

Shire Homes Lettings Board Meeting

Private Sector Leasing Scheme

Date: 10 January 2018

Present: Redacted data

Apologies/ Copies: Redacted 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 (SLA)

LM had sent comments through to Walker Morris, prior to Christmas, but are still awaiting Finance input with regard to some queries regarding service fees. Upon completion, the document will need to be signed by a representative of the Council and Shire Homes Lettings Limited.

2.2 Public Liability Insurance for Officers and Directors

Aon Insurers were happy with the revised wording within the SLA document relating to insurance. A clean copy will be forwarded to them, when finalised with Walker Morris. Further financial information is required; therefore this has been passed to JH/ML be completed.

3. Financial Update

3.1 Landlord Guaranteed Payments

ML highlighted there had been a problem with the landlord's January payments due changing to a BACS payment system. The payments had been processed on the 5 January. Further discussions to take place with ML to see whether one monthly

Standing Order could be raised for all payments. Post meeting note: This is not possible with Building Society accounts.

3.2 Changes to Banking Sort Code

ML mentioned that it was up to individual service areas to inform clients of the change of sort code. New paying book/cheque books will be issued in due course. The old sort code will still accept payments for some considerable time.

3.3 Tenant Payment Options

MW was not present at the meeting, therefore no further updates, other than the PO payment cards had been sent to the Post Office, prior to Christmas. A sample payment card had been received.

3.4 Capita Rent Accounts

DG highlighted that there had been a problem with Capita over the festive period and also the payment system. This may have been the cause of problems with the Rents system not updating, prior to Christmas. MW had carried out a manual update. All accounts now up to date. LM highlighted that there was no support within the Rents Team, as they do not have access to Shire Homes rent accounts. It was agreed that a separate discussion needs to take place with MW/Katie.

4. Budget

4.1 Expenditure

ML shared an accounts sheet, showing expenditure to date on account. A quarter of the remaining budget had been transferred into the account. There will still be a considerable underspend, and ML stated that a request will be required for a budget rollover.

SC mentioned that additional admin resources were required to enable LM and AS to concentrate on promotion of the scheme, and negotiations with landlords. It was

agreed to look at the possibility of a fixed term contract (6 months), rather than use Agency staff, which can only be used for a maximum period of 12 weeks.

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

4.2 Income

All tenants rent accounts were up to date, apart from one, where we are waiting on a back-dated Housing Benefit claim.

5. Rental Negotiations

5.1 LM mentioned that we now have good working relationship with King Street Housing, and rental negotiations are ongoing. There are currently another 5/6 properties which are likely to transfer with vacant possession, once void works are complete.

6. Repairs and Maintenance Commitments

6.1 Mears

Since Christmas, there had been a few teething problems with Mears. Some of these issues relate to late invoicing, whilst another relates to lost keys by a sub-contractor. DP has explained the purpose of the scheme and the urgent need of a quick turnaround. Louise to arrange visits to Cottenham on a regular basis.

6.2 Orchard

DP had set up an automated expenditure report to the Shire Homes inbox, on a weekly basis, so Louise can monitor.

7. Negotiations with Local Authorities

7.1

Further discussions were required to move this matter forward. A meeting had been arranged by the HB from the Trailblazer team. SC had spoken with Fenland District Council, who felt that they would not require many properties, (possibly 4 or 5), therefore a large funding contribution would not be appropriate for them. Perhaps charge on a fee per property basis. SC to look at some detailed costings.

It was felt necessary to recoup some Shire Homes setup costs, in the event of other local authorities using our model.

7.2 Ermine Street Housing

DV is keen to provide accommodation within the Peterborough City Council administrative area and has made a proposal to Sean Evans at the Council. The proposal comprises of 4 options, the most desirable being a full management service, such as Shire Homes Lettings Limited.

8. Delivery Plan/Project Plan

8.1 LM had updated the project plan, and distributed at the meeting.

9. Update on PSL Role

9.1 LM mentioned that her role was only seconded for 2 years, and we are now 13 months in. The scheme was only set up as a Pilot Scheme, so further work is required to make the role permanent.

It was noted that the scheme is now viable and the landlords had been issued a 3 year lease.

10. Marketing

10.1

MH had completed the update to the web page, located within the South Cambs website.

10.2

LM/AS to produce a leaflet

10.3

DG mentioned that they have a distribution list of private landlords and are happy to circulate a Shire Homes leaflet with the next letter/email.

11. Any Other Business

11.1

It was noted that future meetings could be held in Stephen's Office, if available, and also LM to discuss with Elaine about the availability of someone taking minutes of the meeting.

11.2

An Investment Company has approached SH about funding social projects within South Cambridgeshire.

12. Date of Next Meeting

Tuesday 6 March 2018 – 11am (Stephen Hills' Office)

Tuesday 1 May 2018 – 11 am (location to be confirmed)

I agreed that these are a true record.

Signed:

Dated:

SH – Director

