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**Property Information Update**

**Update on Key Property Initiatives**

I last wrote to you in early December outlining two important property initiatives that are taking place in 2024. A copy of the letter can be accessed by clicking on the following link: <https://d3hgrlq6yacptf.cloudfront.net/63dac5b59618e/content/pages/documents/letter-to-clergy-property-initiatives-december-2023.pdf> can now provide a further update on these initiatives and how they will enhance the level of service from the Property Team.

**Stock Condition Survey (SCS)**

As set put in my previous letter, in order to ensure that all our properties are brought up to a consistent standard and that future works can be efficiently planned, we will undertake full stock condition surveys of all our properties during 2024. To support us in this we have appointed Hardies Property and Consultant Specialists to work with the Property Team to undertake a stock condition survey of every property during 2024. This will be a more in depth inspection of the property than a quinquennial inspection and will concentrate on the external and internal fabric of the building whilst also inspecting all internal fixtures and fittings. Appointments will be arranged in advance by Hardies at a time that is convenient with yourselves, however with over 400 properties in our portfolio this is a significant task and your support in enabling these surveys to be completed is much appreciated. The programme of inspections is currently being prepared by Hardies and expected to commence at the end of February. We expect that each survey will be approximately 3 hours but this will vary depending on the nature of the property. Whilst we accept that this will be time consuming for you all, the long term benefits of having better data on each property will help plan future works.

**Gas & Electrical Tenders**

Following a tender process the Property Committee have approved the award of contracts to four main contractors who will provide our annual gas servicing and five yearly electrical inspections from 2024. The rationale to appoint four contractors is based on an East & West split of the Diocese to ensure that we mitigate any risks of appointing single contractors across the whole Diocese.

The contractors and areas that they will operate in are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **West** | | **East** | |
| Bradford, Huddersfield & Ripon West | | Leeds, Wakefield & Ripon East | |
| Electrical | Plumbing & Heating | Electrical | Plumbing & Heating |
| SG Ellis Ltd | Sure Maintenance | A Coole Electrical | Palm Yorkshire |

A letter will be sent to all colleagues introducing the new contractors with some background of each company. Contractors have been sent the due service dates and are currently finalising the 2024 inspection programme. Work instructions will be sent to the contractors via Fixflo and appointment times will be arranged by the contractors giving as much notice as possible. When repair requests need to be raised out of hours, these contractors need to be contacted and the details will be included in the letter that is sent to you and on posted on the property pages of the Diocesan website.

**Reporting Property Repairs via Fixflo**

A reminder to everyone that the only way to request a property repair is on Fixflo via the following link: <https://dioceseofleeds.fixflo.com/Auth/HomeIssueCreate>

When submitting repair requests please take some time to consider if it is something that needs reporting now or can wait until the next quinquennial survey. We are experiencing an increase in number of issues reported which is having a direct impact on the general repairs budget. Additionally, it may be more cost effective to undertake small and straightforward repair jobs yourself (e.g. replacing silicone), which will avoid the costs of asking a contractor to undertake these works. Any receipts for costs incurred should be submitted to the Property Team – [property@leeds.anglican.org](mailto:property@leeds.anglican.org) for reimbursement.

**Carbon Net Zero – Retrofit Assessments**

You may be aware that the Leeds Diocesan Board of Finance has an approved Carbon Net Zero Action Plan. You will not be surprised to learn that a significant part of this plan covers clergy properties and the improvements necessary to reduce the carbon footprint of our portfolio. During 2023 we undertook retrofit assessments of ten varied properties to identify the measures and costs necessary to reduce carbon emissions. We are now using this information and EPC (Energy Performance Certificate) data from each property to develop a retrofit plan. This plan will primarily help us understand the likely cost of achieving zero net carbon in our property portfolio. During 2024 we are also completing a retrofit exemplar project at one property to test out how effective certain measures are. This work will continue with regular updates to the Property Committee and included in E News+.

**Contact the Team & Website:**

To ensure that any queries are dealt with as efficiently as possible, we ask that all communications to Property are directed through the following email address [property@leeds.anglican.org](mailto:property@leeds.anglican.org).

Other relevant updates will be posted on the Diocesan website property pages: <https://www.leeds.anglican.org/property>