

Minutes of the Riverside Tenants and Residents Federation Executive Committee Meeting  
held on Thursday 16th July 2015 @ Neuro Support Centre Liverpool

**Present:**

Patrick Rice, Richie Kelly, Walter McFarlane, Sally Trueman, Barbara Fitzgerald, Jean Williams, Ian Caldwell, John Gray, Julie Moss, Kathy Forsyth Smith, Michael Hulme, Glynn Williams (NSC observer)

**Staff:**

Anna Bishop, Kate Jungnitz, Mark Hoskisson, Rachel Hayes, Maxine Davis, Deborah Earl (Observer – Cumbria), Barbara Whitrow

**Apologies:**

Ann Robertson, Heather Bruce, John Wood and Sharon Hutchinson.

PR thanked MH for his continued work during a bereavement. MH thanked the committee for their support.

**3. Minutes of Previous Meeting - Held 14 May 2015 – agreed as accurate**

**4. Matters Arising**

**Item 7** – MH reported after meeting with RECHG Scrutiny panel that they are consulting and holding focus groups over the proposed name change. MH is waiting for a date for a Fed rep to attend one of their meetings.

**Item 5** – a) **Minibus article** - KJ has approved the text about CHIN WAG for the weekly staff bulletin. b) **Data acquisition card** – MH reported we are now registered with the Information Commissioners Office.

**5. Draft Lettings Policy (for consultation)**

BW described how the housing market has changed and the need to review the lettings policy. BW made it clear that this is the beginning of the consultation process. The deadline for any comments from the Fed members is 14<sup>th</sup> August. It was agreed that the Fed would help to consult with the tenants as follows; a) Questionnaire's to go on the minibus, b) distribute draft to divisions to discuss with tenant and resident groups c) send a consultation out to Count Me in Panel.

**ACTION:** BW to work with MH. Before the policy is approved the Fed will look at the draft report at the next meeting in September.

## 6. Update on Federation's Work plan

- **Update of Federation's Minibus** - WMc reported that Chin Wag has gone slightly over budget due to purchasing merchandise, and necessary equipment and aids. The booking forms, guidelines and checklist have been sent out to all of the division's RI Workers, and MH has pushed the message that the minibus is a resource for everyone and asked them to think of any tenant activities at which the minibus can be used effectively. To date it has been booked out by five of the divisions. We are looking at the possibility of Chin Wag having its own diary on the system but that any bookings should go through MD to avoid any clashes or confusion. **ACTION:** MD to send out the guidelines, booking form and checklist to the Fed members and establish diary.

- **Establishment of Community Chest Fund & Spending Proposals** - SH and

WMc met with Katie Proctor (Community Engagement Project Officer), who gave some valuable information and advice on applications, approval processes and communications protocol etc. Will not roll out until procedures are in place.

- **Update on 2015 National Tenants Conference (for information)** – The flyer

has been produced and gone out with newsletter in Cumbria and Mersey North. It was agreed that Riverside RI Budget would finance the distribution to the other divisions by sending a letter to everyone from the tenancy list. The conference has been advertised on the website and Facebook page. Booking form has gone out to everyone that has expressed an interest. **Allocation** – 25 places per division, they will decide their allocation. **Sponsorship** - we have sent 70 letters out asking for a raffle prize or freebies. JG has been asked to contact the divisions to ask for a donation. **Workshops & Speakers** – The content of the workshops have been decided. **Speakers** – Carol Matthews & Max Steinberg and John Wood, possibly a guest speaker from RECHG. **Consultation Topic** – still to be confirmed. **Interactive Quiz**- This is underway. We will compose a feedback exercise using the keypads. **Agenda** - the Conference Planning Group looked at the feedback from the last conference and to enable us to fit everything in, the group have agreed to have one workshop lasting for two hours. PR thanked everyone for their work. **ACTION:** We need to inform the CSC how the flyer has gone out. SH has sent them a list of frequently asked questions.

- **Establishment of Federation's Annual Report 2015 Working Group** – JW & ST agreed to remain on the group to support the new members. It was agreed to ask the previous members if they would like to stay on, ask NSC for a new member and TISG, RECHG & RHO. If anyone has any suggestions they should let MD & SH know. PR thanked ST & JW for agreeing to stay on the group.

**7. Minutes from the National Scrutiny Committee 15 April 2015 - Noted**

**8. Report from Group Board meeting 11 June 2015 – S Trueman - Noted**

- Group Board Headlines – 23 April 2015 (p)

**9. Budget Update –** The current balance was noted. WMC reported that the annual accounts have been presented to the Accountants for auditing to be ready for the AGM in September. **ACTION:** WMc to give a full financial update at the AGM

**10. Completion of Core Brief.** It was agreed that the following key topics should form the core brief for this meeting

- Draft Lettings Policy/ Consultation question and answer
- Conference
- Annual Tenants Report 2015 - Working Group/Volunteers
- Creative use of Chin Wag
- Invite to NSC observers as part of transparency of Fed Executive

**11. Any Other Business**

- KJ reported that HSC made a decision in the context of Think Forward Modernisation programme to review the governance structure in Riverside. Consultants will be brought in to the review and asked KJ to nominate people from the Fed and NSC. KJ has passed on the details of the Fed officers, and Chair and Vice Chair of the NSC. There is an online questionnaire and KJ urged the Fed & NSC members to complete. Any questions members to ask KJ.
- KFS suggested that the Fed visit schemes. PR asked the staff and Fed Officers to look at the proposal and the logistics of it.
- **NHC and TPAS Conference Feedback.** NHC – PR, HB and MD gave feedback and agreed that the conference was value for money. TPAS - JG thanked the committee for the opportunity of going to the conference and has written a report. ST and Maria Milford thought it was a good networking event.
- **Federation Membership –** MH and Tonia carried out the RECHG assessment and received 6 applications. This will go to the Fed officers. MH & KJ spoke with IRVINE who would like MH to go and speak with their tenants who have all already gone through a Scottish CIH accredited programme so do not need to undertake a second assessment process.

**12. Date and Time of Next Meeting:** Federation Executive Committee & AGM, 24 September 2015 at 11.00am, venue TBC. **ACTION:** MD to look at the logistics of holding the next meeting in Birmingham and report back.

**Meeting closed**