



## Community & Children's Services Committee

**Date:** FRIDAY, 13 SEPTEMBER 2019

**Time:** 11.30 am

**Venue:** COMMITTEE ROOMS, WEST WING, GUILDHALL

**Members:**

Randall Anderson (Chairman)	Angus Knowles-Cutler
Ruby Sayed (Deputy Chairman)	Natasha Maria Cabrera Lloyd-Owen
George Abrahams	Deputy Catherine McGuinness
Munsur Ali	Benjamin Murphy
Rehana Ameer	Deputy Joyce Nash
Matthew Bell	Barbara Newman
Peter Bennett	Dhruv Patel
Mary Durcan	Susan Pearson
John Fletcher	William Pimlott
Marianne Fredericks	Henrika Priest
Alderman John Garbutt	Jason Pritchard
Alderman Prem Goyal	James de Sausmarez
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 might be subject to 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 12<sup>th</sup> July 2019.  
**For Decision**  
(Pages 1 - 8)
4. **OUTSTANDING ACTIONS**  
Members are asked to note the Committee's outstanding actions list.  
**For Information**  
(Pages 9 - 10)
5. **RESPONSES TO RESOLUTIONS FROM WARDMOTES: GOLDEN LANE ESTATE - TO FOLLOW**  
Report of the Director of Community and Children's Services.  
**For Information**
6. **PRESENTATION: NHS LONG TERM PLAN**  
A joint presentation from the Integrated Programme Manager and NHS City and Hackney.  
**For Information**
7. **BREXIT PLANNING**  
Director of Community and Children's Services to be heard.  
**For Information**
8. **STRONGER COMMUNITIES PROGRAMME**  
Report of the Director of Community and Children's Services.  
**For Decision**  
(Pages 11 - 32)
9. **RECONSTITUTION OF THE GOVERNING BODY OF SIR JOHN CASS FOUNDATION PRIMARY SCHOOL.**  
Report of the Director of Community and Children's Services.  
**For Information**  
(Pages 33 - 46)
10. **TO ELECT A LOCAL AUTHORITY GOVERNOR TO THE SIR JOHN CASS'S FOUNDATION PRIMARY SCHOOL**  
The Town Clerk to be heard.  
**For Decision**

11. **NEW PORTSOKEN COMMUNITY CENTRE UPDATE**  
Report of the Director of Community and Children's Services.  
**For Information**  
(Pages 47 - 58)
  12. **FIRE SAFETY UPDATE - HRA PROPERTIES**  
Report of the Director of Community and Children's Services.  
**For Information**  
(Pages 59 - 82)
  13. **HOUSING DELIVERY PROGRAMME - RESIDENT CONSULTATION UPDATE**  
Report of the Director of Community and Children's Services.  
**For Information**  
(Pages 83 - 100)
  14. **RECOMMISSIONING OF THE INTEGRATED DRUG AND ALCOHOL SERVICE**  
Joint report of the Director of Community and Children's Services and the Director of Public Health.  
*Please note there is a non-public appendix to this report at agenda item 19.*  
**For Information**  
(Pages 101 - 106)
  15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
  16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
  17. **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**
18. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 12<sup>th</sup> July 2019.  
**For Decision**  
(Pages 107 - 108)
  19. **RECOMMISSIONING OF THE INTEGRATED DRUG AND ALCOHOL SERVICE**  
A non-public appendix in respect of agenda item 14.  
**For Information**  
(Pages 109 - 110)
  20. **TRANSFER OF FUNDS OF THE SIGNOR FAVALE'S MARRIAGE POTIONS CHARITY (REG NO 206949) TO THE CITY OF LONDON CORPORATION RELIEF OF POVERTY CHARITY (REG NO 1073660)**  
Report of the Director of Community and Children's Services.  
**For Decision**  
(Pages 111 - 116)

21. **APPROVED MENTAL HEALTH PROFESSIONAL FOR DAYTIME MENTAL HEALTH ASSESSMENTS**  
Report of the Director of Community and Children's Services.  
**For Decision**  
(Pages 117 - 124)
22. **YORK WAY ESTATE COMMUNAL HEATING REPLACEMENT: GATEWAY 5**  
Report of the Director of Community and Children's Services.  
**For Decision**  
(Pages 125 - 138)
23. **MIDDLESEX STREET COMMUNAL HEATING REPLACEMENT - GATEWAY 5**  
Report of the Director of Community and Children's Services.  
**For Decision**  
(Pages 139 - 154)
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
25. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

## COMMUNITY & CHILDREN'S SERVICES COMMITTEE

Friday, 12 July 2019

Minutes of the meeting held at Guildhall at 11.30 am

### Present

#### Members:

Randall Anderson (Chairman)  
Ruby Sayed (Deputy Chairman)  
Munsur Ali  
Matthew Bell  
Mary Durcan  
John Fletcher  
Marianne Fredericks  
Alderman John Garbutt  
Alderman Prem Goyal  
Alderman David Graves  
Graeme Harrower

Deputy Catherine McGuinness  
Benjamin Murphy  
Deputy Joyce Nash  
Barbara Newman  
Susan Pearson  
Henrika Priest  
Jason Pritchard

#### Officers:

Andrew Carter	- Director of Community & Children's Services
Simon Cribbens	- Community & Children's Services
Anne Bamford	- Community & Children's Services
Claire Giraud	- Community & Children's Services
Mark Jarvis	- Chamberlain's
Louise Said	- Chamberlain's
Goshe Munir	- Chamberlain's
Julie Mayer	- Town Clerk's
Gerald Mehrtens	- Community & Children's Services
Paul Murtagh	- Community & Children's Services
Chris Pelham	- Community & Children's Services
Kristina Drake	- Town Clerk's (Communications Dept)
Dan Burningham (for item 9)	- NHS (City and Hackney)

#### 1. APOLOGIES

Apologies were received from Peter Bennett, Dhruv Patel, Natasha Lloyd-Owen, William Pimlott, James de Sausmarez, Deputy Philip Woodhouse, Laura Jorgensen and Matt Piper.

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

Susan Pearson indicated that she might have a disclosable pecuniary interest in Agenda Item 13b (Response to Wardmote Resolution in respect of Golden Lane Estate). Ms Pearson had a general dispensation to speak and had applied for a general dispensation twice, in the last three weeks, that would cover voting on this matter. Ms Pearson felt that this was relevant, because she would be proposing a motion. Ms Pearson said that her second application had

specifically referred to this item, but five days since making it, she had received neither a grant nor a refusal of a dispensation; contrary to Paragraph 9 of the City of London Corporation's Dispensations Policy. Ms Pearson said that she had received an email from the City Solicitor's office that morning, advising that it was for her to decide whether to vote. Ms Pearson considered that if she did vote, she would be at risk of being referred to the police for prosecution; i.e. - for voting either without a dispensation or in contravention of section 618 of the Housing Act 1985.

Benjamin Murphy declared a disclosable pecuniary interest in respect of Agenda Item 13b (Response to a Wardmote Resolution) in respect of Golden Lane Estate by virtue of being a Director of UBS Investment Bank, which has a corporate tenancy at 1 Golden Lane.

Subsequently, item 13(b) was for information only, with no Motion and therefore was not voted on.

3. **MINUTES**

RESOLVED, that – the minutes of the meeting held on 7<sup>th</sup> June 2019 be approved as a correct record.

4. **OUTSTANDING ACTIONS**

Members received the Committee's Outstanding Actions List, noting those items which either had been, or would be, discharged on either this or future agendas. The Chairman asked for target dates to be included wherever possible and Members noted the following updates:

1. Social Wellbeing research: Presentation by Researcher – September 2019
2. Provision of free school meals for children in reception and years 1 and 7 – November 2019
3. Sydenham Hill – this report had scheduled for today's agenda but deferred to September 2019
4. Draft Alcohol Strategy: Business Engagement Member Briefing – the Director had met with the Chairman of Health and Wellbeing Board to take this forward after recess.

5. **UPDATE ON THE WORK OF THE SUB COMMITTEES**

The relevant Chairmen provided the following updates on the work of their Sub Committees:

**Homelessness and Rough Sleeping Sub Committee** - had met on 1<sup>st</sup> July and commissioned an Options Appraisal to assess new interventions and approaches to rough sleeping in the City of London. There had been a very well attended Member Breakfast Briefing on 18<sup>th</sup> June 2019 and the Draft Homelessness Strategy for 2019-23 was on today's agenda. Members had also met with representatives from Central Government to discuss the government's review of homelessness legislation including the Vagrancy Act.

**Safeguarding Sub Committee** - had not met since the last meeting of the Community and Children's Services Committee and their next meeting was scheduled for 3rd October 2019.

**Housing Management and Almshouses Sub Committee** - had not met since the last meeting of the Community and Children's Services Committee and their next meeting was scheduled for 22<sup>nd</sup> July 2019.

6. **IMPACT OF BREXIT**

The Director of Community and Children's Services advised that more detail was likely to emerge by September's Committee and Members noted the increasing likelihood of a No-Deal Brexit.

7. **DRAFT HOMELESSNESS STRATEGY 2019-23**

Members considered a report of the Director of Community and Children's Services which presented the City of London Corporation's Draft Homelessness Strategy (2019-23) for approval. During the discussion and questions on this item the following points were noted:

- The Health and Wellbeing Board and Homelessness Sub Committee had considered the draft strategy. The Health and Wellbeing Board asked for activities and success measures in relation to health to be strengthened. Members noted that, once the Strategy had been approved, an action plan would sit beneath it, detailing resources and timescales.
- In respect of clients with no recourse to public funds, Members noted that it was illegal to refuse assistance without undertaking a human rights assessment. Members noted the challenges in supporting those without recourse to public funds, but this was a national problem and did not affect a large number of the City's homeless clients.
- Members asked for the Strategy to highlight the impact on residents from long term rough sleeping in residential areas.

RESOLVED, That – the draft Homelessness Strategy for 2019-23 be approved, as set out in the report and noting the above comments.

8. **ADULT SKILLS AND EDUCATION SERVICE UPDATE**

Members received a report of the Director of Community and Children's Services which provided an update on the Adult Skills and Education Service, including key findings from a recent independent review of the service, its progress towards delivering the outcomes in the Skills Strategy and preparation for upcoming national policy developments. Members noted there was currently some uncertainty in respect of funding, as some would be London-wide and some available on completion.

Two Members commented on the improved offer of classes, given that some residents' previous experiences in an educational environment might not have been positive. Members asked for their thanks to be conveyed to Barbara Hamilton and her team.

Members noted that some courses had been consolidated, in response to demand, and more were being run in-house, rather than by external providers. Offices advised that the past year had been one of transition and funding uncertainty but the direction of travel was for further expansion and active marketing.

RESOLVED, that – the report be noted.

**9. DRAFT CITY AND HACKNEY MENTAL HEALTH STRATEGY**

Members considered a report of the Director of Community and Children's Services which presented a draft City and Hackney Mental Health Strategy for 2019-23 and an impact assessment for the 2015-18 Strategy.

During the discussion and questions the following points were noted:

- The growing awareness of mental ill health in the workforce and its impact on individuals and businesses. The City's 'Business Healthy' programme, suicide prevention training and campaigns, and forthcoming City Mental Health Centre are examples of how the City is tackling this issue.
- At the Neaman Practice, Patients are able self-refer for talking therapy for anxiety and depression, usually within 6 weeks. If Members became aware of this taking longer, they were advised to contact [Dan.Burningham@nhs.net](mailto:Dan.Burningham@nhs.net) at the NHS (City and Hackney). For more complex mental health requirements, each neighbourhood has access to specialists.
- A detailed action plan would support the Strategy and include the specific initiatives led by and delivered in the City.

RESOLVED, that:

1. The impact of the City and Hackney Mental Health Strategy for 2015-18 be noted.
2. Subject to the comments noted above, final approval of the City and Hackney Mental Health Strategy for 2019-23 be delegated to the Integrated Commissioning Sub Committee.

**10. REVENUE OUTTURN 2018-19 - COMMUNITY AND CHILDREN'S SERVICES COMMITTEE (CITY FUND)**

Members received a report of the Chamberlain and Director of Community and Children's Services which compared the 2018/19 Revenue Outturn, for the non-Housing Revenue Account (HR) services overseen by the Committee, with the final agreed budget for the year. Members were advised that they would receive a presentation on the budget at the September Committee, ahead of any implications arising from the Fundamental Review and the estimates report, which would be presented to them in November.



Members also noted that the Director of Community and Children's Services proposal to carry forward £94,000 to 2019/20 had not been agreed by the Chamberlain, in consultation with the Chairman and Deputy Chairman of Resource Allocation Sub-Committee.

RESOLVED, that - The Revenue Outturn report for 2018/19 be noted.

**11. HOUSING REVENUE ACCOUNT (HRA) OUTTURN 2018-19**

Members received a report of the Director of Community and Children's Services, which compared the outturn for the HRA in 2018/19 with the final agreed budget for the year.

RESOLVED, that – the report be noted.

**12. PLEDGE OF SUPPORT FOR THE 'OUR TURN' CAMPAIGN**

Members considered a report of the Director of Community and Children's Services which sought a pledge of support in relation to the 'Our Turn' Campaign, which sought to re-settle 10,000 additional asylum-seeking and refugee children each year, over ten years, if central government were to create a new fully funded scheme. The report noted that several London boroughs had made the pledge. Members noted that, if they were minded to support this pledge, then it would be recommended to the Policy and Resources Committee for final approval.

Members were advised that this matter had been the subject of considerable debate at the Leaders' Committee at London Councils, which had expressed a view that London had already taken an unfair share in the support of Unaccompanied Asylum Seekers, particularly care beyond 18 years. Whilst having every sympathy for the plight of this group, there was a consensus, from the London Council's Leaders Committee, that the current system was flawed and they were promoting alternative, positive steps such as lobbying for changes to ensure fair distribution and adequate resources. The Leaders' Committee were also concerned that the pledges might detract from this objective. A Member felt it was important that the Committee did not use this as a gesture but remained in line with London Councils and other local authorities.

There was a general consensus from the Members of Community and Children's Services that the lobbying and legal action should continue, alongside the pledge, and they should not wait until a flawed system was remedied. Furthermore, there was a view expressed that this gesture was an effective method of lobbying for more funding by signalling a willingness to manage the welcome of children that could come under the program and Members were concerned about the wider implications of not assisting vulnerable groups. Members also discussed the City Corporation's success stories in integrating Unaccompanied Asylum Seekers.

On being put to the vote, whereby 14 voted for, 3 against and 1 abstention it was RESOLVED, that:

1. The Community and Children's Services Committee pledge to resettle five additional asylum-seeking and refugee children each year, for ten years, as part of a fully funded government scheme, as proposed by the Our Turn Campaign.
2. The Policy and Resources Committee be recommended to approve the above Pledge, in line with those already made by London local authorities.

**13. RESPONSES TO RESOLUTIONS FROM WARDMOTES**

Members considered two reports of the Director of Community and Children's Services which addressed the recent Wardmote Resolutions concerning Rough Sleeping and Homelessness and the Golden Lane Estate.

- 13 (a) In respect of the responses re Homelessness and Rough Sleeping,** Members noted that this report had also been to the Homelessness and Rough Sleeping Sub Committee and were content for it to be communicated to the Aldermen of the various Wards.

RESOLVED, that – the report be noted.

- 13(b) In respect of the responses re the Golden Lane Estate,** Members agreed that the Director of Community and Children's Services be asked to investigate the options, costs and impediments in relation to creating a more 'private' estate, and the cost and implications of converting the major walkways (through the estate) into public pedestrian highways adopted and maintained by the highways department. Members felt that this would enable the residents of the estate to make a reasoned choice on the way non-resident pedestrians were able to use the estate. In respect of the response provided in this report, Members queried the Department of the Built Environment's estimate of £4.5m, required to bring the walkways/pavements from the private to public realm. There was a further suggestion the recent Public Realm Study be revisited.

Members asked for the current response to be revisited in order to address the queries set out above and a further report presented to the September meeting of the Community and Children's Services Committee

RESOLVED, that – the report be noted.

**14. REPORT OF ACTION TAKEN**

Members received a report of the Town Clerk in respect of two decisions taken under urgency by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Community and Children's Services Committee, and in accordance with Standard Order No 41, as follows:

**Terms of Reference of the Integrated Commissioning Board**

**Action taken:**

The Town Clerk, in consultation with the Chairman and Deputy Chairman of the Community and Children's Services Committee agreed the updated Terms of Reference for the Integrated Commissioning Board, which included the Integrated Commissioning Sub-Committee.

### **City Mental Health Centre**

#### **Action Taken**

The Town Clerk, in consultation with the Chairman and Deputy Chairman of the Community and Children's Services Committee approved:

1. 7 consultation rooms, 2 toilets (one wheelchair accessible), kitchen and staff room.
2. A budget of £59,690 to reach the next Gateway and noted;
  - a) A revised project budget of £71,440
  - b) A total estimated cost of the project at 381,440 (exc. risk)

Members noted that the City Corporation had chosen the organisation; Tavistock Relationships, as the provider for the City Mental Health Centre which would open in the Spring of 2020.

#### **15. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

A Member asked a question on behalf of residents of the flats in Bowater House, who felt that the Taylor Wimpey Denizen development had taken much their daylight and sunlight. The Member suggested that, under Rights of Light Legislation, residents might be due compensation from the Developer. The Director was asked what action the City Corporation had taken, as Freeholder of the building, to assist long term tenants and leaseholders in claiming this compensation.

Members noted that the City Solicitor had advised that it would be inappropriate for the City Corporation to encourage residents to take action but they could be advised to seek independent legal advice.

#### **16. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items.

#### **17. EXCLUSION OF THE PUBLIC**

RESOLVED, that – Under Section 100(A) 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 12A) of the Local Government Act.

<b>Item No</b>	<b>Para No(s)</b>
18	3 and 4
19, 20	3

#### **18. NON-PUBLIC MINUTES**

RESOLVED, that – the non-public minutes of the meeting held on 7<sup>th</sup> June 2019 be approved.

19. **WAIVER REPORT**

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

20. **AVONDALE SQUARE WINDOW OVERHAUL**

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

21. **HOUSING DELIVERY PROGRAMME: PROVISION OF SOCIAL HOUSING ON THE SYDENHAM HILL ESTATE, LEWISHAM SE26 6ND - TO FOLLOW**

This report was deferred.

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

There were no questions.

23. **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 1.20 pm**

-----  
Chairman

**Contact Officer: Julie Mayer tel. no. 020 7332 1410  
julie.mayer@cityoflondon.gov.uk**

**COMMUNITY AND CHILDREN'S SERVICES COMMITTEE (CCS) – OUTSTANDING ACTIONS LIST  
AUGUST 2019 UPDATE**

<b>Date added</b>	<b>Title</b>	<b>Action</b>	<b>Officer and target date</b>
8-2-19	SOCIAL WELLBEING STRATEGY	Researcher to give a presentation to a future meeting of the Committee.	<i>Director of Community and Children's Services</i>  Once report has been finalised and subject to the availability of the researcher. Expected October 2019.
8-3-19	SIR JOHN CASS'S FOUNDATION PRIMARY SCHOOL	Provision of free school meals for children in Reception and Years 1 and 7	<i>Head of Service Education and Early Years</i>  Report to Committee once the budget has been confirmed and impact analysed. Expected November 2019
08-06-19	DRAFT ALCOHOL STRATEGY	Business Engagement Member Briefing.	<i>Director of Community and Children's Services and Chairman of Health and Wellbeing Board.</i>  Meeting held to take this forward after recess.
12-07-19	SYDENHAM HILL – Gateway 4 report		<i>City Surveyor</i>  Deferred to October Committee.

**COMMUNITY AND CHILDREN'S SERVICES COMMITTEE (CCS) – OUTSTANDING ACTIONS LIST  
AUGUST 2019 UPDATE**

12-07-19	REVENUE OUTTURN 2018-19 - COMMUNITY AND CHILDREN'S SERVICES COMMITTEE (CITY FUND)	<u>A presentation on the budget before the September Committee</u> , ahead of any implications arising from the Fundamental Review and the estimates report, which would be presented to them in November.	<i>Director of Community and Children's Services and Chamberlain</i>  September and November 2019
12-07-19	PLEDGE OF SUPPORT FOR THE 'OUR TURN' CAMPAIGN	Policy and Resources Committee (P&R) be recommended to approve the above Pledge, in line with those already made by London local authorities.	<i>Director of Community and Children's Services/Town Clerks</i>  Report on September's P&R agenda.
12-07-19	RESPONSE TO WARDMOTES – GOLDEN LANE ESTATE	Officers asked to:  Investigate the options, costs and impediments in relation to creating a more 'private' estate, and the cost and implications of converting the major walkways through the estate into public pedestrian highways, adopted and maintained by the highways department.  Query the Department of the Built Environment's estimate of £4.5m, to bring the walkways/pavements from the private to public realm. There was a further suggestion the recent Public Realm Study be revisited.	<i>Director of Community and Children's Services and Assistant Director, Barbican and Property Services</i>  Members asked for the current response to be revisited in order to address these queries and a further report presented to the September meeting of the Community and Children's Services Committee

<b>Committee:</b>	<b>Dated:</b>
Community and Children's Services	13/09/2019
<b>Subject:</b>	<b>Public</b>
Stronger Communities Programme	
<b>Report of:</b>	<b>For Decision</b>
Andrew Carter, Director of Community and Children's Services	
<b>Report author:</b>	
Jack Joslin, Head of Central Grants Programme, Central Grants Unit	

## Summary

The Stronger Communities grant funding round – part of the Central Grants Programme (CGP) – closed applications on 24 May 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. Five projects were successful and have received a total of £29,000 in grant funding.

## Recommendations

Members are asked to:

- approve the changes to the Stronger Communities eligibility criteria
- 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 CoLC and its housing estates across London. It is funded from the City's Cash Grants budget.
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.

## **Stronger Communities**

### *Amendment to eligibility criteria*

5. Members of this Committee agreed in May 2016 the policy for the Stronger Communities Programme. Since its inception, the Stronger Communities Programme has provided grants of a maximum of £10,000 to be spent over a 12-month period.
6. In February 2018, the Community and Children's Services Committee agreed to combine the Department's Small Grants Programme into the Stronger Communities Programme, and an amendment to the Policy was agreed.
7. The Stronger Communities Programme has consistently underspent since it started in October 2016 in comparison to other CGPs. Officers have done significant work to advertise the programme more widely and encourage more eligible applications.
8. There is a growing body of evidence among funders of small grants that a more significant difference can be achieved over longer periods or more than 12 months. This has been successfully implemented by the Enjoying Green Spaces strand of the CGP.
9. In July this year Officers discussed amendments to the amount of funds that organisations could apply for, which has also been discussed across all Central Grant Programmes managed by the CGU. After some consultation it was agreed that, in certain circumstances, grants of up to £20,000 over a two-year period could be accepted under the programme. Only a certain number of these grants will be made each year, ensuring that plenty of budget remains for the small and medium-sized grants.
10. Members are asked to review and agree the proposed amendments to the Stronger Communities Policy.

### *Grant allocation*

11. In July 2019, the Chamberlain, in consultation with the Chairman of the Finance Committee, approved that a City's Cash Grants underspend of £39,000 from the financial year 2018/19 could be allocated to the 2019/20 Stronger Communities funding programme. The overall funding pot available this financial year is £122,600.
12. In February 2018, the Community and Children's Services Committee agreed to combine the Department's Small Grants Programme into the Stronger Communities Programme.



13. Applications to the Small Grants round and main grant 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.
14. The officer-led Grants Panel proposed that five grants totalling £29,000 be awarded. The recommendations were put to, and agreed by, the Chairman and Deputy Chairman of this Committee.
15. The remaining Budget for the November deadline of the Stronger Communities Programme will be £93,600.
16. Summary assessment reports of all recommended applications to the Stronger Communities grant scheme are provided in Appendix 2. The successful applications are:

<b>Organisation name</b>	<b>Approved</b>
Aldgate Community Events	£10,000
City YMCA	£3,000
Portsoken Activities Group	£3,000
Portsoken Ward Club	£3,000
Spanish and Portuguese Jews Synagogue	£10,000
<b>Total</b>	<b>£29,000</b>

17. Members should note that the next deadline for the Stronger Communities Programme has been moved back from its originally stated deadline of 1 November 2019 to 22 November 2019. This is to accommodate the launch of the VCSquaremile event on 6 November 2019. The CGU will be presenting at this event and providing advice and guidance to applicants interested in submitting an application to the Stronger Communities Programme. It was felt that sufficient time should be provided after the event to allow for groups to submit proposals.
18. Application deadlines for 2020 will be in April and November and will be available on the Central Grants Website in October.

### **Corporate & Strategic Implications**

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

### **Conclusion**

21. Members are asked to agree the amendment to the Stronger Communities criteria.

22. The Stronger Communities and Small Grants allocations will support five projects working in the City's communities.

## **Appendices**

- Appendix 1 – Stronger Communities: Criteria for funding with amendments
- Appendix 2 – Stronger Communities: Project outlines and grants awarded
- Appendix 3 – Stronger Communities: Table of grants declined, deferred or withdrawn

### **Jack Joslin**

Head of Central Grants Programme  
Central Grants Unit

T: 020 7332 3712

E: [jack.joslin@cityoflondon.gov.uk](mailto:jack.joslin@cityoflondon.gov.uk)

# 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. Grant dates will be advertised on the webpage. Deadlines are usually in November and April each year. 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. Grants of up to £20,000 will be considered in exceptional circumstances if the project takes place over a 2-year 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](mailto:grants@cityoflondon.gov.uk), or visit our website [www.cityoflondon.gov.uk/centralgrantsprogramme](http://www.cityoflondon.gov.uk/centralgrantsprogramme) to find out more.



# Stronger Communities

---

## Application Pack

**Jack Joslin & Lily Brandhorst**

## **CENTRAL GRANTS PROGRAMME**

### **ASSESSMENT CATEGORY: a) Stronger Communities**

#### **Aldgate Community Events (ref. 15532)**

**Amount requested: £10,000**

**Amount recommended: £10,000**

**Purpose of grant request:** To support the costs of the Aldgate Lantern Parade and Winter Fair in 2019. A multi-cultural community event bringing resident together.

#### **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**

The Aldgate Lantern Parade and Winter Fete were run for the first time in 2017, with significant demand for the project to be run again in 2019. The project will provide residents in Aldgate, school children and businesses the opportunity to come together to connect the community. The newly improved Aldgate Square will be focal point for the Lantern Festival and the Winter Fair. The Parade will last for around 45 minutes and culminate with the Winter Fair, which will have dance and music performances from local schools and groups. There will be a range of stalls selling seasonal food.

The Lantern Parade and Winter Fete will take place on December 6<sup>th</sup> but a range of workshops in schools and the local community will take place in the lead up to the event. Throughout the Autumn term workshops will take place with the Sir John Cass, Cannon Barnett, English Martyrs and Christchurch Spitalfields primary schools. The workshops will work with the school's art departments to come up with designs and concepts for lanterns for the parade. Professional facilitators with lantern making experience will work alongside teachers to make creative lantern designs. Additional workshops will be held with a range of community groups which include the City Carer's Network, Mansell Street Estate Bengali Women's Group, Toynbee Hall Wellbeing Group and groups from the East London Mosque.

#### **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 2019, including the previous grant awarded by this committee.

Year end as at 31st December	2018	2019	2020
	Accounts	Draft	Forecast
	£	£	£
<b>Income &amp; expenditure:</b>			
Income	47,584	98,626	45,332
- % of Income confirmed as at 16/06/2019	N/A	N/A	0%
Expenditure	(42,987)	(86,294)	(39,750)
Total surplus/(deficit)	<b>4,597</b>	<b>12,332</b>	<b>5,582</b>
Split between:			
- Restricted surplus/(deficit)	0	6,132	(15,000)
- Unrestricted surplus/(deficit)	4,597	6,200	20,582
	<b>4,597</b>	<b>12,332</b>	<b>5,582</b>
Cost of Raising Funds	0	0	0
- % of income	0.0%	0.0%	0.0%
Total Expenditure	42,987	86,294	39,750
<b>Free unrestricted reserves:</b>			
Free unrestricted reserves held at year end	4,597	10,797	31,379
No of months of operating expenditure	1.3	1.5	9.5

## Recommendation

The Lantern Festival and Winter Fete were a great success last year due to the good planning of ACE. This application is seeking funding for another year to ensure that the two events can take place again. From assessment there was no issue with the last grant for the lantern festival, and this would be delivering a very similar scheme. It should be noted however that the previous grant delivered by ACE was not so successful. The Central Grants team are still awaiting feedback on this grant and would like to see satisfactory monitoring information before another grant can be awarded to ACE. It should also be considered that funding for this programme year on year is developing an over reliance. It would be good to see ACE being more proactive and seeking match funding for events for example. As the Lantern Parade was so successful last year, I recommend this application for funding with any future application for the same work clearly showing match funding. Funding is recommended as follows:

**£10,000 to support the costs of the Lantern Festival and Winter Fete taking place on Aldgate Square in December.**

## **CENTRAL GRANTS PROGRAMME**

**ASSESSMENT CATEGORY: a) Stronger Communities**  
**City YMCA London (ref. 15533)**

**Amount requested: £3,000**

**Amount recommended: £3,000**

**Purpose of grant request:** Funding to enhance the summer provision for young people in the City of London.

### **The Applicant**

City YMCA was registered as a charity in 1996 and provides residential, supported, accommodation plus a range of services for young people “in necessitous circumstances” – mostly homeless. Youth-work type services include workshops offering positive alternatives to drug-use, crime and gangs, for example; as well as training and guidance to help them seek and secure employment. As many young residents have fled their homes due to family breakdown, a lot of support is offered to help them re-establish positive relationships.

### **Background and detail of proposal**

City YMCA already holds a commissioned contract from the City of London to deliver Youth Services during term time and some summer provision. Currently they are commissioned to deliver 4 weeks of youth provision over the summer and are seeking funding to increase this by 2 additional weeks. During this additional period, they will provide STEM fund days, a residential trip to Lambourne End Centre in Essex and a trip to the Theme Park. This will be offered to 30 young people from the Golden Lane estate and neighbouring estates in Islington.

### **Financial Information**

City YMCA is redeveloping its Hostel on Errol Street as well as having a large housing portfolio. As the Charity is a housing association it has large fixed assets. The Charity is viable for the duration of this project.

Year end as at 31st March	2018	2019	2020
	Signed Accounts	Draft Accounts	Forecast
	£	£	£
<b>Income &amp; expenditure:</b>			
Income	1,698,337	2,799,853	2,981,220
- % of Income confirmed as at 04/06/2019	N/A	N/A	100%
Expenditure	(1,627,871)	(1,846,451)	(2,982,707)
Total surplus/(deficit)	<b>70,466</b>	<b>953,402</b>	<b>(1,487)</b>
Split between:			
- Restricted surplus/(deficit)	0	1,238,205	125,969
- Unrestricted surplus/(deficit)	70,466	(284,803)	(127,456)
	<b>70,466</b>	<b>953,402</b>	<b>(1,487)</b>
Cost of Raising Funds	72,178	73,086	80,468
- % of income	4.2%	2.6%	2.7%
Operating expenditure (unrestricted funds)	1,477,825	1,677,817	2,862,616
<b>Free unrestricted reserves:</b>			
Free unrestricted reserves held at year end	1,961,976	1,677,173	1,549,717
No of months of operating expenditure	15.9	12.0	6.5
Reserves policy target	369,456	419,454	715,654
No of months of operating expenditure	3.0	3.0	3.0
Free reserves over/(under) target	1,592,520	1,257,719	834,063

### Recommendation

This application is looking to increase the summer activity that they offer to young people in the City of London by offering 2 additional weeks of provision. City YMCA are a well-established provider of youth services and this grant will allow for a more diverse programme at the end of the summer. This application meets the criteria of the Stronger Communities programme. Funding is recommended as follows:

**£3,000 to enhance the summer provision for young people in the City of London.**

## CENTRAL GRANTS PROGRAMME

### ASSESSMENT CATEGORY: Stronger Communities

**Portsoken Activities Group (ref. 15425)**

**Amount requested: £3,000**

**Amount recommended: £3,000**

**Purpose of grant request:** To support the cost of three community parties in the Portsoken ward in July, August and September.

#### The Applicant

The Portsoken Activities Group (PAC) was set up in early 2019 as an organising vehicle to provide social activities and community events in the Ward of Portsoken. A Constituted Voluntary Organisation PAC has 6 Trustees and appropriate governance in place to manage grants and activities.

#### Background and detail of proposal

Funding is being sought to help PAC deliver three community events in Portsoken between July and September. A Latino Fiesta is being planned on Aldgate Square to celebrate Colombian Independence Day in July. Additional to this funding is being sought to contribute to a Family Fun Day on the Guinness Estate in Mansell Street in August and a Podium Party that will take place in Middlesex Street in September. All three events will bring together the local community in the Portsoken area. The application outlines how the three events will attract 500 people.

#### Financial Information

PAC are a newly Constituted Voluntary organisation with 6 committee members. In 2019 the group plan to deliver the three activities that have been outlined above. They have insurance in place and appropriate skills and governance in place to manage the funding.

Year end as at 31 December	2019
	Budget
	£
<b>Income &amp; expenditure:</b>	
Income	5,075
Expenditure	(5,075)
Total surplus/(deficit)	0
<b>Free unrestricted reserves:</b>	
Free unrestricted reserves held at year end	0

**Recommendation**

PAC have outlined how this project meets the criteria of the 'Stronger Communities' programme as it will deliver three community parties for the benefit of communities within the City of London. Although a new organisation PAC have outlined appropriate governance structures are in place for managing the funding. Funding is therefore recommended as follows:

**£3,000 to contribute to the cost of delivering three community events in the Portsoken Ward between July and September.**

## **CENTRAL GRANTS PROGRAMME**

### **ASSESSMENT CATEGORY: Stronger Communities**

**Portsocken Ward Club (ref. 15538)**

**Amount requested: £3,000**

**Amount recommended: £3,000**

**Purpose of grant request:** £3,000 towards the annual Coach trip for residents of Portsocken Ward to Boulogne. As well as additional Summer Coach Trips to go fruit picking and to the seaside.

#### **The Applicant**

The Portsocken Ward Club (PWC) is a non-profit-making club made up of residents, workers and friends of the Ward of Portsocken in the City of London. The Ward Club has been in existence for 90 years organising social events for its members. The club is a membership organisation made up of Members, Life Members, Honorary Life Members and Corporate Representatives. Membership is paid on a subscription basis.

#### **Background and detail of proposal**

Funding is being sought by the PWC to pay for the coach costs for residents of the Portsocken ward to go on a day coach trip to Boulogne in France. As well as different trips throughout the summer to go Fruit Picking or out to the Seaside. The trip will be offered to all residents in the ward and places on the coach provided on first come first serve basis. Previous coach trips have attracted a wide spectrum of the community. The trip to Boulogne will be subsidised by those attending. The Coach has its own insurance for passengers. The application has made a partial case that this will be good for community cohesion.

#### **Financial Information**

The PWC receive most of its income from membership subscriptions and the occasional grant. The organisation keeps very basic financial records. The applicant has managed a small grant of this kind previously.

Year end as at 31st March	2019	2020
	Accounts	Forecast
	£	£
<b>Income &amp; expenditure:</b>		
Income	10,367	12,000
Expenditure	(13,515)	(11,000)
Total surplus/(deficit)	<b>(3,148)</b>	<b>1,000</b>
Split between:		
- Restricted surplus/(deficit)	0	0
- Unrestricted surplus/(deficit)	(3,148)	1,000
	<b>(3,148)</b>	<b>1,000</b>
Total Expenditure	13,515	11,000
<b>Free unrestricted reserves:</b>		
Free unrestricted reserves held at year end	5,745	6,745
No of months of operating expenditure	5.1	7.4

### Recommendation

This application is looking for further funding for coach trips, extending the offer to fruit picking trips, trips to the seaside and the annual trip to Boulogne. The applicant has provided very basic information in the application which has made it hard to ascertain how this application meets the criteria of the programme. The organisation does not have a Safeguarding Policy which is also concern. Funding is recommended on the basis that a lighter touch approach is applied to smaller organisations, seeking grants of this size. However, it should be noted there are risks associated to this grant. A recommendation will be made that PWC implements a Safeguarding Policy. Funding is approved as follows:

**£3,000 towards the annual Coach trip for residents of Portsoken Ward to Boulogne. As well as additional Summer Coach Trips to go fruit picking and to the seaside.**

## **CENTRAL GRANTS PROGRAMME**

**ASSESSMENT CATEGORY: a) Stronger Communities**  
**Spanish and Portuguese Jews Synagogue (ref. 15534)**

**Amount requested: £10,000**

**Amount recommended: £10,000**

**Purpose of grant request:** Funding to transform Bevis Marks Synagogue into a vibrant cultural and educational hub in the City of London.

### **The Applicant**

The Grade I listed Bevis Marks Synagogue, on the borders of the City and the Borough of Tower Hamlets in London, is the Cathedral Synagogue of the Spanish and Portuguese (S&P) Sephardic Jews. Finished in 1701, it was the first synagogue to be built following the re-settlement of Jews in England in the second half of the 17th Century. Since then, it has witnessed the daily worship, festivals, the celebration of births, marriages and funerals, of multiple generations of Sephardic Jews, its building and tradition intact. It is the oldest surviving purpose-built synagogue in continuous use for worship in Britain and is the only non-Christian religious building in the City of London.

### **Background and detail of proposal**

Funding is sought to contribute to the Capital improvements of Bevis Mark's. The project will deliver physical changes to the Synagogue and its ancillary buildings. The entrance courtyard will be upgraded, the paving levelled and repaired, to create an important gathering and events space. The courtyard will provide space for a Sukkah, using planting relating to different Jewish festivals, such as date palm, willow and myrtle. A shallow entrance ramp will give easy access to the annexe for all visitors. The main body of the annexe will be reconfigured to create a light and airy space, serving as an antechamber both to the synagogue and to activity spaces downstairs.

The Synagogue will be conserved and cleaned, so that the historic fabric is retained in optimal condition. The full calendar of Jewish services will continue to be held here; whenever possible, heritage visitors will be welcomed to attend and supported in doing so. Interpretation in this historic space outside service times will be low key to respect the spirit of the place, delivered by volunteer guides, or audio guides.

Upgraded supporting facilities, such as a bridal room, office, kitchen and storage will ensure that Bevis Marks is well equipped, flexible and able to host a range of learning, cultural, community and private hire events. All the different functions and levels of the building complex, including the ladies' gallery of the Synagogue, will be connected via a new 'access core', comprising a lift and stairways. This project will open the space up to the wider community. Your funding will contribute to the overall cost of this project which will be supported by a wide range of other funders and supporters. An application is also being considered by the City Bridge Trust.



## Financial Information

The Charity is fundraising extensively for this project and has just been successful with its bid to National Lottery Heritage Fund which will make the whole programme of work financially viable. The Charity hold enough reserves to cover the cash flow requirements of a large capital programme, while being able to underpin the day to day running of the Synagogue.

Year end as at 31st October	2018	2019	2020
	Draft Accounts	Forecast	Budget
	£	£	£
<b>Income &amp; expenditure:</b>			
Income	2,419,379	2,333,000	2,453,000
- % of Income confirmed as at 07/06/2019	N/A	N/A	39%
Expenditure	(2,802,275)	(2,722,000)	(2,327,000)
Gains on Investments	387,292	0	0
Total surplus/(deficit)	<b>4,396</b>	<b>(389,000)</b>	<b>126,000</b>
Split between:			
- Restricted surplus/(deficit)	108,056	(624,000)	240,000
- Unrestricted surplus/(deficit)	(103,660)	235,000	(114,000)
	<b>4,396</b>	<b>(389,000)</b>	<b>126,000</b>
Cost of Raising Funds	56,162	0	0
- % of income	2.3%	0.0%	0.0%
Operating expenditure (unrestricted funds)	2,510,466	2,058,000	1,838,000
<b>Free unrestricted reserves:</b>			
Free unrestricted reserves held at year end	467,609	702,609	588,609
No of months of operating expenditure	2.2	4.1	3.8
Reserves policy target	627,617	514,500	459,500
No of months of operating expenditure	3.0	3.0	3.0
Free reserves over/(under) target	(160,008)	188,109	129,109

## Recommendation

This is a project of some significance which will restore a very important heritage building in the City of London. Although the request for funding from the Stronger Communities programme is for a general contribution to the wider project it feels this would be an important project to contribute to. The completed project will open the building to the wider community in a deprived area of the City. Funding is recommended as follows:

**£10,000 contribution towards the capital improvements of the Bevis Marks Synagogue.**

This page is intentionally left blank

## Stronger Communities – Recommended for Rejection & Withdrawn Applications

Ref:	Organisation	Rejection Reason
15535	Chess in Schools and the Community	Funding was sought to set up a Chess Club at the Barbican Library. Although it was agreed that the project would be welcome the applicant could not provide all the required information to assess the grant within the agreed timescales. The application was incomplete and therefore no funding could be recommended.
15537	Music in Hospitals	<p>This application was to provide a range of concerts throughout the year on hospital wards in East London.</p> <p>At the officer panel it was agreed that this project was very un-targeted, and it was unclear how any City residents or those living on its housing estates would benefit from this. The applicant did not make a sufficient argument to how this project met the outcomes of the Stronger Communities programme.</p>

This page is intentionally left blank

<b>Committee:</b> Community & Children's Services Committee	<b>Dated:</b> 13/09/2019 <b>Agreed under urgency - 29/7/2019</b>
<b>Subject:</b> Reconstitution of the Governing Body of Sir John Cass's Foundation Primary School	<b>Public</b>
<b>Report of:</b> Andrew Carter, Director of Community and Children's Services	<b>For Information</b>
<b>Report author:</b> Theresa Shortland, Head of Service – Education and Early Years	

## Summary

This purpose of this report is to update members on the reconstitution of the Governing Body of the Sir John Cass's Foundation Primary School ("the School"), a voluntary aided school located in the City of London, which Members will recall has not had a properly constituted governing body since 1 September 2015 due to a failure of the interested parties to agree.

To resolve this, the Secretary of State for Education has now issued directions dated 15 July 2019 under the powers conferred on him by section 498(1) of the Education Act 1996. (Refer: **Appendix 1**)

The Secretary of State directed the Governing Body of the School to submit the Instrument of Government (IoG) in the form contained in the direction to the City Corporation by the 26 July 2019. This was submitted to us on the 19 July 2019.

The City of London Corporation, in exercising its functions as a local authority in the City of London, has been directed to make the IoG by 9 August 2019.

## Action taken

Under Urgency Provision, the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Community and Children's Services, agreed to make the Proposed Instrument of Government in the form at Appendix 3 to this Report as directed by the Secretary of State for Education.

**RECOMMENATION**, that – the report be noted.

## **Main Report**

### **Background**

1. The Department for Education required all governing bodies of maintained schools to be constituted under the School Governance (Constitution) (England) Regulations 2012 or the School Governance (Federations) (England) Regulations 2012 by 1<sup>st</sup> September 2015.
2. The City of London Corporation exercises the relevant functions of a local authority in respect of Sir John Cass's Foundation Primary School, the one local authority-maintained school which is in the City of London.
3. The 'Statutory guidance for governing bodies of maintained schools and local authorities in England - August 2017, outlines the requirements of the arrangements for the constitution of governing bodies-maintained schools constituted under the School Governance (Constitution) (England) Regulations 2012.
4. Section 20 of the Education Act 2002 requires all maintained schools to have an instrument of government which determines the constitution of the governing body and other matters relating to the school. Part 5 of the 2012 Constitution Regulations makes provision regarding the contents and form of the instrument and the procedure for making and reviewing it.
5. In respect of the making of the instrument of government, and the review and variation of such instruments, governing bodies and local authorities must have regard to any guidance from the Secretary of State. The City of London Corporation is required, in exercising their functions as a local authority, to approve the Instrument of Government submitted to the local authority subject to the Instrument of Government complying with the relevant statutory requirements.
6. The Sir John Cass's Foundation Primary School Governing Body reviewed their governance arrangements within the statutory guidance in October 2014. By March 2015 all appointing bodies approved the proposed Instrument of Government with the sole exception of the Sir John Cass's Foundation whose agreement was required. There has been a subsequent ongoing dispute between the trustees of the Foundation and the other bodies presently entitled to appoint foundation governors for the Sir John Cass's Foundation Primary School in formulating and agreeing the new Instrument of Government such that it could be submitted to the City of London Corporation for approval.
7. The consequence of this dispute is that, since 1st September 2015, the governing body of the Sir John Cass's Foundation Primary School Primary has not been legally constituted, in accordance with current regulations (the School Governance (Constitution) (England) Regulations 2012). The Governing Body have been unable to proceed with the reconstitution and the school remains without a legally constituted Governing Body. They are currently operating under the previous Instrument of Government.

## Current Position

8. In order to resolve the dispute, in August 2018, the Secretary of State for Education invited all parties to participate in a mediation process. All parties engaged in this process which has been ongoing since October 2018 when a mediation agreement was finalised.
9. The Secretary of State for Education has the power to make directions under section 498 of the Education Act 1996 (“a section 498 direction”) whereby reason of the default of any person a maintained school does not have a properly constituted governing body. Following the mediation process and further attempts to resolve the matter, the Secretary of State for Education was of the view that this dispute would not be resolved without intervention.
10. The Secretary of State for Education issued directions on 11<sup>th</sup> July 2019 (See **Appendix 1**). The directions were sent with a letter that outlines the reasoning in formulating the directions for the Instrument of Government (IoG) for Sir John Cass’s Foundation Primary School. (See **Appendix 2**.)
11. The Secretary of State for Education has set out in the directions the actions required by all parties to secure the IoG for Sir John Cass’s Foundation Primary School. These are:
  - By 26 July 2019, the Governing Body shall submit the IoG to the Corporation pursuant to regulation 29(1) of the 2012 Regulations; and the IoG shall be validly submitted even if not approved by all of the persons prescribed in regulation 29(2) of the 2012 Regulations.
  - By 9 August 2019, the Corporation shall make the IoG, which shall be valid even if the Corporation could not reasonably be content that the IoG has been approved by all of the persons prescribed in regulation 29(2) of the 2012 Regulations.
12. The Chair of Governors for Sir John Cass’s Foundation Primary School submitted the IoG in the form directed by the Secretary of State to the City of London Corporation on 19<sup>th</sup> July 2019 as required. (See **Appendix 3**) This IoG is compliant with the directions and the School Governance Regulations 2012.
13. The Corporation of London is required, in exercising their statutory functions as a local authority, to approve the Instrument of Government submitted by the governing body of Sir John Cass’s Foundation Primary School. The Direction from the Secretary of State for Education has requested this is completed by 9<sup>th</sup> August 2019.
14. The Secretary of State also has directed that between 1st September 2015 and the date on which the Corporation makes the IoG, all decisions and resolutions of the Governing Body that would have been lawful had the Governing Body been constituted in accordance with the 2012 Regulations, are rendered valid.

## Conclusion

15. The directions from the Secretary of State outline the process required for the Corporation of London to ensure that Sir John Cass's Foundation Primary School is legally constituted and compliant to the School Governance Regulations 2012 and this report presents relevant matters to the City Corporation for decision in compliance with those directions.

## Appendices

**Appendix 1.** Direction by the Secretary of State for Education under Section 498 of the Education Act 1996 dated 15<sup>th</sup> July 2019.

**Appendix 2.** DfE Primary School Direction dated 11<sup>th</sup> July 2019.

**Appendix 3.** Instrument of Government – Sir John Cass's Foundation Primary School, submitted on the 19 July 2019 by the Governing Body to the City of London Corporation.

## Background Papers

- The School Governance (Constitution) (England) Regulations 2012 (the “2012 Constitution Regulations”)
- The School Governance (Federations) (England) Regulations 2012 (the “2012 Federation Regulations”)
- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

### Theresa Shortland

Head of Service – Education & Early Years

T: 020 7332 1086

E: [theresa.shortland@cityoflondon.gov.uk](mailto:theresa.shortland@cityoflondon.gov.uk)



**DIRECTION BY THE SECRETARY OF STATE FOR EDUCATION UNDER SECTION 498 OF THE EDUCATION ACT 1996 CONCERNING SIR JOHN CASS'S FOUNDATION PRIMARY SCHOOL**

The Secretary of State for Education ("the Secretary of State"), in exercise of the powers conferred on him by section 498(1) of the Education Act 1996, directs that:

1. In this direction:
  - (a) "the 2012 Regulations" means the School Governance (Constitution) (England) Regulations 2012;
  - (b) "the Corporation" means the City of London Corporation;
  - (c) "the Governing Body" means the Governing Body of the Sir John Cass's Foundation Primary School; and
  - (d) "the IoG" means the instrument of government in the form contained in Annex 2 to this direction.
2. By 26 July 2019, the Governing Body shall submit the IoG to the Corporation pursuant to regulation 29(1) of the 2012 Regulations; and the IoG shall be validly submitted even if not approved by all of the persons prescribed in regulation 29(2) of the 2012 Regulations.
3. By 9 August 2019, the Corporation shall make the IoG, which shall be valid even if the Corporation could not reasonably be content that the IoG has been approved by all of the persons prescribed in regulation 29(2) of the 2012 Regulations.
4. Between 1 September 2015 and the date on which the Corporation makes the IoG, all decisions and resolutions of the Governing Body that would have been lawful had the Governing Body been constituted in accordance with the 2012 Regulations, are rendered valid.

Signed by authority of the Secretary of State for Education

*Lesley Jones*

Date 15/07/2019

Name of Signatory Lesley Jones

### **Reasons**

The Secretary of State is satisfied that:

1. Sir John Cass's Foundation Primary School ("the School") is a voluntary aided school to which section 498 of the Education Act 1996 ("the EA 1996") applies.
2. There is no properly constituted governing body of the School: the present constitution does not comply with the 2012 Regulations.
3. Regulation 13(1) of the 2012 Regulations required the governing body of each school to reconstitute lawfully by 1 September 2015; the Governing Body has failed to do so and is therefore in default.
4. The lack of a properly constituted governing body has been caused by the default of the Governing Body.
5. There is no reasonable prospect of the Governing Body submitting an instrument of government to the Corporation pursuant to regulation 29(1) of the 2012 Regulations that has been approved by all of the prescribed persons in regulation 29(2), and therefore no reasonable prospect of the default being cured save by direction of the Secretary of State.
5. It is therefore necessary and expedient for a direction to be made under section 498(1) of the EA 1996 to:
  - (i) require the Governing Body to submit the IoG to the Corporation and to render valid any invalidity or defect arising from non-compliance with regulation 29(2) of the 2012 Regulations;
  - (ii) require the Corporation to make the IoG and to render valid any invalidity or defect arising from non-compliance with regulation 29(3) of the 2012 Regulations; and
  - (iii) rendering valid any decisions or resolutions of the Governing Body, that would have been lawful had the Governing Body been lawfully constituted, between 1 September 2015 and the date on which the Corporation makes the IoG.
6. The form of the IoG has been the subject of consultation with the Governing Body, the Corporation, Sir John Cass's Foundation and the London Diocesan Board of Schools ("the relevant parties").
7. The Secretary of State's reasons for selecting the form of the IoG are set out in his letter dated 11 July 2019 to the relevant parties.

**Instrument of Government**  
**Sir John Cass's Foundation Primary School**

1. The name of the school is Sir John Cass's Foundation Primary School.
2. The school is a voluntary aided school with a foundation. The foundation is the Sir John Cass's Foundation.
3. The name of the governing body is "The governing body of Sir John Cass's Foundation Primary School".
4. The governing body shall consist of:
  - 2 parent governors;
  - 1 LA governor;
  - 1 co-opted local community governor;
  - The headteacher (ex-officio);
  - 1 staff governor; and
  - 8 foundation governors.
5. The total number of governors shall be 14.
6. The foundation governors shall be appointed as follows:
  - i) 1 shall be appointed by the London Diocesan Board for Schools;
  - ii) 1 shall be appointed by the Parochial Church Council of St Botolph-without-Aldgate;
  - iii) 1 shall be appointed by the City Deanery Synod; and
  - iv) 4 shall be appointed by the Sir John Cass's Foundation.
7. a) The holder of the following office shall be a foundation governor ex officio: The Rector of St Botolph-without-Aldgate.  
  
b) The Archdeacon of the Archdeaconry in which the school is situate shall be entitled to appoint a foundation governor to act in the place of the ex officio governor whose governorship derives from the office named in a) above, in the event that the ex officio governor is unable or unwilling to act as a foundation governor, or has been removed from office under regulation 23(2) of the Regulations.

**Appendix 1** - Page 4 of 4: Direction by the Secretary of State for Education under Section 498 of the Education Act 1996

8. The Archdeacon of the Archdeaconry shall be entitled to request the governing body to remove the ex-officio foundation referred to in 7 above and appoint any substitute governor.
9. Ethos statement:  
Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all of its pupils.
10. The term of office of all categories of governor shall be 4 years with the exception of the Headteacher and the Rector of St Botolph-without-Aldgate, whose terms of office shall be for the periods they were appointed to their respective offices.
11. A copy of this Instrument of Government must be provided (free of charge) to every member of the governing body (and to the Headteacher if not a governor), to the trustees of Sir John Cass's Foundation and to the London Diocesan Board for Schools.
12. This Instrument of Government comes into effect on.....
13. This Instrument was made by order of the City of London Corporation on.....

**Appendix 2** – See next page



**Maintained Schools Governance Team  
Level 3  
Bishopsgate House  
Feethams  
Darlington  
DL1 5QE**

**OFFICIAL SENSITIVE BY EMAIL**

Our ref: LJ Cass P

The Chair of Governors  
Sir John Cass's Foundation Primary School  
St James' Passage  
Duke's Place  
London EC3 5DE

Date: 11 July 2019

And

Corporation of London  
Education Services  
PO Box 270  
Guildhall  
London EC2P

Dear Sirs

**Directions for the constitution of the governing body of the Sir John  
Cass's Foundation Primary School**

Thank you for your patience in this matter and for the contributions you have made throughout the process. We are now in a position to inform you how we intend to resolve this dispute.

The Secretary of State is concerned that the school has not had a properly constituted governing body since 1 September 2015 and he is now of the mind that this dispute will not be resolved without his intervention by making directions to the parties. He has the power to make directions under section 498 of the Education Act 1996 ("a section 498 direction") where the school does not have a properly constituted governing body.

**Rationale for issuing directions**

For a direction to be made, there are three threshold requirements:

- i) There is no properly constituted governing body of the school;
- ii) A person is in default; and
- iii) The Secretary of State is satisfied that the lack of a properly constituted governing body has been caused by the default.

We consider that the threshold requirements have been met:

- i) the governing body of the school is not constituted in accordance with the 2012 Regulations;
- ii) the governing body as an entity is in default because it has not submitted an agreed Instrument of Government (IoG) to the relevant local authority to be made; and
- i) this default has resulted in the school not having a properly constituted governing body.

**DfE's reasoning in formulating the directed IoG**

Policy position

The 2012 Regulations at Reg 14 set out that, for a voluntary aided school, the governing body must include such number of foundation governors as to outnumber all the other governors by two. Reg 9 (a) of the 2012 Regulations defines a foundation governor as a person who:

- i) is appointed as a governor by any person other than the local authority;
- ii) is appointed for the purpose of securing that the character of the school including, where the school has a particularly religious character, such religious character, is preserved and developed;
- iii) where the school has a foundation, is appointed for the purpose of securing that the school is conducted in accordance with the foundation's governing documents, including, where appropriate, any trust deed relating to the school; and
- iv) would, in the opinion of the person entitled to appoint the foundation governor, be capable of achieving the purposes for which they would be appointed as a foundation governor.

Our aim is to enable the school to put in place a highly functioning and effective governing body, the make-up of which complies with the 2012 Regulations. Our policy position is that governing bodies should be no larger than they need to be to have all the skills necessary to carry out their functions. Smaller governing bodies are more likely to be cohesive, dynamic and able to act decisively. We are also mindful of the Church of England ethos of the school and of the particular features of voluntary aided schools.

Parity of appointment rights of foundation governors between church bodies and the Foundation

Given the protracted nature of the dispute and the strong feelings which this has provoked, our aim is to achieve parity between appointments by the church bodies and the Sir John Cass's Foundation ("the Foundation"). We hope that this will lead to a spirit of co-operation between the church bodies

## **Appendix 2** – Page 3 of 4: DfE Primary School Direction

and the Foundation where neither has the majority rights of appointment of foundation governors and they can work together and alongside the non-foundation governors for the benefits of the school and, in particular, the school's pupils.

Sir John Cass first funded a school in the churchyard of St Botolph-without-Aldgate in 1710. The school later closed but re-opened in 1730 under the auspices of the Sir John Cass's Foundation after disputes over Sir John's will were resolved. Therefore, there is a particularly strong historic tie between the original all-age school (in which buildings the Primary School is current housed) and the Sir John Cass's Foundation. In the early 1960s, the original school divided to provide separate schooling for primary- and secondary-aged pupils

Whilst we think there is merit in the arguments put forward by the Foundation in relation to the historical context for voluntary aided schools, we believe this is less important in terms of providing a strong and effective governing body than having the right number and balance of committed governors and protecting the Church of England ethos of the schools.

The Rector of the local church is an ex officio foundation school governor and also an ex officio governor of the Cass Foundation. Therefore, Rev Laura Jorgensen is an ex officio foundation governor of the Primary School. This stems from her position as Rector of St Botolph-without-Aldgate, a Church of England appointment. This is likely to be due to the strong historical connection between the Sir John Cass's Foundation and this particular church, the original Cass school being established in buildings in St Botolph's churchyard. Having taken into consideration the representations made by the parties, we have treated her as a church-appointed foundation governor for the purposes of calculating the balance of foundation governors. This stance has been agreed by all parties in the dispute.

The IoG which we are directing creates the situation that:

- i) the Foundation and church bodies appoint equal numbers of foundation governors (4 each), which acknowledges the roles of both the Church of England and the Foundation in the historical development of and life of the school;
- ii) there are 2 more foundation governors than non-foundation governors so that the IoG complies with the 2012 Regulations and;
- iii) the governing body is still relatively small, which supports DfE's policy that governing bodies should be no larger than necessary.

### **Validating previous acts**

As the school has not had a properly constituted governing body since 1 September 2015, actions taken by the governing body and the Local Authority since that date may be unlawful. We put this to you all and all agreed that remedial actions are necessary to reduce future risks.



**Equality and diversity**

By adopting an loG which recognises the historic origin of the school but does not allow either the Foundation or church bodies to have dominance in appointment of foundation governors, we have attempted to balance the sensibilities of the appointing bodies while allowing for the appointment of governors from the wider community.

The Foundation has asked for equality clauses within the loG. We have considered the matter but consider that we have no power to insist on this. Our expectation is that the governing body would comply with their duties under the Equalities Act 2010 (including the Public Sector Equality Duty) and follow guidance in the Governance Handbook.

**Actions**

The Secretary of State's direction is attached to this letter. It requires the school's governing body to submit the attached loG to City of London Corporation as the Local Authority and that Local Authority to make the loG in the terms stated. It also renders valid all decisions and resolutions of the governing body that would have been lawful had the governing body been constituted in accordance with the 2012 Regulations .

We should be grateful if the Chair of the governing body would inform us when the loG has been submitted to the Local Authority and if the Local Authority would inform us when the loG has been made.

Yours sincerely

*Lesley Jones*

**Lesley Jones**

**Deputy Director  
Schools Infrastructure and Access Division**

cc     Howard Kennedy LLP acting on behalf of the Sir John Cass's  
Foundation

Richard Foley, Sir John Cass's Foundation

London Diocesan Board for Schools



**Instrument of Government**  
**Sir John Cass's Foundation Primary School**

1. The name of the school is Sir John Cass's Foundation Primary School.
2. The school is a voluntary aided school with a foundation. The foundation is the Sir John Cass's Foundation.
3. The name of the governing body is "The governing body of Sir John Cass's Foundation Primary School".
4. The governing body shall consist of:
  - 2 parent governors;
  - 1 LA governor;
  - 1 co-opted local community governor;
  - The headteacher (ex-officio);
  - 1 staff governor; and
  - 8 foundation governors.
5. The total number of governors shall be 14.
6. The foundation governors shall be appointed as follows:
  - i) 1 shall be appointed by the London Diocesan Board for Schools;
  - ii) 1 shall be appointed by the Parochial Church Council of St Botolph-without-Aldgate;
  - iii) 1 shall be appointed by the City Deanery Synod; and
  - iv) 4 shall be appointed by the Sir John Cass's Foundation.
7. a) The holder of the following office shall be a foundation governor ex officio: The Rector of St Botolph-without-Aldgate.  
  
b) The Archdeacon of the Archdeaconry in which the school is situate shall be entitled to appoint a foundation governor to act in the place of the ex officio governor whose governorship derives from the office named in a) above, in the event that the ex officio governor is unable or unwilling to act as a foundation governor, or has been removed from office under regulation 23(2) of the Regulations.

8. The Archdeacon of the Archdeaconry shall be entitled to request the governing body to remove the ex-officio foundation referred to in 7 above and appoint any substitute governor.
9. Ethos statement:  
Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all of its pupils.
10. The term of office of all categories of governor shall be 4 years with the exception of the Headteacher and the Rector of St Botolph-without-Aldgate, whose terms of office shall be for the periods they were appointed to their respective offices.
11. A copy of this Instrument of Government must be provided (free of charge) to every member of the governing body (and to the Headteacher if not a governor), to the trustees of Sir John Cass's Foundation and to the London Diocesan Board for Schools.
12. This Instrument of Government comes into effect on.....
13. This Instrument was made by order of the City of London Corporation on.....

<b>Committees:</b>	<b>Dated:</b>
Community and Children's Services	13/09/2019
Housing Management and Almshouse Sub-Committee	16/09/2019
<b>Subject:</b>	<b>Public</b>
New Portsoken Community Centre update	
<b>Report of:</b>	<b>For Information</b>
Andrew Carter, Director of Community and Children's Services	
<b>Report author:</b>	
Carol Boswarthack, Head of Barbican and Community Libraries	

## Summary

A new community centre to replace the existing Portsoken Health and Community Centre (the Green Box) is currently being built as part of The Minories development in Aldgate.

To inform the fit-out of the space, consultations have been carried out by City of London officers and commissioned space planners, Studio Partington. To inform design options, Studio Partington staff undertook stakeholder engagement to refine and clarify themes emerging from the earlier consultation. They also investigated other local facilities to avoid unnecessary and damaging duplication. Four public consultation meetings were held (including two with Youth Group members and organisers) to which all Mansell Street and Middlesex Street residents were invited, along with other stakeholders. The main theme that emerged from all meetings was that the space needs to be flexible, suitable for a variety of uses and as future-proof as possible. A summary of the four consultations is provided in Appendix 1, and their final design is attached in Appendix 2.

## Recommendation

Members are asked to:

- Note the report

## Main Report

### Background

1. A new community centre to replace the existing Portsoken Health and Community Centre (the Green Box) is currently being built as part of The Minories development in Aldgate. The Green Box opened in 2007 and was always intended to be a temporary site. There are now numerous problems with the structure of the existing building, and a permanent replacement is required.

### Current Position

2. The Green Box provides a range of activities for local residents and City workers, including table tennis, martial arts, youth groups, a Muslim women's group, a gardening club, creative sewing classes, and health and advice sessions. It is anticipated that the new community centre would provide for these and other activities.

3. At 300m<sup>2</sup>, the new site is much larger than the current community centre and will be spread over three floors: the basement; the ground floor; and a mezzanine floor of the new hotel. The basement space will contain toilet facilities and storage space.
4. In 2018, a consultation exercise was carried out to inform the fit-out of the space. Questionnaires were distributed to all homes on the Mansell Street and Middlesex Street Estates, given to current hirers of the Green Box, and made available at Artizan Street Library. A link to a Survey Monkey version of the questionnaire was widely publicised and Spanish and Sylheti translations were also made available.
5. The survey ran for most of December 2018 and closed on 7 January 2019. The survey results cannot be claimed as representative because, in total, only 31 completed questionnaires were received: 23 paper versions and eight submitted online.
6. At the request of Mansell Street residents, we offered residents the opportunity to attend an afternoon or evening workshop held in the Iveagh Room on the Mansell Street estate. Unfortunately, only one resident and one Member took part.
7. At the same time as the consultation was taking place, a campaign for a 'quality community kitchen' was initiated by a local ward member who also delivered a petition signed by 50 people.
8. In early 2019, design consultants, Studio Partington, were appointed to assess user need and provide a design for the fit-out of the space.
9. Four public consultation sessions were organised. Invitations were delivered to every household on the Mansell Street and Middlesex Street estates. Two of these sessions specifically targeted the needs of local youth and included organisers and members of youth groups. Two further meetings were attended by Portsoken residents and stakeholders such as representatives of Toynbee Hall and Age UK. In total, 21 people attended these consultations.
10. People attending the meetings made a number of suggestions regarding how they would like the space to be used. More detail is provided in Appendix 1 attached. Overall, most user groups were agreed on a single large open space that is flexible and/or can be divided into smaller spaces via a movable, noise-controlled acoustic wall. They also requested the provision of smaller ancillary spaces for more private and/or confidential activities.
11. Since the original S106 agreement underpinning the delivery of the community centre, St Botolph's Church has announced the delivery of a community centre at Aldgate Square. To avoid unnecessary and damaging duplication, a meeting to investigate the scope and nature of that resource took place in January this year.
12. Based on the consultations, their understanding of need and their expertise in this field, Studio Partington has now produced a design for the fit-out (see Appendix 2).

13. All residents on the two Portsoken estates have been informed of the consultation results in writing and invited to view the plans at Artizan Street Library and Community Centre or the Portsoken Health and Community Centre. The designs will be available for people to see until the end of October 2019.

The indicative timeline (subject to confirmation) is for the fit-out to start after building work is completed at the end of September/early October 2020.

## **Corporate & Strategic Implications**

14. The provision of community centres addresses the following Corporate Plan outcomes:

Contribute to a flourishing society:

- 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.

## **Implications**

15. Fitting out the space will require Community Infrastructure Levy funding.

## **Conclusion**

16. Design consultants from Studio Partington were engaged to carry out user consultations and produce designs that will make best use of the available space. Most user groups agreed on having spaces that are flexible and that can be divided into smaller spaces via movable, acoustic walls along with smaller ancillary spaces for more private and/or confidential activities.

## **Appendices**

- Appendix 1 – Consolidation of Consultations 01–04
- Appendix 2 – Design Proposal Presentation Boards

## **Carol Boswarthack**

Head of Barbican and Community Libraries  
Department of Community and Children's Services

T: 020 7332 1123

E: [carol.boswarthack@cityoflondon.gov.uk](mailto:carol.boswarthack@cityoflondon.gov.uk)

This page is intentionally left blank



## portsoken community centre

reference: 2393\_BF001  
date: 16/05/19  
issued by: Marielle Assue  
project name: Portsoken Community Centre  
project code: 2393

---

### 1.0 Description

As part of a wider mixed-use development currently under construction at the Minories site in Aldgate, City of London Corporation is to be provided with a shell at the base of the development to house a community facility. This is also to replace the existing Portsoken Health and Community Centre, colloquially known as the 'Green Box'. The current structure is built of shipping containers and was originally intended to be a temporary structure; at present it has outlived its expected life span. The proposed space is approximately 300m<sup>2</sup> set across a ground and mezzanine level with some ancillary basement spaces for storage and services. The fit-out of the community centre shell is due to take place in the summer of 2020.

---

### 2.0 Brief

In January 2019, Studio Partington were appointed by City of London to investigate the 'spatial design' of the internal fit out of the community facility. The following outline brief has been developed and defined as a culmination of a series of meetings and consultations between Studio Partington, City of London and various stakeholders.

#### 2.1 General spatial requirements

The new Portsoken Community Centre needs to be a multi-purpose and multi-functional centre, with the ability to offer a variety of activities and spaces for the centre's users. Overall and more general requirements are for a single large open space to be used for larger groups, events or activities, with smaller ancillary spaces that can be used by other users for other activities. The centre should offer ample storage space(s) for the users and activities hosted in the centre. Above all spaces should be flexible and have potential to be used for multiple purposes, this includes being able to divide or open up spaces by means of movable walls for different needs.

#### 2.2 Specific spatial / programme requirements

- Large open space is able to facilitate large activity equipment e.g. table tennis, table football, pool table, etc.
- An informal meeting space, or 'Chill-out zone', with hot-desking capability, this would become an informal space for residents to work, meet and engage with one another
- 1:1 consultation suites for advice surgeries, these need to offer adequate and relevant office facilities/amenities
- A meeting room that can be booked or used for small user groups
- A small 'domestic' sized kitchen offering a tea/coffee point, with a capacity to tend to a one-off event e.g. the Resident's Christmas Dinner, etc.

- Or alternatively a small community-run café
- A small fitness suite offering a small selection of static fitness equipment; this could also be used as a rehearsal space for drama, music and/or dance
- Another space that would be a workshop or 'make space', this could be a hireable space where external operators can offer a variety of activities or classes for example recording and producing music or videos, digital fabrication, I.T. classes, etc.

### 2.3 Specific amenity / facility requirements

- The new Portsoken Centre should be a 21<sup>st</sup> Century 'digitally sophisticated' facility; this means:
  - Modern I.T. resources and audio-visual equipment
  - All services should be easy to set-up, access and maintain
  - There should be adequate Wi-Fi within the centre
  - Ample power outlets
- Physical amenities should also reflect a contemporary social climate:
  - Encouraging bike users with secure external bike storage
  - Drinking fountains for users
  - WC facilities should be genderless and unisex with the use of 'super loos' (*tbc with CoL*)
  - Inclusion of unisex baby changing facilities
- The centre needs to have ample storage space; this includes:
  - Possible 'cage' storage for each user group that could be easily movable
  - Creative storage solutions e.g. using an area in the basement if possible
  - Making sure the storage is big enough for large items e.g. foldable table tennis tables, large tables, folding chairs, etc.

### 2.4 Wider context

On a smaller scale whilst providing a social environment for a wide range of users, an identity and USP for this new facility needs to be established. On a wider scale this community centre needs to be a catalyst for bridging different communities within the area together, a connection between the predominately office environment surrounding the residential estate, also connecting users of Artizan Street Library and Community Centre with the users of the Portsoken Community Centre. The centre should be an impetus for creating a 'network' of community centres that work to compliment one another as opposed to compete with one another.

distribution:	Carol Boswarthack	City of London Corporation
	Jason Hayes	City of London Corporation
	Simon Cribbens	City of London Corporation
	File	Studio Partington





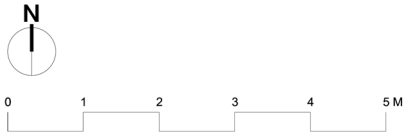
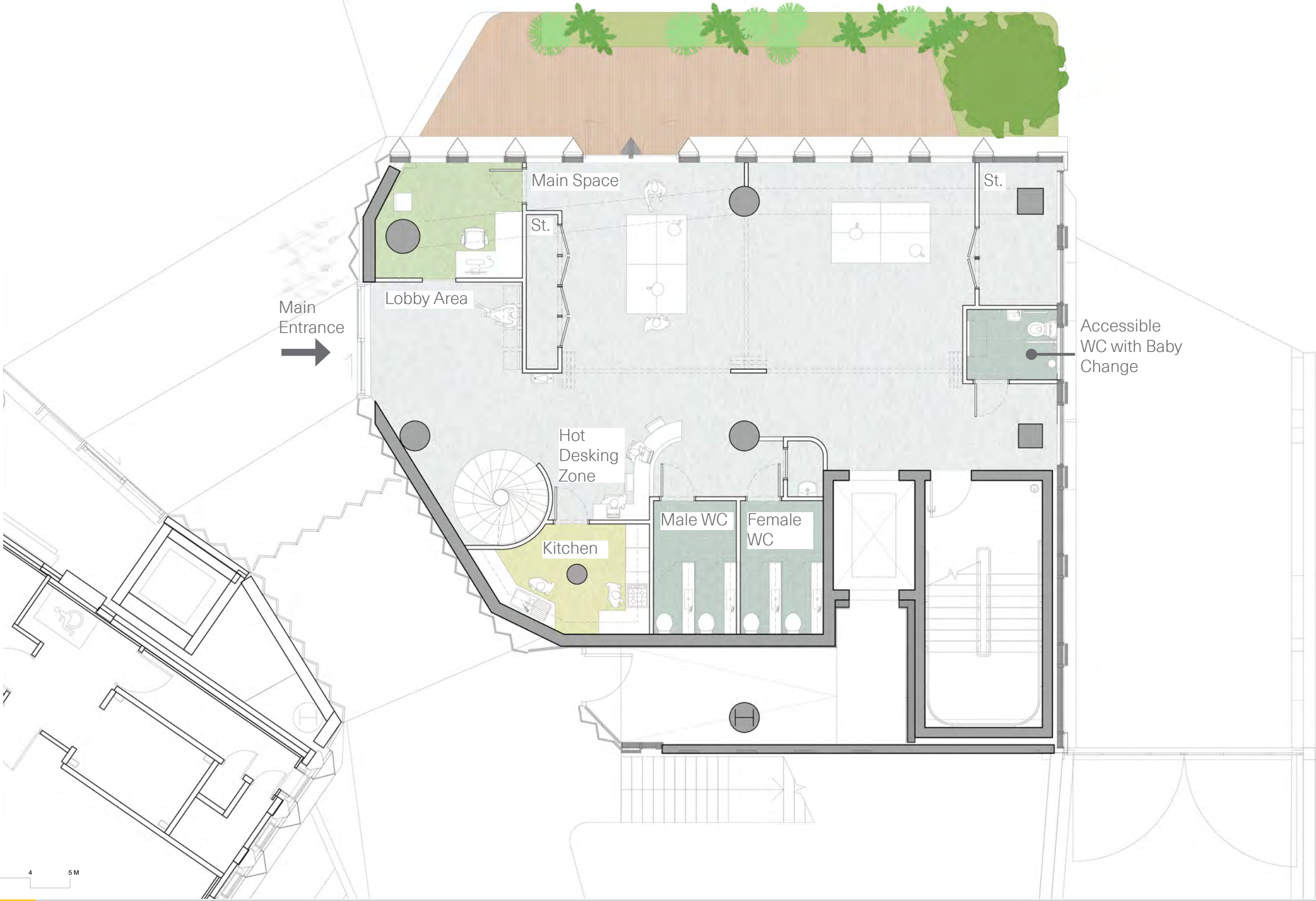
# Design Proposal Presentation Boards

**Portsofen Health and Community Centre**  
City of London Corporation

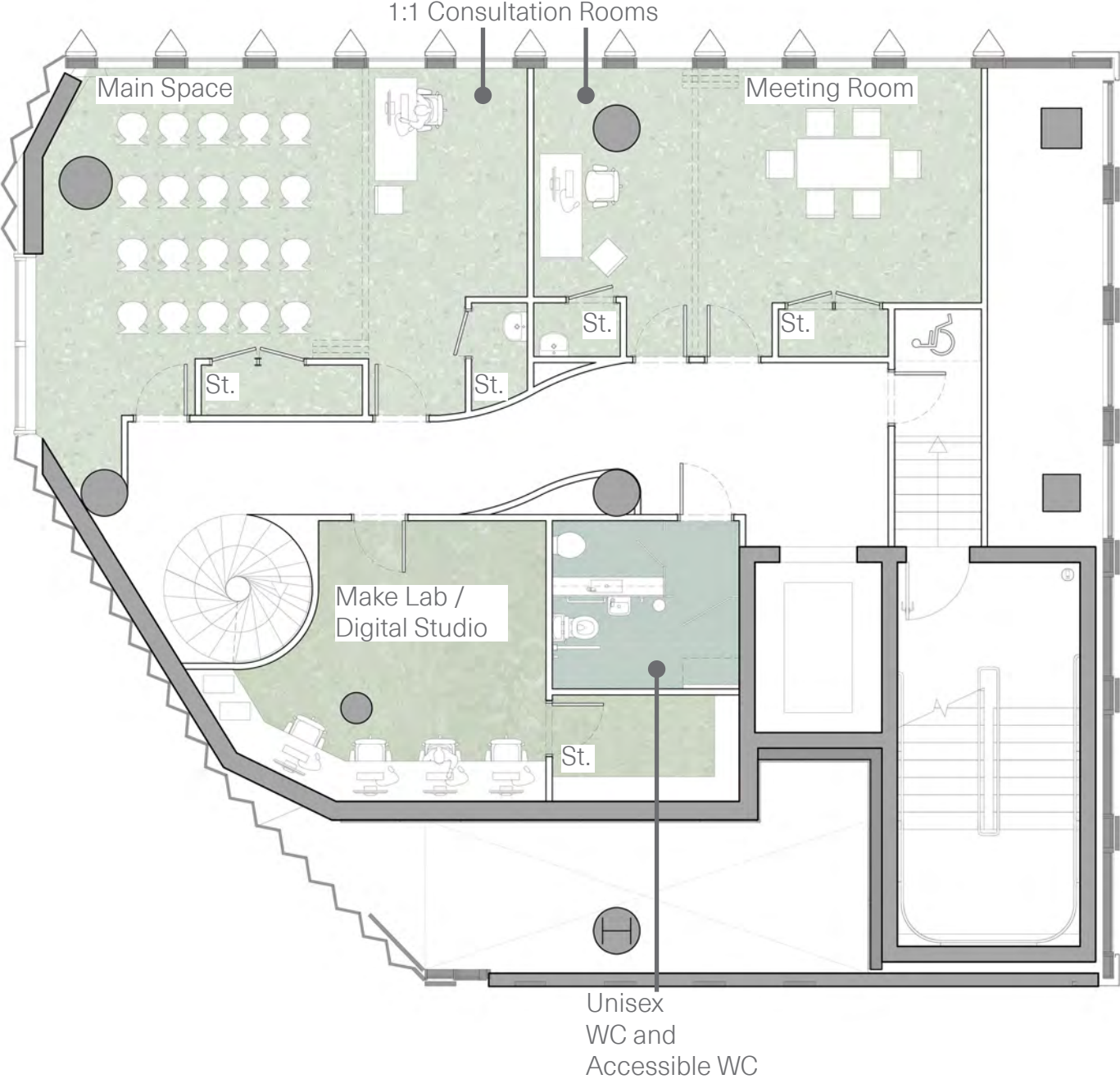
Revisions:  
-- First Issue 13.08.2019

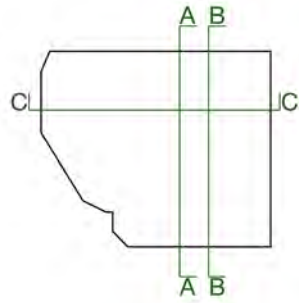


Ground Floor Plan

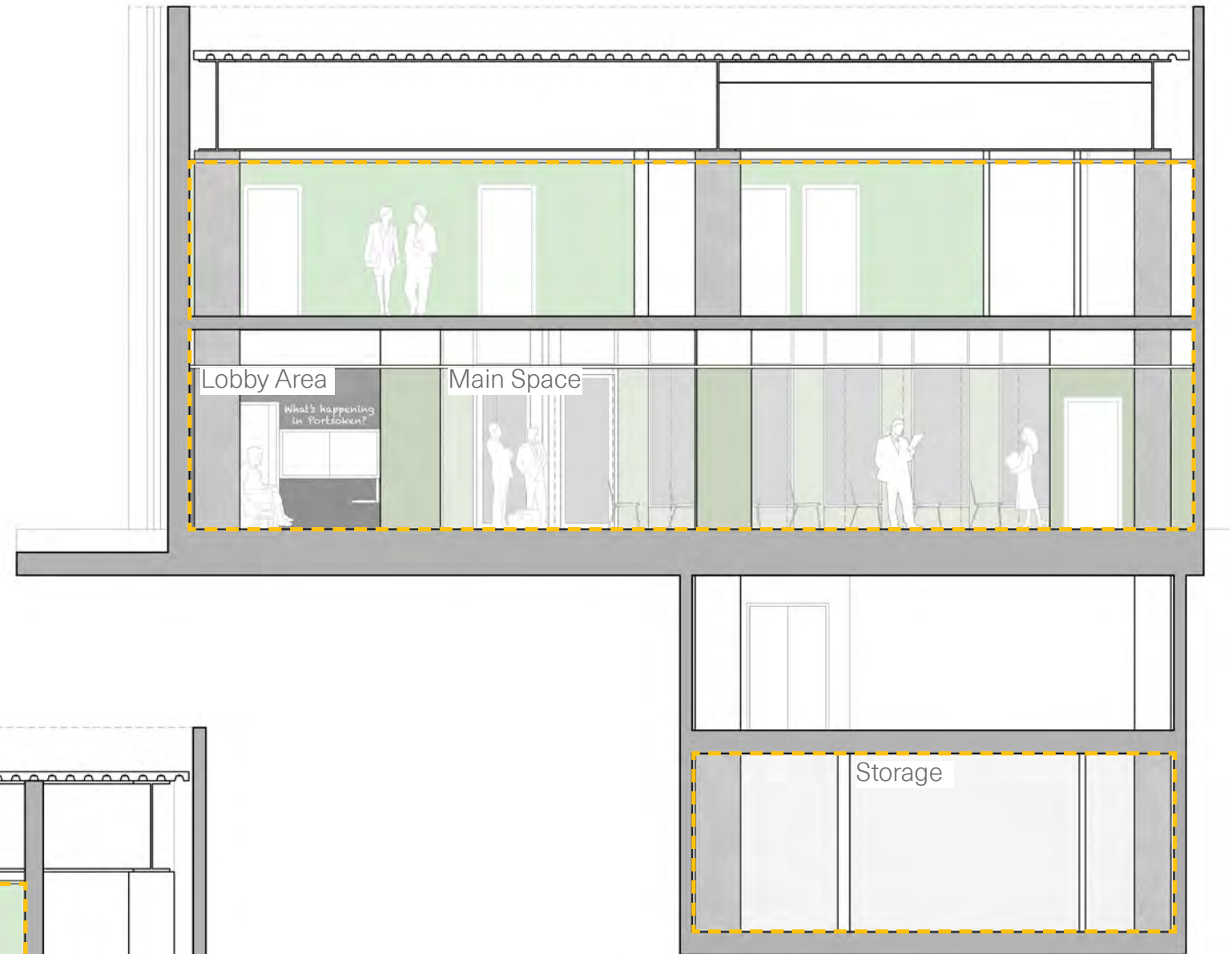


# Mezzanine Floor Plan

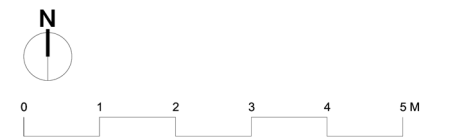
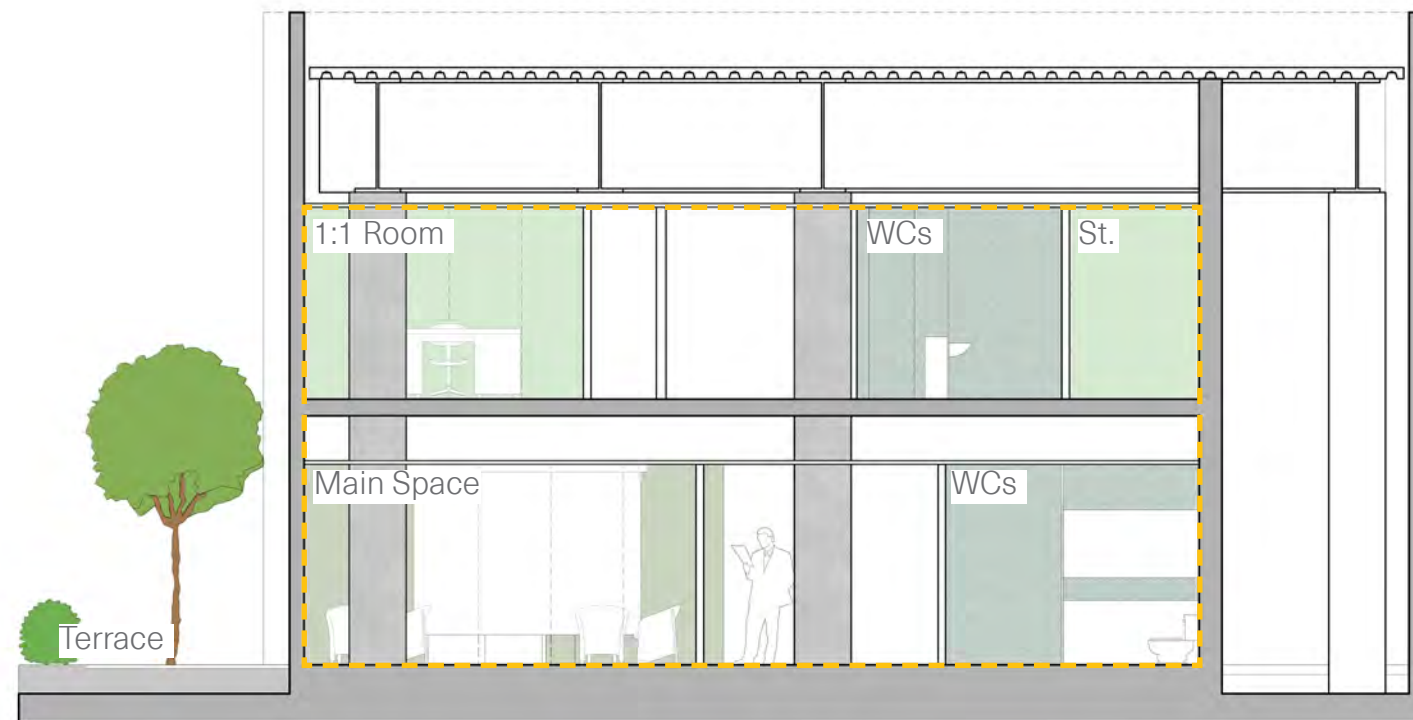




## Section B-B

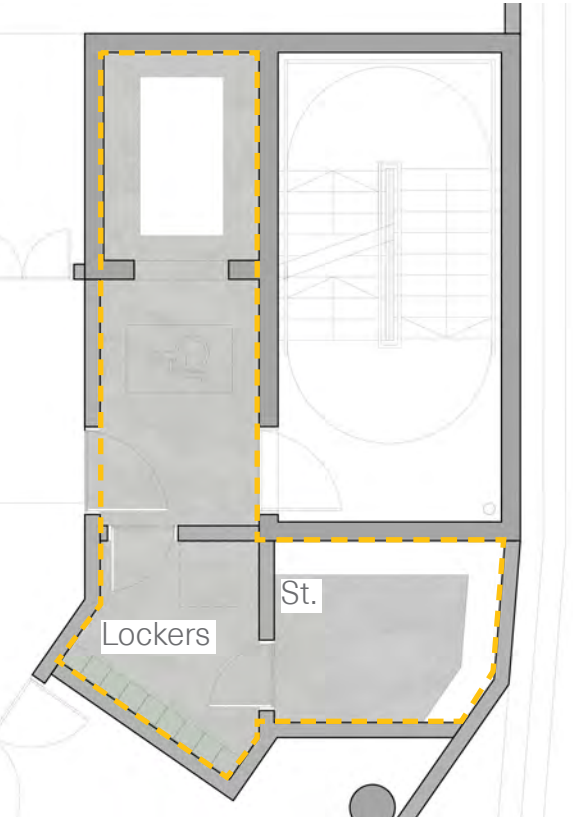


## Section A-A

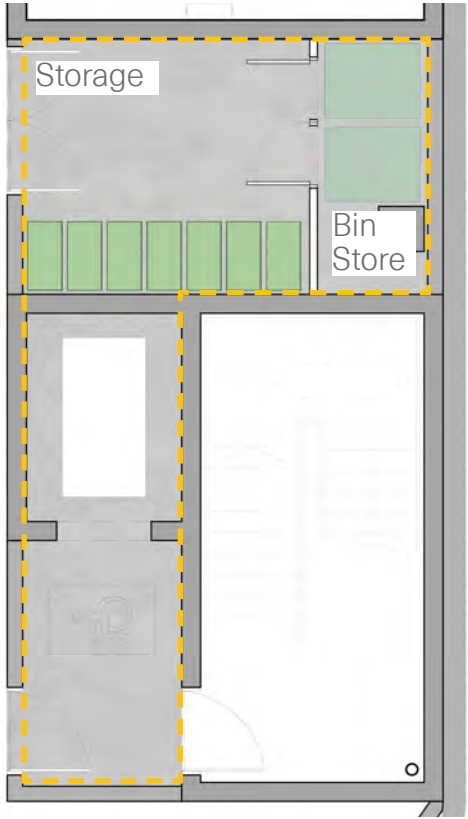




Basement Floor Plans

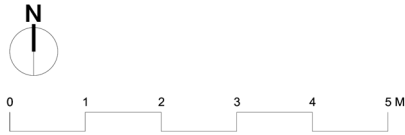
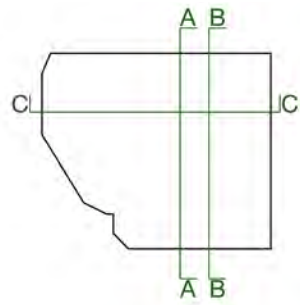
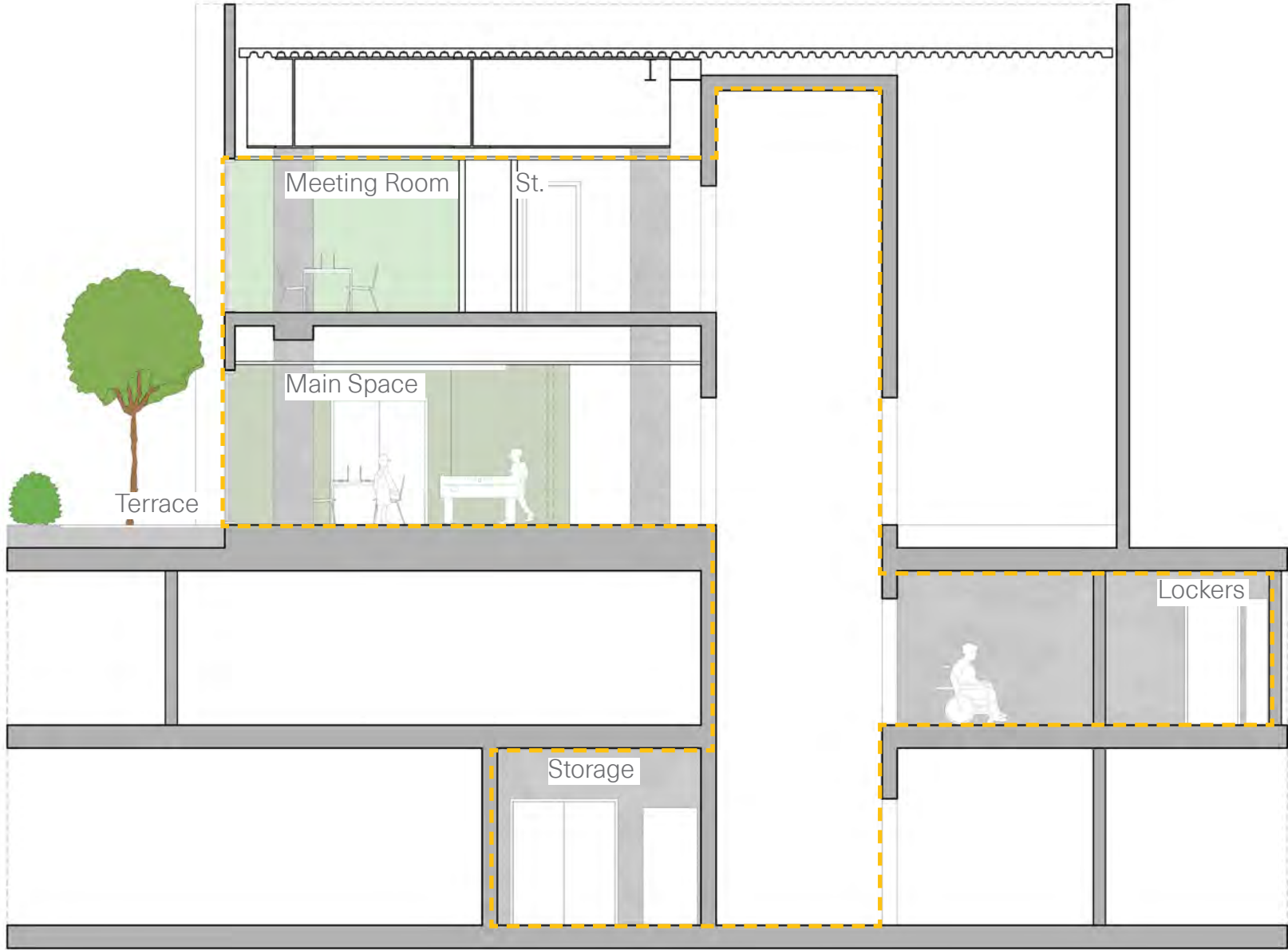


B1



B2

Section C-C



This page is intentionally left blank

<b>Committees:</b>	<b>Dates:</b>
Community and Children's Services Housing Management & Almshouses Sub-Committee	13/09/2019 16/09/2019
<b>Subject:</b> Fire Safety Update – HRA Properties	<b>Public</b>
<b>Report of:</b> Director of Community & Children's Services	<b>For Information</b>
<b>Report author:</b> 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 in March 2019.

## 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 the Community & Children's Services Committee, the Housing Management & Almshouses Sub-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. 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 work,
  - 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 Services Committee agreed a recommendation from its Director to retrofit 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. 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 complex 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. Further preparatory and investigative work has been done to enable the production of the Employer's Requirements to appoint a consultant to carry out the necessary planning, design and specification works. We are currently working with colleagues in City Procurement to procure and appoint a suitable consultant to do this work.
7. The preparatory and investigative work has taken longer than originally anticipated to complete and, as such, we have revised the outline programme as set out below:
  - Survey, planning and design – November 2019;
  - Resident consultation – November 2019;
  - Procurement process – January to February 2020;
  - Contract awarded and contractor appointed – June 2020;
  - Works commence – August 2020;
  - Works completed – March 2021;
  - End of Defects Liability period – March 2022.

### **Fire Doors**

8. 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. We have carried out further destructive testing to front entrance doors on other estates and, some of the results have been considerably below the previous average fire resistance of 16 minutes.

9. As a result of the further testing that has been carried out, officers have carried out a more detailed and comprehensive survey of front entrance doors to all 63 blocks of flats. We have subsequently reviewed and revised the programme and delivery schedule for the main Door Replacement Programme.
10. Although this necessary, additional preparatory work has slowed up progress to some extent, we are still expecting that overall programme will be completed by March 2021, as previously indicated.
11. The Gateway 1 report for this project has been approved and signed off by the Chief Officer and, a Gateway 2-4 report is being prepared for submission to this Committee at its next meeting on 9 October 2019.
12. As Members will be aware, 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.
13. We have been working closely with GERDA Security Products Limited, a specialist door manufacturer, 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 fitted in one of our homes in Petticoat Tower, Middlesex Street and it has been very well received.
14. 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 later this month.

### **Fire Risk Assessments (FRAs)**

15. 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.
16. 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.
17. 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.

18. 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 again been reviewed and mandated in line with the Corporation's auditing procedures for FRA's.
19. 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 appreciate, a considerable amount of fire safety work has been done, is being done and is scheduled to be done to bring our housing stock up to the required standard. It will, however, take time.
20. 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. This includes carrying out more intrusive Type 4 FRA's that focus on areas highlighted by the recently completed Type 3 FRA's.

### **Great Arthur House**

21. 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.
22. In March this year, we undertook the installation of a temporary door set at one property in Great Arthur House so that, the original door set could be removed and sent away for destructive testing to assess its level of fire and smoke resistance. The notional expectation for a door set of this type and age, is 15 to 20 minutes fire resistance however, in this instance, the door set failed in less than five minutes.
23. As Members will be aware, as a result of concerns with the level of compartmentation in Great Arthur House, we have carried out a series of precautionary improvement works 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.

24. A Gateway 3/4 Options Appraisal report has been prepared for consideration by the Housing Management & Almshouses Sub Committee at its meeting on 16 September. The report is seeking approval from the Committee to procure and appoint a design time and fire engineering consultant to carry out the necessary preparatory works to progress the project to Gateway 5.

## **Appendices**

### **Appendix 1: Fire Safety Action Plan**

Paul Murtagh, Assistant Director, Barbican and Property Services  
 T: 020 7332 3015  
 E: [paul.murtagh@cityoflondon.gov.uk](mailto:paul.murtagh@cityoflondon.gov.uk)

This page is intentionally left blank

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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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	29-Nov-19	£7,500	Work to be procured using new Fire Safety Framework.
	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	29-Nov-19	£20,000	Signage survey completed. Works out to tender.
	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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.

	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-Mar-20	N/A	Further detailed investigation reveal level of fire stopping. Project incorporated into door upgrade programme. 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	29-Nov-19	N/A	Work to be procured using new Fire Safety Framework.
	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	Part of £4million door upgrade programme.
	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	Completed	N/A	Review completed. New guidance 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	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
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.
	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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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 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	29-Nov-19	£20,000	Signage survey completed. Works out to tender.
	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	29-Nov-19	£2,500	Signage survey completed. Most blocks deemed okay. Works out to tender.
	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	29-Nov-19	£30,000	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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.

	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.
	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	Completed	N/A	Review completed. New guidance 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	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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 theses 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	29-Nov-19	£2,500	Signage survey completed. Most blocks deemed okay. Works out to tender.
	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.
	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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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, West Point, Tovy House, Proctor House, East Point	Priority-D 3 Months Medium	Housing Property Services	29-Nov-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-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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	29-Nov-19	£30,000	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	29-Nov-19	£30,000	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	29-Nov-19	£30,000	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	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.

	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.
	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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	29-Nov-19	£30,000	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"> <li>•Where provided doors are nonfire rated doors to the internal escape route (Avondale House, Brettinghurst House, Centre Point, Colechurch House, Eric Wilkins House, Tovy House, Tevatree House &amp; Proctor House, East Point, Longland House &amp; George Elliston House ).</li> <li>•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 &amp; East Point,).</li> <li>• Compartmentation between the kitchen and the hall does not provide adequate fire resistance (Centre Point, West Point &amp; East Point).</li> <li>•The compartmentation wall against which the internal stair to 1st floor level is fixed appears to be of partial timber construction. (Proctor House)</li> <li>•Glazing to the internal escape route appears to be non- fire rated (Brettinghurst House &amp; Longland House).</li> <li>•The kitchen is situated adjacent to the final exit (Avondale House, Tovy House, Longland House &amp; George Elliston House).</li> <li>•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).</li> <li>•The bedroom is an inner room via the lounge, provided with a sliding door. (Proctor House)</li> <li>• Evidence of a communal open chimney was noted (Avondale House)</li> <li>• No means of detection and warning is provided (Avondale House).</li> <li>•Single domestic smoke detector provided in the kitchen (Longland House)</li> <li>• The lounge door has been removed (Avondale House).</li> <li>• The kitchen door has been removed (Eric Wilkins House &amp; Avondale House).</li> </ul>	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"> <li>• The door to the kitchen is a lightweight bi-fold door.</li> <li>• Glazing to the internal escape route is not of fire resisting standard.</li> </ul>	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"> <li>· Lobby ceiling</li> <li>· Service duct and ventilation</li> <li>· 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)</li> </ul>	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	29-Nov-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.

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.

Sydenham Hill Estate	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.
----------------------	--	--	---------------------------	----------------------------------	---------------------------	-------------	-----	---

	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	Completed	N/A	Review completed. New guidance 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	29-Nov-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.

	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	Completed	N/A	Review completed. New guidance 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	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
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	29-Nov-19	£30,000	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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	Completed	N/A	Review completed. New guidance 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	29-Nov-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	Completed	N/A	Review completed. New guidance drawn up.
	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	29-Nov-19	£30,000	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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
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-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
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.
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-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.

	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-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	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-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	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	29-Nov-19	£10,000	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	29-Nov-19	£10,000	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	Completed	N/A	Review completed. New guidance 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. 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	29-Nov-19	£30,000	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> <p>It was noted that the kitchen ceiling is decorated with polystyrene tiles (Markstone House flat 5)</p> <ul style="list-style-type: none"> <li>• The kitchen is situated adjacent to the final exit.</li> <li>• Lounge door has been removed Sumner Building).</li> <li>• Kitchen door has been removed( Sumner Building).</li> <li>• Bedroom is accessed via lounge (Sumner Buildings).</li> <li>• A bedroom is at the rear of the flat via the lounge(Stopher House)</li> <li>• Lounge door has been removed (Stopher House)</li> <li>• The kitchen is situated adjacent to the final exit (Stopher House).</li> </ul>	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.
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.
	<ul style="list-style-type: none"> <li>• The flat entrance doors are inconsistent. They do not comply with current standard.</li> <li>• 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.</li> </ul>	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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	<p>The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information.</p> <p>1) Estate block plan maps of entire Southwark Estate.</p> <p>2) Useful telephone numbers list.</p>	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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 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	29-Nov-19	£18,000	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	29-Nov-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-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	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	Completed	N/A	Review completed. New guidance 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	29-Nov-19	£30,000	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.
	The flat entrance doors are inconsistent throughout the block. They do not comply with current standard. • 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-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.

	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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.
	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. • 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	Completed	N/A	Review completed. New guidance 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	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
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	29-Nov-19	£250	Signage survey completed. Works out to tender.
	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	29-Nov-19	£250	Signage survey completed. Works out to tender.
	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.
	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	29-Nov-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
<b>Brixton Estate Almshouses</b>	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.
	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	29-Nov-19	£30,000	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. • 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.

This page is intentionally left blank

<b>Committees:</b>	<b>APPENDIX 1</b>
Community and Children's Services	<b>Dated:</b> 13/09/2019
<b>Subject:</b> Housing Delivery Programme – Resident Consultation Update	<b>Public</b>
<b>Report of:</b> Andrew Carter Director of Community & Children's Services  <b>Report author:</b> Michael Kettle Senior Housing & Commercial Development Manager	<b>For Information</b>

## 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 its 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.

Consultation with residents will commence in September 2019. The delay has been caused by the uncertainty of the options to develop within the Old Kent Road Action area.

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. Soundings Consultation Limited has been appointed as communications consultant following the completion of a competitive tendering process by City Procurement and consultation with residents commenced in May 2019.
5. The York Way Estate in Islington has the potential for an additional 190 units on the estate without demolishing any of the existing housing. Soundings Consultation Limited was appointed as communications consultant in May 2019 following the completion of a competitive tendering process by City Procurement and consultation with residents commenced in August 2019.
6. A lettings/sales policy for new developments is subject to a separate report to this Committee but, is attached at Appendix 1. This will assist in our consultation with existing tenants by introducing benefits such as a local lettings plan and a Residents Charter which will be critical in garnering their support.

### **Sydenham Hill Estate, Lewisham**

7. 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.
8. 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 112 new units with 25 either being sold privately or being made available for private sector letting. A change of tenure for some of the units has been necessary to make the scheme more financially viable due to escalating build costs. The 87 socially rented flats will be supported by a grant from the Greater London Authority (GLA) of £5,220,000. Lewisham will receive nomination rights for 43 of these units and have given an undertaking that they would contribute £30,000 for each (£1,290,000) It is now anticipated that a planning application will be submitted in October/November 2019.
9. Comm Comm UK Ltd was appointed as communications consultant in September 2018 and, public consultation events were held in November 2018, February and March 2019. A summary of these events is attached at Appendix 1 to this report and indicates a comprehensive and successful engagement process. The scheme has been well supported by Lewisham's Councillors and the Mayor of Lewisham..



The drop-in events were well attended by residents and stakeholder groups and by the local MP for Lewisham West and Penge, Ellie Reeves.

10. In addition to the consultation events, a Residents Steering Group was set up. It has met 6 times from December 2018 to July 2019, with a further meeting scheduled for 4 September 2019. These meetings were initially positive and productive, but the residents objected to the proposed massing and density. Their concerns have been considered and a significant reduction in the scale, height and massing has been accommodated, as well as the redevelopment of the existing ball court. A further public meeting was held on 4 July 2019 with the Chairman of this Committee and the Chairman of the Housing Management & Almshouses Sub-Committee in attendance. Residents were listened to and their concerns recorded. These concerns are being responded to and, we are providing residents with further information on the amended design proposals. Appendix 2 attached to this report provides a summary of the consultation events for Sydenham Hill.

### **Sumner Buildings, Southwark**

11. 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 new 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.
12. 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, for example, 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 some sons and daughters of tenants on our waiting list who would ideally like a flat on the estate and the provision of new homes could provide for 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.
13. 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.

14. The results of the consultation were incorporated into an Architects Brief and, GRIDd Architects has been appointed to the scheme, with the intention that further meetings will be held with residents to ascertain what level and scope of development would be acceptable to them
15. The first meeting of the Residents Steering Group was held on 21 February 2019 and was chaired by a Southwark Councillor Victor Chamberlain. At a subsequent meeting in April 2019 new residents attended and, it was therefore decided to have another Saturday open meeting to ensure that any further residents who had not yet had the opportunity to voice their concerns could be heard. This meeting was well attended with 41 residents from Sumner being present. A third Residents Steering Group meeting was held in July and subsequent meetings are planned for September/ October with a view to seek pre-planning advice from Southwark in October. Appendix 3 attached to this report provides a summary of the consultation events for Sumner Buildings.

#### **Avondale Square Estate, Southwark**

16. 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.
17. Comm Comm UK Ltd has been appointed to consult with residents on the estate on the potential 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.
18. Transport for London (TFL) made an announcement in June 2019 that development within the Old Kent Road Action Plan would be capped at 9,000 homes (a significant reduction from the previous figure of 20,000) until, there was greater certainty with the proposals for the Bakerloo line extension. As a result, our first consultation event with the Avondale residents was postponed. A meeting with the Head of Regeneration and Head of Planning at Southwark has reassured us that although, there are approximately 8,000 live or granted planning applications for the area at present, any development of the Avondale Estate would be welcomed.

#### **Windsor House Estate, Hackney**

19. 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. Soundings

Consultation Limited and CoLC staff carried out a door knocking exercise in May 2019 to introduce themselves and to explain the rationale behind their appointment and what the City was hoping to achieve. The first consultation meeting with residents was held in June 2019 which was extremely well attended by more than 30 residents. Further consultation in August with residents was held to drill down on their preferences for their estate which are as follows

- no Regeneration. The estate to remain as it is with repairs and maintenance being carried out including window replacement;
- an infill development with additional flats to be provided (approximately 30), and estate remains as it is with repairs and maintenance being carried out;
- phased wholesale regeneration to accommodate all existing residents and an additional 100 units with improved facilities and public realm. This is likely to require a longer programme of five to 10 years. Repairs and maintenance will still be carried out and will not be affected by regeneration programme.

### **York Way Estate, Islington**

20. 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 on the estate. Soundings Consultation Limited was appointed as communications consultant in May 2019 following the completion of a competitive tendering process by City Procurement. Soundings Consultation Limited and CoLC staff carried out a door knocking exercise in August 2019 to introduce themselves and to explain the rationale behind their appointment and what the City was hoping to achieve. Responses from residents have been constructive and positive so far. Some observational research is currently being carried out to ascertain use of existing ball courts, playground and green spaces. Workshops and consultation drop in sessions will be held between September and November 2019 with ongoing telephone and email conversations occurring with any resident who has concerns.

### **Appendices**

Appendix 1: Lettings/Sales Policy for New Developments

Appendix 2: Sydenham Hill Communication/Consultation Summary

Appendix 3: Sumner Buildings Communication/Consultation Summary

### **Michael Kettle**

Senior Housing & Commercial Development Manager,

T: 020 7029 3944

E: michael.kettle@cityoflondon.gov.uk

This page is intentionally left blank

<b>Committees:</b>	<b>APPENDIX 1</b>
Housing Management and Almshouses Sub Committee	<b>Dates:</b> 16/09/2019
<b>Subject:</b> Letting/Sales Policy for New Developments	<b>Public</b>
<b>Report of:</b> Andrew Carter Director of Community & Children's Services  <b>Report author:</b> Michael Kettle Senior Housing & Commercial Development Manager	<b>For Decision</b>

## **Summary**

The City of London Corporation (the City) has several new development schemes in progress now. These will be funded through a combination of Greater London Authority (GLA) grants, planning gain (S106 monies) and Right to Buy (RTB) receipts. It is likely however, that the City will need to consider a range of tenures to cross finance these schemes so that they are financially viable. This paper considers the various type of tenures that could be offered, and it seeks to establish some basic principles such as, adopting local lettings plans and Tenants Charters for these new developments.

## **Recommendations**

Members are asked to agree the following:

- A Local Lettings Plan be agreed for each development;
- A Tenants Charter to be implemented for each development;
- Studio flats classified as small one-bedroom flats at Sydenham to be eligible for existing applicants on our waiting list who qualify for studio flats;
- Long leaseholders who occupy their flat as their only or principal home are offered a new flat if their existing flat is subject to demolition as part of a new development on terms to be agreed;
- Views of the Comptroller and City Solicitor are sought in relation to shared ownership terms and the purchase of existing sold properties and a further paper is brought to this Committee to finalise/agree such terms.

## **Main Report**

## **Background**

### **1. Local Lettings Plan.**

The introduction of a Local Lettings Policy is recommended for our new developments because it would have several advantages for existing residents.

- New development on existing estates is always a hard sell to current residents, due to the noise and disturbance involved with the new build. By adopting a Local Lettings Plan, we can target existing tenants and address their specific housing needs problems and, in certain cases offer them specially adapted flats.
- A Local Lettings Plan is looked on favourably by some of our host authorities especially, Southwark and Islington, and assists with subsequent planning applications.

## **2. Tenants Charter**

A Tenant's Charter has been introduced on our estates so that tenants are given specific assurances regarding the new development with the following provisions being adopted.

- Noise/construction protocol introduced to minimise disruption to residents including, for example, no work on Sundays;
- An assurance that in the case of regeneration, tenants will only move once and will not be forced to leave the estate.

## **3. Existing Developments**

New housing developments are being proposed at Sydenham Hill, Avondale Square, Sumner Buildings, York Way and Windsor House.

A Local Lettings Plan has been adopted for these developments. With regard to Sydenham Hill, some of the flats will be very small one-bedroom, one-person units. They are classified as one-bedroom to conform with Lewisham's planning policies which do not normally permit studio units for social housing. These flats will be part of the City's allocation of units and will be available for people who qualify for studios on our waiting list (a departure from our normal allocation policy).

## **4. Tenure**

The City has, up to now, provided properties for social rent which have been financed through either grants or Right to Buy receipts and planning contributions Other tenures are now being considered to make the schemes financially viable.

### **• Private Rented Sector/Private Sales**

One of the current proposals under consideration for Sydenham Hill, is that one block is purchased by the Property Investment Board and let privately. The flats in this block would be managed by the City with a management fee being payable. This block would have to be in a company name as the City, as a Local Authority, cannot grant private tenancies on assured shorthold basis. Another possibility would be that this block is sold privately, or it contains a mixture of private and shared ownership units.

- **Shared Ownership**

Another form of tenure that we will need to consider is shared ownership and, if we actively want to promote this on our new developments, there are several advantages including:

- GLA wants a mixture of tenures and has granted £280,000 for 10 new shared ownership units at York Way.
- This form of ownership may be attractive to existing tenants who could not afford to purchase their flat outright under the RTB. (for example, a one-bedroom flat at Sumner is now valued at £470,000 so the sale price even with the RTB discount would be £370,000. Therefore, a 25% share option might be attractive to an existing tenant so that they can get on the property ladder and it would free up their flat for someone on our waiting list).

However, we must decide on the particular terms and conditions attached to this tenure such as:

- Do we charge rental on the part of the flat they do not own?
- What happens to RTB discount entitlement?
- What will be the terms of future staircasing?

- **Sold Flats**

The City must agree on its policy for sold flats if there is major regeneration resulting in the demolition of some blocks. There are no firm plans for demolition at present, but this is something that is being actively considered at Windsor House where, there is potential to completely rebuild the estate in stages (the one move only policy for tenants would apply). Obviously, any major regeneration involving GLA grant funding would be subject to a resident's ballot.

At Windsor House, Hackney, 32 of the 104 flats are held on long leases. Having spoken to Hackney, who have carried out regeneration of some their own estates, they adopt a different policy for leaseholders depending on whether they reside in their flat as their only or principal home. Leaseholders who do not reside in their property as their principal home and sublet their flats are subject to Compulsory Purchase. Leaseholders who live in their flat as their principal home are offered a new flat in the new build. This could be on a shared equity basis depending on values. Of the 32 leaseholders at Windsor 16 sublet their property.

We need to agree whether we treat leaseholders differently and, if so, the terms upon which secure leaseholders are offered a new flat. The London Borough of Southwark, for example, offers its secure leaseholders a new flat on a shared equity basis if the value of their new flat is more than their existing property. However, they do not pay rental on the part they do not own but, do pay full-service charge)

## **5. Conclusion**

The City must give out a consistent message at the start of the consultation process for new developments on its estates. The adoption of a Local Lettings Plan and a

Tenants Charter helps sell the concept of development to existing tenants on the estates.

The City must also agree to adopt different form of tenures to maintain developments on our estates because the amount of S106 monies, GLA grants and Right to Buy receipts are limited. Finally, moving forward, policies regarding the repurchase of sold flats and shared ownership terms must be agreed.

Michael Kettle, Senior Housing & Commercial Development Manager,  
T: 020 7029 3944  
E: [michael.kettle@cityoflondon.gov.uk](mailto:michael.kettle@cityoflondon.gov.uk)





**Overview of public and political consultation by the City of London Corporation for Sydenham Hill Estate as at 16/08/19**

**Commonplace statistics**

- Commonplace has received over 2,200 visitors since it was launched. 145 of these visitors engaged in the website, with 110 commenting, 74 agreeing with comments and 115 subscribing to the project news.
- In the first two phases of the consultation, the comments were mixed. However, in the third phase the comments have been less positive towards the proposal and have attracted many more comments than the first two phases (112).
- Most comments are concerned with the following issues:
  - o Height/density/mass of the buildings.
  - o Footprint/loss of trees and green space.
  - o Number of new residents/pressures on local facilities and services.
  - o The consultation processes.

**Queries and general communication**

- The dedicated email address has received around 120 enquires, of which around 115 have been responded to with outstanding responses going out this week. All correspondence is subject to response times as agreed in the communications protocol for the project.
- A monthly newsletter goes out to around 2250 addresses on and around the estate.
- Regular correspondence continues with stakeholders through emails via the dedicated email address, calls are also welcome via a freephone number. All responses come from the project team via the communications protocol.
- Members of the project team have carried out personal visits to residents and wider stakeholders, where requested, for those who are unable to attend the open public meetings.

## Public Consultation

- The first phase of community consultation events took place on Wednesday 7 November and Thursday 15 November 2018 at the Lammas Green Community Hall. Invitation flyers for the first public consultation events were distributed to 6,000 addresses in the local area. 53 members of the community attended across both events with approximately 28 identified as residents of the estate
  - o The first consultation events were attended by representatives of the Sydenham Society, the Forest Hill Society and Lewisham Nature Conservation
- The second phase of community consultation events took place on Wednesday 6 February November and Thursday 7 February 2019 at the Lammas Green Community Hall. Approximately 50 members of the community attended across both events with approximately 18 identified as residents of the estate.
  - o The second consultation events were attended by representatives of the Sydenham Society, Sydenham Hill Ridge Neighbourhood Forum, London Wildlife Trust, Castlebar Carehome, as well as Cllrs Sophie Davis and Leo Gibbons.
- The third phase of community consultation events took place on Wednesday 27 March and Thursday 28 March 2019 at the Lammas Green Community Hall. Approximately 65 members of the community attended across both events with approximately 18 identified as residents of the estate.
  - o The third consultation events were attended by representatives of the Sydenham Society, Sydenham Hill Ridge Neighbourhood Forum, London Wildlife Trust, Dulwich Society and Forest Hill Society.
  - o The fourth round of public consultation commences in early September 2019
  - o A review of public consultation feedback is attached as **Appendix 1**

## Residents' Steering Group

- The first Residents' Steering Group (RSG) meeting was held on Thursday 13 December 2018 with six residents of the estate in attendance, three from Otto Close and three from LammasGreen.
  - o A general discussion took place, with residents highlighting key issues in the development such as access, place space and green space.
- The second RSG meeting took place on Thursday 31 January 2019 with 10 residents of the estate in attendance, three from Otto Close and Seven from Lammas Green.
  - o The Architects presented initial plans to the residents. The principles for development were explained, as was the categorisation of trees, where height would be located in the new apartment building, as well as access to the estate through the new apartment building.
- The third RSG meeting took place on Thursday March 7 2019 with seven residents in attendance, three from Otto Close and four from Lammas Green.
  - o The Landscape architect presented initial plans to the residents. Residents made clear their concerns about the location and type of playspace, as well as access routes and 'defensible space'.
- The fourth RSG meeting took place on Thursday 21 March 2019 with six residents in attendance, three from Otto Close and three from Lammas Green.
  - o The architects presented the more detailed proposals. The residents were clear in expressing their objection to the plans presented. They were concerned about the height, mass and density of the new apartment building, as well as the number of new residents on the estate. There were concerns with overlooking and loss of light from the new buildings. There were mixed views on the

footprint and social/private mix of the proposals. One resident left the meeting on seeing the plans and has since resigned from the RSG.

- The fifth RSG meeting took place on Wednesday 8 May 2019 with seven residents in attendance, three from Otto Close and four from Lammas Green.

The meeting took the form of a walkabout in the first half, and a more formal discussion in the second. During the walkabout, residents took the group around the estate, expressing their concern about the impact on green space, the height and footprint of the proposed new buildings. There was also a discussion about where playspace would be best located on the estate, and how- if kept- the current playspace could be improved.

The discussion focussed mostly on the same issues as at the previous meeting- height, footprint, density, pressure on local services and the impact on green space.

- The sixth RSG took place on Monday 1<sup>st</sup> July 2019 on Lammas Green. Seven residents attended, five from Lammas Green and two from Otto Close. Resident members were able to review design revisions showing a proposed 120 unit scheme. Also, the proposed relocation of a bus stop. Discussion continued around issues with recent ground investigations on site and requests for further surveys to be made available to view.
- A further RSG meeting was proposed for Thursday 25<sup>th</sup> July but postponed at the request of Residents. The next RSG meeting is due on Wednesday 4<sup>th</sup> September 2019.

### **Political Engagement**

- Ellie Reeves MP, local Member of Parliament and Councillor Liam Curran, Sydenham ward councillor both attended these consultation events
- A meeting was held on Wednesday 21 November 2018 with Mayor Damian Egan, Leader of Lewisham Council and Head of Planning, Viv Evans. During the meeting Mayor Egan explained that across sites in the borough they often think that they have been too cautious with the height and this could be maximised, especially if it is providing new homes
- A meeting with Cabinet Member for Housing Paul Bell took place on Tuesday 30 April 2019, he expressed satisfaction over the 50% nomination rights for Lewisham Borough Council and advised we speak with Councillor Peter Bernard (chair of housing committee and ward councillor for Forest Hill) an invitation has been extended to Councillor Bernard for all consultation events and meetings.
- A meeting took place with Cllr Leo Gibbon (Forest Hill ward councillor and Vice Chair of planning) on Tuesday 30 April 2019. He explained the concerns that have been shared with him by residents and it was agreed to share a FAQ/Mythbuster document with him so that he would be able to respond with the correct information
- A meeting was held with Councillor Sophie Davis and Ellie Reeves MP on Wednesday 1 May 2019 to discuss the details of the emerging proposals. Both expressed interest in the increase in housing for the area, but felt that resident's concerns needed to be carefully considered and addressed. During this meeting residents concerns regarding survey accessibility was raised. This has now been addressed with copies of the surveys available on the website and hard copies available in the estate office.
- On Monday 20 May 2019, a meeting lead by Councillors Sophie Davis and Paul Bell, took place following requests from residents for an open discussion. Councillors Davis and Bell, along with the project team outlined the emerging proposals and members of the RSG gave an overview of their concerns. A Q & A session also allowed residents to question the councillors and project team. During this meeting, Cllr Bell suggested our proposal of a way forward, being a 'design meeting' with our architects, local councillors, 2 key City Officers, 2/3 members of the Resident Steering Group (RSG) and

a representative from neighbouring Kirkdale. All RSG/Kirkdale reps attending this meeting to be nominated by the RSG directly. Cllr Davis is leading on this, the proposed meeting date , to be confirmed , is Wednesday 26<sup>th</sup> June 2019

- A meeting was held with Helen Hayes MP (Member of Parliament for Dulwich and West Norwood) along with Councillor Catherine Rose and Councillor Andy Simmons, who represent Dulwich Wood (LB Southwark) and members of the project team. It was recommended that LB Southwark was engaged regarding highways.
- A further meeting with Mayor Damian Egan is currently being pursued by the CoL team
- Michael Kettle , Snr Development and Commercial Manager, attend the Forest Hill Assembly meeting on the Tuesday 2 July
- Chair and Deputy Committee chair, along with Asst Director met with residents on the estate on Thursday 4<sup>th</sup> July.
- Committee Chair Randall Anderson and members of the project team met with local ward councillors and residents on Wednesday 23<sup>rd</sup> July.
- Councillor Sophie Davis, Forest Hill Ward councillor and Councilman John Fletcher, City of London designated member for the Sydenham Hill Estate have both expressed interest in attending future Residents' Steering Group Meetings.

#### **Other Meetings**

- City Corporation ICG (Internal communications group) meet on a monthly basis to discuss ongoing communications with residents and stakeholders. Members of the project team meet with estate managers and other consultants.
- Members of the project team have met with representatives from Rose Court, which is adjacent to Otto Close, to discuss the project.
- Residents from Kirkdale have met with the project team on an individual basis, whilst also being invited to the public consultation events. A further Kirkdale Residents meeting was proposed for early August, however lack of response lead to this meeting being postponed.
- Note that residents have an architect consultant appointed , to further help residents '*present our concerns and ideas in a professional way*'. Fees for which are being met by a crowd finding page. <https://www.gofundme.com/f/appeal-for-funding-by-sydenham-hill-residents>

## Sumner Buildings Summary

New Developments and Major Projects 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 including ward councillors and local community groups.

This project was approached with the new ethos of co-production and co design, including capacity building, individual development and empowerment for residents, giving them access to the decision making and planning process. Officers and the communications team kept in mind the negative responses from the last proposal in 2014, where the residents objected to redevelopment on the estate.

The consultation process on this project provided a new dimension to the engagement process enabling residents and stakeholders to have a creative role in any possible redevelopment.

### **Consultation so far: -**

- The first consultation took place on Tuesday 18 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 collaboratively with them on this proposal, with lessons learned from previous proposals. They were glad to see that Officers did not have pre-developed plans and ideas. Residents and officers also discussed the ongoing maintenance of the estate, specifically the need for window replacement.
- The second consultation with the residents took place on Saturday 22 September 2018. This was held during the day as a family friendly event, allowing residents to give their views and feedback, have open discussion with officers and the communications team.
- The third consultation took place on Wednesday 26 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.
- A Residents Steering Group Drop-in Event was held on Saturday 8 June 2019 from 10am to 3pm. There were 36 attendees which included two councillors, Adele Morris and David Noakes, Borough & Bankside Liberal Democrats. The event enabled the communications team to present the residents thoughts to date, it also gave city officers another opportunity to reach out to our residents, specifically tenants, who may be interested in becoming part of the established Residents Steering Group.

In total there were 45 attendees 41 of which were residents from Sumner Buildings.

**Feedback from consultations with the residents: -**

- The residents welcome the concept of co-production and co design and are pleased to be involved at the initial stages with the proposed redevelopment of Sumner Buildings.
- Residents were glad to see no plans or pre-set conditions were presented at any of the events.
- Residents understand the need for more social housing.
- Residents wish to retain the green space that they currently have. With this in mind, the resident's comments and involvement will help form alternative green space/amenities on the estate. This concept will be developed through co working with the residents 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.

Grid Architects appointed in February 2019 to work with a nominated group of residents to develop the design proposals.

- First Residents Steering Group took place on Thursday 21 February 2019 between 5.30 – 6.30pm to initiate design process. Ward Councillor Victor Chamberlain chaired the meeting, with fellow councillors Adele Morris and David Noakes in attendance.
- Second Residents Steering Group took place on Thursday 11 April 2019 between 6.00pm – 7.00pm.
- Third Residents Steering Group took place on Tuesday 23 July 2019 between 6.30pm – 7.30pm. A walk-around near the estate, to look at other developments was arranged to take place prior to the meeting but this was postponed and will be held at a later date. Nine residents attended the meeting.

### **Political Engagement**

- A meeting was held with Southwark Council Officer, Simon Bevan, Head of Planning on 11 September 2018.
- 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 housing on the estate using this consultation process, very much a 'community lead; proposal. Cllr Chamberlain also queried whether there would be a resident's ballot, he was advised that this would not be the case as no demolition was proposed. Councillor Chamberlain stated that he was keen to be part of the Residents Steering Group and is now actively involved.
- All three ward councillors Victor Chamberlain, Adele Morris and David Noakes attended the first Residents Steering Group and continue to be supportive of the project.

### **Feedback from Residents :**

- Residents are happy to be involved in the consultations, which have resulted in an additional six residents interested in attending future Resident Steering Group meetings.
- As at 8 June 48% of properties on the estate have engaged with the consultation by attending one of the drop-in events, Residents Steering Group meeting, or emailing the project team. To date 28 feedback submissions have been received, 71% are Sumner residents, with the remaining submissions from leaseholders and the wider community.
- 25% of respondents agreed with the principles of providing further homes on the site.
- 41% of Sumner Buildings residents have engaged with the consultation either through feedback forms, attendance of the Residents Steering Group or public consultation, or through face to face conversations with the project team during door knocking sessions.
- MUGA space would be ideal for redevelopment as it is under used for most of the year. Another resident stated that the MUGA is only under used because it is often locked, not all the residents have key access to the MUGA.
- Children use the MUGA and that it should be brought up to standards for 5 a-side football.
- Resident commented on the garden stating that a significant amount of money and time has been invested by the residents and Better Bankside, in bringing the garden to its current state, they do not want to see the garden taken away.
- Fob access should be introduced to the main gates.
- Moving the children's play space to a central location would result in more safety concerns.
- Concerned about more development in the area and the additional impact it would have on the residents' lives.
- Residents understood that some development was needed on the estate to provide new housing.
- Some residents were keen to advise where possible housing could be built on the estate and are keen to see plans.



<b>Committee:</b>	<b>Dated:</b>
Community and Children's Services	13/09/2019
<b>Subject:</b> Recommissioning of the Integrated Drug and Alcohol Service	<b>Public</b> <b>Non-public</b> <b>appendix</b>
<b>Report of:</b> Sue Milner, Director of Public Health Andrew Carter, Director of Community and Children's Services	<b>For information</b>
<b>Report authors:</b> Greg Knight (Commissioning Manager) and Simon Cribbens (Senior Category Manager), Department of Community and Children's Services	

## Summary

The current drug and alcohol services in the London Borough of Hackney and the City of London were separately commissioned; however, both tenders were won by the same provider – Westminster Drug Project (WDP) – which has been operating across both areas since October 2015. These contracts are due to end in October 2020.

Following consultation and review events, commissioners in both local authorities recommended that these services be commissioned together as a single service. It is presented to the Community and Children's Services Committee for information, following approval at the Health and Wellbeing Board in June 2019, the committee responsible for carrying out all duties conferred by the Health and Social Care Act 2012.

The new integrated service will replace the current separate arrangements within the local authorities (Hackney Recovery Service and the Square Mile Health Service), managed as a unified system. It is anticipated that this will result in improved outcomes and economies of scale. It is recommended that Hackney Council lead the commissioning, with the contract to be tendered in mid-September 2019.

## Recommendations

Members are asked to:

- Note that Hackney Council will commission an integrated adult drug and alcohol treatment system across the London Borough of Hackney (LBH) and the City of London Corporation (CoL), replacing the current separate commissioning arrangements.
- Note the CoL's annual contribution towards the integrated service, which is paid from the Public Health Grant.
- Note the proposed contract length.

## **Main Report**

### **Background**

1. Drug and alcohol use and its associated issues have a disproportionate impact on individuals, families and communities. This imposes significant economic and social costs on society reflected in the cost of crime, healthcare and provision of public services.
2. Under the Health and Social Care Act 2012, local authorities have the duty to reduce health inequalities and improve the health of their local population by ensuring that there are public health services aimed at reducing drug and alcohol misuse. The 2015/16 Public Health Grant included a new condition (that has remained in the most recent grant condition) that requires: A local authority must, in using the grant, *“...have regard to the need to improve the take up of, and outcomes from, its drug and alcohol misuse treatment services...”*<sup>1</sup>
3. The current drug and alcohol services in LBH and CoL were separately commissioned; however, both tenders were won by the same provider, WDP, which has been operating across both areas since October 2015. These contracts are due to end in October 2020.

### **Current Position**

4. Under the current arrangements, CoL residents and rough sleepers with ‘a connection to the City’ receiving treatment from WDP are often required to travel to the service hub in Hackney to receive services (for example, opiate substitute prescribing, group recovery sessions, and so on). However, both LBH and CoL pay for separate services, with associated management fees and overheads.
5. The population demographic who engage or require engagement with specialist drug and alcohol services have changed over recent years. This includes, but is not limited to, the following:
  - an ageing treatment population whose complex and/or multiple health and social needs requires additional and ‘wrap-around’ support
  - individuals with co-occurring substance misuse and mental health needs
  - an increase in alcohol-only service users engaging with the treatment service in CoL
  - rough sleepers with ‘a connection to the City’.
6. The needs of Hackney Council and the City of London Corporation for specialist drug and alcohol treatment has been reviewed extensively, including the publication of a Joint Strategic Needs Assessment Substance Misuse Chapter<sup>2</sup>, and a significant consultation exercise was conducted which sought the views of

---

<sup>1</sup> Public Health ring-fenced grant 2019/20 circular allocations and conditions, Grant Conditions, point 7

<sup>2</sup> Health and wellbeing profile – Hackney and City of London. Available on [www.hackneyjsna.org.uk](http://www.hackneyjsna.org.uk)

service users (including current and potential), professional drug and alcohol practitioners, direct partners (such as local GPs, police, outreach workers, and so on) and a number of other stakeholders. This has directly informed the design of the new service specification.

## **Options**

7. A range of options were considered before arriving at the recommended procurement and contract model, which included a City-led procurement process. Following several consultation and review events, commissioners in both local authorities determined that it would be better to commission these services together.

## **Proposals**

8. It is proposed that Hackney Council lead on the procurement of an integrated drug and alcohol treatment system which supports adults living (or with a local connection to) in either the CoL or LBH. Hackney Council will issue a jointly designed service specification and procurement tender that will assure a high-quality service that meets the needs of the local populations and offers value for money for the local authorities. The ratio of the tender grading for quality to price will be set at 70:30.
9. The intention is to publish a competitive tender under Hackney Council's terms and conditions. The contract would be held by Hackney Council, with CoL residents and rough sleepers with 'a connection to the City', able to access services. This will be managed through a variation of the existing Public Health service level agreement held with Hackney Council. It is anticipated that the procurement process will be completed by February 2020, with the new service starting treatment delivery in October 2020.
10. As the CoL populations already enjoys a good level of service with regards to drug and alcohol treatment, with very low waiting times for referrals into the service, we intend to retain this under the new arrangements. This will be achieved by requiring that a number of staff be specifically allocated to the CoL and by ensuring that premises remain accessible to those in need of treatment.
11. It is anticipated that rough sleepers with 'a connection to the City' will receive an improved level of care. This will be achieved by: developing strong links with the rough sleeping outreach service; sustained prevention and engagement; providing an additional needle exchange service; and increasing the treatment across both the LBH and the CoL.
12. As well as achieving economies of scale from commissioning together, having an integrated service will provide advantages for service users, as the treatment population will be larger, meaning that more specialist services can be provided – for example, to residents who are, parents, or who need treatment for alcohol-only problems.

13. The procurement of a new contract will also provide opportunities for innovation in the service delivery and design through a flexible drug and alcohol service framework designed to enable greater responsiveness to the changing needs of the treatment population.
14. The service to be procured will provide specialist and community-based drug and/or alcohol treatment for adults (over 18 years) that reside or stay (with 'a local connection') in LBH or CoL. The service will be provided by one provider or by a small number of providers that work together/in consortia with a lead organisation accountable to Hackney Council for the delivery of the overall contract.
15. The service model will be:
- recovery focused
  - outcome and evidence based
  - inclusive
  - shaped by the needs, views and voices of service users, carers, families and communities in the boroughs
  - accessible and offer focused support that will be available at any point during a service user's recovery journey.
16. The following key outcomes will be monitored at CoL level for those actively engaged in the service as a minimum to assure an effective treatment service:
- freedom from dependence on drugs and/or alcohol
  - a reduction in crime and offending
  - prevention of drug-related deaths and blood-borne viruses
  - sustained employment, training and/or education
  - ability to access suitable accommodation
  - improvement in mental and physical health and wellbeing
  - improved relationships with family members, partners and friends
  - the capacity to be an effective and caring parent and the safeguarding and support of vulnerable children.

## **Corporate & Strategic Implications**

17. The new drug and alcohol service will directly support the achievement of the following outcomes set out the CoL's Corporate Plan 2018–23:
1. People are safe and feel safe
  2. People enjoy good health and wellbeing.
18. This service also links to the following CoL strategies and policies that support the Corporate Plan:
- Joint Health and Wellbeing Strategy, 2017–20
  - Safer City Partnership Plan, 2019–21
  - Anti-Social Behaviour, 2019–23.

19. The approach is consistent with the strategic commitment to pursue an integrated commissioning approach, working as part of a local health and care system with Hackney Council and the Clinical Commissioning Group.
20. As Hackney Council will be procuring the service on behalf of CoL, the advice from City procurement is that the recommendations within the report are to be presented to members of the Community and Children's Services Committee for information.

## **Implications**

21. It is intended that this recommissioning will help to make savings to management costs, while retaining a high standard of service within the CoL. The service will provide value for money as, for example, specialist drug and alcohol treatment is evidenced to have a good return on investment by reducing accident and emergency attendances and/or criminal behaviour.

## **Health Implications**

22. The proposed recommissioning is intended to positively impact on the health of City populations.

## **Conclusion**

23. The report sets out the proposed procurement of an integrated adult drug and alcohol treatment system across LBH and CoL which will enable the two authorities to deliver on their shared visions of improving positive outcomes for some of our most vulnerable residents, as well as improving the life chances of many of the individuals who choose to live, work and visit the City.

## **Appendices**

- (Non-public) Drug and alcohol service budget and contractual information

## **Greg Knight**

Commissioning Manager, Department of Community and Children's Services

T: 020 7332 1173

E: [greg.knight@cityoflondon.gov.uk](mailto:greg.knight@cityoflondon.gov.uk)

## **Simon Cribbens**

Senior Category Manager, Department of Community and Children's Services

T: 0207 332 1638

E: [simon.cribbens@cityoflondon.gov.uk](mailto:simon.cribbens@cityoflondon.gov.uk)

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank