

## **DERBY HOMES LIMITED**

### **MINUTES OF THE RESOURCES COMMITTEE**

**Held on Thursday 31 July 2003**

The meeting started at 6.00 pm.

#### **Committee Members Present:**

Dennis Rees, Iain MacDonald, Bob Osler, Ron Liversedge, Bob Troup

#### **Trade Union Observer (delete if not appropriate)**

Moz Greenshields

#### **Derby Homes Officers Present:**

Lorraine Watson, Christine Briddon, Murray Chapman, Jackie Mitchell

#### **Derby City Council**

Philip Walker

#### **R03/42 Apologies**

No apologies for absence were received.

#### **R03/43 Admission of late items**

There were no late items.

#### **R03/44 Declarations of Interests**

The Council Board Members were noted as declaring their interest in matters relating to Derby City Council.

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

Bob Troup and Iain MacDonald declared an interest in Item 10 – Derby Homes Enquiry Centre, both Board members being shareholders of British Telecom.

**R03/45 Minutes of the meeting held on 29 May 2003**

The minutes of the meeting held on 29 May 2003 were accepted as a true and accurate record, with the exception of Minute 03/41 which should have included that the Committee requested changes be made to the format of the sickness monitoring information.

**R03/46 Matters arising**

**Minute 03/32 Claim for Regrading**

The Committee was advised that work had been carried out to review the grade of staff involved in the regarding claim and that a new grade had now been agreed.

**R03/47 Housing Revenue Account – Amended Budget Plan 2003/04 and 2003 Rent Review**

The Committee received a report and presentation on the 2003 Rent Review and Housing Revenue Account (HRA) Budget for 2003/4 to 2007/8.

The Committee was advised that the Council Cabinet, on the 5 August 2003, will be asked to recommend to the Council

1. to adopt the revised Housing Revenue Account budget for 2003/4, including a revised Management Fee for Derby Homes, and the updated indicative budget plans from 2004/5 onwards, on the basis set out in Appendices 2, 3 and 4 of the report.
2. the outturn position on the Housing Revenue Account for 2002/3, and the associated treatment of budget variances and the Derby Homes Management Fee.
3. the revision of rent and service charges from 29 September 2003 on the basis set out in Appendix 5, including:
  - an average weekly rental increase of £1.21 or 2.79% calculated over 52 weeks
  - an average increase of 3.25% on service charges and garage rents
  - introduction of a service charge of £3.25 per week to be charged on the construction of hard-standings/dropped kerbs from 29 September 2003.

### **Agreed**

The Committee noted the report to the Council's Cabinet on the 5 August 2003.

The Committee requested

1. that in future a covering report is prepared by Derby Homes to assist in their decision making
2. a report on the rent convergence policy, including the benefits and disbenefits of diverting from it.

### **R03/48 Budget Framework 2004/5**

The Committee received a presentation on the budget framework proposed for the financial year 2004/5.

### **Agreed**

The Committee noted the presentation.

### **R03/49 Job Application Form**

The Committee received details of the draft Derby Homes Job Application Form, as requested at its meeting on 30 January 2003.

The Committee had shown an interest in how the issue of asking candidates to disclose details of any criminal record would be addressed. The Committee was advised that the revised form was based on the City Council's form and also on feedback from the Committee and advice from the Criminal Records Bureau.

### **Agreed**

The Committee approved the form, but requested the Personnel Manager to obtain advice on the legal requirement to include the information requested on sickness absence and to remove it if there is no legal reason for it to be included.

### **R03/50 Waiving of Standing Orders**

The Committee agreed to Waive Standing Order 11 to allow it to consider its business after the two hour time limit.

## **R03/51    Review of Business Plan Objectives**

The Committee was asked to consider sections 2 and 6 of the 2002/3 HRA and Business Plan and to recommend any amendments to the Board.

### **Agreed**

The Committee

1. requested that officers identify any items within the sections which have been achieved, or are no longer relevant and any new items to be included, and make recommendations to the next meeting.
2. requested a one page report on regeneration in Derby and Derby Homes' involvement, including any funding accessed through the various schemes.

## **R03/51    Derby Homes Enquiry Centre**

The Committee received a report proposing the creation of an Enquiry Centre. The proposal has been developed in partnership with Capita Services Ltd and proposed that the enquiry centre is based at Cardinal Square on the third floor.

The report proposed that initially the Enquiry Centre will focus on providing a co-ordinated repairs enquiry centre for tenants and will operate from 8.00 am – 8.00 pm Monday to Friday. The proposal if approved, will improve the repairs service and eventually other services will be integrated, such as arrears chasing, customer enquiries on allocations, in subsequent phases.

The Committee was also asked to consider the use of a free-phone '0800' number for tenants' use.

### **Agreed**

The Committee

1. agreed to recommend to the Board the proposals for the creation of an Enquiry Centre, based on the document submitted by Capita Services Ltd
2. did not support the use of a free-phone 0800 number for tenants' use.

**R03/52 Derby Homes' Financial Model**

The Committee received a presentation on Derby Homes' Financial Model.

**Agreed**

The Committee noted the Derby Homes' Financial Model.

**R03/53 Period 3 Management Accounts**

The Committee received the management accounts for the period April to June 2003.

**Agreed**

The Committee noted the Period 3 management accounts.

**R03/54 Performance Monitoring**

The Committee received Derby Homes performance information against key performance indicators relevant to the Committee's terms of reference.

**Agreed**

The Committee noted the performance monitoring information.

**Date of next meeting**

**The next meeting will be held on Thursday 25 September 2003 at 6.00 pm at Cardinal Square.**

The meeting ended at 8.40 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 31 July 2003.