

Private Sector Leasing Scheme

Shire Homes Lettings Board Meeting Minutes

Date: 17 April 2019

Time: 1:30pm

Location: Spitfire Room, South Cambridgeshire District Council

Present: Redacted data

Agenda Item

1. Apologies and Minutes of the last meeting

Apologies were received from (MW), (DG) and (CP)

The minutes of the meeting held on 29 January 2019 were agreed as a correct record.

2. Repairs and Maintenance

- There is an ongoing struggle with electricians waiting time. We haven't experienced many voids as of yet but in the future, this will impact on void periods.
- DP said that starting from August we will be able to use SSE as alternative contractors for electricians, but this should only be if Mears timescale are unreasonable.

3. Chris' report and Procurement Advice

- CP report state we should always ensure we are compliant and follow council guidelines. Using different contractors is fine but we need to tighten up on insurance, skills matrix and maybe consider references DP. At the moment there is a form to fill in before adding a contractor to orchard.
- HW – we need to feel comfortable using an approved list for works, DP team is in process of designing new list.

- Using different contractors isn't in large proportion but either way we need to make sure we're complaint, even with Cleaners, this is to protect ourselves.
- A direct conversation with Mears should take place to ensure they are aware of what agreement we are in. DP to organise this
- CP and LM will be meeting to discuss Chris' advice. Louise to circulate outcome of meeting with Chris, via email.

4. Governance

- Nothing more has been heard from Councillor Smith.
- RP is leaving on the 17 May. He has kindly said we can contact him privately.
- We need to think about cover for his position; he has been in discussions with MH regarding who would best fit. Louise will organise his resignation paperwork.

5. Business Plan

- The business plan won't be updated again until September. BP said that it should only need a refresh.

6. Finance Update

- Martin discussed the figures from end of year accounts and DG draft Benefits expenditure for temporary accommodation.
- We need to allow for a bad debts provision. Board can discuss and agree on writing off bad debts.
- LM to contact MW with regard to Company being used to find former tenants for recover former debts.

7. Payment Options Update

- Post office payment cards have been ordered. The spreadsheet was filled in and sent off to the company. Awaiting a response, LM to chase with JJ
- Now that Shire Homes Lettings (SHL) are a team of two it is a lot easier to manage rent accounts and chase tenants for payments.

8. Rental Negotiations

- Currently at 28 properties, 5 on agreed terms. We are using different ways to promote such as joining Facebook sale sites.
- Repairs timescales are slowing down how quickly we can take a property on board.

9. Discussions with Huntingdon District Council

- SC had updated the fees to charge Huntingdon District Council for our management of properties in their area (£111.50per property/per week). Bob is happy with the amount and doesn't think it should be any lower. The fee doesn't include bad debts but this will fall under their responsibility, so we aren't taking on a risk.
- The board agreed there should be some sort of legal letter defining the agreement until a Service Level Agreement can be created.

10. Any other business

- HW - We received an offer of money, we would like to go ahead and bring in a 2 year fixed term post to manage houses in multiple occupation (HMOs). LM to create a new JDQ for the role. The role could support SH in Homeless Prevention and also manage the SHL HMOs. Needs to be discussion over management of the role.
- RP suggested a press release for the funding we have received.
- SC – scheme of delegation is complete and needs to be signed. LM should have the right to sign small invoices. ML to clarify the costings associated with each level.
- LM will sort the Resignation paperwork for RP, prior to leaving.

11. Future meeting

17 July 2019 at approximately 1.30pm to 3.30pm – to be confirmed

Please ensure all background papers are distributed a few days prior to the meeting.

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

Signed by the Chair: Date: