

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on 25 July 2013

The meeting started at 6.00 pm

Board Members Present:

Mike Ainsley, Tony Holme, Iain MacDonald, Alison Martin, Mark Menzies, Tabani Ndlovu, Bob Osler (Chair), Brian Perry, Margaret Redfern, Dennis Rees, Dave Roberts, Bob Troup, Fiona Walker, Roy Webb

Officers Present:

Maria Murphy, Acting Chief Executive
David Enticott, Director & Company Secretary
Shaun Bennett, Director of Investment & Regeneration
Jackie Mitchell, Governance Services Manager

13/77 Apologies

There were no apologies.

13/78 Admission of Late Items

The Chair admitted a late confidential item on Elton Road Quadrant to be discussed as item A7.

13/79 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.

13/80 Minutes of Previous Meeting

The minutes of the meeting held on the 30 May and 29 June 2013 were accepted as a true and accurate record, with the exception of the misspelling of Dave Roberts' name in the 29 June minutes.

13/81 Matters Arising

Minute 13/70 Performance Monitoring Information – Year End 2012/13.

The Board was advised that the number of tenants who had not been

contacted regarding under-occupancy had reduced as staff continued to contact people. Tony Holme agreed to email Maria Murphy if he required an accurate figure.

There were no matters arising from the minutes of the meeting held on 29 June 2013.

13/82 Announcements from the Chair

Bob Osler announced recent awards made to Derby Homes:

- Derby College Best Employer of the Year
- NFA Partnership Award working with the Council and OSCAR
- RoSPA Gold.

13/83 Statements from Members of the Board

There were no statements from Members of the Board.

13/84 Questions from members of the public

There were no questions from members of the public.

13/85 Committee Chairs' Feedback

The Committee Chairs provided feedback from recent meetings:

City Board – 20 June 2013

Audit – 1 July 2013

Resources, Remuneration & Regeneration – 11 July 2013

13/86 Confidential Business

Agreed

The Board agreed, under Part IV of Derby Homes Governance Arrangements, to exclude members of the public from the meeting during discussion of the following items on grounds that it involved the likely disclosure of confidential information as defined in Standing Order 20.2 (g, h, n)".

13/87 Chief Executive's Update

The Board received a report providing a general overview on strategic issues affecting Derby Homes.

Agreed

The Board agreed the recommendations within the report.

13/88 Financial Update

The Board received a report tabling the 2013/14 management accounts for Derby Homes as at May 2013.

Agreed

The Board noted the current estimated forecast for 2013/14.

13/89 Medium Term Finance Strategy

The Board considered a report on the Medium Term Finance Strategy.

Agreed

The Board agreed the Medium Term Financial Strategy as set out in the report.

13/90 Derby Homes Risk Register

The Board considered a report containing information on the end of year updates for the strategic and operational risks for 2012/13 and presenting the revised strategic and operational risk registers for 2013/14.

Agreed

The Board noted the strategic and operational risk registers as follows:

- update and review of the risk registers for 2012/13
- revised risk management registers for 2013/14.

13/91 Urgent Approval – Mickleover Flats

The Board received a report advising of an urgent matter approved by the Chair and Vice Chair of the Board in respect of the purchase of 20 flats at Mickleover.

Agreed

The Board noted the urgent approval.

13/92 Elton Road Quadrant

The Board considered a report regarding the Elton Road Quadrant.

Agreed

The Board agreed the recommendations within the report.

13/93 Items from Part C to be discussed

Agreed

The Board did not discuss any items from Part C.

13/94 Health and Safety Update

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

Agreed

The Board noted the report.

13/95 Annual Report of Audit Committee: Internal Controls

The Board considered the annual report of the Audit Committee on the effectiveness of internal control systems during the year to 31 March 2013.

Agreed

The Board notes 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 2013.

13/96 Annual Report and Financial Statements 2012/13

The Board considered a report, accompanied by the draft annual report and financial statements for Derby Homes for the year ended 31 March 2013.

The report explained the changes made to the accounts since the period 10 forecast out-turn was emailed to members of the Resources, Remuneration and Regeneration Committee in March 2013.

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 2013 as a going

- concern
2. noted the explanation of the changes made to the accounts since the forecast out-turn was reported to members of the Resources, Remuneration & Regeneration Committee in March 2013
 3. authorised Bob Osler, Chair, and David Enticott, Company Secretary, to sign the accounts at this Board meeting
 4. authorised the Chair, to sign a letter of representation requested by BDO (LLP) Ltd at the Board meeting on 25 July 2013
 5. authorised the use of the Company's reserves as detailed in section 3.7 of the report.

13/97 Corporate Health & Safety Policy

The Board considered a report on the review and revision of the Derby Homes Health and Safety Policy.

Although the Policy is still current and does not require any material changes, in line with a recent audit recommendations, the Chief Executive proposed to make some minor amendments to the Statement of Intent, signed by the Chair and Chief Executive, to make it more personal, for example, replacing '*Derby Homes is...*' with '*We are...*'

Agreed

The Board approved the Health & Safety Policy, subject to the proposed amendments mentioned above.

13/98 Risk Strategy & Policy

The Board considered the revised Risk Strategy & Policy. The Risk Strategy, Policy and Framework documents currently in use were approved in May 2010 and were due for review in May 2013. An internal audit in September 2012 identified the need to update the documents to incorporate the HRA risks and the associated scoring methodology.

The Audit and Resources, Remuneration & Regeneration Committee have discussed and recommended the documents to the Board.

Agreed

The Board approved the Risk Strategy, Policy and Framework.

13/99 Partnership Register Annual Review

The Board received a report on the recent review of the Derby Homes Partnership Register undertaken by the Project & Research Officer and which was considered by the Resources, Remuneration & Regeneration Committee on 11 July 2013 and subsequently recommended to the Board for approval.

Agreed

The Board noted the content of the Partnership Register and agreed that the suggestions contained within it pertaining to the future management of partnerships by Derby Homes are developed and implemented.

The Board also agreed that

1. line managers read the Partnership Register and engage with their staff about their work, ensuring that risks, health and safety issues, adequate support and regular review are effectively managed in order to produce the desired outcomes in line with Derby Homes strategic aims.
2. the Partnership Register is turned into a live database that is managed by the staff or management in the partnership rather like the Local Offers and Business plan databases in order to empower staff and line managers to take an active role in recording and managing the outcomes of their partnerships.
3. the Register process is modified to give more information such as costings for staff time and labour as well as financial budgets to enable some form of financial impact assessment on partnership work to be carried out.

13/100 Draft Minutes of Committees of the Board

The Board received the draft minutes of recent Committee meetings

City Board – 20 June 2013

Audit – 1 July 2013

Resources, Remuneration & Regeneration – 11 July 2013

Agreed

The Board noted the draft minutes of Committees.

13/101 Forward Plan of Agenda Items

The Board received the Forward Plan of Agenda Items for the six months period August 2013 – January 2014.

Agreed

The Board noted the Forward Plan of Agenda Items.

Date of next meeting

The next meeting will be held on Thursday 26 September 2013 at 6.00 pm at London Road.

The meeting ended at 7.17 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 25 July 2013.

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