



EXECUTIVE COMMITTEE MEETING
10th June 2009

The National Association of Empty Property Practitioners

Minutes

<i>Attending:</i>	<i>Name</i>	<i>Forum/Organisation</i>
	Graham Everett	Vice-Chair + Herts,Beds & Bucks
	David Gibbens	Treasurer + South West + p2psrv
	Sue Haigh	Secretary + South West
	Kulwarnjit Kooner	Herts, Beds & Bucks Empty Property Forum
	Matthew Smith	West Midlands Empty Property Officer Group
	Neil Dunk	Yorkshire and Humberside Empty Property Forum
	Darryl Lawrence	Rochdale Housing Initiative
	Wendy Armstrong (part)	CLG
	Rachel Edwards (part)	CLG
	David Ireland (part)	Empty Homes Agency
Apologies	Nick Caprara	Chair + London/NE London
	Keith Gunner	Hants/IOW
	Pam Smith	Hants/IOW
	Alan Broadbent	Greater Manchester
	Susan Cousins	North East Empty Property Forum
	Jez Mason	East Midlands Empty Property Officer Group
	Fiona Roberts	ShelterCymru

The Executive recorded its thanks to Henry Oliver personally and the Empty Homes Agency as an organization for hosting the meeting

1 Apologies – see above

2 Minutes of the Meeting of the 23rd February 2009

RESOLVED

09/09 that the minutes of the meeting of the 23rd February 2009 be approved.

ACTION

[1] David to add minutes of the 23rd February 2009 to the website library.

DG

3 Matters Arising

- a) DG had prepared a list of progress against actions agreed at the previous meeting which had been circulated prior to the meeting. An updated version incorporating further information provided at the Executive meeting is attached to the minutes.
- a) Actions arising from Matters Arising are picked up under the main agenda items below.

4 Admin Issues

The Service Level Agreement between NAEPP and peer2peer services

- a) It was noted that the Service Level Agreement had not yet been signed. It was agreed that Graham should ask Nick to finalise this.

Review of arrangements for support

- b) It was noted that the review of the SLA had not yet been formally completed. It was agreed that Graham should ask Nick to finalise this also and to check in regularly with David.
- c) Darryl, Matthew and others re-iterated their willingness to help with admin and other support where possible.

Telephone number and PO Box

- d) David outlined the position with the implementation of the RingCentral 0844 number for NAEPP.
- e) Jez had proposed that it would now be appropriate for NAEPP to have a PO Box address. The proposal was discussed and agreed.

RESOLVED

09/10 that a PO Box address with forwarding to David be set up in Exeter.

ACTIONS:

- | | | |
|-----|--|----|
| [2] | Nick to review the SLA with peer2peer services on behalf of the Exec and sign if appropriate (following resolution at Exec of 23 rd Feb 2009) | NC |
| [3] | Nick to facilitate the completion of the Performance Review (following resolution at Exec of 23 rd Feb 2009) | NC |
| [4] | Graham to contact Nick to let him know the preceding 2 points had been discussed and agreed. | GE |
| [5] | David to organise a PO Box address for NAEPP. | DG |

5 Membership

- a) DG circulated the Membership Summary sheet.
- b) It was agreed to pursue increased RSL membership, which Darryl was happy to lead on. David and Darryl to discuss a flier and the possibility of special events eg on Temporary Social Housing Grant.
- c) The membership application of Barry Walsh of Guardian Asset Protection Ltd was discussed. It was agreed to admit him to membership on a majority vote but subject to conditions not use NAEPP membership for advertising purposes without prior authority.

RESOLVED

09/11 that Barry Walsh (Guardian Asset Protection Ltd) be admitted to membership subject to the condition not to use NAEPP membership for advertising purposes without prior agreement from NAEPP..

ACTIONS:

- [6] David and Darryl to discuss a flier to be aimed at potential RSL members.
- [7] David to write to Barry Walsh with the Executive decision on his membership.

DG/DL

DG

6 Finance

Finance / Treasurer Report and Budget

- a) DG introduced the Finance / Treasurer Report and updated Budget Sheet which had been circulated previously. The contents were noted.
- b) DG spoke to a document proposing some additional expenditure on the website and to allow the purchase of a colour laser printer if it was necessary.
- c) DG described the potential for loss of income arising from local government reorganisation and floated the idea that membership fees should be related to the sizes of authorities. It was decided that it would be more important for the time being to focus on chasing non-payers as only 73 payments had been received from 107 invoices sent out.

Sponsorship and Income Generation

- d) David described having had a brief discussion with Nick about possible sponsorship by Pathmead Housing Association. He had been expecting Nick to give an update at the Executive. But in case, David would have to produce a proposal for Pathmead to make the business case. This had been agreed at the previous Exec but David had not had time to prepare anything.
- e) David contrasted the situation whereby RSLs sponsored the Devon Empty Homes Initiative by around £50,000 p.a. with that of NAEPP.

RESOLVED:

09/12 To:

- i) note and accept the Finance Report dated 4th June 2009 and the revised Budget Sheet
- ii) increase the budget for web-site improvements to £5,000 subject to attracting sponsorship of at least £2,000 to cover the additional costs
- iii) make provision for expenditure of up to £1,000 on a colour duplex printer and consumables if other printing options become hard to access and subject to the details of any proposed purchase being circulated to the Executive for final approval.

ACTIONS:

- [8] David to pursue payment of 2008-09 invoices that had not yet been paid. DG
- [9] The fee structure to be reviewed in time for any proposals to be considered by the AGM, but no date was set for this. DG
- [10] As previously proposed, David to prepare a brief (A4) proposal for potential sponsors outlining NAEPP's role and the advantages of sponsorship and to explore what organisations might be open to sponsorship, DG
- [11] David and Nick to continue to pursue potential sponsorship by Pathmeads. DG

7 Governance

Name Change

- a) David had not fed back the decision on the name change back to the membership. To be done in the next Newsletter DG

ACTIONS:

- [12] David to notify members of the position with the change of name DG

8 Website and Communication

- a) Discussed earlier under Finance. The actions from the previous Executive were outstanding but initial contact had been made with the website programmer.

ACTIONS:

- [13] David to continue to pursue improvements to website as agreed at the Exec of 23rd Feb 2009 with the potential for increased budget as agreed at the current Exec. DG

9 Welcome to CLG reps

- a) The Executive Committee members welcomed Wendy Armstrong and Rachel Edwards from CLG. David gave a brief introduction to NAEPP and how it operates.
- b) Wendy outlined the recent ministerial changes, with John Healey replacing Margaret Becket as Housing Minister and but said that the exact roles were still unclear at the more junior levels. Iain Wright was no longer a minister in the department though. She clarified that empty homes remit was shared amongst the staff in the Private Housing Management, Condition and Adaptation Division although she was the lead.

10 Training & Development

- a) David described informal discussions with housing professionals in the South West who had helped set up a Certificate Course for Housing Advisors, which ran as distance learning from the University of West of England with support also from the CIH and regional bodies. The course was accessible to anyone David thought this was potentially a good model for an accredited Empty Homes Practitioner Course though there were some differences between the situation of housing advisers and EPOs. He sought Executive endorsement to continue exploring this option. Executive agreed to this.
- b) Wendy said she thought it unlikely that CLG would be prepared or able to offer any funding for such an initiative.
- c) Darryl described half-day and full-day seminars organised by Housing NW. Events were free but people charged if they did not turn up. He was organising a Private Sector Renewal seminar.

ACTIONS:

- | | | |
|------|--|-------|
| [14] | David to continue to investigate options of an accredited course and report back to the Executive. | DG |
| [15] | David to review Housing NW website and discuss options with Darryl. | DG |
| [16] | David and Darryl to consider possibility of special event on TSHG. | DG/DL |

11 Annual Conference

- a) David sought input from Exec members on key topics and the format. The consensus emerging from the discussion was that it would be positive if:
- ⇒ There was a plenary session on EDMOs featuring a panel of those with most experience interacting with those from the floor.
 - ⇒ The venue was close to the railway station if it venue was not to be the MacDonald Burlington hotel
 - ⇒ There was a session on TSHG
 - ⇒ There was a relatively brief plenary session on CPOs featuring the services provided by Great Yarmouth
 - ⇒ Dave Stott would be able to provide a session on the organisational / political obstacles he had overcome in building his cutting-edge private sector renewal team
 - ⇒ There was a session on the NAEPP Monitoring Guidelines
 - ⇒ There was a question-and-answer session with CLG officials.

ACTIONS:

- [17] David to make contact with potential speakers and panel members and to continue to move forward with planning the conference.
- [18] David to liaise with David Ireland about possible conflict between the NAEPP and the EHA conference (see below).

DG

DG

12 Empty Homes Agency Update

- a) The Executive Committee welcomed David Ireland, CEO of the Empty Homes Agency. David Ireland reported key developments as follows:
- ⇒ The agency was being reorganised and restructured. It would continue to work as strongly as possible to support local authorities.
 - ⇒ A very positive meeting had been held with Bob Kerlake of the Homes and Communities Agency who was committed to supporting empty homes work and understood the local authority perspective well. There was an expectation that more impetus would be given to empty homes work as a result.
 - ⇒ The *Empty Promise* campaign had finished but had highlighted the issue effectively and garnered some support from government eg Margaret Beckett's introduction to the EDMO Guidance
 - ⇒ A joint conference was being held with the CIEH on 16th July 2009 in London and featuring Iain Wright MP and David as speakers.
 - ⇒ The EHA was planning its own conference for the week commencing 23rd November 2009.
 - ⇒ The EHA was continuing its consultancy project with Shelter Cymru as part of a project funded by the Welsh Assembly Government to build empty homes work in Wales

- ⇒ David expressed disappointment that the consultation on the Housing and Planning Delivery Grant had not included any proposals to incorporate delivery on empty homes into the reward structure.
- ⇒ Some discussions were being held between the EHA and the CIH about possible training events/programme.

13 The NAEPP *National Action Plan* proposals

- a) David outlined progress since the last Executive Meeting: the action plan had been through various drafts, NAEPP members had commented and feedback was incorporated into the draft, copies of the final version had been sent to Margaret Becket and Iain Wright (the two ministers then responsible). A letter had been received back from Iain Wright (circulated prior to the meeting) which declined to support the key request for a government-led initiative.
- b) Comments were made by CLG and EHA that there were too many points in the Action Plan. David Ireland suggested that perhaps 10 key points should be focused as points for lobbying. David G stated that in later versions of the Plan one key point had been identified ie that the government should take ownership of delivery on empty homes by establishing a national Empty Homes Initiative.
- c) Rachel said that there had been interest expressed in other sections of CLG about the proposals about supporting homelessness prevention initiatives by modifying the HRA requirements, but further clarification was required.

ACTIONS:

- [19] Wendy and Rachel undertook to provide CLG feedback – even if brief – on the individual points in the *Action Plan*

WA / RE

14 BVPI64 and Performance / Activity Reporting

- a) The Committee discussed the documents that had been circulated prior to the meeting. It was considered better to have one document not the summary and full version as currently proposed. The consensus was that the Guidelines had become too complicated in some respects. David thought that it was possible to retain the refinements that had been introduced whilst simplifying the format. He would produce a second version that would hopefully address most concerns
- b) The issue of Rent-and-Deposit schemes was discussed. It was noted that relets were no longer to be counted. But it was considered there were still enough issues with this type of intervention to warrant segregating them out from other interventions ie to make them a separate category for monitoring, without distinguishing between how long properties had been empty.

RESOLVED:

- 09/13** To introduce a separate category into the NAEPP Empty Homes Activity Monitoring regime to record interventions consisting only of rent-in-advance or rent-and-deposit guarantees.

ACTIONS:

- [20] David G to produce new versions of the Guidelines and associated spreadsheets, amalgamating the summary and detailed versions of the Guidelines, simplifying the format and segregating into a new category interventions consisting solely of Rent/ Rent/Deposit Guarantees.

DG

15 Other Policy and Strategic Issues

- a) The omission of empty homes from the reward regime proposed in the latest Housing Planning and Delivery Grant consultation was noted. David to write a consultation response requesting this.

ACTIONS:

- [21] David to produce a response to the HPDG consultation re-iterating the position in our original consultation response, requesting top-slicing of the grant to support empty homes initiatives.

DG

16 Any Other Business

- a) David asked if Wendy or Rachel might facilitate contact between him and Rob Miles as NAEPP would welcome giving some recognition of his role in supporting empty homes work during his time at Whitehall.

ACTIONS:

- [22] Wendy/Rachel would seek an opportunity to pass on David's contact details to Rob Miles so he could make contact if he wished.

WA/RE

17 Dates of Future Meetings

- a) BIRMINGHAM – 7th October; fall-back 1st October

ACTIONS:

- [23] Matthew to research possible venues for the next Exec meeting in Birmingham and David to follow up as necessary..

DG/MS

Minutes taken by David Gibbens, Policy and Support



EXECUTIVE COMMITTEE MEETING
23rd February 2009

The National Association of Empty Property Practitioners

DRAFT Minutes

Attending:	<i>Name</i>	<i>Forum/Organisation</i>
	Nick Caprara	Chair + London/NE London
	Graham Everett	Vice-Chair + Herts,Beds & Bucks
	David Gibbens	Treasurer + South West + p2psrv
	Alan Broadbent	Greater Manchester
	Henry Oliver	Empty Homes Agency
	Jez Mason	East Midlands Empty Property Officer Group
	Matthew Smith	West Midlands Empty Property Officer Group
	Darryl Lawrence	Rochdale Housing Initiative
	Shane Conway	East Midlands Empty Property Officer Group
Apologies	Keith Gunner	Hants/IOW
	Pam Smith	Hants/IOW
	Sue Haigh	Secretary + South West
	Philip Hanson	Herts, Beds & Bucks Empty Property Forum
	Neil Dunk	Yorkshire and Humberside Empty Property Forum
	Susan Cousins	North East Empty Property Forum

The Executive recorded its thanks to Jez Mason personally and the East Midlands Empty Property Forum collectively for hosting the meeting

1 Apologies – see above

2 Minutes of the Meeting of the 10th July 2008

- a) Under Matters Arising, it was clarified that Henry Oliver had been asked to establish the name of the new official responsible for empty homes work at the CLG not the new minister, but there wasn't anyone with specific responsibility in the way as Rob Miles had.
- b) At point 3(f) the amount of money which could be offered as incentives to members could be up to £50 without reference back to the Executive.
- c) At point 10(i) it was confirmed that the action should have been HO / DG
- d) At point 10(l) it was confirmed that the action should have been HO / DG and NAEPP was to have provided some draft text to Henry for him to take forward

RESOLVED:

- 09/01** To agree the minutes of the meeting of 10th July 2008 with amendments

ACTION

David to correct minutes of Exec meeting of 10/07/08 and add to the website within a week.

DG

3 Matters Arising

- a) It was agreed to pick up any Matters Arising under the relevant main agenda items

4 Membership Report

Membership

- a) DG circulated the Membership Summary report. He pointed out that the numbers of Corporate and Associate members related to individual people, not to the number of organisations. The number of Corporate Members should be equated with the number of invoices paid, which was 75 on the last invoice run.
- b) The contents of the report were noted and there was a discussion about ways of increasing membership.
- c) The importance of EHA endorsement for membership of NAEPP was noted. It would be useful if an article could appear in the EHA Bulletin promoting this. HO said he would be happy to put forward something written by another Exec member, possibly ghosted under his name.
- d) Darryl offered to promote membership amongst RSLs that he was working with. Generally they would be looking for insight and expertise from existing members.
- e) The benefits of a greater presence at regional forums was acknowledged. Some efforts were to be made in this direction eg via reports to regional forums that might be presented either by a NAEPP rep or by the chair based on a written report.

ACTIONS:

- i) David to draft an article to appear in a forthcoming EHA Bulletin promoting NAEPP membership. HO to take it from there.
- ii) David to build closer links with forum chairs with a view to providing more reports on NAEPP activity specifically for forums.

DG/HO

DG

5 Financial Issues

Finance / Treasurer Report

- a) DG introduced the Finance / Treasurer report which had been circulated previously. The contents were noted.

Budget

- b) DG introduced the Budget for 2009-10 which had been circulated previously.

Sponsorship and Income Generation

- c) The desirability of increasing income via sponsorship was discussed. This could either increase income to allow NAEPP to carry out more activities or could replace Membership fee income, allowing all members to become Corporate members free of charge. No decision was made about which of these was preferable. There was a consensus that RSLs could see advantages in sponsoring NAEPP: NAEPP provided a targeted audience relevant to some RSL business activities.
- d) It was considered feasible to look at up to 3 sponsors – for the Newsletter, for the website and for the Conference. Potentially, a sponsor might elect to take all three options and this might be at a premium. A figure of £5,000 was discussed as a realistic amount.

RESOLVED:

09/02 to accept the proposed Budget for 2009-10.

ACTIONS:

- i) David to prepare a brief (A4) proposal for potential sponsors outlining NAEPP's role and the advantages of sponsorship and to explore what organisations might be open to sponsorship. DG
- ii) Darryl to contact RSL partners to establish who might be interested in sponsoring NAEPP. DL
- iii) Nick (in a personal business capacity) to consider whether Pathmeads might be able to provide sponsorship. NC

6 Admin Support Issues

The Service Level Agreement between NAEPP and peer2peer services

- a) It was noted that the Service Level Agreement had not yet been signed. David reported he had made minor amendments reflecting improvements to format or consequent on decisions of previous Executive meetings.

Review of arrangements for support

- b) David circulated and introduced a draft report on the implementation of the SLA between NAEPP and peer2peer services over the preceding 12 months, being mainly a self-assessment exercise.

- c) The conclusions of the report were noted. There was a consensus to continue the current arrangement. There was a strong consensus that the emphasis had to shift so that more time could be spent on a “co-ordinating” and proactive role rather than purely admin. Darryl and Jez offered to help with admin support function where possible.
- d) David expressed thanks for the offers of help but said that in most cases functions could be difficult to delegate because information was held on the local PC and there was a danger of fragmentation of the admin effort. Nevertheless where opportunities do exist they would be taken. Input, encouragement etc from Executive Committee members was welcomed to avoid isolation.

RESOLVED

09/03 that

- i) subject to any amendments being acceptable and of a minor nature, the Chair should agree and sign a final version of the Service Level Agreement with peer2peer services
- ii) the Chair should ensure continuing a continuing informal review of performance against the SLA at quarterly intervals, whether by him or another member of the Executive
- iii) The annual review process should be formally concluded via input from the Chair, with recommendations as appropriate.

NC

NC

NC

ACTIONS:

- i) David to circulate a soft copy of the latest draft of the Service Level Agreements
- ii) David to circulate a soft copy of final Performance Review on completion.
- iii) Nick to review the SLA on behalf of the Exec and sign if appropriate
- iv) Nick to facilitate the completion of the Performance Review

DG

DG

NC

NC

7 Governance

Review of Executive arrangements

- a) The attendance at the Executive meeting of representatives from more northerly forums was welcomed and it was agreed to encourage this by alternating the location of Exec meetings between London and the Midlands.
- b) The absence of a rep from London was noted.

Annual General Meeting

- c) It was agreed to hold an AGM as part of the Annual Conference, now expected to take place in the early Autumn. The AGM would be a half-hour slot at the beginning of the day.

Name Change

- d) It was agreed to defer any change of name. Exec members considered there were more important things to take care of in the short term and any change of name would absorb resources better devoted to other things..

RESOLVED

09/04 that

- i) the 2009 AGM should be timetabled for the beginning of the Annual conference expected to take place in the Autumn
- ii) the name of NAEPP should not be changed prior to the Annual Conference

ACTIONS:

- i) David to plan Conference Agenda with the above resolution in mind
- ii) Henry to provide contact details of London forum reps
- iii) David to make contact with London and other reps to encourage participation on the Exec.
- iv) David to notify members of the position with the change of name

DG

HO

DG

DG

8 Website and Communication

- a) The engagement of members with the website was discussed and improvements were suggested.
- b) It was agreed to re-introduce a mailing list (eg members@naepp.org.uk) as a way of improving communication between members and given that the forums had not been a resounding success.

RESOLVED

09/05 that

- i) A mailing list (email group) function should be re-established as soon as possible.
- ii) Forum posts should be become visible to members whether logged in or not, although comments etc could not be added without logging in.
- iii) Newsletters should be accessible via the website rather than directly from the newsletter notification (but without needing to log in).
- iv) The Information Library should be updated and promoted more strongly.
- v) Notifications should have an improved format.

ACTIONS: David to deal with website developer and to implement suggested changes to the website etc, subject to the budget limit of £3,000 plus any balance remaining from this year's budget

DG

9 Training & Development

- a) Darryl expressed his willingness to find ways of helping (within reason) through his organisation in the running of training events
- b) The need for events was acknowledged but the Executive agreed that priority needed to be given to the Annual Conference. Should there be extra capacity then this could be devoted to setting up training events.

10 Annual Conference

Questionnaire on AGM

- a) David briefly summarised the most important results from the current consultation on the Annual Conference (these results had also been circulated in advance). More responses were still expected. Key points were
 - ⇒ Birmingham was the preferred location
 - ⇒ Enforcement, performance monitoring and the credit crunch were the most popular subjects
 - ⇒ There was a majority in favour of a one-day conference
 - ⇒ Low-demand was not an essential item for most people
 - ⇒ There was a general preference for a "conference-" rather than "training-" style event and this was facilitated by willingness to accept plenary sessions if the strong enough.

RESOLVED

09/06 that

- i) The Annual Conference should be held in Birmingham in the Autumn (subject to availability of suitable venue).
- ii) Sessions should include the following, amongst others and if possible
 - ⇒ F.O.I./Data Protection (refresher)
 - ⇒ CPOs versus EDMOs – a lively debate
 - ⇒ Tracing owners (subject to availability of suitable speaker)
 - ⇒ Performance monitoring (update)
 - ⇒ Keynote speech from David Ireland
 - ⇒ HCA and funding

ACTIONS: David to plan Conference Agenda, research suitable location and seek potential speakers with the above resolution in mind

DG

11 Empty Homes Agency Update

- a) HO provided a report on latest initiatives etc from the Empty Homes Agency as detailed below.
- b) The HSSA figures on empty homes had just been released, showing the biggest annual increase in empties for 17 years. Whilst obviously disappointing, this would be a useful boost to the EHA's campaigning for more action, and there had already been good media coverage, including Channel Four News, BBC TV and Radio 4.
- c) The "Report Empty Homes" website was now up and running and attracting some interest. EHOs were responding well when details were forwarded to them. So far there had been little sign of a more strategic change in the attitude of any local authority contacted as a result of entries on the website but it was still early days.
- d) Some research with DEFRA about rural empties was being completed but was not expected to produce any startling results because of difficulties with the sample size and radical changes in the market since the survey work had been done.
- e) DCLG funding stream was coming to an end in March. This would reduce the amount of support that the EHA could offer local authorities and NAEPP. An internal review of the EHA was underway to establish how best to deal with current challenges.
- f) The EHA was participating in work by the Mayor of London and the GLA arising from Boris Johnson's manifesto pledges on empty homes. Part of this was a "Boston" audit of empty homes – to provide a city-wide picture and baseline for future monitoring. [Henry explained that this was based on an exercise that had been carried out in Boston, Massachusetts.]
- g) The EHA continued to follow up strands of work around the environmental benefits of rescuing and refurbishing existing properties versus new-build. The forthcoming CLG Renewable Energy Strategy (further delayed) would be relevant to this and might provide additional impetus.
- h) The EDMO Guidance web pages had finally gone live. A Ministerial foreword from Margaret Becket was being finalised.
- i) The politics of empty homes were warming up, and looking quite promising. The Tories, Liberal Democrats and Greens had all made statements and announcements informed by EHA advice in last few weeks, and these were collectively bringing pressure on the Government to do more. There were signs that the Government might be willing to make some changes on HDPG and NIs, for example, that had only recently seemed very unlikely. Both the Conservatives and the Liberal Democrats had approached the EHA for ideas about tackling empty homes and both had now published their views on this, as had the Greens. The Lib Dem strategy was the most comprehensive.
- j) A joint seminar was being planned with the National Housing Federation in May to illustrate, to an invited audience of housing associations, the opportunities that exist for them to make use of empty homes. Also, David Ireland was due to meet Sir Bob Kerlake (HCA) in April.
- k) The EHA was doing consultancy-type work with Shelter Cymru as part of a project funded by the Welsh Assembly Government. NAEPP support for any Welsh initiatives might be valuable, particularly after WAG funding comes to an end.

The Executive thanked Henry and the Empty Homes Agency for his report and his attendance at the meeting.

12 BVPI64 and Performance / Activity Reporting

- a) Graham briefly summarised the progress of discussions with members and the GLG to date. In the discussion that followed the need for any monitoring to be kept reasonably simple was agreed as was the need to segregate out the key different areas of intervention to reflect the diversity of empty property work.
- b) It was agreed that it would be useful to segregate re-occupied properties according to how long they had been empty but that this was not appropriate for demolitions or conversions. Jez dissented on the basis that a single headline figure would be preferable to keep the monitoring as simple as possible.
- c) It was agreed that it was essential that performance monitoring had official recognition by inclusion in the Housing Strategy Statistical Appendix.

RESOLVED

09/07 that

- i) NAEPP should continue to publish Guidance on the reporting of empty homes work by local authorities;
- ii) NAEPP should lobby for inclusion of relevant activity monitoring in the Housing Strategy Statistical Appendix;
- iii) the criteria for establishing successful local authority intervention should remain substantially as in the current guidelines
- iv) the definition of dwelling should be the same as that used for inclusion on the Council Tax valuation list;
- v) NAEPP should prepare a simple template to assist in reporting on activity
- vi) Enumeration of successes should fall into the following categories:
 - ⇒ Re-occupation of dwellings empty for less than 6 months at the time of re-occupation
 - ⇒ Re-occupation of dwellings empty for 6 months to 2 years at the time of re-occupation
 - ⇒ Re-occupation of dwellings empty for over 2 years at the time of re-occupation
 - ⇒ Demolition of empty properties
 - ⇒ Creation of new dwellings by conversion of existing dwellings or redundant commercial space (net gain in number of dwellings)
 - ⇒ Occupation of dwellings never previously occupied (ie new-build properties) where empty for 6 months or more following completion of construction.

ACTIONS:

- i) David to update the Guidelines on Activity Monitoring in accordance with the Exec resolution
- ii) David to prepare a simple template for reporting purposes
- iii) David to circulate the draft to members as soon as possible for finalisation before the end of the financial year (to be available for 2009-10)

DG

DG

DG

13 The *Inside Housing* Empty Promise Campaign

- a) David reported having had contact with the lead Feature Editor about the campaign. There was interest in the practitioner viewpoint and hopefully a story would emerge. David had emphasised the insecure position of many empty homes practitioners because there was no statutory function involved.
- b) It was agreed that the various issues which we would like to see addressed should be collated and brought together on the website and into a press release.

RESOLVED

09/08 that

- i) NAEPP formally express its thanks to *Inside Housing* for mounting its Empty Promise campaign and raising the profile of empty property work;
- ii) a comprehensive list consolidating our key lobbying issues be produced to include the following
 - ⇒ the government should establish a national Empty Property Strategy;
 - ⇒ the government should appoint a key official (“Empty Homes Tsar”) with responsibility for pushing forward the agenda nationally and heading up an Empty Homes unit (modelled on the Rough Sleeper Unit);
 - ⇒ match funding should be provided to local authorities to promote local empty homes initiatives through the employment of local empty homes champions;
 - ⇒ there should be a statutory duty for local authorities to produce and implement empty homes strategies including the appointment of a dedicated empty homes officer;
 - ⇒ monitoring of local authority empty homes activity should be included in the Housing Strategy Statistical Appendix in line with NAEPP recommendations;
 - ⇒ it should be made explicit that the “market” rent to be assessed as part of the Management Plan under a final EDMO should be the relevant Local Housing Allowance amount;

- ⇒ the Housing Act provision allowing release of personal information in respect of empty homes owners for the purposes of implementing empty homes strategies should be extended to all properties not in regular occupation even where furnished;
 - ⇒ a proportion of additional council tax receipts resulting from the reduction in discounts on long-term unfurnished empties should be retained by the local housing authority rather than returned to central government;
 - ⇒ “second homes” council tax receipts should be retained by the local housing authority (not the higher level authority in two-tier districts as at present);
 - ⇒ the government should provide substantially increased funding within the renovation grant stream specifically to support local authority empty homes loan / grant schemes;
 - ⇒ the Regional Development Agencies or Regional Offices of the HCA should have an obligation to support empty homes initiatives in their regions including supporting regional forums;
 - ⇒ VAT on refurbishment of empty homes should be reduced to 5%;
 - ⇒ local authority housing options should be extended by allowing leasing outside of the HRA for homelessness prevention on the same basis as RSLs
- iii) a press release be drawn up highlighting NAEPP’s support for the *Empty Promise* campaign and drawing attention to our own list of practical suggestions

ACTIONS:

- i) David to contact *Inside Housing* to make them aware of the above resolution.
- ii) David to consult with members urgently on the above list to ensure that all key issues are included
- iii) David to draft a Press Release as soon as possible.

DG
DG
DG

14 Housing Planning and Delivery Grant

- a) Henry suggested that ways of using HPDG to reward local authorities for action on empty homes might be back on the agenda because of failure to spend the Housing Delivery component given current market conditions.
- b) The NAEPP position expressed in our HPDG consultation response was briefly discussed ie that there should be a top-slicing of the HPDG to provide match-funding for the employment of local authority Empty Homes officers

ACTIONS: Opportunities to be taken to lobby for HPDG funding to support empty homes work. David to lead on this.

DG

15 Dates of Future Meetings

- a) LONDON – 10th June (first choice); fall-back 4th June
- b) BIRMINGHAM – 7th October; fall-back 1st October

ACTIONS: David to finalise Exec meeting dates and locations as soon as possible

DG

DG

Minutes taken by David Gibbens, Admin

EXTRACT OF ACTIONS AGREED AT NAEPP EXECUTIVE MEETING HELD ON
23RD FEBRUARY 2009-02-25

- | | | |
|-----|--|-------|
| 1) | David to correct minutes of Exec meeting of 10/07/08 and add to the website within a week. | DG |
| 2) | David to draft an article to appear in a forthcoming EHA Bulletin promoting NAEPP membership. HO to take it from there. | DG/HO |
| 3) | David to build closer links with forum chairs with a view to providing more reports on NAEPP activity specifically for forums. | DG |
| 4) | David to prepare a brief (A4) proposal for potential sponsors outlining NAEPP's role and the advantages of sponsorship and to explore what organisations might be open to sponsorship. | DG |
| 5) | Darryl to contact RSL partners to establish who might be interested in sponsoring NAEPP | DL |
| 6) | Nick (in a personal business capacity) to consider whether Pathmeads might be able to provide sponsorship . | NC |
| 7) | David to circulate a soft copy of the latest draft of the Service Level Agreements | DG |
| 8) | David to circulate a soft copy of final Performance Review on completion. | DG |
| 9) | Nick to review the SLA on behalf of the Exec and sign if appropriate | NC |
| 10) | Nick to facilitate the completion of the Performance Review | NC |
| 11) | David to plan Conference Agenda with the above resolution in mind | DG |
| 12) | Henry to provide contact details of London forum reps | HO |
| 13) | David to make contact with London and other reps to encourage participation on the Exec. | DG |
| 14) | David to notify members of the position with the change of name | DG |
| 15) | David to deal with website developer and to implement suggested changes to the website etc, subject to the budget limit of £3,000 plus any balance remaining from this year's budget | DG |
| 16) | David to plan Conference Agenda, research suitable location and seek potential speakers with the above resolution in mind | DG |
| 17) | David to update the Guidelines on Activity Monitoring in accordance with the Exec resolution | DG |
| 18) | David to prepare a simple template for reporting purposes | DG |
| 19) | David to circulate the draft to members as soon as possible for finalisation before the end of the financial year (to be available for 2009-10) | DG |
| 20) | David to contact Inside Housing to make them aware of the resolution. | DG |

- | | | |
|-----|---|----|
| 21) | David to consult with members urgently on the above list of lobbying issues, to ensure that all key issues are included | DG |
| 22) | David to draft a Press Release as soon as possible. | DG |
| 23) | Opportunities to be taken to lobby for HPDG funding to support empty homes work. David to lead on this. | DG |
| 24) | David to finalise Exec meeting dates and locations as soon as possible | DG |



EXECUTIVE COMMITTEE MEETING
10th July 2008

The National Association of Empty Property Practitioners

Minutes

<i>Attending:</i>	<i>Name</i>	<i>Forum/Organisation</i>
	Nick Caprara	Chair + London/NE London
	Graham Everett	Vice-Chair + Herts,Beds & Bucks
	David Gibbens	Treasurer + South West
	Sue Haigh	Secretary + South West
	Philip Hanson	Herts, Beds & Bucks
	Pam Smith	Hants/IOW – Twynham HA
	Shane Conway	East Midlands
	Henry Oliver	Empty Homes Agency

Apologies Keith Gunner Hants/IOW

1. Apologies – see above

2. Minutes of the Previous Meeting/ Matters arising

The minutes were agreed on line prior to the meeting

Under matters arising Henry Oliver was asked if he knew who the new lead official on Empty Homes at DCLG was, to be in order to action point 9k from the previous meeting. There was still no news. Henry will inform NAEPP once he knows the name.

HO

3. Admin Report

Financial

- a) The financial report had been circulated prior to the meeting.
- b) Balance as at 7 July 2008 £6,114.34
- c) See report for breakdown of balance, future income and expenditure, performance against budget, revisions to budget and progress on Bookkeeping and Treasurer's role.
- d) David explained that due to increased charges by the web engineer the web site enhancements might be more than the budget level. The increased expenditure for the web site was agreed. David will look for another software engineer when the immediate work scheduled has been completed.
- e) David suggested promoting the website and encouraging interaction by the members by a 'letter/story of the month' competition with a prize of £25.00 for the winner. It was agreed that a lump sum of £600.00 per annum could be

allocated for this idea and to fund any other ideas to improve membership interaction.

- f) Graham requested that a ceiling on expenditure should be incorporated into the SLA with a David able to offer up to £50.00 without reference back to the Executive. David agreed. DG
- g) David suggested that in order to receive some income for NAEPP that a jobs/services page be added to the newsletter where members who have services to offer could advertise. This was agreed. DG
- h) It was also suggested that the newsletter should also be used as a sharing of free information vehicle. This was agreed.
- i) It was suggested that the web site should also be used for consultation purposes and Nick offered to set up a meeting with David Ireland re consultation assistance. NC

Membership

- a) David plans to record leavers in order to give a more accurate picture of the membership. DG
- b) New members to be flagged up by a welcome in the newsletter. DG
- c) Members should be asked to flag up any empty property practitioner job cuts in their areas.
- d) Henry commented that there is going to be a list of bad authorities on Empty Property work collated at the Ministers request. The bad authorities will then be written to to see what level of response is received. Those who do not respond will be named and shamed.

Other/Name change

David will put those names agreed at the meeting onto the web site and request the member's vote. DG

4. Admin Support Issues

The SLA

- a) Needs to be ratified and then signed by Nick as the Chair. DG/NC

5. Governance

- a) Nothing to report

6. Website - status

- a) Enhancements – dealt with above
- b) Regional website facilitators (see below)

7. Training & Development

- a) Henry was asked if the EHA was planning any training. None planned but would be happy to look at providing some training on a covering cost basis or sponsorship.

8. Annual Conference

There will be a 'virtual' AGM this year followed by a Conference in 2009

9. EHA Update

- a) Henry is working on the EDMO guidance and is hopeful that it will be ready within the next two months. There will be web pages set up on the EHA website based on a FAQ system.
- b) For the London Mayoral election the EHA challenged all parties to reduce the level of empty homes to not more than 1%. All parties signed up and were scored. Tories came top, Labour second, Lib/Dems third and the Greens last.
- c) EHA is a member of the Existing Homes Alliance which comprises lenders, RICS, Politicians, WWF to mention a few and their challenge is to refurbish existing stock as a follow on from the New Trick Old Bricks campaign building a hierarchy for housing with Bio-Regional consultancy. They are looking for funding to bring existing property to the forefront. They will also focus on rural empty homes to bring them back into use.
- d) EHA is hoping to host an Empty Homes Agency Conference during 2008.

10. BVPI64 and Performance Reporting

The Issues

- a) A replacement NI was discussed which would incorporate empty homes work. NI154 Net Additional Homes would not give accurate figures if empty homes were incorporated. NI170 Land & Buildings which does include empty/derelict over 5 years could be appropriate for empty homes
- b) Discussion around the table showed that areas are still keeping empty homes records in line with BVPI64. Hampshire are recording everything and then separating out those empty over 6 months.

The NAEPP Guidelines

- c) It was agreed that counting of empty homes should continue following the BVPI64 guidance.
- d) The guidelines should be revised to define a dwelling as being 'a dwelling for Council tax purposes'.
- e) Graham to make a proposal to retain the guidelines, which may be amended, to the Executive and then to the members via the website.

DG

GE

- f) HSSA return should include a record of what empty homes work has been done.
- g) It was a recommendation that all empty homes work should be recorded and then a sub set of those over 6 months taken.
- h) It was suggested that David ask all areas via the NAEPP newsletter what they are doing about counting their empty homes successes. DG
- i) Henry suggested a piece in the Empty Homes Agency bulletin re the collection of data incorporating a link back to David at NAEPP. David to supply some text. DG / HO
- j) It was agreed by all that LA's should be reporting on Empty Property and it was suggested that the Empty Homes Agency lobby the Government.
- k) Henry reported that EHA had been lobbying CLG but had got nowhere and he felt that this was probably not the best time to push this forward. LAA's were probably the best place to put local emphasis on empty homes and it could be possible to make a joint approach but it would need to be soon if there was any chance of making an impact.
- l) EHA / NAEPP to make a case to the LAA's with NAEPP guidelines and endorsement. David to provide some outline text to Henry to take this forward. DG / HO

11. Supporting the Regional Forums

- a) It was agreed that there was a need to find ways to help the local forums to build their membership.
- b) David is to look at ways to enable the areas to record their Forum meetings on the website. DG

12. Housing Planning and Delivery Grant

- a) There appears to be no formal structure in place yet. There has been no further information since the consultation. However, it appears that all the emphasis will be on new-build. Henry is going to speak to David Ireland. HO
- b) NAEPP to send a letter lobbying. Nick to draft. NC

13. Other Policy and Strategic Issues

lobbying/campaigns – building an issues list

- a) A Register of issues and campaigns are to be put onto the website DG

Minutes taken by Sue Haigh, Secretary
Revised drafts David Gibbens, Admin

EXECUTIVE COMMITTEE MEETING

13th March 2008

Minutes



The National Association of Empty Property Practitioners

Attending:	<i>Name</i>	<i>Forum/Organisation</i>
	Pam Smith	Hants/IOW - Twynham HA
	David Gibbens	Treasurer + South West
	Graham Everett	Vice-Chair + Herts, Beds and Bucks
	Jeremy Mason	East Midlands
	Sue Haigh	Secretary + South West
	Philip Hanson	Herts, Beds and Bucks
	Henry Oliver	Empty Homes Agency, later
Apologies	Keith Gunner	Hampshire and IOW
	Nick Caprara	Chair + London/NE London
	Susan Pledger	Kent
	Susan Cousins	North East
	Sally Jones	Swansea (Welsh contact)
	Giles Hearn	Hampshire and IOW
	Neil Dunk	Yorkshire and Humberside
	Louise Gittins	West Midlands (subsequently confirmed not wishing to be on exec)

1. Apologies – see above

2. Minutes of the Previous Meeting/ Matters arising

- | | |
|---|--------|
| a) The Minutes of the meeting of the 15 th November 2007 were agreed as a true record. | |
| b) Follow up whether Nick has sent letter of thanks to Sue | NC |
| c) Website: DG had not circulated list of works yet but had made preliminary contact with web-programmer: Agreed that DG would circulate members requesting suggestions for web-site enhancement | DG |
| d) HPDG – DG had circulated consultation response | |
| e) NI150 – GE had circulated consultation response | |
| f) FAQs – not done | SH/All |
| g) New name – not done: DG to circulate | DG |

3. Treasurer’s Report

- | | |
|--|----|
| a) DG presented the report. The content of the report was accepted. DG to progress action items. | DG |
| b) Invoicing to be produced for 2008-09 by September 2008 | DG |

4. Admin Support

- a) The Service level Agreement with David Gibbens should be sent out to the Executive Committee for agreement once the following amendments have been made
- b) 'Officer' – Chair, Vice-Chair, (optional) Secretary, Assistant Secretary (added), Treasurer, Vice-Treasurer (deleted), Membership Secretary of the Organisation.....
- c) 6 a) Income from members will continue to be paid direct to NAEPP. DG will be paid by cheque on request by invoice.
- d) **6 d) Payment arrangements** – are operative as of now. The payments are authorised by DG as the treasurer and NC as Chair. It was recognised that the level of payment is based around the time taken to do the work (although at this time more time is being given than charged for) and the scope of core services.
- e) **6 d)** change full year membership to 40 and 51-75 to 41-75
- f) **6** DG to add a paragraph about bank statements
- g) Add – Review Provision annually or if requested at any time by either party. The review to take place within 3 months of any request. 3 months notice can be give by either party following the review if required.
- h) **7** Change termination period to 3 months.
- i) **8** Add – Provider does not need to be an Executive Member but should attend all meetings.
- j) It was also requested that DG state clearly his intention with regard to the NAEPP Website ownership for clarification in the future.
- k) **10** Change a) to 2 sub paragraphs for clarity. Change 'officer' to Chair'.
- l) Graham questioned the reason for setting expense limits on some of the Core Services.

David explained that all expenditure within those limits would be picked up at no further charge to NAEPP. If those limits were reached then the Executive would have to be contacted to approve any increase – a safeguard on spending.

- m) **The Executive also agreed the following:-**
 - i. SLA document by David Gibbens to be put onto the web Site
 - ii. After the transitional period the Provider should not act as the Treasurer
 - iii. The Admin Support service being proposed represented good value for money assuming it delivered what was indicated.
 - iv. Adoption of the SLA to be as soon as possible after agreement by the Executive Committee.

5. Web Site Update

- a) DG Highlighted the problems around non-usage and suggested:-
 - More professional notifications
 - Options for both immediate information or digest
 - Interaction between web/email – effectively a loop
 - Help to users via newsletters to members (relevant information electronically as email) with newsletter as an attachment

Browse by 'keyword' facility

General improvements

Suggestions:-

Looking at a semi-permanent log-in

Ask membership for their suggestions for improvements

DG

6. Training & Development

- a) DG suggested this might come into the next phase of development of the Support Service, to be looked at when more time is available.
- b) Training could be provided on EDMO's by practitioners who have achieved a final EDMO
- c) Henry suggested working with Shelter on some training
- d) David suggested joint NAEPP and EHA working together. NAEPP could sponsor EHA training via the website – or vice versa.
- e) New EDMO guidance should be out by the middle of the year Henry suggested waiting for the revised guidance before preparing any training. In the meantime the NAEPP membership could be asked what they would want from EDMO training/workshops and assess the amount of interest

DG

7. Governance

- a) Covered under other areas

8. Annual Conference

- a) Conference to be arranged for May/June 2009. Ideally it would be a 2 day residential course. DG to make enquiries and look at costs and feed back to the next Executive meeting.
- b) A virtual AGM could be held for 2008

DG

DG

9. EHA Update by Henry Oliver

- a) Problems with staffing as the new administrator has left and Serge Lowrie also left leaving the remaining staff overstretched.
- b) A single person post has now been advertised to replace the 2 p/t posts
- c) David Ireland is to take on the fund raising role
- d) Good news is that there are now 3/4 volunteers who are helping by sorting out the databases etc.
- e) Henry is working on a strategy for a meeting next month.
- f) DCLG funding support runs out next year and the indications are that as EHA is not a strategic partner there will be no further funding. As the bulk of EHA's funding is from the CLG there will be an impact on support for the LA's. EHA is looking at other ways of providing the support
- g) Henry & David met the CLG – Simon Llewellyn, Mary Stalybrass, Julia Gristwood, prior to the NAEPP meeting – the main area discussed was housing quality and there seems to be an obsession with 'new build affordable housing'. However, the housing market is falling quite dramatically, there is no market demand so this

could be problematical. 'Buying to leave' is also causing concerns.

- h) The National Indicators are done and dusted and there is no room for adjustment. There is no empty homes indicator and the HP Delivery Grant only mentions empty homes. Evette Cooper has insisted that the new Minister is aware of empty homes and keen to work with them. Caroline Flint thinks EHA should let her know she is sending out the wrong messages regarding empty homes and give her ways to promote empty homes work
- i) It was felt that EP needs something more substantial for monitoring.
- j) Henry will send out details of the discussions with the meeting with the Minister (approx 1 month) HO
- k) It was suggested that NAEPP arrange a meeting with the Minister to discuss concerns. Once a successor to Rob Miles is in place NAEPP will seek a meeting. Henry will let NAEPP know when the successor is in place. HO
- l) Nick, David and Graham will attend the meeting and it was suggested that someone from the North should also be invited to put their view forward.
- m) EHA ran the national Week of Action which received very good publicity. However, Henry felt that more work with the LA's was needed.
- n) EHA are preparing for a week of action in London before the Mayoral elections. A tour bus is being planned to run to City hall to challenge the Mayoral candidates, score them and publish the results prior to the elections.
- o) Further topics were, National indicators, Housing Plan delivery Grant, and policies on rural housing.
- p) A report and press release are due very shortly 'embodied carbonising'.
- q) Next week research on carbon emissions will be published.
- r) David Ireland is to receive a report from Ofwat which may disclose important info on figures for empty property

10. BVPI64 and Performance Reporting

- a) The indicator is not included in the new National Indicator list.
- b) David pointed out that the abolition of the PI did not prevent the HSSA including a figure for the number of empty properties brought back into use. BVPI64 may not be a good performance indicator (ie **comparative** performance) from many points of view but can still be a relevant statistic from the strategic monitoring point of view.
- c) Henry will try to find out what the future is on HSSA for empty property statistics. HO
- d) Improvements to the HSSA form are being proposed by CLIP (Central Local Information Partnership) for review over 2008-09, implementation 2009-10. Graham to send Henry the link to the CLIP website. GE

11. Housing Planning and Delivery Grant

- a) No further information – Meeting yet to come

12. Other Policy and Strategic Issues

- a) None

13. AOB

- a) Phil Hanson asked for information on the Local Government Act on Well Being now the Sustainable Community Act has been passed. Area proposals (October) discussed ways in which the Act can be used – would it function better carried out by other people? How is the money spent by LA's to define their own future. **Henry will do a piece on it in the EHA newsletter.**
- b) Graham highlighted the reduction in capital gains tax from 40%-18%. This could encourage second home owners to sell. Graham also wondered if it might encourage owners of other empty homes to have them categorised as second homes. **Further investigation required into the implications of this.**

HO

14. Date of the next meeting as agreed

- Thursday 10th July 2008 – 11am – 3/4pm

Minutes taken by Sue Haigh.

Revised DG 03Jun2008

Finalised following feedback DG 03Jul2008.

EXECUTIVE COMMITTEE MEETING

Minutes 15th November 2007



The National Association of Empty Property Practitioners

Attending:	<i>Name</i>	<i>Forum/Organisation</i>
	Nick Caprara	London/West London/Chair
	David Gibbens	Exeter/South West/Treasurer
	Sue Haigh	Exeter/South West/Secretary
	Graham Everett	Herts Beds & Bucks/Vice Chair
	Keith Gunner	Hants & IOW
	Phil Hanson	Herts Beds & Bucks
	Neil Dunk	Forum Rep Sheffield
	Henry Oliver	Policy Adviser EHA

Apologies	<i>Name</i>	<i>Forum/Organisation</i>
	Jeremy Mason	EMEPP– Forum Rep
	Susan Pledger	Kent – Forum Rep
	Pam Smith	New Forest DC/Hants & IOW
	Sue Dixon	East Riding
	Martin Howard	Worthington BC

1. Apologies – see above

Sue Dixon emailed to say that as she has had difficulty in attending meetings recently that she would like to tender her resignation from the Executive. It was agreed that in recognition of her previous contributions that she should be awarded Honorary Membership. As Chair Nick offered to send Sue a letter of thanks and informing her of the award of Honorary Membership.

NC

2. Minutes of the Previous Meeting/ Matters arising

Previous minutes to be posted on the web site after they have been accepted.

3. Treasurer's Report

- a) There is a balance of £6,218.30 in the Current Account
- b) There is a balance of £940.43 in the Savings Account
- a) Kelly Rigler (Wetherell) has submitted an invoice for approximately £1,800.00 which is still to be paid
- b) David Gibbens needs to reclaim approximately £500.00 expenses.
- a) There are still a lot of outstanding invoices for 06/07. David has asked

DG

Kelly to produce a list of non-payments and then he will chase them.

- b) Graham suggested that it might be useful to have a second contact on the invoice (possibly the line manager) who has the authority to sign off.

David agreed to look at the invoice and see if this could be accommodated.

- c) Graham asked when the 07/08 invoices would be sent out. David was hopeful that this would be before Christmas.
- d) Keith highlighted the problem of being the second signatory on the cheques as he is so far away and the cheques have to travel long distances through the post and was willing to hand over to a closer Exec member if it would make life easier. This is being considered but no final decision was made.
- a) David has asked if a budget of approximately £1,500.00 be put aside to upgrade the NAEPP Website. The request was agreed.
- a) The group discussed how David would be funded when he fully takes back the support role. Nick asked if it would be wise to run with a reserve to lessen the financial risk to David. David felt that he was prepared to accept any risk and that funding would be provided by taking 75% of the total membership fees. At the present level that would amount to approximately £3,000 per annum but could increase if the membership increases.
- b) David raised concerns over retaining the position of treasurer once he receives funding. Sue offered to act as temporary treasurer until a new treasurer is appointed once David takes on the funded support role.

DG

4. Membership Update

- a) Since the last meeting there has been 4 new Corporate Members and 4 new Individual Members join.

5. Training & Development

- a) Nothing to report

6. Governance

- a) As agreed previously. Nothing new to report

7. Web site

- a) It was agreed that the access to the website needed to be made more user friendly. As many people loose or forget their password was there an easier way of accessing the site. It was agreed that to remove access by password would be too dangerous but perhaps a cookie could be set up.
- b) There are other works to improve the service that David wishes to get costed (to be done under the agreed budget see Treasurers report).
David is going to circulate the list of works
- c) David has added a FAQ on EDMO's to the Web site.
- d) Sue is to put together 10-15 FAQ's and Responses for the site.

DG

SH

8. EHA Update

- a) Nick introduced Henry Oliver Policy Advisor for the EHA and Henry gave an explanation of his previous background, his position with the organisation and a brief rundown of the other members and the strategic way forward for the EHA. He also explained the balancing act between working with the Government and campaigning on behalf of Empty Homes. He also explained the proposed working relationships with other organisations such as WWF, rural working with DEFRA, empty property statistics and tackling empty property.
- b) Henry also highlighted the National Empty Homes Week of campaigning by the EHA. They are working on a projection promoting the Agency and it's works onto Battersea Power Station. The Halifax Building Society are producing their annual report on the back of the national Week of Action to help promote action on empty homes.
- c) The National Assembly in Wales working alongside Shelter are now working with the EHA to push action on empty homes.

9. The New Performance Indicators & BVPI64

Discussion took place about the loss of BVPI64 and what would be used, if anything, to monitor empty properties. Although it was agreed that BVPI64 should go there was concern in some areas that with an indicator to focus attention on empty homes it was an area that could be sidelined leading to job losses.

It was agreed that empty homes work was still covered under the Planning Delivery Grant via the Empty Property Strategies. It was also suggested that empty property could be added to NI154 in order to provide statistics.

10. Consultations

It was decided that Nick and David would prepare a NAEPP response on the Planning Delivery Grant and circulated around the membership for their response prior to being submitted.

Graham has agreed to prepare a response as above for the National Indicators

Henry Oliver requested that the responses be circulated to other interested parties for their responses before being agreed.

11. Other Consultations Naep should be looking into

None were identified at this time but it was suggested that a close watch be kept and if any come up they should be circulated via NAEPP for member's comments.

12. AOB

- a) It was suggested and seconded that Henry Oliver should join the Executive
- b) It was suggested that NAEPP should look for a new exciting name. David offered to email the members and ask for their suggestions for a new name and then report back to the Executive the suggestions for a final

DG/NC

GE

decision.

DG

9. Dates for the next 2 meetings

a) The dates of the next 2 meetings were agreed as follows: -

➤ 13th March 2008

➤ 10th July 2008

Venues yet to be decided

Minutes taken by Sue Haigh, Secretary

EXECUTIVE COMMITTEE MEETING

Minutes 5th July 2007



The National Association of Empty Property Practitioners

Attending:	<i>Name</i>	<i>Forum/Organisation</i>
	Nick Caprara	London/West London/Chair
	David Gibbens	Exeter/South West/Treasurer
	Sue Haigh	Exeter/South West/Secretary
	Graham Everett	Herts Beds & Bucks/Vice Chair
	Susan Pledger	Kent Executive Member
	Pamela Smith	Amber Valley/Forum Rep
	Sue Gardiner	Leicester/Forum Rep (on behalf of Dot Barnard)
	Debbie Watts	Mid Beds/On behalf of Rachel Shalan/Forum Rep

Apologies		
	Martin Howard	Worthing
	Phillip Hanson	Herts Beds & Bucks
	Dot Barnard	Leicester
	Neil Dunk	Sheffield

1. Apologies – see above

2. Minutes of the Previous Meeting/ Matters arising

Previous minutes were accepted at the AGM. AGM Minutes were accepted.

3. Treasurer's Report

- a) Printed reports weren't available as David/Kelly are still getting to grips with the SAGE system.
- b) There is a balance of £2,800 – but still £5,000 of unpaid invoices. Some of this may be attributed to the invoices being sent out by email and not printing out correctly. Outstanding invoices are to be chased.
- c) All the conference costs have been paid – the venue cost £6,244.00. The £2,500.00 of sponsorship money from Camelot has been received.
- d) Kelly has been paid £2,800.00 to date there may be a possibility of another approx.£400.00, that will be reviewed when the outstanding invoices are all collected.
- e) It was agreed that in future any sponsorship money should not be included in any payment arrangements.
- f) The 2007/2008 Invoices are due to be sent out in the Autumn for

KW

KW/DG

established members. However, new members are being sent invoices as they join.

4. Membership Update

- a) In the period from March to July 2nd 2007 there were 21 new Associate members and 15 new Corporate members.

5. Conference Feedback

- a) Kelly provided an income and expenditure report for the conference.
- b) Feedback forms have been collated and will be email out to the delegates.

KW

6. Training & Development

- a) It was suggested that any training courses should be more in depth and based around topics that are to the fore at the time.
- b) It was also suggested that the training issue should be discussed with David Ireland with a possibility of joint working and Nick volunteered to speak to him.

NC

7. Governance

- a) Concern was voiced at the lack of Forum Reps attending the Executive meetings. It was suggested that more might come from the North if the meetings were alternated between London and Birmingham. It was also suggested that all the Forum reps should be emailed well in advance of the meetings (possibly a month) in order for them to keep a clear diary on the day of the meeting, followed by a reminder. (two weeks before the meeting).
- b) Kelly to contact the Northern Forum Reps and gain their opinions on venues.

KW

8. Web site

- a) The website needs more promotion to get people involved. The notifications need more work – it can be programmed in but could cost as much as £1,000 which was considered to be too much expenditure.
- b) More promotion at Forums was suggested and more information on how to use such tools as the library.
- c) It was agreed that an information guide to the website and the development of a help system should be implemented.
- d) David agreed to do produce a brief introduction to the web site.

DG

9. Performance indicator recommended by NAEPP

- a) It was felt that a 'genuine' indicator was needed to replace the BVPI64 as is feared that to loose the indicator completely might lead to loss of Empty Homes work. There is still a need for a lever to focus Councils on Empty

Homes.

- b) It was suggested that one way if the PI was to go would be along the lines of a KLOE which would focus on Empty Homes strategies, policies, partnership working and targets.
- c) It was agreed that a meeting with the CLG, the Local Government Association and the Auditors could be beneficial. Sue Gardiner suggested that she could possibly bring up the issues at a meeting they are trying to arrange with CLG/LGA and GOSE. David suggested that it might be better to wait until after the meeting on Tuesday with the CLG before making any decisions. Nick said that he would speak to David Ireland to see if he knew of any timescale for the cessation of the BVPI64.
- d) If the BVPI64 is to be kept there would need to be proposal for change.
- e) If the BVPI64 is going then there will need to be a proposal to replace it. David agreed to put forward a proposal if required.
- f) Nick has offered to encourage David Ireland to include NAEPP in any discussions on changes that will effect empty homes prior to any consultation.

NC

DG

NC

10. NAEPP Meeting with CLG about HSSA

- a) David, Nick, Graham, and Keith Gunner are meeting with the statisticians to try to ascertain what their thinking is about disregards. The final guidance is already published so any discussion won't have any effect this year, but they would like to know why there was no opinion given of the group's suggestions.
- b) Graham is to email the final guidance out to the attendees on Monday.
- c) Second homes are problematical and one area that need discussion.
- d) Graham suggested that each of them should focus on a set area and the following was agreed:-
- e) Graham will set the scene by providing an introduction to the meeting with the CLG.
- f) David will discuss the issues around second homes figures.
- g) Nick will look at the methodology around distinguishing second homes – consistency and acceptable standard of survey.
- h) Graham will ask Keith to tackle the issues around disregards.

GE

GE

DG

NC

GE/KG

11. Set up of an EDMO Sub Group to devise frequently asked question list

- a) A FAQ page should be set up on the NAEPP website. David suggested that a group Forum would be best for ease of use.
- b) Sue Haigh to monitor and respond to FAQ's
- c) Susan Pledger to do a separate form for proposals for amendments to the EDMO guidance where they are found to cause problems.

DG

SH

SP

- d) David agreed to set up a Forum split into EDMO –FAQ and Issues

DG

16. AOB

- a) Martin was unable to attend but asked for a discussion on the consensus on whether lists of empty property should be disclosed to the Public following the recent spate of Court Cases and appeals.
- b) It was discussed in the light of the Bexley result which gave the decision that lists of empty property owned by private individuals should NOT be given out but those of companies, public bodies etc could be given out in cases where such a list exists.
- c) Exeter, Mid Devon and East Devon as part of the Partnership have met with FOI officers for the individual areas and agreed a response in line with the current decision.
- d) The group asked if the response could be sent to them once it had been agreed.

SH

12. Dates for the next 3 meetings

- a) The dates of the next 3 meetings were agreed as follows: -
- 15th November 2007
 - 13th March 2008
 - 10th July 2008

Venues to be decided once the northern Forum Reps have been consulted.

Minutes taken by Sue Haigh, Secretary



The National Association of Empty Property Practitioners

EXECUTIVE COMMITTEE MEETING

Minutes – 15th March 2007

<i>Attending:</i>	<i>Name</i>	<i>Forum/Organisation</i>
	David Gibbens	Exeter/South West.Treasurer
	Sue Haigh	Exeter/South West/Secretary
	Graham Everett	Herts Beds & Bucks
	Dot Barnard	Leicester – Forum Rep also representing EMEPF on behalf of Jeremy Mason
	Nick Caprara	London/West London
	Philip Hanson	Herts, Beds & Bucks

Also present	Paul Ahmed	LBWF
Not present	Sue Dixon	CHAIR
Apologies	Keith Gunner	Hants & IOW
	Pam Smith	New Forest District Council/Hants IOW
	David Ireland	EHA
	Susan Cousins	Derwentside DC
	Susan Pledger	Kent – Forum Rep
	Giles Hearn	East Hants
	Desmond Kilroy	EHA

In the absence of Sue Dixon –Nick Caprara took over the chair.

1. Apologies – see above

2. Minutes of the Previous Meeting/ Matters arising

The minutes were accepted with matters arising being dealt with under the

individual areas.

3. Treasurer's Report

- a) Account Balance stands at £3,547.21
- b) Closing Accounts for 04/05 are still to be finalised
- c) Budget for 06/07 has been produced but not finalized
- d) Invoices for 06/07 subscriptions have now gone out
- e) Invoices for 07/08 to be sent out end May 07 with a covering note to explain the change to a standard invoicing period.
- f) Nick suggested that the Executive should check the accounts at year end and sign them off. Once signed off they could be put onto the web-site to ensure transparency.
- g) Kelly to identify and go on a SAGE accountancy course.
- h) There are some outstanding invoices from Kelly for her services and it was agreed that she should submit any outstanding invoices before year end.
- i) Approximately £6,000 has been committed for the AGM/Conference
- j) David has said that he will remain as treasurer for another year in order to set up the accounts for ease of maintenance. He will then be looking to relinquish the post.

DG

DG

KW

DG/EXE
C

KW

4. Membership Update

- a) Kelly reported that membership had reached 180 active members of which, 59 are Associate, 109 are Corporate and 12 are Individual.
- b) Kelly has researched names and addresses of non-members and has contacted them re joining NAEPP. This has led to an increase in members in February with 9 new members being directly attributed to Kelly contact ing them.
- c) Kelly has a list of 210 non-members, 70 of which she has contact emails or addresses for, and will continue the recruitment push.
- d) Everyone agreed that thanks should be given to Kelly for the good work she is doing in increasing the membership.

KW

5. Conference/AGM Update

- | | |
|--|-------------|
| a) The venue is the McDonald Burlington Hotel, Birmingham which has easy access to the railway station. | |
| b) It was suggested that the surnames of Bruce/Alicia be put onto the Agenda as many people would not know who they are. | KW |
| c) There will be 6 workshops split into 12 sessions. Dot has volunteered to prepare a session on CPO's in case we are let down any of the other workshops. | DB |
| d) It was suggested that a London Borough should be approached re Cross-Boundary working to give a wider perspective. | KW |
| e) Could Kelly clarify how many projectors are needed as Graham and Phillip would prefer not to take them if at all possible. | KW |
| f) Graham has had a failed EDMO and is willing to talk about it to give the other angle on EDMO's. | KW/GE
NC |
| g) Nick has offered to speak to David Ireland to see if the EHA will join with NAEPP for the Practitioner of the Year Award and possibly a second award. | |
| h) It was suggested that nominations and voting should take place via the website. David and Kelly to discuss and put onto the website. | DG/KW |
| i) Kelly has sent out agendas and booking forms with the 80 Corporate Invoices. | |
| j) Thanks was given to Dot who has negotiated a £2,500 sponsorship for the Conference with Camelot. | |
| k) Kelly will speak to the MD of Camelot about the terms of the sponsorship and get back to the Executive. | KW |
| l) David is looking to advertise the Conference in Inside Housing. The advertisement will include the sponsors Camelot. | DG/KW |
| m) David produced some figures based on 120 attendees which would give £16,000 income and produce £3,000 each for Kelly and NAEPP. David will produce a breakeven figure. | DG |
| n) Unfortunately Sue Dixon did not attend the meeting or send apologies so the Executive were unable to ascertain whether or not she would be willing to make the opening remarks as Chair of NAEPP at the conference. | |
| o) David has agreed to speak to Sue re her involvement with NAEPP and the position of Chair. Her past commitment and enthusiasm for NAEPP was noted. | DG |

- p) It was suggested that if Sue wishes to relinquish her position as Chair that Nick as the vice-chair would take over until the AGM when a new chair would be voted into position.
- q) Elections will take place for the Chair, Vice-Chair, Treasurer and Secretary. It needs to be ascertained if existing members still wish to stay in their positions.

6. Orbis/sponsorship

David has tried to contact Orbis but has had no response to his calls or emails. Orbis has now been taken off the NAEPP web site as they are no longer sponsoring. David will keep trying to get a response and sponsorship from them.

DG

David did try to contact Rob Miles for Sponsorship as there has not been much money from DCLG recently but has received no response

DG

7. Training and Development

- a) Ongoing. To be revisited after the conference

DG

8. Governance

- a) Changes to the constitution will be agreed at the AGM

DG

9. Website

- a) There have been many changes to the web site improvements in recent months. However, notification needs to be reviewed and improved. It was suggested that NAEPP should try to get links from other websites to the NAEPP website. Kelly to contact Kent, East London and EHA to arrange.

KW

10. BVPI64/CPA

Graham responded to Inside Housing article in a non specific way. The response was not in Inside Housing for 9th March (It has now been published in 16th March edition).

The DCLG's Lifting the Burden Task Force report on indicators recommended suspending a number of PI's including 64. Rob Miles has stated that he is giving the recommendation serious consideration but also BVPI64 is important as a focus for Empty property.

The Empty Homes Agency, David Ireland, responded to the report. Unfortunately the deadline meant that the response had to go out before the

NAEPP Executive meeting on 15th March.

A discussion on BVPI64 – pro's and con's then took place:-

Graham suggested that a more considered response should also be given.

Nick was of the opinion that the reporting system needed to be changed but BVPI64 should be kept as it provided a focus and would keep momentum going on Empty property.

David felt that CPA requirement should be evidenced based from the Empty Homes Strategy in consultation with the general public. He felt that the comparisons of different areas was not credible.

All agreed that a National PI must reflect the differences in authorities.

Dot agreed with David on the Strategy option but felt that BVPI64 still had an important role to play.

Nick agreed that a robust strategy plus BVPI64 was probably a way forward.

It was then suggested that a KLOE on Empty Homes was more in line with David's ideas and Graham suggested that if indicators are suspended perhaps NAEPP could look at revamping a KLOE in line with some of the ideas mentioned above.

KLOE's to go onto the Agenda for the next meeting.

All to read up on KLOE's for the next meeting.

All agreed to await the response to David Irelands' letter. Nick will email the response to the group.

All agreed that there does need to be a way of reporting Empty Homes successes and that case should be pushed. Nick also voiced his concerns that if the indicators go jobs will be lost.

Dot outlined her Empty Property counting system based on Council Tax Data and has agreed to email it out to the group.

11. WHITE PAPER

- a) David outlined how the details in the white paper would work with the Empty Homes initiative (at previous meeting)
- b) David agreed to put a briefing onto the web site (Ongoing)

12. EDMO's Update

Graham has now had an EDMO rejected

SH/KW

ALL

NC

DB

DG

South Oxfordshire District Council have had an IEDMO granted
Bristol are in the process of preparing an EDMO

13. FREEDOM OF INFORMATION AND EMPTY HOMES

This was discussed in the light of the Bexley case. It was agreed that most Empty Homes Practitioners disagree with the EHA's stance on giving out empty property addresses. It was agreed to wait for the result on Bexleys appeal before further discussions.

14. AOB

Graham asked if the general NAEPP loop is to be discarded and it was agreed that it would be after the AGM.

David asked the group what should NAEPP as an organization be doing and it was felt that there should be more partnership working with the Empty Homes Agency.

DG

15. DATES OF THE NEXT MEETINGS

- a) Thursday 5th July – 11am – 3/4pm
- b) Thursday 15th November 2007 – 11am – 3/4pm

Venue to be confirmed.

Minutes taken by Sue Haigh, Secretary



The National Association of Empty Property Practitioners

EXECUTIVE COMMITTEE MEETING

Minutes – 23rd November 2006

<i>Attending:</i>	<i>Name</i>	<i>Forum/Organisation</i>
	David Gibbens	Exeter/South West.Treasurer
	Sue Haigh	Exeter/South West/Secretary
	Kelly Wetherell	Exeter/South West/Admin
	Graham Everett	Herts Beds & Bucks
	Dot Barnard	Leicester – Forum Rep also representing EMEPF on behalf of Jeremy Mason
	Nick Caprara	London/West London
	Susan Pledger	Kent – Forum Rep

Also present

Apologies	Sue Dixon	Chair
	Keith Gunner	Hants & IOW
	Pam Smith	New Forest District Council/Hants IOW
	M Calvert	
	Susan Cousins	

In the absence of Sue Dixon – Chair Graham Everett kindly agreed to chair until Nick Caprara arrived and took over the chair.

1. Apologies – see above

2. Minutes of the Previous Meeting/ Matters arising

The minutes were accepted with matters arising being dealt with under the individual areas.

3. Treasurer's Report

- a) Balance £331.23
- b) Balance in savings account £3,547.21
- c) Closing Accounts for 04/05 are still to be finalised
- d) Budget for 06/07 has been produced but not finalized

- e) 20 outstanding subscriptions for 05/06
- f) A list of non payees to be produced and chased for payment
- g) Dot requested an invoice for Corporate subscription.

- h) Invoices for 06/07 subscriptions to go out as soon as the SAGE system is set up.
- i) Invoices for 07/08 to be sent out April/May 07 with a covering note to explain the change to a standard invoicing period.
- j) David suggested access on line to the accounts for Executive Committee members for transparency – to be set up
- k) David reported that the accounts are not as healthy as he would like. However, there are some subscriptions outstanding which Kelly will be chasing (as above). Also there has been the purchase of a NAEPP laptop, SAGE accountancy system and work on the web site which costs £25.00 per hr.
- l) It was agreed that membership fees will be kept at £75.00 for 06/07 and reviewed again when the work to the web site has progressed to a level to justify an increase. It was also suggested that regular email newsletters to members be considered.
- m) David has requested relinquishing the post of Treasurer, due to pressure of work and it was agreed to discuss this at the AGM.

DG

DG

KW

KW

KW

KW

DG

4. MEMBERSHIP UPDATE

- a) Kelly reported that membership had reached 166 active members
- b) 4 new corporate members, 9 New associate members and 1 replacement member.
- c) In order to ensure that all subscriptions are at the correct level David and Kelly will check the membership status.
- d) It was felt the the details of membership on the web site were not clear and will be changed to make the distinction between the Corporate and Associate more obvious
- e) It was agreed to send out invoices to all members regardless of their status to try to bring in more money. Dot agreed to put together a suitable letter re membership and payment which she would send to Kelly who would

DG/KW

DG

DB/KW

then email it out to the executive for comments prior to it being sent out.

5. CONFERENCE UPDATE

- a) It was agreed that the conference organiser, Kelly Wetherell would receive 50% of any profits made from the Conference as payment for her time arranging the event. The 50% would be based on no sponsorship and then adjusted if sponsorship is found.
- b) Kelly has sourced two venues in Birmingham that may be suitable. It was agreed that she would get a specific breakdown of costs to enable a final decision to be made.

KW

A spreadsheet on the figures to be produced

KW

- c) The following details were discussed and agreed:- date to be towards the end of April providing it does not clash with other conferences - Kelly to check
- 9.30 for 10am start
 - possible scheduling of late sessions
 - Kelly to check for deal on hotel rooms at the venue or close by to give delegates the chance to stay over.
 - If enough delegates wish to come the night before an evening 'get together' to be arranged.
 - Suggested fees for the Conference - £115.00 for Corporate members and £145.00 for all other delegates.
 - **Suggested topics:-**
 - Empty Property - EDMO's
 - Residential Property Tribunals
 - Cross Boundary Working
 - Statistics
 - Direct Lettings
 - **Suggested Workshops**
 - PROD's
 - Cross Boundary Working
 - Section 106 - commuted sums
 - Local Planning Issues
 - **Suggested Speakers**
 - Rob Miles
 - Chief Executive of the Empty Homes
 - Member of Parliament

KW

KW

6. ORBIS/SPONSORSHIP

Due to the non take-up of the £5,000 sponsorship from ORBIS last year this is not longer available. David is now negotiating with ORBIS to sponsor the AGM Conference.

DG

David suggested contacting the DCLG for sponsorship support and will speak to Rob Miles

DG

Graham asked about contacting CAMELOT. Dot know the scheme and will contact them to see if they are willing to sponsor and report back.

DB

7. ACTION PLAN

- a) Practitioners Guide requires updating to take in the 2004 Housing Act - carried forward
- b) The Link to Kent website is now up and running. David will check out the website re a possible link to NAEPP and liaise with Sue. EDMO's are ongoing.

SD

DG/SP

8. TRAINING AND DEVELOPMENT

- a) Ongoing. To be revisited after the conference
- b) Improvement of the website for members - ongoing

DG

9. GOVERNANCE

- a) Changes to the constitution and the virtual general meeting will be implemented after the web site update is finished.
- b) Graham suggested putting a list together ready for when the update is finished - ongoing.
- c) A change to membership details was suggested to allow their information to be given to third parties where this would be beneficial to NAEPP and not a risk to the member.
- d) Name change - ongoing.

DG

10. WEBSITE

- a) David has provided an updated specification to a consultant who was unable to do the work due to other pressures. A new consultant has now been sourced who will complete the work. hopefully this will be done by the New Year.

11. BVPI64/CPA

- a) DCLG have indicated that there will be no major revision for some time. Minor amendments will be in place by the beginning of next year.
- b) Graham will update them each year until they are more receptive
- c) Nick commented that not enough people know about the NAEpp guidance.
- d) Graham will write a letter to DCLG to ask that they ensure that auditors are complying with the guidance. He will also contact the chairs of the forums to let them know and contact Shashi to request an Empty Homes Agency Link to the NAEPP guidance.

GE

GE

Minutes taken by Sue Haigh, Secretary

EXECUTIVE COMMITTEE MEETING
16th August 2006
Minutes



The National Association of Empty Property Practitioners

Attending:	<i>Name</i>	<i>Forum/Organisation</i>
	David Gibbens	Exeter/South West/Treasurer
	Sue Haigh	Exeter/South West/Secretary
	Sue Dixon	Chair
	Keith Gunner	Hants and IOW
	Graham Everett	Herts Beds & Bucks
	Nick Caprara	London/West London
	Pam Smith	New Forest District Council/Hants IOW
	Susan Pledger	Kent – Forum Rep
	Rachael Shalan	Herts, Beds & Bucks – Forum Rep
	Dot Barnard	Leicester – Forum Rep also representing EMEPF on behalf of Jeremy Mason

Also present

Apologies	David Ireland	EHA
	Billy Hughes	Ex Hants and IOW

NB In the minutes, KW in the action column refers to Kelly Wetherell, who is providing NAEPP's admin support.

1 Apologies – see above

2 Minutes of the Previous Meeting/ Matters arising

Sue Haigh appointed as NAEPP secretary

Agreement that employing an auditor would be too complicated and not particularly required at this time.

Banking on line being looked at.

Sage Accountancy package now purchased.

Instant Account Plus upgrade to Sage to be purchased.

Closing accounts 2004/05 to be completed.

Minutes of the last meeting to be put onto the web site

Welsh Forum Reps to be invited to the next meeting

DG

DG

DG

DG

DG

KW

3 Treasurer's Report

- a) DG circulated Treasurer's reports for 2005/06 and year-to-date.

- b) Account for 05/06 balanced out as shown on report.
- c) Accounts for 06/07 shows expenditure over income is minus £2,673 due to this years subscriptions not yet called in.
- d) Sending out this year's invoices was being held back until the website was updated (see below under "Web-site") before the invoices are sent out in mid autumn in order for the members to be able to see what they are getting for their money. DG/KW
- e) It was agreed to increase Kelly Wetherell's remuneration to £10.00 per hr. DG
- f) DG presented various scenarios for the Budget, showing it was highly sensitive to the number of paid-up members and to whether or not we received sponsorship from Orbis.
- g) DG had not finalised the Budget report but would do so within the next two weeks and circulate. DG
- h) On the sponsorship from Orbis (£5,000 over three years), it had previously been agreed that we could not release member details to Orbis without members' approval. SD was to draft a letter to members requesting their agreement to this. SD
- i) DG pointed out that Orbis was already mentioned as a sponsor on the website and suggested that the 3-year sponsorship be backdated to when the website had been launched (November 2005).

4 Membership Update

- a) The Membership report was circulated. To date there are 68 paying memberships (but more corporate members than that because some sponsoring organisations have more than one member).
- b) There may be some confusion between corporate and individual memberships. David to clarify with Kelly. DG/KW
- c) Forum reps were asked to push for more NAEPP members at their local forums. Forum reps

5 Format of Executive Meetings etc.

- a) It was agreed to change the format of future meetings. Agenda to be split into two main halves – the section before lunch would address business issues and this would be led by Officers. This would be followed by a networking lunch and then discussion on key policy and practice issues eg BVPI64, EDMOs. Agenda to be arranged to fit in with the above. SD/SH
- b) In line with proposed changes to the constitution, forum reps would be invited to all meetings.but it would be made clear that their attendance at the first part of the meeting would be optional. SH/KW
- c) It was essential to have an accurate list of forum chairs/reps to make the above system work. SH
- d) It was agreed that David Ireland was not operating as a full member of the Executive and should not therefore be included in normal Executive communications (eg Executive email loop). DG/KW to update email loops etc. DG/KW

- e) It was agreed that Sue Dixon would contact David and make sure he was invited to all the Exec Meetings for the second half under the new format described above.
- f) Because of the large number of matters arising and issues hanging over from previous meetings, it was agreed that the Secretary would construct agenda so that most of these were dealt with under the main agenda. Only the other matters arising is ones that would not otherwise appear on the agenda would be specifically agenda'd under Matters Arising.

SD

SH

6 AGM/Conference

After discussion it was agreed the AGM/Conference would be organised as follows:-

- i) set in spring (April/May) 2007
- ii) focussed on the members
- iii) based around speakers and workshops with as much networking and participation as possible
- iv) Birmingham as the preferred venue
- v) Kelly to lead the organisation on a profit sharing basis if she is agreeable. David will negotiate the terms with Kelly.
- vi) It was suggested that Insurance be considered to cover cancellation or loss. Policies to be investigated by Kelly
- vii) Suggested charges were £75.00 for members £100.00 for associates. This may be reviewed after costs have been investigated by Kelly.
- viii) The AGM part of the conference be cut to a minimum by dealing with as much business as possible via the loop.

DG

KW

KW

SD/SH/
KW

7 ORBIS/Sponsorship

- a) Sue Dixon will speak to them and clarify conditions.
- b) Graham Everett suggested contacting Camelot

SD

SD

8 Action Plan

- a) Practitioners Guide requires updating to take in the 2004 Housing Act
- b) Susan Pledger suggested a link between the Kent website and NAEPP when they have got their EDMO procedure in place.

SD

SP/DG

9 Training and Development

- a) It was agreed that NAEPP is more of a support organisation than a training organisation.
- b) The web site will be improved over the coming months to provide more support to members
- c) Pam volunteered to look at the position of Training co-ordinator for the group and see if she could come up with any ideas that could be used at the conference. She will look at training on the web sites and look at monitoring and report back to the group at the next meeting.

DG

PS

10 Governance

- a) DG presented proposed changes to the Constitution to bring it more in line with how NAEPP needed to work. The changes were agreed.
- b) a (virtual) Special General Meeting will be arranged to amend the constitution.
- c) Name change – it was agreed that the following action take place:-
 - i) new name suggestions from the Executive to be sent out to all members
 - ii) replies to be returned by a given date
 - iii) the most popular name to be put to Executive vote
 - iv) new name to be launched at the conference.
- d) It was agreed that Keith would be given a Lifetime Honorary membership to NAEPP.

DG

KW

DG

12 Web-site

- a) David reported that the Library has now had more items added.
- b) The features of the website now need to be upgraded to ensure that they it worked efficiently and maximised member participation.
- c) DG reported having identified a suitable expert in Drupal with a good technical background who could help (see last minutes). It was agreed that David would contact the expert to arrange the upgrade.
- d) Web site to be updated by mid autumn.
- e) Keith G suggested that the link from the Empty Homes Agency web site to NAEPP be made more prominent. Graham offered to take it up with the Empty Homes Agency

DG

DG

GE

13 BVPI64/CPA

- a) GE reported that following discussion with ODPM it was clear that BVPI64 is there for the time being – no changes
- b) CPA/H18 General discussion ensued on the inadequacies of the system. It was reported that Rob Miles acknowledged that he did not initiate the system it was an Audit Commission directive. It was suggested that Rachael Edwards be consulted but it was not believed that she would be able to influence any decisions. :-
- c) Graham offered to seek a meeting with DCLG to:
 - i) Lobby for further exemptions i.e EDMO exemptions
 - ii) Review of the thresholds (as the only way to achieve the top quartile is to have NO properties over 6 months empty).
 - iii) Lobby to have more sub divisions under section 7 of the HIP returns next year.
 - iv) Seek to develop NAEPP guidance in order to achieve consistency (as with BVPI64)

SP/KG/
NC/GE/
DB

Keith, Nick , Susan Pledger and dot offered to attend.

14 Housing and Planning Delivery Grant

- a) Graham outlined the background to this consultation and confirmed that the final date for the response is 17th October 2006.
- b) It was agreed that although everyone will also reply independently that Keith would prepare a NAEPP response and circulate it to all.

KG

15 EDMO's

Agreement that everyone is moving towards setting up procedures to implement. Susan offered to bring her procedures with her to the next meeting for discussion.

SP

16 EHA Update

- a) David Ireland to be contacted re the next meeting as outlined in 4 (Membership update)
- b) Nick agreed to talk to the Audit Commission re KLOE and inspections on Empty Homes teams.
- c) The Empty Homes Agency were commended for their support to Empty Homes by taking on the Daily Express re EDMO's. It was agreed that a letter of thanks be sent to the EHA on behalf of NAEPP.

SD

NC

SH

17 Development/Update of Practitioner Guide

- a) It was agreed that further discussion of this be deferred to a later date

18 Dates of the next meetings

- a) It was agreed that 3 meetings a year would be arranged as follows:-
 - i) Thursday November 23rd 2006 – 11am-3/4pm
 - ii) Thursday 15th March 2007 – 11am-3/4pm
 - iii) Thursday 5th July 2007 – 11am-3/4pm
- b) Venue to remain in London. Nick volunteered to check room availability.

KW

KW

KW

NC

19 AOB

- a) David requested permission from the group to create a service package based on that constructed for NAEPP that he could provide for other similar communities of practice.
- b) The group agreed to the request based on the acknowledgement of all the personal time and effort that has been put by David in getting the

NAEPP package together, providing that there is complete transparency.

- c) David agreed to produce a proposal to submit to the Executive in line with the request above.

DG

Minutes taken by Sue Haigh, Secretary