

### Agenda Item 3

#### **RIVERSIDE FOUNDATION ('the Charity')**

Registered Charity No 513727

**A Meeting of the Trustees was held on Wednesday 9 March 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 Forster-Jones, Mr P J Han and Mrs C J Kennefick.

In attendance were Ms A Bishop, Mrs L Connor, Mrs K Jungnitz, Ms J M Vail and Mr J R W Wood (TRGL staff).

#### **Apologies for Absence**

Apologies for absence were received from Mr P H Raw.

The Chair, on behalf of the Trustees, welcomed Sian Martin-Baez, Project Manager, Community Engagement and Megan Reynolds, Housing Officer Sustainability for minute 661 'Guest Presentation – Intensive Intervention'.

#### **Declarations of Interest**

There were no Declarations of Interest.

#### **659/16 Minutes of the Last Meeting**

It was noted that a quorum was not present for part of the meeting and that, as such, any decisions taken whilst inquorate would not be valid and binding unless and until ratified by a subsequent Trustees' meeting at which a quorum was present. It was also noted that the Trustees had agreed to bring forward agenda Item 8 'New Project Proposals' (minute 651/15) so that the meeting was quorate for the key discussions and decisions.

The Trustees approved minutes 648 – 651 and ratified and approved minutes 652 – 658. The minutes were then signed.

#### **660/16 Matters Arising from the Minutes**

- a **Minute 651 e- New Project Proposals** - It was confirmed that TRGL's Internal Audit team had, following a request from Trustees, agreed to undertake an audit of the Key Performance Indicators (KPIs) for the Employment & Training Spending Plan project, as included in the report 'Project Performance Report, Business Plan & Budget 2016/17' submitted to this meeting, in order to test and validate the outcomes and that it would audit the KPIs for the other Spending Plan projects in due course.

Trustees asked that their appreciation be communicated to the Director of Internal Audit & Risk.

- b **Minute 653 – Strategy Session 20 July 2015 - Notes** – The Trustees noted that work on the Risk Register was underway and would be submitted to the next Trustees’ meeting on 13 June 2016.

661/16

### **Guest Presentation – Intensive Intervention**

The Trustees received a presentation on the Spending Plan project ‘Intensive Intervention’ which delivers early advice and support to younger households suffering multiple issues such as mental health, domestic violence, sexual abuse and lack of life skills.

During the discussion and presentation the Trustees:

- received a Fact Sheet which set out the number, composition and positive impact on beneficiaries and tenancies under the Cumbria pilot and subsequent roll-out of the project nationwide from August 2015
- noted that the northern region covers an area from Yorkshire and the Humber to Cheshire and carries a caseload of 23 at present (individuals and families) who each receive, on average, 12 weeks’ support
- highlighted how the project works including the range of referring bodies, that a major criterion for intervention is closeness to eviction at which point additional issues are often identified and addressed taking a holistic approach, for example, in conjunction with ‘Employment & Training’, another of the Charity’s Spending Plan Projects
- were briefed on 2 case studies by way of illustration which also highlighted that there was an increasing trend for young people to suffer with mental health issues and therefore an increasing requirement for support during this period of welfare reform
- that success of the project was due to the features of the service which allowed the development and bridging of relationships to build trust so that, in conjunction with practical interventions, the project had significant positive outcomes for beneficiaries in terms of empowerment, self-confidence, improved stability and control of their lives.

The Trustees thanked Sian and Megan for a very interesting and inspiring presentation, commended them for, and wished them continuing success with their work.

662/16

### **Project Performance Reports, Business Plan & Budget 2016**

The Trustees discussed the report in detail which set out the budget, KPIs, proposed Business Plan for 2016/17 and overall budget for 2014/20 as follows:

- in relation to the Budget 2016/17 highlighted the forecast underspend of [REDACTED] for the current year (£[REDACTED] plus [REDACTED]) and requested a reconciliation at the next Trustees' meeting on 13 June 2016 of this underspend with the Quarterly Finance Report in the 'Management & Operational Update' report
- for the 'Intensive Intervention' project, clarified the performance indicator as the number of customers supported, noted that the outcomes can be expressed in terms of both the number of customers whose tenancies are sustained and also the percentage reduction in tenancy turnover in the relevant TRGL Division but that there is a timing difference between the 2 and therefore requested a reconciliation of these measures for 2015/16, at the next Trustees' meeting on 13 June 2016
- for the 'Gate Buddies' project noted that recruitment of volunteers was one of the performance indicators and highlighted the challenge in achieving the outcome due, in part, to the very specific criteria necessary to become a volunteer for this particular project
- for the 'Reducing Social Isolation' project highlighted that this was in its first year of operation and that, whilst initial progress had been slow, there had been learning outcomes which would be implemented in 2016/17
- in relation to the Business Plan 2016/20 highlighted the approach to securing future alternative funding including potential sources and methods which included applications to other charitable trusts and grant-making bodies, corporate bodies and partnership arrangements.

The Trustees:

- a confirmed the project and overall spend for 2016/17 as [REDACTED] as previously approved;
- b approved the project KPIs for 2016/17;
- c approved the Business Plan 2016/17, subject to approval of the Risk Register at the next Trustees' meeting on 13 June 2016;
- d agreed that a more detailed report on the 'Reducing Social Isolation' Spending Plan project be submitted to the next Trustees' meeting on 13 June 2016 which would address the level of demand for the activity; and
- e agreed that the Guest Presentation at the next Trustees' meeting on 13 June 2016 would be on the 'Reducing Social Isolation' Spending Plan project.

663/16

## **Management & Operational Update**

The Trustees discussed the report in detail and:

- a in relation to the Home Improvement Agency (HIA) Special Fund report (Appendices 1 and 2):

- i noted that applications are now considered by the Neighbourhood Manager, not HIA Manager;
  - ii requested a breakdown of the different costs designated 'Total' costs in Appendix 2; and
  - ii approved the Special Fund grant allocations listed in Appendix 2;
- b agreed Trustees' meeting dates and times for 2016 as 9 March, 13 June, 13 September and 9 December, all at 12 noon;
  - c noted the quarterly Finance Report including Investments (Appendix 3) and that this was subject to reconciliation with the forecast budget underspend for 2015/16 (minute 662); and
  - d approved the letter to TRGL in the attached form at Appendix 4 which outlined the Trustees' approval and conditions for the Spending Plan proposals, position and approach as agreed at the last meeting on 17 December 2015.

664/16 **Any Other Business**

- a Periodic review and re-allocation of uncommitted funds: The Trustees discussed the level and management of the Charity's uncommitted funds and agreed that the level of actual and forecast uncommitted funds for the year be brought to each Trustees' meeting for review and consideration as to whether it creates revised priorities for the next financial year.
- b Helping Hand Fact Sheet: A Fact Sheet was tabled for information which set out case studies and the number of customers supported under a number of metrics, for example, emergency gas and electricity vouchers.
- c Staffing: The Trustees noted that [REDACTED] was leaving the organisation, expressed their thanks and appreciation to her for her work in support of the Charity and wished her success in her new post.

665/16 **Date and Time of Next Meeting**

The next meeting was fixed for Monday 13 June 2016 at 12 noon.

Papers attached to the Minutes

Minute Numbers

661 tabled, 662, 663 and 664b tabled