

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 31 March 2016

The meeting started at 6.00 pm

Board Members Present:

Mike Ainsley (Chair), Fareed Hussain, Iain MacDonald, Cadine Reid, Jsan Shepherd, Ian Veitch, Roy Webb

Officers Present:

Maria Murphy, Managing Director of Derby Homes
Shaun Bennett, Director of Investment & Regeneration
David Enticott, Finance Director & Company Secretary
Jackie Mitchell, Governance Services Manager
Ian Fullagar, Head of Strategic Housing, Derby City Council

Others in attendance:

Nigel Barker, Chair of Rykneld Homes
John Carter, Vice Chair of Rykneld Homes
Dennis Rees, Operational Board & DACP Member

16/25 Apologies

Apologies for absence were received from Bob MacDonald, Roy Webb and Christine Durrant (DCC)

16/26 Admission of Late Items

The Chair admitted a late item Update on Housing & Planning Bill 2015. Item A2 was moved the end of the agenda in order to be discussed privately.

16/27 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.

16/28 Minutes of Previous Meeting

The minutes of the meeting held on the 21 January 2016 were accepted as a true and accurate record.

16/29 Matters Arising

Minute 16/09 Operational Board Feedback from the meeting held 10 December 2015

The Managing Director confirmed the Cabinet Member had approved the changes to the opening hours at Sinfin Local Housing Office and this change had now been effected.

16/30 Announcements from the Chair

The Chair advised he would make an announcement in private at the end of the meeting.

16/31 Statements from Members of the Board

There were no statements from Members of the Board.

16/32 Questions from members of the public

There were no questions from members of the public.

16/33 Committee Chairs' Feedback

The Operational Board Vice Chair and Audit Committee Chair provided feedback from recent meetings:

- Operational Board – 25 February 2016
- Audit – 7 March 2016

Agreed

The Board noted the feedback.

16/34 Update on Housing & Planning Bill 2015 (Late Item)

The Board received an update on progress being made in anticipation of changes proposed under the Housing & Planning Bill.

The Board welcomed action being taken to lessen the impact of the proposals in the Bill. When asked about the percentage of tenants under 35 years, living in one bedroomed properties, regarding Local Housing Allowances, they were advised that although there is a lot of data regarding current tenants, the

proposals do not apply to them and will affect new tenants from 1 April. The Managing Director will bring further information back to the Board in due course.

Agreed

The Board noted the progress being made to ensure that our tenants receive appropriate information and guidance on the provisions contained within the Housing & Planning Bill.

16/35 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 (g, h, and n).

16/36 Budget Update 2016/17

The Board considered a report on the proposed operational budget for Derby Homes for 2016/17 and forecasts for 2017/18 and 2018/19.

Agreed

The Board approved the recommendations within the report.

16/37 Risk Registers Quarter 3 2015/16

The Board considered a report updating developments in the management of risk with regards to the strategic and operational risk registers of Derby Homes.

Agreed

The Board

1. noted and approved the strategic risk register as detailed in Appendix 1 of the report
2. noted the operational risk register as detailed in Appendix 2 of the report.

16/38 Strategic and Operational Risk Registers 2016/17

The Board considered a report presenting the proposed 2016/17 strategic and operational risk registers for Derby Homes. The registers were compiled after consideration of outputs from a risk review held on 11 November 2015 and were considered by Audit Committee on 7 March 2016.

The strategic and operational risk registers set out the risks which impact on Derby Homes' ability to achieve its aims and objectives and the controls and mitigating actions put in place to address those needs.

Agreed

The Board approved the proposed strategic and operational risk registers for 2016/17, as shown in Appendix 1 of the report.

End of Confidential Business

16/39 Items from Part C to be discussed.

Agreed

The Board agreed not to discuss any items from Part C.

16/40 Health & Safety Update

The Board considered details of recent health and safety performance and current issues, including reports on accidents and incidents, violence and aggression. The report also advised of the appointment of Suzanne Smith, to the new post of Asbestos Manager, created to provide an overall co-ordination and management of the various asbestos related activities carried out by Derby Homes.

The Board was updated on items discussed at the Health & Safety Forum held that day and was pleased to note the increased staff turnout for the meeting. Items discussed at the Forum included

- Warnings on Academy
- Our Health Project initiatives
- Milestone House – reduction in incidents, but improvements identified to front entry following recent incidents
- Dog biting incidents – push sticks have been issued to staff
- New Asbestos Manager
- Update on the H&S audit on new build sites.

Agreed

The Board noted the recent performance in Health & Safety and current issues.

16/41 Investment & Maintenance Update

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

Derby Homes has completed 90 new homes since the last meeting, homes at Seymour Close, Hillcrest Road and the extra care facility at Parklands view has been handed over. The total stands at 282 homes towards the target of 700. In addition we are on site with a further 32 this gives a guaranteed total of 314 homes.

The Board also received an update on the performance of the Repairs Team, Void Repairs and the material supply partnership with Buildbase.

Agreed

The Board noted the report.

16/42 Reappointment of Board Members

The Board considered a report on proposals for the reappointment of Board Members whose term of office is due to end at the 2016 AGM, in accordance with the requirements of the National Housing Federation's 2015 Code of Governance adopted by the Board last year.

The Board was requested to appoint 3 Board Members to the appointment panel which should include at least one of the Chair and Vice Chairs.

Agreed

The Board appointed Mike Ainsley, Bob MacDonald and Ian Veitch to the Appointment Panel with delegated authority to determine whether to offer a further three year period of office from the November 2016 AGM.

16/43 Review of Key Performance Indicators & Targets 2016/17

The Board considered a report presenting the key performance indicators and targets for 2016/17.

Agreed

The Board

1. accepted the performance indicators and targets for 2016/17 subject to approval by Derby City Council
2. delegated to the Managing Director any amendments to proposed indicators and targets following consultation with the Council.

16/44 Recognition of Achievements

The Board received an update report on recent award submissions by Derby Homes.

Submissions were as follows:

Building Better Communities in the East Midlands Awards: Apprentice of the Year, Health & Safety, Apprenticeship Scheme Training, Corporate Responsibility.

The Chair advised that Derby Homes although Derby Homes was not an outright winners it did come runner up in some of the EEM categories.

Tenant Participation Advisory Service (TPAS) – Central Awards 2016: Excellence in Community Action, Excellence in Scrutiny, ***Excellence in Annual Report, Excellence in Employment Skills and Training, Young Tenant of the Year.***

The winning categories (TPAS) (***in bold and italics***) will go on to the National Awards in July.

Agreed

The Board noted the submissions and successes outlined within the report.

16/45 CONFIDENTIAL ITEM

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 (g, h, and n).

Ian Fullagar Nigel Barker, John Carter and Dennis Rees left the meeting.

16/46 Managing Director's Report

The Managing Director tabled a report updating Board Members on discussions with the City Council following the proposal to review the future provision of housing management and maintenance services.

Agreed

The Board noted the report.

16/47 Chair's Announcements

The Chair informed the Board of the outcome of a recent appeal hearing.

16/47 Draft Minutes of Committees of the Board

The Board received the draft minutes of the Operational Board meeting held on 25 February 2016 and Audit Committee meeting held on 7 March 2016.

Agreed

The Board noted the draft minutes.

16/48 Performance Monitoring Information Quarter 3

The Board received a report summarising the performance of Derby Homes for the third quarter of 2015/16, October to December 2015, for key performance measures reported to Derby City Council and provided details on the outcome of the half-yearly review of the year-end performance targets.

Agreed

The Board noted the report.

16/49 Forward Plan of Agenda Items

The Board received the Forward Plan of Agenda Items

Agreed

The Board noted the Forward Plan.

Date of next meeting

The next meeting will be held on Thursday 26 May 2016 at 6.00 pm in the Large Training Room at London Road.

The meeting ended at 7.50 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 31 March 2016.