

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 26 May 2016

The meeting started at 6.00 pm

Board Members Present:

Mike Ainsley (Chair), Paul Bayliss, Fareed Hussain, Bob MacDonald, 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
Taran Lalria, Company Solicitor
Jackie Mitchell, Governance Services Manager
Christine Durrant, Strategic Director Communities & Place, Derby City Council

Others Present:

Neeru Walia

16/50 Apologies

There were no apologies for absence.

The Chair welcomed Councillor Paul Bayliss, who has replaced Councillor Amo Raju.

16/51 Admission of Late Items

There were no late items.

16/52 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.

Paul Bayliss declared he is married to Paula Solowij, Area Housing Manager of the Stockbrook Street Housing Office.

Roy Webb declared he is a Patron of Derby Kids Camp.

16/53 Minutes of Previous Meeting

The minutes of the meeting held on the 31 March 2016 were accepted as a true and accurate record.

16/54 Matters Arising

Minute 16/42 Reappointment of Board Members

Reappointment interviews have been held by the Appointments Panel with Iain MacDonald and Cadine Reid regarding their reappointment to the Board; a report will be brought to the July Board meeting.

Minute 16/47 Chair's Announcements

There have been no further developments regarding the two potential tribunal hearings. The matters are still ongoing and the Board will be updated when further progress is known.

16/55 Announcements from the Chair

The Chair reminded the Board of the forthcoming training session on 4 July, designed and facilitated by the Youth Board. He encouraged all Board Members to attend.

16/56 Statements from Members of the Board

Roy Webb, on behalf of Derby Kids Camp, thanked Derby Homes for the offer of support to the Camp and particularly offering a proportion of time off for members of staff who help to erect tents and other equipment for the underprivileged children that the Camp takes away during the Summer.

16/57 Questions from members of the public

There were no questions from members of the public.

16/58 Committee Chairs' Feedback

The Committee Chairs provided feedback from recent meetings of the Governance Committee on 14 April 2016 and the Operational Board on 28 April 2016.

Agreed

The Board noted the feedback from recent Committee meetings.

16/59 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 (b, f, g, h, and n).

16/60 Managing Director's Report

The Managing Director presented the Performance Monitoring year end results and an update on performance against the strategic targets for 2015/16.

16/61 Finance Update

The Board considered a report of the Finance Director & Company Secretary which provided an update on financial matters affecting Derby Homes.

16/62 Investment & Maintenance Update

The Board received an update on current issues within the Investment & Maintenance Directorate.

16/63 Derby Homes Risk Registers Q4

The Board considered a report providing a year end update on both the strategic and operational risks as at the end of quarter four, 31 March 2016.

16/64 HRA Risk Register Q4

The Board received an update on developments in the management of risks with regard to the HRA Risk Register.

16/65 HCA & NHF Governance Compliance Statements

The Board considered a report setting out the first self-assessed annual review of Derby Homes' position with respect to the HCA's Governance and Viability Standard and the National Housing Federation Code of Governance.

16/66 Senior Management Team Declaration of Interests / External Activities

The Board considered a report containing details of external activities of Derby Homes' senior management team.

16/67 Items from Part C to be discussed

Agreed

Item C2 – Performance Monitoring Year End which had been discussed within the Managing Director's Report.

16/68 Health and Safety Update

The Board considered a report containing details of recent health and safety performance and current issues.

In respect of Accident and Incident reports, during March and April there were 7 reported accidents, 4 of these were classed as Lost Time Accidents. For the financial year 2015/16 there was a total of 45 reported accidents, 9 of these were classed as a Lost Time Accidents

In the same time period, there were 7 reported cases of violence, aggression or abuse towards staff. For the financial year 2015/16 there was a total of 57 reported cases of violence, aggression or abuse towards staff.

The Board was advised that Derby Homes has received the RoSPA President's Award for Occupational Safety.

The Board also received an update from Health & Safety Forum – including discussion about demolition work due to be carried out to some of the outbuildings at London Road and details of the 'Our Health' project for staff which will also include board members.

Iain MacDonald Health & Safety Board Champion said the President's award is a magnificent achievement and he congratulated the Health & Safety team, Forum and all concerned. This builds on our nine previous Gold Awards and requires us to demonstrate a continuous and exceptional effort to maintain and improve standards of health and safety.

The Chair acknowledged Iain's leadership of the Health & Safety Forum and the positive feedback he had received from staff.

The Managing Director added that the input from the Health & Safety Team, and Christine Hill, Head of Personnel has resulted in this success.

Agreed

The Board noted the report.

16/69 Asset Management Strategy

The Board considered a revised Asset Management Strategy for Council Housing in Derby. The strategy was rewritten following the self-financing regime for the HRA. It links in with the current HRA Business Plan and sets out the key asset management issues facing the HRA housing stock within the City.

Agreed

The Board approved the Asset Management Strategy for Council Housing in Derby.

16/70 Modern Slavery Act 2015

The Board considered a report setting out a proposed policy and statement under the Modern Slavery Act 2015.

The Modern Slavery Act 2015 ("the Act") became law in October 2015 and is designed to prevent slavery, servitude, forced or compulsory labour and human trafficking (referred to as 'Modern Slavery') in organisations and their supply chains and to increase transparency as to what steps, if any, any organisation is taking to combat slavery and trafficking.

Organisations are required to provide a slavery and human trafficking statement (the 'Statement') where certain conditions are met. Those conditions are met by Derby Homes.

Derby Homes will ensure that within the contract procurement rules, if a major supplier meets the £36m requirement, that they have a policy in place and smaller contractors will be invited to attend the training provided for our staff.

The Modern Slavery Policy sits along our safeguarding policy and practices, and staff will be told to report suspected cases.

Once the Council's policy has been written we will consider further if our policy needs to be improved or aligned with theirs, as we will be one of their contractors and will need to abide by their policy. Any proposed amendments will be brought back to the Board for approval.

Agreed

The Board agreed to

1. Adopt the Modern Slavery Act 2015 policy
2. Publish the Modern Slavery Act 2015 Statement in the accounts and in a prominent place on our website.

16/71 Standing Order 8

Agreed

The Board agreed to waive Standing Order 12 at 8 pm to allow meeting to continue.

16/72 Delivery Plan 2015-16 Year End Report

The Board received an update report on the progress of the actions within the 2015/16 Delivery plan at year end.

The Delivery Plan, approved by the Board in January 2015, set out the high level activities which underpin the delivery of Derby Homes' strategic aims and objectives for 2015-16.

Agreed

The Board approved

1. the action set out in paragraph 3.3 is deleted
2. that the actions set out in paragraph 3.4 are carried forward to 2016/17 where there has been slippage.

16/73 Board Training & Appraisal 2016-17

The Board considered a report setting out proposals for Board and Operational Board Training and Appraisals for 2016/17.

As well as a programme of training for Board and Operational Board Members, the report included proposals for board member appraisals for members of both Boards.

The report advised that the NHF Code of Governance 2015 requires 'A full and rigorous appraisal process for the individual members of the board and its committees, including the chairs, must be carried out at least every two years.'

In order to comply with the requirements of the Code, appraisal of Board Members will need to be carried out by September of this year. It was proposed to carry out the Operational Board Member appraisals later in the year.

The Chair advised that he had now received the results of the Rykneld Peer Appraisal and a report will be brought to the next meeting.

Agreed

The Board approved

1. Board Training Programme 2016/17
2. Annual appraisal of Board Members
3. Annual appraisal of Operational Board Members.

16/74 Draft Minutes of Committees of the Board

The Board received the draft minutes of the Governance Committee meeting held on 14 April 2016 and Operational Board meeting held on 28 April 2016.

Agreed

The Board noted the draft minutes of the Governance Committee meeting held on 14 April 2016 and Operational Board meeting held on 28 April 2016.

16/75 Performance Monitoring Information 2015/16 - Year End Results

The Board received a report that included highlights from key performance measures reported to Derby City Council. The Board as informed that overall year end performance remains excellent with a few issues to be addressed where possible.

Agreed

The Board noted the year-end performance results for 2015/16.

16/76 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 28 July 2016 at 6.00 pm in the Board Room at London Road.

The meeting ended at 8.10 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 26 May 2016.