

## DERBY HOMES LIMITED BOARD MEETING

THURSDAY 30 SEPTEMBER 2010 AT 6.00 PM  
CARDINAL SQUARE BOARD ROOM

### AGENDA

1. Apologies
2. Admission of late items (if any)
3. Declarations of Interest – *please refer to advice at the end of this agenda*
4. Minutes of the meeting held on 29 July 2010
5. Matters arising
6. To receive announcements from the Chair
7. To receive any statements from Members of the Board
8. Questions from members of the public (maximum time 15 minutes)
  - (a) Questions to Derby Homes Board  
*To receive and respond to any question from members of the public as submitted in accordance with Standing Order 14*
  - (b) Questions from Derby City Council  
*To note questions from Councillors submitted to meetings of the Council and responses from the Chief Executive of Derby Homes*
9. Committee Chairs' Feedback
  - Audit Committee – 27 September 2010
  - Governance Services Committee – 23 September 2010
  - Local Housing Board North – 9 September 2010
  - Local Housing Board South – 16 September 2010

### PART A - CONFIDENTIAL BUSINESS

- A1 Confidential Business  
*To consider a resolution to exclude members of the public during consideration of the following items*
- “that 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, c, g & j)”*
- A2 Chief Executive's Update

A3 Review of Chief Executive and Directors

A4 Update on Derby Homes Repairs Team

**PART B – FOR APPROVAL (NON CONFIDENTIAL)**

B1 To agree any items from Part C to be discussed

B2 Health and Safety Update

B3 Fire Safety Policy

B4 Delivering Efficiencies in Corporate and Transactional Services (DECATS) and Business Transformation

B5 Customer Service Strategy

B6 Allocations Policy Review

B7 Review of Governance Arrangements

**PART C – FOR NOTING**

- C1 Draft Minutes of Committees and Local Housing Boards
- a. Audit Committee – 27 September 2010
  - b. Governance Services Committee – 23 September 2010
  - c. Performance Management – 26 July 2010
  - d. Local Housing Board North – 9 September 2010
  - e. Local Housing Board South – 16 September 2010

Please refer to the Board Meeting Information System

C2 Findings of the Mini STATUS 2009/10 SURVEY (Summary of the Second Wave)

C3 Board Improvement Action Plan Update

C4 Derby Homes' Forward Plan of Agenda Items

C5 Derby Homes' Diary Planner

C6 Date and time of next meeting - AGM and Board - 28 October 2010 at 3.00 pm at the Spot Conference Centre

**Items for Information:**

Minutes of the Derby Homes Joint Consultative Committee –14 July 2010  
Board Members Attendance at Board Meetings

## **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**

### **ACCESS TO CARDINAL SQUARE**

The main entrance to Cardinal Square is closed after 5.00 pm. There is a door entry system on the left hand side of the entrance door - please press the buzzer for Derby Homes Reception. On entering the building, there is a further door entry system, again, please press the buzzer for Derby Homes Reception.

### **FIRE ALARM/EVACUATION PROCEDURE AT CARDINAL SQUARE**

In the event of a fire, the alarm is a continuous warbling alarm.

Please leave the building quickly by the nearest exit and assemble at the fire point in the main car park. The fire exits are the way you entered the building down the main stairs, or down the stairwell at the far end of this office floor. You must not use the lifts.

A layout of the building and more details of the emergency procedure are displayed by the door at Reception on floor 2.