SOUTHERN SHELTERED HOUSING JOINT BOARD

ORDINARY BOARD MEETING

27th JULY 2020

AGENDA – OPEN SESSION

Item Number	Item	Action Required
1.	**OPENING OF THE MEETING**	
1.1	Welcome, Apologies & Declarations	As required by Board members
2.	**MINUTES**	
2.1	Minutes of the Ordinary Meeting held on the 29th June 2020	For Board approval
3.	**MATTERS ARISING**	
3.1	Matters Arising Report	For noting
4.	**MOTIONS – None**	
5.	**FINANCE**	
5.1	Invoices for payment in July 2020	For Board approval
6.	**HEALTH, SAFETY & ENVIRONMENTAL PERFORMANCE**	
6.1	Projects Update	For noting
7.	**PUBLIC CORRESPONDENCE & COMMUNICATIONS**	
7.1	Rent Setting 2021/22	For Board decision
8.	**POLICY & RESOURCES**	

8.1	Covid-19 Update	For Board discussion
8.2	Meeting fees	For Board discussion
9.	**PUBLIC CONSULTATIONS – None**	
10	**ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)**	

Item 3.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

MATTERS ARISING REPORT & PUBLIC CORRESPONDENCE

Matters Arising from the previous Minutes

Internal Audit Reports – An update on progress will be provided in 6 months.

Private Landlords Consultation – The consultation response was submitted on 30th June 2020.

There was no public correspondence on the previous Agenda.

SOUTHERN SHELTERED HOUSING JOINT BOARD

Invoices to be paid in July 2020

Date	Inv Number	Supplier	Details	Housing	Total Net	VAT	Total Cost
13/07/2020	27925	4T's Window Cleaning	Window cleaning - SSHJB - July 20	SSHJB	£ 285.00	£ -	£ 285.00
06/04/2020	27835	4T's Window Cleaning	Window cleaning - MC - April 20	MCHC	£ 175.00	£ -	£ 175.00
01/07/2020	INV-0931	Adorn Leasing	SF Monitoring - 01/07/20 to 31/09/20	CMHC	£ 585.00	£ 117.00	£ 702.00
09/07/2020	1206999	Ellan Vannin Fuels	Oil - 09/07/20- SF - 1489L	CMHC	£ 461.59	£ 23.08	£ 484.67
26/06/2020	1206544	Ellan Vannin Fuels	Oil - 26/06/20-SF - 1346L	CMHC	£ 417.26	£ 20.86	£ 438.12
02/07/2020	1206842	Ellan Vannin Fuels	Oil - 02/07/20- MH - 1750L	CMHC	£ 542.50	£ 27.13	£ 569.63
11/06/2020	1205740	Ellan Vannin Fuels	Oil - 11/06/20 - SF - 1400L	CMHC	£ 434.00	£ 21.70	£ 455.70
30/06/2020	34281	Garage & Gate Automation Company	MC Block 30 - replace com	MCHC	£ 538.00	£ 107.60	£ 645.60
12/06/2020	2090170	J Qualtroughs	53RYC - fix infill boxing	MCHC	£ 26.00	£ 5.20	£ 31.20
30/06/2020	20/2419	Liftmann	SF/MH service lift - June 20	CMHC	£ 98.00	£ 19.60	£ 117.60
30/06/2020	20/2420	Liftmann	MH - service lift - June 20	CMHC	£ 98.00	£ 19.60	£ 117.60
31/03/2020	19/2226	Liftmann	CV - service lift - March 20	MCHC	£ 240.00	£ 48.00	£ 288.00
29/06/2020	961181121	Manx Gas	Gas- RYC - 28/05/20 to 26/06/20	MCHC	£ 3,573.08	£ 178.65	£ 3,751.73
26/06/2020	961181120	Manx Gas	Gas - CV - 28/05/20 to 26/06/20	MCHC	£ 887.32	£ 44.37	£ 931.69
26/06/2020	961181122	Manx Gas	Gas - MC - 28/05/20 to 26/06/20	MCHC	£ 2,276.81	£ 113.84	£ 2,390.65
09/07/2020	32719	Manx Glass and Glazing	48RYC -handle bathroom window	MCHC	£ 297.50	£ 59.50	£ 357.00
09/07/2020	32718	Manx Glass and Glazing	31MC- tighten hinge on door	MCHC	£ 72.00	£ 14.40	£ 86.40
08/07/2020	32712	Manx Glass and Glazing	35DMC- install glass glazed unit	MCHC	£ 353.55	£ 70.71	£ 424.26
				Subtotal	**£ 11,360.61**	**£ 891.24**	**£ 12,251.85**

SOUTHERN SHELTERED HOUSING JOINT BOARD

Invoices to be paid in July 2020 (to be continued)

Date	Inv Number	Supplier	Details	Housing	Total Net	VAT	Total Cost
08/07/2020	32706	Manx Glass and Glazing	59MC- window handle	MCHC	£ 79.50	£ 15.90	£ 95.40
30/06/2020	32673	Manx Glass and Glazing	60RYC- install new mechanism window	MCHC	£ 64.00	£ 12.80	£ 76.80
30/06/2020	32674	Manx Glass and Glazing	20RYC- install two restrictors on all handles	MCHC	£ 81.90	£ 16.38	£ 98.28
24/06/2020	32650	Manx Glass and Glazing	60RYC- replace bedroom window	MCHC	£ 120.12	£ 24.02	£ 144.14
01/07/2020	13925376	Manx Telecom	Telephone charges -July 20	CMHC	£ 168.46	£ 33.69	£ 202.15
13/07/2020	U1617910	Manx Utilities	Void power - 53RYC- 23/03/20 to 04/07/20	MCHC	£ 30.62	£ 1.53	£ 32.15
17/07/2020	248/27466	MC Locksmith	53RYC- letterplate	MCHC	£ 61.20	£ 12.24	£ 73.44
01/07/2020	12822	Orb Ltd	Payroll admin -June 20	SSHJB	£ 56.50	£ 11.30	£ 67.80
15/07/2020	3823	PSMC	DLO Wages and Equipment - July 20	SSHJB	£ 2,526.13	£ 505.23	£ 3,031.36
15/07/2020	3821	PSMC	Recharges - July 20	SSHJB	£ 6,914.25	£ 1,382.85	£ 8,297.10
16/06/2020	9370	Reliance Security	MCHC - fire testing - June 20	MCHC	£ 595.00	£ 119.00	£ 714.00
16/06/2020	9362	Reliance Security	CV - annual service contract 01/07/20 to 30/06/21	MCHC	£ 595.00	£ 119.00	£ 714.00
16/06/2020	9381	Reliance Security	RYC - annual service contract - 01/07/20 to 30/06/21	MCHC	£ 595.00	£ 119.00	£ 714.00
23/06/2020	134524	SCS Ltd	23RYC- fix shower pull cord	MCHC	£ 59.38	£ 11.88	£ 71.26
23/06/2020	TED60RYC	T & E Decorators	60RYC - bathroom decor	MCHC	£ 85.00	£ -	£ 85.00
23/06/2020	TED53RYC	T & E Decorators	53RYC- living room decor and caulking	MCHC	£ 140.00	£ -	£ 140.00
09/07/2020	7875	Test and Maintenance	SF/MH -Fire alarm testing - July 20	CMHC	£ 82.50	£ 16.50	£ 99.00
24/06/2020	7841	Test and Maintenance	SF - trace fault with door lock	CMHC	£ 34.00	£ 6.80	£ 40.80
10/06/2020	7806	Test and Maintenance	6MHC- replace pull switch	CMHC	£ 74.34	£ 14.87	£ 89.21
10/06/2020	7807	Test and Maintenance	31SF- refit light fittings	CMHC	£ 190.03	£ 38.01	£ 228.04
10/06/2020	7808	Test and Maintenance	3SF- install extract fan	CMHC	£ 105.89	£ 21.18	£ 127.07
				Subtotal	**£ 12,658.82**	**£ 2,482.18**	**£ 15,141.00**

SOUTHERN SHELTERED HOUSING JOINT BOARD

Invoices to be paid in July 2020 (to be continued)

Date	Inv Number	Supplier	Details	Housing	Total Net	VAT	Total Cost
08/03/2019	90441	UFP Ltd	Extinguisher service - March 2019	CMHC	£ 49.35	£ 9.87	£ 59.22
26/06/2020	46275	WDS Ltd	Cleaning materials - hand towels	MCHC	£ 34.05	£ 6.81	£ 40.86
21/03/2020	41775	WDS Ltd	Cleaning materials -MC - March 20	MCHC	£ 269.37	£ 53.87	£ 323.24
26/06/2020	46274	WDS Ltd	RYC - disinfectant and gloves	MCHC	£ 42.76	£ 8.55	£ 51.31
				Subtotal	**£ 395.53**	**£ 79.10**	**£ 474.63**
				Total	**£ 24,414.96**	**£ 3,452.52**	**£ 27,867.48**

Item 6.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

PROJECTS UPDATE

Mill Hope & Sandfield Boilers

Plans have been supplied to the consultants and further advice is awaited.

Mill Hope Water

The project has now been completed and will be removed from the next Agenda.

Reayrt – Ny- Chrink handrails

Phase 2 handrails were deteriorating and becoming a health hazard. The contractor has now returned to work and is currently producing the handrails ready for them to be sent off Island to be galvanised. As previously agreed, this will be done in stages to monitor the cost implications and reduce inconvenience. The project is ongoing.

Reayrt-Ny-Chrink – Flats 1&3

Flats 1&3 RYC are in the first phase of the building, these are flats are small and have been earmarked for conversion into a disabled unit for some time. Prior to Covid-19 Expressions of Interest had been sought and the design and layout had been agreed. The project is still on hold and will be reviewed 4 weeks after the border opens.

Marashen Crescent drainage issue

A collapsed drain has been identified at Marashen Crescent, however work is currently ongoing to bypass the drain and connect to another.

Item 7.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

RENT SETTING 2021/22

Isle of Man Government
Reiltys Ellan Vannin

infrastructure
public estates and housing division
fo-rheynn steatyn as thieys theayagh

Switchboard: (01624) 686600
[redacted]
Your ref:
Date: 23/07/2020

To Local Housing Authority Clerks
(via email)

Dear All

Rent Setting 2021/22

The past few months have been unprecedented and challenging for all, with the significant impact of Covid 19 on the Island's economy, communities and services. Whilst there continues to be a need for the Island to remain vigilant with regard to the virus as we move forward, there is now a requirement to return to business as usual for all public services.

In line with the budget setting process for 2021/22, you will be aware that Division had hoped to come forward with a periodic rent setting policy to remove the annual process and enable a longer-term level of rental income assurance across the sector; however this has not been achieved for implementation by 2021/22. As a consequence, and in line with previous years, the Division is seeking your formal views on any change to the rental levy and allowances for the next financial year.

Please be aware that any proposal will have a direct influence on the income received from tenants and the contribution that makes in supporting both the cost of maintaining properties day to day and any capital investment needs.

For ease of reference we provide the following historical information:

Rent increases over previous 5 years:

April 2016	2.6%
April 2017	2.0%
April 2018	3.1% (with 1.1%, ring-fenced to assist with maintenance)
April 2019	2.1%
April 2020	1.9%

Allowances 2020/21:

Administration	5.5%
Maintenance	25.1%
Community	8.4% (Sheltered providers only)

For your further information, the inflationary index applied by the Government is CPI.

Department of Infrastructure
Public Estates and Housing Division, Sea Terminal, Douglas, Isle of Man, IM1 2RF
www.gov.im/infrastructure

Please progress this matter at your next Board or Committee meeting and provide your formal feedback to Rachel Smith via email racheldoi.smith@gov.im no later than Friday 4th September 2020 for collation, when, as in previous years, your views and supporting evidence will be considered by the Minister when making his decision.

Yours sincerely

Director
Public Estates and Housing Division

Item 8.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

COVID-19 UPDATE

Staff

Staff have now been provided with the relevant information to obtain the antigen testing and swabbing for Covid-19.

Maintenance

Both internal and external maintenance duties have now resumed at all complexes. Risk Assessments are still being carried out prior to entering any properties.

PPE

Each complex has a sufficient supply of PPE should a second wave occur.

Cleaning

The cleaning regime is still increased and in line with DHSC policy and guidelines.

Community Rooms

Due to receiving mixed feedback regarding the re-opening of community rooms for external use, all residents were written to and requested to discuss their feelings with the Warden. This has been dealt with on a case by case basis, some community rooms are now fully operational again, some are still resident only. The situation is being constantly monitored and should there be a confirmed case of Covid-19 on the Island, external use will be withdrawn immediately.

Item 8.2

SOUTHERN SHELTERED HOUSING JOINT BOARD

MEETING FEES

Prior to the merger MCHC did not take a fee for attending Board meetings, however CMEPH were allocated an hourly rate plus a reading hour fee.

The Board are requested to consider their policy regarding meeting fees going forward.