

DERBY HOMES LIMITED CITY BOARD

THURSDAY 22 DECEMBER 2011 AT 6.00 PM
THE GREEN ROOM, LONDON ROAD

AGENDA

1. Appointment of Chair and Vice Chair
The City Board is asked to appoint the City Board Chair and Vice Chair for 2011/12 from the two Vice Chairs of the Derby Homes Board – Paul Bayliss and Dennis Rees
2. Apologies
3. Admission of late items (if any)
4. Declarations of any other business
5. Declarations of Interest – *please refer to advice at the end of this agenda*

PART A – FOR DECISION

- A1 Minutes of the meeting held on 13 October 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 Any items for representatives from Contractor Partners
 - Short Presentation on Planned Maintenance Work – Shaun Bennett
- A6 Housing & Leaseholder Focus Groups' Items
- A7 Training for City Board Members
City Board members to identify any training needs
- A8 Estates Pride Quick Fix Bids
- A9 Tenant Review Panel – Management Responses
- A10 Tenant Review Panel Proposal

- A11 Non Core Activity Reviews
- A12 Non-Core Activity Review – Concierge Service
- A13 Non-Core Activity Review – Tenants Resource Centre
- A14 Derby Homes Draft Operating Budget 2012/13 and Forecasts
- A15 City Board Constitution Review
- A16 Capital Repairs for Tenants in Arrears –**To Follow**

PART B – FOR NOTING/DISCUSSION

- B1 Directors' Update
- B2 Performance Monitoring
- B3 Complaints and Satisfaction Report with Equalities Monitoring – Quarter 2 2011-12
- B4 Performance Monitoring – Local Offers Quarter 2 2011
- B5 Casual Vacancies - City Board Members
- B6 Repairs Service Update
- B7 Review of Customer Access
- B8 Derby Homes' Doorstep Play Areas
- B9 DACP Customer Journey
- B10 Enquiry Centre
- B11 Non-Core Review – Junior Wardens
- B12 Minutes of the Derby Homes Board held on 27 October and 28 November 2011(draft)
- B13 Date and time of next meeting – 16 February 2012 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

Fire Evacuation Procedure – London Road

No fire drills are scheduled.

Action on discovering a fire

1. raise the alarm by operating one of the manual call points
2. Leave by the nearest available exit to the assembly point on the grass next to the staff canteen.

Action on hearing the alarm

1. do not stop to collect personal belongings
2. close windows and doors if it does not cause undue delay
3. escort any visitors and leave by the nearest available exit and go to the assembly point on the grass next to the staff canteen.
3. check that someone has called the Fire Brigade by dialing 999
4. do not return to the building until given the all clear by the Fire Brigade