

Minutes of the Committee of Management meeting, held on Friday 7th October, 2005

Present: Mr Neil Marsden (ANUK, in the Chair); Mr Andrew Griffiths (CIEH); Mr Paddy Jackman (CUBO); Mr Jeff Preen (Liberty Living); Ms Veronica King (NUS); Ms Agnes Gautier (NUS); Mr John Daniels (ODPM); Mr Martin Blakey (Unipol); Mr Nick Stanton (UNITE); Mr Mark Allen (UPP); Mr Andrew Cardy (UUK); Mr Tim Cobbett (UUK); Mr Dennis Hopper (University of Leeds).

Apologies: Mr Ian Fletcher (ANUK); Mr Garry East (Leeds Metropolitan University); Mr Gavin Duncan (Opal); Mr Paul Rowlinson (Shaftesbury); Ms Ann-Marie Watkinson (Unipol); Mr John Ripley (Victoria Hall).

In Attendance: Mr Simon Kemp (National Code Administrator); Mr Colin Chapman (Bentley Jennison Consulting).

Minutes of the last meeting, 26th May

These were agreed to be an accurate record

Matters Arising

- a) **Code publicity** – The National Code Administrator distributed copies of publicity that had been produced –for both private providers and educational establishments. A copy of an article which appeared in *National Student* was also circulated.
- b) **National Code Logo** – A draft paper was circulated setting out a protocol for use of the National Code logo. All comments to be sent to the NCA before the next meeting.
- c) **Membership Certificates** – An idea for the wording to be placed on membership certificates was tabled and comments welcomed. It was proposed that final versions of the certificates carry the NUS and ANUK logos.
- d) **Membership of the CoM** – It was reported at the last meeting that Agnes Gautier had left NUS, and the CoM thanked her for her work on developing the National Code. Since then she has returned to NUS and the CoM welcomed her back.

Matters for Discussion

1. **Application for Approved Status** – John Daniels reported that the ODPM's consultation on Approved Codes of Standards was now closed and that responses were being collated. He felt that some refinements to the Codes would be required before approval could be given, however, as the timescales for the introduction of HMO licensing had recently been moved back to April 6th 2006 there was time to make such changes. The content of responses to the consultation had varied and he agreed to feed these through to ANUK as soon as possible. He stated that regulations would have to be laid to allow the Secretary of State to re-approve the Codes and their membership on a frequent basis – possibly through Statutory Instruments.

2. ***The National Code: Progress to Date*** – The National Code Administrator reported that somewhere in the region of 53,000 bedspaces were currently covered by both of the ANUK Codes. This included accommodation belonging to London Metropolitan University, which had joined a few days before this meeting. Interest in joining the Codes had been received from several smaller colleges and private developers, and it was probably that a number of medium sized ‘players’ would join in 2006 – especially if ‘Approved’ status were to be granted. The only large private provider who had stated they had no intention of joining was Downing Developments.
3. ***Assessment Framework*** – Mr Colin Chapman, from Bentley Jennison Consultants, gave a presentation outlining how the assessment framework for checking compliance with the Code might operate (copies of which have subsequently been circulated via email). He stated that the first part on the process is going to be via a self-assessment form, followed by review and verification of the information supplied. Self-assessments should be carried out on an annual basis, with a verification visit every 3 years. A self-assessment questionnaire has been produced but needs to be piloted, to ensure that the questions are useful and the weightings attached provide an accurate reflection of compliance or non-compliance with the Codes. Later on it will be necessary to carry out briefings for members on how the assessment framework is to be operated and guidance notes for completing self-assessment form supplied. Three members – Shaftesbury, Liberty Living and the University of Leeds - agreed to pilot the questionnaire. Mr Chapman offered to provide support and advice to them when completing the forms if they required it. He stated that he hoped the pilots could take place before the end of the year, that way it would be possible to ‘go live’ with the assessment framework in 2006.
4. ***2004 Housing Act: Implications for Code members*** – The National Code Administrator circulated a briefing paper indicating which types of developments were likely to be regarded as licensable HMOs. It was made clear that these only applied to developments based in England and Wales.
5. ***Content of Next CoM Meeting*** – Martin Blakey reminded members that a previous meeting had agreed to review the content of the National Codes once a year. He proposed that the next CoM meeting concentrate on any amendments to the content of either Codes, and that this process could partly be informed by the feedback to the ODPM consultation process, experiences of those piloting the assessment framework questionnaire and issues raised in his paper at the February meeting – relating to security and pastoral care.

6. **Any Other Business**

- (i) **Further Education and Smaller Colleges** – Concern was expressed that educational establishments outside of the University sector were unaware of developments in respect of the Codes of Standards. It was agreed that a joint briefing event be held by ANUK and UUK – hosted by ODPM – in November to address this.
- (ii) **Students and the Community** - John Daniels reported that their study into this matter will be published shortly, and that the Joseph Rountree Foundation had funded some research into the exact nature and size of the Private Rented Sector. Martin Blakey announced that Unipol will be running another Students in the Community conference in Nottingham at the end of January 2006.
- (iii) **HHSRS** – Andrew Griffiths announced that the Chartered Institute of Environmental Health were producing a ‘plain English’ version of the HHSRS.
- (iii) **ANUK/UUK Protocols** – It was reported that representatives of ANUK and UUK had recently met to devise some protocols for how the Codes would work together. These will be circulated to members in advance and discussed at the next meeting.

7. **Date of Next Meeting** – The next CoM meeting was scheduled to take place on December 1st, however this clashes with the ANUK annual conference. It was therefore agreed that the National Code Administrator circulate possible alternative dates later in December. It was also propose that suggested dates for meetings in 2006 be circulated, this was agreed.