

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

held on Thursday 27 July 2017

The meeting started at 6.00 pm

Board Members Present:

Mike Ainsley (Chair), Bob MacDonald, Iain MacDonald Cadine Reid (left at 7.50 pm), Jsan Shepherd, Ian Veitch and Roy Webb

Officers in Attendance

Maria Murphy, Managing Director
David Enticott, Finance Director & Company Secretary
Shaun Bennett, Director of Investment & Maintenance
Jackie Mitchell, Governance Services Manager
Tony Billingham, Specialist Works Manager (Item

17/82 Apologies

Apologies for absence were received from Paul Bayliss, Fareed Hussain, and Christine Durrant.

17/83 Admission of Late Items

There were no late items.

17/84 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.

17/85 Minutes of Previous Meeting

The minutes of the meeting held on the 25 May 2017 were accepted as an accurate record.

17/86 Matters Arising

Minute 17/77 Board Appraisals

The Board was advised that a Board Away Day was not likely to take place in time to hold the Board's appraisal and it was therefore proposed that it would take place at the next Board meeting in September.

17/87 Announcements from the Chair

The Chair announced that Derby Homes had been presented with the RoSPA President's Award at a ceremony in Birmingham on 13 July.

The Chair and Managing Director attended Rykneld Homes 10th anniversary celebration. The celebrations included an all day event for tenants, funded by Lottery grant. The Managing Director will be looking into whether Derby Homes could obtain funding for an event in 2018.

17/88 Statements from Members of the Board

There were no statements from Members of the Board.

17/89 Questions from members of the public

There were no questions from members of the public.

17/90 Committee Chairs' Feedback

The Operational Board and Audit Committee Chairs provided feedback from recent meetings.

The Operational Board Chair requested the Board to

1. Ratify the writing off of Operational Board Members absences up to the last meeting on 29 June (Operational Board Minute 17/53)
2. Agree an appointments panel to interview two Operational Board Members whose term of office is due to end at the November AGM.

The Board discussed a proposal that places on the Board and Operational Board are advertised externally when the current board member is due to stand down, irrespective of whether or not they wish to continue.

Agreed

The Board

1. noted the feedback from recent meetings of
 - a Audit – 10 July 2017
 - b Operational Board – 29 June 2017
2. Agreed the appointments panel would be Bob MacDonald, Jsan Shepherd and Maria Murphy.
3. Board agreed that from 2018 all places on the Board and Operational Board that are due for reappointment will be advertised externally.

17/91 Confidential Business

Agreed

The Board agreed, under Part IV of the Derby Homes Governance Arrangements, members of the public be excluded from the meeting during discussion of the following items on grounds that it involves the likely disclosure of confidential information as defined in Standing Order 20.2 (b, j and n).

17/92 Managing Director's Report

The Board received an update on strategic and key issues currently affecting Derby Homes.

Agreed

The Board the report.

17/93 Medium Term Finance Strategy

The Board considered a report setting out a medium term finance strategy for Derby Homes.

Agreed

The Board approved the recommendations set out in the report.

17/94 HRA Risk Register

The Board considered the year end update on developments in the management of risks with regards to the HRA risk register for 2016/17 for council housing in Derby.

Agreed

The Board noted the report.

17/95 Procurement Waivers

The Board considered a report on the position with regards to procurement standing order waiver requests currently in force.

Agreed

The Board noted the report.

End of Confidential Business

17/96 Items from Part C to be discussed

The Board did not identify any items for discussion on Part B of the agenda.

17/97 Health & Safety Update

The Board considered details of recent health and safety performance and current issues including a briefing on Derby Homes legal responsibilities for fire safety and actions taken following the Grenfell Tower incident.

The Board was advised of the news that Kensington & Chelsea & the TMO may be charged with corporate manslaughter and requested a report back on the reasons for the charge and any potential implications for Derby Homes and the Board.

There was discussion regarding the stay put policy at Rivermead House and the Board requested that Derbyshire Fire & Rescue Service should be alerted that, post Grenfell, there is potential that some residents are not likely to adhere to the stay put policy.

Agreed

The Board noted the report.

17/98 Investment & Maintenance Update

The Board considered an update on current issues within the Investment & Maintenance Directorate including an update on new build progress, new projects and repair service performance.

Currently the new build total still stands at 334 homes towards the old target of 700. In addition we are on site with a further 10 and 103 have approval to proceed, up from 65 at the last meeting; this gives a guaranteed total of 447 homes.

Agreed

The Board noted the content of the report.

17/99 Internal Controls – Annual Report of Audit Committee

The Audit Committee, at its meeting of 10 July 2017, considered a report from the Senior Management Team on the internal controls in place across the Company. As a result, the Audit Committee reported that it considered the system of internal controls to be adequate in order that the Board can state that internal controls are, in its consideration, acceptable.

Agreed

The Board noted the report and approved the statement on internal controls assurance within the Report of the Directors on the financial statements for the year to 31 March 2017.

17/100 Annual Report & Financial Statements 2016-17

The Board considered the draft annual report and financial statements for Derby Homes for the year ended 31 March 2017.

Particular reference was made to the value for money self-assessment which provided a broad, positive overview of Derby Homes' achievements during the last financial year.

Agreed

The Board

1. accepted the draft annual report and financial statements as a true and fair view of the Company's financial affairs as at 31 March 2017 and as a going concern.
2. authorised the Chair and the Company Secretary to sign the accounts, at this Board meeting
3. authorised the Chair to sign a letter of representation requested by BDO (LLP) Ltd, at this Board meeting.

17/101 Standing Order 12

Agreed

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

17/102 Policy Updates

The Board considered Derby Homes' Freedom of Information (FOI), Data Protection (DP) and Procurement Strategy and Policy (PSP) policies which had been reviewed in accordance with the Board's policy to review key policies at least every three years.

The Board was advised the FOI and PSP policies did not require any material changes. As there is going to be a substantial change to the law on Data Protection with the introduction of the General Data Protection Regulation (GDPR) next year, it was recommended the DP policy remain in place until that time. The DPA Policy will be redrafted to comply with the new legislation and presented to the Board for approval.

Agreed

The Board

1. approved the policies on Freedom of Information and Procurement Strategy and Policy.
2. Agreed the DPA policy in its current form remain in force until the repeal of the Data Protection Act 1998.

17/103 Urgent Approval Rents Consultation after 2020

The Board considered a report containing Derby Homes' response to a consultation paper on options for council rent policy after 2020. The consultation paper has been issued by ARCH, CWAG and the NFA in response to a proposal by the government, arising from the recent Housing White Paper, to hold discussions with the sector before setting out a rent policy for the period beyond 2020.

The urgent approval of the Chair and a Vice Chair was sought due to the short response deadline.

Agreed

The Board

1. noted and endorsed the joint response to the ARCH, CWAG and NFA consultation paper on options for council rent policy after 2020,
2. noted the response was approved by the Chair and Vice Chair as an urgent action, due to the short timescale requiring responses by 30 June.

17/104 Insurance Act 2015

Under the Act Derby Homes is obliged to disclose to insurers “relevant information” at both the insurance tender / renewal time and within the year if relevant issues occur.

The Board considered whether there was any new relevant information that should be disclosed to the insurer under the Insurance Act 2015.

Agreed

The Board, having considered whether there is any new relevant information that should be disclosed to insurers, as required under the Insurance Act 2015, agreed it was not aware of any such information.

17/105 Draft Minutes of Committees of the Board

The Board received the draft Minutes of:

- c Audit – 10 July 2017
- d Operational Board – 29 June 2017

Agreed

The Board noted the draft Committee Minutes.

17/106 Performance Monitoring Information Q4

The Board received a summary of the performance of Derby Homes for 2016/17 for key performance measures reported to Derby City Council. The report advised overall year end performance remained positive with a few issues to be addressed where possible.

Agreed

The Board noted the report.

17/107 Forward Plan of Agenda Items

The Board received the Forward Plan of Agenda Items for the period August – December 2017.

Agreed

The Board noted the Forward Plan.

17/108 AOB

A report will be brought to the next meeting on the lessons learnt arising from a disciplinary appeal and review of the disciplinary process (Minute 17/11).

Date of next meeting

The next meeting will be held on Thursday 28 September 2017 at 6.00 pm in the Board Room at London Road.

The meeting ended at 8.05 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 27 July 2017.