

**\MINUTES OF :**     **Bolton Accredited Residential Landlord Organisation**  
                          **[BARLO] Board Meeting**  
**DATE :**             **Wednesday 20<sup>th</sup> September 2006 at 6.00pm**  
**VENUE :**            **UCAN Centre, Hatfield Road, Halliwell, Bolton**

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<b>Present</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>Kath Gough</b>	<b>Independent</b>
	<b>Julianne Scarlett</b>	<b>Private Landlord Project</b>
	<b>Cath Conniffe</b>	<b>Strategic Housing Unit</b>

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

Unable to contact Councillor Linda Thomas [Chair] after 20 mins group agreed to proceed with any key decisions if applicable deferred to next Board Meeting. Reminder to members on quorum requirements and opportunity to reschedule meetings if necessary.

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

Code Of Conduct reviewed at Business Development Group all will sign up to the Code eventually which will include a covering letter confirming that Code is not relevant in all parts for all members ie Independents and Private Landlords. Councillors have already signed up to the Code in full as required by their elected member status.

BARLO Housing Limited Company No. 5925863 was successfully registered at Companies House on 5<sup>th</sup> September 2006.

### **3. Action Plan Progress Update**

Group agreed to spend time reviewing the action plan progress to date in detail to help identify successes, gaps, development areas, priorities for BARLO.

#### **Aims**

- 1.1 Use networking opportunities, housing strategy officer guests at NWLA, circulate summary of Housing Strategy in BARLO packs and Bond Board Guide.
- 1.2 Provide information to NWLA
- 1.4 Sharing information on key crimes and initiatives BSAFE approaches in Private Sector
- 2.3 Provide IT learning opportunities [possible through BBSU for access to BARLO website with links to other Services and Agencies
- 2.5 Link up to others within Joint Services Group
- 3.1 Produce explanatory notes / guide to value of the benefits pack for landlord, tenant, stakeholders. Highlight Safety particularly Fire Safety aspects.
- 3.2 Extend NWLA scheme without strings £1.28 per £1000 insured £1000 excess

4.1 Use task groups to develop ideas for raising standards of Accreditation. Issue identified with Electrical Certificates group requested future event to focus on Electrical safety and standards.

Due to time constraints group agreed to review remainder of document individually and feedback to JS before next Board Meeting.

**Action: JS to schedule meeting / feedback opportunity with individual Board members and update summary above for next Board Meeting**

#### **4. Action Plan Priorities**

Deferred to next Board meeting when action plan update [Agenda Item 3] has been completed

#### **5. BARLO Housing Limited Publicity**

JS circulated a list and timetable of publicity opportunities, written articles can be produced but in the main will depend on the editors if they are included and final print version. Other opportunities focus on events at which BARLO will have publicity materials on display and officers present, other opportunities include internal publications and are more accessible.

Group agreed need to also inform tenants of the new BARLO status, potential links to Joint Services Group in producing information available to tenants, JS confirmed PLP team currently promotes property status and landlord membership through its accreditation correspondence.

**Action :JS to produce generic article and KG who has journalist contact in Bolton News and AP who has a contact at Apna / Jem magazine both offered to make first contact when articles ready to submit.**

**NB**

**Next BOARD Meeting 6<sup>th</sup> December 2006 may need to be rescheduled please await confirmation.**