**Landlord Steering Group**

**Thursday 28th January 2021**

**2.00pm-3.00pm**

**AGM Minutes**

In Attendance-Richard Thomas, Richard Woodcock, Terry Samuel, Shera Payne, Paul Chapman, Paul Hughes, Carol Duckfield, John Warburton, Grant Thoday, Cathy Cattell and Balwant Rai

**1.Welcome and Apologies**

RW welcomed everybody and started the meeting

Apologies received from Mark Lingard and Don Robbie.

**2.Approval of Minutes**

TS added that it should be noted down that he is from Devon and not from Cornwall.

RW asked BR that did he contact to the link provided by TS to make Forum more professional.

BR said that he emailed and phoned that person several times but no response and no success.

RW asked PC and PH about their involvement in making Forum more professional.

Both mentioned that as it was virtual and not face to face so their involvement was minimal.

TS approved the minutes.

**3.Report from the Chair**

As RT could not attend any meetings this year so there was no report but RW stated that he has attended meetings as a Chair and briefly reported that this year was a very difficult year due to Covid-19 and Landlord Forum was arranged this year.

PC confirmed that 14 persons attended the Virtual Forum on 9th of September and it went very well.

CD mentioned that in Birmingham 66 attended this year’s Forum due to Covid-19 but last year the number was 180.

RW said that we will be looking forward to this year and hopefully with some normality the situation will be different and better.

**4.Setting Forum and LSG Dates-**

**Spring Forum/Virtual**-Wednesday14th April 2021 from 2.00pm-4.30pm - Warwick

**Summer LSG Meeting/Virtual**-Wednesday 9thJune2021 from 2.30pm-4.30pm

**Autumn Forum/Virtual**-Wednesday 29th September 2021 from 2.00pm-4.00pm- Stratford

**Reserve LSG Meeting/Virtual**-Wednesday 20th October 2021 from 2.30pm-4.30pm

**Winter AGM&LSG**-Wednesday 26th January 2022 at 2:30pm-Warwick

**5.Election of Chair and Vice-Chair**

BR notified the group that there is only one nomination and that is from TS. TS is nominating RW as Chair and RT as Vice-Chair.

RW stated that he had already talked to RT and if members are happy RW is willing to act as a Chair and RT has agreed to be a vice-Chair. TS proposed it and Carol Duckfield seconded it and all the members approved it unanimously by showing hands. Thus RW elected as Chair and RT as Vice Chair.

**6.LSG Terms of Reference**

RT mentioned that TS has a proposal that BR emailed all of us on Terms of Reference and asked TS to brief members about it. TS said that Terms of Reference needs a substantial review this time, we should form a Task Group from Council Officers and other members within a month should briefly forward a draft proposal for approval for the next meeting in 9th June 21.

RW requested forming a task-group to review TOR.

**Action-TS will lead the Task Group and email PC/PH/RW within the next month.**

**7.Members Attendance**

RW said that member should attend at least 25 percent i.e. one meeting a year.

TS added that they should attend one meeting and one AGM.

RW remarked that we need to be mindful that members may not be able to attend many meetings.

**Action- BR to circulate attendance list of 2020 Meetings**

**Action- BR to email members that they are expected to attend at least one meeting a year and to note that members need to advise if they no longer wish to remain members.**

**8.AOB**

CC advised that she is retiring and will not therefore be attending future meetings

SP confirmed that she will attend future meetings on behalf of the University

RW wished best of luck to CC for her retirement.

TW thanked the members and closed the meeting