

DERBY HOMES LIMITED

MINUTES OF THE BOARD MEETING

Held on Thursday 30 March 2023

The meeting started at 6.00 pm

Board Members Present:

Mike Ainsley (Chair) Charlene Bhurton, Councillor Lucy Care, Councillor Shiraz Khan, Jenn Layton Annable, Bob MacDonald, Iain MacDonald (until 7:30pm) and Jsan Shepherd.

Officers Present:

Shaun Bennett, Director of Property
Chloe Gaskell, Governance Officer
Jane Haywood, Governance Services Manager
Michael Kirk, Finance Director & Company Secretary
Taranjit Lalria, Head of Corporate Services and Company Solicitor
Maria Murphy, Managing Director
Louise Paget, Corporate Support Officer
Helen Samuel, Head of Finance and Income

Others Present:

Samantha Dennis, Director of Public Protection and Streetpride, DCC
Councillor Roy Webb, Cabinet Member for Adults, Health & Housing

23/21 Apologies

Apologies for absence were received from:
Clare Mehrbani, Director of Housing Services
Rachel North, Strategic Director
Councillor Jerry Pearce

23/22 Admission of Late Items

The Chair confirmed that there were two late items submitted to be discussed in the confidential section.

23/23 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.

23/24 Announcements from the Chair

There were no announcements from the Chair.

23/25 Statements from Members of the Board

There were no statements from the Board.

23/26 Questions from members of the public

The Board noted the question from the public and the response from Derby Homes.

23/27 Items from Part C for discussion

Agreed

The Board noted Part C items.

23/28 Committee Feedback

The Committee Chairs provided feedback from recent meetings:

- a) Audit Committee – 27 February 2023
- b) Operational Board – 9 March 2023
- c) Escalations from Operational Board – positive comments regarding the Grounds Maintenance Service

Agreed

The Board noted the feedback from recent Committee meetings.

The Audit Committee meeting held on 27 February 2023 was not quorate, The Chair of Audit Committee summarised the minutes and requested for the Board to approve decisions made at the meeting. The Board approved the decisions made at the Audit Committee held on 27 February 2023.

The Operational Board Chair gave positive feedback regarding the Grounds Maintenance Service. The Managing Director gave thanks to the Derby Homes Officers involved and also to Street Pride who deliver the grounds maintenance service.

23/29 Minutes of Previous Meeting

The minutes of the meeting held on 26 January 2023 were accepted as a correct record.

23/30 Matters Arising

There were no matters arising from the previous minutes.

Action Monitoring

The Board considered outstanding actions arising from previous meetings.

Agreed

The Board noted the outstanding actions from the previous meeting.

The actions regarding the Delivery Plan will be addressed in the Managing Director's report for this meeting (Item A4).

The Managing Director confirmed the amount of the solicitor fees was circa of £5,000 and commented that that quality of legal support was excellent.

The Director of Housing Services is working on the action for energy efficiency targets to be included in the Digital Strategy.

23/31 Managing Director's Report

The Board considered a report from the Managing Director which details proposals for the review of the Delivery Plan 2023/24, progress around compliance on fire safety regulations, and progress on the installation of carbon monoxide monitors into relevant properties.

Agreed

The Board approved the deferral of the published Delivery Plan for 2023/24 until October 2023.

The Board noted:

- Progress in achieving compliance with the Fire Safety (England) Regulations 2022, particularly in relation to Rivermead House.
- Progress in achieving compliance with the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022.

23/32 Finance Update

The Board were notified in the Finance Report presented to the 26 January 2023 meeting, that the day-to-day responsive repairs service was projecting a budget pressure of £0.617m at period 9 (December 2022). The latest forecast is that the year-end position will have increased to £1.084m.

The Chair has requested a report from the Senior Management Team to be submitted to the Chair's briefing meeting regarding operational issues raised in the finance update. The Chair also assured the Board that Derby Homes are working closely with Trade Unions to resolve operational issues.

Agreed

The Board noted and approved the use of reserves on actions currently being taken by the Managing Director on the day-to-day repairs service, in relation to the backlog of jobs and cost pressures arising on the service in 2022/23.

23/33 Compliance Update

The Board considered the report of the Director of Property which provided an update on the top 6 items of compliance.

The Director of Property raised an anomaly regarding water safety as the figure states 99%. This is due to properties which are leased to Derby City Council for the care leavers initiative which are due for the taps to be serviced which is not statutory for compliance.

The Board queried if the strategy for addressing no access to homes for appointments has been implemented. Derby Homes confirmed that this has been implemented across various service areas. Derby Homes confirmed this access issues are not a barrier in terms of meeting compliance.

The Board queried that recently a further 20 properties have been added to the care leavers initiative and requested assurance that there are no water issues and that occupants are safe. Derby Homes assured the Board there are no known issues.

Agreed

The Board noted the update on the top 6 items of compliance.

23/34 Health and Safety Update

The Board considered the report of the Managing Director which gave details

of recent health and safety performance and current issues.

Agreed

The Board noted the report and are aware of relevant health and safety matters.

23/35 Recruitment and Appointment of Board Members

The Board considered the report of the Head of Governance and Corporate Support (Company Solicitor), which sets out proposals and seeks approval for the recruitment/reappointment of Derby Homes Tenant and Independent Board Members.

Agreed

The Board noted:

- Jsan Shepherd and Bob MacDonald's current term of office is due to end on 27 November 2023
- Jsan Shepherd and Bob MacDonald have indicated that they wish to continue on the Board for a further term of office.

The Board agreed to appoint an Appointments Panel and delegate authority to the Panel to appoint/re-appoint members of the Derby Homes Board.

The Board approved that, if successful at interview, Bob MacDonald and Jsan Shepherd can be reappointed for a further 3-year term of office. The re-appointment would put both board members to the maximum term of office.

23/36 Board Member Appraisals 2023

The Board considered the report of the Head of Governance and Corporate Support (Company Solicitor), which sets out proposed arrangements for Board Member appraisals.

The chair suggested for the Executive Team to also collective appraise Board Members.

Agreed

The Board agreed the arrangements for Board Member appraisals.

The Board agreed for the Executive Team to also appraise Board Members.

23/37 Delivery Plan Quarter Three Report 2022/23

The Board considered the Delivery Plan Quarter Three Report 2022/23 which provided an update on the progress actions within the 2022/23 Delivery Plan.

The Board queried to what degree of business criticality the delayed modules have. Derby Homes reported the Direct Debit module has been delayed due to the new product not being fit for purpose. Derby Homes are reluctant to introduce this business critical module until there is assurance that the module functions correctly. The existing Direct Debit module will be continue to be in use until the new module is fully developed. The delay is this module has an effect on the introduction of other modules.

The Board raised concerns regarding the contractor providing products which are not fit for purpose and if there are service level agreements or service mitigation plans in place. Derby Homes confirmed there are escalation processes in place with the contractor. Derby Homes if the system was to fail there are business continuity plans with the contractor.

The Board commended the Derby Homes team which were involved with the module development for identifying issues.

The Board commented the Information was useful in the appendices.

Agreed

The Board were reassured regarding the achievements made against the 2022/23 key priorities at quarter three.

23/38 Gender Pay Gap 2022/23

The Board considered the report of the Head of Governance and Corporate Services (Company Solicitor), which provides an update on the gender pay gap figures.

Agreed

The Board noted the gender pay gap figures for 2022/23 and that these will be published before 4 April 2023.

23/39 Corporate Social Responsibility 2023-2026

The Board considered the Corporate Social Responsibility Strategy 2023/2026 which sets out Derby Homes' overall approach to create a sustainable business, contributing to a resilient city through creating positive opportunities and skills for the future.

The Board commented that environmental factors were not captured specifically. Derby Homes confirmed that environmental factors have been captured under the ethical responsibility and were only able to choose one model.

The Board queried if employees were consulted on the Corporate Social Responsibility Strategy. Derby Homes confirmed that this has been discussed at the Senior Management Team meeting. The next stage is to determine the most engaging way to communicate the strategy across the employee base.

The Board suggested using factual case studies which could be published on the website or in the quarterly magazine.

The Board suggested to include an indicator of which requirements the publicised document meets (i.e. legal, ethical etc).

Agreed

The Board approved the Corporate Social Responsibility Strategy 2023-2026.

Derby Homes noted the Board's comments and suggestions.

23/40 Forward Plan of Agenda Items

The Board noted the forward plan of agenda items and the amendment to the duplication of the Annual Report and Financial statements which will be presented to the Board in July.

Derby Homes confirmed that the Housing Services Report will be on a matters arising basis.

23/41 Draft Minutes of Committees of the Board

The Board received the draft minutes of

- Audit Committee – 27 February 2023
- Operational Board – 8 December 2022

Agreed

The Board noted the draft minutes.

23/42 Board Members Attendance at Meetings

The Board received details of Board Members attendance at meetings for the period

Agreed

The Board noted Board Members attendance.

Date of next meeting

The next meeting will be held on Thursday 18 May 2023

The meeting ended at 19:45

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CHAIR

Signed as true and accurate record of the meeting held on 30 March 2023.