

**MINUTES OF:       BARLO BUSINESS DEVELOPMENT GROUP**

**HELD ON;            WEDNESDAY 25<sup>th</sup> April 2007 @ 6.00pm**

**VENUE:             UCAN Centre, Hatfield Road, Halliwell, Bolton.**

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<b>Members Present</b>	Philip Ward	Private Landlord
	Andy Patel	Private Landlord
	Nick Burton	Private Landlord
	John O'Donnell	Private Landlord
	Kath Gough	Independent
	Glynis Roebuck	Independent
<b>Also Present</b>	Julianne Scarlett	Private Landlord Project
<b>Circulation</b>	Stephen Gallagher	Independent
	Cath Conniffe	Strategic Housing Unit
	Linda Thomas	Councillor
	Derek Gradwell	Councillor
	Jane Caldwell	Private Landlord
	Stuart Lever	Councillor
	Firaz Alnaimi	Private Landlord
	Glenys Campbell	Regeneration Team

### **1. Welcome and Apologies**

Impending elections, expected arrival of new baby, other work commitments affected attendance. GR welcomed to group as Bill Singleton successor giving brief description of her role in Bolton Business Support Unit.

### **2. Minutes and Matters Arising**

Minutes were confirmed by all present as an accurate record. And JS provided an update on actions agreed.

Item 1] GR confirmed and attending BARLO meetings

Item 3] Still opportunity for landlords to share ideas for promoting BARLO and services available. ASB Information Pack proposed list of contents shared and suggestions included adding Environmental Section, flytipping, bin / refuse collection services and dates. Landlord Session suggested for future launch and how to use pack when ready.

Item 4] See Agenda

Item 5] Eileen Entwistle Learning and Development Manager confirmed will attend future meeting to introduce Board Development opportunities

**Action JS Ask landlords in wider forum for views on promoting BARLO and services available. To liaise with ASB officers to produce draft ASB pack and complete funding application**

### **3. BARLO Housing Ltd Launch Feedback**

Excellent feedback from landlords and officers following event described as 'professional', 'a credit to the organisation', 'well organised', 'most enjoyable' 190 guests attended this informal, celebration and networking event and raised £528 donation for Bolton Hospice. PW was nominated and accepted to present cheque with LT. Hospice confirmed good links with Bolton News and opportunity for BARLO Housing Ltd to benefit also from publicity

Discussion followed on repeating the event regularly if enough support / sponsorship can be found, potential to engage lettings agents / expand links to private sector services

**Action JS To arrange with bank 'presentation style cheque' and contact Bolton Hospice to agree publicity and dates with PW and LC. JS to produce flyer / feedback on event and circulate.**

### **4. Future Landlord Event Timetable**

Tenancy Deposit Protection Scheme Overview session being delivered jointly by Housing Advice Services and The Bond Board on 15.05.07 flyer circulated and invite sent to all private landlords engaged with Services in Bolton at Home and Bolton Council

Free tickets circulated widely with landlord newsletters for independent Landlord Show to be held in Manchester on 10.05.07 supported by Accreditation Schemes regionally through A&LIST

Creating, Managing and Ending a Tenancy agreed with JO'D workshop to be repeated as a joint venture again between Bond Board, PLP and NWLA with an emphasis on allocations process as a means to securing sustainable tenancies.

Joint Services Group currently working on developing a consistent approach on requests for Electrical Safety Certificates, proposals to be shared with BARLO and should eventually be reflected in revised Accreditation Standards. JS requested suggestions for maximising attendance at event aimed at informing landlords of the importance of electrical safety checks i.e. incorporating another theme / topic of particular interest. Following discussion agreed a guest speaker from Inland Revenue or Financial Planning would be attractive to many landlords. GR and JO'D both offered to approach contacts who might agree to give a presentation aimed specifically at the private rented sector.

**Action JS to contact Bond Board and request new dates for Creating, Managing and Ending a Tenancy**

**Action GR and JO'D making contacts regards possible guest speakers with Inland Revenue / Financial Planning**

### **5. Bolton Community Homes [16.03.07]**

JC's briefing notes from the above meeting circulated, highlighting the key areas of interest for private landlords particularly Housing Needs Survey findings and emphasis on importance of working with BARLO in private rented sector. Housing Needs is picked up in more detail with presentation scheduled at next BARLO meeting by Strategic Housing Unit [Bolton Council].

**Action ALL read and consider points highlighted in BCH briefing note for comment and feedback at next meeting which includes related presentation on Housing Needs**

## **6. Regional and National Accreditation Update**

A&LIST [Authorities & Landlords Improving Standards Together ] regional accreditation network has recently held AGM and a copy of main presentation circulated by JS. Noted was Bolton [BARLO] membership on the steering group which gives greater potential to influence and shape regional and nationally developments linked to A&LIST and consequently ANUK[Accreditation Network UK]

JS also made group aware that the current 'Model Accreditation Scheme' was being revised nationally with input from landlords via ANUK, release of the final document to A&LIST is imminent. JS reminded the group that Bolton Accreditation Scheme Code of Standards had also been timetabled for review in the BARLO Action Plan 2007 – 2009 as was now approx 7 years old. Recognition that the Bolton scheme needs to incorporate in more detail changes brought about by the Housing Act 2004, HHSRS, Decent Homes, Energy Efficiency requirements. All agreed that the national 'Model Accreditation Scheme' as soon as available would be the starting point for revising BARLO Code of Standards.

**Action JS to confirm date revised national 'Model Accreditation Scheme' available for discussion.**

## **7. AOB**

Guest speakers confirmed 6<sup>th</sup> June

Steven Jordan [Head of Housing Strategy and Quality Assurance] and Michelle Horrocks [Housing Quality Assurance Manager]

- Housing Needs / Stock Condition Survey Findings
- Housing Strategy Emerging Priorities

Guest speaker confirmed 18<sup>th</sup> July

Nick Puttnam [Town Centre Development Co-ordinator]

- Regenerations plans for the town centre
- Emerging Bolton Innovation Zone

Eileen Entwistle [Learning and Development Manager]

- Introduction to BARLO Development

A&LIST negotiated discount scheme available to all its members from Jewsons and Grahams building and plumbing merchants. JS pointed out while the discount is initially 10% the aim is to encourage accreditation scheme members to establish relationship with local manager leading to bigger and better discounts

**Action JS Accredited Landlord Discounts Cards and Leaflets to be circulated to all BARLO Members**

**Next Meeting:**

**BARLO Business Development Group - Wednesday 6<sup>th</sup> June 2007 @ 6.00pm**