

**Planned Maintenance Focus Group Meeting
Tuesday 21st May 2024, 15:00-15:30
MS Teams**

PRESENT:

Lana Jack	LJ	South Essex Homes
Lloyd Williams	LW	South Essex Homes
Sam Hart	SH	South Essex Homes
Keith Ducker	KD	Resident, Resident Board Member

NO	ITEM	ACTION BY
1	<u>APOLOGIES</u>	
1.1	Bob Ayriss (Resident, Southchurch Block Voice)	NOTE
2	<u>DECLARATIONS OF INTEREST</u>	
2.1	Nothing to declare for all.	NOTE
3	<u>PREVIOUS MINUTES AND ACTIONS</u>	
3.1	The minutes of the previous meeting were agreed by all.	NOTE
4	<u>UPDATE ON CAPITAL WORKS PROGRAMME</u>	
4.1	LW presented an update on the Capital Works programme, and noted the upcoming Electrical and Maintenance Servicing contract; Minor and Major Works contract; and the Lift Modernisation contract.	NOTE
5	<u>RESIDENT FEEDBACK ON CAPITAL WORKS</u>	
5.1	KD advised there is no resident feedback to raise on the Capital Works programme at this time.	NOTE
6	<u>ANY OTHER BUSINESS</u>	
6.1	LW confirmed Sarah Gallagher, the SEH Resident Engagement Officer, has been attending progress meetings to discuss upcoming social value initiatives with contractors.	NOTE
6.2	LW to issue a list of the individual projects within the Capital Works programme.	LW
7	<u>DATE OF NEXT MEETING</u>	
7.1	Tuesday 16 th July 2024 @ 11:00 via MS Teams	ALL