

Agenda Item 1.2

RIVERSIDE FOUNDATION ('the Charity')

Registered Charity No 513727

A Meeting of the Trustees was held on Friday 9 December 2016 at the offices of The Riverside Group Ltd (TRGL) 2 Estuary Boulevard Estuary Commerce Park Liverpool L24 8RF

MINUTES

Present: Mrs S Jee (Chair), Mr P J Han and Mrs C J Kennefick.

In attendance were Ms A Bishop, Mr P Booth, Ms J M Vail, Mr J R W Wood and for part of the meeting Ms R Wilkinson and Ms V Hart (TRGL staff).

Apologies for Absence

Apologies for absence were received from Mr P H Raw.

Declarations of Interest

There were no Declarations of Interest.

686/16 Minutes of the Last Meeting

The minutes of the last meeting were approved and signed, subject to an amendment to minute number 678 from 'Child Protection Action Group' to 'Child Poverty Action Group'.

687/16 Matters Arising from the Minutes

There were no matters arising from the minutes.

688/16 Guest Slot – Affordable Warmth

The Trustees received a verbal presentation on the Affordable Warmth Spending Plan Project from Rhoda Wilkinson (Community Engagement Project Officer) and Vivien Hart (Affordable Warmth Officer) who tabled a list of 49 cases to illustrate the range and level of work undertaken under the project. The following main points were highlighted:

- the project has seven Affordable Warmth Officers (AWOs) working across England and Scotland
- the objectives of the project are to reduce fuel poverty which impacts the most vulnerable and is linked to Excess Winter Deaths and physical and mental health issues, to enable beneficiaries to maintain their tenancies

- fuel poverty is not easy to identify, is often discovered by chance and referrals come from a range of sources, from Housing Officers to Care and Support and Employment and Training colleagues
- in 90% of referrals the AWOs make at least one home visit which is necessary to review pre-payment meters but also helps understand individual circumstances on a one-to-one basis so targeted advice can be given
- the role of the AWOs is to speak with suppliers (if present in person or as 'nominated partners' under Data Protection legislation) to arrange re-configuration of gas, electricity and water meters, resolve disputes with utility companies, switch tariffs, apply to trust funds to clear debts and educate beneficiaries in using utility companies' and Riverside installed technology in order to obtain energy efficiency and lower bills
- in addition, as part of the targeted advice AWOs work with the Charity's other Spending Plan Projects, including 'Intensive Intervention' 'Money Advice', 'Employment and Training' and 'Helping Hands' and the Riverside Gas Compliance team
- there are a range of challenges to achieving energy efficiency which depends on the position of each individual beneficiary, from understanding and implementing an energy plan to having access to basic white goods to whether or not they are on the national grid, and many cases require more than one home visit in order to complete an intervention.

The Trustees sought clarification of the definition of cash gains/savings as set out in the update to Quarter 2 results for all funded projects in the 'Management and Operational Update' report presented to the meeting at Agenda 6 and requested that this be added to future reports.

The Trustees thanked Rhoda and Vivien for their presentation, noted the impact of their work to support beneficiaries, highlighting that fuel poverty does not occur in isolation but affects and is affected by people's overall health and wellbeing.

689/16 **Management and Operational Update**

The Trustees discussed the information contained within the management and operational update, sought clarification of a number of aspects and:

- a noted the progress made against the Key Performance Indicators for the Charity's funded projects;
- b approved Riverside Special Fund grants of £2,476.98 for Quarter 2 (period 1.7.16 to 30.9.16);
- c noted changes to the Riverside Organisational Chart and agreed the approaches to risk management within it;
- d noted the position of the Charity's finances as set out in the Quarterly Finance Report for Quarter 2 and that enhancements would be made to their written presentation with effect from their next meeting on 24 April 2017;
- e in relation to ad hoc funding applications:

- i formally supported the proposal that Paul Booth, Community Engagement Operations Manager, declines the requests for funding applications set out in paragraphs 5.1, 5.2 and 5.3 of the report, as they did not meet the Charity's criteria;
 - ii agreed that in future, Paul Booth has authority to assess requests for funding applications that do not meet the Charity's criteria, so that applicants may have a quick response to their requests;
 - iii confirmed that Paul Booth submits all requests for funding applications that do meet the Charity's criteria to the Trustees; and
- f agreed that, mindful of the Charity's current funding commitments, they would review potential ideas for future funding at their next meeting on 24 April 2017.

690/16 **Risk Register – Updated with Residual Risk Assessment**

The Trustees discussed the report and Risk Register which had been updated to show the 'Likelihood' of risk materialising and 'Residual' risk, as requested by them at their last meeting on 13 September 2016.

The Trustees agreed the Risk Register and that the risks identified had been properly assessed and mitigated.

691/16 **Proposed Reserves Policy**

The Trustees discussed the report and highlighted the addition of 'k' to paragraph 3 c to read £420k.

The Trustees agreed:

- a the approach and amounts to be held in Reserve as set out in paragraph 3 of the report; and
- b that TRGL Finance staff are asked to draft the policy to be described in the Financial Statements (including disclosure of the Reserve versus Designated fund) plus a projection of likely balance at 31 March 2017, for the next meeting of the Trustees on 24 April 2017.

692/16 **Spending Plan: Review of Projected Expenditure and Proposals for Extension of Funding for Two Projects**

The Trustees considered the report which reviewed the Spending Plan projects to confirm extension or re-prioritisation.

The Trustees highlighted the success of the Intensive Intervention and Gate Buddies projects, including their potential to support beneficiaries transfer to or sustain main-stream social housing and:

- a noted the expected Spending Plan underspend at the end of 2016/17;
- b agreed to fund [REDACTED] for Intensive Intervention and [REDACTED] for Gate Buddies during 2017/18;
- c agreed to cease funding Home Improvement Agency (HIA) Handyperson, HIA Special Fund, Community Development Fund and Reducing Social Isolation projects following the financial year 2016/17; and
- d agreed to re-visit future potential funding for the HIA Special Fund project at a future date.

693/16

Management of the Foundation's Cash Holdings

The Trustees discussed the report which recommended actions to manage the Charity's cash holdings as a result of the revised investment policy approved by the Trustees at their meeting on 13 June 2016.

The Trustees:

- a approved the opening of a Money Market Fund (MMF) with Aberdeen to minimise the counter party risk of holding large cash balances;
- b approved the opening of a National Westminster Cash Manager Plus Account in order to earn interest on cash deposits held for working capital purposes;
- c authorised the on-line access to the Cash Manager Plus Account for The Riverside Group Limited and approved the resolution in the form detailed in Appendix 1 to the report; and
- d authorised Riverside staff as follows:
 - i Joy Baggaley, Chief Financial Officer, Andy Gladwin, Group Financial Controller and Michael Laurie-Simmonds, Director of Business Planning and Analysis as signatories for the MMF, Cash Manager Plus Account and the Third Party Mandate; and
 - ii Emma Turner, Head of Treasury, Paul Gamez-Calderon, Group Treasury Manager and Lorraine Bennett, Treasury Assistant to deal with Aberdeen on behalf of the Charity.

694/16

Mid-Year Audit of Quarter 1 and 2 2016/17 Returns

The Trustees discussed the method, results and actions to be taken following the audit undertaken by Paul Booth and:

- a noted the evidence of work undertaken through Foundation funding;
- b agreed the actions recommended about information recording;
- c agreed that an end of year audit is conducted in April 2017.

695/16

Annual Return to the Charity Commission

The Trustees:

- a confirmed that, in relation to the seven policies listed on the Annual Return:
 - i the Charity has the following in place:
 - Risk Management
 - Investment
 - Conflict of Interest
 - ii as a grant giving body, the following are 'Not Applicable' to the Charity:
 - Safeguarding
 - Managing Volunteers
 - Handling Complaints
 - Paying Staff.
- b noted that the Annual Return for year ended 31 March 2016 was ready for the on-line submission to the Charity Commission and that a copy was available for perusal.

696/16

Trustees' Interests in Riverside Group Boards and Committees

The Trustees noted the Trustees' interests in Riverside Group boards and committees.

697/16

Any Other Business

- a **Update: Pennine Rambler, North Bransholme Pub Refurbishment Project (Spending Plan Project: Community Development Fund)**
The Trustees received an update on the project.

b **Charities Aid Foundation**

The Trustees noted that the Charity had received a donation of £250 from Warburton's Community Fund.

c **Additional Trustee**

The Trustees agreed to consider the recruitment of an additional Trustee.

698/16 **Date and Time of Next Meeting**

The next meeting was fixed for Monday 24 April 2017 at 12 noon.

Papers attached to the Minutes

Minute Numbers

688 tabled

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