

Appendix B

HOUSING AND PROPERTY SCRUTINY COMMITTEE – ACTIONS TRACKER

The Actions Tracker allows Members to monitor responses and actions against their requests for further actions or information. The Tracker is updated following each meeting. Once an action has been completed, it will be shaded out to indicate that it will be removed from the Tracker at the next meeting.

Date of Meeting	Item	Action	To	Response
15 March 2017 and 4 May 2017	Fox Primary School	The Committee requested details on options for cost recovery for the works. Mr. Srodzinski undertook to bring the Project Review for Fox Primary School to a future meeting.	Adam Srodzinski	To be presented at the 11 October meeting.
15 March 2017	Long term Options for Trellick Tower and the HRA	Ms Johnson to bring an options paper on the long term future of Trellick Tower, including overall cost on the Housing Revenue Account (HRA), to a future Committee meeting.	Laura Johnson	Report is expected to be presented in Autumn/Winter 2017/18. The Chairman has subsequently suggested setting up a Working Group to review the options presented in the paper, including a site visit for the Working Group Members.
15 March 2017	Warwick Road Estate/Pembroke Road	The Committee requested to have sight of the Tenant Decant Policy and Shared Equity Offer to residents.	Laura Johnson	The draft Leaseholder Policy went to the 4 May Committee. The Tenant Decant Policy previously went to the Committee on 16 November.
15 March 2017	Kensington Town Hall Refurbishment Project –	Cllr Palmer asked if the study on usage of Town Hall rooms could be presented to the Committee.	Richard Egan	Cllr Mackover discussed this matter with Joanne Gordon. I believe the matter has been concluded. If this is not the case, please provide a clear

	Confirmation of Revised Scope of Works			instruction as to what is required
15 March 2017	Private Renters' Rights	<p>(i) Mr. Shaw to obtain a written response from Environmental Health on the questions raised at the meeting.</p> <p>(ii) Ms Johnson to finalise the response to the Social Council and circulate it to the Committee electronically for their comments.</p>	<p>Laura Johnson</p> <p>Rob Shaw</p>	<p>(i) An email was circulated by the clerk on 4 April at 11.25 containing a written response to the questions from Environmental Health.</p> <p>Draft awaited for comment.</p>
15 March 2017	The Forward Plan of Key Decisions	KD04799 Proposal to Allow Council Buildings to Accommodate Wireless Signal Boosters – Noted that residents were concerned about the health risks of telecom masts and asked that relevant information about this from Planning be circulated to the Committee.	Richard Egan	An email was circulated by the clerk on 4 April at 10.31 with a link to the HSE website. The Council has appointed a specialist telecoms team at Strutt and Parker to manage and advise on telecoms matters. They will be invited to the October meeting to provide an update to the Committee, particularly in relation to Health and Safety and regulatory guide to telecom equipment at residential developments.
4 May 2017	Public Consultation on Leaseholder and Freeholder Options Policy	Cllr Blakeman said she had a list of questions and points of clarification which she would like a written response to and would submit them to Ms Johnson after the meeting. Ms Johnson welcomed this and agreed to share the questions and her responses with the rest of the Committee.	Cllr Blakeman/ Laura Johnson	Questions awaited from Cllr Blakeman
4 May	Fire at Trellick	(i) Ms Johnson agreed to ask the	Laura	(i) An email was sent by the clerk on

2017	Tower	<p>Council's Insurance Department for the definition of a 'major' fire.</p> <p>(ii) Laura Johnson to ask the TMO to check that every floor has fire instructions.</p> <p>(iii) The Committee request a paper providing an update on the Fire Door Installation Programme on all the Council's housing estates and sent a firm message that as landlords we need to make every reasonable effort possible to have all outstanding leaseholder doors replaced.</p>	Johnson/ TMO	<p>9 May at 10.06am with the response.</p> <p>(ii) Response Awaited</p> <p>(iii) Item to be actioned as part of the TMO performance report in July 2017.</p>
4 May 2017	Presentation on Risk Mitigation	<p>(i) That the presentation be circulated by email.</p> <p>(ii) To set up a one-off Working Group to look at the concerns of the Committee for managing the risks of major Corporate Property Projects, with the following membership – Cllrs Allison, Mackover, Palmer and Press.</p>	<p>Asha Gupta</p> <p>Adam Srodzinski/ Asha Gupta/ Jacqui Hird</p>	<p>(i) An email was circulated by the clerk on 18 May at 15.05 with a link to the presentation on the Council website.</p> <p>(ii) The Clerk to progress</p>
4 May 2017	Presentation on Avondale School Project Review	<p>(i) That the presentation be circulated electronically.</p> <p>(ii) The Committee asked that project reviews with lessons learnt are regularly brought to the Committee for discussion.</p>	<p>Asha Gupta</p> <p>Adam Srodzinski</p>	<p>(i) An email was circulated by the clerk on 18 May at 15.05 with a link to the presentation on the Council website.</p>

4 May 2017	Rota Visits	Cllr Blakeman said she had carried out a visit to a purchased temporary accommodation project and would submit a written report.	Cllr Blakeman	Report awaited.