

**DERBY HOMES LIMITED  
CITY BOARD**

**THURSDAY 30 AUGUST 2012 AT 6.00 PM  
THE GREEN ROOM, LONDON ROAD**

**AGENDA**

1. Apologies
2. Admission of late items (if any)
3. Declarations of any other business
4. Declarations of Interest – *please refer to advice at the end of this agenda*
5. Presentation – Capital Programme Update

**PART A – FOR DECISION**

- A1 Minutes of the meeting held on 21 June 2012
- A2 Matters arising
- A3 Questions from members of the public (maximum time 15 minutes)
- A4 Any items from Part B to be discussed
- A5 Any items for representatives from Contractor Partners
- A6 Housing and Leaseholder Focus Groups' and Equality Groups Items
  - Feedback from HFG Facilitators
- A7 Training for City Board Members  
*City Board members to identify any training needs*
- A8 Complaints Procedure Review
- A9 Review of Home Release Scheme
- A10 Repairs Team – Gas and Electrical Testing Proposal
- A11 Review of Community Rooms – Centurion Walk and Churchside Walk

A12 Gas and Electrical Focal Point Fires

A13 City Board Meeting – 4 October 2012

## **PART B – FOR NOTING/DISCUSSION**

B1 Directors' Update

B2 Complaints and Satisfaction – Quarter 1 2012-13

B3 Performance Monitoring - Local Offers Quarter 1 2012

B4 Performance Monitoring – Quarter 1

B5 Welfare Reform Proposals

B6 Repairs Service Update

B7 Estates Pride Quick Fix Bids

B8 DACP Customer Journey

B9 Grounds Maintenance Petition

B10 Minutes of the Derby Homes Board meeting held on 26 July 2012 (draft)

B11 Date and time of next meeting – Thursday 18 October 2012 at 6.00 pm (if agreed)

## **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**

### **Fire Evacuation Procedure – London Road**

No fire drills are scheduled.

#### **Action on discovering a fire**

1. raise the alarm by operating one of the manual call points
2. Leave by the nearest available exit to the assembly point on the grass next to the staff canteen.

#### **Action on hearing the alarm**

1. do not stop to collect personal belongings
2. close windows and doors if it does not cause undue delay
3. escort any visitors and leave by the nearest available exit and go to the assembly point on the grass next to the staff canteen.
3. check that someone has called the Fire Brigade by dialing 999
4. do not return to the building until given the all clear by the Fire Brigade