

BERCC/ BRC Action Tracker- Work In Progress November 2023

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.	MGJ		Barbican Highwalk Phase 2 – proposed hard and soft landscape. In terms of maintenance going forward, once the waterproofing scheme completes, anticipated 2027, reactive maintenance requirements will decrease. However planned maintenance will increase, for example planting, drainage, furniture, artwork, lighting, play and gym equipment. Following completion of the works a detailed maintenance schedule will be provided by the Contractor which will inform the development of a maintenance plan. The project will allow for a defects period be that 12 or 24 months although there will be a maintenance requirement within that defects period. The new landscape will require an ongoing maintenance budget which will be identified at GW5. Funding source will need to be identified, agreed, and approved.
Barbican Highwall – Planned Maintenance of the Public Realm	Mar-20	RCC		This relates to additional funding for the walkways, for the inspection and maintenance for a number of items, i.e., smoke vents, drainage galleys, 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.	HD		The BEO is looking to re-grout areas of tiling. This should help with the weeding. Extra cleaning for the final quarter of 23/24 will also be investigated.
Energy Update	Sep-22	RCC and BRC	A progress report was requested regarding the energy audit		EB	Nov 23	Proposal received from service provider; this is currently being reviewed by COLC. On completion of NDAs (requested by service provider) the proposal will be shared with resident representatives. Service provider has provided an estimate of 3 months to complete audit
Lambert Jones roof	Nov-22	BRC	<ul style="list-style-type: none"> Expected that remedial works will be complete before Christmas 2022 Residents will not bear any additional costs in terms of delays 		JH	TBD	Works to LJM are complete. Enhancements for the blocks are being consulted on with residents.
Car Park Charging	Jun-23		To re-establish car park charging and electric vehicle working parties		RU/SJ	Nov 23	The CP minutes and terms of reference are now included in the Working Party section of the RCC minutes. Therefore this item can be closed.
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	RU	TBD	A paper was produced by Paul Murtagh and has been shared with the Chair of RCC and the R&M procurement panel. This was also covered in the Altair report. The service includes 2 distinct services day to day repairs and the out of hours service and is a workstream in the transformation project. RU to review and consult with the relevant departments and respond to SJ's comments before the next committee meeting.

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Action Tracker	Sep-23	RCC (Item 4)		The Chair agreed to meet with officers to review the outstanding actions and determine their prioritisation, and the methods through which outstanding actions were reported to the committee and seen through to completion	SJ/ DE	Nov 23	The chair worked with an officer to update the action tracker with the most recent actions from committee
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.In response to questions, officers agreed that future reports could be presented in the format used for service charge reports and that the report in question could be shared with the committee outside following the meeting in this style. Officers agreed to share a table of variances following the meeting. 2.Officers agreed to meet with residents of Ben Jonson House to discuss the matter further. 3.It was further noted that balcony repairs were a significant element of the repairs spend and it was confirmed that a survey was being commissioned to determine the extent of the problem with a view to undertaking such work on a programmatic basis to achieve economies of scale and other associated benefits. 4.The RCC were told that serious water penetration was evident of balconies and the AD agreed that it should be part of programmatic work.	1. AM 2. PW 3. & 4. PW		RCC Answers : 1. Revised variances table to be circulated. 2. PW and RU met with BJ House Group and agreed a way forward. 3 & 4. Officers have engaged with an independent RICS surveyor to review a small sample of balcony repairs completed, to review costs, and the schedule of rates applied to a cold pour solution. A soft market testing exercise will be completed as well as a review of the revised specification. Officers will be looking to review manufacturers options, warranties and methods for installation. Quotation exercises from multiple contractors will be <i>sought for the outstanding balcony works</i> .
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.		JH	Nov 23	Included in the Major Works Progress Update Report which will be presented to November Committee
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	JH	Nov 23	Included in the Major Works Progress Update Report which will be presented to November Committee

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Barbican Estate Major Works Five-Year Asset Management Programme		resolution RCC, 4th Sept, agreed by BRC, 11 September	<p>The Assistant Director had noted the challenge to the final costing, which would be clarified after the various surveys and as the projects develop.</p> <p>Members then noted the following resolution from the RCC and it was RESOLVED, that – the following be noted and agreed. The RCC is concerned that there are many outstanding comments and questions still to be answered about the Major Works Five-Year Asset Management Programme before work should begin, as set out in the minutes of the RCC meeting of 4th September 2023. The immediate concern is the appropriate governance of such a high cost, complex and inherently risky programme which requires resource with the capability and capacity to deliver the programme successfully. The RCC is therefore calling for 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.</p>	<p>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.</p> <ol style="list-style-type: none"> 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.. 	JH	Nov 23	<p>Items will be included in the Major Works Progress Update Report which will be presented to November Committee</p> <p>Terms of Reference for the new Programme Board have been shared and comments received are being reviewed.</p>

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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.		KE	November	10/01/2024: The programme framework is now finalised, with clear objectives, accountable leads, and task delivery timelines defined and set by senior managers. Currently, our focus is on gaining Board approval. At the same time, we are working on developing a dedicated staff representative forum, along with completed Terms of Reference (ToR), to influence decision making throughout the programme, and beyond. We'll soon begin recruiting representatives. Notably, our task management is active, with 8% completed, 65% in progress, and 27% awaiting initiation. This robust framework governance and measurement ensures the monitoring of effective progress and oversight and underscores our commitment to efficiency and positive change across the BEO.
Barbican Estate Office Review	Sep-23	BRC/ rcc	The Director would recruit for two additional posts to the transformation programme. The Executive Director agreed that the action plan needed refinement and an updated plan would be presented to November/ December.	<p>Members then noted the following resolution from the RCC and it was RESOLVED, that – the following be noted and agreed.</p> <p>The RCC strongly supports the proposal and the reasons and justification for the Repairs Function to report to the Head of the Barbican Estate Office. For identical reasons, it considers that Major Works and cyclical programmes should come under the same management. The artificial distinction between repairs and major projects leads to poor performance.</p> <p>Over the next 30 years Barbican residents will be spending around £20+m each year on fabric interventions and this work and expenditure can be most effectively managed by officers reporting to the Head of the Barbican Estate Officer, rather than with split responsibilities which is also out of line with any other facilities management operation.</p>	JF/ GS	First meeting in 2024	This will be a verbal update.

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Repairs and Maintenance Procurement Update	Sep-23	BRC/ RCC	<p>1. Reports that will be taken the governance process to be presented for information to both the RCC and BRC.</p> <p>2.The AD of Housing will engage RCC members and stakeholders to fully understand the issues and ensure that the new specifications will suit the BEO.</p> <p>3. A dedicated Senior Quantity surveyor would be overseeing the process. A timeline with milestones and residents views should be circulated to wider committees by 11th October.</p>	<p>1. The RCC has requested a written report of the verbal update that was given at the meeting.</p> <p>2.It was agreed a time line of the procurement would be provided to the next meeting.</p>	MGJ	Nov 23	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.
Window Cleaning Contracts	Sep-23	BRC	A joint panel was requested for the mobilisation of contract.		RU/DE/SJ	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 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		HD	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 January.
Brandon Mews Canopy	Sep-23	BRC	The committee would receive a full report at the next meeting BRC.		RU	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.

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Breach of Lease Protocol	Sep-23	BRC	Members noted a full report for the upcoming committees in November / December		HD	Nov 23	A report will be presented at the next committee.
AOB/ Notice of Intention		BRC	Leaseholders will have the opportunity to inspect the tender documents for the agency staff contract. The Governance process is via the Finance Committee but reports would also be presented to the BRC/RCC for information. Whilst accepting that that this is not a BRC Decision, the Chair asked for the Committee to be much 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. The RCC strongly supports the Underfloor Heating Working Party in its efforts to establish a trial of individual Controls for our heating system. Plans are well developed for a trial for 14 homes on Wall side (the smallest individually metered group of homes on the estate) including the design of the control and metering system, and a suitable legal framework within which this trial will operate. If the current study indicates that the individual system is feasible, the City’s Climate Action team should be approached for financial support. There will be no cost to leaseholders or Wall side freeholders.	EB	TBD	The Underfloor Working Heating Party has worked with the Estate Operations to progress the design of the control system and legal implications. Legal work on any changes to the lease as well as any tax implications relevant to the new implications are to be confirmed. The equipment supplier, Schneider has also been approached to quote for supply of equipment. A separate feasibility study conducted by Ramboll, indicated that costs may be prohibitively high – however this will be verified when more detailed costs are returned by Schneider.

Key to names, acronyms and roles

EB = Emma Bushell Director of Energy Team

MGJ = Michael Gwyther-Jones Head of Development & Special Projects

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JH = Jason Hayes Head of Major Projects

RU = Rosalind Ugwu Interim Head of Barbican Estate

SJ = Sandra Jenner Chair of Barbican Estate Residential Consultative Committee (BERCC)

DE = Despo Evangelou PA to Executive Director Community & Childrens Services (DCCS)

AM = Anne Mason Service Charge & Revenues Manager

PW = Pam Wharfe Interim Assistant Director Housing & Barbican

KE = Kimberely Ellis Project Manager Barbican Transformation

SM = Scott Myers Strategy Projects Officer

JF = Judith Finlay Executive Director DCCS

GS = Gerri Scott Housing Consultant

HD = Helen Davinson Residential Estate Manager