



## **Housing Management and Almshouses Sub (Community and Children's Services) Committee**

**Date:** TUESDAY, 5 JUNE 2018  
**Time:** 11.30 am  
**Venue:** COMMITTEE ROOMS, WEST WING, GUILDHALL

**Members:** John Fletcher (Chairman)  
Randall Anderson (Deputy Chairman)  
Mary Durcan  
Marianne Fredericks  
Alderman David Graves  
Barbara Newman  
Dhruv Patel  
Susan Pearson  
William Pimlott  
Peter Bennett

**Enquiries:** Julie Mayer: 020 7 332 1426  
[julie.mayer@cityoflondon.gov.uk](mailto:julie.mayer@cityoflondon.gov.uk)

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

**John Barradell  
Town Clerk and Chief Executive**

# **AGENDA**

**MEMBER BRIEFING: City Procurement - 11 am - 11.30 am**

## **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 on 16 April 2018.  
**For Decision**  
(Pages 1 - 6)
4. **TO ELECT A CHAIRMAN OF THE SUB COMMITTEE IN ACCORDANCE WITH STANDING ORDER 29**  
**For Decision**
5. **TO ELECT A DEPUTY CHAIRMAN OF THE SUB COMMITTEE IN ACCORDANCE WITH STANDING ORDER 30**  
**For Decision**
6. **MAJOR WORKS PROGRAMME PROGRESS REPORT**  
Report of the Director of Community and Children's Services.  
**For Information**  
(Pages 7 - 14)
7. **FIRE SAFETY REVIEW - HRA PROPERTIES**  
Report of the Director of Community and Children's Services.  
**For Information**  
(Pages 15 - 102)
8. **INTRODUCTORY TENANCIES POLICY**  
Report of the Director of Community and Children's Services.  
**For Decision**  
(Pages 103 - 132)
9. **SOCIAL HOUSING TENANCY FRAUD - ANNUAL REPORT 2017/18**  
Report of the Chamberlain and the Director of Community and Children's Services.  
**For Information**  
(Pages 133 - 140)
10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

12. **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.

**Part 2 - Non-Public Reports**

13. **STOCK CONDITION SURVEY**  
Report of the Director of Community and Children's Services.

**For Information**  
(Pages 141 - 192)

14. **MAIS HOUSE DECANT UPDATE**  
Report of the Director of Community and Children's Services.

**For Information**  
(Pages 193 - 196)

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

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

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**HOUSING MANAGEMENT AND ALMSHOUSES SUB (COMMUNITY AND  
CHILDREN'S SERVICES) COMMITTEE**  
**Monday, 16 April 2018**

Minutes of the meeting of the Housing Management and Almshouses Sub  
(Community and Children's Services) Committee held at Artizan Street Library and  
Community Centre, 1 Artizan St, London E1 7AF

**Present**

**Members:**

Randall Anderson (Chairman)  
John Fletcher (Deputy Chairman)  
Mary Durcan  
Marianne Fredericks  
Deputy Henry Jones  
Barbara Newman  
Dhruv Patel  
Susan Pearson  
Deputy John Tomlinson

**Officers:**

Jacquie Campbell	- Community and Children's Services
Paul Murtagh	- Community and Children's Services
Liam Gillespie	- Community and Children's Services
Sonia Marquis	- Community and Children's Services
Jacqueline Whitmore	- Community and Children's Services
Julie Mayer	- Town Clerk's

**1. APOLOGIES**

Apologies were received from Alderman David Graves and Elizabeth Rogula.

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

There were no declarations.

**3. MINUTES**

RESOLVED, that - the public minutes and non-public summary of the meeting held on 12 February 2018 be approved as a correct record.

**Matters arising**

Almshouses window replacement – pre planning enquiry

Further to their request at the last meeting of the Sub Committee, Members noted that it would cost in excess of £1,000 to provide the comparisons requested. Officers advised that the calculations were particularly complex and would require an external specialist. Members agreed that it would not be

prudent to commission this calculation and, in accordance with their suggestion at the last meeting, officers should proceed with the full planning application and appeal if rejected.

**4. DISPOSAL OF PERSONAL PROPERTY POLICY**

Members considered a report of the Director of Community and Children's Services, which outlined the purpose of the Disposal of Personal Property Policy. Officers advised that statute provided for at least 1 months' notice before stored items would be disposed of and the deadlines for collection would be made clear at the time of issuing notices. Members asked if the deadline could also be visible in the Policy, subject to notice.

RESOLVED, that – the Disposal of Personal Property Policy for use by the Housing and Neighbourhoods Team be approved, subject to including information about timescales in the Policy.

**5. HOUSING MAJOR WORKS PROGRAMME - PROGRESS REPORT**

Members received a report of the Director of Community and Children's Services which updated them on progress made with the Housing Major Works Programme and issues affecting progress on individual schemes. Members noted that, in order to give assurance that contractors were being challenged appropriately, more detail had been included about slippages.

The Director explained that the Procurement Director would be attending the next meeting of the Sub Committee to explain how City Procurement were working to attract suitable contractors. Members noted the work underway on soft market testing, packaging contracts and introducing a City Corporation Framework.

Members discussed the recent motion, which had been agreed by residents at the recent Cripplegate Wardmote. The Motion registered dissatisfaction regarding the start dates of the window replacement and other works on Golden Lane. The residents agreed that work should begin in 6 months' time (i.e. September 2018) and be completed, at the latest, by March 2020. The Director advised that a response had been drafted, ready for presenting to the Court of Common Council.

Members noted that the housing stock condition survey carried out by Savills (UK) Limited has now been completed and the final report submitted within the last few days. A report will be presented to the next meeting of the Community and Children's Service Committee outlining the findings of the survey and its implications for the Corporation in terms of future financial planning and the 30-Year HRA Business Plan. The 5-Year Major Works Programme is largely unaffected by the stock condition survey and the Director remains confident that this programme, along with the improvements identified by the recently completed Fire Risk Assessments, will be completed in a timely manner. The Chairman confirmed that resourcing and delivery were regular agenda items at his meetings with the Director. Members were reminded that the Community and Children's Services Committee received regular detailed monitoring reports in respect of the Major Works Programme.

In response to further questions, Members noted that any works to the communal water tanks would be fully monitored to ensure minimal disruption. A Member asked if the slippage in respect of Middlesex Street doors, windows and balconies could be expedited. In respect of warranties, Members noted that most defect periods for works programmes were for 12 months. In certain circumstances however, the Corporation may choose to take out 'extended warranties' for periods of up to 25 years. This has been done in the past, for example, on re-roofing works and, in such cases, an insurance-backed warranty is appropriate to protect against companies or manufacturers going into liquidation. In the case of insurance-backed warranties, they are usually tied in to specific maintenance regimes and inspections for the period of the warranty.

RESOLVED, that – the report be noted.

**6. HOUSING ESTATES - ALLOCATED MEMBERS' REPORT**

Members received a report of the Director of Community and Children's Services which provided an update on events and activities on the City Corporation's housing estates. Members were pleased to note that two apprentices had been employed at Estate Offices. The Chairman asked for the Committee's thanks to Elizabeth Rogula to go on record; Ms Rogula would be standing down, as a Member of this Sub Committee and as an Allocated Member, after many years of service to the Community and Children's Services Committee.

In response to questions, Members noted that there had been some delay to the boiler replacement programme at Golden Lane, as intended flue location was blocked by some temporary walls required for the curtain wall work at Great Arthur house. Allocated Members would also be invited to the opening of the new Golden Lane Community Centre and other forthcoming community events.

RESOLVED, that – the report be noted.

**7. SEVERE WEATHER BRIEFING**

Members received a report of the Director of Community and Children's Services which briefed Members on how the Estate Management Teams dealt with the recent bout of severe weather in London. Members commended officers for their work during these extreme conditions and noted that the City Corporation provided accommodation, for essential staff, during adverse weather. Members had noted that some of the open court yards had not been as well protected as the paths and asked if maps could be developed which would direct residents to safe paths. Officers agreed to take this request into consideration as part of the review of procedures.

RESOLVED, that – the report be noted.

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

Fire Safety update

Members noted that there would be a detailed review presented to the Community and Children's Services Committee on 11<sup>th</sup> May, which would include the outcome of the detailed Risk Assessments and the actions to be taken in respect of fire doors, alarms and sprinklers. Once approved by Members, they would be published on the web site. Members were reminded that any works of an urgent nature had been dealt with promptly.

COLPAI Development

In response to concerns raised about noise levels, the Assistant Director (Barbican and Property Services) advised that he had been working with the City Surveyor to expedite the windows programme.

In respect of consultation on the Management Plan, the Assistant Director (Housing and Neighbourhoods) advised Members that an Advisory Board had been set up at the Community Centre and hoped to be able use this model for similar consultations.

Key Workers

Following a Court Question last month about key workers, the Chairman advised that he had been working with the Member (who had asked the question) and the City Surveyor and discussions were underway with Guys Hospital. Members noted that two sites at Southwark and Lambeth had been identified and, if viable, would be presented to the Housing Delivery Programme Working Party (of the Policy and Resources Committee).

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

There was no other business.

10. **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 on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

**Item**  
12-14

**Paragraph**  
1, 2 & 3

11. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 12 February 2018 be approved as a correct record.

12. **MAIS HOUSE DECANT PROGRAMME - UPDATE**

Members received a report of the Director of Community and Children's Services in respect of progress on the Mais House decant programme and were pleased to note that the building was now very close to vacant



possession. Once this was achieved, Members suggested prompt demolition to offset the risk of squatters.

RESOLVED, that – the report be noted.

**13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no non-public questions.

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

There was no other business.

**The meeting ended at 3.25pm**

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Chairman

**Contact Officer: Julie Mayer: 020 7 332 1426**  
**[julie.mayer@cityoflondon.gov.uk](mailto:julie.mayer@cityoflondon.gov.uk)**

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<b>Committee</b>	<b>Dated:</b>
Housing Management & Almshouses Sub Committee	5 June 2018
<b>Subject:</b> Housing Major Works Programme – Progress Report	<b>Public</b>
<b>Report of:</b> Director of Community & Children’s Services	<b>For Information</b>
<b>Report authors:</b> Paul Murtagh Assistant Director Barbican & Property Services	

## Summary

The purpose of this report is to update Members on the progress that has been made with the Housing Major Works Programme and to advise Members on issues affecting progress on individual schemes.

## Recommendation

Members are asked to note the report.

## Main Report

### Background

1. At its meeting on 27 November 2017, the Housing Management & Almshouses Sub-Committee received a presentation from officers in Housing Property Services on the scope of, and progress with, the Housing Major Works Programme. Members subsequently agreed that it would be useful if further updates and progress reports be brought to future meetings of this Sub-Committee.
2. The first update and progress report was presented to this Sub-Committee at its meeting on 12 February 2018. This third report highlights specific areas of ‘slippage’ or ‘acceleration’ since the last meeting of the Sub-Committee on 16 April 2018.

### Considerations

3. The City Corporation is committed to investing around £55million on a Major Works Programme for the maintenance, refurbishment and improvement of its social housing portfolio. The works, in the main comprise:
  - Window replacements;
  - Re-roofing;
  - Decent Homes (new kitchens and bathrooms);
  - Electrical rewiring and upgrades;
  - Heating replacements;

- Concrete repairs.
4. The funding for these extensive works, which are intended to bring all the City Corporation's social housing stock up to, and beyond, the Decent Homes Standard, comes from the Housing Revenue Account (HRA), which is ring-fenced solely for housing. The HRA is made up of:
    - Income from rents;
    - Income from service charges.
  5. The Housing Major Works Programme was originally intended to be a 5-year programme however, the size and complexity of some of the projects included, along with initial staff resourcing issues, has meant that it is more likely to take 7 or 8 years to complete.
  6. The Housing Major Works Programme is monitored and managed at several levels both corporately and within the department. This includes:
    - Gateway Process;
    - DCCS Committee;
    - Projects Sub-Committee;
    - Housing Management & Almshouses Sub-Committee (recent addition);
    - Housing Programme Board.
  7. The Housing Programme Board (HPB) is a cross-departmental group, chaired by the Director of Community & Children's Services and comprising senior officers from:
    - Housing Management;
    - Housing Property Services;
    - City Surveyors;
    - Planning;
    - Finance;
    - Town Clerks;
    - City Procurement.
  8. For the purpose of the HPB, officers have developed detailed report templates that show progress of the various works programmes and these are analysed and discussed monthly. At its meeting on 27 November 2017, following a presentation from officers in Housing Property Services on the scope of, and progress with the Housing Major Works Programme, Members agreed that a simplified version of the progress reports be brought to future meetings of this Sub-Committee.
  9. Attached at Appendix 1 to this report, for Members consideration, is the latest version of the progress report for the Housing Major Works Improvement Programme, which was submitted to the HPB at its last meeting in May 2018.
  10. Members attention is drawn to the following projects, which have incurred some delays since the last meeting of this Sub-Committee:

### H3: Middlesex Street and York Way – Communal Heating and Ventilation

Following drop-in sessions held as part of the consultation process with residents, leaseholders have asked for further options to be explored namely:

- option for electric heating;
- option for individual residents to opt out of the current communal systems;
- installation of external wall insulation (cladding).

In addition to the request for further options to be explored, we are having to deal with extensive and prolonged queries from leaseholders about this work that is adding to the delay. The result of this is that the programme will be delayed by 2 months to allow the work on these further options to be explored and a further presentation to be made to residents at a second drop-in session.

### H17: Golden Lane Heating Replacement (Phase 2)- Crescent House and Cullum Welch House

The original forecast assumed that we would be looking at a limited number of options namely, communal heating, a combination of gas and electric or all electric. Whilst these options have been pursued, we have received requests from the City Surveyor, Planning and members to revisit the Citigen network supply option. This option has been considered in the past but, was discounted because of a limited infrastructure and the high unit cost of electricity.

It is now felt however, that Citigen has evolved and unit costs have reduced. As such, it has been agreed that we will look at and assess other similar projects in the area to see if Citigen is a feasible option. Whilst this work can be done relatively swiftly, it does mean that the inevitable delay will be prolonged due to the Committee cycles and the summer recess.

## **Appendices**

### Appendix 1: Housing Major Works Programme Progress Report (May 2018)

Paul Murtagh  
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GOLDEN LANE ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2018

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																							
						2016/17					2017/18					2018/19					2019/20								
						Q1		Q2		Q3	Q4		Q1		Q2	Q3	Q4		Q1		Q2	Q3	Q4		Q1		Q2	Q3	Q4
						A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
INVESTMENT PROGRAMME	H18	Great Arthur House - Replacement windows and cladding	£8,700,000	£8,511,920	on site																								
	H9	Door Entry Renewal - (in conjunction with Holloway & York Way Estates)	£280,064	£280,064	works complete																								
	H21	Lift Refurbishment	£1,300,000	£1,002,010	works complete																								
	H16	Golden Lane - Heating Replacement (Phase 1 - All blocks excluding Crescent/Cullum)	£465,000	£408,583	on site																								
	H5	Decent Homes - Phase II (multiple estate programme)	£625,400	£12,000	on site on other estates																								
	H14	Golden Lane - Concrete Testing & Repairs (all blocks exc. Cullum Welch)	£1,050,000	£289,251	on site																								
	H15	Cullum Welch House - Concrete Balustarde Replacement & Concrete Repairs	£650,000	£101,104	precommencement works																								
	H20	Redecorations (Int & Ext - in conjunction with Avondale Square, York Way & Middlesex St Estates)	£280,305	£17,650	on site																								
	H29	Works to Gullies & Drainage (multiple estate programme)	£150,000	£25,500	specification																								
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£560,000	£4,278	works re-tendered																								
	H17	Golden Lane - Heating Replacement (Phase 2 - Crescent House & Cullum Welch House)	£2,000,000	£13,600	options appraisal																								
	H40	Window Refurbishment/Replacement (All blocks excluding reclad sections of Great Arthur House)	£8,400,000	£18,335	procurement of design team																								
	H41	Great Arthur House - Front Door Replacement	£675,000	£0	options appraisal																								

MIDDLESEX STREET ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2018

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																							
						2016/17					2017/18					2018/19					2019/20								
						Q1		Q2		Q3	Q4		Q1		Q2	Q3	Q4		Q1		Q2	Q3	Q4		Q1		Q2	Q3	Q4
						A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
INVESTMENT PROGRAMME	H22	Concrete Testing & Repairs	£160,000	£35,560	on site on other estates																								
	H0	Redecorations (Int & Ext - in conjunction with Avondale Square, Golden Lane, York Way Estates)	£193,500	£17,650	on site																								
	H24	Petticoat Tower - balcony doors and windows	£787,500	£2,250	specification																								
	H23	Lift Refurbishment	£920,000	£11,600	specification/procurement																								
	H29	Works to Gullies & Drainage (multiple estate programme)	£150,000	£25,500	specification																								
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£560,000	£4,278	works re-tendered																								
	H3	Communal Heating and Ventilation (combined project with York Way Estate)	£5,000,000	£29,100	options appraisal																								
	H42	Petticoat Tower - Front Door Replacement	£198,000	£0	options appraisal																								
	H25	Petticoat Tower stairwell	£429,000	£6,500	specification																								
	H12	Electrical Remedial Works (non-urgent)	£1,150,000	£902	options appraisal																								

AVONDALE SQUARE ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2018

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																							
						2016/17					2017/18					2018/19					2019/20								
						Q1		Q2		Q3	Q4		Q1		Q2	Q3	Q4		Q1		Q2	Q3	Q4		Q1		Q2	Q3	Q4
						A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
INVESTMENT PROGRAMME	H4	Decent Homes - Phase I (multiple estate programme)	£3,567,640	£3,567,640	works complete																								
	H6	Decent Homes Avondale - Phase II	£723,100	£39,423	on site																								
	H20	Redecorations (multiple estate programme)	£607,150	£17,650	on site on other estates																								
	H38	Landlords & Tenants Electrical Testing - Phase II (multiple estate programme)	£250,000	£0	procurement																								
	H29	Works to Gullies & Drainage (multiple estate programme)	£150,000	£25,500	specification																								
	H43	Decent Homes Harman Close	£980,000	£0	options appraisal																								
	H1	Avondale Square - Window Overhaul	£161,500	£3,000	procurement																								
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£560,000	£4,278	works re-tendered																								

- works on site/complete
- works programmed
- testing/preparatory/offsite works
- programme slippage from previous report (length of arrow denotes length of delay)
- programme brought forward from previous report (length of arrow denotes extent)

SOUTHWARK/WILLIAM BLAKE ESTATES INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2018

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																																															
						2016/17												2017/18												2018/19												2019/20											
						Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4														
						A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M												
INVESTMENT PROGRAMME	H4	Decent Homes - Phase I (William Blake as part of multiple estate programme)	£352,188	£352,188	works complete																																																
	H21	Lift Renewal (Collinson Court & William Blake as part of multiple estate programme)	£468,535	£429,090	works complete																																																
	H2	CCTV (William Blake)	£23,301	£16,900	works complete																																																
	H5	Decent Homes - Phase II (Southwark as part of multiple estate programme)	£1,270,000	£12,000	on site																																																
	H38	Landlords & Tenants Electrical Testing - Phase II (multiple estate programme)	£250,000	£0	procurement																																																
	H29	Works to Gullies & Drainage (multiple estate programme)	£150,000	£25,500	specification																																																
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£560,000	£4,278	works re-tendered																																																
	H10	Door Entry (William Blake in conjunction with Dron House)	£100,000	£0	options appraisal																																																
	H39	Window Replacements & External Redecorations (Pakeman, Stopher, Sumner & William Blake)	£3,330,000	£24,240	procurement of design team																																																

HOLLOWAY ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2018

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																																							
						2016/17												2017/18												2018/19								2019/20							
						Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4		Q1		Q2		Q3		Q4										
						A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M				
INVESTMENT PROGRAMME	H4	Decent Homes - Phase I (multiple estate programme)	£276,689	£276,689	works complete																																								
	H9	Door Entry Renewal - (in conjunction with Golden Lane & York Way Estates)	£280,064	£280,064	works complete																																								
	H36	Electrical Rewire (Tenanted Flats)	£225,000	£171,224	works complete																																								
	H37	Electrical Rewire (Landlords)	£415,000	£0	procurement																																								
	H29	Works to Gullies & Drainage (multiple estate programme)	£150,000	£25,500	specification																																								
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£560,000	£4,278	works re-tendered																																								
	H39	Window Replacements (Multiple Estates Excl. Golden Lane)	£1,770,000	£24,240	procurement of design team																																								
																		DETAILED DESIGN & PLANNING																						MULTI ESTATE PROGRAMME - SCHEDULING OF ESTATES TBD					
																																								MULTI ESTATE PROGRAMME TBD					

YORK WAY ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2018

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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- works on site/complete
- works programmed
- testing/preparatory/offsite works
- programme slippage from previous report (length of arrow denotes length of delay)
- programme brought forward from previous report (length of arrow denotes extent)



## SYDENHAM HILL ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2018

[illegible]

## SMALL ESTATES (DRON, WINDSOR, ISLEDEN) INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2018

[illegible]

works on site/complete  
works programmed  
testing/preparatory/offsite works  
programme slippage from previous report (length of arrow denotes length of delay)  
programme brought forward from previous report (length of arrow denotes extent)

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<b>Committees:</b>	<b>Dates:</b>
Community and Children's Services Housing Management and Almshouses Sub Committee	11 May 2018 5 June 2018
<b>Subject:</b> Fire Safety Review – HRA Properties	<b>Public</b>
<b>Report of:</b> Andrew Carter Director of Community & Children's Services	<b>For Decision (by Community and Children's Services)</b>
<b>Report author:</b> Paul Murtagh Assistant Director Barbican and Property Services	

## Summary

The purpose of this report is to inform Members of the work that has been done on potential improvement works to enhance the safety of the City of London Corporation's (CoLC's) social housing portfolio, and its residents in the event of fire. The report also seeks the views of, and guidance from Members on the strategic direction the CoLC should take in its approach to fire safety.

## Recommendations

The Committee is asked to:

1. Note, consider and discuss the work that has been done on potential improvement works to enhance the safety of the CoLC's social housing portfolio and its residents in the event of fire.
2. Note the completion of the 2018 fire risk assessments for the CoLC's social housing portfolio and agree and approve the outline 'action plan' for dealing with the improvements required.
3. Provide advice and guidance to officers on the strategic direction the CoLC should take in its approach to fire safety.
4. Agree the retro-fitting of Automatic Water Fire Suppression Systems (Sprinklers) for Great Arthur House and on the recommendation of the Director of Community and Children's Services consider the retro-fitting of sprinklers to the four remaining social housing high rise tower blocks.

## **Main Report**

### **Background**

1. An initial paper was presented to this Committee, the Housing Management and Almshouses Sub-Committee and the Audit and Risk Management Committee in July 2017. This initial paper outlined actions we had taken in the immediate aftermath of the Grenfell Tower fire and set out our plans for further action. Further update reports were brought back to this Committee in September and November 2017 and in January 2018.
2. The initial paper presented to this Committee in July 2017, and all subsequent update reports, informed Members of the CoLC's position, and the progress made, with matters such as:
  - fire risk assessments,
  - communication with residents,
  - estate management,
  - fire safety maintenance and improvement works,
  - inspections by the London Fire Brigade (LFB),
  - potential future improvement works.
3. Questions were raised about the use of sprinkler systems and the installation of fire alarms in high-rise blocks of flats. The CoLC's high-rise flats do not currently have such systems. As part of the review of current processes and procedures relating to fire safety in its homes, research has been done into these, and other areas of improvements. The results are outlined in this report.

### **Considerations**

4. This report has been prepared following a review of the CoLC's processes and procedures relating to fire safety in its homes to ensure that they remain robust and fit for purpose and its residents remain safe.
5. The report has been prepared and produced in conjunction with the CoLC's Fire Safety Adviser and with input and guidance from other colleagues across various departments.

### **Automatic Water Fire Suppression Systems (Sprinklers)**

6. Regulations in England mean that only buildings constructed since 2007 and which are taller than 30 metres, are required to have sprinklers fitted. This requirement was not applied retroactively. Less than 1% of social housing tower blocks are fitted with sprinklers and none of the CoLC's five social housing tower blocks are fitted with sprinklers.
7. It is generally well documented and accepted that a sprinkler system is one of the most effective tools available to prevent the spread of fire in high-rise blocks of

flats. The installation of sprinklers in high-rise blocks of flats has significant benefits including:

- enhancing the safety of occupants and firefighters in the event of fire in the property;
- reducing the costs of a fire on local authorities and other property owners affected;
- reducing the financial consequences and other burdens associated with fires;
- reducing the demands on fire and rescue, police and ambulance/health services responding to events and the aftermath of major fires in high-rise accommodation;
- helping address shortcomings in other fire protection measures such as compartmentation.

8. There are however real issues and concerns with the retro-fitting of sprinkler systems, which is why they have not been installed in any great numbers. These issues include:

- the process is intrusive for residents and may require them to leave their home due to the nature of the works,
- the retro fitting of sprinklers into existing buildings is very difficult to achieve in terms of structural problems, water storage, etc,
- retro fitting sprinkler systems is very difficult to achieve in historic buildings or buildings with planning restrictions.
- the cost of retro fitting sprinkler systems is considered to be extremely expensive

9. As part of the review of its processes and procedures, and to give Members a realistic appraisal of the potential retro-fitting of sprinkler systems, the CoLC commissioned an independent feasibility study into the fitting of sprinkler systems into its eight tower blocks (five social housing blocks and three on the Barbican Estate). The study was carried out by Butler & Young Associates, a specialist independent firm of mechanical and electrical consulting engineers. The firm's findings are attached as Appendix 1 to this report.

10. For the purpose of this report, the focus is on the five tower blocks that form part of the Housing Revenue Account (HRA) namely:

- Great Arthur House, Golden Lane;
- Petticoat Tower, Middlesex Street;
- West Point, Avondale Estate;
- Central Point, Avondale Estate;
- East Point, Avondale Estate.

11. The feasibility study concludes that from a practical point of view, the retro-fitting of a sprinkler system can be achieved without undue complications and without the need to decant residents. The one potential exception to this is the need to comply

with planning restrictions. At this stage, this potential complication has not been explored in detail.

12. The feasibility study also gives indications of the total cost for both tenant and leaseholder flats, which do not include fees, VAT and on-going maintenance costs. These are summarised in the table below:

Block	Units	Cost
Great Arthur House	120	£676,880
Petticoat Tower	92	£537,768
West Point	74	£431,096
Central Point	74	£431,096
East Point	74	£431,096
<b>Total:</b>	<b>434</b>	<b>£2,507,936</b>

13. It is worth noting that the cost of installing sprinklers has already increased as a result of the response to demand from the sector. There is already a concern that even with the current demand for sprinklers, there will soon be a skills shortage in this area. This, and the increase in costs, will likely become even more significant if the anticipated changes to the current regulatory system and to the Building Regulations include the retro-fitting of sprinklers.
14. As outlined previously, there is no legal obligation on the CoLC to consider the retro-fitting of sprinklers in its tower blocks. With the exception of Great Arthur House, the recently completed fire risk assessments do not support the installation of sprinklers in the CoLC's tower blocks either as a suitable fire precaution or, as part of a fire evacuation strategy.
15. The CoLC's Fire Safety Adviser has provided his views and advice on the issue of installing sprinklers and his views are attached as Appendix 2 to this report.
16. Having considered the technical advice, the Director of Community and Children's Services would like members to consider the longer-term fire safety and robust risk management of our social housing, high rise towers.

## Fire Doors

17. As Members will be aware from previous reports on fire safety presented to this Committee, the vast majority of front entrance doors to individual flats in our residential blocks of flats are as originally installed. As such, it is expected that these doors will provide a notional 15 to 20 minutes fire resistance. While this does not comply with the current Building Regulations for new-build properties, this in itself does not mean that the doors must be changed. However, if a fire risk assessment carried out under the provisions of the Regulatory Reform (Fire Safety) Order 2005, determines that the doors require upgrading to maintain the required level of compartmentation, then the doors must be replaced.

18. As part of the work we have been doing in relation to fire safety, we identified a small number of front entrance doors from our residential blocks of flats that were already undergoing improvement works, to be sent away for destructive fire resistance testing. There are very few testing facilities in the country that offer this service and those that do, including the Building Research Establishment (BRE), have had serious capacity issues.
19. The position with the testing of the front entrance doors, at the time this report was written, is outlined below:

Address	Date tested	Outcome
8 McMorran House	3 February 2018	Failed 15mins 30secs
23 Lambfold House	3 February 2018	Failed 16mins 30secs
5 Eric Wilkins House	3 February 2018	Failed 16mins 30secs

20. The destructive testing carried out on the doors to date, indicates an average fire resistance of 16 minutes. Although this is in line with what was predicted for doors in their original state, it gives serious cause for concern when set against the recommendations from many of the 2018 FRA's. An example of the fire testing report undertaken is attached as Appendix 3 to this report.
21. It should also be pointed out that, in terms of component life cycles, the expected life-span of a timber main entrance door is between 20 and 30 years. The vast majority of front entrance doors to individual flats in our residential blocks are as originally installed and so have reached the end of their useful life and are due to be replaced.
22. At this early stage, it is estimated that a replacement door programme for all the CoLC's HRA residential blocks of flats will cost in the region of £4million.

## **Fire Alarms**

23. As has been reported on several occasions previously, the LFB continues to advise against the installation of fire alarms in communal areas. However, as part of the work we have been doing on fire safety, we have considered the potential installation of fire alarms in the common parts of our tower blocks and other blocks of flats set against the specific legislation and the guidance available at the time.
24. Early warning of a fire is an essential part of ensuring that residents can evacuate safely from their flats. The success of smoke alarms in reducing the number of casualties from fires in dwellings is well documented. The provision of appropriate smoke (and sometimes heat) alarms is now considered a basic component of fire safety in flats. Through a programme of electrical testing across all of its social housing estates, the CoLC is installing hard-wired carbon monoxide, smoke and heat detectors in all its tenanted flats.
25. Although purpose-built blocks of flats are not normally provided with communal fire detection and alarm systems, there are exceptions. The most common example is

a sheltered housing scheme. However, this is a 'special case' and even then, a 'stay-put' policy is normal.

26. In general needs' blocks designed to support a 'stay-put' policy (as is the case with all our blocks), it is accepted that a fire alarm system is unnecessary and undesirable. Such a system will inevitably lead to a proliferation of false alarms, imposing a burden on fire and rescue services and, ultimately, lead to residents ignoring warnings of what could be genuine fires. In addition, the ability to effectively manage a fire alarm system is rarely possible in a block of flats, unless it is staffed at all times.
27. The very clear advice is that fire alarms should only be fitted in existing blocks of flats where there is clear justification, and only as a last resort for example, when it is impossible to upgrade other measures to enable a 'stay-put' policy.
28. Notwithstanding the above, for the purpose of completeness in terms of our tower blocks, we have received information on the cost of installing fire alarms in the communal areas as summarised below:

Block	Units	Cost
Great Arthur House	N/A	Already installed
Petticoat Tower	92	£158,800
West Point	74	£119,950
Central Point	74	£119,950
East Point	74	£119,950
<b>Total:</b>	<b>314</b>	<b>£518,650</b>

29. It should also be noted, that if a sprinkler system is fitted in the tower blocks, there is even less reason or need for a fire alarm system to be installed.

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

30. As Members will be aware, Frankham Risk Management Services Limited was commissioned to carry out new FRAs for each of our residential blocks. These new FRAs are very detailed and cover not only those areas previously inspected, but also any further areas of concern raised since the Grenfell Tower fire.
31. Previous FRAs carried out on the CoLC's residential blocks have been a Type 1 as required by legislation. The new FRAs are Type 3, which go beyond the requirements of the Regulatory Reform (Fire Safety) Order 2005. Type 3 FRA's cover everything required for a Type 1 FRA but also provide for an assessment of the arrangements for means of escape and fire detection (smoke alarms, heat detectors, etc.) within a sample of the flats (typically around 10%). A Type 3 FRA is non-destructive but the fire resistance of doors to rooms and compartmentation within the flat is considered.



32. Frankhams has now completed the new FRAs for our social housing estates and the final reports have been received and agreed. Attached at Appendix 4 to this report is the recently agreed 'Specific Hazard Identification and Action Plan Template for Fire Risk Assessments', which lists the recommendations from all the FRA's on our residential blocks. This is an overview of all the recommendations on all our blocks of flats and, for this purpose, individual blocks are not specified.
33. Officers are now working on developing detailed action plans for each of the residential blocks to ensure that the works required are completed in a timely manner in line with the FRA's recommendations. It should be noted however, that the final action plans for each block will, possibly to a significant extent, be affected by decisions taken by this Committee as a result of this report. It is intended, subject to the approval of this Committee, that the FRA's and resulting action plans should be available for publishing by the first week in June.

### **Leaseholder Recharges for Fire Safety Improvement Works**

34. The issue of recharging leaseholders for fire safety improvement works is a key consideration for the CoLC. We have approximately 800 long leaseholders in our residential blocks of flats (HRA). Whether or not they can be recharged for potential improvement works such as the installation of sprinklers, replacement of fire doors and so on will have a significant bearing on the affordability of such measures and the financial burden for the CoLC and the leaseholders themselves.
35. Given the importance of this matter, Counsel's opinion has been sought on the ability of the CoLC to recharge leaseholders for fire safety works. A report will be presented to this Committee in due course.

### **Great Arthur House**

36. As Members will be aware, due to the extensive refurbishment work being carried out at Great Arthur House, it had previously been decided not to carry out an FRA during 2016, when the CoLC's other residential blocks were done. However, even though the refurbishment work is still far from complete, it was felt prudent to undertake an FRA on Great Arthur House as a priority.
37. Notification was received from Frankhams that there were potentially serious compartmentation issues with the main entrance doors and side panels that required immediate attention / further investigation. Further investigation revealed that, although not as serious as first thought, there are issues with compartmentation at Great Arthur House that meant the 'stay put policy' in the event of fire could not be sustained.
38. Following discussions with representatives of the LFB, an action plan was developed and implemented to ensure the safety of residents in Great Arthur House. The action plan provided for:
- the installation of a communal fire alarm system as a temporary measure until a permanent hard-wired fire alarm system can be installed

- the delivery, and installation where required, of individual smoke detectors to all flats in Great Arthur House
- the introduction of a 'Waking Watch', a team of four security staff patrolling the building at all times, whose role is to alert residents in the event of a fire and to assist in any evacuation process
- the introduction of an evacuation process for residents in the event of a fire.

39. A hard-wired fire alarm system was subsequently procured, installed and, on completion, the system was commissioned. There are a number of residents who have refused us access to install the detection units within their flats and appropriate action is being taken to gain access. We have recently received confirmation from the LFB that, until access has been achieved to all flats and the detection units installed, the Waking Watch must remain in place.

40. 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. As well as the further detailed investigation work that is presently being carried out on the compartmentation issues, a Gateway process is underway to facilitate the removal and replacement of two front entrance 'screens' and doors to individual flats. These will be replaced to replicate the ones removed and the units taken out will be used for destructive testing to assess their level of fire resistance, one in its original condition and the second in an upgraded condition. This will allow us to determine the extent of work required to upgrade the compartmentation of the front entrance doors and screens to the rest of the flats in the block. Members will be kept informed of progress with this project through the Fire Safety Update Reports presented to this Committee.

### **Collaborative Working**

41. Several opportunities have arisen for representatives of the London Councils to get together to discuss the various approaches they are taking to ensure processes and procedures relating to fire safety in their homes remain robust and fit for purpose.

42. One such opportunity is the London Housing Directors' Fire Safety Sub-Group, which the CoLC is a member of. Through its membership, the CoLC has, for example, had the opportunity to contribute to a response to the interim report on the Grenfell Tower tragedy issued by Dame Judith Hackitt. We have also been able to discuss with other London Councils topics such as ACM cladding (the type installed at Grenfell Tower), fire safety improvement measures such as fire doors and sprinklers and leaseholder recharges.

43. In general terms, most of the other London Councils face the same issues as the CoLC and are embarking on similar courses of action. Many of the other London Councils do have problems with ACM cladding on their residential blocks and are at various stages of removing and replacing it.

44. For comparison purposes, the work other London Councils are doing in relation to fire safety improvements includes:

- Hammersmith and Fulham - installing sprinklers in all its high-rise blocks with no charge to leaseholders,
- Wandsworth - installing sprinklers in 99 high-rise blocks with the intention of recharging leaseholders,
- Croydon - fitting sprinklers in 25 high-rise blocks,
- Westminster - fitting sprinklers in high-rise blocks,
- Waltham Forest - fitting sprinklers in high-rise blocks,
- Enfield - fitting sprinklers in high-rise blocks,
- Harringay – not fitting sprinklers,
- Lewisham – not fitting sprinklers.

## **Financial Implications**

45. As outlined earlier in this report under the heading “Leaseholder Recharges for Fire Safety Improvement Works”, the issue of recharging leaseholders for fire safety improvement works is a key consideration for the CoLC. With approximately 800 long leaseholders in its residential blocks of flats (HRA), whether they can be recharged for potential improvement works such as the installation of sprinklers, replacement of fire doors and so on will have a significant bearing on the affordability of such measures and the financial burden for the CoLC.
46. Setting aside the issue of leaseholder recharges, fire safety improvement works are currently not provided for within the HRA Capital Works Programme. As such, any decision to carry out these previously ‘unplanned’ works will put additional pressure on the HRA and there may need to be a review of priorities particularly in relation to our new housing delivery programme. In simple terms, for every £1million we spend on ‘unplanned’ works such as fire safety improvement works, we lose the ability to fund four new homes from the HRA towards our housing delivery programme.
47. Clearly, once final decisions have been made on what additional fire safety improvement works are to be carried out and the results of the general stock condition survey are known, the detailed profile of planned HRA expenditure and funding will need to be fully refreshed and a revised financial strategy developed and approved by Members.

## **Legislation**

48. All the CoLC’s residential blocks of flats complied fully with the requirements of the Building Regulations at the time of their construction. Given that the Building Regulations are not retrospective, they remain compliant.
49. Issues do arise however, as in the case of Great Arthur House as a result of a FRA carried out under the provisions of the Regulatory Reform (Fire Safety) Order 2005, deficiencies were highlighted in the structure of the building undermining the required level of compartmentation in relation to fire safety. In such cases, these deficiencies must be addressed and remedied, and it is no defence to argue that the building complied with the Building Regulations at the time it was built.

50. In the aftermath of the Grenfell Tower tragedy, further concerns were again raised with the adequacy of the building regulations with particular regard to fire safety. In response, Dame Judith Hackitt was asked by the Secretary of State for the Department for Communities and Local Government (DCLG) and the Home Secretary to conduct an Independent Review of Building Regulations and Fire Safety with a particular focus on their application to high-rise residential buildings.
51. Although her final report is not due until the Spring this year, in December last year, Dame Judith produced an Interim Report and presented to parliament. In the foreword to her report, she states that:
- “As the review has progressed, it has become clear that the whole system of regulation, covering what is written down and the way in which it is enacted in practice, is not fit for purpose, leaving room for those who want to take shortcuts to do so”.
52. It does appear that there will be significant changes to the current regulatory system and to the Building Regulations regarding fire safety and in particular to high-rise residential buildings. Some of these changes are likely to be retrospective. The retro-fitting of sprinklers, for example, which has been debated for many years, particularly more so since the Lakanal House fire on 3 July 2009, is believed to be one such area of improvement.
53. With this in mind, Members may take the view that the CoLC, like several others are doing, should wait until the final report is published before deciding on its future strategic approach to fire safety.

## **Conclusions**

54. Members will be aware from the several Fire Safety Update Reports presented to this, and other Committees that the CoLC has responded very positively and efficiently to the demands placed on it by the Grenfell Tower tragedy. We have done considerable work in the following areas:
- fire risk assessments,
  - communication with residents,
  - estate management,
  - fire safety maintenance and improvement work,
  - inspections by the London Fire Brigade,
  - potential future improvement works.
55. This report informs Members of the work done on potential improvement works to enhance the safety of the CoLC's social housing portfolio and its residents in the event of fire. The report also seeks Members views and guidance on the strategic direction the CoLC should take in its approach to fire safety with particular regards to our genuine high-rise residential blocks in relation to:
- retro-fitting sprinklers,
  - installation of fire alarms,
  - upgrading front entrance doors.

56. It has previously been agreed that the entrance doors and frames to our social housing properties will be upgraded to give up to 60 minutes fire resistance at an estimated cost of £4million. This makes sense not only from a fire safety perspective but also from a planned maintenance perspective as the doors have long since reached the end of their useful life.
57. As outlined previously, the retro-fitting of sprinklers in CoLC tower blocks is not currently required by law and, except for Great Arthur House, is not supported by the recently completed FRA's. In the case of Great Arthur House, the issues relating to compartmentation identified by the FRA's are complex and potentially challenging to resolve. As such, the installation of a sprinkler system in Great Arthur House has considerable merits in providing an additional level of protection for residents given the compartmentation issues identified.
58. The decision to retro-fit sprinklers in our other tower blocks is not as clear cut in that it is not supported by legislation or the recommendations of the Fire Risk Assessments. The current technical advice does not necessitate retro-fitting sprinklers in these blocks. However, there are reasons why Members may want to positively consider retro-fitting sprinklers across all our social housing high rise towers, such as: the obvious benefits that sprinklers provide (as outlined within this report), the potential cost implications if retro-fitting does become a legal requirement and the avoidance of a divergence within the City's high-rise flats. Therefore, the Director of Community and Children's Services is recommending that Members positively consider the retro-fitting of Automatic Water Fire Suppression Systems (Sprinklers) across all our social housing high rise tower blocks.

## **Appendices**

- Appendix 1: Feasibility study into the retro-fitting of sprinklers in our high-rise residential blocks.
- Appendix 2: CoLC's Fire Safety Adviser's Report
- Appendix 3: Example report on fire testing to doors.
- Appendix 4: Specific Hazard Identification and Action Plan Template for Fire Risk Assessments

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# City of London Retrofit Sprinkler Schemes

## Feasibility Study into Retrofit Sprinkler Systems at Eight Tower Blocks

**Barbican – 3 Tower Blocks**



**Avondale – 3 Tower Blocks**



# City of London Retrofit Sprinkler Schemes

**Middlesex Estate – 1 Tower Block**



**Golden Lane Estate- 1 Tower Block**





# City of London

## Retrofit Sprinkler Schemes

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# City of London Retrofit Sprinkler Schemes

## Executive Summary

City of London (CoL) have commissioned Butler & Young Associates (BYA) to prepare a feasibility study into the potential retro-fitting of water suppression systems (sprinklers) into the CoL's 8 high rise blocks, the report is to contain at least the following for each block.

- Practicalities of installing such a system (can it be done?);
- Benefits of installing such a system (compared to other potential fire safety measures such as alarms etc);
- Risks associated with installation;
- Potential costs;
- Structural problems (water storage/supply and the like);
- Limitations and restrictions etc.

CoL objective is to reduce risk of the consequences of a fire.

The blocks all comprise multi person accommodation.

The study has reviewed the following aspects: water supplies, pipework distribution, sprinkler head positions, fire escape routes and smoke/fire detection systems, it has not looked into fire compartmentation.

We have consulted with London Fire Brigade (LFB) in the preparation of this report for the Barbican Estate towers. At the time of issue we await input from the CoL Fire Officer.

This report includes adequate information to take these proposals to the next stage i.e. it provides sufficient design intent to reduce price risk of allowing an approved contractor to undertake their design/interpretations independently without guidance.

Costs within this report include for concealing both the sprinkler heads and pipework as much as possible.

Costs within this report also cover the thermal insulation of the pipework, where necessary, to minimise the risk of freezing.

The costs do not include for the required asbestos R&D surveys, removal of asbestos or any controlled works within areas of asbestos.

The costs do not include for all or any part of a smoke/fire alarm system.

The costs do not include for any fire compartmentation other than making good following the installation of the new sprinkler system.

# City of London

## Retrofit Sprinkler Schemes

### CoL Fire Officer

We have asked for confirmation of certain elements from the CoL Fire Officer and replies that will impact on this report.

#### Questions asked:-

##### All blocks

- Sprinkler systems for all blocks to comply with BS 9251- 2014, please confirm.

##### Barbican - 3 Tower blocks

- Can the supply to the new sprinkler pumps be taken from the Wet riser tank marrying pipes?
- Please confirm if just one operational alarm is required, i.e. adjacent to the sprinkler pump or would an alarm be required in each apartment? There is a fire alarm to each so therefore may not require the sprinkler alarm to each.
- External escape routes which pass other apartment windows: As each room will be protected we have assumed that the windows will not require drenching. Please could you confirm?
- Is protection required to any of the escape routes from the lift lobbies. We have allowed for lift lobbies to be protected

##### Avondale - 3 Tower blocks

- There are no fire alarms to this block, will separate fire alarm indication be required from each flat connected to 24/7 man security?
- We did not see a standby generator, please could you clarify whether Firemans lift has a dual supply and whether emergency lights are battery packed?

##### Middlesex Estate Petticoat Tower

- There are no fire alarms to this block, will separate fire alarm indication be required from each flat connected to 24/7 man security?
- We did not see a standby generator, please could you clarify whether Firemans lift has a dual supply and whether emergency lights are battery packed?
- Middlesex Street has only one means of escape stairway.

##### Golden Lane Estate – Great Arthur House

- There are no fire alarms to this block, will separate fire alarm indication be required from each flat connected to 24/7 man security?
- We did not see a standby generator, please could you clarify whether Firemans lift has a dual supply and whether emergency lights are battery packed?

# City of London

## Retrofit Sprinkler Schemes

### Options/Proposed Systems

**There are 2 options i.e. a fixed automatic sprinkler system or a water mist system**

A fixed domestic automatic sprinkler system will comply with BS 9251- 2014, which will also include for the communal areas that impose a risk to the residents for means of escape.

A water mist system will require a pump set in each dwelling which will be a high maintenance issue and would not extend into the communal areas. We therefore consider that this type of system would not to be suitable for these blocks.

The BS does not require each flat to be alarmed to notify of sprinkler operation, only for the main pump. We have not allowed for the alarm to be connected to any 24/7 emergency care system but this can be easily undertaken to provide an alarm in the event of sprinkler operation to enable LFB to be called.

Separate flat alarms maybe a client desirable but have not been included.

There is inadequate pressure within the water main supplies to provide both the flow/pressure requirements to the highest sprinkler heads and therefore separate water storage or around 5,000 litres maximum will be required with a single pump unit sized to suit the required flow and pressures in compliance with BS 9251-2014. Alternatively, subject to confirmation with CoL Fire Officer it may be possible to use the wet riser tanks for the water source of the new sprinkler system within the Barbican Estate towers.

Due to the pressure provided at the lower levels from the booster pump and to ensure that there is adequate pressure to serve the highest heads it may be necessary to provide inline pressure reducing valves on the branch supplies. This will be confirmed during the design process and we have made an allowance for these in the cost.

We are aware that the residential sprinkler regulations allow for connections to be taken from the domestic boosted system but in our opinion this is not a preferred method as it creates excessive dead legs which will dramatically increase the risk of legionella bacteria growth with potential colonisation of the domestic water system.

# City of London Retrofit Sprinkler Schemes

The following are our proposals for each of the blocks/sites

## **Barbican**

This site consists of 3 tower blocks

There is communal basement car parking throughout. The car parks already have their own fully operational sprinkler system. These systems are currently being modified from a wet to an alternate system, and do not form part of this study.

There is a fire alarm system with a detector in each flat and alarm panel at reception. There are no detectors in the communal lift lobby areas.

There is a communal services tunnel that interconnects throughout the site. As this is a possible avenue for the fire to spread, sprinklers will be allowed from each of the residential blocks systems to the lobby accessing this tunnel to lower this risk.

We did not notice any Gerda boxes to provide the necessary information for the fire brigade but understand they make regular visits to the site and are familiar with all firefighting systems installed.

## **Lauderdale Tower**

- Construction 1970
- 41 residential floors (117 flats) with 2 basement plant areas
- Basement – Wet riser plant area, Domestic water plant area, Garchey waste collection disposals area and residents' stores.
- Standby generator for emergency lighting and Firemans lift
- The block has been provided with a wet riser system having its own water storage tanks, electric & diesel pumps, wet riser outlet valve at each level (mainly in the lift lobbies) and fire brigade infill valve.
- The block has been provided with one Firemans lift for use by LFB during an emergency.
- There is asbestos throughout.
- Reception double height.
- Floors 1 to 37 – 3 flats on each
- Floors 38 & 39 – 2 flats on each
- Floors 40 & 41 - Penthouses

# City of London

## Retrofit Sprinkler Schemes

### Shakespeare Tower

- Construction 1970
- No service subway to this block
- 41 residential floors (116 flats) with 2 basement plant areas
- Basement – Wet riser plant area, Domestic water plant area, Garchey waste collection disposals area and residents' stores
- Standby generator for emergency lighting and Firemans lift
- The block has been provided with a wet riser system having its own water storage tanks, electric & diesel pumps, wet riser outlet valve at each level (mainly in the lift lobbies) and fire brigade infill valve
- The block has been provided with one Firemans lift for use by LFB during an emergency
- There is asbestos throughout
- Reception double height
- Floor 1 - 2 flats
- Floors 2 to 37 – 3 flats on each
- Floors 38 & 39 – 2 flats on each
- Floors 40 & 41 – Penthouses

### Cromwell Tower

- Construction 1970
- 39 residential floors (111 flats) with 2 basement plant areas
- Basement – Wet riser plant area, Domestic water plant area, Garchey waste collection disposals area and residents' stores
- Standby generator for emergency lighting and Firemans lift
- The block has been provided with a wet riser system having its own water storage tanks, electric & diesel pumps, wet riser outlet valve at each level (mainly in the lift lobbies) and fire brigade infill valve
- The block has been provided with one Firemans lift for use by LFB during an emergency
- There is asbestos throughout
- Reception double height
- Floors 1 to 35 – 3 flats on each
- Floors 36 & 37 – 2 flats on each
- Floors 38 & 39 – Penthouses

# City of London Retrofit Sprinkler Schemes

## Typical proposals for each Barbican block

We propose three risers, one in each plumbing riser which are independently accessed on every floor and will provide access/entry into each flats without crossing the communal lift lobby areas.

The lift lobby communal areas can be protected by side wall sprinklers from each riser which will require drilling through and fitting to the lift lobby walls.

The means of escape area can also be protected by the same method off each riser.

All basement areas that contain fire protection plant, equipment or pipework will be protected, residential stores area will be protected together with lobby entrances to communal service tunnels.

We were able to access two flats, one in Shakespeare tower which is close to being refitted out by the leaseholder, plaster board ceilings have been added throughout and the other being flat 152 in Cromwell tower which has the original plastered/concrete ceilings.

Intent would be to run a new sprinkler main along the dwelling hallway with recessed side wall sprinklers into each / every room and recessed pendant heads along the hallway. This would require a slightly dropped plasterboard ceiling throughout the length of the hallway and all necessary modifications to ceiling lights, local tenant fitted alarms, etc.

## Questions

- Practicalities of installing such a system (can it be done?)  
The answer is yes as proposals verifies
- Benefits of installing such a system (compared to other potential fire safety measures such as alarms etc)  
The fire is contained until LFB arrive  
Towers have fire alarm system therefore this comparison is irrelevant  
Sprinklers can be provided to the means of escape stairway which currently are unprotected  
There is no alternate escape stairway route from the lift lobby areas and sprinklers would assist in protecting the current route  
May reduce the requirement for preventing internal fire spread via the construction
- Risks associated with installation  
Minimum risk other than normal building construction works which would be covered by method statements on how the works are to be installed.  
Asbestos surveys and removals if in the area of the intended works.

# City of London

## Retrofit Sprinkler Schemes

- Potential costs  
As attached
- Structural problems (water storage/supply and the like)  
There are none
- Limitations and restrictions etc.  
Listed building approval

### **Estimated Cost - Barbican**

Exclusive of any Asbestos works, VAT and Fees

Lauderdale Tower	£613,818.00
Shakespeare Tower	£608,764.00
Cromwell Tower	£581,594.00



# City of London Retrofit Sprinkler Schemes

## **Avondale Estate**

This site consists of 3 tower blocks, West, Central and East, all of which are typical throughout.

There is no fire alarm system to these blocks, the only facility is if each tenant or leaseholder have fitted their own local detectors/alarm but this does not provide warning to other occupiers or LFB during an emergency.

Gas meters/risers are within cupboards within each flat which appear not to be ventilated or fire compartmented.

Each block has a dry riser with an outlet at every other floor adjacent to the Firemans lift.

There are two lifts which service alternate floors and one of the lift is for use by the fire brigade.

We were unable to locate a standby generator for use of both the lift and lights during emergency and assume that the lift will have a dual electrical supply and emergency lights are of the battery pack type.

There are two central risers accessed from the lift lobby and internal access stairs, one being electrical in the lift lobby the other being the dry riser in the stairway, service risers are within the demise of the flats.

There is an internal access stair and partly covered external means of escape stairs with open side.

## **Each Tower**

- Construction 1960s.
- 19 residential floors (74 flats) no basement areas.
- Ground floor – Dry riser inlet, Domestic water plant area, Electrical intake and Waste collection disposals area.
- Residents' stores are separate and externally located. No protection required.
- Provided with a dry riser system with outlet landing valves at alternate floors.
- Each block has been provided with one Firemans lift for use by LFB during an emergency with exit on the same level as the dry riser landing valves.
- It is believed there is asbestos throughout.
- There are two stairways from each lift lobby area
- Ground floor - 2 flats.
- Floors 1 to 18 – 4 flats on each.
- Mainly consists of studio and one bedroom flats.

# City of London Retrofit Sprinkler Schemes

## Typical proposals for each Avondale block

It would be difficult to install the new sprinkler riser into the same riser as the dry riser as access into this duct is restricted.

Access for sprinkler pipework into the service riser duct would mean accessing and drilling within the demise of each of the flat, the best location if this was to be considered within the flat demise would be alongside the gas riser but it would be extremely intrusive to install.

We therefore believe the best solution would be to locate the riser in the rear external, partly covered means of escape stair which would require the new main to be thermally insulated and boxed to prevent freezing, protection and concealment. We do not believe this would be a planning concern but it would need to be checked.

The new sprinkler main could branch from the riser to each flat, running at high level in each lift lobby area with insulation to prevent freezing and boxing to protect and conceal.

The lift lobby communal areas can be protected by sidewall or pendant sprinklers heads, (subject to final solution) from each main routing to the flats. The means of escape area can also be protected, if necessary, by a similar method.

All plant areas that will contain fire protection plant, equipment or pipework will be protected along with block entrance areas.

We were able to access one flat one in West Block which had just been decorated.

Intent would be to run a new sprinkler main down the dwelling hallway with recessed side wall sprinklers into each/every room and recessed pendant heads along the hallway, this would require slightly dropped plasterboard ceiling throughout the length of the hallway and all necessary modifications to ceiling lights, local tenant fitted alarms, etc.

## Questions

- Practicalities of installing such a system (can it be done?)  
The answer is yes as proposals verify
- Benefits of installing such a system (compared to other potential fire safety measures such as alarms etc)  
The fire is contained until LFB arrive  
Provides LFB by indication the location of the fire  
May prevent the need to have a fire alarm system – would need Fire Officer comment  
Sprinklers can be provided to the means of escape stairways which currently are unprotected

# City of London

## Retrofit Sprinkler Schemes

May reduce the requirement for preventing internal fire spread via the construction

- Risks associated with installation  
Minimum risk other than normal building construction works which would be covered by method statements on how the works are to be installed.  
Asbestos surveys and removals if in the area of the intended works.
- Potential costs  
As attached
- Structural problems (water storage/supply and the like)  
There are none
- Limitations and restrictions etc.  
Possibly planning

### Estimated cost - Avondale

Exclusive of any Asbestos works, smoke/fire alarm systems VAT and Fees

West Tower	£431,096.00
Central Tower	£431,096.00
East Tower	£431,096.00

# City of London

## Retrofit Sprinkler Schemes

### **Middlesex Estate**

This site consists of 1 tower block named Petticoat Tower.

There is no fire alarm system to this block, the only facility is if each tenant or leaseholder have fitted their own local detectors/alarm, but this does not provide warning to other occupiers.

There is communal underground car parking which is protected by a dedicated sprinkler system and has not been considered within this report.

The block has an exposed dry riser with outlets at every other floor that coincide with the Firemans lift.

There are two lifts which serve alternate floors, one is labelled as a fire-fighting lift.

We were unable to locate a standby generator for use of both the fire lift and lights during emergency, we assume that the lift will have a dual electrical supply and emergency lights will be of the battery pack type.

There is an electrical riser within the lift stair lobby. We assume that all other risers are within the flat demise.

There is only one escape stairs off the lift lobby core which exits at podium level (level 2).

The internal access stair is also the means of escape stairs which has an open side, there is no secondary means of escape.

The refuse chute runs vertically through the whole block within the access/escape stairs.

The whole block with the main walls are of concrete construction with beams.

### **Petticoat Tower**

- Construction 1970s
- 24 floors
- Level 2 (podium) to level 23 each has 4 flats, (92 Flats)
- Level 1 – flats storage units
- Ground floor – flat storage units, plant & refuse areas with communal ground
- Ground & basement communal parking separated from the tower
- Lifts access alternate floors
- Ground floor – Dry riser inlet, Domestic water plant area, Electrical intake and waste collection disposals area

# City of London

## Retrofit Sprinkler Schemes

- Residents' stores are on levels ground and 1
- Provided with a dry riser system with outlet landing valves at alternative floors.
- Each block has been provided with one Firemans lift for use by LFB during an emergency, with exit on the same level as the dry riser landing valves
- It is believed there is asbestos
- Flats are an even mixture off one and two bedroom having two off each at each level (flats A& D being the two bedroom, B&C being the one bedroom)
- Concrete beams within flats that will require drilling
- Pipework to be extended from dwelling hallway to reach furthest corners within each flats.
- Only one stairway
- No secondary means of escape from each flat

### Proposals for Petticoat Tower

The best location for a new sprinkler riser would be in the corner adjacent to refuse chute, as this could be installed without disturbing the tenants.

From the new risers, sprinkler pipework could be routed at high level across the access stairway lobby and into the lift lobby, drilled holes will be required. The sprinkler main could then follow the contours of the lift lobby at high level in the corners between walls/ceilings to enter each flat at high level in the dwelling hallways. The whole pipe would be boxed and the section in the stairway lobby and riser be thermally insulated to prevent freezing.

Drilling would be required through all concrete walls along the pipework route and through the floors for the riser.

Sprinkler heads would be provided within the access stairway lobby, refuse chute and the lift lobby to provide protection to these areas.

All plant areas that will contain fire protection plant, equipment or pipework will be protected along with block entrance areas.

We were able to access a one bedroom flat which had just been decorated, which revealed a down stand concrete beam that the new sprinkler pipe will have to penetrate.

Intent would be to run a new sprinkler main down the dwelling hallway with recessed side wall sprinklers into each/every room off the hallway with recessed pendant heads along the hallway, this would require a slightly dropped plasterboard ceiling throughout the length of the hallway and all necessary modifications to ceiling lights, local tenant fitted alarms, etc.

Due to the extremities of the flat in the lounge and kitchen a supply would need to be extended into these rooms located in the ceiling to the wall corner with suitable boxing to permit all areas of the flat to be covered.

# City of London

## Retrofit Sprinkler Schemes

### Questions

- Practicalities of installing such a system (can it be done?)  
The answer is yes as proposals verify
- Benefits of installing such a system (compared to other potential fire safety measures such as alarms etc)  
The fire is contained until LFB arrive  
Provides LFB by indication the location of the fire  
May prevent the need to have a fire alarm system  
There are no secondary means of escape from each flat or an alternate escape route from the lift lobby areas  
Provides additional protection to each flat which have no secondary means of escape  
Provides protection to the one means of escape stairway  
May reduce the requirement for preventing internal fire spread via the construction
- Risks associated with installation  
Minimum risk other than normal building construction works which would be covered by method statements on how the works are to be installed.  
Asbestos surveys and removals if in the area of the intended works.
- Potential costs  
As attached
- Structural problems (water storage/supply and the like)  
Downstand beam penetration to be checked
- Limitations and restrictions etc.  
There are none

### Estimated cost

Exclusive of any Asbestos works, smoke/fire alarm systems VAT and Fees

<b>Petticoat Tower</b>	<b>£537,768.00</b>
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# City of London

## Retrofit Sprinkler Schemes

### **Golden Lane Estate**

This site consists of 1 tower block named Great Arthur House.

There is no fire alarm system to this block, the only facility is if residents or leaseholders have their own local detectors/alarm but this does not provide warning to other occupiers.

The block has an exposed dry riser with an outlet at every other floor which coincides with the Firemans lift.

The dry riser rises adjacent the vertical refuse chute in one of the stairways.

There is a stairway each end of the block, both of which are partly open.

Each flat has a separate escape route from its demise into either the lift lobby or stairway subject to the location of the flat.

There are two lifts which serve alternate floors, which are located centrally on each floor, one is labelled as a fire-fighting lift.

Between the lift and end stairways there are 4 flats on each side.

We were unable to locate a standby generator for use of both the fire lift and lights during emergency, we assume that the lift will have a dual electrical supply and emergency lights are of the battery pack type.

We believe there are electrical risers outside the flats but were unable to confirm this as panels need to be unfixed to access; most other risers are within the flat demise.

The whole block with the main walls are of concrete construction with beams.

### **Great Arthur House**

- Construction 1958 -1960
- 16 floors
- Level 1 to 15 have 8 flats each, (120 Flats)
- Ground floor – Reception, external boiler room, dry riser inlet
- Basement – Flat storage units, other plant areas & refuse collection area
- Two lifts that access alternate floors
- Provided with a dry riser system with outlet landing valves at alternative floors.

# City of London

## Retrofit Sprinkler Schemes

- Provided with one Firemans lift for use by LFB during an emergency, with exit on the same level as the dry riser landing valves
- There is asbestos, wall between bathroom and kitchen in each flat is asbestos
- Flats are one bedroom having 8 at each level
- Flats and lift lobbies have secondary means of escape

### Typical proposals for Great Arthur House

The best location for a new sprinkler riser would be in the corner adjacent to refuse chute dry riser, as this could be installed without disturbing the tenants.

From the new risers, sprinkler pipework could be routed at high level across the full extent of each floor lobby, drilled holes will be required. The sprinkler main could then follow the contours of the lobby at high level in the corners between walls/ceilings to enter each flat at high level in the dwelling hallways. The whole pipe would be boxed in and the section in the stairway lobby and riser be thermally insulated to prevent freezing.

Drilling would be required through all concrete walls along the pipework route and through the floors for the riser.

Sprinkler heads would be provided within the stairways and lobbies to provide protection to these areas.

All plant areas that will contain fire protection plant, equipment or pipework will be protected along with block entrance areas.

We were able to access a one bedroom flat (101) which had just been decorated. There is a wall containing asbestos between the kitchen/bathroom. The extremities of two rooms will not be covered by sidewall sprinklers in the hallway due to distance.

Intent would be to run a new sprinkler main down the dwelling hallway with recessed side wall sprinklers into each/every room off the hallway with recessed pendant heads along the hallway, this would require slightly dropped plasterboard ceiling throughout the length of the hallway and all necessary modifications to ceiling lights, local tenant fitted alarms, etc.

Due to the extremities of the flat in the lounge and bedroom a supply would need to be extended into these rooms located in the ceiling to the wall corner with suitable boxing to permit all areas of the flat to be covered.



# City of London

## Retrofit Sprinkler Schemes

### Questions

- Practicalities of installing such a system (can it be done?)  
The answer is yes as proposals verify
- Benefits of installing such a system (compared to other potential fire safety measures such as alarms etc)  
The fire is contained until LFB arrive  
Provides LFB by indication the location of the fire  
May prevent the need to have a fire alarm system  
Provides additional protection to each flat  
Provides protection to the means of escape stairways  
May reduce the requirement for preventing internal fire spread via the construction
- Risks associated with installation  
Minimum risk other than normal building construction works which would be covered by method statements on how the works are to be installed.  
Asbestos surveys and removals if in the area of the intended works.
- Potential costs  
As attached
- Structural problems (water storage/supply and the like)  
There are none
- Limitations and restrictions etc.  
There are none

### Estimated cost

Exclusive of any Asbestos works, smoke/fire alarm systems VAT and Fees

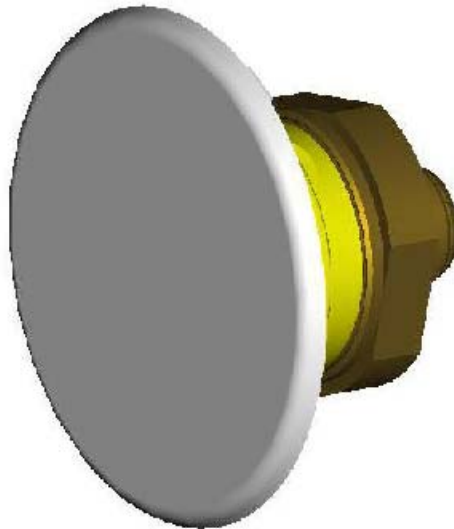
Great Arthur House	£676,880.00
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# **City of London Retrofit Sprinkler Schemes**

## **ALL SCHEMES GENERAL CONSIDERATIONS**

# City of London Retrofit Sprinkler Schemes

Typical Sprinkler heads within the flats



SIDE WALL SPRINKLER PLATE



CEILING SPRINKLER PLATE

# City of London

## Retrofit Sprinkler Schemes

### Retrofit Sprinkler Scheme – All Schemes

Connection from the water mains will be required to a sprinkler break tank located in the plant room areas (Barbican towers hopefully will be taken from the wet riser tanks) – subject to Fire Officer approval.

These will be a sprinkler pump unit feeding a new riser in each Tower serving all Tower levels, flats and stores.

Sprinkler pipework will be distributed at each floor level to the communal lobbies and extending into the apartments. (See drawings).

The sprinkler heads will be hidden and covered by a white 80mm flat plate.  
In a fire scenario the plate will drop at around 50Deg C revealing the sprinkler head behind.

Statistically the risk of accidental discharge is approx. 16,000,000:1.

### Disruption

There will be some noisy works whilst the risers are being installed as this will route through floors. The infill material between floors is currently unknown assumed as concrete.

There will also be noise from drilling and fixing of pipework.

There will be disruption in the lobby areas that the installer will have to control and monitor to ensure safety of the public.

We have been told by CoL that towers do contain asbestos therefore R&D surveys will be required and any asbestos located in the areas of the new sprinklers will need to be removed, which will be additional to the cost identified in this report.

# City of London

## Retrofit Sprinkler Schemes

### Detailed Design Consideration

#### Retro fit sprinkler system considerations for all Tower blocks

Design based on BS9251:2014.

#### Flow & Pressures

Boosting required due to the lack of available pressure from the waterman to reach the upper most levels.

Flow - 4 heads operating simultaneously @ 42 l/m each = 168 l/min.

Pressure – minimum of 0.5 bar (5m) at any sprinkler.

A dedicated power supply would be required to the pump set.

All sprinkler heads are subject to malicious damage and there is little that can be done to reduce this risk. Accidental discharge risk is negligible. The heads propose will have flat 65mm diameter white concealment covers that are soldered in position. During operation the solder covers fall off at a lower temperature exposing the sprinkler head bulb to the heat source.

We propose for the pipework to be plastic based and concealed in new ceilings and corner bulkheads. This material permits the installation to be kept as tight as possible to the existing fabric.

Our intent is to provide new false ceilings in each dwelling as the typical section included with the drawings in this report.

The precise number and location of sprinkler heads will be subject to the designer's engineer's calculations and spray patterns of heads selected.

# City of London

## Retrofit Sprinkler Schemes

### Tender Process

Following our design should the works proceed, it is proposed that we invite tenders from 5 No. residential sprinkler specialist installers.  
(depends on CoL tendering standard requirements)

NB The final design including the number of sprinklers and their positions will be determined by the contractor. (BS requirement).

# City of London Retrofit Sprinkler Schemes

## CoL sprinklers cost spread sheet

Flat cost based on the highest tender for Parkside  
Chelmsford 2595

<u>Tower block</u>	<u>No of flats</u>	<u>Cost each</u>	<u>Total</u>	<u>Fire Alarm</u>	<u>Standby Generator</u>	<u>PRV to each branch</u>	<u>Additional boxing</u>	<u>Sprinkler Alarm</u>	<u>TOTAL</u>
		£5,054.00				above level 16	Thermal Insulation	each flat	
						£300 each	£100 /M	£400	
<b>Barbican</b>									
Lauderdale Tower	117	£5,054.00	£591,318.00	Yes flats	Yes	£22,500.00	£0.00	£0.00	£613,818.00
Skakespeare Tower	116	£5,054.00	£586,264.00	Yes flats	Yes	£22,500.00	£0.00	£0.00	£608,764.00
Cromwell Tower	111	£5,054.00	£560,994.00	Yes flats	Yes	£20,700.00	£0.00	£0.00	£581,694.00
<b>Avondale Estate</b>									
West Tower	74	£5,054.00	£373,996.00	No	No	£900.00	£26,600.00	£29,600.00	£431,096.00
Central Tower	74	£5,054.00	£373,996.00	No	No	£900.00	£26,600.00	£29,600.00	£431,096.00
East Tower	74	£5,054.00	£373,996.00	No	No	£900.00	£26,600.00	£29,600.00	£431,096.00
<b>Middlesex Estate</b>									
Petticoat Tower	92	£5,054.00	£464,968.00	No	No	£2,400.00	£33,600.00	£36,800.00	£537,768.00
<b>Golden Lane Estate</b>									
Great Arthur House	120	£5,054.00	£606,480.00	No	No	£0.00	£22,400.00	£48,000.00	£676,880.00

# City of London Retrofit Sprinkler Schemes

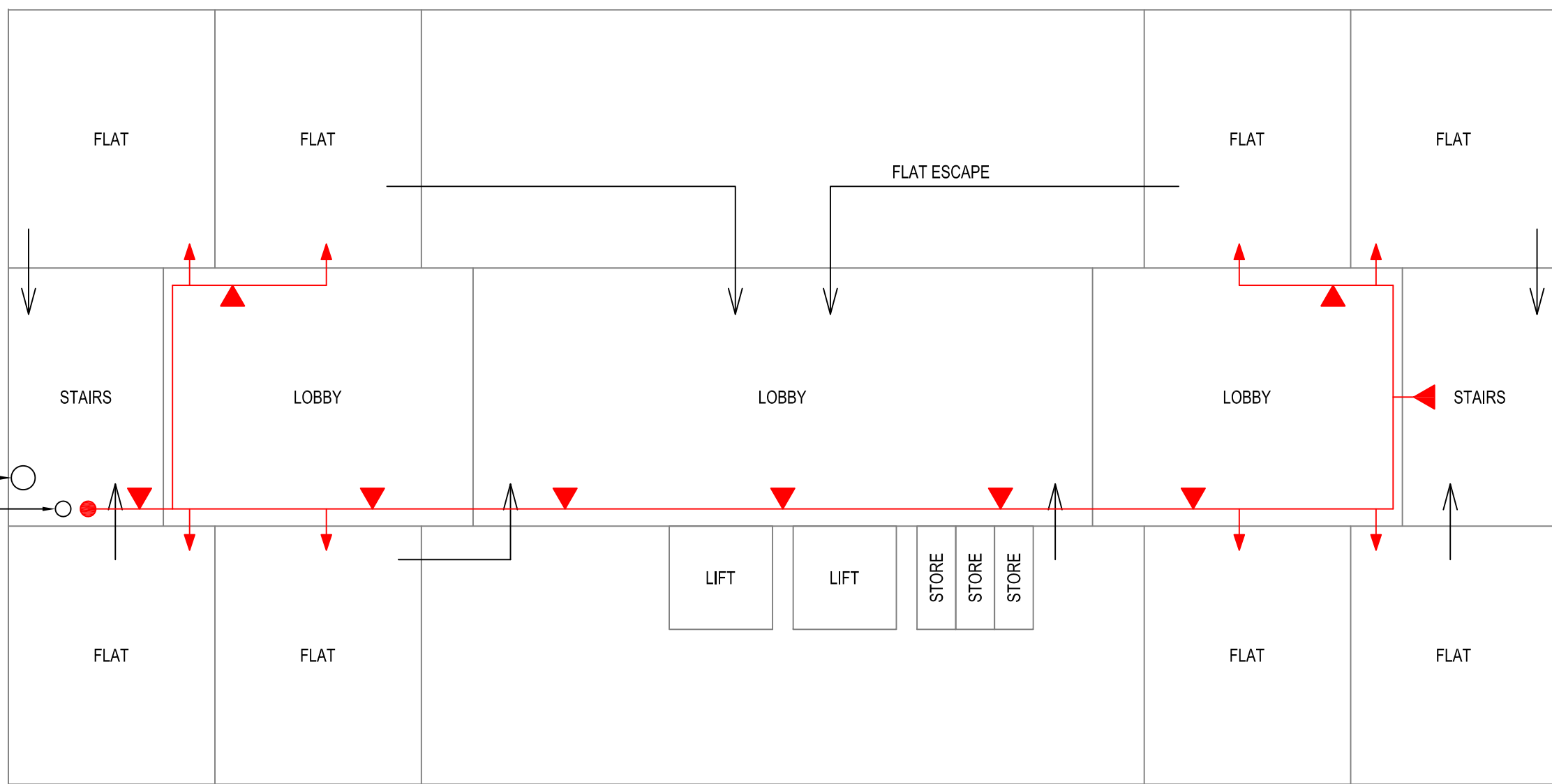
## SKETCH DRAWINGS



- LEGEND
- ▼

TYPICAL SIDE WALL HEAD
- ↑

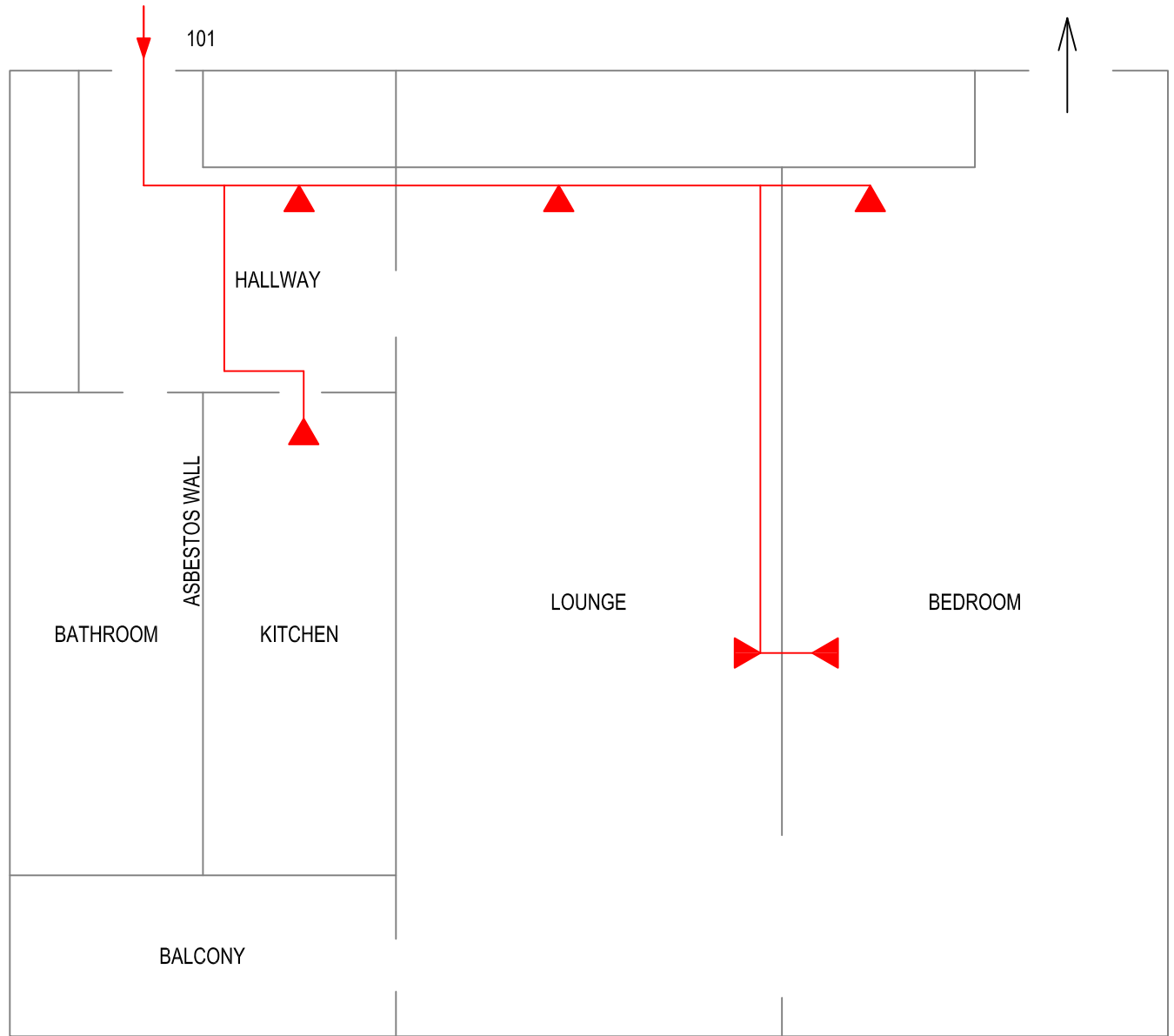
TYPICAL SPINKLER MAIN ENTRY
- TYPICAL SPINKLER RISER
- ESCAPE



THIS SKETCH DOES NOT REPRESENT A  
TRUE ACCURATE LAYOUT.  
ITS FOR INFORMATION ONLY

GOLDEN LANE ESTATE  
GREAT ARTHUR HOUSE  
TYPICAL FLOOR PLAN/PROPOSAL  
SCALE (N.T.S.)

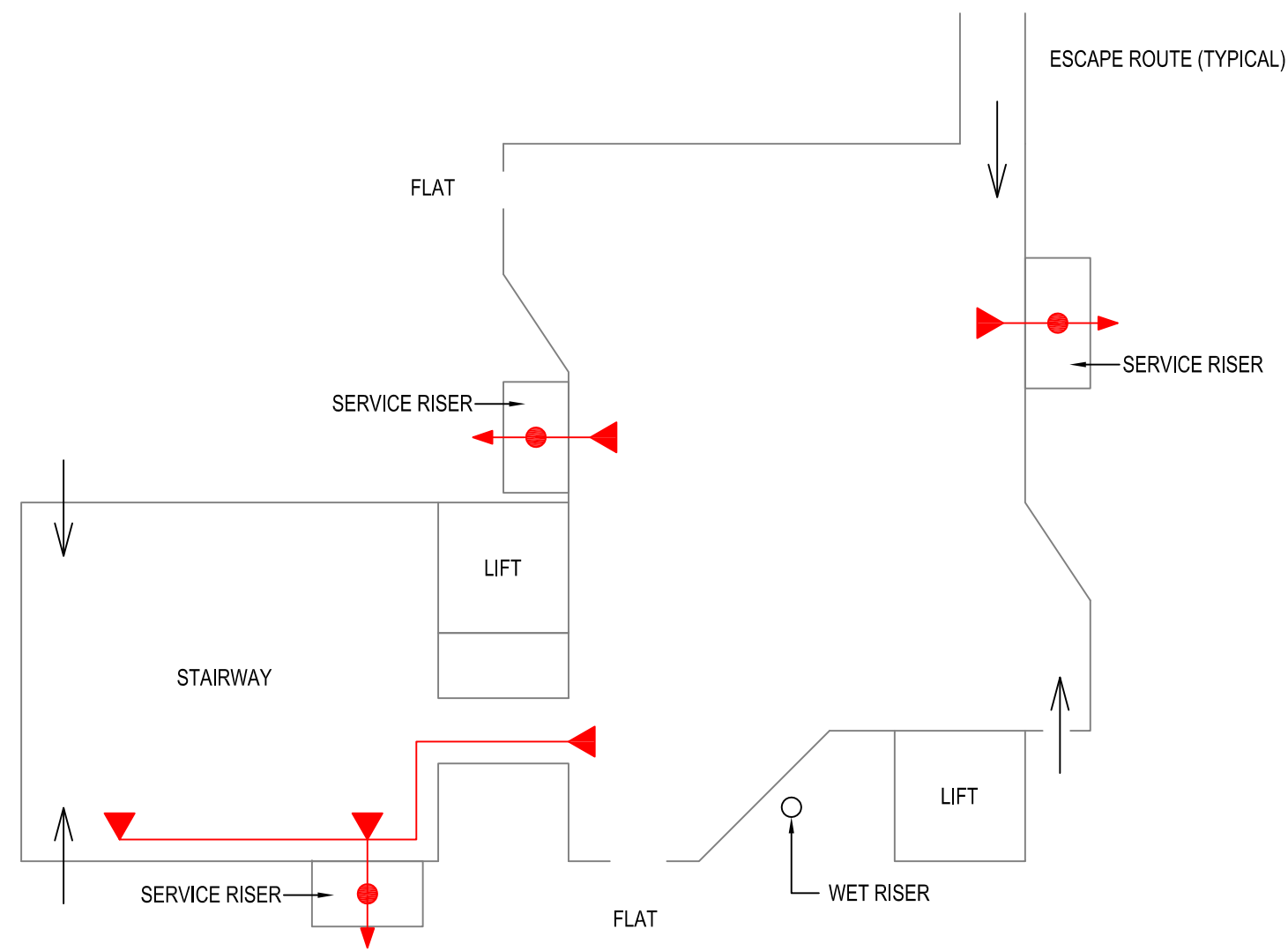
- LEGEND
- TYPICAL SIDE WALL HEAD
  - TYPICAL SPINKLER MAIN ENTRY
  - TYPICAL SPINKLER RISER
  - ESCAPE



THIS SKETCH DOES NOT REPRESENT A  
TRUE ACCURATE LAYOUT.  
ITS FOR INFORMATION ONLY

GOLDEN LANE ESTATE  
GREAT ARTHUR HOUSE  
TYPICAL FLAT LAYOUT/PROPOSAL  
SCALE (N.T.S.)

- LEGEND
- TYPICAL SIDE WALL HEAD
  - TYPICAL SPINKLER MAIN ENTRY
  - TYPICAL SPINKLER RISER
  - ESCAPE

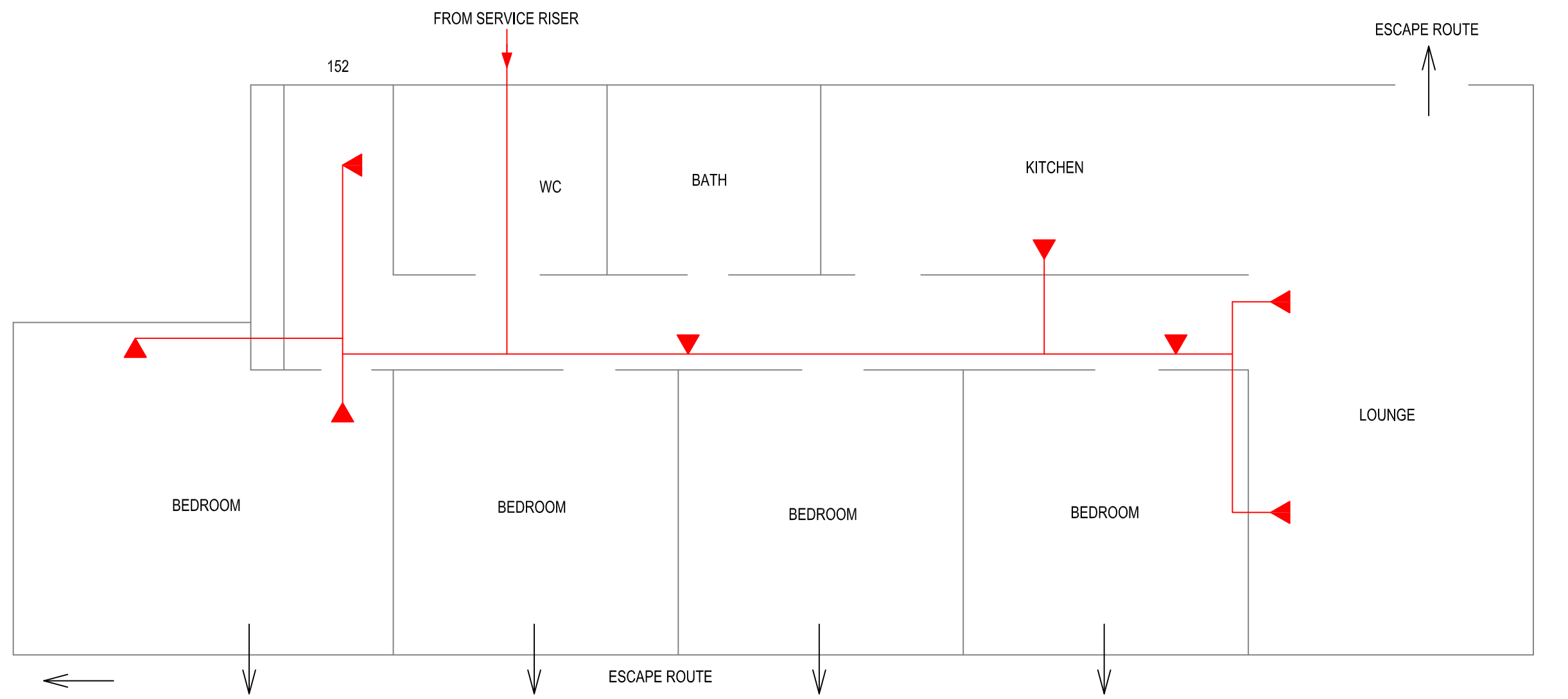


THIS SKETCH DOES NOT REPRESENT A  
TRUE ACCURATE LAYOUT.  
ITS FOR INFORMATION ONLY

BARBICAN ESTATE  
LAUDERDALE TOWER  
TYPICAL FLOOR PLAN/PROPOSAL  
SCALE (N.T.S.)

LEGEND

- TYPICAL SIDE WALL HEAD
- TYPICAL SPINKLER MAIN ENTRY
- TYPICAL SPINKLER RISER
- ESCAPE



THIS SKETCH DOES NOT REPRESENT A  
TRUE ACCURATE LAYOUT.  
ITS FOR INFORMATION ONLY

BARBICAN ESTATE  
CROMWELL TOWER  
TYPICAL FLAT LAYOUT/PROPOSAL  
SCALE (N.T.S.)

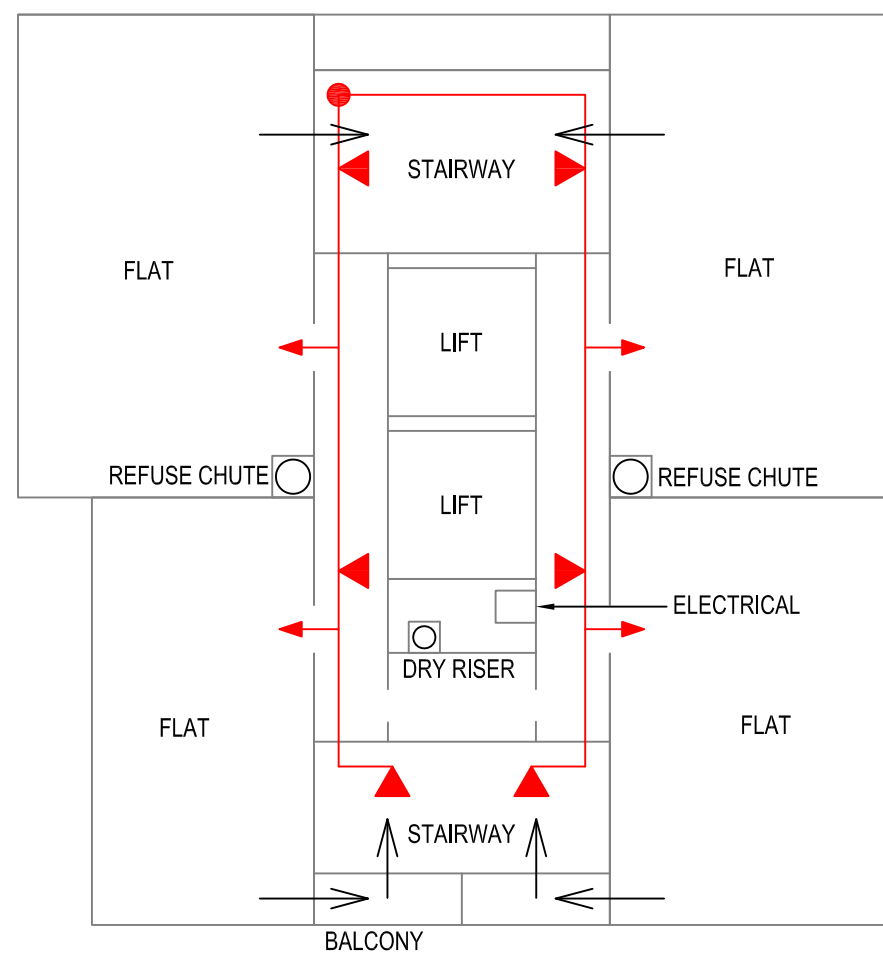
LEGEND

▼ TYPICAL SIDE WALL HEAD

↑ TYPICAL SPINKLER MAIN ENTRY

● TYPICAL SPINKLER RISER

→ ESCAPE

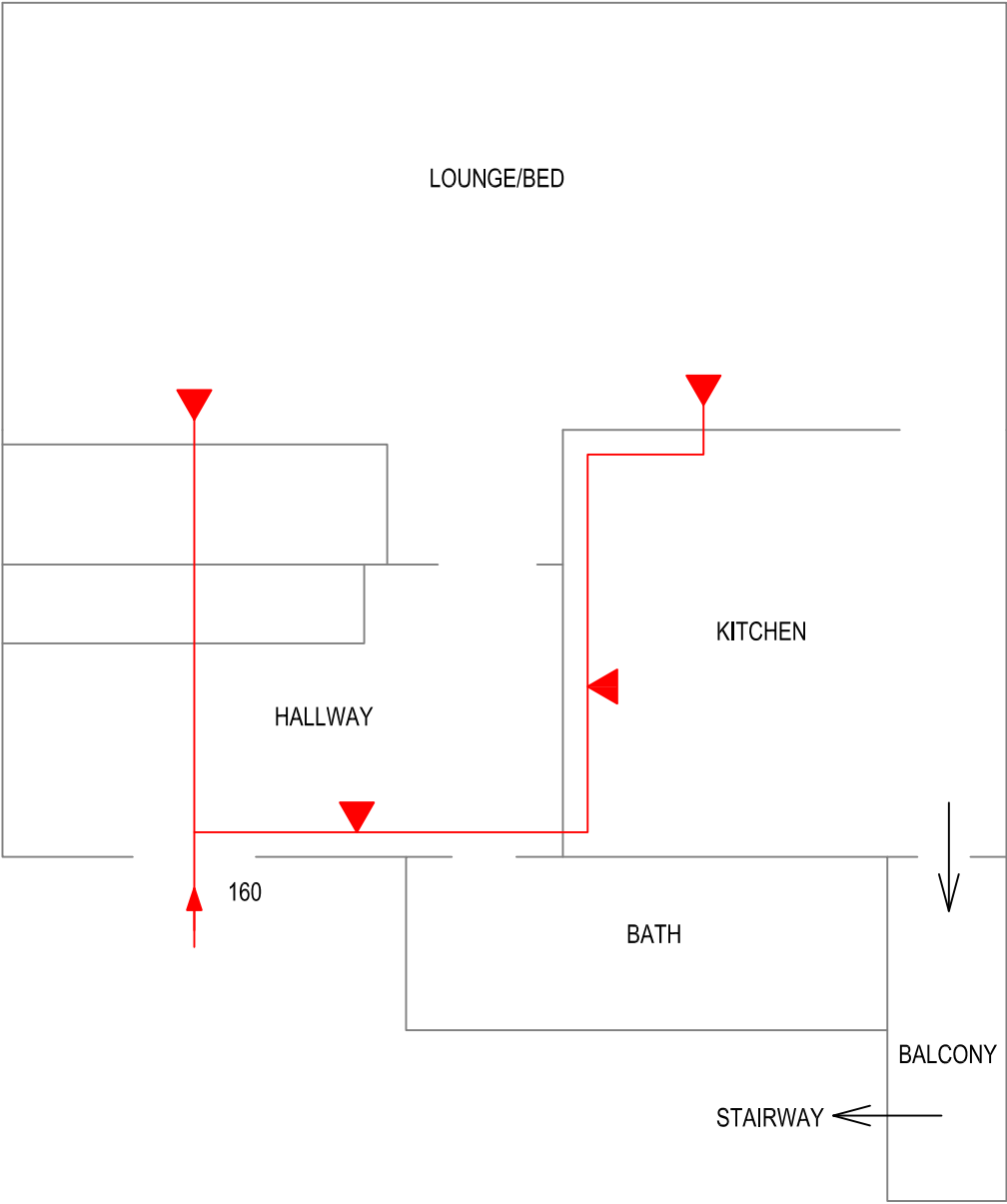


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TRUE ACCURATE LAYOUT.  
ITS FOR INFORMATION ONLY

AVONDALE ESTATE  
WEST TOWER  
TYPICAL FLOOR PLAN/PROPOSAL  
SCALE (N.T.S.)

LEGEND

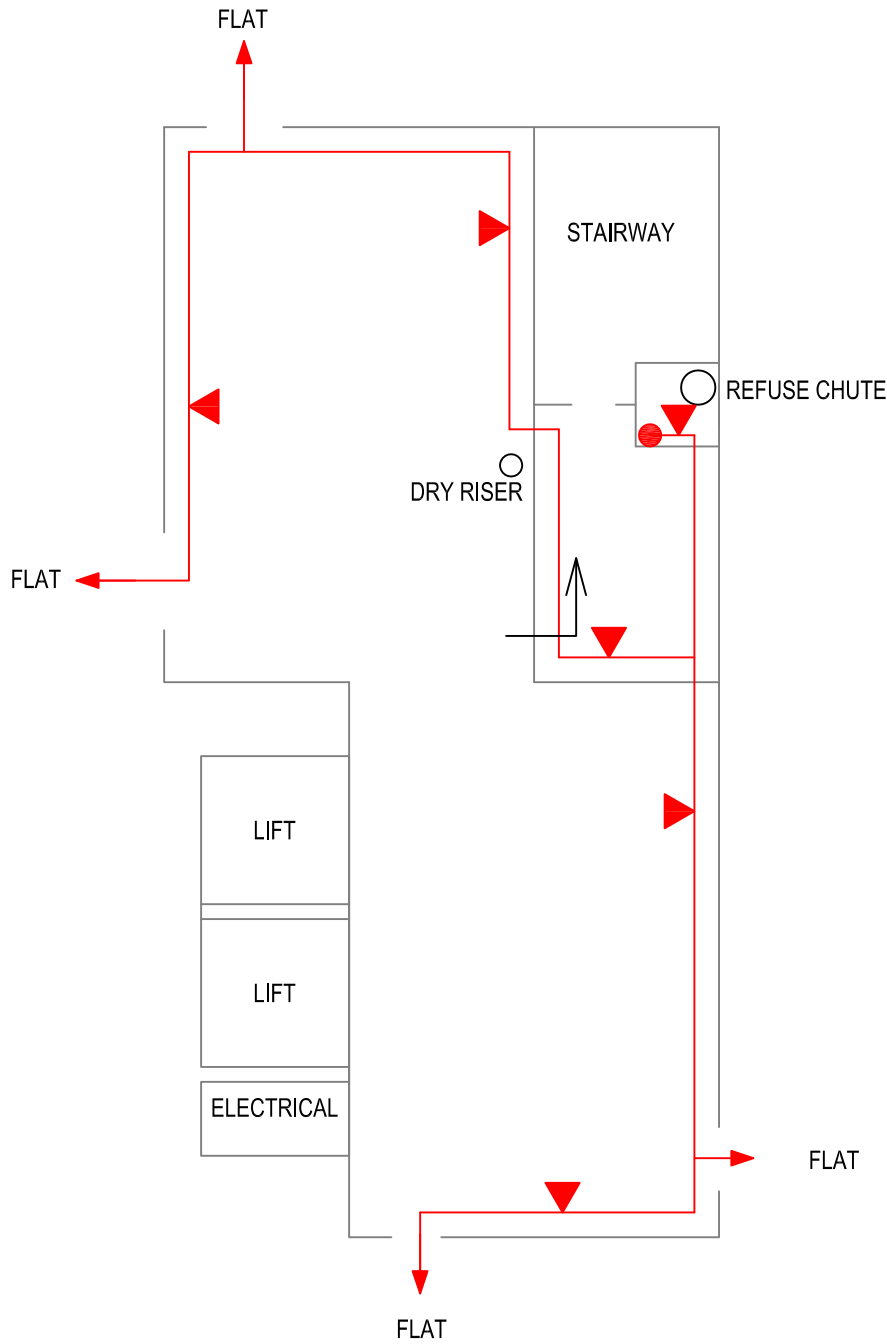
- TYPICAL SIDE WALL HEAD
- TYPICAL SPINKLER MAIN ENTRY
- TYPICAL SPINKLER RISER
- ESCAPE



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TRUE ACCURATE LAYOUT.  
ITS FOR INFORMATION ONLY

AVONDALE ESTATE  
WEST TOWER  
TYPICAL FLAT LAYOUT/PROPOSAL  
SCALE (N.T.S.)

- LEGEND
- TYPICAL SIDE WALL HEAD
  - TYPICAL SPINKLER MAIN ENTRY
  - TYPICAL SPINKLER RISER
  - ESCAPE

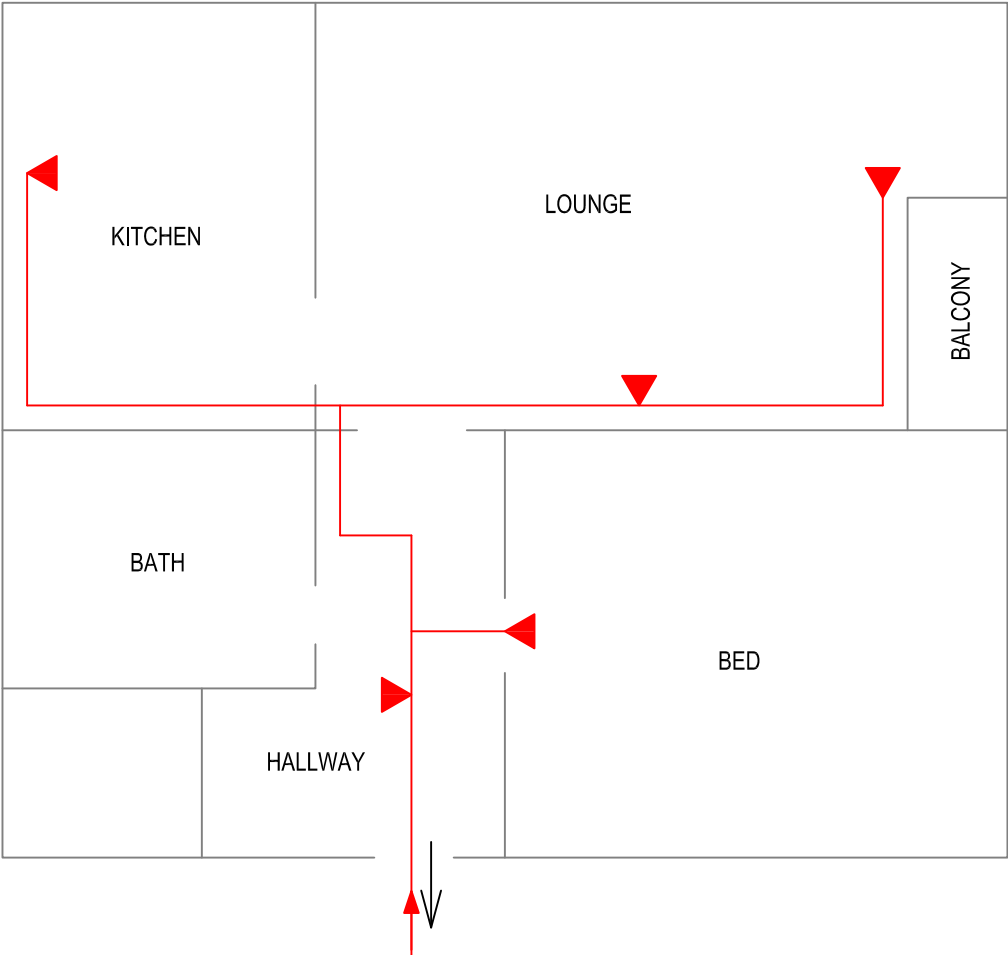


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TRUE ACCURATE LAYOUT.  
ITS FOR INFORMATION ONLY

MIDDLESEX ESTATE  
PETTICOAT TOWER  
TYPICAL FLOOR PLAN/PROPOSAL  
SCALE (N.T.S.)

LEGEND

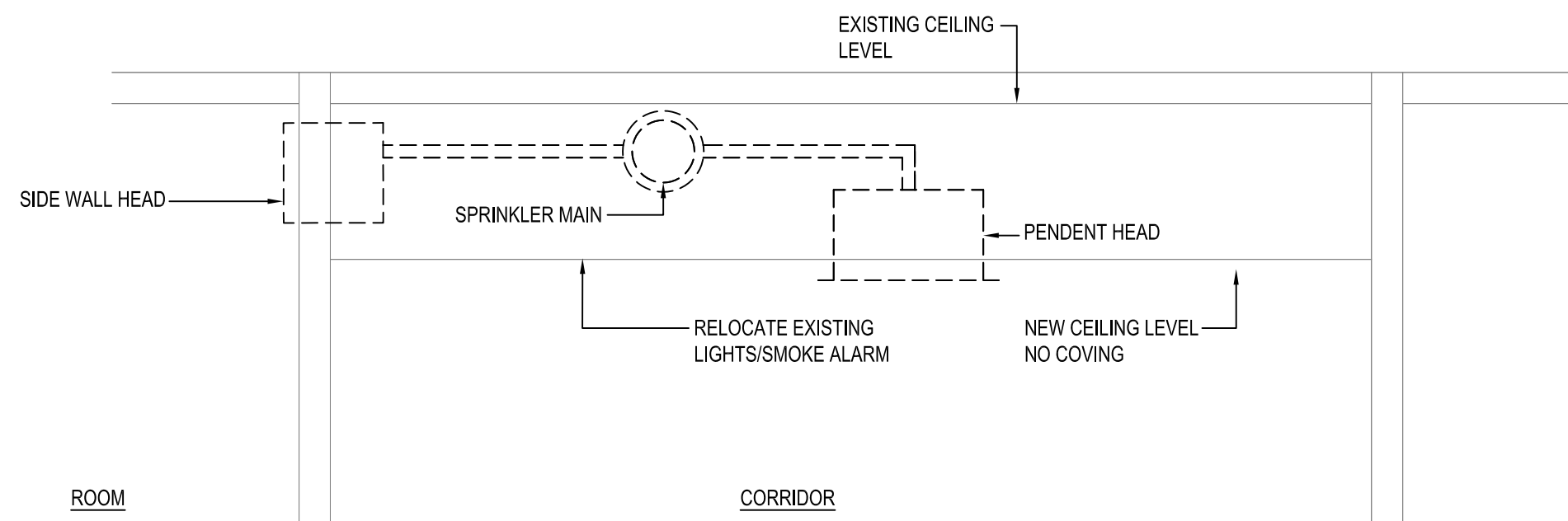
- TYPICAL SIDE WALL HEAD
- TYPICAL SPINKLER MAIN ENTRY
- TYPICAL SPINKLER RISER
- ESCAPE



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TRUE ACCURATE LAYOUT.  
ITS FOR INFORMATION ONLY

MIDDLESEX ESTATE  
PETTICOAT TOWER  
TYPICAL FLAT LAYOUT/PROPOSAL  
SCALE (N.T.S.)





TYPICAL HIGH LEVEL SECTION  
OF DWELLING CORRIDOR PROPOSAL

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TRUE ACCURATE LAYOUT.  
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## APPENDIX 2

### Sprinkler Systems in Residential Flats

The Corporate Fire Safety Advisor has provided the following advice to Housing:

- **All relevant health and safety legislation and Building Regulations are to be complied with.** Current regulations in England mean that only buildings constructed since 2007 and which are taller than 30 metres are required to have sprinklers fitted. This requirement was not retrospective and therefore, under the law, existing high rises in England only need to have sprinkler systems fitted if a fundamental change is made to the structure or use of the building.
- **The retrofitting of sprinkler systems in blocks of flats should be undertaken when an assessment of the structural capacity to house such a system and a fire risk assessment that considers both the fire evacuation strategy and other fire precautions supports such action.** Post Grenfell Housing have commissioned fire engineering consultants to reassess the fire risks and existing fire protection measures at all blocks of flats and sheltered accommodation with communal areas. The assessments have also challenged the fire evacuation strategy at each site. It should be noted that lessee rights, heritage/planning considerations may similarly influence any retro fitting of sprinkler systems.
- **Evidence shows that while sprinklers are primarily intended to contain or control fires, they can also be instrumental in saving the lives of people in the room of origin of a fire. However, sprinkler systems have capacity limitations and once multiple sprinkler heads have activated a water storage tank would quickly empty making the system ineffective.** Some experts are of the view that if a retro sprinkler system had been fitted at Grenfell it would have had little effect because multiple sprinkler heads would have activated emptying tanks quickly and fact that the fire's initial route between floors and adjacent flats was via cladding on the outside of the building.
- **Good fire compartmentation together with clear communication to all relevant stakeholders on the evacuation strategy should be among the top priorities for Housing in flats and sheltered accommodation. Where, so far as reasonably practicable, Housing should also strive to exceed national standards and ensure that each flat has 60 minutes compartmentation.** Housing have arranged fire standard testing a range of flat front doors to see what levels of protection they afford flat occupants.
- **Housing should keep abreast of all recommendations that emerge from the post Grenfell enquires and be prepared to evaluate the implications and where necessary act.**
- **Standalone sprinkler systems should be fitted in individual flats where it is identified as a key Personal Emergency Evacuation Plan (PEEP) control measure.**

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Testing. Advising. Assuring.

**Title:**

Small scale fire test utilising the heating and pressure conditions given in BS EN 1363-1: 2012 on a section of timber based door leaf, taken from 5 Eric Wilkins House, London.

**WF Report No:**

396019 – Draft Copy



**Prepared for:**

**TSG Building Services Plc**  
Carnborne Road,  
Potter Bar,  
London,  
United Kingdom.

**Date:**

2018

### **Indicative Fire Resistance Test Letter Report**

We have pleasure in enclosing the information of the indicative fire test conducted on your behalf on the 3<sup>rd</sup> February 2018.

The information enclosed relates to an investigation which utilised the heating and pressure conditions given in BS EN 1363-1: 2012. Due to the test specimen being of reduced dimensions, and not representing a fully functioning doorset, the full requirements of the Standard were not, however, complied with and no formal test results can be provided. The information is provided for the test sponsor's information only and should not be used to demonstrate performance against the Standard nor compliance with a regulatory requirement.

The test was not conducted under the requirements of UKAS accreditation.

The purpose of the test was to provide an indication of the fire performance of a timber door leaf stated by the client to have been taken from the residential block of flats at Eric Wilkins House, London. On behalf of **TSG Building Services Plc**.

The door leaf was stated by the client to have been selected by TSG Building Services Plc from Number 5 Eric Wilkins House with the bottom of the leaf trimmed down by Exova Warringtonfire to fit in to the 1.5 metre furnace aperture.

The tested door leaf section was installed such that the internal face was exposed to the furnace heating conditions and had overall dimensions of 1490 mm high by 800 mm wide by 45 mm thick. The door leaf was formed from a chipboard core construction with **painted** facings and installed with door viewer, and a newly refurbished letter plate, latch and dead bolt.

Further details of the test specimen's construction and placement of ironmongery can be found in the schedule of components section of this report.


The test assembly formed the front vertical face of a 1.5 metre wide by 1.5 metre high by 2 metre deep gas fired furnace chamber, the temperature rise of which was controlled to conform to the relationship given in BS EN 1363-1: 2012.

The following information relating to the test is enclosed:

- Table 1 - Specified and recorded furnace temperatures.
- Table 2 - Recorded temperatures at four positions on the door leaf, one approximately at the centre of each quarter section of the door leaf.
- Table 3 - Recorded temperatures at four positions on the door leaf, positioned at 100 mm in from the door leaf vertical edges, two at mid-height, and two at 100 mm below the top edge of the leaf
- Table 4 - Recorded temperatures on the centre of the letter plate
- Graph 1 - Specified and recorded furnace temperatures.
- Graph 2 - Recorded furnace pressure 200mm above the head of the furnace aperture.
- Observations of the general behaviour of the specimen during the test.
- Test photographs from before, after and during the test.

- Test specimen drawings and schedule of components.

We trust that the information enclosed is useful to you.


Responsible Officer <b>D. Fitzsimmons*</b> Technical Officer

\* For and on behalf of **Exova Warringtonfire**.

Report Issued  <b>Date: March</b> 2018
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**Table 1 – Furnace Temperature**

Time Mins	Specified Furnace Temperature Deg. C	Actual Furnace Temperature Deg. C
0	20	27
2	445	485
4	544	571
6	603	600
8	645	629
10	678	677
12	705	699
14	728	728
16	748	745
18	766	761
20	781	781
22	796	796
24	809	806
26	820	818
28	832	829
30	842	841
32	851	852
34	860	861
36	869	868
38	877	874
40	885	879
42	892	888
44	899	897

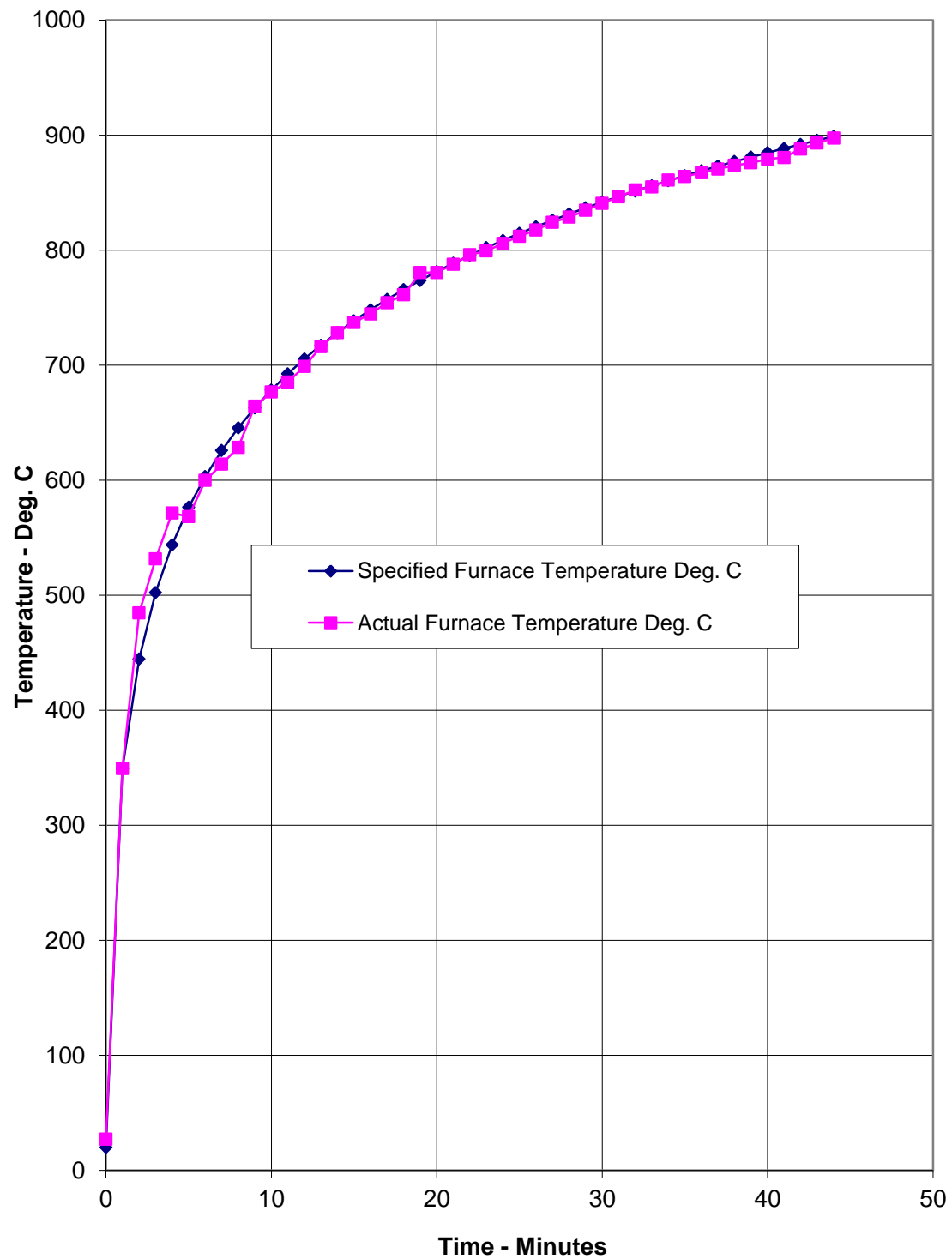


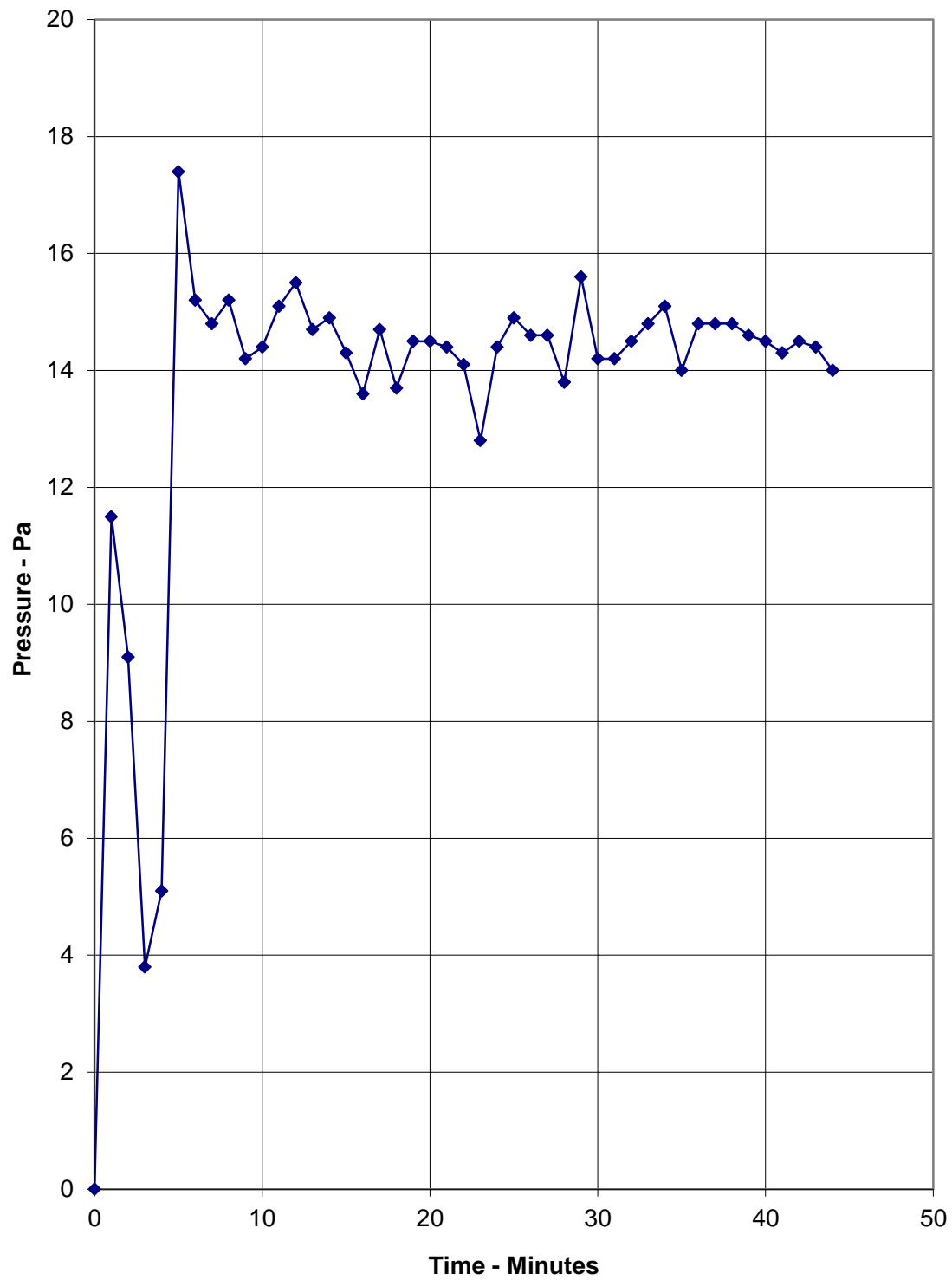
**Table 2 – Unexposed Face Thermocouples**

Time Mins	T/C Number 10 Deg. C	T/C Number 11 Deg. C	T/C Number 12 Deg. C	T/C Number 13 Deg. C	T/C Number 14 Deg. C	Mean Temp Deg. C
0	19	19	19	18	18	19
2	19	19	20	18	18	19
4	19	19	21	19	18	19
6	20	20	33	19	19	22
8	21	23	43	19	19	25
10	22	24	47	21	20	27
12	24	26	50	24	21	29
14	27	28	56	28	23	32
16	31	32	66	31	25	37
18	36	36	89	35	29	45
20	49	41	127	39	33	58
22	56	52	176	44	39	73
24	63	59	133	50	48	71
26	68	59	95	53	46	64
28	73	61	86	57	49	65
30	77	63	83	64	53	68
32	81	67	94	72	57	74
34	83	70	91	80	61	77
36	86	74	87	87	66	80
38	89	79	93	100	74	87
40	98	84	100	102	82	93
42	105	93	105	104	91	100
44	114	99	109	127	102	110

**Table 3 – Unexposed Face Thermocouples**

Time Mins	T/C Number 15 Deg. C	T/C Number 16 Deg. C	T/C Number 17 Deg. C	T/C Number 18 Deg. C
0	20	21	19	19
2	20	21	19	19
4	20	21	19	19
6	20	21	19	20
8	21	23	20	23
10	22	25	22	27
12	24	27	23	30
14	27	29	25	34
16	30	31	28	37
18	34	34	32	40
20	40	37	37	44
22	47	43	44	50
24	51	49	51	57
26	53	50	57	58
28	56	54	64	64
30	60	58	70	70
32	65	64	75	77
34	71	69	79	86
36	76	76	83	98
38	82	81	99	107
40	100	87	102	130
42	138	98	108	191
44	168	106	148	252

**Graph 1 – Furnace Temperature**

**Graph 2 - Recorded furnace pressure**

## Test Observations

Time		All observations are from the unexposed face unless noted otherwise.
mins	secs	
		The ambient air temperature in the vicinity of the test construction was 16°C at the start of the test with a no variation during the test.
00	00	<b>The test commences.</b>
00	42	Steam/smoke release issue from letter plate.
02	45	When viewed from the exposed face, the door leaf's face has ignited.
05	50	Steam/smoke release continues from the letter plate as steam/smoke release is observed issuing through the deadlock key hole.
09	00	When viewed from the exposed face, the outer facing of the leaf is observed peeling away and resting at the base of the leaf.
10	27	The painted door leaf face around the letter plate is observed discolouring black.
13	00	Steam/smoke release continues from the letter plate and deadlock key hole as steam/smoke begins to issue from around the latch and door viewer.
15	00	Large flickers of flame issue from the top and bottom of the letter plate.
16	30	<b>Cotton wool pad integrity test is performed above the letter plate. The cotton wool pad ignites.</b>
17	00	Flickers of flame around letter plate continue to glow in size and frequency.
18	00	<b>Flickers of flame around the letter plate have now turned in to a sustained flame as the letter plate begins to fall away from the door leaf.</b>
20	00	<b>Sustained flames continue to issue from the letter plate and begin to spread up the door leaf's face.</b>
23	00	<b>Large sustained flames issue through the letter plate.</b>
		<b>The area is blanked off with ceramic based wool to the test to continue.</b>
24	00	Steam/smoke release continues from around the door viewer, latch and deadlock key hole.
27	00	Flickers of flame are observed around door viewer.
30	00	<b>Flickers of flame are observed around door viewer have now formed a sustained flame.</b>

**Time****mins    secs**

<b>31</b>	<b>50</b>	<b>Sustained flames continue to issue around the door viewer.</b> <b>The area blanked off with ceramic based wool to the test to continue.</b>
<b>34</b>	<b>00</b>	A small intermittent flicker of flame issue through the deadlock key hole.
<b>39</b>	<b>00</b>	The paint on the unexposed face of the door leaf is now showing signs of bubbling.
<b>41</b>	<b>00</b>	Steam/smoke release is observed from around all four sides as the door leaf bows in towards the furnace heat at the centre.
<b>42</b>	<b>00</b>	The door leaf continues to bow in at the centre as flickers of flame issue from the hinged side. Flickers of flame are now also observed from around the latch.
<b>43</b>	<b>00</b>	<b>Flames continue to issue from the hinge side as the bowing of the leaf continues. Sustained flames are now also issuing at the head</b>
<b>43</b>	<b>20</b>	<b>Holes begin to form on the unexposed face of the leaf and begin to form small sustained flames.</b>
<b>44</b>	<b>00</b>	<b>The test is discontinued</b>

## Test Photographs

The exposed face of the doorset prior to testing



The unexposed face of the doorset prior to testing





The unexposed face of the doorset after a test duration of 5 minutes



The unexposed face of the doorset after a test duration of 10 minutes

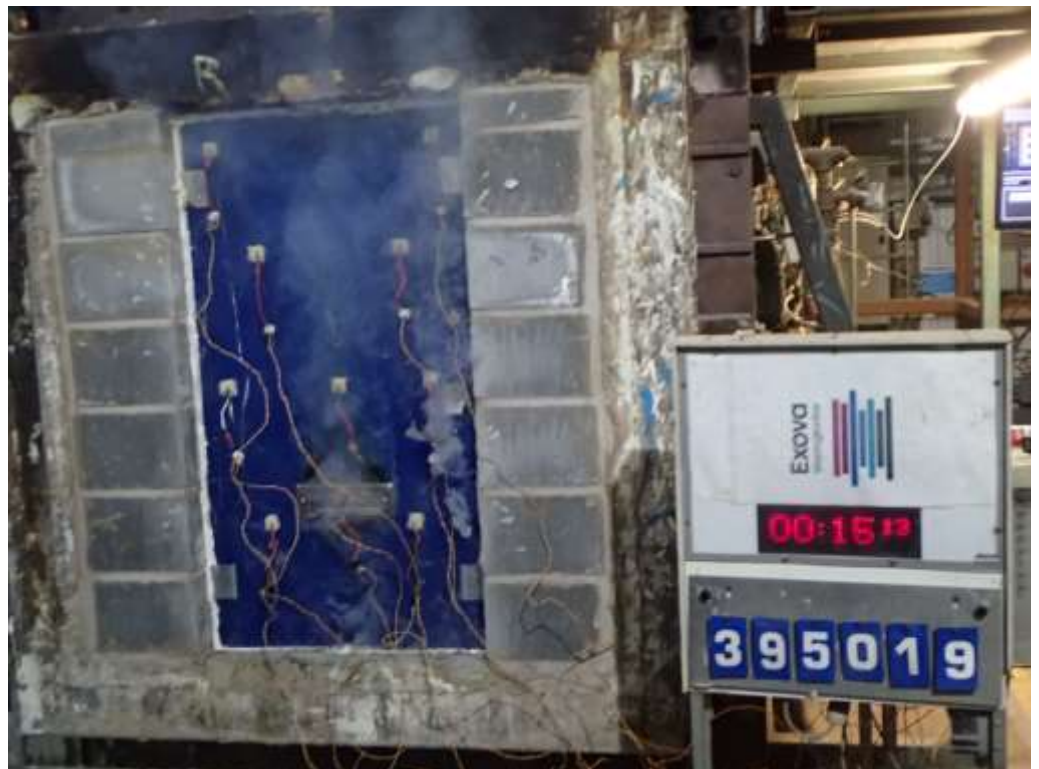




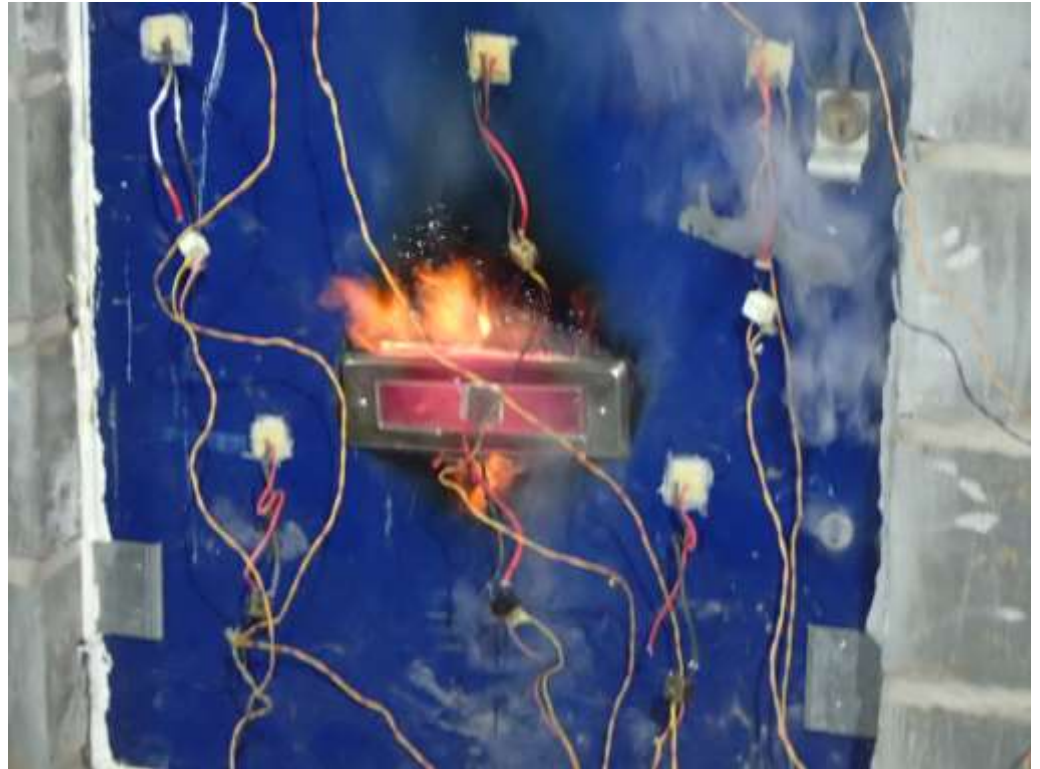
Flaming observed from around the letter plate on the unexposed face of the doorset after a test duration of 14 minutes



The unexposed face of the doorset after a test duration of 15 minutes



**Sustained flames  
issue around the  
latter plate on the  
unexposed face  
of the doorset  
after a test  
duration of 18  
minutes**



**The unexposed  
face of the  
doorset after a  
test duration of  
20 minutes**





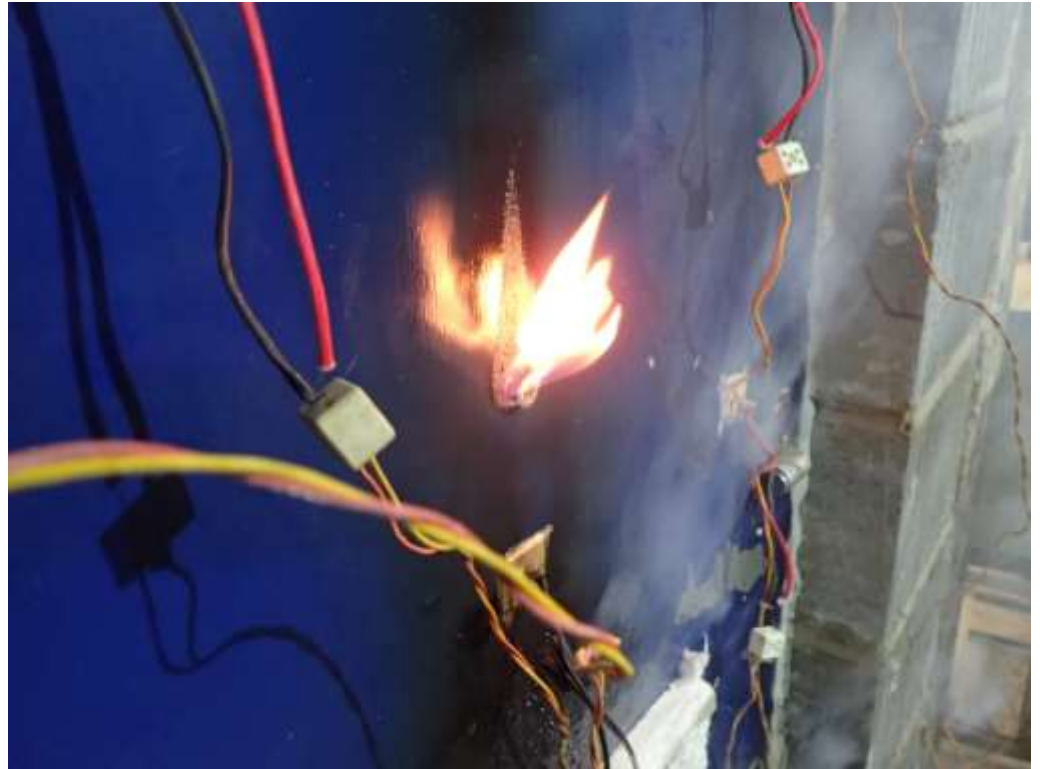
The letter plate on the unexposed face of the doorset is blanked off after a test duration of 23 minutes



The unexposed face of the doorset after a test duration of 25 minutes



**Sustained flames  
issue from  
around the door  
viewer on the  
unexposed face  
of the doorset  
after a test  
duration of 30  
minutes**



**The unexposed  
face of the  
doorset after a  
test duration of  
30 minutes**





The door viewer on the unexposed face of the doorset is blanked off after a test duration of 32 minutes



The unexposed face of the doorset after a test duration of 35 minutes



The unexposed face of the doorset after a test duration of 40 minutes

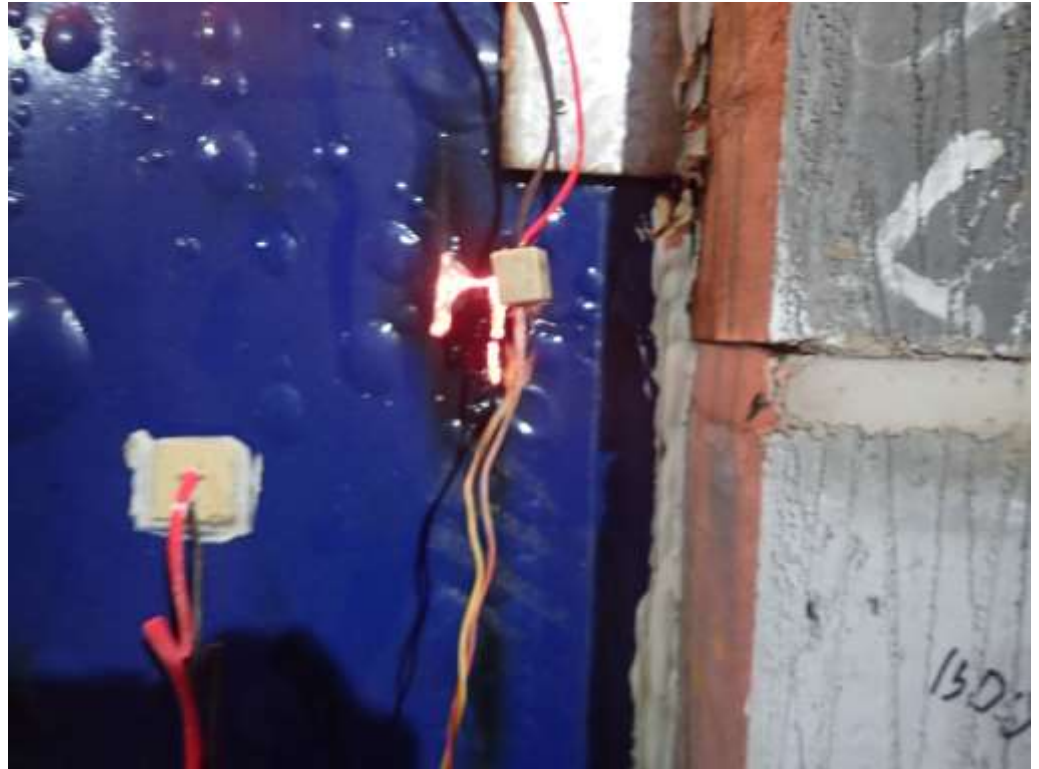


The unexposed face of the doorset after a test duration of 43 minutes





Holes beginning to form on the unexposed face of the doorset after a test duration of 43 minutes



The unexposed face of the doorset after a test duration of 44 minutes



**The exposed face  
of the doorset  
shortly after the  
test**





# Test Specimen

Figure 1- General Elevation of Test Construction

Do not scale. All dimensions are in mm

## Schedule of Components

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(Refer to Figures 1 to ? )

(All values are nominal unless stated otherwise)

(All other details are as stated by the sponsor)

**Item**

**Description**

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	28 days	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	Housing Property Services	31-Jul-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	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	31-May-18	N/A	Estate Manager to monitor.
	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 Property Services	31-Jul-18	£3000	Incorporate into emergency lighting maintenance contract.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	31-May-18	N/A	Included in emergency lighting maintenance contract.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Hatfield House, Cuthbert Harrowing House,Bowater House, Bayer House & Basterfield House	Priority-E Project Planning Medium	Housing Property Services	31-Jul-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	Housing Property Services	31-Jul-18	£10,000	Use repairs and maintenance contractor.
	It was noted that compartmentation between individual flats and lobbies appears to be of lightweight timber panelling provided with hatches, which directly open into flats, together with non-fire rated letter slots.	Consideration should be given to upgrading relevant compartmentation to achieve adequate protection between escape routes and dwellings.	Great Arthur House	Priority-C 28 days Medium	Housing Property Services	31-Oct-18	£10,000 (testing only)	Project initiated. Mitigated by fire alarm system.
	Due to the issues identified in relation to standards of compartmentation between individual flats and lobbies the current 'stay put' evacuation strategy is not considered appropriate.	Consideration should be given to implementing appropriate short term remedial actions whilst suitable upgrades are undertaken.	Great Arthur House	Priority-B 4 days High	Housing Property Services	31-Oct-18	£10,000 (testing only)	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	Housing Property Services	31-Jul-18	£10,000	Use repairs and maintenance contractor.
	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	31-May-18	N/A	Estate Manager to monitor.
	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	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	28 days	N/A	Periodic testing 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 3Months Low	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. 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	In progress	£20,000	Carry out as part of periodic testing programme in place.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to monitor.
Holloway Estate	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	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	28 days	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates. The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium	Housing Property Services	31-Mar-20		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	Housing Property Services	31-Jul-18	£3000	Incorporate into emergency lighting maintenance contract.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	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-D 3Months Medium, Crayford House	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	It was noted that flat 17 is provided with what appears to be an unauthorized security gate.	Should it be deemed necessary to authorize the use of these devices, it should be confirmed that they satisfy the guidance provided by LFB; in respect of means of escape.	Hilton House	Priority-D 3Months Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to review.
	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	In progress	£20,000	Carry out as part of periodic testing programme in place.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to monitor.
	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
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	28 days	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	28 days	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	31-May-18	N/A	Procedures in place. Need to be formalised.

	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices.	All blocks	Priority-C 28 days Low	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges or strips/seals.	Due to the presence of means of escape routes in only a single direction upon exiting dwellings; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	All blocks	Priority-D 3Months Medium	Housing Property Services	31-Mar-20		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	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	31-May-18	N/A	Estate Manager to monitor.
	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
	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	31-May-18	N/A	Estate Manager to review.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices	All blocks	Priority-C 28 days Low	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	It was noted that in a number of instances service ducts within riser cupboards are inadequately fire stopped	Ensure appropriate remedial actions are implemented to achieve current standards	Colechurch House, Centr Point, Avondale House, Brettinghurst House, WestPoint, Tovy House, Proctor House, East Point	Priority-D 3 Months Medium	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	It was noted that in some instances final exit doors from flats are fitted with security grills.	Consideration should be given to the removal of these devices; in line with LFB guidance	Colechurch House, West Point (33.34 &66), Tovy House(15)	Priority-E Project Planning Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to review.
	At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Centre Point, Brettinghurst House, West Point, East Point	Priority-E Project Planning Medium	Housing Property Services	31-Jul-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.

	It was noted that riser ducts within escape routes, in some instances do not appear to provide adequate protection from fire.	Ensure appropriate remedial actions are implemented to achieve accepted standards of fire resistance.	Avondale House, Longland Court	Priority-E Project Planning Low	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	31-May-18	£10,000	Use repairs and maintenance contractor.
	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	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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-May-18	£20000	Use repairs and maintenance contractor.
	It could not be determined that fire stopping within the 2nd floor enclosed escape route ceiling and individual maisonettes is adequate.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Proctor House	Priority-C 28 days Medium	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	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	31-May-18	£400	Use repairs and maintenance contractor.
	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	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	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	31-May-18	N/A	Estate Manager to monitor.
	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	<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 escaperoute (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	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise. Carry out upgrade of LD3 to LD2 as part of periodic testing programme in place. Remedial works to be carried out by repairs and maintenance contractor.



	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. The door to the kitchen has been removed. <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-18	N/A	Estate Manager to monitor.
	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. <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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	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	Immediate	£400	Use gas servicing and maintenance contractor.
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	28 days	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	31-May-18	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	31-May-18	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	31-May-18	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	31-May-18	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	31-May-18	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	31-May-18	N/A	Procedures in place. Need to be formalised.



	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	31-May-18	£400	Use repairs and maintenance contractor.
	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	Housing Property Services	In progress	£20,000	Carry out as part of periodic testing programme in place.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Lammas Green & Otto Close	Priority-C 28 days Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to monitor.
	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
Middlesex 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	28 days	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	Immediate	N/A	Estate Manager to monitor.
	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	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	Housing Property Services	31-Mar-20		Part of £4million door upgrade programme.
	At the time of inspection it was not possible to determine that what appear to be composite panels 2nd and 3rd floor levels as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Petticoat Tower	Priority-E Project Planning Medium	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	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	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.

	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	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	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	Housing Property Services	In progress	£20,000	Carry out as part of periodic testing programme in place.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to monitor.
	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
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	28 days	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.

	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		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	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	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	31-May-18	N/A	Estate Manager to review.
	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	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-C 28 days 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	31-May-18	£400	Use repairs and maintenance contractor.
	It was noted that the access panel(s) to a service riser and the loft within the escape route do not appear to provide adequate resistance to fire.	Ensure appropriate remedial actions are implemented.	McAuley Close Flats, Lynton Mansion & Blake House & Donnelly House	Priority-C 28 days Medium	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	31-May-18	N/A	Estate Manager to review.
	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	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	Housing Property Services	In progress	£20,000	Carry out as part of periodic testing programme in place.
	Where provided doors are nonfire rated doors to the internal escape route. •The door to the internal lobby, provided to give 2 door protection to the communal escape route has been removed(McAuley Close Flats) • These arrangements do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to monitor.

	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-B 4 days High	Housing Property Services	Immediate	£250,000	Procure necessary works.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • Non-fire rated plastic ducting has been installed to provide a kitchen extraction system	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Blake House	Priority-C 28 days Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to monitor.
	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
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	28 days	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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	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	31-May-18	N/A	Estate Manager to monitor.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.

	It was noted that what appears to be an unauthorised security gates are fitted to flats 34, 44 & 45.	Consideration should be given to the removal of these devices; in line with LFB guidance	Collinson Court	Priority-D 3 Months Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to review.
	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	It was noted that what appears to be an unauthorised security gate is fitted to flat 31.	Consideration should be given to the removal of this device; in line with LFB guidance	Bazeley House	Priority-D 3 Months Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to review.
	It was noted that what appears to be an unauthorised security gates are fitted to flats 1, 13, 16, 20 & 35.	Consideration should be given to the removal of these devices; in line with LFB guidance.	Stopher House	Priority-D 3 Months Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to review.
	It was noted that what appears to be an unauthorised security gates are fitted to flats 42	Consideration should be given to the removal of these devices; in line with LFB guidance.	Pakeman House	Priority-D 3 Months Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to review.
	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	Testing and maintenance contract in place.
	It appears that false ceilings are present within the communal lobbies and elsewhere. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within voids.	Consideration should be given to undertaking a specific survey. Any identified deficiencies should be addressed.	Horace Jones House	Priority-D 3 Months Low	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	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	28 days	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	28 days	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	Immediate	£250,000	Procure necessary works.
	A communal vent-axia ventilation system appears to be provided throughout the block. • Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. • It appears that false ceilings are present within the communal lobbies and elsewhere; which extend into flats. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within these voids.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Horace Jones House	Priority-C 28 days Medium	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to monitor.
	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	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.

	<p>What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed.</p> <p><b>It was noted that the kitchen ceiling is decorated with polystyrene tiles (Markstone House flat 5)</b></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	Immediate	£250,000	Procure necessary works.
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	28 days	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	Housing Property Services	31-Mar-20		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-D 3 Months Low	Housing Property Services	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	It was noted that inadequate directional signage is provided in respect of escape routes within the car park garage.	Ensure sufficient signage is prominently displayed.	All blocks	Priority-D 3 Months Medium	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information. 1) Estate block plan maps of entire Southwark Estate. 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	All blocks	Priority-C 28 days Medium	Housing Property Services	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	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	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	It was noted that fan assisted ventilation is provided in communal areas. It was not possible to determine if adequate compartmentation and dampers are in place.	Consideration should be given to the targeted inspection to undertake. Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-D 3 Months Medium	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.



	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	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	It was noted that flat 17 has a security gate to the final exit. It was not possible to determine it is capable of being opened from the inside without the use of a key and can they be breached by the fire service in under three minutes using hand held equipment.	CoL should inspect to ensure compliance.	Penfield House	Priority-D 3 Months Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to review.
	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	Immediate	£250,000	Procure necessary works.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to monitor.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
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	28 days	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	28 days	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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-Jul-18		Part of £4million door upgrade programme. Prioritise this work.
	It was noted that what appears to be an unauthorised security gates are fitted to flats 1,2,3,4 & 68.	Consideration should be given to the removal of these devices; in line with LFB guidance.	Dron House	Priority-D 3 Months Medium	Housing Estate Management	31-May-18	N/A	Estate Manager to review.
	Directional signage, identifying the opportunity for means of escape via the rooftop is not provided.	Ensure appropriate signage is provided where relevant.	All blocks	Priority-D 3 Months Medium	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	It was noted that in some cases doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with current 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.

	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	31-May-18	N/A	Procedures in place. Need to be formalised.
	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	31-May-18	£250	Suitable zone map to be procured and displayed.
	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	Immediate	£250,000	Procure necessary works.
	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. 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.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises 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 Estate Management	31-May-18	N/A	Estate Manager to monitor.
			All blocks	Priority-C 28 days Medium	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
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	28 days	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	31-May-18	N/A	Estate Manager to monitor.
	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	31-May-18	£1500 (consultant only)	Specialist consultant to be commissioned to advise.
	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 theses 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		Part of £4million door upgrade programme.



It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management	31-May-18	£1250	Suitable signs to be procured and displayed.
The emergency action notices are not displayed within escape routes.	Ensure emergency action notices which reflect the simultaneous evacuation strategy are prominently displayed in escape routes.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management	31-May-18	£1250	Suitable notices to be procured and displayed.
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	Immediate	£250,000	Procure necessary works.
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	Immediate	£200	Specialist alarm contractor instructed.
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	31-May-18	£550	Suitable zone maps to be procured and displayed.
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	31-May-18	N/A	Procedures in place. Need to be formalised.
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	31-May-18	N/A	Procedures in place. Need to be formalised.
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	Immediate	£250,000	Procure necessary works.
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	31-May-18	N/A	Estate Manager to review. Property Services to upgrade alarm system.

	Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
Brixton Estate Almshouses	Internal configuration arrangements within some flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • A door between the lounge and kitchen is not provided.	As a compensatory feature for any lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading fire alarm system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Almshouses	Priority-C 28 days Medium	Housing Estate Management/Housing Property Services	31-May-18	N/A	Estate Manager to review. Property Services to upgrade alarm system.
	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	31-May-18	£10,000	Appoint specialist fire engineering consultant to undertake Type 4 surveys on sample number of properties making use initially, of voids.
	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	Immediate	£250,000	Procure necessary works.



**City of London Corporation**  
**Department of Community & Children's Services**  
**Housing Service**

**Introductory Tenancies Policy**

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Approved by:	Housing Management & Almshouses Sub-Committee
Approval Date:	05/06/2018
Review Date:	05/06/2021

## **1. Introduction**

Introductory tenancies are a form of probationary tenancy provided for in the Housing Act, 1996. These tenancies have no security of tenure during the first year, though they can still only be ended by service of a notice.

Introductory tenancies are designed to enable local authorities to monitor the tenant's management of their tenancy in the first twelve months and, if there are breaches of tenancy, the tenancy can be terminated through a simpler legal route than is the case for Secure tenancies.

This policy sets out:

- our approach to the management of introductory tenancies
- who will be granted an introductory tenancy
- how the introductory period will be monitored
- our commitment to supporting tenants with vulnerabilities
- the way in which important decisions are made and reviewed

## **2. Aims and Scope**

We will use introductory tenancies to contribute to the following objectives:

- Supporting new tenants to manage and sustain their tenancies responsibly
- Maintaining safety on our estates by dealing effectively with anti-social behaviour
- Minimising rent arrears
- Ensuring support needs are identified and met in a timely way
- Enabling more effective management of our housing stock

This policy applies to social housing stock managed by the City's Housing Service as part of the Housing Revenue Account.

## **3. Introductory Tenancies**

### **3.1 General**

Introductory tenancies are governed by the Housing Act 1996, Part V ("the 1996 Act"). The 1996 Act enables local authorities to grant non-secure tenancies to new tenants, which convert to Secure tenancies automatically after twelve months, unless they are either extended or terminated according to a statutory procedure.

During the introductory period, tenants' rights differ from those of Secure tenants in some important ways. Introductory tenants cannot normally:

- Mutually exchange
- Take in lodgers
- Make certain alterations
- Buy their property

There is also no right of succession for a family member on the death of an introductory tenant.

An introductory tenancy has no security of tenure and can be terminated by service of a notice, though a court order is still required to take back possession of the property in question if possession is not given up by the tenant.

### **3.2 Sign-up Process and Tenancy Conditions**

It is very important that new tenants are made aware of their responsibilities, as well as their rights, when signing a new tenancy. We will ensure that, during the sign-up process, new tenants are taken through the key tenancy terms and conditions and made aware of:

- what an introductory tenancy is and how it differs to a Secure tenancy
- The length of the Introductory period
- The rights and responsibilities of both the tenant and the City
- The implications of the tenant failing to meet responsibilities, including falling into rent arrears
- What support may be offered to tenants who require it

We will ensure that all new tenants receive a copy of our Tenants' Agreement and Handbook, which contains all relevant terms and conditions of the tenancy.

### **3.3 Who will receive an Introductory Tenancy?**

All new tenants who are allocated a City of London Corporation social housing property will be granted an Introductory Tenancy.

We will not grant an introductory tenancy in the following cases:

- An existing City of London Corporation Secure tenant who transfers to another City of London property
- An existing Secure tenant of another local authority who transfers to a City of London property
- When an existing Secure tenancy changes from a joint to a sole tenancy, or a sole to a joint tenancy
- An Assured tenant of a Registered Provider transferring to a City of London property by mutual exchange or choice-based letting
- To anyone allocated accommodation in the City of London Almshouses
- Where a property is allocated to a residential post-holder ('tied accommodation')
- In exceptional circumstances where this is authorised by a Chief Officer

Under-18s who are granted tenancies will receive an equitable non-secure tenancy. This is a situation in which a tenancy is held by an adult on trust for a minor, as

under-18s are legally incapable of holding tenancies. On reaching the age of 18, they will be granted an introductory tenancy and the equitable non-secure period will not count towards the introductory period.

## **4 Tenant's Responsibilities**

Tenants' responsibilities are described in the Tenancy Agreement & Handbook, which is issued at the outset of the tenancy.

A serious breach of any of the terms and conditions of the tenancy may lead to the introductory term being extended, or the tenancy terminated. The following areas are particularly important:

- Rent arrears
- Anti-social behaviour, criminality and nuisance
- Occupation of property as sole or principal home
- Using property other than as a private dwelling
- Making unauthorised alterations to the property

We expect introductory tenants to cooperate with the process for managing introductory tenancies. If a tenant fails to comply with reasonable requests made under this policy, for example by missing appointments, refusing access to the property or failing to supply relevant information, this may result in the introductory term being extended or the tenancy terminated.

## **5 Our Management of the Introductory Period**

### **5.1 Tenancy Visits**

Introductory tenancies will be managed closely during the Introductory period to ensure that they are being conducted satisfactorily. We will carry out three visits to the property in the first year at the following intervals:

- Six weeks (the 'settling-in visit')
- Six months
- Nine months (the review visit)

These visits will be used to discuss the tenant's conduct of the tenancy and will also be an opportunity for the tenant to raise issues with us relating to their tenancy or their estate. We will also ensure that any support needs we identify are addressed and appropriate help sought from relevant agencies or third parties.

The visits will be scheduled in with reasonable notice and the tenant informed in writing of the date and time. The visit will be conducted at the property unless there is an exceptional reason why this is not possible.

## **5.2 The Six Week Visit**

This visit will be used to ensure that the tenant is settling in to the property. This visit will focus on ensuring that the tenant's rent account is being managed appropriately and, if the tenant is intending to pay their rent with support from state benefits, that the claim has been made and is progressing if not already in payment.

Any support needs we are aware of will also be discussed as appropriate and any new ones we identify will be addressed. If any breaches of tenancy are identified, we will ensure that the tenant is given appropriate advice about remedying the breach.

## **5.3 The Six-Month Visit**

At six months, we will visit the tenant at home and review their overall management of the tenancy, including rent accounting, maintenance of the property and any other relevant issues. Any support needs identified will be addressed and relevant referrals made. Any breaches of tenancy will be addressed with the tenant at this stage and appropriate action taken to deal with the breaches.

## **5.4 The Nine-Month Visit**

At nine months, we will visit the tenant to carry out a review of their conduct of the tenancy. It is at this stage that we will make one of three decisions:

- To allow the introductory tenancy to convert to a Secure tenancy at the 12-month point
- To extend the introductory period by a further six months
- To terminate the tenancy

If there have been no breaches, or any previously identified breaches have been addressed to our satisfaction, the tenant will be informed that the introductory tenancy will automatically convert to a Secure tenancy at the 12 month point.

If there have been breaches of the introductory tenancy, we can opt to extend the introductory period by six months (meaning the introductory period is 18 months in total), or we can terminate the tenancy completely.

## **6 Conversion**

If the tenancy is to be allowed to convert to a secure tenancy, we will confirm this in writing following the nine-month visit. We will not issue a new tenancy agreement as this process is automatic unless we take steps to extend or terminate the tenancy.

## **7 Extension**

In accordance with s.125A of the Housing Act 1996, we may extend the Introductory period by six months if we serve a Notice of Extension on the tenant at least eight weeks before the original expiry date.

We are obliged to inform the tenant of their right to request a review of the decision and to give reasons for our decision to extend. We will ensure that we give clear reasons why we have chosen to extend the introductory period. Any request for a review of the decision to extend will be dealt with in accordance with section 10 of this policy.

During the extension period, we will remain in contact with the tenant to provide appropriate advice and support. During this period, we will decide whether to allow the tenancy to convert to a Secure tenancy, or whether to terminate the tenancy.

We will normally extend the introductory period where there are outstanding breaches of the tenancy conditions at the nine-month review stage, or breaches have occurred during the Introductory period that, while resolved, require further monitoring. This is at our discretion and we will explain our reasons clearly when serving the Notice of Extension.

## **8 Termination**

We may decide to terminate the introductory tenancy during the initial Introductory period, or during the extension period, if tenancy breaches have occurred and we feel that it is proportionate to take this step.

We will normally terminate a tenancy only as a last resort following reasonable attempts to provide support to the tenant to sustain the tenancy. We reserve the right to terminate a tenancy where there has been an isolated but serious breach of the tenancy terms and conditions, or where the tenant has failed to engage with the Introductory Tenancy Process.

Some circumstances in which we may decide to terminate the tenancy include (but are not limited to):

- Rent arrears which are poorly managed by the resident
- Committing anti-social behaviour in or around the property, or towards our staff, agents or contractors
- Refusing access for repairs, gas safety checks or tenancy checks
- Making unauthorised alterations to the property
- Obtaining the tenancy through misrepresentation
- Breach of the Pets Policy

In accordance with our obligations, we will ensure that the appropriate notice is served on the tenant and will give clear reasons for our decision to terminate the tenancy, as well as informing the tenant of their right to seek a review of the decision. Reviews will be carried out in accordance with part 10 of this policy.



We will ensure that our procedure complies with our obligations under the Homelessness Reduction Act 2017.

## **9 Support for Tenants**

We are mindful that many new tenants will have support needs and these may be apparent from the outset of their tenancy, or may come to our notice at any point during the lifetime of the tenancy.

We are committed to providing appropriate support and advice to tenants to help them sustain their tenancies. We will take reasonable steps to give support and this will involve making referrals to statutory agencies, or other sources of help, advice and support.

We will use the three scheduled visits during the Introductory period to discuss any support needs we know of or identify any we do not. If we do identify any unmet support needs, we will arrange appropriate support and will engage with the tenant outside this procedure, rather than waiting for each scheduled visit.

A tenant's failure to comply with the introductory tenancy process may be a sign of an underlying problem. Should this occur, we will take reasonable steps to investigate this possibility before extending or terminating the tenancy.

## **10 Review of Decisions**

Under the 1996 Act, tenants have a statutory right to a review of our decision to either extend or terminate the introductory tenancy. Tenants will be notified of this right in the notices we serve on them when extending or terminating their tenancy.

The request must be made in writing by the tenant within 14 days of the relevant notice being served.

If a review is requested, we will ensure that the decision to extend or terminate is looked at by an officer at Grade F or higher. This will take the form of a complete reconsideration of the case, rather than a review of the way in which the original decision was made.

If the tenant does not request a review, we may proceed to hold one anyway.

The outcome will then be communicated to the tenant and, if it affirms the original decision, will include reasons for the decision.

In accordance with the 1996 Act, we will hold the review and communicate the outcome to the tenant by the date specified on the relevant notice at the time of service.

There is no right to appeal any decision made, though the complaints process remains open to tenants if they are dissatisfied with the way in which their case was dealt with.

## **11 Monitoring and Performance**

We will monitor our use of Introductory Tenancies and the way in which they are managed, ensuring that any relevant information is reported to the relevant Committee at appropriate intervals.

Statistics relating to extensions, terminations and reviews will be maintained to enable us to provide reports to Committee and to monitor our performance as required.

## **12 Training**

We will provide all staff responsible for implementing this policy with comprehensive training as required.

## **13 Equality and Diversity**

This Policy has been subject to a full Equalities Analysis and will be implemented in accordance with our responsibilities and duties under relevant legislation, including the Equalities Act 2010.

## **14 Accessibility**

We will ensure that tenants' needs are considered when implementing this Policy to ensure that they are treated fairly. We will make appropriate arrangements to ensure that customers with distinct communication needs are not unreasonably and disproportionately affected. This could involve providing communications in alternative languages or formats or providing interpretation or transcription as appropriate.

## **15 Data Protection and Information Exchange**

We will comply with our obligations under relevant data protection legislation and regulations. We will process and store personal information securely.

There are some circumstances in which we are required by law to disclose information given to us, for example in cases involving child safeguarding. We will normally discuss this obligation with the person making the disclosure, though this may not always be possible.

## **16 Policy Review**

We will review this policy at least every three years, or following relevant changes to legislation, regulation or policy.

## **17 Legislation**

- Housing Act 1985
- Housing Act 1988
- Housing Act 1996

- Homelessness Reduction Act 2017

## **18 Related documents**

- Introductory Tenancies Procedure
- Tenancy Policy

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**City of London Corporation**  
**Department of Community & Children's Services**  
**Housing Service**

**Introductory Tenancies Policy**

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Approved by:	Housing Management & Almshouses Sub-Committee
Approval Date:	
Review Date:	<i>(3 years from approval)</i>

## **1. Introduction**

Introductory tenancies are a form of probationary tenancy provided for in the Housing Act, 1996. These tenancies have no security of tenure during the first year, though they can still only be ended by service of a notice.

Introductory tenancies are designed to enable local authorities to monitor the tenant's management of their tenancy in the first twelve months and, if there are breaches of tenancy, the tenancy can be terminated through a simpler legal route than is the case for Secure tenancies.

This policy sets out:

- our approach to the management of introductory tenancies
- who will be granted an introductory tenancy
- how the introductory period will be monitored
- our commitment to supporting tenants with vulnerabilities
- the way in which important decisions are made and reviewed

## **2. Aims and Scope**

We will use introductory tenancies to contribute to the following objectives:

- Supporting new tenants to manage and sustain their tenancies responsibly
- Maintaining safety on our estates by dealing effectively with anti-social behaviour
- Minimising rent arrears
- Ensuring support needs are identified and met in a timely way
- Enabling more effective management of our housing stock

This policy applies to social housing stock managed by the City's Housing Service as part of the Housing Revenue Account.

## **3. Introductory Tenancies**

### **3.1 General**

Introductory tenancies are governed by the Housing Act 1996, Part V ("the 1996 Act"). The 1996 Act enables local authorities to grant non-secure tenancies to new tenants, which convert to Secure tenancies automatically after twelve months, unless they are either extended or terminated according to a statutory procedure.

During the introductory period, tenants' rights differ from those of Secure tenants in some important ways. Introductory tenants cannot normally:

- Mutually exchange
- Take in lodgers
- Make certain alterations
- Buy their property

There is also no right of succession for a family member on the death of an introductory tenant.

An introductory tenancy has no security of tenure and can be terminated by service of a notice, though a court order is still required to take back possession of the property in question if possession is not given up by the tenant.

### **3.2 Sign-up Process and Tenancy Conditions**

It is very important that new tenants are made aware of their responsibilities, as well as their rights, when signing a new tenancy. We will ensure that, during the sign-up process, new tenants are taken through the key tenancy terms and conditions and made aware of:

- what an introductory tenancy is and how it differs to a Secure tenancy
- The length of the Introductory period
- The rights and responsibilities of both the tenant and the City
- The implications of the tenant failing to meet responsibilities, including falling into rent arrears
- What support may be offered to tenants who require it

We will ensure that all new tenants receive a copy of our Tenants' Agreement and Handbook, which contains all relevant terms and conditions of the tenancy.

### **3.3 Who will receive an Introductory Tenancy?**

All new tenants who are allocated a City of London Corporation social housing property will be granted an Introductory Tenancy.

We will not grant an introductory tenancy in the following cases:

- An existing City of London Corporation Secure tenant who transfers to another City of London property
- An existing Secure tenant of another local authority who transfers to a City of London property
- When an existing Secure tenancy changes from a joint to a sole tenancy, or a sole to a joint tenancy
- An Assured tenant of a Registered Provider transferring to a City of London property by mutual exchange or choice-based letting
- To anyone allocated accommodation in the City of London Almshouses
- Where a property is allocated to a residential post-holder ('tied accommodation')
- In exceptional circumstances where this is authorised by a Chief Officer

Under-18s who are granted tenancies will receive an equitable non-secure tenancy. This is a situation in which a tenancy is held by an adult on trust for a minor, as

under-18s are legally incapable of holding tenancies. On reaching the age of 18, they will be granted an introductory tenancy and the equitable non-secure period will not count towards the introductory period.

## **4 Tenant's Responsibilities**

Tenants' responsibilities are described in the Tenancy Agreement & Handbook, which is issued at the outset of the tenancy.

A serious breach of any of the terms and conditions of the tenancy may lead to the introductory term being extended, or the tenancy terminated. The following areas are particularly important:

- Rent arrears
- Anti-social behaviour, criminality and nuisance
- Occupation of property as sole or principal home
- Using property other than as a private dwelling
- Making unauthorised alterations to the property

We expect introductory tenants to cooperate with the process for managing introductory tenancies. If a tenant fails to comply with reasonable requests made under this policy, for example by missing appointments, refusing access to the property or failing to supply relevant information, this may result in the introductory term being extended or the tenancy terminated.

## **5 Our Management of the Introductory Period**

### **5.1 Tenancy Visits**

Introductory tenancies will be managed closely during the Introductory period to ensure that they are being conducted satisfactorily. We will carry out three visits to the property in the first year at the following intervals:

- Six weeks (the 'settling-in visit')
- Six months
- Nine months (the review visit)

These visits will be used to discuss the tenant's conduct of the tenancy and will also be an opportunity for the tenant to raise issues with us relating to their tenancy or their estate. We will also ensure that any support needs we identify are addressed and appropriate help sought from relevant agencies or third parties.

The visits will be scheduled in with reasonable notice and the tenant informed in writing of the date and time. The visit will be conducted at the property unless there is an exceptional reason why this is not possible.



## **5.2 The Six Week Visit**

This visit will be used to ensure that the tenant is settling in to the property. This visit will focus on ensuring that the tenant's rent account is being managed appropriately and, if the tenant is intending to pay their rent with support from state benefits, that the claim has been made and is progressing if not already in payment.

Any support needs we are aware of will also be discussed as appropriate and any new ones we identify will be addressed. If any breaches of tenancy are identified, we will ensure that the tenant is given appropriate advice about remedying the breach.

## **5.3 The Six-Month Visit**

At six months, we will visit the tenant at home and review their overall management of the tenancy, including rent accounting, maintenance of the property and any other relevant issues. Any support needs identified will be addressed and relevant referrals made. Any breaches of tenancy will be addressed with the tenant at this stage and appropriate action taken to deal with the breaches.

## **5.4 The Nine-Month Visit**

At nine months, we will visit the tenant to carry out a review of their conduct of the tenancy. It is at this stage that we will make one of three decisions:

- To allow the introductory tenancy to convert to a Secure tenancy at the 12-month point
- To extend the introductory period by a further six months
- To terminate the tenancy

If there have been no breaches, or any previously identified breaches have been addressed to our satisfaction, the tenant will be informed that the introductory tenancy will automatically convert to a Secure tenancy on the 12-month anniversary date.

If there have been breaches of the introductory tenancy, we can opt to extend the introductory period by six months (meaning the introductory period is 18 months in total), or we can terminate the tenancy completely.

## **6 Conversion**

If the tenancy is to be allowed to convert to a secure tenancy, we will confirm this in writing following the nine-month visit. We will not issue a new tenancy agreement as this process is automatic unless we take steps to extend or terminate the tenancy.

## **7 Extension**

In accordance with s.125A of the Housing Act 1996, we may extend the Introductory period by six months if we serve a Notice of Extension on the tenant at least eight weeks before the original expiry date.

We are obliged to inform the tenant of their right to request a review of the decision and to give reasons for our decision to extend. We will ensure that we give clear reasons why we have chosen to extend the introductory period. Any request for a review of the decision to extend will be dealt with in accordance with section 8 of this policy.

During the extension period, we will remain in contact with the tenant to provide appropriate advice and support. During this period, we will decide whether to allow the tenancy to convert to a Secure tenancy, or whether to terminate the tenancy.

We will normally extend the introductory period where there are outstanding breaches of the tenancy conditions at the nine-month review stage, or breaches have occurred during the Introductory period that, while resolved, require further monitoring. This is at our discretion and we will explain our reasons clearly when serving the Notice of Extension.

## **8 Termination**

We may decide to terminate the introductory tenancy during the initial Introductory period, or during the extension period, if tenancy breaches have occurred and we feel that it is proportionate to take this step.

We will normally terminate a tenancy only as a last resort following reasonable attempts to provide support to the tenant to sustain the tenancy. We reserve the right to terminate a tenancy where there has been an isolated but serious breach of the tenancy terms and conditions, or where the tenant has failed to engage with the Introductory Tenancy Process.

Some circumstances in which we may decide to terminate the tenancy include (but are not limited to):

- Rent arrears which are poorly managed by the resident
- Committing anti-social behaviour in or around the property, or towards our staff, agents or contractors
- Refusing access for repairs, gas safety checks or tenancy checks
- Making unauthorised alterations to the property
- Obtaining the tenancy through misrepresentation
- Breach of the Pets Policy

In accordance with our obligations, we will ensure that the appropriate notice is served on the tenant and will give clear reasons for our decision to terminate the tenancy, as well as informing the tenant of their right to seek a review of the decision. Reviews will be carried out in accordance with part 10 of this policy.

We will ensure that our procedure complies with our obligations under the Homelessness Reduction Act 2017.

## **9 Support for Tenants**

We are mindful that many new tenants will have support needs and these may be apparent from the outset of their tenancy, or may come to our notice at any point during the lifetime of the tenancy.

We are committed to providing appropriate support and advice to tenants to help them sustain their tenancies. We will take reasonable steps to give support and this will involve making referrals to statutory agencies, or other sources of help, advice and support.

We will use the three scheduled visits during the Introductory period to discuss any support needs we know of or identify any we do not. If we do identify any unmet support needs, we will arrange appropriate support and will engage with the tenant outside this procedure, rather than waiting for each scheduled visit.

A tenant's failure to comply with the introductory tenancy process may be a sign of an underlying problem. Should this occur, we will take reasonable steps to investigate this possibility before extending or terminating the tenancy.

## **10 Review of Decisions**

Under the 1996 Act, tenants have a statutory right to a review of our decision to either extend or terminate the introductory tenancy. Tenants will be notified of this right in the notices we serve on them when extending or terminating their tenancy.

The request must be made in writing by the tenant within 14 days of the relevant notice being served.

If a review is requested, we will ensure that the decision to extend or terminate is looked at by an officer at Grade F or higher. This will take the form of a complete reconsideration of the case, rather than a review of the way in which the original decision was made.

If the tenant does not request a review, we may proceed to hold one anyway.

The outcome will then be communicated to the tenant and, if it affirms the original decision, will include reasons for the decision.

In accordance with the 1996 Act, we will hold the review and communicate the outcome to the tenant by the date specified on the relevant notice at the time of service.

There is no right to appeal any decision made, though the complaints process remains open to tenants if they are dissatisfied with the way in which their case was dealt with.

## **11 Monitoring and Performance**

We will monitor our use of Introductory Tenancies and the way in which they are managed, ensuring that any relevant information is reported to the relevant Committee at appropriate intervals.

Statistics relating to extensions, terminations and reviews will be maintained to enable us to provide reports to Committee and to monitor our performance as required.

## **12 Training**

We will provide all staff responsible for implementing this policy with comprehensive training as required.

## **13 Equality and Diversity**

This Policy has been subject to a full Equalities Analysis and will be implemented in accordance with our responsibilities and duties under relevant legislation, including the Equalities Act 2010.

## **14 Accessibility**

We will ensure that tenants' needs are considered when implementing this Policy to ensure that they are treated fairly. We will make appropriate arrangements to ensure that customers with distinct communication needs are not unreasonably and disproportionately affected. This could involve providing communications in alternative languages or formats or providing interpretation or transcription as appropriate.

## **15 Data Protection and Information Exchange**

We will comply with our obligations under relevant data protection legislation and regulations. We will process and store personal information securely.

There are some circumstances in which we are required by law to disclose information given to us, for example in cases involving child safeguarding. We will normally discuss this obligation with the person making the disclosure, though this may not always be possible.

## **16 Policy Review**

We will review this policy at least every three years, or following relevant changes to legislation, regulation or policy.

## **17 Legislation**

- Housing Act 1985
- Housing Act 1988
- Housing Act 1996

- Homelessness Reduction Act 2017

## **18 Related documents**

- Introductory Tenancies Procedure
- Tenancy Policy

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# EQUALITY ANALYSIS (EA) TEMPLATE

Decision

Approved

Date 16/5/18

**What is the Public-Sector Equality Duty (PSED)?**

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

**What is an Equality Analysis (EA)?**

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

**How to demonstrate compliance**

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

**Deciding what needs to be assessed**

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

**Role of the assessor**

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

**How to carry out an Equality Analysis (EA)**

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

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

**Assessor name:** Liam Gillespie

**Contact details:** liam.gillespie@cityoflondon.gov.uk – 020 7332 3308

### 1. What is the Proposal?

The proposal is to implement an Introductory Tenancies Policy to outline how we will monitor introductory tenancies granted to new tenants of the City of London's Housing Service

### 2. What are the recommendations?

To approve the draft Policy

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

New City of London tenants who are granted introductory tenancies (approximately 60 tenancies per year)

**Age** Double click here to add impact / Hide

Check box if NOT applicable ☒

#### Key borough statistics:

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

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

- [Population projections](#)

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

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

#### Age

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

The data held on the City's social housing residents is currently being refreshed. New data will be available in 2017/18.

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

There is no impact in relation to Age.

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

N/A



**Key borough statistics:**

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

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

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

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

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

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

**Disability**

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

The data held on the City's social housing residents is currently being refreshed. New data will be available in 2018/19.

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

A significant number of new tenants will have some form of additional need or vulnerability, including disabilities that meet the definition in the Equality Act 2010. These tenants are more likely to be in receipt of state benefits as their sole source of income, or to have a disability or vulnerability that makes the management of a tenancy more challenging.

This could make it more difficult for these individuals to meet the obligations of their introductory tenancy – for instance, interruptions in benefit claims resulting in arrears accruing, which ultimately increases their risk of homelessness.

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

There is an express commitment in the Policy to providing extra support to vulnerable residents to help sustain their tenancies and avoid homelessness, regardless of whether they are disabled under the Equality Act definition. The aim of this support is to address support needs early on and ensure, as far as is reasonably practicable, that tenancies are sustained.

Another safeguard is the element of discretion that is built into the Policy, which allows officers to take account of individual circumstances when making decisions in relation to a tenancy. A statutory review process is also provided for in the 1996 Act and this will be adhered to by the officers who administer this Policy.

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

[Check box if NOT applicable](#) ☒

### Key borough statistics:

Under the theme of population, the [ONS website](#) has a large number of data collections grouped under:

- [Conception and Fertility Rates](#)
- [Live Births and Still Births](#)
- [Maternities](#)

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

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

## Pregnancy and Maternity

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

The data held on the City’s social housing residents is currently being refreshed. New data will be available in 2017/18.

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

The policy has no impact in relation to Pregnancy and Maternity.

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

N/A.

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

[Check box if NOT applicable](#) ☒

### Key Borough Statistics:

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

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

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

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

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

## Race

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

The data held on the City’s social housing residents is currently being refreshed. New data will be available in 2017/18.

## Race

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

The policy has no impact in relation to Race.

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

N/A.

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

[Check box if NOT applicable](#) ☒

### Key borough statistics – sources include:

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

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

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

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

## Religion or Belief

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

The data held on the City's social housing residents is currently being refreshed. New data will be available in 2017/18.

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

The policy has no impact in relation to Religion or Belief.

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

N/A.

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

[Check box if NOT applicable](#) ☒

### Key borough statistics:

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

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

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

- [Population projections](#)

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

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

## Sex

## Sex

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

The data held on the City's social housing residents is currently being refreshed. New data will be available in 2017/18.

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

The policy has no impact in relation to Sex.

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

N/A.

## Sexual Orientation and Gender Reassignment [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#) ☒

### Key borough statistics – suggested sources include:

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

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

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

## Sexual Orientation and Gender Reassignment

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

The data held on the City's social housing residents is currently being refreshed. New data will be available in 2017/18.

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

The policy has no impact in relation to Sexual Orientation or Gender Reassignment.

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

N/A.

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

[Check box if NOT applicable](#) ☒

### Key borough statistics - sources include:

- [The 2011 Census contain data broken up by local authority on marital and civil partnership status](#)

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

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

## Marriage and Civil Partnership

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

The data held on the City's social housing residents is currently being refreshed. New data will be available in 2017/18.

## Marriage and Civil Partnership

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

The policy has no impact in relation to Marriage and Civil Partnership.

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

N/A.

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

[Check box if NOT applicable](#) ☒

This section seeks to identify what additional steps can be taken to promote these aims or to mitigate any adverse impact. Analysis should be based on the data you have collected above for the protected characteristics covered by these aims.

In addition to the sources of information highlighted above – you may also want to consider using:

- Equality monitoring data in relation to take-up and satisfaction of the service

- Equality related employment data where relevant
- Generic or targeted consultation results or research that is available locally, London-wide or nationally
- Complaints and feedback from different groups.

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

## Additional Impacts on Advancing Equality & Fostering Good Relations

### Additional Equalities Data (Service level or Corporate)

The data held on the City's social housing residents is currently being refreshed. New data will be available in 2018/19.

**Are there any additional benefits or risks of the proposals on advancing equality and fostering good relations not considered above?**

N/A

**What actions can be taken to avoid or mitigate any negative impact on advancing equality or fostering good relations not considered above?** Provide details of how effective the mitigation will be and how it will be monitored.

## Conclusion and Reporting Guidance

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

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

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

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

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

### This analysis has concluded that...

The policy approach is proportionate. There is only one potential indirect impact upon a protected characteristic. This is mitigated by including clauses enabling officers to use discretion, where circumstances warrant it, to adapt to meet individual circumstances. There is also an express commitment to providing support to vulnerable residents to help them meet the obligations placed on them in their tenancy agreements.

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### Outcome of analysis - check the one that applies

#### ☒ Outcome 1

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

#### ☐ Outcome 2

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

#### ☐ Outcome 3

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

#### ☐ Outcome 4

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

Signed off by Director:



Name: Jacquie Campbell

Date: 15/5/18



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<b>Committee(s)</b>	<b>Dated:</b>
Housing Management & Almshouses Sub-Committee	05/06/2017
<b>Subject:</b> Social Housing Tenancy Fraud Annual Report 2017/18	<b>Public</b>
<b>Report of:</b> Jacquie Campbell, Assistant Director, Housing & Neighbourhoods  Chris Keesing, Anti-Fraud Manager Chamberlain's Department	<b>For Information</b>

## Summary

This report provides Members with an overview of the work undertaken by the Anti-Fraud team to tackle social housing tenancy fraud during the 2017/18 reporting year.

In total 28 investigations have been successfully completed, identifying five housing application frauds, seven right to buy frauds and 16 tenancy frauds - where the property had been unlawfully sub-let or obtained by deception. The associated value of social housing tenancy fraud identified by the team during 2016/17 amounts to £1,134,000.

One complex tenancy fraud prosecution was secured during 2017/18, resulting in a suspended prison sentence and the recovery of £111,818 in compensation and confiscation, along with legal costs and investigation costs. A further three cases for civil recovery action and three cases for prosecution action are currently with the Comptroller and City Solicitor. Two prosecution cases are also subject to financial investigation under The Proceeds of Crime Act, with colleagues at the City Police.

Two joint fraud awareness and identification fraud awareness training sessions were delivered to housing staff in September 2017, with colleagues from the Home Office Immigration Enforcement Team. The training was very well received with 84% of delegates reporting that the training was very good.

The City is preparing to on-board to a sophisticated proactive data-matching exercise – The London Counter Fraud Hub - designed to identify additional local and cross-boundary fraud across London. This is expected to identify additional social housing tenancy fraud referrals for investigation by the team.

A tool to identify fraud at the point of access – NFI AppCheck has been rolled out to teams across the housing division, following the successful bid for funding from the Safer City team.

In response to the continuing volume of social housing tenancy fraud and the complexity of investigations in this area, the Fraud Investigator post is now a dedicated Tenancy Fraud Investigator post, it will continue to sit as part of the Anti-Fraud Team, with support provided by the Anti-Fraud Manager.

## Recommendations

Members are asked to:

- Note the report.

## **Main Report**

### **Background**

1. This report provides Members with details of the City's response to social housing tenancy fraud during the 2017/18 reporting year. It also provides details of successful prosecution action and properties recovered under civil proceedings, along with our response to housing application fraud and right to buy fraud. Likewise details of proactive initiatives to identify and tackle social housing tenancy fraud have been provided for information.

### **Social Housing Tenancy Fraud**

2. Social housing tenancy fraud is a key fraud risk area for the City. The team continues to provide investigative support across all aspects of housing, from initial applications to the investigation of tenancy breaches and right to buy concerns. In total there were 28 successful outcomes during 2017/18, with an associated value of £1,134,000. Where illegal occupation of City housing stock is identified and recovered, the tenancies have now been re-let to those in greater need of affordable housing.
3. The volume of tenancy fraud investigations continues to remain high, with the complexity of investigations in this area increasing. The team currently have three cases for civil recovery action and three cases for prosecution action with the Comptroller and City Solicitor, whilst two prosecution cases are also subject to financial investigation, under The Proceeds of Crime Act, with colleagues at the City of London Police.
5. One complex investigation was secured during 2017/18, resulting in a suspended prison sentence and the recovery of £111,818, in compensation and confiscation, along with legal costs and investigation costs.
6. A detailed summary of our work in this area during 2017/18, is provided in Appendix 1 to this report to this report, whilst a summary of successfully concluded cases is noted in the table below.

<b>Discipline</b>	<b>Completed Investigations 2016/17 to Date</b>	<b>Investigation Value (£'s) 2016/17 to Date</b>
<b>Social Housing Tenancy Fraud – Property Recovered</b>	<b>16</b>	<b>288,000</b>
<b>Right to Buy - Fraud Identified</b>	<b>7</b>	<b>756,000</b>
<b>Housing Application - Fraud Identified</b>	<b>5</b>	<b>90,000</b>
<b>Total</b>	<b>28</b>	<b>£1,134,000</b>
Successful possession gained/housing application fraud value of £18,000 per property sourced from Audit Commission value of national average temporary accommodation costs to Local Authorities for one family. RTB discount valued at £108,000, per property.		

7. Case studies detailing a number of social housing tenancy fraud cases concluded during 2017/18 can be found at Appendix 2 to this report.

## **NFI AppCheck**

8. NFI AppCheck is a sophisticated product provided by the Cabinet Office's NFI team; AppCheck is designed to identify fraud at the point of access to housing in public sector organisations, by verifying application data against data held in the core NFI database along with third party data from organisations including the Home Office and General Register Office. The Anti-Fraud Team recently worked with colleagues from the Smarter City team, successfully bidding for a year's funding to introduce AppCheck Corporation wide. AppCheck is now being rolled out to colleagues in housing benefits and housing rents. Colleagues in the housing allocations team have been using AppCheck on an ad-hoc basis for the past 18 months, identifying 23 potentially fraudulent applications for further review during 2017/18. The Anti-Fraud team is also working with the tenancy audit project team to ascertain how AppCheck can support this initiative. There are no limits to the number of checks that can be undertaken against AppCheck data.

## **Resourcing**

9. Owing to the continuing volume and complexity of social housing tenancy fraud work, the Fraud Investigator post has now become a dedicated Tenancy Fraud Investigator post, and will continue to undertake investigations across all social housing fraud disciplines, along with providing support across a wider remit within the housing division in areas such as intelligence gathering and support for identifying former tenant rent arrears, anti-social behaviour and court liaison activities. The post will remain within the Chamberlain's department, however funding for the post has now been provided by DCCS. The Anti-Fraud Manager will continue to support and lead on the City's anti-fraud and investigation response to social housing tenancy fraud, ensuring a professional and successful approach to tackling fraud in this area is maintained.
10. We are continuing to monitor the impact of anti-fraud and investigation activity on the team's workloads, and ability to provide an adequate response to the City's social housing tenancy fraud risks and will consult with the Chamberlain and the Assistant Director, Housing & Neighbourhoods as appropriate.

## **Fraud Awareness Training**

11. The Anti-Fraud & Investigation Team delivered two joint fraud awareness and identification fraud awareness training sessions in September 2017, with colleagues from the Home Office Immigration Enforcement Team; the training provided an overview of fraud risk, the cost and warning signs of fraud, how to handle and report concerns, and how to spot and identify fraudulent and/or counterfeit identity documents provided as supporting evidence. The training was very well received and attended mainly by front line staff in housing and social services, with 84% of delegates reporting that the training was very good and 70% feeling confident about using the new skills they've learnt in the work place.

## **London Counter Fraud Hub (LCFH)**

12. The LCFH is a sophisticated proactive data-matching exercise designed to identify additional local and cross-boundary fraud across London not identified via current methods, the LCFH will initially focus on the areas of Council tax

fraud, social housing tenancy fraud and business rates (NNDR) fraud. The City has now signed a letter of intent for participation in the LCFH, with an assumed on-boarding date in January 2019. The LCFH is expected to increase the identification of social housing tenancy fraud at The City, resulting in additional recoveries from those inhabiting the City's social housing property illegally. Consultation with key stakeholders across the City, along with an analysis of contract and on-boarding requirements will be undertaken over the coming months in order to prepare the City for on-boarding in January 2019. We will update Members with the progress on preparations for the City's involvement in the LCFH and its likely impact on social housing tenancy fraud investigations during future up-date reports.

### **Tenancy Audit**

13. Members will be aware of The City's full housing audit. The Anti-Fraud & Investigation team are consulting with the Project Managers in order to ensure there is an appropriate and professional response to social housing tenancy fraud identified as part of the project. Academic studies suggest that at any time approximately 5% of social housing property in London is occupied illegally. Therefore, should this be the case for The City Corporation, we can expect approximately 100 fraud referrals for further investigation. We are committed to providing appropriate fraud awareness training to visiting officers to provide them with the skills to know how to identify social housing tenancy fraud through their visiting activity, and how to respond and raise concerns. Likewise, we will be working to ensure that a professional investigation response is provided, where needed, during the project cycle in order that evidence can be obtained in a legal fashion, so that any subsequent investigation is not prejudiced.

### **Conclusion**

14. The City of London Corporation has a joined up approach to tackling social housing tenancy fraud. During 2016/17, a total of 28 successfully concluded investigations have returned 16 social housing tenancies that were either obtained by deception or were being fraudulently sub-let, whilst five fraudulent housing applications were detected and cancelled, and seven fraudulent right to buy applications identified. One complex prosecution was secured, resulting in a suspended custodial sentence and the recovery of £111,818 in compensation and confiscation, demonstrating our commitment to taking the most robust action against those that seek to defraud the City of London and deprive much sought after housing to those in genuine need. Two initiatives are being introduced – the NFI AppCheck and the LCFH to help the City identify fraud across its social housing provision. Two joint fraud and identity fraud awareness training sessions delivered to housing staff in September 2017 were very well received.

### **Appendices**

- Appendix 1: Analysis of cases investigated during the 2017/18 reporting year
- Appendix 2: Case studies detailing a number of cases concluded during 2017/18

### **Contact**

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## Appendix 1 – Housing Tenancy Fraud Caseload Analysis 2017/18 vs 2016/17

Housing Tenancy Fraud Case Referrals	April 2017 to March 2018	April 2016 to March 2017
Housing tenancy fraud referrals received in current year	51	51
Right to buy referrals received in current year	23	40
Housing application referrals received in current year	13	74
Cases carried forward from previous year (all disciplines)	23	44
<b>Total</b>	<b>110</b>	<b>209</b>
Cases/referrals currently under investigation	14	23
Cases/referrals closed with no further action <sup>1</sup>	59	143
Cases with Comptroller & City Solicitor for prosecution	3	4
Cases with Comptroller & City Solicitor for civil recovery	3	3
Cases with City Police for Financial Investigation	2	0
Cases where possession order granted	0	3
Cases where successful possession gained <sup>2</sup>	16	17
Cases where successful prosecution action taken	1	2
Cases where fraudulent application identified	5	9
Right to buy fraud successfully identified	7	5
<b>Total</b>	<b>110</b>	<b>209</b>
Value where successful possession gained, housing application cancelled or right to buy fraud identified <sup>3</sup>	<b>£1,134,000</b>	<b>£1,019,000</b>
<b>Notes:</b> <sup>1</sup> The number of cases/referrals closed during 2016/17 with no further action include housing application AppCheck referrals, where a large number are expected to proceed, following review. These closed referrals amount to 65 for 2016/17. NFI AppCheck referrals are not included for 2017/18 <sup>2</sup> Cases where successful possession has been gained will be considered for criminal action where suitable, and where offences committed are serious enough to warrant proceedings under the Prevention of Social Housing Fraud Act 2013 and/ or the Fraud Act 2006. <sup>3</sup> Successful possession gained value of £18,000 per property sourced from Audit Commission value of national average temporary accommodation costs to Local Authorities for one family. RTB discount value £103,000 2016/17, per property. £108,000 2017/18, per property.		

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## **Appendix 2 - Housing Tenancy Fraud Case Study's 2017/18**

### **Case Study 1**

The City secured a successful prosecution following an investigation into a social housing tenancy obtained by a former tenant of the City's Golden Lane Estate. Investigations established that the defendant had furnished tenancy agreements from a fictitious landlord, making it look as though he was renting a room in a house in support of his housing application; he did in fact own the property outright and was a landlord himself, renting out a number of rooms. When the defendant obtained the Golden Lane property, he proceeded to rent out the room that he used to use in the house that he owned.

Following a complex investigation, the defendant pleaded guilty to fraud at Inner London Crown Court on 31 May 2017 and received a two-year suspended prison sentence and 115 hours of unpaid work. A financial investigation under the Proceeds of Crime Act enabled the City to recover £111,818 in compensation and confiscation, along with legal costs and investigation costs. The property was also successfully recovered and is now let to others in far greater need of affordable housing.

### **Case Study 2**

The City secured a successful recovery of a tenancy on the City's Middlesex Street Estate following an investigation into the social housing tenancy of the former joint tenants after allegations from a neighbour that the defendants had returned to Thailand. Witness statement was obtained from witnesses and it was further established that the tenants were renting out both bedrooms in the property and receiving rental income into their bank accounts. The team worked with two of the sub-tenants who provided evidence and described the details of the sub-let arrangement, which led to the City having sufficient evidence to take recovery action, however faced with the prospect of legal action, the tenants returned possession of the property to The City with immediate effect and it has now been let to others in far greater need of affordable housing.

### **Case Study 3**

The City secured a successful recovery of a tenancy in West Point on the Avondale Estate following an investigation into the social housing tenancy of the sole tenant. An investigation commenced after a referral from the Estates Manager, after he had been contacted by an employee from The Department for Work & Pensions. An individual was claiming Job Seekers Allowance from the address claiming that the tenant was his landlord. Residency checks carried out revealed that the tenant had not been resident at the property for approximately 10 years and had likely returned to Nigeria as he was uncontactable. Witness statements obtained from two persons showed that the property has been sub-let to one person who had then assumed the tenancy and was sub-letting to another individual and her child.

Following conclusion of the investigation, The City had sufficient evidence to take civil action to recover the tenancy, however faced with the prospect of legal action, the sub-tenant handed back the keys of the property to The City. The property is now let to others in far greater need of affordable housing.

## **Appendix 2 - Housing Tenancy Fraud Case Study's 2017/18**

### **Case Study 4**

The City secured a successful recovery of a tenancy at George Elliston House on the Avondale Estate following an investigation into the social housing tenancy of the sole tenant. An investigation commenced after a referral from an Estates Officer advising that a lady had attended the Estates Office and was evasive about her connection to the flat in question, when requesting an additional key fob. After visiting the lady at the address and obtaining a Witness Statement it was established that she was a friend of the tenant and had moved into the property after the original tenant had returned to Lithuania to live with her partner - a former joint tenant at the property who had been prosecuted and deported from the UK. The sub-tenant was paying rent herself at the property having been provided with the rent card and had assumed the tenancy at the address.

Following conclusion of the investigation, The City had sufficient evidence to take civil action to recover the tenancy, however faced with the prospect of legal action, the sub-tenant returned possession of the property to The City as she had no intention of returning to the UK. The property is now let to others in far greater need of affordable housing.



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