

The Scheme Executive

Minutes of a meeting held on 30 April 2007 at 9am in room 2, University House

Apologies

Andrew Lee University of Hull
Niki Marshall Advice Centre

Present

Simon Allison University of Hull
Reece Andrew Chairman
Chris Baker Hull City Council
Ben Ball University of Lincoln
Bob Bousfield Hull and District Landlords Association
Belinda Garry The Scheme
Ciarán Norris President, Hull University Union
Bryony Paice VP Welfare and Equality, Hull University Union
Natalie Pell Students' Union, University of Lincoln
Ian Sanders Hull City Council
Gary Thompson Hull and District Landlords Association

In attendance

Beverley Fairburn Secretary

1. Welcome and Introductions

The Chairman welcomed all members and thanked the previous Chair.

2. Minutes of the meeting held on 22 February 2007

The minutes of the meeting held on 22 February 2007 were approved as a true record, subject to Gary Thompson being added to the attendance list.

3. Matters Arising

4.0 Accommodation Fair

It was proposed that the Accommodation Fair would take place on the 30 January 2008, in the same venue as last year, Asylum. If this was not available then Staff House would be considered as an alternative.

5.0 Lettings Policy

The draft of The Scheme lettings policy for 2008/2009 was circulated. The Accommodation Fair would take place in the first week of semester 2, with viewings taking place from the same date (30 January). This is a change to the previous year, as it was felt that it had taken place too late, and now gave landlords an extra week.

There were concerns raised that the lettings policy would provide landlords who were not members of The Scheme opportunity for several weeks letting prior to member landlords. The Chair suggested

contacting these landlords and further advertising and education for students, particularly through the Union.

A discussion followed about penalties which landlords may face if they Deviate from the lettings policy. It was decided that the landlords Forum would be asked to approve any penalties which were introduced.

The draft lettings policy would be proposed at the Landlords Forum.

8.0 Budget

BG informed members there would be a £3000 shortfall on the budget, due to unexpected outgoings. SJA would be able to make this up from the Student Welfare budget.

It was looking positive that funding had been secured from Wyke and Northern area Committees, which would be spent on new Scheme handbooks for students. HCC had contributed 50% of the cost last year to the Landlords handbook and would do the same this year.

10.0 Union Complaints Procedure

Due to the small number of student landlords at HDLA it had been difficult to obtain feedback on the Union Complaints Procedure. It was suggested that it was taken forward to the Landlords Forum to obtain comments and that BG would send out the procedures to landlords.

11.0 International Students

BB reported that he was meeting with Wardbright and that general procedures would be translated to ensure they were accessible to all students.

4. Landlords Forum/AGM

It was decided that the morning of June 12 was the most suitable date for the Landlords Forum, and that it would take place in the Meaux Room, Staff House.

The Chair suggested that the issue of the environmental impact of students on the community should be included for discussion at the forum.

5. Lettings Policy

This item was dealt with in Matters Arising.

6. Tenancy Deposit Scheme

BG reported that the Tenancy Deposit Scheme had been brought in on the 6 April 2007. Accredited scheme members are eligible for a discount and she was hoping to get this for members of the Scheme as it would save members landlords approximately £600.

7. Any Other Business

(a) Last meeting

NP informed the Committee that this was her last meeting. The Chair thanked Natalie for her work.

(b) Additional Licensing

HDLA had received information from CB. CB to send the information to BG to display on the Scheme website.

(c) New Members

CN and BP informed members the next meeting would be their last and that they would be bringing their successors to the next meeting as observers.

(d) Relocation

BG reported that from June, due to the refurbishment of University House, she would be located on Salmon Grove.

(e) Scarborough Landlords

The Chair raised the issue of landlords at the Scarborough Campus. After a brief discussion, it was agreed that the issue should be revisited and student landlords in Scarborough be given the opportunity to join, if they so wished.

(f) Hull College

NP suggested that due to an increasing HE presence at Hull College, a representative should be invited to join the Executive.

8. Date of Next Meeting

The Landlords Forum will take place on 12 June.

ACTION LIST

Minute	Action	By Whom
3. 4.0 Accommodation Fair	Check availability of Asylum and inform BG	CN
3. 5.0 Lettings Policy	(a) Write to Kexgill regarding letting policy and rejoining the Scheme (b) Information for students regarding letting policy to be produced (c) Proposal for penalties to take to Landlords Forum	Chair HUU BG
3. Matters Arising 10.0 Union Complaints Procedure	Obtain comments for Landlords Forum	CN/BB/BG
4. Landlords Forum	(a) Contact Landlords (b) Contact BG with agenda items	BG All members
6. Tenancy Deposit Scheme	Check criteria to be eligible for discount	BG
7. (e) Scarborough Landlords	Write to Accommodation Office to offer Scarborough landlords chance to join The Scheme	BG
7. (f) Hull College	Invite a representative of Hull College to join the Executive	Chair/NP/BG