

Asbestos Survey Report



Client **Homes & Community Agency**
Site Ref **N/A**
Address **Site Garages
Cane Hill Hospital
Coulston
Greater London
CR5 3YL**
Survey Date **3 March 2011**
Report Issue Date **8 March 2011**
Report Reference **CWE0091**
Survey Type **Refurbishment and
Demolition Survey**



clarkebond

Survey prepared by:

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Section A

Client	Homes & Community Agency c/o Clarke Bond
Site Ref	N/A
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Survey Date	3 March 2011
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Report Details

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Client	Homes and Communities Agency
Client Contact	[REDACTED]
Client Address	c/o Clarke Bond (South East) Ltd, Shand House, 14-20 Shand Street, London, SE1 2ES
Client Ref	N/A
Survey Date	03 March 2011
Report Reference	CWE0091
Survey Carried Out By	[REDACTED]
Signatory/Authorisation of Survey	[REDACTED]
Analytical Laboratory	PJL Laboratories Ltd – Bulk Sample Analysis
Report Issue Date	8 March 2011

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Introduction

This report details the findings of an asbestos survey commissioned by the client. The main aim and objectives of the survey were as follows:

- To identify areas where asbestos is present
- To identify the type and extent of asbestos material where present
- To assess the state of repair and condition of asbestos containing materials in order to provide a material risk assessment

Unless otherwise stated the survey was conducted in order to enable compliance with regulation 4 of The Control of Asbestos Regulations 2006. All work was conducted with strict adherence to documented in-house procedures (QSD/P/R/4/MAR/06), the current HSE HSG264 Asbestos: The Survey Guide methodology, together with our standard terms and conditions.

The scope of work requested was limited to the areas identified by the client.

A written report, including recommendations and photographic data, has been submitted by Surveying Consultant(s) of CWE Services Limited.

Where the client made site plans available for this survey we have, where possible, incorporated them into this report. Where site plans were not made available by the client for this survey, CWE have produced outline plans of the areas surveyed for the purposes of this report.

This report only relates to the situation on the day of the site visit and cannot take into account subsequent changes in circumstances.

Site Details

- A Building type**
Garages (x14)
- B Approx age of construction**
1960's
- C Number of floors/levels**
1
- D Building construction type**
Concrete with Profiled Roof

Please note: The information detailed in items B & D have been supplied by the client or clients representative. CWE cannot take responsibility for inaccuracies of the supplied information



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Survey Type

The nature of this survey was of an inspection at accessible locations, as stated in the guidelines produced by the Health and Safety Executive, HSG264 Asbestos: The Survey Guide. A summary of these is available below.

The survey type conducted, forming this report, is indicated by the tick in the appropriate box in the section below.

Survey Type	Survey Scope
Management Survey (Standard Survey)	The purpose of this survey is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs (asbestos containing materials) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. All areas will be accessed as far as is reasonably practicable and shall include underfloor coverings, above false ceilings and inside risers, service ducts, lift shafts, basements, cellars, underground rooms, etc as agreed with the client. Management surveys often involve minor intrusive works and some disturbance, such as accessing behind fascia and panels. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties and on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities, including the installation of new equipment / cabling etc. Any minor intrusive works will be agreed with the client prior to the survey commencing. Any minor intrusive works agreed to are set out on page 16. Representative samples are collected and analysed for the presence of asbestos. Samples from each type of suspect ACM found are collected and analysed to confirm or refute the Surveyor's judgment. If the material sampled is found to contain asbestos, other similar homogeneous materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials will require a greater number of samples. The number should be sufficient for the surveyor to make an assessment of whether asbestos is or is not present. Material assessments of the various ACM's and their ability to release fibres into the air if they are disturbed in some way are provided on the individual item inspections. Priority Risk assessments are not within the scope of CWE's accreditation and are not provided. Any areas not accessed must be presumed to contain asbestos and are clearly listed on page 16 including the reason for not being able to access these areas.
☒ Refurbishment and Demolition Survey	This type of survey is required before any refurbishment or demolition work is carried out and is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey is fully intrusive and involves destructive inspections, as necessary, to gain access to all areas, including those that may be difficult to reach and may need to penetrate all parts of the building structure. Material assessments (although not required for this type of survey) of the various ACMs and their ability to release fibres into the air if they are disturbed in some way are provided on the individual item inspections. Sampling procedures are as described above. Any areas not accessed are listed on page 16 and must be presumed to contain asbestos. These will be required to be accessed prior to any works taking place. Any caveats/restrictions to the Refurbishment and Demolition survey are listed on page 16. Where there has been significant destruction reassurance air monitoring with disturbance may be required. Measurements provided are for guidance only and are not be used as the basis for removal quotations.



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Survey Methodology

The survey methodology is indicated by the tick in the appropriate box next to the survey type.

Survey Type	Survey Scope
Management Survey	All accessible areas within the site as indicated by the client have been inspected in order to determine the presence of asbestos containing materials. The Surveyor(s) have accomplished all tasks necessary to identify asbestos containing materials as far as is reasonably practicable. The inspection included, but was not necessarily limited to, the following: - o A thorough on-site visual inspection. During the inspection, the Surveyor(s) identified and quantified suspected ACMs. - o All areas of homogenous material have been identified, based upon previous experience of laboratory bulk analysis results. - o Identified all locations where ACMs may be present but cannot be inspected, with the reason it could not be inspected. - o Completing a Survey Summary Form of suspect ACMs, whether later proven to contain asbestos or not. - o Where the Surveyor(s) suspected a material containing asbestos, a sample was taken for analysis. - o The samples were chosen as being representative of the material under investigation. - o All sampling was undertaken following the HSE guidance note HSG264, causing the minimum possible disruption and potential risk to the health of building occupants and visitors. - o All bulk sample analysis, swab sample analysis and air reassurance testing (if applicable) was carried out by a UKAS Accredited laboratory
✓ Refurbishment and Demolition Survey	The survey methodology for this type of survey is as above, together with the following: - o The Surveyor(s) assessed the risk of fibre release before carrying out the survey. - o Investigation was carried out incorporating the shadow vac technique using an H type vacuum in order to minimise potential fibre release. - o Where fibre release was assessed to be of sufficiently high risk, a polythene enclosure was erected and suitable PPE utilised.



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Limitations of the Survey

General

This report contains findings based upon initial visual inspection during the course of the survey. All reasonable efforts were made to identify the presence of materials containing asbestos within the surveyed areas.

Asbestos is sometimes concealed within the fabric of buildings or within sealed building voids, so it is not always possible to regard the findings in any survey as being definitive. It must always remain a possibility that further asbestos containing materials may be found during any alteration, refurbishment or demolition works.

Areas of reported "**no access**" have attempted to be re-accessed on one further occasion, if the survey duration was of two days or more. No further access attempt has been made for surveys of one day or less. For all types of survey where "**no access**" is reported, outlining the reasons why access was not available indicates that the area specified was not accessible at the time of the survey. The client's attention is drawn to the possibility that further ACMs may be in the area and consequently caution should be applied. Areas not identified in this report should be considered as **not accessed**. Further investigation may be required to these areas.

Where the Surveyor(s) identified **actual** or **presumed** asbestos containing material, no further inspection behind such material was possible. No account has been made for materials located behind unknown voids and spaces. Should the presumed or identified material be subsequently proven not to contain asbestos following bulk sample analysis, then further inspection work should be conducted at the formal request of the client.

The quantification stated in this report, are based on the Surveyor's estimates. They are intended to indicate approximate size and volume of asbestos based material and should not be used for contractual purposes alone. A further site visit may be prudent, for estimation/contractual purposes.

Manufactured products containing asbestos have been extremely diverse. CWE have done all that is reasonably practicable to identify such materials. Certain decorative coatings and plasters may contain very small quantities of asbestos. In situ, these coatings are often composed of different batches of product or may have been repaired or patched at different times. It is, therefore, possible that any "Artex" samples taken may not be representative of the entire coating. Recent research suggests that, in some cases, the fibres may have diameters below 0.1µm. These may not be visible by the optical microscopy method described in HSE publications HSG248.



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Specific

Unless specifically requested by the client and agreed by CWE, access to the following has not been achieved.

Heights above 2.5 metres (Not applicable for Demolition / Refurbishment Surveys)

We have not inspected any areas requiring specialist access equipment other than stepladders. Any requirement for specialist access equipment has been specifically excluded unless requested in writing by the client. Unless stated and agreed by prior arrangement, no access above 2.5 metres has been made. External access to a property has been limited to 2.5 metres from ground level.

Fragile or pitched roof structures (Not applicable for Demolition / Refurbishment Surveys)

Inspection has not been undertaken on pitched roofs. Flat roofs with little or no edge protection have only been inspected as far as deemed safe. No access has been made closer than 2.5 metres from exposed edges.

Open sewers or drains

Areas such as open sewers or drains that have a known biological hazard, together with the potential for fast flowing water, etc, have not been inspected. Should this be required by the client in the event of a Demolition / Refurbishment survey then full training and technical equipment is supplied by the client.

Areas of chemical or biological hazard

Inspection within such areas that have a known chemical or biological hazard have not been inspected, unless at CWE's agreement. Full training and protective equipment is supplied by the client.

Confined spaces or areas of potential hazard (Not applicable for Demolition / Refurbishment Surveys)

Representative access only has been made to risers, ducts above slab level and boxing, where the anticipated hazard and level of risk from the process of inspection is sufficiently low enough to proceed. We have not reported on concealed spaces, flues, ducts, voids or any similarly enclosed areas, which would have necessitated the use of specialist equipment or tools.

Service ducts with no visible means of access

Inspection has not been undertaken to any service ducts or similar voids that exist within the fabric of the building where the extent or presence is not evident due to inaccessibility or insufficient knowledge of the structure at the time of the survey.

Lift, hoist machinery and open shafts

Lifts, lift shafts, hoists or similar which require the attendance of a specialist engineer have not been inspected without a competent engineer being present. These areas are excluded from the report. The provision and arrangement of such specialist engineers are at the expense of the client. Access within plant, machinery and other similar fixtures and fittings has not been attempted, unless by prior agreement of CWE and the client.



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Specific (continued)**Live machinery, including lift machinery and escalators**

Inspection of electrical systems and subsystems etc has not been attempted if the Surveyor(s) were unsure as to their state of isolation. All electrical systems which require inspection by the client require confirmation that the electrical system has been isolated by a competent person (for example, an electrical engineer). Should this be required in the event of a Demolition / Refurbishment survey then the client is to arrange for the live equipment to be isolated and will present the surveyor with a certificate of isolation prior to the live equipment being inspected.

Enclosed floor voids, ceiling voids and similar spaces – (Not applicable for Demolition / Refurbishment Surveys)

Unless requested by the client, inspection to areas that may have caused damage to decoration, fixtures, fittings or the structure, have been excluded from the survey. CWE is unable to report on any asbestos that may be present in these areas. No responsibility is accepted for the presence of asbestos in voids (under floor, floor, wall or ceiling) other than those opened up during the investigation. This applies to areas not accessed during the course of a Demolition / Refurbishment survey on request from the client.

Areas beneath floor coverings, soft furnishings and decorations – (Not applicable for Demolition / Refurbishment Surveys)

We have not inspected any areas or surfaces that require the removal or relocation of carpets, furniture, blinds, curtains, fixtures or fittings, other than at selected locations where appropriate.

Joints, seals, lagging within equipment, pipework etc that may impact upon the structural integrity of the item – (Not applicable for Demolition / Refurbishment Surveys)

A limited inspection only has been carried out on valves, flanges, ovens, etc. where pipework is concealed by overlying non-asbestos insulation. Inspection of pipework has been restricted primarily to the insulation visible.

Areas of insect and animal infestation, including areas with animal excreta

We have not inspected any areas or surfaces that, prior to investigation, require the removal of animal excreta, carcasses and other such biological hazards.

Sampling

Samples have not been taken where the act of sampling would endanger the Surveyor(s) or affect the functional integrity of the item concerned. For example, fuses within electrical boxes, gaskets, fire doors, ropes associated with heating, glazing or power plant, etc.

Sample/s have been taken of materials suspected to be asbestos in the building, to the requisite density only.

Bulk samples have been taken from all materials which, upon visual inspection, appeared likely to contain asbestos.



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Risk Assessment

Risk assessment covers two areas:

- o **Material Risk Assessment:** Material risk assessment relates directly to the material and its current condition.
- o **Priority Risk Assessment:** Priority risk assessment relates to the material (risk assessment) within its environmental surroundings. It takes into account further factors such as occupancy levels and maintenance activity in order to produce a risk figure.

A more detailed explanation of each is available in the following sections.

Material Risk Assessment

The four main parameters which will determine the amount of fibres released from an ACM when subject to a standard disturbance are:

- o product type
- o extent of damage or deterioration
- o surface treatment
- o asbestos type

Each parameter is scored as: High = 3, Medium = 2 or Low = 1; two categories also allow a nil score. The value assigned to each of the four parameters is added together to give a total score of between 2 and 12.

Presumed or strongly presumed asbestos containing materials are scored as: Crocidolite (3), unless analysis of similar samples from the building show a different asbestos type, or if there is a reasoned argument that another type of asbestos was almost always used.

An overview of the risk categories can be seen in the following table.

Score	Comments
≥10	High Risk Such items should be regarded as high risk, with a significant potential to release fibres if disturbed
7 - 9	Medium Risk
5 - 6	Low Risk
4 or less	Very Low Risk



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Examples of scoring for each parameter are given in the table below.

Material Assessment Algorithm		
Sample Variable	Score	Examples of scores
Product type (or debris)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi - rigid paints or decorative finishes, asbestos cement etc.).
	2	Asbestos insulating board, millboards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulating (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of damage/ deterioration	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or de-lamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface treatment	0	Composite materials containing asbestos: Reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays
Asbestos type	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.
Total		

'High' Risk Category

Materials in the 'high' category require **urgent** consideration. Factors to be taken into account include future use of the building, company policy and available finance. The following options may be appropriate:-

- o Complete removal.
- o Encapsulation, sealing or other protection including marking with appropriate warning labels.
- o Decontamination works.
- o Close monitoring of condition and potential for persons to be exposed to airborne asbestos fibres. (These may involve air sampling adjacent to the material to determine whether airborne asbestos fibres are being produced)



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'Medium' Risk Category

The condition of any material in the 'medium' category requires regular monitoring and a programme of management. Encapsulation or removal may well be appropriate in the medium to long term.

'Low' Risk and 'Very Low' Risk Category

'Low' risk and 'Very Low' risk category materials are generally of a cement, resin or plastic based material and are not considered to cause any immediate concern as these are unlikely to present any significant risk under reasonably foreseeable circumstances. Periodic condition monitoring under a management regime is advisable.

Priority Risk Assessment

In addition to that identified by the 'material assessment' score, consideration must also be given to the other users activities in and around the building. This Duty Holders Priority Assessment method and score is detailed in the HSE guidance A Comprehensive Guide to Managing Asbestos in Premises (HSG227). This score is added to the HSG264 Material Assessment Score. The higher the Total Risk Score, the greater the risk of exposure to occupants.

The priority risk assessment looks at the likelihood of someone disturbing the ACM. The factors taken into account are listed below:

Factor	Comments
Maintenance activity	Type of maintenance and frequency of maintenance
Occupant activity	Main activity and Secondary activities
Likelihood of disturbance	Location, accessibility and extent/amount
Human exposure potential	Number of occupants, frequency of use of the area and average time area is in use

This survey does not provide a "Priority" risk assessment. The responsibility for such risk assessments being conducted is that of the Duty holder responsible for the property concerned. CWE Services Ltd can assist with the implementation and auditing of risk management systems on the client's behalf although this does not fall within the scope of our UKAS Accreditation. For further assistance and technical advice, please contact a CWE Technical Manager.



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Recommendations

The following risk categories provide the three classifications of risk used within this survey. In general: ***The higher the number the higher the risk***

The recommendation given against each recorded material is derived from the material assessment for each recorded instance of asbestos and the initial risk assessment made by the Surveyors during the survey. Details of the scoring system utilised can be found in the previous section.

The recommended actions have been confined to a limited number of key actions. They can be seen in the following table.

Recommendation	Comments
Remove	Removal of asbestos containing materials is recommended on the basis that its condition and location could result in exposure to persons, spread of asbestos, or release to the environment.
Repair / Encapsulate	Repair or complete encapsulation is recommended as an alternative to removal, where reasonably safe and possible to do so.
Environmental Clean	Recommended where contamination from existing or removed asbestos containing materials could result in exposure, spread, or release of asbestos into the environment.
Air Monitoring	Recommendations where the risk of exposure of persons to airborne asbestos fibre may be or may have been possible, and determination of such exposure is warranted.
Restrict Access	Access to be restricted to personnel working under controlled circumstances, with protection where determined.
Prohibit Access	Prohibit access to all personnel pending remedial action.
Manage in accordance with current asbestos legislation	Management of asbestos containing materials is recommended on the basis that its condition and location would not easily result in exposure to persons, spread of asbestos, or release to the environment.



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Where the recommended action for a material is to encapsulate or label and manage in situ, the client should be aware that these materials **must** be removed prior to any works or activity likely to cause disturbance to the material. A risk assessment should be made as part of the management regime in advance of any planned works, maintenance or similar.

Any activity involving the removal, encapsulation or disposal of licensable asbestos containing materials must be done in accordance with the provisions of The Control of Asbestos Regulations 2006.

Records of any non-asbestos materials identified during this survey can be found in the Asbestos Register in section C of this report.

The client should be aware that the findings of this report do not constitute either a full risk assessment or a management plan.

Where any doubt may exist regarding management measures to be implemented, then either the most cautious route should be adopted, or more detailed risk assessment undertaken. CWE Services Ltd can assist with the implementation and monitoring of management systems on the client's behalf. For further assistance and technical advice, please contact a CWE Technical Manager.



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Duty To Manage Asbestos

Regulation 4 of The Control of Asbestos Regulations 2006, prescribes duties that must be complied with when managing the risk from asbestos in non-domestic premises. Under Regulation 4(3) duty holders must ensure that a suitable and sufficient assessment is made to determine whether asbestos is present or liable to be present in a premise. During such an assessment, Regulation 4(5) states that account should be taken of any plans, the age, and other relevant information about the building.

Regulation 4(4) requires reasonable steps to be taken when making the assessment, and the condition of any asbestos present or assumed to be considered.

Regulation 4(10) states that measures must be taken to:

- Review and revise the management plan.
- Implement the measures specified in the plan.
- Record such implementation.

The client or duty holder is wholly responsible for implementing measures or management of asbestos identified or presumed within the premises, and reviewing the plan as under Regulation 4(10).

We would recommend that a full risk assessment, including priority assessment, is carried out to the requirements of HSG 227 – A Comprehensive Guide to Managing Asbestos in Premises – as issued by the Health and Safety Executive. On completion of a risk assessment, a plan to manage asbestos can then be prepared.

Monitoring the condition of identified asbestos, containing materials is recommended at least every six months to a year, or at shorter intervals as advised, to enable compliance with regulation 4.(9) of The Control of Asbestos Regulations 2006

CWE Services Ltd can assist with the preparation and implementation of such a plan to enable full compliance with the regulations. For further assistance and technical advice please contact a CWE Technical Manager.



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Address	Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
Survey Date	3 March 2011
Report Reference	CWE0091

Executive Summary

The aim of this section is to provide a quick overview of all identified ACMs, presumed or strongly presumed. The full details for each item within this summary can be found in the Asbestos Register in Section C.

Prior to the completion of a Priority Risk Assessment, the Material Risk Assessment shown in the table below provides guidance on prioritising those materials which may require remedial action. As outlined in the Risk Assessment section the following risk assessment categories have been used.

Items greater or equal to **10** should be regarded as **High Risk**, with a significant potential to release fibres if disturbed. Items between **7** and **9** should be regarded as **Medium Risk**. Items between 5 and 6 should be regarded as **Low Risk** and equal to or less than **4** should be regarded as **Very Low Risk**.

The following table contains a summary of each of the positively identified ACMs. They have been identified by a combination of bulk sampling, identification of visually identical materials, and by presumption or strong presumption.

Survey Summary Table

ACMs detected as part of this survey

Item	Level	Location	Material Description	Quantity	Material Risk
1	Ground	Fourth Drive - Garage 1	Asbestos cement profiled roof sheets	10 m ²	Very Low
2	Ground	Fourth Drive - Garage 2	Asbestos cement profiled roof sheets	10 m ²	Very Low
3	Ground	Fourth Drive - Garage 3	Asbestos cement profiled roof sheets	10 m ²	Very Low
4	Ground	Fourth Drive - Garage 4	Asbestos cement profiled roof sheets	10 m ²	Very Low
5	Ground	Fourth Drive - Garage 5	Asbestos cement profiled roof sheets	10 m ²	Very Low
6	Ground	Fourth Drive - Garage 6	Asbestos cement profiled roof sheets	10 m ²	Very Low
7	Ground	Fourth Drive - Garage 7	Asbestos cement profiled roof sheets	10 m ²	Very Low
8	Ground	Fourth Drive - Garage 8	Asbestos cement profiled roof sheets	10 m ²	Very Low
9	Ground	Fourth Drive - Garage 9	Asbestos cement profiled roof sheets	10 m ²	Very Low
10	Ground	Fourth Drive - Garage 10	Asbestos cement profiled roof sheets	10 m ²	Very Low
13	Ground	Lion Green Road - Garage 1	Asbestos cement profiled roof sheets	10 m ²	Very Low
14	Ground	Lion Green Road - Garage 2	Asbestos cement profiled roof sheets	10 m ²	Very Low
15	Ground	Lion Green Road - Garage 3	Asbestos cement profiled roof sheets	10 m ²	Very Low
16	Ground	Lion Green Road - Garage 4	Asbestos cement profiled roof sheets	10 m ²	Very Low



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Section B

Client	Homes & Community Agency c/o Clarke Bond
Site Ref	N/A
Address	Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
Survey Date	3 March 2011
Report Reference	CWE0091

General Notes

N/A

Areas of No Access

Areas where no access has been gained are as follows

Item	Level	Location	Reason for no access
ANY AREAS NOT ACCESSED MUST BE PRESUMED TO CONTAIN ASBESTOS			



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Section C

Client	Homes & Community Agency c/o Clarke Bond
Site Ref	N/A
Address	Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
Survey Date	3 March 2011
Report Reference	CWE0091

Asbestos Register



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Section C

Client Homes & Community Agency c/o Clarke Bond
 Site Ref N/A
 Address Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
 Survey Date 3 March 2011
 Report Reference CWE0091

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
1	Ground	Fourth Drive - Garage 1	Refurbishment / Demolition	CWE0091/01	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		1	0	1	1
			Pre-fabricated concrete structure with profiled roof Metal garage door No suspect materials observed to remainder of surveyed area		Score - Material Risk			
					3		Very Low	
			Recommendations		Accessibility			
Remove under asbestos controlled conditions		Low						
		Review Date						
		March 2012						
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
-	Profiled	Block work	Screed	-				

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
2	Ground	Fourth Drive - Garage 2	Refurbishment / Demolition	As CWE0091/01	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		1	0	1	1
			Pre-fabricated concrete structure with profiled roof Metal garage door No suspect materials observed to remainder of surveyed area		Score - Material Risk			
					3		Very Low	
			Recommendations		Accessibility			
Remove under asbestos controlled conditions		Low						
		Review Date						
		March 2012						
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
-	Profiled	Block work	Screed	-				



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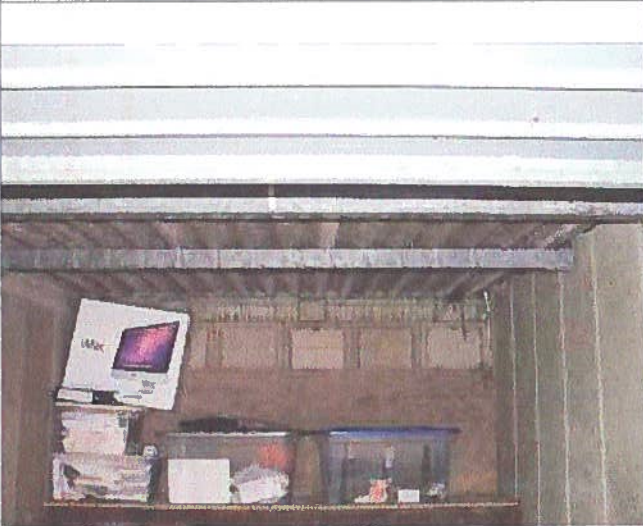


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Section C

Client Homes & Community Agency c/o Clarke Bond
 Site Ref N/A
 Address Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
 Survey Date 3 March 2011
 Report Reference CWE0091

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity				
3	Ground	Fourth Drive - Garage 3	Refurbishment / Demolition	As CWE0091/01	10 m ²				
			Material Description		Material Risk				
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type	
			Additional Information		1	0	1	1	
			Pre-fabricated concrete structure with profiled roof Metal garage door No suspect materials observed to remainder of surveyed area		Score - Material Risk				
					3		Very Low		
			Recommendations		Accessibility				
			Remove under asbestos controlled conditions		Low				
					Review Date				
					March 2012				
Ceiling		Ceiling Soffit	Wall	Flooring	Other				
		Profiled	Block work	Screed					

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity				
4	Ground	Fourth Drive - Garage 4	Refurbishment / Demolition	As CWE0091/01	10 m ²				
			Material Description		Material Risk				
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type	
			Additional Information		1	0	1	1	
			Pre-fabricated concrete structure with profiled roof Metal garage door No suspect materials observed to remainder of surveyed area		Score - Material Risk				
					3		Very Low		
			Recommendations		Accessibility				
			Remove under asbestos controlled conditions		Low				
					Review Date				
					March 2012				
Ceiling		Ceiling Soffit	Wall	Flooring	Other				
		Profiled	Block work	Screed					



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Section C

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 Survey Date 3 March 2011
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Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
5	Ground	Fourth Drive - Garage 5	Refurbishment / Demolition	As CWE0091/01	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		1	0	1	1
			Pre-fabricated concrete structure with profiled roof Metal garage door No suspect materials observed to remainder of surveyed area		Score - Material Risk			
					3		Very Low	
			Recommendations		Accessibility			
Remove under asbestos controlled conditions		Low						
		Review Date						
		March 2012						
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
-	Profiled	Block work	Screed	-				

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
6	Ground	Fourth Drive - Garage 6	Refurbishment / Demolition	As CWE0091/01	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
					1	0	1	1
			Additional Information		Score - Material Risk			
			Pre-fabricated concrete structure with profiled roof Metal garage door No suspect materials observed to remainder of surveyed area		3		Very Low	
					Accessibility			
			Remove under asbestos controlled conditions		Low			
Review Date								
March 2012								
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
-	Profiled	Block work	Screed	-				



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Section C

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 Survey Date 3 March 2011
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Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
7	Ground	Fourth Drive - Garage 7	Refurbishment / Demolition	As CWE0091/01	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profilled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		1	0	1	1
			Pre-fabricated concrete structure with profilled roof Metal garage door No suspect materials observed to remainder of surveyed area		Score - Material Risk			
					3		Very Low	
			Recommendations		Accessibility			
Remove under asbestos controlled conditions		Low						
		Review Date						
		March 2012						
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
	Profilled	Block work	Screed					

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
8	Ground	Fourth Drive - Garage 8	Refurbishment / Demolition	As CWE0091/01	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profilled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		1	0	1	1
			Pre-fabricated concrete structure with profilled roof Metal garage door No suspect materials observed to remainder of surveyed area		Score - Material Risk			
					3	Very Low		
			Recommendations		Accessibility			
Remove under asbestos controlled conditions		Low						
		Review Date						
		March 2012						
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
-	Profilled	Block work	Screed	-				



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Section C

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Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
9	Ground	Fourth Drive - Garage 9	Refurbishment / Demolition	As CWE0091/01	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		1	0	1	1
			Pre-fabricated concrete structure with profiled roof Metal garage door No suspect materials observed to remainder of surveyed area		Score - Material Risk			
					3	Very Low		
			Recommendations		Accessibility			
Remove under asbestos controlled conditions		Low						
		Review Date						
		March 2012						
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
-	Profiled	Block work	Screed	-				

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
10	Ground	Fourth Drive - Garage 10	Refurbishment / Demolition	As CWE0091/01	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
					1	0	1	1
			Additional Information		Score - Material Risk			
			Pre-fabricated concrete structure with profiled roof Metal garage door No suspect materials observed to remainder of surveyed area		3		Very Low	
			Recommendations		Accessibility			
Remove under asbestos controlled conditions		Low						
		Review Date						
		March 2012						
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
-	Profiled	Block work	Screed	-				



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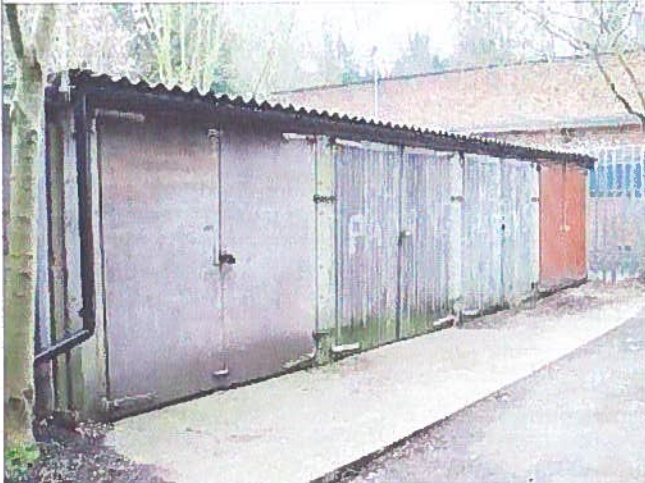


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Section C

Client Homes & Community Agency c/o Clarke Bond
 Site Ref N/A
 Address Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
 Survey Date 3 March 2011
 Report Reference CWE0091

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
11	External	Fourth Drive - Garages 1 – 10 (Excluding asbestos cement roofing)	Refurbishment / Demolition	Visual Inspection	-			
			Material Description		Material Risk			
			No suspect materials observed within surveyed area		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		-	-	-	-
			Pebble dashed concrete structure with asbestos cement profiled roof		Score - Material Risk			
					-	-		
			Recommendations		Accessibility			
					-			
					Review Date			
					-			
Ceiling		Ceiling Soffit	Wall	Flooring	Other			
		Profiled	Block work	Screed	-			

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
12	External	Lion Green - Garages 1 – 4 (Excluding asbestos cement roofing)	Refurbishment / Demolition	Visual Inspection	-			
			Material Description		Material Risk			
			No suspect materials observed within surveyed area		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		-	-	-	-
			Pebble dashed concrete structure with asbestos cement profiled roof		Score - Material Risk			
			Recommendations		Accessibility			
					Review Date			
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
-	Profiled	Block work	Screed	Pipe work – Plastic rainwater goods				



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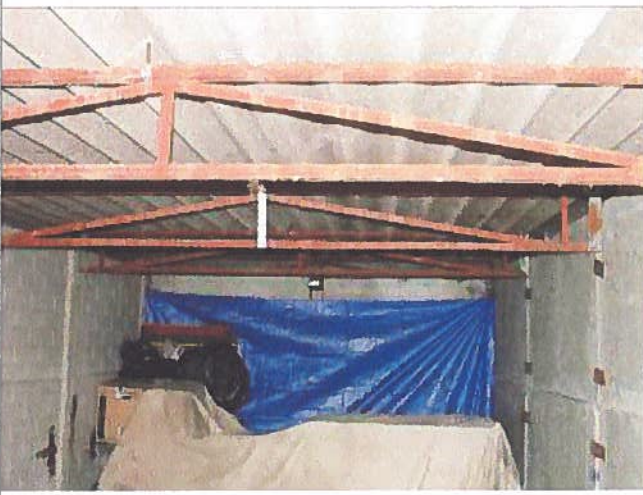


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Section C

Client Homes & Community Agency c/o Clarke Bond
 Site Ref N/A
 Address Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
 Survey Date 3 March 2011
 Report Reference CWE0091

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
13	Ground	Lion Green Road - Garage 1	Refurbishment / Demolition	CWE0091/02	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		1	0	1	1
			Pre-fabricated concrete structure with profiled roof Timber garage door No suspect materials observed to remainder of surveyed area		Score - Material Risk			
					3		Very Low	
			Recommendations		Accessibility			
Remove under asbestos controlled conditions		Low						
		Review Date						
		March 2012						
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
-	Profiled	Block work	Screed	-				

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
14	Ground	Lion Green Road - Garage 2	Refurbishment / Demolition	As CWE091/02	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
					1	0	1	1
			Additional Information		Score - Material Risk			
			Pre-fabricated concrete structure with profiled roof Timber garage door No suspect materials observed to remainder of surveyed area		3		Very Low	
			Recommendations		Accessibility			
Remove under asbestos controlled conditions		Low						
		Review Date						
		March 2012						
Ceiling	Ceiling Soffit	Wall	Flooring	Other				
	Profiled	Block work	Screed					



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Section C

Client Homes & Community Agency c/o Clarke Bond
 Site Ref N/A
 Address Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
 Survey Date 3 March 2011
 Report Reference CWE0091

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity				
15	Ground	Lion Green Road - Garage 3	Refurbishment / Demolition	As CWE091/02	10 m ²				
			Material Description		Material Risk				
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type	
			Additional Information		1	0	1	1	
			Pre-fabricated concrete structure with profiled roof Timber garage door No suspect materials observed to remainder of surveyed area		Score - Material Risk				
					3		Very Low		
			Recommendations		Accessibility				
			Remove under asbestos controlled conditions		Low				
					Review Date				
					March 2012				
Ceiling		Ceiling Soffit	Wall	Flooring	Other				
		Profiled	Block work	Screed					

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
16	Ground	Lion Green Road - Garage 4	Refurbishment / Demolition	As CWE091/02	10 m ²			
			Material Description		Material Risk			
			Asbestos cement profiled roof sheets		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
					1	0	1	1
			Additional Information		Score - Material Risk			
			Pre-fabricated concrete structure with profiled roof Timber garage door No suspect materials observed to remainder of surveyed area		3		Very Low	
			Recommendations		Accessibility			
			Remove under asbestos controlled conditions		Low			
					Review Date			
					March 2012			
Ceiling		Ceiling Soffit	Wall	Flooring	Other			
		Profiled	Block work	Screed				



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Section D

Client	Homes & Community Agency c/o Clarke Bond
Site Ref	N/A
Address	Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
Survey Date	3 March 2011
Report Reference	CWE0091

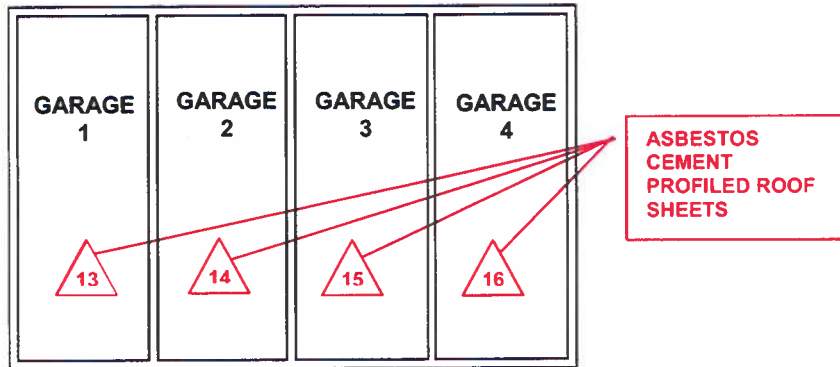
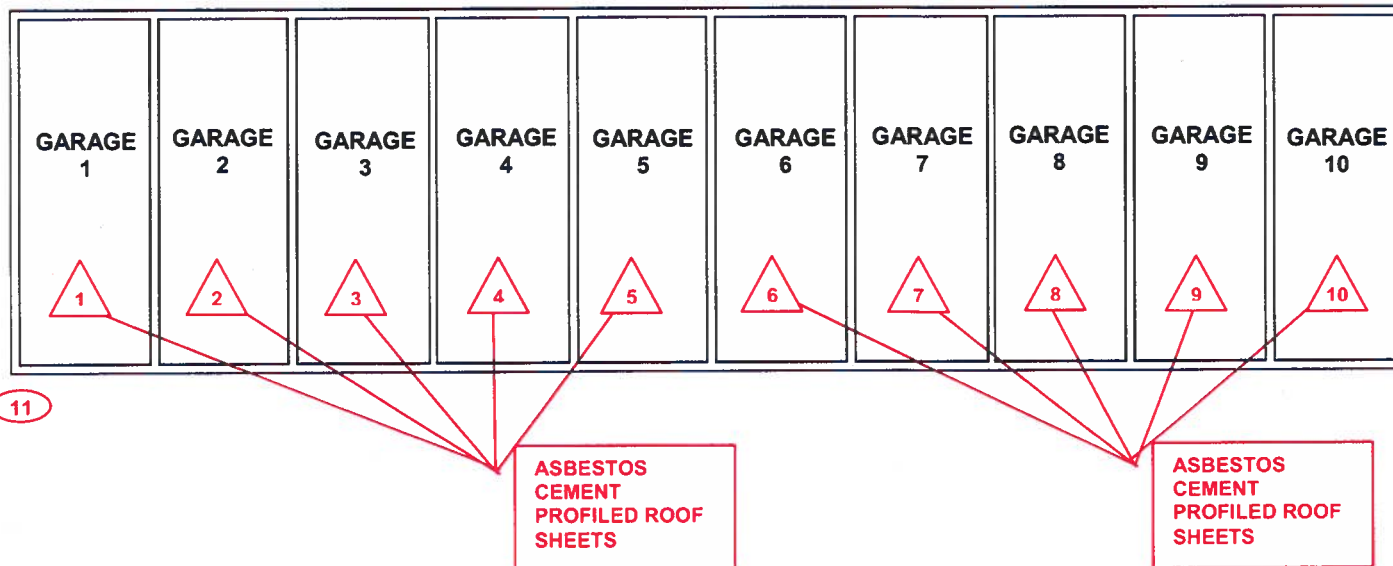
Site Plans



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LION GREEN ROAD GARAGES**12 FOURTH DRIVE GARAGES****Site Plan**

Client	Homes & Community Agency c/o Clarke Bond
Site Ref	N/A
Address	Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
Survey Date	3 March 2011
Report Ref	CWE0091

THIS SITE PLAN SHOULD BE READ IN CONJUNCTION WITH THE FULL ASBESTOS SURVEY REPORT

FLOOR **GROUND FLOOR**

AREA **ALL AREAS**

KEY Register Item Numbers



Positive or Presumed Asbestos



Non-Asbestos



No Access



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NOT TO SCALE

All locations are approximate

Limitations of reported information

The information contained within this report of the locations of asbestos containing materials (ACMs) should not be treated as either exhaustive or definitive. It should always be assumed that there may be other ACMs present, hidden or undetected within the fabric of the building. Further investigations may be necessary when carrying out works likely to disturb the fabric of the building.

Section E

Client	Homes & Community Agency c/o Clarke Bond
Site Ref	N/A
Address	Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
Survey Date	3 March 2011
Report Reference	CWE0091

Certificate of Analysis & Air Monitoring Certificates



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Section E

Client	Homes & Community Agency c/o Clarke Bond
Site Ref	N/A
Address	Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
Survey Date	3 March 2011
Report Reference	CWE0091

Scanned Document



Bulk Sample Analysis Certificate

For:
CWE Services Ltd
Unit 1 Damery Works
Woodford Berkeley
GL13 9JR



LABORATORIES LTD
Asbestos Analytical Services

REPORT No. 13047
SITE ADDRESS: Site Garages, Cane Hill Hospital, Coulsdown, Greater London, CR5 3YL

TECHNICIAN: _____
NO. OF SAMPLES: _____

REPORT DATE 07/03/11
ANALYSIS DATE 07/03/11

KEY: N.A.D. = NO ASBESTOS DETECTED

[illegible]

Samples Analysed At: PJI Laboratories, First Floor Offices, 217 St. Johns Lane, Bedminster, Bristol, BS3 5AS

SENIOR LABORATORY TECHNICIAN:

STATEMENT OF CERTIFICATION

This is to certify that analysis has been carried out using scanning light microscopy and dispersed staining techniques to determine the presence of asbestos fibres. The methods of analysis are in accordance with HSE's Analysis Grade HSG248 and the PFI Laboratory technical procedure document (PFI-03) and are UKAS accredited PFI Laboratory current accept responsibility for the accuracy of sample information provided by the client or whether the sample is representative of the material sampled.

PAGE : 1 OF 1

PO Box 2798, Bristol BS4 9DL email: info@pjlabs.co.uk
Tel: 0117 300 2990 Fax: 0117 963 1953
Company Registration No: 5608520

PF.04 Venice 4 April 22/2021 0 AL



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Appendix A

Client	Homes & Community Agency c/o Clarke Bond
Site Ref	N/A
Address	Site Garages, Cane Hill Hospital, Coulsdon, Greater London, CR5 3YL
Survey Date	3 March 2011
Report Reference	CWE0091

United Kingdom Accreditation Service

ACCREDITATION CERTIFICATE



INSPECTION BODY
No. 156

CWE Services Ltd

is accredited as a Type C body in accordance with the recognised International Standard ISO/IEC 17020:1998
General Criteria for the operation of various types of bodies performing inspection.

This accreditation demonstrates technical competence for a defined scope as detailed in and at the locations specified in the schedule to this certificate.

The schedule to this certificate is an essential accreditation document and from time to time may be revised and reissued by the United Kingdom Accreditation Service. The most recent issue of the schedule of accreditation, which bears the same accreditation number as this certificate, is available from the UKAS website www.ukas.com.

This accreditation is subject to continuing conformity with United Kingdom Accreditation Service requirements. The absence of a schedule on the UKAS website indicates that the accreditation is no longer in force.


Accreditation Manager, United Kingdom Accreditation Service

Initial Accreditation date
31 October 2001

This certificate issued on
20 November 2006

The Department of Trade and Industry (DTI) has entered into a memorandum of understanding with the United Kingdom Accreditation Service (UKAS) through which UKAS is recognised as the national body responsible for assessing and accrediting the competence of organisations in the fields of calibration, testing, inspection and certification of systems, products and persons



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Via e-mail

Pat Ritchie
Chief Executive
Homes and Communities Agency

8 March 2011

Dear Pat

Formal Consultation – Initial Trade Union Response

This letter sets out our initial response on the formal consultation process launched by the Agency on 16 February 2011.

1. Scope and Timetable

According to the 16 February Consultation Paper, the proposals cover thirteen distinct areas, a number of which are referred to below. All of these distinct areas are of considerable significance for staff and each could easily warrant a separate consultation process. Therefore, a 90-day consultation timetable to deal concurrently with proposals covering all of these areas is extremely ambitious. By comparison, the consultation process last year covering the much more limited proposal to relocate 130 staff from London to Milton Keynes still required in excess of 90 days to fully resolve consultation issues. We feel that aspects of the consultation process have already been rushed and as a result, we must emphasise that this, for us, constitutes a fundamental flawed process.

We will also need to discuss with you the arrangements around representation and time-off given the high volume of consultation and representation issues that are already arising from these proposals. We do not feel that the existing provision provides us with sufficient time to respond fully to the proposals and as a starting point we request that you revisit the proposal on representation recently submitted by our Staff Side Chair.

2. Inconsistent phasing of the organisational changes

The exclusion of HR, OD and Facilities staff from this phase of the restructure will result in restricted redeployment opportunities for those staff when they are subject to restructure at a later date and also for staff in the restructure now. As the restructure implementation process is effectively a redundancy selection process by virtue of the fact that those not selected to the new posts – whatever form they ultimately take – will by default be in the redundancy 'selection pool', any artificial restriction of this selection pool caused by the phasing of the restructure could result

in staff being able to claim unfair selection for redundancy. Furthermore, the reason given for the phasing - "that these teams are heavily involved with the implementation of the proposals contained in this paper" - holds equally true for others teams delivering the new role and remit of the Agency who are subject to the current restructure and is therefore inconsistent.

3. Forced move onto new terms and conditions of service for the new posts

We have already made it clear to you that we cannot accept your proposal that all posts within the new structure will be appointed on HCA terms and conditions. This would result in the 450 or so staff who are currently on predecessor contracts being forced onto significantly worse terms and conditions, and – in the absence of express agreement from the individuals concerned, this would be unlawful. We have already made it plain to you that we will lodge employment tribunal claims if any members are forced to accept any detrimental terms and conditions.

In addition, we are concerned about the suitability of HCA terms and conditions going forward. We have referred below to a number of areas where improvements to HCA terms are required: redeployment rules, flexible working, excess travel, additional child care.

Our proposed alternative approach would be:

- Make the necessary improvements to HCA terms and conditions prior to the restructure;
- Offer staff on predecessor terms and conditions the option of moving voluntarily to HCA terms if appointed to a post;
- Conduct a full terms and conditions review and formal harmonisation consultation with the recognised trade unions (as previously promised by the Agency) after TSA staff transfer to the Agency in 2012.

4. Simplification of grading structures

We are not opposed in principle to the introduction of a career grade at the Agency but we have a number of concerns that we will need to explore further with you. Our initial starting point is that there are a number of potential issues, including equality issues relating to the protected groups and to staff on different pay levels, and we would require further details as follows in order to fully consider this proposal:

- A draft set of agreed rules around salary progression and how staff can fairly progress
- Proposals on how staff would transfer from their current grading
- Details of how the Agency would ensure the new grading structure is not discriminatory and supports equal pay

5. Proposals for future accommodation needs

Although 3 out of 4 proposed office closures are being led by DCLG restrictions on private leases, it does not appear that the Agency has made any attempts to explore the possibility of sharing space with other public bodies and instead, for example, jobs previously based at Reading and Exeter will simply be relocated to Bristol.

It is not clear how relocating staff at a more distant location from partner organisations will meet the localism agenda which is supposed to build stronger local relationships. There are other obvious concerns from a workforce perspective in terms of increased travel costs, increased travelling times, health and safety and sustainability.

We'd also like to highlight the fact that HCA contracts provide a tax liability on excess travel costs for staff who relocate, which is a barrier to the proposed relocation of staff from Ashford, Reading, Exeter and Corby. HCA contracts are also lacking in terms of payment for additional child-care costs where incurred due to relocation and this would be an additional barrier to relocation for working parents. We will obviously need to have a detailed consultation on the Equality Impact Assessment to establish whether any disproportionate adverse impacts result from these proposed relocations.

Flexible working policy

Given that flexible working appears to be the Agency's sole mitigator to the effects of having few, area-based directorates, then a flexible working policy will have to be agreed in advance of the implementation of this restructure.

A further location concern not directly linked to office closures are over the Agency's proposals to consolidate the location of a number of national teams that are currently dispersed across several HCA office locations. For example, there are proposals to consolidate some teams from the North to Milton Keynes and/or London, which seem to directly contradict the findings of the Lyons and Smith reviews on location of civil servants. Rather than unnecessarily increase the numbers of potential relocation issues, it would be helpful if the Agency instead provided a commitment that staff in this situation who secure a role can continue to work from their existing office location.

6. How the Agency intends to develop proposals for flexible working

The consultation paper confirms that *"The HCA is modernising its business. As part of that modernisation we are looking at more flexible ways of working"*. However, although the Agency is consulting on how it intends to develop flexible working we understand that you have confirmed at Roadshow briefings that a new flexible working policy is unlikely to be introduced before January 2012, well after the restructure is likely to be concluded.

Given (a) the emphasis placed by the Agency, which we would agree with, on the potential for flexible working to mitigate any changes in office locations and (b) the potential use of flexible working to avoid compulsory redundancies (e.g. through reduced hours working) then a Flexible Working Policy will need to be in place for staff on HCA contracts prior to the implementation of the restructure.

Also, could you please confirm that staff on existing flexible arrangements who secure a post in the new structure will automatically be able to retain their current flexible working arrangements?

We do not believe that the current flexible working party arrangements meet the requirements of genuine collective consultation, and we therefore formally request that the current working party is reconstituted as a sub-group of the JNCC as allowed for within the Recognition Agreement, and that we agree a set number of management and union seats, and that the sub-committee's recommendations would be brought back to the full JNCC for consultation.

7. Transfer of staff to / from other organisations and application of TUPE

Milton Keynes Partnership

We have written separately to you about the potential transfer of staff from Milton Keynes Partnership to Milton Keynes Council and have set out our disagreement with the claim in the consultation document that formal TUPE consultation commenced on 16 February. We will discuss this with you at our meeting this Thursday but repeat here that, until you supply us with the information required by TUPE 2006 regulations, the Agency is not in a position to start formal consultation on the proposed transfer.

8. How restructuring will be implemented – selection and redeployment

We need to agree with you a set of rules around the selection process and redeployment covering all of the following:

Selection Processes

With all Agency staff formally at risk of redundancy, the 'Process to apply for a post' and the 'Redeployment' parts of the proposals are effectively the redundancy selection process and there are legal requirements for the Agency to demonstrate that these are fair processes. As a minimum, transparent scoring processes should be applied to the application and interview processes and there should also be an appeals procedure. We also dispute the fairness of limiting employees to only 1st and 2nd choice applications. We believe that this will hinder redundancy avoidance measures and, potentially, result in unfair selection for redundancy claims at Tribunal.

'Suitable alternative' offers of employment

This is an issue causing a significant degree of anxiety and concern amongst HCA employees, many of whom fear that they will be forced into unsuitable posts under the new structure or be deemed to have resigned and lose their entitlement to a redundancy payment. This particularly applies to staff on HCA contracts who are not currently covered by any redeployment rules or agreements, including what constitutes an offer of 'suitable alternative employment'. It is difficult for us to reassure them given events during the 2009 restructuring when some staff felt forced to accept unsuitable redeployment offers as a result of the Agency threatening to withdraw the right to a redundancy payment. The law makes it clear that any alternative must be suitable for that individual, and most public sector organisations recognise the value of having a transparent and fair set of rules around redeployment

and on what constitutes a suitable alternative offer along the lines of the ACAS guidelines in terms of salary, location, duties, status, hours and flexible working. We would therefore request that, as a starting point, you draft a statement which sets out in more details how this will work in order to alleviate some of the concerns amongst staff.

Trial periods

As you are aware, the Employment Rights Act 1996 allows for staff at risk of redundancy the right to a trial period when redeployed. We would like to include provision for trial periods within a set of rules covering selection and redeployment.

Housing Corporation redeployment period

Letters sent to staff on Housing Corporation contracts state that their 6-month minimum redeployment period has already started. We do not accept this, as it is a clear breach of our affected members' terms and conditions and, if allowed to go ahead, will increase their risk of compulsory redundancy. The HC Redeployment Policy makes it clear that the redeployment period can only commence once a range of factors exist – such as the existence of alternative posts for the affected individual to apply for. Since the new structure cannot be agreed until a minimum half way through the alleged redeployment period this is a clear misinterpretation of the policy. We ask that you withdraw this statement and confirm that the HC redeployment period will only begin once the structure has been finalised.

9. Voluntary redundancy and other measures to avoid compulsory redundancy

We agreed that the Agency could run a voluntary redundancy process alongside the consultation process so that staff could submit a request for voluntary redundancy within the consultation period. This has led to a timetable which suggests that voluntary redundancy notices would be issued prior to the end of the consultation period.

However, after further discussion amongst the Joint Union Committee and after taking further advice on the consequences of notices being issued during the consultation period, we believe that the issuing of voluntary redundancy notices prior to the end of the consultation period would serve to undermine the collective consultation process.

The clear advice from our solicitors, Thompsons, is that it would be unlawful for you to issue redundancy notices - whether voluntary or compulsory - during the consultation process. The case law on this is unambiguous - *Junk v Wolfgang Kuhnel* clearly establishes the principle that employers must consult for the full 90 (or 30) days before serving notice of dismissal to employees, rather than being able to 'roll-up' notice within the consultation period, and in *Scotch Premier Meat Ltd v Burns* the EAT said that in circumstances where an individual volunteers for redundancy the termination is a dismissal for the purposes of TULRCA. **On this basis, we request your immediate confirmation that no notices will be issued to voluntary redundancy applicants until the collective consultation process has formally ended.**

10. Proposal that all posts are new

We remain unconvinced that all posts in the new structures are genuinely 'new' and we would like to discuss this further with you.

11. Formal 1:1 meetings

Finally, our view is that your obligations to formally consult individuals will not be discharged by the current round of 1:1 meetings that managers are holding with individuals. In our view your obligations to ensure that the individual consultation process is meaningful will apply once posts have been filled in the new structure and remaining employees are at that point facing compulsory redundancy.

We are still gathering feedback on other aspects of the proposals, including on the proposed structures, and we will respond as soon as it is practicable for us to do so on these other aspects.

We have also included an initial list of information requests at Annex 1.

Regards


Staff Side Secretary (PCS)

Annex 1 Information Requests

Please note: any requests for information 'by grade' should be broken down as follows:

- Key Support 1 or equivalent
- Key Support 2 / Prof Trainees or equivalent
- Prof/Tech or equivalent
- Manager/Senior Prof Tech or equivalent
- Head of Team or equivalent
- Head of Function / Area
- Directors

1. Correspondence with Cabinet Office on new grading system

- Copies of notifications to the Cabinet Office relating to introduction of new HCA grading system in 2009
- Copies of any responses from the Cabinet Office.

2. Staff/Non Staff Costs

As per the costs in section 7.1 of the consultation document:

- The figures for 2010/11 (projected to year-end), fully broken down by staff costs / non-staff costs / Region/Directorate/office
- Non-staff costs further broken down by Region/Directorate/Office broken down by Research and fees, Events and Marketing, Travel and subsistence costs (further broken down by rail/mileage/lease car), Learning and Development, Recruitment expenditure, Legal fees
- Indicative annual budget costs for 2011/12, 2012/13, 2013/14, 2014/15 fully broken down by staff costs/non-staff costs/Region/Directorate/office

3. Current numbers of staff in post and vacancies by Region/Directorate/Office by grade.

4. Further breakdown of the information in 3 above by protected categories (*as per EQIA but please note EQIA does not break this information down by individual grade*)

5. Median, mean and aggregate 2010/11 salaries by Region/Directorate/Office by grade.

6. Median, mean and aggregate total annual cost (salary + NI + pension) to the Agency of employing a member of staff by grade.

7. Details of rules and restrictions on direct funding of redundancy costs by DCLG, including mean or indicative redundancy figure per grade used as a basis for any bid by the Agency.

8. Outplacement Support

Details of the outplacement support that will be provided to staff in this process, including estimated cost per person of each element of the support

9. Proposals for Office Accommodation

- In respect of the potential closures of the Corby, Ashford, Reading and Exeter offices, a breakdown of all costs associated with the potential closure of these offices
- Copy of the DCLG Sustainable Operations Policy

10. In respect of sums paid by the Agency to Pension schemes to allow departing staff to receive immediate payment of pension benefits:

- Number of departures in 2008/09 by grade/age/amount paid by the Agency
- Number of departures in 2009/10 by grade/age/amount paid by the Agency

11. Directors and Heads Of appointments :

- Median, mean and aggregate Director monthly salary prior to restructure
- Median, mean and aggregate Director monthly salary after restructure
- Median, mean and aggregate 'Heads Of' monthly salary prior to restructure
- Median, mean and aggregate 'Heads of' monthly salary after restructure

12. Agency spend on staff training

- Actual for 2009/10
- Actual for 2010/11
- Budget for 2011/12

LW11057

GOODGERS
SOLICITORS

7-10 Adam Street
London
WC2N 6AA
Tel: 020 7520 9012
Fax: 020 7520 9013

Urban Regeneration Agency.
c/o Legal Services
110 Buckingham Palace Road
SW1W 9SA

Our Ref: MPS/KM/300.95
Your Ref:
Date: 7 March 2011

Dear Sirs,

Our Client Whitechapel Resources Limited
Your client: Urban Regeneration Agency
Property: 337-339 Hackney Road London E2

We act for the above named in connection with the obstruction of a right of way to our client's property. Our client's acquired the Property from The Secretary of State for Health in August 2007 and as such is the registered proprietor under title number EGL526754.

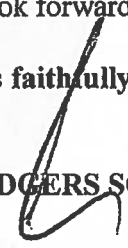
It appears that an unknown party has erected two bollards in front of an access way leading to the rear of our client's property. This obstruction is preventing our client's from entering gates to the rear of their property with vehicles and carrying out essential deliveries to assist in the development of the property.

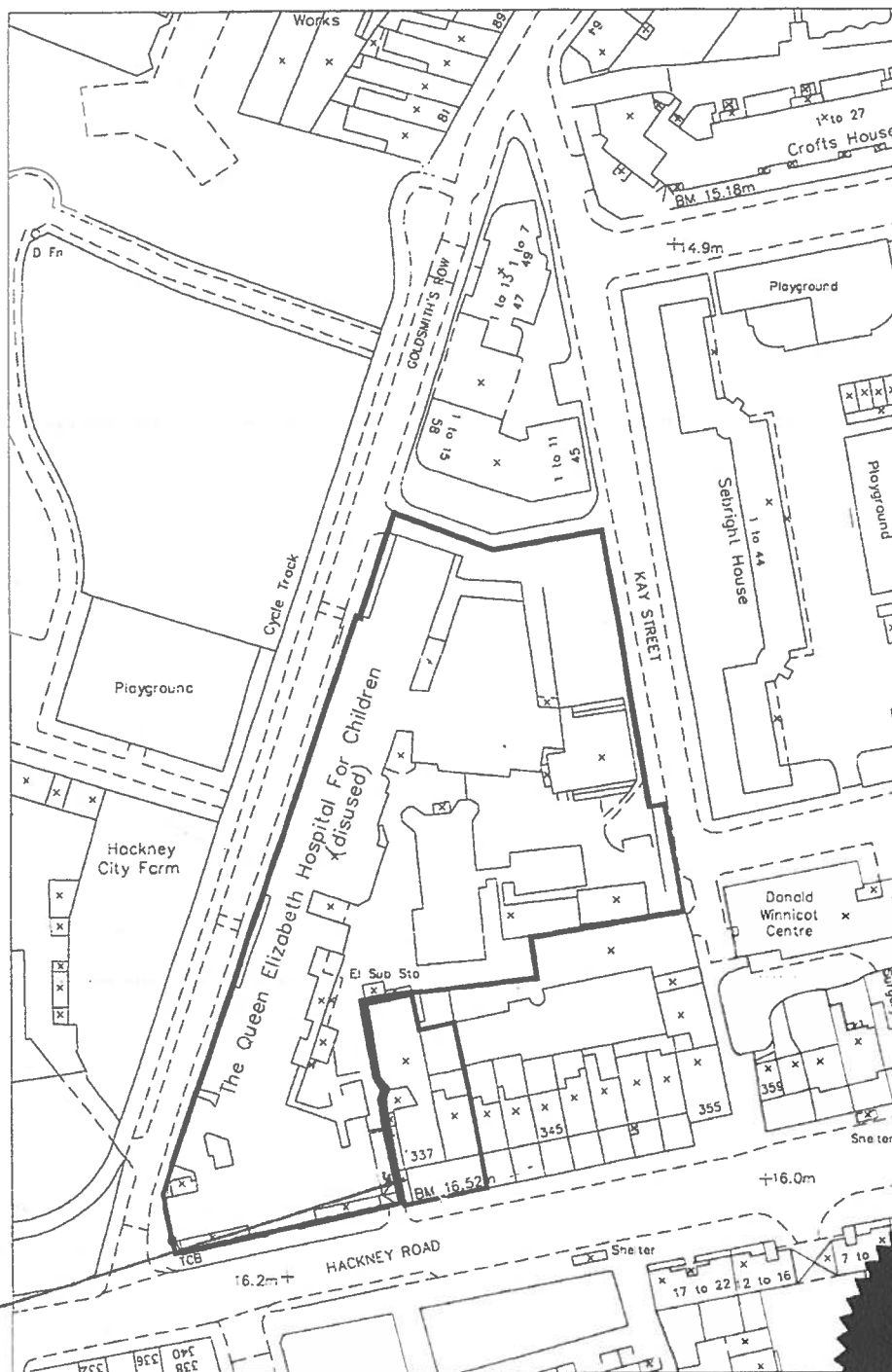
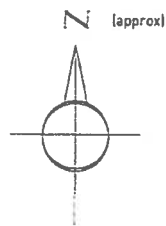
We enclose a photograph of the bollards in question and a further plan marking the exact point of the obstruction.

Please can you assist in enquiring whether your agency authorised the erection of these bollards and as to whether they can be immediately removed to allow our client's unrestricted access via their right of way.

We look forward to hearing from you.

Yours faithfully


GOODGERS SOLICITORS



LOCATION OF
2 BOLLARDS
PREVENTING
ACCESS INTO
OUR CLIENTS GATES

Site Area (red line boundary) = 0.634ha
Listed Bldg Site (blue line boundary) = 0.056ha

Notes

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TITLE

Site Location Plan

CLIENT

Department of Health

PROJECT

Former Queen Elizabeth Hospital,
Hackney Road, Tower Hamlets

REV AMENDMENT

REV	AMENDMENT	BY	CHECK	DATE
A	Boundaries amended	DP	ID	10/04/07
B	Boundaries amended	MeC	ID	27/06/07
C	Red line shown around blue line	MeC		28/06/07

Gerry Lytle Associates

The Foundry, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

SCALE 1:1250 @ A4 DATE Dec 2006

DRG No 1176/01 REV C

