

# Part I

## Summary and Explanation

### Introduction

~~This document explains the rights of tenants and how Derby Homes is governed. The documents within these Governance Arrangements set out how Derby Homes is governed and contain a number of rights for Derby Homes' Tenants. This Summary and Explanation summarises those arrangements and the rights of Tenants.~~ All references to tenants mean tenants, leaseholders and mobile home park residents. Family member of a tenant means any person who is at least 18 years old and who is a parent, brother, sister or child of a tenant whether by blood, marriage or cohabitation, or a spouse or partner of a tenant.

Comment [D1]: AC recommendation

Derby Homes is a non profit making registered company that is wholly owned by Derby City Council.

Its methods of operation are as set out in

- ~~• Memorandum and Articles of Association~~
- ~~• Service agreement between the City Council and Derby Homes~~
- ~~• Tenancy agreements~~
- ~~• Tenants Compact~~
- ~~• Tenants and Leaseholder handbooks~~
- ~~• Council housing allocations and lettings policies~~
- ~~• Derby Homes housing policies and procedures~~
- ~~• Derby Homes personnel and equalities policies~~
- ~~• This document, including standing orders and financial regulations~~
- ~~• Code of practice for Board members and staff of Derby Homes.~~
- The Governance Arrangements Suite including:

Comment [D2]: AC recommendation

- This Summary and Explanation document
- Articles of Association
- Standing Orders
- City Board Constitution
- Delegation of Responsibilities
- Financial Regulations

- ❑ Procurement Procedure Rules
- ❑ Appointment and Recruitment of Board Members
- ❑ Code of Conduct for Board Members
- ❑ Standing Orders for Appointment of Staff
- ❑ Protocol on Board Member, Executive Team and Staff Relations
- ❑ Management Agreement between Derby Homes and the City Council
- Tenancy agreements
- Tenants compact
- Tenants and Leaseholder handbooks
- Council housing allocations and lettings policies
- Derby Homes housing policies and procedures
- Derby Homes personnel and equalities policies
- Derby Homes Anti Bribery policy
- Derby Homes Freedom of Information policy
- Derby Homes Data Protection policy

These documents are available on request.

### **Derby Homes' Board and Staff**

Derby Homes Board is responsible for the overall strategy and direction, key policies, major decisions and the financial management of Derby Homes Limited. Derby Homes Limited has people working for it to support the Board, give advice, implement decisions and manage the day-to-day delivery of its services. Its Board members and some officers have a specific duty to ensure that Derby Homes acts within the law. An 'officers' authorisation scheme' ~~scheme of delegated relating to officers' delegated powers of responsibilities-responsibility~~ and a code of practice governs the relationships ~~between officers and members of the Board of Directors.~~ This is different to the 'delegation of responsibilities' to committees of the Board referred to above within the Governance Arrangements Suite.

**Comment [D3]:** Suggested change of name for officers delegated authority to distinguish it from delegation to committees.

## Tenants' Rights

Tenants remain tenants of the Council. Their relationship with Derby Homes is that of a tenant who deals with an agent who is responsible for carrying out all day to day functions of their landlord. Tenants have a number of rights in their dealings with Derby Homes and the Council. These are set out in more detail in the Tenants Handbook. Some of these are legal rights, while others depend on Derby Homes and the Council's own policies and processes. The local Citizens' Advice Bureau can advise on an individual's legal rights.

Derby Homes welcomes participation by its tenants in its work. Tenants have the right to:

- ❑ stand for and vote at elections for tenant representatives to sit on the Board of Derby Homes
- ❑ contact their local councillor about any matters of concern to them
- ❑ obtain a copy of this document
- ❑ attend meetings of the Board of Derby Homes and its committees except where confidential matters are being discussed
- ❑ ask a question at meetings of the Board of Derby Homes
- ❑ petition to request a matter is considered by the Board of Derby Homes or petition to request a matter is considered by a committee of the Council
- ❑ contribute to the work of Housing Focus Groups
- ❑ find out, from the Board's priorities plan, what major decisions are to be discussed by the Board and when
- ❑ see reports and background papers, and any record of decisions made by the Board and its staff
- ❑ complain about any aspect of Derby Homes' services, under its Complaints Procedure
- ❑ complain to the Ombudsman if they think Derby Homes has not followed its procedures properly. However, they should only do this after using Derby Homes' own complaints process
- ❑ complain to the Chief Executive of Derby Homes if they have evidence which they think shows that a member of the Board or staff of Derby Homes has not followed Derby Homes' Code of Conduct
- ❑ inspect Derby Homes' accounts and make their views known to the external auditor.