

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 20 September 2012

The meeting started at 6.00 pm

Board Members Present:

Mike Ainsley, Tony Holme, Iain MacDonald, Alison Martin, Tabani Ndlovu, Bob Osler (Chair), Brian Perry, Margaret Redfern, Dennis Rees, Roy Webb, Ken Whitehead, Linda Winter

Officers Present:

Shaun Bennett, Susan Birchall, David Enticott, Chris Langstaff, Jackie Mitchell, Maria Murphy

Observers Present:

- Councillor Baggy Shanker, Council Cabinet Member for Housing and Advice (left at 6.35 pm)
- Fiona Walker, City Board Member
- Anthony Slater and Gary Woolley, OSCAR – present for the non-confidential part of the meeting (left at 8.10 pm)

12/126 Apologies

Apologies for absence were received from Mark Menzies and John Keith.

The Chair introduced Chris Langstaff, Interim Chief Executive, and Councillor Baggy Shanker to the Board.

12/127 Late Item

The Chair advised that Councillor Shanker could only stay for the first half hour of the meeting and therefore the agenda would be rearranged so that Councillor Shanker could address the Board and leave the meeting by 6.30 pm. He then proposed that the remaining confidential items should be discussed at the end of the agenda so that representatives from OSCAR would not have to wait outside the meeting for longer than was necessary.

12/128 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 (n) of Part IV of Derby Homes Governance Arrangements.

12/129 Derby Homes Review

Councillor Baggy Shanker informed the Board that the Council is under severe pressure to make significant financial savings and is looking at saving money in every department, including Housing.

End of Confidential Business

Anthony Slater and Gary Woolley of OSCAR, joined the meeting.

12/130 Admission of Late Items

The Chair admitted a confidential report, Potential Purchase of Properties from Metropolitan Housing, which would be discussed at Item A6.

12/131 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.

12/132 Minutes of Previous Meeting on 26 July 2012

The minutes of the meeting held on 26 July 2012 were accepted as a true and accurate record with the following amendment:

- Minute 12/103 Announcements from the Chair - the second sentence should be amended to read 'Unfortunately, Bob Osler, Chair of the Board and Anthony Slater, of OSCAR Neighbourhood Watch, were not present at the Board meeting to receive their awards.'

12/133 Matters Arising

Minute 12/70 Statements from members of the Board

The Board was updated on the current position relating to Victory Road house fire.

Minute 12/107 Committee Chairs' Feedback

Tony Holme advised the vacancies on Audit Committee had not been filled. Alison Martin volunteered to transfer from the City Board to Audit Committee.

12/134 Announcements from the Chair

The Chair announced the outcome of the recent Tenant Board Member elections. Dennis Rees and Tony Holme have both been returned to the Board and Fiona Walker elected to the South West position.

12/135 Statements from members of the Board

Roy Webb referred to the report on the review of incentive payments to tenants under occupying properties considered at the last City Board meeting. He asked if there is a possibility of allowing older tenants who will be moving from larger to smaller properties to be given a decoration service as older tenants tend to leave their properties in excellent condition. The Director of Housing and Customer Service replied that she will look at further incentive options for older tenants who are downsizing, for example, internal decoration of smaller accommodation and include this in the next City Board report.

12/136 Questions to Derby Homes Board From Members of the Public

There were no questions from members of the public.

12/137 Questions from Derby City Council

There were no questions from Derby City Council.

12/138 Committee Chairs' Feedback

Dennis Rees, Chair of City Board, provided highlights of the meeting held on 30 August 2012.

Anthony Slater, OSCAR, suggested more publicity could be given on dates of City Board meetings, for example on Derby Homes' website.

Mike Ainsley, Chair of Governance Services Committee, provided highlights of the meeting held on 13 September 2012.

With reference to the proposed changes to the Memorandum and Articles of Association, he advised the Committee has recommended the appointment of the Chair of the Board should revert back to the first

meeting after the AGM in November and not the first meeting of the calendar year as previously agreed.

The Committee also discussed Board Members training and in particular the next Governance training. He requested Board Members to contact Jackie Mitchell, Governance Services Manager, if they had any suggestions for Governance Training.

12/139 Derby Homes Event – The Big Chat 2: Back To The Future

The Board received an update report on this year's stakeholder conference, The Big Chat 2: Back to the Future, which will be taking place on 1 November 2012 from 9.30 am – 1.00 pm at the Quad.

The Board was informed that the agenda for the event will be sent to Board Members. Anthony Slater of OSCAR, requested that OSCAR be involved in the event.

Agreed

The Board noted the report.

12/140 To agree any items from Part C to be discussed

The Chair asked members to score the Board Compass. In future the compass will be considered and scored in a different way, as agreed at the last meeting of the Governance Services Committee.

Items in Part C were noted but not discussed.

12/141 Health and Safety Update

The Board received details of recent health and safety performance and current issues.

Iain MacDonald, Health & Safety Champion and Chair of the Health and Safety Forum said he was concerned about the low turnout of staff representatives attending the meetings. He added that Executive, Senior Management Team and the Health and Safety Advisor have advised that they will engage with each team of Derby Homes to provide a representative. The Interim Chief Executive added that this will be looked at.

Agreed

The Board noted the report.

12/142 Derby Homes Tenancy Policy

The Board received a report detailing the proposed Derby Homes Tenancy Policy which reflected Derby City Council's Tenancy Strategy as approved by Council Cabinet on 15 August 2012.

The Director of Housing and Customer Service will be attending the Allocations Consultation event at the Quad on 27 September 2012 and details of the event will be circulated to Board Members. She will also prepare a report on the results of the consultation on the Allocations Policy review to the City Board in October.

Agreed

The Board approved the Derby Homes Tenancy Policy.

12/143 Standing Order 12

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

12/144 Complaints Procedure Review

The Board received a report showing the findings of the Tenant Panel's review of Derby Homes Complaints Procedure and recommendations to enhance the service.

Iain MacDonald was concerned that if the Board was not involved in the appeal process, tenants could take their complaint direct to Derby City Council or the Ombudsman without Derby Homes Senior Officers and Board Members having knowledge of the complaint. The Director of Housing and Customer Service assured him that this would not happen as senior officers are involved at Stage 2. She explained the Localism Act has required changes to the complaints procedure. Training will be provided for members of the Tenant Panel to carry out Stage 3 Appeals and they will be supported by Senior Officers. City Board receives details of all complaints, internal and external, within quarterly feedback reports.

Alison Martin asked if the Tenant Panel will have sufficient training to deal with vexatious complaints. The Director replied that the Vexatious Complaints procedure will be revisited as the Tenant Panel could be exempted from dealing with these types of appeals.

Agreed

The Board

1. noted the information detailed in appendices 1, 2 and 3
2. approved the City Board's recommendations as outlined in paragraph 3.6.

12/145 Rent Arrears Update

The Board received a report on current rent arrears performance.

Agreed

The Board noted the content of the report.

12/146 Draft Memorandum and Articles of Association

The Board received a report on the changes to the Memorandum and Articles of Association (M&As) which have been agreed by the Board at meetings over the past 12 months. In addition, the Council had already agreed in principle to allow Derby Homes to operate outside of the City boundary. The Council Cabinet will be formally considering the changes at their meeting on 7 November 2012.

The Board was asked to consider a final amendment to the M&As affecting casual Board vacancies and a recommendation from the Governance Services Committee to reverse the Board's previous decision, and to elect the Chair of the Board at the first meeting following the AGM rather than the first meeting of the calendar year.

Agreed

The Board

1. noted the draft Memorandum and Articles of Association
2. approved the proposed changes to the procedure for filling casual vacancies for Tenant and Leaseholder Board and City Board Members.
3. agreed the election of Chair of the Board should take place at the first meeting following the AGM.

12/147 Amendment to the Financial Regulations

The Board received a report explaining why a minor amendment to Derby Homes Financial Regulations was necessary.

The outcome of a recent internal audit has recommended that the role of Internal Audit in the investigation of financial irregularities is defined and

documented within the Derby Homes' Governance arrangements.

Agreed

The Board approved the proposed amendment to Derby Homes Financial Regulations.

12/148 City Board Meeting 4 October – Change of Date

The Board received a report proposing a change of date for the next City Board meeting.

Agreed

The Board approved the next City Board meeting to be held on Thursday 18 October 2012 at 6.00 pm.

12/149 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 (f, g and n) of Part IV of Derby Homes Governance Arrangements.

12/150 Recruitment of the Chief Executive

The Board was updated on arrangements for the recruitment of the Chief Executive.

Agreed

The Board noted the arrangements for the recruitment of the Chief Executive.

12/151 Executive Team Update

The Board received a report providing a general overview and update on current issues:

- Public Buildings Maintenance Contract
- Defects on New Build at Elton Road
- New Build
- Accommodation Update – Council House/London Road
- Welfare Reform Update
- Supporting People Funding Update

Agreed

The Board noted the report.

12/152 Treasury Strategy

The Board received a report on the Treasury Strategy which is a critical matter for the HRA's business planning and is a matter for the Council to determine. However, the reform of the HRA finance means that a specific focus on the HRA is now needed. The report informed the Board of the key issues and asked for any views on the outline proposals.

Agreed

The Board noted the Treasury Strategy currently being pursued by the Council.

12/153 Finance Update

The Board received a report which tabled the 2012/13 management accounts for Derby Homes as at July 2012, forecasted the likely year end position and considered whether there are investments that can be made both now and during the budget process for 2013/14.

Agreed

The Board approved the recommendations in the report and agreed to consider further one off investments as part of the budget process for 2013/14.

12/154 Late Item - Potential Purchase of Properties from Metropolitan Housing

The Board received a report on the potential purchase of 66 homes from Metropolitan Housing. Outline agreement had been reached on the terms for a possible transfer of these homes, subject to Council and Homes and Communities Agency (HCA) approvals.

Agreed

The Board approved the recommendation in the report.

End of Confidential Business

Date of next meeting

The next meeting will be held on Thursday 29 November 2012 at Cardinal Square

AGM - 5.00 pm

Board Meeting – 6.00 pm

The meeting ended at 8.55 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 20 September 2012.