

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 29 July 2010

The meeting started at 6.00 pm

Board Members Present:

Mick Barker, Paul Bayliss (Chair), John Bloxsom, Alison Brown, Tony Holme, Iain MacDonald, Tabani Ndlovu, Brian Perry, Margaret Redfern, Dennis Rees, Mary Rowland (arrived at 6.30 pm), Bob Troup, Roy Webb, Ken Whitehead.

Officers Present:

Shaun Bennett, Phil Davies, Susan Hill, Jackie Mitchell, Tony Muldoon, Maria Murphy

Observer:

Julian Rowa, Head of the Retail Expansion Programme, Barclays Bank Kenya

10/86 Apologies

Apologies for absence were received from Bob Osler, Councillor Philip Ingall and Lorraine Watson.

In the absence of the Chair, Paul Bayliss chaired the meeting.

10/87 Admission of Late Items

The Chair admitted a revised report Item B4 Annual Report and Financial Statements 2009/10. He advised the Board that the report recommendation had been amended to authorise him to sign the accounts in the absence of the Chair.

The Chair introduced Julian Rowa, a colleague of Tabani Ndlovu, who wished to observe the meeting as part of his development as an executive dealing with Board issues.

The Board agreed that Julian could remain during the discussion of the confidential report.

10/88 Declarations of Interests

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.

10/89 Minutes of Previous Meeting on 27 May 2010

The minutes of the meeting held on 27 May 2010 were accepted as a true and accurate record.

10/90 Matters Arising

Minute 10/64 Matters Arising

Minute 10/12 Chief Executive's Update

The Chief Executive reminded the Board that Roy Webb had asked for clarification on whether the Council had a legal requirement to consult tenants on its decision on the future of council housing. The Chief Executive had sent an email to all Board Members informing them of the advice received from Anthony Collins Solicitors that the Council has an obligation to consult, but that it can decide on the method of consultation. There is Government Guidance on reviews of ALMOs and it advises that Council's should consult on any review in a similar way to that followed when the ALMO was set up. However, this is not legally binding.

Minute 10/37 Announcements from the Chair

The Director of Investment and Regeneration advised that the first two new build properties at Penalton Close were nearing completion. The properties will be open for Board Members to view before they are handed over to the new tenants. The Chief Executive informed the Board that Dennis Rees, Adam Wilkinson, Derby City Council's Chief Executive, and Councillor Philip Ingall will attend a ceremony on 9 September to welcome the tenants to their new homes.

Minute 10/44 Late Item Transfer of Part of Environmental Services Department (ESD) to Derby Homes

The Chair asked if the agreement for the transfer of Derby City Council's ESD housing repairs service to Derby Homes was signed on 1 June. The Director of Investment and Regeneration replied that the agreement was signed on 2 June but backdated to 1 June.

Minute 10/71 Chief Executive's Update

Alison Brown asked if the Council Cabinet agreed to the contingency of £500,000 on repairs. The Director of Investment and Regeneration replied that the Council has agreed to a contingency but they are waiting to see what the delivery costs are before approving it at Cabinet.

Minute 10/74 Delivering Efficiencies in Corporate and Transactional Services (DECATS) – Next Steps

The Chief Executive explained that the recommendations and actions from DECATS and Short Notice Inspection have been amalgamated within the existing plan for business efficiencies.

Minute 10/79 Board Evening Tour

The Chief Executive informed the Board that the trip to the Extra Care schemes in Derby went very well.

Margaret Redfern asked if there was any more news on the submitted bid to build Extra Care homes. The Director of Investment and Regeneration replied there was no extra HCA grant for the scheme, and had been asked to re-submit a bid without this. Margaret Redfern asked where the money would come from. The Director of Investment and Regeneration replied that it will be a combination of borrowing of the income stream from rents, receipts from the sale of some units and Prudential Borrowing.

10/91 Announcements from the Chair

The Chair advised that Derwent Living has invited the Board to observe their Board meeting on 2 December 2010 at their offices on Pride Park, starting 6.00 pm and estimated to finish by 9.00 pm. The Chair asked the Board to let the Governance Services Manager know if they are interested in attending. The Chief Executive added that four or five Board Members would be sufficient to attend. Iain MacDonald and Dennis Rees expressed an interest in attending.

10/92 Announcements from Members of the Board

There were no announcements from Members of the Board.

10/93 Questions to Derby Homes Board From Members of the Public

There were no questions from members of the public.

Questions from Derby City Council

There were no questions from Derby City Council.

10/94 Committee Chairs' Feedback

Chairs of Derby Homes' Committees provided highlights from previous meetings.

Paul Bayliss, Chair of the Local Housing Board South

- Changes to the Cleaning Contract
- Fire Safety Management in Blocks of Flats
- Notice to Vary Tenancy Conditions.

Iain MacDonald, Chair of Resources, Remuneration and Regeneration Committee

- Draft Derby Homes Procurement Strategy
- Development and Regeneration Update projects
- Payments and Expenses.
- DECATS Review of Executive and Senior Management Team (SMT) and Principal Officers
- Derby Homes Management Accounts 2010/11 Period 2.
- Draft Annual Report and Financial Statements 2009/10
- Professional and Consultancy Appointment and Fees 2009/10
- Performance Monitoring.

Dennis Rees, Chair of the Local Housing Board North

- Changes to the Cleaning Contract
- Other items were Estates Pride Quick Fix Bids, Community Watch Patrol, Fire Safety Management in Blocks of Flats and, Notice to Vary Tenancy Conditions.

Tabani Ndlovu, Chair of Performance Management Committee

- Repairs
- Voids and Allocations
- Gas Servicing
- Staff Sickness
- Customer Feedback
- Excellence in Action Conference on 9 July 2010
- Equality Impact Assessment
- Delivery and Business Plan Targets.

John Bloxsom, Chair of Audit Committee

- Control Self Certification and Internal Reporting
- Review of the Risk Registers 2009/10.
- Implementation of Internal Audit Recommendations
- Pre Employment Checks
- A meeting is to be held on 9 August to discuss the risk management of the housing repairs team transferring to Derby Homes.

10/95 Confidential Business

The Board agreed to exclude members of the public during consideration of the following item on grounds that it involved the likely disclosure of confidential information as defined in Standing Order 20.2 (j and n) of Part IV of Derby Homes Governance Arrangements.

10/96 Chief Executive's Update

The Board received a report which included

- Policy Update
- HRA Review
- Future of Derby Homes
- Derby Homes' Accommodation
- Delivering Efficiencies in Corporate and Transactional Services (DECATS) Update
- Review of Anti Social Behaviour (ASB) Services in Derby

Agreed

The Board

1. noted the report
2. noted that implementing DECATS and efficiencies will be discussed at the Executive Away Day and will be fed back at the September Board meeting if possible.

End of Confidential Business

10/97 To agree any items from Part C to be discussed

The Board agreed to discuss Item C2 Derby Homes Performance Monitoring Information. The rest of the items in Part C were noted but not discussed.

10/98 Health and Safety Update

The Board received details of recent health and safety performance and current issues.

Tabani Ndlovu asked if under the current economic circumstances Derby Homes could do without the additional post of Health and Safety Advisor. Alison Brown replied that whatever Derby Homes does it should not cut the additional post. The additional post will be required to deal with health and safety issues for the new housing repairs team. The Chief Executive added that the post may be filled internally. Ken Whitehead supported Alison Brown's comments and added that the post had been vacant for a some time.

Iain MacDonald asked if members of staff claim compensation from Derby Homes as a result of accidents and was this managed and the Board kept informed. The Chief Executive replied that the report is shown for information to the Board to highlight incidents and any claims are processed through our insurers. Iain MacDonald asked if incidents were rectified. The Director of Housing and Customer Service replied that the Senior Health and Safety Advisor addresses these incidents and judges the risk to take action or not.

Ken Whitehead suggested that a summary of issues from the Health and Safety Forum should be included within the report. He also raised a matter discussed at the Health and Safety Forum of a medical issue affecting some staff believed to be caused by the air conditioning at Cardinal Square. The Director of Investment and Regeneration replied that there had been a number of issues with the air conditioning causing draughts. The system relies on cold air coming out of air vents. He is investigating the introduction of a system that would allow each floor at Cardinal Square to control individual air vents.

Agreed

The Board

1. noted the report
2. agreed to include any 'lessons learned' from accidents or incidents
3. agreed that a summary of Health and Safety Forum issues are included with future reports.

10/99 Annual Report of Audit Committee: Internal Controls

The Board received a report from the Chair of Audit Committee, discharging the Committee's responsibility to report to the Board on the effectiveness of internal control systems during the year to 31 March 2010. Attached to the report was a copy of the Statement on Control Self Certification and Internal Reporting, which is to be included in the Directors' Report in the Year End Accounts.

Agreed

The Board

1. noted the report and approved the statement on internal controls assurance within the Report of the Directors on the financial statements for the year to 31 March 2010
2. authorised the Chair of Derby Homes to sign the Control Self Certification and Internal Reporting statement.

10/100 Annual Report and Financial Statements 2009-10

The Board received the draft Annual Report and Financial Statements for Derby Homes for the year ended 31 March 2010. The report also explained the changes made to the accounts since the period 11 forecast out-turn, which was sent to Resources and Remuneration Committee members on 26 March 2010.

The Financial Statements had been recommended to the Board by the Audit and Resources, Remuneration and Regeneration Committees.

Agreed

The Board

1. accepted the Annual Report and Financial Statements as a true and fair view of the Company's financial affairs as at 31 March 2010 as a going concern.
2. noted the explanation of the changes made to the accounts since the forecast out-turn was sent to Resources and Remuneration Committee members on 26 March 2010
3. authorised the Vice-Chair and Company Secretary to sign the accounts at the Board meeting on 29 July 2010.
4. authorised the Vice-Chair, Chief Executive and Director and Company Secretary to sign a letter of representation requested by PKF (UK) LLP at the Board meeting on 29 July 2010.

5. authorised the Vice-Chair to sign the Statement on Control Self Certification and Internal Reporting at the Board meeting on 29 July 2010.

10/101 Budget Strategy 2011/12

The Board received a report setting out the budget preparation framework for 2011/12.

Agreed

The Board

1. noted the report and appendices
2. approved the budget framework for 2011/12.

10/102 Derby Homes Annual General Meeting – 28 October 2010

The Board received a report setting out the proposed itinerary for the Annual General Meeting (AGM) on 28 October 2010.

Margaret Redfern asked if there was now a clear criteria to follow for the Lionel Massingham Partnership Award. The Chief Executive confirmed that there was. Margaret Redfern also requested that in order to ensure food is not wasted, food is only ordered for the number of people actually attending. asked The Governance Services Manager replied that invitations do ask people to indicate if they require a meal.

(NB as the meeting is open to public we do allow for a small number of people who turn up on the day.)

Tony Holme referred to the article in the Derby Homes News which stated that the venue is at the Derby Conference Centre and asked if this will be corrected to the Spot Conference Centre. The Chief Executive replied that details of the correct venue had been passed on to all staff in case of any queries and a press release will be issued regarding the AGM giving the correct venue.

Iain MacDonald asked if tenants will be informed at the AGM on the future of Derby Homes. The Chair replied that the future of Derby Homes will be covered in the Chair's speech.

Agreed

The Board approved the proposed itinerary for the AGM.

10/103 Derby Homes Equalities Scheme

The Board received a report providing an update on the Equalities Scheme and Action Plan 2008-2011.

Alison Brown commented there were few actions beyond 2009. The Personnel Manager replied that the action plan shows the short term period linking with the Service Plans but she will take that into account in a future re-write of the action plan.

Tabani Ndlovu asked for an update on the review of collection of customer data. The Director of Housing and Customer Service replied that letters are being sent to all tenants requesting information on their ethnicity, sexual orientation, disability etc.

Alison Brown suggested the housing repairs operatives could help to get this information from tenants via the hand held PDA equipment.

Dennis Rees commented that letters had been sent before. He suggested providing a good explanation as to why Derby Homes is asking for this information.

Mary Rowland asked what is done with the information collected and how secure will the data be. The Director of Housing and Customer Service replied that the data is stored in a secure area on the computer system and in accordance with the Data Protection Act. All employees are bound by their conditions of employment and the Data Protection Act. If an employee uses data inappropriately, he or she has broken their conditions of employment and would be disciplined.

Agreed

The Board noted the content and detail of the Equalities Scheme Action Plan 2008-2011 and actions taken to date.

10/104 Corporate Health and Safety Policy

The Board received a revised Derby Homes Health and Safety Policy. It is a legal requirement to produce a health and safety policy statement under the Health and Safety at Work (etc) Act 1974. The review identified discrepancies between the current policy and summary booklet. In addition, parts of the policy had been carried over from the then Council's Housing Department and not relevant to Derby Homes' corporate structure.

Agreed

The Board approved and gave commitment to the revised policy.

10/105 Fire Safety Policy

The Board received a draft Fire Safety Policy and Strategy for Derby Homes.

Tony Holme commented that on the recent visit to Extra Care schemes some corridors were not sterile free areas; there were hidden corners and wheelchairs are parked in corridors. He asked if the proposed sterile area policy could be applied with some discretion.

Bob Troup commented that fire safety training had not been mentioned in the policy. The Chief Executive replied that fire safety training is held for all staff and this would be incorporated into the new policy.

Brian Perry asked if fire drills are held for residents in all block of flats. The Chief Executive replied that fire drills are something to consider, but fire risk assessments are carried out on all blocks.

Mick Barker questioned whether Derby Homes has a competent person to carry out the fire risk assessments. The Director of Investment and Regeneration will confirm the name of the operative who does the fire risk assessments, by email to him.

Bob Troup suggested Board Members' responsibilities should be included in the policy.

Tony Holme also commented about housebound disabled tenants and whether Derby Homes should provide chair lifts. The Chief Executive stated that in most flats the recommended policy was for tenants to stay put until the Derbyshire Fire Rescue Service arrived.

Agreed

The Board did not approve the policy and requested that it be amended as discussed and brought back to the next meeting.

10/106 Standing Order 12

The Board agreed to waive Standing Order 12 to allow the meeting to continue after 8.00 pm.

10/107 Membership of Performance Management Committee

The Board received a report to consider a request from John Bloxsom to join the Performance Management Committee.

Agreed

The Board approved John Bloxsom's appointment to the Performance Management Committee.

10/108 Draft Minutes of Committees and Local Housing Boards

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

- a. Audit – 5 July 2010
- b. Governance Services – 28 May 2010
- c. Resources, Remuneration & Regeneration – 8 July 2010
- d. Performance Management – 17 May 2010
- e. Local Housing Board North – 10 June 2010
- f. Local Housing Board South – 17 June 2010

Agreed

The Board noted but did not discuss the minutes.

10/109 Derby Homes Performance Monitoring Information Quarter 1 2010/11

The Board received a report on up to date performance information of Derby Homes, against key performance indicators for Quarter 1, 2010/11.

Margaret Redfern asked if figures could be used as well as percentages. The Director of Housing and Customer Service replied that the matrix had been set up and agreed at Derby City Council on how to monitor the agreements in percentages; it is a simple format and fuller data was looked at by Performance Management Committee.

Margaret Redfern commented that staff sickness levels had increased and asked if it was due to the transfer of the repairs team. The Personnel Manager replied that there are three or four staff on long term sickness but Derby Homes is continuing to monitor and support sickness absence at Derby Homes.

Agreed

The Board noted the contents of the report.

10/110 Derby Homes' Forward Plan of Agenda Items

The Board received a forward plan of agenda items for a six month period from August 2010.

Agreed

The report was noted but not discussed.

10/111 Derby Homes' Diary Planner

The Board received a diary planner of events taking place for the six months from August 2010.

Agreed

The report was noted but not discussed.

Date of next meeting

The next meeting will be held on Thursday 30 September 2010 at 6.00 pm at Cardinal Square.

The meeting ended at 8.05 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 29 July 2010.