

PRIVATE SECTOR FORUM MEETING

Annual General Meeting

Thursday 31st March 2022

In Attendance:

Vanessa Robinson (Landlord)
Eddie Hamilton (Landlord)

Officers

Clare Jackson
Paul Gatrell
Michelle Hall
Cllr John Harbour
Cllr Howard Baker

1.	Apologies: Michael Green (Belvoir) Mujeeb Rehman (RPC)	Amjad Rana Naeem Hashim
2.	Appointment of the Chair It was agreed that Vanessa Robinson be appointed Chair of the Forum for 2022/23	
3.	Appointment of the Vice Chair It was agreed that Eddie Hamilton be appointed Vice Chair of the Forum for 2022/23	
4.	Appointment of the Secretary It was agreed that Susan Kaewchaluay be appointed Secretary of the Forum for 2022/23	
5.	Minutes of the AGM The minutes of the AGM held on the 11 th June 2019 were approved.	
6.	Minutes of the last meeting of the Forum The minutes of the last forum held on the 24 th February 2022 were approved.	
7.	Annual General Report 1.0 Introduction 1.1 The Constitution of the Private Rented Sector Forum requires an annual report of its activities in 21/22. This report will outline the main topic areas covered by the Forum. It will set out the main areas that have been covered during the year and will recommend that Forum Members give consideration to further proposed topics for discussion at future meetings. 2.0 Objectives of the Forum <ul style="list-style-type: none">❑ To promote responsible letting to all landlords, managing agents and tenants❑ To be a voice and consultation body for accredited and licensed landlords/managing agents, tenants and resident groups within the Borough.❑ To participate in the development and implementation of national and local projects and programmes connected with the private rented sector❑ To operate for the general benefit of the community❑ To bring issues affecting the private rented sector to the attention of the Council and other agencies, to help identify the problems and contribute to finding solutions❑ To assist in the development and delivery of the landlord evenings	

3.0 Forum Membership

3.1 Paragraph 2(a) of the Constitution states that membership of the Forum shall be restricted and shall be restricted to the following:

- A maximum of four accredited landlords operating within the Borough
- A maximum of three resident/tenant representatives operating within the Borough
- A maximum of two local Councillors (1) portfolio
- A maximum of two Council officers
- A maximum of one Development officer
- A maximum of 1 Managing Agent
- A Non-Voting Secretary

3.2 The forum does not currently have any resident/tenant representation or a Development Advisor.

4.0 Reports in 2021/2022

4.1 Reports submitted to the Forum included;

- Regular updates on Selective Licensing
- Regular updates on Local Housing Allowance and Universal Credit
- The Minimum Energy Efficiency Scheme Project
- An update on the Good Landlord and Agent Scheme Project
- Empty Homes Update
- A report on the gas safety certificate request project
- Selective Licensing Consultation Results
- A report on the selective licensing audits
- Consultation on the Council's Electrical Installation Condition Report (EICR) policy.
- Consultation on the HMO Planning Policy document
- A presentation from A Bed Every Night Project

5.0 2019/20 AGM Report

5.1 The last AGM report was in 2019/20 due to Covid 19 and the suspension of the private rented sector forum meetings. The targets were to:

- Hold two landlord evenings during 2020/21.
- Accredite a further 35 landlords
- Ensure a minimum of 100 landlords to attend the development day
- Implement the new selective licensing areas upon secretary of state approval
- Undertake a minimum of 200 inspections within the selective licensing areas

5.1.1 We did not hold the generic landlord evenings and the GLAS project was put on hold as officers were deployed into other areas during Covid 19.

5.1.2 On the 12/03/20 we had the last face to face Development Day before the Pandemic, 17 landlords attended. During the Pandemic we moved to online training through the NRLA. We held an online Development Day in 2021 with 24 landlords attending.

	<p>5.1.3 Since April 2019 to date we have undertaken 329 inspections in the selective licensing areas.</p> <p>6.0 Plans for further reports in 2022/23</p> <p>6.1 It is proposed that reports on the Selective Licensing Scheme, GLAS, Local Housing Allowance and Universal Credit in Burnley should be standard items on every Forum agenda.</p> <p>6.2 Action. Members of the Forum will be asked to develop a programme of topics that they wish to see brought to subsequent meetings. This should include the Tenant Fees Act 2019 and the Homes (Fitness for Human Habitation) Act 2018.</p> <p>6.3 Action: Appoint resident representative and a development advisor.</p> <p>7.0 Targets for 2022/23</p> <p>7.1 Two landlord evenings will be held during 2022/23. One in September 2022 and the second in late February; early March 2023. The format of the events will be agreed with the Forum.</p> <p>7.2 In relation to the Private Rented Sector:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To review the GLAS Code of Practice and accredit 50 landlords. <input type="checkbox"/> To complete the Minimum Energy Efficiency Programme <input type="checkbox"/> To continue a hybrid approach to landlord development days including online and in person. <input type="checkbox"/> To implement the new selective licensing areas subject to Secretary of State confirmation <input type="checkbox"/> To undertake a minimum of 250 inspections within the selective licensing areas <p>8.0 Conclusion</p> <p>8.1 The Private Rented Sector Forum continues to provide its members with the opportunity to discuss and comment on new legislation, policies and procedures affecting the private rented sector.</p> <p>Action: It was agreed that the membership of the forum should be changed to</p> <ul style="list-style-type: none"> <input type="checkbox"/> A maximum of five accredited landlords operating within the Borough <input type="checkbox"/> A maximum of 1 Managing Agent <input type="checkbox"/> A maximum of three resident/tenant representatives operating within the Borough <input type="checkbox"/> A maximum of two local Councillors (1) portfolio holder <input type="checkbox"/> A maximum of two Council officers <input type="checkbox"/> A Non-Voting Secretary
8.	<p>Housing Benefit Update Amjad sent an update to the group on Housing Benefits.</p>

	<p>No changes from April 2022 other than Working Age benefits and State Retirement Pension being uprated by 3.1% in April.</p> <p><u>LHA rates for 2022/23</u> – frozen at 2021/22 rates.</p> <ul style="list-style-type: none"> Shared room rate - £69.81 · One bed rate - £80.55 · Two bed rate - £89.75 · Three bed rate - £103.56 · Four bed rate - £149.59 	
9.	Universal Credit	

Naeem Hashim provided the following update prior to the meeting.

DWP Update

People on Universal Credit - This shows the increase in people claiming UC; 53.9% comparing pre-covid to current.

Month	February 2020	February 2022 (p)
National - Regional - LA - OAs		
Burnley	8090	12452
Total	8090	12452

Starts on Universal Credit – this shows the volume of claims made and in payment – this shows the volume of new claims is decreasing.

Default Summation Starts on Universal Credit

Month	February 2020	October 2021	January 2022 (p)	Total
Jobcentre Plus (III, V)				
Burnley	537	384	279	1205
Total	537	384	279	1205

Households on Universal credit – this shows the number of claims with housing costs, private rented sector primarily, which shows a 42.6% increase. This reflects the increase in claim volumes.

Default Summation Households on Universal Credit

Month	February 2020 (r)			November 2021 (p)		
	No	Yes	Total	No	Yes	Total
Housing Entitlement - Tenure						
National - Regional - LA - OAs						
Burnley	2532	4483	7014	4256	6393	10648
Total	2532	4483	7014	4256	6393	10648

10 Selective Licensing Update

Michelle Hall went through the Selective Licensing update.

	<p>Members commented that GLAS application forms need to be more accessible.</p> <p>A condition of the license is to attend a Development Day.</p> <p>CJ explained that the draft interim report for Gannow, Trinity, Queensgate and Daneshouse including financial information would be presented to the forum in September 2022.</p> <p>Landlord Evenings to be arranged looking to cover topics such as: -NRLA update -Energy Efficiency and how landlords could reach a C.</p>	
11	<p>Housing Condition Enforcement Update</p> <p>Clare Jackson went through the update.</p>	
12.	<p>Any Other Business</p> <p>Paul Gatrell advised that there is an increase in homelessness being unable to move on from temporary accommodation – need to look at incentives.</p> <p>Vanessa Robinson brought up that nobody was moving during the pandemic, but now the movement is increasing.</p> <p>The PRSF website needs to be updated and communication improved to landlords about the forum and the topics discussed.</p>	
13.	<p>Date of Meetings</p> <p>Meetings Booked</p> <p>Thursday 26th May 2022 Thursday 28th July 2022 Thursday 29th September 2022 Thursday 24th November 2022 Thursday 26th January 2023 Thursday 30th March 2023</p> <p>All at 1.30pm at the Town Hall – Reception Room.</p>	