

**Derby Homes Board
Forward Plan**

DATE OF MEETING	18.05.23	27.07.23	28.09.23	23.11.23	25.01.24	28.03.24	30.05.24	25.07.24	26.09.24	
PACKS AVAILABLE	09.05.23	18.07.23	19.09.23	14.11.23	16.01.24	19.03.24	21.05.24	16.07.24	17.09.24	
REPORTS REQUIRED	01.05.23	10.07.23	11.09.23	06.11.23	08.01.24	11.03.24	13.05.24	08.07.24	09.09.24	Frequency
Managing Director's Report	MM	MM	MM	MM	MM	MM	MM	MM	MM	All
Finance Report	MK	MK	MK	MK	MK	MK	MK	MK	MK	All
Property Report	SB	SB	Deferred	SB App	SB	SB	SB	SB	SB	All
Compliance Report	SB	SB	SB	SB	SB	SB	SB	SB	SB	All
Housing Services Report	-		-	-	-					N/A
Health and Safety Report	MM/SH	MM/SH	MM/SH	MM/SH	MM/SH	MM/SH	MM/SH	MM/SH	MM/SH	All
Forward Plan	MK/TL	MK/TL	MK/TL	MK/TL	MK/TL	MK/TL	MK/TL	MK/TL	MK/TL	All
Disclosure under the Insurance Act 2015	MK	MK	MK	MK	MK	MK	MK	MK	MK	All
Property Acquisitions	MK	MK	MK	MK	MK	MK	MK	MK	MK	All
Procurement Waivers Annual Report					MK/TL					Annual
Draft Operational Budget					MK					Annual
Performance Management	MK(Q4)		MK(Q1)	MK(Q2)						Quarterly
Disaster Recovery and Business Continuity Plan										Policy
Digital Strategy - Policy										Policy
HRA Business Plan and Rents				MK						Annual
Board Members Declarations of Interests			MK/TL						MK/TL	Annual
Derby Homes Meetings Calendar			MK/TL						MK/TL	Annual
Appointments to Committees			MK/TL						MK/TL	Annual
Strategic and Operational Risk Registers (B item)	MK(Q4)		MK(Q1)	MK(Q2)						Quarterly
Confidential - Cyclical Repairs Contract Award				SB						Annual
Audit Committee Annual Report		MK						MK		Annual
Modern Slavery Act 2015 Statement		TL						TL		Annual
Annual Report and Financial Statements		MK						MK		Annual
Annual Report for Customers		MK						MK		Annual
Governance and Viability Statements		MK/TL						MK/TL		Annual
Gender Pay Gap		MK/TL						MK/TL		Annual
SMT Declarations of Interests	TL						TL			Annual
Procurement Annual Compliance Report					TL					Annual
Recruitment and appointment of Board members						TL				Annual
Board Members Training and Appraisals						TL				Annual
Delivery Plan - Annual Report				MK					MK	Annual
Delivery Plan - 2023/24 Quarter One Update			MK							
Delivery Plan Year End Report	MK									Annual
Proposed Delivery Plan for 2024/25						HJ/MK				HJ req
Delivery Plan Progress							HJ/MK			HJ req
Confirmation/Appointments of Chairs and Vice-Chairs			MK/TL						MK/TL	Annual
Annual Board Effectiveness Review			MK/TL						MK/TL	Annual
Health and Safety Annual Report	MM/SH						MM/SH			Annual
Housemark Report					MK					Annual
Risk Strategy				MK						Policy
Corporate Social Responsibility										Policy
Internal Controls Annual Report of Audit Committee		MK						MK		Annual

Key:
MM - Maria Murphy
MK - Michael Kirk
SB - Shaun Bennett
CM - Clare Mehrbani
SH - Stuart Hufton
TL - Taran Lalria
PC - Paul Cole
HJ - Holly Johnson
AB - Annabelle Barwick
MA - Mike Ainsley

Freedom of Information				TL						Policy
Corporate Health and Safety				TL						Policy
Managing Challenging and Complex Customers			Deferred	CM						Adhoc
Diversity Forum update and annual workforce equality report			AB							Annual
Update on day-to-day repairs team pressures			Deferred		SB					Adhoc
Delegation of Responsibility Policy				MK/TL						Policy
Records Management and Retention Policy				TL						Policy
Finance procedure rules					MK/HS					Triennial
Tenancy Debt Write-off Policy		MK								Policy
Managing Director's 6 monthly review and objectives			MA		MA			MA		6 monthly
Money Team Advice - Consumer Duty		MK						MK		Annual
Fire Policy			TL							Policy
Asbestos Policy			TL							Policy
Electric Policy			SBa							Policy
Water Policy			SBa							Policy
Lifts Policy			Deferred	Deferred		SB				Policy
Gas Policy			SB							Policy
Apprenticeship Strategy					SB/TL					Strategy
Housing Ombudsman - Landlord performance update			Deferred	HJ			HJ			6 monthly
Proposed 2024/25 Delivery Plan						MK/HJ				
End of 2023/24 Progress Report						MK/HJ				
Action Monitoring Schedule - Actions	All	All	All	All	All	All	All	All	All	All
Procurement Standing Orders					AG/MK					Triennial
IV Standing orders for conduct of DHB and general meetings							TL			Triennial
IX Recruitment and appointment of Board members							TL			Triennial
V Operational Board Constitution							TL			Triennial
X Code of Conduct for Board members							TL			Triennial
Data Protection Policy						TL				Triennial
Managing employee performance							TL			Triennial
Equalities Policy						TL				Triennial