

**Pubs Code Adjudicator and Code Compliance Officer meeting
20 September, 13.00 – 15.30**

Attendees:

Paul Newby	PCA (Chair)	Rob May	Ei Group
Laura Campbell	PCA (notes)	Sara Kitchen	Ei Group
Mary Smeeth	PCA	Chris Moore	Star Pubs & Bars
Stephen Childerstone	PCA Advisor	Julie Jolly	Greene King
Jim Cathcart	BBPA	Mark Brown	Admiral Taverns
James Edwards	Marston's	James Richards	Punch Taverns
Christine Stevens	Marston's	Stuart Gallyot	Punch Taverns

Apologies:

Kathy Lee-Cole PCA

Key points and actions

1. Actions from previous meeting

The meeting requested the following clarification to the notes from the last meeting (20 June 2017) in relation to 'Addressing costs and delays to arbitrations – potential lead/test case': an agreement had been reached between the regulated pub-owning businesses and tenant representative groups not to bring a potential test/lead case.

Code Compliance Officers confirmed that the annual tenant track survey will take place this year at the end of October/early November.

2. MRO verification exercise – next steps

The meeting discussed the MRO verification exercise and published findings. Issues specific to each pub-owning business will be raised at the 1:1 meetings with CEOs but the PCA would also like pub-owning businesses to work collaboratively and share areas of good or best practice which were also identified through the verification exercise.

Action: PCA to scope good practice identified through the verification exercise and circulate to pub-owning businesses via BBPA.

3. Compliance reports

Code Compliance Officers were asked to review the proposed compliance report framework circulated by the PCA.

Action: BBPA to collate any queries or comments from Code Compliance Officers on the proposed compliance report framework and return these to the PCA within four weeks.

The meeting agreed that it would be useful for Code Compliance Officers to share any examples of Code-related best practice at future meetings.

Action: PCA to add examples of Code-related best practice as a standard agenda item for future meetings.

4. PIRRS update

JC informed the meeting that agreement has been reached for tenants to be able to use PIRRS alongside the MRO process if mutually agreeable by both parties (this is an important distinction from other PIRRS processes). This will be communicated through the PGB.

Action: BBPA to provide the PCA with a statement on the use of PIRRS. Code Compliance Officers and the PCA to update any public documents to reflect this agreement.

5. Tenant survey – next steps

The PCA updated the meeting on the status of the tenant survey. GFK has been commissioned to conduct the survey, which is due to take place late October/early November.

Action: The PCA to provide Code Compliance Officers with a communications statement in advance of the survey going live so that pub-owning businesses can support the promotion of the survey to tenants and answer general queries.

[Agreed after the meeting: Code Compliance Officers agreed to share certain tenant information with GFK once a non-disclosure agreement is in place.]

Action: The PCA to arrange for non-disclosure agreements to be signed between GFK and individual pub-owning businesses.

6. 2017/18 levy

PN provided an update to the meeting on the 2017/18 levy. Letters will be issued shortly to pub-owning businesses. SK requested invoices by 30 September.

7. Recommendation Group

The meeting noted the letter from Kathy Lee-Cole to the Recommendation Group and agreed that the option should remain open for the Recommendation Group to re-convene in the future, as required.

8. Deputy PCA

The appointment of a deputy PCA is proceeding and is in the final stages of appointment.

9. AOB

JR requested that PCA caseworkers refer to the relevant pub-owning business when corresponding in cases.

SK requested that bank details of tenants are not shared with pub-owning businesses.

Next meeting: 11 December 2017