

## **BOARD IMPROVEMENT ACTION PLAN UPDATE**

Report of the Director & Company Secretary

### **1. SUMMARY**

This report updates the Board on progress made to implement the Board Improvement Action Plan.

### **2. RECOMMENDATION**

To note progress made to implement the Board Improvement Action Plan.

### **3. MATTER FOR CONSIDERATION**

- 3.1 At the Board meeting on 28 January, the Board noted the results of the Board Performance Review and delegated to the Governance Services Committee the production and implementation of a Board Improvement Action Plan, with periodic updates to the Board on the progress made.
- 3.2 Since the January Board meeting, the Governance Services Committee has met on three occasions and received update reports on the implementation of various actions in the plan. The plan contains 27 actions of which 17 have been actioned.
- 3.3 A copy of the plan is attached at Appendix A with brief details. Reports to Governance Services Committee containing detailed information on individual actions can be found on CMIS or contact Jackie Mitchell, Governance Services Manager, for a copy.

### **4. FINANCIAL AND BUSINESS PLAN IMPLICATIONS**

Reviewing the Board's performance and governance contributes towards Strategic Objective 7 – to secure the long term future of Derby Homes.

### **5. RISK IMPLICATIONS**

Strategic Risk 11 identifies the risk that the Board does not provide a strong strategic lead. Regularly reviewing and improving the Board's performance contributes towards reducing this risk.

**The areas listed below have no implications directly arising from this report**

- Consultation
- Legal and Confidentiality
- Personnel
- Environmental
- Equalities Impact Assessment
- Health & Safety
- Policy Review

**If Board members or others would like to discuss this report ahead of the meeting please contact the author, or the Chief Executive, [phil.davies@derbyhomes.org](mailto:phil.davies@derbyhomes.org) - Tel 01332 711010**

**Author:** Name/Title/Telephone/Email

**Background Information:**

**Supporting Information:**

## BOARD IMPROVEMENT ACTION PLAN 2010/11

Ref	Action	Responsible Officer	Action by	Comments	Completed
<b>Taking the Lead on Strategies and Policies</b>					
1.1 3.1.3	Periodically review communications strategies with partners and achievements in relation to key strategic relationships in six months time.	Phil Davies	Dec		
1.2 3.1.4	Review the format and role of the Chairs group.	Phil Davies	September	Report to GSC 23/9/10	
1.3 3.1.5	Produce a schedule of policies and review timetable for the Board.	Jackie Mitchell	March	Schedule approved by Board on 25 March	25/3/2010
<b>Working as a Team and Sharing Responsibility for Decisions</b>					
2.1 3.2.1	Consider increasing opportunities for informal Board Member contact.	Bob Osler	April	To discuss at the next Chair's meeting 6/04/2010	28/5/10
2.2 3.2.4	Include Companies Act training as part of the essential induction training process.	Lorraine Watson	December	To include annual training in Board Training programme.	
<b>Making Decisions Effectively</b>					
3.1 3.3.1	Produce and share with members a matrix of the skill profile of the existing Board and target future recruitment, committee appointments and Board development accordingly.	Jackie Mitchell	31 March	Matrix produced for GSC meeting on 26 March	26/3/2010
3.2 3.3.2	Discuss council member nomination arrangements with Derby City Council with a view to agreeing a nominations protocol.	Phil Davies	April	Skills matrix sent to Michael Foote.	30 April

Ref	Action	Responsible Officer	Action by	Comments	Completed
3.3 3.3.3	Develop and implement induction training for Local Board Members and consider future tenant capacity building.	Jackie Mitchell	November	Induction training will be actioned following LHB elections 2010	
3.4 3.3.4	Agree a person specification for all Board Members identifying and reflecting the skills and experience required to meet future organisational challenges.	We already use a person specification for Independent and Tenant/Leaseholder Board Members.			Yes
3.5 3.3.5	Review report quality and support for staff in producing reports in light of Board Member feedback.	Phil Davies	November	To look at comments received from Board Performance Review and report back on proposals to address.	
3.6 3.3.6	Review the level of detailed information distributed via Board reports.	Jackie Mitchell	September	Report to GSC 23/9/10	
3.7 3.3.6	Consider producing regular e- bulletins for Members.	Jackie Mitchell	28 Feb	Achieved and ongoing	12/02/10
<b>The Governance Rules the Board has to follow are Effective</b>					
4.1 3.4.1	Review Committee structures.	Phil Davies	30 August	Report produced for September Board on DECATS includes proposals for revised structures.	Proposals in report discussed at GSC 23/9
4.2 3.4.2	Review the role, operation and membership of the Audit Committee.	Considered at Board meeting on 28 January 2010			28/01/10
4.3 3.4.4	Develop Member training programmes targeted to committee responsibilities.	Jackie Mitchell	February 2011	Also include a standard item on all Committee agendas to identify members training needs.	

Ref	Action	Responsible Officer	Action by	Comments	Completed
Holding the Officers to Account					
5. 3.5.1	Review delegated responsibilities in conjunction with the proposed review of committee structures	Phil Davies	30 August	In conjunction with 4.1 above. Report to GSC 23/9	
Overseeing the Budget and Finances					
6. 3.6.1	The Board should formally set and annually review a corporate risk management strategy, identifying key strategic risks and how these will be managed.	The Board has delegated the management of the Risk Register to the Performance Management Committee. The Board approved a strategy and policy at its meeting in May.			May 2010
Boardcraft					
7.1 3.7.2	Review the current arrangements and budgets for Board Member training	Jackie Mitchell	31 March	Board Training programme approved by Board.	25 March 2010
7.2 3.7.3	Develop an e-learning facility for Board Members	Jackie Mitchell	31 December	In conjunction with Pippa Wood, Personnel Officer	
7.3 3.7.4	Hold Chair one to ones with new Board Members within six months of joining.	Bob Osler	Ongoing		Ongoing
7.4 3.7.4	Produce an Induction checklist for new Board Members	An Induction checklist already exists and is used for all new Board members.			
7.5 3.7.4	Provide executive team and Board Member contacts for all new Board Members	This is already provided within new Board Members Induction Pack and updated versions issued when necessary.			
7.6 3.7.5	Review progress of Personal Development Plans in six months time.	Bob Osler Jackie Mitchell	August	Six monthly reviews carried out. BO and JM met to discuss and follow up on actions.	12 July 2010

Ref	Action	Responsible Officer	Action by	Comments	Completed
7.7 3.7.7	Identify champion role opportunities for Board Members	Lorraine Watson	December		
7.8 3.7.7	Develop a "job description" for Board champions	Lorraine Watson	December		
7.9 3.7.9	Review the role and achievements of the DACP	Board	A review will be included within the review of tenant participation and co-regulation/ scrutiny panels proposals.		
7.10 3.7.10	Consider how best to promote tenant Board Membership	Phil Davies	December	Consider teaming board members up with Executives to attend Housing Focus Groups.	