

DERBY HOMES LIMITED

MINUTES OF THE RESOURCES COMMITTEE

Held on Thursday 30 January 2003

The meeting started at 6.00 pm.

Committee Members Present

Iain MacDonald, Bob Osler, Dennis Rees

Trade Union Observer

Moz Greenshields

Officers Present

Lorraine Watson, Christine Briddon, Murray Chapman, Jackie Mitchell
Ed Cicinski (Derby City Council)

Apologies

Apologies for absence were received from Alan Graves and Philip Hickson

R03/01 Declarations of Interests

The Tenant Broad Member declared his interest as a tenant (as defined in the Memorandum and Articles of Association) of Derby City Council.

R03/02 Minutes of the meeting held on 28 November 2002

The minutes of the meeting held on 28 November 2002 were accepted as a true and accurate record.

R03/03 Matters arising

Minute R02/10 Achievement and Development of Derby Homes Board and Director of Derby Homes

The Committee discussed the current practice of Assistant Directors' Achievement and Development interviews being carried out by the Director. The Board had agreed at the time of transfer to Derby Homes, to adopt the Council's personnel policies. However, the Committee felt that the Board should make decisions about such policies in the future.

Agreed

It was noted that the Committee may in the future wish to readdress the issue of Assistant Director's Achievement and Development interview being carried out by the Chair and Vice-Chairs of the Board and Director.

Minute R02/03(b) Service BVPIs Performance Monitoring

The Committee was informed that it had not been possible to compile the information on invoices requested in time for the meeting.

Agreed

The Committee agreed that this be deferred until the next meeting.

Minute R02/05 Computer Strategy

The Committee was informed that it had not been possible to produce information requested on computer expenditure in time for the meeting.

Agreed

The Committee agreed that this be deferred until the next meeting.

Minute R02/15 Audit Report and Audit Plan

The Committee was advised that the City Council had informed Derby Homes that the audit of the relationship between the two organisations was a matter for the Council, as the Company's only member, to decide upon.

Agreed

The Committee agreed that Derby Homes should conduct its own audit of its relationship with the City Council.

R03/04 Policy Review Timetable

The Committee was presented with a timetable of presentations for the review of the policies agreed at its last meeting.

Agreed

The Committee agreed the following timetable

Rent Collection Methods	March
Capital Budgeting	May
Annual Leave and Sickness	July
Attendance Monitoring Procedure	July
Attendance Management Procedure	July

R03/05 Performance Monitoring

The Committee received a report containing up to date performance monitoring information.

Agreed

The Committee

1. noted the report on Performance Monitoring
2. requested a separate report on rent arrears be considered at the next meeting.

R03/06 Derby Homes Management Accounts 9 months to 31 December 2002 and forecast outturn as at 31 March 2003

The Committee received the Management Accounts for the period April – December 2002. It also received an amended forecast to 31 March 2003.

Agreed

The Committee noted the Management Accounts April – December 2002 and forecast outturn at 31 March 2003.

R03/07 Presentation on External Audit Strategy – PricewaterhouseCoopers

The Committee received a presentation on the External Audit Strategy by Lynn Hine and John Morris of PricewaterhouseCoopers. The Committee was advised that it may wish to recommend to the Board the setting up of a separate Audit Committee after the first year, if it is considered appropriate.

Agreed

The Committee noted the External Audit Strategy year ending 31 March 2003.

R03/08 Employing People with Criminal Records – Implementation of Criminal Records Checks

The Committee considered a report on the arrangements to implement criminal record checks for certain occupational groups. It was proposed that the procedure be introduced on a phased basis for at least a year to minimise disruption to service.

The Committee was advised that it was also proposed to undertake a programme of checking existing employees during 2003.

The Committee raised concerns about the request to provide details of unspent criminal convictions on Derby Homes job application forms. As the application form is to be revised in the near future, the Committee requested that it be consulted on its content.

Agreed

The Committee

1. agreed to recommend to the Board the policy of Employing People with Criminal Records, following some minor amendments being made
2. requested that the draft Derby Homes job application form be brought to a future meeting.

R03/09 New Personnel Policies

The Committee considered a report on new personnel policies on

- Part time worker regulations – allocation of bank holidays
- Annual leave – carry over and sickness
- Breast feeding guidelines

Agreed

The Committee approved the new personnel policies and their implementation.

R03/10 Procedure for Implementing New Personnel Policies

The Committee considered a report outlining a procedure for the implementation of new personnel policies.

Agreed

The Committee agreed to recommend to the Board that the responsibility for developing and agreeing new personnel policies and procedures within Derby Homes should be in accordance with the diagram attached to the report.

R03/11 Supporting People Charging Policy

The Committee received a report that had been approved by the Council's Cabinet on 17 December 2002 on a policy for charging for housing related support services.

Agreed

The Committee noted the Council's report on Supporting People Charging Policy.

R03/12 Confidential Business

The Committee considered the following item under Part IV of the Derby Homes Governance Arrangements (SO 18.2(ii)).

R03/13 Review of Director's and Assistant Director's Salaries

The Committee considered a report on the review of the Director and Assistant Directors salaries, following a review of other senior managers salaries within Derby City Council.

Agreed

The Committee

1. Recommendations 2.1-2.3 - agreed to recommend to the Board that the Director's salary not be increased at this time but that the matter be deferred until after the Achievement and Development interview.
2. Recommendation 2.4 - agreed that the Chair discuss this issue with the Director.
3. Recommendation 2.5 - agreed to recommend to the Board that Assistant Directors' current grades and salaries remain unchanged subject to further information from the Council following next phase of review of senior management levels.

Date of next meeting

The next meeting will be held on Thursday 27 March 2003 at 6.00 pm at Cardinal Square.

The meeting ended at 8.20 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 27 February 2003.