

## **DERBY HOMES LIMITED**

### **MINUTES OF THE BOARD MEETING**

**Held on Thursday 28 March 2019**

The meeting started at 6.00 pm

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

Mike Ainsley (Chair) Lucy Care, Bob MacDonald, Iain MacDonald, Dennis Rees, Jsan Shepherd

#### **Officers Present:**

Maria Murphy, Managing Director  
David Enticott, Finance Director & Company Secretary  
Shaun Bennett, Director of Investment & Maintenance  
Jackie Mitchell, Governance Services Manager  
Clare Mehrbani, Head of Operations (Housing Management) - left after Announcements from the Chair

#### **19/28 Apologies**

Apologies for absence were received from Rob Cooper, Sophia Gutsa, Fareed Hussain and Christine Durrant

#### **19/29 Admission of Late Items**

There were no late items.

#### **19/30 Declarations of Interests**

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.

Iain MacDonald declared an interest in Item B4 Board Member Reappointment & Recruitment

Bob MacDonald advised that he is now a Public Governor of Derby Healthcare NHS Foundation Trust.

## **19/31 Minutes of Previous Meeting**

The minutes of the meeting held on the 31 January 2019 were accepted as a correct record.

## **19/32 Matters Arising**

### **Minute 18/148 Board Effectiveness Review**

The Finance Director & Company Secretary has met with George Pashley, Company Secretary at Nottingham City Homes. They agreed to exchange Governance & Viability Statements, each offering comments on both statements and looking to carry out a peer review next year.

The Chair advised that he had raised this issue with Eamon McGoldrick, Chief Executive of the National Federation of ALMOs. Eamon thinks Derby Homes and Rykneld Homes are the only ALMOs who have carried out a peer review.

### **Minute 19/06 Announcements from the Chair**

An update on awards was provided:

EEM – Derby Homes was unsuccessful this year

CIPFA – results to be announced in May

The Chair advised he had represented Derby Homes at the funeral of former Board Member Councillor Margaret Redfern.

### **Minute 19/07 Statements from Members of the Board**

Bob MacDonald advised his visits to housing offices, regarding the Customer First policy, are still ongoing.

### **Minute 19/14 Review of Senior Management Team**

Stage 1 of the restructuring process was completed today with a director appointment.

Discussions with the Council regarding the future of the head of finance has resulted in a paper going to Cabinet on 10 April, hopefully finalising the position.

### **Minute 19/15 HRA Business Plan & Rents 2019/20**

The report recommendations were approved at Council Cabinet.

### **Minute 19/16 Investment & Regeneration Update**

Grange Avenue - a meeting with stakeholders to be held to look at autism requirements.

Terms for the War Memorial Village project are being finalised.

#### **Minute 19/19 Health & Safety Update**

The RoSPA bid was submitted and an update provided.

#### **19/33 Announcements from the Chair**

Following interview today, there will be a new member of the Executive Team, Clare Mehrbani will be appointed Director of Housing Services from Monday 1 April.

Christine Durrant, the Council's Strategic Director – Communities & Place, will be leaving the Council at the end of June. The Chair said Christine has been a strong supporter of Derby Homes and a pleasure to work with.

The Managing Director added that Christine has been incredibly supportive towards her, shown great interest in the work of Derby Homes, really effective critical friend, challenged where she felt it was needed but always in a very positive way.

#### **19/34 Statements from Members of the Board**

There were no statements from Members of the Board.

#### **19/35 Questions from members of the public**

There were no questions received from members of the public.

#### **19/36 Committee Chairs' Feedback**

The Committee Chairs provided feedback from recent meetings:

Operational Board -28 February 2019

Audit – 18 March 2019

#### **Agreed**

The Board noted the Committee Chair's Feedback.

#### **19/37 Outstanding Actions**

The Board received an update on outstanding actions arising from previous meetings.

The proposed action dates for items 12 (July 2020) and 13 (May 2019) to be added.

The Board agreed that completed actions that have been 'greyed out' should now be deleted.

**Agreed**

The Board noted the update on outstanding actions.

**19/38 Confidential Business**

**Agreed**

The Board agreed, 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 (f, g, h & n).

**19/39 Managing Director's Report**

The Board considered a report providing an update on strategic and key issues.

**Agreed**

The Board noted the report.

**19/40 Financial Update**

The Board considered an update on a variety of financial matters.

**Agreed**

The Board approved the report's recommendations.

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**19/41 Investment & Regeneration Update**

The Board considered a report on current issues within the Investment & Maintenance Directorate.

**Agreed**

The Board noted the content of this report and approved the recommendations.

## **Standing Order 12**

### **Agreed**

Standing Order 12 waived at 8.00 pm.

### **19/42 Risk Registers Q3 2018/19**

The Board considered an update on the effectiveness of Derby Homes' risk management arrangements and presented a snapshot of the strategic and operational risk registers as at 31 December 2018.

### **Agreed**

The Board noted

1. the Strategic Risk Register Quarter 3
2. the Operational Risk Register Quarter 3

### **19/43 Risk Registers 2019/20**

The Board considered the proposed revised strategic and operational risk registers for 2019/20. The registers had been compiled after consideration of outputs from the risk review and refresh held on 13 February 2019.

The proposed risk registers were considered by the Audit Committee at their meeting on 18 March.

### **Agreed**

The Board approved the report's recommendations.

### **End of Confidential Business**

### **19/44 Items from Part C for discussion**

The Board did not request any items from Part C for discussion.

### **19/45 Health & Safety Update**

The Board considered a report on details of recent health and safety performance and current issues and received details of Derby Homes' entry for this year's RoSPA Occupational Health & Safety Awards.

A verbal update from the Health & Safety Forum was also provided. There has been a reduction in incidents at Milestone House and an update was

provided on the action plan. Arrangements are in place to support staff who may be involved in a legal process following incidents. The City Centre Police are impressed with how well Milestone House is organised and managed.

Operatives' attendance at training has increased 10 fold since Corporate Support Team has taken on administration of training.

The recommendations of a Derby Homes, Derbyshire Fire Service and Derby University research into smoke alarms are to be announced on 29 March.

### **Agreed**

The Board noted the report.

## **19/46 Board Training & Appraisal 2019**

The Board considered the Board Training Programme and arrangements for Chairs' appraisals in 2019/20.

The programme takes into account training needs identified through Board Member appraisals and skills audit which took place during 2018. The skills audit results were considered by the Board at its annual effectiveness review in November 2018. Board Members were invited to request any further topics for inclusion in the training programme.

### **Agreed**

The Board

1. approved the Board Training Programme 2019/20
2. noted arrangements for Chairs' appraisals.

## **19/47 Board Member Reappointment & Recruitment**

The Board considered a report setting out proposals for the recruitment/reappointment of Derby Homes Tenant and Independent Board Members.

The Board was requested to select an appointments panel to shortlist and interview Board Member candidates and to delegate authority to the panel to appoint.

The report advised that Iain MacDonald was due to retire this year and If he was to decide he wished to be considered for reappointment and was successful at interview, then the Board would have to agree his

reappointment beyond the maximum term of office.

The Board was advised of Iain's considerable experience and contribution as a Board Member and the valuable expertise he brings to the role of Audit Committee Chair and the Board's Health & Safety Champion. These attributes are the reason Iain has been reappointed on successive occasions.

The Board was also asked to consider delegating authority to appoint, to the Operational Board Appointments Panel and for the current Panel to interview and appoint Operational Board Members who are due to retire this year and wish to be considered for reappointment.

### **Agreed**

The Board

1. appointed Mike Ainsley, Bob MacDonald and Jsan Shepherd to the Board Appointments Panel and delegated authority to the Panel to appoint/reappoint Members to the Derby Homes Board
2. approved that Iain MacDonald, if successful at interview, can be appointed to the Board to serve a further 3 year term of office, beyond the maximum term of office
3. delegated authority to the Operational Board Appointments Panel to appoint members of the Operational Board for the remainder of the year until the AGM 2019.

## **19/48 Insurance Act 2015**

Under the Act Derby Homes is obliged to disclose to insurers "relevant information" at both the insurance tender / renewal time and within the year if relevant issues occur.

Derby Homes has commissioned a local church group to set up a "Safe Space" premises to accept people who present themselves as being street Rough Sleepers. Included within the multi-agency support, such people at the Safe Space will receive Derby Homes' commissioned services, from April 2019, from East Midlands Ambulance Service and Phoenix Futures.

The Board considered a report explaining that Derby Homes Insurers have been informed and clarification was awaited on whether the work regarding the Safe Space project is covered within existing insurance cover or if additional cover is required to be purchased.

Since the report was written, the Insurers have confirmed that as second tier employers (client), as long as Derby Homes is not carrying out intravenous procedures then it is covered for this work.

**Agreed**

The Board agreed the information outlined in the report should be disclosed to Derby Homes' insurers, as required under the Insurance Act 2015.

**19/49 Draft Minutes of Committees of the Board**

The Board received the draft minutes of recent meetings of Committees of the Board

- a) Operational Board – 28 February 2019
- b) Audit – 18 March 2019

**Agreed**

The Board noted the draft minutes.

**19/50 Performance Management Information Quarter 3**

The Board received a summary of performance for Quarter 3 2018/19 from key performance measures reported to Derby City Council. The report was presented to the Operational Board on 28 February 2019.

**Agreed**

The Board noted the Performance Management Information for Qtr 3.

**19/51 Forward Plan of Agenda Items**

The Board received the Forward Plan of Agenda Items for the period April – September 2019.

**Agreed**

The Board noted the Forward Plan of Agenda Items.



**Date of next meeting**

**The next meeting will be held on Thursday 30 May 2019 at 6.00 pm in the Board Room at London Road.**

Iain MacDonald and Lucy Care gave their apologies for the next meeting.

The meeting ended at 8.20 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 28 March 2019.