

# DERBY HOMES LIMITED

## MINUTES OF THE BOARD MEETING

**Held on Thursday 31 May 2012**

The meeting started at 6.00 pm

### **Board Members Present:**

Mike Ainsley, Tony Holme, John Keith, Iain MacDonald, Alison Martin, Mark Menzies, Bob Osler (Chair), Brian Perry, Margaret Redfern, Dennis Rees, Roy Webb, Ken Whitehead, Linda Winter

### **Officers Present:**

Annabelle Barwick (Item A5 only), Shaun Bennett, David Enticott, Jackie Mitchell, Maria Murphy, Susan Hill

### **Observers Present:**

- Councillor Baggy Shanker, Cabinet Member for Housing and Advice
- Fiona Walker, City Board Member
- Anthony Slater and Gary Woolley, OSCAR (left at 7.20 pm during Item B9 Delivering Our Plans Year End Report 2011/12)

The Chair welcomed Alison Martin and Linda Winter, new Councillor Board Members, and Councillor Shanker, Cabinet Member for Housing and Advice.

He thanked Paul Bayliss and Bob Troup for their hard work and contribution to Derby Homes over the years. A thank you letter will be sent to them from the Board.

The Chair reordered the agenda so that the representatives from OSCAR did not have to leave the room until discussion of the confidential items at the end of the meeting. Items for Approval would be dealt with first followed by Confidential Items with the exception of Item A2 Disqualification and Removal of Board Members which was dealt with first as listed on the agenda.

## **12/61 Confidential Business**

The Board agreed to exclude members of the public during consideration of the following item on grounds that it involved the likely disclosure of confidential information as defined in Standing Order 20.2 (b) of Part IV of Derby Homes Governance Arrangements.

Annabelle Barwick, Anthony Slater and Gary Woolley left the room.

## **12/62 Disqualification and Removal of Board Members**

The Board received a report to consider and agree its position on the interpretation of rules for absence from Board meetings and particularly in the case of a Tenant Board Member South East.

### **Agreed**

The Board agreed

1. when re-elected as Board Member, any previous membership absences will be expunged,
2. to recommend to the Council changes to the Article 18(7) and Article 18(8) allowing for such a situation to be resolved after occurrence by application to the Board by the relevant Member as to their reasons for absence, and other changes to the Articles necessary to clarify point 1 above.

## **End of Confidential Business**

Members of the public joined the meeting.

## **12/63 Apologies**

Apologies for absence were received from Tabani Ndlovu and Phil Davies.

## **12/64 Admission of Late Items**

There were no late items.

## **12/65 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.

Mark Menzies declared an interest as an officer of the Council.

#### **12/66 Election of Vice Chair of the Board**

The Chair announced that as Paul Bayliss has resigned from the Board it will be necessary to elect a Councillor Vice Chair and asked for nominations.

Linda Winter nominated Margaret Redfern and Mike Ainsley seconded the proposal.

#### **Agreed**

The Board appointed Margaret Redfern as Vice Chair of the Board.

#### **12/67 Minutes of Previous Meeting on 22 March 2012**

The minutes of the meeting held on 22 March 2012 were accepted as a true and accurate record.

#### **12/68 Matters Arising**

##### **Minute 12/34 Declarations of Interests**

Mark Menzies queried that his declaration of interest as an officer of the Council was not minuted and asked that it was included in the previous and future minutes.

##### **Minute 12/17 Purchase of a Further 32 Vehicles For The Repairs Team**

An order has now been placed to purchase the 32 vehicles and they will have diesel particulate filters.

##### **Minute 12/13 Review of Non Core Activity – New Business**

Councillor Baggy Shanker announced that a report is to be presented to the Council in June proposing Derby Homes can operate anywhere outside of the City boundary.

##### **Minute 12/43 Chief Executive's Update**

The Director of Housing and Customer Service explained that from her meetings with Kath Gruber, the Council's Director of Customer Services, Derby Homes will be working jointly with the Council's Derby

Direct. However, the Enquiry Centre will have its own performance standards.

**Minute 12/50 Board Member Services Agreement**

Service Agreements will be sent to all Board Members next week.

**Minute 12/56 Annual Board Tour – 28 June 2012**

The coach will now leave from Cardinal Square and not from London Road.

**12/69 Announcements from the Chair**

The Chair announced that Derby Homes has been awarded the RoSPA Gold Medal for the sixth time including the Repairs Team for the second time. A thank you letter will be sent to all staff involved with the RoSPA Gold award.

The Board was informed that Derby Homes has been shortlisted for two National Federation of ALMOs' Awards: OSCAR Neighbourhood Watch for the Best Community Initiative category and Bob Osler for the Board Member of the Year category. Details of the nominations will be circulated to Board Members. The Chair added that he was very thrilled and thanked everyone for nominating him.

**12/70 Statements from members of the Board**

Roy Webb asked if Derby Homes has done everything it can to assist with the investigation of the incident at the Victory Road property. The Board was informed that Derby Homes has been assisting the Police and Fire Service with their investigations including checking the servicing of gas, electricity and smoke alarm appliances and were 100% satisfied with this. There was no issue of over-crowding as at the time of the incident the property was occupied by two adults and six children.

Margaret Redfern raised complaints she had received from tenants on Cowsley Road regarding repair issues overgrown gardens and rubbish. The Director of Investment and Regeneration will liaise with Margaret on the complaints.

**12/71 Questions to Derby Homes Board From Members of the Public**

There were no questions from members of the public.

**12/72 Questions from Derby City Council**

There were no questions from Derby City Council.

**12/73 Committee Chairs' Feedback**

Tony Holme, Chair of Audit Committee, provided highlights of the meeting held on 2 April 2012.

Dennis Rees, Chair of City Board, provided highlights of the meeting held on 19 April 2012.

Iain MacDonald, Chair of Resources, Remuneration and Regeneration Committee, provided highlights of the meeting held on 26 April 2012.

**12/74 To agree any items from Part C to be discussed**

Items in Part C were noted but not discussed.

**12/75 Health and Safety Update**

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

**Agreed**

The Board noted the report.

**12/76 Rent Arrears Update**

The Board received a report on current rent arrears performance. The new format of the report will now exclude arrears due to Direct Debit and Standing Orders from the total amount and focus on 'actionable arrears'.

Iain MacDonald asked how Derby Homes compares with other similar organisations performance on rent arrears. He said this information would give the Board an indication of how well the organisation is performing.

A report will be taken to Resources, Remuneration and Regeneration Committee benchmarking rent arrears target quartile figures with similar organisations.

The Welfare Reform changes will be the biggest challenge for Derby Homes and its impact on tenants. There will be pressure on tenants

under occupying properties with not enough smaller accommodation for them to move into.

Details of a Welfare Benefits Reforms training session will be sent to Board Members.

The use of an agency worker dealing with Derby Homes' claims will be reviewed.

**Agreed**

The Board noted the content of the report and approved the actions being taken.

**12/77 Derby Homes' Children and Young People's Strategy 2012 – 15**

The report on Derby Homes' Children and Young People's (CYP) plan was withdrawn and will be rewritten and resubmitted to the Board. The Chief Executive will be asked to consider inviting the Cabinet Member for Children and Young People to the next meeting.

**Agreed**

The Board agreed to defer the report.

**12/78 Derby Homes Property Rents**

The Board received a report on rent increases for ten properties owned by Derby Homes. Initial rents were set for these properties in 2011 at the then target rent. The rent needs to be increased each year to ensure the overall financial viability of the project. The rental policy needs to be agreed for both this year and the future. The report recommended increasing rents each year in line with target rent increases.

**Agreed**

The Board approved

1. an increase in rents on its own ten properties for 2012/13 of 6.1%, to be implemented on 2 July 2012
2. to consult its tenants on a proposal to automatically increase rents each year by the regular increase in target rents, based on September RPI plus 0.5% each year, starting in July 2013.

## **12/79 Options for Future Development**

The Board received a verbal report on the various options to move forward on developing new properties. Examples of options highlighted were:

- Changes to RTB receipts which will be used to build properties locally
- What type of properties to build and would we use the HRA and/or ALMO?
- Council could provide land to ALMOs
- Potential for using a Community Land Trust for new build
- Supporting OSCAR's bid on the Elton Road Quadrant (formerly Glossop Street).

The Chair commented that there were a lot of options to take in. A written report in the future was required to include all the options for future development.

### **Agreed**

The Board agreed that a written report with all the options for future development should be provided.

## **12/80 Tenant and Leaseholder City Board Member Recruitment Rules**

The Board received a report proposing an amendment to the rules for recruiting tenants and leaseholders to the City Board.

The current rules for the election of tenant and leaseholder Board Members include a requirement for applicants to obtain a proposer and six seconders to support their application for Board Membership. It was believed this might be affecting tenants and leaseholders applying for City Board membership which is generally low.

### **Agreed**

The Board approved the proposal to amend the rules for recruiting tenant and leaseholder City Board Members by retaining the requirement for one proposer but reducing the number of seconders from six to one.

## **12/81 AGM and Board Meeting November 2012 and Board Members' Retirement Dates**

The Board received a report proposing a date for the November AGM

and Board meeting and asked the Board to extend the retirement dates of Board and City Board Members who are due to retire in October to November.

### **Agreed**

The Board agreed

1. the Annual General Meeting and Board meeting is held on Thursday 29 November at 5.00 pm
2. to amend the retirement dates of Board Members and City Board Members from October to November, as set out in Appendix 1.

## **12/82 Delivering Our Plans Year End Report 2011/12**

The Board received a report detailing the year end performance against targets contained in the Delivery and Service Plans. Targets not met and proposed corrective actions had been discussed at the Chair's Brief and were brought to the attention of the Board.

### **Agreed**

The Board approved proposals to carry forward targets requiring further action as detailed in Appendices 1 and 2.

## **12/83 Board Champions**

The Board received a report to appoint Board Members to a number of Board Champion roles and agree actions to take forward proposals aimed at developing the roles.

Board Members were asked to update the Board Compass. The Governance Services Manager will contact Alison Martin and Linda Winter regarding the Environmental and Personnel / IT / Performance Board Champions roles.

The Chair will ask the Chief Executive to consider including a Children and Young People's Board Champion.

### **Agreed**

The Board approved

1. the appointment of Board Champions and the actions proposed for the development of Board Champions (Appendix 1)
2. the Board Champion profile (Appendix 2).



**12/84 Confidential Business**

The Board agreed to exclude members of the public during consideration of the following item on grounds that it involved the likely disclosure of confidential information as defined in Standing Order 20.2 (c, h & n) of Part IV of Derby Homes Governance Arrangements.

**12/85 Social Enterprise**

The Board received a report setting out the proposal to establish a Community Interest Company Social Enterprise for Derby Homes.

**Agreed**

The Board approved the recommendations in the report.

**12/86 Chief Executive's Update**

The Board received a report with information on:

- Replacing our Enquiry Centre number 711000 with 888777
- Fire at 18 Victory Road
- Investors in People (IIP)

**Agreed**

The Board noted the report.

**12/87 Standing Order 12**

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

**12/88 Oakvale House**

The Board received a report and a presentation setting out the proposals for refurbishing the former Oakvale House sheltered housing scheme.

**Agreed**

The Board approved the proposals and delegated to the Chief Executive the implementation of this proposal subject to approval and finance from the Council.

**12/89 HRA Reform, Right To Buy And Replacement Housing**

The Board received a report summarising the impact of Housing Revenue Account (HRA) reform and the Right to Buy (RTB) changes on the Council's plans for replacement housing, and illustrating some of the dilemmas and impacts arising for the Council and Derby Homes.

**Agreed**

The Board approved the recommendations in the report.

**12/90 Derby Homes Risk Register**

The Board received a report providing information on the end of year updates for the strategic and operational risks for 2011/12 and presented the revised strategic and operational risk registers for 2012/13.

**Agreed**

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

- update and review of the risk registers for 2011/12
- revised risk management registers for 2012/13.

**End of Confidential Business**

**12/91 Draft Minutes of Committees and City Board**

The Board received the draft minutes of recent Committee meetings:

- a. Audit – 2 April 2012
- b. City Board – 19 April 2012
- c. Resources, Remuneration and Regeneration – 26 April 2012.

**Agreed**

The Board noted but did not discuss the minutes.

**12/92 Performance Monitoring Quarter 4 2011/12**

The Board received a report of Quarter 4 performance against targets contained in the Monthly Indicator link.

**Agreed**

The report was noted but not discussed.

**12/93      Equalities Performance Monitoring Information Year End**

The Board received a report providing detail of Equalities monitoring during 2011/12.

**Agreed**

The report was noted but not discussed.

**12/94      Forward Plan of Agenda Items**

The Board received a diary planner of events taking place for the six months from June 2012.

**Agreed**

The report was noted but not discussed.

**Date of next meeting**

**The next meeting will be held on Thursday 26 July 2012 at 6.00 pm at Cardinal Square.**

The meeting ended at 8.30 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 31 May 2012.