

Ref & Date Outstanding actions raised	Action	Officer	Response including what is completed & outstanding	Is Action Completed or Outstanding?	Date Action completed or planned completion date?
			would need to plan how this would be best managed.		
CAO3 (26.03)	'Increased communication and co-operation with highways regarding drainage and gutter clearance'	Grant Ritchie	As we discussed at previous meetings we will continue to work with colleagues from Highways on the issue of blocked drains and road gullies. Tenants are encouraged to report issues with road drainage to the Highways Team and issues with drainage on housing land to Repairs and Maintenance. Report a blocked rain gully or drain (brighton-hove.gov.uk)	Complete	16.08.24
CAO4 (12.09.23)	Follow up to queries regarding CCTV maintenance and charges. – GDPR queries eg, ownership, storage of recordings, accessibility. Specifically Essex Place/Warwick Mount	Geof Gage	Any CCTV equipment and recordings are secured in locked and secure cabinets with limited access to relevant authorized staff, this is a rolling recording and overwritten. Use of CCTV footage is limited to issues that may arise i.e ASB or serious incident that the police may wish to view. The protocol for police to view includes access requests in writing. There is a yearly maintenance contract in place for the CCTV installs that is one contract across the estate, this is not broken down to blocks.	Complete	16.08.24
CA5	Provide clarification to Cllr Mcleay regarding how the EPC rate for BHCC properties compared to other Local Authorities,	Geof Gage	Housemark, a data and insight company for the UK housing sector, benchmark the average SAP rating for homes on an annual basis. The most recent result from 2022/23 was 70.2 (out of a maximum possible value of 100) for our 'peer group' of local authority landlords, those with at least 10,000 dwellings. The 2023/24	Complete	16.08.24

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			benchmark will become available in autumn this year, once more local authorities have submitted their results to Housemark. The current average SAP score for our own HRA tenanted properties is 74.1.		
CA6	Provide clarification to Cllr Mcleay regarding the timeframe for the draft of the HIAM Building Safety strategy.	Jane White	The building Safety Strategy is in process and being prepared and in conjunction with our submission of Building case Files, we anticipate completion of all by December 2024	Complete	16.08.24
CA7	Provide clarification to Warwick Mount residents regarding whether the review (same as CA2) would include considerations for signage.	Emma Gilbert	We need more information from Warwick Mount residents on what signage we need to consider and will be happy to work with residents on this.	Ongoing	16.08.24
CA8	Craven Vale residents deem the current process for cleaning stairwells unhygienic and state that the buckets carrying the water are not frequently changed enough, leading to dirty water being used for cleaning.	Chloe Mclaughlin	The product that we use is an aggressive cleaner that has surfactants added that remove dirt particles from the floors and is then deposited in the bucket. This solution allows us to use one bucket of water to clean up to 2-3 low rise blocks. This is dependent on the size of blocks and the type of cleaning carried out. Such as if there were bodily fluids that had to be cleaned then that bucket of water would be disposed of. Or if the block had small landings and corridors then the same bucket could be used to clean 2-3 blocks.	Completed	19.08.24

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			Our approach is consistent across the City and we hope this answers any resident concerns.		
CA9	Hampshire Court roof replacement, confirm if this will be in the 2025-26 works programme or current (2024-25), residents expressed desire for the works to be prioritised and brought forward into current programme, GG confirmed this was a possibility and follow up at next panel.	Geof Gage	We are preparing specifications of works and conditional surveys for Hampshire Court external repairs and this includes the roof. At this time we are intending to undertake these works in 2025/26 financial year subject to budget approval. It is not possible to bring this forward into this financial year as the programme is committed and there are no further funds available.	Complete	16.08.24
CA10	Set up separate meeting/briefing for the Housing Budget Consultation process, residents and resident co-chair agreed with officer assessment of this and confirmation was given that this would be split off into its own separate format as it was too large of an item for HAP consideration.	Craig Garoghan	Currently it is planned to take the initial budget proposals to Area Panels in November, however this can be replaced with specific budget meetings. These will need to be set up. In order for the budget timetable to work the timing would need to be similar to that of the November Area Panels, allowing sufficient time to bring together budget issues and then allow for time afterwards to consider resident concerns.	Complete	16.08.24
CA11	Windows/Outstanding Works at Essex Place – raised by resident co-chair and TRA' reps. Requested a full survey for Essex Place. GG Confirmed a	Geof Gage	We are seeking to procure a specialist window contractor to undertake a survey of the windows at the block and others, this is with our procurement team to source, once we have these in place we will then advise the residents accordingly	Complete	16.08.24

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	planned survey within the next 4 months had been allocated funding.				

