

# DERBY HOMES LIMITED

## MINUTES OF THE BOARD MEETING

Held on Thursday 22 March 2012

The meeting started at 6.00 pm

### Board Members Present:

Paul Bayliss, Tony Holme, John Keith, Iain MacDonald, Mark Menzies, Bob Osler (Chair), Brian Perry, Margaret Redfern, Dennis Rees, Bob Troup, Roy Webb

### Officers Present:

Shaun Bennett, Phil Davies, David Enticott, Susan Hill, Jackie Mitchell, Maria Murphy

### Observers Present:

Fiona Walker, City Board Member

### 12/32 Apologies

Apologies for absence were received from Mike Ainsley, Tabani Ndlovu, Ken Whitehead.

### 12/33 Admission of Late Items

There were no late items.

### 12/34 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.

Dennis Rees declared an interest in Item B7 Extension of Board Member's Term of Office.

## **12/35 Minutes of Previous Meeting on 19 January 2012**

The minutes of the meeting held on 19 January 2012 were accepted as a true and accurate record with the following amendments:

- Minute 12/16 General Insurance Contract - the first sentence in the third paragraph to read '... and questioned why was this not 80% cost and 20% quality.'
- Minute 12/17 Purchase of a Further 32 Vehicles For the Repairs Team - the first sentence in the second paragraph should be amended to read '... diesel engines could be of high maintenance due to clogging up of diesel particulate filters as a result of short journeys.' and delete '... could help reduce wear and tear on the engines' and amend the final sentence to 'The Director of Investment and Regeneration replied that this would be checked out.'
- Minute 12/19 To agree any items from Part C to be discussed - amend the word 'ineligible' to read 'illegible'.

## **12/36 Matters Arising**

### **Minute 11/134 Chief Executive's Update**

We are on track for integrating the FIP with the Children and Adults Health Scheme. Staff training has been completed in the Localities Teams and the outcome has been very positive. There will be a report to the City Board detailing the Council and partners' position on how to progress the Council's Troubled Family Unit. The FIP Team is working on where we stand against the national position.

### **Minute 11/165 Statements from members of the Board**

The Board was advised installation of PCs and broadband at sheltered housing schemes has been completed.

### **Minute 11/170 Chief Executive's Update**

Negotiations on the Council House and Cardinal Square rents are nearing completion.

### **Minute 11/172 Solar Panels Feed in Tariff**

The generation tariff for solar panels has now been sharply reduced and will reduce further over the next year. The cost of installing solar panels had been an expense to the HRA and over 700 homes have benefitted so far. However, this will now draw to a close due to the reduction in tariff. The final spend at the cut-off date was likely to be around £6.1m, benefitting up to 900 tenants.

### **Minute 12/12 Chief Executive's Update**

There are circumstances where the Council could transfer their ownership of land to Derby Homes as a Registered Provider, and also stock where the cost of refurbishment exceeds 30% of the value. Roy Webb asked for a further report when more information is known on exactly what we could do.

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

Two members of staff are working on the Social Enterprise. The Business Plan will be presented at the next Resources, Remuneration and Regeneration Committee meeting.

Discussion is continuing with the Council on the Memorandum and Articles of Association to allow Derby Homes to operate outside of Derby and there will be a report to the Council Cabinet. The Board will be kept informed of progress.

### **Minute 12/16 General Insurance Contract**

The new premium cost was likely to be around £215,000 as extra cover was identified, for example for new build. Tools stored in vans and imprest van stock had been quoted as an additional premium of £7,000 a year. It was suggested that this should be 'self insured' as this premium did not represent sufficient value for money. There should be a saving at least £70,000 a year as a result of the new insurance arrangements.

### **Minute 12/17 Purchase of a Further 32 Vehicles For The Repairs Team**

The second order has not yet been placed with the manufacturer as feedback is continuing with operatives.

### **Minute 12/22 Housing Revenue Account Business Plan (HRABP) 2012/42, Rents and Service Charges 2012/13**

The final figure the Council borrowed paid to Central Government was £28.164m.

## **12/37 Announcements from the Chair**

The Chair welcomed Fiona Walker, City Board Member, who was present as an observer. He gave Fiona permission to stay for the confidential items but she would not be able to take part in any voting.

Four nominations have been shortlisted for TPAS Awards on Friday 30 March 2012. They are: OSCAR for Excellence in the Community, Skegness Away Day For Young People for Excellence in Youth,

Elizabeth Wilcox for Tenant/Resident Involvement Officer of the Year and Luke Taylor for Young Tenant of the Year.

He informed the Board that Patrick Molson had resigned from the Board.

**12/38      Statements from members of the Board**

Margaret Redfern informed the Board that as numbers of caretakers had been reduced, tenants in the Derwent ward, especially elderly people, had left mattresses, bed-sets and furniture in their gardens because they cannot afford to have them removed by the Council. She asked if anything could be done to help because their tenancy agreement requires them to keep their gardens in a reasonable condition. The Director of Housing and Customer Service advised that an employee had recently made a similar suggestion to the Bright Ideas scheme to resolve this problem by creating some form of assistance for tenants who cannot afford the Council's fee. There will be a report on this at a future City Board meeting.

John Keith and Bob Troup were thanked for their feedback having taken part in work shadowing at Local Housing Offices. John Keith accompanied staff at an eviction in Sinfen and a pig had been left in the property. The cost to Derby Homes to bring the property back into a lettable standard could be between £10,000 and £15,000.

**12/39      Questions to Derby Homes Board From Members of the Public**

There were no questions from members of the public.

**12/40      Questions from Derby City Council**

There were no questions from Derby City Council.

**12/41      Committee Chairs' Feedback**

Tony Holme, Chair of Audit Committee, provided highlights of the meeting held on 30 January 2012.

Bob Osler, on behalf of Mike Ainsley, Chair of Governance Services Committee, provided highlights of the meeting held on 23 February 2012.

Dennis Rees, Chair of City Board, provided highlights of the meeting held on 16 February 2012.

## **12/42 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 (h & n) of Part IV of Derby Homes Governance Arrangements.

## **12/43 Chief Executive's Update**

The Board received a report with information on:

- Right To Buy
- Localism Act 2011 – Tenancy Strategy
- Transformation of Housing Related Support Service – SP
- Derby Homes Enquiry Centre – Integrated Working With Derby Direct
- Safe Place Venues
- Senior Management Appointments

Board was advised that the proposed Tenancy Strategy will only apply to new tenants.

### **Agreed**

The Board noted the report.

## **12/44 Impact of Flood Prevention Measures on Council Housing**

The Board received an update on the potential for demolition and regeneration arising from the publication of the City Council and Environment Agency (EA) report 'Our City Our River'.

### **Agreed**

The Board noted the report and approved the response sent by the Chief Executive.

## **End of Confidential Business**

## **12/45 To agree any items from Part C to be discussed**

Items in Part C were noted but not discussed.

**12/46 Health and Safety Update**

The Board received details of recent health and safety performance and current issues. The report had been shortened to reflect the comments from the Board.

Iain MacDonald volunteered to be the Health and Safety Champion.

**Agreed**

The Board noted the report and agreed Iain MacDonald be the Health and Safety Champion.

**12/47 Update on Rent Arrears**

The Board received a report setting out current performance on rent arrears and advised the Board of the ongoing management actions since the last report.

**Agreed**

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

**12/48 Standing Order 12**

The Board agreed to waive Standing Order 12 to allow the meeting to continue after 8.00 pm.

**12/49 Environmental Policy**

The Board received the reviewed Environmental Policy. The majority of the aims of the policy are still relevant to support our commitment to the third strategic aim on delivering Energy Efficient Homes and Services. The policy has been kept in line with Derby City Council's policy as the services we deliver contribute to the Council's aims.

**Agreed**

The Board approved the Environmental policy.

**12/50 Board Member Services Agreement**

The Board received a report providing details of the proposed Board Member Services Agreement. A review of the Governance Arrangements was carried out in 2011; the Board agreed to adopt the

National Housing Federation's Code of Governance (2010 edition) and to introduce a Board Member Services Agreement.

The Board Member Services Agreement was considered at the Governance Services Committee on 23 February 2012. The Committee's recommendations were shown as tracked changes in the appendices.

It is unclear what would happen if a Councillor Board Member refused to sign the Services Agreement. The Director and Company Secretary will raise this issue with Stuart Leslie, the Council's Director of Legal and Democratic Services.

With regard to Board Champions, as agreed at the Board Away Day, the term 'mentors' will be changed to 'assisted by member of staff'.

### **Agreed**

The Board

1. approved the Board Member Services Agreement as recommended by the Governance Services Committee, attached at Appendix 1
2. agreed that the Agreement is issued to all Board Members for signing and returning within six weeks of issue, subject to advice from the Council's Director of Legal and Democratic Services on Councillor Board Members.

## **12/51 Review of Committees' Terms of Reference**

The Board received a report in response to a recommendation, arising from the review of the Governance Arrangements, to review the terms of reference of each committee and panel of the Board.

The Governance Services Committee considered the terms of reference for all Committees and the City Board on 23 February 2012 and recommended them to the Board.

### **Agreed**

The Board approved the terms of reference attached at Appendix 1 for the

1. Audit Committee
2. City Board
3. Governance Services Committee
4. Resources, Remuneration and Regeneration Committee.

## **12/52 Extension of Board Member's Term of Office**

Dennis Rees left the meeting during consideration of this item.

Dennis Rees, Tenant Board Member North East, was appointed to the Board in February 2002. This year he will have served the Maximum Period of Office. The Board's approval was sought to extend Dennis Rees' term of office for a period of three years.

### **Agreed**

The Board approved the extension of Dennis Rees' term of office for a period of three years (subject to being successful in the 2012 Tenant Board Member election) commencing from the AGM on 11 October 2012 until the AGM in 2015.

Dennis Rees rejoined the meeting.

## **12/53 Casual Appointment of City Board Members**

The Board received a report to seek the Board's approval of the appointment of two City Board Members for the South West area.

### **Agreed**

The Board

1. approved the casual appointment of Fiona Walker and Jolanta Szatkowska to the City Board with immediate effect until the AGM on 11 October 2012
2. noted the casual appointment of Ray Theobald to the City Board until the AGM on 11 October 2012.

## **12/54 Board Performance and Training**

The Board received a report setting out proposals for the Board's annual training programme for 2012/13.

### **Agreed**

The Board approved the

1. Board Action Plan attached at Appendix 1, and that the Plan is monitored by the Governance Services Committee and progress reported back to the Board in November
2. Board Training Programme 2012/13 attached at Appendix 2.

**12/55 Chartered Institute of Housing and National Federation of ALMOs Annual Conferences 2012**

The Board received a report providing details of this year's annual conferences and to consider Board Members' attendance.

Dennis Rees said he would like to attend the CIH Conference for the three days but would go for a day if others wish to go. Tony Holme wished to attend for a day. The Chair expressed a preference to attend both events but would not require overnight accommodation.

Iain MacDonald wished to attend the NFA Annual Conference in July.

**Agreed**

The Board approved the attendance of Board Members at the

1. Chartered Institute of Housing Annual Conference in Manchester on 12 – 14 June 2012
2. NFA Annual Conference in Manchester on 11 – 12 July 2012.

**12/56 Annual Board Tour – 28 June 2012**

The Board received a report proposing an agenda for this year's Board and tour to be held on 28 June 2012, 4.00 pm – 8.30 pm.

The Director of Investment and Regeneration suggested that the start and finish point should be the London Road depot.

Other suggestions were a drive past the Russell Street travellers site and a visit to the new extra care scheme at Mackworth.

**Agreed**

The Board considered and agreed the agenda for the tour with suggestions mentioned above.

**12/57 The Future of Derby Homes' AGM**

The Board received a report proposing to rethink the way Derby Homes run the AGM, and consider replacing it with one of the options outlined in the report. The Governance Services Committee considered the proposal on 23 February 2012 and recommended it be considered by the Board.

The Board preferred Option C where the AGM is held ahead of the

November Board meeting and to combine a half day stakeholder conference with the proposed staff and tenants' conference.

**Agreed**

The Board agreed Option C, that the AGM is held ahead of the November Board meeting 2012, and for a combined Board Members, Tenants, Staff Conference and exhibition in September or October 2012.

**12/58 Draft Minutes of Committees and City Board**

The Board received the draft minutes of recent Committee meetings:

- a Audit – 30 January 2012
- b Governance Services – 23 February 2012
- c City Board – 16 February 2012.

**Agreed**

The Board noted but did not discuss the minutes.

**12/59 Forward Plan of Agenda Items**

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

**Agreed**

The report was noted but not discussed.

**12/60 Board Diary Planner**

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

**Agreed**

The report was noted but not discussed.

**Date of next meeting**

**The next meeting will be held on Thursday 31 May 2012 at 6.00 pm at Cardinal Square.**

The meeting ended at 8.35 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 22 March 2012.