

**THE RIVERSIDE GROUP LIMITED**

**Riverside North Divisional Meeting Held at 4:30pm on  
Thursday 29<sup>th</sup> May 2014 at the Royal York Hotel**

**Minutes**

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<b>Present:</b>	Darren Warneford	Chair	DW
	Mark Pearson	Vice Chair	MP
	Diana Pearce	Vice Chair	DP
	Bill Barkworth		BB
	Bob Hall		BH
	Chris Leavy		CL
	Esther Hindley		EH
	Dr Nell Chang		NC
	Anne Tyrrell		AT
	Sally Smith		SS
	Steve Ward	Director	SW
<b>In attendance:</b>	Ben Westerman	Finance Team Leader	BW
	Carl Mitchell	Assistant Director, Operations	CM
	Jaimie Lightfoot	PA to Director (Minutes)	CH
	Julie Riseborough	Business Support Manager	JR
	Julie Gray	Assistant Director, Development	JG

**Apologies for absence**

Apologies were received from Peter Clark, Patrick Rice, Andy Gladwin, Bob Coffey, Simon Aldred, and John Morgan.

The Chair welcomed all Board members to the meeting.

The Chair also welcomed Jaimie Lightfoot and introduced her to all Board members.

**Declarations of Interest**

No Declarations of interest were received.

**61 Minutes of the last Divisional Board Meeting held 20 March 2014 Action**

It was noted by the Board that there was an error in the minutes. The correct year should be 2014. Minutes amended accordingly.

**62 Matters Arising**

There were no other matters arising from previous minutes.

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#### 63 Financial Performance Report

BW presented the financial performance report and the following points were highlighted;

- a. BW advised that since the last Board meeting there have been a number of revisions made to the Business Plan 2014-2019. Savings are to be made on Major Repairs to offset overspend in previous year budget (point 2.6 refers)
- b. The reduction in the adaptations budget was queried. SW confirmed the budget allocation and reassured the Board that the Division will ensure adaptations are carried out subject to available revenues.

The Board noted the contents of the financial performance report.

#### 64 Directors Report

SW presented the directors report and the following points were highlighted;

- c. SW advised the Board that there are two potential candidates for the North Bransholme Area Board vacancy. Board will be updated the outcome of the respective applications.
- d. SW informed the Board on the current situation with Scunthorpe Hospital. A final offer of [REDACTED] has been received and was being assessed by the group finance team. SW advised the Board regarding the potential TUPE transfer of [REDACTED] staff. SW will keep board informed on progress.
- e. SW discussed with Board the current position in relation to Green Lane and Colshaw Farm office. SW advised the Greenlane lease is in the process of being terminated subject to an agreed financial settlement. Colshaw Farm lease is still with Cheshire East Council for final agreement.
- f. JR advised the Board that the Business Continuity Plan (BCP) will be revised following a 'disaster recovery' exercise. The revised BCP will be brought to the Board in September for approval.

The Board noted the contents of the Directors report

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#### 65 Operational Reports

##### 65.1 Operations Report

CM presented the Operations Report and the following points were highlighted.

CM asked for Board approval for the sale of land adjacent to 46 Ennerdale Road to a private developer. The plot was valued at [REDACTED], this price has been met by the purchaser [REDACTED]. The Board approved the sale in principle subject to clarification of some issues relating to parking at the site.

The Board approved the contents of the Operations Report

CM

##### 65.2 Income Management Report

CM presented the Income Management Report which included an update of the legal action report. The following items were also highlighted.

- a. CM advised the Board that the trend in rent arrears continues to be of concern. Whilst the team has performed relatively well given the challenges in 2013/14 there are some issues that need to be addressed within the Greater Manchester area A improvement plan is carefully monitored.
- b. SW advised Board that the Millbeck Gardens residents have been paying an incorrect amount for service charge over the past 8 years. The new corrected service charges have increased from £3 to £11 per week. SW informed the Board that instead of back dating the increase, the increase would be phased in over 2 years.
- c. JR advised that the marketing officer has now established a positive working relationship with a new journalist in the Hull area. It is anticipated that this will reduced the potential for inaccurate reporting and enable Riverside a more balanced view of community issues.
- d. Board commented favourably on the contents of the community project update. JR to ascertain if anonymous data from Social Action Energy Project could be shared with the Board as one member has special interest and may be able to suggest further funding opportunities.

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- e. SW advised Board regarding appendix 6 that a more stream-line format has been requested that should make the document easier to read.

The Board noted the contents of the Income Management Report

**65.3 Property Services Report**

SW presented the Property Services Report of which the following points were highlighted.

- a. SW highlighted that the performance data for Evolve in 2.1 has not been verified.
- b. SW informed the Board that [REDACTED] partnering contract was due to come to an end in [REDACTED]. Negotiation was underway to ensure a smooth outcome or [REDACTED].

The Board noted the contents of the Property Services Report.

**65.4 Asset Management Report**

SW presented the Asset Management Report of which the following points were highlighted.

- a. The board agreed to the disposal of the former mortgage rescue property of [REDACTED]

Some of the following points were also highlighted;

- b. SW advised the Board that proposed purchase of 22 Alpin Close was now resolved.

The Board noted the contents of the Asset Management Report.

**66 Development and Regeneration Report**

JG presented the Development and Regeneration Report of which the following points were highlighted.

JG provided an overview of the Affordable Housing Programme. Board noted the contents of the report and approved the pipeline programme.

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The Board noted the contents of the Development and Regeneration Report.

**67 Any Other Business**

- a. The chair advised the Board that Sally Smith will be appointed as Group Board observer and Patrick Rice will become Chair of Riverside Tenants and Residents Federation.
- b. The board offered congratulations to EH [REDACTED]  
[REDACTED] Succession planning is already underway.

**68 Date and Time of Next Meeting**

The next Riverside North Divisional Board Meeting will be held on **Thursday 17<sup>th</sup> July 2014 at 4:00pm** (refreshments available from 3.45pm) at **The Royal York Hotel, Station Road, York, North Yorkshire, YO24 1AA**

Signed and Approved by Chair

Signature: .....

Date: .....

**Papers shown as an Appendix to the Minutes**

**Minute Numbers**

- 61 – Minutes of Divisional Board meeting held 18 July 2013
- 63 – Financial Report
- 64 – Divisional Directors Report
- 65 – Operational Reports
  - 65.1 – Operations Report (including 7 appendices)
  - 65.2 – Income Management Report
  - 65.3 – Property Services Report
  - 65.4 – Asset Management Report
- 66 – Development & Regeneration Report

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