



Overview & Scrutiny

Title:	Scrutiny Panel on Letting Agents
Date:	13 January 2011
Time:	9.30am
Venue	Annex of the Banqueting Suite, Hove Town Hall
Members:	Councillors: Elgood (Chair) Simpson Randall
Contact:	Sharmini Williams Overview & Scrutiny Support Officer 29-0451 Sharmini.williams@brighton-hove.gov.uk

	The Town Hall has facilities for wheelchair users, including lifts and toilets
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	<p align="center">FIRE / EMERGENCY EVACUATION PROCEDURE</p> <p>If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:</p> <ul style="list-style-type: none"> • You should proceed calmly; do not run and do not use the lifts; • Do not stop to collect personal belongings; • Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and • Do not re-enter the building until told that it is safe to do so.

AGENDA

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|-----------|---------------------------------|---------------|
| 7. | Procedural Business | 1 - 2 |
| 8. | Minutes of the previous meeting | 3 - 12 |

Minutes of the previous meeting held on the 17 December 2010.

- 9.** Evidence from a Witness

Tenant

- 10.** Evidence from Witnesses

Sylvia Peckham – Head of Temporary Accommodation & Allocations - Brighton & Hove City Council (BHCC)

John Maguire – Acquisitions & Accreditations Manager (BHCC)

Housing Options Manager

- 11.** Evidence from a Witness

Mike Simpson – Southern Landlords Association

- 12.** Evidence from a Witness

Jo Player – Acting Head of Trading Standards (BHCC)

- 13.** Evidence from Witness

Tenant

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Sharmini Williams,

(01273 290451– email sharmini.williams@brighton-hove.gov.uk) or email scrutiny@brighton-hove.gov.uk

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