

AGENDA ITEM 1.3



MEETING MINUTES

Board/committee: Riverside Foundation ('the Charity'), Registered Charity No. 513727

Date and time: 12 noon, 24/04/2017

Location: 2 Estuary Boulevard, Estuary Commerce Park, Liverpool, L24 8RF

Present:

- Mrs S Jee (Chair)
- Mr P J Han
- Mrs C J Kennefick

**In attendance:
(The Riverside
Group (TRGL)):**

- Ms A Bishop (AB) – Director of Customer Services
- Mr P Booth (PB) – Community Engagement Operations Manager
- Mr J R W Wood (JRWW) – Executive Director of Neighbourhood Services (part of the meeting)
- Ms J Morris (JM) – Area Manager, Riverside Care & Support, Greater Manchester & Derbyshire, Gate Buddies Spending Plan Project (part of the meeting)
- Ms L Allen (LA) – Volunteer Co-ordinator, Gate Buddies Spending Plan Project (part of the meeting)
- Ms J Hoyle (JH) – Governance Officer
- Ms J Vail (JV) – Senior Governance Officer (Secretary)

Min ref:	Agenda item	Action
699/17	<u>Apologies for absence</u> There were no apologies for absence.	
700/17	<u>Minutes of the Previous Meeting (item 1.2)</u> The minutes of the meeting held on 9 December 2016 were approved as an accurate record.	
701/17	<u>Matters Arising from the Minutes (item 1.3)</u> The following updates were provided and noted: a the Trustees confirmed that the definition of cash gains/savings for all funded projects in the 'Management and Operational Update' report was now clear in the report presented to the meeting (minute 688/16); and b the Trustees noted that their meeting dates in 2017 would be more closely aligned with the Charity's quarterly finance dates so that the required enhancements to the written presentation of the Charity's finances at Trustees' meetings would now follow (minute 689/16 d).	

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702/17	<p><u>Declaration of Interests (item 1.4)</u> There were no declarations of interests. It was highlighted that the Trustees would consider a Conflicts of Interest Policy at Agenda Item 4.3.</p>	
703/17	<p><u>Guest Slot – Gate Buddies – Spending Plan Project (item 2.1)</u> The Trustees received a verbal presentation from LA and JM on the Gate Buddies Spending Plan Project, a peer mentoring scheme for ex-offenders and their families which seeks to reduce the cycle of re-offending.</p> <p>The following main points were highlighted:</p> <ul style="list-style-type: none"> • there had been a number of changes to the funding and design of homeless initiatives recently which had reduced activity temporarily but the project was now taking on new referrals and three ex-offenders were being mentored currently • the key to success of the project was effective peer mentoring, the benefits of which were clear to see; a case study was provided of an ex-offender who had suffered with alcoholism and domestic abuse but who, after peer mentoring, had been substance free for over 80 days since leaving prison • the project had been successful in recruiting volunteers; there were five at present with more awaiting Disclosure & Barring Service (DBS) clearance checks. In addition a significant number of the volunteers had now gained paid positions; seven had gained Gaining Real Opportunities to Work (GROW) trainee posts and one was now a Support Worker for TRGL • challenges for the project included the recruitment and retention of good peer mentors and that the process was labour intensive requiring proactivity to meet users of the service directly on release - 'at the gate' - with priority given to the most vulnerable • discussions were taking place with the Church Housing Trust (CHT) about the possibility of the CHT fundraising directly for the project and optimism was expressed in relation to securing money through the National Lottery. <p>The Trustees noted that further strategic changes to the funding and design of homeless services were anticipated, particularly in the context of local government devolution and considered the problems with the inherent 'stop/start' nature of a contract based environment and how they could be mitigated. After discussion the Trustees asserted a need to develop partnership working and review the positioning, composition, scale and place of delivery of the service offered, to ensure its ongoing success.</p> <p>The Trustees thanked JM and LA for their presentation, noted the impact of their work to support beneficiaries, expressed admiration and thanks to all staff and volunteers for their work carried out under the Spending Plan Project and gave their best wishes in relation to securing further funding. JM and LA thanked the Trustees for their financial support for the Project over the last two years.</p> <p>JM and LA left the meeting.</p>	
704/17	<p><u>Review of Expenditure for 2016/17 and Revision of Funding Request for Intensive Intervention Service (item 3.1)</u> PB introduced the report which, further to the review of projected spend and underspend considered at the last meeting of the Trustees on 9 December 2016, summarised the</p>	

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	<p>actuals position for all Spending Plan projects in 2016/17. The Trustees noted that the actual spend under the HIA Special Fund was £42,926.</p> <p>The Trustees discussed the report and:</p> <ul style="list-style-type: none"> a noted the actual underspend of £288,835 for all Spending Plan projects at the end of 2016/17; b based on the actual underspend for 2016/17 confirmed their agreement at the last meeting of the Trustees on 9 December 2016, to continue to fund the Intensive Intervention and Gate Buddies Spending Plans at [REDACTED] respectively in 2017/18, with the funding for the Intensive Intervention Spending Plan increased by £15,000 from [REDACTED] and c agreed to discuss at the next Trustees' meeting on 25 July 2017 the future shape and size of spending for the remaining 2 years. 	
705/17	<p><u>Review of Project Closures and Proposed Spending Plan 2017-20 (Item 3.2)</u> The Trustees considered the Project Closures at 31 March 2017 and the Proposed Spending Plan for 2017-2020. After discussion the Trustees:</p> <ul style="list-style-type: none"> a noted the situation of the projects where funding has ceased; and b agreed the revised Spending Plan for 2017-2020. 	PB
706/17	<p><u>Trustee Appointments (Item 4.1)</u> JRWW introduced applications for the position of Trustee from Barbara Guile and Linda Wright and tabled an up-to-date CV for Linda Wright.</p> <p>The Trustees discussed and agreed that the applicants have the skills, knowledge and experience to add value to the Charity. The Trustees commented that, as both applicants have served on other TRGL Boards and Committees, they would be well placed to understand the relationship between TRGL and the Charity. SJ observed that both applicants were based locally to the regular venue for the Trustees' meetings which would facilitate attendance and contribution.</p> <p>After discussion the Trustees recommended the appointment of Barbara Guile and Linda Wright as new Trustees of the Charity for approval by TRGL's Governance and Remuneration Committee (GRC) at its next meeting on 11 May 2017, for a three year term, with further terms subject to performance and appraisals.</p> <p>JRWW left the meeting.</p>	
707/17	<p><u>Proposed Risk Management Policy (Item 4.2)</u> PB introduced the Risk Management Policy and asked that the Trustees discuss and, if considered appropriate, approve the new policy, or if necessary make amendments in order for it to be re-presented at the next meeting of the Trustees on 25 July 2017.</p> <p>The Trustees discussed and approved the Risk Management Policy.</p>	JV/JH

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708/17	<p><u>Proposed Conflicts of Interest Policy (Item 4.3)</u> The Trustees reviewed the Conflicts of Interest Policy and asserted that, although the Charity has adopted TRGL's Governance Framework Document which provides for conflicts of interest, it was important for the Trustees to determine a stand-alone policy for the Charity. SJ drew attention to paragraph 9 as follows:</p> <p>'A trustee shall be deemed not to have a conflict of interest or a conflict of loyalties as a board member, employee, officer or tenant of TRGL or any other subsidiary of TRGL'.</p> <p>JV explained that the paragraph was taken from the Charity's constitution. SJ expressed the view that, notwithstanding, it would be good practice to declare all and any such interests in or conflicts with TRGL at all meetings.</p> <p>The Trustees concurred and approved the stand-alone Proposed Conflicts of Interest Policy, subject to declaration by Trustees, Non Trustees and Volunteers of all interests in and conflicts with TRGL at all future meetings.</p>	
709/17	<p><u>Management and Operational Update (Item 5.1)</u> PB introduced the report which gave a general overview of activity within the Charity since the last meeting of the Trustees on 9 December 2016. The Trustees:</p> <ul style="list-style-type: none"> i received a tabled report on the HIA Special Fund Reporting which confirmed spend of £29, 657.76 for quarters 3 and 4; ii discussed in detail the year end position for each Spending Plan Project and examined the year end position against the targets set. A lengthy discussion of the Helping Hands Project hardship fund took place as follows: <ul style="list-style-type: none"> • in response to a question from PH about the application process and timeframe from making an application to the applicant receiving a voucher or grant, PB confirmed that this was usually within a few days in order to give confidence in the service so that people in crisis or who were vulnerable were more likely to want and feel able to address the longer term issues of arrears and homelessness • PH commented on the performance metrics, in particular, the effective cost per beneficiary and queried whether the service should be promoted more widely. However, the Trustees expressed concerns about general advertising of the service in case this meant that the people in most need who were experiencing severe hardship were left out. After further discussion it was agreed that, in addition to reviewing income collection procedures, Housing Officers should assess service users' needs more widely which would include looking out for indicators within the home. <p>The Trustees offered their thanks for the work put in by all staff members involved in each of the Projects discussed; and</p> iii received an update on the Organisational Chart, questioned potential staffing changes at TRGL and, in response to a question from SJ, PB gave assurance that TRGL would continue to provide management and operational support for the Charity. The Trustees requested that an update be given at the next meeting of the Trustees on 25 July 2017. 	All

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	<p>The Trustees noted:</p> <ul style="list-style-type: none"> a the outputs against KPIs for the Charity's funded projects; b changes to the Riverside Organisational Chart and agreed the approaches to risk management within it; c the position of the Charity's finances as set out in the Finance Report for the end of Quarter 4 (with an understanding that this is based on the estimated spend for Special Fund); and d the actions to open accounts to handle the Charity's cash holdings. <p>The Trustees approved:</p> <ul style="list-style-type: none"> e the Riverside Special Fund grants in the report tabled at the meeting; and f PB's refusal of a request for funding that did not match the Charity's criteria, in accordance with the procedure agreed at the last Trustees' meeting on 9 December 2016. 	PB
710/17	<p><u>Any Other Business (Item 6)</u> JK gave notice that she planned to step down as a Trustee of the Charity in 2018.</p>	
711/17	<p><u>Date and Time of Next Meeting (Item 7)</u> It was agreed that the next meeting would be held at Riverside, 2 Estuary Boulevard, Estuary Commerce Park, Liverpool L24 8RF at 12 noon on 25 July 2017.</p>	JV/JH

Signed:
Philip Han, Chair of the Meeting
Date.....