

**\MINUTES OF :**     **Bolton Accredited Residential Landlord Organisation**  
                          **[BARLO] Board Meeting**  
**DATE :**             **Wednesday 19<sup>th</sup> September 2007 at 6.00pm**  
**VENUE :**            **UCAN Centre, Hatfield Road, Halliwell, Bolton**

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<b>Present</b>	<b>Linda Thomas</b>	<b>Councillor</b>
	<b>John O'Donnell</b>	<b>Private Landlord</b>
	<b>Philip Ward</b>	<b>Private Landlord</b>
	<b>Andy Patel</b>	<b>Private Landlord</b>
	<b>Steven Gallagher</b>	<b>Independent</b>
	<b>Julianne Scarlett</b>	<b>Private Landlord Project</b>
	<b>Cath Conniffe</b>	<b>Strategic Housing Unit</b>
<b>Apologies</b>	<b>Kath Gough</b>	<b>Independent</b>

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

KG unable to attend due to illness

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

Previous minutes approved as accurate record by JO Funding now secured to format and publish BARLO Business Plan. Hospice are to include BARLO photo in their next newsletter which is printed twice a year. PW and LT advised photo was printed in Bolton News just a few weeks ago. BARLO article for Scene will focus on AGM and achievements approaching and include Hospice photo. LT recommended Karen Spibey in marketing and communications as main contact. JS and GR in Business Development Group met recently and suggested that we can assist landlords in improving financial opportunities initially by focusing on good practice in reducing rent arrears.

**Action Agreed JS contact Karen Spibey in Marketing and Communications. JS contact Hospice and request timetable / copies on next newsletter. JS commence work on developing 'Good practice reducing rent arrears'**

### **3. Selective Licensing Proposals For Tonge**

JS updated group on the Selective Licensing Consultation Plan as follows -

- A warm up flyer has now been circulated to all residents and private landlords in Union Road and all BARLO members for information.
- A landlord and residents guide to selective licensing will be ready to distribute by the end of next week
- A landlord survey and resident survey will also be circulated at the same time to all those affected seeking their views and comments on the proposals
- A private landlord meeting in October will also be held to share details of what has come out of the consultation so far, a further opportunity to ask more questions, respond to proposals and influence outcomes.

A long discussion followed during which JO said he felt that NWLA should be represented at the Licensing Group Meetings, JS and CC explained these meetings are officer focused as they are simply about developing a process for full consultation with all landlords, residents and stakeholders. JS and CC further advised if Bolton does decide to seek approval from central government for any selective licensing scheme this will wholly reflect what comes out of the full consultation process which involves representatives from Bolton Council, Bolton At Home, Union Road Steering Group, BARLO Housing Ltd [which includes a protected seat for NWLA Board Member] private landlords, agents, residents, businesses, and relevant landlord associations.

JO reconfirmed his support for selective licensing in principle in areas like Union Road, however in representing his NWLA members JO does not believe that Angle St / Starkie Rd side of Tonge Moor Road should be included. The general view among his NWLA members is that there is not the same level of ASB or problems associated with the private rented sector here and that any problems are in fact associated with Council / RSL properties here.

LT assured JO that BARLO and NWLA views and comments would be communicated by herself and JS back to the Licensing Group. LT also reminded JO that the BARLO Housing Ltd partnership meetings and the wider consultation process described earlier demonstrates her own and others commitment to secure private landlords engagement in consultation and decision making processes.

**Action Agreed LT and JS to jointly communicate JO / NWLA comments and views along with his request to attend the Selective Licensing Group JS to get back to JO with Groups decision.**

#### **4. Regional Code Of Standards For Accreditation Schemes**

Final copy of ALIST code of standards circulated which has now taken into account feedback from regional accreditation schemes including Bolton. Jo and AP say code is very similar to NWLA all agreed to respond to JS within t 2 weeks if any fundamental changes needed before we ask BARLO members to adopt regional Code of Standards

**Action Agreed ALL to feedback if any fundamental changes requested. JS to produce summary document.**

#### **5. Encouraging Responsible Letting**

Landlords attention that the Law Commission has been asked by Central Government to consult on options for Encouraging Responsible letting in the private rented sector to which landlord associations in particular may wish to respond the deadline being 12.10.07

**Action JS to forward weblink details via NWLA admin email.**

#### **6. BARLO Housing Limited Annual General Meeting**

BARLO Housing Limited has now been operational 12 month with effect from 05.09.07 and must hold its first AGM within 15 months of this date. LT proposed that the November meeting is brought forward to 14.11.07 and formal notice given to all BARLO members that this will become the AGM. JS advised the group that none of the BARLO Business Development Group and Board Members are required to retire at this first AGM but one member must retire at all subsequent AGM in rotation as outlined in the Articles of the Association. JS confirmed no member of the BARLO Board to date has indicated their desire to retire and the Board Members were reminded that the original aim was to allow Board members of this new and unique partnership a reasonable period to develop and settle into their respective roles.

It was noted that Firas Alnaimi a landlord representative on the Business Development had unfortunately due to work commitments been unable to attend meetings, JS agreed to speak to FA regards voluntary retirement from the Business Development Group as it was felt that the AGM would be a good opportunity to seek a new level one landlord representative.

An AGM programme was discussed and in addition to the essential AGM business it was proposed that this opportunity was taken to launch the ASB Landlord Information Pack, introduce the revised Code of Standards, and promote good practice in managing rent arrears, a networking opportunity and offer light refreshments.

**Action JS to make all necessary AGM arrangements and make contact with FA.**

#### **7. Any Other Business**

Private rented sector progress update circulated, group requested a breakdown of the ASB activities to show areas and key types of ASB and nuisance. Explanation provided by CC on the Lease Management Scheme which provides full managements services for landlords in the private rented sector linked to target properties / tenants. Group noted that Energy Efficiency Advice Centre have recognised and rewarded Jim Leyland [Accreditation Officer] for being one of the top referrers to the scheme in Bolton. CC asked for Housing and Public Health Unit notices to be included

Wirral Federation of Tenants and Residents have sent a general letter of thanks to all those involved in their recent visit to Bolton, the Board thanked JO and PW for representing BARLO at this event.

**Next BARLO BOARD Meeting Wednesday 12<sup>th</sup> December 2007 @ 6.00pm**