



Decision of the Homeowner Housing Committee

(Hereinafter referred to as “the Committee”)

Under the Property Factors (Scotland) Act 2011

Case Reference Number: HOHP/PF/16/0009

Re : Property at Flat 18, 15 Simpson Loan, Edinburgh EH3 9GB (“the Property”)

The Parties:-

Mr Jason Watson, Flat 18, 15 Simpson Loan, Edinburgh EH3 9GB (“the Applicant”)

Quartermile Estates Limited, Estate Office, 9 Simpson Loan, Edinburgh EH3 9GQ (“the Respondents”)

The Committee comprised:-

David Bartos - Chairperson
Carolyn Hirst - Housing member

Decision

1. The Respondents have failed to comply with section 14(5) of the Property Factors (Scotland) Act 2011 through breach of sections 2.1, 2.5, and 3.3 of the Code of Conduct for Property Factors.
2. The Applicant’s complaints of the breach of sections 2.4, 3.4, and 5.2 of the Code are rejected.

Background:-

3. By application received on 5 February 2016, the Applicant applied to the Homeowner Housing Panel (“HOHP”) for a determination that the Respondents had failed to comply with sections 2.1, 2.4, 2.5, 3.3, 3.4 and 5.2 of the Property Factor Code of Conduct.

4. By a further application received by the HOHP on the same date the Applicant lodged a further application to the HOHP in relation to a property at Flat 10, 25 Simpson Loan, Edinburgh (numbered HOHP/PF/16/0010).

Findings of Fact

5. Having considered all the evidence, the Committee found the following facts to be established:-

- (a) The Property is a flat which is part of the Quatermile development in the Meadows area of Edinburgh. The development comprises a number of blocks of flats with the Property being in a newly built block rather than one forming part of the old Royal Infirmary. All of the blocks have a "Q" number. The block of which the Property forms part is numbered Q18. The block has the street number 15. Within the block there are 18 flats. The Property is Flat 18, 15 Simpson Loan.
- (b) The Applicant and Derek Hamilton have been the owners of the Property since 2010. It is their place of residence.
- (c) The Property is burdened by a Deed of Conditions ("the Deed"). It and the block also form part of a larger development at Quatermile ("the Estate"). This development includes another flat owned by the Applicant and Mr Hamilton, namely Flat 10, 25 Simpson Loan. The development is also burdened by the Deed.
- (d) The Respondents became a registered property factor in terms of the Property Factors (Scotland) Act 2011 on 28 January 2013. They produced a Statement of Services ("the Written Statement") dated 4 April 2014. This was issued to the Applicant and Mr Hamilton shortly after that date.
- (e) The Written Statement set out the Respondents' "core services" which included the following :

"Insurance Cover: [the Respondents] will secure all necessary insurance cover for both the buildings and the estate on a yearly basis. A separate broker may be used to obtain best cost on these policies and cover the cost of which may fluctuate on a yearly basis in line with market prices, claim history or any other factor . . ."

"Window/Cladding Cleaning: [the Respondents] will procure the services of a reputable window cleaning contractor who undertake regular cleaning of glazing, and cladding, where appropriate, using the most appropriate methods on a building by building basis. . ."

"Maintenance: [the Respondents] will appoint specialist contractors to regularly inspect and maintain all aspects of the common areas of the estate and each individual block including (but not exclusively): . . ."

block internal common areas including the maintenance of secure access systems and the maintenance of all shared plant and equipment . . .”

- (f) Section C (e) and (f) of the Written Statement provide for the issue by the Respondents to owners such as the Applicant of yearly budgets of service charges. Section C (i/j/k) of the Written Statement provided for the “Service Charge demands” for each individual block and the Estate being sent to owners in four invoices sent out in the mail 28 days in advance of 1 January of each year and three-monthly thereafter with payment being due on 1 January and three-monthly thereafter.
- (g) In about December 2013, and following a meeting of an Estate management committee with the Respondents on 21 November 2013, the Respondents issued to the Applicant and Mr Hamilton a document headed “Budget Calculation 2014” for the block numbered Q18 at 15 Simpson Loan (“the Budget”). The items in the Budget included the following:

“P 02 Whole Building – Standard Rate	
C050 Window Cleaning	4,660.00

D010 M&E Maintenance Contract	6,320.00

P 06 Whole Building – Exempt Rate	
F020 Buildings Insurance	5,956.00”

The total expenditure budgeted for the Property’s block amounted to £ 32,747.

- (h) Following the Budget they received three-monthly invoices from the Respondent. These invoices were for the Property’s proportion of the total in the Budget for the block. That proportion was 19.3019%. None of the invoices provided any further detail on the items being invoiced beyond the wording used in the Budget.
- (i) No window cleaning was carried out to most of the Property in the second half of 2014. This was because the Respondents prohibited window cleaning contractors from using abseiling to clean windows.
- (j) On or about 9 October 2015 the Respondents issued to the Applicant and Mr Hamilton a Service Charge Certificate covering the period 1 January to 31 December 2014 (“the Certificate”). This stated the charges being made to the owners in the block as a whole and the Applicant and Mr Hamilton’s proportion thereof. The total expenditure listed on the Certificate amounted to £ 31,391.75 of which the proportion for the Property was £ 6,059.20. The items in the Certificate included the following:

“Whole Building	Total Expenditure
<u>Schedule 2</u>	
Window Cleaning	4,325.00
...	
M&E Maintenance Contract	6,320.00
M&E Repairs	485.69
...	
<u>Schedule 6</u>	
Buildings Insurance	7,088.95”

- (k) By e-mail dated 18 November 2015 addressed to the Respondents the Applicant asked for clarification of the reasons for the expenditure of £ 485.69 for M&E Repairs which had not appeared in the Budget. He also asked for clarification of the reasons why the increased cost of the buildings insurance had not been budgeted for. Finally he asked for an explanation of why a figure of £ 4,325 had been spent of a budgeted figure of £ 4,660 for window cleaning when no window cleaning had been carried out for the second half of 2014.
- (l) By e-mail dated 20 November 2015 the Respondents supplied the Applicant with a spreadsheet showing some commentary on the divergence between the figures for expenditure in the Budget and Certificate (“the Comparison Spreadsheet”).
- (m) The Comparison Spreadsheet stated, among other things:
- | | Comments |
|------------------------|---|
| Q18 M&E Repairs | Nothing budgeted in 2014. This cost was the result of various small M&E Repairs such as lighting. |
| ... | |
| Q18 Building Insurance | Underbudgeted, Insurance Costs not received until after budget was set.” |
- It contained no comments on window cleaning.
- (n) The Applicant replied with an e-mail dated 21 November 2015 to the Respondents. In the e-mail he explained that he had been left in ignorance as to why so much of the window cleaning budget had been spent. He asked the Respondents for the reasons for the M&E Repairs when they had not been budgeted for and a breakdown detailing the specific information and costs of the work carried out under that heading. On the issue of insurance he asked about why a figure had been budgeted for insurance without knowledge of the actual costs and without indication that it was a provisional figure.
- (o) The Respondents did not respond to the Applicant’s e-mail. On or about 5 December 2015 the Applicant wrote two letters to the Respondents attaching the e-mail, intimating complaints under sections 2, 3, and 5 of the Property Factors Code of Conduct and

seeking a response to his complaints about the discrepancy between the budgeted figures and certified figures mentioned above and the unexpected quantum of expenditure for window cleaning. Other than in acknowledging its receipt the Respondents did not respond to the Applicant's letter.

6. A Convener of the Homeowner Housing Panel, using his delegated powers under section 96 of the Housing (Scotland) Act 2014, decided under section 18(1) of the 2011 Act to refer the application to a Homeowner Housing Committee. That decision was intimated to the Applicant and to the Respondents by a Notice of Referral dated 10 March 2016.
7. Following intimation of the Notice of Referral, the Respondents also intimated written submissions contained in a letter of 31 March 2016 to HOHP.
8. The Notice of Referral intimated the hearing to take place on 16 May 2016 at George House, 126 George Street, Edinburgh at 10.30 hrs. Following correspondence with the Applicant this hearing was postponed firstly to 30 June and then to 25 July 2016 at the same time and place. The proposed postponements were intimated to the Respondents who had no objection.
9. The parties also lodged documentary productions. Those lodged by the Applicant were attached to his application and were also in an inventory received by the HOHP on 9 May 2016. Those lodged by the Respondents were in three schedules attached to their letter of 31 March 2016.
10. The date of 25 July 2016 and the said time and place were intimated to the Applicant and the Respondents by letter from the Committee's clerk sent on or about 16 June 2016.
11. Given the overlap of the complaint in the present case with that in the application numbered HOHP/PF/16/0010 the same hearing was fixed to hear that application also.

The Evidence

12. The evidence before the Committee consisted of:-

- The application form and its attachments, including the Respondents' Written Statement
- The Applicant's productions lodged on 9 May 2016 numbered 1 to 8
- The e-mails and letters mentioned above
- The Respondents' productions lodged with their letter of 31 March 2016
- The oral evidence of the Applicant

The Hearing

13. The hearing took place on 25 July 2016 at 10.30 a.m. at the venue fixed for it. The Applicant attended the hearing accompanied by Mr Hamilton. There was no appearance on behalf of the Respondents. The Respondents had indicated to the HOHP that they wished to have their case considered on their written representations only.
14. The only evidence given was that of the Applicant. He spoke to the matters contained in findings in fact (a), (b) (g) to (j) and (o). The Committee found that he gave evidence in a candid fashion, and answered the questions from the Committee as best as he could. He was however unsure about whether in the invoices that he and Mr Hamilton had received VAT had been charged on various items or not. As a consequence, the Committee find that his evidence on the VAT aspects of any of the Respondents' charges could not be relied on. Other than in that respect his evidence, which understandably overlapped with his submissions, was accepted.
15. The Applicant's complaint has three aspects:
- (1) The buildings insurance (incl. clarity over VAT)
 - (2) The mechanical & electrical ("M&E") charges
 - (3) The window cleaning

During the course of his submission the Applicant indicated that he was no longer founding on section 3.4 of the Code and was founding on section 2.5 only in relation to the window cleaning aspect of his complaint.

The Buildings Insurance (incl. clarity over VAT)

Section 2.1 of the Code of Conduct

16. The Applicant complained that the Respondents were in breach of their duty under section 2.1 of the Code which provides,
- "Good communication is the foundation for building a positive relationship with homeowners, leading to fewer misunderstandings and disputes. In that regard:
- 2.1 You must not provide information which is misleading or false."
17. The Applicant's complaint was that the item in the Budget for buildings insurance was misleading. There was no indication in the Budget that the figure for insurance was provisional or that a quotation for insurance had not been obtained in terms of the budgeted figure. His position was that the budgeted figures were the limits of the Respondents' authority to spend. The figure for insurance led a homeowner to think that no more would be spent on insurance than stated.
18. The Respondents submitted, in writing, that they had informed the Applicant by e-mail dated 24 September 2013 that they instructed brokers to review the market "closer to the renewal date at the end of the year" and that for budgeting purposes in October they would have to go on best advice from their broker on "likely costs". The cost of insurance had increased as a result

of increased reinstatement values, greater-than-inflation increase in insurance costs and additional clauses being inserted.

19. The Applicant could not remember receiving this email but accepted that he had received it. He submitted that the point remained that the figure for insurance in the Budget was misleading. No reference to the figure being a "likely" one was made in the Budget.
20. The duty in section 2.1 of the Code stresses the importance of good communication to avoid misunderstandings.
21. The Committee accepted that a budget of its very nature is an anticipated estimate of future expenditure (or income). It is not a precise document. Frequently figures in a budget are not matched by subsequent actual expenditure. Certain divergences can be expected. However in the present case, the actual expenditure on insurance was some 19% higher than the budgeted cost. Furthermore the estimate was in relation to a one-off item where the reader might anticipate greater accuracy than for other items where there might or might not be future ongoing expenditure. If as the Comparison Spreadsheet appears to show, there was no estimate of premium available at the time of the budget the reasonable reader would have expected some qualification of the figure for the premium as provisional.
22. In all the circumstances the Committee concluded that the inclusion of a figure of £ 5,956 for Buildings Insurance in the Budget for 2014 without qualification as to a quotation requiring to be obtained was misleading and that the Respondents breached section 2.1 of the Code in that respect.

Section 3.3 of the Code of Conduct

23. Section 3.3 of the Property Factor Code of Conduct provides,
"You must provide . . . in writing at least once a year (whether as part of billing arrangements or otherwise). . . a detailed financial breakdown of charges made and a description of the activities and works carried out which are charged for. In response to reasonable requests, you must also supply supporting documentation and invoices or other appropriate documentation for inspection or copying. You may impose a reasonable charge for copying subject to notifying the homeowner of this charge in advance."
24. The Applicant complained about a lack of clarity in the Budget and the Service Charge Certificate issued by the Respondents. The lack of clarity was in whether VAT was included or not in relation to the insurance.
25. The Respondents did not address this complaint in their written submission.
26. The duty in section 3.3 is to provide a detailed financial breakdown of charges made at least once a year. That duty can be fulfilled in either the invoices

issued to homeowners or in some other document such as an annual statement.

27. The Committee was not provided with any VAT or other invoice that the Respondents had issued. The Applicant himself was unclear about whether and if so to what extent VAT fell to be added to the various items in both the Budget and the Certificate. In short he was unable to say to what extent he was paying VAT as part of the Respondents' charges and to what extent, if any, the sums in the invoices he and Mr Hamilton had paid diverged from the Certificate.
28. Whether VAT was being charged by the Respondents should be evident from the invoices issued by the Respondents. In these circumstances the Committee was unable to find that the Respondents had failed to comply with section 3.3 as complained of by the Applicant in relation to VAT.

Section 5.2 of the Code of Conduct

29. The Applicant complains of a breach of section 5.2 of the Code which provides,
- "You must provide each homeowner with clear information showing the basis upon which their share of the insurance premium is calculated, the sum insured, the premium paid, any excesses which apply, the name of the company providing insurance cover and the terms of the policy. The terms of the policy may be supplied in the form of a summary of cover, but full details must be available for inspection on request at no charge, unless a paper or electronic copy is requested in which case you may impose a reasonable charge for providing this."
30. At the hearing the Applicant submitted to the Committee that section 5.2 had been breached as he had not been informed about how the block's building insurance premium of £ 7,088.95 had been calculated, the sum insured, the name of the insurer and the terms of the policy. He would not know whom to go to when making a claim.
31. The Respondents did not address this complaint. This is not surprising as it was not expressed in the application, despite the mention of section 5.2 in it. In these circumstances the Committee was constrained to reject this complaint.
32. However the Committee does note in passing that a factor must provide each homeowner with clear information showing the (a) basis upon which their share of the insurance premium is calculated; (b) the premium paid; (c) the name of the insurer; and (d) the policy terms. The "premium paid" means the premium to be paid for the common policy from which the homeowner's share is calculated. The purpose of the provision of this information is to enable the homeowner to assess whether the cost of the common policy is reasonable and whether his share of that common cost is calculated correctly. The first purpose is supported by sections 5.6 and 5.7 of the Code which require the provision of information concerning the appointment of the insurer and any

tendering or selection process. The second purpose is to ensure transparency of the allocation of the share of the overall premium.

The M & E Charges

Section 2.1 of the Code of Conduct

33. The Applicant's complaint was that the the Budget was misleading as it contained a single item for "M&E Maintenance Contract" which would lead the reader to expect that it would cover all mechanical and electrical items not otherwise provided for in the budget. Yet the Respondents claimed to be entitled to charge separately for "M&E Repairs" as a separate item. The existence of that charge indicated repairs were not included as part of "maintenance" which was not the impression given by the Budget entries. Thus in not having a separate item budgeted for M&E Repairs, the Budget gave misleading information.
34. The Respondents submitted that the M&E maintenance contract did not include replacement of materials or parts. The inclusion of materials and parts in a budget was for the block committees to decide. The Comparison Spreadsheet for M&E Repairs referred to small items including lighting.
35. The Committee found that a reasonable reader might expect a reference to a maintenance contract at the level charged to include small items such as those mentioned in the Comparison Spreadsheet (whatever they may be). "Maintenance" taken alone can infer repair. If it was the case the the contract did not include such items, then one would have expected the Budget to make mention of this. It did not.
36. In all the circumstances the Committee concluded that to include in the Budget as an item "M&E Maintenance Contract" without a qualification that labour and materials for repairs were excluded was misleading. It found that the Respondents breached section 2.1 of the Code in that respect.

Section 2.4 of the Code of Conduct

37. The Applicant complained that the Respondents were in breach of their duty under section 2.4 of the Code which provides,

"Good communication is the foundation for building a positive relationship with homeowners, leading to fewer misunderstandings and disputes. In that regard:

You must have a procedure to consult with the group of homeowners and seek their written approval before providing work or services which will incur charges or fees in addition to those relating to the core service. Exceptions to this are where you can show that you have an agreed level of delegated authority with the group of homeowners to incur costs up to an agreed threshold or to act without seeking further approval in certain situations (such as in emergencies)."

38. The Applicant's complaint was that through agreeing the Budget the delegated authority of the Respondents was limited to the items in the budget at the figures given therein. The provisions of section 2.4 of the Code superseded any unlimited authority claimed by the Respondents in their Written Statement. In the present case the homeowners had not been informed about the incurring of separate M&E Repairs charges until October 2015 with the Certificate when they had been incurred in 2014.
39. The Respondents submitted, in writing, that "it would appear reasonable to assume" that emergency expenditure and cost management were discussed at meetings of the Applicant and other residents with GVA to whom the Respondents had delegated their factorial duties. It was submitted that the costs to date had been issued and discussed at budget meetings in October 2014, although the overspend on "budget codes" may not have been prevalent in those discussions given the budget savings made elsewhere. Reference was made also to a provisional expenditure report having been e-mailed to the Applicant on 19 March 2015.
40. A factor's duty in section 2.4 relates to work or services which are not included in the core service as stated in the Written Statement. Only if a service is not within the core service does the duty in section 2.4 arise unless one of the exceptions in section 2.4 applies.
41. The core service in the Written Statement included maintenance of all aspects of the common areas of each individual block including the maintenance of all shared plant and equipment. The response times in the Written Statement include as "Priority 2" the attendance to electrical faults and circuit failures affecting lighting or critical systems within 12 hours following a request at any time.
42. In these circumstances the Committee found that the Applicant's complaint concerning the exceeding of the M&E Repairs budget related to core services. It did not involve any duty arising on the Respondents under section 2.4 let alone any breach of section 2.4. The complaint under that section was rejected.

Section 3.3 of the Code of Conduct

43. The Applicant complained of a breach of section 3.3 in the lack of clarity in the Certificate relating to the M&E Repairs amounting to £ 485.69. It was unclear what the repairs and replacements were. The Comparison Spreadsheet did not cast any clarity on the cost of labour or the nature of and cost of materials. No invoice stated more than what was on the Certificate.
44. The Respondents relied on the Comparison Spreadsheet with its reference to "repairs and replacements to emergency lights".
45. The Committee found that the requirements of section 3.3 were clear. They were to provide at least once a year a detailed financial breakdown of the

charges made and a description of the activities and works carried out which are charged for. The Applicant's submission was well founded. There was no real description of the activities and works charged for in respect of the emergency lights "repairs and replacements". Did they relate to some floors and not others ? Nor was there any detailed breakdown of the charges made for those repairs or replacements. What was the division between labour and materials ? In these circumstances the Committee found that the Respondents had breached section 3.3.

46. The other sections of the Code were not founded on in relation to the M&E complaint.

The Windows Charges

Section 2.5 of the Code of Conduct

47. Section 2.5 of the Code provides,
 "You must respond to enquiries and complaints received by letter or e-mail within prompt timescales. Overall your aim should be to deal with enquiries and complaints as quickly and as fully as possible, and to keep homeowners informed if you require additional time to respond. Your response times should be confirmed in the written statement (Section 1 refers)."
48. The Applicant's complaint was that he had not had any substantive response to his letter of 5 December 2015 which enclosed his e-mail of 21 November.
49. The Respondents did not address the lack of response, commenting merely that they had understood the Applicant to have been in discussions with their agents GVA. The basis of such understanding was not explained.
50. The Respondents have on page 9 of their Written Statement response times to complaints received by letter or e-mail. The response time is 7 days and if a query cannot be fully answered in that time, they state that they will provide an anticipated date by which they will provide the response.
51. The Committee had little hesitation in finding that in their failure to respond to the Applicant's letter and e-mail the Respondents breached section 2.5 of the Code.

Section 3.3 of the Code of Conduct

52. The Applicant complained of a breach of section 3.3 in the lack of clarity as to the extent of the credit note which they were due to receive from the Respondents in respect of the element of window cleaning which had not been performed in 2014. The amount in the Certificate relating to the window cleaning for the block was £ 4,325. The amount budgeted had been £ 4,660. It was unclear what the works that had not been carried out amounting to £

335 were and how the figure of £ 4,325 had been reached. No credit note for £ 335 had been issued by the Respondents.

53. In their written submissions the Respondents accepted that the window cleaning contractor Greig Avinou had not fully completed their scope of works for 2014. They stated that they were in a dispute with the contractor over a refund given that despite the non-completion Greig Avinou had been fully paid. They stated that payment had been withheld for 2015 and “compensation is now likely to be released to the owners in 2016 when a satisfactory conclusion has been agreed”.
54. Section 3.3 requires the annual provision of a detailed financial breakdown of “charges made” and a description of the activities and works carried out which are “charged for”. One of the overriding objectives of Section 3 of the Code is clarity and transparency in all accounting procedures.
55. The Committee considered whether the requirements of section 3.3 extended to credit notes or refunds for works not carried out as well as for works carried out. The provision of a credit note forms part of the overall charges which a factor seeks from a homeowner. The reasons behind a credit note such as work not actually carried out provide the clarity and transparency which is the overriding objective of section 3 of the Code, including section 3.3.
56. It would be odd and contrary to the overriding objective of section 3.3 to construe it as relating purely to a factor debiting a homeowner’s account with him and not relating to a factor crediting such account. In these circumstances the Committee interpreted “charges made” and “charged for” to include “credits made” and “credited”.
57. On that basis the Committee were clear that the reduced figure for window cleaning in the Certificate did not satisfy the factor’s duty in section 3.3. The Respondents were aware of and accepted that the work had not been carried out. Nevertheless they had given no breakdown of the value and nature of the work in question. In these circumstances the Respondents had breached section 3.3.
58. The other sections of the Code were not founded on in relation to the window cleaning complaint.

Property Factor Enforcement Order

59. In his application the Applicant sought:
- reimbursement of the amounts by which the amounts of buildings insurance and M&E Repairs in the Certificate exceeded the amounts in the Budget;
 - provision by the Respondents of a detailed breakdown of charges and works as required by section 3.3;
 - provision to ensure non-misleading budgeting and detailed break-downs in the future;
 - use by the Respondents of the best work available for reasonable rates.

60. The Respondents submitted that no payment was due as the Applicant had not suffered a financial loss from any breach.
61. The Committee found no evidence that the Applicant had suffered any financial loss as a result of the provision of misleading information in the Budget in breach of section 2.1 of the Code. It was not suggested, for example that the Applicant had been financially embarrassed or suffered any financial loss as a result of the M&E Repairs and higher buildings insurance not having been budgeted in advance. This is unsurprising as the overall amount in the Certificate was in fact slightly lower than that budgeted for.
62. While the Applicant mentioned at various times in his submission that the Respondents had acted without lawful delegation in incurring sums in excess of the budget, that is not something covered by the sections of the Code complained of. The Committee observe in passing that the application did not found on any property factor's duty not in the code, such as a common law duty to act within its powers. The Committee concluded that there was no basis to order reimbursement as sought.
63. Instead it decided to propose to order that the Respondents in their next budget provide an explanatory note that the M&E Contract excludes M&E Repairs. With regard to the insurance the Committee decided to propose to order that In the event that a quotation for insurance has not been obtained, the Respondents provide an explanatory note that the buildings insurance is subject to alteration upon a quotation being obtained.
64. With regard to the breaches of section 3.3 the Committee proposed the provision of a detailed break-down of charges and credits and work charged for and credited. The breach of section 2.5 in relation to the windows would be dealt with through the provision of the break-down sought. No compensation for inconvenience for either breach was sought by the Applicant.
65. The Committee noted the Applicant's wish to ensure that similar occurrences do not happen in the future. Unfortunately the Committee can provide for remedies based on past action only. It expresses the wish that the Respondents take note of its findings and proposals and takes from them lessons for the future.
66. The Committee is not in a position to propose orders in relation to quality of and rates of work for the future.

Court Proceedings

67. The parties are reminded that except in any appeal, no matter adjudicated on in this decision may be adjudicated on by a court or another tribunal.

Opportunity for Representations and Rights of Appeal

68. The Applicant and Respondents are invited to make representations to the Committee on this decision and the proposal. The parties must make such representations in writing to the Homeowner Housing Panel by no later than 14 days after the notification to them of the Notice of Proposal and this decision.
69. The opportunity to make representations is not an opportunity to present fresh evidence, such as additional documents. Bearing in mind that the parties have already had an oral hearing, should the parties wish a further oral hearing they should include with their written representations a request for such a hearing giving specific reasons as to why written representations would be inadequate.
70. Following the making of representations or the expiry of the period for making them, the Committee will be entitled to review this decision. If it remains satisfied after taking account of any representations that the Respondent has failed to comply with the Code of Conduct it must make a property factor enforcement order. Both parties will then have a right to appeal on a point of law against the whole or any part of such final decision and enforcement order.
71. In the meantime and in any event, the parties are given a right of appeal on a point of law against this decision by means of a summary application to the Sheriff made within 21 days beginning with the date when this decision is "made". All rights of appeal are under section 22(1) of the Act.

Signed

.....Date: 28 July 2016

David Bartos, Chairperson