

**Mersey South Divisional Board meeting held at 5.30pm on Thursday  
24 September 2015, Wirral Office**

**Present:** Mr Paul Clitheroe (Chair), Mr Paul Cordy, Mrs Barbara Guile,  
Mr Paul Hillard, Mr Christopher Morris

**In attendance:** [REDACTED]

**Apologies:** Mr Christian Adeniran, Mr Ronnie Clawson, Mrs Joan Minard,  
Ms Joan Ormond

**Observer:** Ms Shirley Corcoran

Unconfirmed Minutes

		Action	When
	Prior to the meeting PC welcome Mike Little, Chair of Housing Services Committee to the meeting.		
<b>629</b>	<b><u>Minutes of previous meeting held on 9 July 2015</u></b>		
	The minutes were agreed as a true record.		
<b>630</b>	<b><u>Matters Arising from meeting held 9 July 2015</u></b>		
	<p>Minute 615 (604) Vice Chair role – following 2 nominations received for the position and after discussion PCI recommended that BG be appointed to Vice Chair of the Mersey South Divisional Board.</p> <p>This was agreed.</p> <p>PH informed members that PCI was due to come to the end of his term on the Merseyside Divisional Board in February 2016 and that the January 2016 meeting would be his last.</p> <p>PH said that the vacancy will be advertised internally with a panel of, Mike Little, Chair of HSC, a Mersey South Board member, and a recognised tenant from the Fed or Scrutiny panel. [REDACTED] would participate as an observer. It was agreed that we would ask [REDACTED] from the Scrutiny Panel to join the interviews.</p> <p>PCI informed members that it was with regret that due to personal issues preventing him from carrying on as a board member, Christian Adeniran has resigned from the board with immediate effect.</p>	KD	Sept

		Action	When
	<p>PCI and members thanked Christian for his time served on the board and PCI said that he would organise a card from the board as he is due to meet with Christian next week.</p> <p>Minute 615 – (606) Responsive Repairs Scrutiny Report, are Evolve flexible in offering appointments outside core hours – PH said that Evolve do carry out Thursday evening and Saturday morning appointments but because there were only a limited number of spaces available this was not promoted.</p> <p>PCo said that it would be a good idea if Riverside could let tenants know that limited out of hours appointments were available and that tenants would probably appreciate knowing rather than not knowing.</p> <p>Minute 615 (607) Budget and Business Plan 2015/2020, clarification on the current situation of tenant sales – SS informed the board that she was still waiting on the new legislation rules and would provide information to members as soon as it was available.</p> <p>Minute 617 Governance – PH said that an update would be given under agenda item number eleven on the Agenda.</p> <div data-bbox="331 1160 1157 1303" style="background-color: black; width: 100%; height: 64px; margin: 10px 0;"></div> <p>Minute 620 Income Management and performance, are we checking Social Services are involved when we evict families with children - SS to clarify and send an email out.</p> <p>Minute 621 Income Expenditure, programme works not carried out in certain areas - PH has been unable to contact JM but will update her.</p> <p>Minute 627 Any other business, serious threat to a member of staff - PY said that we have gone for full possession of the tenant's property and that we are waiting for a court date.</p> <p>PY also informed members that the South Liverpool office was now closed to the public.</p>		
631	<b><u>Declaration of Interest</u></b>		
	None.		

		Action	When
632	<b><u>Review of Legal Arrangement between Riverside and Childwall Valley Estate Management Board</u></b>		
	<p>PH presented this report in [REDACTED] absence to inform members that following a review of the Modular Management Agreement (MMA), the review uncovered some anomalies that contradicts Riverside's current policies and procedures which also brought to light issues regarding payment of VAT.</p> <p>In light of this it has decided that a review of the relationship between Riverside and the EMB is needed to see if there is a more cost effective way of providing the service. The report asks for Divisional Board members to agree to the procurement of an independent consultant to review the existing arrangements and provide recommendations for the future.</p> <p>Members were informed that the same report would be going to the EMB board next week and we would provide feedback at a future meeting.</p> <p>PCI highlighted that the EMB's excellent performance on voids/arrears should be factored into any comparison of their value for money and efficiency. PH agreed that this would be factored into any value for money comparison carried out by consultants.</p> <p>Divisional Board members approved to the procurement of an independent consult to review the existing arrangements.</p>		
633	<b><u>Garston Stock Transfer</u></b>		
	<p>PH presented this report which asks for divisional board approval to transfer 87 properties to South Liverpool Homes (SLH).</p> <p>CM said HCA consent may be difficult to obtain if the transfer was over an agreed valuation. PH agreed to raise this with the team managing the transfer.</p> <p>Divisional Board members approved the proposal to transfer the Garston stock, Liverpool 19 to SLH in the sum of [REDACTED]</p>	PH	Nov 15
634	<b><u>Income Management performance</u></b>		
	<p>SS informed members that all future reports would include case studies on some of the eviction cases.</p> <p>SS also informed members that we have additional hours working in Income Management looking at low level arrears</p>		

		Action	When
	<p>and that the team were carrying out over 240 income management visits per month.</p> <p>Divisional board noted and thanked SS for the update.</p>		
635	<b>Income and Expenditure and KPI's</b>		
	<p>SS informed members that we had submitted the 1st forecast for the financial year and asked board members to note the key issues which are explained in her detailed report. Members were also asked to note that SS no longer produces commentary on the following KPI's which would be picked up in future Asset Management reports:</p> <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Gas Compliance</li> <li>• 1st Time Fix</li> </ul> <p>ML, as Chair of HSC set out their role and position on the key body for overseeing performance across housing services.</p> <p>The divisional board members noted the report.</p>		
636	<b>Divisional Board meeting dates 2016</b>		
	<p>Members noted the report and asked that when the date for the 2016 Away Day was set that they receive as much notice as possible.</p>		
637	<b>Think Forward</b>		
	<p>██████████ Target Operating Model message on YouTube was played to members in addition to the Think Forward presentation included in the reports from Emma Ling, IT business analyst.</p>	DE	July
638	<b>Asset Management update</b>		
	<p>██████████, Head of Asset Management, West gave an update on where the Asset Management team were up to with the new structure.</p> <p>AL said that that the team are working closely with Evolve to address the problems in the current service.</p> <p>The Asset team is nearly complete with only 2 vacancies to fill.</p> <p>A draft report will be available at the next board meeting in November.</p> <p>AL said that they had also met with the Scrutiny.</p> <p>BG asked if it was possible for tenants to be involved in the Core meetings. AL said that the Core meetings wouldn't be</p>	AL	Nov

		Action	When
	best but they were looking at setting up regular meetings that would involve tenants.		
639	<b><u>Void Management</u></b>		
	PY give a presentation on Void Management for the division.		
640	<b><u>Information Items</u></b>		
	The divisional board members noted the following Information Items: <ul style="list-style-type: none"> <li>• Quarterly Community Engagement Performance</li> <li>• Divisional Round Up</li> <li>• Headlines May 2015</li> <li>• Housing Services Committee minutes 16 July 2015</li> <li>• Housing Services Committee minutes 2 July 2015</li> <li>• Federation minutes 14 May 2015</li> </ul>		
641	<b><u>Any other business</u></b>		
	None.		
642	<b><u>Date and time of next meeting</u></b>		
	Thursday 26 November 2015 at the Wirral office.		

Mr P Clitheroe: .....

Date: .....