

## DERBY HOMES LIMITED BOARD MEETING

**Date:** 18 May 2023  
**Time** 18:00  
**Venue:** Board Room, London Road and via Microsoft Teams

### AGENDA

- |  | Page<br>No |
|--|------------|
| 1. Apologies   |            |
| 2. Admission of late items (if any)  |            |
| 3. Declarations of Interest – <i>please refer to advice at the end of this agenda</i>  |            |
| 4. Announcements from the Chair  |            |
| 5. Statements from Members of the Board  |            |
| 6. Questions from members of the public (maximum time 15 minutes)  |            |
| <i>To receive and respond to any question from members of the public as submitted in accordance with Standing Order 14</i>   |            |
| <b>Questions must be submitted at least 2 days in advance of the meeting to <a href="mailto:DH-GovernanceServices@derbyhomes.org">DH-GovernanceServices@derbyhomes.org</a></b> |            |
| 7. To agree any items from Part C to be discussed  |            |

### PART A – ITEMS FOR APPROVAL

A1	Minutes of the meeting held on 30 March 2023	1
A2	Matters arising	
A3	Action Monitoring	9
A4	Managing Director's Report	13
A5	Finance Update	19
A6	Compliance Update	25

A7	Property Update	27
A8	Health and Safety Update	29
A9	Health and Safety Annual Report	31
A10	Housing Services Update	77
A11	Disclosure under the Insurance Act 2015	81
A12	Update on Day-to-Day Repairs Team Pressures	83
A13	Forward Plan of Agenda Items	87

## **PART B – CONFIDENTIAL ITEMS**

B1	<i>To consider a resolution to exclude members of the public during consideration of the following items</i>  <i>“that under Part IV of 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”</i>	
B2	Confidential Minutes of the previous meeting held on 30 March 2023	89
B3	Matters arising	
B4	Confidential Action Monitoring Status	95
B5	Property Acquisitions	97
B6	Review of Strategic and Operational Risk Registers 2023/24	101
B7	Senior Management Team (SMT) Declarations of Interest	105

## **PART C – ITEMS FOR NOTING**

C1	Performance Management Q4	
C2	Board Members Attendance at Meetings	
C3	Date and time of next meeting – Thursday 27 July 2023 6:00pm	

## **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.

## **FIRE EVACUATION PROCEDURE**

No fire drills are scheduled.

### **Action on discovering a fire**

1. Raise the alarm by operating one of the manual call points.
2. 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.
3. 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 service by dialing 999.
4. Do not return to the building until given all clear by the fire service.