

The Scheme Executive

**Minutes of meeting held on 16th January 2009 at 10.00 am in the Graduate School,
University of Hull**

Present

Simon Allison (SA)	University of Hull
Reece Andrew (RA)	Chairman
Bob Bousfield (BB)	Humber Landlords Association
Belinda Garry (BG)	Scheme Administrator
Gina Rayment (GR)	Hull University Advice Centre
Ian Sanders (IS)	Hull City Council
George Slater (GS)	University of Hull
Coralie Tringham (CT)	Hull University Union
Jill Cooper (JCo)	University of Hull
Jason Coleman (JC)	Humber Landlords Association
Andrew Lee (AL)	Director of Recruitment

Apologies

Chris Baker (CB)	Hull City Council
Helen Gibson (HG)	Hull University Union
Vicky Wieczorzynska	Lincoln University Student Union
Ben Ball	Lincoln University

In Attendance

Tracy Webb

Secretary

The meeting began with introductions, welcome to George Slater as a new member.

1. Minutes of the previous meeting

4 (c) Private Housing Update

It has been agreed that the new Fire Safety Standards would remain as they were for The Scheme.-

8 Landlord Complaint

The landlord has now withdrawn from The Scheme and are not currently accredited by the Council. BG has been in communication with Hull City Council regarding the company and they will deal with any queries. GR had been trying to make contact and received no response. RA suggested that students be made aware of this development and it was suggested that an advertisement be included in the Hull Fire and on Hull Student which landlords are part of the Scheme. It was mentioned that if there was any reference to this landlord it was suggested that it states that have withdrawn from The Scheme, but may be necessary to seek legal advice in the first instance. BG to confirm that they are not still advertising they are part of The Scheme.

2. Licensing Amnesty

IS informed that the Amnesty was originally for November/December 2008 and was delayed as part of a New Year New start position therefore amnesty is for January and February. Press release issued in January 2009 and also on the Councils website. 400 letters and 800 emails will be sent out to all known

landlords next week. It was possible that there are 1500 landlords in the city, but the Council were not aware of them all. IS distributed copies of the three documents regarding this matter.

Basically related to licensing of properties which ends 27th February 2009 trying to encourage landlords to register. East Riding Council decided not to be part of the amnesty as they are already looking at going ahead with two prosecutions for this offence.

From March proactive inspections will be taking place and if properties are found not to comply they will be dealt with according to the Councils procedures. Since April 2006, it has been necessary for landlords to apply for additional licensing. University only has 1 HL property over 3 floors which is already licensed. The Scheme currently have 70 landlords signed up covering 970 properties.

The Amnesty was aimed more at private accommodation than student accommodation, although this was to be included.

3. Accommodation Fair

The Accommodation Fair takes place in Staff House on Wednesday 4th February 2009. Leaflets are currently being distributed. CT advised that Impact and Hullfire will list the accredited landlords for the Accommodation Fair, and that Ambassadors will be available to advise First Years on what to ask and look for in their accommodation.

Police have asked that security information be added to the back of The Scheme stickers that are put up in all accredited houses. This has now been finalised and is currently being printed.

BB had heard that Adam Murray had visited the Lawns and approached students to be put on a list for their accommodation before Christmas. RA would like security alerting to non students being at the Lawns.

RA suggested that George Slater attend the Accommodation Fair so he can see what takes place.

4. Grading of Properties

BG received an example of a grading system from Warwick District Council. Some of the information they require is not relevant to The Scheme properties. Most of the details for the grading can be gained from the website. This is based on a star rating and has the basis of a good grading system.

RA would like as much information as possible put on the web site so students can make a more informed decision before visiting a property and would like to ensure that has the same information listed for every property. CT says that grading is perhaps not necessary but that we should have a more consistent list for what the properties should include. BG stated that standard information is supplied already, and it does display a good cross section of what the property does, or does not have. RA asked JC if we can use University properties as an initial example to see how the grading would work. BG is to confirm that the web site is consistent for all properties.

BB asked what preferences the Students Union would like to be taken into account. CT is to advise.

5. Handbook

BG advised that 5000 of 'The Scheme' Handbooks had been printed. They have been designed to last for more than a year and were funded by Wyke Area Committee. Copies have been sent to the Students Union, and will be sent to Landlords and made available to students.

RA informed the Executive that a recycling point had been put in place behind 52 Cranbrook Avenue and there are various other recycling points throughout the University Campus. Go Green Week is 9-13 February 2009. Countrywide are

currently employed by the University to keep University Houses gardens clear of rubbish. CT requested if it would be possible to gain more information on the current status of recycling in the area as they may be able to promote the environmental activity. RA is to ask Trevor Savage to look into this. IS is also to report on behalf of the Council.

6. Action Plan

Action	Time Span for Implementation	By Whom
Memorandum of Understanding – that reflects the interests accurately of all key stakeholders	Due for Revision June 2010 – review in the Summer.	SU/BG
Inspections on website in progress awaiting information from KuHCC on their inspections. 119 have currently taken place. BG is to continue undertaking inspections.	September 2008	BG
Publicity/Promotion and awareness of Scheme to students (Free as part of agreement)	September 2008 – Ongoing	HUU VP W&E
Report Minutes to University SMT	Ongoing	RA
Student mystery shoppers to check compliance of landlords to Scheme letting policy	December 2008 - Ongoing GR to arrange for phone calls to be made to landlords.	HUU VP W&E

7. Any Other Business

(a)SA discussed an incident that occurred within shared occupation housing, where international students and workers were sharing together. One of the workers came home after a night out and got into a student's bed. BG had possibly dealt with the same case and had spoken to PC Kennedy too but was informed there was little they could do.

Landlords do not normally mix students with other residents in houses, and it was thought this particular landlord was no longer part of The Scheme. RA suggested a policy be put in place to stop this happening in the future and that students should be advised not to accept accommodation in any mixed or non-student accommodation.

(b)CT advised that the Students Union are looking into having 'The Scheme' process in place at Scarborough Campus. AL informed this had already been looked into, but there are key differences between the two sites in relation to the Council and the HDLA.

(c)BB asked if student numbers are likely to increase for Session 2009/10. RA advised that even in the current climate the intake had remained steady or may even increase. AL advised that UK students were up 1% nationwide for 2008/09 and is hoping that initial figures for Session 2009/10 will show growth in the number of students who are currently applying. At the moment it is looking that Hull have had an above average intake, but the University is hoping it will match this year's session, but that it will only know for definite in August, on the confirmation of 'A' Level Results. The number of International students are harder to forecast, but currently Hull are doing well at the moment. AL is to keep the Executive informed.

(d)RA discussed the item concerning a complaint from a former student and Committee Member regarding having not received his deposit back on leaving

a property with Accommodation Warehouse. RA is to discuss this further with BB at the end of the meeting.

(e) RA discussed a second item relating to Watkin Jones planning application in the city centre for accommodation at Anderson Wharf, in addition to the Manor Properties proposed for 620 student bed spaces on the old Hovis Mill site. Initial planning for building near Napoleon's Casino had been denied, although the planners have now accepted. This development would create another 560 student bed spaces. JC advised that there was also Pacific Court currently operating in the City Centre, bringing the potential number of spaces in the City Centre to almost 1400 places. RA informed the Executive that a recent survey had reported that 80% of students would prefer to live close to the University. CT had had a discussion about this and suggested that putting this number of student bed spaces into the city may just be a ploy to gain planning permission and advised that a letter had been sent to the Development Office of Watkin Jones in relation to the survey. RA suggested sending it direct to the Planning Inspector in Bristol instead.

BB has purchased the Newland 'old sailors' home site and is planning on changing this into Student Accommodation.

(f) AL suggested that the Executive produce an annual work plan for The Scheme as members change over the years. This should be a list of what is planned throughout the year, and what can be developed, so it can be reviewed on a yearly basis. SA thought this was a good idea as 'The Scheme' had now gained enough maturity to put a plan in place. CT advised that although students are aware of 'The Scheme' they are still unsure of what it is actually for. RA suggested CT ask for an article to be put in Hullfire. JC confirmed that since now we direct more students each year to 'The Scheme'

that it would be a good idea to put something in place. RA/AL are to bring this forward to the next meeting.

Action Plan

Item	Action	Responsibility