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	<p>Commercial Managers as the first tranche of recruitment was not successful.</p> <ul style="list-style-type: none"> • Antonia Lee Wilmot has now been recruited to the Service Manager role and manages the Planners and Admin. • Interviews for Planners will be taking place over the next couple of weeks. • Gap for a Health & Safety Manager for quality and environment is needed. • Sub contractors need to use the portal and this is something the Commercial Manager needs to enforce. • WHIP is down to £850k, work has been done but it needs to be cleared off the system. • Graham is not happy with the material spend and he is working with Ernest on this with the potential of making 8% savings. • Lots of progress made in the right direction. <p>Graham's vision for good service is:</p> <ul style="list-style-type: none"> • 2 hour slots • Appointments evenings & weekends • Booking appointments on line • Property MOT • Online job record • 8 day average • Handyman role • Every job signed off by the customer • Automated email survey • Detailed telephone surveys • Within a year looking to offer a paid service to Leaseholders • New structure needs some clarity and direction 	
14.	<p><u>Adair & Hazelwood Towers – Presentation of Fire Report</u></p> <p>Cate Cooney, Senior Consultant for Exova Warringtonfire gave a comprehensive summary of the enforcement notices and the recommended works to be done.</p> <p>It was agreed that in consultation with Exova, we would clarify the proposed works schedule to comply with Exova's recommendations and this would be discussed with RBKC and then presented to the London Fire Brigade. The agreed actions were:</p> <ol style="list-style-type: none"> 1. Risers – Graham Webb to appoint an accredited specialist fire contractor to under the required work. 2. Doors onto the stair enclosure (both staircases) – Alex 	

	<p>Bosman to draft specification for remediating doors and submit to EXOVA.</p> <ol style="list-style-type: none"> Flat entrance doors – Already on site with Repairs Direct supervising. Ground floor door surrounds - A Repairs Direct on-site contractor could carry out this work. Compartmentation – Graham Webb to appoint an accredited specialist fire contractor to undertake the work. Alex Bosman to produce a specification for submission to Exova. Ventilation – Cate Cooney to discuss the possibility of passive ventilation with the London Fire Brigade. Fire action notices – Janice Wray has this in hand. Signage – Janice Wray has this in hand. Use of LPG at roof/plant level – Now resolved. <p>Janice Wray, the TMO's Health & Safety Manager took comprehensive notes on the next steps and these have been circulated to all attendees.</p>	
15.	<p><u>AOB</u></p> <p>The Audit Committee Agenda was agreed:</p> <ul style="list-style-type: none"> • Risk Register • Internal Audit Progress • Annual Audit Plan 16/17 • External Audit • Treasury Strategy/Policy <p>Gill to find two separate days for ET to have Away Days.</p> <p>In future packs of papers will not be printed out for Sacha, Yvonne and Barbara as they will be viewing their papers on line using their surface pros.</p>	GP
16.	<p><u>Date of the next meeting</u></p> <p>Tuesday 12th April at 9.30am at the Hub.</p>	