

Riverside Tenants & Residents Federation Executive Committee
Held on Thursday 24th September 2015 @ 11.20am in
Neuro Support, Norton Street, Liverpool L3 8LR

1. Welcome & Introductions:

In Attendance: Patrick Rice, Walter Macfarlane, Richie Kelly, Sally Trueman (by VC for part of meeting), Anne Robertson, Barbara Fitzgerald, Jean Williams, Ian Caldwell, John Gray, Kathy Forsyth Smith, Michael Hulme.

Staff: Anna Bishop, John Wood, Kate Jungnitz, Mark Hoskisson, Sharon Hutchinson, Maxine Davis, Mandy Lewis (Shadowing), Phil Glover and Barbara Whitrow.

2. Apologies: Heather Bruce & Julie Moss

3. Election of Federation Executive Committee Officers: Federation Executive Committee Officers were appointed unopposed PR (Chair), RK (Vice Chair), WMc (Treasurer) and ST (Secretary).

4. Minutes of the last meeting: held 16 July 2015 – Agreed

5. Matter Arising:

Item 5 – JW asked how the Federation are monitoring CHIN WAG project. MH & MD explained the interest and what CHIN has been used for, and that the logistics and communication methods are working well. MD also explained that she is drafting a feedback form for all users, which will record events, outcomes and any issues. It was agreed that CHIN WAG activities should be a standard item on the agenda.

ACTION: WMc to confirm with DVLA age restrictions for driving the minibus

ACTION: MD to send out CHIN WAG procedures and checklist. **ACTION:** MH to give another push with the divisions and put something together for the Fed Members.

6. Nomination of Tenant Observer on Group Board: One nomination agreed for WMc. It was suggested that we could offer a two day training course for Fed members and we could take advantage of TPAS training. Anyone interested in training to contact SH & MH. Also PR asked members to speak with ST, WMc and JW if they are interested in becoming a tenant Board observer.

7. **Asset Management Communications Strategy:** Phil Glover. PG to send his presentation for circulation to the Federation. PG posed three questions 1. Ambition for the strategy, 2. What we should do first, 3. How often and who should we consult and engage with. JW asked if Evolve still meet with the tenants and she suggested that tenants should be re-introduced to the strategy meetings. PG agreed that this should be across all contractors.
PG to put something together in draft form for the next meeting 29 October 15. It was agreed to consult with Count Me in Panel members. PG aims to have the Communications Strategy finished in December and will feedback at the joint meeting 02 December 15.
8. **Update on Draft Lettings Policy:** – results of tenant consultation – Barbara Whitrow. BW gave an overview of the feedback from consultation with the Count Me in Panel members. 300 members consulted with and 90 responses received. BW explained the changes made, where no changes had been made she explained why. Noted that it had not been agreed how to publish it but would probably be via website and printed version. The Federation signed the Lettings Policy off.
9. **Ratification of new Federation Executive Committee Members:** SH explained that Fed officers met to discuss RECHG application - Richard Austin who went through the selection centre and IRVINE candidate - Janice Murray who is CIH Resident Scrutiny qualified. The Committee agreed to appoint both members.
10. **Budget 2016/17:** The current balance was noted. WMc reported that due to the healthy balance, Riverside have asked if the Federation would contribute towards the impact of the cuts to the rent over the next four years by not having a grant in 2016/17 (but to accept £25K to cover staff costs). BF asked if this is going to be a one off. JW explained that until Riverside have been through another year it was difficult to tell. All housing associations have been asked to put a 30 year plan together which will be reviewed on an annual basis. JW estimated that the Federation's budget would be £50,000 in year 2017/18 but it would be reviewed on an annual basis. It was agreed that a fundraising working group should be formed, which could use the expertise of Lisa Connor Riverside Fundraising Manager.
ACTION: MH & WMc to meet
11. **Update on 2015 National Tenants Conference:** WMc gave an update on the conference. 234 delegates had booked places to date, of which 204 are Tenants and Residents. One Federation and NSC member to have a reserved seat on each table in the main room. KJ explained that the theme and workshops for the conference is what tenants asked for following consultation and the planning group have also considered feedback from the last conference. KJ thanked the planning group and staff. **ACTION:** MD to chase up with the Divisions with regards to travel.
12. **Report from Group Board meeting 9 July 2015:** JW explained that the Group Board meeting was the day after the budget on 9th July. The summer budget and the impact of the 1% cuts in rent over the next four years is £100 million.

13. Report from Group Board meeting 9/10 September 2015: JW explained that Riverside is financially safe and not at risk as an organisation and the Board have resolved to stay behind our core values. Riverside are working with Consultants who are helping to design and explain the Target Operating Model (TOM).

- Housing Services Committee Update - Noted.
- Report from join meeting with HSC, NSC and Fed Officers 16 July 2015. PR reported that the joint meeting with HSC & NSC was a very useful and constructive meeting. JW had delivered a presentation on the Governance review and explained that Riverside was keen to have 1 Fed and 1 NSC involved. Tenants have been invited to fill in online questionnaires.

14. AOB:

- Core Brief. It was agreed the three key topics will be
 1. Lettings Policy Consultation
 2. The National Tenants Conference
 3. Asset Management Communications Strategy
- Housing Day – 18 November 2015. MH to liaise with Harriet Woodcock to co-ordinate something in support.
- KFS asked whether Housing Associations have responsibility for housing asylum seekers. JW explained that there are ongoing discussions in the sector as the Government have said that asylum seeker costs in the first year would be centrally funded.
- Joint Fed & NSC meeting in December 15 – SH asked for any suggestions for the joint Christmas meal. The Liner Hotel in Liverpool was agreed

15 Date of Next Meeting:

11.30am on Thursday, 29 October 2015 at the Brain Charity, Liverpool