

DERBY HOMES LIMITED

MINUTES OF THE GOVERNANCE SERVICES COMMITTEE MEETING

Held on Thursday 15 September 2011

The meeting started at 2.00 pm

Board Members Present:

Tony Holme, Patrick Molson, Tabani Ndlovu, Bob Osler (Chair), Brian Perry, Margaret Redfern, Bob Troup, Ken Whitehead

Observers Present:

Mike Ainsley, Mark Menzies

Officers Present:

Sophie Bancroft, David Enticott, Jackie Mitchell

11/12 Apologies

Apologies for absence were received from Paul Bayliss, John Keith, Dennis Rees and Roy Webb.

11/13 Admission of Late Items

There were no late items.

11/14 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.

11/15 Minutes of Previous Meeting

The minutes of the meeting held on the 10 February 2011 were accepted as a true and accurate record.

11/16 Matters Arising

Minute 11/08 - Changes to Derby Homes Memorandum and Articles of Association

The Chair asked for an update regarding the TSA registration. The Director and Company Secretary said that Derby Homes registered with the TSA in April and is now a Registered Provider.

Minute 11/09 Derwent Living Board Peer Review

The Chair said that a small number of Board Members attended the Derwent Living Board meeting and it was a successful meeting.

11/17 Review of Committees Structure

The Committee received a report reviewing the operation of the revised committee structure. As part of Derby Homes business transformation programme the Board agreed in September 2010 to reduce the number of its meetings by combining the two Local Housing Boards into one City Board, deleting the Performance Management Committee and spreading this role amongst the Chairs meeting, the Board and the Committees, and reducing the Governance Committee to two meetings per year.

The Director and Company Secretary said that a questionnaire had been sent to City Board Members about the City Board and good feedback has been received. A total of 13 out of 23 responses were received.

Bob Troup felt that the changes have worked well, as initially he had reservations about deleting the Performance Management Committee.

Mark Menzies asked whether there had been a dip in performance since then and if not then the new set up must be working well.

Agreed

The Committee were satisfied that the current committee structure was working well and no changes were needed.

11/18 Governance Arrangements Review

The Committee received a report setting out a series of recommendations as a consequence of a review of Derby Homes' Governance Arrangements. The report was divided into a number of sections aligning with a report commissioned from Anthony Collins Solicitors :

- overarching issues – General
- overarching issues – Board matters
- Memorandum and Articles

- Standing Orders
- City Board
- Delegation of Responsibilities
- Financial Regulations
- Standing orders of appointment of staff
- Wider governance issues for consideration by officers.

The decision whether to adopt the NHF Code of Practice 2009 or 2010 was deferred until the end of the report consideration had been given to all other issues.

The Committee considered the recommendations listed in the report, requiring approval by the Board, as follows:

- whether to include a statement in the Governance Arrangements setting out the key skills that all Board Members should have and delegate the identification of the key skills to the Chair, Chief Executive and/or Director & Company Secretary.

It was noted that Board Members carry out an annual self assessment of their individual skills as part of the performance review process and this should be formalised by including a statement in the Governance Arrangements.

- whether to adopt a policy limiting the number of Board Members who are the paid staff or Board Members of other housing providers and determine what that number should be.

The Committee suggested adopting a policy statement that it was the Board's intention to limit the number to 50%.

- whether to introduce Board Members' Services Agreements.

The Committee was in favour of introducing service agreements and that there should include provision for greater requirement of Board Members who are paid.

- whether to reverse the order of meetings to take confidential items after public reports.

It was felt the current order of meetings was satisfactory and that as is the practice now, agenda items could be brought forward if necessary.

- whether to enable Board Members to abstain in votes.

There was agreement for this proposal. Margaret Redfern suggested if a Board Member abstains, the Chair could ask them to give their reason for abstaining.

- whether the current size of the City Board is appropriate.

The majority of Committee Members felt the current size of 26 members was appropriate and this was back up by the results of a recent questionnaire to City Board Members.

- whether a further report is required to be taken to each panel or Committee setting out new or revised terms of reference for that panel or committee, and to refer this matter back to this Committee and then to the Board. In the case of irregular committees and panels, it is suggested that suitable terms of reference be drafted and brought back to this committee at its next meeting.

The Committee agreed this proposal.

- whether to delegate public questions to either the Board or City Board alone or to retain questions at both.

The current system works well and it was agreed to formalise it.

- The Committee considered the level of delegation that is appropriate for the City Board.

It was felt the current level of delegation is appropriate and the ability of main Board Members to refer decisions to the main Board should be retained.

- whether to formally delegate decisions on early retirements and redundancy payments to the Resources, Remuneration & Regeneration Committee.

This is current practice and was agreed to formalise and continue it.

- whether to rename the scheme of delegation to officers as the Officers Authorisation scheme.

The Committee agreed to this proposal.

- whether to delegate the appointment of the Chief Executive to the appointments panel rather than receiving a recommendation from that panel and reserving the appointment to itself.

The Committee recommended continuing the current practice of the panel making a recommendation to the Board.

The Committee was advised that the following matters would require a change to the Memorandum & Articles of Association and approval by the Council. It was proposed that if agreed, would be included in the next review of the Memorandum & Articles.

- whether to amend the current maximum term of office rules for Board members.

It was agreed that the maximum term of office should continue to be 10 years, but reduced to 9 years and retaining the ability for the Board to agree extensions, when the Memorandum & Articles are next reviewed.

- whether to amend the current size of the Board from 15 to 12.

It was agreed the current size of the Board was satisfactory.

- whether to move to a skills or competency base for recruitment of future Board Members.

This is current practice for Independent Board Members and so therefore it was not felt necessary to make any changes. Margaret Redfern suggested co-opting Board Members when needed for specialist work.

- whether to recommend to the Council that tenants of Derby Homes be given the same rights in terms of election to Derby Homes Board and City Board as tenants of the Council.

This was agreed.

- whether to change the rules for removing Members from the Board by reducing the number of absences from board meetings from more than 3 consecutive meetings or 4 in any period of 12 months and that this is included in the proposed Board Members services agreement.

The Committee recommended that this should be reduced to absences of 3 meetings or 3 in any period of 12 months.

- whether the Chair should be appointed for a three year term subject to annual confirmation and whether the election of the chair should take place at the first meeting of the calendar year rather than the meeting following the AGM.

The Committee agreed to recommend this proposal.

The Director and Company Secretary said that a report will be prepared for the next Board meetings and any further comments regarding the Governance Arrangements are welcome. The Director and Company Secretary thanked everyone for attending.

Agreed

The Committee recommended that the Board

1. Agrees to:

1. formally adopt the NHF Code of Practice 2010
2. include a statement in the Governance Arrangements setting out the key skills that all Board Members should have and delegates identification of the key skills to the Chair, Chief Executive and/or Director & Company Secretary.
3. adopt a policy statement of the Board's intention to limit the number of Board Members who are the paid staff or Board Members of other housing providers to 50% of the Board.
4. introduce Board Members' Services Agreements and with provision for greater requirement of those Board Members who are paid office holders. A draft Service Agreement to be brought to a future Board meeting for approval.
5. continue the current practice to take confidential agenda items before public reports.
6. drop the insistence that Board Members cannot abstain in votes and replace it with an expectation that Board Members will not abstain.
7. retain the current size of the City Board, of 26 members.
8. take a further report to each panel or committee setting out new or revised terms of reference for that panel or committee, and to refer this matter back to the Governance Services Committee and then to the Board. In the case of irregular committees and panels, it is suggested that suitable terms of reference be drafted and brought back to the Governance Services Committee at its next meeting
9. retain public questions to the Board and City Board
10. continue the current level of delegation for the City Board and continue with the ability of main Board Members to refer decisions to the full Board
11. formally delegate decisions on early retirements and redundancy payments to the Resources, Remuneration & Regeneration Committee
12. rename the scheme of delegation to officers as the Officers Authorisation scheme.

13. continue to receive a recommendation on the appointment of the Chief Executive from the appointments panel and reserve the appointment to itself.
14. approve the updated set of Governance Arrangements.
2. to recommend to the Board, the following changes to the Memorandum & Articles of Association, noting that these changes would have to be incorporated into a future review of the Memorandum & Articles and are subject to the Council's approval:
 1. to amend the current maximum term of office rules for Independent and Tenant Board members to 9 years, but retain the ability for the Board to agree extensions to this
 2. tenants of Derby Homes be given the same rights, in terms of election to Derby Homes Board and City Board, as tenants of the Council
 3. change the rules for removing Members from the Board by reducing the number of absences from board meetings to 3 consecutive meetings or 3 in any period of 12 months and that this is included in the proposed Board Members services agreement
 4. the Chair of Derby Homes to be appointed for a three year term subject to annual confirmation
 5. the election of the Chair and Vice Chairs to take place at the first meeting of the calendar year rather than the meeting following the AGM
3. Ratifies this Committees decision not to
 1. amend the current size of the Board from 15 to 12.
 2. move to a skills or competency base for recruitment of future Board Members

Date of next meeting

The date of the next meeting will be agreed at the Annual General Meeting on Thursday 27 October 2011.

The meeting ended at 4.40 pm.

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CHAIR

Signed as a true and accurate record of the meeting held on 15 September 2011.

DERBY HOMES LIMITED

MINUTES OF THE CITY BOARD MEETING

Held on Thursday 25 August 2011

The meeting started at 6.00 pm

Board Members Present:

Paul Bayliss, Win Buchan, Jim Elks, Gary Featherstone, Lyn Gilbey, Tony Holme, John Keith, Harry Margett, Patrick Molson, Bob Osler, Brain Perry, Dennis Rees (Chair), Bob Troup, Ian Veitch, Ken Whitehead, Jack Wray

Officers Present:

Steve Bayliss, Shaun Bennett, Paul Cole, Phil Davies, Maureen Davis, Jo Solbe, Julie Wren

Others Present:

Mr Waplington (Tenant – Item A3 Questions from Members of the Public)

11/74 Apologies

Apologies for absence were received from Margaret Redfern and Mike Ainsley

The Chair informed the City Board that the Resident Involvement Officer will be carrying out a dry run of Twitter during the meeting. The Chair will then read through the content before deciding if it would be suitable to have a live Twitter at the next City Board meeting.

11/75 Admission of Late Items

The Chair accepted a late item regarding a report published in the Derby Telegraph. This concerned the eviction of a tenant who had repeatedly refused to clear up her garden. Paul Bayliss said that the Housing Officers carry out a hard and difficult job. He asked that a letter of commendation be sent to Jackie Siddons to acknowledge the good work she has done.

11/76 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.

11/77 Minutes of Previous Meeting

The minutes of the meeting held on the 30 June 2011 were accepted as a true and accurate record.

11/78 Matters Arising

Minute 11/50 Petition from Residents at Alwards Court – A letter was sent to Caroline Tipler advising her of the City Board's decision.

Minute 11/57 Housing and Leaseholder Focus Groups' Items – A member of the Council's Tree Section has visited John Lombe Drive to identify the overgrown tree. A programme of work is to take place commencing in 4 to 6 weeks.

Minute 11/62 Community Room Review – Lorraine Testro and Carl Willis will be carrying out consultation events at:

Oakleigh Avenue
Humber Close
Garsdale Court
Slindon Croft
Churchside Walk
Centurion Way.

They will be consulting with the residents and listening to their views. The review will finish at the end of September and the feedback received will be brought back to a future City Board meeting.

Minute 11/65 Mobility Scooter Service Charges – Bob Osler asked if the charge of £2 as agreed at the last meeting was an interim amount. The Chief Executive advised that this will be the charge for the future. The Housing Operations Manager said that this has now gone to the Council for approval. The Chief Executive said that the payment will come into effect from April 2012.

Minute 11/68 Tender for Grounds Maintenance and Cleaning –

Tony Holmes asked when the evaluation panel would be reviewing the contracts. The Chair asked the Housing Operations Manager to find out when they are due to meet. The Director of Investment and Regeneration will speak to the Maintenance Manager about the timescales.

Minute 11/73 Any other business – The Housing Operations Manager informed the City Board that 3 more volunteers have now been identified to work at the Credit Union. She has sent the information on to Samantha Cholerton.

Harry Margett said that the lack of support has resulted in the Credit Union only being open for 4 hours on 1 day a week.

11/79 Questions from members of the public

The City Board received a report containing a question from a tenant living in the North of the City and a response from Derby Homes.

Mr Waplington, the tenant who raised the question, informed the City Board of the problem of dog fouling on the communal estate on which he lives. He said he felt disappointed with the responses he had so far received from staff at Derby Homes when reporting this issue and that no action is being taken.

The Housing Operations Manager said that if Derby Homes know who the owners of the dogs are then they can take action. He advised that there are 2 areas which are particularly a problem.

The Chair advised the tenant that Derby Homes does take this issue seriously.

The Housing Operations Manager said she would arrange for a member of staff to visit Mr Waplington.

Paul Bayliss suggested that the policy on pets needs revisiting and asked that this item be tabled at the next City Board meeting.

Agreed

The City Board noted

1. the report.
2. that a member of staff will visit the tenant.
3. the policy on pets will be brought to the next City Board meeting.

11/80 Items from Part B to be discussed

The City Board agreed to discuss items B2, B4, B5, B6, B8, B9 and B10. All other reports on Part B of the agenda were noted but not discussed.

11/81 Items from Contractor Partners

There were no items from Contractor Partners.

11/82 Housing and Leaseholder Focus Groups' Items

The City Board received a report detailing issues raised at Housing Focus Groups (HFG's), Leaseholders Focus Groups and Equality Groups.

The Resident Involvement Officer reported that all cases in appendix 1 are now closed apart from one. This is regarding a tenant who has a stair lift which they do not require and their neighbour who would benefit from having one.

The Resident Involvement Officer advised the City Board that he had spoken to Tony Billingham about this case. Tony has explained that there is a procedure in place. Social Services have to carry out an assessment of the tenant before they agree to the removal of the stair lift. An assessment will then need to take place of the person requesting a stair lift to determine if they require one.

Agreed

The City Board noted the report.

11/83 Estates Pride Quick Fix Bids

The City Board received a report on bids for funding from the Quick Fix fund within Estates Pride, in response to known problems, in particular to reduce crime, nuisance and vandalism.

The Chair raised a query regarding the amount of £14k requested for Hollis Street. This is to remove a metal palisade fence and then replace with two sets of lockable metal gates. The area will also need clearing of rubbish.

The Estate Regeneration Officer explained that this is a large area of derelict land. Rubbish is constantly being dumped in the area which

may attract vermin. She raised a concern that asbestos may also have been disposed there over the past years.

Paul Bayliss advised the City Board that this is Derby Homes' land which has never been maintained. He added that it should be put to better use.

The Estate Regeneration Officer advised the City Board that a 10-15% contingency was included in the cost.

Tony Holme made a suggestion that Derby Homes could get Community Pay Back involved in this work. The Chair asked the City Board for their opinion. Paul Bayliss agreed with the Chair that it is a large amount of money. He recommended that other options are looked into such as Community Payback before they agree to spend £14k.

Tony Holme asked if we audit the work carried out to tackle nuisance and anti social behaviour (ASB) to see if we achieve the objective. The Estate Regeneration Officer informed the City Board that once the work is complete a survey is sent to the original people consulted to ask if the work carried out has resolved the issue they were experiencing. She will check when the next feedback is due back.

Agreed

The City Board approved the following bids:

1. **Berwick Close, Alvaston** – Supply and fit 1.8m high black metal bowtop fencing and 1.8m high gates.
2. **17-21 Constable Lane** – Supply and fit black lockable metal gate and fencing on cranked extensions on the wall.
3. **38-48 Ballater Close** – Supply and fit 1.8m high black metal bowtop fencing and one set of lockable double gates.
4. **Shardlow Road** – Infill the gaps in the hedge with established hedging.
5. **Ingleby Avenue** – Supply and fit 1.8m high recycled plastic fencing.
6. **Osmaston Park Road** – Supply and fit 8 bollards.

The City Board agreed to defer the bid for Hollis Court whilst other options are investigated. If no other solution is found it will then be brought back to the next City Board meeting.

11/84 Training for Local Housing Board members

The Chair informed the City Board Members that members should contact Jackie Mitchell, Governance Services Manager, if they have any requests for training.

11/85 Review of Local Office Opening Hours

The City Board received a report concluding the review of the local office opening hours. The City Board were asked to approve the following recommendations:

1. Reduce opening hours at Sussex Circus and Bingham Street to 9.00am – 12.00 noon, Monday to Friday.
2. Reduce opening hours at Austin Office to Tuesday and Thursday mornings 10.00 am – 12.00 noon.
3. Reduce opening hours at Stockbrook Street to Tuesday and Thursday mornings, 10.00 am – 12.00 noon.
4. To welcome the proposal to open a City Centre office and note the intention to continue this service in the Council House when this reopens in 2012-13

The Housing Operations Manager handed out a copy of a written objection to the content of the report received from Councillor Sara Bolton, Ward Councillor for Chaddesden. Councillor Bolton objected to the proposal in relation to the limited and reduced opening hours of the Sussex Circus housing office which covers her ward.

Paul Bayliss asked if Derby Homes would open a facility in the new Library at Chaddesden, once built. The Chief Executive replied that a service will be put in place and if used they will keep it open. Paul Bayliss said that Derby Homes needs to make tenants aware of this.

Paul Bayliss asked when Derby Homes' staff will be available for tenants in the Albion Street office. The Housing Operations Manager said this will be in September. Paul Bayliss suggested there should be an overlap and that the changes to opening times should not take place until staff are place in the Albion Street office.

Agreed

The City Board noted the objection received from Councillor Sara Bolton.

The City Board approved all the recommendations contained within the report.

11/86 Charges for the Concierge Service

The City Board received a report explaining the outcome of a review of the current funding arrangement for the Concierge service for Rivermead House flats, Duke Street and Bath Street maisonettes. This arrangement produces a significant deficit for Derby Homes.

The City Board was asked to consider options for the future which will then be taken for consultation with the residents.

The Housing Operations Manager advised the City Board that currently the service is covered by 3 members of staff and is available 8.00 am to 10.00 am and 4.00 pm until midnight.

The cost for this service in 2010/11 was £81,897. The total income for service charges was £10,838. The result is a deficit of £71,058 funded by Derby Homes, and in effect other tenants who do not benefit from the service.

The report contained 2 tables. The first one summarising 3 options for the level of service. All of the options are self financing and will produce a saving of £71,058 a year.

The second table summarises the impact for tenants when applying a cap of £3.00, £4.00 and £5.00.

The Housing Operations Manager asked the City Board to provide guidance as to which option they preferred. Consultation with residents will then be carried out.

Brian Perry asked if residents are aware of the charges to Derby Homes as contained in this report. The Housing Operations Manager said they would not be aware of all the content but they do know that it is not self financing.

Wendy Jessop referred to Rivermead House and the bad reputation it has had in the past. However, since the Concierge service came in it has become a nice place to live. She commented that it would be a shame to see it go back down again. The Chief Executive agreed and said that the flats have now been brought back into good use and therefore it is important that they maintain the Concierge service.

Paul Bayliss asked what the legal standing is on subsidising the service. The Chief Executive advised that the Government recommends the introduction of service charges which are self financing.

Paul Bayliss said that the Concierge service protects our properties from damage and keeps them marketable. He suggested that discussion should take place with residents to ask what figure they would suggest and then negotiate from that figure.

The Chief Executive said that there should be a subsidy and his opinion is that the reasonable option would be for a cap at £4.00.

The Chair agreed with the suggestion raised by Paul Bayliss. He would like further discussion with residents to determine which level of service they want and for the comments to be brought back to the next City Board meeting. The Chair and Wendy Jessop said that they would be happy to attend a meeting with the residents.

Agreed

The City Board agreed that a meeting would be arranged to meet with the residents of Rivermead House.

11/87 Derby Homes Safeguarding Policy

The City Board received a report containing a policy outlining the way Derby Homes incorporates safeguarding into its services.

The Housing Operations Manager advised the City Board that this is an overarching policy which takes account of children and vulnerable adults.

Agreed

The City Board approved the policy.

11/88 Directors' Update

The City Board received a report containing a general overview and update on

- New Build
- Capital Projects
- Community Energy Saving Programme (CESP)
- Repairs Team Update
- Derby Homes Awards
- Social Media
- Travellers Site – Russell Street

Agreed

The report was noted but not discussed.

11/89 Performance Monitoring Quarter 1 2011

The City Board received a report detailing quarter 1 performance against targets contained in the Monthly Indicator Link.

Agreed

The City Board noted the report.

11/90 Equalities Performance Monitoring Information

The City Board received a report detailing equalities monitoring during quarter 1, 2011/12 concentrating on particular areas, in relation to Race and Ethnicity, Gender, Age and Disability. A full copy of this report can be viewed on Derby Homes' website.

Agreed

The report was noted but not discussed.

11/91 Performance Monitoring – Local Offers Quarter 1 2011

The City Board received a report detailing quarter 1 performance against the Local Offers set by the Tenants and Leaseholders of Derby Homes.

The Chair commented that the target of 30 days for the completion of non urgent work was too long. The Director of Investment and Regeneration said that we need to fully understand cost implications with this before any changes are made. This can be looked at over the medium term.

Agreed

The City Board noted the report.

11/92 Complaints and Satisfaction Report

The City Board received a report providing details analysis of complaints received between 1 April 2011 and 30 June 2011.

Tony Holme asked why the Mini Status survey was only sent out to the North West and North East areas. Lyn Gilbey asked why the South had not been included. The Housing Operations Manager advised that

these are covered in different periods and that the South will be included next time.

Agreed

The City Board noted the report.

11/93 Volunteering Update

In 2010, in response to the Government's commitment to the Big Society, a group of officers were asked to investigate and create new volunteering opportunities at Derby Homes and formalise a structure for processing and managing volunteers.

The City Board received a report providing a summary of actions to date.

Tony Holme referred to the Volunteer Taster Day which took place in June and asked if any more volunteers had been identified. The Resident Involvement Officer advised there had not, however there is to be a Tenants and Staff Conference on 21 September which will feature volunteering as a key part of the event.

John Keith raised the good work carried out by volunteers working for Enthusiasm. The Chair pointed out that Derby Homes' has contributed a lot of money over the years to Enthusiasm.

Agreed

The City Board noted the report.

11/94 Emergency Call Systems – Telephone Lines

The City Board received a report explaining the current system relating to the provision of telephone lines for emergency call systems.

Agreed

The reported was noted but not discussed.

11/95 Scrutiny Panel Name Change and Statement of Objectives

The City Board received a report which was previously taken to the Derby Homes Board meeting held in July for approval. This contained an update from the Scrutiny Panel of the objectives of the group and also the recommendation of a name change.

Agreed

The City Board noted the report.

11/96 DACP Customer Journey Report

The City Board received a report summarising the findings of two recent customer journey exercises looking at the Anti-Social Behaviour (ASB) and Home Decoration Processes.

The Housing Operations Manager thanked Harry Margett for producing the report.

Lyn Gilbey asked if the survey could include tenants who have previously suffered from ASB but whose cases are no longer open. Harry Margett advised the City Board that they can only include those which have been closed within the last 2 months.

Tony Holmes asked if there would be an action plan put together to follow on from this report. The Chief Executive replied that there would and that it can be brought back to this meeting.

Agreed

The City Board noted the report.

11/97 Repairs Team Update

The City Board received a report updating them on the progress the Repairs Team is making with regard to improving service provision.

The Director of Investment and Regeneration advised the City Board that there will in future be regular updates brought to the meeting. He said that they are still going through massive changes especially with IT.

Harry Margett has arranged to shadow Errol Harriet to see the work being done. He suggested that this could be of interest to other City Board members.

Ian Veitch raised an issue with a neighbour whose roof was in need of outstanding work. Scaffolding was erected but unfortunately this had not been correct in height. A phone call was made to report this and the work has now been rescheduled for 15 September. This delay will result in the scaffolding being in place for 8 weeks. Ian Veitch commented on the cost involved. The Contracts Manager advised the City Board that the cost incurred is just to erect the scaffolding and then take it down.

The Director of Investment and Regeneration informed the City Board that he was aware of this incident. They now have a new scaffold provider with new schedules. The new process being put in place will avoid this happening in the future. The Contracts Manager advised that with the new process the scaffolding can be put up no more than 3 days before work commences and must be taken down as soon as the work is complete.

Ian Veitch advised the City Board that whilst being visited for the digital switchover he had been provided with the company's 'promise to their customer'. He read through some of the content and suggested that this may be of interest to Derby Homes. The Contracts Manager said he would have a look to see if there is anything different that can be incorporated into our promise.

Agreed

The City Board noted the report.

**11/98 Draft Minutes of the Derby Homes Board held on 28 July 2011
(draft)**

The City Board noted the Board draft minutes.

Date of next meeting

The next meeting will be held on Thursday 13 October at 6.00 pm at London Road.

The meeting ended at 7.55 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 25 August 2011.