

# ANNUAL WORKING PARTY REVIEW – ASSET MAINTENANCE WORKING PARTY 2016/17

**Asset Maintenance Working Party Meeting**  
**14<sup>th</sup> March 2016 at 6:30pm**

**Attendee**

Mike Saunders  
 Michael Bennett  
 Danielle Baker-Wilson  
 David Downing  
 Randall Anderson  
 Robert Barker  
 Ted Reilly  
 Robin Gough

**Organisation**

Chair, CoL Housing Property Services  
 Barbican Estate Office  
 CoL Housing Property Services  
 CoL Housing Property Services  
 Resident  
 Resident  
 Resident  
 Resident

Apologies from Fiona Lean

**Minutes**

Item	Key discussion & action points	Who
1	<p><b>Agree Revised Terms of Reference and agree the next steps.</b></p> <p>Concern was raised regarding how comprehensive the current Gap analysis is.</p> <ol style="list-style-type: none"> <li>1) The analysis is currently limited as there is no information on the past budget and past timeframes. It is thought that this historical data is necessary to put the current analysis into context and to inform the forward plan, ensuring it is realistic.</li> <li>2) It is also thought that there needs to be a system or mechanism to ensure that the gap analysis/project plan is comprehensive – i.e. that all necessary works have been included. E.g. It was noted that no plumbing maintenance is included on the current plan.</li> </ol> <p>It was decided that both of the above points should be included in the draft Terms of Reference.</p> <p>It was also noted that in terms of the wording of the ToR – the working party will not be completing the works themselves, but will “have oversight of and provide comment on” the asset maintenance of the estate, in order to maintain the estate in a “very” good condition,</p>	

Item	Key discussion & action points	Who
	<p>“noting” its listed status.</p> <p><b>Action 1: Update draft Terms of Reference to include the above points and distribute new draft by Friday 18<sup>th</sup> March.</b></p> <p><b>Action 2: CoL are to provide historical data on the budget for the current items on the project plan before the next meeting.</b></p> <p>There were questions raised over how comprehensive the works included are. It was confirmed by MS that the maintenance plan includes more than just service-chargeable works, and considers the asset that needs to be maintained.</p> <p><b>Action 3: Show the expanded view of the asset maintenance plan for the next meeting to give a clearer idea of what’s behind these figures.</b></p>	<p><b>DBW</b></p> <p><b>DBW/ DD</b></p> <p><b>DD</b></p>
<b>3</b>	<p><b>AOB</b></p> <p>There are currently three vacant positions for resident members of the working party. It was agreed that Robin Gough and Rob Barker would liaise with Michael Bennett in the recruitment of three new members, reviewing the wording of the broadcast and also screening the applicants.</p> <p><b>Action 4: RG and RB to liaise with MB to recruit three new resident members of the party before the June meeting.</b></p>	<p><b>MB/RG /RB</b></p>
	<p><b>Next Meeting: 13<sup>th</sup> June 2016</b></p>	