

## **NHF EXCELLENCE IN GOVERNANCE**

**The following are examples of evidence that Derby Homes upholds the principles of good governance**

### **Standards:**

- Derby Homes Code of conduct for board members
- Protocol for the relationship between board members and staff
- Derby Homes' values (integrity, excellence, learning organisation, stewardship, embracing equalities and diversity, innovation)

### **Accountability and Openness:**

- Open meetings and agendas, reports and minutes available to the public
- Non-public reports only where it is likely that it would involve the disclosure of confidential information (as defined in Standing Order 20.2)
- Published accounts and annual report
- Public annual general meeting
- Questions from members of the public at meetings
- Board minutes open to scrutiny by Local Housing Boards (LHBs)
- Performance reports

### **Customer first:**

- We have equal tenant representation on our Board
- Majority of tenant representation on our LHBs
- LHBs have been delegated greater responsibility from the Board
- Housing Focus Groups (HFGs)
- Consultation with tenants on proposals for new or amended services and rent increases
- Tenants agree performance targets and standards
- HFGs and LHBs responsible for approving small scale Estates Pride bids

### **Equalities & Diversity (E&D)**

- Board member and staff Equalities Champions
- E&D Implications in every report
- Compulsory training for board members and staff
- E&D policies, DH Equalities Scheme
- Equalities Impact Assessments for all
- Positive about Disabled People (recognition given by Jobcentre Plus to employers who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees)

### **Review and renewal**

- Annual performance appraisals of the board and board members
- Quarterly board satisfaction surveys
- Board recruitment policy

### **Clarity**

- Board member job description
- Governance Arrangements including delegation of responsibilities for board, committees and officers

### **Control**

- Delegation of responsibilities
- Audit Committee
- Internal audit
- External audit

### **Information**

- Standing Order 9 requires the agenda and any reports available to be posted to every board member at least 5 clear days before a meeting.
- The board quarterly satisfaction survey asks board members 'Did you receive the agenda in good time?', 'did the reports give you the information you needed to make a decision?'
- Author contact details on every report so that board members can discuss any questions prior to meetings
- Briefing sessions held for complex matters
- Background information provided on hidden page on website
- Chairs are briefed before meetings

### **Structures**

- 4 committees and 2 LHBs support the work of the main board and have been delegated responsibility to make some decisions without referring back to board
- The board and committees are supported by the Executive Team and other senior staff
- Team of staff provide admin support

### **Audit**

- Internal and external auditors attend every Audit Committee meeting and are accessible to members outside of the meeting
- Audit members meet with auditors at beginning of every meeting without officers present to raise any issues of concern

**A – Preamble**

<b>Paragraph</b>	<b>Does Derby Homes comply?</b>
<b>A1</b>	Yes - Governance Services Committee is considering the code in full.  Does the committee wish to consider providing a public statement of compliance to the code in the annual report?
<b>A2</b>	Yes - contained in the Governance Arrangements.

**B – Constitution and composition of the Board**

<b>Paragraph</b>	<b>Does Derby Homes comply?</b>
<b>B1</b>	Yes
<b>B2</b>	Yes – board members sign up to code of conduct, declarations of interest and acceptance of responsibilities.
<b>B3</b>	Yes – skills audit carried out every 2 years. Person specification for tenants/leaseholders and independents reviewed for each vacancy.
<b>B4</b>	Yes - GSC has considered size of the board and executive directors' membership of the board.
<b>B5</b>	N/A
<b>B6</b>	Yes – this has been considered by GSC.
<b>B7</b>	N/A
<b>B8</b>	N/A
<b>B9</b>	N/A as paid staff are not eligible to be on the Board. There are no rules prohibiting board members of other housing providers.
<b>B10</b>	Board members do not have a specific role profile. They sign acceptance of responsibility and code of conduct, receive information packs on application and at induction which includes information on items listed (1) – (10).
<b>B11</b>	Yes

**C – Board recruitment, renewal and review**

<b>Paragraph</b>	<b>Does Derby Homes comply?</b>
<b>C1</b>	Yes – contained in M&As and Governance Arrangements
<b>C2</b>	Yes - Independent board members fulfil this criteria and we regularly review our techniques for recruitment for this sector. Selection is conducted by an appointments panel of board members, supported by members of the Executive Team.
<b>C3</b>	Yes - all new board members undergo an induction process. All board members are required to participate in annual performance reviews and attend certain compulsory training courses.
<b>C4</b>	<p>Yes – individual and collective board appraisals are carried out annually, including that of Chair and Vice Chairs. An independent consultant was used in 2007 and will be again in 2009.</p> <p>The majority of items in 1-12 are included in the appraisal. These can be discussed with the consultant prior to the commencement of the appraisal process.</p>
<b>C5</b>	Yes – Derby Homes pays a contribution towards the loss of earnings only. Items 1- 4 are complied with.