

Minutes

Hidden Homes Programme

Meeting: Wednesday 1st July 2015 at 15:00

Attendees:

Amanda Johnson – RBKC Head of Housing Commissioning
Ruth Angel – RBKC Head of Housing Regeneration
Charlotte Moore – RBKC Housing Regeneration PM (minutes)
Roger Keane – RBKC General Needs Housing Commissioner
Simon Girling – KCTMO Project Manager
David Gibson – KCTMO Head of Capital Investment

Apologies: Claire Williams – KCTMO Project Manager

		Action
1. Minutes of last meeting and matters arising		
1.1	The minutes of the last meeting were agreed. The following actions are outstanding: <ul style="list-style-type: none">AJ to ask Will Parsons to send details of the de-cluttering service to CWRisk #3 on risk summary table to be changed to amber	AJ CW
1.2	AJ explained that a meeting had been held between Housing and TMO senior management: it was agreed that Hidden Homes (HH) reporting should from now on form part of the regular RBKC/TMO asset management meetings, which Finance colleagues will attend. This will avoid duplication and ensure all colleagues are aware of progress on HH projects. CM to cancel HH meeting series from August onwards.	CM
2. Grenfell Tower update/dashboard report		
2.1	DG provided an update on the Grenfell Tower refurbishment project based on the dashboard report prepared by CW: Rydon are still working with residents to install HIUs in flats; as at end of June 71 installations have been completed with 120 to complete in total. If access to flats is denied, a plan B is now in place to mitigate the risk i.e. tenants can continue to be served by the old system, which needs to remain operational in order to serve other blocks. It was noted that this will be more costly to residents and they are being advised of this fact to encourage them to grant access.	
2.2	The revised PC date remains at 23/10/2015 as previously reported. This includes the 7-week extension of time.	

2.3	<p>Risk #3 on risk summary table (transfer of works from Bouygues contract) to be changed to amber and management summary on dashboard to be updated to amber.</p> <p>Noted this risk could impact on budget and programme. RK reported that Artelia is not being robust with Bouygues regarding outstanding works to the playground, parking, public realm and drains. CW to chase Artelia for detailed works spec so that cost and programme implications can be established with Artelia/Rydon. RK to assist CW.</p>	<p>CW</p> <p>CW/RK</p>
2.4	Drains are to be rectified by Rydon and instructed through the main contract. CM to draft a change control form and send to CW to arrange formal sign off.	CM
2.5	<p>Still need to confirm how the installation of the remote heat monitoring system is to be dealt with/funded. DG advised that it's only required because of the works being undertaken however for RBKC this reflects a change in scope and this should be formally recorded.</p> <p>CM to check with CW if a provisional sum was included for this item when the works were tendered so this can be discussed further.</p>	CM
2.6	It was noted that the approved budget column on the dashboard report should be revised to reflect the actual breakdown.	CW
3.	ECO funding for communal heating upgrade	
3.1	The climate change team has contacted Housing to advise some grant funding is available for projects already underway. DG advised that they have been negotiating with EDF/Synergist on similar funding and an agreement is in place so this project would not be suitable for the additional funding.	
4.	Whistler Walk update/dashboard report	
4.1	<p>SG gave an overview of progress on the project:</p> <p>Generally the design is complete and the works are progressing well on site. PC date remains at 28/08/2015.</p>	
4.2	Utilities are the biggest risk item at present.	
4.3	It was noted again that the contractor is still in breach of a pre-commencement planning condition ref the design of the accessible unit. SG to follow this up with the contractor.	SG
4.4	CM advised that on the dashboard report the forecast expenditure should be the total forecast expenditure and the actual expenditure column should reflect expenditure to date. SG to update and recirculate reports.	SG

4.5	CM to advise Christine Cummings about the flats at the appropriate time for allocations. The Health & Disability team are pre-allocating the two accessible units.	CM
4.6	SG to advise the opening event date, which is being arranged by Peter Griffiths (KCTMO) and to involve a visit to the scheme by the Cabinet Member.	SG
5.	Holmefield House update/dashboard report	
5.1	SG gave an overview of progress on the project: Baily Garner initially made a slow start in reviewing the drawings and putting together a specification for the works. However there has been some progress recently and so the contractor procurement/approval should commence shortly. Approval to enter into contract would be required from the KCTMO board.	SG
5.2	The target start on site date is likely to be towards the end of August however the programme needs to be revisited and realistic dates given. SG/DG to review programme and send to CM by Monday 06/07/15.	SG/DG
6.	Financial reporting on projects and internal audit	
6.1	It was noted that financial reporting on projects needs to be robust and accurate so that RBKC officers have information available to report to members when needed. As discussed at the previous meeting this should include an up to date contingency spend register (template provided by CM) to record all contingency spend so this can be submitted to RBKC officers upon request.	SG/CW
6.2	CM advised that the Housing Regen team would be subject to an internal audit in the near future and therefore it is all the more important that reporting processes are adhered to.	
7.	Any other business	
7.1	It was noted that the 91 Tavistock project is not part of the Hidden Homes programme. This is being managed separately by Kitty Mortimer.	
8.	Next meeting	
8.1	Next meeting to be cancelled (ref item 1.2 above).	CM