

**DERBY HOMES LIMITED
CITY BOARD**

**THURSDAY 25 AUGUST 2011 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*

PART A – FOR DECISION

- A1 Minutes of the meeting held on 30 June 2011
- 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 & Leaseholder Focus Groups' Items
- A7 Estates Pride Quick Fix Bids
- A8 Training for City Board Members
City Board members to identify any training needs
- A9 Review of Local Office Opening Hours
- A10 Charges for the Concierge Service
- A11 Derby Homes Safeguarding Policy

PART B – FOR NOTING/DISCUSSION

- B1 Directors' Update
- B2 Performance Monitoring
- B3 Equalities Monitoring
- B4 Performance Monitoring- Local Offers Quarter 1 2011
- B5 Complaints and Satisfaction - Quarter 1 2011-12
- B6 Volunteer Update Report
- B7 Emergency Call Systems – Telephone Lines
- B8 Scrutiny Panel Name Change and Statement of Objectives
- B9 DACP Customer Journey
- B10 Repairs Team Update
- B11 Minutes of the Derby Homes Board held on 28 July 2011 (draft)
- B12 Date and time of next meeting – Thursday 13 October 2011

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. attempt to tackle the fire only if trained and if it is safe to do so (small fire, clear escape, only discharge one extinguisher)
3. 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
4. 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