

Regulation of Property Agents (RoPA) Working Group

Millbank House

Tuesday 6 November 2018 11:00 – 12:30

Attendees: Lord Best (Chair), Luay Al-Khatib (Royal Institute of Chartered Surveyors – RICS), Andrew Bulmer (Institute of Residential Property Management – IRPM), David Cox (Association of Residential Letting Agents – ARLA), Anthony Essien (LEASE), Mark Hayward (National Association of Estate Agents – NAEA), Professor Christopher Hodges (Oxford University), Mette Isaksen (Citizens Advice), Richard Lambert (National Landlords Association – NLA), James Munroe (National Trading Standards – NTS), David Pilling (Ombudsman Services – OS), Anne Frost (MHCLG), Lakhbir Hans (MHCLG), the secretariat.

Apologies: Wendy Martin, NTS

1. Introductions and Declarations of Interest

Members declared their interests in accordance with the group's terms of reference.

2. Ways of Working

a. Quorum and decisions

The group agreed that its quorum is six not counting the Chair.

The group agreed that it would take decisions by simple majority with the Chair voting only to break a tie.

The Chair agreed to suspend a meeting if concerned about the fairness of representation where full attendance has not been achieved.

The group agreed that to agree its final report, no fewer than seven members must vote in favour.

b. Scope

The group agreed to include within its scope:

- Auctioneers
- Estate agents selling property overseas; and
- Online agents.

The group agreed not to include:

- The work of agents handling commercial property

c. Engagement and forward work programme

The group considered and agreed its future work programme.

Regulation of Property Agents working group meeting
These papers do not state government policy.

The group considered its engagement with other stakeholders and agreed how it would seek wider views and input.

The group agreed a way to work with wider stakeholders, by asking for written contributions in advance of each of its future meetings to inform its deliberations therein.

To that end, it was agreed that in preparation for working group meetings there should be a 'mini call for evidence' on the subject to be considered at the next meeting. This should be sent to relevant individuals and organisations who have expressed an interest in the group's work.

The group agreed to form sub-groups on each of its areas of focus, comprising experts from interested members, to meet invited stakeholders before the relevant full-group meeting. The sub group meeting will inform a paper that will be submitted to the full working group before the following meeting.

The first area that the working group has decided to investigate is minimum qualification standards for agents. In order to inform the work being undertaken, the group would seek input from individuals and organisations who have either expressed an interest in helping with this work, or are known to have a background in this specific area.

The group will publish minutes of its deliberation to be publicly accessible.

The group agreed the programme of future work outlined below.

Meeting	General theme	Terms of reference points addressed
2nd	Qualifications	c
3rd	Code of practice	b, g
4th	Regulatory framework	a
5th	Interim report/consultation	All
6th	Leasehold fees and charges	d, e, f
7th	Final report	All