

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 19 May 2022

The meeting started at 6.00 pm

Board Members Present:

Mike Ainsley, Jenn Layton Annable, Councillor Shiraz Khan, Iain MacDonald, Bob MacDonald, Councillor Lucy Care and Jsan Shepherd.

Officers Present:

Maria Murphy, Managing Director
Michael Kirk, Finance Director & Company Secretary
Shaun Bennett, Director of Property
Taranjit Lalria, Head of Governance Services and Company Solicitor.
Louise Paget, Governance Officer
Joshua Knapton, Customer Communications Officer

Others Present:

Councillor Roy Webb, Cabinet Member for Adults, Health & Housing
Ian Fullagar, Head of Strategic Housing

22/63 Apologies

Apologies for absence were received from Clare Mehrbani, Director of Housing Services and Rachel North, Strategic Director for Communities & Place.

22/64 Admission of Late Items

There were no late items.

22/65 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.

22/66 Announcements from the Chair

The Chair congratulated the Councillor members of the Board who were re-elected and Michael Kirk for his new role as Finance Director and Company Secretary.

The Governance Officer requested for questions prior to meeting. There were no questions submitted from the Board.

22/67 Statements from Members of the Board

There were no statements from the Board.

22/68 Questions from members of the public

There were no questions submitted from the public.

22/69 Items from Part C for discussion

Agreed

Item C3

The Board raised that Councillor Shiraz Khan has been missed from the Board Members attendance record. The Governance Officer agreed to update the Board Members attendance to include Councillor Shiraz Khan.

22/70 Committee Chairs' Feedback

The Committee Chairs provided feedback from recent meetings:

- Governance Committee held on 21 April 2022

Agreed

The Board noted the feedback from recent Committee meetings.

Derby Homes confirmed that the Board Members payment will be available in May's payroll to include backpay and the new agreed rates.

The Board requested for the minutes to be amended to record that Bob MacDonald chaired the Governance Committee meeting. The Governance Officer agreed to amend the minutes as requested by the Board.

22/71 Minutes of Previous Meeting

The minutes of the meeting held on the 31 March 2022 were accepted as a correct record.

22/72 Matters Arising

There were not matters arising.

22/73 Outstanding Actions

The Outstanding Actions report was missing from the document pack for this meeting and a verbal update was given.

Derby Homes will be carrying out Board member appraisals for Chairs of Committees. The Head of Governance Services requested for the Board to complete appraisal forms and return to the Governance Officer.

The Board considered the verbal update of outstanding actions arising from previous meetings.

Agreed

The Board noted the outstanding actions.

The Governance Officer agreed to upload the Outstanding Actions report following the meeting.

22/74 Urgent Action taken since the last meeting

There were no urgent actions taken since the last meeting.

22/75 Managing Director's Report

The Board considered a report from the Managing Director which provided Board Members with information on current strategic issues including the external independent review, building safety bill, cost of living crisis and Nottingham City Homes.

Derby Homes are now working with Savills on the Consumer Standards external review and documents requested have been submitted. The Governance Officer is acting as the point of contact for the Savills review of Derby Homes. A date in July has been agreed to hold the final feedback session with Savills. The Managing Director will forward the date to the Chair of Derby Homes and to Senior Council officers to attend.

The website hosted by Community Action Derby with help and advice regarding the cost of living crisis is expected to be live by early June.

Derby Homes will be issuing letters to citizens who do not pay Council Tax by direct debit in order to receive the Council Tax rebate.

The Managing Director assured the board that the Finance Director continues to work with the Council to maintain strong relations between the Council and the ALMO. The Managing Director reaffirmed that she does not believe there are any activities taking place outside the regulations of the HRA.

The Tenant Board members praised Derby Homes for the level of customer service they received following recent contact with Derby Homes and was pleased that recommendations made by the Board are being implemented.

Agreed

The Board noted the Managing Director's report.

22/76 Finance Update

The Board considered a report from the Finance Director & Company Secretary which updated the Board on a number of finance related issues, including: notification of the 2021/22 financial outturn, the pension deficit figure reducing and funding for furniture and decoration works required at Milestone House.

The Board queried if the refurbishment costs for Milestone House had been included in the budget reserves earlier in the year and what the impact will be on expected spend from reserves. Derby Homes confirmed that this spend had not budgeted for and will be funded from the general reserves.

The Board queried the frequency of refurbishment of Milestone House. Derby Homes anticipate for refurbishment to take place once per decade. There are proposals to include more robust furniture to minimise day to day replacements.

Agreed

The Board noted the following from Finance Director & Company Secretary's report:

1. The management accounts deficit for 2021/22 of £0.75m and the reasons for the changes from the Quarter 3 update per section 4.2.
2. The draft headline formal financial position of a £10.75m "gain" for the

2021/22 year.

The Board approved the intended spend of £113,000 on bedroom furniture and redecoration at Milestone House in 2022/23 funded from reserves.

22/77 Compliance Update

The Board considered a report by the Director of Property which provided an update on the top six items of compliance.

At the last board meeting the Board requested further detail on Derby Homes' access procedure for gas servicing. Derby Homes provided this information in appendix 2 and 3.

The Board requested for a more detailed update on electrical compliance to be included in the next meeting.

Agreed

The Board noted the update on the current levels of compliance in areas that have a significant impact on health and safety.

Derby Homes agreed to provide a further update on electrical compliance and to provide detailed updates on the six items of compliance throughout future meetings.

22/78 Property Update

The Board considered a report from the Director of Property Services which provided an update on current issues within the Property Directorate including new builds update, social housing decarbonisation fund and the cost of living crisis.

At the previous meeting the Board requested for Derby Homes to investigate if solar panels can be offered to a wider range of properties. Derby Homes have been approached by an organisation with an offer to fully fund the solar panels in exchange for tenants to pay a minimum unit rate towards the energy which is produced by the solar panels. This will still represent a saving of around 60%. Derby Homes will be exploring other options before committing to this offer.

The Board suggested the next stage of this project could be to scope different options for those properties which are not currently compatible with solar panels. Derby Homes confirmed there are a range of options which are being considered to address this.

The Board suggested the use of community battery storage rather than individual storage to include a wider range of properties. The Board felt Derby Homes should explore this further and that there may be other government funding available. Derby Homes confirmed the above points will be discussed further at the Decarbonisation Forum.

The Board felt that Derby Homes should focus on standardising estates and queried what progress was made on this. Derby Homes confirmed they completed a city wide survey of properties which could benefit from solar panels and are currently identifying funding which avoids contribution to costs to tenants.

The Board raised if Derby Homes have considered installing wildlife doors in new fences that are installed to properties and also Bee brick and terraces for sparrows. It was also raised that some people may have allergies to wildlife and this will need to be taken into consideration. Derby Homes confirmed that they would work with individual families on which wildlife friendly measures they are prepared to have at their home.

Agreed

The Board noted the report from the Director of Property Services.

22/79 Health & Safety Update

The Board considered a report regarding recent health and safety performance and current issues.

Derby Homes held a Health and Safety Forum meeting this afternoon which gave a year end snapshot of the violence and aggression new and emerging trends. Derby Homes reported a decrease in reports of violence and aggression at Milestone House. However, there has been a rise in violence and aggression reports within the Housing Options Team. The Health and Safety Forum are discussing actions which can put in place to attempt to reduce this.

Derby Homes have been awarded gold medals for the ROSPA award 15 years in a row and now have an award of distinction for the 16th gold medal.

The Board raised that COVID 19 is still an issue and Derby Homes still need to be mindful of this. The Independent sage have a series of proposals businesses can implement to minimise the impact of Covid 19, link below.

<https://www.independentsage.org/the-new-covid-19-safety-pledge/>

Derby Homes confirmed that Covid 19 was discussed at the Health and

Safety Forum and that risk assessments have been updated to meet the duty of care of employees. Derby Homes have an expectation for employees who are visiting homes to continue to wear masks unless invited not to.

Agreed

The Board noted the Health and Safety update.

22/80 Health & Safety Annual Report

The Board considered the annual summary of health and safety performance and key points for 2021/22.

Agreed

The Board noted the annual summary of health and safety performance.

22/81 Draft Delivery Plan 2022/23

The Board considered The Derby Homes Delivery Plan which sets out the vision, priority and deliverables for the coming 12 months. This report presents the Delivery Plan updated for 2022/23 for approval prior to agreement by Derby City Council.

Derby Homes have made the decision to change the format of the Delivery Plan which now concentrates on service delivery at a strategic level, the delivery plan will follow the same format as Derby City Council. Service plans will not be included in the Delivery Plan however, these will be monitored by the Senior Management Team and updates will be given to the Board.

The Board felt there is an opportunity to celebrate Derby Homes history within city. The Managing Director ensuring equal opportunities are published for events around the vibrant agenda to tenants of social housing.

The Board felt that there should be a score card element for the Energy efficiency for council buildings and homes. The Managing Director agreed there is further work needed on the score card and Derby Homes will consider how to evidence activities and outcomes.

Agreed

The Board approved:

- The draft 2022/23 Delivery Plan
- To delegate any further minor amendments to the Managing Director of

Derby Homes, for submission to the Council

- The draft scorecard for 2022/23

22/82 Delivery Plan end of year report

The Board considered the Delivery Plan end of year report which provided an update on the progress of the actions within the 2021/22 Delivery Plan at quarter four.

Agreed

The Board noted the achievements made against the 2021/22 key priorities in the Delivery Plan.

22/83 Appointment of External Auditor

The Board of Derby Homes is required to appoint external auditors annually and fix their remuneration.

The report seeks for the Board to agree the appointment of new external auditors for Derby Homes, Crowe UK on a six-year contract.

Agreed

The Board approved:

- To appoint Crowe UK as external auditors of Derby Homes on a six-year contract, commencing with the 2021-22 audit.
- An audit fee of £32,500 for the 2021-22 audit as detailed in section 6.1 of the report.

22/84 Modern Slavery Act Policy

The Board considered the 3 yearly review of the Modern Slavery Policy.

There are no proposed changes to the policy.

The Board raised how citizens report modern slavery incidents within their community and felt the current policy does not address this. Derby Homes confirmed this is addressed within the Safeguarding Policy, the Modern Slavery Policy is to address issues within supply chains. The Board requested for a brief line reference the link in policies.

The Managing Director felt that Derby Homes could improve communication

with tenants regarding signs of modern slavery and suggested to increase awareness through Derby Homes news.

Agreed

The Board re-approved the Modern Slavery Policy with the suggested amendment.

22/85 Forward Plan of Agenda Items

The Board considered the Forward Plan of agenda items.

The Board requested for the date of the AGM meeting to be amended to 6 October as previously agreed on the forward plan.

It has also been agreed that the Internal controls report and the annual report of financial statements for Audit committee will be delayed until November.

Agreed

The Board noted the forward plan.

The Governance officer agreed to amend the forward plan with suggested amendments.

22/86 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.

The Board raised that there is a change regarding the Building Safety Act and this applies to Derby Homes because of Rivermead House. Derby Homes have disclosed further information to the insurance broker in regards to the management of Rivermead House. Derby Homes confirmed this is in hand.

Agreed

The Board agreed the following information should be disclosed to insurers, as required under the Insurance Act 2015

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.

22/97 Draft Minutes of Committees of the Board

The Board received the draft minutes of

- Governance – 21 April 2022

Agreed

The Board noted the draft minutes of the Governance Committee.

22/98 Performance Management Information Q4

The Board considered the Performance Management information for Quarter 4.

Agreed

The Board noted the Performance Management information for Quarter 4.

22/99 Board Members Attendance at Meetings

The Board received details of Board Members attendance at meetings for the period

Agreed

The Board noted Board Members attendance.

Date of next meeting

The next meeting will be held on 28 July at 6.00 pm

The meeting ended at 8:10pm.

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CHAIR

Signed as true and accurate record of the meeting held on 19 May 2022