

DERBY HOMES LIMITED

MINUTES OF THE PUBLIC BOARD MEETING

Held on Thursday 28 September 2023

The meeting started at 6.00 pm

Board Members Present:

ITEM A1

Mike Ainsley
Jenn Layton Annable
Charlene Bhurton
Councillor Lucy Care
Councillor John Evans
Bob MacDonald
Iain MacDonald
Councillor Jamie Mulhall
Jsan Shepherd

Officers Present:

Shaun Bennett, Director of Property
Chloe Gaskell, Governance Officer
Jane Haywood, Governance Manager
Michael Kirk, Finance Director and Company Secretary
Taranjit Lalia, Company Solicitor
Clare Mehrbani, Director of Housing Services
Maria Murphy, Managing Director
Carl Tring Willis, Head of Housing Management

Others Present:

Mazer Hussain, HRA Business Manager, Derby City Council
Rachel North, Strategic Director for Communities and Place, Derby City Council
Councillor Shiraz Khan, Derby City Council

No public attendees

23/122 Election of Chair of Derby Homes 2023/24

The Managing Director presented Mike Ainsley with a voucher in recognition of his service as Chair of the Board.

The Finance Director and Company Secretary introduced the vote of the new Chair of the Board. Both candidates presented a speech to the Board.

The Board voted Jsan Shepherd as Chair of the Board.

23/123 Appointment of Vice Chairs of Derby Homes 2023/24

Bob MacDonald and Councillor Lucy Care were appointed as Vice Chairs of the Board.

23/124 Apologies

Samantha Dennis, Director of Public Protection and Streetpride.

23/125 Admission of Late Items

There were no late items.

23/126 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.

Mike Ainsley noted an addition to his Declarations of Interest, which was the membership of the Friends of Normanton Park.

23/127 Announcements from the previous Chair

Mike Ainsley explained the Managing Directors reviews and targets. They confirmed that progress in all areas were satisfactory. They confirmed that the performance review should be moved as a regular report. Six monthly discussions with the Managing Director will be held. The Board accepted the targets.

23/128 Announcements from the Chair

The Chair thanked Bob MacDonald and Mike Ainsley.

The Managing Director confirmed that there are five shortlisted applicants from Derby Homes in the Nottingham and Derby Apprenticeship Award. There are also five nominations from Derby Homes for the Here for Derby Award.

23/129 Statements from Members of the Board

There were no statements from the Board.

23/130 Questions from members of the public

There were no questions from members of the public.

23/131 Committee Feedback

Operational Board – 7 September 2023

The Chair of the Operational Board noted the three new members of the Operational Board. They also noted the suggestions made for the rent control increases. The Chair of the Operational Board also commented on multiple successful policies that have been approved by the Operational Board.

Governance Committee – 31 August 2023

Carl Tring-Willis left at 6:33pm

The Chair of Governance Committee confirmed that the Annual Leave policy will go to the February meeting. They noted the Committee's general opinion of the new proposed dismissal process. They also confirmed that the December meeting had been moved to 1 February 2024.

23/132 Part C items for noting.

The Board noted the Part C items.

The Chair moved item A12 to the beginning of the A items.

23/133 Appointments to Committees

The Board considered the report of the Company Solicitor which proposed the Board Members' appointments to Committees of the Board for 2023/24.

Agreed

The Board considered and agreed the following appointments for 2023/24:

- Members of the Audit Committee – Ian MacDonald, Lucy Care, Charlene Bhurton
- Chair of Audit Committee – Ian MacDonald
- Derby Homes' representative on the CMAP Board – Ian MacDonald
- Chair of Governance Committee – Mike Ainsley
- Members of the Operational Board

Bob MacDonald
Lucy Care
Mike Ainsley

23/134 Minutes of Previous Meeting

The minutes of the meeting held on 27 July 2023 6:00pm were accepted as a correct record.

23/135 Matters Arising

Finance Director and Company Secretary – page 4 – confirmed that clarification has been made.

Finance Director and Company Secretary – page 6 – confirmed that the annual report statistics review has been completed.

Finance Director and Company Secretary – page 9 & 10 – autism training has been confirmed.

23/136 Action Monitoring

The Managing Director confirmed that Corporate Social Responsibility actions are ongoing.

The Director of Property confirmed that the equipment used already measures nitrous oxide levels.

The Director of Property confirmed that a property update will be taken to the next meeting.

The Managing Director confirmed that action 23/98 is covered in their report.

The Director of Property confirmed a detailed appendix is included in their report.

The Board confirmed the removal of the completed items.

Agreed

The Board noted the Action Monitoring Status.

23/137 Managing Director's Report

The Board considered the report of the Managing Director, which detailed the draft response to the consultation and updates the Board on Derby Homes self-assessment, against the proposed requirements.

The Board noted punctuation changes to be made prior to submission.

The Board queried regarding question 8 – the language used in the response and whether this should be reviewed. The Finance Director and Company Secretary confirmed that this could be reviewed upon finalisation.

The Board queried if it would be necessary to check each individual property, rather than grouping an average statistic or result. The Managing Director and The Director of Property confirmed that this is necessary.

The Board queried if certain vulnerabilities or disabilities would positively affect the service provided by Derby Homes. The Managing Director confirmed that priority would only change where the work needs to be done in order to keep a vulnerable person safe.

The Board commented that vulnerability can relate to reading writing or speaking English and suggested a communication passport.

The Director of Housing Services commented on the complexities of inclusion across a diverse range of customers and tenants, and on how this will influence the process of investigating data and requirements.

The Board queried – in regard to assessing vulnerabilities when prioritising repairs – if Derby Homes were creating their own assessment. The Managing Director confirmed that there is no standard template for this.

The Board noted the possibility of asking an individual to purchase what they required, and Derby Homes reimburse this. The Managing Director noted that this may incur issues with communication across the staff base.

The Board queried the possibility of collecting vulnerability information from Social Services/Derby City Council rather than each organisation collecting this information from the individual. The Managing Director confirmed that it may be possible but also it may be quicker for Derby Homes to collect their own information.

Agreed

The Board approved the draft response.

The Board noted the ongoing actions, to ensure compliance and receive regular progress updates on key actions.

23/137 Finance Update

The report updated the Board on two key financial forecasts:

- The 2023/24 financial outturn (based on August 2023 management accounts) is forecasting for a deficit of £1million.
- There will be permanent budget pressures of circa £1million in 2024/25, which corresponding savings will have to be identified and delivered in order for Derby Homes to maintain the plan of operating at a breakeven position.

It was suggested that the Finance Director and Company Secretary would provide savings options prior to January meeting so that the Board can choose where saving should be made.

The Board suggested introducing additional service charges. The Finance Director and Company Secretary confirmed that there could be scope for this.

Agreed

The Board noted the 2023/24 August 2023 forecast of a £1million deficit for 2023/24, and the main reasons for this as noted in section 4.1.

The Board noted the anticipated 2024/25 budget pressures of £1million as detailed in section 4.5.

The Board agreed, that at this stage, the continued intention to operate at a long-term breakeven budget position and for savings options to be presented to the Board in advance of the planned budget setting meeting in January 2024.

The Board noted the update on the Derby Homes cash reserves as detailed in section 4.5.

23/138 Compliance Update

The Board considered the report of the Director of Property, which provided an update on the top six areas of compliance with additional information on our performance on dealing with damp, mould, and condensation.

The Chair waived standing orders due the time that the meeting had run to.

The Board queried reasons why there may be access issues. The Managing Director confirmed that there is no real reason that Derby Homes are aware of behind this.

The Board requested a highlight of potential loss of savings where property issues have been identified.

Agreed

The Board discussed and noted the content of the report.

23/139 Health and Safety Update

The Board considered the report of the Managing Director which gave details of recent health and safety performance and current issues.

The Board queried the failure to recruit in Health and Safety, and if Derby Homes are not offering a suitable wage. The Managing Director confirmed that there is a national issue around this department. The Finance Director and Company Secretary confirmed that the Health and Safety team restructured and therefore the position payment has increased.

The Strategic Director for Communities and Place noted difficult working conditions that Anti-Social Behaviour staff face and the conversations that are happening to support them.

Agreed

The Board noted the report and are aware of relevant health and safety matters.

23/140 Delivery Plan – 2023/24 Quarter One Update

The Board considered the report of the Finance Director and Company Secretary, which gave assurance on the achievements made against the 2023/24 key priorities at quarter one.

Agreed

The Board received assurance on the achievements made against the 2023/24 key priorities at quarter one.

23/141 Big Six Compliance Policies

The Board considered the report of the Managing Director, which provided revised policies for the big six compliance areas that landlords need to manage.

The Board queried the water policy's' Equality Impact Assessment, and why the other policies do not have an EIA.

The Managing Director suggested that there should be one EIA to cover each policy.

Agreed

The Board approved the following policies for publication:

- Fire Safety
- Asbestos management
- Gas Safety
- Electrical Safety
- Lift Safety
- Legionella

And to give delegated authority to the relevant Head of Service to make minor changes to the Policies.

23/142 Board Members Declarations of Interest

The Board considered the report of the Company Solicitor, which provided details of Board Members declared interests, as of August 2023; in accordance with Article 30 and as required by the Company Act 2006.

The Board noted Mike Ainsley's new Declaration of Interest (Membership of the Friends of Normanton Park).

Agreed

The Board noted the Declaration of Interests by Board Members.

The Board disclosed the Board Members' declarations of interests on the Derby Homes website and added the same to the Board members' profiles.

23/143 Derby Homes Meeting Calendar

The Board considered the proposed Meeting Calendar for the Board and Committee meeting dates for 2023/24.

Agreed

The Board noted the Derby Homes Meeting Calendar.

23/144 Disclosure under the Insurance Act 2015

Under the Insurance Act 2015, Derby Homes is obliged to disclose to insurers "relevant information" at both the insurance tender/renewal time (April) and within the year if relevant issues occur.

Agreed

The Board agreed there is no new relevant information that should be disclosed to our insurers, as required under the Insurance Act 2015.

23/145 Forward Plan of Agenda Items

The Board noted the forward plan of agenda items.

23/146 AOB

There was no other business.

Date of next meeting

The next meeting will be held on Thursday 23 November 2023 at 6pm

The meeting ended at 8:55pm

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CHAIR

Signed as true and accurate record of the meeting held on 28 September 2023.