the Government arising from the Coronavirus pandemic, this meeting was not able to take place. Instead Board Members were asked to comment and vote by email on those agenda items requiring a decision.

Board Members who responded

Mike Ainsley, Iain MacDonald, Bob MacDonald, Lucy Care, Jerry Pearce, Jsan Shepherd

20/26 Apologies

Apologies were received from Jenn Layton Annable, Finbar Richards and Sarah Russell

20/27 Admission of Late Items

There were no late items.

20/28 Declarations of Interests

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

The Tenant Board Members declared their interests as tenants (as defined in the Memorandum and Articles of Association) of Derby City Council.

Jsan Shepherd and Bob MacDonald declared an interest in Item B3 Recruitment and Reappointment of Board Members.

20/29 Minutes of Previous Meeting

The minutes of the meeting held on the 30 January 2020 were accepted as a correct record.

20/30 Matters Arising

No matters arising were raised.

20/31 Announcements from the Chair

There were none.

20/32 Statements from Members of the Board

There were none.

20/33 Questions from members of the public

There were none.

20/34 Confidential Minutes of the previous meeting

Agreed

The confidential minutes of the meeting held on the 30 January 2020 were accepted as a correct record.

20/35 Managing Director's Report

The Managing Director will be providing Board Members with regular email updates on Derby Homes services and developments in relation to Covid-19.

20/36 Financial Update

The Board considered a report on financial issues.

Agreed

The Board noted the contents of the report and approved the recommendations.

20/37 Property Update

The Board received a report on current issues within the Property Directorate.

Agreed

The Board noted the report.

20/38 Housing Services Update

The Board received an update on strategic and key issues in relation to Housing Services.

Agreed

The Board noted the report.

20/39 Equality & Diversity Update

The Board received a report providing an overview of the issues discussed at the newly formed Diversity Forum.

Agreed

The Board noted the report.

20/40 Risk Registers Q3 2019/20

The Board received a report on the effectiveness of Derby Homes' risk management arrangements and included a snapshot of the strategic and operational risk registers as at 31 December 2019.

Agreed

The Board noted the report.

20/41 Risk Registers 2020/21

The Board received a report presenting the proposed Strategic and Operational Risk Registers for 2020/21.

Agreed

The Board noted the report.

20/42 Contracts & Frameworks

The Board considered a report requesting approval of a framework in accordance with Derby Homes' Governance Arrangements.

Agreed

The Board approved the report recommendation.

End of Confidential Items

20/43 Items from Part C for discussion

There were none.

20/44 Health & Safety Update

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

Agreed

The Board noted the report.

20/45 Board Member Reappointment & Recruitment

The Board received a report setting out proposals for the recruitment/reappointment of Derby Homes Tenant, Independent and Operational Board Members.

Jsan Shepherd, Independent Board Member and Bob MacDonald, Tenant Board Member, are both due to retire at this year's AGM.

Agreed

The Board agreed to

1. suspend the normal recruitment and reappointment process this year in light of the current circumstances
2. the reappointment of Bob MacDonald and Jsan Shepherd for a further 3 year term of office.

20/46 Board Training and Appraisal 2020/21

The Board received a report setting out the Board's training programme and arrangements for Board Member appraisals in 2020/21.

Agreed

The Board agreed to defer the matter until social distancing measures are lifted in full.

20/47 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.

The Board considered whether there was any new relevant information that should be disclosed to the insurer under the Insurance Act 2015.

Agreed

The Board, having considered whether there is any new relevant information that should be disclosed to insurers, as required under the Insurance Act 2015, agreed it was not aware of any such information.

20/48 Draft Minutes of Committees of the Board

The Board received the draft minutes of the Operational Board Meeting held on 27 February 2020.

Agreed

The Board noted the draft minutes.

20/49 Performance Management Information Q3

The received a report presenting a summary of performance for quarter three 2019/20 from key performance measures reported to Derby City Council. Overall performance remained positive with a few issues to be addressed where possible.

Agreed

The Board noted the Performance Management Information Q3.

20/50 Any Other Business

The Board was asked to consider and approve a number of urgent issues:

To:

1. approve this approach to the Board meeting being repeated if the Chair determines it continues to be required for subsequent Board Meetings
2. allow the Chair – after considering comments and votes above – to make final decisions on these issues on behalf of the Board
3. allow the Chair (or a single vice Chair) to take urgent decisions in the event that the usual Chair plus one vice chair are unavailable to do so. (This rule would be reversed once it is appropriate to do so)
4. count response to this request as attendance at the March 2020 Board Meeting.

Agreed

The Board agreed to:

5. this approach to the Board meeting being repeated if the Chair determines it continues to be required for subsequent Board Meetings
6. allow the Chair – after considering comments and votes above – to make final decisions on these issues on behalf of the Board
7. allow the Chair (or a single vice Chair) to take urgent decisions in the event that the usual Chair plus one vice chair are unavailable to do so. (This rule would be reversed once it is appropriate to do so)
8. count response to this request as attendance at the March 2020 Board Meeting.

Date of next meeting

The next meeting will be held on Thursday 28 May 2020 at 6.00 pm.

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CHAIR

Signed as true and accurate record of the remote meeting held on 26 March 2020.