Asset Maintenance Working Party

MEETING	Asset Maintenance Working Party	DATE	16 June 2014 6.30 pm
OFFICERS ATTENDING	Mike Saunders – Asset Manager, Barbican & Housing Michael Bennett (Chair) – Barbican Estate Manager David Downing – Asset Monitoring Officer		
RESIDENTS ATTENDING	Randall Anderson – Breton House Tim Macer – Willoughby House Robert Barker – Lauderdale Tower Nigel Warmsley – Gilbert House Ted Reilly – Shakespeare Tower Richard Collins – Lambert Jones Mews Fiona Lean – Ben Jonson House		
Apologies	Robin Gough – Defoe House		

Item no.	SUBJECT/DISCUSSION	Action
1.	**Introductions by Chair:** Michael Bennett, thanking residents and officers present. Introductions following additional members to the group. Minutes from the last meeting were agreed. Minutes from future meetings to be agreed by Officers and sent to Working Party (WP) members within 2 weeks of meeting.	**MB/MS**
2.	**Terms of Reference** Draft TOR's were circulated. Electronic copy to be circulated to WP & officers to liaise with TM regarding comments to draft. TM agreed to set up an email forum (Base Camp) for members to contribute to. Revised TOR's to be circulated prior to the next meeting.	**MB/TM** **TM** **MB**
3.	**Asset Management Strategy** • A draft strategy for the Barbican to be circulated prior to the next meeting – by end of August to enable WP time to comment before next meeting. • Discussion of different IS asset property systems – City Surveyors are conducting an asset management review of the City's stock/assets using the Oracle IS system. BEO to explore the benefits of the system and how the Barbican Estate will be integrated • The BEO are producing planned works programmes via Keystone – the current repairs and maintenance reactive service is maintained on an Orchard IS system. Interfaces exist between the two systems and these will go live as part of phase 2 • Keystone is far more detailed than Oracle and fits the Barbican Estates property portfolio well. Oracle does not.	**MS/KT**

	• However the other issues relates to the BEOs lead on the common areas of the Estate which both Keystone & Oracle will cover. This may require an element of 'double entry' until an interface is created.		
4.	**Project Plan/Timetable – Keystone Software** Currently completing phase 1 of 2. All assets loaded and a majority of components. Phase 2 to commence end of June and this will include servicing (asbestos, lifts, water monitoring, concrete inspections etc) and planned maintenance (to provide a 30 year forecast in 1 year increments.).Anticipated Phase 2 to be completed end December 2014. Phase 2 to include reviewing gap analysis of assets and, where possible, surveys to be completed over the next 6 months. At the end of Phase 2 in December we anticipate being in a position to produce 5 year programmes of planned maintenance works/financial information for each block on the Estate.	**MS**	
5.	**Demonstration of Keystone** DD gave a demonstration of the Keystone software showing the current information contained in the database and provided an example of updating the system and a planned works programme.		
6.	**Dates for next meetings:** Monday 22 September – 6:30pm Monday 15 December – 6:30pm Meetings to be held in Residents' Meeting Room/Lilac Room - BEO.		