

BERCC/ BRC Action Tracker- Work In Progress November 2023 (those items shaded green to be removed from future trackers)

Title	Date Added	Committee	Pending Actions BRC	Pending Actions RCC	Action Owner	Due Date	Update For committee
Barbican Highwall – Planned Maintenance of the Public Realm	Mar-20	RCC		This relates to additional funding for the walkways, for the inspection and maintenance of various items, i.e., smoke vents, surface water drainage system, railings, planters, benches and signage. There are currently no funds available, but Officers will continue to review if there are any savings to progress any of these works.	Michael Gwyther-Jones	SOS Q3 2025 Completion Q4 2027	Detailed design is on programme for completion by June 2024 following which tenders will be invited for the waterproofing and landscaping works for Barbican Podium Phase 2. When the tenders have been received and evaluated a Gateway 5 Report will be presented to committee for approval.
Barbican Highwall – Planned Maintenance of the Public Realm	Mar-20	RCC		Additional funding required for the walkways, for the inspection and maintenance for items such as smoke vents, drainage galleys, railings, planters, benches and signage. Currently no funding available, but Officers will continue to review the situation.	Helen Davinson		The decision has been taken to use these funds to purchase plans of the estate from ARUP. Officers from Building Control are assisting.
Energy Update	Sep-22	RCC and BRC	A progress report was requested regarding the energy audit		Emma Bushell	March 24	Following an in-person meeting with resident representatives, the supplier was asked a series of questions to firm up the scope of service. The Energy Team has requested this be included in the proposal document. On receipt of this revised document, The City will appoint PCMG to undertake the Energy Audit. The supplier has agreed to attend an initial meeting with the residents and has given a timeframe of three months for completion of the audit.
Lambert Jones roof	Nov-22	BRC	Residents will not bear any additional costs in terms of delays		Jason Hayes	TBD	Works to LJM are complete were completed within the original budget and no additional costs were borne.
Minutes from previous meeting (pre September)	Sep-23	RCC (item 3)		A summary of role and responsibilities of resident engineers to be shared with the committee	Transformation Board	TBD	The Transformation Board is leading on this.
2022-23 Revenue Outturn for Dwellings Service Charge Account	Sep-23	BRC/ RCC	1.The Chair asked if the next meeting of the Committee could be sighted on the information on service charges sent to residents; redacted for data protection as necessary. The Chair suggested an informal session with officers in respect of service charges, before the December meeting, by way of a training session for Members.	1. Service Charge Report Format. 2. Regular meetings with Ben Jonson House Representatives. 3. Balcony Repairs – Value for Money.	Anne Mason Pam Wharfe Eoin Doyle		RCC Answers : 1. Beaver and Struthers work has commenced after some problems with sharing data. 2. Monthly meetings taking place with Ben Jonson House representatives. 3. Water Penetration Issues: Investigate and provide design solutions/remedies to 50 identified water penetration issues. Develop and recommend roof and balcony waterproof membrane specification. Balcony investigation VFM (historical works). Investigate damp issues in a variety of locations.

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Barbican Estate Window Repairs/ Replacement Report	Sep-23	BRC/ RCC	A weblink which would provide access to the completed surveys would be provided in the coming weeks.		Graham Sheret	March 2024	Temporary repairs being undertaken to prevent water ingress and further deterioration in the next 18 – 24 months whilst permanent repairs specified and undertaken. Consultant tender to be issued by 01.03.24
Barbican Estate Redecoration Programme 2020 -25	Sep-23	BRC		1. The RCC had asked for a more comprehensive cost report and the Assistant Director advised that this would be circulated with the Draft RCC minutes. 2 . In response to a question about Bunyan Court’s internal works, the Assistant Director agreed to investigate and feed back to Members	Jason Hayes	March 2024	Regular reports to include further information.
Barbican Estate Major Works Five-Year Asset Management Programme		resolution RCC, 4th Sept, agreed by BRC, 11 September	Programme Board to be set up for governance of this project.	The Head of Major Projects advised that the outstanding responses had been formulated to the Asset Management Working Party and would be shared with Members of the RCC and BRC. 1. Outstanding comments and questions detailed in minutes of 4th Sept need to be answered before work begins. 2. Preliminary work to be undertaken, involving resident nominees, to establish a formal Programme Board of stakeholders; terms of reference; authority framework, programme/project management methodology etc, taking expert advice as necessary, before any other work on the programme begins.	Jason Hayes	March 2024	Items will be included in the Major Works Progress Update Report which will be presented to November Committee Terms of Reference for the new Programme Board have been shared and comments received are being reviewed.
Barbican Estate Office Review	Sep-23	BRC	The transformation action plan would be a standing agenda item brought to both committees in the future. The action plan will include timelines and milestones of workstreams.		Kimberley Ellis/Pam Wharfe	November	27.2.24 Transformation Programme report is included within the meeting’s agenda

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Repairs and Maintenance Procurement Update	Sep-23	BRC/ RCC	<ol style="list-style-type: none"> 1. Reports that will be taken the governance process to be presented for information to RCC/BRC. 2. The AD of Housing will engage with all to understand the issues and ensure the new specifications suit the BEO. 3. A dedicated Senior Quantity surveyor to overseeing the process. Timeline & milestones and residents views be circulated to wider committees by 11th Oct. 	<ol style="list-style-type: none"> 1. The RCC has requested a written report of the verbal update that was given at the meeting. 2. It was agreed a time-line of the procurement would be provided to the next meeting. 	Michael Gwyther-Jones	June 2024	A committee report requesting authority to extend by deed of variation the repairs and maintenance contract with Metwin for an additional 1 year up until 31 st March 2025 has been approved by Finance Committee and Property & Projects Sub-Committee. The report has also been presented to BRC/RCC for information. The contract with Metwin for the additional 12 months has now been executed. It is anticipated that tenders for a new contract for April 2025 onwards will be invited in June 2024. Consultation and completion of tender documents are ongoing.
Window Cleaning Contracts	Sep-23	BRC	A joint panel was requested for the mobilisation of contract.		Damon Ellis	Nov 23	The contract has been further delayed due to some challenges around TUPE legislation, and a proposed contract uplift following a pay rise by Parkers (the current contractor) The newly appointed Interim Contract Manager, Damon Ellis is now leading on this project). Steven Johnson, Estate Service Manager is currently organising the resident mobilisation panel) .
Antisocial Behaviour of the Barbican Estate	Sep-23	BRC	A more detailed report would be presented to the RCC/ BRC at their next committee meeting		Helen Davinson	Nov 23	Following a meeting of the Barbican Association Security Sub Committee, the BEO has agreed to compile an information leaflet that will go to all residents. This will detail who to contact in what situation and what response residents can expect. The BEO have committed to getting a draft to the BA Sec Sub Com by the end of November for their comment in December. Unfortunately the BEO has not been able to get this to the BA SEC Sub Committee yet, but are working on the document in February/March 24.
Brandon Mews Canopy	Sep-23	BRC	The committee would receive a full report at the next meeting BRC.		Rosalind Ugwu	2024	An interim update report will go to March Committee.
Blake Tower	Sep-23	BRC	The committee would receive a full report at the next meeting BRC/ RCC		JF	Nov 23	JF to provide a verbal update for Blake tower.
Breach of Lease Protocol	Sep-23	BRC	Members noted a full report for the upcoming committees in November / December		Helen Davinson	Nov 23	A report will be presented at the next committee. (Mar 24)

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AOB/ Notice of Intention		BRC	Leaseholders will have the opportunity to inspect tender documents for agency staff contract. The Governance process is via Finance Committee but reports would also be presented to BRC/RCC for information. Whilst accepting this is not a BRC Decision, the Chair asked for the Committee to be better informed on such matters in the future. The Chair also encouraged full engagement from residents.		PW/JF	TBD	Will update verbally on progress.
AOB/ Underfloor Heating Working Party				RESOLVED, that – the following be noted and agreed. RESOLVED, that – the following be noted and agreed.	Emma Bushell/Ed Tran	TBD	The Underfloor Working Heating Party has worked with the Estate Operations to progress the design of the control system and legal implications.