

GOVERNANCE ITEMS

Report of the Finance Director & Company Secretary

1. SUMMARY

- 1.1 The report provides an update on governance matters affecting the Operational Board.

2. RECOMMENDATION

- 2.1 The Operational Board:
 - 1. Notes the content of the report and the decision of the Governance Committee to make laptops and mobile phones available to Operational Board Members.
 - 2. Agrees a further nominee from its members to the Audit Committee, subject to Derby Homes Board approval.
 - 3. Notes the dates of Operational Board meetings in 2019.

3. REASON(S) FOR RECOMMENDATION

To update the Operational Board on governance matters.

4. MATTER FOR CONSIDERATION

- 4.1 **Access to IT**

At the meeting of the Governance Committee on 1 November 2018, the Committee agreed to provide Derby Homes' laptops and phones, for all Board members, Operational Board members and Customer Voice members that wish to have them.
- 4.2 Providing laptops to all members would ensure all have access to CMIS, to increase speed of communication and reduce overall paper use. This would mean that in future, we will not provide paper copies of reports listed on the agenda that are for noting and they would need to be viewed through CMIS.
- 4.3 Board members who are provided with a laptop will also be provided with a Derby Homes email address. For those who do not have a broadband connection in their homes, a Derby Homes smart phone can be tethered to the laptop to provide access to the internet.
- 4.4 Board Members should contact the Governance Services Manager if they are interested in being provided with a laptop and phone. We estimate that the equipment will be available in the New Year; training can be provided for those

Board Members that require it. Board Members accessing Derby Homes IT will be required to complete the Data Protection/ GDPR training on e-learning and will be required to undertake to comply with all Derby Homes IT related policies including the Board Members Facilities Policy.

Derby Homes Audit Committee

- 4.5 The Operational Board has two places on the Audit Committee. One place is taken by Tony Holme, the second place has been vacated by Dennis Rees, as following his appointment to the Derby Homes Board, Dennis now sits on the Committee as a main Board Member.
- 4.6 The Audit Committee usually meets 3 times a year in March, July and October. Its terms of reference is attached to this report at Appendix 1.

The Operational Board is asked to consider if any of its members wishes to take up a place on the Audit Committee.

Future meeting dates

- 4.7 At the meeting on 29 November, the Derby Homes Board agreed the dates of Operational Board meetings in 2019 as follows:

28 February
25 April
27 June
29 August
31 October

5. OTHER OPTIONS CONSIDERED

- 5.1 None.

The areas listed below have no implications directly arising from this report:

Consultation	Environmental
Financial and Business Plan	Equalities Impact Assessment
Legal and Confidentiality	Health & Safety
Council	Risk
Personnel	Policy Review

If Board Members or others would like to discuss this report ahead of the meeting please contact:

Jackie Mitchell / Governance Services Manager / 01332 888527 / Email jackie.mitchell@derbyhomes.org

Background Information: None
Supporting Information: None

This report has been approved by the following officers where there are financial or legal implications:

Finance Director/Derby Homes Accountant Head of Governance & Corporate Services Managing Director	David Enticott Taran Lalria Maria Murphy	
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