

Private Sector Leasing Scheme

Shire Homes Lettings Board Meeting Minutes

Date: 5 September 2018

Time: 2pm

Location: Monkfield, South Cambridgeshire District Council

Present: Redacted data

1. Apologies and Minutes of the last meeting

Apologies were received from (MW), (DW) and (CD)

The minutes of the meeting held on 26 June 2018 were agreed as a correct record.

2. Legal Updates

- SLA – LM confirmed that the Service Level Agreement (SLA) was completed in August, and duly signed by SH on 13 August 2018. The Council's seal was applied to both copies.
- SC – Some minor amendments are needed to the SLA due to GDPR.
- Public Liability and Officers/Directors Insurance – A quotation has been received from Aon for annual premium of £2,985.00. It was agreed to accept the quotation, and AC signed the proposal form.

3. Directors/Governance

- SH had signed the necessary documentation for resignation. It was agreed that HW was to become sole director and had already provided the necessary details to Walker Morris. LM to send the necessary documentation to Walker Morris, who will update Companies House.
- Discussions concerning the governance of Shire Homes Lettings Limited followed. It was agreed that a specification would be drawn up (based on ESH) for a non-executive director. SC agreed to pursue this matter further.

4. Business Plan

- Discussion about whether we need to charge rent the same if they receive benefits or if they don't. Perhaps consider applying more of a discount to some tenants.
- The legal side needs to be considered and we need to look back at policy to make sure we are safe.
- It was agreed to charge Local Housing Allowance (LHA) rate for tenants rent setting, unless meeting a specific housing need with a higher rent.
- SC to re-word the rent policy to reflect the discount we will apply
- There needs to be a look at the staffing structure for the management of 40 + properties. This will include CD post and her capacity to take on more work, and hence post being made permanent and possible regrading. CD post is included in the business plan as an on-going post.
- The financial predictions in the report are based on the last 8 months of spending.
- Looking at risks, lowered the impact on losing properties, UC is not a worry as HB applies to temporary accommodation. SC to update risks

5. Finance Update

- ML circulated a copy of Shire Homes Lettings (SHL) budget to date.
- All costs are approximate until we have been trading for 1 complete year.
- Budget based on 40 properties a year. We will know the real costs once we experience a proper void property.

6. Payment Options Update

- JJ is working on PO payment cards; currently the only way tenants can pay is via standing order through their bank.
- These cards will be outsourced to a company who will print the cards.

7. Rental Negotiations

- 17 No. properties currently.

- Subletting problem sorted fast with a quick turnaround. Property undergoing void works at present. Landlord has no issue.
- King Street Housing properties ready to be handed back to landlords.
- 5 No. KSH properties which have agreed terms with landlords. 2 No. properties are transferring with tenants' remaining.

8. Repairs / Maintenance

- AC would like to see regular expenditure reports from DP, with regards to maintenance.

9. Marketing

- Meeting with Tom in comms – web update and social media page
- External website costs are too expensive
- Early signs are that there is good feedback from South Cambs Magazine.
- LM and CD have been out leafleting target areas south of Cambridge.

10. Any Other Business

- Benefits experience should be added to admin job description
- Performance Indicators -These are listed within the SLA. LM to reproduce them into a separate document, to report at future meetings

The minutes of this meeting held on 26 June 2018 were agreed as a correct record.

Signed by the Chair: Date: