

**Mersey South Divisional Board meeting held at 5.30pm on Thursday
20 November 2014 at the Fire Fit, Liverpool**

Present: Mr P Clitheroe (Chair) Mr C Adeniran, Mrs B Guile,
Mr R Clawson, Ms J Cooper, Mr P Cordy, Mrs J Minard,
Mr C Morris, Ms J Ormond, Mr N Townsend,

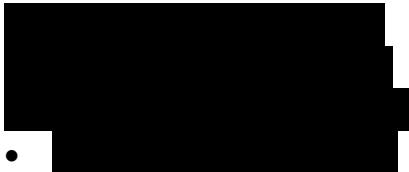
Observers: Mrs M Kelly, Mr D Ovien,

In attendance: [REDACTED]

Apologies: Nicola Wass

DRAFT MINUTES

		Action	When
556	<u>Minutes of previous meeting held on 18 September</u>		
	The minutes were agreed as a true record.		
557	<u>Matters Arising from meeting held 18 September</u>		
	Minute 540 (523) Report by Scrutiny panel - NT circulated a copy of the latest Action Plan and informed members that he was happy with the progress made and that it should be signed off by March next year.	KD/PY	March 2015
	NT also reported that the Repairs and Maintenance 1 st Time Fix would be the next scrutiny topic for the panel.	KD/CS	March 2015
	Minute 540 (532) Universal Credit – PY informed members that there had been some delays as the DWP have changed the way the payments are to be made. A meeting is set for next week.		
	NT has suggested that the next board briefing on 10 February 2015 session is devoted to Universal Credit.	PY	
	Minute 542 Disposal report – [REDACTED] [REDACTED] CS informed members that he will be producing a more detailed report on [REDACTED] for the meeting in January.	CS	February 15 January 15
	Minute 547 Riverside's telephone number withheld when calling tenants – SS said she had spoken to the CSC who informed her that when the CSC contact a tenant their 0345 number will show up to tenants who have caller display. It also depends on each office and what they have requested but mainly our 0845 number		

		Action	When
	<p>is the default number that will be shown and basically there is nothing we can do about this.</p> <p>Minute 548 request for the divisions running costs compared to other divisions - SS circulated details. NT said that the figures produced was a debating point for PC (Chair) to discuss at the next HSC meeting.</p> <p>NT also stressed to members that these figures are used when they have budget meetings with the group.</p> <p>Minute 554 Sue and Mark – Neil said that ST and MT had sent cards to thank the division and the board for their support and kind messages.</p> <p>NT said he had met ST today to discuss the future role of the Lee Valley board going forward.</p> <p>Minute 550 – Affordable Warmth programme – KD informed members that they had managed to secure some extra funding from head office which has enabled the division to appoint an additional Affordable Warmth Officer who will take up Michelle’s post until she returns.</p> <p>The new post holder will then be working for Both Mersey North and Mersey South plus the Manchester area.</p>	PC	On-going
558	<u>Declaration of Interest</u>		
	None.		
559	<u>Disposals Report</u>		
	<p>CS presented this report which relates to vacant properties we are proposing to sell. The properties are in a poor condition with problems of damp, difficult to let and have been rejected by the Ownplace initiative.</p> <p>The divisional board members approved to the disposal of the following properties:</p> <ul style="list-style-type: none">  		

		Action	When
560	<u>Land at Brownlow Hill</u>		
	<p>NT presented this report produced by James Hill which asks the divisional board members to agree to the surplus land at Brownlow Hill/Russell Street, L3 be sold</p> <p>[REDACTED]</p> <p>The divisional board members agreed to the proposals outlined in the report.</p>	NT	Immediate
561	<u>Redesign of three bedroom flats, Murdishaw, Runcorn</u>		
	<p>NT presented this report to inform members of the difficulties CF and her team are experiencing in letting these properties especially due to the bedroom tax initiative.</p> <p>NT said because of the rent loss it made sense to redesign the properties as and when they became vacant.</p> <p>The divisional board said that it was a well written report and that they agreed to redesign of the properties when they become vacant.</p>	CF	Immediate
562	<u>Community Engagement Update</u>		
	<p>KD presented the report with a good debate from board members. NT said that the new structure had only been in place 3 months but said that we need to evidence the benefits and value.</p> <p>It was agreed that a further more detailed report would be brought to the March 2015 meeting, which will:</p> <p>a. provide a description of each of the “new engagement” tools including:</p> <ul style="list-style-type: none"> • when would they be used? • where would they be used e.g. divisionally, for specific neighbourhoods etc.? • expected outcome of using the tool? • who are they aimed at e.g. tenants, residents, wider stakeholders? • risks and/or opportunities that may present of using the tool 	KD	March 2015

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	<p>b. map how we are using these tools across Divisional neighbourhoods (so we can see what engagement method is being applied where)</p> <p>c. breakdown:</p> <p>number of tenants/wider stakeholders engaged through the different tools where they live any other demographic information e.g. age</p>		
563	<u>Budget and Business Plan Assumptions 2015 - 2020</u>		
	<p>SS presented the report and informed members that the sections in blue was the report sent to the Group but was only the 1st draft of the budget.</p> <p>Divisional board members noted the report and were asked to feedback any comments to SS.</p>	SS	Jan 2015
564	<u>Roll out of Property MOT's</u>		
	<p>CS presented the report and informed members that they were in the process of changing the name as MOT was confusing to some tenants when we contacted them.</p> <p>CS informed members that a pilot of the MOT project had commenced in the Halton area and that 12 properties had been completed.</p> <p>SS reported that The MOT process will be fully rolled out across the division from April 2015.</p> <p>BG requested if we could look at minor adaptations adopted into the MOT assessment.</p> <p>The divisional board members noted the report.</p>	CS	May 2015
565	<u>Income and Expenditure Report and MPR</u>		
	<p>SS presented the report which informs members of the key issues in detail for the division.</p> <p>The divisional board members noted and thanked SS for the report.</p>		
566	<u>Mid-year review of annual plan</u>		
	<p>NT said this was an update for members information and to note the progress being made against each target.</p>		

		Action	When
	The divisional board members noted the report.		
567	<u>Housing Services Directors report on Review of Rent Policy</u>		
	<p>NT presented this report produced by Hugh Owen and Barbara Houghton.</p> <p>Chairs of boards have been asked to feedback views and comments. PC (Chair) requested that comments are emailed to him by Thursday next week before the next HSC meeting.</p> <p>Board members requested that the total rent including services charges needs to be included in the report.</p> <p>The divisional board noted the report and agreed to feedback comments to PC (Chair) by Thursday 27 November.</p>	All	Immediate
568	<u>Business Effectiveness report</u>		
	The divisional board noted the latest version of the report circulated.		
569	<u>Think Forward Update</u>		
	<p>NT said this was a summary produced by head office of each of the Think Forward workstreams and that it was a useful summary.</p> <p>The board members welcomed the update and stressed their willingness to be more involved in discussions and debate in the workstreams and items that they could influence via consultation.</p>		
570	<u>Divisional Board Dates 2015</u>		
	Dates all agreed. BG suggested we rethink the meeting date in Halton due to the ongoing traffic problems.	DE	May 2015
571	<u>Information items</u>		
	<ol style="list-style-type: none"> 1. Divisional Round Up – Noted 2. Housing Services Committee minutes 24 July 2014 - Noted 3. Lee Valley Neighbourhood and Scrutiny Board minutes, 2 September 2014 - Noted 		
572	<u>Any other Business</u>		
	Neil informed members that his job is going to be advertised internally for a period of 12 months only and		

		Action	When
	<p>requested if a tenant board member could join the interview panel.</p> <p>A report on the [REDACTED] area to be presented at January's meeting.</p> <p>The 10th February board briefing session will be devoted to a session on Universal Credit and the impact on the division.</p> <p>As this was JC's last meeting, NT thanked JC for her contribution over the past 6 years on the board.</p>	<p>CS</p> <p>PY</p>	<p>January 2015</p> <p>February 2015</p>
573	<u>Date and Time of next meeting</u>		
	<p>Thursday 22 January 2015 – Wirral office</p> <p>[REDACTED]</p>		



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 Mr P Clitheroe
 22 January 2015