

**DERBY HOMES LIMITED**  
**MINUTES OF THE BOARD MEETING**  
**Held on Thursday 31 January 2019**

The meeting started at 6.00 pm

**Board Members Present:**

Mike Ainsley (Chair), Lucy Care, Fareed Hussain, Bob MacDonald, Iain MacDonald, Dennis Rees, Jsan Shepherd

**Officers Present:**

Maria Murphy, Managing Director  
David Enticott, Finance Director & Company Secretary  
Shaun Bennett, Director of Investment & Maintenance  
Jackie Mitchell, Governance Services Manager  
Phil Taylor & Paul Brookhouse, Rough Sleeping Task Force (Item 9 only)

**19/01 Apologies**

Apologies for absence were received from Rob Cooper and Christine Durrant.

**19/02 Admission of Late Items**

There were no late items.

**19/03 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.

**19/04 Minutes of Previous Meeting**

The minutes of the meeting held on the 29 November 2018 were accepted as a correct record.

## **19/05 Matters Arising**

**18/139 Enthusiasm** – The Board was advised that following the invitation to those present at the last meeting, the Leader of Derby City Council, Councillor Chris Poulter took up the invitation and met with Joe Russo.

### **18/148 Board Effectiveness Review**

An update was provided on the proposal to carry out an external peer review.

### **18/150 Finance Update**

Following discussions with the Council it was decided not to submit the bid for Move on Funding.

## **19/06 Announcements from the Chair**

CIPFA Awards – Derby Homes has been shortlisted for two awards: The Annual Report (for the third year in a row), and David Enticott, Finance Director & Company Secretary, has been shortlisted for the Public Finance Leader of the Year.

EEM Awards – Derby Homes has been shortlisted for two awards: innovation partnership with Vaillant and Employee Development.

The Chair advised the Board of the sad news that Margaret Redfern has died. Margaret's funeral will be held on the 8 February. The Board asked that Derby Homes writes to her family and offers condolences and recognition of her work on the Board.

## **19/07 Statements from Members of the Board**

Bob MacDonald has visited Housing Offices to ask staff for their views on the Customer First policy. He received positive feedback and has supplied a report to them Managing Director.

## **19/08 Questions from members of the public**

There were no questions from members of the public.

## **19/09 Rough Sleepers Initiative**

The Board received a presentation from Paul Brookhouse and Phil Taylor on Derby's Rough Sleepers Initiative.

Concern was raised that rough sleepers are being moved to areas outside of the city centre. The Board was advised that outreach workers visit areas outside of the city centre including a number of Derby parks.

A further breakdown was requested on numbers/key figures of rough sleepers in Derby during 2018.

With regard to an enquiry about the number of rough sleepers accessing the NHS, the Board was informed that once the Safe Space opens it will have a nursing service and complementary care, which should reduce the number of people using the NHS.

**Agreed**

The Board noted the content of the presentation and thanked Paul and Phil for attending.

**19/10 Committee Chairs' Feedback**

The Committee Chairs provided feedback from recent meetings:

- a Operational Board – 13 December 2018
- b Governance – 14 January 2019

**Agreed**

The Board noted the feedback.

**19/11 Outstanding Actions**

The Board received an update on outstanding actions arising from previous meetings.

**18/118 Risk Registers Q1 2018/19**

There was a discussion regarding the requirement for EU Nationals living in the UK to apply to stay in the UK after Brexit. The Board requested that Derby Homes provides support/assistance to employees and tenants who are EU Nationals.

The Managing Director agreed to discuss with HR and with the Finance Director & Company Secretary and provide support if needed to employees who may be affected and, once more is known on the Brexit position, also offered to tenants affected.

**Agreed**

The Board noted the progress made on outstanding actions.

## **19/12 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 & n).

## **19/13 Managing Director's Report**

The Board considered a report providing an update on strategic and key issues.

- Rapid Rehousing Pathway Bid
- Secretary of State visit to Derby – 3 January 2019
- Audit Committee – Operational Board Representative
- Derby City Council – Brexit Impact Assessment
- Employee Survey 2019

### **Agreed**

The Board

1. noted the successful allocation of £283,000 plus a further £150,000 funding through MHCLG Rapid Rehousing Pathway Bid and recognition of one of only 11 cities chosen to be early adopters of the programme
2. approved the appointment of Jim Elks, Tenant Operational Board Member, to the Audit Committee
3. noted the content of Derby Homes' response to the Council's Brexit Impact Assessment.

## **19/14 Review of Senior Management Team**

The Board considered a report setting out proposals to strengthen Derby Homes Senior Management Team. The proposals had been considered by the Governance Committee on 14 January and their comments were incorporated into the report.

**Agreed**

The Board approved the proposals contained within the report agreed a review of the effectiveness of the new structure after twelve months.

**19/15 HRA Business Plan & Rents 2019/20**

The Board considered a report on the Council's proposals for the HRA Business Plan and rent and service charges for 2019/20 and Derby Homes' rental properties.

**Agreed**

The Board approved the recommendations in the report.

**19/16 Investment & Regeneration Update**

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

- New build
- War Memorial Village Trust
- Public Buildings repair service.

**Agreed**

The Board noted the report and approved the recommendations.

**19/17 Approval of Contracts & Frameworks**

The Board considered a request to add a further contractor to the Structural Repairs Framework.

**Agreed**

The Board approved the change to the Structural Repairs Framework.

**End of Confidential Business**

**19/18 Items from Part C to be discussed**

**Agreed**

The Board did not raise any items from Part C for discussion.

## **19/19 Health & Safety Update**

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

An update from that day's Health & Safety Forum was also provided. Issues around V&A included an incident at Milestone House. Risk Assessments for Milestone House will be reviewed and revised to ensure similar incidents are avoided.

The Board was also advised that this year's RoSPA bid has now been submitted.

The Board discussed the information currently provided and requested that an annual report on Health & Safety trends is provided.

### **Agreed**

The Board

1. noted the update on recent health and safety performance and current issues
2. agreed to receive an annual report on Health & Safety trends.

## **19/20 Standing Order 12**

### **Agreed**

The Board agreed to waive Standing Order 12 to allow the meeting to continue after 8.00 pm.

## **19/21 Draft Operational Budget 2019/20**

The Board considered the Operational Budget for Derby Homes for 2019/20, and forecasts for 2020/21, 2021/22, 2022/23 & 2023/24. The budgets were drafted to re-invest operational savings and efficiencies into funding agreed operational pressures, and follows the Board's strategy to re-invest service efficiencies and surpluses into funding operational pressures, assisting the Council with housing related pressures – particularly homelessness and funding more new homes.

The report also contained details of the proposed Capital Programme, some of which will require the Council's approval as they exceed £0.5m.

## **Agreed**

The Board approved:

1. the Derby Homes budget for 2019/20 as per Appendix 1, along with the pressures and savings listed in Appendix 3
2. in principle, the budgets for 2020/21, 2021/22, 2022/23 and 2023/24 as detailed in Appendix 1.
3. the updated 2018/19 and future capital programme on new homes and vehicles as detailed in Appendix 4.
4. in principle, any request for loan funding from DCC at the levels indicated in Appendix 4. Final approvals would be required from DCC and Board.

## **19/22 Delivery Plan 2019/20**

The Board considered the Delivery Plan for 2019/20, prior to agreement by Derby City Council. The Delivery Plan articulates the vision, priorities and deliverables for the coming 12 months.

Derby Homes mission, core values and strategic objectives have been revised to offer a clearer and more focused approach to setting the key organisational priorities. The Board was asked to adopt the revised:

Mission Statement:

‘High quality services for people, homes and communities’

and Strategic Objectives:

1. Service that puts our customers first
2. Quality home and contributing to sustainable communities
3. Reducing homelessness and enabling access to affordable housing
4. Value for money is a consideration in everything we do

A revised set of core values were also proposed as set out in the Delivery Plan (page 3).

The Board requested additions to Appendix 4 Service Drivers (Environmental):

- Reduce the carbon footprint of our activities as an organisation
- Reduce the use of plastics where possible.

### **Agreed**

The Board approved

1. the revised mission, core values and strategic objectives
2. the draft 2019/20 Delivery Plan and delegated any further minor amendments to the Managing Director of Derby Homes, for submission to the Council.

### **19/23 Disclosure Under the Insurance Act 2015**

Under the Act Derby Homes is obliged to disclose to insurers “relevant information” at both the insurance tender / renewal time and within the year if relevant issues occur.

The Board considered whether there was any new relevant information that should be disclosed to the insurer under the Insurance Act 2015.

### **Agreed**

The Board, having considered whether there is any new relevant information that should be disclosed to insurers, as required under the Insurance Act 2015, agreed it was not aware of any such information.

### **19/24 Draft Minutes of Committees of the Board**

The Board received the draft minutes of Committees of the Board

- a Operational Board – 13 December 2018
- b Governance – 14 January 2019

### **Agreed**

The Board noted the draft minutes of Committees of the Board.

### **19/25 Performance Monitoring Quarter 2**

The Board received a summary of performance for Quarter 2 2018/19 from key performance measures reported to Derby City Council. The report was presented to the Operational Board on 13 December 2018.

### **Agreed**

The Board noted the Quarter 2 Performance results and the changes to the priority performance measures and targets, made as part of the mid-year target review.

**19/26 Housemark Benchmarking 2017/18**

The Board received a report on Derby Homes' costs and performance information as detailed in the Housemark cost and performance benchmarking report 2017/18.

**Agreed**

The Board noted the findings of the report.

**19/27 Forward Plan of Agenda Items**

The Board received the Forward Plan of Agenda Items for the period February – July 2019.

**Agreed**

The Board noted the Forward Plan.

**Date of next meeting**

**The next meeting will be held on Thursday 28 March 2019 at 6.00 pm in the Board Room at London Road.**

The meeting ended at 8.20 pm.

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CHAIR

Signed as true and accurate record of the meeting held on 31 January 2019.