

Private Sector Leasing Scheme

Shire Homes Lettings Board Meeting Minutes

Date: 28 July 2020

Time: 1:30pm

Location: Microsoft Teams Meeting, South Cambridgeshire District Council

Present: Redacted data

Agenda Item

1. Apologies and Minutes of the last meeting

- Apologies from DP, SH and PC
- Business plan was approved at May 2020 meeting

2. General update

- LM – Currently at 48 properties, 3 houses in multiple occupation (HMOs) and 6 more self-contained properties in the pipeline.
- No more welfare checks are taking place, switched to drive by checks.
- We will feature in the next South Cambs Magazine with a third Birthday update.

3. Rent review

- LM currently discussing lease renewals with Landlords. We are offering Landlords figures rather than them coming to us with proposals. Trying to stay in line with old Local Housing Allowance (LHA) rate rather than the new April 2020 one.
- SC – properties are being taken on rather quickly, so we will exceed the 10 per year. ML does not think there will be a financial pressure, however we need to make sure that the number of properties is sustainable for the team.

- LM is going to check if the out of district properties affect Home Link applications

4. Risk register

- Renewing leases, identifying properties, management fees, void costs and COVID risk to staff have no new concerns.
- The COVID risk has no new concerns. To be dropped from 3 to 2 for likelihood and down to 3 for impact.
- LM has sent out Hardship Fund to tenants which could benefit, no further concerns regarding rent arrears.
- The HMO role should be discussed in a separate meeting out of courtesy.

5. Finance Update

- ML – reporting now looks slightly different due to a change in how finance work. However, there is no new concerns. Our rental income is higher than budgeted. The repair cost are low and we are recovering costs from landlords.

6. Repairs and Maintenance

- LM – no major updates, Mears are back to normal and catching up on backlog of work. GC questioned access issues, but we haven't experienced this yet as tenants report their own repairs.

7. HMO

- EC- currently at 3 properties. Having issues with the largest property. Could well be the mix of males and females.
- Mental health issues are a concern, they should be entering with support.
- HMO training brought up the need for fire risk assessments which we should be able to organise within the next month and displaying contact details in properties, which is already complete.
- SC is dealing with a bid from an HMO for former rough sleepers. EC would like a say on who goes in and the size of the property.

8. Any other business

- Bad debt written off for 61 Bourneys Manor Close
- Leases and tenancy agreements are being reviewed externally.

9. Future Meeting

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

Next meeting to be two months' time, rather than three months' time. To be confirmed: 6 October.

The minutes of this meeting held on 28 July 2020 were agreed as a correct record.

Signed by the Chair: Date: