

PCA/CCO Forum Meeting Notes
Victoria Square House, Birmingham B2 4AJ
Monday 12th December 2016

Attendees:

Paul Newby	PCA
Kathy Lee-Cole	PCA
Mark Brown	Admiral Taverns
Julie Jolly	Greene King
Sara Kitchen	Enterprise Inns
Rob May	Enterprise Inns
Chris Moore	Star Pubs and Bars
James Richards	Punch Taverns
Jim Cathcart	BBPA
Caroline Southwell	Punch Taverns
Judith Rafique	Marston's
Julia Tortise	PCA
Julia Staniforth	PCA (notes)

Agenda Item
<p>Where are we now?</p> <p>The PCA informed the POBs of current developments and the top 4 priorities for the PCA.</p> <p>The PCA will plan January 2017 meetings with individual POBs to further these priorities.</p> <p>The POBs gave updates. The BBPA has been talking to Tenant Groups with the intention to develop the recommendation groups. Other key themes were:</p> <ul style="list-style-type: none">• POBs continuing to develop their working practices, agreeing these across POBs• Appointment and payment of Independent Assessors• Raising awareness of requirements of Code with tenants
<p>Communications/ Stakeholder engagement</p> <p>The PCA have recently released some top level data on the website.</p> <p>The PCA are considering how best to raise awareness of the Code through enhancing the website, advertising in the Morning Advertiser supplement and POB's newsletters, developing a flyer and discussing a PCA newsletter.</p> <p>The PCA Communications consultant will be contacting POBs and other relevant organisations to develop bespoke content.</p> <p>2017 events are to be developed.</p>
<p>CCO Matters</p> <ul style="list-style-type: none">• Forum minutes will be published• POB compliance reports should be available four months after the first full year of the code (regulation 43). The PCA and BBPA will discuss this further• Arrangements for dealing with referrals over the Christmas period were agreed.

PCA Code matters

The PCA discussed:

- The continuing collection and use of data
- Developing best practices across the POBs
- PCA end of year report due at the end of the financial year (section 62 of the Act)

PCA organisation

The PCA reviewed the functional map of the office of the PCA .

Future Meetings of the Forum

It was agreed the Forum would meet quarterly and dates covering the 2017 would be circulated via Jim Cathcart.