

Chief Executive's Department

Depute Chief Executive/Executive Director of Corporate Support: Elizabeth Morton

Direct Dial: (01563) 576001 Fax: (01563) 576200

Email: elizabeth.morton@east-ayrshire.gov.uk

Council Headquarters, London Road, Kilmarnock KA3 7BU

Legal Post LP18 Fax: (01563) 576245

If telephoning or calling please ask for:-

Jennifer Morrison: Direct Dial Number: (01563) 576139

E-mail: jennifer.morrison@east-ayrshire.gov.uk

To: Councillors Tom Cook, Robert Keohone, Hugh Ross, Jimmy Kelly and James Sutherland.

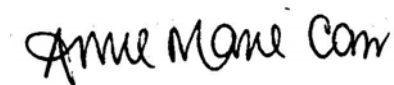
28 August 2008

Dear Councillor

HOUSING APPEALS PANEL - 4 SEPTEMBER 2008

You are requested to attend a meeting of the **Housing Appeals Panel** to be held on **THURSDAY 4 SEPTEMBER 2008** commencing at **1400 HOURS** in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, in order to discuss the undernoted business.

Yours sincerely



Elizabeth Morton

Depute Chief Executive/Executive Director of Corporate Support

JM/SR

B U S I N E S S

INTIMATE APOLOGIES

- 1. EXCLUSION OF PRESS AND PUBLIC** - Recommend that the Panel pass the following Resolution:- "That under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 6 of Schedule 7A of the Act".
- 2. HEARING PROCEDURE (page 1)** - Submit procedure to be followed at the meeting (copy enclosed).

- 3. CONSIDERATION OF APPEAL NO 01/08**
- 3.1 SUBMIT APPEAL DATED 10 JUNE 2008 BY THE APPELLANT (pages 2-3)**
- (copy enclosed).
- 3.2 PRODUCTIONS FROM THE APPELLANT** - Please note that the appellant has not submitted any documentation or called any witnesses.
- 3.3 PRODUCTIONS FROM THE EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES (copies all enclosed):-**
 - 3.3A Report on behalf of the Department of Neighbourhood Services (pages 4-5).**
 - 3.3B List of Witnesses for the Department of Neighbourhood Services (page 6).**
 - 3.3C Private Landlord Registration Summary Sheet (pages 7-9).**
 - 3.3D Tenant Complaint Form (page 10).**
 - 3.3E Private Sector Housing Unit (PSHU) Letter to Landlord Regarding Complaint and Registration (pages 11-31).**
 - 3.3F PSHU Letter to Landlord Regarding Registration (pages 32-51).**
 - 3.3G Model Tenancy Agreement sent to Landlord (pages 52-61).**
 - 3.3H PSHU Letter to Landlord Regarding Registration (pages 62-86).**
 - 3.3I PSHU Letter to Landlord Regarding Registration (pages 87-108).**
 - 3.3J PSHU Letter to Tenant (pages 109-112).**
 - 3.3K PSHU Letter to Tenant (page 113).**
 - 3.3L Tenant Visit Sheet (pages 114-115).**
 - 3.3M PSHU Letter to Landlord (pages 116-138).**
 - 3.3N Application for Landlord Registration (pages 139-154).**
 - 3.3O PSHU Letter to Tenant (pages 155).**
 - 3.3P PSHU Letter to Landlord (pages 156-162).**
 - 3.3Q Letters from Landlord (pages 163-164).**

3.3R PSHU Letter to Landlord (page 165).

3.3S PSHU Letter to Landlord (page 166).

3.3T PSHU Letter to Landlord (pages 167-168).

3.3U Letter from Landlord (page 169).

3.3V PSHU Letter to Landlord (pages 170-171).

3.3W Extract from Landlord Registration Guidance Document (pages 172-176).

Reports not enclosed - Refer to Exclusion of Press and Public paragraph above.