

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 30 May 2013

The meeting started at 6.00 pm

The Chair welcomed new Board Members, Dave Roberts and Bob Troup onto the Board

Board Members Present:

Mike Ainsley, Tony Holme, Iain MacDonald, Mark Menzies, Tabani Ndlovu, Bob Osler (Chair), Brian Perry, Margaret Redfern, Dennis Rees, Bob Troup, Fiona Walker and Roy Webb

Officers Present:

Maria Murphy, Acting Chief Executive
Shaun Bennett, Director of Investment & Regeneration
David Enticott, Director & Company Secretary
Jackie Mitchell, Governance Services Manager

13/52 Apologies

Apologies for absence were received from, Alison Martin and Dave Roberts.

13/53 Admission of Late Items

There were no late items.

13/54 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.

13/55 Minutes of Previous Meeting

The minutes of the meeting held on the 21 March 2013 were accepted as a true and accurate record.

13/56 **Matters Arising**

Minute 13/13 Council Housing Revenue Account Business Plan 2013-43

David Enticott advised the final total number of RTB sales in the last financial year was 70.

Minute 13/21 Chief Executive's Update

Maria Murphy advised that Jackie Westwood, Head of Income Management has now commenced employment with Derby Homes.

Minute 13/42 Board Performance Review and Training

In response to Margaret Redfern's query regarding the cost of the Board Performance Review, David Enticott advised it was in the region of £4K.

13/57 **Announcements from the Chair**

There were no announcements from the Chair.

13/58 **Statements from Members of the Board**

Roy Webb referred to Derby Homes' radio recording which referred to the under occupancy charge as the bedroom tax. Maria Murphy confirmed this has now been corrected to the under occupancy charge.

13/59 **Questions from Members of the Public**

There were no questions from member of the public.

13/60 **Committee Chairs' Feedback**

The Chairs of the Audit Committee (15 April 2013), City Board (18 April, 2013) and Resources, Remuneration & Regeneration Committee (25 April 2013) provided feedback from recent meetings.

13/61 **Confidential Business**

Agreed

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 and n) of Part IV of Derby Homes Governance Arrangements.

13/62 **Chief Executive's Update**

The Board considered a report providing a general overview and update on the review of housing services and Derby Homes new build activities.

Agreed

The Board

1. Discussed the Council Cabinet's decision dated 15 May 2013 on the future arrangements for council housing.
2. Noted the current Derby Homes new build activities.

13/63 **Urgent Decision – Management and Maintenance Contract – War Memorial Village Derby**

The Board received a report advising of an urgent matter approved by the Chair and Vice Chair of the Board in respect of the War Memorial Village Derby.

Agreed

The Board noted the urgent decision of the Chair and Vice Chair of the Board.

13/64 **Contract Waivers**

The Board considered a report seeking approval for two waivers of the procurement process, as allowed for in the Procurement Rules of Derby Homes PPR2.0 Exceptions and Waivers.

Agreed

The Board approved the report's recommendations.

End of Confidential Business

13/65 **Items from Part C to be discussed**

Agreed

The Board agreed to discuss items

13/66 **Health & Safety Update**

The Board considered a report detailing recent health and safety performance and current issues.

Shaun Bennett advised he was now the lead officer for the Health & Safety Forum and announced that Derby Homes had once again received RoSPAs Gold Medal.

Agreed

The Board noted the report.

13/67 Appointment of External Auditor

The Board received a report informing that the current external auditor PKF has merged with BDO to create a new company BDO LLP. As a result of this merger they are legally required to resign as auditor of Derby Homes and resign under the new company name.

Agreed

The Board

1. noted that PKF (UK) LLP had resigned as auditor of the Company on 30 May 2013.
2. approved that BDO LLP be and are hereby appointed as auditor of the Company.

13/68 Draft Minutes of Committees and City Board

The Board received the draft minutes of recent Committee meetings:

- Audit Committee (15 April 2013)
- City Board (18 April, 2013)
- Resources, Remuneration & Regeneration Committee (25 April 2013)

Agreed

The Board noted the draft minutes.

13/69 Delivering Our Plans – Year End Report 2012/13

The Board received a report detailing year end performance against targets contained in the Delivery and Service Plans. In general the vast majority of targets had been met, but some actions will carry over into the new year. The new Delivery and Service plans have mostly taken outstanding issues into account. Any that have not been will be reviewed and added to the current year's plans where necessary.

Agreed

The Board noted the report and the proposals to carry forward targets requiring further action as detailed in Appendices 1 and 2.

13/70 Performance Monitoring Information – Year End 2012/13

The Board received a report detailing Quarter 4 performance against targets reported to Derby City Council. The Council monitors progress against these targets on a monthly basis.

Tony Holme asked what Derby Homes was doing to improve tenant satisfaction levels (paragraph 3.3.5 and 3.3.6).

Bob Troup advised he had recently visited Solihull Housing to look at how they had increased satisfaction levels. He reported that this had been achieved by conducting 1 to 1 surveys through their call centre.

Maria Murphy acknowledged that Derby needs to change the process currently used to gauge satisfaction levels and she has asked the Performance Team to work with the Tenants Review Panel on this with a view to bringing a report to a future City Board meeting.

Bob Troup queried the figure for active voids and was advised this was due to the property offered not being what people want as a consequence of the under occupation charge. Maria Murphy said there appeared to be a trend developing in fewer people wanting 3 bedroom properties. She will be asking staff to look at how we advertise vacant properties, and the most cost effective way of dealing with this issue, taking a measured approach to looking at the trends and waiting list need.

The Board was advised that re-designating properties isn't the right approach for Derby.. In addition it would be necessary to reclassify rents if properties were re-designated, and this would lose huge amounts of rent if implemented.

Maria Murphy advised the number of people who still have not contacted us regarding their under-occupancy is in excess of 300. Priority is being given to people who are having to pay the extra charge, have not yet contacted us and legal action is pending. Derby Homes can evidence attempts to contact under occupying tenants. Staff are also running reports to try and match under-occupying tenants with tenants who are overcrowded and needing bigger properties.

Agreed

The Board noted the report.

13/71 Forward Plan of Agenda Items

The Board received the Forward Plan of Agenda Items for the six months period June - November 2013.

Agreed

The Board noted the Forward Plan of Agenda Items.

13/72 Board Diary Planner

The Board received the Diary of events for the period June – November 2013.

Agreed

The Board noted the Diary Planner.

Date of next meeting

The next meeting will be held on Thursday 25 July 2013 at 6.00 pm at London Road.

The meeting ended at 8.45 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 30 May 2013.