

**DERBY HOMES LIMITED  
CITY BOARD**

**THURSDAY 28 APRIL 2011 AT 6.00 PM  
CARDINAL SQUARE BOARD ROOM**

**AGENDA**

1. Apologies
2. Admission of late items (if any)
3. Declarations of any other business
4. Declarations of Interest – *please refer to advice at the end of this agenda*

**PART A – FOR DECISION**

- A1 Minutes of the meeting held on 24 February 2011
- A2 Matters arising
- A3 Questions from members of the public (maximum time 15 minutes)
- A4 Any items from Part B to be discussed
- A5 Training for City Board Members  
(*City Board Members to identify any training needs*)
- A6 Any items for representatives from Contractor Partners
- A7 Housing & Leaseholder Focus Groups' Items
- A8 Local Issues (verbal update)
- A9 Estates Pride Quick Fix Bids
- A10 Welfare Adaptations Policy
- A11 Product Supply – Kitchens – Verbal
- A12 Use of Community Rooms
- A13 Recharging Tenants For Missed Appointments

## **PART B – FOR NOTING/DISCUSSION**

- B1 Directors' Update
- B2 Review mini STATUS Survey
- B3 Customer Feedback
- B4 Performance Monitoring
- B5 Equalities Monitoring
- B6 Flat Inspection Update and Progress Report on the Sterile Area Initiative
- B7 City Board Elections – South East and South West Derby
- B8 Board Training Programme 2011/12
- B9 Minutes of the Derby Homes Board held on 31 March 2011 (draft)
- B10 Date and time of next meeting – Thursday 30 June 2011 at 6:00 pm

## **DECLARATIONS OF INTEREST**

All Board Members have a duty to act in the best interest of Derby Homes when they make decisions at Board or Committee meetings. Board Members must not generally put themselves in a position where there is a conflict between their personal interests and the duty they owe Derby Homes.

Derby Homes' Governance Arrangements requires Board Members to declare any interest they may have in a matter before it is discussed

The declaration of 'the usual' interests covers the interests of councillors on matters relating to Derby City Council and the interests of tenants and leaseholders on matters relating to their interests as tenants and leaseholders of Derby City Council and customers of Derby Homes.

If at the beginning or during the meeting you realise that an item you are discussing directly affects you, your family or persons known to you then you should declare your interest straight away.

The general rule is that you should not remain present during the discussion of the matter in which you have a business or personal interest unless the other Board Members agree otherwise. You are not allowed to vote on the matter.

Any question arising at a meeting as to the eligibility of a Member to vote may be referred to the Chair before the conclusion of the meeting and the Chair's decision (other than in relation to him/herself) shall be final and conclusive.

You are welcome to raise and discuss any doubts you may have about a declaration of interest at any time by contacting the Company Secretary direct.

## **FOR INFORMATION**

### **ACCESS TO CARDINAL SQUARE**

The main entrance to Cardinal Square is closed after 5.00 pm. There is a door entry system on the left hand side of the entrance door - please press the buzzer for Derby Homes Reception. On entering the building, there is a further door entry system, again, please press the buzzer for Derby Homes Reception.

### **FIRE ALARM/EVACUATION PROCEDURE AT CARDINAL SQUARE**

1. In the event of a fire, the alarm is a continuous warbling alarm.

Please leave the building quickly by the nearest exit and assemble at the fire point in the main car park. The fire exits are the way you entered the building down the main stairs, or down the stairwell at the far end of this office floor. You must not use the lifts.

A layout of the building and more details of the emergency procedure are displayed by the door of the meeting room.