

THE RIVERSIDE GROUP LIMITED

**Riverside North Divisional Meeting Held at 4:30pm on
Thursday 18th September 2014 at the Royal York Hotel**

Minutes

Present:	Darren Warneford	Chair	DW
	Mark Pearson	Vice Chair	MP
	Diana Pearce	Vice Chair	DP
	Bill Barkworth		BB
	Bob Hall		BH
	Chris Leavy		CL
	Dr Nell Chang		NC
	Anne Tyrrell		AT
	Patrick Rice		PR
	Peter Clark		PC
	Steve Ward	Director	SW
	Andy Gladwin	Group Financial Controller	AG
In attendance:	Bob Coffey	Assistant Director, Property Services	BC
	Carl Mitchell	Assistant Director, Operations	CM
	Jaimie Lightfoot	PA to Director (Minutes)	JL
	Julie Riseborough	Business Support Manager	JR
	Simon Aldred	Assistant Director, Finance	SA
	Andrew Williamson	Development Manager	AW
	Richard Brint	Research Assistant	RB

Apologies for absence

Apologies were received from Sally Trueman, Esther Hindley, Justine Gore and Julie Gray.

Declarations of Interest

No Declarations of interest were received

- 78 Minutes of the last Divisional Board Meeting held 17th July 2014. Action**

The minutes of the last meeting were agreed as a true record.

79 Matters Arising

Item No 76 - Any Other Business

SW informed the Board that Jeff Allen had now spoken to the Langley Residents Group member regarding her concerns. This matter has now been resolved.

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There were no other matters arising from previous minutes.

80 Financial Performance Report

The Board noted the contents of the financial performance report and the following points were highlighted:

- a. SA discussed the Division's financial performance against budget for April 2014 to July 2014.
- b. SA highlighted the Division's positive progress against the budget.

81 Director's Report

The Board noted the contents of the Director's report and the following points were highlighted;

- a. Richard Brint delivered a presentation on the Division's 2014 STAR results. The board noted the content. SW advised the Board that an Action Plan to address weak areas would be tabled at the November meeting.
- b. SW informed the Board that a report is being submitted to seek approval of Cllr Peter Clark as the new NBAB Chair.
- c. The Board noted a confidential item regarding a serving member of the NBAB.
- d. SW advised the transfer of Scunthorpe Hospital Accommodation Service is due to complete 29 October 2014.
- e. SW informed the Board that the Colshaw Farm Office relocation was now subject to approval by Manchester City Council.
- f. The Board approved Appendix One Riverside North Divisional Delivery Plan 2014/15.

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82 Operational Reports

82.1 Operations Report

The Board noted the contents of the Operations Report

- a. CM highlighted with the Board Divisional performance during second quarter of the 2014/15. With a strong performance on lettings, stock void and ASB KPIs to date.
- b. CM advised the Board that the recruitment for the current vacancies for divisional Income Manager, Money Advice Officer and Affordable Warmth Officer are in progress. **CM**
- c. The Board noted the progress on rent arrears which had fallen again since the last meeting and the excellent performance on relets at 15.3 days. The Chair asked for the Board's thanks to be passed on to the staff team. **CM**
- d. JR advised the Board that Lee Bailey had now taken up his post as one of the two divisional Community Engagement Team Leaders.

82.2 Property Services Report

The Board noted the contents of the Property Services Report of which the following points were highlighted:

- a. BC advised the Board that Evolve's failure to achieve target for job completions within timescale was due to a data transfer problem from the contractor. This has now been rectified.
- b. BC had met with Evolve to look at improving their performance on gas servicing which had again fallen below target.
- c. BC advised the Board that the increase in outstanding Fire & Safety and Legionella job had been expected as the annual re-testing of systems was now underway. A programme of remedial work was being developed to clear the outstanding items before the year end.

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- d. BC informed Board that Mears and KWL contracts are due to expire 31 March 2015. Intentions are to get Evolve to take over. BC advised both contractors have been notified and BC will keep the board updated at future Board meetings.

83 Development Report

The Board noted the contents of the Development Report of which the following points were highlighted.

- a. AW announced the outcome of the AHP2 bid Schemes in the North East at Crook and Wark were successful.
- b. AW informed the Board that the bid to the MOD for funding to assist the delivery of the Veterans Scheme in Middlesbrough was successful.
- c. AW informed the Board that Gibson Close, Wakefield will complete in January/February 2015.

84 Any Other Business

None

85 Date and Time of Next Meeting

The next Riverside North Divisional Board Meeting will be held on **Thursday 20th November 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

78 – Minutes of Divisional Board meeting held 17 July 2014

80 – Financial Report

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81 – *Divisional Directors Report*

82 – *Operational Reports*

82.1 – *Operations Report*

82.2 – *Property Services Report*

83 – *Development & Regeneration Report*

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