

## DERBY HOMES LIMITED CITY BOARD

THURSDAY 18 APRIL 2013 AT 6.00 PM  
THE GREEN ROOM, LONDON ROAD

### AGENDA

	Page No
1. Apologies	
2. Admission of late items (if any)	
3. Declarations of any other business	
4. Declarations of Interest – <i>please refer to advice at the end of this agenda</i>	
5. Update on Derby Homes Review	
<b>PART A – FOR DECISION</b>	
A1 Minutes of the meeting held on 28 February	1
A2 Matters arising	
A3 Questions from members of the public (maximum time 15 minutes)	
A4 Any items from Part B to be discussed	
A5 Any items for representatives from Contractor Partners	
DCC Arboricultural Representative	
A6 Housing and Leaseholder Focus Groups' and Equality Groups Items	11
• Feedback from HFG Facilitators	
A7 Training for City Board Members	17
A8 Tenants Rewards Review	21
A9 Tenant Panel Review – Local Offer 5	25
A10 Review of Local Lettings Plan	31

## **PART B – FOR NOTING/DISCUSSION**

B1	Directors' Update	35
B2	Repairs Service Update	37
B3	Estates Pride Quick Fix Bids	43
B4	Rent Arrears and Welfare Reform – Update	55
B5	Tenancy Fraud Initiative – Update	63
B6	DACP Ready to Let Void Inspections	67
B7	Minutes of the Derby Homes Board meeting held 21 March 2013 (draft)	73
B8	Date and time of next meeting – Thursday 20 June 2013 at 6.00 pm	

## DECLARATIONS OF INTEREST

All Board Members have a duty to act in the best interest of Derby Homes when they make decisions at Board or Committee meetings. Board Members must not generally put themselves in a position where there is a conflict between their personal interests and the duty they owe Derby Homes.

Derby Homes' Governance Arrangements requires Board Members to declare any interest they may have in a matter before it is discussed

The declaration of 'the usual' interests covers the interests of councillors on matters relating to Derby City Council and the interests of tenants and leaseholders on matters relating to their interests as tenants and leaseholders of Derby City Council and customers of Derby Homes.

If at the beginning or during the meeting you realise that an item you are discussing directly affects you, your family or persons known to you then you should declare your interest straight away.

The general rule is that you should not remain present during the discussion of the matter in which you have a business or personal interest unless the other Board Members agree otherwise. You are not allowed to vote on the matter.

Any question arising at a meeting as to the eligibility of a Member to vote may be referred to the Chair before the conclusion of the meeting and the Chair's decision (other than in relation to him/herself) shall be final and conclusive.

You are welcome to raise and discuss any doubts you may have about a declaration of interest at any time by contacting the Company Secretary direct.

## FOR INFORMATION

### Fire Evacuation Procedure – London Road

No fire drills are scheduled.

#### Action on discovering a fire

1. raise the alarm by operating one of the manual call points
2. Leave by the nearest available exit to the assembly point on the grass next to the staff canteen.

#### Action on hearing the alarm

1. do not stop to collect personal belongings
2. close windows and doors if it does not cause undue delay
3. escort any visitors and leave by the nearest available exit and go to the assembly point on the grass next to the staff canteen.
3. check that someone has called the Fire Brigade by dialing 999
4. do not return to the building until given the all clear by the Fire Service

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