

Service Charge Working Party Notes of meeting on 27.04.23

BEO: Paul Murtagh (“PM”), Rosalind Ugwu, Anne Mason (“AM”), Helen Davinson, Mike Saunders, Jason Hayes

LSCWP: Sandra Jenner (“SJ”) , Frits van Kempen, Helen Hudson, Bernie Burrows (“BB”), Adam Hogg, Fred Rodgers (“FR”)

Matters arisen from the last meeting:

Matter	Status
The format of the budget report is to be agreed before the next meeting SJ to contact AM	Completed
AM to recirculate the methodology used to allocate the Central Recharges.	Generic description provided but AM to provide further info explain the actual charges. AM/SJ to liaise as necessary.
PM agreed to check whether roofs were part of the Saville’s Stock Condition Survey	Confirmed
MS confirmed that a second survey was being commissioned to review the condition of the topmost, exposed windows which would be completed in April	Still outstanding
PM agree that “windows repaired” should also be included in the report provided to HH	Still outstanding
AM to arrange a meeting in the last week of April or the first week of May to discuss the final budget. The final figures to be circulated in plenty of time for Working Party members to review/analyse them.	Completed
Agree the content of the letter informing the residents of next year service charge RU to circulate the draft she had been working on	Still outstanding Draft letter to be reviewed by SJ, BB and FR

ESTATE MANAGEMENT

S&M

AM will provide backing information to the budget figures

Resident Staff

There are four flats. Accommodation costs estimates are obtained from two external parties. The increase reflect increases in rental charges. **PM agreed to review the allocation methodology to reflect the proportion of time when staff are not working on the Barbican Estate therefore the time/cost is not service chargeable.**

Cleaning

The estimate reflect the last pay award, but the unions have rejected the recent offer and are seeking a 14% increase. The staff numbers are adjusted down to take in account for unfilled vacancies.

Car Park Attendants

To a large extent this cost is very difficult to predict as it is dependent on sick leave. In the past each box would arrange who would cover for whom. There is now an attempt to arrange cover centrally by establishing a pool of 5 to 8 who would provide cover on a floating basis. It is hoped that this would reduce the reliance on agency workers and hours of overtime worked.

On advice of the HR department the new arrangements would be phased as, although not a contractual entitlement, some CPAs had been receiving overtime payments over a considerable period of time.

Lobby Porters

Long term sick cases are subject to close management and regular review.

Supervision and Management

The charge is based on the current actual staffing. This means the cost of a communications officer is not included in the budget.

AM will resend the detailed breakdown of this.

PROPERTY MANAGEMENT

Garchey

The central recharges on this cost centre represent employee related costs.

Probably 40% of the flats still have a garchey. The garchey system is also used to discharge the rain water.

Repairs & Maintenance

The numbers for the redecorations programme include allocations for city staff and consultants' fees. Prices are based on the contractual tender prices. The annual "inflation" rate has not been determined yet. Any increase in the cost for inflation will be determined by the contract terms. McLoughlin appears to be on budget and had not notified any additional variations.

S&M Technical

The allocations of the Estate Services and Revenues Team is based on analysis of time spent by these officers on the Barbican. The allocation of the charge related to the repair team is activity based.

Lifts

AM confirmed that the £10k charge relating to the resident engineers was not double counted.

Electricity

Heating estimate is based on historical, accurate consumption patterns at current prices. There will be no government rebate. The standing charge is still to be confirmed. It is hoped that the actual number will be lower than the current placeholder.

Currently LED replacement lights are fitted in communal areas when a light needs replacing. **JH will review the situation to ascertain whether there would be a saving if the replacement programme were accelerated to fit LED lighting throughout. He will report back to SCWP.**

Gardens

It is now custom and practice that the Barbican Arts Centre pays 50% of the cost of maintenance of the lake because it is an attraction and appreciated by its visitors. (The lease formally provides that residents pay 85%)

ANY OTHER BUSINESS

Energy costs, sick leave and pay negotiations are areas that might cause overspend. There are no significant savings expected.