

## **DERBY HOMES LIMITED**

### **MINUTES OF THE DEVELOPMENT AND REGENERATION COMMITTEE**

**Held on Thursday 30 November 2006**

The meeting started at 4.30 pm.

#### **Board Members Present:**

Dennis Rees, Iain MacDonald (Chair), Bob Osler

#### **Officers Present:**

Shaun Bennett, Phil Davies, Andrew McNeil, Lorraine Watson,  
Samantha Wright

#### **Council Officers Present:**

Martin Laidler

The Committee welcomed Andrew McNeil, who had recently been appointed as Derby Homes Regeneration and New Business Manager.

#### **06/35 Apologies**

Apologies for absence were received from Martin Latham and Ian Fullagar.

#### **06/36 Admission of late items**

There were no late items.

#### **06/37 Declarations of Interest**

The Tenant Board Member declared his interest as a tenant (as defined in the Memorandum and Articles of Association) of Derby City Council.

#### **06/38 Minutes of the Meeting held on 28 September 2006**

The minutes of the meeting held on the 28 September 2006 were accepted as a true and accurate record.

#### **06/39 Matters arising**

There were no matters arising.

## **06/40      Update on the Mixed Communities Event**

Shaun Bennett provided the Committee with an update report on the Mixed Communities Event organised by the Government Office for the East Midlands (GOEM) held on 30 October 2006. Bob Osler attended the event with Phil Davies and Shaun Bennett.

The event included presentations from the Department for Communities and Local Government (DCLG) mixed communities' team, an officer from GOEM, responsible for planning, and a representative talking about a case study in the new deal area of Braunstone in Leicester.

Shaun Bennett reported that the event was overall poorly attended by other housing organisations. This however gave the opportunity to ask questions and talk openly about Derby Homes' ambition, as an ALMO, to play a key role in the delivery of mixed communities.

### **Agreed**

The Committee:

1. Noted the update provided by Shaun Bennett.
2. Agreed to have a further meeting with a member of Bill Feinstein's team from the DCLG to explore options for Derby Homes' involvement in delivering mixed communities.

## **06/41      Update on the Appointment Process for Development Partners/ Master Planning**

Andrew McNeil provided the Committee with an update report on the progression of the appointment of consultants for master planning in Osmaston and Derwent.

He discussed with the Committee the procurement of development partners through a series of framework agreements. It was noted that the shortlisted framework consultants will be asked to submit a short tender with a 3-4 week timeline as part of the master planning process.

Martin Laidler confirmed that the procurement procedure can be used as a framework agreement for master planning for other areas of the City. He also said the Council's Technical Officer Group met yesterday to finalise the consultant's brief for Osmaston and Derwent.

### **Agreed**

The Committee noted the update and asked that the Development Procurement Timetable item number 22 – 'T&H Conclude Contracts' be amended to be completed by May/June 2007.

### **06/42 Development and Regeneration Committee Update**

The Committee received an update on Development and Regeneration actions agreed at previous meetings. Iain MacDonald requested a shorter version of the action list is provided. The action list is to be presented after matters arising at future meetings.

### **Agreed**

The Committee thanked Shaun Bennett and Andrew McNeil for the comprehensive updates contained in the report.

### **06/43 Confidential Business**

Under Part IV of the Derby Homes Governance Arrangements, members of the public were excluded from the meeting during discussion of the following item on the grounds that it involves the likely disclosure of confidential information as defined in Standing Order 18.2 (viii).

### **06/44 Development Matrix**

The Committee considered a report showing a framework matrix for potential development activities for Derby Homes.

The Committee discussed the outline progress to date on site identification and legal trading issues.

Lorraine Watson informed the Committee that advice has been provided by Anthony Collins Solicitors on the legalities of new build development and its effect on the trading status of Derby Homes. The advice included that it may be necessary to set up a subsidiary company of Derby Homes to avoid tax and VAT liability for all Derby Homes' operations. Further advice is to be sought from Anthony Collins Solicitors and PricewaterhouseCoopers.

The Committee will be kept informed on progress made.

**Agreed**

The Committee endorsed the matrix approach and noted the progress made on joint working with Derby City Council.

**06/45 Date and time of next meeting**

The next meeting will be held in the large boardroom at Cardinal Square on Thursday 25 January 2006 at 4.30 pm.

The meeting ended at 5.40 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 30 November 2006.

## **DERBY HOMES LIMITED**

### **MINUTES OF THE LOCAL HOUSING BOARD NORTH**

**Held on Thursday 7 December 2006**

The meeting started at 6.00 pm.

#### **Local Housing Board Members Present:**

Sue Glithero, Pat Hulland, Sylvia Hyde, Selig Nisbett, Margaret Redfern, Brian Perry, Phil Raffle, Dennis Rees, Gwen Stubley (Chair), Wilf Upton, Roy Webb

#### **Officers Present:**

Emily Baker, Annabelle Barwick, Shaun Bennett, Jo Clifford, Maureen Davis, Phil Davies, Maggie Fennell, Matt Hands, Matthew Hatton, Steve Humenko, Andrew McNeil, Andy Palmer, Graeme Walton, Carl Willis, Samantha Wright

#### **Derby City Council Officers Present:**

Errol Harriott, Environmental Services Department

Gwen Stubley, Vice Chair of the Local Housing Board North chaired the meeting and welcomed everyone to the meeting.

#### **06/110 Apologies**

Apologies for absence were received from Bob Osler, Terry Rogerson and Krissi Spinoza.

#### **06/111 Admission of Late Items**

The Chair agreed to admit a report on Saturday Morning Opening and Extending the Enquiry Centre, at the end of Part A of the agenda.

The Chair agreed to move Item B1 Presentation on 2007/08 Budget Update to follow item A1 Community Panel Issues on the agenda.

#### **06/112 Declarations of Any Other Business**

There were no declarations of any other business.

**06/113    Declarations of Interest**

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.

Sue Glithero and Roy Webb declared an interest in matters relating to the Liversage Trust.

**06/114    Minutes of the meeting held on Thursday 7 September 2006**

The minutes of the meeting held on Thursday 7 September 2006 were accepted as a true and accurate record.

**06/115    Matters Arising**

**Minute 06/92 – Matters Arising**

Shaun Bennett updated the Local Board on the Croydon Walk/Finchley Avenue development. Further options are being reviewed for a new bid.

**Minute 06/94 – Community Panel Issues**

Carl Willis confirmed that a copy of the Code of Conduct Procedure has been sent to all community panel representatives.

**Minute 06/95 Forward Plan – Estate Sustainability**

Wilf Upton reported that the untidy area problem outside the flats in Church Street, Spondon has been resolved.

Gwen Stubley asked for an update on the vandalism problems on empty properties. Maureen Davis confirmed that she is looking into the whole issue with the Police.

**Minute 06/98 – Respect Action Plan**

Maureen Davis reported Dennis Rees and Gwen Stubley had volunteered to represent the Local Housing Board North on the Respect Agenda Working Group.

**06/116    Questions from Members of the Public**

No questions were received from members of the public.

## **06/117 Community Panel Issues**

### **Wood Road, Chaddesden**

Margaret Redfern raised the problems with number 69 Wood Road, Chaddesden, as the property was used by a sub contractor many years ago and is still run down. Margaret asked when the property be available for re-let. Shaun Bennett confirmed that the property has been used as a site compound by the sub contractor and reported that the estimated cost to get the property up to decent standard would be £65k. Shaun also said that he is working closely with Ian Fullagar of the Council to put the property through the PFI scheme. In the meantime the site will be monitored and kept tidy.

### **Spondon Community Panel**

Pat Hulland reported problems with overgrown back gardens in the Spondon area and Sue Featherstone had visited her to discuss the possibility of using Estates Pride funding. Carl Willis advised that a solution of using the Probation Service was offered to the residents in Spondon but this was rejected.

### **Riverside Community Panel**

Brian Perry reported he thinks the contractors have been brutal in the way they have been cutting bushes back. Shaun Bennett said he will follow the issue up with Environmental Services.

### **Morley and Mackworth Community Panel**

Sylvia Hyde said a representative from Environmental Services attended a recent community panel meeting to discuss the consultation on Cheviot Street Recreation Ground, and to date no further updates have been passed onto the community panel. Shaun Bennett said he has spoken to Susan Phillips of Environmental Services, and he will ask her to provide a brief on the consultation and to attend the next community panel meeting.

## **06/118 Presentation on 2007/08 Budget Consultation**

Jo Clifford gave a presentation to update the Local Board on the 2007/08 Budget.

Roy Webb raised concerns about how much the Supporting People Grant had reduced, as this is an important service for vulnerable people. Jo Clifford confirmed that the transitional grant is available for 2007/08 and that she anticipated that the reduced level of grant would be maintained in the future. Shaun Bennett said that we are working closely with Derby City Council on the long term level of Supporting People Grant.

Phil Raffle said that he is a member of SHOUT and they are expressing their support for sheltered schemes.

**Agreed**

The Local Board noted the presentation and thanked Jo Clifford for attending the meeting.

**06/119 Application to Purchase Land on Hollington Close**

The Local Board received a report advising the results of the consultation with residents following a planning application to purchase the grass area of land on the left hand side of Hollington Close received on behalf of W.S Properties.

**Agreed**

The Local Board recommended that the City Council refuse the planning application to purchase the grass area of land on the left hand side of Hollington Close, Chaddesden.

**06/120 High Hedge Legislation – Leylandi Trees**

The Local Board received a further report on the problems associated with Leylandi trees and Derby City Council and Derby Homes' responses to complaints.

**Agreed**

~~The Local Board approved the adoption of Derby City Council's process and scale of charges for dealing with complaints through Part 8 of the Anti-Social Behaviour Act 2003, subject to a further detailed Derby Homes procedure being brought back to the next Local Housing Board North meeting. The Local Board notes the Council's procedure for dealing with complaints about high hedges and the action they will take under Part 8 of the Anti-Social Behaviour Act 2003. High Hedge complaints received by Derby Homes employees will be managed through Council procedures.~~

**06/121 Revised Conditions of Tenancy**

The Local Board received a further report on proposed amendments to the current conditions of tenancy. Consultation has now been carried out with community panels on the proposed amendments listed in paragraph 3.2 of the report with all 13 in favor and one did not



agree with direct debit being the only method of payment for lock up  
garage rents.

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The report also advised that consultation will need to be carried out on provisions relating to introductory and demoted tenancies, emergency access and domestic violence in order that these new conditions apply to all tenants.

### **Agreed**

The Local Board recommended to the Council

1. The introduction of new conditions of tenancy:
  - to prohibit the use of motorised scooters within category 2 sheltered housing scheme
  - to prohibit the use of laminate flooring in upper flats of unity, and wooden floor type construction because of noise transmission for all future tenants
  - to include a clause that new tenants renting lock up garages should pay by direct debit monthly in advance
  - compulsory Home Safety Risk Assessments by the Fire and Rescue Service for all new tenants.
2. Subject to positive outcomes from consultation, to issue a formal notice of variation which would enforce the 'new' tenancy conditions on all tenants with tenancies commencing prior to 31 May 2005.

## **06/122 Domestic Violence Policy and Procedure**

The Local Board received a report and procedure on domestic violence which has been developed jointly with the Council to make sure that the service we provide is cohesive, responsive and supportive to the needs of victims of domestic violence.

The report advised the policy intends to bridge gaps in service delivery and promote positive steps towards achieving a better quality of life for victims and ensure offender are brought to justice.

### **Agreed**

The Local Board

1. recommended the Board approve the policy
2. agreed further consultation with consultative groups

3. authorise appropriate changes to practices and tenancy conditions to address weaknesses, as outlined in section 3.5 of the report.

## **06/123 City Housing Improvement Plan Review**

The Local Board received an update report on the review of the future of City Housing Improvement Plan (CHIPs).

### **Agreed**

The Local Board

1. that the main delivery vehicle for environmental improvements over the next five years is the £15 million Estates Pride programme
2. to support the plan that local community panels provisionally identify estate based improvements and that these be brought back to the Local Housing Board for recommendation to the Council.
3. that an annual contingency be set aside from the allocation to the Local Housing Board from the Estates Pride budget, for the Local Housing Boards to allocate for small scale projects that have not been included in the main Improvement Plan. The small scale schemes are intended to be those that react to changes in local circumstances, and if carried out would have a direct impact and resolve a particular local issue. It is our intention to deal with these requests immediately and aim to complete the work within a three month timescale.
4. the amount of contingency that is set aside for the next 4 years.
5. the plan to deliver the Estates Pride improvements over a five year period starting on estates built in the 1970's, then completing work to estates built around the 1950's leaving the pre-war homes towards the tail end of the programme, allowing the work on master planning for pre-war estates to be completed.
6. to decide on the areas for year 2 and 3 schemes.

7. That the majority of outline schemes for years 2 and 3 of Estates Pride are to be decided at the April Local Housing Board meeting.

In addition the Local Board

8. agreed that £150k of the approximate £3.5 million of the CHIPs budget be set aside for the first year closely monitoring the spend
9. requested that a meeting is arranged for the new year to discuss priority areas and agree how much money is spent on projects
10. requested that detailed reports and information is provided at all future meetings
11. all bids will be brought to the Local Board for approval.

#### **06/124 Feedback from the Local Housing Boards Away Day Evaluation and Future Action**

The Local Board received a report detailing the feedback and the proposed action to address the issues identified at the Away Day held on the 12 October 2006.

##### **Agreed**

The Local Board

1. noted the content of the report
2. agreed the actions identified in paragraph 3.6 of the report
3. Nominated Gwen Stubley, Pat Hulland and Sylvia Hyde to join the Local Housing Boards Development Group.

#### **06/125 Saturday Morning Opening and Extending the Enquiry Centre**

The Local Housing Board received a report detailing draft proposals to improve access to services on Saturday mornings. The proposal includes replacing the current service provided at Sussex Circus, Mackworth and Alvaston local housing offices with extended Enquiry Centre services with the aim of increasing access to customers on a city-wide basis and provide improved value for money.

Phil Raffle raised concerns about the performance of the Enquiry Centre which had failed to order his taxi to the meeting. Shaun Bennett said that he will pass on Phil's concerns to Julie Hughes, Performance and Customer Service Manager.

### **Agreed**

The Local Board

1. recommended to the Board approval to implement a Saturday service at the Enquiry Centre between 9.00 am and 12 noon.
2. approved in principle to cease operating a Saturday morning service at Sussex Circus and Mackworth local housing offices and replace with the Enquiry Centre Service, subject to three months satisfactory running
3. to consult on this proposal and the results to be brought back to the Local Board for final approval.

#### **06/126 Derby Homes Performance Monitoring**

The Local Board received a report submitted by the Performance Management Committee highlighting key performance issues arising from discussion of the Quarter 2 out-turn for 2006/07.

### **Agreed**

The Local Board

1. noted the report.
2. requested all future reports should only include performance monitoring information for the North of the City.

#### **06/127 Standing Order 11**

The Local Board agreed to waive Standing Order 11 to allow the meeting to continue after 8.00 pm.

#### **06/128 Forward Plan Item – Void Management**

The Local Board received an update report of the impact of the action plan to reduce expenditure on the turnaround of void properties, the report also detailed the creation of a combined voids and allocations team.

Dennis Rees felt the standard of void properties is poor and that Derby Homes is letting vulnerable people down.

The Local Board expressed the view that Derby Homes is a 3 star rated ALMO and immediate steps should be taken to ensure the minimum standard on void properties is achieved before re-let.

Shaun Bennett confirmed that inspections are carried out by a contract supervisor and a surveyor from the responsive maintenance team before a property is ready to let. Steve Humenko confirmed that spot checks are carried out, and that whilst there may be individual cases where the standard is unsatisfactory, his findings are that properties are clean and the minimum standard is achieved.

Dennis Rees suggested that a satisfaction survey is sent to all new tenants and the results should be brought back to the Local Board. Emily Baker confirmed that the Performance Management Team send surveys out to new tenants, and are currently working on producing a new satisfaction survey.

Phil Davies stated that budgets were reduced following the completion of decent homes, spend on repairs is either voids or responsive repairs and we need to contain costs within budgets, or revisit the budgets again including amounts spent on staffing and other costs.

### **Agreed**

#### **The Local Board**

1. noted the report and requested a further report be brought back to the Local Board in six months time
2. agreed a team of Local Board Members inspect void properties before re-let.

### **06/129 Review of Local Lettings Plans – system of identified localised hot spots**

The Local Board received an update report on localised hot spots. The hot spots listed below are monitored and reviewed on a six monthly basis. They will continue to be discussed and evaluated at quarterly meetings with the Council's Housing Services.

The report identified proposed hot spots at:

- Cobden Street, Brigmore Walk and Bright Street in Morley

- Wilshire Road, Chaddesden
- Hillcrest Road, Cowlsey
- Bangor Street/Mayfield Road, Chaddesden
- Rivermead House

**Agreed**

The Local Board did not discuss but noted the report.

**06/130 Update on the Housing Repair Account Action Plan**

The Local Board received an update report on the overall performance of the Housing Repair Account over the first half of the year.

**Agreed**

The Local Board did not discuss but noted the report.

**06/131 Redevelopment of Flats and Schemes**

The Local Board received a report outlining the current position on the blocks of flats and schemes approved for demolition and future development.

**Agreed**

The Local Board did not discuss but noted the report.

**06/132 Family Intervention Project Update**

The Local Board received a report detailing the Family Intervention Project, which forms an integral part of our comprehensive anti-social behaviour strategy under the Respect Agenda. Derby Homes recently successfully submitted a joint bid with the Community Safety Partnership for a project for Derby. The bid was agreed in partnership with Derby City Council, the Social Housing Forum and Children and Young Peoples Services.

**Agreed**

The Local Board did not discuss but noted the report.

**06/133 Derwent New Deal Housing Update**

The Local Board received an update report on current news and initiatives in partnership with the Derwent Community Team (DCT).

**Agreed**

The Local Board did not discuss but noted the report.

**06/134 City Housing Improvement Plans Update**

The Local Board received a progress report of projects authorised under the City Housing Improvement Plans in the North of the City.

**Agreed**

The Local Board did not discuss but noted the report.

**06/135 Minutes of the Derby Homes Board on Thursday 28 September 2006 and draft minutes of the Derby Homes Board held on Thursday 26 October 2006**

The Local Board noted the minutes of the Derby Homes Board meeting held on the 28 September 2006 and the draft minutes of the meeting held on the 26 October 2006.

**06/136 Any Other Business**

There was no other business raised.

**06/137 Confidential Business**

Under Part IV of the Derby Homes Governance Arrangements, members of the public were excluded from the meeting during discussion of the following item on the grounds that it involves the likely disclosure of confidential information as defined in Standing Order 18.2 (vii).

**06/138 Grounds Maintenance Contractor**

The Local Board received a report informing them of the result of the tender process for grounds maintenance and requested the appointment of the contractor identified in the report be recommended to the Derby Homes Board.

**Agreed**

The Local Board recommended to the Derby Homes Board the appointment of the contractor identified in the report to provide the grounds maintenance service from April 2007 onwards.



**Date of next meeting**

The next meeting will be held on Thursday 15 February 2006 at 6.00 pm at Cardinal Square.

The meeting ended at 8.50 pm.

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CHAIR

Signed as true and accurate record of the meeting held on Thursday  
7 December 2006.

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## **DERBY HOMES LIMITED**

### **MINUTES OF THE LOCAL HOUSING BOARD SOUTH**

**Held on Thursday 14 September 2006**

The meeting started at 6.00 pm.

#### **Local Housing Board Members Present:**

Asaf Afzal, Jenny Bradley, Win Buchan, Phil Kay, Tabani Ndlovu, Bob Troup (Chair), Ken Whitehead, Fareed Hussain, Theo Harris, Peter Blount

#### **Officers Present:**

Phil Davies, Andy Higginbottom, Maria Murphy, Valerie Watson, Julie Eyre, Emily Baker, Matthew Hands, Paul Cole

#### **Derby City Council Environmental Services Department Present:**

Shaun Osborn

#### **06/83 Apologies**

Apologies for absence were received from Georgina Carr, Tabani Ndlovu, Ray Bradbeer and Mary O'Reilly.

#### **06/84 Admission of Late Items**

The Chair admitted 1 late item:

New City community Panel Complaint Regarding Scaffolding – St Swithins Close

#### **06/85 Declarations of Any Other Business**

There were no declarations of any other business.

#### **06/86 Declarations of Interest**

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.

**06/87 Minutes of the meeting held on 13 July 2006**

The minutes of the meeting held on 13 July 2006 were accepted as a true and accurate record.

**06/88 Matters arising**

**Minute Number 06/34 – Travellers**

Maria Murphy informed the Local Housing Board that the City Council is still in consultation with the Travellers. The process is due to be completed by end of September 2006 and includes the possibility of purchasing a permanent site. Anti-Social Behaviour and rubbish dumping continues to be an issue and this is causing a problem with the Multi-Tasking Group working with them. The Local Housing Board noted the opinion that the site is likely to become a fire hazard and sanitary issue. Derby Homes continues to work with Derby City Council to resolve this situation as quickly as possible, though it was observed responsibility lies with the Council. Ken Whitehead confirmed that local residents will be included in the consultation process. Councillor Nath has requested a report from the Council and this is currently being prepared. Maria Murphy suggested that someone from the Multi-Tasking Group attends the next Community Panel.

Bob Troup proposed that a safety inspection is requested for the site.

**Agreed**

The Local Housing Board noted the proposal.

**Minute Number 06/68 – Community Panel Issues**

**New City**

Phil Kay noted that the report should have named Georgina Carr as the leaseholder concerned about the erection of the scaffolding

**Littleover**

Site visit with Bob Troup and Andy Higginbottom took place and agreed remedial work to pavements, much of which has now been completed.

**Minute Number 06/73 – Progress Report on the Service Access Review – Proposed Closure of Local Housing Offices**

Maria Murphy updated the Local Housing Board on the report due to be taken to the main Board in September, in particular:

- recommendation to close a number of poorly used surgeries
- future plans to consult on extending enquiry centre services to Saturday mornings in place of existing office provision
- the Spondon Local Housing Office continues to be used as a surgery base while the remaining tenants are rehoused – negotiations are now at an advanced stage
- Osmaston Local Housing Office to provide a base for both Neighbourhood Management and Derby Homes staff.

### **Minute Number 06/80 – Tenant and Leaseholder Volunteers Application Form**

A final amended form was tabled and agreed.

### **06/89 Questions From Members of the Public**

There were no questions from members of the public.

### **06/90 Forward Plan – Future Items**

The Local Housing Board received a report outlining the Local Board's work plan achieved since January 2006.

Bob Troup asked the Local Housing Board to consider the recommendations and suggested the following areas of work

<b>Area of work</b>	<b>Date of meeting</b>
Customer Services – Changes in Offices and Increase use of Enquiry Centre	21 December 2006
Repairs Budget Restrictions on Void Properties	22 February 2007
Options to Protect Green Open Spaces	19 April 2007
Tenant Involvement	21 June 2007

It was noted that Osmaston Estate Sustainability/Closure of Rolls-Royce in 2007 will be an ongoing area.

Jenny Bradley asked if anything is being done at the tenant conference to promote tenant participation. The Local Housing Board were informed that the Tenant Participation Team will have a stand promoting tenant involvement this year and hope to play a more prominent role in 2007.

### **Agreed**

The Local Housing Board noted the report and agreed the proposed areas of work to be included on the Forward Plan.

**06/91 Community Panel Issues**

There were no Community Panel Issues.

**06/92 Respect Action Plan**

The Local Housing Board received a report on tackling Anti-Social Behaviour within our communities.

Maria Murphy asked if any members would be interested in participating on a working group to oversee further development.

**Agreed**

The Local Housing Board noted the report and approved the formulation of a Respect Working Group.

Ken Whitehead, Peter Blount and Emily Baker all expressed their interest in joining the group.

**06/93 Park Homes**

The Local Housing Board received a report on the unauthorised and potentially unsafe structures erected by some residents at Park Homes.

Jenny Bradley expressed concern that the report looks like the site has only just been taken over. Maria Murphy informed the Local Housing Board that this is not an initiative that has been driven by increased management fee but acknowledges management should have been tighter. Maria also stated that once the true extent of the problem has been received we will be able to produce a comprehensive report.

**Agreed**

The Local Housing Board noted the report and supported the recommendations.

**06/94 Local Housing Boards Away Day – 12 October 2006**

The Local Housing Board received a report setting out the agenda and arrangements for the Away Day – 12 October 2006

Maria Murphy asked members to confirm their attendance if they have not already done so.

### **Agreed**

The Local Housing Board noted the report and approved the agenda and arrangements.

#### **06/95 Grounds Maintenance Tender**

The Local Housing Board received a report on the level of service and specifications for grounds maintenance.

Completion date for tender is 29 September 2006. Win Buchan expressed concern that members of the assessment group have had no communication or information on the Grounds Maintenance tender. Matt Hands apologised for the lack of communication and informed the meeting that he will contact members of the panel to inform them of the status of the process.

### **Agreed**

The Local Housing Board noted the report.

#### **06/96 Variation of Tenancy Conditions**

The Local Housing Board received a report on variation to tenancy conditions. Maria Murphy informed the meeting that the concluding report should be available for the next Local Housing Board meeting.

Jenny Bradley indicated that prohibiting the use of laminate flooring should relate to all flats regardless of what they are made of.

Maria Murphy explained we could look to re-consult on this but that this should not delay the current proposal.

Maria Murphy expanded on the variation of conditions of tenancy to accommodate Home Safety Assessments. Although this cannot be made retrospective to existing tenants it was noted that Fire & Rescue are keen to promote prevention work and they have offered the opportunity to all existing tenants.

### **Agreed**

The Local Housing Board noted the report and agreed to recommend to the Council the variation of conditions of tenancy to accommodate Home Safety Assessments.

Bob Troup noted that this report has a recommendation in it and as such should have been in Part A of the agenda.

**06/97 Neighbourhood Working**

The Local Housing Board received a progress report on Neighbourhood Working.

**Agreed**

The Local Housing Board noted the report and approved piloting the first Derby Homes Neighbourhood Team in the North East of the City.

Bob Troup noted that this report has a recommendation in it and as such should have been in Part A of the agenda.

**06/98 Derby Homes Performance Monitoring**

The Local Housing Board received a report on up to date performance information against key performance indicators.

Jenny Bradley has looked at the terms of reference for the Performance Management Committee and feels that 6 members is not enough for the level of responsibility. Jenny requested that more Board members or co-opted members from CHCG or Local Housing Board be enrolled onto the panel. Maria Murphy informed the Local Housing Board that a report on the composition of committees is on the Board agenda. Jenny should make her comments in response to that report.

Julie Eyre discussed the new format of the Performance Committee report. Julie advised the meeting of the finalised tenants top ten indicators as shown on page 14 of the performance appendix.

Bob Troup expressed his appreciation on the work of the Performance Management Team.

**Agreed**

The Local Housing Board noted the report and that the Performance Management Committee will overview the Process Improvement Teams.

**06/99 City Housing Improvement Plan South 2006/07**

The Local Housing Board received a report on projects authorised under the City Housing Improvement Plan in the South of the City.

Andy Higginbottom presented a financial summary for City Housing Improvement Plan South (CHIPS) report - September 2006 and requested a member from each panel to be a 'champion' for CHIPS.

Phil Kay requested an explanation of the additional fees to fund maintenance and energy on the new light columns. Matt Hands explained that this was over and above the lighting PFI contribution. Phil Kay to seek further clarification on this point.

**Agreed**

The Local Housing Board noted the report.

**06/100 Estates Pride Update**

The Local Housing Board received a report outlining projects already approved and advising on new projects to be authorised by Derby City Council.

Phil Kay informed the Local Housing Board that he had attended and been impressed with the launch of the new Youth Inclusion Project on 15 August 2006.

**Agreed**

The Local Housing Board noted the report.

**06/101 Role of Deputy Representatives on the Local Housing Board**

The Local Housing Board received a report on the status of deputies attending Local Housing Boards whilst the representatives are also in attendance.

**Agreed**

The Local Housing Board noted the report.

**06/102 Draft Minutes of the Derby Homes Board meeting held on 27 July 2006**

The Local Housing Board received the draft minutes of the Derby Homes Board meeting held on 27 July 2006.

**Minute Number 06/112 - Review of Sheltered Housing – Service Charge**

Maria Murphy informed the Local Housing Board that an extraordinary meeting has taken place regarding the Review of Sheltered Housing – Service Charge. The decision was to maintain the existing Piper service to tenants. Win Buchan asked if sheltered housing are aware. Maria Murphy



informed the meeting that consultation has been extensive but Derby Homes will visit anyone who is unsure of the service charges.

**Minute Number 06/113 - Decommissioning of Category 2 Sheltered Schemes Rodney House and Sancroft Court**

Maria Murphy updated the Local Housing Board regarding housing issues and suggested this become a standing item for the South Board.

**Agreed**

The Local Housing Board noted the draft minutes.

**06/103 Standing Order 11**

**Agreed**

The Committee agreed to waive Standing Order 11 to allow the meeting to continue after 8.00 pm.

**06/104 New City Community Panel Complaint Regarding Scaffolding – St Swithins Close**

The Local Housing Board received a report which provides a written response to an item raised at the Local Housing Board meeting on 13 July 2006.

Maria Murphy informed the Local Housing Board that whenever scaffolding is erected in future we will inform tenants/leaseholders that it is being erected, nature of works and how long the scaffolding is likely to be there. Maria acknowledges the distress that this situation caused and assured the meeting that improved procedures have been put into place for the future.

The late report will be forwarded to Local Housing Board members who are not at the meeting.

**Agreed**

The Local Housing Board noted the report.

**06/105 Any Other Business**

There was no other business.

**Date of next meeting**

The next meeting will be held on Thursday 21 December 2006 at 6.00 pm at Cardinal Square.

The meeting ended at 8.06 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 14 September 2006.

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## **DERBY HOMES LIMITED**

### **MINUTES OF THE RESOURCES & REMUNERATION COMMITTEE**

**Held on Thursday 4 January 2007**

The meeting started at 6.00 pm

#### **Board Members Present:**

Sue Glithero, Phil Kay, Iain MacDonald (Chair), Dennis Rees, Bob Osler, Bob Troup

#### **Officers Present:**

Phil Davies, Lorraine Watson, Susan Hill

#### **07/01 Apologies**

Apologies for absence were received from Fareed Hussain.

#### **07/02 Admission of Late Items**

There were no late items.

#### **07/03 Declarations of Interests**

The Council Board Member was noted as declaring his 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.

#### **07/04 Minutes of Previous Meeting on 16 November 2006**

The minutes of the meeting held on 16 November 2006 were accepted as a true and accurate record.

**07/05      Matters Arising and Actions From The Previous Meeting**

**Minute 06/35 – Derby Homes Risk Register**

Phil Kay informed the Committee that Mark Fairweather has completed the Business Disaster Recovery Plan.

**Minute 06/32 – Management Accounts Period 6**

Sue Glithero queried whether the costs would be awarded to Derby Homes by the Council to keep the two local housing offices open. The Chief Executive replied that this was still under negotiation with the Council, but that costs of reinstatement of offices would be contained in the capital programme.

**Minute 06/33 – Personnel Policies**

Board members had asked at the last meeting for a report on reasons for continuing to adopt Derby City Council Personnel Policies. The Director and Company Secretary explained the report will be presented at the next meeting in February because tonight's meeting was only for consideration of the draft operating budget.

**07/06      Derby Homes Draft Operating Budget 2007/08**

The Committee was presented with the Derby Homes' draft operating budget for 2007/08.

The Director and Company Secretary informed the Committee of an additional change to the draft budget. Northern Counties Housing Association (NCHA) had informed Derby Homes they will be terminating their contract with Derby Homes to manage their 199 properties in Derby. This will add pressure on Derby Homes' budget. Bob Osler asked for the reason for the termination of the contract. The Chief Executive explained that NCHA are merging with the Guinness Trust and as a result are reviewing all such contracts with the aim of managing the stock themselves.

The net operating budget for 2007/08 shows a small budgeted surplus of £4,000. Within the budget strategy all budget holders were given a responsibility to identify 3% efficiency savings, which had been used to fund budget pressures and fist call developments.

Sue Glithero enquired what the budget pressures and first call developments were. The Director and Company Secretary replied that she had additional copies of the papers to inform the Committee of the budget efficiencies, financial pressure faced by Derby Homes and the first call developments. Some of the pressures that Derby Homes is facing are:

- IT Microsoft Select Agreement Software, £30,000
- Cardinal Square rent and service charges, £40,000
- contract cleaning costs, £9,200
- car and mileage allowances, £7,800
- hire of vehicles, £6,500.

The Director and Company Secretary also gave examples of the first call developments:

- 50% of Estate Regeneration Manager costs
- Medical Support System
- Lone Worker Scheme
- Kilostream Line Costs for Local Housing Offices still open but planned for closure
- Carelink licenses x 6
- 80% of costs of Tenancy Support Team Manager
- Cost of Supported Housing Facilities Co-ordinator

The Committee discussed the above issues relating to the need to attract skilled staff and the pressure of costs to be funded via the Council's HRA and Derby Homes' management fee. Transitional funding from the HRA of £350,000 has been made available to Derby Homes and incorporated in the budget. Some discussion had taken place with the Council that may lead to additional income of £95,500 being awarded to Derby Homes. However, this may be offset by the withdrawal of an amount not known as yet from the management fee.

The additional papers will be included in the final operating budget for the next Board meeting.

### **Agreed**

The Committee:

1. recommended the operating budget for 2007/08 to the Board for approval on 25 January 2007.

2. requested the Director and Company Secretary update the longer term financial plan for Derby Homes and present it at a future Board meeting.

**Date of next meeting**

**The next meeting will be held on Thursday 8 February 2007 at 6.00 pm at Cardinal Square.**

The meeting ended at 6.40 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 4 January 2007.

## **DERBY HOMES LIMITED**

### **MINUTES OF THE GOVERNANCE SERVICES COMMITTEE MEETING**

**Held on Monday 8 January 2007**

The meeting started at 5.00 pm

#### **Board Members Present:**

Jenny Bradley, Dennis Rees, Bob Osler.

#### **Officers Present:**

Phil Davies, Lorraine Watson, Jackie Mitchell

#### **07/01 Apologies**

Apologies for absence were received from Tabani Ndlovu and Mark Crown.

#### **07/02 Admission of Late Items**

There were no late items.

#### **07/03 Declarations of Interests**

The Tenant and Leaseholder Board Members declared their interests as tenants (as defined in the Memorandum and Articles of Association) of Derby City Council.

#### **07/04 Minutes of Previous Meeting**

The minutes of the meeting held on the 6 November 2006 were accepted as a true and accurate record.

#### **07/05 Matters Arising**

##### **Feedback from Board Meeting – 30 November 2006**

- the Committee was renamed Governance Services Committee
- recommendations from the Committee approved by the Board including a comprehensive review at the completion of all the Committee's work

## **Minute 06/14 Performance Management Committee**

It was agreed that all Board Members are to be contacted and invited to put themselves forward if they wish to sit on the Performance Management Committee. Jenny Bradley and Jackie Mitchell to agree a form of words to send to Board Members.

### **07/06 Local Housing Boards Scheme of Delegation Review**

The Committee considered in detail the current membership and delegations made from the Board to the Local Housing Boards. It was felt these were satisfactory, although it was agreed that some of the matters delegated were not actually being brought to the Local Boards.

The Committee also discussed feedback to and from community panels. Jenny Bradley felt that the South Board could benefit from following the same practice as the North Board in considering issues from Community Panels as this would ensure that every panel had the opportunity to raise issues of concern or interest. Jenny undertook to raise this with Bob Troup (Chair of the South Board).

#### **Agreed**

The Committee agreed the Chief Executive produce a draft framework agenda for the next meetings of the Local Housing Boards to agree, to include matters included on the list of delegations to the Local Boards that had not previously been brought to meetings. These matters should be timetabled to comply with business needs

### **07/07 Appointment Process for Board Members**

The Committee considered the current process for the appointment of Board Members.

Various alternative options were discussed for the appointment of council and tenant/leaseholder board members. The current process for the appointment of independents was considered satisfactory. Concern was expressed about the potential for a tenant board member to be elected who had no commitment to Derby Homes objectives. Concern was also expressed at the process for Tenant election and Councillor nomination to the Board which may not reflect the needs for skills, experience and diversity



### **Agreed**

The Committee agreed the following proposals should be recommended to the Board:

- that the Board formally approaches the Council each year with criteria for Councillor board members and asking the Council to consider this when nominating councillors at their AGM
- the development of a system for tenant board members based on community panels nominating prospective tenant board members and selection by a panel of board/local housing board members. This could be selection of a candidate who would then be appointed by the Board or a shortlist of a number of candidates who would then be subject to a tenant ballot in the relevant area.

### **07/08 Governance Action Plan**

An updated action plan was considered and amended. This will be brought back to a future meeting for monitoring purposes.

### **Agreed**

The Committee noted the updated action plan and agreed that it be brought back to a future meeting.

### **07/09 Items for the next meeting**

- Review of delegations to Resources & Remuneration Committee
- Review of delegations to Development & Regeneration Committee
- Revised Board Report Template
- Review of Board Members' obligations

### **Date of next meeting**

It was agreed that the meeting scheduled for 5 February be rearranged and held on Thursday 19 February at 5.00 pm at Cardinal Square.

The meeting ended at 7.10 pm.