

**Minutes of the Asset Management Working Party Meeting.
Monday 5th December 2022 at 5.30 pm via Google.**

Residents:

Tam Pollard (Chair)	TP
Tim Cox	TC
Henry Irwig (Minutes)	HI
Margarita Chiclana	MC
Ted Reilly	TR
Fiona Lean	FL
Christopher Makin	CM
Randall Anderson	RA
Matthew Dendy	MD
James Durcan	JD

Officers:

Jason Hayes	JH
Mike Saunders	MS
Rosalind Ugwu	RU

Apologies:

None received

Guests:

Helen Hudson	HH
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Leaseholder Service Charge Working Party

1. Minutes of Previous Meeting, 26th September 2022:

The Minutes were approved, with acknowledgement of the following statement by JH wherein he suggested that there had been some confusion in connection with the item dealing with the Savills Stock Condition Survey. There was difficulty with the data processing software system, but the raw data was available and had been shared in that form with the AMWP in mid-2021. What was not available at the time of the September meeting was a report on the emerging program. TP added that the report was received recently, a few weeks ahead of the current meeting.

2. Actions Arising from Previous Minutes:

Window Replacement & Survey -

As indicated in the Agenda Update, MS reported that there are currently a total of 33 known failed window frames. Of these, 20 have been replaced, 3 have had work started and have been measured and are awaiting costs. While this constituted the inventory of frames to be completed by the end of 2023, it did not include frames that might need urgent repairs during next year due to reported water intrusion into flats.

MS further reported that the consultant's detailed survey of the windows will be completed at the end of December. On this basis, a multi-year program will be developed, and a rough estimate prepared for each of the blocks. The next step would be to translate the program into a call for tenders incorporating detailed contract conditions. The intended contract would be for the sets of windows identified in the program and have a term of 2 to 3 years. It would incorporate a schedule of rates for different window types, which would pertain to any windows that had not been identified in the survey and were found to be failing subsequently. MS indicated that procurement of the contract could well take the best part of a year to finalize.

CM enquired if the move from a reactive procedure to a proactive program would result in cost savings. JH felt that, while no guarantees could be given, various factors such as standardization, optimization of scaffolding, etc. would be beneficial in this regard.

With respect to insurance coverage for the failed windows, MS stated that the window work itself is not covered by insurance as it is considered to be the consequence of 'wear-and-tear'. The cost of any damage resulting from deteriorated windows, primarily due to water intrusion into flats below, is however recoverable.

A response to the question by TC regarding how replaced windows would be taken into account when refining the Savills Survey is reported under Savills Stock Condition Survey below.

For Next AMWP Meeting -

Report on the results of the survey.

Overview of the resulting multi-year program.

Rough estimate for each of the blocks.

New Repair Tracking Software System –

As indicated in the Agenda, although the Civica system went live in June, it was still not operational due to several problems including the departure in November of the responsible IT person. MS was confident that it would be much more helpful than the previous Orchard system in identifying repair trends and reporting on them. Development of detailed reporting of trends and links with the Keystone system are planned for early in 2023.

TP emphasized the importance to the AMWP of understanding repair trends in a timely manner to allow it to help evaluate and advise on strategies and avoid the kinds of surprises experienced with the window replacements.

For Next AMWP Meeting -

Update on status of the Civica system and its links to Keystone.

Ideally present a few examples of reports showing a repair history and trend.

New R & M Contract –

MS reported that the current contract with Metwin is due to expire in March 2024 and that the tender process for a new contract will commence in the Spring of 2023. In response to a question by FL, he stated that at the expiry of their contract, Metwin will have been working at the Barbican for 10 years, having been the winner of tenders in 2014 and in 2019. He provided a firm assurance that the upcoming request for tenders would go out to a number of companies in addition to Metwin and that tenders would be subject to the City's rigorous evaluation and selection process.

It was agreed that the new tender process should be informed by resident input and that this should probably not fall directly to the AMWP given its current involvement in many major issues. The most appropriate entity or outreach to volunteers for this will be determined after the upcoming meeting between the Chair of the RCC and the chairs of the various Working Parties to be held in the next few weeks.

For Next AMWP Meeting -

Decision on resident entity that will provide input to tender process.

Process for outreach to volunteers if that is what is advised.

Redecorations -

TR highlighted the importance of the residents of every block understanding what was in and out of scope for the current redecoration for their block. In this regard, he was awaiting a response from the project manager for Shakespeare Tower regarding consultation on this matter. JH promised to follow up to ensure arrangements were made.

TR also suggested that it would be helpful for each of the House Group Chairs to receive a copy of the specifications for the redecoration works, noting that in the past the specifications had been of a high quality and provided useful information for the ultimate clients of the works. JH agreed with the observation and undertook to distribute the specifications as suggested.

For Next AMWP Meeting -

Confirmation that specifications were distributed to the representative of each block.

See Item 4 below for discussion of an alternative approach for future redecorations.

3. Ongoing / Standing Items: (not covered under Actions above)

Savills Stock Condition Survey –

TP focused on how the AMWP could productively engage in the process for evaluating and refining the results of the Savills survey. JH referred to the presentation materials made to the RCC and BRC on 16th November as a very basic primer and said that the linked recording of the presentation would be made available to the AMWP as soon as it could be recovered by the City's IT staff.

His team is currently working on retrieving the specific component data from Keystones so that it can be updated. In the meanwhile, using the Savills report as a base, their work on creating an initial draft 30-year program is largely complete. The resulting product will show overall costs per individual building component and suggested time frames for attending to them. It will be divided two ways: by type of component (i.e., Building Fabric or M&E) and by Block. Next step is an internal review to take into account repair trends, including items that perhaps had not been picked up by Savills as well as hands-on related methods and costs in addition to other considerations such as efficient grouping of work to achieve economies of scale and reduce scaffolding and other accompanying expenses. Also, the internal review will prioritize specific components that need more urgent attention and identify those that remain in excellent condition, exceeding their theoretical projected lifespan such as those windows well protected from the elements. JH reminded the meeting that the costs that would be shown are for direct material and labour only and are set at 2021 levels – for example they do not include project management or professional fees, VAT, any upgrades, or any adjustments for price fluctuations over time.

In response to a question by TC regarding how replaced windows would be taken into account when refining the Savills survey, MS confirmed that the survey had not made any allowance for windows or any other building components that have already been replaced or that were currently in the process of being renewed. He affirmed that the program under development would be adjusted to exclude such components, including the new tower block lifts.

JH undertook to fully share the draft program with the AMWP. There was complete agreement that this should be done in a dedicated meeting of at least 1 hour duration, the objective of which would be to provide initial feedback and to start to think about how information could be best shared with the greater resident community on an ongoing basis. He indicated that he would be ready to set a date for such a special meeting in January. Materials would be shared ahead of time, both electronically and by hard copies that could be collected from the Estate Office, to provide all members of the working party with ample opportunity to digest and review what will be a large amount of information. There was some discussion about whether the meeting should be in-person or on-line, but no determination was made.

TR suggested that, given the enormity of the expenditures involved, it might be wise to find a nomenclature for the program that indicated that it was not set in stone and was contingent upon numerous other factors; the idea was supported by HI.

Prior to first AMWP Meeting in 2023 -

Develop alternative nomenclatures for the program and decide on the meeting 'venue'.

Schedule special meeting to review draft program and set the agenda.

Distribute materials at least two weeks ahead of meeting, on-line and some hard copies.

Fire Signage –

JH reported that samples of the actual aluminium signs had been manufactured and, following the suggestion of CM, undertook to fix them to a concrete wall in or near the Estate Office so that they could be viewed in the correct context.

Prior to first AMWP Meeting in 2023 -

Inform AMWP members of the exact location and receive comments.

Fire Doors –

JH stated that designs and specifications were ready and would be made available for bidders in January 2023. As no Section 20 process is required, due to the costs not being recoverable from residents, he anticipated that tenders would be available for review by his team some 6 weeks later.

TC raised the question of what thought had been given to addressing the concerns of those residents who possibly did not wish to have their door assemblies replaced. JH, appreciating the potential anxieties associated with the work involved, indicated that the City's experience with its social housing portfolio had been incredibly positive. Pains were being taken to ensure that the quality of the Barbican door replacements were maximized from every perspective. The objective was to boost customer satisfaction and reduce any tendency for future modifications by residents which, by their very presence, would tend to compromise the fire resistance of the new door assemblies. The appearance of the assemblies would naturally be of 1970s vintage and, where necessary, bespoke items would be specified and used, ensuring that a sufficient attic stock was available for future repairs.

FL suggested that, given the paucity of information publicly shared to date with residents, an article in one of the next Barbican Weekly Bulletins would be very helpful. JH undertook to take this on board and incorporate an FAQ section that would help reduce multiple similar enquiries and also, to the extent possible, address the concerns raised by TC.

For next AMWP meeting –

Report on reaction to information shared in the weekly bulletin.

Tower Block Lifts –

JH reported that he expects receipt of the final draft lift specification shortly, for internal review. This will be followed early in 2023 by consultation with the resident house groups of the three towers. The hope is that this will go smoothly, allowing for the tender process to be commenced soon and a potential start on site in the early summer.

For next AMWP meeting –

Report on status of consultation, tender process, and proposed schedule of work.

Repair Trends –

See report on Civica system above, under New R & M Contract.

4. Other Business – Approach to Redecoration:

FL suggested that a different approach to the way in which redecoration on the Estate has been organized might be worth considering. Currently external redecoration is programmed on a 7-year cycle using an estate-wide contract approach based on a tendering procedure, with the overall cost for the current contract being in the region of £4 million. Internal redecoration is also programmed and contracted out on a multi-year cycle. The alternative approach contemplates the presence of painters on the estate on a full-time basis in order to (i) promptly address redecoration needs for each block, both internal and external, informed by the condition of the various building elements, (ii) quickly identify underlying problems before they escalate and result in costly remedial measures.

HI felt that the continuous on-site redecorations team concept is 'of its time' and was very worthwhile thoroughly evaluating. While a few building elements such as the high-level windows might not be susceptible to this approach, there are clearly many areas such as the lift lobbies and the car park entrances to the terrace blocks that probably need painting and repair every year or two. Other little-used areas barely show any deterioration even after many years and hardly require any attention. An on-site team could easily liaise with House Officers and so respond to residents' ongoing observations, helping also to avoid the scoping issues that bedevil complex unusual structures like those that comprise the Barbican. JH agreed that the concept was worth pursuing further and indicated that he and his colleagues were in the process of identifying the more vulnerable parts of the estate. MD expanded on the need for flexibility in scheduling redecoration work for a particular block to take into account other unrelated work that should precede it.

Several important matters need to be considered when evaluating the new approach. JD mentioned the need to avoid duplication of inspection work done by others, the complexity of direct hiring of staff by any City entity, and the potential for improper paint matches and inadequate quality control of the work. RA suggested that this would be a classic 'make/buy' decision and pointed out that the generous compensation offered to City employees would be a significant factor.

Given the many matters in front of the AMWP and the fact that any new redecorations contract would likely not commence until 2026, it was agreed that the evaluation of alternative approaches to redecoration should be revisited after the multiple surveys and programs currently underway had been advanced to a more definitive state.

For Initial AMWP Meeting in 2024 -

*Review experience in 2023 considering the above discussion about a different approach.
Determine how best to proceed in evaluating the approach and timing thereof.*

5. Dates of Future Meetings and Minute Taker:

13th February 2023 (_____)

17th April 2023 (_____)

6. Any Other Business:

Garchey System: TP agreed to add this subject to the AMWP February meeting's agenda. In the interim, TR will reconvene a meeting with MS and the other Garchey subgroup members, to include TP, to progress the replacement investigation and analysis further.

For Next AMWP Meeting -

*Summary report on status of the investigation and key considerations.
List of critical information that must still be obtained.*

The meeting ended at 6.30 pm.