

## Terms of Reference

February 2025

### Barbican Estate Office Reporting Committee

#### **Objectives**

To build a constructive relationship and engagement with Assistant Director BRE and his staff based on mutual trust, understanding, respect, transparency and 'no surprises'.

To monitor the Asst Director's stewardship of the BRE, in particular but not exclusively:

- Delivery of the Transformation Program.
- Delivery/monitoring of services.
- Service levels/standards and timeliness.
- Budgets, spend, costs, service charges, use of warranties.
- Progress of planned, preventive maintenance program *[Establishment of PPM programme, detailed monitoring of progress etc to be the responsibility of the Major Works Programme Board]*
- Risk identification and mitigation in the form of a risk register
- Procurement/contracting.
- Compliance with the lease and freehold transfers.
- Compliance with all Statutory requirements, including Health and Safety and Fire Safety risk identification and mitigations.
- Reporting on unplanned/unbudgeted work/issues and the management and cost thereof.
- Communications with leaseholders, freeholders and residents.
- Internal and external audit reports and progress on resolution of identified issues.
- Staffing issues in as far as they may affect BEO service delivery
- Complaints and breaches of Regulations and/or lease provisions

#### **Membership**

Chair - Assistant Director, BRE

Secretary – to be provided by BEO

Service Charge & Revenues Manager

Other Officers, at the discretion of the Chair

Leaseholders/residents/Wallside freeholders

6-8 representing all 19 'houses', including:

Chair RCC

Nominees from Service Charges, Asset Maintenance, and Service Levels Working Parties and Barbican Association General Council

If more than eight resident representatives volunteer to serve on this committee an election will take place on the basis of one block, one vote.

**Resident Members of the Reporting Committee are neither responsible nor accountable for any errors or omissions undertaken within the BEO nor anywhere else in the Corporation of the City of London they serve the committee to review and provide insight/steer but are not responsible or accountable for any decision making.**

### **Quorum**

To constitute a formal meeting of the Committee there can be:

- a minimum of 5 resident representatives

of which

- two can be alternates of resident representatives

### **Record of Meetings.**

Draft minutes of meetings to be produced within 5 working days of the meeting and formally agreed by the members of the Committee who were present at the following meeting.

Agenda and papers to be circulated 5 working days in advance

### **Reporting:**

A standard suite of formal reports to be prepared by BEO on an agreed and published timetable which include figures, stats e.g. trends / forecasts / outcomes / timings and full narrative of assumptions, variance explanations etc to be agreed.

Any unplanned, unbudgeted items to be reported and consulted on at the next meeting.

Consultation with resident representatives on the management decisions taken/to be taken by the Asst Director.

Regular reports should be provided by BEO to HGs which are a sub-set of the reports provided to the Reporting Committee i.e. all reports from same data set so that there is a clear line of sight between all estate-wide and House Group reporting.

Frequency of meetings: Initially monthly

Communication of work of the Committee

Agendas and minutes of meetings will be published to ensure transparency.

### **Relationship with other Committees, Working Parties etc.**

#### **RCC**

The Reporting Committee will report to the RCC at its regular quarterly meetings although it may raise issues of concern to the RCC at any time.

#### **Working Parties**

As the Reporting Committee will be regularly considering Service Charges, Service Levels and some of the AMWP's current responsibilities to avoid duplication and ensure consistency of approach each of these Working Parties are represented on the Reporting Committee.

Consideration will need to be given to whether these Working Parties should be phased out in due course. However, for the time being they should continue, not least because there will be a period of transition before a fully functioning Monitoring Committee is operational.

Other existing Working Parties/Groups:

- Gardens Advisory to remain, meeting as now and discussed at the Monitoring Committee quarterly.
- Net Zero to undertake projects on a task and finish basis. Terms of Reference agreed at November 23 RCC
- AMWP- significant responsibilities are to be taken over by the soon to be established Major Works Program Board.
- Car Parking Charges – a BRC WP with resident nominee membership, to continue until it completes its task.

The Reporting Committee may recommend to the RCC to establish further working groups to consider particular issues on a task and finish basis.

Major Works Programme Board – recently established, with resident representatives and other stakeholder membership. This Board is being established under formal Programme/Project Management protocols to deal with major works, including those taken forward following the Stock Condition Survey.

House Groups – autonomous and lead on issues associated with their Houses unless and until they decide to escalate to RCC or BA (depending on issues).

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