



Community & Children's Services Committee

Date: FRIDAY, 8 MARCH 2019

Time: **11.00 am**

Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members:

| | |
|-----------------------------------|-----------------------------------|
| Randall Anderson (Chairman) | Deputy Henry Jones |
| Dhruv Patel OBE (Deputy Chairman) | Angus Knowles-Cutler |
| George Abrahams | Natasha Maria Cabrera Lloyd-Owen |
| Munsur Ali | Deputy Catherine McGuinness |
| Rehana Ameer | Benjamin Murphy |
| Randall Anderson (Chairman) | Deputy Joyce Nash |
| Tom Anderson | Barbara Newman |
| Matthew Bell | Dhruv Patel OBE (Deputy Chairman) |
| Peter Bennett | Susan Pearson |
| Mary Durcan | William Pimlott |
| John Fletcher | Henrika Priest |
| Marianne Fredericks | Jason Pritchard |
| Alderman John Garbutt | James de Sausmarez |
| Alderman Prem Goyal OBE JP | Ruby Sayed |
| Alderman David Graves | Deputy Philip Woodhouse |
| Caroline Haines | |
| Deputy the Revd Stephen Haines | |
| Graeme Harrower | |

Co-opted Members: Laura Jørgensen and Matt Piper

Enquiries: Julie Mayer tel. no.: 020 7332 1410
julie.mayer@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at the rising of the Committee

NB: Part of this meeting could be the subject of audio or visual recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Reports

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To approve the public minutes and non-public summary of the meeting held on 8th February 2019.

For Decision
(Pages 1 - 8)

4. **OUTSTANDING ACTIONS**

Members are asked to note the Committee's Outstanding Actions list.

For Information
(Pages 9 - 38)

5. **BREXIT UPDATE**

Director of Community and Children's Services to be heard.

For Information

6. **INTEGRATION UPDATE**

A presentation from the Integration Programme Manager.

For Information

7. **CITY & HACKNEY SAFEGUARDING CHILDREN BOARD ANNUAL REPORT 2017/18**

Report of the Independent Chair of The City & Hackney Safeguarding Children Board.

For Information
(Pages 39 - 40)

8. **CARERS STRATEGY: 2019-23**

Report of the Director of Community and Children's Services.

For Decision
(Pages 41 - 92)

9. **DEPARTMENTAL BUSINESS PLAN QUARTER 3 UPDATE**

Report of the Director of Community and Children's Services.

For Information
(Pages 93 - 110)

10. **DEPARTMENTAL BUSINESS PLAN 2019-2020**

Report of the Director of Community and Children's Services.

For Decision
(Pages 111 - 114)

11. **STRONGER COMMUNITIES GRANTS PROGRAMME**
Report of the Director of Community and Children's Services.

For Information
(Pages 115 - 152)

12. **SIR JOHN CASS'S FOUNDATION PRIMARY SCHOOL**
Report of the Director of Community and Children's Services.

For Information
(Pages 153 - 178)

13. **INTRODUCING AGILE WORKING**
Report of the Director of Community and Children's Services.

For Information
(Pages 179 - 182)

14. **FIRE SAFETY UPDATE - HOUSING REVENUE ACCOUNT (HRA) PROPERTIES**
Report of the Director of Community and Children's Services.

For Information
(Pages 183 - 208)

15. **HOUSING DELIVERY PROGRAMME - RESIDENT CONSULTATION UPDATE**
Report of the Director of Community and Children's Services.

For Information
(Pages 209 - 216)

16. **UPDATE ON ROLEOUT OF FIBRE BROADBAND TO CITY OF LONDON
HOUSING ESTATES**
Report of the City Surveyor.

For Information
(Pages 217 - 222)

17. **PETTICOAT TOWER FIRE DOORS**
Report of the Director of Community and Children's Services.

For Decision
(Pages 223 - 230)

18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

20. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Reports

21. **NON-PUBLIC MINUTES**

To approve the non-public minutes of the meeting held on 8th February 2019.

For Decision
(Pages 231 - 232)

22. **HOUSING DELIVERY PROGRAMME - PROGRESS REPORT**

Report of the Director of Community and Children's Services Committee.

For Information
(Pages 233 - 244)

23. **MAJOR CONSTRUCTION WORKS (HOUSING) FRAMEWORK - STAGE 2 AWARD REPORT**

Joint report of the Chamberlain and City Surveyor, on behalf of the Construction and Property Category Board.

For Information
(Pages 245 - 252)

24. **RENEWAL OF ROOF COVERINGS AT DRON HOUSE, TOWER HAMLETS**

Report of the Director of Community and Children's Services.

For Decision
(Pages 253 - 262)

25. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE WHILST THE PUBLIC ARE EXCLUDED.**

26. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

The Chairman agreed to the admission of an item of urgent business in respect of Great Arthur House (report of the City Surveyor).

(Pages 263 - 274)

COMMUNITY & CHILDREN'S SERVICES COMMITTEE

Friday, 8 February 2019

Minutes of the meeting held at Guildhall at 11.30 am

Present

Members:

Randall Anderson (Chairman)
Munsur Ali
Rehana Ameer
Matthew Bell
Peter Bennett
Marianne Fredericks
Alderman John Garbutt
Alderman Prem Goyal OBE JP
Alderman David Graves
Caroline Haines
Deputy the Revd Stephen Haines

Graeme Harrower
Deputy Catherine McGuinness
Deputy Joyce Nash
Barbara Newman
Susan Pearson
William Pimlott
Henrika Priest
Jason Pritchard
James de Sausmarez
Ruby Sayed
Deputy Philip Woodhouse

Officers:

| | |
|-----------------|---|
| Mark Jarvis | - Chamberlain's |
| Chris Bell | - Chamberlain's |
| Andrew Carter | - Director of Community and Children's Services |
| Gerald Mehrtens | - Community and Children's Services |
| Paul Murtagh | - Community and Children's Services |
| Chris Pelham | - Community and Children's Services |
| Sam Bedford | - Community and Children's Services |
| Simon Cribbens | - Community and Children's Services |
| Julie Mayer | - Town Clerk's |

In attendance: Besserat Atsebaha – Proper Officer's representative for Registration, London Borough of Islington

1. APOLOGIES

Apologies were received from Dhruv Patel, John Fletcher, Caroline Haines, Deputy Henry Jones, Natasha Lloyd-Owen, Benjamin Murphy, Laura Jorgensen and Matt Piper.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

Ms Susan Pearson advised that, as she is a resident of Golden Lane Estate, she had sought advice from the City Solicitor in respect of agenda item 11 (progress report of the provision of additional primary school places and social housing on the former Richard Cloudesley School site). Ms Pearson had also given notice of a question she was intending to put in respect of COLPAI.

Ms Pearson had been advised that she did not have a Declarable Pecuniary Interest (DPI) in each case.

3. **MINUTES**

RESOLVED, that - the public minutes and non-public summary of the meeting held on 11 January 2019 be approved, subject to an amendment correcting Gregory Jones to Henry Jones in respect of the appointment of a Governor to Sir John Cass School.

Matters arising

In response to a question about Great Arthur House, and following the decision of the First Tier Tribunal, Members noted that officers had taken a decision to take Leave to Appeal and it would therefore be heard before a Second Tier Tribunal. The Chairman asked if the decision from the First Tier Tribunal could be circulated to Members once it had been published.

4. **BREXIT UPDATE**

The Director of Community and Children's Services was heard in respect of the latest Brexit implications. Members noted that there had been very few updates since the last meeting of the Committee; there had been some further guidance from government departments but no change to advice in respect of stockpiling food and health supplies. However, there had been some new advice in respect of contingency planning for adults and children's social care and for colleges and apprenticeship schemes.

5. **CITY OF LONDON ALMSHOUSES REVENUE AND CAPITAL BUDGETS 2018/19 AND 2019/20**

Members considered a report of the Chamberlain in respect of the Almshouses' Revenue and Capital Budgets. Members were offered a presentation at a future meeting about the operation of the City of London Corporation and Gresham Almshouses.

RESOLVED, that – having reviewed the 2019/20 revenue budget to ensure that it reflects the Committee's objectives, it be recommended for approval by the Finance Committee.

6. **PORTSOKEN COMMUNITY ENERGY PROPOSAL**

Members received a briefing note on the above proposal, ahead of a full report and feasibility study. Members noted the comments from the Housing Management and Almshouses Sub Committee, which had received a presentation on 21 January 2019.

Members of the Sub Committee had noted the importance of installing the panels at an appropriate time in the major works programme with particular regard to roofing works. The solar panels would be positioned so as to capture the maximum amount of sunlight.

Officers confirmed that the project was progressing within the appropriate funding timescale; i.e. the electricity would need to start being generated a year after the application. Members also noted a draft committee path had been

mapped, including the officers' Energy Board. A Member advised that the funding pot was being allocated on a first come, first served, basis and suggested that the scrutiny of financial modelling should reflect this. Members noted that it was possible to check the pot on a regular basis to see how much funding was available. The officer agreed to find out whether income from shareholder investment would be taxable and report back to Members.

Members noted that Repowering London would provide the necessary skills and support to deliver the project and the costs would be included in the feasibility study.

RESOLVED, that – the briefing be noted.

7. SOCIAL WELLBEING STRATEGY

Members received a report of the Director of Community and Children's Services in respect of the Social Wellbeing Strategy.

During the discussion, the following comments were noted:

The importance of printed literature for those who do not use IT and respect for those who prefer to be alone and not engage. Officers advised that the evaluation would cover individuals across a range of circumstances and outcomes. Members also noted that a recent Age UK Survey had found social media uptake in the older age groups to be higher than expected.

Members asked what consideration had been given to safeguarding issues in developing research being undertaken by Goldsmith University using volunteer researchers. Officers provided assurance that there would be strong support from the Researcher, who would be responsible for in-depth interviews. Members noted that the research project and approach had been ethically approved by Goldsmiths; the interviews with peer interviewers would last no longer than 10 minutes and the interviewee could withdraw at any time. Members asked if the Researcher could give a presentation to a future meeting of the Committee.

Members were reminded about the Dragon Café initiative at Shoe Lane Library, which had also sought to address this. A Member suggested that the Libraries' Home Delivery Service be strongly promoted.

The Tower Hamlets project for increasing engagement among older Bangladesh Community was highlighted. Members noted how language restrictions limit communications; a major cause of loneliness, but there was no evidence to suggest that languages could not be learnt at any age and the classes would offer further opportunities to socialise. Officers said they would carefully consider the best options for reaching people who might be excluded by language restrictions within resources.

The importance of asking residents how they would like to engage and approaching different groups appropriately, as well as helping people to help themselves.

Officers agreed that there was further work to do in the area of clinical anxiety and depression, and its impact on loneliness, and noted that the work of the East London NHS Mental Health Trust in this area could help to address this.

If a Member has further suggestions they should contact Sam Bedford – sam.bedford@cityoflondon.gov.uk.

RESOLVED, that – the report be noted.

8. **COMMUNITY ENGAGEMENT**

Members received a report of the Director of Community and Children's Services in respect of Community Engagement. During the discussion the following points were noted:

The City Corporation would support the Commissioners in promoting youth provision during half term.

The Lantern Community event had arisen from a community suggestion and Golden Lane residents had been present at the workshops and parade. Members noted that the Community Builders Project had offered training, and this could be offered again in the future.

Members noted the success of the Golden Lane Community Centre and that the City Corporation had come a long way in engagement. Officers were thanked for their hard work in this area.

Whilst most funding was from the HRA and aimed at social housing, it was possible to extend this. Members noted this during the previous agenda item in respect of Shoe Lane Library and the Ward of Farringdon Without.

In response to a challenge as to the visibility of the Community Engagement Team on Golden Lane Estate, the officer advised that the team were on site 5 days a week. Members also commended the work of the new Community Centre Manager. It was fully acknowledged that the Golden Lane residents community were very well organised and had been running events for some time. Officers stressed that there was never any intention to 'interfere' but work together, if requested. Officers agreed that they could re-prioritise and re-direct resources in light of this well organised community.

Whilst the project was directed at the residential community, Members noted that the Economic Development Unit led on business engagement and there were City-wide events for businesses; i.e. meetings for all business rate payers and 'Heart of the City', aimed at business with charitable purposes. Alderman Goyal offered to speak to Members interested in Heart of the City.

RESOLVED, that – the report be noted.

9. **UPDATE ON CITY OF LONDON CORPORATION CROWDFUNDING PROJECT**

Members received a report of the Director of Community and Children's Services which provided an update on the Crowdfunding Project and the launch on 18th February 2019.

RESOLVED, that – the report be noted.

10. **REGISTRATION SERVICE UPDATE 2018**

Members received a report of the Director of Community and Children's Services and a presentation from the Proper Officer's representative from the London Borough of Islington.

During the discussion and questions the following points were noted:

Guildhall offered a walk-in service and the local hospitals and GPs were aware of the opening hours.

Private Citizenship Ceremonies were available at Islington and the officer agreed to investigate whether they could be offered at Guildhall. Members noted that all Registrars were multi-skilled and able to assist with Citizenship paperwork.

All work was on a cost recovery basis.

The Registration District was still referred to as 'London City', as had been the case for the past 40 Years. Given that the City's population was growing, Members suggested that it might be more consistent to change this to the City of London Corporation. Members also accepted that any such decision should be on a more formalised basis.

The Registrar notified the Coroner of any unexplained deaths, who would monitor any trend and then advise, generally within 48 hours, when the registration of death could go ahead.

RESOLVED, that – the report be noted.

11. **PROGRESS REPORT OF THE PROVISION OF ADDITIONAL PRIMARY SCHOOL PLACES AND SOCIAL HOUSING ON THE FORMER RICHARD CLOUDSLEY SCHOOL SITE**

Members received a report of the Director of Community and Children's Services in respect of the former Richard Cloudesley School site project.

During the discussion, the following points were noted:

In response to a question in respect of the land transferring from the Golden lane estate to the CoLAT, and the legal/financial implications for lease holders

on the estate, the officer agreed to feedback as to whether there would be any liability to COLAT.

In response to a further question, Members noted that a drop-in session at Tudor Rose Court had resulted in a very extensive discussion on the concrete crushing works. Environmental Health Officers from both authorities had agreed that, from an environmental perspective, crushing concrete on site would be preferable to sending it away. The current noise levels were within the 73db tolerance and compliant with Environmental Health Legislation. The levels of dust being generated were also within prescribed tolerance levels. Very small amounts of asbestos had been found, as was very common in buildings of this age. Members noted that the Health and Safety Executive had been notified immediately, operators had been protected and levels monitored, to ensure there would be no risk to residents. All these matters had been discussed at the Tudor Rose Court meeting and residents had been satisfied with officers' responses. Members also noted that two notice boards were on site and weekly contractor bulletins were produced. The Committee would also continue to receive progress reports.

RESOLVED, that – the reports be noted.

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

In response to a question about the Planning and Transportation Committee's decision to remove 4 trees from the COLPAI site, Members noted that the City Corporation had accepted this risk at the start of the project and were therefore liable. Members noted that, In the case of the hall having to be redesigned there would be considerable cost and delay, which the City would be at risk for and not the DfE. The officer advised that the position would not be the same in the event of items of archaeological interest or ordnance being uncovered.

A Member was concerned that recent enforcement action taken in Crescent House in respect of plants on staircases was somewhat extreme. The Assistant Director advised that discussions have been held with the London Fire Brigade on this matter and, it is necessary for us to ensure that exit routes are always maintained to provide the prescribed minimum width. However, he was concerned with the wording allegedly used in the letter to residents and would check the circumstances of the case.

In response to a supplementary question about Tudor Court, which had been asked at the last Committee Meeting, Members noted that the rent was similar to other social housing blocks in London and remedial measures would be considered in hardship cases.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Following comments at the last meeting and a survey of Members' preferences in respect of the day of the Committee, Members noted that, whilst a majority favoured staying with Fridays and/or had no preference, the Chairman was aware that Friday was not a popular day with many members who were not on

the Committee and some had reported this as a deterrent to them joining the Committee.

Members therefore agreed to a trial of alternative days, starting from May 2019, as follows:

10th May to move to 8th May (Wednesday)

11th October to move to 9th October (Wednesday)

1st November to move to 7th November (Thursday)

Member noted that there would be more availability for alternative days from January 2020 onwards and, therefore, if the above trial proved successful, Members could consider whether to continue these arrangements later in the year.

14. EXCLUSION OF THE PUBLIC

RESOLVED, that – under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1, Schedule 12(a) of the Local Government Act.

Para no

16, 17

Item no

3

15. NON-PUBLIC MINUTES

RESOLVED, that – the non-public minutes of the meeting held on 11 January 2019 be approved.

16. REVIEW OF RECENT HOUSING PROCUREMENT ISSUES AND PROPOSED MITIGATIONS TO IMPROVE COMPETITIVE TENDERING IN FUTURE

Members considered and approve a report of the Director of Community and Children's Services.

17. COMPLIANT WAIVER EXTENSION - City of London Primary Academy Islington (COLPAI). Compliant Waiver Extension of Rights of Light Consultant

Members considered and approved a report of the Director of Community and Children's Services.

18. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

19. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There were no items.

The meeting ended at 1.15 pm

Chairman

**Contact Officer: Julie Mayer – tel 0207 3321410
julie.mayer@cityoflondon.gov.uk**

HOUSING MANAGEMENT AND ALMSHOUSES SUB-COMMITTEE - Outstanding Actions- FEBRUARY 2019

| DATE ADDED | ITEM | ACTION | OFFICER AND TARGET DATE |
|------------|----------------------------|--|---|
| 8-2-19 | GREAT ARTHUR HOUSE | Decision from the First Tier Tribunal to be circulated to Members once it has been published. | Assistant Director, Barbican and Property Services Attached |
| 8-2-19 | CITY OF LONDON ALMSHOUSES | Members were offered a presentation at a future meeting about the operation of the City of London Corporation and Gresham Almshouses. | Assistant Director, Barbican and Property Services 16 May or 22 July |
| 8-2-19 | PORTSOKEN COMMUNITY ENERGY | <ol style="list-style-type: none"> 1. The funding pot was being allocated on a first come, first served, basis and the scrutiny of financial modelling should reflect this. (NB. The pot can be checked on a regular basis to see how much funding was still available). 2. Investigate whether income from shareholder investment would be taxable. | Assistant Director, Barbican and Property Services We are advised that income from stakeholder investment is not taxable. |
| 8-2-19 | SOCIAL WELLBEING STRATEGY | <ol style="list-style-type: none"> 1. Members asked if the Researcher could give a presentation to a future meeting of the Committee. 2. Officers said they would carefully consider the best options for reaching people who might be excluded by language restrictions, within resources. | Neighbourhoods Development and Engagement Manager |
| 8-2-19 | COMMUNITY ENGAGEMENT | <ol style="list-style-type: none"> 1. The City Corporation would support the Commissioners in promoting youth provision during half term. 2. The Community Builders Project had offered training, and this could be offered | Neighbourhoods Development and Engagement Manager |

HOUSING MANAGEMENT AND ALMSHOUSES SUB-COMMITTEE - Outstanding Actions- FEBRUARY 2019

| | | | |
|--------|--|---|--|
| | | again in the future. | |
| 8-2-19 | REGISTRATION SERVICE UPDATE | <ol style="list-style-type: none"> 1. Private Citizenship Ceremonies were available at Islington and the officer agreed to investigate whether they could be offered at Guildhall. 2. Given that the City's population was growing, Members suggested that it might be more consistent to change 'London City' to the City of London Corporation. | Proper Officer's representative |
| 8-2-19 | ADDITIONAL PRIMARY SCHOOL PLACES AND SOCIAL HOUSING ON THE FORMER RICHARD CLOUDESLEY SCHOOL SITE | The officer agreed to feedback as to whether there would be any liability to COLAT. | Academies Programme Development Manager Confirmed – there will be no liability |
| 8-2-19 | FIRE SAFETY | The Assistant Director to check the circumstances of a resident's case in respect of exist routes. | Assistant Director, Barbican and Property Services See attached response. |
| 8-2-19 | TRIAL OF HOLDING COMMITTEE MEETINGS ON A DIFFERENT DAY OF THE WEEK | <ol style="list-style-type: none"> 1. 10th May to move to 8th May (Wednesday) 2. 11th October to move to 9th October (Wednesday) 3. 1st November to move to 7th November (Thursday) <p>if the above trial proved successful, Members to consider whether to continue these arrangements later in the year.</p> | Town Clerk Review in October 2019 |
| 8-2-19 | HOUSING PROCUREMENT | <ol style="list-style-type: none"> 1. A resolution to be sent to Procurement Sub-Committee requesting the establishment of a new Housing Procurement Working group as a subset of the Construction and Property | 1.Town Clerk – completed 2.Assistant Director, Barbican and Property Services/Procurement |

HOUSING MANAGEMENT AND ALMSHOUSES SUB-COMMITTEE - Outstanding Actions- FEBRUARY 2019

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| | | <p>Category Board, within procurement governance.</p> <p>2. A Procurement Update progress report be presented quarterly at Housing Management and Almshouses Sub-Committee.</p> | <p>Director</p> <p>First one for 22 July.</p> |
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**FIRST-TIER TRIBUNAL
PROPERTY CHAMBER
(RESIDENTIAL PROPERTY)**

| | | |
|----------------------------------|---|--|
| Case Reference | : | LON/00AA/LSC/2018/0210 |
| Property | : | Great Arthur House, Golden Lane Estate, London EC1Y 0RD |
| Applicant | : | Various Leaseholders |
| Representative | : | DAC Beachcroft LLP |
| Respondent | : | The Mayor and Commonalty and Citizens of the City of London |
| Representative | : | Comptroller and City Solicitor |
| Type of Application | : | Liability to pay service charges and liability to pay administration charges – determination of preliminary issue |
| Tribunal Members | : | Judge Carr Mr W Richard Shaw FRICS Mr Clifford Piarroux JP |
| Date and venue of Hearing | : | 5th and 6th November 2018 Alfred Place, London WC1E 7LR |
| Date of Decision | : | 7th January 2019 |

DECISION

Decisions of the Tribunal

- (1) The Tribunal determines the following in relation to the preliminary issues;
 - a. Work carried out to remedy structural defects, even if that work happens to remedy disrepair, falls outside of the definition of 'specified repairs' for the purposes of charging a lessee for works, as long as either (i) the lessee was not notified of the structural defects at the time of the grant of the lease or (ii) the Corporation did not become aware of the structural defect earlier than the end of the initial period of either ten or five years after the grant.
 - b. A structural defect in this case is broadly understood to be an inherent defect in the design and construction of the building.
 - c. This interpretation of the definition of 'specified repairs' in the lease means that there is no difference for the purposes of the relevant clause of the lease between
 - i. Work to make good one or more structural defects and/or
 - ii. Work so required but the carrying out of which also addresses deterioration and/or consequential damages to the affected part(s) of the building which occurred over the time that the structural defect was not made good; and/or
 - iii. Work so required to remedy structural defects but the carrying out of which also involves replacement of one or more building components at the end of their lifespan.
 - d. There is therefore no need to decide on apportionment of the costs of the works.
- (2) The Tribunal makes the determinations as set out under the various headings in this Decision

The application

1. The Applicants seek a determination pursuant to s.27A of the Landlord and Tenant Act 1985 ("the 1985 Act") as to the amount of service

charges payable in respect of major works to the curtain wall, roof and concrete walls of the property.

2. The Tribunal held a Case Management Conference on 3rd July 2018 and issued directions for the hearing of preliminary issues in connection with the construction of the lease.
3. The relevant legal provisions are set out in the Appendix to this decision

The hearing

4. The Applicants were represented by Mr Baker of Counsel at the hearing and the Respondent was represented by Mr Manning of Counsel.

The background

5. Great Arthur House is a Grade 2 listed block of 120 flats constructed in 1957. It is 16 storeys high and, as originally constructed, it comprised a concrete frame with the main east and west elevations largely clad in curtain wall glazing (both windows and opaque, coloured panels) contained by a framework of aluminium sections fixed to a timber sub-frame which, in turn, was fixed to the edge of the floor slabs and ends of the cross walls of the main structure. The applicants (21 of an estimated 48 leaseholders in the block) contend that the curtain walls were defective from the beginning, causing the ingress of rainwater into many flats.
6. The disputed service charges relate mainly to remedial works involving the replacement of the curtain wall. They also cover works to the roof and concrete walls. The work began in 2016 and was completed in the summer of 2018. The Applicants argue that all of the works, which are the subject of the preliminary hearing, were to remedy structural defects.
7. Neither party requested an inspection and the Tribunal did not consider that one was necessary.
8. The Respondents hold long leases of the properties that require the landlord to provide services and the tenant to contribute towards their costs by way of a variable service charge.

9. The purpose of the preliminary hearing is to determine whether the works undertaken by the Respondent are chargeable under the Applicants' leases.
10. The Applicants' leases (which are in generally similar form) contain an express covenant (in clause 4(3)) by the lessee to pay to the corporation in the manner and at the times set out within the lease a reasonable part of the costs of carrying out specified repairs.

The definition of "Specified repairs" is set out within the lease. It means repairs carried out in order:

(i) to keep in repair the structure and exterior of the premises and of the Building in which they are situated (Including drains gutters and external pipes) not amounting to the making good of structural defects

(ii) to make good any structural defect of whose existence the Corporation has notified the tenant in the notice served pursuant to [section 10 Housing Act 1980/ section 125 Housing Act 1985] which therein stated the Corporation's estimate of the amount (at then current prices) which would be payable by the tenant towards the costs of making it good (such defects being listed in the Fourth Schedule hereto) or of which the Corporation does not become aware earlier than (ten/five) years after the grant hereof and

(iii) to keep in repair any other property over or in respect of which the tenant has any deemed rights.

11. The actual costs of the works in question total £8,722,106 generating a potential service charge of £72,663.86p per lessee as their contribution under the lease is 0.8331%.

The issues for the preliminary hearing

12. The payability of the service charge depends initially upon the construction of the relevant terms of the Applicants' leases. The Tribunal is asked to determine the following issues in connection with this.
13. In respect of the term 'specified repairs' in the lease(s) and in particular the words 'not amounting to the making good of structural defects'
 - (i) What distinguishes making good one or more structural defects from carrying out other works of repair?

(ii) For that purpose, in what respect and to what extent if at all is there a material difference between

(a) Work to make good one or more structural defects and

(b) Work so required but the carrying out of which also addresses deterioration and/or consequential damages to the affected part(s) of the building which occurred over the time that the structural defect was not made good; and/or

(c) Work so required but the carrying out of which also involves replacement of one or more building components at the end of their lifespan?

(iii) if and in so far as there is any such difference, what if any apportionment of the cost of such work, between making good a structural defect and carrying out other work of repair should be made and on what principles should that be done?

The arguments

The disrepair/defects to the premises

14. Counsel for the Applicant argued that there were defects in the property and that they had been present from its construction. The curtain walls in particular were defective and caused ingress of rainwater into many flats. He referred to a letter dated 19th August 1994 from the Respondent's Project Control Officer which sought comments on a draft consultant's brief for investigation of windows in the Building. This recorded a history of water penetration through the curtain walling for a number of years. The Respondent then obtained a report from Peter Bell and Partners in about February 1995 which recorded that their survey 'showed consistent leaking in driving rain conditions' and the expansion and contraction of long aluminium members was 'not adequately catered for in the design and so it had leaked from the day it was installed'. At that stage overcladding was recommended as the best solution.

15. In about August 2002 the Respondent obtained a structural engineer's report from Jenkins & Potter in relation to the curtain wall glazing. This report concluded in relation to the leaks,

(i) 'the standard of construction of the framework and particularly the formation of the joints at a

significant number of locations was poor. The overlap of some of the horizontal and vertical aluminium sections at corners was inadequate and had resulted in the formation of open gaps through which rainwater could pass'.

- (ii) 'in fabricating the aluminium framework no allowance has been made for thermal movement. The coefficient of thermal expansion of aluminium is more than twice that of concrete and three times that of glass. The consent differential movement between the aluminium and the concrete will have caused stresses to develop and movement of the framework, particularly at the joints to occur. The differential movement will have caused the aluminium framework to deform and where the deformation was beyond the limits of the mastic, failure has occurred between the mastic and either the aluminium or the glass, causing the cladding to leak'.

16. The Jenkins & Potter report also noted a number of other problems;

- (i) The vertical members of the aluminium frame were unsupported other than at their ends because most of the packing pieces between the aluminium frame and the timber sub-frame were either loose or missing.
- (ii) The opaque glazing was not supported equally along all four sides.
- (iii) Wind deflection of the vertical members of the aluminium frame could result in leakage at the corners of the framework and along the seal between the glass and the framework as well as breakage of the opaque panels by causing the latter to bear down on screw heads in the timber sub-frame.
- (iv) Many of the brush seals in the opening lights of the windows were in poor condition but even where they were in good condition they were 'incapable of providing a wholly effective barrier against wind driven rain'.

17. From about 4th February 2016 the Respondent has undertaken a scheme of works to the property which includes

- (i) Complete removal of the existing curtain walling
 - (ii) Installation of a completely new curtain wall of different design
 - (iii) Investigation, strengthening and making good of the structural frame
 - (iv) New balcony doors and cladding
 - (v) New sliding windows to the north and south elevations and
 - (vi) Works to the roof.
- 18.** Expert reports on the property were prepared on behalf of the Applicants by Mr P.F.Plough of Cladtech Associates dated April 2016 in respect of the cladding and Ms C.L de Vos MRICS dated 8th March 2016 in respect of the roof. A number of matters emerge from these reports.
- 19.** Mr Plough's report confirms the existence of several design defects in the original cladding:
- (i) The lack of allowance for either thermal or building structural movement in the construction of the aluminium framing components, mullion and transom sections.
 - (ii) The use of glazing compounds which were not intended to be maintained
 - (iii) Framing sections which were not designed for bedding/sealing compounds capable of maintaining effective seals and withstanding movement in the frames.
 - (iv) Construction joints which did not allow for effective sealant application
 - (v) Lack of provision for drainage in the curtain wall system
 - (vi) Lack of provision for collecting condensation at window cills, and

- (vii) Inadequate height of upstands to the horizontal sliding windows
- 20. Mr Plough concludes that 90% of the cladding works are required to rectify the design defects.
- 21. Ms de Vos's report identifies a number of structural defects in the roof relating to water penetration
 - (i) Inadequate rainwater drainage
 - (ii) Inadequate falls
 - (iii) Inadequate overflow to the pond, below which flats 57 and 60 are substantially located
 - (iv) potential original defects in the exposed concrete roof slab visible in flat 63.
- 22. Counsel for the Respondent argued that certain conclusions can be drawn from the reports. First, as Counsel for the Applicants had made clear, that there has been a historic problem with water penetration arising from the construction of the curtain wall relating in particular to the unavailability of mastic sealant products in 1957 with sufficient elasticity to cope with the differential thermal expansion of the individual elements of the wall. He said the lack of provision for the differential expansion was not in accordance with modern standards though compliant with best practice at the time and also, not made clear by Counsel for the Applicants, that the cladding was now well past the end of its useful life.
- 23. He suggested that the Applicants were cherry-picking from the reports to support their conclusions. He argued that reading the reports as a whole, they conclude that the more recent problems, and indeed those current at the time of the decision to undertake the works and immediately prior to those works (as distinct from any historic problems) have been primarily due to the disintegration of the mastic seals and the joints between the aluminium components.
- 24. He quotes from Jenkins and Potter in their Report from 2002 at sections 8-9, that whilst there were problems of design and construction, there had been deterioration of the condition of the walls and the curtain walling system in its current state had reached the end of its useful life.
- 25. Similarly, the Building Research Establishment Report of 2004 concluded at para 1 of its Executive Summary

Was there a defect in the construction or design of the cladding which caused the structure to fail earlier than its projected life-span? The materials that comprise the primary structure of the curtain wall, ie timber and aluminium are, in general, sound. The materials have suffered from the effects of ageing and weathering, but they have not suffered from excessive decay or corrosion. They are in a condition that is consistent with them having been in service for 50 years.

26. Counsel also asks the tribunal to note the Respondent's approach to the undertaking of works to the building and the basis on which those works were being proposed and approved was one of repair/maintenance. He points to comments within a number of reports over the years.
27. His examples include a 'progress report' dated 9th June 2000 which proposed that an Evaluation Report should be produced to consider what action should be taken in respect of the curtain wall and windows at Great Arthur House. This appears to have resulted in the commissioning of the Jenkins and Potter Report. The works project as a whole was, 'defined as Category B i.e. need to maintain existing level of service (including the long term structural maintenance of assets)' (Progress Report para 20).
28. He refers to the Update and Capital Bid Report made to committees on 8th, 19th and 21st February 2008 which contained comments such as 'the works are necessary due to the age and condition of those building elements in order to comply with the Government's Decent Homes Standard and to effect repairs' (Summary p.2).
29. He points to comments from a further 'Evaluation Report' produced for committees on 14th and 25th May and 10th June 2010. Here for instance is the comment,

The proposed curtain walling works are necessary due to the age and poor condition of the facade elements of Great Arthur House which are over 50 years old and for which the City has statutory repair obligations and to effect a lasting solution to the shortcomings of the curtain walling' Summary para c.

30. He refers to a detailed design report prepared in 2013 for committees on 10th, 11th and 23rd January, seeking approval for the proposed design and budget of the works to the building. The Overview contained the following comments.

(At paragraph 1 of the Overview) The original curtain walling and independent flank wall windows have reached the end of their economic life with residents experiencing severe water penetration, condensation and poor thermal qualities. In 2007 the block failed to meet the requirements of the Government's Decent homes Standards.

Whilst a range of remedial works have been undertaken to try to remedy the problems over a number of years, these measures have failed to provide a comprehensive, effective and long term solution.

(At Paragraph 5 of the Overview) the curtain wall and window works were, 'categorised as Type 1 (Health and Safety) as well as a statutory priority of meeting landlord's obligations and the Government's Decent Homes Standard.

Construction of the leases

31. Counsel for the Applicants reminded the Tribunal that the general approach to the interpretation of leases was summarised by Lord Neuberger PSC in *Arnold v Britton* [2015] UKSC 36. In particular he pointed out that the role of the tribunal is to identify the intention of the parties by reference to what a reasonable person, having all the background knowledge which would have been available to the parties, would have understood them to be, using the language in the contract. The relevant words have to be understood in their documentary, factual and commercial context and meaning has to be assessed in the light of (i) the natural and ordinary meaning of the clause, (ii) any other relevant provisions of the lease, (iii) the overall purpose of the clause and the lease, (iv) the facts and circumstances known or assumed by the parties at the time that the document was executed and (v) commercial common sense, but (vi) disregarding subjective evidence of any party's intentions.
32. Counsel for the Respondents agreed that *Arnold v Britton* was important in particular all seven of Lord Neuberger's principles set out between [15] and [23] of the judgment.

The statutory context

33. Counsel for the Applicants noted the importance of the context:- the leases were granted expressly pursuant to the statutory 'right to buy' provisions. The material parts of the leases are (with one relevant difference) in a form which has its origins in provisions contained in the Housing Act 1980.

34. The leases do not contain any express repairing covenant by the landlord. This is because certain covenants are statutorily implied by, *inter alia*, para 14(2) of Sched 6 to the Housing Act 1985. What subpara (a) provides is that there is an implied covenant imposed upon the landlord 'to keep in repair the structure and exterior of the dwelling house and of the building in which it is situated (including drains gutters and external pipes) and to make good any defect affecting that structure.
35. Effectively identical provision for the landlord's repairing covenants was originally made by para 13(1) of Sched 2 to the Housing Act 1980.
36. What this means is that the 1980 legislation introduced, and the 1985 legislation continues, the concept of a defect affecting the structure in right to buy leases generally.
37. The Applicants' leases contain an express covenant (in clause 4(3)) by the lessee to contribute towards the costs of specified repairs. Specified repairs are defined as follows;

'specified repairs' means repairs carried out in order

(i) to keep in repair the structure and exterior of the premises and of the Building in which they are situated (including drains gutters and external pipes) not amount to the making good of structural defects

(ii) to make good any structural defect of whose existence the Corporation has notified the tenant in the notice served pursuant to [section 10 Housing Act 1980/section 125 Housing Act 1985] which therein stated the Corporation's estimate of the amount (at then current prices) which would be payable by the tenant towards the costs of making it good (such defects being listed in the Fourth Schedule hereto) or of which the Corporation does not become aware earlier than (ten/five) years after the grant hereof and

(iii) to keep in repair any other property over or in respect of which the tenant has any deemed rights

38. Counsel argues that the drafting of the definition of specified repairs can be traced back to the original 'right to buy' legislation. Counsel took the tribunal through the relevant legislation, including paragraph 15, 16 and 17 of Schedule 2 to the Housing Act 1980.
39. In particular the tribunal noted the provisions of paragraph 16, which provided that 'a provision is not void by virtue of paragraph 15 above in so far as it requires the tenant to bear a reasonable part of the costs of

carrying out repairs not amounting to the making good of structural defects or of the costs of making good any structural defects falling within paragraph 17 below or of insuring against risks involving such repairs or the making good of such defects’.

- 40. Paragraph 17 in effect makes exceptions for those structural defects the existence of which the landlord notified the tenant before the lease was granted or which the landlord does not become aware of earlier than 10 years after the lease is granted. The reasonable costs of making good structural defects which fall within paragraph 17 have to be paid for by the tenant.
- 41. These provisions were amended by the Housing and Building Control Act 1984, but the principles remained the same. The current provisions are now found in paragraphs 16A – 16B and 18 of Schedule 6 to the Housing Act 1985 as inserted by the Housing and Planning Act 1986. The current provisions control the recoverability of service charges during an ‘initial period’ of 5 years only.
- 42. Counsel for the Respondent agrees in general with the passages from the legislation cited by the Applicants.
- 43. However, he draws the attention of the tribunal to para 14(2) (a) of Sch 6 to the 1985 Act which provides an implied covenant on the part of a right to buy leaseholder’s landlord as follows:
 - (i) To keep in repair the structure and exterior of the dwelling house and of the building in which it is situated (including drains, gutters and external pipes) and to make good *any defect affecting that structure* (emphasis added).
- 44. He argues that it is key to the Respondent’s case that the distinction between the concepts of *repairing* the structure and exterior and *making good* ‘defects affecting the structure’ is extremely important to the resolution of this dispute.

Repairing the structure/making good defects affecting the structure

- 45. Counsel for the Applicants argues that the provisions recognise a distinction between the landlord’s obligation (on the one hand) to repair the structure and exterior and (on the other) to make good any defect affecting the structure. For the Applicants, the latter obligation is broader because a defect may exist without there being any disrepair at all.

46. Counsel for the Applicants argues that it was important to recognise the legal context of the drafting of the 1980 legislation. The Act was drafted at a time when the parliamentary draughtsman would not only have been well aware of the discussion in the case law about the concept of an 'inherent defect' in the context of landlord and tenant law and the relationship of that concept to the notion of a repair but they would also have been aware of the considerable legal debate promoted particularly by *Anns v Merton LBC* [1978] Act 728 HL.
47. He also argues that the term 'defect affecting [the] structure' became transposed in paras 16 and 17 of Sched 2 to the Housing Act 1980 and paras 16A(1)(a) and 16B(1) of Sched 6 to the Housing Act 1985 into the phrase 'structural defects'. He submits it is clear that structural defect is to be equated with 'any defect affecting [the] structure'.
48. Counsel took the tribunal through the case law relating to the meaning of structure, referring in particular to *Irvine v Moran* (1990) 24 HLR 1 where the judge, Thayne Forbes QC, said that, as regards the words 'structure of the dwelling house' that in order to be part of the structure of the dwelling house 'a particular element must be a material or significant element in the overall construction. To some extent, in every case there will be a degree of fact to be gone into to decide whether something is or is not part of the structure of the dwelling house'.
49. Other cases have clarified the meaning of structure, for instance that plaster work is included in the definition of structure for the purposes of s.11(1) (a) of the Landlord and Tenant Act 1985, (*Grand v Gill* [2011] EWCA Civ 554 1 WLR 2253), that a roof terrace was included (*Ibrahim v Dovecorn Reversions Ltd* [2001] 2 EGLR 46 and external windows, for the purposes of para 14(2) (a) of Sched 6 to the Housing Act 1985 (*Sheffield City Council v Oliver* LRX/146/2007) .
50. Counsel provided a schedule of the structural defects notified to the Applicants by the Corporation and reminded the tribunal of the statutory duty under section 125 (4A) Housing Act 1985, that 'the notice shall contain a description of any structural defect known to the landlord affecting the dwelling-house or the building in which it is situated or any other building over which the tenant will have rights under the conveyance or lease;.
51. Counsel also argued that, for the purposes of specified repairs in clause 4(3) of the leases, it was clear that the Corporation was aware of structural defects in the cladding for decades and certainly within 10 years of the grant of the earliest lease to the Applicants (flat 44 dated 10 January 1983).

Counsel for the Applicants' submissions in relation to the meaning of the clause and in answer to the issues identified.

52. Counsel for the Applicants took the tribunal through the cases which consider the distinction between disrepair and other defects whilst making it clear that none of the cases considered the particular clause under consideration in this application.
53. Starting with *Quick v Taff Ely BC* [1986] QB 809 CA, it was held that liability under the covenant implied by s.32 (1) (a) Housing Act 1961 did not arise because of lack of amenity or inefficiency but only when there existed a physical condition which called for repair to the structure or exterior of the dwelling house, and that as there was no evidence to indicate any physical damage to or want of repair in the windows or lintels themselves or any other part of the structure and exterior, the council could not be required to carry out work to alleviate condensation.
54. In *Post Office v Aquarius Properties Ltd* (1967) 54 P & CR 61 CA it was held that the obligation under a tenant's express covenant to repair only arose when the property was in a state of disrepair; and where, as on the facts of the case, the defects had existed since the building was constructed and there had been no worsening or deterioration of the condition of the premises, there was no want of repair and therefore no liability arose under the covenant to repair.
55. In *Payne v Barnet LBC* 1998 30 HLR 295 CA, in holding that no common law duty of care in negligence arose in respect of the landlord giving a notice under s.125 Housing Act 1985, Brooke LJ said the following in relation to the distinction between a liability to repair and a liability to make good an inherent defect in the property demised... 'We make this distinction because it appears to us that the draftsman of this schedule was well aware of the vexed problem in landlord and tenant law of distinguishing between a liability to repair and a liability to make good an inherent defect in the property demised..... In *Post Office v Aquarius Properties Ltd* for instance this court held that a covenant by a tenant to keep demised premises in good and substantial repair did not impose any obligation on him to remedy a defect in the structure of the premises, whether that defect resulted from faulty design or workmanship if it had been present from the time the building was constructed and had caused no damage to it. In the Housing Act scheme the landlord is fixed not only with the liability to keep the dwelling-houses' structure and exterior in repair, but also with the liability to make good any defect affecting that structure. However the requirement he must fulfil if he is to be able to pass on to the tenant any of the expense he may incur in meeting these liabilities are different in each case. '
56. Counsel submitted that a 'defect' in general means a failing or shortcoming and there is no reason for not adopting that general meaning. The statutory context is intended to provide a measure of

protection for right to buy leaseholders and to shift the risk of structural defects initially to the landlord.

57. A 'structural' defect means a defect affecting the structure. Counsel drew on his earlier points to argue that the structure is to be given a broad meaning, and includes all the elements of the cladding and the roof to which works have been carried out.
58. The definition of 'specified repairs' in clause 4(3) uses the term 'repairs' to include making good any structural defect (as does the statutory framework). Accordingly the leases do not adopt a clear-cut differentiation between (on the one hand) the concept of repair and (on the other) the making good of structural defects. While the approach of the courts in cases such as *Ravenseft, Post Office v Aquarius Properties* and *Payne v Barnet* highlights and illustrates the reason for the statutory framework providing particular protection for the leasehold in respect of structural defects where there is no disrepair in a conventional sense, they do not in themselves directly assist in construing the intention in the lease behind the definition of specified repairs.
59. The words 'carried out in order to' in the clause indicate that in this respect the definition requires consideration of the purpose of the works. That purpose is to be ascertained objectively, not according to the subjective intention of the landlord.
60. The works 'not amounting to ...' however indicate that a substantive approach is required in determining whether certain repairs are excluded from sub-para (i) of the definition for being 'the making good of structural defects' That substantive approach has a connotation of quantity, quality and/or significance. This looks to the effect of the works in question.
61. Against the background of cases such as *Ravenseft* and *Anns*, the words 'making good' (as distinct from 'keep in repair') in the statutory framework – and accordingly in the leases – seem likely to have been intended to connote remedial work to the structure not dependent on any actual deterioration of the premises or damage caused by the defect. This goes to preliminary issue 1 - What distinguishes making good one or more structural defects from carrying out other works of repair? In that sense, making good a defect involves an element of improvement or betterment.
62. It does not, however, follow that from the moment when any such deterioration or damage occurs remedial work to the structure which addresses both the deterioration or damage and the underlying defect ceases to amount to making good that defect at all. The effect of such work is both repair in a conventional sense and remedying the structural defect.

63. If the work in question does in fact address a structural defect in any significant respect, that work 'amounts' to making good that defect. It does not matter whether happenstantially, there has been deterioration of the Building which the work also addresses, nor yet whether any of the components of the Building has reached the end of its lifespan and is being replaced.
64. Accordingly in relation to preliminary issue 2, there is no material difference between work falling within (a) (b) and/or c

Counsel for the Respondent's submissions in relation to the meaning of the clause and in answer to the issues identified.

65. Counsel for the Respondent took the tribunal to *Payne v Barnet LBC* as his starting point, as in this case the Court of Appeal offered guidance on the distinction in right to buy legislation and leases between repairs and works to make good a structural defect. The case demonstrates, as the headnote makes clear that 'structural defects' are defects affecting the structure which require making good, as opposed to ordinary items of repair or maintenance; in the context of right to buy applications structural defects are limited to the narrow category of inherent defects.
66. Quoting from the same passage in the case as Counsel for the Applicants he argues that the distinction between ordinary works of repair and inherent defects which have caused no damage (as in the above case) is of some importance in the present case.
67. He submits, on behalf of the Respondent, that the fact that such a distinction was drawn by the legislation, and the draftsman's decision to separate the two distinct concepts and apply different requirements to each in relation to passing on the costs of meeting the liabilities reinforces the distinction between (and separation of) the two concepts in the Lease.
68. Whether or not, as originally constructed, the curtain walling system suffered from defective design and/or construction, the fact is that by the time the City resolved to replace it, and indeed long before any such defect had certainly caused damage to the building; there was extensive water penetration through the building with associated rot caused to parts of the timber subframe, the disintegration of the mastic seals and the distortion of the joints of the curtain wall and sub-frame themselves which led to gaps through which water could penetrate further.
69. Not only had there been deterioration to the building, the curtain walling had also been in place for more than 50 years and had, on any basis, reached the end of its useful life. Jenkins and Potter estimated, in 2002, that the cladding could fail altogether and even fall off the building, within 5 – 10 years, i.e. by 2012. It had been in place for 59

years by the time the works were commenced. It plainly required repair, and only repair by complete renewal and replacement made any engineering or financial sense.

70. The Respondent's obligation to undertake works to the building and to do something to the curtain wall arise from its repairing covenant and not from its covenant to make good defects affecting the structure. Whether or not there had ever been inherent defects affecting the curtain wall, by the time of the works in question, the building was in disrepair.
71. Counsel then turned to *Ravenseft Properties Ltd v Davstone Holdings Ltd* [1980] Q.B. 12 QBD as the classic case on the meaning of repair. He points out that the facts in *Ravenseft* bear some similarities with the present case. It concerned the question of whether works to the stone cladding of a concrete-frame building amounted to works of repair. In that case no expansion joints had been included when the building was being constructed because it had not been appreciated that the different co-efficients in expansion of stone and concrete rendered such joints necessary.
72. Moreover the stones themselves had not been tied in properly to the building so that, instead of cracking as a result of pressure as the building expanded, they bowed away from the concrete frame and were in danger of falling off the building.
73. The Court held that the installation of expansion joints could be required by the repairing covenant. It was a question of fact and degree whether work constituted repair or an improvement which was outside of the scope of the repairing covenant because it so changed the character of the building as to involve giving back to the landlord a wholly different building from that which had been demised. Moreover no competent professional would repair the cladding without the inclusion of expansion joints so that, as a matter of degree, that was the only way in which the building could be repaired.
74. In *McDougall v Easington DC* (1989) 21 HLR 310 CA in the context of works which completely altered the construction and appearance of the building leaving only its original framework skirtings and door frames, the Court of Appeal said that there were three different tests applicable separately or together in relation to whether the works constituted repairs: (i) whether alterations went to the whole or substantially the whole of the structure or only to a subsidiary part; (ii) whether the effect of the alterations was to produce a building of a wholly different character than that which has been let and (iii) what was the costs of the works in relation to the previous value of the building, and their effect on value and lifespan of the building.

75. The application of the *Ravenseft* and *McDougall* principles is a matter of fact and degree in each case.
76. Counsel argued that the following propositions are relevant to the question of whether the works in question to the curtain wall and the windows fall within the Respondent's repairing covenant and clause 4(3) of the lease as works of repair to the structure and exterior of the building.
- (i) The curtain wall permitted rainwater to penetrate the outer skin of the elevations to which it was applied, which caused damage to the building
 - (ii) The curtain wall was also at the end of its serviceable life and was assessed as likely to fail entirely within 5 – 10 years of 2002
 - (iii) The methods of undertaking work considered by the authority included removal and reinstallation of the existing cladding with new mastic seals. This possibility was however rejected as an unworkable option as it would be likely to last no longer than 10 years when the entire curtain wall would once again need to be disassembled and the same process undertaken again. The disruption for residents would be 'severe' as the interior of the dwellings would be exposed to the elements for around 6 weeks and the costs of this option was estimated at £2.9 million (as compared with £3.6 million for a modern system). It would also not include the benefits of a modern system in terms of condensation and thermal efficiency.
 - (iv) Another option that was rejected for similar reasons was a halfway house between the reinstallation of the existing cladding and the installation of a modern system.
 - (v) The installation of a modern system was the best value for money and had the longest life expectancy and the best profile of advantages over disadvantages for the residents.
 - (vi) The consequences of the work not being undertaken, set out in the overview of the 2013 report para 10 include further water penetration, potential disrepair challenges, further deterioration of the fabric of the building, failure by the City to meet its

statutory obligations, potential health and safety issues as sections of the curtain wall became loose and disproportionate expenditure on short term/temporary remedial works.

77. Counsel argues that it was therefore plain that the cladding could no longer remain in its current state due to its condition, the deterioration of the building, and the inevitability of complete failure at some stage within the comparatively near future as a result of its having reached the end of its service life.
78. The works undertaken are to a subsidiary element of the building and the alterations to it extend only to the substitution of an obsolete and inadequate curtain wall with a modern equivalent. They will not produce a wholly different building from that which was the subject matter of the right to buy leases.
79. Counsel therefore submits that for these reasons the works to replace the curtain walls are works of repair and renewal as a matter of degree. The complete replacement of the curtain wall was inevitable given its age and infirmity, regardless of issues of inherent defect, and the element of improvement effected by these works is only what is to be expected by the replacement of a building element which is 60 years old with a modern equivalent. No competent engineer would have attempted to restore the original cladding or replaced it with a design directly equivalent rather than a modern design. No-one would build a curtain wall in the original manner today, and the decision not to re-install the original cladding does not change the character of the works as works of repair.
80. The decision to undertake these works (including balcony doors) was in order to keep in repair the structure and exterior of the building. No question of making good a structural defect arises.
81. The Applicants rely on these works to argue that a work of repair can also amount to the making good of a structural defect. While it is accepted that, as a matter of abstract logic, it may be possible to argue that works to repair a building may also include, or have the effect of, remedying a structural defect, it is not accepted that, even in such abstract terms, it would be a correct or natural use of language to say that those works would 'amount to' the making good of the defect. They would amount to considerably more than that.

The Tribunal's decision

82. The Tribunal determines the following in relation to the preliminary issues;

- (i) Work carried out to remedy structural defects, even if that work happens to remedy disrepair, falls outside of the definition of 'specified repairs' for the purposes of charging lessees as long as either (i) the lessee was not notified of the structural defects at the time of the grant of the lease or (ii) the Corporation did not become aware of the structural defect earlier than the end of the initial period of either ten or five years after the grant.
- (ii) A structural defect in this case is broadly understood to be an inherent defect in the design and construction of the building.
- (iii) There is therefore no difference for the purposes of the relevant clause of the lease between
 - (a) Work to make good one or more structural defects and/or
 - (b) Work so required but the carrying out of which also addresses deterioration and/or consequential damages to the affected part(s) of the building which occurred over the time that the structural defect was not made good; and/or
 - (c) Work so required to remedy structural defects but the carrying out of which also involves replacement of one or more building components at the end of their lifespan.
- (iv) There is therefore no need to decide on apportionment of the costs of the works.

Reasons for the Tribunal's decision

- 83.** The tribunal takes as its starting point the words of the relevant clause of the lease, clause 4(3). It is clear from this clause that the lessees only have to pay for those items that fall within the definition of 'specified repairs'.
- 84.** Certain structural works are excluded from the definition of specified repairs. Those works which are excluded, and therefore fall outside of the charging clause are works not amounting to the making good of

structural defects whose existence has not been notified to the tenant by the Corporation in the statutory notice or works of which the Corporation does not become aware earlier than ten years (or where relevant five years) after the grant of the lease.

85. Counsel for both parties have provided coherent arguments for their respective positions. Counsel for the Applicants argues that all works carried out to remedy structural defects, whether or not they include works of repair or works to replace items at the end of their useful life are works that are excluded from the definition of 'specified repairs', as long as the lessee was not given notice of the structural defect at the time of the grant of the lease, or as long as the Council knew of the works within the initial period.
86. Counsel for the Respondent argues that the only structural repairs excluded from the definition of 'specified repairs' are those which are only remedying structural defects. As soon as they involve repair work or work to replace items at the end of their useful life, they are included in the definition, and the lessee is required to contribute to the costs of the works.
87. The tribunal prefers the arguments of Counsel for the Applicants on the following basis.
88. The tribunal notes what Counsel for the Respondent says in relation to *Payne v Barnet LBC* 1998 30 HLR 295 CA, about the draftsman seeking to separate the two distinct concepts and apply different requirements to each in relation to passing on the costs of meeting the liabilities. It however agrees with Counsel for the Applicants that the definition of 'specified repairs' combines repairs and structural defects in such a way that there is not the clear-cut differentiation that Counsel for the Respondents seeks to demonstrate. Instead it agrees with the Applicants that whilst the cases demonstrate how the statutory framework provides protection for the leasehold in respect of structural defects where there is no disrepair in a conventional sense, they do not directly assist in construing the intention in the lease behind the definition of 'specified repairs'.
89. It does so on the basis of the statutory context, and in particular to the Right to Buy legislation. The purpose of that legislation was to encourage tenants to purchase their homes, and to ensure that the responsibility for paying for structural defects and for repairs was appropriately shared. It makes sense in this statutory context that the Right to Buy purchaser has to pay for structural defects of which he or she is aware at the time of the purchase, which provides an incentive for the landlord to provide full information and an opportunity for the prospective purchaser to consider the prospective purchase in the light of that information, and only to have to pay for structural defects of which the landlord has no knowledge until a set period after the grant

of the lease, whether five or ten years. So the leaseholder gets some, but not unlimited protection. This explanation is consistent with the Applicants' position.

90. It does not make sense in the statutory context that, in relation to structural defects, there is a distinction between remedying those which cause no disrepair, when the landlord would bear the cost, and those which do cause disrepair when the lessees bear the cost. This would provide a perverse incentive to landlords to wait until structural defects cause disrepair before carrying out works, a position which is unconvincing.
91. The words 'not amounting to' are clearly critical to understanding the definition. The tribunal accepts the argument of Counsel for the Applicants, that works 'not amounting to ...' require a substantive approach to be taken in determining whether certain repairs are excluded from sub-para (i) of the definition. Repair works will be covered by the definition until they acquire the character of remedying a structural defect. The tribunal disagrees with Counsel for the Respondent, that such an approach requires an unnatural approach to the words 'not amounting to'. The works may well amount to more than remedying a structural defect, but the tribunal does not see that as a problem in the context of the definition.
92. As Counsel for the Applicants argues, the substantive approach has a connotation of quantity, quality and/or significance. It looks to the effect of the works in question. In the opinion of the tribunal works which, considered substantively, have the character of remedying a structural defect are excluded from the definition of specified repairs. This is consistent with the statutory context of the clause.
93. For the sake of clarity, although the points were not argued, the tribunal agrees with Counsel for the Applicants that the word structure is to be given a broad meaning and includes all the elements of the cladding and the roof to which works have been carried out.
94. It also agrees with Counsel for the Applicants that the Respondent was aware of the structural defects at the latest within the period of ten year from the grant of the first Right to Buy lease.

Application under s.20C and refund of fees

95. Any application under s.20C and for refund of fees will be considered at the determination of the substantive application.

Name: Judge Carr

Date: 8th January 2019

Rights of appeal

By rule 36(2) of the Tribunal Procedure (First-tier Tribunal) (Property Chamber) Rules 2013, the tribunal is required to notify the parties about any right of appeal they may have.

If a party wishes to appeal this decision to the Upper Tribunal (Lands Chamber), then a written application for permission must be made to the First-tier Tribunal at the regional office which has been dealing with the case.

The application for permission to appeal must arrive at the regional office within 28 days after the tribunal sends written reasons for the decision to the person making the application.

If the application is not made within the 28 day time limit, such application must include a request for an extension of time and the reason for not complying with the 28 day time limit; the tribunal will then look at such reason(s) and decide whether to allow the application for permission to appeal to proceed, despite not being within the time limit.

The application for permission to appeal must identify the decision of the tribunal to which it relates (i.e. give the date, the property and the case number), state the grounds of appeal and state the result the party making the application is seeking.

If the tribunal refuses to grant permission to appeal, a further application for permission may be made to the Upper Tribunal (Lands Chamber).

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Question from Member Mary Durcan

Question relates to article in City Matters about residents' plants in communal areas in our blocks of flats. The article implies that the Corporation has been issuing threatening zero tolerance notices to residents in relation to plants that are left in communal areas.

Response

The article in question relates to Crescent House and the issue of residents putting a large number of pot plants outside their flats and in communal areas. It is an issue that Members have been advised of in some detail previously.

Firstly, it must be said that the Corporation has not and could not unilaterally change the policy relating to plants in common parts.

Residents in Crescent House do keep a significant number of pot plants outside their flats and in the common parts. Several of these plants do not seem to be cared for and, we have no real idea who they belong to. We have already, in consultation with residents, removed many plants from the top of stairs and in communal spaces because, they not only cause damage to the floor tiles but, they also constitute a hazard to our porters carrying out their cleaning duties and for other tasks such as, door step collections and waste and recycling.

Of even greater concern to the Corporation, however, is that the amount of plants that are being left outside flats and in communal areas, is creating a serious fire hazard that simply cannot be tolerated. We have been liaising with the London Fire Brigade on this matter and, as a result, have introduced a Fire Safety Protocol that has been communicated to all residents. This protocol attempts to provide a balance between the wishes of residents to make their environment more 'homely' and attractive and ensuring it is safe and complies with fire safety regulations. We had considered introducing, like many other London Boroughs have done, a 'sterile' environment, which would mean that nothing at all could be put outside flats or in communal areas. Although a sterile environment would be much easier to manage from the Corporation's perspective, we took the decision, this time, to opt for a compromise.

On this occasion, the Estate Team was simply trying to manage the increase in plants appearing on the estate within the provisions of the Fire Safety Protocol and the Estate Management Policy, which clearly set out the rules relating to items left on communal landings without permission. We have consulted extensively with residents on the above Protocol and Policy.

The article in City Matters is not a true reflection of what we are trying to achieve and how we have gone about it. The notice placed on the pots referred to in the article is necessarily firm as, previous requests have been ignored.

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| Committee(s): | Dated: |
| Safeguarding Sub Committee Community and Children Services | 08/02/2019 08/03/2019 |
| Subject: CHSCB Annual Report 2017/18 | Public (the main CHSCB report is currently embargoed) |
| Report of: Jim Gamble, Independent Chair of The City & Hackney Safeguarding Children Board | For Information |
| Report author: Rory McCallum, Senior Professional Advisor | |

Summary

The City & Hackney Safeguarding Board (CHSCB) annual report for 2017/18 is a transparent assessment on the effectiveness of safeguarding and the promotion of child welfare across the City of London and the London Borough of Hackney.

- The report describes the **governance and accountability** arrangements for the CHSCB, outlining the structures in place that support the CHSCB to do its work effectively.
- It sets the **context for safeguarding children and young people** in the City of London, highlighting the **progress made by the City partnership** and the challenges going forward.
- It sets out the lessons that the CHSCB has identified through its **Learning & Improvement Framework** and the actions taken to improve child safeguarding.
- The report also describes the range and impact of the **multi-agency safeguarding training** delivered by the CHSCB and a brief account of the single agency training delivered by partners.
- It sets out the **priorities going forward** and the **key messages** from the Independent Chair of the CHSCB to key people involved in the safeguarding of children and young people.

Recommendation(s)

Members are asked to:

- Note the draft report which remains embargoed until the final version is formatted and published on the CHSCB website. *NB this is a very large document and will be circulated to Members separately.*

Background

The publication of an annual report by the CHSCB is a requirement set out in the statutory guidance Working Together 2015.

Its purpose is to provide a transparent account of the strength and weaknesses of local child safeguarding practice – as determined by the Independent Chair and the Board itself.

The report sets the context for child safeguarding activity over 2017/18. It builds on the positive findings set out by Ofsted through its inspection of the City of London Corporation and the CHSCB in the preceeding year.

The final report is being formatted, with copies likley to be available prior to the Safeguarding Sub Committee meeting scheduled for 5 February 2018. Previous versions are available:

[2016/17](#)

[2015/16](#)

[2014/15](#)

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| | |
|---|--|
| Committee: | Dated: |
| Community and Children's Services Grand Committee (Health and Wellbeing Board) | 08/03/2019 11/02/2019 |
| Subject: Carers Strategy 2019–23 | Public |
| Report of: Andrew Carter, Director of Community and Children's Services | For Decision |
| Report author: Zoe Dhami, Strategy Officer, Department of Community and Children's Services | |

Summary

This report presents the City Corporation's draft Carers Strategy 2019–23 for approval.

The Care Act 2014 and Children and Families Act 2014 gave local authorities in England a legal responsibility to assess the needs of carers, support their eligible needs and promote their wellbeing. In addition to this, the Care Act and Children and Families Act require councils to provide personalised support, and to prevent, reduce and delay future need for support.

Carers can help prevent people from needing to move into residential care and they can provide a more personalised approach to care because they know the cared-for person better than health and social care professionals. Supporting carers to continue to undertake this valuable role is therefore paramount to our health and social care environment. This strategy shows the City Corporation's commitment to carers over the next four years and prepares the organisation for the upcoming 2019 government green paper on social care.

The Carers Strategy will provide the framework for the design and development of services, support and activities for those caring for someone within the Square Mile, and for carers working for the City Corporation. The new strategy covers support for young carers, which was previously dealt with in a separate Young Carers Strategy. This report sets out the vision and aim for the City of London, outlining the outcomes of the Carers Strategy, and how it will be delivered and governed.

Recommendations

Members are asked to:

- approve the Carers Strategy 2019–23, as set out in Appendix 1.

Main Report

Background

1. The 2011 census shows that there are currently six million unpaid carers in England and Wales. Unpaid carers save the UK economy £132 billion per annum. Providing support to carers is the best way to help prevent a care breakdown, which can otherwise result in an emergency admission for the cared-for person and/or the carer.¹ Moreover, research indicates that every £1 spent on carers creates £4 of long-term cost savings to health and social care.²
2. There were 576 self-identified carers in the Square Mile at the time of the 2011 census, out of a resident population of 7,400 at that time. At the start of 2018 there were 55 carers registered for support with the City of London Corporation's social care workers. While it is acknowledged that the City of London will have fewer numbers of carers due to its geographical size, the City Corporation values their contribution and is committed to providing carers with the services they need. This commitment covers carers working for the City Corporation who may have caring duties outside of the Square Mile.
3. To mark the government's commitment to carers, ministers from the Government Equalities Office, the Department for Digital, Culture, Media & Sport, the Department for Business, Energy & Industrial Strategy, the Department for Work and Pensions, and the Department for Education have contributed to and invested in a Carers Action Plan 2018–2020, which has been signed alongside the Department of Health and Social Care. The government recognises that there is still more to do, with the needs of carers also central to the forthcoming social care green paper anticipated to be published early this year.
4. The Care Act 2014 and Children and Families Act 2014 gave local authorities in England a legal responsibility to assess the needs of carers, support their eligible needs and promote their wellbeing. In addition to this, the Care Act and Children and Families Act require councils to provide personalised support and to prevent, reduce and delay future needs for support.
5. Further, the integration of health and social care is a national imperative, with the Corporation a part of the East London sustainability and transformation partnership and working with Hackney through integrated commissioning. The new neighbourhood model of care across City of London and Hackney sees GP practices joining up with hospital, community, mental health, social and voluntary services to improve residents' health and wellbeing. This provides the City Corporation with a background to drive carer services and develop the way our social care team works within our own 'neighbourhood'.

¹ Royal College of General Practitioners, (2013) Supporting Carers in General Practice. London, Royal College of General Practitioners.

² Royal College of General Practitioners (2015) Cost Savings of Supporting Carers to Clinical Commissioning Groups. Unpublished data.

6. Carers are vital partners in the health and social care system and a sustainable future for social care will simply not be possible without focusing on how our community supports carers. The Carers Strategy is the overarching framework that will guide the design and development of services and activities for those caring for someone within the Square Mile and for carers working for the City Corporation. It sets out the values and principles that will guide our work, our vision and aims for carers, and how we intend to achieve them.

Current Position

7. The Carers Strategy explains:
 - what the issues are for our carers
 - how we plan to address them
 - what we hope to achieve.
8. City of London carers were interviewed to understand current challenges, and this was conducted through the Carers Forum and the City Corporation Carers and Support Network. We used this local intelligence, together with national data, to determine the plan's vision, aim and outcomes. Carers were then engaged throughout the drafting process for feedback.
9. To develop this draft strategy we engaged with internal and external stakeholders. The City Corporation's Adult Social Care team, Families and Children team and commissioned services were interviewed and advised throughout the drafting of the strategy. The Corporate Strategy and Performance team were also consulted throughout the drafting process.
10. The draft strategy was subject to a nine-week public consultation from 12 November 2018 to 14 January 2019. Healthwatch developed a web page which included a link to the draft strategy and a method for providing feedback. Healthwatch shared the draft strategy across social media, the Golden Lane Residents' Association website and the Healthwatch City of London e-newsletter. The consultation also included the Reach Out Network Carers' Forum, Parent Carer Forum and the Barbican Estate Bulletin.
11. The majority of respondents agreed with the three outcomes of the strategy. Appendix 2, Carers Strategy Supplement, summarises the engagement and consultation process.
12. An Equality Impact Assessment (Appendix 3) has been completed and ensures that the Carers Strategy avoids or mitigates any negative impact, advances equality in the City of London and fosters good relations (section 4, Carers Strategy 2019–23, Appendix 1).

Carers Strategy 2019–2023

13. The strategy sets out the City of London Corporation's vision for carers, our overarching aim and the three outcomes that we will focus on.
14. **The Vision is that:**

The City of London Corporation fosters a community that supports and values carers, recognising their economic and societal contributions.

15. The Aim is:

To ensure that there is real integration of health, social, community and voluntary services that understand and support our carers to thrive, both in their individual ambitions and in their caring role.

16. The three outcomes that the strategy will deliver are:

- The Square Mile is a carer-friendly community
- Carers enjoy good physical, mental and economic wellbeing.
- Children and young people will be protected from inappropriate caring and have the support they need.

17. Delivery

This strategy will be supported by a detailed delivery plan with clear and measurable actions and indicators for each outcome.

Next Steps

18. The implementation of the plan will be overseen by the Department of Community and Children's Services (DCCS). The Adults Senior Management team will receive regular update reports to monitor progress and assess impact.

Corporate Implications

19. The Carers Strategy will directly support the achievement of the following outcomes set out in the City Corporation's Corporate Plan 2018–23:

2. People enjoy good health and wellbeing
3. People have equal opportunities to enrich their lives and reach their full potential
4. Communities are cohesive and have the facilities they need.

20. This plan sits below the DCCS business plan. It contributes to the plan's delivery by mirroring its five priorities and applying them to the specific needs of our population of carers.

21. This strategy also supports the delivery of a number of other strategies:

- Skills Strategy
- Education Strategy
- Housing Strategy
- Social Wellbeing Strategy
- Responsible Business Strategy
- Social Mobility Strategy.

Conclusion

22. The City Corporation values the contribution of carers and is committed to providing them with the services they need. This commitment covers carers working for the City Corporation who may have caring duties outside of the Square Mile.
23. The Carers Strategy 2019–23 is the overarching framework for developing services for carers in the City of London that match the commitment to transformation seen in wider integration work. It outlines the values and principles that guide our services, our vision for carers, and how we intend to achieve it. This report asks members to approve the Carers Strategy 2019–23.

Appendices

- Appendix 1 – Carers Strategy 2019– 23
- Appendix 2 – Carers Strategy Supplement
- Appendix 3 – Equality Impact Assessment

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CARERS STRATEGY 2019-23

Carers Strategy 2019-23

FOREWORD

<TO BE ADDED>

Chairman, CCS Grand Committee

Town Clerk

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Carers Strategy 2019-23 Executive Summary

Vision: The City of London Corporation fosters a community that supports and values carers, recognising their economic and societal contributions.

Aim: To ensure there is real integration of health, social, community and voluntary services that understand and support our carers to thrive, both in their individual ambitions and in their caring role.

| Carer Strategy 2019-23 outcomes | | |
|---|---|---|
| <u>Outcome 1:</u> The Square Mile is a carer friendly community. | <u>Outcome 2:</u> Carers enjoy good physical, mental and economic wellbeing. | <u>Outcome 3:</u> Children and young people are protected from inappropriate caring and have the support they need. |
| Corporate Plan 2018-23 links | | |
| <u>Outcome 4:</u> Communities are cohesive and have the facilities they need | <u>Outcome 2:</u> People enjoy good health and wellbeing. | <u>Outcome 3:</u> People have equal opportunities to enrich their lives and reach their full potential. |
| The Carer Strategy outcomes will indirectly support: | | |
| <u>Outcome 1:</u> People are safe and feel safe. <u>Outcome 5:</u> Businesses are trusted and socially and environmentally responsible. | | |
| Key outcomes of success | | |
| <ul style="list-style-type: none"> Carer identification is embedded across all services that have regular contact with people and families. The community and voluntary sector are able to identify carer needs, and support them. City of London Corporation carers are supported. City of London businesses engage with the City of London Corporation's Business Healthy initiatives promoting Carer awareness. | <ul style="list-style-type: none"> Services are accessible and personalised. Carers are involved in the planning and design of local services. Carers can access support to enable them to fulfil educational and employment potential. Carers are provided with the information and support needed to stay healthy and make positive life choices. Carers have support when their caring role ends. | <ul style="list-style-type: none"> There is multi-agency working and information sharing to help identify young carers. Young carers and parent carers are prepared for the transition into adult carers' support services and supported through the process. Carers can access support to enable them to fulfil educational and employment potential. |
| Delivering this strategy | | |
| Communication <ul style="list-style-type: none"> The action plan that sits beneath this strategy will ensure that communication is incorporated into each of the relevant actions with steps taken to develop the form of communication that is most appropriate for each stakeholder group. Digital <ul style="list-style-type: none"> Making use of the draft Digital Strategic Framework. The framework is intended to help service providers use digital capabilities, be they tools or skills, to deliver the best possible outcomes for stakeholders, as set out in the Corporate Plan. By focusing on outcomes, it also helps the City Corporation's decision-makers make sure our efforts are joined-up. Making the most of new developments in data sharing and connection through the wider City and Hackney Neighbourhood Programme work. Piloting new ways to share data and connect people will be central to improving the services for carers and helping our workers achieve more. Working together <ul style="list-style-type: none"> Improving the lives of carers does not stop at health and social care. It is a 'golden thread' that should run beyond the health and social care system, to other organisations and employers in the public, private and voluntary sector who all potentially have a role to play. Commissioning and reviewing services will include the service users, officers, agents across City of London Corporation departments and partner organisations. | | |

1. BACKGROUND & CONTEXT

1.1 The purpose of this strategy

The Care Act 2014 and Children and Families Act 2014¹ gave local authorities in England a legal responsibility to assess the needs of carers, support their eligible needs and promote their wellbeing. In addition to this, the 2014 Acts require councils to provide personalised support and to prevent, reduce and delay future need for support.

Carers can help prevent people from needing to move into residential care and they can provide a more personalised approach to care because they know the cared for person better than health and social care professionals. Supporting carers to continue to undertake this valuable role is therefore paramount to our health and social care environment.

This strategy shows the City Corporation's commitment to carers over the next four years and prepares the organisation for the up-coming 2019 government green paper on social care. We have a role to play in ensuring that caring is everybody's business. At the root of this is the need to raise the profile of carers and caring – so that all of us recognise and value the contribution carers make within our families, communities, workplaces and society.

The Carers Strategy will provide the framework for the design and development of services, support and activities for those caring for someone within the Square Mile, and for carers working for the City Corporation.

This strategy should not be considered in isolation, as achieving the stated outcomes will be dependent on support from national, regional and City Corporation strategies. This includes the Government *National Carers Strategy*, the *Carers Action Plan 2018-2020*, *A Connected Society: a strategy to tackle loneliness* and the upcoming *Social Care Green Paper*. The delivery of the Carers Strategy will also be supported by the following City Corporation strategies: the *Skills Strategy*, the *Education Strategy*, the *Housing Strategy*, the *Social Wellbeing Strategy*, the *Responsible Business Strategy* and the *Social Mobility Strategy*. It will also refer to the City Corporation's *Digital Framework* in developing the action plan.

In developing the Carers Strategy, the City Corporation has considered how it can support the priorities, listed below, published by Department of Health and Social Care through the *Carers Action Plan 2018-2020*:

1. Services and systems that work for carers.
2. Employment and financial wellbeing.
3. Supporting young carers.
4. Recognising and supporting carers in the wider community and society.
5. Building research and evidence to improve outcomes for carers.

¹ Future reference to the Care Act 2014 and the Children and Families Act 2014 will be as 'the 2014 Acts'.

1.2 Our Carers

The majority of care provided does not come from the NHS or care homes, but unpaid family members, neighbours and friends. Nationally, about 1 in 10 of the population are carers². The value and importance of carers to health and social care and broader society is ever increasing with our ageing population. The unpaid carer population is estimated to be worth £132 billion per year³.

Life as a carer can be hard work and whilst those in this role certainly need support it can also be an extremely rewarding role. People are able to give back to their loved ones and spend quality time with them. Being a young carer can provide a range of positive benefits. Young carers can be highly self-motivated multi-taskers, coping with and achieving at school while undertaking a caring role⁴. Many transfer caring experiences into career choices, having developed the key skills and competencies needed for their families to function. Young carers are often noted for their communication and management capabilities⁵.

It is important not to oversimplify when referring to a 'carer'. Carers often go through a journey, starting with small acts of help through to complete dependency from their loved ones. For the purposes of this strategy, a carer is **anyone who spends time looking after or helping a friend, family member or neighbour who, because of their health and care needs, would find it difficult to cope without this help regardless of age or whether they identify as a carer**. This definition includes City Corporation employees with carer responsibilities, young carers and parent carers of children with disabilities or additional needs (parents or carers of a child with a disability or additional needs are often called parent carers).

In drafting the 2019-23 Carers Strategy, City of London carers were engaged and consulted with through the Carers Forum, City of London Carer and Support Network and City Healthwatch⁶.

The Square Mile

There were 576 self-identified carers in the Square Mile at the time of the 2011 Census, out of a resident population of 7,400 at that time. At the start of 2018 there were 55 carers on the register⁷. Those carers registered have been assessed by the City Corporation's Adult Social Care team⁸ and have been found eligible for assistance. The Care Act 2014 introduced important new rights for carers, giving them similar entitlements to the people for whom they care. Carers now have legal rights to an assessment of their needs, and support where eligible. The criteria used for determining who is eligible to access care and support is set out in the Care Act 2014⁹.

All carers' assessments in the City of London are carried out by social workers in the team and they work with the carer to develop a support plan, with a personal budget to give the carer more control. The amount of the budget depends on the individual, and not all will be entitled to a

² Census, 2011

³ Carers UK, University of Sheffield, University of Leeds (2015) Valuing Carers 2015 – the rising value of carers support

⁴ <http://www.glosyoungcarers.org.uk/wp-content/uploads/2013/06/Action-for-children-new.pdf>

⁵ Ibid

⁶ For more information please refer to the Carers Strategy Supplement, section 1, 'Listening to City Carers'.

⁷ The list of individuals that have been assessed by the ASC team as a carer.

⁸ The Adult Social Care Team is part of People's Services under the Community and Children's Services department.

⁹ Please refer to glossary.

budget. Some people will need signposting and advice. During 2017-2018 45 carers received an assessment with 40 receiving a carers payment.

Of the 576 self-identified carers identified through the 2011 census, some may not be eligible for support and some may not know they could receive support. Those known to the City Corporation will be caring for people who live within the Square Mile but they, as carers, may live outside.

Young Carers

The current exact number of young carers (aged 18 years or under who help to look after a relative) in England and Wales is not known. Although, the 2011 Census identified 177,918 young unpaid carers (5-17 year olds) in England and Wales. In 2011 the census had 33 people in the Square Mile, aged 0-24 self-identify as a carer, but the exact total of young carers now in the Square Mile is not known. It is known that the number is small and not likely to grow due to the Square Mile's small resident population of approximately 8,000. However, it is still important to ensure we are identifying and supporting these young carers.

The Children and Families Act 2014 extended the right to a needs assessment to all young carers, regardless of who they care for or the type of care they provide. When a child is identified as a young carer, the needs of everyone in the family will be assessed, triggering the involvement of both children's and adult's support services.

Anyone who has concerns about a child's welfare can make a referral to a local authority children's social care service. Referrals can come from the child themselves, professionals such as teachers, the police, GPs and health visitors as well as family members and members of the public.

Parent Carers

A parent carer is someone over 18 who provides care to a disabled child for whom they have parental responsibility. The Children and Families Act 2014 amends the Children Act 1989 requiring local councils to assess parent carers on the appearance of need or where an assessment is requested by the parent. This is called a parent carer needs assessment.

The local council must also be satisfied that the child and their family come within the scope of the Children's Act, i.e. that the child is a child in need¹⁰.

Transition to adulthood

When young carers and disabled children are approaching 18 there are different 'in transition' assessments undertaken¹¹. These assessments must be carried out by the local council where it considers that the young carer, disabled child or carer of a disabled child is:

- likely to have care and support needs after the child becomes 18, and
- there is 'significant benefit' to the young carer, disabled child or adult carer if an assessment is carried out.

¹⁰ Please refer to Glossary

¹¹ Please refer to Glossary

1.3 Addressing challenges and recognising opportunities

A challenge for the City Corporation is ensuring that the varied role of carers is understood and respected across all organisations and services in our community, not just within social care. This is an important challenge to overcome in order to ensure that each of the 576 self-identified carers (Census 2011), whether providing full time care or not, are receiving the support that is right for them.

Work at both a national and local level can be used to support the priority outcomes of the Carers Strategy. These include:

- The increased prominence of carers through national publications (the upcoming social care green paper and the loneliness strategy);
- The integration programme whereby City Corporation is reviewing its health, social and community service offering to ensure that pathways are person centred rather than organisation centred;
- The Early Intervention and Prevention Project aims via an outcomes-led approach, to address service gaps which were identified during consultation and engagement processes by improving coordination, communications, connections and community support activities within the City of London. The services will include identification and support for carers and young carers; and
- The commitment of the Department of Community and Children's Services to co-produce our offering with the people who are going to use it.

2. OUR CARERS STRATEGY

2.1 Vision & Aims

Our **vision** for the Carers Strategy is that:

The City of London Corporation fosters a community that supports and values carers, recognising their economic and societal contributions.

To deliver this vision our **aim** is:

To ensure that there is real integration of health, social, community and voluntary services that understand and support our carers to thrive, both in their individual ambitions and in their caring role.

The Carers Strategy sets out the three key outcomes that will inform the carers action plan:

1. The Square Mile is a carer friendly community.
2. Carers enjoy good physical, mental and economic wellbeing.
3. Children and young people will be protected from inappropriate caring and have the support they need.

2.2 Carers and our corporate plan

The Carers Strategy will directly support the achievement of the following outcomes set out in the *City Corporation's Corporate Plan 2018-23*:

2. People enjoy good health and wellbeing.
3. Communities are cohesive and have the facilities they need.
4. People have equal opportunities to enrich their lives and reach their full potential.

It will also indirectly support the following outcomes set out in the Corporate Plan:

1. People are safe and feel safe.
5. Businesses are trusted and socially and environmentally responsible.

It will also contribute to the five priorities set out in the Department of Community and Children's Services *Business Plan 2017-22*.

3. DELIVERING OUTCOMES

3.1 The Square Mile is a carer friendly community

Why this outcome

The 2011 census data indicates that there are many carers within the Square Mile that have little to no contact with services for carers and are not receiving formal support in their caring role. Many of the people who self-identified as a carer could be referring to the standard caring role within a family, such as a mother or father caring for their children. However, the City Corporation needs to consider that of the 576 self-identified carers there are those that need and may be unaware of:

- Support from the Adult Social Care Team,
- Support from the Children and Families Team,
- Financial support, and
- Community and volunteer services.

Identification of carers should be happening within primary and secondary care. However, carers at the Carers Network also described a wider need for community and volunteer services to better understand the role of a carer. Carers pointed to the need for services to value and involve carers, because feeling respected and listened to is important to them.

Through their role carers often acquire expert knowledge. Carers highlighted the importance of having this knowledge understood and respected by health and social care professionals when providing care for the cared for.

Involving carers extends to those working within the City Corporation, which offers the Carers and Support Network. However, the City Corporation's employees struggle with the same challenges as other carers, notably a lack of time to get everything done. This is having an impact on the network's ability to support carers, as a lot of time is needed to organise the sessions.

Our City Corporation carers also stressed the importance of line manager support, and that when this was done well it helped them balance work and caring responsibilities.

Meeting this outcome

Awareness raising and training for health and social care professionals is of particular importance, as they can help identify carers and be proactive in providing information and support. However, national and local engagement has emphasised the importance of working with the voluntary and community sector. It is therefore vital that work is done with partners beyond formal health and care pathways to build a carer friendly community. This will include ensuring that the needs of carers are considered when commissioning new services.

Awareness raising must also extend to the business community within the Square Mile. The City Corporation already provides a workplace health initiative, Business Healthy, that has over 800 business members. Through this vehicle the City Corporation can share best practice with businesses and raise awareness of their working carers.

| Theme | Actions to be developed through the Carers Strategy Action Plan |
|----------------|--|
| Identification | Develop opportunities to contact carers that are not registered. |

| | |
|--|---|
| | Seek to raise awareness, identification and engagement with carers so that carers feel they are properly listened to and that their lives are appropriately considered. |
| Social Value | Develop social action and volunteering that can support the work of carers. |
| Service integration & commissioning | Through the Neighbourhood Programme develop communication across primary and secondary care services that ensures health care professionals are aware of and acknowledge carers acquired knowledge. |
| National | Make use of national funding such as the Carer Innovations Fund to identify and promote creative and cost-effective models that look beyond statutory services to develop carer friendly communities. |
| | Make best use of national campaigns and research with the City of London carer population. |
| | Use the work and learning of national regulators, such as NHS England, to understand how to develop a carer friendly GP practice and to best identify older carers. |
| Digital | Undertake trials of technological solutions with small cohorts of carers. |
| City Corporation & businesses | Align the Carers Strategy action plan with the actions that are being developed through the Responsible Business Strategy. |
| | Review the current Carers and Support Network format and create ways to support the group, and ensure it provides value to City Corporation carers. |
| | Help those new to caring identify themselves in their carer role through information, such as leaflets or posters, in communal areas of City Corporation workplaces. |
| | New guidance for carers, and for employers in relation to carers, to be shared on the Business Healthy website. |
| | Talks and events held through Business Healthy to help raise awareness on working carers and how carers can be supported with businesses in the square mile. |

Monitoring progress

Specific targets will be developed and included as part of the Carers Strategy Action Plan.

| High level measures of success | Key Corporate Plan Outcomes | Links to City Corporation workstreams |
|---|--|--|
| <ul style="list-style-type: none"> Carer identification is embedded across all services that have regular contact with people and families. The community and voluntary sector are able to identify carer needs and support them. City Corporation carers are supported. City of London businesses engage with the City of London Corporation's Business Healthy initiatives promoting carer awareness. | <p>Directly Outcome 4: Communities are cohesive and have the facilities they need</p> <p>In addition Outcome 5: Businesses are trusted and socially and environmentally responsible.</p> | <p>Early intervention and prevention project</p> <p>Integration, new model of care</p> <p>SEND Joint strategy 2017-20</p> <p>Responsible Business Strategy</p> <p>Business Healthy</p> <p>Equality and Inclusion Action Plan</p> |

3.2 Carers enjoy good physical, mental and economic wellbeing.

Why this outcome

Feedback from the Carers Network shows that access to health and social care services for both themselves and the ones they are caring for can frequently be a problem.

2011 Census data reports that 21.0% of City of London carers provide unpaid care for 20 or more hours a week and 12.2% of carers provide care for 50 or more hours a week. A lot of time is spent making sense of pathways that span several organisations and physical locations. Further, feedback from the Carers Forum stressed the need for health and social care services to “speak” with one another and share data. Carers said they spent a lot of time retelling their story.

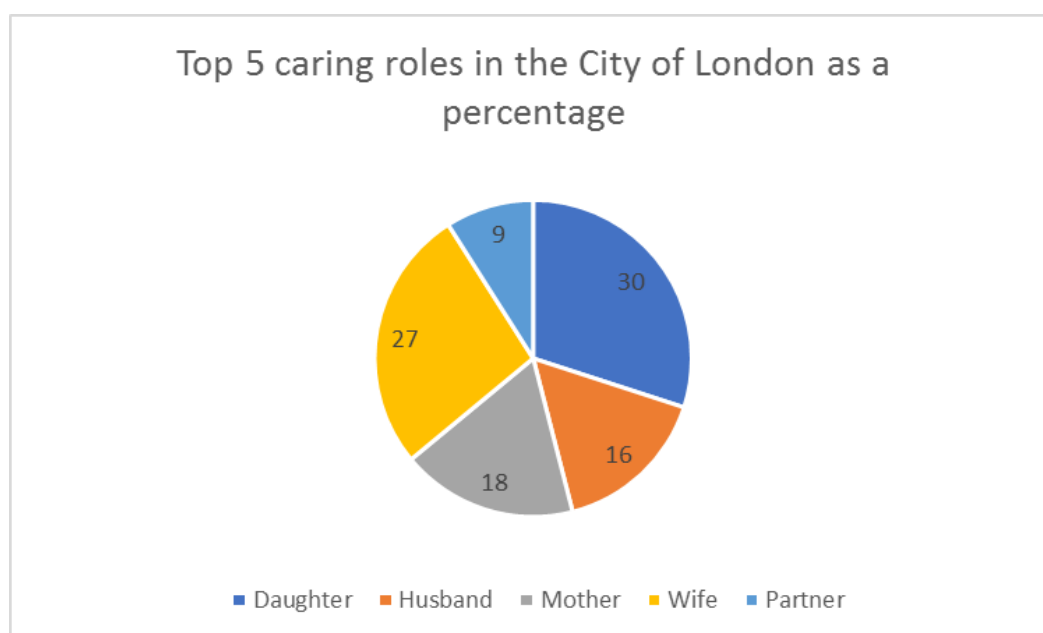
Through the *Call for Evidence* carers reported difficulties in balancing work, looking after their health and wellbeing and performing a carer role. In some cases, people had to give up their work altogether. In the 2017 SACE Survey, 46% of carers in the City of London reported not being able to look after themselves as much as they should. Carers also reported stress, depression and problems with sleep as the most common issues affecting their health.

Parent carers of a disabled child provide substantial and regular care beyond what is usually expected for a child of a similar age. This can have a considerable impact on the parent carer, siblings and the wider family, including emotional, financial, relationship pressures and risk of isolation. Some families will have more than one child with a disability or a learning difficulty.

Meeting this outcome

The City Corporation, as part of the wider City and Hackney Neighbourhood Programme, is reviewing its current model of services for City residents. The intention is to ensure that pathways are developed around the user. Whilst the improvement of pathways for those that are cared for may not fall directly within the Carers Strategy, they do have an impact on carers. Further, it is important that when a carer accesses services for their own needs that their role as a carer is known and considered.

Proper segmentation of carers will also help to target interventions, as their motivations for caring may differ, including how they perceive their role. E.g. a person looking after their parent may not



consider themselves as a carer. Of those carers registered with social care there is a wide typology. The top 5 relationships are shown in the chart above, but there are also friends, neighbours, fathers, nephews, sisters, granddaughters and sons undertaking caring roles.

| Theme | Actions to be developed through the Carers Strategy Action Plan |
|--|---|
| Carer education, training and support | Explore healthcare education and training needs for unpaid carers to ensure they have the skills they need through Health Education England and Carers UK. |
| | Seek to raise awareness, identification and engagement with carers so that carers feel they are properly listened to and that their lives are appropriately considered. |
| | Provide support and training to carers to help them return to work, and to do so at a level that is commensurate with their skills and experience. |
| | Share online resources to help carers recognise the skills they have developed through caring and how they can use these skills. |
| | Promote services such as the Timewise Carers Hub, which provides support, advice and flexible job opportunities to help carers balance their responsibilities with fulfilling careers. |
| Service integration & commissioning | Seek to ensure that individuals can access health and social care services in a way that is personal to them through support planning and use of community services. |
| | Ensure that commissioned services are fulfilling the needs of carers through their offering, e.g. support during bereavement. |
| | Encourage innovation among partners in the voluntary and community sector to find creative ways to support carers through the Early Intervention and Prevention project. |
| | Raise discussion on individual carers in multi-disciplinary team meetings to ensure that health professionals are aware of carer involvement and need. |
| | Utilise current roles and systems to target support for carers at the right time, e.g. hospital discharge of their cared for. |
| Working together | Develop a database of carers through Mosaic by asking carers to note their consent to be consulted in commissioning of new services and reviews of current services. |
| | Develop a method for carers, City Corporation officers, providers and health professionals to work together. |
| | Ensure involvement of ex-carers who may have more time to support work and have valuable knowledge of the system. |
| National | Make use of the Department of Health and Social Care funded project to support parent carers to navigate the transition from child to adult services as their child approaches the age of 18. |
| | Make use of government challenges and funding to support society to age better, including looking at innovations which can support people to have happier, healthier and independent lives. |
| | Make use of the Department of Health and Social Care funded project on actions to promote best practice for local authorities, clinical commissioning groups, and other service providers and commissioners on carer breaks and care replacement. |
| | Make use of national campaigns to help people be better informed about mental health. |
| | Use national research by the Department of Work and Pensions to improve signposting and advice on benefits for carers. |

| | |
|-----------------------|---|
| Digital | Learn and make use of National pilots ¹² and campaigns ¹³ to raise awareness of the technology that can support carers. |
| Staff training | Ensure that Adult Social Care explain bereavement support available for carers at the start of the caring journey to help them prepare for the worst. |
| | Ensure that carers are clear on what support can be provided by the City Corporation and how this is linked to both their ability to pay for services and what support is needed for their loved one. |
| | Consider further training and education on how social care workers can fulfil their duties under The Care Act 2014. |

Monitoring progress

Specific targets will be developed and included as part of the Carers Strategy Action Plan.

| High level measures of success | Key Corporate Plan Outcomes | Links to City Corporation workstreams |
|--|--|--|
| <ul style="list-style-type: none"> Services are accessible and personalised. Parent carers are prepared for the transition of their child into adult support services and supported through the process. Carers are involved in the planning and design of local services. Carers can access support to enable them to fulfil educational and employment potential. Carers are provided with the information and support needed to stay healthy and make positive life choices. Carers have support when their caring role ends. | <p>Directly Outcome 2: People enjoy good health and wellbeing.</p> <p>In addition Outcome 3: People have equal opportunities to enrich their lives and reach their full potential.</p> | <p>Early intervention and prevention project</p> <p>Integration, new model of care</p> <p>SEND Joint Strategy 2017-20</p> <p>Social Wellbeing Strategy</p> <p>Social Mobility Strategy</p> |

¹² From 2018-2020, every person accessing Adult Social Care in these three areas will be given a joint health and social care assessment – including a needs assessment, and subsequently a single, joint plan that will meet the bespoke needs of the individual. All assessment and plans will consider the role, health and wellbeing of their carers as a fundamental part of the process.

¹³ The Department of Health and Social Care have funded work in partnership with Carers UK and Digital Health and Care Alliance on a project to support greater awareness (of the availability of technology, products to support carers) among carers, support groups, commissioners, health professionals, local authorities, service providers and potential developers of technologies.

3.3 Children and young people are protected from inappropriate caring and enjoy positive childhoods.

Why this outcome

While some caring can be rewarding for young carers this should not inadvertently encourage the continuation of inappropriate care. Equally, young carers' abilities to cope and achieve should not be allowed to mask their need for support¹⁴. Most young carers look after a family member and, as they can start caring at a very young age, do not realise they are 'carers' who are entitled to support. The exact number of young carers in the UK is not known. Many caring roles are hidden and not known until a young person or their family identify as being in need or identify themselves to services.

Delivering the strategy

Whilst the City of London is unlikely to have many young carers, due to the low number of residents, the need for accessible and comprehensive support does not diminish. There are likely to be children and young people providing care that we are not yet aware of. This includes the siblings of children who are currently receiving care and those who attend the City of London family of schools.

| Theme | Actions to be developed through the Carers Strategy Action Plan |
|-------------------------------------|--|
| Identification | Seek to improve identification of young carers to enable them to get early access to support services and enable safeguarding arrangements to be put in place quickly where necessary. |
| | Implement learning from reviews of best practice in identification of young carers and access to support. |
| Service integration & commissioning | Ensure commissioning considers how services need to be tailored to young carers. |
| | Provide a holistic approach through a standard referral into children's social care, that considers the whole family, local support and environment. |
| National | Make use of national projects, such as 'train the trainer', a young carers identification project being developed by the Department for Health and Social Care and the Carers Trust. |
| | Make use of the Department for Education review of Children in Need, which includes young carers, to understand the challenges pupils face and the support that best improves their educational outcomes, both in and out of school. |
| Digital | Enable stronger multi-agency working between practitioners and enable better assessments and decision making within children's social care through improved information sharing. |
| Support for young carers | Seek to improve young carers' access to support services to make sure they are properly supported at an early stage and interventions are put in place promptly where necessary. |
| | Seek to improve the support young adult carers receive to enable them to make positive transitions between the ages of 16-24. |

¹⁴

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/498115/DFE-RR499_The_lives_of_young_carers_in_England.pdf

Monitoring progress

Specific targets will be developed and included as part of the Carers Strategy Action Plan.

| High level measures of success | Key Corporate Plan Outcomes | Links to City Corporation workstreams |
|---|---|--|
| <ul style="list-style-type: none">Young carers are prepared for the transition into adult carers' support services and supported through the process.There is multi-agency working and information sharing to help identify young carers.Carers can access support to enable them to fulfil educational and employment potential. | <p>Directly</p> <p>Outcome 3: People have equal opportunities to enrich their lives and reach their full potential.</p> <p>In addition</p> <p>Outcome 1: People are safe and feel safe.</p> | <p>SEND local offer</p> <p>Early Help local offer</p> <p>Social Mobility Strategy</p> <p>Early intervention and prevention project</p> <p>Integration, new model of care</p> |

4. EQUALITY IMPACT ASSESSMENT

In order to avoid or mitigate any negative impact, and to better advance equality and foster good relations the Carers Strategy will ensure:

| Protected groups | Action to avoid/mitigate: |
|------------------|---|
| Race | All training on the Care Act and carer identification for staff will also include information on how different ethnic groups in the City of London may approach their role as a carer and choose to engage with services. |
| | Better understanding of any barriers to access for carers from minority ethnic communities. |
| | The City Corporation includes all ethnic groups in any coproduction work undertaken. |
| | Social Workers receive further training on cultural differences in providing care and ensure that when they are in contact with one family member as a carer questions are asked to seek out any other carers in the family. |
| | When carers are discussed in multi-disciplinary teams questions are asked about wider family members to ascertain the health needs of others who may also be providing care but are unknown. |
| | There is tailored communication for different ethnic groups that takes into consideration how they may access information (through religious institutions) and what services they may want to engage with (voluntary sector). |
| | All communication addresses any language barriers. |
| Religion | There is tailored communication for different ethnic groups that takes into consideration how to best use religion to convey information and understand the different religious support networks available. |
| Sex | Professionals are aware of the multiple pressures that research has shown can fall predominately on female carers. In ensuring outcome 1 professionals and workers from other commonly used services will be aware of what is on offer in the City of London to support female carers in their multiple duties. |

| | |
|---|---|
| Sexual orientation and gender reassignment | Professionals involved across any stage of care signpost support for carers at the earliest possible stage in order to support the City of London LGBT population who can feel under increased pressure to care for longer without support. This is because LGBT people are more likely to access services later due to a fear of discrimination or lack of acceptance and understanding of their relationships and personal circumstances. |
| | Staff will be trained to provide a person-centred service, but without putting pressure on individuals who may choose not to disclose their sexuality or gender identity. |

5. ENABLERS

Underlying the strategy and informing the action plan will be three enablers:

1. *Communication*

- a. The action plan that sits beneath this strategy will ensure that communication is incorporated into each of the relevant actions with steps taken to develop the form of communication that is most appropriate for each stakeholder group.

2. *Digital*

- a. Making use of the draft Digital Strategic Framework. The framework is intended to help service providers use digital capabilities, be they tools or skills, to deliver the best possible outcomes for stakeholders, as set out in the Corporate Plan. By focusing on outcomes, it also helps the City Corporation's decision-makers make sure our efforts are joined-up.
- b. Making the most of new developments in data sharing and connection through the wider City and Hackney Neighbourhood Programme work.
- c. Piloting new ways to share data and connect people will be central to improving the services for carers and helping our workers achieve more.

3. *Working together*

- a. Improving the lives of carers does not stop at health and social care. It is a 'golden thread' that should run beyond the health and social care system, to other organisations and employers in the public, private and voluntary sector who all potentially have a role to play.
- b. Commissioning and reviewing services will include the service users, officers, agents across City Corporation departments and partner organisations.

6. OVERSIGHT AND ACCOUNTABILITY

We will monitor and regularly report on our progress in delivering the City Corporation's Carers Strategy. This will be done through annual surveys of carers and through performance data of our services.

Further, the action plan that will be developed to deliver the strategy will outline the accountable officers for each area of work. Progress in delivering the strategy will be overseen by the City Corporation's Community and Children's Services Grand Committee, to which the accountable officers will report and provide updates. There will also be regular reports to the Health and Wellbeing Board, recognising the impact caring has on health and wellbeing priorities.

7. GLOSSARY

Care Act 2014, eligibility criteria

There are three conditions that must be considered:

1. The carer's needs for support arise because they are providing necessary care to an adult.
2. Because of their caring responsibilities, the carer's physical or mental health is either deteriorating or is at risk of doing so or the carer is unable to achieve any of the outcomes as specified in the regulations and as summarised in the section 'Eligibility outcomes for carers with support needs'.
3. As a consequence of being unable to achieve these outcomes, there is, or there is likely to be, a significant impact on the carer's wellbeing.

Child in need

- This is defined as:
 - A child who is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by a local council.
 - A child whose health or development is likely to be significantly impaired, or further impaired, without the provision of services.
 - A child who is disabled.

Transition assessment

- The term 'transition assessment' describes 3 different types of assessments. The type of transition assessment that must be completed depends on who needs the assessment.
 - Child's Need Assessment - A person aged under the age of 18 who is preparing for adulthood and has a likely need for care and support (not just Care Act eligible needs) regardless of whether-or-not they currently receive care under Children's legislation.
 - Young Carer Assessment - A young person preparing for adulthood who is also a carer and has a likely need for support (not just Care Act eligible needs), regardless of whether-or-not they currently receive care under Children's legislation.
 - Child Carer' Assessment - The adult carer of a young person preparing for adulthood, who has a likely need for support (not just Care Act eligible needs).



CARERS STRATEGY 2019-23 SUPPLEMENT

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1. LISTENING TO CITY CARERS

1.1 Background

In 2015 Carers UK were commissioned by the City of London to develop the 2015-18 Carers Strategy. The organisation undertook extensive and in-depth engagement, ultimately writing a comprehensive and well-targeted strategy. Due to the thorough evidence base developed by Carers UK, the engagement for the 2019-23 strategy built on this to 'refresh' the strategy. To ensure that the outcomes for the 2019-23 strategy are fulfilled, the focus will be on working with carers throughout the lifespan of the action plan and ensuring City of London Corporation accountability. The action plan is the vehicle for the strategy.

1.2 Work undertaken by Carers UK in 2015

- A survey of key professional stakeholders followed by a stakeholder focus group
- Telephone interviews with professionals
- A survey of carers in the City of London followed by a focus group

1.3 Work undertaken by DCCS in 2018

The main themes from the stakeholder survey of 2015 were used in 1-2-1 interviews with officers/staff of:

- Adult Social Care Team
- The Children and Families Team
- Commissioned providers

Through this engagement with professionals it confirmed that the evidence from Carers UK work is still relevant and necessary for the 2019-23 strategy. The themes include: carer identification, barriers and challenges around this, the gaps in services, how carers can be better supported, the strengths of certain services in place and potential solutions.

The key themes of the survey and focus group were pulled out of the Carers UK research and compared against recent engagement with carers through:

- Healthwatch engagement notes from the Carers Forum, May 2018
- Officer engagement with the Carers Forum and Carers Support Group held by the Carers Network 2018.

The above engagement reaffirmed that the work by Carers UK is still valid, with the headline issues still including: understanding the caring role, the impact of caring on health and wellbeing, contingency and emergency planning, identification and support from GPs, support for carers from local services and organisations, the extent to which support meets carers needs, what could be done differently to better support carers, the different types of caring role, those not identifying as carers and respite need.

1.4 National evidence informing and confirming local engagement

Survey of Adult Carers in England

In 2016/17, the City of London Corporation participated in the biennial Survey of Adult Carers in England. This mandatory survey captures carers' thoughts and opinions on a variety of topics that

are considered to be indicative of a balanced life alongside their caring role. Results are used to inform national policy.

Questionnaires were sent to all carers aged 18 or over who were helping or looking after someone aged 18 or over and had been assessed or reviewed in the previous 12 months.

Data from the survey feeds into the Adult Social Care Outcomes Framework and populates the following outcome measures:

- 1D: Carer reported quality of life
- 1I: Proportion of people who use services and carers, who reported that they had as much social contact as they would like
- 3B: Overall satisfaction of carers with social services
- 3C: The proportion of carers who report they have been included or consulted in discussions about the person they care for
- 3D: The proportion of people who use services and carers who find it easy to find information about services

In the City of London, 20 questionnaires were completed out of an eligible population of 51 (39.2%). As the eligible population and number of respondents was below the recommended level needed to produce statistically robust results (at least 150 carers), results of the survey are viewed with caution.

2018 Carers Action Plan

Central Government has made a commitment to work across government and with partners outside of government to support carers, which has been set out in the 2018 Carer Action Plan. Ministers from the Government Equalities Office, the Department for Digital, Culture, Media and Sport, the Department for Business, Energy and Industrial Strategy, the Department for Work and Pensions and the Department for Education have all contributed to and are investing in the action plan. The plan has been signed alongside the Department for Health and Social Care. The action plan will deliver improvements for carers alongside the social care green paper, due later 2018.

In 2016 the government launched a carers' Call for Evidence consultation which received 6,802 responses. In developing the action plan the responses were drawn on to outline five primary themes. The City of London Corporation Carers Strategy 2019-23 also takes into consideration this large piece of research in forming the outcomes for the strategy.

Caring for carers, Social Market Foundation 2018

The paper was researched using the British Household Panel Survey and the more recent Understanding Society and is based on data collected between 2015-2017. The report highlights the important role that family carers fulfil and the negative impact it can have on individuals. The report seeks to influence policy makers, and specifically around the role of care navigators.

State of Caring 2018, Carers UK

This report references the Carers UK (2016) State of Caring survey, papers from outside organisations researched with and without Carers UK. The paper sets out 5 aims for national and local government, the NHS and employers. This report emphasises that it is the actions that count.

1.5 Consultation with carers and key stakeholders in the City of London

Consultation for this strategy includes the following stakeholders:

- Adult Social Care Team
- The Children and Families Team
- Corporation Strategy & Performance Team
- Carers Network
- Carers of the City of London through Carers Network
- Residents of the City of London through Healthwatch
- Residents of the City of London through the Barbican Bulletin
- City and Hackney Older Peoples Reference Group
- Parent Carer Forum
- Members

Healthwatch consultation break down:

A. Healthwatch City of London social media

Facebook

- 1,200 people reached, 22 'shares', 58 post engagements (likes and clicks), 2 comments, 22 shares.
- 1 posted comment
- 3 Facebook Messenger exchanges with comments

Twitter

- Tweet 1: 784 impressions/ reach /1.3% engagement rate – no comments
- Tweet 2: 4,520 impressions/ 0.2% engagement rate – no comments

B. Golden Lane Residents Association website

- 1 detailed 'case study' response

C. Healthwatch City of London e-newsletter Story inviting feedback on draft strategy sent out in our Newsletter to 512 recipients (members and supporters).

- 10 recipients clicked through to the carers' strategy news item
- 3 email comments received

2. How we will work with our carers



The City of London Corporation will develop the action plan associated with this strategy in conjunction with carers. The dialogue will be structured around an oversight group (following the delivery model of the Leeds *Commitment to Carers*) and adopt joint decision-making amongst its collaborators. Additional focus groups may be set up, to ensure that all types of carers are represented during the process. The development of the action plan is the first step towards establishing a long-term collaborative model between carers, project officers and healthcare professionals.

3. Demographics

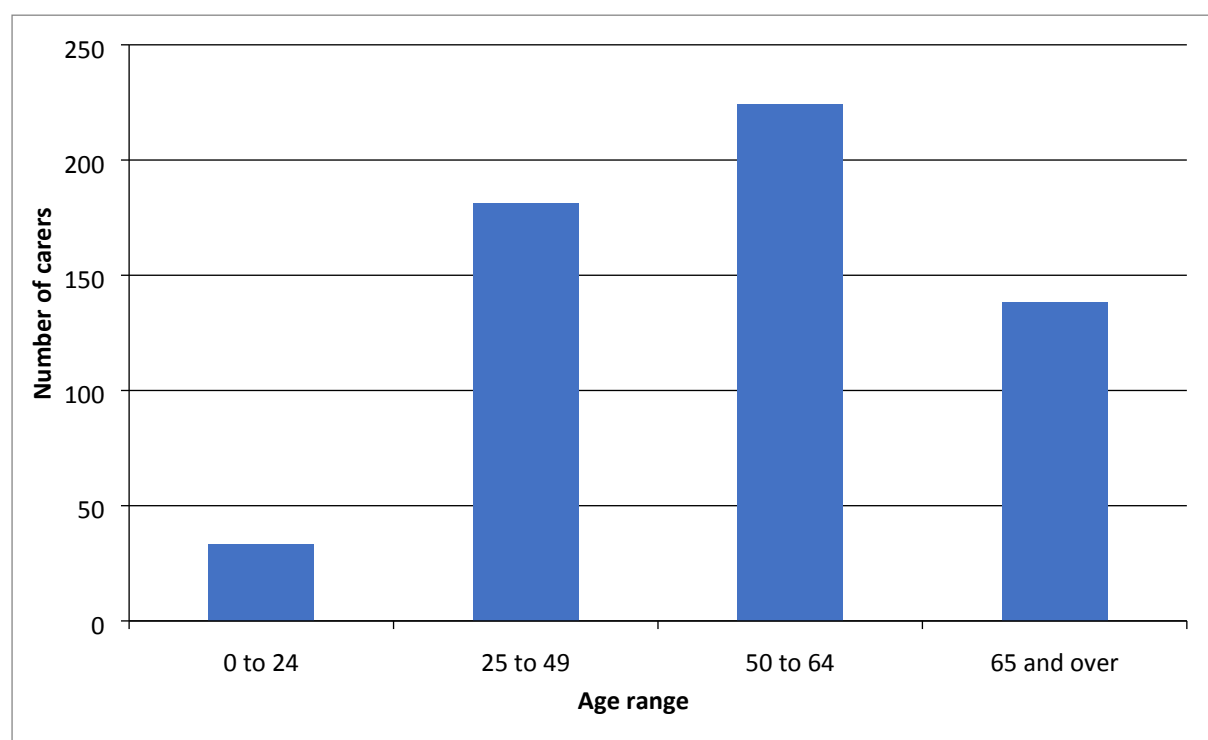
There were 576 carers in the City of London at the time of the 2011 Census, making up 7.8% of the total population, compared to 8.4% of the population in London and 10.2% across England.

3.1 Resident Zones

The percentage of carers in the population varies from 2.2% in Queenhithe to 11.7% in the Mansell Street Estate area. In terms of actual numbers, the most significant carer populations are in Barbican (281) and Golden Lane (101). The overall number of carers in some areas is small so this analysis should be viewed with caution. The table also shows that 21.0% of carers provide unpaid care for 20 or more hours a week. This is lower than London (36.9%) and England (36.4%). 12.2% of carers provide care for 50 or more hours a week. This is also lower than London (21.6%) and England (23.1%).

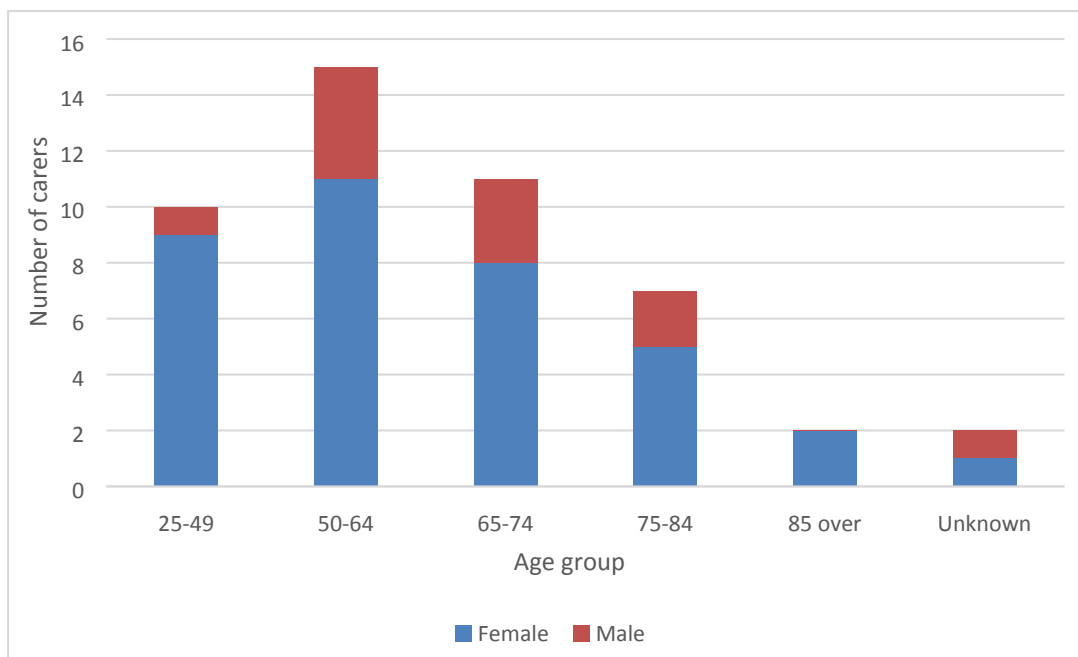
3.2 Age and gender of carers

The Census shows that 5 in 10 carers in the City of London are male (49.9%), compared to 4 in 10 carers in London (42.5%) and England (42.2%); however, 6 in 10 carers (61.4%) in the City providing care for 50 or more hours a week are female. The figure below shows that the age profile of carers in the City of London peaks between 50 and 64; 38.9% of carers are in that age group and 15.9% of people aged 50 to 64 are carers. 17.1% of carers aged under 65 are providing 20 or more hours of care a week; for carers aged 65 and over, this jumps to a third (33.3%).



Distribution of City of London carer population by age; Source: Census (2011)

The figure below shows the age and gender breakdown of 48 carers known to the City of London Corporation in 2017/18. Known carers are predominantly female (75%), whereas males are underrepresented if the data is compared to the 2011 Census.



Age and gender of carers known to social care; Source: City of London Corporation

3.3 Carer ethnicity

In the City of London, 29.2% of the carer population are from BME groups (all communities that are non-white British) compared to 42% of the general population in the Square Mile. 5.4% of the BME population in the City of London provide unpaid care, compared to 9.6% of the White British population. The table below shows that this ranges from 3.1% of the Black/African/Caribbean/ Black British population, to 7.6% of the Asian/Asian British population.

| Ethnic Group | Population | Provides care | % provides care |
|---|------------|---------------|-----------------|
| White: English/Welsh/ Scottish/Northern Irish/British | 4243 | 408 | 9.6% |
| White Irish/Gypsy or Irish Traveller/Other White | 1556 | 71 | 4.6% |
| Black/African/Caribbean/Black British | 193 | 6 | 3.1% |
| Asian/Asian British | 940 | 71 | 7.6% |
| Mixed/multiple ethnic group | 289 | 11 | 3.8% |
| Other ethnic group | 154 | 9 | 5.8% |

Percentage of the population who provide unpaid care in the City of London, ethnic group: Census (2011)

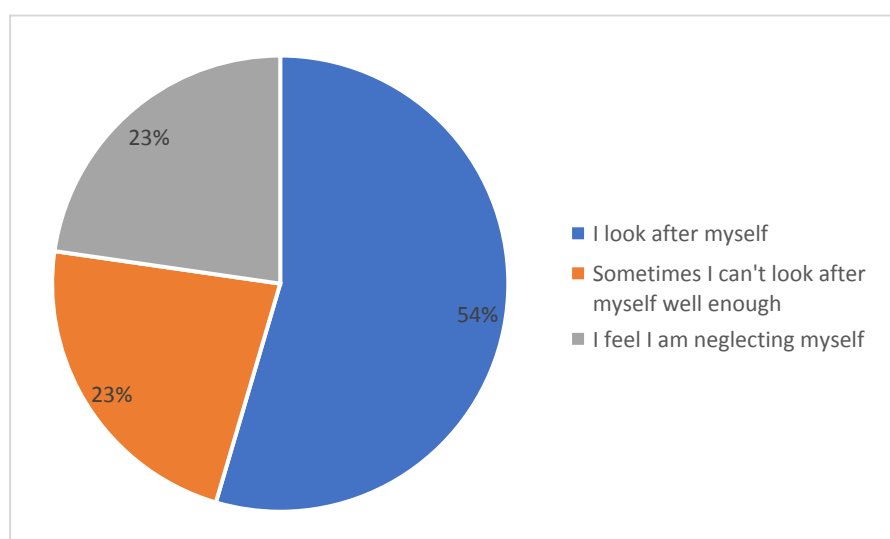
3.4 The impacts of caring

Caring for others can adversely affect your health and wellbeing and research has consistently shown this.¹ Census data shows that carers are significantly more likely to be in poor physical and emotional health than those without caring responsibilities.

Carer health

In the 2017 SACE Survey 2 in 10 carers (19.9%) in the City of London report being in 'not good' health, compared to 1 in 10 non-carers (11.5%). 4 in 10 people (38.8%) providing 20 or more hours of unpaid care a week report being in 'not good' health; this increases to 6 in 10 carers (58.7%) aged 65 and over.² More than 110 carers in the City (including more than 50 aged 65 and over) declare their health to be 'not good'. This includes around 30 who declare their health to be 'bad or very bad'.

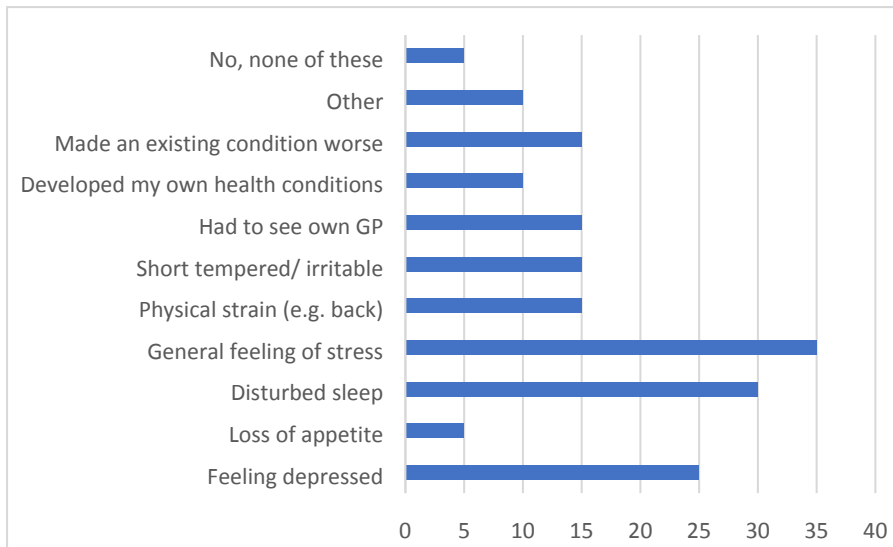
In the 2017 SACE Survey, 46% carers in the City of London reported not being able to look after themselves as much as they should (20 respondents from City of London). Carers also reported feelings for stress, depression and problems with sleep as the most common issues affecting their health (55 respondents from City of London).



'Thinking about how much time you have to look after yourself - in terms of getting enough sleep or eating well - which statement best describes your current situation?' (SACE Report, 2017)

¹ In Sickness and in Health (Carers Week, 2013); State of Caring report (Carers UK, 2015)

² Responses of 'fair', 'bad' and 'very bad' represent 'not good' health

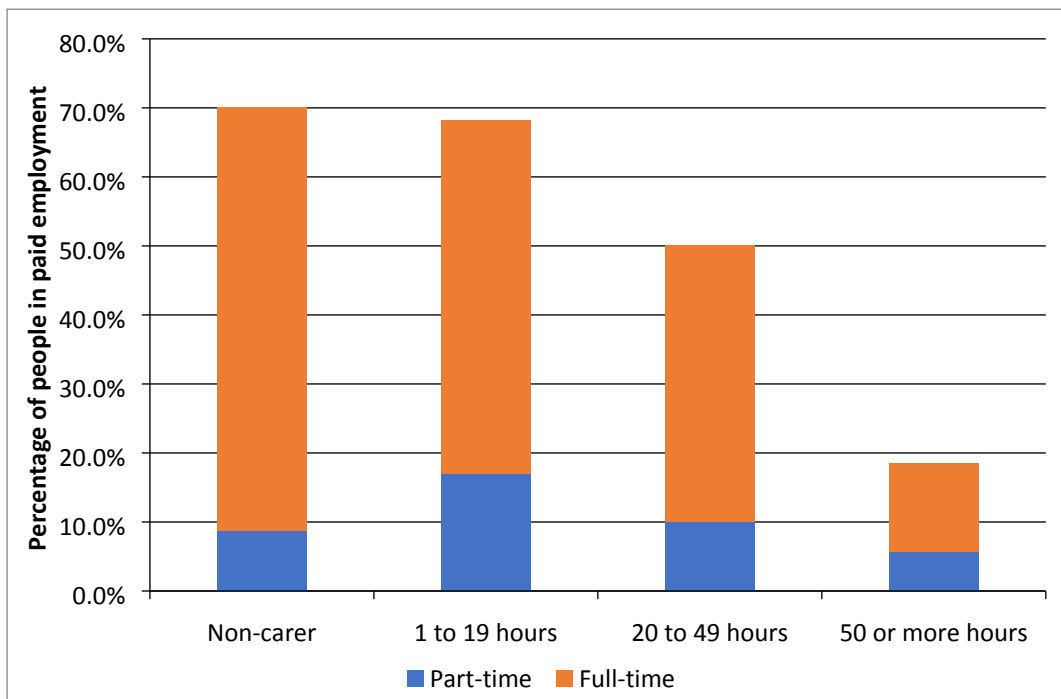


'In the last 12 months, has your health been affected by your caring role in any of the ways listed below?' (SACE Report, 2017)

Economic activity

In the City of London, the proportion of carers aged 16 and over in full-time employment is 45.5%, lower than the 61.4% of non-carers aged 16 and over. Carers are more likely to be in part-time employment; 15.0% of carers are in part-time work against 8.7% of non-carers.

The figure below shows that the proportion of carers in employment differs significantly depending on the intensity of their caring role. 7 in 10 people (68.2%) providing unpaid care for 1 to 19 hours a week are in some type of employment, against less than 2 in 10 (18.6%) who provide care for 50 or more hours a week.



People aged 16 and over in paid employment in the City of London by hours of care provided a week; Source: Census (2011)

EQUALITY ANALYSIS (EA) TEMPLATE

Decision

Date

What is the Public Sector Equality Duty (PSED)?

[Double click here for more information / Hide](#)

What is an Equality Analysis (EA)?

[Double click here for more information / Hide](#)

How to demonstrate compliance

[Double click here for more information / Hide](#)

Deciding what needs to be assessed

[Double click here for more information / Hide](#)

Role of the assessor

[Double click here for more information / Hide](#)

How to carry out an Equality Analysis (EA)

[Double click here for more information / Hide](#)

The Proposal *Click and hover over the questions to find more details on what is required*

Assessor name: Zoe Dhami

Contact details: zoe.dhami@cityoflondon.gov.uk

1. What is the Proposal?

The Carers' Strategy 2019 – 2023 sets out the priorities for identifying and supporting both known and unknown carers through: integrated services; focus on individual wellbeing and potential; raising awareness of carers amongst employers and health professionals.

2. What are the recommendations?

1. The Square Mile is a carer friendly community.
2. Carers enjoy good physical, mental and economic wellbeing.
3. Children and young people will be protected from inappropriate caring and have the support they need.

3. Who is affected by the Proposal? *Identify the main groups most likely to be directly or indirectly affected by the recommendations.*

A carer is someone who spends time looking after or helping a friend, family member or neighbour who, because of their health and care needs, would find it difficult to cope without this help. The strategy acknowledges carers regardless of their age or whether they self-identify as such.

The carers group can be broken down into young carers, parent carers and adult carers. This delineation is due to different services that are currently on offer across these three groups and recognises the different needs of each.

The strategy will directly impact two groups: those caring for a resident of the Square Mile and City Corporation staff who are carers, irrelevant of where the cared for resides.

Whilst the City Corporation will aim to raise awareness of working carers amongst Square Mile employers, it will have an indirect effect on the respective carers and therefore it is considered they are beyond the scope of this assessment.

Age [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#) ☐

Key borough statistics:

The City has proportionately more people aged between 25 and 69 living in the Square Mile than Greater London. Conversely there are fewer young people. Approximately 955 children and young people under the age of 18 years live in the City. This is 11.8% of the total population in the area. Summaries of the City of London [age profiles from the 2011 Census can be found on our website](#)

A number of demographics and projections for demographics can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

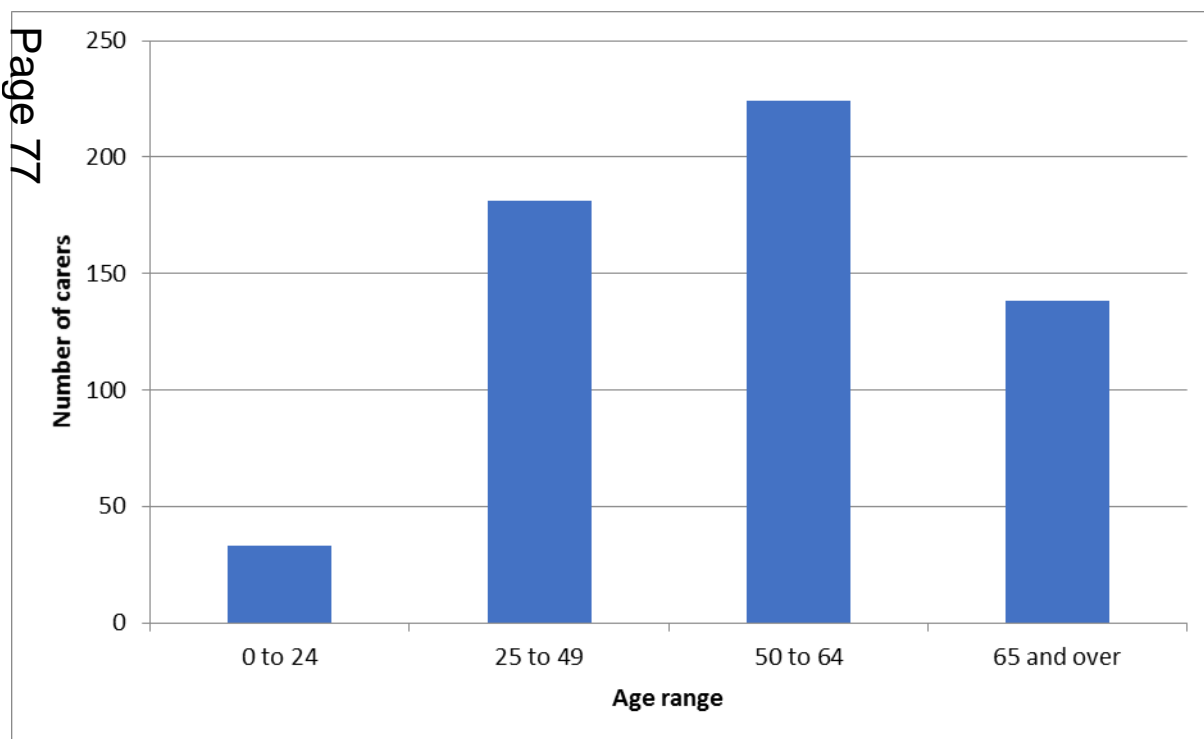
[Double click here to show borough wide statistics / hide statistics](#)

Age

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Self-identified carers (2011 Census)

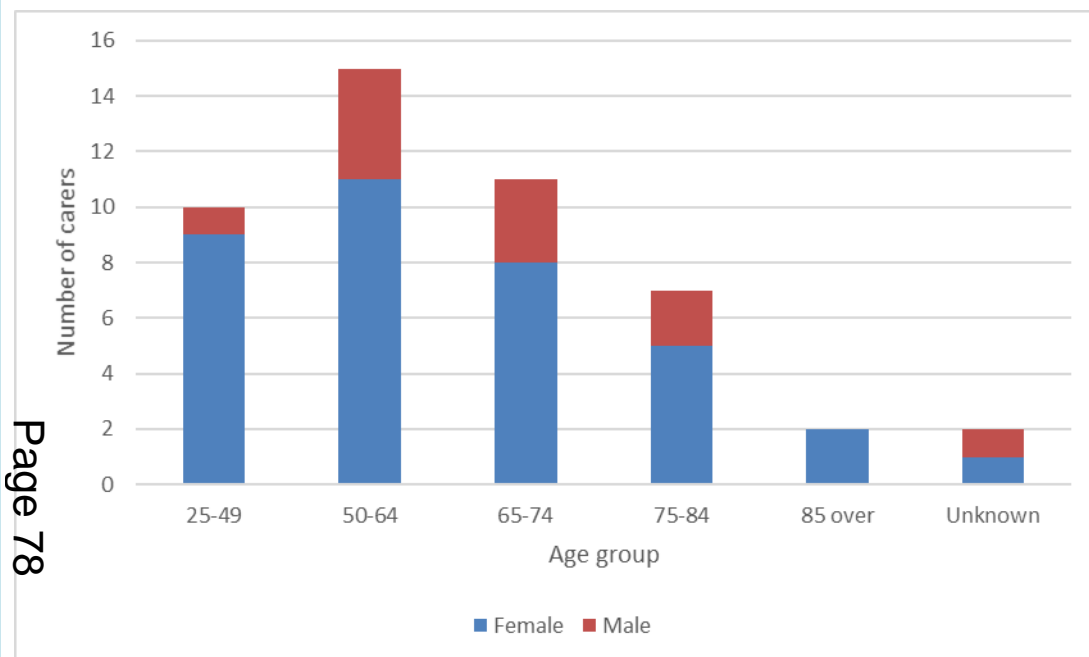
The figure below shows that the age profile of carers in the City of London peaks between 50 and 64; 38.9% of carers are in that age group and 15.9% of people aged 50 to 64 are carers. 17.1% of carers aged under 65 are providing 20 or more hours of care a week; for carers aged 65 and over, this jumps to a third (33.3%).



Age

Age and gender of carers known to social care – 2017/2018

79% of known carers are over 50. The figure below shows the age and gender breakdown of 48 carers known to the City of London Corporation in 2017/18.



What is the proposal's impact on the equalities aims? Look for *direct impact* but also evidence of *disproportionate impact* i.e. where a decision affects a protected group more than the general population, including *indirect impact*

Outcome 1: The square mile is a carer friendly community.

Through this proposal more will be done to ensure that all people, adult and children, are aware of what carer is and whether they are in a caring role. This proposal also includes raising awareness within primary care, schools and other necessary points of daily contact of what a carer role is and how to identify carers. Whilst the census data indicates that the largest age profile of carers is 50-64 years of age, a 'carer friendly community' also includes young carers. The current exact number of young carers (aged 18 years or under who help to look after a relative) in

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

The 2019-23 Carers Strategy has taken steps to ensure there is advanced equality by including young carers within this strategy. Previously young carers had a separate strategy that was not included into the main outcome measurements.

Further, outcome 3 is specific to young carers and this should mitigate any negative impact arising from the fact the City will have a small number of young carers in comparison to other boroughs.

Age

England and Wales is not known. Although, the 2011 Census identified 177,918 young unpaid carers (5-17 year olds) in England and Wales. In 2011 the census had 33 people in the Square Mile, aged 0-24 self-identify as a carer, but the exact total of young carers now in the Square Mile is not known. It is known that the number is small and not likely to grow due to the Square Mile's small resident population of approximately 8,000. At the time of writing the 2019-23 strategy there were no known young carers with the Children and Families Team. However, it is still important to ensure we are identifying and supporting these young carers.

For a range of reasons, not all young carers choose to identify as such. For example, 68% (*Carers Trust*) of young carers claimed that they are bullied in schools. A pupil who suddenly begins to, or repeatedly misses deadlines, or whose attendance fluctuates, may be struggling to cope with caring demands at home. Pupils who do not find their school understanding, supportive or accommodating of their situation, may feel resentment, frustration and anger and may react with poor behaviour, thus beginning a negative spiral (*Bernardos*).

Page 5

Outcome 2: Carers enjoy good physical, mental and economic wellbeing.

Through the *Call for Evidence*¹ carers reported difficulties in balancing work, looking after their health and wellbeing and performing a carer role. In some cases, people had to give up their work altogether. In the 2017 SACE Survey, 46% of carers in the City of London reported not being able to look after themselves as much as they should. Carers also reported stress, depression and problems with sleep as the most common issues affecting their health. As the feedback obtained is from adult carers it is important not to dismiss what the physical, mental and economic wellbeing needs are of young carers.

Young carers can face barriers to their learning, both at school and at home. These challenges may be practical (such as, problems accessing after school clubs, lack of time, or access to wider educational opportunities) or emotional or psychological (such as, difficulties in concentrating, tiredness or worrying). Concurrently, it is important to remember that being a young carer can also be the source of a range of very positive benefits. Young carers can be highly self-motivated multi-taskers, coping with and achieving at school while undertaking a caring role². Many transfer

¹ Call for Evidence (Carers UK 2016)

² Children's Society, Supporting young carers
Equality Analysis template February 2016

Age

their caring experiences into career and job choices having developed the key skills and competencies needed for their families to function. Young carers are often notable for their communication and management capabilities and mature outlook role³.

Outcome 3: Children and young people will be protected from inappropriate caring and have the support they need.

Whilst proposal 1 and 2 will also cover young carers proposal 3 is in specific relation to young carers. The reason for this addition was to highlight that young carers are included in this strategy and to ensure that any specific actions for young carers will be included under this outcome, with specific outcome measures in the action plan.

Disability [Double click here to add impact / Hide](#)

Check box if NOT applicable ☐

Key borough statistics:

Day-to-day activities can be limited by disability or long term illness - In the City of London as a whole, 89% of the residents feel they have no limitations in their activities – this is higher than both in England and Wales (82%) and Greater London (86%). In the areas outside the main housing estates, around 95% of the residents responded that their activities were not limited. Extract from summary of the [2011 Census relating to resident population health for the City of London can be found on our website](#).

The 2011 Census identified that for the City of London's population:

- 4.4% (328) had a disability that limited their day-to-day activities a lot
- 7.1% (520) had a disability that limited their day-to-day activities a little.

Source: 2011 Census: [Long-term health problem or disability, local authorities in England and Wales](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Disability

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Carer physical and mental health

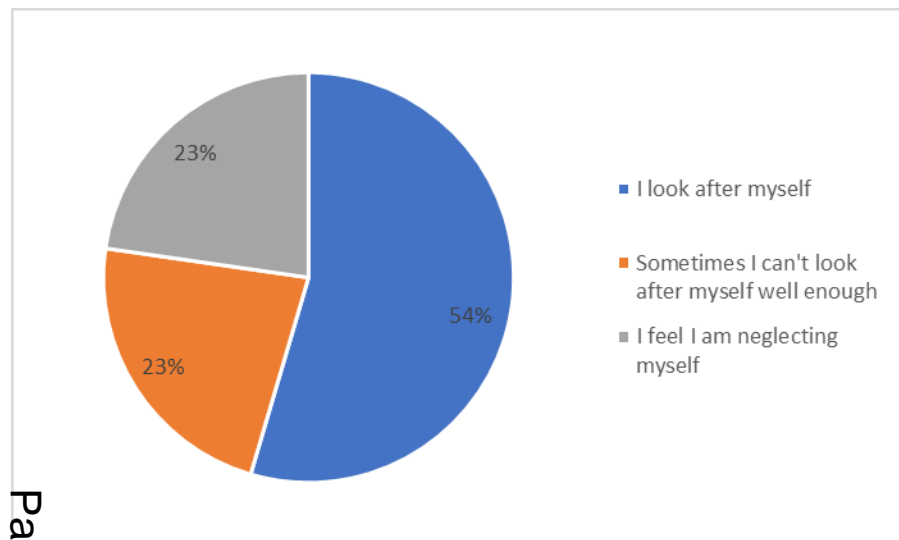
In the 2017 SACE Survey 2 in 10 carers (19.9%) in the City of London report being in ‘not good’ health, compared to 1 in 10 non-carers (11.5%). 4 in 10 people (38.8%) providing 20 or more hours of unpaid care a week report being in ‘not good’ health; this increases to 6 in 10 carers (58.7%) aged 65 and over.⁴ More than 110 carers in the City (including more than 50 aged 65 and over) declare their health to be ‘not good’. This includes around 30 who declare their health to be ‘bad or very bad’.

³ Ibid

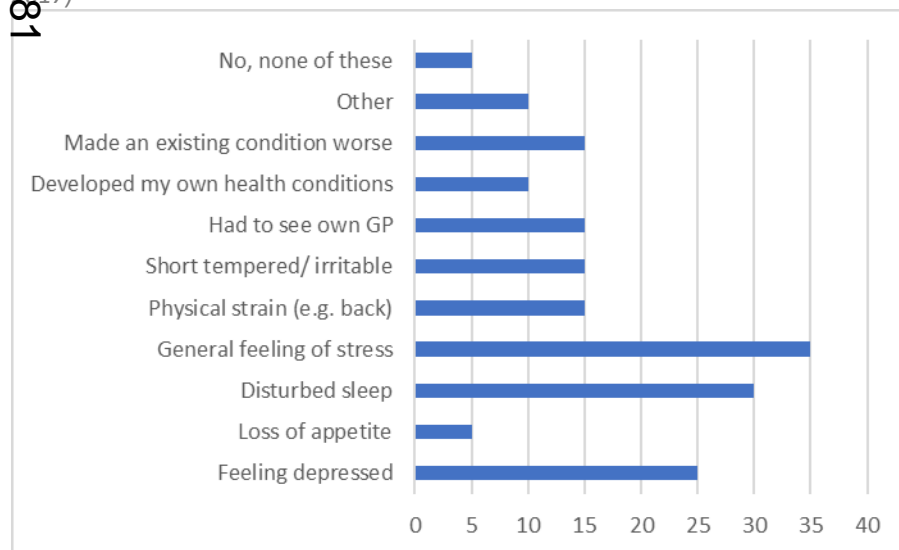
⁴ Responses of ‘fair’, ‘bad’ and ‘very bad’ represent ‘not good’ health
Equality Analysis template February 2016

Disability

In the 2017 SACE Survey, 46% carers in the City of London reported not being able to look after themselves as much as they should (20 respondents from City of London). Carers also reported feelings for stress, depression and problems with sleep as the most common issues affecting their health (55 respondents from City of London).



Thinking about how much time you have to look after yourself - in terms of getting enough sleep or eating well - which statement best describes your current situation?' (SACE Report, 2017)



Disability

What is the proposal's impact on the equalities aims? Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact**

Outcome 2: Carers enjoy good physical, mental and economic wellbeing

The mental health needs of carers is often neglected, despite many carers having poor mental health.

Looking after a family member with a mental health problem can have a significant impact on carers' own mental health. Mental health problems of carers include emotional stress, depressive symptoms and, in some cases, clinical depression⁵.

71% of carers have poor physical or mental health⁶.

Carers UK's annual survey (2015) with over 5,000 carers across the UK revealed that 89% of carers feel more stressed, 78% feel more anxious and 55% reported that they suffered from depression as a result of their caring role, which was higher than findings in 2014⁷.

58% of young carers report having a mental health problem, yet only half report receiving additional support from a member of staff at school⁸.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Outcome 2: Carers enjoy good physical, mental and economic wellbeing

This will have a direct positive impact on the health and wellbeing of City of London carers.

Outcome 1: The City of London is a carer friendly community

This will have an indirect positive impact on the physical and mental health of City of London carers as professionals and third sector providers are more aware of the impacts on people who care and have the knowledge to sign post them to appropriate services.

Pregnancy and Maternity [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#) ☒

⁵ Shah, A.J., Wadoo, O., & Latoo, J. (2010). Review Article: Psychological Distress in Carers of People with Mental Disorders. British Journal of Medical Practitioners, 3(3), 327.

⁶ HM Government. (2008). Carers at the heart of the 21st century families and communities. London: Department of Health. Retrieved from gov.uk/government/publications/the-national-carers-strategy [Accessed 23/08/16].

⁷ Carers UK. (2015). State of Caring 2015. London: Carers UK. Retrieved from carersuk.org/for-professionals/policy/policy-library/state-of-caring-2015 [Accessed 12/03/18].

⁸ Sempik, J., & Becker, S. (2013). Young Adult Carers at School Experiences and Perceptions of Caring and Education. Carers Trust. Retrieved from professionals.carers.org/sites/default/files/media/young_adult_carers_at_school_-_summary.pdf [Accessed 04/07/16].

Key Borough Statistics:

Our resident population is predominantly white. The largest minority ethnic groups of children and young people in the area are Asian/Bangladeshi and Mixed – Asian and White. The City has a relatively small Black population, less than London and England and Wales. Children and young people from minority ethnic groups account for 41.71% of all children living in the area, compared with 21.11% nationally. White British residents comprise 57.5% of the total population, followed by White – Other at 19%.

The second largest ethnic group in the resident population is Asian, which totals 12.7% - this group is fairly evenly divided between Asian/Indian at 2.9%; Asian/Bangladeshi at 3.1%; Asian/Chinese at 3.6% and Asian/Other at 2.9%. The City of London has the highest percentage of Chinese people of any local authority in London and the second highest percentage in England and Wales. The City of London has a relatively small Black population comprising 2.6% of residents. This is considerably lower than the Greater London wide percentage of 13.3% and also smaller than the percentage for England and Wales of 3.3%.

[See ONS Census information](#) or [Greater London Authority projections](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below

[Double click here to show borough wide statistics / hide statistics](#)

Race

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

In the City of London, 29.2% of the carer population are from BME groups (all communities that are non-white British) compared to 42% of the general population in the Square Mile. 5.4% of the BME population in the City of London provide unpaid care, compared to 9.6% of the White British population. The table below shows that this ranges from 3.1% of the Black/African/Caribbean/ Black British population, to 7.6% of the Asian/Asian British population (Census 2011).

| Ethnic Group | Population | Provides care | % provides care |
|---|------------|---------------|-----------------|
| White: English/Welsh/ Scottish/Northern Irish/British | 4243 | 408 | 9.6% |
| White Irish/Gypsy or Irish Traveller/Other White | 1556 | 71 | 4.6% |
| Black/African/Caribbean/Black British | 193 | 6 | 3.1% |
| Asian/Asian British | 940 | 71 | 7.6% |
| Mixed/multiple ethnic group | 289 | 11 | 3.8% |
| Other ethnic group | 154 | 9 | 5.8% |

What is the proposal's impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Race

Whilst the largest ethnic group of City of London carers is White, the second largest ethnic group of carers is Asian. Although there are smaller ethnic groups that also self-identify as carers, it does not diminish the need to ensure that the Carers Strategy promotes equality.

The 2018 report '*Dementia and Minority Ethnic Carers*'⁹ sets out key findings that are important for the City Corporation to take measures to mitigate against.

These key findings are:

- Assumptions should not be made that minority ethnic communities do not require health care services due to their cultural values. Whilst there may be a cultural obligation to provide care, this does not mean that the person is equipped to know how to do this.
- The nature of family care in minority ethnic communities differs in comparison to White British families. In South Asian cultures, for example, the main care responsibilities tend to fall on the daughter or the daughter-in-law and therefore the carer population in South Asian communities is younger than the British carer population. Care is more often shared between several of adult-children, and therefore dementia has a more widespread impact on the family beyond the 'main carer'.
- Health service support for carers from minority ethnic communities is limited by a wide range of barriers to accessing services. There appears to be a preference for utilising third sector voluntary organisations.
- The negative impact of caregiving is significant for minority ethnic carers as they are more likely to experience multiple jeopardy (the stigma of dementia, being perceived as a migrant, racism, and a lower socioeconomic status).

In order to mitigate against possible inequality of service provided through the Carers Strategy the following mitigations can be actioned:

- Training on the Care Act and carer identification for staff must also include how different ethnic groups in the City of London may approach their role as a carer and choose to engage services.
- In order to better understand any barriers to access for carers from minority ethnic communities the City Corporation must endeavour to have these groups represented in any coproduction work undertaken.
- Social Workers can receive further training on cultural differences in providing care and ensure that when they are in contact with one carer questions are asked to seek out any other carers in the family.
- When carers are discussed in multi-disciplinary teams questions will be asked about wider family members to ascertain the health needs of others who may also be providing care but are unknown.
- Part of creating a carer friendly community is also ensuring that carers have the knowledge they need to fulfil their role.
- The communication actions from the Carer Strategy will need to ensure that there is tailored communication for different ethnic groups that takes into consideration how they may access information (through religious institutions) and what services they may want to engage with (voluntary sector). Communication will also need to address any language barriers.

Religion or Belief [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#) ☐

Key borough statistics – sources include:

The ONS website has a number of data collections on [religion and belief](#), grouped under the theme of religion and identity.

[Religion in England and Wales provides a summary of the Census 2011 by ward level](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Religion or Belief

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Stated religion of City of London Residents, Census 2011

| Religion | # People |
|---------------------|--------------|
| Christian | 3,344 |
| Buddhist | 92 |
| Hindu | 145 |
| Jewish | 166 |
| Muslim | 409 |
| Sikh | 18 |
| Other religion | 28 |
| No religion | 2,522 |
| Religion not stated | 651 |
| Total | 7,375 |

What is the proposal's impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

Outcome 1: The square mile is a carer friendly community.

The community includes all residents within the Square Mile and the varied religions practiced.

The key findings of the 2018 report '*Dementia and Minority Ethnic Carers*'¹⁰ also includes how religion affects carers roles:

- Carer coping strategies are often focused around religion and spirituality. Many minority ethnic carers report satisfaction and pride from fulfilling their care duties and meeting their religious obligations. Therefore a carer may not self-identify.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

The communication actions from the Carer Strategy will need to ensure that there is tailored communication for different ethnic groups that takes into consideration how to best use religion to convey information and understand the different religious support networks available.

¹⁰ Ibid

Key borough statistics:

At the time of the [2011 Census the usual resident population of the City of London](#) could be broken up into:

- 4,091 males (55.5%)
- 3,284 females (44.5%)

A number of demographics and projections for demographics can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

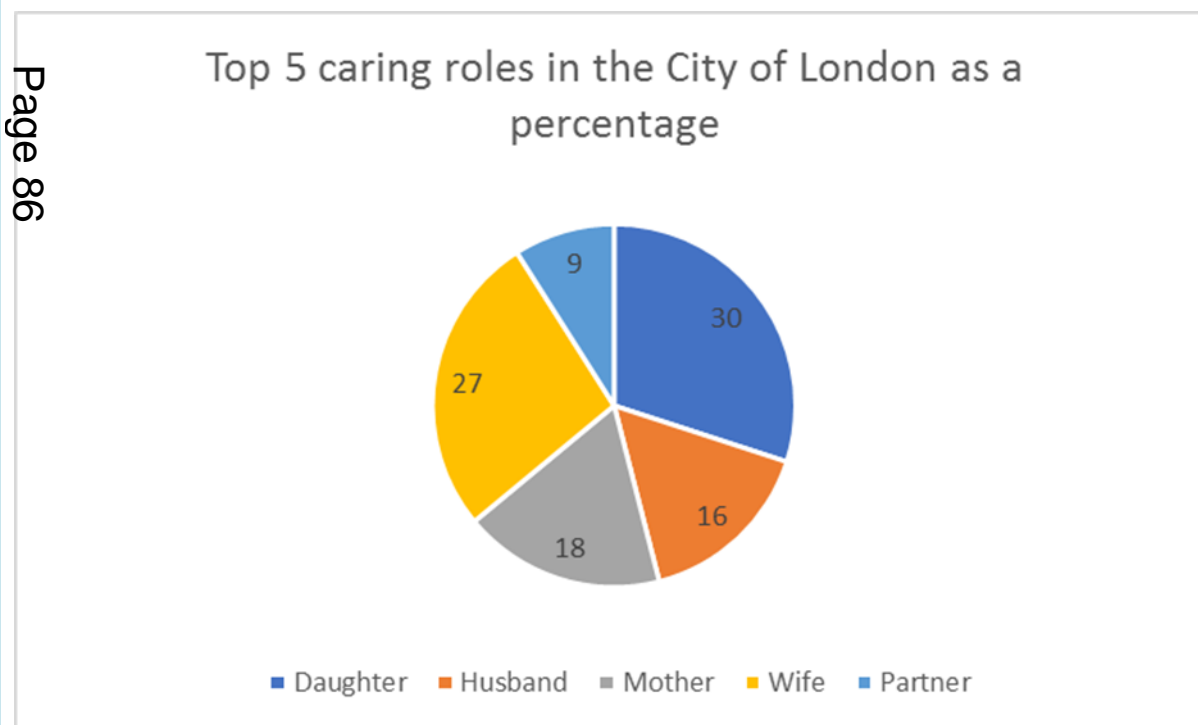
NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Sex

Additional Equalities Data (Service level or Corporate) Include data analysis of the impact of the proposals

The 2011 Census shows that 5 in 10 carers in the City of London are male (49.9%), compared to 4 in 10 carers in London (42.5%) and England (42.2%). However, 6 in 10 carers (61.4%) in the City providing care for 50 or more hours a week are female. The predominant carer roles in the City of London are female.



Sex

also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact**

Evidence¹¹ indicates that female carers are more likely to be providing 'round the clock' care, with 60% of those caring for over 50 hours a week being female. Which is exactly in line with the City of London data in the 2011 Census.

Women are also more likely to be 'sandwich' carers - caring for young children and elderly parents at the same time¹².

Caring falls particularly on women in their 40s, 50s and 60s. 1 in 4 women aged 50-64 has caring responsibilities for older or disabled loved ones¹³. Women aged 45-54 are more than twice as likely as other carers to have reduced working hours as a result of caring responsibilities¹⁴.

72% of those who receive Carer's Allowance, the main benefit for carers and worth £62.10 a week, are women¹⁵. Carers of both genders, but particularly women, are likely to be in 'elementary occupations' – process plant and machine operative jobs, sales, customer services or personal services¹⁶. Women are more likely to have given up work or reduced working hours to care, particularly in their 40s-60s. Women aged 45-54 are more than twice as likely than men to have given up work to care and over four times more likely to have reduced working hours due to caring responsibilities¹⁷.

Women have a 50:50 chance of providing care by the time they are 59; compared with men who have the same chance by the time they are 75 years old¹⁸.

advance equality and foster good relations?

Although the 2011 Census indicates that the City of London has more male carers than women, steps will be taken to ensure that more information on carers is available for people who are not aware that they are in a caring role. This could be useful to identify more female carers if they need more support from the voluntary sector services or social care.

As part of outcome 1, providing a carer friendly community, professionals could be advised of the multiple pressures that research has shown can fall predominately on female carers. In ensuring outcome 1 it could be necessary for professionals and other commonly used services to be aware of what is on offer in the City of London to support female carers in their multiple duties.

¹¹ NHS Information Centre for Health and Social Care (2010) Survey of Carers in Households 2009/10

¹² Carers UK (2000) It Could Be You and Carers UK (2014) Caring & Family Finances Inquiry UK Report

¹³ 2011 Census

¹⁴ Carers UK (2015) Facts about Carers

¹⁵ Carers UK (2015) The Importance of Carer's Allowance

¹⁶ Carers UK (2006) More than a job: working carers: evidence from the 2001 Census

¹⁷ Yougov polling 2013

¹⁸ Carers UK (2015) Facts about Carers

Key borough statistics – suggested sources include:

- [Sexual Identity in the UK – ONS 2014](#)
- [Measuring Sexual Identity – ONS](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Sexual Orientation and Gender Reassignment

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Carers UK highlights that there are 6.5 million carers in the UK. In this context, a carer can be anyone who provides unpaid care and support to a family member or friend who is ill, disabled or in need of care¹⁹. Currently, there is no formal research which shows how many people in the UK are providing care or end of life care to someone who is LGBT.

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

Although LGBT people are likely to have a higher reliance on formal care services due to a lack of distinct support networks²⁰, the pressure on carers of LGBT people can be greater due to a reluctance to access these services²¹.

Carers of LGBT people can feel under increased pressure to care for longer without support. This is because LGBT people are more likely to access services later due to a fear of discrimination or lack of acceptance and understanding of their relationships and personal circumstances²².

In their support for carers, the LGBT Foundation highlights that as an LGBT carer looking after a partner, there may be pressure to ‘come out’ about the nature of the relationship with the various professionals involved in their care²³. For people who choose not to disclose their sexuality or gender identity in a place where they had previously felt comfortable to do so, this can have negative effects on their wellbeing, and would prevent the best possible experience at the end of a loved one’s life.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

A positive step which could be made to avoid this is to encourage the professionals involved in care to signpost support for carers earlier, to ease the pressure on those providing care to a loved one. It is also important for staff to take a person-centred approach to care, understanding the relationship between the care receiver and provider, and the best way to recognise that relationship. This can be something as simple as asking questions which do not make presumptions about the relationship of the carer to the person they are caring for and asking the carer whether they feel they have enough support.

¹⁹ Marie Curie (2015) The hidden costs of caring, <https://www.mariecurie.org.uk/globalassets/media/documents/policy/policy-publications/december-2015/hidden-costs-of-caring.Pdf>

²⁰ Almack, K., Yip, A., Seymour, J., Sargeant, A., Patterson, A. and Makita, M. (2015) The Last Outing: exploring end of life experiences and care needs in the lives of older LGBT people: A Final Report. Nottingham: University of Nottingham

²¹ The reality of end of life care for LGBT people – Marie Curie

²² LGBT Foundation, <http://lgbt.foundation/information-advice/Carers/>

²³ Ibid

Marriage and Civil Partnership [Double click here to add impact / Hide](#)

Check box if NOT applicable ☒

Additional Impacts on Advancing Equality & Fostering Good Relations [Double click here to add impact / Hide](#)

Check box if NOT applicable ☒

Conclusion and Reporting Guidance

Set out your conclusions below using the EA of the protected characteristics and submit to your Director for approval.

If you have identified any negative impacts, please attach your action plan to the EA which addresses any negative impacts identified when submitting for approval.

If you have identified any positive impacts for any equality groups, please explain how these are in line with the equality aims.

Review your EA and action plan as necessary through the development and at the end of your proposal/project and beyond.

Retain your EA as it may be requested by Members or as an FOI request. As a minimum, refer to any completed EA in background papers on reports, but also include any appropriate references to the EA in the body of the report or as an appendix.

This analysis has concluded that...

The analysis has indicated that the Carers Strategy 2019-23 will have a positive impact on young carers as this is the first strategy for the City of London to specifically include young carers in the overall carers strategy. Further, outcome 3 of the strategy is specific to young carers.

The analysis has highlighted that professionals and other front line staff need to understand that race, sex, religious belief and sexual orientation can all add challenges and nuances to the carer role which need to be understood in order to provide the best support. The Carers Strategy will make specific reference to how the action plan will ensure that any negative impact is avoided or mitigated, and to better advance equality and foster good relations.

Outcome of analysis - check the one that applies

☐ Outcome 1

No change required where the assessment has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.

☒ Outcome 2

Adjustments to remove barriers identified by the assessment or to better advance equality. Are you satisfied that the proposed adjustments will remove the barriers identified?

☐ Outcome 3

Continue despite having identified some potential adverse impacts or missed opportunities to advance equality. In this case, the justification should be included in the assessment and should in line with the duty have 'due regard'. For the most important relevant policies, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

☐ Outcome 4

Stop and rethink when an assessment shows actual or potential unlawful discrimination.

Signed off by Director:

Name: Andrew Carter

Date: 13.2.2019

A handwritten signature in black ink, appearing to read 'Andrew Carter', with a stylized flourish at the end.

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| | |
|---|------------------------|
| Committee: | Dated: |
| Community and Children's Services Committee | 08/03/2019 |
| Subject: DCCS Business Plan: Quarter 3 update | Public |
| Report of: Andrew Carter, Director of Community and Children's Services | For information |
| Report author: Tinu Williamson-Taylor, Interim Senior Performance Analyst, DCCS | |

Summary

This report sets out the progress made during Quarter 3 (Q3 – October to December 2018) against the 2017–2022 Department of Community and Children's Services (DCCS) Business Plan. It also comments on the departmental risk register and the DCCS budget.

Recommendations

Members are asked to:

- Note the Q3 report and progress of the DCCS business plan.

Main Report

Background

1. Progress against the departmental business plan is monitored and reported against a set of 41 Key Performance Indicators (KPIs) aligned to the plan's priorities, and which evidence achievement of outcomes. A full list of KPIs and recommended targets are listed in Appendix 1.

Business Plan KPI Performance

2. Overall performance in Q3 2018/19 shows the departmental KPIs as:

| RAG status | Traffic light description | Total KPIs |
|---------------------|--|------------|
| Green | KPIs for which the set target was achieved or exceeded | 23 (56%) |
| Amber | KPIs within the tolerance of 10% of the set target | 2 (5%) |
| Red | KPIs that are below the tolerance of 10% of the set target | 5 (12%) |
| Not provided | KPIs where there is no update for the quarter report – these will be reported in subsequent quarters | 11 (27%) |

3. Performance for RED or AMBER rated indicators for Q3 of 2018/19 is set out below. Of the 11 indicators where RAG status was not provided, 10 are annual targets and one will be reported when data from independent agencies becomes available.
4. The DCCS is currently reviewing the KPIs as part of the 2019/20 business planning process.

Red Performance Indicators

5. ***BP3a – Reduction in delayed transfers of care (discharge) from hospital – NHS.*** The third quarter was an improvement on the preceding two quarters with 16 delayed transfers. There were no delays attributable to the NHS recorded in November (the December figure is yet to be published nationally).

However, the total cumulative delayed transfers of care attributable to the NHS is 208 in Q3, against an annual target of 182. The bulk of the delays were for those awaiting assessment for continuing healthcare and/or awaiting a residential home placement. Where these are recorded as NHS delays, they are often affecting people who self-fund care. The City of London can assist in advising self-funders on how to look for care providers, and can offer some interim support to reduce any delays in their transfer; but, if this is refused, then it is the responsibility of the NHS provider to ensure that the patient is moved into the community.

6. ***BP7 – Percentage of City young people not in education, employment or training (NEET and unknown) (16 and 17 year olds).*** Validated Q3 data will be available at the end of February 2019. However, provisional Q3 data gives an average of 13.8%. This poor performance is affected by the number of unknowns where the actual destination of the young adult is yet to be confirmed. In Q3 there were 16 individuals with unknown destinations. This number is expected to reduce as destinations are confirmed.

We expect the rate of 'unknowns' to be high during the autumn term (September to December) while information is collated for actual Year 12 and 13 destinations.

7. ***BP23 – Reduced number of people deemed 'living on the streets'.*** Of those seen rough sleeping in Q3, 66 were defined as "living on the streets" (having spent three or more weeks rough sleeping) – an increase of 36 on the previous quarter. This increase reflects an overall growth in the total number of people sleeping rough in Q3.

A range of support was provided for rough sleepers and those at risk, with double the amount of accommodation/stays provided in Q3 (82) compared to Q2 (40). Fifty per cent of all accommodation provided for rough sleepers was through the City's Assessment Hub. Several factors affect the City's rough sleeping population:

- Drug dependency is a barrier to some rough sleepers accessing No Second Night Out (NSNO) support.
- The City has a comparatively high number of intermittent rough sleepers who are not eligible for NSNO.
- There are capacity issues, as the hubs are often closed.

The Homelessness and Rough Sleeping Sub Group of the CCS Grand Committee is closely monitoring developments and overseeing a programme of work to improve outcomes for rough sleepers.

8. **BP27 – Participation in the Business Healthy Programme.** The number of subscribers to the newsletter fell to 1,070 against a target of 1,400 by the end of Q3. Numbers have been negatively impacted by the introduction of the General Data Protection Regulation (GDPR) and work is now being done to address this by developing alternative methods to engage businesses and disseminate information. On a positive note, there has been a significant increase in the number of individual organisations that are registered with Business Healthy, and financial targets have been met and exceeded. Overall, growth was significantly at a slower rate.

Amber Indicators

9. **BP10 – Residents taking up an NHS health check.** Only 106 NHS health checks took place during Q3 compared with the quarterly target of 196. The cumulative number at the end of Q 3 is within the 10% acceptable performance at 360 when compared with projected uptake of 397 (75% of 529).

Trend analysis revealed a seasonal fall in demand during Q3. Corporation officers are meeting with the provider to review the action plan to ensure improvements so that the target can be met.

10. **BP13b and 13c – Number of construction starts and number of completions.** There were 66 demolition work projects started during Q3.

Departmental Strategic Risk Register

11. A summary of the Departmental Risk Register is provided in Appendix 2.

A new risk relating to the impact of Brexit on local communities was added to the risk register in Q3.

Complaints and compliments

12. The Adult Social Care and Children Social Care Teams did not receive any complaints during Q3.
13. Thirty-seven complaints were received in Q3 in relation to commissioned services; just under 68% related to Fusion Health and Fitness, and an analysis has shown that most relate to the cleanliness or condition of the centre. In the same period, six compliments were received. 3% of complaints were raised by residents or commissioned providers about the community centres used to deliver services. In the main these related to heating not working leading to the cancellation of some sessions.

Financial and Risk Implications

14. A summary of the departmental local risk and central risk is included in Appendix 2. A new risk DCCS 002 – Impact of Brexit on Local Communities has been added during Q3.

Appendices

- Appendix 1 – 2018/19 Q3 Key Performance Indicators (KPIs) update
- Appendix 2 – Q3 Departmental Risk Register summary
- Appendix 3 – 2018/19 Q3 budget information and charts

Background Paper

- Departmental Business Plan 2018-19 Report to Community and Children's Services Committee – 7 March 2018
- DCCS Business Plan 2017–2022 Report to Community and Children's Services Committee – 11 May 2017.

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Appendix 1 – 2018/19 Q3 Key Performance Indicators (KPIs) update

Keys:

DOT – Direction of travel

Frq: Frequency of reporting

| Corporate Project / Programme | | Key measurements include... | Target | Progress | | 2018/19 commentary | DOT | Frq |
|--|-----|---|---|---|--------|--|-----|-----|
| | | | | Q3 | Q3 RAG | | | |
| Delivering an outstanding education offer through the City of London family of schools | BP1 | School Ofsted ratings | All schools rated "good" or outstanding | n/a | n/a | No schools (including City linked academies) were inspected during the reporting period. All schools continue to be good or outstanding. | ↑ | Q |
| | BP2 | Progress and attainment at school stages (KS2) that is considerably above national levels | Above 2018 National data Attainment RWM Expected level 64% Higher level 10% Progress Reading 0.03 Writing 0.03 Maths 0.03 | <i>Published Dec 2018</i> Attainment RWM Expected Level 72% Higher Level 21% Progress Reading 0.79 Writing 3.84 Maths 2.84 | G | Performance and progress of children at Sir John Cass in reading, writing and mathematics (RWM) is well above 2018 national average for those achieving the expected and higher levels (n=29). Pupils' progress is well above national in writing and maths, and above average in reading. (n=28) | ↑ | A |

| Corporate Project / Programme | | Key measurements include... | Target | Progress | | 2018/19 commentary | DOT | Frq |
|---|------|---|--------------------------------|----------|--------|---|-----|-----|
| | | | | Q3 | Q3 RAG | | | |
| Securing efficiencies and better outcomes through the integration of health and social care commissioning across the City of London and Hackney (and with other partners) | BP3a | Reduction in delayed transfers of care (discharge) from hospital - NHS | 182 (annual) | 208 | R | A total of 16 delayed transfers of care were attributable to the NHS during October. No delays (DToC) were recorded in November and we are awaiting publication of December figure. Year to date figure (208) shows that delays attributable to the NHS already exceeded the annual target of 182. | ↓ | Q |
| | BP3b | Reduction in delayed transfers of care (discharge) from hospital - ASC | 73 (annual) | 17 | G | A total of 7 delayed transfers (DToC) were attributable to the authority in Q3. All were recorded in October, with no delays tracked in November and are awaiting December figures. DToC attributable to the City is well below the annual target of 73. We are also in the process of getting 14 incorrect delayed days removed for July. | ↓ | Q |
| | BP4 | Reduction of average cost of residential social care | £906.18 (during 2017/18) | 688.94 | G | There has been sustained reduction from £741.24 reported in Q2. Funded nursing care (FNC) contributions are included and average cost per week provided for Q3 (£688.94). | ↓ | Q |
| | BP5 | Proportion of people who require less support following a period of reablement (help on discharge from hospital to regain independence) | 78% (2016/17 National Average) | 100.0% | G | This KPI is locally reported on in Q4 in order to gauge a true reflection of the reablement activity, so please take these figures as tentative projections for the period in question. In Q3, 6 people required a reduced level of support, of which 2 people (33%) required no support following a period of reablement. | ↓ | Q |

| Corporate Project / Programme | | Key measurements include... | Target | Progress | | 2018/19 commentary | DOT | Frq |
|---|------|---|--|-----------------------|--------|--|-----|-----|
| | | | | Q3 | Q3 RAG | Q3 | | |
| Promoting effective transitions and progression through education and fulfilling employment | BP6 | Proportion of completions of City apprenticeships and positive destinations (employment or further training) annual | TBC | Success rate is 89.8% | G | This is the overall success rate for academic year 2017/18 and is well above national rates. 19 apprentices have progressed to higher apprenticeships within the corporation and another 9 have progressed to employment outside the corporation or to higher education (HE). | ↑ | A |
| | BP7 | Percentage of City young people not in education, employment or training (NEET and unknown) (16/17 year olds) | Below London Average (5.3%). 2018 DFE Annual Scorecard national average 6%. | 13.8% (Provisional) | R | Q3 data is not available until February, provisional figure is reported at 13.8% for Q3. This poor performance is affected by the number of unknowns, where the actual destination of the young adult is yet to be confirmed. In Q3, there were 16 individuals for whom destination is not known. We expect the rate of not knowns to be high during the autumn term (September to December) while information is collated for actual Year 12 and 13 destinations. These are expected to reduce as destinations are confirmed. Prospects Information, Advice and Guidance (IAG) workers continue to work with the young people still NEET and those whose destination is not known at 31 December. | ↓ | Q |
| | BP8a | Enrolments and passes of adult skills courses (accredited and non-accredited) | 2,500 | 2,191 | G | Number of enrolments is well above the cumulative Q3 target and we expect further enrolments during Q4. | ↑ | A |
| | BP8b | % of people who passes of adult skills courses (annual) | 87% | n/a | n/a | Results not yet available. | ↑ | A |

| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|---|------|---|--------------|-------------|--------|--|-----|-----|
| | | | | Q3 | Q3 RAG | | | |
| Promoting equality in health through outreach to all the City communities | BP9 | Percentage of people engaging in City smoking cessation programmes who quit smoking | 42% (n=500) | 74% (n=77) | G | Year to date performance is 58% (156/270). Q3 target was met for both number and proportion to quit smoking by Q3. Number of starters is low at 270 by Q3. We consider the annual target of 500, of which 42% should quit. At end of December, there should have been 375 starters enrolled. | ↑ | Q |
| | BP10 | Residents taking up an NHS health check | 529 (annual) | 360 | A | Year to date figure is 360 and within 10% of projected target for the period. In Q3, 106 (96 health checks and 10 community health checks were completed) and is below the projected quarterly target of 196. | ↑ | A |
| | BP11 | Number and proportion of participants in the exercise on referral programme who are still active after six months | 12 | 5 | G | Year to date figure is now 11 and is in line with the set target of 12. There were 5 completers during Q3, demonstrating improvement from Q2 with no completers. Provider was issued with a poor performance notice in 2017/18 and this has resulted in some improvements, albeit slow. | ↑ | Q |

| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|---|------|--|--------|-------------|--------|--|-----|-----|
| | | | | Q3 | Q3 RAG | | | |
| Increasing access to and effectiveness of pan-London sexual health services through the mobilisation of e-healthcare services | BP12 | Take up of e-services for sexual health testing - % and number people who return a kit and receive their results within 21 days of ordering it | 70.0% | 77.5% | G | Significant improvements made this quarter: 51,214 kits were requested, and 39,693 kits were returned in the period. | ↑ | Q |

| Corporate Project / Programme | | Key measurements include... | Target | Performance (YTD) | | 2018/19 commentary | DOT | Frq |
|---|-------|--------------------------------|--------|-------------------|--------|--|-----|-----|
| | | | | Q3 | Q3 RAG | | | |
| Delivering more homes and better meeting social housing needs | BP13 | Number of units given | | | n/a | Extensive consultation has taken place at Sydenham Hill where we intend to deliver 130+ in November 2018. 66 demolition works commenced during Q3. Delays in construction were as a result of the Committees' reluctance to proceed with Islington Arts Factory, consisting of 18 units, plus additional 7 private units as well as delays in construction of George East and Eric West sites as we had to retender for 13 units. Properties with a planning application to be submitted in June 2019. | . | A |
| | BP13a | Number of planning consents | 3 | 3 | G | | ↑ | A |
| | BP13b | Number of construction started | 92 | 66 | A | | ↑ | A |
| | BP13c | Number of completions | 13 | 0 | R | | ↑ | A |

| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|---|------|---|--|-------------|-----|--|-----|-----|
| Improving outcomes and services for children and young people with special education needs and disabilities | BP14 | Education outcomes for children with special educational needs | TBC | n/a | n/a | | ↑ | A |
| | BP15 | Take up of youth services | Increase in participation of target groups | 8 | G | Year to date take-up is increasing (8) | ↑ | Q |
| | BP16 | Use of the Golden Lane Sport and Fitness Centre by young people | 7,282 visits | 1635 | G | Please note that these figures include residents from other local authorities. Discussions are being held to review this KPI and explore how reporting can be made City specific. | ↑ | Q |

| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|---|------|---|----------------------|----------------------------|-----|--|-----|-----|
| Improving outcomes and experience for adult social care users | BP17 | Adult Social Care service user and carer reported quality of life (survey outcome) | Above London average | 64% (carer) 75% (users) | n/a | City completes the Adult Social Care User Survey (ASCS) as well as the Survey of Adult Carers in England (SACE) returns biennially. 2018/19 collections are underway and will be reported in Q4. | ↑ | A |
| | BP18 | Proportion of adult social care service users who say services have made them feel safe and secure (survey outcome) | Above London average | 75% | n/a | | ↑ | A |

| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|--|------|---|---|------------------------|---|--|-----|-----|
| Safeguarding children, young people and adults at risk | BP19 | Reduced duration of Children in Need (CIN) and Child Protection (CP) Plans | Increase % at lower rates of duration / below the Inner London rate for 2 years or more | | | | . | |
| | | Reduced duration of CIN - <u>those on a CIN Plan at quarter/year end</u> (methodology period since date of Plan). | Inner London rate for all those open to Children's Services at 31/03/2018 | CIN Plan at 31/12/2018 | | <i>*Please note this differs from the CIN census which reports on duration from referral to case closure whether No Further Action (NFA), Child Protection Plan (CPP), Looked after Child (LAC), or Child in Need (CIN).</i> | . | |
| | | 3 months or less - Number (%) | 25.2% | 0.0% | G | 8 children were on CIN Plans at 31 December. Of these, 2 relate to children who are also on Education, Health and Care Plans (EHCP) and have been open for over 2 years. | ↑ | Q |
| | | More than 3 months but less than or equal to 6 months - Number (%) | 12.6% | 3 (37.5%) | | | ↑ | |
| | | More than 6 months but less than 1 year – Number(%) | 16.1% | 3 (37.5%) | | | ↑ | |
| | | 1 year but less than 2 years - Number (%) | 16.6% | 0.0% | | | ↑ | |
| | | 2 years - Number (%) | 29.8% | 2 (25%) | | | ↓ | |
| | | Reduced duration CP Plans - <u>those on a CP Plan at quarter/year end</u> | Inner London rate for all those on a CP Plan at 31/03/2018 | CP Plan at 31/12/2018 | | | . | |
| | | 3 months or less - Number (%) | 29.7% | 1 (16.7%) | G | 6 children were subject of CP Plans at 31 December 2018. The shortest-term plan related to an infant already taken into care who will end their CP Plan in early January 2019. | ↑ | Q |
| | | More than 3 months but less than or equal to 6 months - Number (%) | 24.8% | 3 (50%) | | | ↑ | |
| | | More than 6 months but less than 1 year - Number % | 26.7% | 0.0% | | | ↑ | |
| | | 1 year but less than 2 years - Number (%) | 16.9% | 2 (33.3%) | | | ↑ | |
| | | 2 years - Number & % | 2.0% | 0.0% | | | ↓ | |

| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|-------------------------------|------|---|--|-------------|---|--|-----|-----|
| | BP20 | % of assessments for children's social care carried out within 45 working days of referral | Above the Inner London average (2018) - 77.9% | 100% | G | 8 Child & Family Assessments were completed during Q3. All were completed within 45 working days with an average duration of 37.5 days. The shortest assessments took 13 days. | ↑ | Q |
| | BP21 | Number and percentage of adults referred for safeguarding (such as abuse or neglect) whose expressed outcomes are fully or partly met | Above the 2017/18 London Average Inner London = 91% National = 94% | 100% | G | 5 safeguarding conclusions were made in Q3: 4 clients participated in the process and were asked for their expected Making Safeguarding Personal (MSP) outcomes (80%). Only 2 clients responded at the end of the process and their desired outcomes were fully or partially achieved. | ↓ | Q |

| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|--|------|--|--------------|-------------|---|--|-----|-----|
| Delivering and enhancing 'accommodation pathways' and health services for rough sleepers | BP22 | Increased proportion of new rough sleepers who sleep out just once | 76% | 76% | G | This figure represents a significant achievement considering the significant increase in the number of new rough sleepers in Q3 to 99 from 22 reported in Q2. 77 individuals who are new to rough sleeping were met and supported in the period. Retrospective analysis revealed that 50% of new rough sleepers were unknown. | ↓ | Q |
| | BP23 | Reduced number of people deemed 'living on the streets' | Less than 46 | 66 | R | The number of longer-term rough sleepers also increased proportionately with the increase in total number rough sleeping in Q3. The number of people sleeping rough increased by 99 to 212 in Q3. | ↓ | Q |

| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|-------------------------------|--|-----------------------------|--------|-------------|--|--------------------|-----|-----|
|-------------------------------|--|-----------------------------|--------|-------------|--|--------------------|-----|-----|

| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|--|------|--|-------------------------------|-------------|-----|---|-----|-----|
| Delivering a programme of major works to maintain and improve our existing homes | BP24 | Increase in average energy efficiency rating for our housing stock | 69 | 69 | G | This coincides with the 2018/19 target | ↑ | A |
| | BP25 | Proportion of City housing stock meeting 'decent homes' standard | 89% (2016/17) London average) | n/a | n/a | This is a year-end target and will be populated in Q4 as in previous years. | ↑ | A |






























| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|--|------|------------------------------|--------|-------------|-----|--|-----|-----|
| Maintaining safe homes that comply with advances in fire safety requirements | BP26 | Annual fire risk assessments | 100% | n/a | n/a | This is a year-end target and will be populated in Q4. | ↑ | A |



| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|--|------|---|--|---|---------------|--|-----|-----|
| Supporting City businesses and the Corporation to improve their employee's health and wellbeing and participation in health and wellbeing activities | BP27 | Participation in Business Healthy programme | 1,400 newsletter subscribers (1,200 individual organisations) by December 2018 | 1,070 newsletter subscribers and 798 individual organisations | R | While achievement of the targets was significantly hindered by the introduction of the General Data Protection Regulation (GDPR) earlier in 2018, as of Dec 2018, the number of individual member organisations has increased by 22% (compared with Dec 2017) and the number of individuals subscribed to the newsletter has increased by 3% (also considering those who have unsubscribed). December 2018 figure is 26% below set target. Targets for 2019 are currently being set. | ↑ | Q |
| | BP28 | Worker take-up of City smoking cessation programmes | 500 (workers) | 70 | Not RAG-rated | 70 people out of the 77 workers are residents. YTD= 249 | ↑ | Q |

| Corporate Project / Programme | | Key measurements include... | Target | Performance | | 2018/19 commentary | DOT | Frq |
|---|-------|--|---|-------------|-----|---|-----|-----|
| Supporting the development of skills and learning for all ages in the community through a range of activities, resources and support and enhancing the art and culture offer in the City. | BP29a | Percentage of children achieving good level of development in foundation stage profile (FSP) | % <u>above</u> London rate: Pan-London Average 2018 73.8% | 78.9% | G | Performance for all Early Years Foundation Profile (EYFSP) pupils including those in private, voluntary and independent settings is 81.3% (n=48). Performance for children at Sir John Cass is 77.4%, however, that of City residents attending Sir John Cass and Islington primary schools (19 pupils) is in line with target at 78.9% | ↑ | A |
| | BP29b | Percentage inequality gap in achievement across all the Early Learning Goals | % <u>below</u> London rate: Pan-London average 2018 31.4% Inner London average 2018 31.7% | 29.4% | G | Performance of all children, including those in independent, private and voluntary settings is 29.4% (n=48) That for the maintained school, Sir John Cass is 33.3% (n=31) and is above London average. | ↑ | A |
| | BP30 | Percentage of primary school offers meeting first choice | % above Pan-London (Pan-London first preference offers: 86.55%) | n/a | n/a | Primary national offer day 2019 is in early April and will be reported with the Q1 2019/20 data. Previous year's performance was 85.3% (n=34) | ↑ | A |
| | BP31 | The library's services and activities have a positive impact on my family's health and wellbeing | 86% | 99% | G | The number of responses increased further to 82 in Q3 and concurrently the number of people in agreement that the library services have a positive impact on their family's health and wellbeing is up by 3% from 96% in Q2. Overall, the target was exceeded by 13% and the Dragon Café in the City and activities at Shoe Lane Library have greatly impacted on (positively) the attendee numbers. | ↑ | Q |

| Corporate Project / Programme | | Key measurements include... | Target | Progress | | 2018/19 commentary | DOT | Frq |
|---|------|--|--|----------|-----|--|-----|-----|
| Promote and champion inclusion, diversity, accessibility and social mobility for all of the communities we support. | BP32 | Take-up of services matches make-up of community | Further consideration is being given to how this KPI can be measured and operationalised | n/a | n/a | Further work is being undertaken to fine tune this KPI and the reporting by equality factors across all provisions. | ↑ | A |
| | BP33 | Percentage of participants involved in community activities and volunteering reporting an improved quality of life | 60% | | n/a | This is an annual survey and there is nothing to report in Q3 | ↑ | A |
| | BP34 | Proportion of residents involved in community activities who are new to volunteering | 30% | 29% | G | There were 35 residents new to volunteering giving a year to date average of 42% which is above set target. | ↑ | Q |
| | BP35 | 25% of Portsoken Pavilion Café employees from the local community | 25% | 37% | G | There are currently 8 members of staff (4 full time and 4 part time) primarily based at Kahaila Aldgate. Although 3 of them live in Tower Hamlets, they are within a 10-minute walk to the café. | ↑ | Q |

Appendix 2: Departmental Risk Register Summary Q3

| Risk Code | Title | Current Risk Rating | Risk Score | Actions Assessment | Target Date | Risk Trend |
|-------------|---|---|------------|---|-------------|---|
| DCCS ED 002 | Failure of the City of London Academies to meet the high performance and financial expectations of the City of London | A  | 12 |  | 01/09/19 |  |
| DCCS HS 003 | Lone Working | A  | 12 |  | 31/03/19 |  |
| CR17 | Safeguarding | A  | 8 |  | 31/03/19 |  |
| DCCS 001 | Departmental Emergency Response | A  | 8 |  | 31/03/19 |  |
| DCCS HS 002 | Failure to carry out and review effective fire risk assessments for residential and commercial accommodation | A  | 8 |  | 31/03/19 |  |
| DCCS ED 001 | Failure to deliver City of London Academy expansion programme | A  | 8 |  | 01/04/20 |  |
| DCCS 002 | Impact of Brexit on Local Communities | G  | 6 |  | 31/03/20 | New |
| DCCS CL 001 | Loss of IT systems at public-facing sites | G  | 6 |  | 31/03/19 |  |
| DCCS HS 004 | Housing Finance Changes | G  | 4 |  | 31/03/19 |  |
| DCCS HS 001 | Health and Safety Procedures | G  | 4 |  | 31/03/19 |  |

Actions Assessment:  Actions to mitigate the risk are in place and are being delivered to anticipated timescales.  : Risk trend unchanged since last report

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Risk Score key:

| | | Impact | | | | | |
|------------|--------------|-----------|-------------|-----------|-------------|---------------------|--|
| | | Minor (1) | Serious (2) | Major (4) | Extreme (8) | | |
| Likelihood | Likely (4) | 4 | 8 | 16 | 32 | Red (Severe) | Urgent action required to reduce rating |
| | Possible (3) | 3 | 6 | 12 | 24 | Amber (Significant) | Action required to maintain or reduce rating |
| | Unlikely (2) | 2 | 4 | 8 | 16 | Green (Manageable) | Action required to maintain rating |
| | Rare (1) | 1 | 2 | 4 | 8 | | |

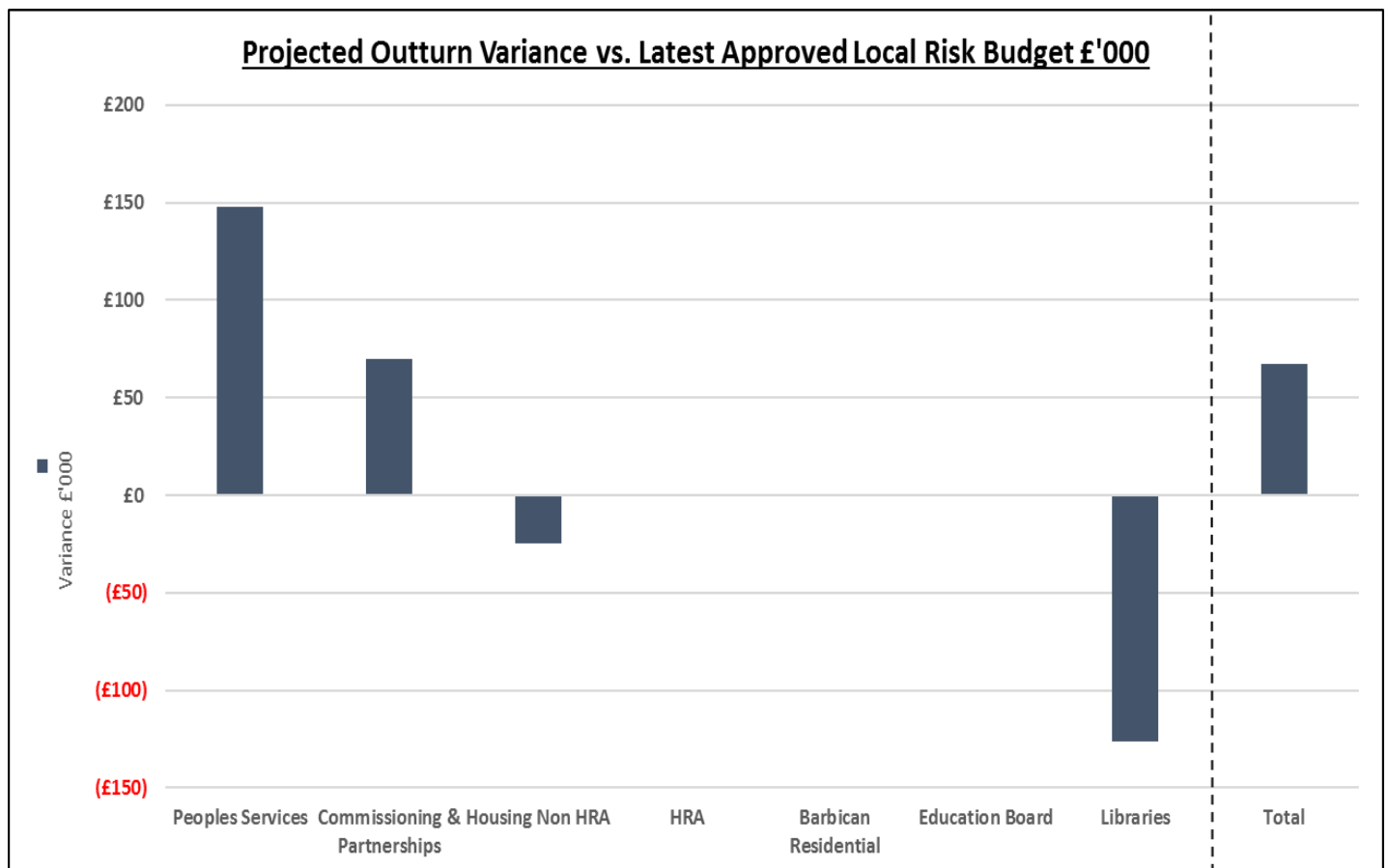
Appendix 3 - 2018/19 Key Q3 budget information

Financial Table

| | DCCS Budget Monitoring period 9 | | | | | |
|--|---------------------------------|------------|----------------|-------------------|----------|-------|
| Local risk | Budget 2018/19 | YTD Budget | Actual to date | Projected outturn | Variance | Notes |
| | £'000 | £'000 | £'000 | £'000 | £'000 | |
| People's Services | 7,489 | 5,617 | 4,231 | 7,341 | (148) | 1 |
| Commissioning & Partnerships | 2,384 | 1,788 | 1,371 | 2,314 | (70) | |
| Housing Non HRA | 886 | 665 | 720 | 911 | 25 | |
| HRA Gross Income | (14,888) | (11,087) | (12,515) | (14,888) | 0 | |
| HRA Gross Expenditure | 12,239 | 9,332 | 8,636 | 12,239 | 0 | |
| HRA transfers to/from reserves | 1,284 | - | - | 1,284 | 0 | |
| Barbican Residential | (1,933) | (168) | (5,209) | (1,933) | 0 | 2 |
| Education Board | 613 | 414 | 415 | 613 | 0 | |
| Libraries | 2,447 | 1,797 | 1,858 | 2,573 | 126 | 3 |
| | 10,521 | 8,357 | (493) | 10,454 | (67) | |
| | | | | | | |
| | | | | | | |
| Central Risk | Budget 2018/19 | YTD Budget | Actual to date | Projected outturn | Variance | |
| | £'000 | £'000 | £'000 | £'000 | £'000 | |
| People's Services | 569 | 427 | (85) | 558 | (11) | |
| Commissioning & Partnerships | 152 | 114 | 0 | 152 | 0 | |
| Housing Non HRA | 67 | 195 | 232 | 316 | 249 | 4 |
| HRA | (250) | (91) | (223) | (250) | 0 | |
| Barbican Residential | (1,035) | (174) | (364) | (1,035) | 0 | |
| Education Board | 1,792 | 1,385 | 1,403 | 1,792 | 0 | |
| Libraries | 343 | 109 | 88 | 343 | 0 | |
| | 1638 | 1,965 | 1,051 | 1,876 | 238 | |
| | | | | | | |
| Notes | | | | | | |
| Brackets indicate income or a favourable variance | | | | | | |
| 1 - A number of clients have passed away resulting in savings due to decreased care costs however this area is very volatile and any changes in circumstances can have a major impact on the outturn | | | | | | |
| 2 - the large amount of income received to date is due to charges in advance in the service charge account which will be adjusted at year end | | | | | | |
| 3 - The projected overspend is due to the roof repairs insurance claim. At present we do not have an estimate from the loss adjuster on the amount the library will receive. This is the projected overspend at Artisan St/PHCC with no insurance monies accounted for. Until a figure is received from the loss adjuster, it is very difficult to predict the year-end outturn. | | | | | | |
| 4 - Housing benefit payments are anticipated to be higher than budgeted. The budget is based on past data whereas the outturn forecast is based on current activity to date | | | | | | |

Outturn compared to budget

| Projected Outturn Variance vs. Latest Approved Local Risk | Latest Approved Budget for Year £'000 | Forecast for Year £'000 | Variance B/(W) £'000 |
|---|--|-------------------------|-------------------------|
| People's Services | £7,489 | £7,341 | £148 |
| Commissioning & Partnerships | £2,384 | £2,314 | £70 |
| Housing Non HRA | £886 | £911 | (£25) |
| HRA | (£1,365) | (£1,365) | £0 |
| Barbican Residential | (£1,933) | (£1,933) | £0 |
| Education Board | £613 | £613 | £0 |
| Libraries | 2,447 | 2,573 | (126) |
| Total | 10,521 | 10,454 | £67 |



| | |
|---|-----------------------------|
| Committee: Community and Children's Services | Dated: 08/03/2019 |
| Subject: Departmental Business Plan 2019–20 | Public |
| Report of: Director of Community and Children's Services | For Decision |
| Report author: Marcus Roberts, Head of Strategy and Performance, Department of Community and Children's Services | |

Summary

This report presents the Department of Community and Children's Services (DCCS) high-level Business Plan 2019–20.

Recommendation

Members are asked to:

- approve the high-level Business Plan 2019–20.

Main Report

Background

1. Departments have been asked to produce high-level, two-side business plans for 2019–20. The intention is that the plans present concise, focused and consistent statements of the key activities, ambitions and objectives of the department.
2. This year departments are being asked to consider their business plans in 'clusters' to identify opportunities for collaboration. DCCS is in the 'service cluster' with the departments of the Built Environment and Markets and Consumer Protection.

Current Position

3. The DCCS's high-level plan is presented as Appendix 1. It will be supported and supplemented by a suite of planning documents, providing details of work streams and projects, and supporting asset and resource planning. Delivery of the business plan will also be driven by a range of service level strategies, plans and activities.
4. The departmental leadership team is currently reviewing the Key Performance Indicators (KPIs). This is to ensure that we report progress against business plan priorities to members in a way that captures the principal outcomes we want to achieve, and ensures we are monitoring our progress effectively.

5. The 2019–20 plan incorporates the priority objectives set out in the *DCCS Business Plan 2017–22*, which sets the compass for the Department’s work. It aligns to and delivers the *Corporate Plan 2018–23*, and particularly the strategic objective to “contribute to a flourishing society” and its outcomes:
- people are safe and feel safe
 - people enjoy good health and wellbeing
 - people have equal opportunities to enrich their lives and reach their full potential
 - communities are cohesive and have the facilities they need.

Conclusion

6. Business plans have been developed in consultation with members, directors, senior departmental managers and teams. We have worked closely with business planners from across the City Corporation to align our work to our corporate objectives and to identify synergies and opportunities for collaboration. The plan will set out DCCS’s key ambitions and objectives for 2019–20.

Appendix

- Appendix 1: High-level business plan

Background Papers

- City of London Corporation, *Corporate Plan 2018–23*
- DCCS, *Business Plan 2017–22*

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DCCS: We provide care, support and guidance to our diverse communities

The corporate outcomes we aim to impact on are:

- *Contribute to a flourishing society – supporting our communities so they feel safe, have good health, have opportunities to enrich their lives and reach their potential and develop.*
- *Support a thriving economy – support our communities to nurture their skills and achieve their potential.*
- *Shape outstanding environments – ensure our homes and community spaces are accessible and well-maintained.*

What we do is:

People:

- Adult Social Care, Children's Social Care, Education & Early Years, Homelessness Prevention and Rough Sleeping, including Tenancy Support and Benefits.

Commissioning & Partnerships:

- Performance monitoring and analysis, strategic planning, policy development, service commissioning and the Health Integration Programme.

Housing and Barbican

- Social housing and Barbican Estate Management, Property Services, Housing Development, Sheltered Accommodation and Community Engagement.

Education Unit:

- Education Strategy (Family of Schools), Cultural & Creative Learning Strategy (including Culture Mile Learning), Skills Strategy, Academy Development, Adult Learning, Apprenticeships.

Barbican and Community Libraries / Information Services:

- Lending Libraries, stock services and digital infrastructure, Developing Libraries as Community Hubs.

Public Health

- Business Healthy, Health Planning/promotion and Pan-London Sexual Health.

Our budget 2019/20 is:

| (£,000) | Local risk | Central risk |
|--------------------------------|------------|--------------|
| People | 7,739 | 474 |
| Commissioning & Partnerships | 2,240 | (123) |
| Housing Revenue Account (HRA)* | (1,379) | (250) |
| Housing (non - HRA) | 820 | 67 |
| Barbican Estate | (1,924) | (1,035) |
| Education | 912 | 1,730 |
| Community Libraries | 2,283 | 294 |

*HRA total income is £15,193,000
Public Health grant is £1,571,000

Our top line objectives / outcomes are:

Safe - People of all ages live in safe communities, our homes are safe and well maintained and our estates are protected from harm.

Potential - People of all ages are prepared to flourish in a rapidly changing world through exceptional education, cultural and creative learning, and skills which link to the world of work.

Independence, Involvement and Choice - People of all ages can live independently, play a role in their communities and exercise choice over their services.

Health and Wellbeing - People of all ages enjoy good mental and physical health and wellbeing.

Community - People of all ages feel part of, engaged with and able to shape their community.

What we'll measure:

- A **departmental Outcomes Framework** provides a basis for outcomes-based commissioning and delivery
- **Key Performance Indicators** (KPIs) have been identified for each of the departmental objectives to support the monitoring and tracking of progress. Our KPIs are subject to annual review.

| | Our priorities for 2019-20 | How we will measure our progress | Support for the Corporate Plan |
|---|---|---|--|
| Safe Potential Independence | Safeguarding and support for children, vulnerable adults and carers, including the homeless and rough sleepers, and co-producing services with them | <ul style="list-style-type: none"> Issues for children in need and/or at risk assessed and addressed efficiently Effective involvement of service users Positive outcomes for adults referred to safeguarding Fewer people on the streets and for less time | FLOURISHING SOCIETY: <ul style="list-style-type: none"> ✓ People are safe and feel safe ✓ People have equal opportunities to enrich their lives and achieve their potential |
| Potential | Exceptional quality and transformative education that is life long and meets the skill requirements of communities and businesses and links to the world of work | <ul style="list-style-type: none"> Achievement of early learning goals Progress and attainment scores Outcomes for children with SEND Ofsted ratings Adult learning enrolments and completions Take up of learning support offer in libraries | FLOURISHING SOCIETY/THRIVING ECONOMY <ul style="list-style-type: none"> ✓ People have equal opportunities to enrich their lives and achieve their potential ✓ We have access to the skills and talents we need |
| Independence Community | Developing, maintaining and managing quality homes and vibrant estates | <ul style="list-style-type: none"> New housing (consents, starts, completions) Improvements in energy efficiency Progress on major works and fire safety Housing meeting 'decent homes' standard Resident satisfaction assessments | FLOURISHING SOCIETY /OUTSTANDING ENVIRONMENTS <ul style="list-style-type: none"> ✓ Communities are cohesive and have the facilities that they need ✓ Spaces are secure, resilient and well-maintained |
| Health and Wellbeing Independence Community | Health and wellbeing for our residents, businesses and communities, across the life course | <ul style="list-style-type: none"> Take up of e-services for sexual health Smoking quit rates Take up of NHS health checks Impact of exercise on referral Impact of library services on health and wellbeing Community participation and social contact | FLOURISHING SOCIETY /OUTSTANDING ENVIRONMENTS <ul style="list-style-type: none"> ✓ People enjoy good health and wellbeing ✓ Communities are cohesive and have the facilities they need ✓ We are digitally and physically well-connected and responsive |
| | Integration of health and social care working closely with NHS partners to improve resident outcomes and reduce pressures on services | <ul style="list-style-type: none"> Better health and mental health outcomes Reduced delays for people leaving hospital Successful 'reablement' after discharge | FLOURISHING SOCIETY: <ul style="list-style-type: none"> ✓ People enjoy good health and wellbeing ✓ People are safe and feel safe |
| Community Potential | Increasing access to the world-class heritage, culture and learning opportunities in the City for people of all ages, abilities and backgrounds | <ul style="list-style-type: none"> Satisfaction with library services Impact of library services on the health and wellbeing of families Progress on outcomes in the Culture Strategy | THRIVING ECONOMY/OUTSTANDING ENVIROMENTS <ul style="list-style-type: none"> ✓ Global hub for innovation in financial and professional services, commerce and culture ✓ We inspire enterprise, excellence, creativity and collaboration |

Our Building Blocks

| | | | |
|--|--|---|--|
| CO-PRODUCTION Involving residents, service users and the community in our work and developing good practice on engagement and co-production. | EVIDENCE AND INNOVATION Improving our use, analysis and presentation of data and information, and engaging with new thinking and models. | EQUALITY AND INCLUSION Developing our policy and practice on equality, diversion and inclusion to ensure that it reflects in what everything that we do and how we monitor performance. | PARTNERSHIP Building strong relations with partners like the NHS, City Police and voluntary and community sectors, and collaborations with COL colleagues. |
|--|--|---|--|

| | |
|--|------------------------|
| Committee: | Dated: |
| Community and Children's Services | 08/03/2019 |
| Subject: | Public |
| Stronger Communities Grants Programme | |
| Report of: | For Information |
| Andrew Carter, Director of Community and Children's Services | |
| Report author: | |
| Jack Joslin, Head of Central Grants Programme | |

Summary

The Stronger Communities grant funding round – part of the Central Grants Programme (CGP) – closed to applications on 16 November 2019. Applications were assessed by an officer panel and recommendations made to the Director, in consultation with the Chairman and Deputy Chairman of this Committee for approval. Eight projects were successful and have, in total, received £63,840 in grant funding. Two projects were considered as small grants, with 17 projects considered under the main grants programme.

Recommendations

Members are asked to:

- Note the grants approved for Stronger Communities funding.

Main Report

Background

1. The Stronger Communities theme is a strand of the City of London Corporation's (CoLC) CGP that awards up to £10,000 to projects or services that are being delivered for the benefit of communities or beneficiaries within the City of London and its housing estates across London. It is funded from City's Cash.
2. Members of this Committee agreed in May 2016 that the award of grants will be determined by Officers of Community and Children's Services, in consultation with the Chairman and Deputy Chairman of the Grand Committee.
3. The grant assessment process for this and other themes in the programme is overseen by the Central Grants Unit (CGU) and draws on the unit's expertise in the field of grant-making, and demonstrates good practice.
4. Grant applications were subject to a series of due diligence checks by the CGU to ensure compliance with the established eligibility criteria. They passed a financial assessment by the Head of Charity and Social Investment

Finance (Chamberlain's Department). All eligible applications were then considered by a panel of expert officers.

5. This funding round work was done with officers at Hackney Council to promote both the Stronger Communities programme and the Healthy Hackney Fund. Both programmes had application deadlines of 16 November, with officers from the City and Hackney involved in decision making.

Stronger Communities

Grant allocation

6. In July 2018 the Chamberlain, in consultation with the Chairman of the Finance Committee, approved that a City's Cash underspend of £26,000 from financial year 2017/18 could to be allocated to the 2018/19 Stronger Communities funding programme. The overall funding pot available this financial year is £132,000.
7. In June 2018 funding was awarded to four projects, totalling £26,885. Funding available for this round of applications was £105,115.
8. Applications to this round were assessed by a panel of officers representing a range of Community and Children's Services functions and the CGU, chaired by the Assistant Director of Commissioning and Partnerships.
9. The officer-led Grants Panel proposed eight grants totalling £63,840 be awarded. The recommendations were put to, and agreed by, the Chairman and Deputy Chairman of this Committee.
10. The £41,275 underspend will be put through the standard carry-forward process to be allocated in grants in the next financial year, subject to approval from the Chamberlain, in consultation with the Chairman of the Finance Committee.
11. In February 2018, the Community and Children's Services Committee agreed to combine the Department's Small Grants Programme into the Stronger Communities Programme. A new application process was provided for Small Grants this round with two applications received. A copy of the online application form can be viewed at Appendix 2.
12. Summary assessment reports of all recommended applications to the Stronger Communities grant scheme are provided in Appendices 3 and 4 of this report, along with all the applications that were recommended for rejection. The successful applications are:

| Organisation Name | Approved |
|---|-----------------|
| Afro-Brazilian Arts & Cultural Exchange Institute | £4,900 |
| Age Concern City of London | £9,920 |
| Aldgate Community Events | £10,000 |

| | |
|-----------------------------------|----------------|
| Chance UK | £10,000 |
| Forget Me Not Memory Cafe | £10,000 |
| Mint Street Music Festival | £7,020 |
| Repowering Limited | £10,000 |
| Strictly Stylish Sequence Dancers | £2,000 |
| Total | £63,840 |

Corporate & Strategic Implications

13. The CGP Stronger Communities funding strand was created to promote a fair system of grant-giving by the CoLC.
14. The recommendations of the panel support the funding criteria and, in turn, the CoLC's Corporate Plan.

Conclusion

15. The Stronger Communities and Small Grants allocations will support eight diverse projects working in the City's communities.

Appendices

- Appendix 1 – Stronger Communities: Criteria for funding
- Appendix 2 – Small Grant Application Form
- Appendix 3 – Stronger Communities: Project outlines and grants awarded.
- Appendix 4 – Stronger Communities: Table of grants declined, deferred or withdrawn

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Stronger Communities

1. Types of projects and activity to be supported

Grants issued through the 'Stronger Communities' theme will be awarded to projects or services that are being delivered for the benefit of communities or beneficiaries within the City of London and its [Housing Estates](#) across London.

The Stronger Communities funding theme has been separated into three sub themes:

- **Developing stronger neighbourhoods and communities**

This sub theme has been developed to actively support local community based projects within the City of London and its Housing estates across London. The projects you put forward should enable more people to become involved in their communities and encourage a broader understanding of the diverse needs of these communities. Projects may either promote a higher take up of existing projects or services or encourage new and innovative ones.

- **Promoting community health and wellbeing**

The activities supported through this sub theme should contribute to the health and wellbeing of communities and should be able to demonstrate positive outcomes that address the Health and Wellbeing priorities set out in the Joint Health and Wellbeing Strategy (Details of which can be found on the City of London Corporation (CoLC) website).

2. Who can apply for a City of London Corporation Grant?

The CoLC Central Grants Programme is open to organisations that fall into one of the following categories:

- Registered charity
- Registered Community Interest Company
- Registered Charitable Incorporated Organisation
- Charitable company (incorporated as a not-for-profit)
- Exempt or excepted charity
- Registered charitable industrial and provident society or charitable Cooperative (Bencom)
- Constituted voluntary organisation

Proposals that support individuals can be accepted under this theme. However, if you are an individual wanting to make an application, we ask that you apply for funding through a City-based constituted group or organisation, residents association or a charity who will be able to support and countersign your application and thus have "ownership" of the project.

Should you be a resident on one of the CoLC Housing Estates and would like to consider establishing a Residents Association (should there not be one already operating in your area), you should contact your local Estates Manager who will be able to provide you all the necessary advice and guidance on how to proceed. Their contact details can be found on the CoLC website.



Your local Council for Voluntary Service would be able to provide you advice and guidance in constituting any other type of organisation.

3. Opening Dates

Two grant rounds will take place each year. This year there will be one more deadline on the 16th November 2018. Decisions will be made within 12 weeks of the application deadline.

4. What is the minimum and maximum Grant that can be applied for?

The minimum grant award permitted will be £500, and the maximum £10,000 for projects that take place over a 12-month period.

A small grant scheme is also available for grants of £3,000 or less.

How do you apply for a grant?

To apply for a CoLC grant you will need to complete either the small grant or standard online application form by the corresponding deadline and submit this electronically with your supporting documents to the CoLC Central Grants Unit.

You should send your application to us well before the stated deadline to allow us to process your application in time. We will only consider one application from your organisation at any one time.

All application forms should be completed through the online CoLC grants web portal. Application forms in large print, Braille or audio tape would be offered to applicants by special request.

5. How are applications assessed?

Once the CoLC has received your online application and all supporting documents it will be passed to one of the City Corporation's Grant Officers for assessment. As part of this process a Grants Officer may contact you for more information.

We will acknowledge receipt of your application within 10 working days of it being received. If your application is not complete it will be returned to you and you will have a further 10 working days to send us the missing information.

A Grants Officer may also arrange to visit your organisation as part of the assessment process. Once a full assessment has been completed your request will be referred to an appropriate Committee.

The timescale to process your application will vary; however, we will endeavour to ensure your application is assessed within 12 weeks of the closing date. You should take account of this when planning your project.

6. How do we monitor and evaluate grant recipients once an award has been made?

If we fund your project we will need you to complete an end of grant monitoring report to confirm how the grant has been spent and what you achieved. Please make sure that you keep receipts for all the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them.

We may also visit you to check how the grant has been spent.

Please keep us up to date if your project or any of your contact details change at any stage during the period of your grant.

7. If your grant application is successful

If your application is successful, an initial offer letter detailing the level of grant awarded will be issued. This may contain special conditions relating to the grant award or pre-agreement grant conditions.

Grant acceptance terms and conditions will be subsequently issued which should be signed and returned within 20 working days.

Once all documentation has been received and approved you would be asked to formally request payment of your grant award.

Note: You cannot start your project until we have received, checked and approved all information that we have requested.

8. If your grant application is unsuccessful

Due to the limited budget available and the number of applications for funding we receive, the CoLC unfortunately cannot provide funding to every applicant that applies for a grant. Grants are therefore issued on a discretionary basis, there is no appeal process and the decision of the CoLC is final.

9. Support with your application

We urge all applicants that are unsure about whether to submit an application to read all available eligibility criteria on our website and attend one of our Grant Officer led workshops; dates for which will be publicised on our website throughout the year.

If you have an enquiry that is not covered within the online guidance, please contact the City of London Central Grants Unit directly, who will be able provide answers to general queries regarding the application process.

10. Can you reapply for funding?

You may reapply for funding to deliver a continuation of the same project however; organisations cannot hold more than one of our grants at any one time

If you are a current grant holder, you will need to have satisfactorily met all our grant monitoring requirements before applying again.

11. What do we not fund?

Some things we are unable to pay for are shown below.

- activities that have already taken place or start before we confirm our grant
- any costs you incur when putting together your application
- fundraising activities for your organisation or others
- items that are purchased on behalf of another organisation
- loans or interest payments
- projects that actively promote religious or political activities
- purchase of alcohol

12. Further information

If you have questions about how to apply or about the status of an application, you can contact us on 020 7332 3712, email us at grants@cityoflondon.gov.uk, or visit our website www.cityoflondon.gov.uk/centralgrantsprogramme to find out more.




City of London Corporation Grant Application Form


You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

Applicant Details

[Printer Friendly Version](#) | [E-mail Draft](#)

◆ Required before final submission

◆ Name of organisation / group: 

 This is a required field.

Contact Details:


First Name:


Last Name:

Position within / affiliation to organisation / group:


Telephone number:


E-mail address:


◆ Address for Correspondence: 

 This is a required field.


◆ City:

 This is a required field.

◆ Postal Code: 

 This is a required field.


◆ What service does your organisation / group provide?

 This is a required field.



Word count 0 of 150

◆ What are the aims and objectives of your organisation / group?

 This is a required field.

✓

Word count 0 of 150

◆ When did your organisation / group begin?

⚠ This is a required field.

If your organisation is a Registered Charity, please give the Charity Number:

◆ What geographical area in the City will the funding assist?

⚠ This is a required field.

◆ Who does your organisation benefit?

e.g. children, young people, adults, older people.

⚠ This is a required field.

✓

Word count 0 of 100

Funding

Has your organisation / group received funding in the past from the City of London Corporation? If so, when and how much?

Has your organisation / group received any other external funding? If so, when and how much?

Has your organisation/group received any other income in the past three years?

Please include any membership fees collected, small grants or any other funding.

2015/16:

(£)

2016/17:

(£)


2017/18:


(£)

◆ Please provide a short description of the proposed project or activity for which the funds are requested (20 words maximum).

⚠ This is a required field.


Word count 0 of 20

◆ Amount of funding you are applying for from the City of London (Maximum £2,000) 

 This is a required field.


◆ Please provide a detailed breakdown of how the funding will be spent.

(please provide a formal quote for any capital expenditure. i.e. equipment purchase)


 This is a required field.


Word count 0 of 200

◆ Please provide further details as to why you are applying for a grant and how you satisfy the specific funding criteria (not more than 200 words).

 This is a required field.

Word count 0 of 200

◆ Please outline a timescale for your project or activity including expected outcomes. 

 This is a required field.

Word count 0 of 150

General Information

- ◆ Explain why the project will make a difference to your area and make us understand why the project is important.

⚠ This is a required field.

Word count 0 of 200

- ◆ What would be the consequence if the City of London could only provide part of the funding applied for?

⚠ This is a required field.

Is there any other information relevant to support your application?

(Please refer to the listed criteria which are relevant to your proposed project if you have not already addressed these in your application)

Word count 0 of 100

- ◆ How many members does your organisation have?

⚠ This is a required field.

- ◆ How many people will benefit from the funding?

Please give an approximate figure if necessary.

⚠ This is a required field.

Will this be:

(please select)


<None>


Are there any further comments that you wish to add?

Word count 0 of 150

Declaration


To the best of my knowledge, all of the information that I have provided in this application is correct

◆ Please tick: 


 This is a required field.

☐

◆ Name:

 This is a required field.

◆ Role Within Organisation:

 This is a required field.

◆ Date:

⚠ This is a required field.



Stronger Communities

Assessment Reports

Joslin, Jack

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Stronger Communities

Afro-Brazilian Arts & Cultural Exchange Institute
(Ref: 15155)

Amount requested: £4,900

Amount recommended: £4,900

Purpose of grant request: Social inclusion project for children and young people living in City of London Housing Estates in Southwark.

The Applicant

The Afro-Brazilian Arts & Cultural Exchange Institute (ABACEI) is a charity based in Southwark, its objects are to promote the use Capoeira and Afro-Brazilian Arts to improve the lives of members of the community. The charity offers a range of programmes from its headquarters in Elephant and Castle that engage people to learn music, dance, martial arts and performing arts. The Charity has been operating in Southwark since 2012.

Background and detail of proposal

Funding is being sought to deliver a 35-week project specifically targeting residents of the City of London Housing estates in Southwark. The project will deliver twice a week with sessions for separate age groups with additional sessions put on over the summer. The programme will work with young people between 4 and 18, separating the age groups appropriately. Young people will be introduced to Capoeira and other Afro-Brazilian Arts. The project looks to specifically target residents of City of London Housing estates in Southwark and has already delivered taster sessions at several locations near to the estates. Much of the focus will be on the Avondale Square estate on Old Kent Road. If funding is awarded the charity will do some more specific marketing and attend tenants' meetings to get the word out about the project. All the sessions will take place at ABACEI's premises in Elephant and Castle.

Funding will cover the delivery costs of the sessions, instruments, venue hire and marketing. The total cost of the project is £9,900 and the Charity have already raised £5,000. They are therefore seeking a £4,900 contribution to the overall costs.

Financial Information

ABACEI have a modest turnover with most of its income coming from grants and community fundraising. They hold a low level of reserves but are run and managed by volunteers, only employing sessional staff to deliver projects.

| Year end as at 31 December | 2017 | 2018 | 2019 |
|---|--------------|--------------|--------------|
| | Accounts | Accounts | Budget |
| | £ | £ | £ |
| Income & expenditure: | | | |
| Income | 20,089 | 23,050 | 20,089 |
| - % of Income confirmed as at 03/12/2018 | | 100% | 77% |
| Expenditure | (18,900) | (21,900) | (18,900) |
| Total surplus/(deficit) | 1,189 | 1,150 | 1,189 |
| Split between: | | | |
| - Restricted surplus/(deficit) | 0 | 0 | 0 |
| - Unrestricted surplus/(deficit) | 1,189 | 1,150 | 1,189 |
| | 1,189 | 1,150 | 1,189 |
| Cost of Raising Funds | 0 | 0 | 0 |
| - % of income | 0.0% | 0.0% | 0.0% |
| Total expenditure | 18,900 | 21,900 | 18,900 |
| Free unrestricted reserves: | | | |
| Free unrestricted reserves held at year end | 1,189 | 2,339 | 3,528 |
| No of months of operating expenditure | 0.8 | 1.3 | 2.2 |

Recommendation

This application is looking to provide opportunities for young people from City of London Housing estates in Southwark to engage in Capoeira and other Afro-Brazilian Arts. At assessment it was clear that this was a very well managed grass roots community group who have been working in the Elephant and Castle Area for some time. The activity of this work meets the criteria of the Stronger Communities Programme, however it would be necessary to ensure that this work is targeted specifically at residents of City of London Housing Estates. At assessment it was clear that the charity would be targeting Col Housing estate residents and had already done some outreach work. The project will run additionally to the charity's other open access sessions. If officers are supportive of this proposal, I would suggest that funding is made conditional on ABACEI working with estate officers on approving outreach plans to ensure this work will target young people living in Col Housing estates.

£4,900 toward the running costs of a 35-week programme introducing young people for City of London Housing Estates in Southwark to Capoeira and other Afro-Brazilian Arts.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Stronger Communities

Age Concern City of London (Ref: 15145)

Amount requested: £9,919

Amount recommended: £9,920

Purpose of grant request: To continue to develop a community outreach programme, regular meetings with older Bengali women that reside in the Mansell Street estate and surrounding areas.

The Applicant

Age Concern City of London (ACCL) is an independent Charity that is linked to Age Concern London who have 'deemed' control as they share 3 out of 5 directors. ACCL is a separate company, limited by guarantee that produces separate company accounts and has its own bank account. Both Charities are linked on the Charity Commission website and therefore come under the same Charity number.

Background and detail of proposal

Over the last 2 years ACCL have been building and developing relationships with older women from the Bengali community on the Mansell Street estate. Initially funded by the Stronger Communities Programme the project employed a bi-lingual outreach worker to work two days a month. The worker has been working with older women in the Bengali community to establish volunteering opportunities around setting up the Mansell Street Women's Group. The project promotes healthy lifestyles within the community and provides access to ESOL classes, trips to local libraries, and a range of volunteering opportunities to develop and encourage active citizenship.

Funding is being sought to continue to deliver this project and expand elements of it. In the last 12 months a community garden has been established on the estate and the group would like to develop the garden and have been working collaboratively with Spitalfields City Farm. Additional aspects of the programme would be to organise swimming trips, provide Internet access tutorials while continuing to deliver the core elements of the work.

Financial Information

Most of the Charity's income comes from commissioned contracts and grants. Substantial income comes from two projects that come to an end in March 2019 which ACCL acted as the contract manager, working with other delivery partners. The City of London have re-commissioned this work and ACCL have decided not to bid for the work which will significantly reduce turnover in 2020 as outlined in the table below. This will have a minimal impact on the Charity as they acted as contract manager, sub-contracting most of the work to other providers. In 2020 the ACCL will focus on delivering its core work. This decrease in revenue will leave the Charity with high reserves by the end of 2020 and they will be required to re-consider how to utilise these reserves.

| Year end as at 31 March | 2018 | 2019 | 2020 |
|---|----------------------|--------------|----------|
| | Examined Accounts | Budget | Forecast |
| | £ | £ | £ |
| Income & expenditure: | | | |
| Income | 221,856 | 164,341 | 50,000 |
| - % of Income confirmed as at 23/01/2019 | n/a | 95% | 40% |
| Expenditure | (225,734) | (157,640) | (50,000) |
| Total surplus/(deficit) | (3,878) | 6,701 | 0 |
| Split between: | | | |
| - Restricted surplus/(deficit) | 0 | 60 | 0 |
| - Unrestricted surplus/(deficit) | (3,878) | 6,641 | 0 |
| | (3,878) | 6,701 | 0 |
| Cost of Raising Funds | 0 | 2,000 | 2,000 |
| - % of income | 0.0% | 1.2% | 4.0% |
| Operating expenditure (unrestricted funds) | 7,938 | 9,141 | 10,000 |
| Free unrestricted reserves: | | | |
| Free unrestricted reserves held at year end | 9,653 | 16,294 | 16,294 |
| No of months of operating expenditure | 14.6 | 21.4 | 19.6 |
| Reserves policy target | 1,985 | 2,285 | 2,500 |
| No of months of operating expenditure | 3.0 | 3.0 | 3.0 |
| Free reserves over/(under) target | 7,669 | 14,009 | 13,794 |

Recommendation

Age Concern City of London provide services to Older people in the City of London. They are majority funded by the City of London for a variety of programmes and are administratively joined to Age UK London. This project is a continuation of work that has already been supported under this programme and is looking to build and develop over the next 12 months. ACCL will be required to provide appropriate monitoring information on the existing project before any additional funding can be released.

This project fits with the programme outcomes as it will promote health and wellbeing outcomes for older Bengali women while also finding avenues for them to engage in the development of community activities through volunteering. Funding is therefore recommended as follows:

£9,920 over a 12-month period to continue to deliver a community outreach programme, regular meetings and support the delivery of the Mansell Street Women's Group working with older Bengali women that reside in the Mansell Street estate and surrounding areas.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Stronger Communities

Aldgate Community Events (Ref: 15146)

Amount requested: £10,000

Amount recommended: £10,000

Purpose of grant request: To support the costs of organising and hosting a day's festival celebrating Boishakhi Mela in the City on Aldgate Square on 14 April 2019.

The Applicant

Aldgate Community Events (ACE) formed in October 2014 as a Constituted Voluntary Organisation and recently registered as a Community Interest Company. The purpose of ACE is to bring people in Aldgate and the surrounding area together, combat social isolation and promote unity, friendship and a strong sense of community through organising arts, culture and learning activities, as well as information exchange between all groups connected to, and by, the Aldgate area. Run primarily by volunteers that are passionate about their community ACE produces events to celebrate the past, present and future of the Aldgate area and the people who live work and play there.

Background and detail of proposal

Boishakhi in the City will be a historic event hosting the first Bengali New Year celebration in the City of London, in April 2019. This will take place in Aldgate Square, Portsoken ward, where there is a large Bengali population in the community. ACE are seeking funding to deliver the event, in partnership with Positive Action Through Creativity (PAC). The project will work with and engage residents from across the community celebrating Bengali New Year.

The event will seek internationally renowned acts to perform at the celebration as well as engaging residents and businesses in the community. The festival will take place over the course of a day with market style stalls selling street food and clothing. A parade is planned but is dependent on space and whether the appropriate road closures are agreed. Later in the day there will be music, dance and speeches that will take place on a stage at the North of the square. It is anticipated that the event will last until 9pm. Your funding is being sought to contribute to the total cost of the set up for the festival which includes staging, sound equipment and other essential items to deliver a successful event. Any shortfall in the budget is expected to be raised from local businesses.

Financial Information

The organisation has been dormant for several years as they save for the major project in 2018. In December 2016, they received a grant from the City of London (Community Development) of £30,000 to seed fund the community play and work of the artistic director. As the table outlines below much of the organisation's activity will begin in the financial year ending December 2018, including the previous grant awarded by this committee. Now the organisation is registered as a Community Interest Company they have confirmed training will take place for the Directors and Treasurer.

| Year end as at 31 December | 2018 Accounts £ | 2019 Draft £ | 2020 Budget £ |
|---|-----------------------|--------------------|---------------------|
| Income & expenditure: | | | |
| Income | 47,584 | 98,626 | 45,332 |
| - % of Income confirmed as at 07/02/2019 | | 47% | 0% |
| Expenditure | (42,987) | (86,294) | (39,750) |
| Total surplus/(deficit) | 4,597 | 12,332 | 5,582 |
| Split between: | | | |
| - Restricted surplus/(deficit) | 0 | 6,200 | (15,000) |
| - Unrestricted surplus/(deficit) | 4,597 | 6,132 | 20,582 |
| | 4,597 | 12,332 | 5,582 |
| Cost of Raising Funds | 0 | 0 | 0 |
| - % of income | 0.0% | 0.0% | 0.0% |
| Total expenditure | 42,987 | 86,294 | 39,750 |
| Free unrestricted reserves: | | | |
| Free unrestricted reserves held at year end | 4,597 | 10,729 | 31,311 |
| No of months of operating expenditure | 1.3 | 1.5 | 9.5 |

Recommendation

ACE have run and delivered two successful projects over the last year and a half with support from the Stronger Communities Programme. They have experience delivering events in the Aldgate Area and involve the community and businesses in the planning and delivery of their programmes.

During the assessment process ACE were not given permission to host this event in Aldgate Square. The event has now been moved to the Guildhall Yard and permission granted. This will of course change the event and there was concern about whether it would still be accessible to the community. Your officer has had reassurance on this point. The Mela is also fundraising through Spacehive to ensure the project is viable. In order to safeguard the grant it is recommended that funding is conditional on the balance for the project being raised, this will mitigate against any risk. Funding is therefore recommended as follows:

£10,000 contribution towards the event costs associated with hosting the Boishakhi Mela in the Guildhall Yard on 14 April 2019. Funding is conditional on the balance for the project being confirmed.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – STRONGER COMMUNITIES

Chance UK (ref. 15154)

Amount requested: £10,000

Amount recommended: £10,000

Purpose of grant request:

To provide specialist mentoring to children with severe emotional and behavioural needs, living on City of London housing estates in Southwark.

The Applicant

Chance UK is a registered charity and specialist mentoring organisation. Focusing on early intervention, it supports children who exhibit challenging behaviour and emotional difficulties by providing positive and nurturing role models. Children develop resilience and confidence that improve their behaviour and emotional wellbeing in the short term, and better equip them to face life's challenges in the long-term. The charity works across several London boroughs and has social franchises in Liverpool and Wales. The City Bridge Trust currently part-funds their mentoring and parenting support programme in Lambeth.

Background and detail of proposal

Chance UK request funding towards a solution focused mentoring programme in Southwark for children aged 5 – 12 who are excluded from school or at risk of exclusion due to a range of severe emotional and behavioural problems. Following Chance UK's tried and tested model, volunteer mentors are drawn from the local community and intensively trained to provide one-to-one support to these children. This project will work across Southwark; Stronger Communities funding is requested to provide places on the programme for two children who live on City of London managed estates in the borough.

In the short-term Chance UK's work has shown an 88% reduction in children's behavioural and emotional difficulties. In the longer term, the organisation believes that by intervening early they can prevent later poor outcomes for the children they work with, including anti-social behaviour, gang activity and involvement in the criminal justice system.

Financial Information

The charity incurred a deficit in 2017/18 due to the ending of two large funded projects while expenditure on continuing staff costs remained steady. However, in response it has restructured to consolidate resources and is placing a stronger focus on income generation; it has met its income target three months before the 18/19 year and will start 2019/20 with 85% of target income confirmed. Free reserves are recovering steadily. The reserves policy is based on total rather than operating expenditure; this is reflected in the table below.

| Year end as at 31 March | 2018 | 2019 | 2020 |
|---|---------------------------------------|----------------|---------------|
| | Independently Examined Accounts | Forecast/Draft | Budget |
| | £ | £ | £ |
| Income & expenditure: | | | |
| Income | 836,514 | 894,084 | 948,298 |
| - % of Income confirmed as at 11/01/2019 | N/A | 100% | 85% |
| Expenditure | (933,709) | (868,524) | (931,058) |
| Total surplus/(deficit) | (97,195) | 25,560 | 17,240 |
| Split between: | | | |
| - Restricted surplus/(deficit) | (3,382) | 5,560 | (55,747) |
| - Unrestricted surplus/(deficit) | (93,813) | 20,000 | 72,987 |
| | (97,195) | 25,560 | 17,240 |
| Cost of Raising Funds | 62,581 | 61,223 | 88,392 |
| - % of income | 7.5% | 6.8% | 9.3% |
| Total expenditure | 933,709 | 868,524 | 931,058 |
| Free unrestricted reserves: | | | |
| Free unrestricted reserves held at year end | 131,058 | 151,058 | 224,045 |
| No of months of operating expenditure | 1.7 | 2.1 | 2.9 |
| Reserves policy target | 233,427 | 217,131 | 232,765 |
| No of months of total expenditure | 3.0 | 3.0 | 3.0 |
| Free reserves over/(under) target | (102,369) | (66,073) | (8,720) |

Recommendation

Chance UK is a well-respected charity providing support for disadvantaged children at a critical stage in their development. Its early intervention approach is both innovative and proven at least in the short-term. This project is a good fit with Stronger Communities' aims: it will enhance the wellbeing and life chances of young CoL residents by engaging members of their local community to understand and address their needs.

£10,000 to cover the staffing and project costs of providing specialist mentoring to two children with severe emotional and behavioural needs, living on City of London housing estates in Southwark.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Stronger Communities

Forget Me Not Memory Café (Ref: 15147)

Amount requested: £10,000

Amount recommended: £10,000

Purpose of grant request: A fortnightly “City Connect” activity club promoting wellbeing and building community for City of London residents isolated by mental or physical ill health, old age, disability or for other reasons.

The Applicant

Forget Me Not Memory Café is a registered charity whose primary objective is to support people with dementia and their carer's. Staff and volunteers provide advice and wellbeing activities through weekly groups in Essex and the City of London. In partnership with Toynbee Hall, the organisation has a contract with CoLC to deliver the City Memory Group at the City of London Community Education Centre in Golden Lane; this forms part of the City of London's Reach Out Network which aims to promote wellbeing and decrease isolation for residents.

Background and detail of proposal

Forget Me Not has noted that isolation is very common among vulnerable city residents. People attending the memory group can end up making friends with close neighbours of many years to whom they had previously never spoken. It has also received feedback from residents living on the east side of the City, e.g. Aldgate and Portsoken wards, who would like to attend on a regular basis but whose age or ill health prevents them from travelling across the City to do so, or who have needs other than dementia. The charity therefore proposes to create a new pilot wellbeing group based at Artizan Street Library, bringing together vulnerable and isolated people from that part of the City. The group will meet fortnightly and will provide opportunities to socialise with neighbours, share stories and participate in a range of creative and physical activities aimed at supporting the wellbeing of those who attend. Artizan Street Library has offered use of its space for free throughout the pilot. While this location is near the City of London/Tower Hamlets border and there may therefore be a very small proportion of beneficiaries who are resident in Tower Hamlets, the project will target City of London residents.

Financial Information

While free reserves are on the low side, the organisation's income and expenditure is overwhelmingly through restricted grants and contracts which cover delivery and running costs. It is anticipated that Forget Me Not's key contract with the City of London Corporation is likely to be renewed and possibly expanded for 2019/20, therefore there are no concerns about the organisation's financial stability during this period. There is a projected jump in income in 2020 due to anticipated new partnerships and increased fundraising activity.

| Year end as at: | 29/05/2018 (9 months) | 31/05/2019 | 31/05/2020 |
|---|-----------------------|------------|------------|
| | Accounts | Forecast | Budget |
| | £ | £ | £ |
| Income & expenditure: | | | |
| Income | 27,508 | 37,000 | 71,000 |
| - % of Income confirmed as at 14/1/2019 | N/A | 97% | 0% |
| Expenditure | (22,127) | (36,500) | (70,500) |
| Total surplus/(deficit) | 5,381 | 500 | 500 |
| Split between: | | | |
| - Restricted surplus/(deficit) | 4,662 | 0 | 0 |
| - Unrestricted surplus/(deficit) | 719 | 500 | 500 |
| | 5,381 | 500 | 500 |
| Cost of Raising Funds | 0 | 0 | 0 |
| - % of income | 0.0% | 0.0% | 0.0% |
| Total expenditure | 22,127 | 36,500 | 70,500 |
| Free unrestricted reserves: | | | |
| Free unrestricted reserves held at year end | 4,892 | 5,392 | 5,892 |
| No of months of operating expenditure | 2.7 | 1.8 | 1.0 |
| Reserves policy target | N/A | N/A | N/A |

Recommendation

This project is a good fit with the Stronger Communities programme as it promotes wellbeing for City of London residents and encourages them to develop stronger relationships with their neighbours. The organisation is small but has a wealth of relevant expertise in running projects of this kind. A clear need is evidenced by demand from individuals within the community and by Artizan Street Library's offer of free space in recognition of this need.

£10,000 towards the staffing, publicity and running costs of a fortnightly "City Connect" activity club at Artizan Street Library, for vulnerable and isolated City of London residents. This grant is conditional upon a minimum 95% of participants being resident in the City of London or on City of London managed housing estates.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Stronger Communities

Mint Street Music Festival (Ref: 15143)

Amount requested: £9,431

Amount recommended: £7,020

Purpose of grant request: This grant is to sustain the events and activities undertaken by Mint Street Music Festival Team during 2019/20.

The Applicant

Mint Street Music Festival (MSMF) is a constituted voluntary organisation, with three Trustees who meet 4 times a year or when necessary depending on their festival schedule. The Trustees are all residents of City of London owned housing estates. The Charity's objects are to provide music, dance displays and activities for all members of the community, specifically residents of Southwark and the surrounding area. They have been running the Mint Street Music Festival and Mardi Gras festivals in Borough and Bankside for several years.

Background and detail of proposal

This application is looking for funding towards the 2019 Mardi Gras event in February and the Mint Street Music Festival in July, additional funding is also sought for a community garden project and play group. The event targets residents of local housing estates and the wider community. Residents of Collinson Court, Great Suffolk Street, Sumner Buildings and Pakeham House are all involved in the set up and delivery of both festivals. Funding was awarded last year to deliver both festivals in 2018, which were successful events.

The Mardi Gras festival will take place in February with rehearsals for the musicians commencing in early January. The Mardi Gras will bring together a Pancake day celebration, Latin American Mardi Gras and Italian Carnivale traditions. Music, food, dance and activities for all ages will be available for all the community. The Mint Street Music Festival is a larger and more established festival that will take place in July 2019. The festival usually attracts around 3000 people and has a stage with a variety of music and dance that reflects the cultures of the residents and communities. Both festivals will bring together residents from the City of London owned housing estates and wider community. Connections have also been established with other City owned housing estates such as Avondale Estate, with volunteering opportunities being planned.

Additional to the two festivals the Mint Street Team are seeking funding towards some of the year round work they deliver. Funding is also being sought to support a community garden club and children's playgroup.

Financial Information

MSMF have a small turnover and depend on grant income and the funds they raise delivering the festival events. They hold small reserves and only deliver projects they have funding for. In 2019 they anticipate an increase in the size and scope of the festivals and the provision they deliver throughout the year which is outlined in the significant expected increase in turnover.

| Year end as at 31 September | 2017 Accounts £ | 2018 Draft £ | 2019 Budget £ |
|---|-----------------------|--------------------|---------------------|
| Income & expenditure: | | | |
| Income | 10,349 | 14,878 | 32,920 |
| - % of Income confirmed as at 18/01/2019 | n/a | 100% | 5% |
| Expenditure | (14,979) | (14,878) | (32,100) |
| Total surplus/(deficit) | (4,630) | 0 | 820 |
| Split between: | | | |
| - Restricted surplus/(deficit) | 0 | 0 | 0 |
| - Unrestricted surplus/(deficit) | (4,630) | 0 | 820 |
| | (4,630) | 0 | 820 |
| Cost of Raising Funds | 0 | 0 | 2,375 |
| - % of income | 0.0% | 0.0% | 7.2% |
| Total Expenditure | 14,979 | 14,878 | 32,100 |
| Free unrestricted reserves: | | | |
| Free unrestricted reserves held at year end | 688 | 688 | 1,508 |
| No of months of operating expenditure | 0.6 | 0.6 | 0.6 |

Recommendation

This application fits very closely to the sub-theme of the Stronger Communities programme as it will develop stronger neighbourhoods and communities in the City of London Housing estates. This project has a focus on all the Southwark estates that are maintained by the City of London. It will provide two celebration events for a modest budget that will have a great benefit and legacy for the local community. At assessment it was clear that the Mardi Gras and Festival were worthwhile activities to support. However, the additional request to support the Playgroup and Gardening project should be removed from the budget. At assessment I was not satisfied with the level of safeguarding expertise within the organisation and felt that some of these services, specifically the playgroup, fell outside the objects of the organisation. The budget has therefore been reduced to remove these items. Funding is recommended as follows:

£7,020 to support the rehearsal, coordination, publicity and other associated costs of a Mardi Gras festival in February and the Mint Street Music festival in July 2019.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – STRONGER COMMUNITIES

Repowering Limited (ref. 15144)

Amount requested: £10,000

Amount recommended: £10,000

Purpose of grant request:

To support Middlesex Street Estate residents to establish a community-owned solar energy co-op that will generate funds for local community projects, through the sale of green energy to businesses and public entities.

The Applicant

Founded in 2013, Repowering Ltd is a London based registered co-operative that supports communities to set up their own community-owned renewable energy co-ops. Once these are established it provides ongoing advice and support and helps the co-ops to attract investment. It has already established a strong track record, setting up energy co-ops on five estates across Lambeth and Hackney. Four others are in progress. These successes have led to two significant partnerships: with Groundwork London and London Overground on the Energy Gardens scheme, and with Lambeth Council to deliver further community energy projects in the borough.

Background and detail of proposal

Repowering Ltd requests £10,000 towards the costs of supporting a group of residents on the City of London's Middlesex Street Estate to create a community solar energy project as described above. It will establish a small energy co-op to install solar panels on the Middlesex Street Estate and sell the resultant energy to local organisations. Surplus income will go into a community fund to be spent on projects benefiting Middlesex Street Estate residents. It has secured funding for the project from the Mayor of London's London Community Energy Fund (LCEF), which is partly being used to carry out a technical and financial feasibility study for the project, due in February 2019. A proposal was presented to the CoL Housing Management and Almshouses Sub Committee of 21 January 2019; an update on this will be provided at the Stronger Communities Officer Panel.

Financial Information

The organisation is in reasonable financial health: at 3.7 months' operating costs, free reserves are above the organisation's modest target of £20,000. It has secured 65% of projected 2019 income less than one month into the first quarter.

| Year end as at 31 December | 2017 | 2018 | 2019 |
|---|-----------------------|----------------|-----------------|
| | Unaudited Accounts | Draft Accounts | Budget |
| | £ | £ | £ |
| Income & expenditure: | | | |
| Income | 267,072 | 566,574 | 517,900 |
| - % of Income confirmed as at 11/1/2019 | N/A | N/A | 78% |
| Expenditure | (262,563) | (453,886) | (611,628) |
| Total surplus/(deficit) | 4,509 | 112,688 | (93,728) |
| Split between: | | | |
| - Restricted surplus/(deficit) | 0 | 102,708 | (83,748) |
| - Unrestricted surplus/(deficit) | 4,509 | 9,980 | 8,980 |
| | 4,509 | 112,688 | (74,768) |
| Cost of Raising Funds | 26,500 | 31,539 | 40,000 |
| - % of income | 9.9% | 5.6% | 7.7% |
| Operating expenditure (unrestricted funds) | 38,952 | 54,556 | 90,000 |
| Free unrestricted reserves: | | | |
| Free unrestricted reserves held at year end | 8,987 | 18,967 | 27,947 |
| No of months of operating expenditure | 2.8 | 4.2 | 3.7 |
| Reserves policy target | 20,000 | 20,000 | 20,000 |
| No of months of operating expenditure | 6.2 | 4.4 | 2.7 |
| Free reserves over/(under) target | (11,013) | (1,033) | 7,947 |

Recommendation

This proposal is an excellent and innovative fit with the Stronger Communities programme as it seeks to:

- Improve City of London residents' environment by promoting green energy sources;
- Bring members of a local community together to work for the whole of that community's benefit and develop their own skills; and
- To generate funds that can be re-invested in other projects for the benefit of that community.

The project is well-planned with clear timescales and understanding of the steps needed to bring it to fruition. It is clear that a grant from the City of London, if made, would be used effectively.

£10,000 towards the costs of establishing a community energy project to install solar panels on the Middlesex Street Estate. This grant is conditional upon the ongoing approval of the City of London at each stage of the project.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – STRONGER COMMUNITIES (Small Grants)

Strictly Stylish Sequence Dancers (ref. 15152)

Amount requested: £2,000

Amount recommended: £2,000

Purpose of grant request:

To continue running dance recreation activities for older City of London residents.

The Applicant

Strictly Stylish Sequence Dancers (SSSD) is a community Unincorporated Association running weekly dance classes, monthly practice sessions and occasional events and excursions for City of London residents. While there is no formal minimum age, all members are over 55. The group aims to promote physical and mental wellbeing and to provide an opportunity for members to socialise and enjoy each other's company. SSSD was funded annually by the City of London Corporation between 2012 and 2017, with grants ranging from £600 - £1,600.

Background and detail of proposal

SSSD requests a grant towards the running costs of its monthly dance classes and one-off events such as a twice-yearly party and two dance related excursions. Classes are partly funded by attendees' annual subscriptions and class fees. However, in order to keep the cost of attending low and thereby make the group as financially accessible as possible, the charity fundraises to subsidise these fees and to cover the costs of additional events and trips.

Financial Information

At 31st December 2018 the group held free reserves of £6,119, equivalent to 41 months' expenditure. While this may appear excessive, the charity experienced difficulties in 2018 due to staff bereavement and a move to a new venue where building works are now being carried out. As a result, attendance at classes has halved. This drop-in income from class fees creates a shortfall in funding for classes that it is covering from reserves. It plans to recover attendance figures by advertising to potential new/previous members but in the meantime anticipates that the drop-in attendance – and therefore in income – may continue well into 2019. They are therefore fundraising to maintain a level of reserves capable of covering the temporary shortfall in income from fees, keeping the group running at a low cost for those who are attending.

| Year end as at 31 December | 2017 | 2018 | 2019 | |
|---|--------------|----------------|----------------|---|
| | Accounts | Draft Accounts | Budget | |
| | £ | £ | £ | |
| Income & expenditure: | | | | |
| Income | 4,307 | 3,564 | 1,580 | * |
| - % of Income confirmed as at 11/01/2019 | N/A | N/A | 0% | |
| Expenditure | (3,009) | (1,794) | (3,560) | |
| Total surplus/(deficit) | 1,298 | 1,770 | (1,980) | |
| Split between: | | | | |
| - Restricted surplus/(deficit) | 0 | 0 | 0 | |
| - Unrestricted surplus/(deficit) | 1,298 | 1,770 | (1,980) | |
| | 1,298 | 1,770 | (1,980) | |
| Cost of Raising Funds | 0 | 0 | 0 | |
| - % of income | 0.0% | 0.0% | 0.0% | |
| Total expenditure | 3,009 | 1,793 | 3,560 | |
| Free unrestricted reserves: | | | | |
| Free unrestricted reserves held at year end | 4,349 | 6,119 | 4,139 | |
| No of months of operating expenditure | 17.3 | 41.0 | 14.0 | |
| Reserves policy target | N/A | N/A | N/A | |

* N.B Projected income shown here does not factor in any potential grant from CoL.

Recommendation

This request is a good fit for Stronger Communities as it helps to promote health and wellbeing for older City of London residents. Funding is recommended as follows:

£2,000 towards the costs of providing 12 monthly practice sessions, two parties and two excursions. This offer is conditional on the grant being spent entirely during 2019 and on the organisation updating its safeguarding policy in line with current good practice.

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Stronger Communities – Recommended for Rejection & Withdrawn Applications

| Ref: | Organisation | Rejection Reason |
|-------|----------------------------|---|
| 15253 | Revive Congo | This application was received a month after the deadline and has not demonstrated how it will benefit City of London residents or residents of City of London managed housing estates. |
| 15148 | Performing Productions CIC | This application is to run cooking and healthy living workshops for families in Islington. The application contained very limited information and at assessment it was clear that this project was not targeted at City of London residents or residents of City of London managed housing estates. This work needs more planning and to refine its targeting, feedback will be provided to the applicant. |
| 15149 | Pro Touch SA CIC | The application is seeking to deliver a community youth sports and wellbeing project on the Golden Lane Estate for local children and young people. At the officer panel it was outlined how this project had not been well planned and that the applicant did not have the appropriate permission to deliver this work. The panel also had some Safeguarding concerns. |
| 15150 | Project Circle CIC | This application is looking to deliver a 12-month mentoring project with young people from the City of London at risk of social isolation, antisocial behaviour and entry into the criminal justice system. At assessment it was clear that this application had come too early and not enough research had been done about the need within the City of London. Feedback will be provided that work needs to take place with officers before any further application could be considered. Officers were also not able to obtain a reference for this work to validate it. |

| | | |
|-------|-------------------------------------|---|
| 15151 | Southwark Playhouse | This application is not targeted at City residents or residents of the City of London Housing estates. The application is looking for a general contribution for a community play in Elephant and Castle. |
| 15153 | Whizz-Kidz | The application is to deliver a London Club in Hackney for disabled children and young people. The application is clearly to fund work that is London wide and not targeted at City of London residents or the communities living in City of London housing estates. This application is therefore ineligible. |
| 15157 | Community Advice and Support Scheme | This is a poor and brief application that has not demonstrated how it will meet the programme outcomes with only 20% of the work targeted at the City of London. This programme is London wide and no attempt has been made to demonstrate how this work will be targeted. |
| 15158 | Future Communities | This application does not meet the criteria as all the work will take place and be for the benefit of residents in the London Borough of Bexley. |
| 15159 | Bermondsey Community Kitchen | This application was looking to create community gardens on City of London managed estates in Southwark and engage the local community in growing decorative and edible plants. The applicant could not provide adequate financial information to your officer and was difficult to contact. The project was not well planned and is therefore recommended for rejection. |

| | | |
|-------|---------------------------|---|
| 15160 | Reaching All People Trust | This application does not meet the outcomes of the Stronger Communities Programme as it will not be targeting residents of the City of London or its Housing estates. The programme will take place in Westminster and provide services to residents of Hackney and Westminster. No effort has been made to demonstrate how this work will be targeted and is therefore ineligible for support. |
|-------|---------------------------|---|

Withdrawn

| | | |
|-------|----------------|---|
| 15156 | Providence Row | The applicant withdrew the application as 50% of the activity was not to be carried out in the City of London or its housing estates. A more refined and planned application will be considered for a future funding round. |
|-------|----------------|---|

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|--|------------------------|
| Committee: | Dated: |
| Community and Children's Services Committee: | 8 March 2019 |
| Subject: | Public |
| Sir John Cass's Foundation Primary School | For Information |
| Report of: | |
| Andrew Carter, Director of Community and Children's Services | |
| Report author: | |
| Theresa Shortland, Head of Service – Education & Early Years | |

Summary

This annual report provides information on the educational outcomes for primary aged children that live in the City of London. The purpose of the report is to keep members, governors and our partners informed about education performance of primary aged pupils in the City of London.

The data used to compile this report is from a range of sources. Comparisons have been made between the performance of City of London resident children attending Sir John Cass's Foundation Primary School and Prior Weston Primary School, and then compared alongside the inner London and national performance outcomes. The analysis is for the last full academic year, 2017/18 and includes some trends from 2013/14, where the data is available.

The small size of the City of London's school and residential population means the education statistics for the City can fluctuate from year to year more than other local authorities with bigger populations. It is also important to note the numbers of children in some of the analyses are often very small. In a small cohort a slight change in numbers can make a large change as a percentage.

This report covers the period before changes to the National Curriculum and The Children and Families Act 2014. Commentary is provided in the report to guide members where this is relevant.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. The Education and Early Years Service reports to the Department for Education (DfE) on the attainment and achievement of primary phase pupils that attend the one maintained school in the City of London, Sir John Cass's Foundation Primary School. The Autumn headcount 2018 indicates the total

number of pupils that attend the school from Reception to Year 6 is 238. The number of City of London resident children that attend the school is 68. There are 152 Tower Hamlets children that attend the school which is the highest proportion of children from other local areas.

2. City of London resident children mostly attend schools out of the local area for both primary and secondary education. Currently we are aware of 91 schools that City of London resident children attend. This includes maintained and independent schools and those with an Education, Health and Care Plan.
3. This report provides information for the 2017/18 academic year and focuses on the progress of pupils that are residents of the City of London that attend the two schools with the highest number of City of London residents, Sir John Cass's Foundation Primary School, and Prior Weston Primary School.

Outcomes

4. Early Years Foundation Stage results for 2017/18 show:
 - a. Reception pupils at Sir John Cass's Foundation Primary School
 - b. City of London residents attending Prior Weston
 - c. City of London residents at Sir John Cass's Foundation Primary School
 - d. or an Islington school performed at between 6 and 21 percentage points above the national average for the 'Good Level of Development' benchmark.
5. Phonics screening check outcomes for Sir John Cass's Foundation Primary School in Year 1 in 2017/18 show it was ranked in the top ten out of all 152 English local authorities.
6. Key Stage 1 results for the percentage reaching the expected standard for 2017-18 for Sir John Cass's Foundation Primary School are in the top percentile out of all 152 LA's in England for all three core subjects. This is also true of the results of City of London residents attending Prior Weston School and those residents attending Sir John Cass's Foundation Primary School and any school in Islington.
7. Due to its small number results, the DfE has not published the City of London's 2017/18 KS2 results, however, the percentage of pupils at Sir John Cass's Foundation Primary School reaching the expected grade for reading, writing and mathematics combined, at 72%, puts the City of London in the top decile for English local authorities for this headline measure at Key Stage 2. The percentage reaching the higher level for this measure (21%) was the highest figure for local authorities in England for 2017/18.
8. The report (Appendix 1) provides a very detailed analyses of the performance outcomes.

Free School Meals

9. The report also presents an analysis of the number of children entitled to free school meals (FSM) that attend Sir John Cass's Foundation Primary School. The figures indicate that since 2013 there has been a downward trend for those entitled to and taking up free school meals which is reflected across Inner London and England.
10. Pupil premium is additional funding for publicly funded schools in England. It is designed to help disadvantaged pupils of all abilities perform better and close the gap between them and their peers. Children on free school meals are entitled to pupil premium. In the academic year 2017/18, 17.5% of the school roll at Sir John Cass's Foundation primary schools had funded 'pupil premium' status in 2018.

Children with special educational needs and disabilities (SEND)

11. The proportion of children with special educational needs and disabilities (SEND) at Sir John Cass's Foundation Primary School has increased in recent years. The percentage of pupils with SEND Support has more than doubled from 9% in 2014 to 20.8% from 2018. The proportion of pupils with an Education, Health and Care (EHC) Plan or Statement has remained at about 3% since 2014. The number of pupils with SEND at Sir John Cass's Foundation Primary School is higher than both the rate for England and Inner London.

Attendance

12. Overall absence for 2016/17 was 2.5% which is the lowest rate of absence out of all 152 English local authorities. The 2016/17 rate of persistent absence for the City of London was the lowest recorded by all 152 local authorities in England.

Corporate & Strategic Implications

13. The results demonstrate that Children in the City of London have the opportunity to receive outstanding teaching and learning opportunities which help to meet the Children and Young People Plan objectives of improving educational outcomes for all children.

Financial Implications

14. There are no funding implications associated with this report.

Conclusion

15. The educational outcomes for City of London children, as presented in this report, have once again demonstrated that the quality of education and learning opportunities for City of London children remains high.

Appendices

Appendix 1 – Primary Education in The City of London, Annual Report 2018

Theresa Shortland

Head of Service, Education and Early Years

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Education in The City of London Annual Report 2018

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Report Produced by:
Data & Performance Team
Strategy & Commissioning
Children's Services
London Borough of Islington

1. Introduction

This annual report looks at how well the education service in the City of London is meeting our aspirations for children and young people's educational outcomes. The report is one of the ways in which we keep members, governors and our wider partners informed about education performance in the City of London.

The data in this report are drawn from a range of sources. Where available, comparisons have been made between performance of City of London resident children in Sir John Cass's Foundation Primary School and Islington schools, all pupils at Sir John Cass's Foundation Primary School, City of London residents attending Prior Weston (and for Early Years Foundation Stage, City of London Primary) and the inner London and national performance. The analyses cover the last full academic year, 2017/18 and include some trends from 2013/14, where the data are available. The small size of the City of London's school and residential population means its education statistics are liable to fluctuate from year to year by a larger amount than local authorities with bigger populations.

2. Summary of key findings

Quality of provision

- Our one local authority maintained school, Sir John Cass's Foundation Primary School, has been judged outstanding for overall effectiveness in its last two Ofsted inspections (2013 and 2008).

Outcomes for children and young people

- **Early Years Foundation Stage** results for 2017/18 show reception pupils at Sir John Cass's Foundation Primary School, City residents attending Prior Weston and City residents at Sir John Cass's Foundation Primary School or an Islington school performed at between 6 and 21 percentage points above the national average for the 'Good Level of Development' benchmark.
- **Phonics screening check** outcomes for Sir John Cass's Foundation Primary School's Year 1 in 2017/18 was ranked first or second out of all 152 English local authorities¹.
- **Key Stage 1** results for the percentage reaching the expected standard for 2017-18 for Sir John Cass's Foundation Primary School are in the first (top) percentile out of all 152 LA's in England¹ for all three core subjects. This is also true of the results of City of London residents attending Prior Weston School and those residents attending Sir John Cass's Foundation Primary School and any school in Islington.

¹ Because of small numbers the 2018 results of the City of London for Phonics and KS1 assessments were suppressed by the DfE along with those for the Scilly Isles. The figures for Sir John Cass's Foundation Primary School are, however, above the figures for every published local authority.

- **Key Stage 2** Due to small numbers, the DfE has not published the City of London's 2017/18 KS2 results, however the percentage of pupils at Sir John Cass's Foundation Primary School reaching the expected grade for reading, writing and mathematics combined, at 72%, put the corporation in the top decile for English local authorities for this headline measure at Key Stage 2. The percentage reaching the higher level for this measure (21%) was the highest figure for local authorities in England for 2017/18.

Attendance and behaviour

- **Absence** in 2016/17, the rate of absence² for all three terms for the City of London, at 2.5%, was lower than the previous year and is the lowest rate recorded by any English local authority for that year.
- **Persistent absence** for the 2016-17 three term data, at 2.8% was less than a third of the rate recorded by inner London (8.6%) and the best recorded by any English local authority for that year.

3. Demographics

1.1 Population

According to the ONS, the population of London grew at double the rate of the country as a whole between 2011 and 2015; and is set to increase further. By 2020 the Capital is forecast to exceed nine million residents. The GLA estimates the population of the City of London will rise from 7,400 in 2011 to 9,400³ in 2021 (27%).

GLA projections suggest there were 500 pupils of primary age (4 - 10) and 200 pupils of secondary age (11 - 15) children living in the City of London in 2018. The GLA estimate of the population of children aged 11 to 15 is substantially lower than their 2017 estimates (254). The GLA has projected there were 1,090 people aged 0 – 19 years living in the City of London in 2018 of which 830 (76%) are estimated to be from Black and minority ethnic (BME) backgrounds, with growing numbers of children from Other White backgrounds (250 in 2018; up from 80 in 2011) in contrast to White British (estimated to be 260 in 2018; down from 360 in 2011)⁴.

City of London is the 31st most deprived local authority in London out of 33 according to the 2015 Indices of Multiple Deprivation (up from 32nd IMD 2010).

1.2 Schools

The City of London Corporation has one maintained primary school, eight sponsored academies as part of the City of London Academies Trust, and two co-sponsored academies in neighbouring boroughs. It also supports three independent schools, two based in the City and one in Surrey. The maintained primary school is Sir John

² 2016/17 rate of absence for 6 half terms published by the DfE.

³ The source data is from the Greater London Authority (GLA) 2015 Round of Demographic Projections - SHLAA, short term migration, capped household size model.

⁴ Source of population figures can be found at: [GLA 2016-based housing-led ethnic group projections](#). Note that the figures published this year's report are lower than those published in 2017 due to the GLA adjusting for over estimates discovered in ONS data.

Cass's Foundation Primary School with Cass Child & Family Centre. Primary aged children that live in the City of London local area attend Sir John Cass's Foundation Primary School and a small number of schools in Islington, Tower Hamlets and Camden. Secondary age children attend a range of schools including Islington secondary schools and schools in other neighbouring local authorities, including Tower Hamlets and Hackney.

Table 1 overleaf shows the proportion of children eligible for free school meals (FSM) at Sir John Cass's Foundation Primary School from 2013/14 to 2017/18. The rate of eligibility for FSM was about a fifth of the cohort but fell in 2016/17 to 12%⁵ (the rate for 2018 was 12.5%). Some 17.5% of the school roll had funded 'pupil premium' status in 2018.

Graph 1: Proportion of Children Eligible for Free School Meals (FSM) at Sir John Cass's Foundation Primary School from 2013/14 to 2017/18 with comparators over time

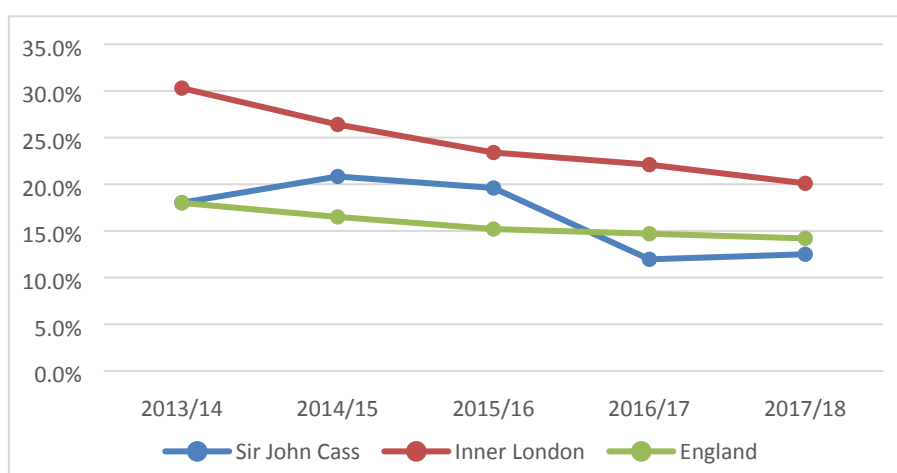


Table 1: % FSM at Sir John Cass's Foundation Primary School 2013/14 to 2017/18 with comparators

| % FSM Eligibility | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|---|---------|---------|---------|---------|---------|
| Sir John Cass's Foundation Primary School | 18.0% | 20.8% | 19.6% | 12.0% | 12.5% |
| Inner London | 30.3% | 26.4% | 23.4% | 22.1% | 20.1% |
| England | 18.0% | 16.5% | 15.2% | 14.7% | 14.2% |

Source: January School Census 2014 to 2018 & DfE SFR data,

Table 2 below shows the proportion of children with special educational needs and disabilities (SEND) at Sir John Cass's Foundation Primary School and the rates for inner London and England. The percentage of pupils with SEND Support has more than doubled from 9% to 20.8% from January 2014 to January 2018. The proportion of pupils with an Education, Health and Care (EHC) Plan or Statement has remained at about 3% since 2014.

⁵ Changes to benefit eligibility has lowered the rate of FSM entitlement across the country.

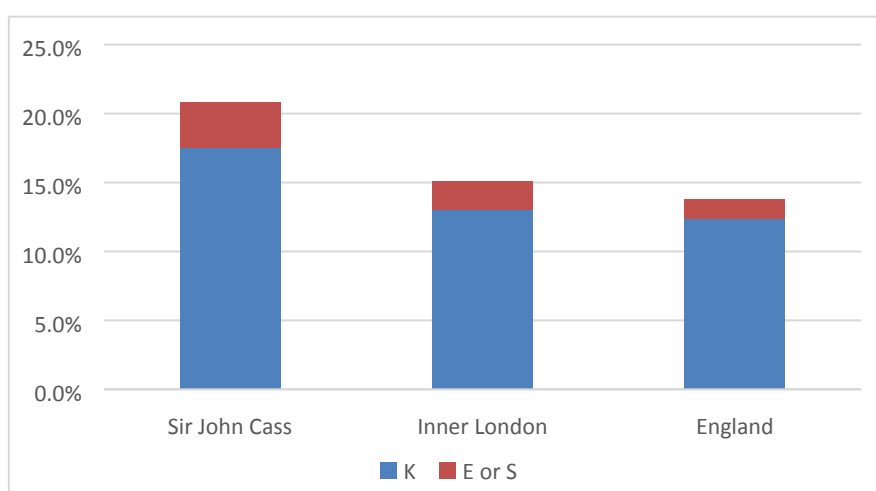
Table 2: % SEN at Sir John Cass's Foundation Primary School 2013/14 to 2017/18

| SEN | Type | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|---|-------------------|----------------|----------------|----------------|----------------|----------------|
| Sir John Cass's Foundation Primary School | SEN Support | 6.4% | 9.2% | 16.0% | 14.9% | 17.5% |
| | EHCP or Statement | 2.6% | 2.9% | 2.8% | 2.9% | 3.3% |
| Inner London | SEN Support | 17.2% | 14.6% | 13.4% | 13.1% | 13.0% |
| | EHCP or Statement | 1.8% | 1.9% | 1.9% | 1.9% | 2.1% |
| England | SEN Support | 15.2% | 13.0% | 12.1% | 12.2% | 12.4% |
| | EHCP or Statement | 1.4% | 1.4% | 1.3% | 1.3% | 1.4% |

Source: January School Census 2014 to 2018 & DfE SFR data

Graph 2 below shows the rate of SEN for 2017/18. It shows that SEN at Sir John Cass's Foundation Primary School is higher than both the rate for England and Inner London.

Graph 2: Rates of SEN: Sir John Cass's Foundation Primary School, Inner London and England, 2017/18



4. Quality of provision - Ofsted Inspections

Table 3: The last two Ofsted Inspection Judgements for Sir John Cass's Foundation Primary School

| Judgement | Latest inspection 18/04/13 | Previous inspection 26/09/08⁶ |
|--------------------------------|---------------------------------------|---|
| Overall effectiveness | Outstanding | Outstanding |
| Achievement of pupils | Outstanding | NA |
| Quality of teaching | Outstanding | Good |
| Behaviour and safety of pupils | Outstanding | NA |
| Leadership and management | Outstanding | NA |

Source: Ofsted Inspection Reports

⁶ The inspection of Sir John Cass's Foundation Primary School in 2008 was a reduced tariff inspection and judgements were not made against all of the inspection criteria.

Sir John Cass's Foundation Primary School was last inspected by Ofsted in April 2013, when it was judged to be outstanding, for overall effectiveness and in all areas where judgements are made. In the previous inspection it was also judged to be outstanding for overall effectiveness. The Ofsted judgements from the last two inspections are shown in Table 3 shown above.

Table 4: The last two Ofsted Inspection Judgements for Prior Weston Primary School

| Judgement | Latest inspection 08/03/18 | Latest Inspection 15/10/13 |
|--------------------------------|-------------------------------|-------------------------------|
| Overall effectiveness | Good | Good |
| Achievement of pupils | NA | Good |
| Quality of teaching | NA | Good |
| Behaviour and safety of pupils | NA | Good |
| Leadership and management | NA | Good |

Source: Ofsted Inspection Reports

One Islington primary school, Prior Weston, has a substantial number of City of London resident children on roll. The Ofsted judgements from Prior Weston's last two inspections are shown in Table 4 on the page above.

5. Attainment outcomes

This section analyses the educational performance of the City of London, comparing the outcomes at Sir John Cass's Foundation Primary School with City of London resident children attending Prior Western School in Islington and all City of London resident children attending Sir John Cass's Foundation Primary School or an Islington school, alongside the inner London and England averages for benchmarking purposes. The 2017/18 comparator performance outturns are based on the final published results.

1.3 Health warning about small numbers

Please be aware that the numbers of children in some of the analyses are often very small, particularly when the yearly cohorts are split into sub-groups. In a small cohort one pupil's performance can make a large change in the percentage of the total. One should exercise caution when making comparisons of outturns based on small numbers of children; because of this data for resident groups (those at Prior Weston and City of London residents attending Sir John Cass's Foundation Primary School or an Islington school) should be interpreted with great caution.

1.4 Early Years Foundation Stage

At the end of Reception children are assessed using the Early Years Foundation Stage Profile across a range of areas, including communication & language, physical development, personal, social & emotional development as well as literacy and maths. Children will be defined as having reached a GLD at the end of the EYFS if they achieve at least the expected level in the early learning goals in the prime areas

of learning (personal, social and emotional development; physical development; and communication and language) and in the specific areas of mathematics and literacy.

Table 5: Percentage of pupils who have reached a Good Level of Development between 2013/14 and 2017/18 for the Early Years Foundation Stage (EYFS)

| EYFS: % gaining a 'Good Level of Development' | 2013/14 | | 2014/15 | | 2015/16 | | 2016/17 | | 2017/18 | |
|--|---------|------|---------|-------|---------|------|---------|------|---------|------|
| | No.s | % | No.s | % | No.s | % | No.s | % | No.s | % |
| Sir John Cass's Foundation Primary School | 21 | 70.0 | 23.0 | 76.7 | 21.0 | 70.0 | 61.0 | 77.0 | 31.0 | 77.4 |
| CofL Residents at Sir John Cass's Foundation Primary School and LBI | 18 | 69.2 | 23.0 | 82.1 | 17.0 | 70.8 | 33.0 | 60.6 | 19.0 | 78.9 |
| CofL Residents at PW & COL-P* | 11 | 81.8 | 10.0 | 100.0 | 11.0 | 91.7 | 11.0 | 72.7 | 11.0 | 90.9 |
| Inner London | n/a | 62.0 | n/a | 67.7 | n/a | 70.7 | n/a | 72.8 | n/a | 73.7 |
| England | n/a | 60.0 | n/a | 66.3 | n/a | 69.3 | n/a | 70.7 | n/a | 71.5 |

*PW = Prior Weston School, COL-P = City of London Primary Islington.

Source: Sir John Cass's Foundation Primary School, Islington's Children's Services and DfE Statistical First Releases

The EYFS results of Sir John Cass's Foundation Primary School, City of London residents and City of London residents attending Prior Weston or the City of London Primary Islington were all higher than the rates for Inner London and England for all five years.

1.5 Phonics in Year 1

Since 2012 schools have been required to administer a statutory phonics screening check⁷ of Year 1 pupils. Each pupil tested must read 40 sounds out loud to their teacher. Performance at Sir John Cass's Foundation Primary School has improved over time, and on average 89.4% reached the standard in the last three years and the school's results for 2017-18 were above those for both Inner London and England. Table 6 below shows the figures for City of London residents attending Sir John Cass's Foundation Primary School and Islington schools as well as those for City of London residents attending Prior Weston School alongside the data for Sir John Cass's Foundation Primary School. The average results for the years 2015/16 to 2017/18 combined for City of London residents attending Sir John Cass's Foundation Primary School and LBI schools passing phonics was 83.0%; the figure for City of London residents attending Prior Weston was 83.6%.

⁷ Phonic marks range from 0 to 40. A mark of 32 or above (80%+) is means that the required standard has been reached.

**Table 6: Proportion of pupils passing the Phonics Screening
2013/14 to 2017/18**

| % passed (32+ marks or 80%+) | % Year 1 Pupils Passed | | | | |
|---|------------------------|---------|---------|---------|---------|
| | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
| Sir John Cass's Foundation Primary School (CofL LA) | 50.0% | 82.8% | 90.0% | 86.7% | 91.5% |
| CofL Residents at PW | 83.3% | 90.9% | 81.8% | 88.9% | 80.0% |
| CofL Residents at Sir John Cass's Foundation Primary School or LBI | 76.9% | 87.0% | 88.0% | 85.7% | 80.0% |
| Inner London | 78.0% | 80.0% | 84.0% | 85.0% | 85.0% |
| England | 74.0% | 77.0% | 81.0% | 81.0% | 82.0% |

Source: DfE Statistical First Releases LB Islington and the City of London

1.6 Key Stage 1

All Year 2 pupils (rising 7 year olds) are assessed at the end of Key Stage 1 (KS1). Table 7 shows the number of children in each of the groups for Key Stage 1 results. The largest of these cohorts is Sir John Cass's Foundation Primary School.

Table 7: Number of pupils per group in the Year 2 cohort 2013/14 - 2017/18

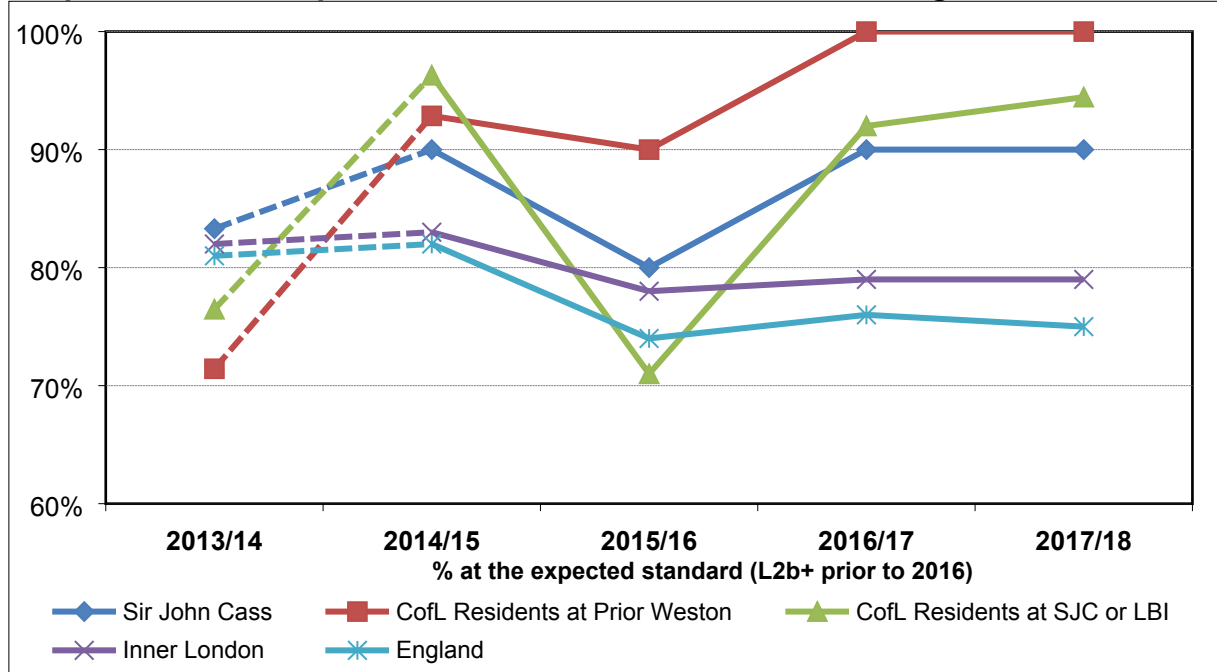
| Key Stage 1: Numbers | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|---|----------------|----------------|----------------|----------------|----------------|
| Sir John Cass's Foundation Primary School | 30 | 30 | 30 | 30 | 30 |
| CofL Residents at Sir John Cass's Foundation Primary School | 8 | 10 | 11 | 11 | 10 |
| Cof L Residents at Prior Weston | 7 | 14 | 10 | 10 | 7 |
| CofL other Islington schools | 2 | 3 | 3 | 3 | 1 |
| CofL Residents at Sir John Cass's Foundation Primary School or LBI | 17 | 27 | 24 | 24 | 18 |

Source: Sir John Cass's Foundation Primary School and Islington's Children's Services. The numbers in these groups are not mutually exclusive

Changes to the KS1 curriculum and method of assessment means figures from 2016 are not comparable to those for earlier years. Before 2016 the old Level 2B+, is shown as the closest benchmark. The 2016 reading test emphasised the comprehension elements of the new curriculum. The proportion of pupils that passed this more difficult assessment was lower, both nationally and in the City of London.

Since the first KS1 assessment of the more challenging new curriculum in the academic year 2015/16 the performance of Sir John Cass's Foundation Primary School and Corporation residents attending Prior Weston has been above that of the Inner London and England averages. This is also true of City of London residents attending either Sir John Cass's Foundation Primary School or an Islington primary school for the last two years (see Graph 4 below).

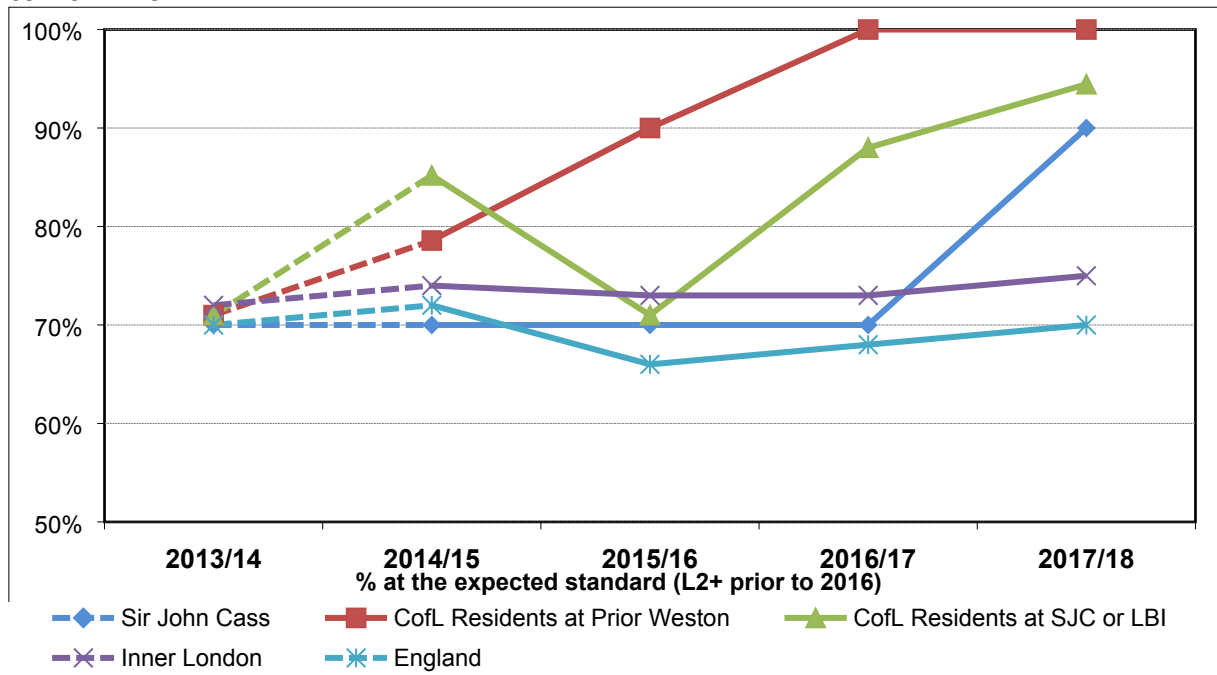
Graph 4: % at the expected standard or above in KS1 Reading 2013/14 - 2017/18



Source: DfE Statistical First Releases and City of London. Dotted lines indicate old Level 2b+ benchmark.

Graph 5 below shows that the Key Stage 1 writing results for Sir John Cass's Foundation Primary School were above national average but below those for Inner London for the first two years of assessment of the new Key Stage 1 curriculum. In 2017/18, however, all City of London groups, residential and pupils at Sir John Cass's Foundation Primary School, were above both comparators.

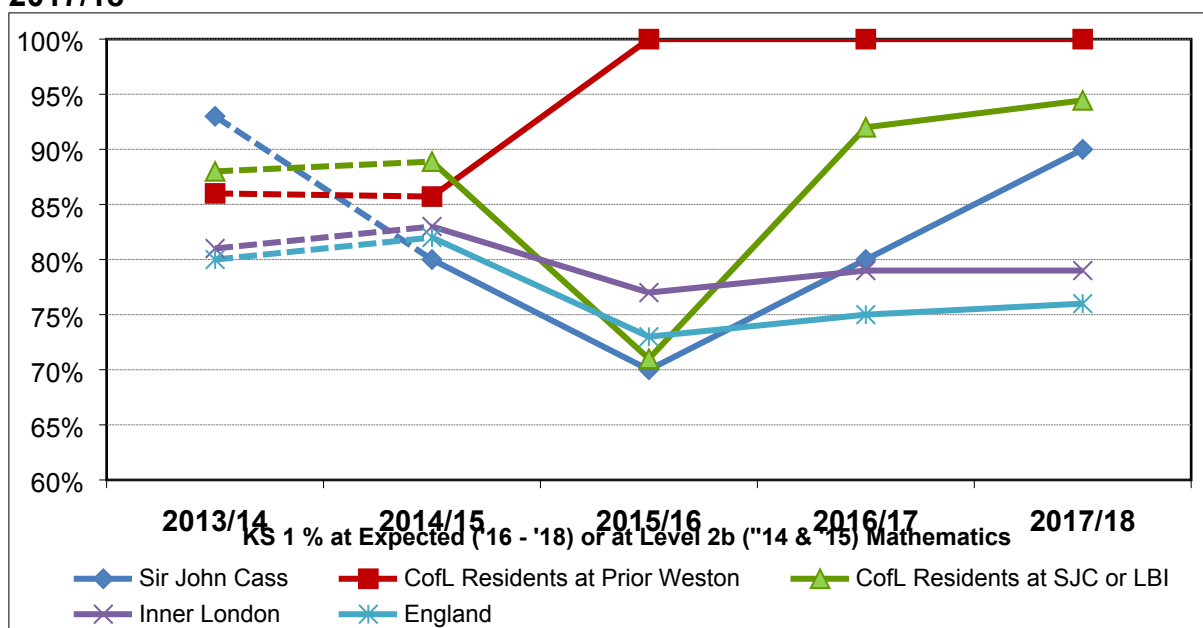
Graph 5: % of pupils at the expected standard or above in KS1 Writing 2013/14 to 2017/18



Source: DfE Statistical First Releases. Dotted lines indicate old Level 2b+ benchmark.

Graph 6 below shows that Sir John Cass's Foundation Primary School results for maths in 2017 and 2018 rose after poor results for the first year of the new curriculum.

Graph 6: KS1 Maths % of pupils at the expected standard or above 2013/14 - 2017/18



Source: DfE Statistical First Releases, LB Islington & the City of London. Dotted lines show old Level 2b+ benchmark.

Key Stage 2

All Year 6 pupils (rising 12 year olds) are assessed at the end of Key Stage 2 (KS2). In 2016, the new more challenging national curriculum was assessed by new tests and interim frameworks for teacher assessment. Results are no longer reported as levels: each pupil receives their test results as a scaled score and teacher assessments based on the interim framework.

Please note: figures for 2016 onwards are not comparable to those for earlier years.

Table 8 below shows the number of children in each group for at the end of KS2 from 2013/14 to 2017/18. The largest group is the roll at the Sir John Cass's Foundation Primary School.

Table 8: Numbers of pupils per group in the Year 6 cohort 2013/14 to 2017/18

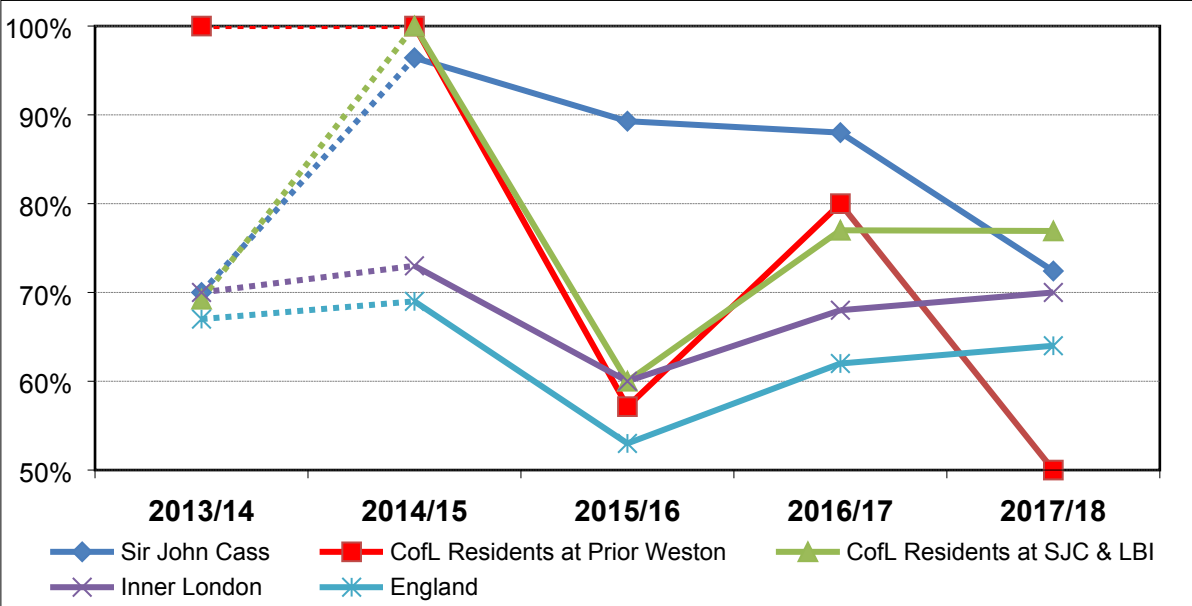
| KS2 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|---|-----------|-----------|-----------|-----------|-----------|
| Sir John Cass's Foundation Primary School | 30 | 28 | 28 | 26 | 29 |
| CofL Residents at Sir John Cass's Foundation Primary School | 4 | 5 | 5 | 2 | 8 |
| CofL Residents at Prior Weston | 8 | 9 | 9 | 10 | 4 |
| CofL other Islington school | 1 | 1 | 1 | 1 | 1 |
| CofL Residents Total | 13 | 15 | 15 | 13 | 13 |

Source: Sir John Cass's Foundation Primary School and Islington's Children's Services
Note: The categories are not mutually exclusive and some pupils will appear in more than one group.

Graph 7 below shows 72% of pupils at Sir John Cass's Foundation Primary School were at the expected standard or above in reading, writing and mathematics combined in 2017-18, compared to 88% the previous year. The City of London's results (Sir John Cass's Foundation Primary School) were the highest for any L.A. in

England for 2013/14 to 2016/17. The figure for 2017/18 was 76% putting the authority in the top decile for this measure.

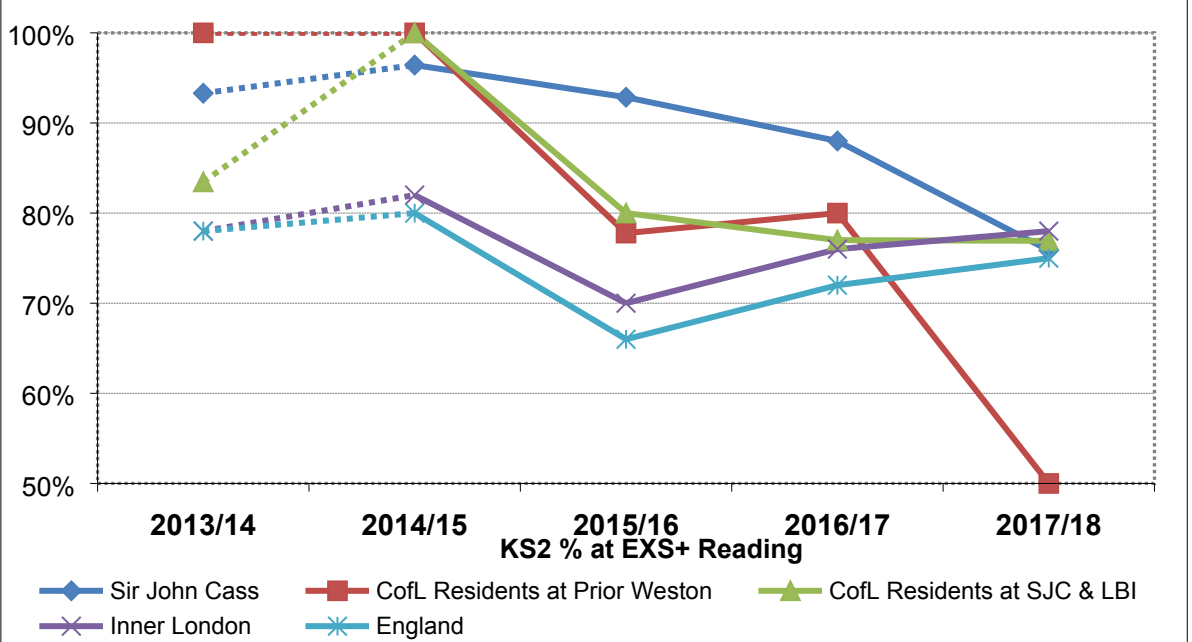
Graph 7: Percentage of pupils expected standard and above in Reading, Writing and Mathematics combined at Key Stage 2 from 2013/14 to 2017/18



Source: DfE Statistical First Releases, LB Islington and City of London. 2013/14 & 2014/15 data shows % at 4b+ for the old curriculum.

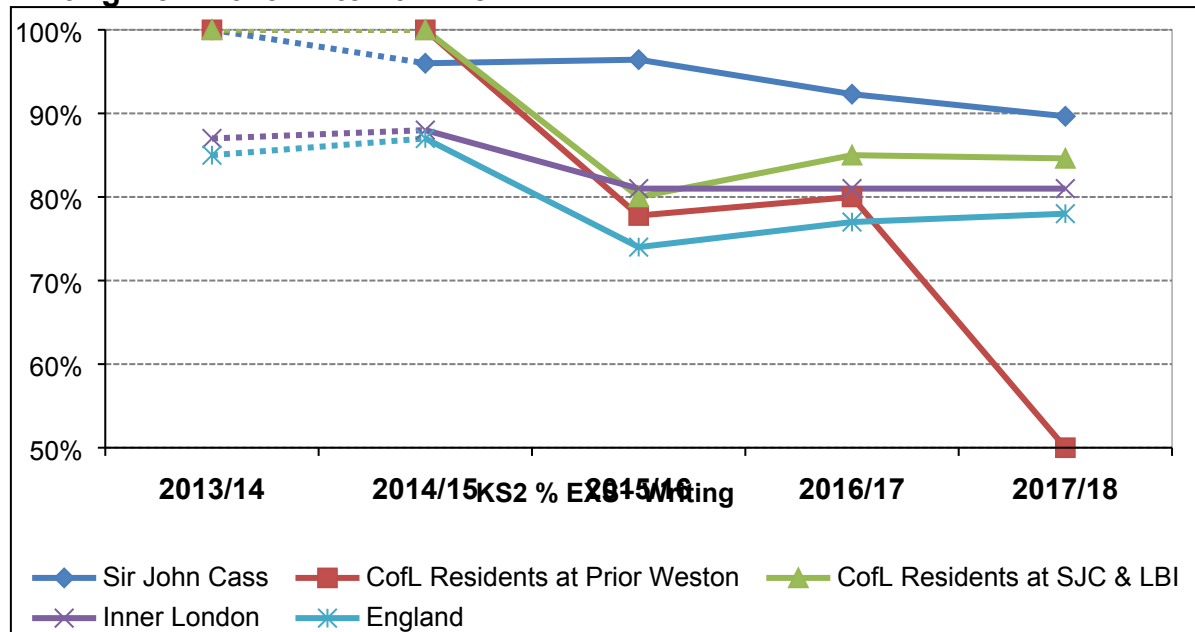
Graph 8 below shows that 76% of pupils at Sir John Cass's Foundation Primary School and 77% of the authority's residents attending school in the City or Islington were at the expected standard or above in reading.

Graph 8: Percentage of pupils at or above the expected standard in KS2 reading from 2013/14 to 2017/18



Source: DfE Statistical First Releases, LB Islington and City of London. 2013/14 & 2014/15 data shows % at 4b+ for the old curriculum.

Graph 9: Percentage of pupils at or above the expected standard in KS2 Writing from 2013/14 to 2017/18

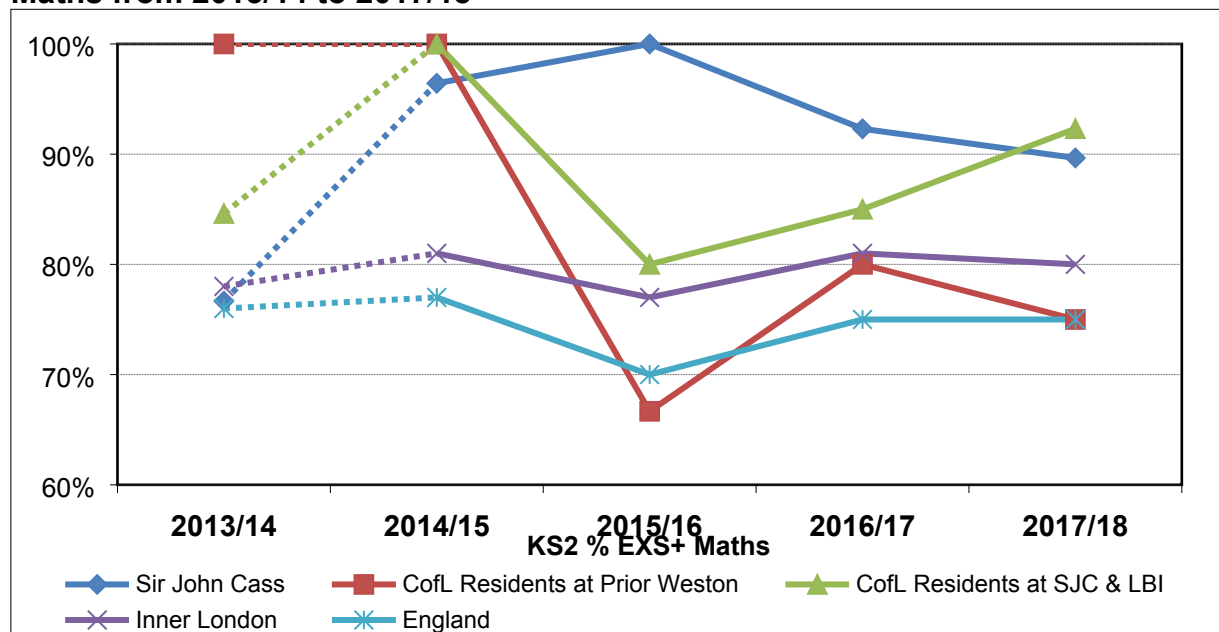


Source: DfE Statistical First Releases LB Islington and City of London. 2013/14 & 2014/15 data shows % at 4b+ for the old curriculum.

Graph 9 above shows 90% of pupils at Sir John Cass's Foundation Primary School reached the expected level or above at Key Stage 2 in writing in 2017/18. This figure is lower than the previous year but is still above the results for Inner London and England.

Graph 10 below shows that 90% or more pupils at Sir John Cass's Foundation Primary School reached the expected level or above at Key Stage 2 in mathematics in since the introduction of the new curriculum.

Graph 10: Percentage of pupils at or above the expected standard in KS2 Maths from 2013/14 to 2017/18



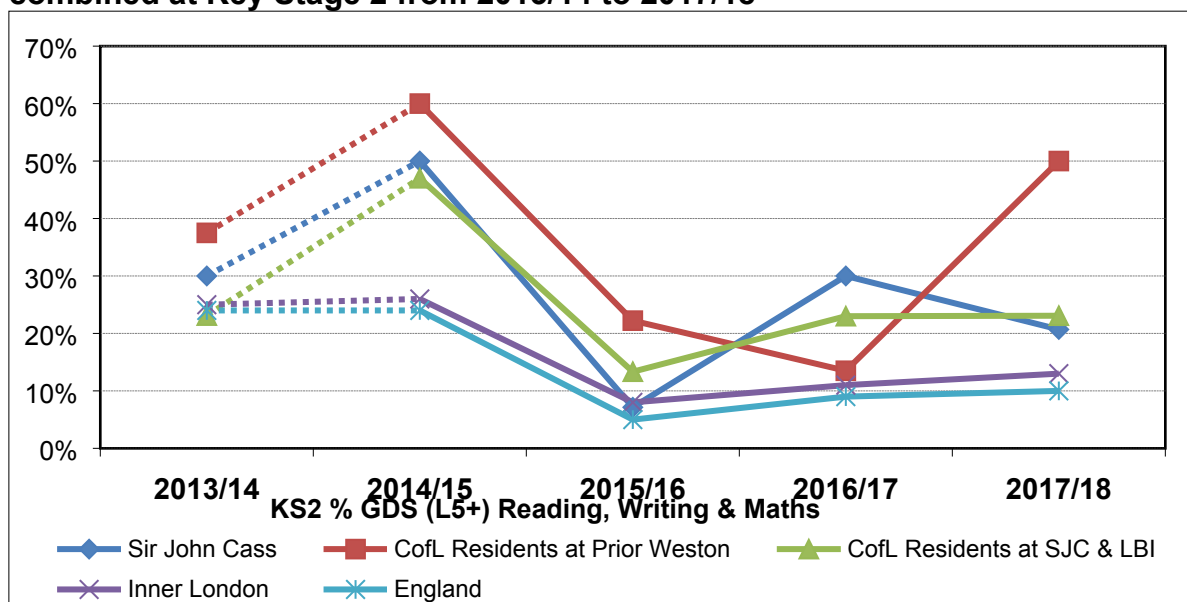
Source: DfE Statistical First Releases, LB Islington and City of London. 2013/14 & 2014/15 data shows % at 4b+ for the old curriculum.

5.5.1 Pupils working at greater depth at Key Stage 2

The new curriculum threshold for 'working at greater depth' (GDS) for subjects that are tested (reading, maths and GPS) is 110 standardised points. Level 5 was the previous higher benchmark for pupils working above the expected level for their age.

Please note: figures from 2016 are not comparable to those for earlier years.

Graph 11: % of pupils at GDS (or Level 5) for Reading, Writing & Maths combined at Key Stage 2 from 2013/14 to 2017/18



Source: DfE Statistical First Releases, LB Islington and City of London. 2013/14 & 2014/15 data shows % at 4b+ for the old curriculum.

Graph 11 shows that 21% of pupils at Sir John Cass's Foundation Primary School in 2018 were at greater depth compared to inner London (13%) and England (10%).

Table 9 shows the percentage of pupil premium pupils and non-disadvantaged pupils for 2015-16 to 2017-18 combined reaching the expected standard for all three core subjects. The results of the corporation's disadvantaged pupils are not only above the equivalent figures for pupil premium pupils nationally and in inner London but also those for non-disadvantaged pupils both in England and inner London.

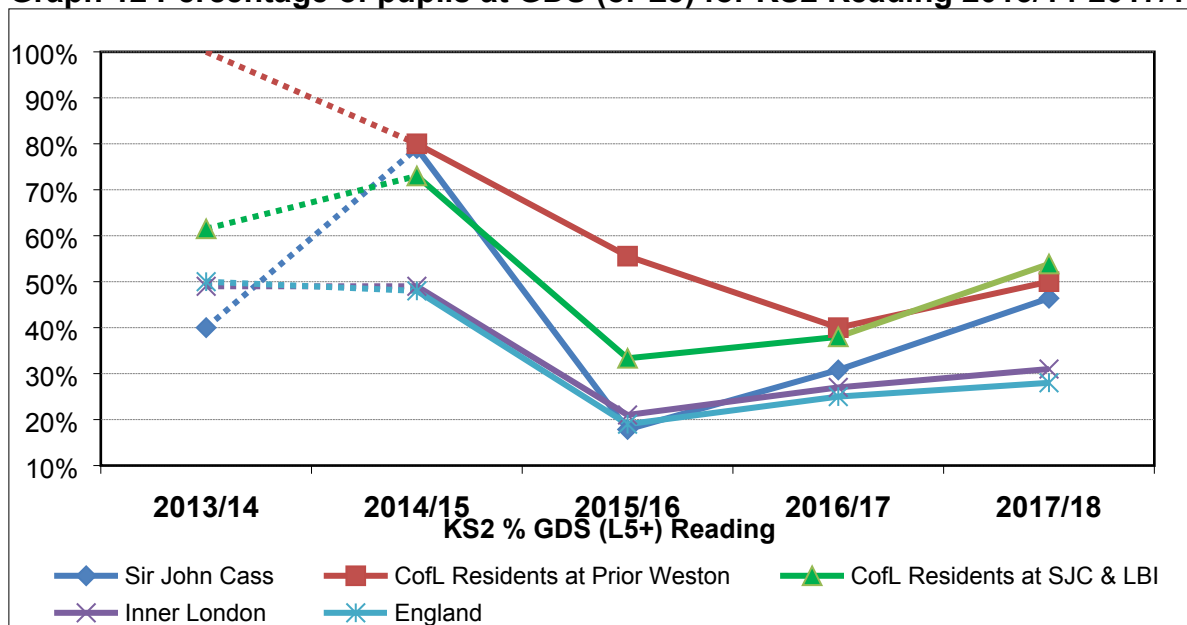
Table 9: % At or Above the Expected for Reading, Writing & Mathematics Combined – Three Year Average

| 3 Year Average : 2015/16 - 2017/18 | Sir John Cass's Foundation Primary School | | Inner London | England |
|------------------------------------|---|------|--------------|---------|
| | #s | % | % | % |
| All Pupils | 71 | 91.2 | 66.0 | 60.3 |
| Pupil Premium Pupils | 48 | 89.5 | 57.7 | 43.3 |
| Non-Pupil Premium Pupils | 23 | 93.3 | 73.0 | 66.7 |

Source: City of London

Graph 12 overleaf shows that 46% of pupils at Sir John Cass's Foundation Primary School were at greater depth for KS2 reading in 2018 and those City of London residents attending Prior Weston, Sir John Cass's Foundation Primary School or Islington schools were at or above 50% for this measure. The rates for inner London and England were 31% and 28% respectively.

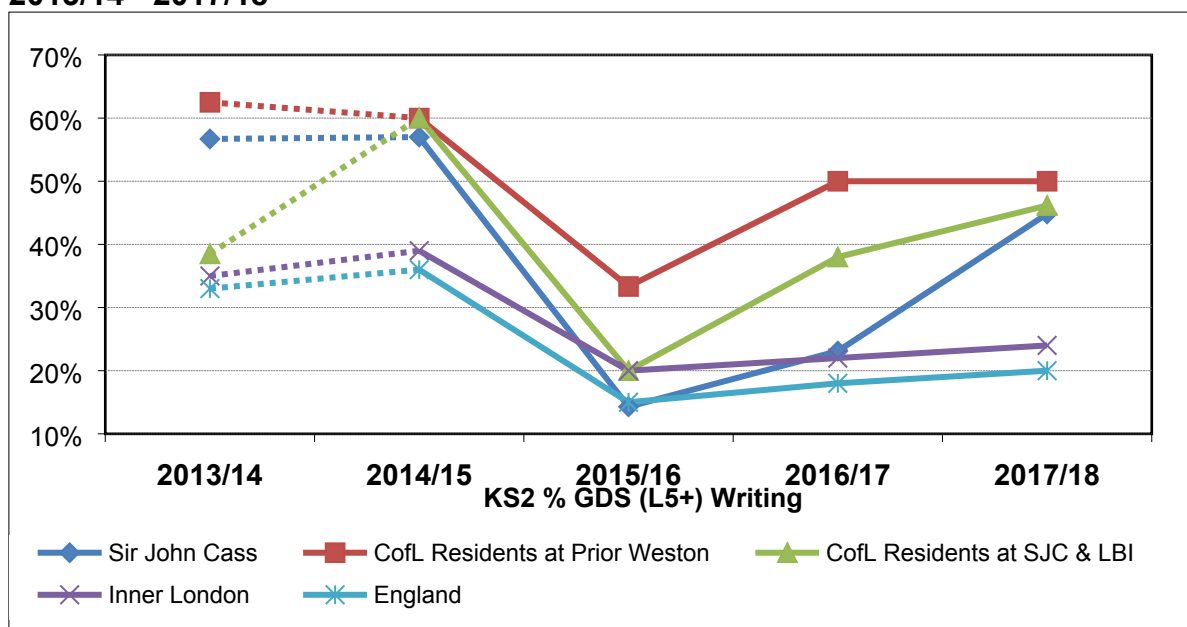
Graph 12 Percentage of pupils at GDS (or L5) for KS2 Reading 2013/14-2017/18



Source: DfE Statistical First Releases, LB Islington and City of London. 2013/14 & 2014/15 data shows % at 4b+ for the old curriculum.

Graph 13 overleaf shows that the proportion of pupils at Sir John Cass's Foundation Primary School working at greater depth in writing in 2018 was (45%) more than 20 percentage points above the rates for inner London (24%) and for England (20%).

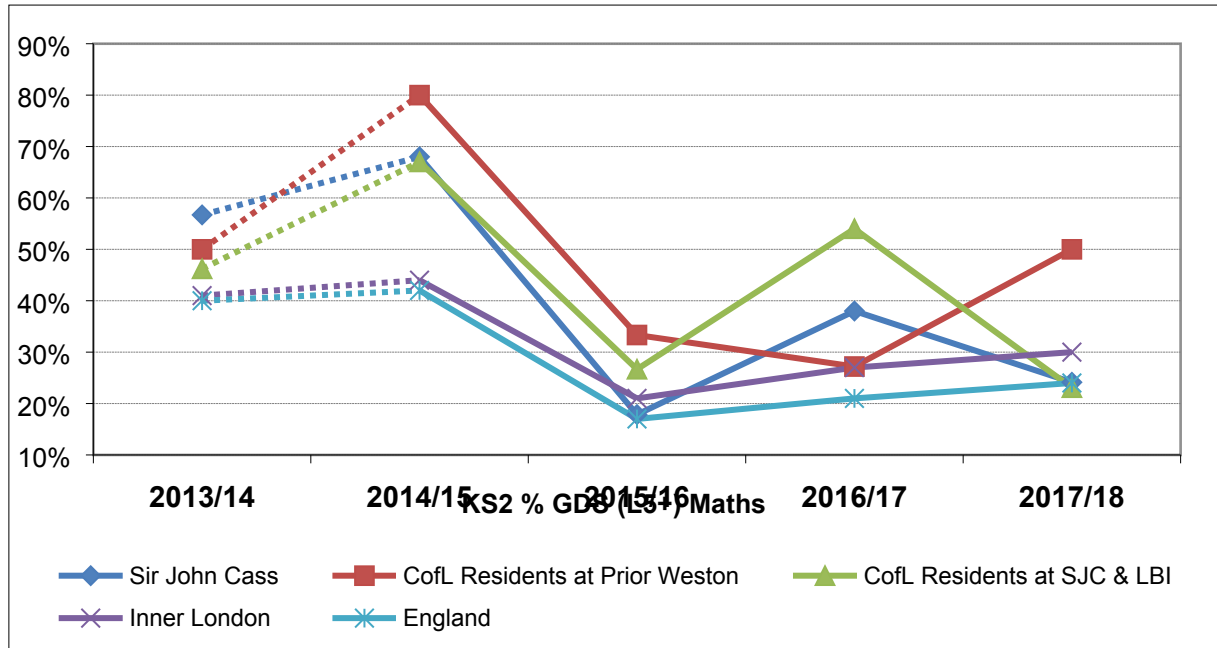
Graph 13: Percentage of of pupils at GDS (or Level 5) in KS2 Writing from 2013/14 - 2017/18



Source: DfE Statistical First Releases, LB Islington and City of London. 2013/14 & 2014/15 data shows % at 4b+ for the old curriculum.

Graph 14 below shows that the proportion of pupils at Sir John Cass's Foundation Primary School working at greater depth in mathematics, at 24 percentage points, is equal to the national but below Inner London (at 30%); City residents at Prior Weston were at 50% on this measure.

Graph 14: Percentage of pupils at GDS (or Level 5) in KS2 Maths from 2013/14 to 2017/18



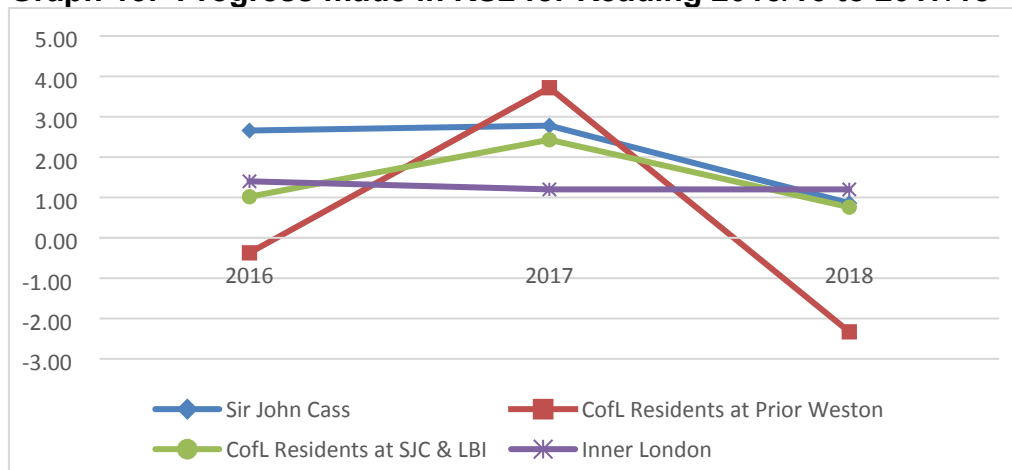
Source: DfE Statistical First Releases, LB Islington and City of London. 2013/14 & 2014/15 data shows % at 4b+ for the old curriculum.

5.5.2 Progress from Key Stage 1 to Key Stage 2

The DfE measure for progress is a 'relative attainment' model that compares the standardised score (or the numeric value associated with a grade in the case of writing) for each pupil against the average performance of pupils with very similar end of KS1 results nationally. A score below zero indicates lower than average progress rather than negative progress. The floor standard for progress for all three years was -5 for reading and mathematics but -7 for writing.

Graph 15 below shows the DfE progress measure for reading for the last three years. The progress figure for Sir John Cass's Foundation Primary School and City of London residents attending school in the City or in Islington have positive progress figures for all three years. Those residents on roll at Prior Weston school have sometimes had below average progress though this group is very small and so the results are likely to vary from year to year.

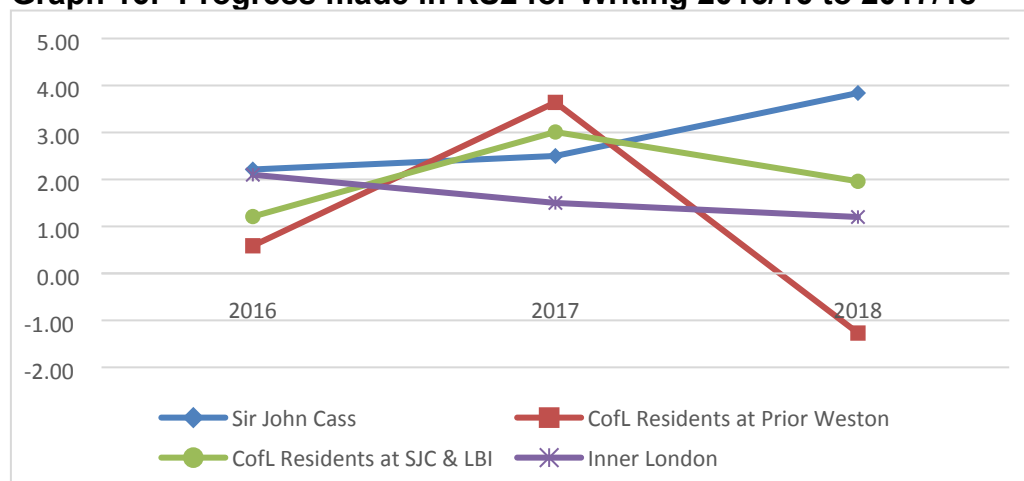
Graph 15: Progress made in KS2 for Reading 2015/16 to 2017/18



Source: DfE Statistical First Releases, LB Islington and City of London.

Graph 16 below shows progress in writing has a similar pattern to progress in reading with Sir John Cass's Foundation Primary School and residents of the corporation attending Islington schools above the national average for all three years.

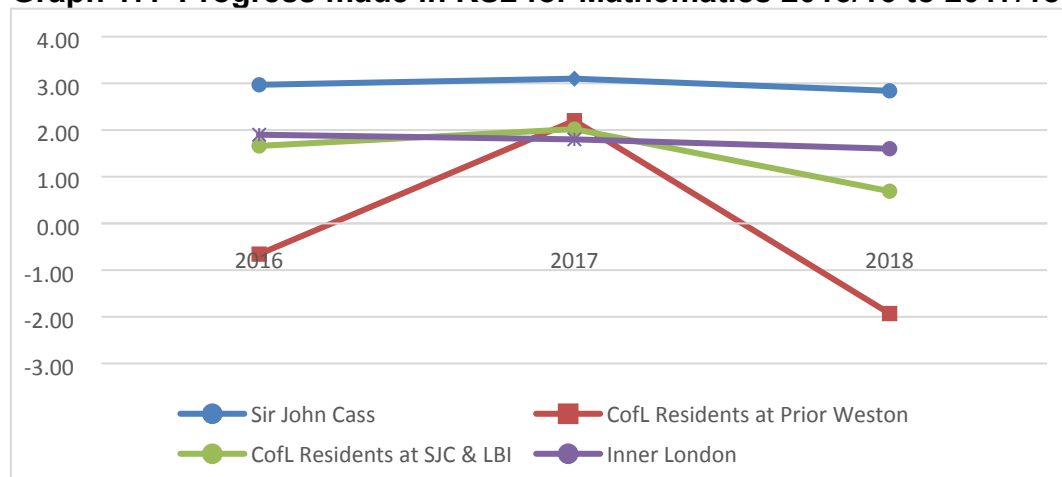
Graph 16: Progress made in KS2 for Writing 2015/16 to 2017/18



Source: DfE Statistical First Releases, LB Islington and City of London.

Graph 17 below shows the mathematics progress made by pupils at Sir John Cass's Foundation Primary School at about 3 points since this measure was introduced. This means, that on average, pupils at this school scored three standardised scale points more than pupils with similar Key Stage 1 results nationally. City of London residents attending Islington schools were above the national average for all three years and the small number of residents attending Prior Weston showing the same pattern seen for progress in reading and also writing.

Graph 17: Progress made in KS2 for Mathematics 2015/16 to 2017/18



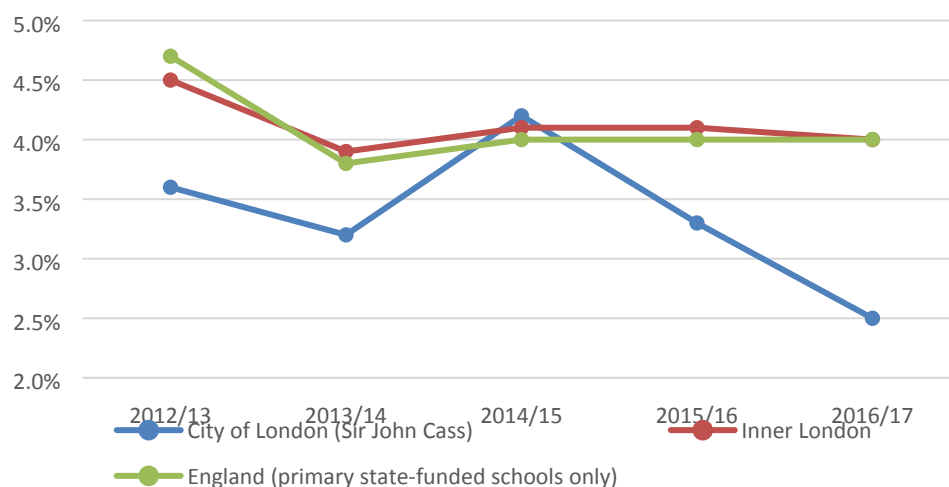
Source: DfE Statistical First Releases, LB Islington and City of London

6. Attendance

Graph 18 compares the City of London's (e.g. Sir John Cass's Foundation Primary School's) rates of absence with primary inner London and England. The City of London's rate increased in 2014/15 to a level that was higher than both inner London and England before falling in 2015/16 and 2016/17. Overall absence for 2016/17 was 2.5% which is the lowest rate of absence out of all 152 English local authorities.

Please note that the figures for small groups will show more variance from one year to the next which is why Sir John Cass's Foundation Primary School data fluctuates more than the comparators over time.

Graph 18: Overall three term absence rates 2012/13 to 2016/17



Source: DfE Performance Tables and Statistical First Releases. Note: Three term absence data for 2017/18 is not yet published.

Table 10 below shows that there were no pupils persistently absent at Sir John Cass's Foundation Primary School for 2012/13 and there was no published data in 2014/15 owing to numbers being too small to publish. Performance remains better than the inner London and England averages. The rate of persistent absence in 2015/16 was higher because that year the DfE definition of persistent absence changed to include any pupil whose rate of absence is greater than 10% of their total possible sessions⁸. The 2016/17 rate of persistent absence for the City of London was the lowest recorded by all 152 local authorities in England.

Sir John Cass's Foundation Primary School 's three term absence for 2017-18 was 3.3%. Three term absence data for inner London and England 2017/18 is not yet available.

Table 10: Persistent absence rates 2012/13 and 2016/17

| DfE figures for Persistent Absence | Definition of Persistent Absence: | | | | |
|--|-----------------------------------|---------|------------------|-------------------|---------|
| | PA= 15%+ Absence | | | PA = 10%+ Absence | |
| | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
| City of London (Sir John Cass's Foundation Primary School) | n/a | 1.7% | n/a ⁹ | 3.9% | 2.8% |
| Inner London | 2.8% | 2.3% | 2.3% | 8.9% | 8.6% |
| England (primary state-funded schools only) | 2.7% | 2.1% | 2.1% | 8.2% | 8.3% |

Source: DfE Performance Tables and SFRs 2012 to 2018

⁸ In the past persistent absence was defined as a rate of absence greater than 15% of the whole year (as defined by the DfE). From 2015-16 it was redefined as any rate of absence greater than 10%.

⁹ Data on persistent absenteeism for the City of London was suppressed by the DfE for 2014/15

7. Admissions

Islington Council processes school admission applications on behalf of the City of London. The tables below relate to offers to City of London residents.

1.7 Primary school admissions

Table 11 overleaf shows the number and percentage of resident children who were offered a school place in The City of London, Islington or another borough. From 2015 to 2016 a higher proportion of the corporation's residents were offered a place at Sir John Cass's Foundation Primary School compared to 2017 & 2018, with over half of resident children offered a place at Sir John Cass's Foundation Primary School in 2016 when the school opened a bulge class at Reception for that year. Just over a fifth of the corporation's residents were offered a place at Sir John Cass's Foundation Primary School in 2016 and about 30% were in 2018. With the exception of 2016, roughly 55% were offered an Islington school from 2015 to 2018. The proportion of reception aged children in the City offered a place in another borough rose from 3.1% in 2014 to 17.6% in 2018. Of the six pupils offered places in schools in other boroughs four were offered places in Tower Hamlets schools, one was offered a place in a school in Westminster and one at a school in Camden.

Table 11: Offers of reception school places to City of London resident children in 2015 to 2018

| Reception Place Offers | 2015 | | 2016 | | 2017 | | 2018 | |
|---|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|
| | No. | % | No. | % | No. | % | No. | % |
| Sir John Cass's Foundation Primary School | 10 | 31.3% | 19 | 54.3% | 6 | 21.4% | 10 | 29.4% |
| Islington Schools | 18 | 56.3% | 12 | 34.3% | 16 | 57.1% | 18 | 52.9% |
| Schools in other Boroughs | 4 | 12.5% | 4 | 11.4% | 6 | 21.4% | 6 | 17.6% |
| Total | 32 | 100% | 35 | 100% | 28 | 100% | 34 | 100% |

Source: Islington Admissions Section, based on the position on offer day.

Note: These are offers to City of London residents only. Only offered pupils are included.

1.8 Secondary school admissions

Table 12 below shows the breakdown of offers to City children by the schools' maintaining local authority from 2014 to 2018. From 2014 to 2017 between 40% and 65% of 11 year olds living in the corporation were offered places in Islington schools, although this figure fell to about a quarter in 2018. On average, over the five years, about 1 in 6 were offered places in a Tower Hamlets secondary school, about 1 in 8 were offered a place in a Hackney school and over 10% were offered places in secondary schools in Southwark. Offers in 2018 included places in Hammersmith and Essex local authority schools for the first time over the last 5 years.

Table 12: Offers of secondary school places to City of London resident children 2014 to 2018

| Secondary Transfer Offers | 2014 | | 2015 | | 2016 | | 2017 | | 2018 | |
|----------------------------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|--------------|
| | No. | % | No. | % | No. | % | No. | % | No. | % |
| Islington Schools | 6 | 40.0% | 9 | 42.9% | 13 | 59.1% | 11 | 64.7% | 5 | 26.3% |
| Greenwich | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 2 | 10.5% |
| Hackney | 2 | 13.3% | 3 | 14.3% | 3 | 13.6% | 1 | 5.9% | 3 | 15.8% |
| Hammersmith | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 1 | 5.3% |
| Kensington & Chelsea | 0 | 0.0% | 1 | 4.8% | 1 | 4.5% | 0 | 0.0% | 0 | 0.0% |
| Lewisham | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Southwark | 3 | 20.0% | 1 | 4.8% | 0 | 0.0% | 3 | 17.6% | 3 | 15.8% |
| Tower Hamlets | 1 | 6.7% | 6 | 28.6% | 4 | 18.2% | 2 | 11.8% | 2 | 10.5% |
| Westminster | 3 | 20.0% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 1 | 5.3% |
| Essex | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 2 | 10.5% |
| Lambeth | 0 | 0.0% | 1 | 4.8% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Barnet | 0 | 0.0% | 0 | 0.0% | 1 | 4.5% | 0 | 0.0% | 0 | 0.0% |
| Total | 15 | 100% | 21 | 100% | 22 | 100% | 17 | 100% | 19 | 100% |

Source: Islington Admissions Section, based on the position on offer day.

Note: These are offers to City residents only. Only pupils offered a place are included.

7.1.1 Suggested Questions for Governors

How well are children in our school doing compared to City of London children in other schools and in relation to inner London and nationally?

What steps has the school taken to improve outcomes and what has the impact been?

How might the school raise performance in Key Stage 1 reading and mathematics? Are any particular groups of pupils underperforming in these subjects?

Are pupils making expected progress between Year 2 and Year 6 (during KS2)?

How do we know if every child is reaching their full potential? How can we ensure higher ability pupils are supported to work at greater depth?

Which pupil groups are performing less well? What action has been taken to address their underperformance?

How is the Pupil Premium being used to 'close the gap' between different groups (gender, ethnicity, SEN, FSM)?

What progress is being made on the key areas for development identified at the last inspection and what has the impact been?

How well has the school prepared for changes to the Ofsted Inspection Framework happening in September 2019?

What action is being taken to sustain our school's judgement of outstanding?

How does the absence data and persistent absence data compare with the national equivalents? How does the equivalent data for just pupil premium pupils compare against the national data for pupil premium and non-pupil premium data?

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| | |
|---|------------------------|
| Committee: | Dated: |
| Community and Children's Services Committee | 08/03/2019 |
| Subject: Introducing Agile Working | Public |
| Report of: Andrew Carter, Director of Community and Children's Services | For Information |
| Report author: Simon Cribbens, Assistant Director of Commissioning and Partnerships | |

Summary

This report sets out arrangements to support service delivery by introducing an 'agile working' culture for Department of Community and Children's Services (DCCS) staff based at the Guildhall.

Recommendations

Members are asked to:

- Note the report.

Main Report

Background

1. Over the last two years, the DCCS has experienced increasing pressures on its Guildhall office accommodation. Staffing increases have had to be accommodated predominately within the existing Guildhall allocation on the fifth floor. This has resulted in a shortfall of desks and facilities to support business needs – such as confidential meeting space.
2. In response, a departmental agile working programme is being implemented to manage this pressure. This includes making efficient use of space, moving away from the culture of owned desks and adopting a clear desk policy.
3. This programme of work is integrated into the wider Corporate Smart Working Programme. Led by the Surveyor's and Town Clerk's offices, a report that sets out proposals for this wider Corporation programme working will be submitted to Corporate Asset Sub Committee for consideration on 4 April 2019. This report will request funding for the Smart Working Programme.
4. Elements of the work to make efficient use of the DCCS's Guildhall office space are contingent on the approval of this funding.

Agile Working

5. Agile working involves creating a culture where staff are given the opportunity to introduce an element of choice as to where and how they work. This is in order to better meet the needs of service users and add to employee work and life balance. In delivering diverse resident-focused services, this agile approach will be beneficial for departmental staff who:
 - undertake the majority of core functions working directly with clients and service users in the community
 - are office based but may be frequently at meetings with colleagues or external partners.
6. This flexible working element of agile working is being rolled out as a pilot for the department's staff at the Guildhall. On review, the intention is to roll it out across the DCCS and inform similar programmes across the Corporation.
7. In use, agile working can be summarised as:
 - the HOW – choosing the best work methods and technology, for example meeting through Skype
 - the WHERE – choosing the best location for the work/activity being undertaken – for example, different buildings, in the field or at home
 - the WHEN – choosing the right working time arrangements that meet the needs of clients and of staff – for example, staggered working hours.
8. Agile working aims to improve the way DCCS staff manage and deliver services, resulting in:
 - greater flexibility that enables staff to provide the most fitting contact with service users at the right time
 - a reduction of costs, carbon footprint and unnecessary travel time to and from meetings with external partners
 - employees achieving an improved work–life balance, greater job satisfaction, motivation, morale and productivity.
9. This departmental approach aligns to (and pilots approaches to achieve) the objectives of the corporate Smart Working Programme to:
 - enable officers to have the best work–life balance possible while meeting business objectives
 - enable officers to adopt and optimise new technologies to meet business requirements
 - provide a work environment that enables officers to meet business requirements.

Actions and Timelines

10. Key actions to create an agile working culture and office environment are set out below.
11. **Maximising use of technology:** The Corporation's new technologies enable staff to access information remotely and work from a variety of locations. These include Skype for Business, which ensures that staff are fully contactable when out of the office, enabling meetings to be conducted by voice or video and documents to be shared and edited. Training to use Skype for Business has been provided to DCCS personnel based at the Guildhall.
12. **Agile working rules:** A guidance pack has been completed and provided to managers and staff that sets out the protocols and expectations when staff work away from the office. This was developed with Human Resources and makes clear that delivery of our services, particularly statutory functions, will always be the priority.
13. **Training for managers:** Training will be provided in March 2019 that enables managers to better assess business considerations before granting staff requests for off-site working. The training will also provide advice on how to maintain staff output and productivity when staff are not working from the office.
14. **Office re-design:** A redesign of the office space is planned to deliver new storage facilities, meeting spaces, and flexible working stations. The redesign will deliver the physical infrastructure to enable change. This element is subject to funding being approved by Corporate Resources Sub-Committee and, if approved, will take place between May and June 2019.

Conclusion

15. The DCCS is leading the development and implementation of agile ways of working as a means of better meeting the needs of clients and service users and improving the balance of work and life for staff. In doing so, it is supporting the development and implementation of a wider corporate approach.

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|--|------------------------|
| Committees: | Dates: |
| Community and Children's Services | 08/03/2019 |
| Subject: Fire Safety Update – HRA Properties | Public |
| Report of: Director of Community & Children's Services | For Information |
| Report author: Paul Murtagh Assistant Director Barbican and Property Services | |

Summary

The purpose of this report is to update Members on the progress that has been made in relation to fire safety matters since the last update report submitted to Committee on 12 October 2018.

Recommendations

Members are asked to note, consider and comment on the report.

Main Report

Background

1. In July 2017, an initial detailed report was presented to this Committee, the Community & Children's Committee and the Audit and Risk Management Committee updating Members on the City of London Corporation's (CoLC) approach to fire safety in its social housing portfolio and, following the tragic fire at Grenfell Tower, the subsequent actions that we had taken. This report informed Members of the progress we had made with matters such as:
 - fire risk assessments,
 - communication with residents,
 - estate management,
 - fire safety maintenance and improvement works,
 - inspections by the London Fire Brigade (LFB),
 - potential future improvement works.
2. Further update and review reports have been brought back to this Committee and the Housing Management & Almshouses Sub-Committee on several occasions to inform Members of the work that has been done to enhance the safety of the CoLC's social housing estates and its residents in the event of fire.
3. This report is intended as a further update.

Considerations

Automatic Water Fire Suppression Systems (Sprinklers)

4. At its meeting on 11 May 2018, Members of the Community & Children's Committee agreed a recommendation from its Director to retro-fit automatic water suppression systems in each of its five social housing high-rise tower blocks below:
 - Great Arthur House, Golden Lane;
 - Petticoat Tower, Middlesex Street;
 - West Point, Avondale Estate;
 - Central Point, Avondale Estate;
 - East Point, Avondale Estate.
5. Further discussions have been held with colleagues in the CoLC's Planning and Building Control Teams in relation to Great Arthur House, which Members agreed was the priority as a result of the compartmentation issues. A Gateway 1-4 report, which was approved by this Committee on 2 November 2018 and Projects Sub Committee on 7 November 2018, agreed:
 - A total project cost of £3,200,000 including design, project management and staff costs;
 - Survey, planning, design and tender costs of £75,000 to get to the next stage of the Gateway process (Gateway 5);
 - That a compliant procurement exercise be undertaken for the installation of sprinklers in our five social housing high-rise tower blocks;
 - That Committee approval be sought at Gateway 5 for the appointment of a contractor to carry out the installation works.
6. We are currently in the process of appointing an M&E Design Consultant to carry out the pre-contract design, specification and tender works and, we are working to the following outline programme:
 - Survey, planning and design – March to May 2019;
 - Resident consultation – March 2019;
 - Procurement process – May to July 2019;
 - Contract awarded and contractor appointed – August 2019;
 - Works commence – October 2019;
 - Works completed – December 2019;
 - End of Defects Liability period – December 2020.

Fire Doors

7. As Members will be aware from previous reports, random sample testing of several front entrance doors to individual flats in our residential blocks has been carried out. This destructive testing indicated an average fire resistance of 16 minutes. Although this is in line with what was predicted for doors in their original state, it gives serious cause for concern when set against the recommendations from many of the 2018 Fire Risk Assessments.

8. The CoLC is committed to replacing all front entrance doors in its residential blocks of flats with fire doors that give up to 60 minutes fire resistance (30 minutes as an absolute minimum). The estimated cost of this programme is in the region of £4million.
9. Members will be aware of concerns raised by the Ministry of Housing, Communities and Local Government (MHCLG), that a replacement glazed, composite 30-minute fire door from Grenfell Tower failed a fire resistance test after 15 minutes. Further investigations highlighted similar problems with doors from other high-profile specialist fire door manufacturers. These findings have caused considerable uncertainty in the industry and has led a serious shortage in suppliers and contractors to satisfy the demand from housing associations and local authorities seeking to upgrade the doors to their homes.
10. We have continued to work closely with GERDA Security Products Limited, a specialist door manufacturer (not implicated by the recent MHCLG investigations), to develop a prototype replacement doorset that has been rigorously tested to provide 60 minutes fire resistance and has passed appropriate door smoke tightness tests. The prototype door set has been manufactured and fitted in one of our homes in Petticoat Tower, Middlesex Street and it has been very well received.
11. It is intended, subject to final agreement from City Procurement, that the GERDA prototype will be specified for the remainder of the Door Replacement Programme at Petticoat Tower, which is now due to commence in the spring/summer this year.
12. Officers have now finalised the programme and delivery schedule for the remainder of the main Door Replacement Programme, which will be spread over the next 18 to 24 months. 1-4 report is being prepared and will be submitted to the relevant committees at the next available cycle of meetings.

Fire Risk Assessments (FRAs)

13. As Members will be aware, Frankham Risk Management Services Limited completed FRAs for each of our residential blocks of flats in October/November 2017 and, as agreed by Members, these were published on the CoLC's website in June last year.
14. At its meeting on 5 June 2018, Members were first presented with the 'Specific Hazard Identification and Action Plan Template for Fire Risk Assessments', which lists the recommendations from all the FRA's on our residential blocks. Officers continue to work on the various recommendations contained within the Action Plan and good progress is being made. An updated version of the Action Plan is included at Appendix 1 to this report.
15. Carrying out FRA's under the Regulatory Reform (Fire Safety) Order 2005 (RRO), is a vital and legally required part of the CoLC's fire safety strategy for its residential portfolio. The RRO does not specify how often FRA's should be carried out or reviewed. However, the Local Government Association (LGA) has published

guidance on fire safety in purpose-built blocks of flats, which recommends the following procedure for FRA's:

Low-rise blocks up to 3-storeys built in the last 20 years

- reviewed every 2 years;
- redone every 4 years.

For blocks with higher risks (such as age), or those more than 3-storeys high

- reviewed every year;
- redone every 3 years.

16. The FRA's for the CoLC's housing stock have been done annually for the last 3 years. The FRA's from October/November 2017 have been reviewed and mandated in line with the Corporation's auditing procedures for FRA's.

17. Clearly, simply carrying out FRA's is worthless if they are not updated regularly and the improvement work identified is not undertaken. As Members will be aware, there is a considerable amount of fire safety work that has been done, is being done and is scheduled to be done to bring our housing stock up to the required standard. There is no requirement for, or value in, commissioning further FRA's this year and the focus will be on continuing the progress we are making on the improvements identified in the Action Plan appended to this report.

Great Arthur House

18. As Members will be aware, due to the unique nature of the building and its issues, Great Arthur House is being dealt with as a 'special project' in terms of the fire safety works.

19. Approval has been obtained under the Gateway process to facilitate the removal and replacement of two front entrance 'screens' and doors to individual flats. These will be replaced to replicate the ones removed and the units taken out will be used for destructive testing to assess their level of fire resistance, one in its original condition and the second in an upgraded condition. This will allow us to determine the extent of work required to upgrade the compartmentation of the front entrance doors and screens to the rest of the flats in the block. The destructive testing is scheduled to commence.

20. Members will be aware that there has been a significant amount of work done at Great Arthur House to address initial concerns with compartmentation including:

- the installation of a permanent hard-wired fire alarm system to the whole of the building.
- the delivery, and installation where required, of individual smoke detectors to all flats in Great Arthur House.
- the completion of a detailed 'fire safety signage survey' and subsequent upgrading of all fire safety signage to reflect the new evacuation arrangements

and to pick up the deficiencies noted in the FRA's, to ensure, that the signage in the block is accurate, up-to-date and compliant.

- the introduction of an evacuation process for residents in the event of a fire.

21. With regard to the hard-wired fire alarm system that has been installed, residents had been experiencing an unexpected number of 'false' activations. As a result, the sensitivity of the alarms within the flats have been adjusted to reflect the life style of our residents and the layout of the interior of the flats. It appears that this adjustment has remedied the problem with 'false' activations. The effective operation of the fire alarm has meant that the Waking Watch service has now been discontinued.

Appendices

Appendix 1: Fire Safety Action Plan

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| Estates | Observation/Issues | Consideration and recommendation | Block | Risk Priority & Action completed by Date | Responsible Team | Time scale | Cost | Comments |
|--------------------|---|---|---|---|---------------------------|------------|---------|---|
| Golden Lane Estate | Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. | Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works. | Ensure robust documented management arrangements are implemented. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. | A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection. | Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within. | All blocks | Priority-C 28 days Low - Project Planning | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| | It was noted that fire stopping issues exist in respect of service enclosures and penetrations at ground floor level and outside flat 13, respectively. | Ensure appropriate remedial actions are implemented. | Stanley Cohen House | Priority-D 3 Months Low - Project Planning | Housing Property Services | 31-Jul-19 | £7,500 | Surveys completed, works being tendered. |
| | The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing. | Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | It was noted that the doors to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson. | Robust arrangements should be implemented to ensure these areas are adequately protected. | All blocks | Priority-C 28 days Medium | Housing Estate Management | Completed | N/A | Part of block inspection. |
| | It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. | Ensure appropriate signs are displayed. | All blocks | Priority-D 3 Months Low - Project Planning | Housing Property Services | 31-Jul-19 | £20,000 | Signage survey completed. Works to start in June 2019. |
| | The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy. | Ensure notices providing clear and concise information are displayed. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Estate Management | 31-Jul-19 | £2,500 | Signage survey completed. Most blocks deemed okay. Works to start in June 2019. |
| | As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises | It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017. | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Included in emergency lighting maintenance contract. |
| | Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification. | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |
| | At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation | Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed. | Hatfield House, Cuthbert Harrowing House,Bowater House, Bayer House & Basterfield House | Priority-E Project Planning Medium | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| | It was noted that glazed transoms and frames to cross corridor doors, between lobbies and the protected stairs x2 do not adequately prevent the passage of smoke and fire between compartments. | Ensure appropriate remedial actions are implemented. | Great Arthur House | Priority-D 3 Months Medium - Project Planning | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |

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| | It was noted that compartmentation between individual flats and lobbies appears to be of lightweight timber panelling provided with hatches, which directly open into flats, together with non-fire rated letter slots. | Consideration should be given to upgrading relevant compartmentation to achieve adequate protection between escape routes and dwellings. | Great Arthur House | Priority-C 28 days Medium | Housing Property Services | 31-Oct-19 | N/A | Further detailed investigation reveal level of fire stopping. Project initiated. Mitigated by fire alarm system. |
| | Due to the issues identified in relation to standards of compartmentation between individual flats and lobbies the current 'stay put' evacuation strategy is not considered appropriate. | Consideration should be given to implementing appropriate short term remedial actions whilst suitable upgrades are undertaken. | Great Arthur House | Priority-B 4 days High | Housing Property Services | Completed | N/A | Project initiated. Mitigated by fire alarm system. |
| | It was noted that within the alternative means of escape stair core, at each half landing level; a pair of non-fire rated, inadequately fire stopped glazed units, which appear to be capable of being opened; are present. A similar scenario exists in respect of the glazing provided to opening windows from individual residencies adjacent the shared balcony emergency escape facilities. These arrangements provide a breach in the compartmentation between residential accommodation and escape routes. | Ensure all glazed units within escape stairs are adequately fire stopped, fixed shut and upgraded with fire resistant glazing. | Cuthbert Harrowing House, Bowater House, Bayer House & Basterfield House | Priority-D 3 Months Medium - Project Planning | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | It was noted that in some instances escape routes are used by residents for storage/display purposes. | Ensure all such items are removed. | Crescent House | Priority-C 28 days Medium | Housing Estate Management | Completed | N/A | Part of block inspection. |
| | It was noted that cross corridor doors are provided. These are of glass construction; it is assumed their purpose is to act as smoke stop doors, due to the length of enclosed walkways. However the nature of design and fitting does not provide adequate protection. | It is recommended that CoL review the specific evacuation strategy for Crescent House and address any identified issues accordingly | Crescent House | Priority-D 3 Months Medium - Project Planning | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | Via sampling of riser cupboards examples of inadequate fire stopping were noted in some examples | Ensure appropriate remedial actions are implemented. | Crescent House | Priority-D 3 Months Low - Project Planning | Housing Property Services | 31-Aug-19 | N/A | Sample surveys completed and remedial works identified. Work being tendered. |
| | Evidence was not provided to confirm the sprinkler installations are subject to appropriate maintenance and servicing. | Implement a robust program of testing and servicing. | Crescent House | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing and maintenance programme in place. |
| | The original letterbox/pass door has been disabled to an undetermined fire rated standard. Non-fire rated air bricks from the internal boiler cupboard vent directly into the escape route, adjacent to the final exit. | As part of any future refurbishment,consideration should be given to;protecting the air brick ventilation, via the provision of an internal intumescent seal within the boiler cupboard and where necessary as an arson protection measure; upgrading/disabling the original letterbox/pass door to current standards. | All blocks | Priority-D 3 Months Low - Project Planning | Housing Property Services | 31-Mar-20 | N/A | Sample surveys completed and remedial works identified. Work being tendered. |
| | What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested. | As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door. | All blocks | Priority-B 4 days High | Housing Property Services | Completed | N/A | Fire alarm installed to BS5839-1:2017. |
| | Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. | CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises. | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-May-19 | N/A | Review completed. New guidance being drawn up. |
| | Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. · Lobby ceiling · Service duct and ventilation · Between flats, kitchen and corridors halls | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
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| Holloway Estate | Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. | Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works | Ensure robust documented management arrangements are implemented. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |

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| | Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. | A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection. | Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within. | All blocks | Priority-C 28 days Low - Project | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| | The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing. | Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. | Ensure appropriate signs are displayed. | All blocks | Priority-D 3 Months Low - Project Planning | Housing Property Services | 31-Jul-19 | £20,000 | Signage survey completed. Works to start in June 2019. |
| | The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy. | Ensure notices providing clear and concise information are displayed. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Estate Management | 31-Jul-19 | £2,500 | Signage survey completed. Most blocks deemed okay. Works to start in June 2019. |
| | As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises | It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification. | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |
| | It was noted that the access panel(s) to a service riser within the single direction of travel escape route does not appear to provide adequate resistance to fire. | Ensure appropriate remedial actions are implemented. | All blocks except Whitby House | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | Disposal arrangements for residents refuse is via refuse chutes; the hatches do not appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar. | Due to access hatches being situated in the single means of escape, consideration should be given to the provision of additional protection via, fire dampers or similar devices. | All blocks except Whitby House | Priority-C 28 days Low | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| | It was noted that flat 17 is provided with what appears to be an unauthorized security gate. | Should it be deemed necessary to authorize the use of these devices, it should be confirmed that they satisfy the guidance provided by LFB; in respect of means of escape. | Hilton House | Priority-D 3Months Medium | Housing Estate Management | 31-May-19 | N/A | LFB has allegedly approved. Decided that all such gates will be removed. |
| | What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested. | As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door. | All blocks | Priority-B 4 days High - Project | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |

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| | Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. | CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises. | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-May-19 | N/A | Review completed. New guidance being drawn up. |
| | Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. · Lobby ceiling · Service duct and ventilation · Between flats, kitchen and corridors halls | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
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| Avondale Estate | Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. | Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not available to confirm the lightning protection circuit is subject to periodic testing and maintenance. | Ensure a robust program of scheduled testing and maintenance is implemented. | All blocks | Priority-E Project Planning Low | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works. | Ensure robust documented management arrangements are implemented. | All blocks | Priority-C 28 days Low | Housing Property Services | Completed | N/A | Procedures in place. |
| | Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. | A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar. | Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices. | All blocks | Priority-C 28 days Low | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| | The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges or strips/seals. | Due to the presence of means of escape routes in only a single direction upon exiting dwellings; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. | All blocks | Priority-D 3Months Medium | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy. | Ensure notices providing clear and concise information are displayed. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Estate Management | 31-Jul-19 | £2,500 | Signage survey completed. Most blocks deemed okay. Works to start in June 2019. |
| | As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises | It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | It was noted that the shutters to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson. | Robust arrangements should be implemented to ensure these areas are adequately protected. | All blocks | Priority-C 28 days Medium | Housing Estate Management | Completed | N/A | Part of block inspection. |
| | Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification. | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |
| | The emergency services box, situated externally at the ground floor of Colechurch House contains the following information. 1) Estate block plan map 2) Useful telephone numbers list. | Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location | All blocks | Priority-C 28 days Medium | Housing Estate Management | Completed | N/A | Part of block inspection procedures. |

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| | Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar. | Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices | All blocks | Priority-C 28 days Low | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| | It was noted that in a number of instances service ducts within riser cupboards are inadequately fire stopped | Ensure appropriate remedial actions are implemented to achieve current standards | Colechurch House, Centr Point, Avondale House, Brettinghurst House,WestPoint, Tovy House, Proctor House, East Point | Priority-D 3 Months Medium | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | It was noted that in some instances final exit doors from flats are fitted with security grills. | Consideration should be given to the removal of these devices; in line with LFB guidance | Colechurch House, West Point (33.34 &66), Tovy House(15) | Priority-E Project Planning Medium | Housing Estate Management | 31-May-19 | N/A | LFB has allegedly approved. Decided that all such gates will be removed. |
| | At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation | Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed. | Centre Point, Brettinghurst House, West Point, East Point | Priority-E Project Planning Medium | Housing Property Services | 31-Jul-19 | £15,000 | Surveys completed, works being tendered. |
| | It could not be determined that fire stopping within ceiling level lobby service ducts and individual flats is adequate. | A survey should be undertaken by a competent person; any identified deficiencies should be addressed. | Centre Point, West Point,East Point | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | It was noted that riser ducts within escape routes, in some instances do not appear to provide adequate protection from fire. | Ensure appropriate remedial actions are implemented to achieve accepted standards of fire resistance. | Avondale House, Longland Court | Priority-E Project Planning Low | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | Lobby doors to the 1st and 2nd floors were found to be damaged; compromising their integrity. | Ensure adequate repairs are implemented or replacement doors provided. | West Point | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Repairs and maintenance contractor completed works. |
| | It could not be determined that composite panels below the windows to duplex maisonettes on the open balconies provide adequate fire resistance; it was also noted that occupants are required to pass non fire rated glazing on the single direction of escape route. | A survey should be undertaken by a competent person; any identified deficiencies should be addressed. | Tovy House | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | The level of fire resistance provided by the doors sets and transoms to resident's stores does not appear adequate. | Implement appropriate remedial actions to ensure current standards are achieved. | Tevatree House,Longland Court | Priority-D 3 Months Medium | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | It could not be determined that fire stopping within the 2nd floor enclosed escape route ceiling and individual maisonettes is adequate. | A survey should be undertaken by a competent person; any identified deficiencies should be addressed. | Proctor House | Priority-C 28 days Medium | Housing Property Services | 31-Jul-19 | £25,000 | Surveys completed, works being tendered. |
| | It was noted that a pane of fire rated glazing is missing within the escape stair at 14th floor level. | Ensure appropriate remedial actions are implemented. | East Point | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Repairs and maintenance contractor completed works. |

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| | It was noted that insufficient directional signs are provided to the external escape route from the communal gardens. | Ensure appropriate signs are displayed. | Harman Close | Priority-D 3 Months Medium - Project | Housing Estate Management | 31-Jul-19 | £20,000 | Signage survey completed. Works to start in June 2019. |
| | It was noted that in some instances residents use communal areas for storage purposes. | Ensure all unauthorized storage is removed. | Longland Court | Priority-E Project Planning Low | Housing Estate Management | Completed | N/A | Part of block inspection. |
| | It appears that false ceilings are present within the communal lobbies and elsewhere. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within voids. | Consideration should be given to undertaking a specific survey. Any identified deficiencies should be addressed. | Longland Court | Priority-D 3 Months Medium - Project | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | <p>What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed.</p> <ul style="list-style-type: none"> •Where provided doors are nonfire rated doors to the internal escaperoute (Avondale House, Brettinghurst House, Centre Point, Colechurch House, Eric Wilkins House, Tovy House, Tevatree House & Proctor House,East Point,Longland House & George Elliston House). •As part of the original design; an emergency escape route is provided directly from the bedroom into the hall, via a collapsible panel at the back of the fitted wardrobe (Centre Point, West Point & East Point,). • Compartmentation between the kitchen and the hall does not provide adequate fire resistance (Centre Point, West Point & East Point). •The compartmentation wall against which the internal stair to 1st floor level is fixed appears to be of partial timber construction. (Proctor House) •Glazing to the internal escape route appears to be non- fire rated (Brettinghurst House & Longland House). •The kitchen is situated adjacent to the final exit (Avondale House, Tovy House, Longland House & George Elliston House). •It appears that the original configuration of bedrooms provided a lounge by-pass from one bedroom to another; this is no longer available (Longland House). •The bedroom is an inner room via the lounge, provided with a sliding door. (Proctor House) • Evidence of a communal open chimney was noted (Avondale House) • No means of detection and warning is provided (Avondale House). •Single domestic smoke detector provided in the kitchen (Longland House) • The lounge door has been removed (Avondale House). • The kitchen door has been removed (Eric Wilkins House & Avondale House). | As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. | All blocks except Twelve Acres | Priority-B 4 days High - Project | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
| | <p>Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.</p> <p>The door to the kitchen has been removed.</p> <ul style="list-style-type: none"> • The door to the kitchen is a lightweight bi-fold door. • Glazing to the internal escape route is not of fire resisting standard. | CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises. | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-May-19 | N/A | Review completed. New guidance being drawn up. |
| | <p>Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. Visual inspection of compartmentation between neighbouring dwellings (via walls and ceilings) was inconclusive in respect of adequacy of fire rated integrity.</p> <ul style="list-style-type: none"> · Lobby ceiling · Service duct and ventilation · Kitchen and corridors halls , between flats via a collapsible panel at the back of the fitted wardrobe. What appear to be communal kitchen and bathroom ventilation systems are provided (Twelve Acres) | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. Ensure appropriate testing, servicing and maintenance schedules are implemented in respect of common ventilation/riser systems(Twelve Acres). | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | Heating is provided via an electric 2 bar heater. | It is recommended that this appliance be replaced by means of heating which does not present and accessible ignition source. | Harman Close | Priority-B 4 days High | Housing Property Services | Completed | N/A | Gas servicing and maintenance contractor completed works. |
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| Sydenham Hill Estate | Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. | Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person. | All Block | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works. | Ensure robust documented management arrangements are implemented. | All Block | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Individual residents stores, situated within escape routes do not appear to be provided with adequate protection form fire. | It is recommended the stores be surveyed by a competent person; any identified deficiencies should be addressed. | Mais House | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Property is being decanted and demolished. |
| | Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. | A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | It was noted that the self-closing device to the 2nd floor communal lounge was ineffective. | All such devices should be maintained to ensure relevant doors close effectively. | Mais House | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Property is being decanted and demolished. |
| | It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. 'Do not use lift in case of fire' signs are not displayed adjacent to each lift enclosure. | Ensure appropriate signs are displayed. | Mais House | Priority-D 3 Months Low | Housing Property Services | Completed | N/A | Property is being decanted and demolished. |
| | Emergency action notices are not displayed adjacent to all manual call points. | Ensure appropriate signs are displayed. | Mais House | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Property is being decanted and demolished. |
| | As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises | It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017. | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Included in emergency lighting maintenance contract. |
| | Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification. | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |
| | The emergency services box, situated outside of the garage block at Otto Close contains the following information. 1) Estate block plan map. 2) Useful telephone numbers list. | Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Part of block inspection procedures. |
| | Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |
| | Non-fire rated seal to redundant coal hatch between internal store cupboard and communal escape route. | As part of any future refurbishment, consideration should be given to; protecting the coal hatch, via the provision of an internal intumescent seal within the store cupboard. | Lammas Green | Priority-D 3 Months Low | Housing Property Services | Completed | N/A | Repairs and maintenance contractor completed works. |
| | What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. •Detection and warning is via a single battery operated smoke detector. •No means of detection and warning is provided. | As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door. | Lammas Green & Otto Close | Priority-B 4 days High - Project | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |

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| | Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling. | CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises. | Lammas Green & Otto Close | Priority-C 28 days Medium | Housing Estate Management | 31-May-19 | N/A | Review completed. New guidance being drawn up. |
| | Vertical service risers which serve multiple dwellings appear to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •An open hearth to a chimney flue is provided in the lounge (Lammas Green). | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | Lammas Green & Otto Close | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
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| Middlesex Street Estate | Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. | Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works | Ensure robust documented management arrangements are implemented. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. | A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | It was noted that the double doors to the ground floor car park were wedged open. | Implement robust management arrangements to ensure designated fire doors are maintained closed at all times | Petticoat Tower | Priority-B 4 days High | Housing Estate Management | Completed | N/A | Part of block inspection procedures. |
| | It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection. | Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within. | All blocks | Priority-C 28 days Low - Project | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| | The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing. | Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | At the time of inspection it was not possible to determine that what appear to be composite panels 2nd and 3rd floor levels as a façade provide adequate standards of compartmentation | Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed. | Petticoat Tower | Priority-E Project Planning Medium | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| | It was noted doors to lobbies and refuse chute rooms at each level are of an undetermined standard of fire resistance. | Consideration should be given to upgrading or replacing them to current standards. | Petticoat Tower | Priority-D 3 Months Medium - Project Planning | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with ‘fire door keep locked shut’ signs. ‘Do not use lift in case of fire’ signs are not displayed adjacent to each lift enclosure. | Ensure appropriate signs are displayed. | Petticoat Tower | Priority-D 3 Months Low - Project Planning | Housing Property Services | 31-Jul-19 | £20,000 | Signage survey completed. Works to start in |
| | As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises | It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |
| | It was noted doors to lobbies and refuse chute rooms at each level are of an undetermined standard of fire resistance. | Consideration should be given to upgrading or replacing them to current standards. | Petticoat Tower | Priority-D 3 Months Medium - Project Planning | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | The emergency action notices displayed within escape routes do not accurately reflect the ‘stay put evacuation strategy. | Ensure notices providing clear and concise information are displayed. | Petticoat Square | Priority-C 28 days Medium - Project Planning | Housing Estate Management | 31-Jul-19 | £2,500 | Signage survey completed. Works to start in June 2019. |

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| | What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. •Detection and warning is via a single battery operated smoke detector. •No means of detection and warning is provided. | As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door. | All blocks | Priority-B 4 days High - Project | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
| | Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling. | CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises. | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-May-19 | N/A | Review completed. New guidance being drawn up. |
| | Vertical service risers which serve multiple dwellings appear to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •The mains electrical meter is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. •The occupier has access to whatappears to be a communal service riser. | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
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| William Blake Estate | Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. | Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works | Ensure robust documented management arrangements are implemented. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. | A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | It was noted that in some instances floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route. | A survey should be undertaken to determine the standard of compartmentation. In order to maintain the current 'stay put' evacuation strategy; any identified deficiencies should be addressed. | York House | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy. | Ensure notices providing clear and concise information are displayed. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Estate Management | 31-Jul-19 | £2,500 | Signage survey completed. Works to start in June 2019. |
| | The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing. | Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable. | All blocks | Priority-E Project Planning Low | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. 'Do not use lift in case of fire' signs are not displayed adjacent to each lift enclosure. | Ensure appropriate signs are displayed. | All blocks | Priority-D 3 Months Low - Project Planning | Housing Estate Management | 31-Jul-19 | £2,500 | Signage survey completed. Works to start in June 2019. |
| | It was noted that fire extinguishers are in some instances provided within the communal areas. It is not normally considered appropriate to provide such equipment for use by untrained individuals. | Consideration should be given to reviewing this arrangement. | York House, McAuley Close Flats | Priority-E Project Planning Medium | Housing Estate Management | Completed | N/A | Removed. |
| | It was noted that in some instances floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route. | Consideration should be given to reviewing the existing evacuation strategy. | York House | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |

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| Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |
| Evidence was not provided to confirm the emergency lighting installation is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing. | Implement a robust program of testing and servicing. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| It was noted that perforations exist in the ceiling of the electrical intake cupboard. | Ensure appropriate remedial actions are implemented. | James Mansion House, McAuley Close Flat, | Priority-C 28 days Low | Housing Property Services | Completed | N/A | Repairs and maintenance contractor completed works. |
| It was noted that the access panel(s) to a service riser and the loft within the escape route do not appear to provide adequate resistance to fire. | Ensure appropriate remedial actions are implemented. | McAuley Close Flats, Lynton Mansion & Blake House & Donnelly House | Priority-C 28 days Medium | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| In some instances, redundant signage relating to portable firefighting equipment are displayed. | Ensure all such signs are removed | McAuley Close Flats | Priority-C 28 days Medium | Housing Estate Management | Completed | N/A | Repairs and maintenance contractor completed works. |
| It was noted that communal cross corridor fire doors do not satisfy current standards and can only be considered to provide nominal fire resistance. | Consideration should be given to upgrading/replacing to BS 476 standard. | Lynton Mansions | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Mar-20 | | Part of £4million door upgrade programme. |
| What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. A single domestic smoke battery operated smoke detector is provided. No provision of detection and warning (McAuley Close Flats). • Lounge door has been removed. • Kitchen door has been removed. | As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door. | All blocks | Priority-B 4 days High - Project | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
| Where provided doors are nonfire rated doors to the internal escape route. •The door to the internal lobby, provided to give 2 door protection to the communal escape route has been removed(McAuley Close Flats) • These arrangements do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling. | CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises. | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-May-19 | N/A | Review completed. New guidance being drawn up. |
| It was noted that floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route | A survey should be undertaken to determine the standard of compartmentation. In order to maintain the current 'stay put' evacuation strategy; any identified deficiencies should be addressed. Consideration should be given to reviewing the existing evacuation strategy. Subject to confirmation of the standards of compartmentation; consideration should be given to the provision of a BS 5839 pt 1 category L 2 fire alarm system to potentially support a 'simultaneous evacuation' strategy. | York House, McAuley Close Flats | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • Non-fire rated plastic ducting has been installed to provide a kitchen extraction system | CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises. | Blake House | Priority-C 28 days Medium | Housing Estate Management | 31-May-19 | N/A | Review completed. New guidance being drawn up. |

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| | Kitchen(Lynton Mansions) Bathroom ventilation is via what appears to be shunt duct. Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •Non-fire rated ventilation grill noted in hall wall (Blake House). | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| Southwark Estate | Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. | Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works | Ensure robust documented management arrangements are implemented. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. | A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection. | Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within. | All blocks | Priority-C 28 days Low - Project | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| | The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing. | Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable. | All blocks (Except Horace Jones) | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Mar-20 | | Part of £4million door upgrade programme. |
| | It was noted that the doors to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson. | Robust arrangements should be implemented to ensure these areas are adequately protected. | All blocks | Priority-C 28 days Medium | Housing Estate Management | Completed | N/A | Part of block inspection procedures. |
| | It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. | Ensure appropriate signs are displayed. | All blocks | Priority-D 3 Months Low | Housing Estate Management | 31-Jul-19 | £2,500 | Signage survey completed. Works to start in June 2019. |
| | As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises | It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |
| | Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance | Implement a robust program of testing and servicing. | Great Suffolk Street | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | It was noted that what appears to be an unauthorised security gates are fitted to flats 34, 44 & 45. | Consideration should be given to the removal of these devices; in line with LFB guidance | Collinson Court | Priority-D 3 Months Medium | Housing Estate Management | 31-May-19 | N/A | LFB has allegedly approved. Decided that all such gates will be removed. |
| | The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information. 1) Estate block plan maps of entire Southwark Estate. 2) Useful telephone numbers list. | Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location | Collinson Court | Priority-D 3 Months Low | Housing Property Services | Completed | N/A | Part of block inspection procedures. |

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| | It was noted that what appears to be an unauthorised security gate is fitted to flat 31. | Consideration should be given to the removal of this device; in line with LFB guidance | Bazeley House | Priority-D 3 Months Medium | Housing Estate Management | 31-May-19 | N/A | LFB has allegedly approved. Decided that all such gates will be removed. |
| | It was noted that what appears to be an unauthorised security gates are fitted to flats 1, 13, 16, 20 & 35. | Consideration should be given to the removal of these devices; in line with LFB guidance. | Stopher House | Priority-D 3 Months Medium | Housing Estate Management | 31-May-19 | N/A | LFB has allegedly approved. Decided that all such gates will be removed. |
| | It was noted that what appears to be an unauthorised security gates are fitted to flats 42 | Consideration should be given to the removal of these devices; in line with LFB guidance. | Pakeman House | Priority-D 3 Months Medium | Housing Estate Management | 31-May-19 | N/A | LFB has allegedly approved. Decided that all such gates will be removed. |
| | Evidence was not provided to confirm the fire alarm system is subject to a scheduled program of testing and maintenance. | Implement a robust program of testing and servicing. | Pakeman House | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | It appears that false ceilings are present within the communal lobbies and elsewhere. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within voids. | Consideration should be given to undertaking a specific survey. Any identified deficiencies should be addressed. | Horace Jones House | Priority-D 3 Months Low | Housing Property Services | 31-Oct-19 | £8,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available. | Ensure a scheduled program of testing and servicing is implemented. | Horace Jones House | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm the AOV installation is subject to a scheduled program of testing and maintenance. Some records were available but were not comprehensive. | Implement a robust program of testing and servicing. | Horace Jones House | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | It should be noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling. | As a compensatory feature; consideration should be given to upgrading this system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.. | All blocks | Priority-B 4 days High | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
| | A communal vent-axia ventilation system appears to be provided throughout the block. • Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. • It appears that false ceilings are present within the communal lobbies and elsewhere; which extend into flats. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within these voids. | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | Horace Jones House | Priority-C 28 days Medium | Housing Property Services | 31-Oct-19 | £8,000 | Type 4 FRA to be undertaken as part of new FRA Programme. |
| | Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling. | CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises. | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-May-19 | N/A | Review completed. New guidance being drawn up. |

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| | Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. What appears to be a non-fire rated vent is provided in the lounge wall. (Packman House) · Lobby ceiling · Bathroom duct and ventilation (Sumner Building) · Between flats, kitchen and corridors halls | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. It was noted that the kitchen ceiling is decorated with polystyrene tiles (Markstone House flat 5) • The kitchen is situated adjacent to the final exit. • Lounge door has been removed Sumner Building). • Kitchen door has been removed(Sumner Building). • Bedroom is accessed via lounge (Sumner Buildings). • A bedroom is at the rear of the flat via the lounge(Stopher House) • Lounge door has been removed (Stopher House) • The kitchen is situated adjacent to the final exit (Stopher House). | As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. | All blocks | Priority-B 4 days High | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
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| York Way Estate | Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. | Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works. | Ensure robust documented management arrangements are implemented. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. | A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | • The flat entrance doors are inconsistent. They do not comply with current standard. • They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates. | To ensure adequate protection is provided to the single means of escape routes, consideration should be given to upgrading or replacing final exit doors from flats to achieve current standards of compliance. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection. | Due to the disposition of the access hatches, within a protected vented room, this is not considered to present an unacceptable risk; subject to the comments within 16.4. | All blocks | Priority-C 28 days Low - Project | Housing Property Services | 31-Jul-19 | £10,000 | Surveys completed, works being tendered. |
| | It was noted that inadequate directional signage is provided in respect of escape routes within the car park garage. | Ensure sufficient signage is prominently displayed. | All blocks | Priority-D 3 Months Medium | Housing Estate Management | 31-Jul-19 | £2,500 | Signage survey completed. Works to start in June 2019. |
| | It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. | Ensure appropriate signs are displayed. | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-Jul-19 | £2,500 | Signage survey completed. Works to start in June 2019. |
| | The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information. 1) Estate block plan maps of entire Southwark Estate. 2) Useful telephone numbers list. | Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location | All blocks | Priority-D 3 Months Medium | Housing Property Services | Completed | N/A | Part of block inspection procedures. |
| | As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises | It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy. | Ensure notices providing clear and concise information are displayed. | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-Jul-19 | £2,500 | Signage survey completed. Works to start in June 2019. |
| | Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification. | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |

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|--------------------|--|--|----------------|--|---------------------------|-------------|---------|---|
| | It was noted via sampling of risers cupboards that in some instances fire stopping to penetrations between floors does not appear to be of fire resisting standard. | Ensure all such fire stopping is undertaken using certified materials and techniques. | All blocks | Priority-E Project Planning Low | Housing Property Services | 31-Oct-19 | £18,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | It was noted that fan assisted ventilation is provided in communal areas. It was not possible to determine if adequate compartmentation and dampers are in place. | Consideration should be given to the targeted inspection to undertake. Type 4 fire risk assessments; to address specific areas of concern. | All blocks | Priority-D 3 Months Medium | Housing Property Services | 31-Oct-19 | £12,000 | Type 4 FRA to be undertaken as part of new FRA Programme. |
| | It was noted that in some instances flats are accessed via a communal timber staircase; giving means of escape in only in a single direction. | It was not possible to determine the standards of compartmentation that prevail in respect of these structures. It is recommended that CoL implement a program of periodic inspections to ensure adequate levels of compartmentation are maintained. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | It was noted that flat 17 has a security gate to the final exit. It was not possible to determine it is capable of being opened from the inside without the use of a key and can they be breached by the fire service in under three minutes using hand held equipment. | CoL should inspect to ensure compliance. | Penfield House | Priority-D 3 Months Medium | Housing Estate Management | 31-May-19 | N/A | LFB has allegedly approved. Decided that all such gates will be removed. |
| | What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed.Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested. The kitchen is adjacent to the final exit.An alternative means of escape is provided from the lounge via a rotating window arrangement to a shared external balcony. | As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door. | All blocks | Priority-B 4 days High | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
| | Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. | CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-May-19 | N/A | Review completed. New guidance being drawn up. |
| | Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | All blocks | Priority-C 28 days Medium - Project Planning | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| City Fringe Estate | Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. | Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available. | Ensure a scheduled program of testing and servicing is implemented. | All blocks | Priority-E Project Planning Low | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works. | Ensure robust documented management arrangements are implemented. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. | A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266. | All blocks | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |

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| | <p>The flat entrance doors are inconsistent throughout the block. They do not comply with current standard.</p> <ul style="list-style-type: none"> • They appear to be of substantial construction, with non-fire rated glazing, rising butt hinges, are not provided with a 'self-closing device, strips, or seals, or substantial rebates. • Whilst means of escape is provided in 2 directions in some instances; due to the presence of only a single stairway to the rear block, numerous flats/maisonettes are only provided with escape in a single direction(Windosr House). | Whilst means of escape is provided in 2 directions; due to the presence of a single stairway, these issues present an unacceptable risk. Consideration should be given to upgrading/replacing doors on the means of escape routes; to current standards. This includes block A. | All blocks | Priority-D 3 Months Medium | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | It was noted that what appears to be an unauthorised security gates are fitted to flats 1,2,3,4 & 68. | Consideration should be given to the removal of these devices; in line with LFB guidance. | Dron House | Priority-D 3 Months Medium | Housing Estate Management | 31-May-19 | N/A | LFB has allegedly approved. Decided that all such gates will be removed. |
| | Directional signage, identifying the opportunity for means of escape via the rooftop is not provided. | Ensure appropriate signage is provided where relevant. | All blocks | Priority-D 3 Months Medium | Housing Estate Management | 31-Jul-19 | £1,250 | Signage survey completed. Works to start in June 2019. |
| | It was noted that in some cases doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with current 'fire door keep locked shut' signs. | Ensure appropriate signs are displayed. | All blocks | Priority-D 3 Months Low | Housing Estate Management | 31-Jul-19 | £1,250 | Signage survey completed. Works to start in June 2019. |
| | The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy. | Ensure notices providing clear and concise information are displayed. | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-Jul-19 | £1,250 | Signage survey completed. Works to start in June 2019. |
| | Evidence was not provided to confirm the fire alarm system is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing. | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Testing and maintenance contract in place. |
| | Evidence was not provided to confirm the emergency lighting installation is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing. | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification. | Implement a robust program of testing and servicing. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |
| | As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises | It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved. | All blocks | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | A zone map is not provided for the administrative block. | Ensure a fire alarm zone map is displayed adjacent to the fire alarm control panel. | Iselden | Priority-C 28 days Medium | Housing Estate Management | Completed | N/A | Procedures in place and zone map provided. |
| | <p>What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. A single domestic smoke battery operated smoke detector is provided. A means of providing detection and warninmg is not provided.</p> <ul style="list-style-type: none"> • Lounge door has been removed. • Kitchen door has been removed. | As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door. | All blocks | Priority-B 4 days High | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
| | Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. | CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises | All blocks | Priority-C 28 days Medium | Housing Estate Management | 31-May-19 | N/A | Review completed. New guidance being drawn up. |

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| | Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | All blocks | Priority-C 28 days Medium | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
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| Spitalfields Property | Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. | Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Periodic testing programme in place. |
| | Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification | Implement a robust program of testing and servicing. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Gas servicing and maintenance contract in place. |
| | Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance | Implement a robust program of testing and servicing. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | It was noted that in some instances residents use services cupboards for storage purposes. | Implement robust management arrangements to ensure these areas are kept free of storage. | Brushfield St, Lambs St and Commercial St | Priority-D 3 Months Medium | Housing Estate Management | Completed | N/A | Part of block inspection procedures. |
| | In some instances electrical distribution equipment is situated within escape routes. | Ensure all such equipment within escape routes is enclosed in a fire resisting structure. | Brushfield St, Lambs St and Commercial St | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Boxing-in completed. |
| | Final exit doors from flats are mixed. Where sampled they were found to be of solid construction, without positive action self-closing devices, without intumescent strips, smoke seals or substantial rebates/door stops; although they should provide nominal fire resistance, they do not appear to comply with current standards. The glass in borrowed lights above numerous flat doors is not fire rated which compromises the overall fire rating of the door. | Due to the presence of means of escape routes in only a single direction upon exiting flats; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. | Brushfield St, Lambs St and Commercial St | Priority-D 3 Months Medium | Housing Property Services | 31-Mar-20 | N/A | Part of £4million door upgrade programme. |
| | It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. | Ensure appropriate signs are displayed. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Estate Management | 31-Jul-19 | £250 | Signage survey completed. Works to start in June 2019. |
| | The emergency action notices are not displayed within escape routes. | Ensure emergency action notices which reflect the simultaneous evacuation strategy are prominently displayed in escape routes. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Estate Management | 31-Jul-19 | £250 | Signage survey completed. Works to start in June 2019. |
| | What appears to be a BS 5839 pt 1 category L4 automatic fire alarm system is provided within the communal escape routes. | Due to the absence of adequate confirmation in relation to the standards of compartmentation between individual flats and between flats and the escape route; it is recommended that this system be upgraded to; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
| | It was noted that the main fire alarm panel at 111-113 Commercial St was showing a zone fault. | Ensure all such issues are resolved as a matter of urgency by a competent person. | Brushfield St, Lambs St and Commercial St | Priority-B 4 days High | Housing Property Services | Completed | N/A | Repairs carried out. |
| | Zone maps are not provided. | Ensure fire alarm zone maps are displayed adjacent to the main fire alarm control panels. | Brushfield St, Lambs St and Commercial St | Priority-E Project Planning Low | Housing Estate Management | Completed | N/A | Procedures in place and zone maps provided. |
| | Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works. | Ensure robust documented management arrangements are implemented | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |
| | Evidence was not available to confirm the fire alarm system is subject to a program of periodic testing and maintenance. | Implement a robust program of testing and servicing. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Testing and maintenance contract in place. |
| | As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises | It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Procedures in place. |

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| | Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance. | Implement a robust program of testing and servicing. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Property Services | Completed | N/A | Emergency lighting maintenance contract in place. |
| | It was noted that portable firefighting equipment provided within communal areas was out of test date. | Ensure all such equipment is subject to a robust programme of servicing a testing. Typically fire extinguishers are not provided within this type of property as residents are unlikely to have been appropriately trained. Consideration should be given to their removal. | Brushfield St, Lambs St and Commercial St | Priority-E Project Planning Medium | Housing Property Services | Completed | N/A | Testing and maintenance contract in place. |
| | What appears to be a BS 5839 pt 6 category LD3 grade D fire alarm system is provided. | In order to adequately protect single means of escape routes; consideration should be given to the provision of; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. Due to the absence of adequate confirmation in relation to the standards of compartmentation between individual flats and between flats and the escape route; it is recommended that this system be upgraded to; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. The fire alarm system should be surveyed by a competent person; any deficiencies should be addressed and commissioning certification should be issued. | Brushfield St, Lambs St and Commercial St | Priority-B 4 days High | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
| | Internal configuration arrangements within some flats does not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • It was noted that in some instances doors have been replaced with lightweight concertina type dividers, to escape routes. | As a compensatory feature for any lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading fire alarm system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Estate Management/Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
| | Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | Brushfield St, Lambs St and Commercial St | Priority-C 28 days Medium | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
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| Brixton Estate Almshouses | Internal configuration arrangements within some flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • A door between the lounge and kitchen is not provided. | As a compensatory feature for any lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading fire alarm system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises. | Almshouses | Priority-C 28 days Medium | Housing Estate Management/Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |
| | The flat entrance door is consistent with those throughout the block. It does not comply with current standards. • They appear to be of substantial construction, are not universally provided with a self-closing device, no strips, or seals, or substantial rebates. • In some instances the transoms do not appear to be adequately fire rated. | Due to the presence of means of escape routes in only a single direction upon exiting the majority of 1st floor flats; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. | Almshouses | Priority-C 28 days Medium | Housing Property Services | 31-Mar-20 | | Part of £4million door upgrade programme. |

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|--|---|--|------------|---------------------------|---------------------------|-------------|---------|---|
| | Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. | Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. | Almshouses | Priority-C 28 days Medium | Housing Property Services | 31-Oct-19 | £30,000 | Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme. |
| | What appears to be a BS 5839 pt 6 category LD3 grade D fire alarm system is provided. This system is subject to 24hr monitoring. <ul style="list-style-type: none">• Information provided by the site warden suggests that single direction of travel escape routes are protected via an unknown category of fire alarm system, via detection within individual flats actuating a general alarm.• It was not possible to definitively determine that the fire alarm system supports the evacuation strategy. | In order to adequately protect single means of escape routes; consideration should be given to the provision of; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. The fire alarm system should be surveyed by a competent person; any deficiencies should be addressed and commissioning certification should be issued. | Almshouses | Priority-B 4 days High | Housing Property Services | In progress | N/A | Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020. |

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| Committees: | Dates: |
| Community and Children's Services | 08/03/2019 |
| Subject: Housing Delivery Programme – Resident Consultation Update | Public |
| Report of: Andrew Carter Director of Community & Children's Services Report author: Michael Kettle Housing & Commercial Development Manager | For Information |

Summary

The purpose of this report is to inform Members of the progress that has been made consulting with residents and stakeholders on our proposals for new homes on the Sydenham Hill Estate, Sumner Buildings, Avondale Square Estate, Windsor House Estate and York Way Estate.

Recommendations

The Committee is asked to note, discuss and comment on the report.

Main Report

Background

1. The housing estates at Sydenham Hill, Sumner Buildings, Avondale Square, Windsor House and York Way, are included in the City of London Corporation's (CoLC) commitment to deliver 700 new homes on our existing housing estates by 2026.
2. The Sydenham Hill Estate has been prioritised as a result of the completion of the decant of Mais House which was deemed to be no longer fit for purpose. Sumner Buildings was chosen because of the potential development/infill opportunities that exist on the estate, which includes a World War II air raid shelter. Following the completion of a competitive tendering process carried out by City Procurement, Comm Comm UK Limited and Peter Brett Associates were appointed as the respective communications consultant and planning consultant for both projects.
3. Avondale Square is our largest housing estate and, has the potential to deliver up to 950 new homes, an overall increase of 660 homes. In January 2019, Comm Comm UK Limited was appointed as communications consultant for this project following the completion of a tender process carried out by City Procurement.

4. Windsor House, Hackney, was built in 1927 and is in an extremely poor state of repair. There is potential to either deliver additional housing on the estate or, to consider partial or complete redevelopment. Following the recent completion of a tender process carried out by City Procurement, Soundings Consultation Limited has been appointed as communications consultant and is due to commence consultation with residents.
5. The York Way Estate in Islington, has the potential to deliver up to 190 additional units on the estate without demolishing any of the existing housing. A tender exercise is currently being conducted by City Procurement to appoint a communications consultant.

Sydenham Hill Estate, Lewisham

6. At its meeting on 15 January 2016, the Community & Children's Services Committee approved a proposal to redevelop the CoLC's sheltered housing scheme at Mais House in Lewisham which, was no longer fit for purpose. Vacant possession of the site was obtained in June 2018. The CoLC worked closely with the London Borough of Lewisham to find alternative accommodation for the Mais House residents and a commitment was given by the CoLC that any resident could return to the newly built accommodation if they wished to do so.
7. A design team led by Turner Townsend, was appointed in April 2018 and several positive meetings have been held with Lewisham's Planning and Housing Departments. The current proposal for the site is to provide 131 new units which, is supported by a grant from the Greater London Authority (GLA) of £7,860,000. It is anticipated that a planning application will be submitted in June 2019.
8. Comm Comm UK Ltd was appointed as communications consultant in September 2018 and, public consultation events were held in November 2018 and March 2019. A summary of these events is attached at Appendix 1 to this report and shows just how well they have been received. The scheme has been well supported by Lewisham's Councillors and the Mayor of Lewisham himself. The drop-in events were well attended by residents and stakeholder groups and by the local MP for Lewisham West and Penge, Ellie Reeves.
9. In addition to the consultation events, a Residents Steering Group was set up and has met in December 2018 and January 2019, with a further meeting scheduled for 7 March 2019. These meetings have been very positive and productive, with residents' concerns and ideas being noted and, every effort will be made to address these in the design process.

Sumner Buildings, Southwark

10. Back in 2014, the CoLC appointed Bell Phillips Architects to devise plans to develop additional housing at Sumner Buildings. A scheme was drafted to construct approximately 90 units along Great Guildford Street on the garden and play areas. This proposal was fiercely opposed by the residents and, as a result of the strength of opposition, the proposal was subsequently scrapped. In 2018 it was resolved to look again at the development potential at Sumner Buildings but, it was

felt prudent to undertake initial and early consultation with residents regarding the development potential on the estate. In May 2018, Comm Comm UK Limited was appointed as communications consultant and Peter Brett Associates as planning consultant.

11. The CoLC has resolved that with any development on our estates, the views and concerns of our existing residents are crucial and every effort should be made to ascertain how the provision of new homes can be of benefit to them. There are many ways that this could be achieved including, by adopting a local lettings policy for residents so that at least 50% of the new homes are made available to existing tenants. At Sumner Buildings, only 51 of the 100 flats remain within the CoLC's ownership. As such, the possibility for existing tenants who suffer from overcrowding, to move into a larger flat from within the existing stock, is remote. There are a few sons and daughters of tenants on our waiting list who would ideally like a flat on the estate and the new accommodation could provide this. The existing estate has no lifts and so, the provision of new fit for purpose accommodation on the ground floor will be welcomed by those residents who suffer from mobility problems.
12. The consultation events held in September and October 2018 were well attended and residents were pleased that the CoLC, as had happened previously had not already prepared plans to develop the estate. Residents did accept the need for the provision of additional housing on the estate to help address our housing needs. They also liked the idea of landscaping part of the estate and the provision of roof top gardens. In general, they were not opposed to the redevelopment of the air raid shelter and, they supported the potential new development between existing blocks of flats.
13. The results of the consultation were incorporated into an Architects Brief and, Grid Architects has now been appointed to the scheme, with the intention that further meetings will now be held with residents to ascertain what level and scope of development would be acceptable to them. The first meeting of the Residential Steering Group is scheduled for 21 February 2019. Appendix 2 attached to this report provides a summary of the consultation events.

Avondale Square Estate, Southwark

14. The CoLC's Avondale Square Estate on the Old Kent Road, sits within a key regeneration area. The Mayor of London has designated the Old Kent Road as an opportunity area in the London Plan and Southwark Council is currently consulting on its draft Old Kent Road Action Plan. There is significant potential in this area not least because of the proposed extension of the Bakerloo line with two new tube stations proposed next to the estate.
15. Comm Comm UK Ltd has been appointed to consult with residents on the estate and to inform them of the opportunities that exist. It is proposed that the first stage of the development will be to provide approximately 140 homes of mixed tenure on the current garage site. A grant of £6.6 million has been obtained from the GLA to deliver 66 homes for social rent. The first residential consultation meeting is to be held in March 2019. An application has been made to the GLA for a revenue grant

of £250,000 to assist with staffing and consultation costs. A decision on this is expected at the end of March 2019.

Windsor House Estate, Hackney

16. The Windsor House Estate consists of 104 properties, 32 of which, are held under long leases. Soundings Consultation Limited has been appointed to assess the views and concerns of residents about possible new homes on the estate and how they would view the complete redevelopment of the estate over a six-year period. The first residential consultation meeting with residents will be held in March 2019.

York Way Estate, Islington

17. A grant of £8.28 million has been obtained from the GLA to deliver 80 new flats for social rent and 10 shared ownership units. These can be provided on through roof extensions and developing under crofts without any demolition of existing housing. A tender exercise is currently being undertaken to appoint a communications consultant and it is anticipated that the first residential meeting will be held in April 2019.

Appendices

Appendix 1: Sydenham Hill Communication/Consultation Summary

Appendix 2: Sumner Buildings Communication/Consultation Summary

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Sydenham Hill Summary

15.02.19

NDMP Communications team, working with Comm Comm UK and Commonplace are active on site.

The Residents have shown a great interest in the redevelopment of the site on Sydenham Hill and have engaged well with the communication teams and are very appreciative of the co – production approach.

Here is a brief summary on what has happened so far: -

- On Wednesday 18th July 2018, the Housing & Commercial Development Manager and Communications team attended an Estate drop-in session where plans to redevelop the estate were made aware to the residents and informing them of the Consultation sessions planned for November 2018 where more information would be given.
- Wednesday 7th and Thursday 15th November 2018 - Public exhibitions took place with approximately 53 members of the community in attendance across both events, including members of the Sydenham Society, Forest Hill Society, Lewisham Nature Conservation, Cllr Liam Curran, Ellie Reeves MP for Lewisham West & Penge as well as residents of the estate and wider community. The Councillors loved the approach that City of London Corporation have adopted where we consult with the residents first to hear their views before presenting a planned design.



Cllr Liam Curran @CllrCurran · 17h

Earlier at the City of London open evening and consultation on redevelopment of Mais House . Good presentation and genuine consultation at beginning of process is a good start :-)



Tom Copley, Chris Best, Sydenham Photos and Sydenham Society



Councillor Liam Curran at one of the Community Public Exhibitions with City of London Corporation Staff.

- Wednesday 21st November 2018 -A Meeting took place with Mayor Damian Egan, Leader of Lewisham Council and Head of Planning, Viv Evans. Positive support from both parties. The Mayor of Lewisham and The Head of Planning were very keen to hear that The City of London Corporation were re-building in the Lewisham borough and wanted to know if we were building anywhere else in the borough. They too loved the approach of consulting with the Residents first, to hear what the Residents want on their estate and that the rents for the new-building would consist of social rents. Mayor Damian Egan was excited to hear that more social housing was being built.
- Newsletters distributed to the Residents on 10th December 2018.
- Commonplace have set up the [Sydenham Hill website](#) and has received 77 visitors since it has been launched, 21 of these visitors have engaged in the website.
- The first Residents Steering Group took place on Thursday 13th December 2018 with six residents, three from Lammas Green and three from Otto Close. Each of the Residents gave us some valid information concerning safety on the estate, vulnerable residents on the estate, who they would not like to have miss-out on what's happening on the estate, areas on Lammas Green and Otto Close that need improvements to be made for example replacement windows on Otto Close. This first meeting was a very positive meeting. The communications team are also reviewing the protocol for the group. The second Residents Steering Group took place on the 31st of January with an input from our architects.
- In contact with Ex-Mais House residents, keeping them informed of the development of the estate.
- Meeting to set up with the Sydenham Society and the Forest Hill Society following the next round of the public events.
- Two further Community events were held on the 6th & 7th February 2019 with our architects present. A total of 55 residents attended these drop ins which included Councillors Sophie Davis and Leo Gibbons from Lewisham

Sumner Buildings Summary

14.02.19

NDMP Communications team, working with Comm Comm UK.

Consultation with the Residents of Sumner Buildings commenced in September 2018 with an open meeting. Letters and invitations were delivered to the Residents, the local Community and stakeholders. Officers and the Communications team kept in mind the negative responses from the last proposal in 2014, where the residents objected to the redevelopment on the estate. The new approach is one of Co-production and Co-design.

Where are we at so far: -

- The first consultation took place on Tuesday 18th September 2018, with the introduction of the [Sumner Buildings website](#). A good turn-out of residents and representatives from the local area, 15 attendees on the day. The residents were happy to hear that the City of London Corporation were planning to work with them on this proposal, with lessons learned from previous proposals. They were glad to see that we did not have pre-developed plans and ideas. Residents also mentioned that they felt there was a need for new windows.
- The second consultation with the residents took place on Saturday 22nd September 2018. This was held during the day so residents could bring their children while giving their views and feedback on what they would like to see happen on the estate.
- The third consultation took place on Wednesday 25 September 2018. All the attendees were residents from Sumner Buildings.
- Tuesday 9 October 2018 was an extra date set up to give residents who were not able to attend the previous consultations, a chance to have their say. This consultation received 16 attendees, which was a good turnout. Similar issues were raised at all the events.

Feedback from the consultations with the residents: -

- The residents like the concept of co-production and co design and are pleased to be involved at the initial stages with the redevelopment of Sumner Buildings.
- Glad to see no plans or pre-set conditions were presented at any of the events.
- Residents understand the need for more housing.

- Residents do not want to lose the green space that they currently have. If this is the case, alternative green space/amenities will be provided. This will be developed with the steering group and at architects' workshops.
- New windows – residents noted that other developments in the area, specifically on Park Street, was impacting on the noise level, which they considered their current windows inadequate to cope with.
- Further improvements around the estate.
- The need for a community hall – tight community on the estate.
- Roof garden – some of the residents thought it was a good idea.
- More green space around the estate.
- Relocation of bins.
- Parking space and Cycle storage space
- Storage sheds to be retained.

In total there were 45 attendees 41 of which were residents from Sumner Buildings.

- On Wednesday 24 October 2018, a separate meeting was held with Victor Chamberlain - Borough and Bank Side ward Councillor. The Councillor was pleased to hear that we are planning to develop social homes on the estate, he also queried whether there would be a resident's ballot, this would not be the case as no homes would be demolished. We informed Councillor Chamberlain that we will be setting up a Residents Steering Group, which he stated that he would be keen to get involved with.
- Grid Architects have been appointed to work with a selected group of residents to develop the design proposals
- First Residents Steering Group to take place February 21st between 5.30 – 6.30pm to initiate design process.

| | |
|---|------------------------|
| Committee: | Dated: |
| Community and Children's Services Committee | 08/03/2019 |
| Subject: Update on rollout of fibre broadband to City of London housing estates. | Public |
| Report of: The City Surveyor | For information |
| Report author: Steven Bage, Strategic Infrastructure Advisor, City Property Advisory Team | |

Summary

This report follows on from one sent to the Community and Children's Services (CCS) Committee in February 2017, where Members granted approval for selected fibre broadband providers to install affordable faster broadband services into City of London's 12 housing estates. Following an expression of interest exercise, three fibre broadband operators (Hyperoptic, Community Fibre and Vision Fibre Media) were selected to connect to the housing estates. A health and safety breach by a contractor installing fibre broadband on Avondale Square Estate, and concerns around installation methods and planning issues on Golden Lane Estate have unfortunately presented delays of several months. Works are expected to be completed on Golden Lane Estate by March 2019, with all remaining estates being completed by Quarter 1 (Q1) 2020.

Recommendations:

Members are asked to note:

- i. the contents of this report for information.
- ii. that we will send a further report to Members to update on the progress of the fibre broadband rollout to the City's 12 housing estates in 6 months' time.

Main Report

Background

1. The City of London's (CoL's) 'Gigabit City programme, led by the City Property Advisory Team (CPAT) has sought to improve wired and wireless coverage in the Square Mile for small businesses and residents. In February 2017, the CCS Committee gave approval for the City's outlying housing estates to be included in the Gigabit City programme, to allow the installation of affordable faster broadband (offering speeds up to 1 gigabit per second) to all of the City's 12 housing estates (shown in Appendix 1).

2. In July 2017 CPAT completed an Expression of Interest exercise which resulted in the selection of three fibre broadband operators (Community Fibre, Hyperoptic and Vision Fibre Media) to provide affordable gigabit fibre broadband to CoL's 12 housing estates, which was expected to be completed by the end of 2018.
3. Wayleaves were signed with Community Fibre, Hyperoptic and Vision Fibre Media in March 2018. The wayleave compelled the operators to meet key service obligations, which included the following:
 - That the service is installed, operated and maintained at no cost to the City (including power connections and energy consumption for broadband equipment).
 - No exclusivity is afforded to any provider connecting to the estates.
 - All buildings on each estate will receive faster broadband so that universal coverage and can be offered to all residents (avoiding providers being able to cherry pick' the most densely populated buildings on the estate).
 - All cabling will be installed within existing containment and duct work within the estates.
 - That all providers consent to use the CoL standardised wayleave document.
 - One communal area on each estate (community halls/estate office, etc) will be provided with a 1 gigabit per second WiFi hotspot which will be free to use to all residents.
 - That services are provided over fibre optic cables at various speeds up to 1 gigabit per second at affordable price points, with a low-priced (under £10 per month) no-contract option for tenants on benefits or low incomes.
 - Southwark estates and the Avondale estate will be the first estates to be connected, given that they are the first CoL estates where residents must manage benefits online via the Universal Credit website.

Deployment of fibre broadband

4. While (under the wayleave agreed with CoL), all operators are compelled to ensure provision of faster broadband to all buildings on each estate which they have committed to connecting, not all operators expressed interest in connecting to every estate.
5. Community Fibre and Hyperoptic did commit to installing services to every estate, However Vision Fibre Media only committed to connecting three estates (Golden Lane, Middlesex Street and York Way).

Avondale Square & Southwark Estates

6. Community Fibre and Hyperoptic have now completed the rollout of fibre broadband to Avondale Square Estate. Community Fibre has completed their rollout of Southwark Estates, with Hyperoptic expected to complete by the end of March 2019. Both contractors installed services on the Avondale Square Estates at the same time. It was originally envisaged that all operators would be able to deploy services to estates simultaneously to avoid unfair advantages being given to any of the operators. This has, however, proved challenging in practice, with the estates having to accommodate separate welfare facilities for both operators.

7. A serious health and safety breach by a contractor acting for one of the operators halted works for a temporary period. Subsequent discussions between the operator in question and health and safety staff from Community and Children's Services, City Surveyors and Town Clerks led to assurances being provided that such events would not reoccur.

Golden Lane Estate

8. Community Fibre, Hyperoptic and Vision Fibre Media have committed to installing faster broadband services to Golden Lane Estate, however, following the health and safety breach on Avondale Square Estate, the Housing department expressed concern over three contractors potentially working in the same environment, posing further health and safety risks and potentially causing damage to the existing ducts. Under CDM Regulations 2015 the Golden Lane Estate would have had to accommodate welfare facilities for three separate contractors, which was seen to be unworkable by the Golden Lane Estate Office.
9. Following a meeting with the Housing Department and all three operators in August 2018, it was agreed that a single contractor was required to undertake all installation work on Golden Lane Estate to avoid these risks. The Planning Department also expressed concern that, due to the listed status of the estate, if existing ducts could not be used, it was likely that listed building consent would be required to install new ducting. Further surveys have since showed that, as all three operators will be using fibre optic cables (which are very small in diameter), all works could be undertaken using existing ducts.
10. The three operators have struggled to agree commercial terms with each other to appoint a single contractor, which has caused further delays to the rollout on Golden Lane Estate. However, it has now been agreed that Community Fibre will appoint a contractor to install all of the works on behalf of all three operators, avoiding the need for new ducting or planning and listed building consent. Community Fibre will begin installation on behalf of the other operators on 19 February 2018, and work is expected to last up to five weeks.

Rollout to remaining CoL housing estates

11. Following completion of the Golden Lane Estate, all operators have confirmed that they do not wish to use a single operator to complete their rollout of fibre broadband to the remaining estates.
12. In order to avoid issues experienced to date, it is expected that CPAT and the Housing Department will need to work with the three operators so that they are not working on estates at the same time, and in order to avoid health and safety and other issues. It is therefore unavoidable that each estate will have separate contractors installing fibre optic infrastructure one after the other. However, the gap between operators' works may be several months, and so disruption to residents is likely to be minimal (especially given that the works' duration on some estates is only expected to be two weeks). Surveys have also shown that

the remaining estates have greater duct capacity. It is anticipated that all of the remaining estates will be completed by Q1 2020.

Fire stopping

13. The Housing Department has insisted on the need for photographic evidence to show where fire stopping has been completed in locations where holes have been drilled to facilitate installation. Following completion of the fibre broadband installation, full inspections of the fire stopping will be undertaken to ensure that it has been carried out in accordance with the CoL Fire Stopping Guidance.

Conclusion

14. While it was originally anticipated that connecting the CoL's housing estates to fibre broadband would happen within 12 months, the project has suffered several months delay due to unforeseen barriers to delivery, such as the health and safety breach at Avondale Square Estate and challenges around planning and proposed installation methods to connect the Golden Lane Estate. It is expected that rollout to the remaining estates can be completed by the end of Q1 2019.

Steven Bage

Strategic Infrastructure Advisor, City Property Advisory Team

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Appendix 1 – City of London housing estates being provided with affordable faster broadband.

- Avondale Square Estate
- Golden Lane Estate
- Holloway Estate
- Horace Jones Hones
- Isleden House
- Southwark Estates
- Sydenham Hill Estates
- Dron House
- Middlesex St Estate
- William Blake Estate
- Windsor House Estate
- York Way Estate

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| | | |
|--|--|---------------------|
| Committees: | Dates: | |
| Community and Children's Services Committee | 8 March 2019 | |
| Project Sub Committee | 22 March 2019 | |
| Subject: Petticoat Tower Fire Doors | Gateway 5 Authority to Start Work Light | Public |
| Report of: Director of Community & Children's Services Report Author: Jason Crawford | | For Decision |

Recommendations

1. Appoint Vento to carry out the works
2. Approve the works budget of £274,268.09
3. Approve an additional budget of £20,570.11 to cover staff costs
4. Approve fees of £2,000 (building regulations application)
5. Note the expenditure to date of £1,590
6. Note the new overall project cost (Inc. expenditure to date) £298,428.20

Summary

| | |
|------------------------|---|
| Project Status | Green |
| Projected Time Line | February 2019 – Approval to appoint contractor February 2019 – Appoint Contractor, Let Contract February/March 2019 – Start works on site August/September 2019 – Complete Works |
| Programme status | Pending Approval of Gateway 5 to appoint contractor |
| Last approved budget | £198,000 (estimated at Gateway 1/2) |
| Latest estimated costs | £298,428.20 (Inc. expenditure to date, fees & staff costs) |
| Expenditure to date | £1,590 (Pilot Installation of FD60 fire door) |

Progress to date (including resources expended)

At Gateway 1/2 committee approval was given to proceed, and to progress along the light route straight to Chief Officer for approval on completion of tender. We originally estimated the costs of works to be £198,000, based on an indicative quote received from Gerda.

However, following the installation of the pilot door we undertook further inspections and discovered that all of the 2-bedroom properties have panelling above the front doors which were found to contain asbestos.

As such we have had to account for additional works to safely remove and dispose of asbestos panels in 40 of the properties and replace them with compliant fire stopping materials.

The additional work was included as part of the tender process and accounts toward the increase from the original estimate of £176,000 to £274,268.09. Staff costs have also been re-calculated.

| | <u>Gateway 1/2</u> | <u>Gateway 5</u> | <u>Variance</u> |
|---------------------|--------------------|-------------------|-----------------|
| Works | £176,000 | £274,268.09 | £98,268.09 |
| Fees | £17,600 | £2,000.00 | - |
| Staff Costs | £4,400 | £20,570.11 | £16,170.11 |
| Expenditure to date | - | £1,590.00 (pilot) | - |
| Total | £198,000 | £298,428.20 | |

The variance in the works reflects the price submitted in the tender and includes £43,118 for the inspection, removal and disposal of the asbestos panels which wasn't originally accounted for at Gateway 1/2.

A full, compliant tender process for the works contractor has been completed in conjunction with the City Procurement Service (CPS). The contract is based upon the specification laid out in the Tender documentation and the intention is to fit 60 minute fire door sets.

City of London upheld a commitment made in the past not to re-charge Leaseholders for these works, and as such there was no statutory section 20 consultation required.

Proposed way forward

To appoint Ventro to undertake the works at a cost of £274,268.09

A full and compliant tender process has been completed in conjunction with City Procurement. Three tenders were received and fully evaluated on the quality and cost criteria from which Ventro were identified as the winning contractor. The tender results were:

| | Ventro | Doors Plus | SER |
|--------------------------|-------------|-------------|-------------|
| Tender Price (works) | £274,268.09 | £279,389.00 | £166,080.00 |
| Score from Quality split | 40 | 40 | 13 |
| Pricing Score | 24 | 24 | 40 |
| Total | 64 | 63 | 53 |
| Rank | 1 | 2 | 3 |

Total Estimated Cost

| | Cost £ |
|---|---------------|
| Contract Value | £274,268.09 |
| Staff Costs | £20,570.11 |
| Fees (building regulations application) | £2,000 |
| Expenditure to date | £1,590.00 |
| Total | £298,428.20 |

Main Report

| 1. Design summary | Installation of FD60 minute rated fire Door Sets to all tenanted and Leaseholder properties at Petticoat Tower on the Middlesex Street Estate. | | | | | | | | | | |
|-----------------------------------|---|-------------|------|--------|----------|--------------------|---------|-------------|--------|--------------|-----------------|
| 2. Delivery team | <ul style="list-style-type: none"> Ventro has submitted the winning tender and will be contracted to undertake the work. Ventro will undertake the duties of Principal Designer (under the Construction Design and Management (CDM) Regulations 2015). | | | | | | | | | | |
| 3. Programme and key dates | <p>Contractor appointment – January/February 2019</p> <p>Start on site – February/March 2019</p> | | | | | | | | | | |
| 4. Outstanding risks | <p>Overall project risk: Green</p> <p>Low Risk - The intended works have previously been carried out successfully to other properties on Petticoat Square.</p> | | | | | | | | | | |
| 5. Budget | <p>An estimated budget of £198,000 was identified at Gateway 1/2, as follows:</p> <table border="1"> <thead> <tr> <th>Description</th><th>Cost</th></tr> </thead> <tbody> <tr> <td>*Works</td><td>£176,000</td></tr> <tr> <td>Fees / consultancy</td><td>£17,600</td></tr> <tr> <td>Staff Costs</td><td>£4,400</td></tr> <tr> <td>Total</td><td>£198,000</td></tr> </tbody> </table> <p>Funding Strategy: Housing Revenue Account (HRA)</p> <p>* Based on estimated costs for 88 x 60-minute rated fire safety doors with fully compliant door furniture.</p> <p>The works costs were estimated to be £176,000. The tender from Ventro is £274,268.09, which is 39% more than the previous estimate. This increase reflects the need to remove and dispose of asbestos panels found in the 2-bed properties.</p> | Description | Cost | *Works | £176,000 | Fees / consultancy | £17,600 | Staff Costs | £4,400 | Total | £198,000 |
| Description | Cost | | | | | | | | | | |
| *Works | £176,000 | | | | | | | | | | |
| Fees / consultancy | £17,600 | | | | | | | | | | |
| Staff Costs | £4,400 | | | | | | | | | | |
| Total | £198,000 | | | | | | | | | | |
| 6. Success criteria | <ol style="list-style-type: none"> Completion of all required works to meet statutory and City standards. Achievement of expected lifespan of 30 years for new installations. Improved security. Improved thermal performance. | | | | | | | | | | |
| 7. Progress reporting | Monthly updates to be provided via Project Vision and any project changes will be sought by exception via Issue Report to Spending and Projects Sub Committees | | | | | | | | | | |

Appendices

| | |
|-------------------|------------------------|
| Appendix 1 | PT8 procurement Report |
|-------------------|------------------------|

Contact

| | |
|-------------------------|--|
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| Email Address | Jason.Crawford@cityoflondon.gov.uk |
| Telephone Number | 020 7332 3010 |

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PT8 - Tender Award Report

This document is used to summarise the procurement process

| | |
|-----------------------|----------------------------|
| Report Title | Petticoat Tower Fire Doors |
| Report Author | Michael Harrington |
| Report Date | 30/01/2019 |
| Procurement Reference | 18-253PS |

High Level Summary

| Key Area | Outcome |
|-------------------|---|
| Purpose of Report | Authorisation to award tender for the contractor to deliver the FD60 Fire Door installations to tenanted properties at Petticoat Tower. |
| Tender Process | Below OJEU mini competition advertised on the open market |
| Proposed Provider | Ventro Limited |
| Cost (ex. VAT) | Construction amount = £274,268.09 Pre-tender estimate (as at Gateway 3/4) ex vat = £198,00 |
| Potential Risks | No Procurement process risks are foreseen. |

Detailed Summary

1. Summary

Details of what needs to be approved and a list of key areas covered by the report

- 1.1 Replacement of the existing front doors and replacement with 60minute rated fire door sets at Middlesex Street Estate, Petticoat Tower.

2. Recommendations

Details of who the contract is to be awarded to, proposed contract term, extensions and other relevant details

2.1 Ventro Limited will deliver the following in terms of the installations:

As part of the repairs and maintenance programme, the City of London has identified up to 80 front doors which need replacing in Petticoat Tower, Middlesex Street. The existing doors will be removed and replaced with new, 60 minute rated fire door sets.

The new door sets are required to:

- Protect the building from external conditions
- Provide privacy and security
- Improve acoustic performance as much as reasonably possible
- Provide thermal insulation
- Aid in the external fabric's resistance to spread of fire
- Meet enhanced secure by design (PAS 24) standards.

3. Current Service Provision

Details of current supplier, contract arrangements, expiry dates and potential exit issues.

- 3.1 There is no current service provision.

4. Evaluation Summary

Overview of the tender process including SQ and ITT outcomes; evaluation criteria and weighting, evaluation outcomes including overview of the top 3 ranked suppliers.

4.1 City Procurement agreed to a project team request to source bidders by above OJEU, Mini-Competition via a framework:

1. Tender Publication – 17/10/2018
2. Tender Response – 26/11/2018
3. Evaluation agreed – 29/1/19
4. PT8 Approved – 30/01/2019

4.2 – Tender Results

Rank 1 – Ventro 64/100

Rank 2 – Door Plus 63/100

Rank 3 – SER Contractor 53/100

5. Savings, efficiencies and benefits

Pricing overview, including cost type (fixed cost, schedule of rates etc) and cashable and non-cashable savings achieved.

5.1 The average quality score for all tenders received is 31. The quality score achieved by the recommended tender is 31% above the average quality score.

5.2 The average price offered for the installation of new Fire Doors the average fee across all tenders received is £239,912.36. The construction service fee offered by the recommended tenderer is 14% above the average fee tendered. N.B this figure is construed by an extremely low tender offered by SER Contractor. The average would be 1% below the tendered amount if removed.

5.3 The estimated total cost of works in connection with the recommended contractors offer is £274,268, which is 39% above a PTE of £198,000 recorded prior to commencement of the procurement.

5.4 No other efficiencies are noted for this project at this time.

6. Lessons Learnt

6.1 In terms of the lessons learnt, we have observed the following:

We did not envisage any other lessons learnt.

7. Contract Management Plan

Details of persons managing the contract covering roles and responsibilities of individual staff.

7.1 Jacqueline Thompson for DCCS Housing will be responsible for management of the installations, and subsequent main contract when awarded. City Procurement retains an interest in the basis for a subsequent recommendation and award of a main contract in due course.

8. Customer Satisfaction Survey

Please complete this survey to help us improve our service. Responses can be made anonymously and are reported to Procurement Leadership team on a quarterly basis.

<https://www.surveymonkey.co.uk/r/X9233JG>

9. Approval Sign Off

| | |
|-------------------|---|
| Name of Approver | Michael Harrington |
| Position | Category Manager |
| Date approved | 30/01/19 |
| Approver comments | Approved in the absence of Adrian Moody Senior Category Manager |

10. Appendices Final evaluation score summary, savings certificate, etc

| Question | Weight | Doors Plus | SER Contractor | Ventro |
|--|--------|------------|----------------|--------|
| Programme of Wokrs | 10 | 6 | 2 | 8 |
| Sub-Cobtractor Selection and Monintoring | 15 | 6 | 3 | 12 |
| Proejct Quality | 10 | 8 | 2 | 8 |
| Resident Support | 10 | 6 | 2 | 6 |
| Method Statement | 15 | 12 | 6 | 9 |
| Delivered Similar Contracts | 10 | 6 | 0 | 6 |
| Manage Pre-Installation | 10 | 8 | 2 | 6 |
| Warrenties | 10 | 6 | 4 | 6 |
| SCR | 10 | 8 | 0 | 6 |
| Weighted Total Must total 100 | 100 | | | |
| Score from Quality split | | 40 | 13 | 40 |
| Pricing Score | | 24 | 40 | 24 |
| Total | | 63 | 53 | 64 |
| Rank | | 2 | 3 | 1 |

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