

# PUB GOVERNING BODY LTD

Meeting report of a meeting of the board of directors of the Company held at BBPA Offices, Brewers' Hall, Aldermansbury Square, London, EC2V 7HR on Wednesday 18<sup>th</sup> September at 9.30am.

## **Attendees:**

Bernard Brindley (Chairman)

Directors Present:

George Barnes

Kate Nicholls

Martin Caffery

Martin Rawlings

Mike Clist

Brigid Simmonds

Timothy Griffin

Bill Sharpe

Tim Hulme

In attendance: Mikalya Lettin (BII)

By Invitation: Rodger Vickers (Chairman PICA-Service Panel)

## **Minutes of the PIRRS Board Meeting held on 3<sup>rd</sup> July 2013**

The minutes of the meeting of the PIRRS Board were agreed and approved. It was noted that the meeting held on the 3<sup>rd</sup> of July 2013 was the last meeting of the PIRRS Board which had now been subsumed into the Pub Governing Body Ltd of which this meeting of the 18<sup>th</sup> was the first meeting of the Board of the newly constituted governing body.

## **Meeting Report**

It was agreed that a report of the Board of the Pub Governing Body (PGB) would be made available on the company's website making public the outcomes and actions taken or to be taken as a result of the Board Meeting. In the absence of the PGB website, which is under development, the report would be made available to the trade press. **[Action]**

## **Incorporation of PGB Ltd**

It was noted that PGB Ltd was registered with Companies House as the new name of the company, changed from the Pub Independent Rent Review Scheme and the agreed changed Memorandum & Articles had also been lodged with Companies House.

The necessary changes to the registration of Directors had been lodged with Companies House. The Directors are listed above.

Company accounts had been prepared and are to be submitted to Companies House by the end of September.

## **Pub Company Code Audits**

Pub Governing Body Ltd: a company incorporated as private limited by guarantee, registered in England and Wales, Company No. 7162516  
Registered office: Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT

The annual audit of pub companies having 100 or more leased pubs is to be undertaken by the accreditation body (BIIBAS). A template as to the requirements for the audits is to drawn up for consideration of the PGB Board as its next meeting. **(Action)**

### **Compliance and Enforceability of Company Codes**

The Board discussed the need to clarify the date at which company codes would be regarded as enforceable under the sixth edition of the UK Pub Industry Framework Code (IFC). The Board confirmed that for the 6 largest companies who were under an obligation to submit their Company Codes by the end of April, the IFC would be enforceable from 1<sup>st</sup> May, albeit that they had not been accredited by BIIBAS at that time. All the other companies are under an obligation to submit their codes by the end of the year and the IFC would be enforceable at that point unless their code received accreditation before, in which case the provisions of the IFC will be enforceable as from the date of accreditation.

### **Reporting Procedures**

It was agreed that now that PIRRS, PICA-Service and the accreditation and audit of Company has been bought under one body, namely the Pub Governing Body the annual reports of all these would be drawn up to the end of March each year and that they would form an integral part of the PGB Annual Report, itself drawn up to the end of March. The first year of this process would encompass the period ending 31<sup>st</sup> March 2014.

### **PIRRS**

The Board received a report on the opinion of the PIRRS valuers who had been asked to look at suggestions as to how and whether any changes to the PIRRS procedures might be helpful. The Board agreed that there was a need for more transparency in reporting the outcome of determinations.

It was agreed that in future following determination the name of the pub and its location would be given along with the pre-existing (passing) rent and the new rent as determined by the independent valuer.

It was further agreed that beyond this there was a need for confidentiality and that this would be reinforced through the process.

The Board also re-confirmed that it was open to either party to request a detailed reasoned determination from the independent valuer but that this was to be a private arrangement between and paid for by the party requesting it.

Following these discussions it was agreed that a reply should be sent to Morgan & Clarke Chartered Surveyors who had written to the Board on these points. **[Action]**

The Board confirmed that PIRRS was available to tenants/lessees in Scotland and that valuers based in Scotland would be available for that purpose.

### **PICA-Service**

Rodger Vickers (Chairman PICA-Service Panel) informed the Board that an additional 13 panellists had been recruited and gone through the training process. These would add a wider range of disciplines available to the panel.

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A letter of complaint concerning the provision of information to a prospective tenant by a company signed up to the IFC was discussed by the Board. The Board confirmed that since the complainant was not a tenant of the company, having not taken up the pub in question, the complaint could not be dealt with through PICA-Service. The Board did however agree that it was within the Pub Governing Body remit to investigate and examine such complaints and that the company concerned would be contacted to seek a full response to the complaint. A holding letter would be sent to the complainant informing him of this and that the Board would respond in full in due course. **[Action]**

### **Pre-Entry Training**

The BII reported that the Pre-Entry Awareness Training package was in the process of being revised and updated. The new e-learning package would be more extensive and consequently would take somewhat longer to complete. This was something that both the pub companies and the tenant/lessee representatives were in favour of. More details would be available later in the year.