

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

held on Thursday 25 May 2017

The meeting started at 6.00 pm

Board Members Present:

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

Officers in Attendance

David Enticott, Finance Director & Company Secretary
Shaun Bennett, Director of Investment & Maintenance
Jackie Mitchell, Governance Services Manager
Sophie Bancroft, Apprentice Development Manager (Item 10 only)

17/54 Apologies

Apologies for absence were received from Paul Bayliss, Iain MacDonald, Maria Murphy and Christine Durrant.

17/55 Admission of Late Items

There were no late items.

17/56 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.

Bob MacDonald declared that he had recently been appointed the Chair of the DACP.

17/57 Minutes of Previous Meeting

The minutes of the meeting held on the 30 March 2017 were accepted as an accurate record.

17/58 Matters Arising

Minute 17/12 Financial Update

The Capita contract has now been signed off.

Minute 17/48 Reappointment of Board Members

The membership of the appointments panel was Mike Ainsley, Roy Webb and Fareed Hussain.

Minute 17/49 Board Training 2017-18

Bob MacDonald advised he had attended a training session on Voids that had included visits to void properties; he said there had been no issues. Roy Webb said the presentation at the beginning of the session had been very good.

17/59 Announcements from the Chair

The Chair advised that Councillors Paul Bayliss, Fareed Hussain and Roy Webb had been reappointed to the Board at the Council's AGM on 24 May.

17/60 Statements from Members of the Board

There were no statements from Members of the Board.

17/61 Questions from members of the public

There were no questions from members of the public.

17/62 Committee Chairs' Feedback

The Operational Board and Governance Committee Chairs provided feedback from recent meetings.

Agreed

The Board noted the feedback from recent meetings of

- a Operational Board – 27 April 2017
- b Governance – 11 May 2017.

17/63 The Apprenticeship Levy

The Board received a presentation by Sophie Bancroft, Apprentice Development Manager, on the new Apprenticeship Levy.

Agreed

The Board noted the contents of the presentation on the Apprenticeship Levy.

17/64 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 (b, j and n).

17/65 Managing Director's Report

The Board received an update on strategic and key issues currently affecting Derby Homes.

Agreed

The Board approved the recommendations in the report.

17/66 Finance Update

The Board considered a report providing updates on the 2017 Local Government Pension Scheme results and the current state of Derby Homes' debts to Derby City Council.

Agreed

The Board approved the recommendations in the report.

17/67 Risk Registers Quarter 4

The Board considered an end of year update on the effectiveness of Derby Homes' risk management arrangements and a snapshot of the strategic and operational risk registers as at 31 March 2017.

Agreed

The Board approved the recommendations in the report.

17/68 Impact of Regulatory Changes

The Board considered a report outlining the potential opportunities available

following the de-regulation changes brought in by the HCA on 6 April 2017.

Agreed

The Board approved the recommendations in the report.

17/69 Senior Management Team Declarations of Interest

The Board received the annual report detailing the declarations of interest made by the Senior Management Team.

Agreed

The Board noted the declarations of interests made by the Senior Management Team.

End of Confidential Business

17/70 Items from Part C to be discussed

The Board did not identify any items for discussion on Part B of the agenda.

17/71 Health & Safety Update

The Board considered details of recent health and safety performance and current issues including Derby Homes' award of the RoSPA President's Award in recognition of 11 consecutive Gold Awards.

Topics discussed at today's Health & Safety Forum included the low level of incidents (3) over the last two months, the lining of surfaces in front of the Mill and the provision of speed bumps, supporting staff at Milestone House in dealing with non-residents congregating outside the building.

Agreed

The Board noted the report.

17/72 Investment & Regeneration Update

The Board considered an update on current issues within the Investment & Maintenance Directorate including New Build – currently new homes stand at 334 with a guaranteed total of 407, towards the old target of 700.

The report also included end of year review of planned maintenance work, day to day and voids repairs and gas servicing and electrical testing.

Agreed

The Board noted the content of the report.

17/73 Fire Safety & Management Policy Review

The Board considered a report presenting the Fire Safety & Management Policy. The policy has been revised and re-written to help ensure it meets the requirements of The Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. Since the previous policy was produced, Derby Homes has taken over management responsibility for new premises with specific requirements and the new policy takes these into account.

Agreed

The Board approved the Fire Safety & Management Policy.

17/74 Delivery Plan 2016-17 End of Year Report

The Board considered a report providing an update on the progress of the actions within the 2016/17 Delivery Plan at year end. The Delivery Plan, approved by the Board in January 2016, sets out the high level activities which underpin the delivery of Derby Homes' strategic aims and objectives.

Agreed

The Board

1. received assurance on the achievements made against the 2016/17 key priorities.
2. approved that the actions set out in paragraph 4.4 are carried forward to 2017/18 where there has been slippage.

17/75 HCA & NHF Governance Compliance Statements

The Board considered a report setting out the self-assessed annual review of Derby Homes' position with respect to the HCA's Governance and Viability Standard and the National Housing Federation 2015 Code of Governance.

Agreed

The Board approved the following statements in its 2016/17 accounts with respect to these reviews:

“In its view, Derby Homes Board complies with the HCA Governance & Viability standard as set out in the attached detailed statement.”

and

“In its view, Derby Homes Board complies with the NHF Code of Governance 2015. The Board recognises one area of declared non-compliance, with respect to its Board Membership, as a result of our constitution.”

17/76 Review of Derby Homes Governance Arrangements

The Board considered a report proposing a cycle of reviews of the Derby Homes Governance Arrangements, as recommended by the Governance Committee at its meeting on 11 May 2017 and following the outcome of an internal audit of Derby Homes Corporate Governance.

Agreed

The Board agreed the schedule for review of the Governance Arrangements as outlined in Appendix 1 of the report.

17/77 Board Appraisals

The Board considered a report containing proposals for the future appraisals of Board Members and the Board as a whole.

The Governance Committee, at its meeting on 11 May 2017, conducted a review of last year's process and recommended it to the Board as a bi-annual process. The Committee had also recommended that a whole board appraisal be carried out at the away day and suggested a peer review with another ALMO could be considered in 2018.

Agreed

The Board approved:

1. appraisal of main Board and Operational Board Members to take place in 2018 and every other year thereafter.
2. appraisal of the Chair of Derby Homes and Committee Chairs to take place in 2017 and every other year thereafter
3. an appraisal of the whole Board to be carried out at this year's Board Away Day.

17/78 Annual Modern Slavery Statement

The Board considered a report setting out Derby Homes Modern Slavery Statement for 2017. A Statement is required in order to comply with the Modern Slavery Act 2015.

Agreed

The Board approved the Modern Slavery Statement 2017 for publication in a prominent place on the website and signpost to this in the financial statements.

17/79 Insurance Act 2015

Under the Act Derby Homes is obliged to disclose to insurers “relevant information” at both the insurance tender / renewal time and within the year if relevant issues occur.

The Board considered whether there was any new relevant information that should be disclosed to the insurer under the Insurance Act 2015.

Agreed

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 was not aware of any such information.

17/80 Draft Minutes of Committees of the Board

The Board received the draft Minutes of:

- a Operational Board – 27 April 2017
- b Governance – 11 May 2017

Agreed

The Board noted the draft Committee Minutes.

17/81 Forward Plan of Agenda Items

The Board received the Forward Plan of Agenda Items for the period June – November 2017.

Agreed

The Board noted the Forward Plan.

Date of next meeting

The next meeting will be held on Thursday 27 July 2017 at 6.00 pm in the Board Room at London Road.

The meeting ended at 7.50 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 25 May 2017.