

Actions from Central Area Panel meeting 13th December 2022

Deadline for staff to respond: 9am on 19th January

All staff please note:

**Date ACTION completed* refers to when the requested action is done (or planned to be done if outstanding) not this form filled in.

Ref (Date outstanding+ ongoing actions were raised)	Action	Designated Officer	Response; including what has been done and/or what is still to do to complete the request?	Is the Action completed, outstanding or ongoing?	Date Action completed * or planned completion date?
CA1	Look into closure time of automated doors and explore whether a manual closure mechanism could be fitted to allow immediate closure if required for security	Geof Gage	The question for this was discussed around the possibility of adding a further push button for immediate closing of the door when in the building. We have investigated and this would not be possible to install. The doors are timed to close to meet H&S requirements and an additional push button would not meet the standards.	Complete	18.12.2022
CA2	Send someone out to look at repairs for the bin room lock and fire door in Essex Place	Grant Ritchie	The repairs to both the internal fire doors and bin room doors have been completed.	Complete	18.01.2023
CA3	Share internal block inspection report for Highcroft Lodge with Theresa Mackey once	Geof Gage	We will be surveying the internal repairs in April with a view to including this on a programme for 2024/25, our current programme is committed.	Complete	17.01.2023

	surveys completed and finalised				
CA4	Look into the missing padlock for the Essex Place bin chute room and why the room is not being cleaned	Justine Harris	The room is cleaned after each rubbish collection. The missing padlock has been replaced.	Complete	16.01.2023
CA5	Look into why Theresa Mackey received a letter from the Fire and Rescue Service stating she was responsible for undertaking inspections and checks of Highcroft Lodge	Geof Gage	We have raised this with East Sussex Fire & Rescue colleagues, it would appear that this was sent in error and was a mistake on their part. We have asked that ESF&R check that this is isolated and has not been sent to other residents elsewhere in the City.	Complete	16.12.2022
CA6	Look into broken roof tiles and scaffolding plank left at Homestead	Geof Gage	We are arranging for contractors to attend and identify the issue and to remove the board and repair as necessary	Complete	17.01.2023
CA7	Someone to be sent out to look at laundry room doors repair in Essex Place	Geof Gage	An operative has been sent to look at the laundry room door. Please see the complete response in the questions.	Complete	16.12.2022
CA8	Speak with team to consolidate plan to remedy escalating anti-social behaviour in Essex Place	Martin Reid	<p>We ask that all incidents of ASB are reported to our Housing Customer Services Team on 01273 293030. It is really important this happens, as it helps to inform our requests to the security team and whether we need to request additional sweeps.</p> <p>We have asked our security company to carry out more thorough sweeps of the building. This includes checking the ground floor, the laundry room and the stairwells. Whenever we get an increase in reports of ASB, one of the things we do is look at our security sweep</p>	Complete	20.01.23

			arrangements to determine if additional measures are needed.		
CA9	Email Theresa Mackey the criteria for 'Dwellings meeting Decent Homes standard' from Council Housing Performance Report	Geof Gage	Require email for Theresa Mackey, the access to the Decent Home standards can be found on the Councils website at this link How we invest in your council homes (brighton-hove.gov.uk) - https://www.brighton-hove.gov.uk/housing/council-housing/how-we-invest-your-council-homes	Complete	09.01.2023

