

**ASSET MANAGEMENT INVESTMENT PANEL  
BARNET HOMES  
Wednesday 15 October 2008 at 6.00pm  
9<sup>th</sup> Floor Meeting Room, Barnet House**

**AGENDA**

<b>Item No</b>	<b>Item</b>	<b>Status</b>	<b>Author</b>
1	<b>Introductions &amp; Apologies</b>		
2	<b>Minutes and Matters Arising</b> <i>Pages 1-8</i>		
3	<b>Declaration of Interests</b>		
4	<b>Health &amp; Safety Update</b> <b>Briefing Note on Carbon Monoxide Detectors</b> <i>Page 9</i>	<b>Information</b>	<b>Chris Wilkins</b>
5	<b>Repairs and Maintenance Budget Monitoring September 2008</b> The report sets out the detailed budgetary position for the repairs and maintenance service as at the end of August 2008. <i>Pages 10-13</i>	<b>Information</b>	<b>Mandy Dunstan</b>
6	<b>Capital Programme</b> The report shows the revised capital programme and details of the actual spend on the capital programme to August 2008. <i>Pages 14-18</i>	<b>Information</b>	<b>Andy Campion</b>
7	<b>Update on Regeneration</b> This progress report shows the current status of the Regeneration Capital Programme 2008/9 as a whole and details the 5 separate projects on which it is based <i>Pages 19-21</i>	<b>Information</b>	<b>Mandy Dunstan</b>
8	<b>Post 2010 Capital Investment Programme</b> This report shows how the Asset Management service intends to consult and include residents in future investment needs post 2010. <i>Pages 22-25</i>	<b>Information</b>	<b>Chris Wilkins</b>
9	<b>Digital Switchover programme – Briefing note</b> This report explains what progress has been made and actions taken by Barnet Homes in procuring The Digital Switchover System. <i>Pages 26-28</i>	<b>Information</b>	<b>Phil Buck</b>
10	<b>Future Agenda Planning</b> This paper sets out the proposed agenda for the future meetings of the Panel. <i>Pages 29-31</i>	<b>Decision</b>	<b>Chris Wilkins</b>
11	<b>Any Other Business</b>		
12	<b>Date of Next Meeting – Wednesday 17 December 2008 at 6.00pm, 9<sup>th</sup> Floor Meeting Room, Barnet House</b>		

**Attendees:**

Chris Wilkins – Barnet Homes  
Phil Buck – Barnet Homes

Jan Andersson – Tenant Rep  
Mr K Finn – Leaseholder

Andrew Campion – Barnet Homes  
Mandy Dunstan – Barnet Homes  
Ramsay Hood – Barnet Homes  
John Gargan – Barnet Homes  
Peter Headland – Barnet Homes  
Paul Shipway – LBB Housing  
Vi Britchfield – Barnet Homes  
Charmaine Young CBE – Barnet Homes  
Terry Rogers OBE FCIH JP – Barnet Homes

Mr L Waldron – Tenant Rep  
Cllr Ross Houston – Barnet Homes  
Cllr Helena Hart – Barnet Homes  
Mike Wiffen – Barnet Homes  
Ms Sameena Malik – Tenant Rep

The meeting will commence at **6.00pm, 9<sup>th</sup> Floor Meeting Room**, Barnet House.  
Any Director who wishes to attend as an observer please advise Denise Ashley in  
advance on: Tel: 020 8359 4799  
Email: [denise.ashley@barnethomes.org](mailto:denise.ashley@barnethomes.org)

**BARNET HOMES**  
**ASSET MANAGEMENT INVESTMENT PANEL MINUTES**  
**13 August 2008**

**Attending:**

**Board Directors**

CLlr Ross Houston  
 Vi Britchfield

CLlr Helena Hart  
 Charmaine Young CBE

**Residents/ Leaseholders Rep**

Jan Andersson  
 Mr Kevin Finn

**Apologies:**

Luther Waldron  
 Ms Sameena Malik

**Management & Staff:**

Mandy Dunstan  
 John Gargan *(Part)*  
 Bambos Kakouratos *(Part)*

Ramsay Hood  
 Cora Vigar *(Part)*  
 Denise Ashley *(minutes)*

**Apologies:**

Mike Wiffen  
 Andrew Campion  
 Paul Shipway  
 Chris Wilkins

Phil Buck  
 Nicola Bird  
 Peter Headland  
 Kevin Turnpenney

**Visitors:**

Lesley Fordham *(observing)*  
 Elliott Sweetman *(observing)*

Martin Drakeford *(observing)*

ITEM	TITLE	ACTION
1	<b>Introductions &amp; Apologies</b> Apologies noted and introductions were made.	
2	<b>Agree Minutes &amp; Matters Arising</b>	
2.1	The minutes were agreed.	
2.2	<b>Item 4.2 Waiting times for Major Works -</b>  Further changes in KPI. Work is progressing on this. Final resolution in December 2008.	

<p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p> <p>2.10</p>	<p><b>Item 5.4 Void properties</b> – CPL has taken forward the feedback regarding the standard and quality of works as service improvements.</p> <p><b>Item 6.2 Audit Commission report Gas Team three star action plan</b> – MD to provide CY with a copy of the action plan.</p> <p>Action Plan be monitored at the Panel on a quarterly basis.</p> <p><b>Item 6.3 Annual Gas Servicing</b> – It was noted that the Gas servicing were being carried out early. This is because the high volume of work during May to August created high level of no access which affected the statistics. It was therefore agreed that the listing be re-profiled in order to streamline the volume of works and improve performance.</p> <p><b>Item 6.4 Offering Gas Servicing to homeowner/staff</b> - Agreed this would not be pursued.</p> <p><b>Item 6.5 Service Improvement Plan</b> – SLA been written and agreed in principle. Now with LBB to be signed off.</p> <p><b>Item 6.6 Managing Vulnerability</b> – Noted that work was in progress to update the profile on vulnerable tenants. Actively being checked as a support measure.</p> <p><b>Item 7.2 Options for Reinvestments</b> – Work in progress. The information has now been sent to LBB.</p> <p><b>Item 7.4 Additional properties requiring major works</b> - Noted that works have now been scheduled to be carried out during August.</p>	<p>MD</p>
<p>3</p> <p>3.1</p>	<p><b>Declaration of Interests</b></p> <p>Two Councillors declared they are Barnet councillors.</p>	

<p><b>4</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p> <p><b>4.4</b></p>	<p><b>AMIP Terms of Reference</b></p> <p>The Panel received the report outlining the proposed changes to the Terms of Reference.</p> <p>The Panel discussed the issues around voting rights for resident and leasehold members as well as the arrangements for chairing the Panel.</p> <p>JA and KF to get contact details of the resident Board Directors in order to pass on their views on the proposed arrangement for voting rights.</p> <p>The Panel approved the revised Terms of Reference and agreed to take the issue of voting rights to the full Board for a decision.</p>	<p><b>CV</b></p> <p><b>CV</b></p>
<p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p> <p><b>5.4</b></p>	<p><b>Eco House Project Update</b></p> <p>RH updated the Panel on the work currently being done to provide an Eco friendly property, 31 Berkeley Crescent, in time for the Housing Conference in October.</p> <p>Specifications have been agreed and plans made to be on site in August.</p> <p><b>Re. item 3.2</b> - Carbon detectors and room monitors to be added to the list of works and initiatives to be carried out at the property.</p> <p>The Panel felt that the works and initiatives being carried out in the property was way over the Decent Homes specifications and that residents' expectations were being raised for works that Barnet Homes would not be able to deliver.</p> <p>There was concern that a decision on this had not been made by the Board. Panel to see copy of Board report to identify where the idea for the project came from and where approval had been given to go ahead with this project.</p>	<p><b>PB</b></p> <p><b>PB/CW</b></p> <p><b>PB/CW</b></p>

<p><b>5.5</b></p>	<p>The Panel requested that a report be provided to address the following points raised :-</p> <ul style="list-style-type: none"> <li>- Item of works to be priced individually.</li> <li>- Issue of funding to be investigated.</li> <li>- Will the improvement works impact resident's rental?</li> <li>- Regarding item 3.4, will experts be on hand to provide information on grants available and how they can be accessed.</li> <li>- Information around the staffing structure and sample of the information packs.</li> <li>- Regarding 5.1, what will be the cost of re-letting the property?</li> <li>- Source of funding to be clearly stated.</li> <li>- What would be the costs to residents if they did the works themselves?</li> <li>- How much will the Eco House save as a property against residents' bill and what is the payback period.</li> </ul>	<p><b>PB/RH/CW</b></p>
<p><b>5.6</b></p>	<p>It was agreed that the PR benefits for this project should be looked into.</p>	<p><b>PB</b></p>
<p><b>6</b></p>	<p><b>Capital Programme Update</b></p> <p><b>6.1</b> The Panel received the report outlining the revised capital programme as well as the details of the actual spend on the capital programme to 30 June 2008.</p> <p><b>6.2</b> Table 1 showed the split of the programme. Total spend to date this year is £30.4m</p> <p><b>6.3</b> Noted that the revised programme should highlight the original figures for clarity.</p> <p>Table 2 showed the spend to date. Currently 113% to date against profile.</p> <p><b>6.4</b> <b>Hostel Programme</b> – Prioritised listing been agreed. Works to start in September. Apollo confident they can deliver the programme on schedule.</p>	<p><b>AC/RH</b></p>

<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p> <p><b>7.5</b></p> <p><b>7.6</b></p> <p><b>7.7</b></p>	<p><b>Consultation process with Leaseholders</b></p> <p>The Panel received the report that sets out how leaseholders are consulted regarding major works service charges.</p> <p>Leaseholders are being advised on costs and invoicing as soon as information is received from contractors. Confirmed that works were generally being billed within 36 working days and that this is being closely monitored. Noted that United House has improved turn around times.</p> <p>Full size copy of Leaseholder Consultation process, Schedule 3, to be circulated to Cllr Ross and CY.</p> <p>Confirmed that leaseholders were being given access to help and assistance on payments.</p> <p>Leaseholders to be made aware of planned maintenance programme/large works coming up and their obligations before works commenced as well as upfront information on life span details on blocks of flats and their obligations. RH and JG to work together on this.</p> <p><b>Reserve funds</b> – Barnet Homes not requested to have one. Prudent leaseholders would have one.</p> <p><b>Consultation process</b> - Drop in surgeries has been productive. Required by law to have regard to the observations.</p>	<p><b>JG</b></p> <p><b>RH/JG</b></p>
<p><b>8</b></p> <p><b>8.1</b></p>	<p><b>Carbon Monoxide report</b></p> <p>Bambos Kakouratos provided the Panel with an overview of this report which recommended targeting high risk gas installations for the use of carbon monoxide detectors. The current gas safety strategy is compliant with health and safety legislation and meets best practice adopted by other high performing ALMOs. There is no legal requirement to install detectors, the law requires that all gas appliances are serviced annually.</p>	

<p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>Bambos emphasised that this strategy follows advice provided by independent organisations including the HSE and Corgi.</p> <p>Noted that there are a number of other high level risks to residents that need to be considered before any major commitment is made in the allocation of financial resources.</p> <p>Agreed that a risk analysis report to be completed that will assist the Board in making a more informed evaluation of safety risks and use of resources.</p> <p>The Panel agreed with the targeted approach to undertake a replacement programme in properties that are deemed vulnerable. The cost is expected to be in the region of £148k.</p> <p>MD to obtain costings for 9000 detectors from B&amp;Q and VHL.</p>	<p>BK</p> <p>MD</p> <p>MD</p>
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p><b>Asset Management Monitoring Process re. scope of works and quality</b></p> <p>The Panel received the report that sets out the main current monitoring arrangement in respect of provision of Professional Services and delivery of construction.</p> <p>Monitoring mechanisms to do with the operation of the contract are covered by regular meetings.</p> <p><b>Refer to 6.11</b> - Resident Liaison Officer to be appointed to deal with vulnerable issues as well as the increased site inspections. Temporary Project officer also to be appointed to deal with the increased level of inspection of works in progress.</p> <p>Set of last minutes for Operational Team and Customer Care meetings to sent to CY and Cllr Houston.</p> <p>Noted that senior managers attends the Customer Care meetings in order to identify trends and take actions.</p> <p><b>Appendix 2</b> - Boxes to be changed around on flowchart to show leasehold consultation takes place before commencement agreement.</p>	<p>RH</p> <p>RH</p>

<p><b>10</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p>	<p><b>Repairs and Maintenance Budget Monitoring June 2008</b></p> <p>The Panel considered the report which sets out the detailed budgetary position for the repairs and maintenance service as at the end of June 2008.</p> <p>Noted that for 2008/09 there are conflicting targets for this service area; namely to increase customer satisfaction against the backdrop to achieve annual efficiency.</p> <p>The Panel raised concern at the large overspend in the responsive repairs budget and noted the interim actions being taken to reduce spend.</p> <p><b>Schedule 7 Summary Report</b> - MD to provide information on what % of overspend is against the whole of the budget.</p>	<p><b>MD</b></p>
<p><b>11</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p> <p><b>11.4</b></p> <p><b>11.5</b></p>	<p><b>Update on Regeneration</b></p> <p>The Panel received a verbal update on the progress of the regeneration programme to date.</p> <p>West Hendon window project is underway. To spend approximately £1.1m. The project will run in conjunction with the digital upgrades for these blocks.</p> <p>The Panel requested a Regeneration report be drafted to provide evidence on costs including breakdown on the cost of £300 per property as well as the benefits and the value of the Digital installation programme.</p> <p>PB to advise CY on the Digital installation report to Board as well as providing a breakdown of the costs and value of the works for this year.</p> <p>MD to email copy of verbal report to CY.</p>	<p><b>PB</b></p> <p><b>PB</b></p> <p><b>MD</b></p>
<p><b>12</b></p> <p><b>12.1</b></p>	<p><b>Fencing Policy</b></p> <p>The Panel received the report that outlined the current fencing policy with an objective to reducing the future levels of fencing works.</p>	

12.2	Agreed that front garden and boundary fencing would not be replaced except in cases of vulnerability. MD to amend draft policy.	<b>MD</b>
12.3	Noted that the main criteria on how decision would be based would be around health and safety and legal circumstances.	
12.4	Also noted that fence panels being erected at the costs of tenants would be subject to the permission from Housing. Boundary issues would also be dealt with through Housing services.	
12.5	The Panel approved the draft policy outlining the VfM approach to fencing subject to the above amendments to the policy.	
<b>13</b>	<b>Future Agenda Planning</b>	
13.1	Agreed future agenda item would be:- <ul style="list-style-type: none"> <li>- Procurement of various contracts – legal system included</li> <li>- Digital Switchover progress report - to include costs</li> <li>- Housing &amp; Regeneration - Feedback from seminar</li> </ul>	
13.2	<b>Additional items:-</b> <ul style="list-style-type: none"> <li>- Connaught Service Improvement Plan – quarterly report</li> <li>- Three Star Gas Action Plan - Quarterly report</li> </ul>	
13.3	Noted for future meetings summary of reports to be presented.	
<b>14</b>	<b>Any Other Business</b>	
14.1	Name badges to be arranged for JA and KF.	<b>DA</b>
<b>15</b>	<b>Date &amp; Venue of Next Meeting</b>	
15.1	Wednesday 15 October 2008 at 6.00pm, <b>9<sup>th</sup> Floor Meeting Room, Barnet House</b>	

Circulation: as above

**Carbon Monoxide Detectors**

We recognised that Carbon Monoxide Detectors (CO) have number of benefits. However, in terms of the Council's priorities, meeting statutory obligations and a shortfall in investment needs it will be a difficult to justify a full installation programme of Carbon Monoxide detection in our properties. Therefore, until further direction from the Health and Safety Executive (HSE) the installation existing policy will continue until a review of Barnet Homes gas safety policy is carried out next year.

There has also been further work carried out in relation to CO which was also discussed at the Asset Management Investment Panel meeting. Our Health & Safety Manager has contacted the HSE Inspectorate to discuss our gas safety strategy with them and explained that it was based on achieving 100% annual gas servicing and educating our residents regarding all gas safety issues.

It was explained that additional measures to fit CO detectors in properties where there are vulnerable gas installations have been undertaken recently. The HSE are aware that this is common practice among local authorities and approved of this approach.

The HSE have not issued a recommendation regarding the installation of carbon monoxide detectors to local authorities and they acknowledged that the expense of issuing carbon monoxide detectors would be considerable for the additional benefits that can be achieved which would be minimal in a case where there is already an effective gas safety strategy in operation.

The Panel also requested that a risk analysis on other health & safety areas to be completed. A report is being drafted for the Panel demonstrating the risks and costs associated with these works. This will enable the Board to have a fuller understanding of all the risk areas that the Asst Management team will have to prioritise and resource.

Please note a full report is due to go to the November Board meeting.

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**Date: 23 September 2008**

**Title: Repairs and Maintenance Budget Monitoring August 2008**

**1. Statement of Purpose**

- 1.1 Regular financial reporting is key to the sound financial management of Barnet Homes Limited and in supporting the company in achieving its business objectives.

**2. Summary**

- 2.1 The report sets out the detailed budgetary position for the repairs and maintenance service as at the end of August 2008.

**3. Recommendations**

- 3.1 That the Sub-Group consider and note the report.

**4. Financial & Risk Management Issues**

- 4.1 The proposed changes in regard to the repairs service which were identified in the Value for Money review may result in lower levels of customer satisfaction with the housing service.
- 4.2 The increased spend in day to day repairs could result in Barnet Homes not meeting the planned to responsive ratio spend target.
- 4.3 The delivery date for the diagnostic software has slipped which has had an impact on service delivery. This software is crucial to support staff in allocating work correctly.

**5. Resident Consultation and Equalities Issues**

- 5.1 None in context of this report.

**6. Background Information**

- 6.1 Attached as Appendix 1 is the revenue budget monitoring management report for the repairs and maintenance service to the end of August 2008.

**7. Year to date expenditure responsive repairs**

- 7.1 The Responsive repairs as at Aug 08 YTD is currently £223K overspent which is mainly due to Carpentry (£82K), Plumbing (£89K), and Roofing (£69K).
- 7.2 There has been a £24k in month decrease in responsive spend which has been a result of actions taken to stabilise spend at the end of July 08.
- 7.3 Further actions taken in August 08 to stabilise spend are as follows:

- We have arranged for two Asset Managers to spend 1 day in the call centre to monitor findings.
- Held emergency call centre meeting with Customer Care Manager and Call Centre Manager and agreed action plan to resolve problems.
- Have put a limit of 10% uplift on all quoted works
- Meeting held with Connaught in August 08 to discuss % uplift on quotes to rectify a gap in the current contract.
- Have decreased the variation control level to £250
- Have established a Contract Monitoring schedule and a process map to ensure financial checking.
- Have established a credit process and started to claim back on findings from quality checks.
- Have implemented PID to review contract and call centre function will be looking at the following:
  - SOR rates
  - Central overheads
  - Site overheads
  - Connaught profit margins
  - Volume of work
  - Existing budget and future efficiencies
  - Resources and supply chain costs
  - Economic impact on material costs
  - Clienting costs
  - Contract management
  - Review level of variation order in relation to percentage terms

## **8. Year to date Gas Contract**

- 8.1 Due to re profiling our gas servicing program we have brought forward 600 services during May, June, July and August. The impact of this has shown in our 1<sup>st</sup> quarter spend.
- 8.2 To note spend is now reducing in line with the high performance currently being delivered in Gas servicing.

## **9. Planned Estate Maintenance**

The new approach to delivering our Estate Works strategy has had an impact on spend. To note the under spend in this area is off setting the overall RM budget overspend. A large number of works orders were raised during September.

## **10. Year to date expenditure planned and cyclical works**

- 10.1 The highest risk area is fencing and the non OAP programmed decorations.
- 10.2 We have reviewed our existing fencing policy to support VFM and managing customer expectation. It is expected that a significant decrease in spend will happen after October 2008.

- 10.3 The non OAP programmed decorations has been considered within the VFM review of qualifying repairs and it is anticipated that spend in this area will be reduced on the introduction of our new repairs policy in October 2008. Robust management of customer expectation can reduce spend in this area immediately if the need arises.

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**Date: 30 September 2008**

**BARNET HOMES LIMITED  
REPAIRS AND MAINTENANCE**

**AUGUST 2008 YTD**

**PERIOD 5**

**SUMMARY REPORT**

	<b>AUGUST YTD</b>			<b>FULL YEAR</b>			
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance (ADV)/FAV</b>	<b>2008/09 Projection</b>	<b>2008/09 Budget</b>	<b>Variance (ADV)/FAV</b>	<b>2007/08 Actual</b>
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b><u>EXPENDITURE</u></b>							
<i>Direct Costs</i>							
Total Responsive Repairs	1,571	1,348	(223)	3,770	3,235	(535)	3,923
Total Planned Repairs/Works	330	267	(63)	640	640	(0)	755
Total Cyclical Works	274	306	33	735	735	0	608
Total Planned Estate Maintenance	232	463	230	336	1,110	774	559
Total Void Works	647	500	(147)	1,402	1,200	(202)	1,252
Total Gas Repairs/Works	633	667	34	1,600	1,600	(0)	1,426
<b>Total Direct Cost</b>	<b>3,686</b>	<b>3,550</b>	<b>(136)</b>	<b>8,484</b>	<b>8,520</b>	<b>36</b>	<b>8,523</b>
<i>Indirect Cost</i>							
Other Costs	17	2	(15)	41	5	(36)	75
<b>Total Indirect Cost</b>	<b>17</b>	<b>2</b>	<b>(15)</b>	<b>41</b>	<b>5</b>	<b>(36)</b>	<b>75</b>
<b>Total Repair Costs</b>	<b>3,703</b>	<b>3,552</b>	<b>(151)</b>	<b>8,525</b>	<b>8,525</b>	<b>(0)</b>	<b>8,597</b>

**Notes**

1. Responsive repairs as at Aug 08 YTD is currently £223K overspent which is mainly due to Carpentry (£82K), Plumbing (£89K), and Roofing (£69K). Void works are currently £147K overspent as at August. Actions are being taken to address the overspend in responsive repairs.
2. The current year to date position is £151K overspent , and the full year overall repairs & maintenance costs have been projected to come in on budget.
3. All commitments with finished and invoiced status have been accrued, and the £250K expected credit note from Connaught Ltd has been reaccrued in the year to date figures.

1. Statement of Purpose

1.1 Barnet Homes is committed to achieving effective governance and ensuring that we deliver our objectives and commitments to target. This report provides an position statement following a review of the capital programme to August 2008.

2. Summary

2.1 In *Table 1* below we show the agreed capital programme for 08/09. This programme will now be placed within Barnet Homes 'Pulse' performance framework for monitoring purposes.

**Table 1: 08/09 Agreed Capital Programme**

2008/09 Programme	08/09 Programme Values £,000	% of programme
Barnet	5,231	17%
Finchley	7,509	25%
Hendon/Edgware	9,213	30%
Sheltered	2,949	10%
<b>Partnering Total</b>	<b>24,902</b>	<b>82%</b>
Adaptations	1,395	5%
Regeneration	2,000	7%
Miscellaneous (R&M)	1,212	4%
Voids	200	1%
Extensions and Deconversions	250	1%
Salaries	475	2%
<b>Other Total</b>	<b>5,532</b>	<b>18%</b>
<b>Grand Total</b>	<b>30,434</b>	<b>100%</b>

2.2 The information in Table 2 below details actual spend on the capital programme to 31<sup>st</sup> August 2008.

2.3 Overall it shows that we anticipated the delivery £6.6m of works. However we achieved the delivery of £7.1m of works or 108% year to date against this profile and 23% of our total 08/09 resources of £30.43m.

**Table 2: Performance to August 31st 2008**

Programme	2007/08 Capital Profiled spend to August 08 £,000	Programme Actual £000	Variation £000	Variation against profile (%)
United House	£2,436	£2,667	£232	110%
Balfour Beatty	£2,158	£2,707	£548	125%
Apollo	£952	£729	-£223	77%
Adaptations	£465	£541	£76	116%
Extensions and Deconversions	£0	£0	£0	100%
Regeneration	£0	£45	£45	260%
Repairs and Maintenance Capital	£404	£283	-£121	70%
Voids	£67	£130	£63	148%
<b>Total</b>	<b>£6,601</b>	<b>£7,102</b>	<b>£501</b>	<b>108%</b>

- 2.4 We have achieved 110% actual spend against profile on our Partnering programme. However, the programme is backloaded and as Appendix 2 highlights nearly  $\frac{3}{4}$  of delivery will take place in the next 8 months. The Partnering Programme will need to be carefully managed and monitored to ensure that delivery targets are met.
- 2.5 We have set a target of 3772 properties where works have taken place on our partnering programme. This figure has been adjusted to take account of the risk from non-access and refusals and it also includes properties where a survey has found that only an electrical test is required. Until the end of August this year we have delivered works to 1,620 properties, 43% of our profile. Such a high delivery rate so early in the annual programme can be attributed to the completion of schemes started in the 07/08 programme and completed in 08/09.
- 2.6 There are budgetary pressures within other areas of the programme. In our adaptations programme we may require more resources to complete the historic backlog on the waiting list. We are also reporting high levels of voids spend due to increased demand on the budget from our Regeneration stock. There will also be more pressure on our Repairs and Maintenance Capital Support budget as we see an increase in throughput of capitalisations. These budgets will be reviewed at the October Investment Planning meeting.

### 3. Previous Reports

- 3.1 The last panel received a report on progress up to the end of June 08.

### 4. Recommendations

- 4.1 That the panel note and comment on the content of this report.

## **5. Financial & Risk Management Issues**

- 5.1 The information contained in this report is of a financial nature. Robust monitoring and Governance procedures are in place to ensure that the delivery of capital schemes is within the framework of financial regulations. Risks for each programme are assessed and the appropriate management is applied.

At the time of writing the fire at Garth House could result in the number of properties available for the Apollo contract reducing this in turn, could result in the contractor partner not meeting completion and year end spend targets.

## **6. Resident Consultation and Equalities Issues**

- 6.1 We consult widely on our capital programme including validation surveys, satisfaction surveys and focus groups. This ensures that we are delivering the appropriate services in the appropriate way.

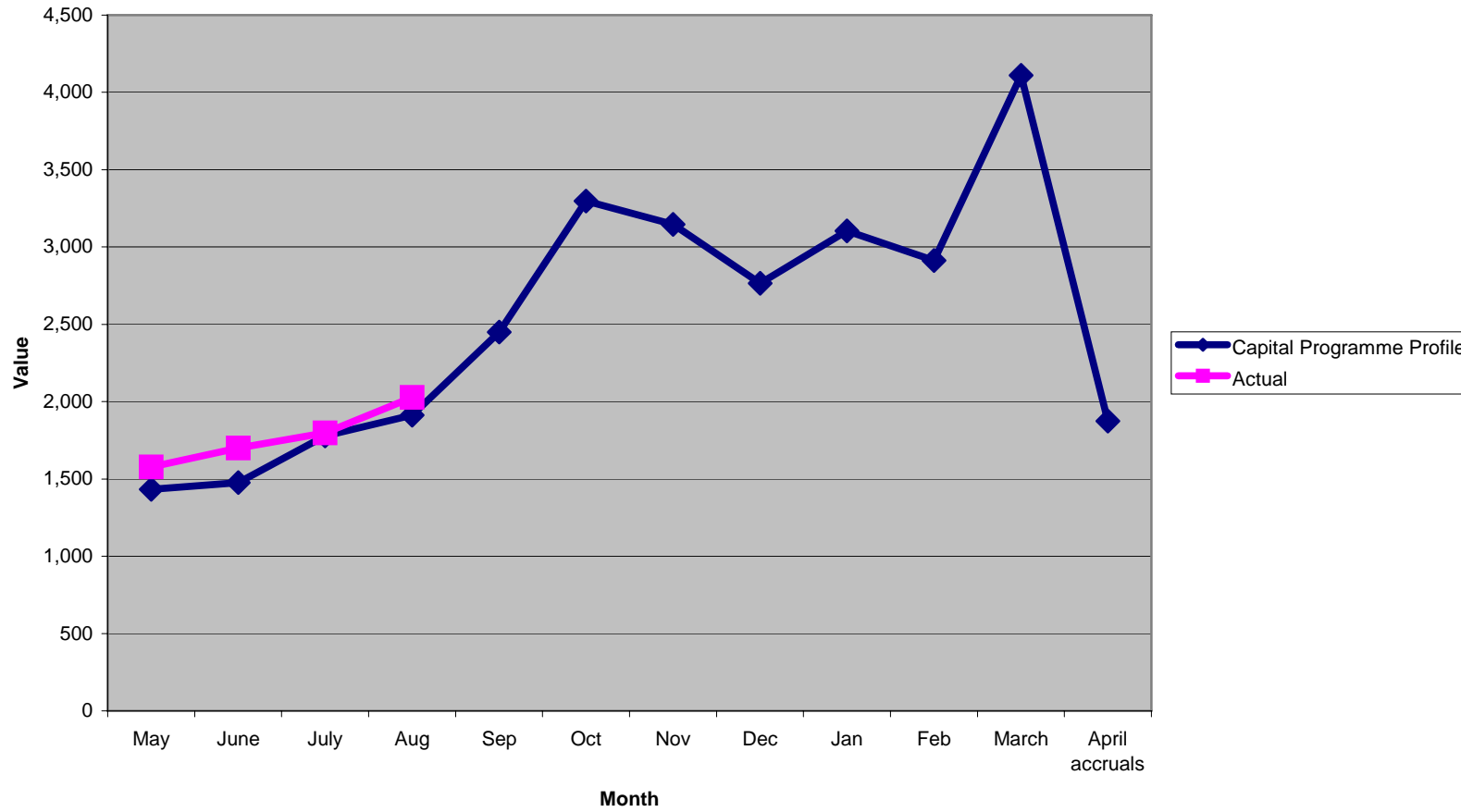
## **7. Background**

- 7.1 The mission statement for the Asset Management Service is to:  
"To facilitate and oversee effective asset management by planning logical re-investment programmes of work to meet the requirements of the stock and to deliver best value"

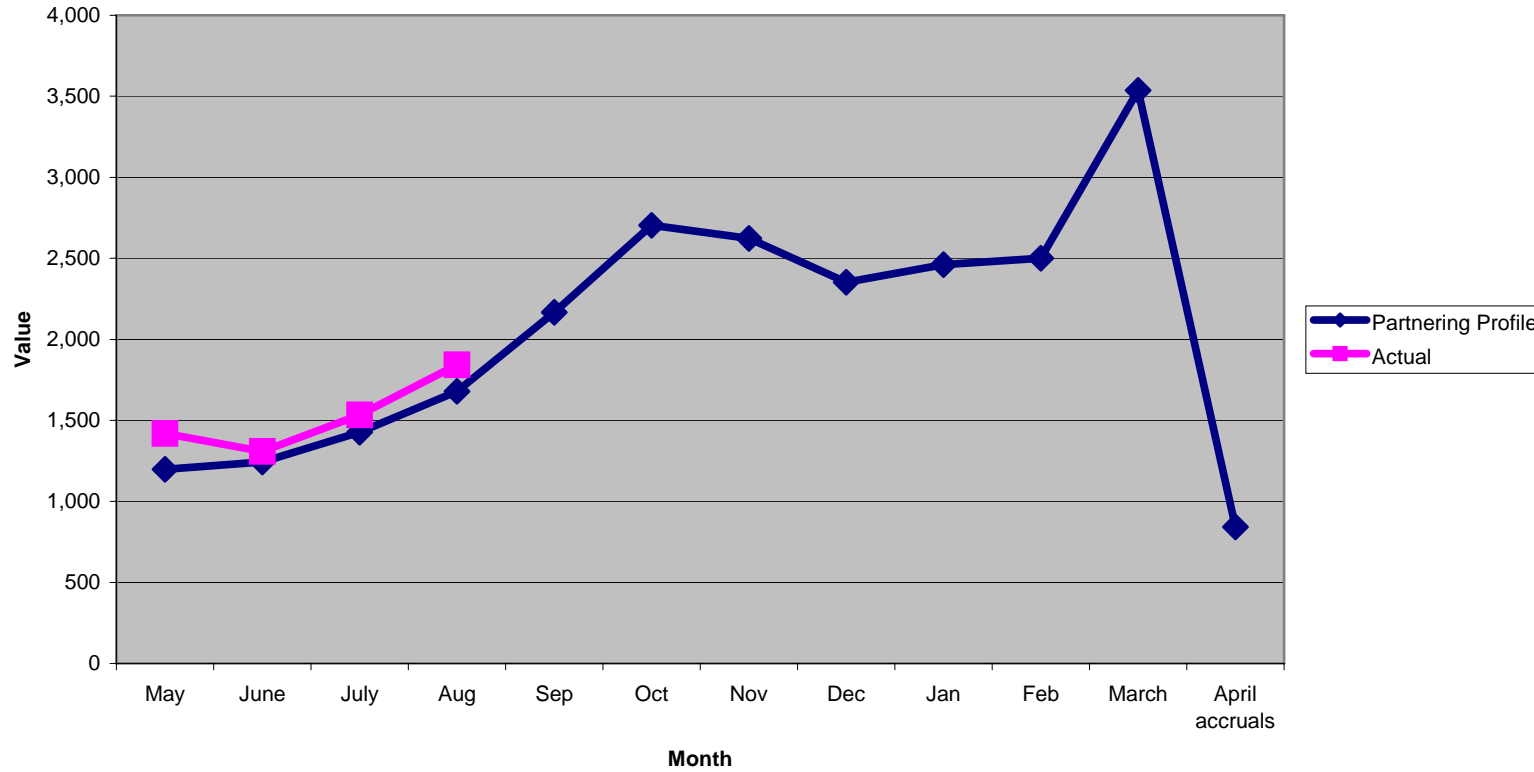
**Author:** Andy Champion, Investment Planning & Value Manager

**Date:** 06 October 2008

# Appendix 1 Capital Programme Draft Profiles



## Appendix 2 Partnering Programme Draft Profiles



**Barnet Homes Limited**

**Asset Management Investment Panel**

**Date: 15<sup>th</sup> October 2008**

**Title: Regeneration Capital Programme 2008/9 progress Report**

**1. Statement of Purpose**

- 1.1 To provide the panel with a progress report on the Regeneration Capital Programme 2008/9, including programming, delivery, consultation, resident liaison support and budget.

**2. Summary**

- 2.1 This progress report shows the current status of the Regeneration Capital Programme 2008/9 as a whole, and details the five separate projects on which it is based. The programme is currently on-track for effective completion on budget this financial year (see table 8.0 below for a further breakdown). This prediction is based on the assumption that leasehold consultation is completed within an appropriate timescale.

**3. Previous Reports**

- 3.1 None

**4. Recommendations**

That the Asset Management Investment Panel notes the successful quarter two position for delivery of our Regeneration Capital Programme 2008/9.

**5. Financial & Risk Management**

- 5.1 The regeneration schemes are reliant on private house sales, and the present economic uncertainty could have an impact in delaying the redevelopment of these estates. Such delays will cause added pressure on our repairs and maintenance and regeneration capital budgets.

**6. Resident Consultation and Equality Issues**

6.1 Consultation

- Consultation on West Hendon windows project complete 11/09/08
- Consultation on West Hendon communal electrical project (excluding Tyrell Way) complete 11/09/08

6.2 Leaseholder Consultation

- Resident consultation on the new Regeneration Strategy was undertaken on all four regeneration estates at the beginning of 2008. These were highly publicised and well attended.
- Resident priorities for individual properties and estates as a whole were collected and collated.
- Consultation on the West Hendon project occurred June and September 2008.

## **7.0 Resident Liaison Support**

7.1 Effective resident liaison co-ordination is crucial to the successful delivery of this capital programme, as regeneration estates pose added difficulties in delivery due to the highly political aspect involved at present.

7.2 The addition of the Regeneration Project & Resident Liaison post has been very necessary and served to co-ordinate the effective resolution of resident issues attached to the programme, such as vulnerability and no-access in the initial stages of the West Hendon project. This has, and will continue to allow for a smoother and more cost effective programme.

## **8.0 Background**

### **8.1 Programme**

The 2008/9 programme includes the following works:

West Hendon windows and integrated reception system works - Value £1.1m.

- This work includes the replacement of mainly rear elevation windows and installation of integrated digital reception system to the below blocks:

8.2 Health & Safety communal/estate works – Value £650k.

- This work includes mainly Health & Safety works to Grahame Park and West Hendon and some anti-social behaviour and estate improvements.

8.3 Internal electrical surveys (highest priority) Grahame Park, West Hendon & Stonegrove/Spur Road – Value £10k.

- This work includes undertaking electrical surveys and obtaining condition reports and specifications for required.

8.4 Variety of capital improvements through repairs and maintenance process and possible delivery of remedial works following internal electrical surveys – Value £235k

8.5 Feasibility and condition reports on Graham Park windows (highest priority) for development of Regeneration Capital Programme 2009/10 – Value 5k

## **9. Delivery**

9.1 West Hendon windows and integrated reception system works:

- Project commenced on-site with integrated reception system works 15/09/08
- Scaffold to be erected for window works 06/10/08
- 30 week programme with target completion date of 31/03/09

9.2. Health and safety communal/estate work's Graham Park, West Hendon, Stonegrove/Spur Road & Dollis Valley:

- Works on this programme under leasehold consultation limit were instructed in June 08 and have target completion of 09/10/08. This is on target and will be met.
- West Hendon communal electrical works to commence October 08 with target completion of 31/03/08
- Rest of works are unable to commence until leasehold consultation is complete.

9.3. Internal electrical surveys (highest priority) Graham Park, West Hendon & Stongrove/Spur Road:

- 144 properties involved in total
- All works orders have been raised for surveys and these will be complete by 05/01/09.

9.4 Variety of capital improvements through Repairs and Maintenance process:

- Works on this programme are ongoing through the repairs and maintenance process with Connaught plc as and when required.
- This work is highlighted continuously through Barnet Homes inspections and Connaught plc bi-weekly reports

9.5 Feasibility and condition reports on Grahame Park windows (highest priority) for development of Regeneration Capital Programme 2009/10:

- A brief has been developed and sent to Connaught plc and an approved surveying contractor firm for costing's for feasibility and condition reports. Currently awaiting second costing from surveyors.
- Consultation on the West Hendon project occurred June and September 2008.

## 10. Budgets

Project	Cost
West Hendon Windows & Integrated Reception System Works	£1,100,000
Health and Safety Communal/Estate Works	£650,000
Internal Electrical Surveys	£10,000

Repairs and Maintenance Capital Improvements and Electrical Works	£235,000
Feasibility Reports for 09/10 Programme	£5,000
	<b>£2,000,000</b>

**Report Author: Elliott Sweetman, Regeneration Programme Manager**

**Date: 30 September 2008**

**Telephone: 0208 359 5261**

**Email: [Elliot.Sweetman@barnethomes.org](mailto:Elliot.Sweetman@barnethomes.org)**

**Date: 15 October 2008**

**Title: Investment Programme – Customer Communication Plan**

**1. Statement of Purpose**

1.1 Barnet Homes' mission statement undertakes to "achieve excellence by delivering high quality standards and improving services to all residents". Barnet Homes is committed to achieving effective forward capital programme of works in order to support the provision of excellent services to its residents.

**2. Summary**

2.1 The report advises how Asset Management will develop with the participation of and consultation with residents on a forward capital programme of works after the completion of Decent Homes.

**3. Previous Reports**

3.1 None

**4. Recommendations**

4.1 That the Panel notes the Asset Management proposals to consult with residents and prepare a forward capital programme beyond completion of Decent Homes.

**5. Financial & Risk Management Issues**

5.1 It is not known at this stage exactly what funding will be available for future years but programmes will be developed on assumptions and adjustments will be made to suit finalised funding.

**6. Resident Consultation and Equalities Issues**

6.1 Future programmes of work will affect both tenants and leaseholders and there will be a need to consult fully with both these groups. Equality Impact Assessments will be carried out to ensure that the consultation and participation process fully engages all groups.

**7. Background**

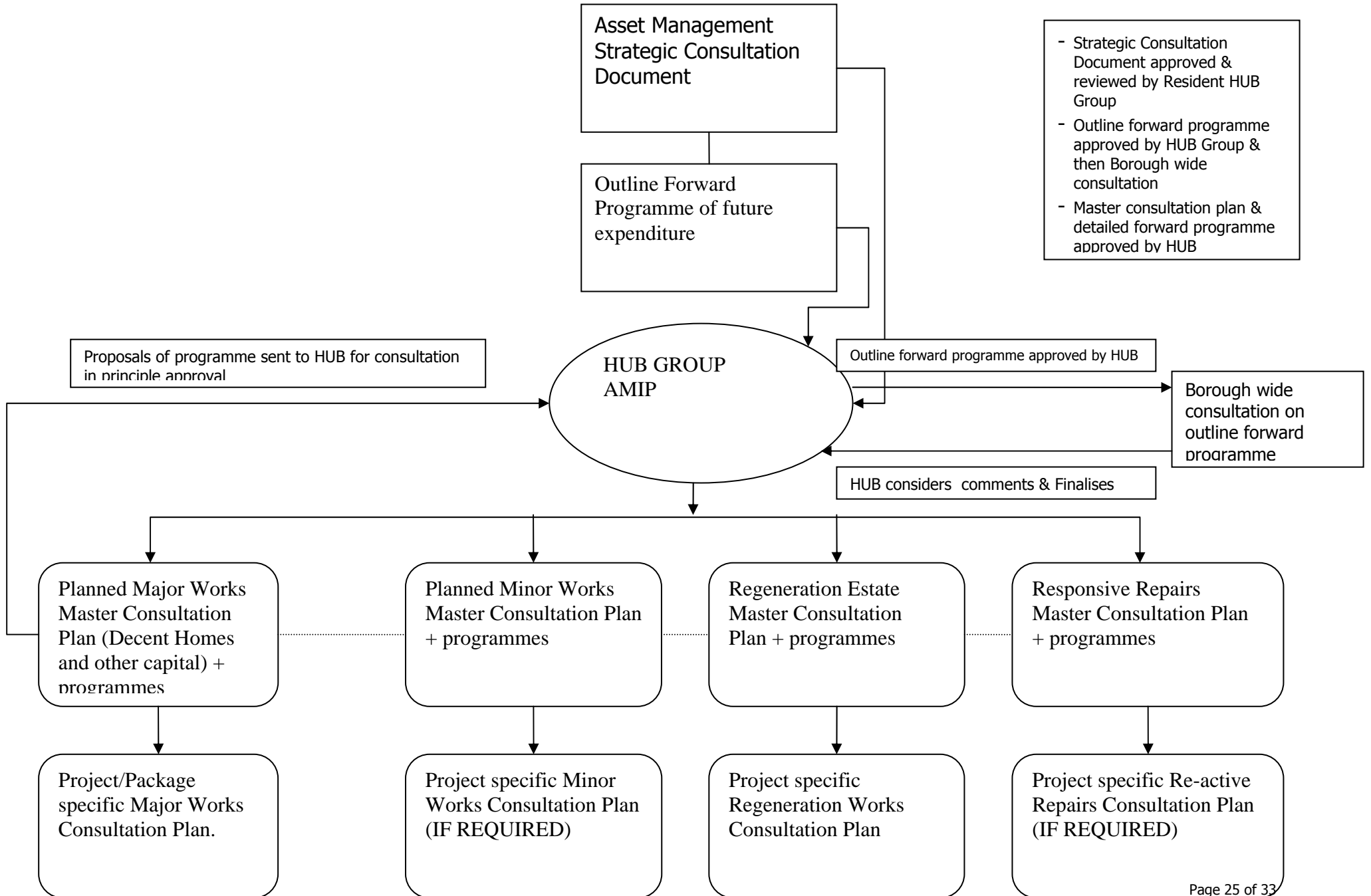
7.1 The current Decent Homes Programme will complete in financial year 2010/11.

7.2 Barnet Homes have working with the Council in producing the HRA Business Plan. This has entailed looking beyond 2010 and establishing the investment needs for the housing stock between 2010 – 2020. This has included reviewing existing stock condition data and costs. The investment needs for the retained housing stock is in the region of £135 million. The future capital works include:-

- Renewal of low maintenance windows
- Remaining poor condition bathroom
- Water mains renewals.
- Newly arising Decent Homes failures
- Central Heating upgrades
- Non accesses/refusals from current Decent Homes programmes

- 7.2 As part of the forward programme there is a need to develop with a detailed timescale how Barnet Homes intends to involve residents in their future capital programmes. This will include borough wide consultation on an outline programme of works as well as more detailed scheme specific 3 year programme (Please see Appendix 1). In addition, an overall consultation plan has been produced which will support the above process (Please see appendix 2). The feedback from our consultation process will be enable us to plan and shape with our residents our long term investment plans as well as developing our capital programmes. There is also need to consider the views of other stakeholders such as Board Directors, Barnet Homes staff and Barnet Council
- 7.3 The outline and the detailed programme of works will be reported for approval to a future meeting of the Asset Management Investment Panel.

**Report Author: Chris Wilkins Head of Asset Management**  
**Date: 25 September 2008**  
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## Appendix 2 Investment Programme - Customer Communication Plan

Action	Timescale	Lead officer	Comments	Progress
Provide the HUB with proposals as to how we intend to involve residents in future investment planning, programming, procuring & contract monitoring	September 2008	CW	Positive feedback from HUB supported capital project team (see below) and more resident involvement in contract monitoring	Complete
Seek views from residents in regard to future long term stock investment plans via Athome, Website, tenants newsletters, Viewpoint	November 2008- January 2009	PH/CW/ RH	Draw up an outline 10 year programme based on existing stock data in consultation with Head of Financial Services and feed back from residents	
Set up a capital works project team which will include Resident Reps, Housing Services, Financial Service and Asset Management	December 2008	RH/AC/ PH	Capital project team to formulate a detailed 3 year programme as necessary and agree 10 year outline programme	
Present to the HUB report to the Board on 3 year detailed programme	March 2008	CW/AC/ PH	Agree and finalise 3 year programme	
Publish 3 year and 10 year outline programme(s)	Ongoing	AC/CW	Continue review in line with resources and changing priorities	



**1. Statement of Purpose**

- 1.1 Our mission statement is to achieve excellence by delivering high quality and improving services to all residents. It is Barnet Homes intention to achieve a seamless service through this nationally driven target for change.

**2. Summary**

- 2.1 This report explains the progress that has been made and the actions that have been taken by Barnet Homes in procuring its Digital Switchover project, and the communication with residents.

**3. Previous Reports**

- 3.1 None.

**4. Recommendations**

- 4.1 That the Sub-Group consider and note the report.

**5. Financial & Risk Management Issues**

- 5.1 For small one-off projects of this work type, current costs per property are in the region of £300 - £350 per property. We will achieve value for money as it is envisaged that through joint procurement, costs below £250 per property will be achieved.
- 5.2 Barnet Homes will be carrying out upgrades to 5000 of its properties at an estimated cost of £1.25m over the next 3 years, with an estimated annual spend of £420k. This budget has been identified and agreed.
- 5.3 The cost of the procurement process to each of the main participating ALMO's through the London Area Procurement Network (LAPN) is £13,000 each, which has already produced further value for money savings of at least 25%-30% for Barnet Homes.
- 5.4 Not undertaking this piece of work will result in loss of service to our customers, poor customer satisfaction and inevitably more complaints.

**6. Resident Consultation and Equalities Issues**

- 6.1 It is essential that Barnet Homes manage resident expectation over the next three to four years. Barnet Homes have prepared an article to residents in At Home magazine which will appear in the next edition. There is detailed information currently on our website giving guidance and advice.
- 6.2 We will continue to provide regular updates in this regard to ensure all residents are made aware of this important piece of work and how it affects them.

- 6.3 During the procurement process residents from the participating LAPN organisations will be involved in the tender evaluation which is planned for November. They will play an integral part in the selection process and will be involved in the contractor interviews together with the head office and site assessments.
- 6.4 Residents will be offered a standard Sky+ package that will increase the current choice that is available to them. There will also be an option available for residents to receive extra channels via a secondary satellite receiver. The resident will have the choice as to whether they purchase a simple receiver that will receive free view channels, or whether they purchase further packages direct from the service provider.

## **7. Background**

- 7.1 The country is about to embark on the biggest change in broadcasting since colour television was introduced in the 1960's. The whole of the UK's TV network will be progressively switched on a regional basis from its current analogue transmission signal over to digital transmission. The switching starts in 2008/09 with the target for completion being 2012 when London, Meridian, Ulster and Tyne Tees complete the process.
- 7.2 Therefore, Barnet Homes must install new digital TV systems by 2012 to all of its existing stock currently served by a communal aerial system. This has been identified as a priority by Barnet Homes residents.
- 7.3 Ahead of this, Barnet Homes has had to procure some one off schemes due to ongoing maintenance problems with existing systems, or as part of other major works being carried out on estates where existing resident dish locations would affect the integrity of finished works.

## **8. Progress to Date**

- 8.1 Barnet Homes commenced the preparation work for this project in 2007, when a project group was formed.
- 8.2 In early 2008, Barnet Homes met with LAPN and suggested that this could be an ideal opportunity for a collaborative procurement process for its members. In February 2008, Barnet Homes together with a group of LAPN members who were also interested in joint procurement, met to discuss the options available. We looked at two other consortia with frameworks already in place to deliver this key piece of work. These included Fusion 21 and the Northern Housing Consortium. Following detailed discussions, the consensus was that Fusion 21 seemed a costly option as their rates were higher than current market rates, and that some of the more competitive companies operating in London were not on their framework. We also looked at Northern Housing Consortium; however they only had four contractors on their framework. Subsequently, the LAPN members agreed that the most effective route towards meeting our obligations as Landlords would be to jointly procure the contract in order to secure excellent rates for the works and achieve significant volume discounts given the size of the programme

8.3 The LAPN working group met monthly to agree a standard generic specification and standard contract documentation. The tendering process is well advanced and is anticipated to be completed in February 2009. The latest LAPN timetable is attached at appendix 1.

## 9. Conclusion

9.1 As previously mentioned, the target for completion of the tendering process is February 2009. Full reports on the outcomes of the LAPN procurement process will be presented to Board in January/February 2009.

**Author: Phil Buck**  
**Operational asset Manager (Special Projects)**  
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**Email: [phil.buck@barnethomes.org](mailto:phil.buck@barnethomes.org)**  
**Date: 6<sup>th</sup> October 2008**

<b>Action</b>	<b>Who</b>	<b>When</b>
Leaseholder Notices	Hounslow/Barnet/Brent Schedule 1 Stage 1	Various - 27th Aug
	Hackney Schedule 2 Stage 1	22 July - 21st Aug
OJEU	LS	28th Aug
Tenderers Seminar	LAPN/LS/ALMO's	2 <sup>nd</sup> Oct
Last date for expressions of interest	Tenderers	30 <sup>th</sup> Sep
Deadline for return of tenders	Tenderers	16 <sup>th</sup> Oct
Evaluate PQQs	Finance/H&S/Equalities	20 <sup>th</sup> Oct - 31 <sup>st</sup> Oct
Copy docs for panel	LAPN	3 <sup>rd</sup> - 4 <sup>th</sup> Nov
Issue tenders to panel	Panel	5th Nov
Panel read tenders	Panel	5 <sup>th</sup> -12 <sup>th</sup> Nov
Score Cost Model	QS	1st - 12th Nov
Panel meet to evaluate	Panel	12th - 14 <sup>th</sup> Nov
Site and office visits	Panel	19 <sup>th</sup> -26 <sup>th</sup> Nov
Interviews	Panel	26 <sup>th</sup> - 28 <sup>th</sup> Nov
References	LAPN	19 <sup>th</sup> Nov - 2 <sup>nd</sup> Dec
Panel meet to make decision	Panel	3 <sup>rd</sup> Dec
Non statutory leasehold consultation	ALMO's	10th Dec - 12 <sup>th</sup> Jan
Prepare report for LAPN and ALMO Boards	LS	3 <sup>rd</sup> Dec -13 <sup>th</sup> Jan
Report to LAPN and ALMO Boards	LS and ALMO's	14 <sup>th</sup> - 30th Jan
Alcatel Standstill	LS	1 <sup>st</sup> - 13 <sup>th</sup> Feb
Set up Framework	LAPN	16 <sup>th</sup> - 20 <sup>th</sup> Feb
Call off process	ALMO's	23 <sup>rd</sup> Feb onwards
Stage 2 Leasehold consultation	ALMO's	Post call off
Award call off contracts	ALMO's	Post leasehold consultation
Stage 3 Leaseholder consultation if works over £250	ALMO's	Post award of Call off

**1. Statement of Purpose**

1.1 Barnet Homes is committed to achieving effective governance and ensuring we deliver our objectives and commitments to target.

**2. Summary**

2.1 This paper sets out proposed agenda items to the Asset Management Investment Panel.

**3. Previous reports**

3.1 This is a regular item at each meeting of the Asset Management Investment Panel.

**4. Recommendations**

4.1 That the Panel consider the proposed agenda items and agree or amend as it wishes, and propose any items for inclusion on future agendas.

**5. Financial & Risk Management Issues**

5.1 Not applicable.

**6. Resident Consultation and Equalities Issues**

6.1 None in context of this report.

**7. Background Information**

7.1 The table below sets out proposed agenda items for the remainder of 2008 as well as the meeting of the 18 February 2009 and 22 April 2009. The Panel is asked to note and suggest further items for inclusion.

<b>Meeting Date</b>	<b>Agenda Items</b>
17 December 2008 6pm	Capital programme Budget Setting Regen – 2 year programme Granville Road update Stock Condition Survey / Apex – Update Day to Day Repairs Budgets * Adaptations Update

<b>Meeting Date</b>	<b>Agenda Items</b>
	Agenda Planning
18 February 2009 6pm	Capital programme* Day to Day Repairs Budgets*  Agenda Planning
22 April 2009 6pm	Capital programme* Day to Day Repairs Budgets *  Agenda Planning

\* standing items

**Author:** Denise Ashley, PA, Asset Management Team  
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**Date:** 1 October 2008

**BARNET HOMES**  
**ASSET MANAGEMENT INVESTMENT PANEL MINUTES**  
**15 October 2008**

**Attending:**

**Board Directors**

Cllr Ross Houston  
 Vi Britchfield  
 Terry Rogers OBE FCIH JP

Cllr Helena Hart  
 Charmaine Young CBE

**Residents/ Leaseholders Rep**

Jan Andersson (items 1-9)  
 Mr Kevin Finn

**Apologies:**

Luther Waldron  
 Ms Sameena Malik

**Management & Staff:**

Tracey Lees  
 Chris Wilkins  
 Mandy Dunstan  
 Mike Wiffen  
 Denise Ashley (*minutes*)

Phil Buck  
 Max Ako  
 Andrew Campion  
 Elliott Sweetman

**Apologies:**

Kevin Turnpenney  
 John Gargan  
 Nicola Bird  
 Ramsay Hood

ITEM	TITLE	ACTION
<b>1</b>	<b>Apologies</b>	
<b>1.1</b>	Apologies noted.	
<b>1.2</b>	<b>Election of Chair</b> VB (Chair of the Board) made the proposal to nominate CY as Chair of the Asset Management Investment Panel. This was agreed by Cllr Helena Hart, Cllr Ross Houston and Terry Rogers.	
<b>1.2.1</b>	CY took over the meeting as Chair of the AMIP and thanked CW for his work and contribution to the Panel.	

<p><b>2</b></p> <p><b>2.1</b></p> <p><b>2.2</b></p> <p><b>2.3</b></p> <p><b>2.4</b></p> <p><b>2.5</b></p> <p><b>2.6</b></p> <p><b>2.7</b></p> <p><b>2.8</b></p>	<p><b>Agree Minutes &amp; Matters Arising</b></p> <p>The minutes were agreed.</p> <p><b>Item 2.4 Audit Commission report Gas Team three star action plan.</b> The action plan was sent to CY.</p> <p><b>Item 4 AMIP Terms of Reference</b> – It was confirmed that the AMIP Terms of Reference is being reviewed by Cora Vigar and that the revised version will be presented at the next Board meeting on 17 November 2008, for ratification.</p> <p>It was agreed that voting rights would only be allowed to Board members. However it was noted that the views of the tenant and leaseholder representatives on the Panel were valuable and would be taken to the full Board on request. Representatives were welcomed to attend Board meetings as observers and were also encouraged to stand for elections where possible.</p> <p>Jan Andersson said that in light of the above this would be her last meeting of the Panel. The Chair expressed regret at her decision and thanked JA for her contribution to the Panel.</p> <p>Kevin Finn acknowledged the decision of the Board.</p> <p><b>Item 5 Eco House</b> – CW confirmed to the Panel that a Briefing note was completed on the Eco House project to include the concerns raised by the Board. All present were invited to attend the opening of the Eco House on Friday 17 October 2008.</p> <p><b>Item 5.2 Carbon Detectors and room monitors</b> – PB confirmed to the Panel that these units have been installed in the Eco House.</p> <p><b>Item 5.3 Decent Homes Specifications</b> – CW confirmed that some of the energy saving measures in this project could be included in the Decent Homes programme.</p> <p><b>Item 5.6 PR Benefits</b> – CW confirmed to the Panel that a press release was done on the benefits of the Eco House project.</p> <p><b>Item 6.3 Capital Programme</b> - AC assured the Panel that the revised programme showing our original position would be sent on Thursday 16 October 2008 - please see schedule 7 attached to these minutes.</p>	<p><b>AC</b></p>
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2.9	<p><b>Item 6.4 Hostel Programme</b> – AC reported to the Panel that one of the main reasons for the slippage in the hostel programme was due to the Council review of hostels and ascertaining a reduced scope of works to keep within the hostel budget. However Apollo are confident that they will meet the profile and AC assured the Panel that the contract is being closely monitored.</p> <p><b>Post Meeting Note</b> Another reason for the slippage in the programme was due to deferred access to a number of properties in Wimbush House.</p>	
2.10	<p><b>Item 7.3 Leaseholder Consultation process</b> – It was confirmed that Schedule 3 was circulated.</p>	
2.11	<p><b>Item 8.2 Risk Analysis Report</b> – CW confirmed to the Panel that a full report is being drafted to cover the Health &amp; Safety implication, HSE (Health &amp; Safety Executive) advice on Flues as well as other risks within the organisation. The report will be presented at the Board meeting on 17 November 2008.</p> <p>It was agreed that MD would provide the Chair with further clarification in relation to the HSE advice on Flues by 17 October 2008.</p> <p>The Panel agreed that properties in which hidden flues have been identified would receive carbon monoxide detectors. It was agreed that MD would progress this.</p>	<p>MD</p> <p>MD</p> <p>MD</p>
2.12	<p><b>Item 8.3 Replacement Programme</b> - The cost of the replacement programme to be confirmed.</p> <p><b>Post meeting Note</b> It was confirmed that the cost to undertake the replacement programme would be in the region of £148k.</p>	<p>DA</p>
2.13	<p><b>Item 8.4 Costings for Detectors</b> – MD provided the Panel with the costs to obtain the detectors from Village Heating and B&amp;Q.</p>	
2.14	<p><b>Item 9.4 Operational Team and Customer Care meetings</b> - It was confirmed that the minutes of these meetings were circulated as requested.</p>	
2.15	<p><b>Item 9.6 Appendix 2</b> – It was confirmed that the flowchart has been revised.</p>	
2.16	<p><b>Item 10.4 Schedule 7 Summary Report</b> - MD reported to the Panel that this was work in progress and confirmed that the report would be sent out along with the minutes of this meeting.</p>	<p>MD</p>

2.17	<p><b>Item 12.2 Fencing Policy</b> - MD confirmed that the draft policy was currently in consultation until the end of October 2008. Final draft as well as the results of the consultation to be presented at the 17 November 2008 Board meeting. It was agreed that MD would circulate a copy to the Chair as soon as possible.</p>	MD
3	<p><b>Declaration of Interests</b></p> <p>3.1 Councillors Helena Hart and Ross Houston declared their interests as London Borough of Barnet Councillors.</p> <p>3.2 Charmaine Young CBE declared an interest as Regeneration Director of St George, who are building Beaufort Park in Barnet.</p>	
4	<p><b>Health &amp; Safety Update</b></p> <p>4.1 CW presented a briefing note regarding the Carbon Monoxide (CO) Detectors to the Panel and confirmed that a full report is due to go to the 17 November 2008 Board meeting.</p> <p>4.2 The HSE has approved the current approach by Barnet Homes to fit CO detectors in vulnerable tenants' properties where gas installations are carried out.</p> <p>4.3 The Panel noted the briefing report regarding Carbon Monoxide Detectors and the additional information sought from MD under item 2.11 of these minutes – please see briefing note 1 attached to these minutes.</p>	<p>CW</p> <p>MD</p>
5	<p><b>Repairs and Maintenance Budget Monitoring September 2008</b></p> <p>5.1 MD advised the Panel on the current position for the repairs service as well as the year to date expenditure for the repairs service.</p> <p>5.2 The Panel was informed that the responsive repairs currently £223k overspent for August 2008 and that this was mainly due to the trade areas.</p> <p>5.3 The Panel noted that for the first two quarters there had been concerns over the high level of spend. However robust actions have been put in place in order to stabilise the budget.</p>	

<p><b>5.4</b></p> <p><b>5.5</b></p> <p><b>5.6</b></p>	<p>Regarding the robust management of customer expectation as highlighted in item 10.3 of the report, the Panel advised that tenants ought to be informed in advance that the existing Repairs policy was now being implemented. The need to be consistent in our message to tenants on the level of service we would now deliver was also stressed by the Panel.</p> <p>MW was asked to clarify details around the Council's insurance as well as issues to do with loss of rental. Clarification to be to be circulated with the minutes of this meeting – please see briefing note 2 attached to these minutes.</p> <p>The Panel noted the budgetary position for the repairs and maintenance service as at the end of August 2008 which showed a year to date overspend of £223k.</p>	<p><b>MD</b></p> <p><b>MW</b></p>
<p><b>6</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p>	<p><b>Capital Programme Update</b></p> <p>AC informed the Panel that up to the end of August 2008 we planned to deliver £6.6m of capital works. In actual fact we delivered £7.1m of works. This is 23% of our 2008/09 budget of £30.43m.</p> <p>AC explained that there had been major delays in developing the hostel programme and that discussion with the Council to finalise the schemes had taken longer than anticipated.</p> <p>The Panel noted the report showing the revised programme of £30.43m and the actual spend to August 2008 of £7.1m.</p>	
<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p>	<p><b>Update on Regeneration</b></p> <p>ES presented the report to the Panel and gave an overview of the progress of the Regeneration Capital programme.</p> <p>The Panel also received an overview of the separate projects being undertaken such as the West Hendon windows and integrated reception systems, Health &amp; Safety works to Grahame Park as well as internal electrical surveys on Grahame Park, West Hendon and Stonegrove/Spur Road Estates.</p>	

<p><b>7.3</b></p> <p><b>7.4</b></p> <p><b>7.5</b></p> <p><b>7.6</b></p>	<p>The Panel noted the potential risks to do with the two thirds financial discount to leaseholders at West Hendon which had been agreed by the Council. This may lead to possible LVTs (Leaseholders Valuation Tribunals) in the planned Regeneration programme in the future. The Panel expressed concerned regarding this setting a precedent and asked the CEO to consider this matter further.</p> <p>ES explained to the Panel that potential delay to the works due to leasehold consultation was included in the lead in time in respect of item 9.2, Delivery of Health &amp; Safety works to Grahame Park, West Hendon, Stonegrove/Spur Road and Dollis Valley</p> <p>The Chair requested that a report be drafted to review the current situation in addition to working in conjunction with the Council to see the impact of the current timetable. The report is to go to the 17 November 2008 Board meeting. However TL stated that as this was a challenge for the whole of Barnet Homes, a collective response from Barnet Homes and not just Asset Management, would be required and thought it may be too ambitious to achieve this timetable.</p> <p><b>Post Meeting Note</b> The next Board meeting on 17 November 2008 will receive a report on the Board Away Day weekend held on 10 &amp; 11 October 2008, in which regeneration was identified as one of the key golden threads for Barnet Homes to tackle. This report will outline the proposed next steps and seek the Board's agreement on the way forward.</p> <p>The Panel noted the report on the successful quarter two position for delivery of the Regeneration Capital Programme 2008/09.</p> <p>The Chair thanked ES for his presentation.</p>	<p><b>TL</b></p> <p><b>CV</b></p>
<p><b>8</b></p> <p><b>8.1</b></p>	<p><b>Post 2010 Capital Investment Programme</b></p> <p>Following the Audit Commission's recommendations to undertake consultation on post Decent Homes Capital investment, CW advised the Panel on the Asset Management proposals to consult with residents and prepare a forward capital programme beyond the completion of the Decent Homes works.</p>	

<p><b>8.2</b></p> <p><b>8.3</b></p>	<p>The Panel noted the process for consulting with residents on future programmes of work. Concerns were noted as to whether we were ready to seek residents' views in regard to the future of our long term stock improvement plan. However it was felt there is a need to do some consultation in regards to future investment needs based on the Stock Condition Data making it clear that funding has not been secured.</p> <p>It was agreed that the report would be re-visited in the light of the current situation such as the uncertainty with regeneration estates and funding post 2010 for Council Housing. However this would be tied in with the Audit Commission's detailed recommendation.</p>	<p><b>TL/CW</b></p>
<p><b>9</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p> <p><b>9.4</b></p> <p><b>9.5</b></p> <p><b>9.6</b></p>	<p><b>Digital Switchover programme</b></p> <p>PB advised the Panel that following the drive from Central Government Barnet Homes had been tasked to carry out upgrades to 5000 of its properties. PB highlighted the Value for Money that would be achieved through joint procurement for the project.</p> <p>Concerns were raised as to whether there would be a huge need from tenants. It was explained that the replacement upgrade would be required where there were existing communal aerials.</p> <p>The Panel raised concern given the present economic climate that discussions were taking place with the Council over the possibility of introducing a service charge for digital TV. It was agreed that MW would explore this further and report back to the next meeting in December 2008.</p> <p>With regards to item 6.4 which highlights the proposal for Sky + package to be offered to residents, the Panel stressed the need to be clear on how we consulted with residents on this and also how we get residents to pay for this service.</p> <p>The Panel noted the estimated cost of £1.25m and requested a more detailed breakdown on this cost as well as how many blocks have been identified that will require scaffolding. This is to be provided for the next meeting in December 2008.</p> <p>The Panel noted the report explaining the progress and actions taken by Barnet Homes to procure the Digital Switchover project as well as communication with residents.</p>	<p><b>MW</b></p> <p><b>PB</b></p>

<b>10</b>	<b>Future Agenda Planning</b>	
<b>10.1</b>	Agreed future agenda items would be:- <ul style="list-style-type: none"> <li>- Day to Day Repairs Budgets, Qualifying Repairs policy</li> <li>- 2010 Investment Consultation Plan</li> <li>- Digital Switchover Update</li> <li>- Capital Programme Budget</li> <li>- Day to Day Responsive Repairs Budget</li> </ul>	
<b>10.2</b>	<b>Additional items:-</b> <ul style="list-style-type: none"> <li>- Regeneration – 2 year programme (to Board, January 2009)</li> </ul>	
<b>11</b>	<b>Any Other Business</b>	
<b>11.1</b>	It was noted that the Panel would now become a decision making body. Future reports would be presented for decision.	
<b>11.2</b>	The question was raised as to whether, with prior notice, anyone could address the Board. It was agreed that Vi Britchfield would check with Cora Vigar on this.	<b>VB</b>
<b>11.3</b>	Following a discussion as to whether refreshment would be provided at the meeting. It was agreed that drinks and biscuits only would continue to be provided.	
<b>11.4</b>	MD to contact JA to discuss attending future Asset Management Sub Group meetings.	<b>MD</b>
<b>11.5</b>	The Chair will be on annual leave on 17 December 2008. The Panel agreed to re-schedule the date of the next meeting to 10 December 2008.	
<b>12</b>	<b>Date &amp; Venue of Next Meeting</b>	
<b>12.1</b>	Wednesday 10 December 2008 at 6.00pm, <b>9<sup>th</sup> Floor Meeting Room, Barnet House</b>	<b>All</b>

Circulation: as above,  
all Directors  
Cora Vigar