

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 6 October 2016

The meeting started at 6.00 pm

Board Members Present:

Mike Ainsley (Chair), Paul Bayliss, Fareed Hussain, Iain MacDonald, Bob MacDonald, Cadine Reid, Jsan Shepherd, Ian Veitch, Roy Webb

Officers Present:

Maria Murphy, Managing Director
David Enticott, Finance Director & Company Secretary
Shaun Bennett, Director of Investment & Maintenance
Jackie Mitchell, Governance Services Manager
Tony Billingham, Specialist Works Manager
Chris Forrester, Governance & Leasehold Support Officer

Others Present:

Dennis Rees, Chair of the Derby Association of Community Partners

16/102 Apologies

Apologies for absence were received from Christine Durrant, Strategic Director, People & Places, Derby City Council and Nicole Berrisford, Unison.

16/103 Admission of Late Items

The Chair admitted a late item on the Insurance Act 2015, to be taken at Item B6 and agreed to bring forward item A5 to the start of Part A.

16/104 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.

16/105 Minutes of Previous Meeting

The minutes of the meeting held on the 28 July 2016 were accepted as a true and accurate record.

16/106 Matters Arising

Updates on the following confidential minutes were provided:

Minute 16/60 Managing Director's Report

Minute 16/61 Finance Update

Minute 16/87 Managing Director's Report

Minute 16/71 Board Peer Review

Mike Ainsley and Bob MacDonald attended Rykneld Homes' AGM to start off their review and will be attending their sub board next week and hold one to one meetings with some of their Board Members.

16/107 Announcements from the Chair

There were no announcements from the Chair.

16/108 Statements from Members of the Board

There were no statements from Members of the Board.

16/109 Questions from members of the public

A question was received from the Chair of the Derby Association of Community Partners. The question was: "Can you give the DACP an update on progress of the review of Derby Homes. When will Tenants be consulted for their views?"

A response from the Managing Director on behalf of the Board was tabled. In summary the response explained that Board of Derby Homes has been receiving updates through the year during which time the review has required careful considerations of all potential options and structures and that the position now is that there are potential proposals to be taken forward for consideration.

The Managing Director is to give a presentation at the October 2016 Operational Board and offered to attend a meeting of the DACP to outline current discussions.

The report further advised consultation with tenants would be carried out if proposals involve significant change to the current management arrangements for housing management and maintenance, but that this is not presently the case.

16/110 Committee Chairs' Feedback

The Operational Board Chair provided feedback from the meeting held on 25 August 2016.

Agreed

The Board noted the feedback from the Operational Board meeting held on 25 August 2016.

16/111 Confidential Business

Agreed

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

16/112 Managing Director's Report

The Board considered a report providing an update on the Housing Management/Stock Options appraisal which has included the review into the future of Derby Homes.

Agreed

The Board noted the report.

16/113 Co-ordinated Homelessness/Housing Options Service Delivery

The Board considered a report with information on matters which have arisen during the current review of Housing Management/Stock Options.

Agreed

The Board approved the report.

16/114 Finance Update

The Board considered a report providing an update on current financial issues affecting Derby Homes.

Agreed

The Board

1. noted the report
2. approved the recommendation.

16/115 Investment & Maintenance Update

The Board considered a report providing an update on current issues within the Investment & Maintenance Directorate.

Agreed

The Board noted the report.

16/116 Risk Registers Quarter 1

The Board considered an update on the effectiveness of Derby Homes' risk management arrangements and a snapshot of the strategic and operational risk registers as at 30 June 2016.

Agreed

The Board the report.

16/117 Procurement Waivers

The Board considered a report providing information on procurement waiver requests and outcomes made to waive Derby Homes Procurement Standing Orders.

Agreed

The Board noted the report.

End of Confidential Items

16/118 Items from Part C to be discussed

The Board did not raise any items from Part C for discussion.

16/119 Health & Safety Update

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

They also received an update from the meeting of the Health & Safety Forum including activities that have taken place under the Our Health project.

Agreed

The Board noted the report.

16/120 Our Health Project – Time to Change Employer Pledge

The Board considered a report outlining proposals to carry out a year-long programme of activities which will raise awareness amongst employees, aiming to encourage an open and supportive culture within the organisation where it's ok to talk about mental health issues.

The Board was asked to support Derby Homes signing up to the Time to Change Pledge.

Agreed

The Board

1. approved Derby Homes signing up to the 'Time to Change Pledge'
2. agreed to support this initiative and where possible engage within activities planned during 2017.
3. approved the overall monitoring of the Time to Change action plan through the Health & Safety Forum and therefore ensure regular feedback to the Board through the Board Member Champion for Health and Safety.

16/121 Value for Money Strategy

The Board considered an updated Value for Money Strategy. The Strategy was considered by the Operational Board on 28 August, along with the annual Value for Money Statement.

The strategy is in line with the operational practice of Derby Homes and the Council and seeks to set out to further improve performance and cost savings where possible over the next three years.

Agreed

The Board approved the Value for Money Strategy.

16/122 Board Members Declaration of Interest

The Board considered a report providing 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.

16/123 Insurance Act 2015

The Board received a report explaining the implications of the Insurance Act 2015 which became effective in August 2016. The most relevant of the obligations contained within this Act is the requirement for Derby Homes to disclose to insurers "relevant information" at both the insurance tender / renewal time and within the year if relevant issues occur.

It was proposed that at each Board meeting, consideration is given to any "relevant information" that the Board believes should be disclosed to the insurer. This will be recorded within the minutes so there is evidence that the Board has considered this issue. Where there are no issues to disclose this will also be noted.

Agreed

The Board noted the contents of the report and agreed to consider and disclose any relevant information, as set out in the report. It was agreed that where there is no new relevant information to be disclosed, the wording of the minute should read:

"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 is not aware of any such information."

16/124 Draft Minutes of the Operational Board - 25 August 2016

The Board received the draft minutes of the Operational Board 25 August 2016.

Agreed

The Board noted the draft minutes of the Operational Board 25 August 2016.

16/125 Performance Monitoring Information Quarter 1

The Board received a report presenting a summary of performance for quarter one 2016/17 from key performance measures reported to Derby City Council.

At the end of quarter one (up to 30 June 2016), 73% of performance measures achieved or exceeded their quarterly target and 84% of performance measures are forecast to meet or exceed their year-end target.

Agreed

The Board noted the report.

16/126 Forward Plan of Agenda Items

The Board received the forward plan of agenda items for the six months November 2016 to April 2017.

Agreed

The Board noted the forward plan of agenda items.

Date of next meeting

The next meeting will be held on Thursday 24 November 2016:

Derby Homes Annual General Meeting at 5.00 pm, followed by a meeting of the Board of Directors.

The meeting ended at 8.00 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 6 October 2016.