

The Riverside Group

A Meeting of the South & Central Divisional Board was held on Tuesday 17 June 2014 at the offices of Riverside House, 49 Western Boulevard, Leicester, LE2 7HN

Divisional Director's Note to the Minutes

1. Riverside has been working with customers and stakeholders in reviewing how we can continue to develop our accountability and transparency.
2. As part of this work the Group has now agreed to publish its minutes on Riverside's external website.
3. A small number of items will be 'redacted' (blacked out) where they relate to either commercially confidential or personal information which it would be inappropriate to disclose. This is in line with our 'Transparency Statement'.
4. The minutes are detailed below; however it can sometimes be difficult to get a sense of a meeting from the 'official' record. So we've decided that I should share my reflections on the key issues discussed at the meeting.
 - Approval was given for Divisional Annual Plan for 2014/15 which is based upon One Riverside corporate Plan 2014/17.
 - Approval was given to transfer a strip of land in Nottingham at no cost to Riverside.
 - The positive performance and new initiatives of our PFI contracts in Birmingham, Sandwell, Cosford and Derby were noted.
 - The use of Assured short hold tenancies and starter tenancies are in use where there are issues such as ASB or other which helps the officers to monitor the neighbourhoods.

THE RIVERSIDE GROUP LIMITED

**South & Central Divisional Board held at 16.30 on Tuesday 17th June 2014 at
Riverside House, 49 Western Boulevard, Leicester, LE2 7HN**

Minutes

<u>Present:</u>	<p>R Webb (Chair), S Lyon (Treasurer), A Coghill Director of Business Planning & Analysis* (Group Co-opted), C Flynn Divisional Director (Co-opted), M H Abdulali, , P Dolovich*, H Parmar</p> <p>In attendance were: A Beer Business Improvement Manager*, P Cleminson Assistant Director Finance, S Elliot Assistant Director Operations*, O Akintelure Assistant Director Property Services*(part meeting), I Sarif PA to Divisional Director (minute taking)</p> <p>Video Conference*</p>	Actions
	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from, J McClelland Vice-Chair, G Charlish, V de La Hamayde</p>	
0140	<p><u>A few words from Chair and Divisional Director:</u></p> <p>Chris, Raymond and Pat are attending Eileen Gorman's funeral on 20 June. Eileen was highly regarded by the community and was a fantastic, genuine, person.</p> <p>She had been an inspirational tenant board member to both the former RSE and more latterly this Board.</p> <p>Jo Thompson and Wendy Mason have been excellent in assisting with the arrangements, catering and supporting the family as it can be overwhelming to organise events of this type.</p> <p>Both CF and RW will be discussing how Eileen's legacy can be best remembered.</p>	
0141	<p><u>Declarations of Interests</u></p> <p>Chair declared a speculative interest as his new employer is Kier Group, which has contracts with Riverside. The Chair has completed a declaration form for registration by the</p>	

	Group.	
0142	<p><u>Minutes of the last meeting held on 13th May 2014</u></p> <p>The Minutes of the last meeting held 13th May 2014 were approved and signed.</p>	
0143	<p><u>Matters Arising from the Minutes of 13th May meeting</u></p> <p><u>0021: g)</u> action to be followed by Chris Flynn.</p> <p><u>0125:</u> A suggestion was made that Divisional Board could delegate to Chair which would negate the need to have a decision paper but could be included as information item instead. Chris will check governance delegations and report back.</p> <p><u>0129:</u> The decision to appoint the contractor was based on two combined scores.</p> <p><u>0134:</u> Members to note the Dashboard is not available, thus not attached at the end of performance document.</p> <p><u>0135:</u> The stage 3 process has been retained as training has not been rolled out yet with the aim to have it in place by August.</p> <p><u>0138:</u> Riverside festival was a fantastic day held by all and the Chair had already sent a message to staff. Next year it will mark our 10th year Anniversary.</p>	Chris
0144	<p><u>One Riverside- Divisional Plan</u></p> <p>South & Central Divisional Board approved the Divisional Annual plan for 2014/2015 which is based upon the One Riverside corporate plan 2014/17. Corporate plan to be circulated on Google to members.</p> <p>South & Central Divisional Board were supportive of the plan, found it positive and ambitious. Members made a further request that a review of risks is completed in six months and reported to Board.</p>	Iasmina
0145	<p><u>Transfer of strip of land at Lawrence Street, Sandiacre, NG10 5DH</u></p> <p>South & Central Divisional Board approved the recommendations within the report to transfer the small strip of land at Lawrence Street. Members approved the transfer of</p>	

	<p>the strip of land lying to the West of Riversides title plan and accepted the offer of the purchaser as she has offered to incur all expenses relating to valuation and legal fees in agreement to the matter.</p> <p>Board felt that such matters under an agreed threshold could form part of a Chair’s delegated authority – CF will ascertain if there any governance issues</p>	
0146	<p><u>South & Central ASB Action Plan</u></p> <p>South & Central Divisional Board approved the action plan within the report.</p> <p>Members were informed that although IT systems are not connected to CRM, cases are sent to housing officers who will log on the Hub.</p> <p>South & Central Divisional Board found appendix 3 very useful and requested the diagram to be updated on a six monthly cycle.</p>	Stephen
0147	<p><u>PFI & Contracts Report</u></p> <p>South & Central Divisional Board noted the contents within report such as positive performance and new initiatives which will be reported to Board at future meetings. Members noted that Sandwell Council have requested Sandwell PFI to self-report in all aspects of the business and in addition to complete 12 audits each year- this is still in negotiations.</p> <p>A meeting has been set for BCH on 27 June. Members will be pleased to know that the rent arrears plus one instalment of interest charges has been paid.</p> <p>Derby PFI - Members requested clarification on the apparent increase in unidentified properties for acquisition.</p> <p>Members noted that the PFI I&E does not add up relating to Operational Overheads and requested figures be double checked.</p>	Chris Chris Gemma
0148	<p><u>Starter Tenancy- Annual Report</u></p> <p>S&C Divisional Board noted the contents within report. Assured short hold tenancies are used for market rent properties and starter tenancies where there are issues such as ASB or other. This is used in Derby PFI and it is very</p>	Stephen

	<p>useful for housing officers as checks are done to reduce/avoid issues. Riverside sees KPI's figures but the tenants are the ones who actually have to live with ASB issues, so it is a welcomed measure by S&C Divisional Board. Members recommended that tenants' contact details are updated at each visit.</p>	
0149	<p><u>Finance Reports @ 31st March 2014</u></p> <p>S&C Divisional Board noted the contents within report.</p> <p>There are significant disposals this year which could affect rental income. The cyclical programme was not delivered in full during 2012/13 but it is underway and should right itself. A meeting with Asset management has been set for 18 June to discuss and confirm the composition of the cyclical programme for delivery. There is an unexpected I&E benefit from over provision around depreciation which to be reported at the next meeting.</p> <p>Two units at Sanger close have been sold and will show at the next I&E reported to Board. Proactive negotiations are in progress with ARHAG (by September) for stock disposals around London.</p> <p>Programme update: Phase one of Kier Group will need intensive management to ensure schedules are delivered. Members noted that it may be necessary to recruit more staff and requested an update at the next meeting. A quarterly report will be available at the next meeting by James Hill.</p>	<p>Paul</p> <p>Paul/Ola</p>
0150	<p><u>Performance Review Reports</u></p> <p>S&C Divisional board noted the contents within report. Members noted the risk area on Gas servicing due to change of contractors and also the volume of Health & Safety actions still to be completed as there needs to be a better understanding. The focus on performance is stronger at management level and this is noticed at Group level for Best Practice.</p> <p>S&C Chair Thanked Alan Beer for all his hard work and hand reigns to Paul Cleminson, new Finance AD for S&C division.</p>	
0151	<p><u>Information Items- Not part of printed Board pack, circulated electronically</u></p>	

	<p><u>S&C Divisional Board noted below reports</u></p> <p>a) Legal Action report– Members noted the content of the report</p> <p>b) Directors Round up Report- members noted contents within report, namely the cost of repairing the wall is too high and Riverside will rehouse the tenant albeit a property has been offered and rejected by the tenant.</p>	
0152	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Chris Flynn informed the Board that after a period of eighteen months, there was a need to re-evaluate BT3 structure. There will be changes as some roles are not performing as expected and effects of additional travelling has negative impact upon wellbeing of some people in junior roles. • Any changes will be made within the context of our Think Forward Programme, which is very ambitious and the digital shift, the office move are all part of what is currently in progress. As a team, SMT is committed and will put in more effort to ensure it is delivered. 	SMT
0153	<p><u>Date and Time of next meeting</u></p> <p>Tuesday 16th September 2014 at 4.30 pm.</p>	