

Shire Homes Lettings Board Meeting

Private Sector Leasing Scheme

Date: 6 March 2018

Present: Redacted data

Apologies/Copies: Reacted data

1. Matters arising from last meeting minutes.

AC to provide his details to Walker Morris, as previously requested.

2. Legal Documentation

2.1 Service Level Agreement

Louise mentioned that JH/ML had recently agreed on some wording for the Schedule 1 – Services and Service Fee. This had been forwarded to Ann at Ensors for comment. Upon receipt of her response, it will be sent to Walker Morris and the document can then be produced for signature. Upon completion, the document will need to be signed by a representative of the Council and Shire Homes Lettings Limited (SHL).

2.2 Public Liability Insurance for Officers and Directors

Upon completion of the SLA, a clean copy will be sent to Aon Insurers.

3. Financial Update

3.1 Landlord Guaranteed Payments

One monthly standing order has been created for all but one of Shire Homes landlords. The one remaining landlord has a building society account, which cannot be sent this way.

3.2 Capita Rent Accounts / Tenant Payment Options

MW stated that James was still working on the test system. It should be a further couple of weeks of testing, before going live. When this work is complete, MW will no longer have to manually update the rent accounts on a weekly basis. The PO payment cards are waiting to be barcoded, by an outside company.

4. Budget

4.1 Expenditure

ML shared 2 accounts sheets, one showing the expenditure by Shire Homes and the other showing the Council (G18) spend to date. There will be an underspend on the budget, even though more funds will need to be transferred to balance the year end accounts.

SC mentioned that some of this underspend will be used to fund an Admin post, to enable LM and AS to concentrate on the promotion of the scheme. SC and LM had been looking at the Job Description Questionnaire for this post. ML did mention that the cost of this post needs to be accounted for within next year's budget also, and perhaps AS time.

It was agreed that a quarterly income/expenditure sheet should be produced, incorporating the rental income and repairs expenditure.

5. Rental Negotiations

5.1 LM mentioned that we currently have 8 leased properties, all with tenants. Monetary terms have been agreed on a further 2 properties, which are undergoing repair work to bring them up to our minimum standards. There are also ongoing negotiations with a further 4 landlords. These numbers include only 2 no. properties from King Street Housing, which will transfer with existing tenants.

6. Repairs and Maintenance Commitments

6.1 Mears

LM now meets with Mears on a regular basis to resolve any issues. One of the main issues is late invoicing, 3 months, in some cases. Mears have also set up a dedicated repairs email address for correspondence/queries, etc.

6.2 Orchard

As well as a weekly expenditure report, David has set up a voids period sheet, which will be produced on a quarterly basis. The latest copy shows that we have an average void period of 4.75 days.

7. Negotiations with Local Authorities

7.1

LM highlighted that she was in discussions with Anna Hick at Cambs County Council with regard to a three-bedroom bungalow in Burwell. The County had confirmed that the property had no restrictions or planning applications pending. LM and AS to arrange an inspection, to assess its suitability for the scheme.

7.2

SC circulated some detailed costings for the scheme to operate in other Local Authority areas. It was felt that the approximate setup costs (£70K) should be recoup within the total management charge per property/per week, so that it is proportional to the number of properties. The figures provided were worked out on approximately 28 properties per year. Sue to revise the figures and circulate for approval.

8. Delivery Plan/Project Plan

8.1 The Project plan will be updated to show the projected number of properties for the coming financial year, i.e. 7 per quarter.

9 Update on PSL Role

9.1 The JDQ was being revised to encompass the full extent of the PSL role.

10. Marketing

10.1 A tri-fold leaflet had been produced with the help of MH. This leaflet had been delivered to approximately 600 households in Bar Hill, and 500 in Waterbeach. We were now looking to the south of the District, towards Royston area. At present, we have no properties on this side of the District, and there is a housing need for them.

11. Any Other Business

11.1 Heads of Service had received advice from a VAT specialist. Joint contracts of employment were discussed, and there is a possibility that contracts of employment could be amended 'employed by SCDC or one of its companies'. Await further clarification.

12. Date of Next Meeting

Tuesday 1 May 2018 – 11am – G9 Meeting Room

I agreed that these are a true record.

Signed:

SH – Director

Dated: