

Agenda

Name of meeting: Meeting 4 Caretaking & Cleaning Focus Group

Date: Thursday 23 November 2023

Time: IT testing 18:00 - 18:10
Light buffet 18:00 – 18:10
Meeting 18:15 – 20:15

Venue: Teams and Civic Offices

Tasks to do before the meeting.

Please read	Meeting 3 minutes Internal vs External service Proposed Cleaning frequencies
Please do	

REF	ACTION	Time	Lead
1	Opening Matters	5 min	BE
1.1	Welcome and Apologies		
1.2	Approval of Minutes		
2	Discussion Item – review and finalise Cleaning and Caretaking -MKCC Standard Guidance v3.	20 Min	All
2.1			
3	Main Activity -		
3.1	Discuss proposed cleaning schedule frequencies.	30 Min	BE
3.2	Weigh Block charging method e.g., flat fee per visit weighted by block type. Other option is fully recovering direct costs and indirect costs by charging out to properties based on block type.	30 Hour	BE
3.3	Recommendation on internal vs external	20	BE
4	Next Steps Wait for the results of the service charge consultation (Cleaning Survey) and determine whether the focus group deliberations can be circulated to all tenants and leaseholders for adoption, ratification.	10	
Date of Next Meeting: TBA			