

## **DERBY HOMES LIMITED**

### **MINUTES OF THE BOARD MEETING**

**Held on Thursday 24 November 2022**

The meeting started at 6.00 pm

#### **Board Members Present:**

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

#### **Officers Present:**

Maria Murphy, Managing Director  
Michael Kirk, Finance Director & Company Secretary  
Shaun Bennett, Director of Property,  
Taranjit Lalria,  
Helen Samuel  
Jayne Haywood, Governance Services Manager  
Louise Paget, Corporate Support Officer  
Paul Cole, Customer Communications Manager

#### **Others Present:**

Councillor Roy Webb, Cabinet Member for Adults, Health & Housing  
Rachel North, Strategic Director for Communities & Place  
Ian Fullagar,

#### **Apologies**

Apologies for absence were received from Councillor, Jerry Pearce Clare Mehrbani, Director of Housing Services

#### **Admission of Late Items**

There were late no items submitted.

#### **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.

### **Announcements from the Chair**

The Chair announced that there will be a Coroners enquiry from 9-16<sup>th</sup> December regarding the Waterford Drive incident in 2010, both Derby Homes and Derby City Council will be giving evidence. The Chair made the Board aware that there may be media interest.

The Chair has arranged a date for the Managing Director's mid-year review which will take place on 19 December.

The Chair also announced that Derby Homes and Derby City Council were featured on ITN national news for raising funds from suppliers to provide heated blankets, slow cookers and air fryers to those who are struggling with the cost of living. To date £28,000 has been raised. Buildbase contributed £5,000 to the fund and agreed to procure the products without profit.

The Board queried if dehumidifiers could be added to the fund to assist with preventing damp and mould and to assist with air drying washing etc.

The Board suggested to publish this news clip onto the website.

Derby City Council suggested they could do the same with their suppliers.

### **Statements from Members of the Board**

There were no statements from the Board.

### **Questions from members of the public**

There were no questions from the public.

### **Items from Part C for discussion**

#### **Agreed**

The Board noted Part C items.

### **Committee Feedback**

The Committee Chairs provided feedback from recent meetings:

- Audit – 17 October 2022
- Operational Board – 22 September 2022

- Governance Committee – 3 November 2022

### **Agreed**

The Board noted the feedback from recent Committee meetings.

### **Minutes of Previous Meeting**

The minutes of the meeting held on 28 July 2022 were accepted as a correct record.

### **Matters Arising**

#### **Grounds Maintenance**

Following the Operational Board held on 22 September, a service review has commenced and further sessions are planned with stakeholders in December. A review will be presented at the Operational Board in February.

### **Action Monitoring**

The Board considered outstanding actions arising from previous meetings.

### **Agreed**

The Board noted the outstanding actions from the previous meeting.

### **Managing Director's Report**

The Board considered a report from the Managing Director which details progress being made on the installation of carbon monoxide alarms following the introduction of new legislative requirements that came into force on 1 October 2022.

The report also provides Board Members with detail on the published Tenant Satisfaction Measures, which are due to commence from April 2023. These new measures will be used to reflect the overall performance of the landlord.

The Board queried if the alarms are main wired alarms. Derby Homes confirmed that the alarms are 10-year battery operated.

The Board queried if the distribution of alarms have been prioritised.

The Board queried if Derby Homes are experiencing access issues to fit the alarms.

The Board queried given the supply chain issues are Derby Homes confident that will meet delivery.

It was confirmed that the NFA are aware of the current issues.

### **Agreed**

The Board noted the detail of the approved Tenant Satisfaction Measures and approved the development of new processes through the Operational Board to ensure compliance with the prescribed requirements and receive regular overview and exception reports at the Board.

The Board approved arrangements to reach compliance with The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 by June 2023 and delegates authority to the Managing Director to notify the Council of this arrangement, recommending that self-referral is not required.

### **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:

- Projections at Quarter 2 for 2022/23 are forecasting for a management account deficit of £0.5m compared to a planned deficit of £0.63m approved by the Board on 27 January 2022.
- A proposed revision to part of the Treasury Management Policy – in relation to increasing the maximum cash amount allowed to be held in investment accounts.
- An update on changes made to the staffing establishment made since the budget was set and a proposal to note the permanent budget position of these.

The Board queried if there are a substantial damp issue within Derby Homes. Derby Homes confirmed there are no trends and are dealt with as soon as notified.

### **Agreed**

The Board noted:

- The 2022/23 Quarter 2 forecasted deficit of £0.5m compared to a budgeted deficit of £0.63m and the reasons for the changes.

- The changes made to the staffing establishment in 2022 and approve for these to be formerly incorporated into the budget.

The Board approved to increase the maximum amount of cash allowed to be held in individual investment accounts from up to £2m per provider to up to £4m per provider, with effect from 1 December 2022.

### **Compliance Update**

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

### **Agreed**

The Board noted the update on the top six items of compliance.

### **Asset Management Strategy 2022-2027**

The Partnership Agreement with the Council delegates the management of the capital investment plan to Derby Homes. This report attaches the draft 5-year Asset Management Strategy (AMS) for the Housing Revenue Account (HRA) housing stock within the city.

Derby Homes confirmed that updating the energy performance certificates on the national database would not be cost effective.

### **Agreed**

The Board approved:

- The principle of the strategy and recommends it's adoption by the City Council at the next Capital Board meeting.
- The potential revision to component life cycles as detailed within the Decent Homes section of the AMS.

### **Managing challenging and complex customers**

The Board considered the report of the Director of Housing Service which provided Board Members with an update on managing challenging and complex customers owed duties under the Homeless Reduction Act 2017 (HRA 2017). The report sets out the available housing pathways, their limitations, increasing costs associated with managing this cohort and updates on current and planned workstreams aimed at managing and further

mitigating the associated risks.

### **Agreed**

The Board noted:

- The contents of the report.
- The budget pressure associated with increased security costs at Milestone House.
- The ongoing discussions with the Council regarding increasing rent charges at Milestone House.
- The ongoing work to develop a suitable accommodation offer for those suffering severe and multiple dis-advantage.
- The Board welcomed this report and asked for an update in 6 months' time.

### **Health and Safety Update**

The Board considered the report of the Managing Director which gave details of recent health and safety performance and current issues.

### **Agreed**

The Board noted the report and are aware of relevant health and safety matters.

### **HRA Business Plan and Rents 2023-2024**

The Council consults Derby Homes on its HRA Business Plan (HRABP) and rent & service charge proposals each year. The Board considered the report of the Finance Director and Company Secretary which outlined the proposed rent increase.

It was noted that Councillor Khan left the meeting during the rent increase debate.

### **Agreed**

The Board agreed, except for one member, to:

- To recommend to the Council that the maximum rent increase allowed by Government is applied in 2023/24, subject to a 7.5% maximum.

- To recommend to the Council, that for 2023/24, a capped 10% increase is applied to service charges, subject to no one individual service charge increasing by more than £1 a week. With the exception of furniture pack service charges where no increase is proposed.
- To defer a decision on the rent increase and service charge increases for Derby Homes' tenancies until January 2023.
- A potential tenants' hardship fund was discussed, in addition to the contents of the report.

### **Diversity Forum Update and Annual Workforce Equality Report**

The Board considered the report of the Finance Director and Company Secretary which provided the Board with an overview of the issues discussed at the Diversity Forum. The forum comprises representatives from across all areas of Derby Homes and focusses on diversity, equality, and inclusion.

#### **Agreed**

The Board noted the actions taken by the Diversity Forum and the content of the Annual Workforce Equalities report.

### **Board Members Declaration of Interests Report**

The Board considered the report of the Finance Director and Company Secretary which provided details of Board Members declared interests in accordance with Article 30 and as required by the Companies Act 2006.

#### **Agreed**

The Board noted the Declaration of Interests by Board Members.

The Board agreed to disclose Board members' declarations of interests on the Derby Homes website, and to add the same to Board member's profiles.

Any changes to be emailed to the Head of Governance.

### **Appointments to Committees 2022/23**

The Board considered the report of the Finance Director and Company Secretary which proposes Board Members' appointments to Committees for 2022/23.

## **Agreed**

The Board agreed

the following appointments for 2022/23:

1. Members of Audit Committee
2. Chair of Audit Committee
3. Derby Homes' representative on CMAP Board
4. Chair of Governance Committee
5. Members of the Operational Board

## **Forward Plan of Agenda Items**

The Board noted the forward plan of agenda items.

## **Disclosure Under the Insurance Act 2015**

Under the Insurance Act 2015, Derby Homes is obliged to disclose to insurers "relevant information" at both the insurance tender/renewal time (April) and within the year if relevant issues occur.

## **Agreed**

The Board agreed there is no new relevant information that should be disclosed to our insurers, as required under the Insurance Act 2015.

## **Draft Minutes of Committees of the Board**

The Board received the draft minutes of

- Audit – 7 October 2022
- Operational Board – 22 September 2022

## **Agreed**

The Board noted the draft minutes.

## **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 Thursday 26 January at 6.00 pm**

The meeting ended at 9:50 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 24 November 2022.