



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

Date: TUESDAY, 26 MARCH 2019
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 OBE
Susan Pearson
William Pimlott
Peter Bennett

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Lunch will be served in the Guildhall Club at the rising of the Sub Committee
NB. Part of this meeting could be the subject of audio or visual recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Reports

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To approve the public minutes and non-public summary of the meeting held on 21 January 2019.
For Decision
(Pages 1 - 10)
4. **OUTSTANDING ACTIONS**
Members are asked to note the Sub Committee's Outstanding Actions list.
For Information
(Pages 11 - 12)
5. **MAJOR WORKS PROGRAMME PROGRESS REPORT**
Report of the Director of Community and Children's Services.
For Information
(Pages 13 - 20)
6. **FIRE SAFETY UPDATE - HRA PROPERTIES**
Report of the Director of Community and Children's Services.
For Information
(Pages 21 - 46)
7. **CONSULTATION SCHEDULE FOR CITY OF LONDON PRIMARY ACADEMY ISLINGTON (COLPAI)**
Report of the Director of Community and Children's Services.
For Decision
(Pages 47 - 56)
8. **COMMUNITY CENTRES POLICY**
Report of the Director of Community and Children's Services.
For Decision
(Pages 57 - 72)
9. **CLOSED-CIRCUIT TELEVISION (CCTV) POLICY**
Report of the Director of Community and Children's Services.
For Decision
(Pages 73 - 86)
10. **TENANCY VISITS PROJECT UPDATE**
Report of the Director of Community and Children's Services.
For Information
(Pages 87 - 90)

11. **HOUSING PROPERTY SERVICES - ACHIEVEMENTS 2018**
Report of the Director of Community and Children's Services.
For Information
(Pages 91 - 96)
12. **RESIDENTS REASSURANCE & ENGAGEMENT SUPPORT SERVICE UPDATE (PARKGUARD LTD) UPDATE**
Report of the Director of Community and Children's Services.
For Information
(Pages 97 - 100)
13. **PROJECT TO INCREASE RECYCLING ON MIDDLESEX STREET ESTATE**
Report of the Director of the Director of the Built Environment.
For Information
(Pages 101 - 104)
14. **PORTOKEN COMMUNITY ENERGY PROJECT**
Report of the Director of Community and Children's Services.
For Information
(Pages 105 - 108)
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
17. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

Part 2 - Non-Public Reports

18. **NON-PUBLIC MINUTES**
To approve the non-public minutes of the meeting held on 21 January 2019.
For Decision
(Pages 109 - 110)
19. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
20. **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, 21 January 2019

Minutes of the meeting held at Guildhall at 11.30 am

Present

Members:

Randall Anderson (Deputy Chairman)
John Fletcher (Chairman)
Mary Durcan
Marianne Fredericks
Alderman David Graves
Susan Pearson
William Pimlott
Peter Bennett

Officers:

Paul Murtagh	- Assistant Director, Barbican and Property Services, Community and Children's Services
Liam Gillespie	- Community and Children's Services
Jacqui McKeating	- Community and Children's Services
Dean Robinson	- Community and Children's Services
Mohammed Hussain	- Community and Children's Services
Mark Jarvis	- Chamberlains
Goshe Munir	- Chamberlains

In attendance:

Afsheen Rashid	CEO and Founder – Repowering (item 6 only)
Jason Pritchard	Ward Member, Portsoken (item 6 only)
Munsur Ali	Ward Member, Portsoken (item 6 only)

1. APOLOGIES

Apologies were received from Dhruv Patel.

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

The following Members declared pecuniary interests in respect of Agenda Item (18) – Housing Management System Upgrade - by virtue of being leaseholders on the Barbican Estate:

- Mary Durcan
- Susan Pearson
- Alderman David Graves

William Pimlott also declared an interest, although the legislation is silent in respect of his particular circumstances.

3. **MINUTES**

RESOLVED – That the public minutes and non-public summary of the meeting held on held on 27th November 2018 be approved.

Matters arising

In respect of the review of car park charges, and specifically disabled parking provision, Members noted that, should Committee cycles permit, this report would be presented to the Housing Management and Almshouses Sub Committee, in addition to the Community and Children's Services and Barbican Residential Committees.

4. **OUTSTANDING ACTIONS**

Members received the Committee's outstanding actions list and noted the following updates since the last meeting of the Sub Committee:

- A report on ParkGuard Ltd would be presented to the March Housing Management and Almshouses Sub Committee.
- Tenders for Cullum Welch House were due back at the end of January 2019. Officers had been working closely with colleagues in City Procurement and Members would receive a detailed report at the next meeting of the Grand Committee.
- Existing fire extinguishers had been removed from all common areas and car parks.
- A Member asked if future outstanding actions lists could include target dates, wherever possible.

5. **ALMSHOUSES REVENUE AND CAPITAL BUDGET REPORT FOR 2018/19 AND 2019/20.**

Members considered a report of the Chamberlain in respect of the Almshouses Revenue and Capital Budget. A query about the proportion of contributions, as part of service charge income, would be captured when the report was presented to the Grand Committee.

RESOLVED, that – the Almshouses Revenue and Capital Budget for 2018/19 be recommended to the Community and Children's Services Committee, for final approval by the Finance Committee.

6. **PORTSOKEN COMMUNITY ENERGY PROPOSAL**

Members received a briefing note which provided information on the proposal to establish the City of London's first community-owned solar power station in Portsoken Ward, on the Middlesex Street Estate.

Members noted that the proposal was being led by a group of Portsoken residents, working in partnership with Repowering London; a not-for-profit organisation with a strong track record of delivering five award winning community energy projects on social housing estates. Members noted that the partnership had successfully secured funding from the Mayor of London's 'London Community Energy Fund' and they were required to pre-register for the scheme before the 31st of March 2019. Members also received a presentation on the proposal, delivered by the Co-founder and CEO of Repowering.

During the presentation and questions, the following points were noted:

1. The panels would be fitted to roofs which are due to be resurfaced as part of the current Major Works Improvement Programme and, whilst the scheme could still go ahead, there would be cost implications if the solar panels were fitted ahead of the roof works. Furthermore, the issue of routine maintenance of the roofs would also need to be taken into consideration.
2. Members noted the approximate size of the solar panels and the feasibility study would confirm the actual number that could be installed.
3. The scheme would offer local employment opportunities both during installation and potentially for longer term appointments within the Co-op and/or on other projects.
4. There is potential for other financial support beyond the Mayor's fund; i.e. donations and carbon offset funding, along with the community share capital. The price of electricity is always rising but market forces would indicate exact prices.
5. There were some solar panels on Golden Lane's Community Centre and the payback period, when compared to double glazing, was very low.
6. Repowering used standard templates for leases with other local authorities, which were of similar long terms, negotiated to meet their circumstances. Members asked if the templates and heads of terms could be shared as part of the next report.
7. Portsoken Energy would generate the Co-op and formal service agreement. The Co-op would own the panels and have statutory responsibility for meter readings; billing etc, supported by Repowering.
8. The proposal should be presented to the City Corporation's Energy (Officer) Board and Members noted that, given its very high expenditure in this area, the City Corporation achieved very large economies of scale with current arrangements. However, given the scope and size of this project, it is unlikely to impact on the work of the Energy Board.
9. In previous projects, the majority of share offers had been for a minimum investment of £250.00, with a few contributing larger amounts. It was

just £1.00 to join the Co-op but this would be for membership only with no return. The Co-op would have a governance structure and annual general meeting. Under Co-op rules, no individual could apply for more than a third of the total share value and all members would have equal status.

10. The schemes were marketed on social and environmental benefits, not financial. Whilst returns were not guaranteed, there would be provision every year for returning capital. Members would not be personally liable and the Co-op would be registered as a corporate entity, with an asset lock in the event of insolvency.
11. Shares were not transferable but are refundable and, in the event of death of a shareholder, they could appoint a nominee at the point of application. The funds were invested with the Co-op Bank, with a possibility of future investments in other trusted, ethical institutions. In order to protect those who needed to withdraw funds promptly, there would be no long-term, locked-in investments.
12. Whilst investments beyond the residents of an estate were welcome, internal targets were generally for 20% of an estate. Members noted that Vauxhall was at 25%.

In concluding, the Chairman acknowledged Members enthusiasm for this project as it promoted both renewable energy and the spirit of community involvement and partnership working. The Chairman thanked Repowering London for an exciting and innovative presentation.

In order to progress the proposal, Members and officers noted the deadline of the end of March 2019, for the works to be commissioned for March 2020. Officers would therefore need to be mindful of the various Committee cycles; likely to include the Energy Board, the Community and Children's Services Committee, Planning and Transportation Committee, Procurement Sub Committee, Policy and Resources Committee and possibly the Court of Common Council. The Chairman of the Housing Management and Almshouses Sub Committee asked to see a progress report at the next meeting.

RESOLVED, that – the briefing note and plans for progressing the proposal be noted.

7. HOUSING MAJOR WORKS PROGRAMME - PROGRESS REPORT

Members received a report of the Director of Community and Children's Services in respect of progress on the Housing Major Works Programme. During the discussion and questions, the following points were noted:

1. There has been an amalgamation of two teams following the recent retirement of an Assistant Director and a new structure would be in place by April 2019. The restructure would provide additional resources to deal mainly with specialist fire safety works and construction health and

safety matters. Members were particularly pleased to note the presence of City Corporation Clerks of Works on site.

2. The Assistant Director emphasised the need to avoid a repeat of the current 'catch-up' works emphasising that a planned maintenance programme is in place, which will ensure the longer-term sustainability of the housing stock. This report, however, focusses on the current Major Works Programme. Members noted that the new housing developments would not be part of this report.
3. With regard to the external redecoration programme, it was noted that some redecorations could not be finished until the concrete repairs were complete.
4. Saville's 30-Year report is an important part of the Corporation's 30-year Business Plan and, Members will start to see this reflected in a new 5-year plan that will be developed for approval towards the end of the current calendar year.
5. Members would receive a report at the next meeting in respect of the revised Window Replacement Programme. This new programme is intended as a realistic programme with realistic timescales and, reflects the previously agreed approach to breaking down the programme into more manageable sized projects.

In concluding the discussion, the Chairman commended officers for their progress and due diligence, considering the complexities of some projects, particularly in Cripplegate Ward.

RESOLVED, that the report be noted.

8. **HATE INCIDENTS POLICY**

Members considered a report of the Director of Community and Children's Services in respect of a draft Hate Incidents Policy. Whilst noting that the Law Commission were re-examining definitions, there was a general agreement that 'transgender identity' should be wider, particularly in respect of misogynistic behaviour. Members noted that policy officers worked closely with the Establishment Committee to ensure all policies were in sync.

In respect of 'trolling' on social media etc., Members noted that officers worked closely with the Police to promote agencies such as 'Stop UK', which offered help for victims of on-line abuse. Officers agreed that the appendices to the Policy would include information on helplines. In the event of severe cases, where tenants felt at risk and had asked to be moved, this was captured by current Housing Legislation.

RESOLVED, that – the Hate Incidents Policy for use by the Housing Service be approved, with the addition of an appendix in respect of helplines, as referred to above.

9. **HOUSING UPDATE AND RISK REGISTER (1ST APRIL TO 30TH SEPTEMBER 2018)**

Members received a report of the Director of Community and Children's Services which provided a 6 monthly update on housing service performance and management information. During the discussion on this item, the following points were noted:

Future reports would include a 'dash board' format, which is generally more user-friendly.

The Fire Safety Risk would be amended as it did not accurately reflect what the Department were trying to achieve. Members would receive a detailed overhaul of the Fire Safety Plan at their next meeting.

Members commended the excellent performance on rent collection.

Whilst the expenditure on breakdowns and emergency repairs was fairly high, when compared to contract and cyclical works, Members noted that the major works programme, discussed in the previous agenda item, was steadily reducing the amount and the position was being monitored.

Officers agreed to provide additional information in respect of the number of successful placements on the Housing Waiting List.

The Assistant Director was aware of the recent rise in formal complaints, which might have arisen as a result of rising expectations in respect of the major works programme. There was further discussion on managing expectations, within agreed service level agreements, and the need to ensure they were being widely communicated.

In respect of the repairs and maintenance table in the report, Members asked if the direction of travel could be included and if there could be a comparison with the number of complaints received.

RESOLVED, that – the report be noted.

10. **DISCRETIONARY HOUSING PAYMENT POLICY**

Members considered a report of the Director of Community and Children's Services in respect of the Discretionary Housing Payment Policy. Members noted that the Policy had been agreed by the Sub Committee in 2013. This update was in response to a recommendation arising from an Internal Audit Welfare Reform recommendation in 2018.

RESOLVED, that – the updated Discretionary Housing Payment Policy be approved, to ensure it reflects new legislation and caselaw.

11. **TENANCY VISITS PROGRAMME**

Members received a report of the Director of Community and Children's Services in respect of the Tenancy Visits Programme. Members noted that emerging issues would be grouped and analysed in the final report on the

visits. In respect of the rate of completion, officers explained that the programme had gained momentum during the visits to Avondale and they remained confident of a 31 March 2019 completion date. Members also noted that, generally, the visits had been well received and residents co-operative.

RESOLVED, that – the report be noted.

12. COLLECTION OF WATER CHARGES FROM TENANTS

Members received a report of the Director of Community and Children's Services in respect of the collection of water charges from tenants and the City Corporations arrangements with Thames Water. Members noted that all residents would receive a letter from Thames Water this week; setting out tariffs and officering support available for those on benefits and with medical conditions etc. In addition, the City Corporation had also briefed all of its estates about the arrangements. Given the take up of concessionary tariffs was low, and there had been some confusion amongst tenants about water meters; officers agreed to speak to Thames Water's Account Liaison Manager in respect of visiting resident drop-ins or resident association meetings.

RESOLVED, that – the report be noted.

13. CITY OF LONDON (AND GRESHAM) ALMSHOUSES, EAST LODGE AND COMMUNAL AREAS - REFURBISHMENT WORKS

Members considered a report of the Director of Community and Children's Services in respect of refurbishment works to the City of London (and Gresham) Almshouses, East Lodge and Communal areas and sought approval to start work.

RESOLVED, that:

1. The use of £254,300 from the City of London Almshouses Trust cash balances for initial refurbishment works in 2018/19 be approved.
2. Investment assets be disposed to the value of £432,679, to fund future refurbishment works, fees and staff costs, which will result in a future loss of investment income. (NB: To be advised)
3. TSG Building Services be appointed to carry out internal, external and common parts refurbishment works at the City of London Almshouses, at a cost of £654,300, as part of a wider contract to encompass similar works to the Gresham Almshouses. (NB. This is subject to approval through a separate 'gateway 5' report).
4. The of £707,440 be approved for the COLA works.
5. A staff cost budget of £25,000 be approved, to be used to for project management costs up to the completion of the works (including £5,341 spent to date).
6. A budget of £28,140 be approved for Quantity Surveyor fees to take the project to completion (including £15,120 spent to date).

7. The Risk Register and a potential mitigated risk budget of £92,400 be noted.

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

A Member asked about Cornerstone Telecommunications Infrastructure Ltd (CTIL) which plan; *"to build 4G mobile "small cells", which will be housed on City street furniture such as lampposts, street signs, buildings and CCTV columns, to provide enhanced mobile coverage at street level and ensure that the City is best placed to become an early adopter of 5G, which is widely expected to become available in 2020."*

The Member had particular concerns about the health implications, especially as those in respect of 5G are as yet unknown, the contract would be for 15 years, and all revenue would go to City funds, not the HRA or residents who would be affected. The Member asked whether the City Corporation, as a responsible landlord should have been allowed to debate the issue in the first place. The Members also asked what, if anything, could be done now, in the event of possible installations on the roofs of our residential and educational buildings, where people's long term health might be at risk ?

The Assistant Director acknowledged that the matter had caused considerable interest and anxiety for Members and residents. Whilst the Assistant Director could not answer in full at this time, he outlined the position as follows:

- Cornerstone Telecommunications Infrastructure Limited (CTIL) signed a contract with the City of London Corporation in March 2017, which gave CTIL permission to install mobile equipment on City owned assets (including rooftops) to improve wireless connectivity across the Square Mile, including the Golden Lane Estate.
- CTIL sent a pre-planning application letter to Mark Field MP and Cripplegate Ward Members notifying them of its intention to install mobile equipment on the rooftop of Bowater House, as a result of the termination of a lease at Florin Court, Charterhouse Square.
- Officers in the Department of Community and Children's Services, specifically Housing, were unaware of this application and CTIL's intentions. It would appear that the City, as the landlord, had not been consulted on this matter.
- The Assistant Director has been advised that CTIL actions on this occasion were not part of the contract it has with the City. CTIL had apparently sent out several 'speculative' notices of the kind referred to above, in the hope that one or more of them met with a favourable response.
- In terms of the Contract with CTIL, it does give CTIL exclusive access to specific City owned assets for the installation of mobile equipment.

However, the Assistant Director had been assured that CTIL must firstly seek the approval of the City as Landlord. CTIL must also secure planning approval and listed building consent where appropriate.

- The City will need to be satisfied that the installation of mobile equipment will not pose any health risks to residents and occupiers and will not affect the fabric of the building or its day-to-day operational use.
- The Planning Department have now written to GVA, who is acting on behalf of CTIL, advising that its proposals for Bowater House was unlikely to receive approval.
- Going forward, the Assistant Director had requested a formal process for applications.

15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was no other business.

16. **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
18

Paragraph
3

17. **NON-PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 27TH November 2018 be approved as a correct record.

18. **HOUSING MANAGEMENT SYSTEM UPGRADE**
Members considered and approved a report of the Director of Community and Children's Services.

19. **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.

20. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no non-public questions.

The meeting ended at 1.30 pm.

Chairman

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julie.mayer@cityoflondon.gov.uk

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

Date Added	ITEM	Action	Officer and target date
27.11.2018	PARKGUARD LTD	As the contract had just been renewed, Members would receive a report at a future meeting.	Liam Gillespie – report to March Meeting of HMASC
27.11.2018	TENANCY VISITS	HMASC to receive a report on the outcome of the visits in the Spring of 2019 – to include include an analysis of emerging issues. Members asked to see a programme of the visits.	Dean Robinson – report to March/April meetings of HMASC and CCS
21.1.2019	HOUSING UPDATE AND RISK REGISTER	Future reports to include a 'dash board' format. Fire Safety Risk to be amended to reflect, more accurately, what the Department was trying to achieve. Additional information in respect of the number of successful placements on the Housing Waiting list. Re the repairs and maintenance table – include direction of travel and comparison with the number of complaints received.	Liam Gillespie/ Paul Murtagh
21.1.2019	PORTSOKEN COMMUNITY ENGERGY	Templates and Heads of Terms from other local authorities to be included in the next report Proposal to be presented to the City Corporation's Energy (Officer) Board and the relevant City Corporation Committees Progress report to the next meeting of the Sub Committee	Paul Murtagh
21.1.2019	COLLECTION OF WATER CHARGES FROM TENANTS	Officers agreed to speak to Thames Water's Liaison Manager in respect of visiting resident drop-ins or resident association meetings	Liam Gillespie

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Committee	Dated:
Housing Management & Almshouses Sub Committee	26 March 2019
Subject: Housing Major Works Programme – Progress Report	Public
Report of: Director of Community & Children’s Services	For Information
Report authors: 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 seventh update report highlights specific areas of ‘slippage’ or ‘acceleration’ since the last meeting of the Sub-Committee on 27 November 2018 as well as, progress against the programme as originally reported in November 2017.

Considerations

3. The City of London Corporation (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 will be submitted to the HPB at its next meeting on 28 March 2019.

10. Members will note from the progress report at Appendix 1 that there has been little change to the status of the various projects since the last meeting of this Sub-Committee. Members are asked to specifically note the following updates:

H41: Great Arthur House – Front Door Replacement

This project has been delayed mainly as a result of agreeing with the City Corporation's Planning Officers a finalised design for the temporary installations for the two door sets that are being sent away for destructive testing. The necessary approvals have now been obtained and one of the door sets has now been removed and a temporary installation fitted. The removed door set has been booked in for destructive testing at the European test facility on 12 March. We are hopeful that some of the reported delay may be recovered once the test results have been received and reviewed.

H24: Petticoat Tower Balcony Doors and Windows

The successful bidder has withdrawn its contract offer as a result of its refusal to agree to the City Corporation's standard contract terms and conditions. The revised programme which shows a four-month delay, is based on the potential award of the contract to the second placed bidder. However, should it not be possible to proceed with the second placed bidder and, further procurement is required, the project will be subject to a further delay.

H42: Petticoat Tower Front Door Replacement

This project has suffered a two-month delay as a result the need to seek Committee approval to uplift the project budget as, tender returns were in excess of the approved Gateway 3/4 estimates. An Issues Report was approved by the Community and Children's Committee at its meeting on 8 March and was due to be considered by the Projects Sub-Committee at its meeting on 22 March.

It should be noted however, that this project is at risk of further slippage as it is not yet apparent whether the successful bidder will again reject the City Corporation's standard contract terms and conditions as it has already done in relation to project H24 above.

H10: Dron House/William Blake Door Entry

Whilst the procurement process has been completed, there is again an issue with the successful tender bid exceeding the approved estimates at Gateway 3/4. An Issues Report is being prepared for submission to the next cycle of Committees for approval for an uplift in budget to allow the contract to be awarded. Subject to Committee approval, the contract should be in place to allow for a start in May, a delay of two months.

H43: Harman Close – Decent Homes

Repairs and redecoration work to the common areas including the library and corridors started in November last year. At the time of writing this report, 90% of properties have been surveyed and 10 properties have now had new kitchens and bathrooms installed.

H15: Cullum Welch – Concrete Repairs

A new procurement process has now been completed and 6 tender submissions have been received. Tenders have been evaluated and a new post-tender Section 20 process instigated which, finishes on 2 April. It is expected that a contractor will be appointed in May 2019.

H17: Golden Lane Heating (Phase 2 – Crescent House and Cullum Welch House)

Whilst there is no change to the overall programme, the delivery timeline has been reconfigured to show a separate Design and Listed Building Consent period. Officers met with Planning and Building Control at the beginning of March to discuss further proposals. Discussions have been held with representatives from Citigen and EON in relation to the supplies to this site and COLPAI. Procurement of the design team for this project is nearing completion. Once we have obtained planning permission for this project, we will, subject to the relevant approvals, look to procure the works in the summer.

H1: Avondale Estate – Window Overhaul

Metwin has been appointed to carry out this works and has made a good start with more than 25 flats completed so far to date. The project remains on programme.

H25: Petticoat Tower Stairwell

A new procurement process has been completed and 9 tender submissions have been received. Tenders are currently being evaluated and post-tender Section 20 Notices will be issued at the end of March.

11. As Members will appreciate, there will always be problems with contracts and projects such as those contained within the Housing Major Works Programme. However, our own in-house team of Project Managers and Clerk of Works is allocated to each project to ensure that projects are properly managed, and the expectations of our tenants are met. Members will also appreciate that the momentum of the Housing Major Works Programme has increased significantly, and good progress is now being made.

Appendices

Appendix 1: Housing Major Works Programme Progress Report (March 2019)

Paul Murtagh

Assistant Director, Barbican & Property Services

T: 020 7332 3015 E: paul.murtagh@cityoflondon.gov.uk

GOLDEN LANE ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2019

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																																							
						2017/18												2018/19												2019/20								2020/21							
						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	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	practical completion	<div></div>																																							
	H21	Lift Refurbishment	£1,300,000	£1,002,010	works complete	<div>LOW RISE BLOCKS</div>																																							
	H16	Golden Lane - Heating Replacement (Phase 1 - All blocks excluding Crescent/Cullum)	£465,000	£415,458	works complete	<div>LOW RISE BLOCKS</div>																																							
	H5	Decent Homes - Phase II (multiple estate programme)	£625,400	£605,011	works concluding	<div>ELEC TESTING</div>																																							
	H14	Golden Lane - Concrete Testing & Repairs (all blocks exc. Cullum Welch)	£1,050,000	£818,952	works concluding	<div>OTHER ESTATES</div>																																							
	H15	Cullum Welch House - Concrete Balustarde Replacement & Concrete Repairs	£820,000	£101,104	leaseholder consultation	<div>REPAIRS CONTRACT</div>																																							
	H20	Redecorations (Int & Ext - in conjunction with Avondale Square, York Way & Middlesex St Estates)	£416,700	£299,086	Golden Lane works complete	<div>LEAD IN</div>																																							
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£100,000	£4,278	on site other estates	<div>OTHER ESTATES</div>																																							
	H17	Golden Lane - Heating Replacement (Phase 2 - Crescent House & Cullum Welch House)	£2,000,000	£13,600	options appraisal	<div>GLD LANE</div>																																							
	H40	Window Refurbishment/Replacement (All blocks excluding reclad sections of Great Arthur House)	£8,400,000	£18,335	procurement of design team	<div>DESIGN&LBC</div>																																							
H41	Great Arthur House - Front Door Replacement	£675,000	£3,275	awaiting testing results	<div>OUTLINE OPTIONS & DETAILED DESIGN</div>																																								

MIDDLESEX STREET ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2019

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																															
						2017/18					2018/19					2019/20					2020/21																
						Q1		Q2		Q3	Q4		Q1		Q2		2	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	Page 17	H22	Concrete Testing & Repairs	£160,000	£60,158	works concluding																															
		H20	Redecorations (Int & Ext - in conjunction with Avondale Square, Golden Lane, York Way Estates)	£222,314	£199,069	MSE works complete																															
		H24	Petticoat Tower - balcony doors and windows	£450,000	£2,250	alternate contractor appointment																															
		H23	Lift Refurbishment	£1,550,000	£11,600	contractor mobilising																															
		H26	Water Tank Replacement/Repairs (multiple estate programme)	£100,000	£4,278	on site other estates																															
		H46	Communal Heating	£2,925,000	£29,100	options appraisal																															
		H42	Petticoat Tower - Front Door Replacement	£198,000	£1,590	contractor appointment																															
		H25	Petticoat Tower stairwell	£429,000	£6,500	2nd procurement																															
		H12	Electrical Remedial Works (non-urgent)	£385,890	£363,825	on site																															

AVONDALE SQUARE ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2019

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																																															
						2017/18												2018/19												2019/20												2020/21											
						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	H6	Decent Homes Avondale - Phase II	£723,100	£392,780	works complete																																																
	H20	Redecorations (multiple estate programme)	£607,150	£17,650	on site																																																
	H38	Landlords & Tenants Electrical Testing - Phase II (multiple estate programme)	£440,000	£440,000	on site																																																
	H43	Decent Homes Harman Close	£980,000	£0	on site																																																
	H1	Avondale Square - Window Overhaul	£161,500	£3,000	on site																																																
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£100,000	£4,278	on site																																																

- works delivery baseline (as forecast November 2017)
- works on site/complete
- works programmed (current forecast)
- 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 MARCH 2019

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																																							
						2017/18												2018/19												2019/20								2020/21							
						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	A	M	J	J	A	S	O	N	D	J	F	M										
INVESTMENT PROGRAMME	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	£762,240	Southwark works complete	ELEC TESTING																																							
	H38	Landlords & Tenants Electrical Testing - Phase II (multiple estate programme)	£440,000	£440,000	on site																																								
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£100,000	£4,278	on site other estates																																								
	H10	Door Entry (William Blake in conjunction with Dron House)	£100,000	£2,492	procurement																																								
	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 MARCH 2019

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																																							
						2017/18												2018/19												2019/20								2020/21							
						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	H36	Electrical Rewire (Tenanted Flats)	£225,000	£205,000	works complete																																								
	H37	Electrical Rewire (Landlords)	£385,465	£157,114	on site																																								
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£100,000	£4,278	on site other estates																																								
	H39	Window Replacements & External Redecorations	£1,770,000	£24,240	procurement of design team																																								

YORK WAY ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2019

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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- works delivery baseline (as forecast November 2017)
- works on site/complete
- works programmed (current forecast)
- 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 MARCH 2019

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																															
						2017/18				2018/19				2019/20				2020/21																			
						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	A	M	J	J	A	S	O	N	D	J	F	M
INVEST PROG	H5	Decent Homes - Phase II (multiple estate programme)	£173,315	£46,472	Sydenham Hill works complete	ELEC TESTING				SYD H																											
	H39	Window Replacements & Extenal Redecoration (Multiple Estates Excl. Golden Lane)	£700,000	£24,240	procurement of design team					DETAILED DESIGN & PLANNING								MULTI ESTATE PROGRAMME TBD																			

SMALL ESTATES (DRON, WINDSOR, ISLEDEN) INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2019

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	TIMELINE																													
						2017/18				2018/19				2019/20				2020/21																	
						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	A	M	J	J	A	S	O	N	D	J	F	M
INVESTMENT PROGRAMME	H5	Decent Homes - Phase II (Dron & Windsor as part of multiple estate programme)	£686,216	£451,412	Windsor & Dron complete	ELEC TESTING				WIN. & DRON																									
	H38	Landlords & Tenants Electrical Testing - Phase II (multiple estate programme)	£440,000	£247,148	on site																														
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£100,000	£4,278	on site																														
	H10	Door Entry (Dron House in conjunction with William Blake)	£100,000	£2,492	procurement																														
	H39	Window Replacements & External Redecoration (Dron & Windsor)	£2,000,000	£24,240	design & planning																														

- works delivery baseline (as forecast November 2017)
- works on site/complete
- works programmed (current forecast)
- 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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Committees:	Dates:
Community and Children's Services Housing Management & Almshouses Sub Committee	08/03/2019 26/03/2019
Subject: Fire Safety Update – HRA Properties	Public
Report of: Director of Community & Children's Services	For Information
Report author: Paul Murtagh Assistant Director Barbican and Property Services	

Summary

The purpose of this report is to update Members on the progress that has been made in relation to fire safety matters since the last update report submitted to Committee on 27 November 2018.

Recommendations

Members are asked to note, consider and comment on the report.

Main Report

Background

1. In July 2017, an initial detailed report was presented to this Committee, the Community & Children's Committee and the Audit and Risk Management Committee updating Members on the City of London Corporation's (CoLC) approach to fire safety in its social housing portfolio and, following the tragic fire at Grenfell Tower, the subsequent actions that we had taken. This report informed Members of the progress we had made with matters such as:
 - fire risk assessments,
 - communication with residents,
 - estate management,
 - fire safety maintenance and improvement works,
 - inspections by the London Fire Brigade (LFB),
 - potential future improvement works.
2. Further update and review reports have been brought back to this Committee and the Housing Management & Almshouses Sub-Committee on several occasions to inform Members of the work that has been done to enhance the safety of the CoLC's social housing estates and its residents in the event of fire.
3. This report is intended as a further update.

Considerations

Automatic Water Fire Suppression Systems (Sprinklers)

4. At its meeting on 11 May 2018, Members of the Community & Children's Committee agreed a recommendation from its Director to retro-fit automatic water suppression systems in each of its five social housing high-rise tower blocks below:
 - Great Arthur House, Golden Lane;
 - Petticoat Tower, Middlesex Street;
 - West Point, Avondale Estate;
 - Central Point, Avondale Estate;
 - East Point, Avondale Estate.
5. Further discussions have been held with colleagues in the CoLC's Planning and Building Control Teams in relation to Great Arthur House, which Members agreed was the priority as a result of the compartmentation issues. A Gateway 1-4 report, which was approved by this Committee on 2 November 2018 and Projects Sub Committee on 7 November 2018, agreed:
 - A total project cost of £3,200,000 including design, project management and staff costs;
 - Survey, planning, design and tender costs of £75,000 to get to the next stage of the Gateway process (Gateway 5);
 - That a compliant procurement exercise be undertaken for the installation of sprinklers in our five social housing high-rise tower blocks;
 - That Committee approval be sought at Gateway 5 for the appointment of a contractor to carry out the installation works.
6. We are currently in the process of appointing an M&E Design Consultant to carry out the pre-contract design, specification and tender works and, we are working to the following outline programme:
 - Survey, planning and design – March to May 2019;
 - Resident consultation – March 2019;
 - Procurement process – May to July 2019;
 - Contract awarded and contractor appointed – August 2019;
 - Works commence – October 2019;
 - Works completed – March 2020;
 - End of Defects Liability period – March 2021.

Fire Doors

7. As Members will be aware from previous reports, random sample testing of several front entrance doors to individual flats in our residential blocks has been carried out. This destructive testing indicated an average fire resistance of 16 minutes. Although this is in line with what was predicted for doors in their original state, it gives serious cause for concern when set against the recommendations from many of the 2018 Fire Risk Assessments.

8. The CoLC is committed to replacing all front entrance doors in its residential blocks of flats with fire doors that give up to 60 minutes fire resistance (30 minutes as an absolute minimum). The estimated cost of this programme is in the region of £4million.
9. Members will be aware of concerns raised by the Ministry of Housing, Communities and Local Government (MHCLG), that a replacement glazed, composite 30-minute fire door from Grenfell Tower failed a fire resistance test after 15 minutes. Further investigations highlighted similar problems with doors from other high-profile specialist fire door manufacturers. These findings have caused considerable uncertainty in the industry and has led a serious shortage in suppliers and contractors to satisfy the demand from housing associations and local authorities seeking to upgrade the doors to their homes.
10. We have continued to work closely with GERDA Security Products Limited, a specialist door manufacturer (not implicated by the recent MHCLG investigations), to develop a prototype replacement doorset that has been rigorously tested to provide 60 minutes fire resistance and has passed appropriate door smoke tightness tests. The prototype door set has been manufactured and fitted in one of our homes in Petticoat Tower, Middlesex Street and it has been very well received.
11. It is intended, subject to final agreement from City Procurement, that the GERDA prototype will be specified for the remainder of the Door Replacement Programme at Petticoat Tower, which is now due to commence in the spring/summer this year.
12. Officers have now finalised the programme and delivery schedule for the remainder of the main Door Replacement Programme, which will be spread over the next 18 to 24 months. A Gateway 1-4 report is being prepared and will be submitted to the relevant committees at the next available cycle of meetings.

Fire Risk Assessments (FRAs)

13. As Members will be aware, Frankham Risk Management Services Limited completed FRAs for each of our residential blocks of flats in October/November 2017 and, as agreed by Members, these were published on the CoLC's website in June last year.
14. At its meeting on 5 June 2018, Members were first presented with the 'Specific Hazard Identification and Action Plan Template for Fire Risk Assessments', which lists the recommendations from all the FRA's on our residential blocks. Officers continue to work on the various recommendations contained within the Action Plan and good progress is being made. An updated version of the Action Plan is included at Appendix 1 to this report.
15. Carrying out FRA's under the Regulatory Reform (Fire Safety) Order 2005 (RRO), is a vital and legally required part of the CoLC's fire safety strategy for its residential portfolio. The RRO does not specify how often FRA's should be carried out or reviewed. However, the Local Government Association (LGA) has published guidance on fire safety in purpose-built blocks of flats, which recommends the following procedure for FRA's:

Low-rise blocks up to 3-storeys built in the last 20 years

- reviewed every 2 years;
- redone every 4 years.

For blocks with higher risks (such as age), or those more than 3-storeys high

- reviewed every year;
- redone every 3 years.

16. The FRA's for the CoLC's housing stock have been done annually for the last 3 years. The FRA's from October/November 2017 have been reviewed and mandated in line with the Corporation's auditing procedures for FRA's.
17. Clearly, simply carrying out FRA's is worthless if they are not updated regularly and the improvement work identified is not undertaken. As Members will be aware, there is a considerable amount of fire safety work that has been done, is being done and is scheduled to be done to bring our housing stock up to the required standard. There is no requirement for, or value in, commissioning further FRA's this year and the focus will be on continuing the progress we are making on the improvements identified in the Action Plan appended to this report.

Great Arthur House

18. As Members will be aware, due to the unique nature of the building and its issues, Great Arthur House is being dealt with as a 'special project' in terms of the fire safety works.
19. Approval has been obtained under the Gateway process to facilitate the removal and replacement of two front entrance 'screens' and doors to individual flats. These will be replaced to replicate the ones removed and the units taken out will be used for destructive testing to assess their level of fire resistance, one in its original condition and the second in an upgraded condition. This will allow us to determine the extent of work required to upgrade the compartmentation of the front entrance doors and screens to the rest of the flats in the block. The destructive testing is scheduled to commence.
20. Members will be aware that there has been a significant amount of work done at Great Arthur House to address initial concerns with compartmentation including:
- the installation of a permanent hard-wired fire alarm system to the whole of the building.
 - the delivery, and installation where required, of individual smoke detectors to all flats in Great Arthur House.
 - the completion of a detailed 'fire safety signage survey' and subsequent upgrading of all fire safety signage to reflect the new evacuation arrangements and to pick up the deficiencies noted in the FRA's, to ensure, that the signage in the block is accurate, up-to-date and compliant.
 - the introduction of an evacuation process for residents in the event of a fire.

21. With regard to the hard-wired fire alarm system that has been installed, residents had been experiencing an unexpected number of 'false' activations. As a result, the sensitivity of the alarms within the flats have been adjusted to reflect the life style of our residents and the layout of the interior of the flats. It appears that this adjustment has remedied the problem with 'false' activations. The effective operation of the fire alarm has meant that the Waking Watch service has now been discontinued.

Appendices

Appendix 1: Fire Safety Action Plan

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Estates	Observation/Issues	Consideration and recommendation	Block	Risk Priority & Action completed by Date	Responsible Team	Time scale	Cost	Comments
Golden Lane Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project Planning	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
	It was noted that fire stopping issues exist in respect of service enclosures and penetrations at ground floor level and outside flat 13, respectively.	Ensure appropriate remedial actions are implemented.	Stanley Cohen House	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Jul-19	£7,500	Surveys completed, works being tendered.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that the doors to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Jul-19	£20,000	Signage survey completed. Works to start in June 2019.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	31-Jul-19	£2,500	Signage survey completed. Most blocks deemed okay. Works to start in June 2019.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Included in emergency lighting maintenance contract.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Hatfield House, Cuthbert Harrowing House,Bowater House, Bayer House & Basterfield House	Priority-E Project Planning Medium	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
	It was noted that glazed transoms and frames to cross corridor doors, between lobbies and the protected stairs x2 do not adequately prevent the passage of smoke and fire between compartments.	Ensure appropriate remedial actions are implemented.	Great Arthur House	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.

	It was noted that compartmentation between individual flats and lobbies appears to be of lightweight timber panelling provided with hatches, which directly open into flats, together with non-fire rated letter slots.	Consideration should be given to upgrading relevant compartmentation to achieve adequate protection between escape routes and dwellings.	Great Arthur House	Priority-C 28 days Medium	Housing Property Services	31-Oct-19	N/A	Further detailed investigation reveal level of fire stopping. Project initiated. Mitigated by fire alarm system.
	Due to the issues identified in relation to standards of compartmentation between individual flats and lobbies the current 'stay put' evacuation strategy is not considered appropriate.	Consideration should be given to implementing appropriate short term remedial actions whilst suitable upgrades are undertaken.	Great Arthur House	Priority-B 4 days High	Housing Property Services	Completed	N/A	Project initiated. Mitigated by fire alarm system.
	It was noted that within the alternative means of escape stair core, at each half landing level; a pair of non-fire rated, inadequately fire stopped glazed units, which appear to be capable of being opened; are present. A similar scenario exists in respect of the glazing provided to opening windows from individual residencies adjacent the shared balcony emergency escape facilities. These arrangements provide a breach in the compartmentation between residential accommodation and escape routes.	Ensure all glazed units within escape stairs are adequately fire stopped, fixed shut and upgraded with fire resistant glazing.	Cuthbert Harrowing House, Bowater House, Bayer House & Basterfield House	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that in some instances escape routes are used by residents for storage/display purposes.	Ensure all such items are removed.	Crescent House	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	It was noted that cross corridor doors are provided. These are of glass construction; it is assumed their purpose is to act as smoke stop doors, due to the length of enclosed walkways. However the nature of design and fitting does not provide adequate protection.	It is recommended that CoL review the specific evacuation strategy for Crescent House and address any identified issues accordingly	Crescent House	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	Via sampling of riser cupboards examples of inadequate fire stopping were noted in some examples	Ensure appropriate remedial actions are implemented.	Crescent House	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Aug-19	N/A	Sample surveys completed and remedial works identified. Work being tendered.
	Evidence was not provided to confirm the sprinkler installations are subject to appropriate maintenance and servicing.	Implement a robust program of testing and servicing.	Crescent House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing and maintenance programme in place.
	The original letterbox/pass door has been disabled to an undetermined fire rated standard. Non-fire rated air bricks from the internal boiler cupboard vent directly into the escape route, adjacent to the final exit.	As part of any future refurbishment,consideration should be given to;protecting the air brick ventilation, via the provision of an internal intumescent seal within the boiler cupboard and where necessary as an arson protection measure; upgrading/disabling the original letterbox/pass door to current standards.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Mar-20	N/A	Sample surveys completed and remedial works identified. Work being tendered.
	What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	Completed	N/A	Fire alarm installed to BS5839-1:2017.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-19	N/A	Review completed. New guidance being drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. · Lobby ceiling · Service duct and ventilation · Between flats, kitchen and corridors halls	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
Holloway Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.

	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Jul-19	£20,000	Signage survey completed. Works to start in June 2019.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	31-Jul-19	£2,500	Signage survey completed. Most blocks deemed okay. Works to start in June 2019.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	It was noted that the access panel(s) to a service riser within the single direction of travel escape route does not appear to provide adequate resistance to fire.	Ensure appropriate remedial actions are implemented.	All blocks except Whitby House	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches do not appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being situated in the single means of escape, consideration should be given to the provision of additional protection via, fire dampers or similar devices.	All blocks except Whitby House	Priority-C 28 days Low	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
	It was noted that flat 17 is provided with what appears to be an unauthorized security gate.	Should it be deemed necessary to authorize the use of these devices, it should be confirmed that they satisfy the guidance provided by LFB; in respect of means of escape.	Hilton House	Priority-D 3Months Medium	Housing Estate Management	31-May-19	N/A	LFB has allegedly approved. Decided that all such gates will be removed.
	What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.

	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-19	N/A	Review completed. New guidance being drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. · Lobby ceiling · Service duct and ventilation · Between flats, kitchen and corridors halls	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
Avondale Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not available to confirm the lightning protection circuit is subject to periodic testing and maintenance.	Ensure a robust program of scheduled testing and maintenance is implemented.	All blocks	Priority-E Project Planning Low	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Low	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices.	All blocks	Priority-C 28 days Low	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges or strips/seals.	Due to the presence of means of escape routes in only a single direction upon exiting dwellings; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	All blocks	Priority-D 3Months Medium	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	31-Jul-19	£2,500	Signage survey completed. Most blocks deemed okay. Works to start in June 2019.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	It was noted that the shutters to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	The emergency services box, situated externally at the ground floor of Colechurch House contains the following information. 1) Estate block plan map 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.

	Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices	All blocks	Priority-C 28 days Low	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
	It was noted that in a number of instances service ducts within riser cupboards are inadequately fire stopped	Ensure appropriate remedial actions are implemented to achieve current standards	Colechurch House, Centr Point, Avondale House, Brettinghurst House,WestPoint, Tovy House, Proctor House, East Point	Priority-D 3 Months Medium	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	It was noted that in some instances final exit doors from flats are fitted with security grills.	Consideration should be given to the removal of these devices; in line with LFB guidance	Colechurch House, West Point (33.34 &66), Tovy House(15)	Priority-E Project Planning Medium	Housing Estate Management	31-May-19	N/A	LFB has allegedly approved. Decided that all such gates will be removed.
	At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Centre Point, Brettinghurst House, West Point, East Point	Priority-E Project Planning Medium	Housing Property Services	31-Jul-19	£15,000	Surveys completed, works being tendered.
	It could not be determined that fire stopping within ceiling level lobby service ducts and individual flats is adequate.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Centre Point, West Point,East Point	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	It was noted that riser ducts within escape routes, in some instances do not appear to provide adequate protection from fire.	Ensure appropriate remedial actions are implemented to achieve accepted standards of fire resistance.	Avondale House, Longland Court	Priority-E Project Planning Low	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	Lobby doors to the 1st and 2nd floors were found to be damaged; compromising their integrity.	Ensure adequate repairs are implemented or replacement doors provided.	West Point	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
	It could not be determined that composite panels below the windows to duplex maisonettes on the open balconies provide adequate fire resistance; it was also noted that occupants are required to pass non fire rated glazing on the single direction of escape route.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Tovy House	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	The level of fire resistance provided by the doors sets and transoms to resident's stores does not appear adequate.	Implement appropriate remedial actions to ensure current standards are achieved.	Tevatree House,Longland Court	Priority-D 3 Months Medium	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It could not be determined that fire stopping within the 2nd floor enclosed escape route ceiling and individual maisonettes is adequate.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Proctor House	Priority-C 28 days Medium	Housing Property Services	31-Jul-19	£25,000	Surveys completed, works being tendered.
	It was noted that a pane of fire rated glazing is missing within the escape stair at 14th floor level.	Ensure appropriate remedial actions are implemented.	East Point	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.

	It was noted that insufficient directional signs are provided to the external escape route from the communal gardens.	Ensure appropriate signs are displayed.	Harman Close	Priority-D 3 Months Medium - Project	Housing Estate Management	31-Jul-19	£20,000	Signage survey completed. Works to start in June 2019.
	It was noted that in some instances residents use communal areas for storage purposes.	Ensure all unauthorized storage is removed.	Longland Court	Priority-E Project Planning Low	Housing Estate Management	Completed	N/A	Part of block inspection.
	It appears that false ceilings are present within the communal lobbies and elsewhere. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within voids.	Consideration should be given to undertaking a specific survey. Any identified deficiencies should be addressed.	Longland Court	Priority-D 3 Months Medium - Project	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	<p>What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed.</p> <ul style="list-style-type: none"> •Where provided doors are nonfire rated doors to the internal escaperoute (Avondale House, Brettinghurst House, Centre Point, Colechurch House, Eric Wilkins House, Tovy House, Tevatree House & Proctor House,East Point,Longland House & George Elliston House). •As part of the original design; an emergency escape route is provided directly from the bedroom into the hall, via a collapsible panel at the back of the fitted wardrobe (Centre Point, West Point & East Point,). • Compartmentation between the kitchen and the hall does not provide adequate fire resistance (Centre Point, West Point & East Point). •The compartmentation wall against which the internal stair to 1st floor level is fixed appears to be of partial timber construction. (Proctor House) •Glazing to the internal escape route appears to be non- fire rated (Brettinghurst House & Longland House). •The kitchen is situated adjacent to the final exit (Avondale House, Tovy House, Longland House & George Elliston House). •It appears that the original configuration of bedrooms provided a lounge by-pass from one bedroom to another; this is no longer available (Longland House). •The bedroom is an inner room via the lounge, provided with a sliding door. (Proctor House) • Evidence of a communal open chimney was noted (Avondale House) • No means of detection and warning is provided (Avondale House). •Single domestic smoke detector provided in the kitchen (Longland House) • The lounge door has been removed (Avondale House). • The kitchen door has been removed (Eric Wilkins House & Avondale House). 	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2.	All blocks except Twelve Acres	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	<p>Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.</p> <p>The door to the kitchen has been removed.</p> <ul style="list-style-type: none"> • The door to the kitchen is a lightweight bi-fold door. • Glazing to the internal escape route is not of fire resisting standard. 	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-19	N/A	Review completed. New guidance being drawn up.
	<p>Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. Visual inspection of compartmentation between neighbouring dwellings (via walls and ceilings) was inconclusive in respect of adequacy of fire rated integrity.</p> <ul style="list-style-type: none"> · Lobby ceiling · Service duct and ventilation · Kitchen and corridors halls , between flats via a collapsible panel at the back of the fitted wardrobe. What appear to be communal kitchen and bathroom ventilation systems are provided (Twelve Acres) 	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. Ensure appropriate testing, servicing and maintenance schedules are implemented in respect of common ventilation/riser systems(Twelve Acres).	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	Heating is provided via an electric 2 bar heater.	It is recommended that this appliance be replaced by means of heating which does not present and accessible ignition source.	Harman Close	Priority-B 4 days High	Housing Property Services	Completed	N/A	Gas servicing and maintenance contractor completed works.

Sydenham Hill Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All Block	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All Block	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Individual residents stores, situated within escape routes do not appear to be provided with adequate protection form fire.	It is recommended the stores be surveyed by a competent person; any identified deficiencies should be addressed.	Mais House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Property is being decanted and demolished.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that the self-closing device to the 2nd floor communal lounge was ineffective.	All such devices should be maintained to ensure relevant doors close effectively.	Mais House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Property is being decanted and demolished.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. 'Do not use lift in case of fire' signs are not displayed adjacent to each lift enclosure.	Ensure appropriate signs are displayed.	Mais House	Priority-D 3 Months Low	Housing Property Services	Completed	N/A	Property is being decanted and demolished.
	Emergency action notices are not displayed adjacent to all manual call points.	Ensure appropriate signs are displayed.	Mais House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Property is being decanted and demolished.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Included in emergency lighting maintenance contract.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	The emergency services box, situated outside of the garage block at Otto Close contains the following information. 1) Estate block plan map. 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Part of block inspection procedures.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	Non-fire rated seal to redundant coal hatch between internal store cupboard and communal escape route.	As part of any future refurbishment, consideration should be given to; protecting the coal hatch, via the provision of an internal intumescent seal within the store cupboard.	Lammas Green	Priority-D 3 Months Low	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.

	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. •Detection and warning is via a single battery operated smoke detector. •No means of detection and warning is provided.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	Lammas Green & Otto Close	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
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	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Lammas Green & Otto Close	Priority-C 28 days Medium	Housing Estate Management	31-May-19	N/A	Review completed. New guidance being drawn up.
	Vertical service risers which serve multiple dwellings appear to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •An open hearth to a chimney flue is provided in the lounge (Lammas Green).	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Lammas Green & Otto Close	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
Middlesex Street Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that the double doors to the ground floor car park were wedged open.	Implement robust management arrangements to ensure designated fire doors are maintained closed at all times	Petticoat Tower	Priority-B 4 days High	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	At the time of inspection it was not possible to determine that what appear to be composite panels 2nd and 3rd floor levels as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Petticoat Tower	Priority-E Project Planning Medium	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
	It was noted doors to lobbies and refuse chute rooms at each level are of an undetermined standard of fire resistance.	Consideration should be given to upgrading or replacing them to current standards.	Petticoat Tower	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with ‘fire door keep locked shut’ signs. ‘Do not use lift in case of fire’ signs are not displayed adjacent to each lift enclosure.	Ensure appropriate signs are displayed.	Petticoat Tower	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Jul-19	£20,000	Signage survey completed. Works to start in
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	It was noted doors to lobbies and refuse chute rooms at each level are of an undetermined standard of fire resistance.	Consideration should be given to upgrading or replacing them to current standards.	Petticoat Tower	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	The emergency action notices displayed within escape routes do not accurately reflect the ‘stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	Petticoat Square	Priority-C 28 days Medium - Project Planning	Housing Estate Management	31-Jul-19	£2,500	Signage survey completed. Works to start in June 2019.

	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. •Detection and warning is via a single battery operated smoke detector. •No means of detection and warning is provided.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-19	N/A	Review completed. New guidance being drawn up.
	Vertical service risers which serve multiple dwellings appear to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •The mains electrical meter is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. •The occupier has access to whatappears to be a communal service riser.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
William Blake Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that in some instances floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route.	A survey should be undertaken to determine the standard of compartmentation. In order to maintain the current 'stay put' evacuation strategy; any identified deficiencies should be addressed.	York House	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	31-Jul-19	£2,500	Signage survey completed. Works to start in June 2019.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-E Project Planning Low	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. 'Do not use lift in case of fire' signs are not displayed adjacent to each lift enclosure.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Estate Management	31-Jul-19	£2,500	Signage survey completed. Works to start in June 2019.
	It was noted that fire extinguishers are in some instances provided within the communal areas. It is not normally considered appropriate to provide such equipment for use by untrained individuals.	Consideration should be given to reviewing this arrangement.	York House, McAuley Close Flats	Priority-E Project Planning Medium	Housing Estate Management	Completed	N/A	Removed.
	It was noted that in some instances floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route.	Consideration should be given to reviewing the existing evacuation strategy.	York House	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.

Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
Evidence was not provided to confirm the emergency lighting installation is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
It was noted that perforations exist in the ceiling of the electrical intake cupboard.	Ensure appropriate remedial actions are implemented.	James Mansion House, McAuley Close Flat,	Priority-C 28 days Low	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
It was noted that the access panel(s) to a service riser and the loft within the escape route do not appear to provide adequate resistance to fire.	Ensure appropriate remedial actions are implemented.	McAuley Close Flats, Lynton Mansion & Blake House & Donnelly House	Priority-C 28 days Medium	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
In some instances, redundant signage relating to portable firefighting equipment are displayed.	Ensure all such signs are removed	McAuley Close Flats	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Repairs and maintenance contractor completed works.
It was noted that communal cross corridor fire doors do not satisfy current standards and can only be considered to provide nominal fire resistance.	Consideration should be given to upgrading/replacing to BS 476 standard.	Lynton Mansions	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-20		Part of £4million door upgrade programme.
What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. A single domestic smoke battery operated smoke detector is provided. No provision of detection and warning (McAuley Close Flats). • Lounge door has been removed. • Kitchen door has been removed.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
Where provided doors are nonfire rated doors to the internal escape route. •The door to the internal lobby, provided to give 2 door protection to the communal escape route has been removed(McAuley Close Flats) • These arrangements do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-19	N/A	Review completed. New guidance being drawn up.
It was noted that floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route	A survey should be undertaken to determine the standard of compartmentation. In order to maintain the current 'stay put' evacuation strategy; any identified deficiencies should be addressed. Consideration should be given to reviewing the existing evacuation strategy. Subject to confirmation of the standards of compartmentation; consideration should be given to the provision of a BS 5839 pt 1 category L 2 fire alarm system to potentially support a 'simultaneous evacuation' strategy.	York House, McAuley Close Flats	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • Non-fire rated plastic ducting has been installed to provide a kitchen extraction system	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Blake House	Priority-C 28 days Medium	Housing Estate Management	31-May-19	N/A	Review completed. New guidance being drawn up.

	Kitchen(Lynton Mansions) Bathroom ventilation is via what appears to be shunt duct. Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •Non-fire rated ventilation grill noted in hall wall (Blake House).	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
Southwark Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks (Except Horace Jones)	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-20		Part of £4million door upgrade programme.
	It was noted that the doors to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low	Housing Estate Management	31-Jul-19	£2,500	Signage survey completed. Works to start in June 2019.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	Great Suffolk Street	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that what appears to be an unauthorised security gates are fitted to flats 34, 44 & 45.	Consideration should be given to the removal of these devices; in line with LFB guidance	Collinson Court	Priority-D 3 Months Medium	Housing Estate Management	31-May-19	N/A	LFB has allegedly approved. Decided that all such gates will be removed.
	The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information. 1) Estate block plan maps of entire Southwark Estate. 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	Collinson Court	Priority-D 3 Months Low	Housing Property Services	Completed	N/A	Part of block inspection procedures.

	It was noted that what appears to be an unauthorised security gate is fitted to flat 31.	Consideration should be given to the removal of this device; in line with LFB guidance	Bazeley House	Priority-D 3 Months Medium	Housing Estate Management	31-May-19	N/A	LFB has allegedly approved. Decided that all such gates will be removed.
	It was noted that what appears to be an unauthorised security gates are fitted to flats 1, 13, 16, 20 & 35.	Consideration should be given to the removal of these devices; in line with LFB guidance.	Stopher House	Priority-D 3 Months Medium	Housing Estate Management	31-May-19	N/A	LFB has allegedly approved. Decided that all such gates will be removed.
	It was noted that what appears to be an unauthorised security gates are fitted to flats 42	Consideration should be given to the removal of these devices; in line with LFB guidance.	Pakeman House	Priority-D 3 Months Medium	Housing Estate Management	31-May-19	N/A	LFB has allegedly approved. Decided that all such gates will be removed.
	Evidence was not provided to confirm the fire alarm system is subject to a scheduled program of testing and maintenance.	Implement a robust program of testing and servicing.	Pakeman House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	It appears that false ceilings are present within the communal lobbies and elsewhere. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within voids.	Consideration should be given to undertaking a specific survey. Any identified deficiencies should be addressed.	Horace Jones House	Priority-D 3 Months Low	Housing Property Services	31-Oct-19	£8,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available.	Ensure a scheduled program of testing and servicing is implemented.	Horace Jones House	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm the AOV installation is subject to a scheduled program of testing and maintenance. Some records were available but were not comprehensive.	Implement a robust program of testing and servicing.	Horace Jones House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	It should be noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling.	As a compensatory feature; consideration should be given to upgrading this system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises..	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	A communal vent-axia ventilation system appears to be provided throughout the block. • Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. • It appears that false ceilings are present within the communal lobbies and elsewhere; which extend into flats. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within these voids.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Horace Jones House	Priority-C 28 days Medium	Housing Property Services	31-Oct-19	£8,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-19	N/A	Review completed. New guidance being drawn up.

	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) <ul style="list-style-type: none"> Lobby ceiling Bathroom duct and ventilation (Sumner Building) Between flats, kitchen and corridors halls 	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. It was noted that the kitchen ceiling is decorated with polystyrene tiles (Markstone House flat 5) <ul style="list-style-type: none"> The kitchen is situated adjacent to the final exit. Lounge door has been removed Sumner Building). Kitchen door has been removed(Sumner Building). Bedroom is accessed via lounge (Sumner Buildings). A bedroom is at the rear of the flat via the lounge(Stopher House) Lounge door has been removed (Stopher House) The kitchen is situated adjacent to the final exit (Stopher House). 	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2.	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
York Way Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	<ul style="list-style-type: none"> The flat entrance doors are inconsistent. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates. 	To ensure adequate protection is provided to the single means of escape routes, consideration should be given to upgrading or replacing final exit doors from flats to achieve current standards of compliance.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the disposition of the access hatches, within a protected vented room, this is not considered to present an unacceptable risk; subject to the comments within 16.4.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Jul-19	£10,000	Surveys completed, works being tendered.
	It was noted that inadequate directional signage is provided in respect of escape routes within the car park garage.	Ensure sufficient signage is prominently displayed.	All blocks	Priority-D 3 Months Medium	Housing Estate Management	31-Jul-19	£2,500	Signage survey completed. Works to start in June 2019.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-Jul-19	£2,500	Signage survey completed. Works to start in June 2019.
	The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information. 1) Estate block plan maps of entire Southwark Estate. 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	All blocks	Priority-D 3 Months Medium	Housing Property Services	Completed	N/A	Part of block inspection procedures.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-Jul-19	£2,500	Signage survey completed. Works to start in June 2019.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.

	It was noted via sampling of risers cupboards that in some instances fire stopping to penetrations between floors does not appear to be of fire resisting standard.	Ensure all such fire stopping is undertaken using certified materials and techniques.	All blocks	Priority-E Project Planning Low	Housing Property Services	31-Oct-19	£18,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	It was noted that fan assisted ventilation is provided in communal areas. It was not possible to determine if adequate compartmentation and dampers are in place.	Consideration should be given to the targeted inspection to undertake. Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-D 3 Months Medium	Housing Property Services	31-Oct-19	£12,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	It was noted that in some instances flats are accessed via a communal timber staircase; giving means of escape in only in a single direction.	It was not possible to determine the standards of compartmentation that prevail in respect of these structures. It is recommended that CoL implement a program of periodic inspections to ensure adequate levels of compartmentation are maintained.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Procedures in place.
	It was noted that flat 17 has a security gate to the final exit. It was not possible to determine it is capable of being opened from the inside without the use of a key and can they be breached by the fire service in under three minutes using hand held equipment.	CoL should inspect to ensure compliance.	Penfield House	Priority-D 3 Months Medium	Housing Estate Management	31-May-19	N/A	LFB has allegedly approved. Decided that all such gates will be removed.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed.Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested. The kitchen is adjacent to the final exit.An alternative means of escape is provided from the lounge via a rotating window arrangement to a shared external balcony.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-19	N/A	Review completed. New guidance being drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
City Fringe Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available.	Ensure a scheduled program of testing and servicing is implemented.	All blocks	Priority-E Project Planning Low	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.

	<p>The flat entrance doors are inconsistent throughout the block. They do not comply with current standard.</p> <ul style="list-style-type: none"> • They appear to be of substantial construction, with non-fire rated glazing, rising butt hinges, are not provided with a 'self-closing device, strips, or seals, or substantial rebates. • Whilst means of escape is provided in 2 directions in some instances; due to the presence of only a single stairway to the rear block, numerous flats/maisonettes are only provided with escape in a single direction(Windsor House). 	Whilst means of escape is provided in 2 directions; due to the presence of a single stairway, these issues present an unacceptable risk. Consideration should be given to upgrading/replacing doors on the means of escape routes; to current standards. This includes block A.	All blocks	Priority-D 3 Months Medium	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that what appears to be an unauthorised security gates are fitted to flats 1,2,3,4 & 68.	Consideration should be given to the removal of these devices; in line with LFB guidance.	Dron House	Priority-D 3 Months Medium	Housing Estate Management	31-May-19	N/A	LFB has allegedly approved. Decided that all such gates will be removed.
	Directional signage, identifying the opportunity for means of escape via the rooftop is not provided.	Ensure appropriate signage is provided where relevant.	All blocks	Priority-D 3 Months Medium	Housing Estate Management	31-Jul-19	£1,250	Signage survey completed. Works to start in June 2019.
	It was noted that in some cases doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with current 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low	Housing Estate Management	31-Jul-19	£1,250	Signage survey completed. Works to start in June 2019.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-Jul-19	£1,250	Signage survey completed. Works to start in June 2019.
	Evidence was not provided to confirm the fire alarm system is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
	Evidence was not provided to confirm the emergency lighting installation is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	A zone map is not provided for the administrative block.	Ensure a fire alarm zone map is displayed adjacent to the fire alarm control panel.	Iselden	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Procedures in place and zone map provided.
	<p>What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. A single domestic smoke battery operated smoke detector is provided. A means of providing detection and warninmg is not provided.</p> <ul style="list-style-type: none"> • Lounge door has been removed. • Kitchen door has been removed. 	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-May-19	N/A	Review completed. New guidance being drawn up.

	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
Spitalfields Property	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that in some instances residents use services cupboards for storage purposes.	Implement robust management arrangements to ensure these areas are kept free of storage.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	In some instances electrical distribution equipment is situated within escape routes.	Ensure all such equipment within escape routes is enclosed in a fire resisting structure.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Boxing-in completed.
	Final exit doors from flats are mixed. Where sampled they were found to be of solid construction, without positive action self-closing devices, without intumescent strips, smoke seals or substantial rebates/door stops; although they should provide nominal fire resistance, they do not appear to comply with current standards. The glass in borrowed lights above numerous flat doors is not fire rated which compromises the overall fire rating of the door.	Due to the presence of means of escape routes in only a single direction upon exiting flats; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management	31-Jul-19	£250	Signage survey completed. Works to start in June 2019.
	The emergency action notices are not displayed within escape routes.	Ensure emergency action notices which reflect the simultaneous evacuation strategy are prominently displayed in escape routes.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management	31-Jul-19	£250	Signage survey completed. Works to start in June 2019.
	What appears to be a BS 5839 pt 1 category L4 automatic fire alarm system is provided within the communal escape routes.	Due to the absence of adequate confirmation in relation to the standards of compartmentation between individual flats and between flats and the escape route; it is recommended that this system be upgraded to; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	It was noted that the main fire alarm panel at 111-113 Commercial St was showing a zone fault.	Ensure all such issues are resolved as a matter of urgency by a competent person.	Brushfield St, Lambs St and Commercial St	Priority-B 4 days High	Housing Property Services	Completed	N/A	Repairs carried out.
	Zone maps are not provided.	Ensure fire alarm zone maps are displayed adjacent to the main fire alarm control panels.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Low	Housing Estate Management	Completed	N/A	Procedures in place and zone maps provided.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not available to confirm the fire alarm system is subject to a program of periodic testing and maintenance.	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.

	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance.	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that portable firefighting equipment provided within communal areas was out of test date.	Ensure all such equipment is subject to a robust programme of servicing a testing. Typically fire extinguishers are not provided within this type of property as residents are unlikely to have been appropriately trained. Consideration should be given to their removal.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
	What appears to be a BS 5839 pt 6 category LD3 grade D fire alarm system is provided.	In order to adequately protect single means of escape routes; consideration should be given to the provision of; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. Due to the absence of adequate confirmation in relation to the standards of compartmentation between individual flats and between flats and the escape route; it is recommended that this system be upgraded to; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. The fire alarm system should be surveyed by a competent person; any deficiencies should be addressed and commissioning certification should be issued.	Brushfield St, Lambs St and Commercial St	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within some flats does not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • It was noted that in some instances doors have been replaced with lightweight concertina type dividers, to escape routes.	As a compensatory feature for any lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading fire alarm system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management/Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
Brixton Estate Almshouses	Internal configuration arrangements within some flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • A door between the lounge and kitchen is not provided.	As a compensatory feature for any lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading fire alarm system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Almshouses	Priority-C 28 days Medium	Housing Estate Management/Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	The flat entrance door is consistent with those throughout the block. It does not comply with current standards. • They appear to be of substantial construction, are not universally provided with a self-closing device, no strips, or seals, or substantial rebates. • In some instances the transoms do not appear to be adequately fire rated.	Due to the presence of means of escape routes in only a single direction upon exiting the majority of 1st floor flats; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards.	Almshouses	Priority-C 28 days Medium	Housing Property Services	31-Mar-20		Part of £4million door upgrade programme.

	Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Almshouses	Priority-C 28 days Medium	Housing Property Services	31-Oct-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	What appears to be a BS 5839 pt 6 category LD3 grade D fire alarm system is provided. This system is subject to 24hr monitoring. <ul style="list-style-type: none">• Information provided by the site warden suggests that single direction of travel escape routes are protected via an unknown category of fire alarm system, via detection within individual flats actuating a general alarm.• It was not possible to definitively determine that the fire alarm system supports the evacuation strategy.	In order to adequately protect single means of escape routes; consideration should be given to the provision of; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. The fire alarm system should be surveyed by a competent person; any deficiencies should be addressed and commissioning certification should be issued.	Almshouses	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.

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Committee	Dated:
Housing Management & Almshouses Sub Committee	26/03/2019
Subject: COLPAI – Consultation Schedule	Public
Report of: Director of Community & Children’s Services	For Decision
Report author: Paul Murtagh Assistant Director Barbican & Property Services	

Summary

The purpose of this report is to seek the approval of Members to a proposed Consultation Schedule relating to the discharge of the remaining planning conditions for the COLPAI development project to provide additional primary school places and social housing on the former Richard Cloudesley School site.

Recommendation

Members are asked to:

1. Note, consider and comment on the contents of the report.
2. Agree and approve the proposed Consultation Schedule relating to the discharge of the remaining planning conditions for the COLPAI development.

Main Report

Background

1. At its meeting on 13 December 2013, the Community & Children’s Services Committee (C&CS) resolved to support the principle of a development to provide affordable homes for social rent and additional nursery and primary school places, utilising the former Richard Cloudesley School site owned by the London Borough of Islington and, part of the adjacent site owned by the City of London Corporation (CoLC).
2. The proposed development of the site has had a history of delays at both the pre-planning and the planning approval stages, the details of which, were reported to the C&CS Committee at its meeting on 8 June 2018.

3. Planning approval for the development project was finally achieved on 19 July 2018 and was subject to a total of 66 specific planning conditions.
4. Demolition of the site is now underway and the projected completion for the school is Quarter 2 of 2020 and, the completion of the new housing projected for Quarter 2 of 2021.

Considerations

5. The development of the former Richard Cloudesley School site has attracted and continues to attract considerable interest from residents and stakeholders. This is not surprising given the scale and scope of the project and its proximity to existing residential and commercial premises.
6. The issue of consultation is crucial to the ultimate success of this project however, it is essential that we strike a balance between those elements of the project that do require formal and meaningful consultation and those elements of the project that do not. By striking the correct balance, we can ensure, as far as possible, that the views of residents are taken seriously and, where appropriate, positively influence the development of the project. At the same time, we can ensure that the level of consultation is appropriate, affordable, manageable and does not unnecessarily delay progress.
7. Attached at Appendix 1 to this report is a proposed Consultation Schedule for the remainder of the project that is broadly based on the discharge of the 66 specific planning conditions that formed part of the planning approval.
8. The Consultation Schedule was originally presented to the CoLC by a Member as an indication of what residents might feel would be reasonably expected. This initial Consultation Schedule has been extremely helpful in helping officers arrive at what we believe is a sensible proposal for future consultation with residents and stakeholders.
9. As can be seen from the Consultation Schedule, several of the planning conditions have been completed. Others, where, for example, the planning condition relates to materials and samples and technical or compliance matters such as BREEAM (Condition 40), Boiler Installation (Condition 58) and Lifts (Condition 59), consultation is not necessary or appropriate.
10. Many of the 66 planning conditions are regulatory or, explicit in nature and require the CoLC to simply comply and/or provide evidence of compliance. These include Air Quality (Condition 23), Mobile Play Equipment for Under 5's (Condition 47) and Clerestorey Window to School Hall (Condition 53). In cases like this, consultation is not necessary or appropriate.
11. Of the remaining 'live' planning conditions, the following have been agreed as requiring formal consultation with residents and stakeholders:

- Details of landscaping/tree planting for schools (Condition 26);
 - Details of landscaping/tree planting for public realm and Basterfield service road (Condition 27);
 - Details of tree pits and trees (Condition 28);
 - Nesting boxes (Condition 36);
 - Delivery servicing plan for school – TfL details (Condition 43);
 - Delivery servicing plan for residential/commercial (Condition 44);
 - Refuse/recycling provision (Condition 45);
 - Refuse collection point (Condition 46);
 - Provision of long and short stay cycle parking (Condition 52);
 - Hours of community use of school hall (Condition 64);
 - Hours of use of playground (Condition 65).
12. The consultation process for the conditions relating to the trees and landscaping is already underway and arrangements for consultation on the other conditions, where consultation has been agreed, will be made once the timescales and requirements for discharging the conditions are better understood.
13. The consultation process will need to be structured to suit the specific planning conditions that are being consulted on however, the programme for consultation will include the following:
- Weekly team meetings;
 - Community Liaison Group meetings (monthly);
 - Drop-In Sessions (monthly);
 - Public meetings (quarterly);
 - Weekly Look Aheads (weekly);
 - Newsletters (monthly);
 - Surveys (as required);
 - Consultation Website (ongoing);
 - General enquiries (ongoing).
14. As stated previously, many of the planning conditions are either regulatory, explicit in nature, specifically related to the selection of materials and samples or, are technical or compliance matters for which, consultation is neither appropriate nor necessary. This does not mean however, that information on these conditions will not be made available and discussed with interested parties. We will use the communication channels outlined above to provide information relating to these conditions to residents and stakeholders as appropriate. We will also ensure that adequate notice is given to residents when details relating to the discharge of planning conditions are submitted to the local planning authority.
15. For Members' information, dates for the future monthly drop-in sessions and the quarterly public meetings have been agreed and published and are set out in the table below:

Drop-In Sessions (Monthly)	Public meetings (Quarterly)
Thursday 21 March 2019	
Thursday 25 April 2019	
Thursday 23 May 2019	
	Thursday 20 June 2019
Thursday 25 July 2019	
Thursday 22 August 2019	
Thursday 19 September 2019	
	Thursday 10 October 2019
Thursday 14 November 2019	
Thursday 12 December 2019	

Appendices

Appendix 1: Consultation Schedule (proposed)

Paul Murtagh
Assistant Director, Barbican & Property Services
T: 020 7332 3015 E: paul.murtagh@cityoflondon.gov.uk

Key	Consultation Needed	To understand how our neighbour's live	of interest to residents
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No	Heading	Consultation	Date
1.	Commencement (compliance)	Completed - COLPAI drop in event	7 August 2018
2.	Demolition Logistics Plan (details)	Completed - COLPAI drop in event	7 August 2018
3.	Demolition Environmental Management plan (details)	Completed - COLPAI drop in event	7 August 2018
4.	Air Quality Assessments (details)	N/A	N/A
5.	Tree Protection	Completed – Various Meetings with Baggers 3-4no.	June – November 2018
6.	Programme of Archaeological Investigation (details)	Partly – Archaeological Information was submitted for Planning and available for the public to see. The Team is happy to share any further Archaeological reports as they are submitted for discharge of any Planning Conditions.	Ongoing
7.	Details of Ground Level Slab (Details)	Not requested	
8.	Land Contamination (Details)	Not requested	
9.	Piling Method Statement (Details)	Already submitted by time Consultation Requested. Hard copy was available at CLG Meeting 8/1/19 and any questions from the team	8 January 2019
10.	Sewer Vents and Interceptor Traps for School Development (Details)	N/A	N/A
11.	Sewer Vents and Interceptor Traps for Residential/Commercial Development (Details)	N/A	N/A
12.	Construction Logistics Plans for School Development (Details)	Completed - COLPAI drop in event	7 August 2018
13.	Construction Logistics Plans for Residential/Commercial Development (Details)	Completed - COLPAI drop in event	7 August 2018
14.	Construction Environmental Management Plan for School Development (Details)	Completed - COLPAI drop in event	7 August 2018
15.	Construction Environmental Management Plan for Residential/Commercial Development (Details)	Completed - COLPAI drop in event	7 August 2018
16.	Wind Mitigation Measures (Details)	Consultation not necessary. The agreed wind mitigation measures will need to satisfy CoL and LBI Planning whilst meeting technical requirements and budget constraints. Notification will be provided to residents when details are submitted to Planning.	
17.	Submission of Basement Impact Assessments (Details)	N/A	N/A
18.	Sound Insulation (Details)	Consultation not necessary. As for 16 above. This is a technical response which will be agreed with CoL and LBI Planning. Notification will be	

Key	Consultation Needed	To understand how our neighbour's live	of interest to residents
		provided to residents when details are submitted to Planning.	
19.	Sustainable Urban Drainage System (Details)	Consultation not necessary. Notification will be provided to residents when details are submitted to Planning.	
20.	Roof Top Plant and Lift Overrun (Details)	Consultation not necessary. The agreed rooftop plant and lift overrun is a technical submission which will be agreed with CoL and LBI Planning. Notification will be provided to residents when details are submitted to Planning.	
21.	Future Connection (Details)	N/A	N/A
22.	Accessible Housing – Major Scheme (Details)	Consultation not necessary. Notification will be provided to residents when details are submitted to Planning.	
23.	Air Quality (Details)	Consultation not necessary. The agreed air quality measures will need to satisfy both CoL and LBI Planning and meet all technical requirements. Notification will be provided to residents when details are submitted to Planning.	
24.	Material and Samples for School Buildings (Compliance and Details)	Consultation not necessary. Materials and samples are a Planning Matter and were discussed at an in-depth level through the Planning process and the five DRP's. Once all materials known and agreed, we will share with the residents.	
25.	Material and Samples for residential/commercial buildings compliance and details	Consultation not necessary. Materials and samples are a Planning Matter and were discussed at an in-depth level through the Planning process and the five DRP's. Once all materials known and agreed, we will share with the residents.	
26.	Landscaping/Tree planting for school (Details)	Accepted. Only for four trees on boundary of allotments.	March 2019 – April 2019
27.	Landscaping/Tree planting for Public Realm and Basterfield Service Road Details	Accepted. Only for four trees on boundary of allotments.	March 2019 – April 2019
28.	Tree Pits and Tree (details)	Accepted. Only for four trees on boundary of allotments.	March 2019 – April 2019
29.	Green/Brown Biodiversity roofs (details)	Consultation not necessary.	

Key	Consultation Needed	To understand how our neighbour's live	of interest to residents
		Notification will be provided to residents when details are submitted to Planning.	
30.	Lighting Plan for School Development (details)	Consultation not necessary. The agreed school lighting plan will need to satisfy both CoL and LBI Planning and meet all technical requirements. Notification will be provided to residents when details are submitted to Planning.	
31.	Lighting Plan for Residential Commercial Development (details)	Consultation not necessary. The agreed residential lighting plan will need to satisfy both CoL and LBI Planning and meet all technical requirements. Notification will be provided to residents when details are submitted to Planning.	
32.	Solar Photovoltaic Panels (details)	N/A	N/A
33.	Ground Floor Elevations (details)	N/A	N/A
34.	Mounting of Mechanical Plant (details)	Consultation not necessary. The mechanical plant mounting details will be a technical solution that will need to satisfy both CoL and LBI Planning. Notification will be provided to residents when details are submitted to Planning.	
35.	Kitchen Extraction Units (details)	Consultation not necessary. The kitchen extraction details will be a technical solution that will need to satisfy both CoL and LBI Planning. Notification will be provided to residents when details are submitted to Planning.	
36.	Nesting boxes (details)	Accepted.	March 2019 – April 2019
37.	Scheme for avoidance of expansion joints (details)	N/A	N/A
38.	Installation of Street Lighting (details)	Consultation not necessary. Street lighting will be installed as per Planning and legal requirements.	
39.	Maintenance of SUDS components (details)	N/A	N/A
40.	BREEAM (compliance)	N/A	N/A
41.	Fixed Plant (Details and compliance)	N/A	N/A
42.	Acoustic Barriers to rooftop play are (Details)	Consultation not necessary.	

Key	Consultation Needed	To understand how our neighbour's live	of interest to residents
		The rooftop acoustic measures will be a technical solution that will need to satisfy both CoL and LBI Planning and budgetary constraints. Notification will be provided to residents when details are submitted to Planning.	
43.	Delivery Servicing Plan for School development – TfL (Details)	Accepted.	March 2019 – April 2019
44.	Delivery Servicing Plan for residential/commercial development – TfL (Details)	Accepted.	March 2019 – April 2019
45.	Refuse/Recycling Provided (compliance)	Accepted.	March 2019 – April 2019
46.	Refuse Collection Point (Details)	Accepted.	March 2019 – April 2019
47.	Mobile Play Equipment for under 5's (details)	Consultation not necessary. Not required, governed by statutory agreements.	
48.	Fire Escape Strategy (details)	Consultation not necessary. Subject to statutory regulations, but notification will be provided to residents when details are submitted to Planning.	
49.	Land between existing building lines and new buildings (details)	Consultation not necessary. Notification will be provided to residents when details are submitted to Planning.	
50.	Energy Efficiency - CO2 Reduction (compliance /details)	N/A	N/A
51.	Renewable energy compliance	N/A	N/A
52.	Long and short stay cycle parking provision (compliance)	Accepted.	TBC
53.	Clerestorey window to school hall (compliance)	Consultation not necessary. Planning Condition is clear, but notification will be provided to residents when details are submitted to Planning.	
54.	Unexploded Ordinance (compliance)	Consultation not necessary. Unless something is found. Planning condition being actioned.	
55.	Use of Generator (compliance)	Consultation not necessary. Use of Generator is as per Planning Condition and any exception would need to be agreed with necessary LA's.	
56.	No Floodlighting	Consultation not necessary. Planning Condition is clear, but notification will be provided to residents when details are submitted to Planning.	

Key	Consultation Needed	To understand how our neighbour's live	of interest to residents
57.	Nesting birds (compliance)	Consultation not necessary. Planning Condition is clear, but notification will be provided to residents when details are submitted to Planning.	
58.	Boiler installation (compliance)	N/A	N/A
59.	Lifts (compliance)	N/A	N/A
60.	Inclusive Design (compliance)	Consultation not necessary. Planning Condition is clear, but notification will be provided to residents when details are submitted to Planning.	
61.	Security fobs coded from core to decks for each floor (compliance)	Consultation not necessary. Planning Condition is clear, but notification will be provided to residents when details are submitted to Planning.	
62.	No development in advance of building lines (compliance)	N/A	
63.	No additional plant or telecommunication equipment (compliance)	Consultation not necessary. Planning Condition is clear, but notification will be provided to residents when details are submitted to Planning.	
64.	Hours of Community use of School Hall (compliance)	Accepted.	TBC
65.	Hours of use of the playground (compliance)	Accepted.	TBC
66.	Obscure glazing to residential block (details)	Consultation not necessary. Planning Condition is clear, but notification will be provided to residents when details are submitted to Planning.	

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Committee: Housing Management & Almshouses Sub-Committee	Date: 26/03/2019
Subject: Community Centres Policy	Public
Report of: Director of Community & Children's Services	For Decision
Report author: Liam Gillespie, Head of Housing Management	

Summary

The City of London's Housing Service has seven community centres on its housing estates. As part of a review of how these centres are managed on a day to day basis, a Community Centres Policy has been drafted. The Policy covers operational issues such as the setting of charges for hires, the administration of bookings and the standardisation of terms and conditions of use.

An internal audit of community centre revenue management was carried out in 2018, which highlighted ways in which our current procedures could be improved. Many changes have already been made. This new policy addresses several of the audit's recommendations and will help bring consistency to how our community centres are managed.

Recommendation

Members are asked to:

- Approve the Community Centres Policy for use by the Housing Service

Main Report

Background

1. There are seven community centres located on City of London housing estates. These centres range in size from single rooms to larger, multi-room facilities.
2. The facilities are managed by our estate teams, except for Golden Lane Community Centre, which has a dedicated Centre Manager. In response to some of the new ways of working introduced at Golden Lane, as well as the recommendations of an internal audit carried out in mid-2018, we are changing the how we manage our community centres.

3. The Community Centres Policy covers general operational considerations and is designed to bring some uniformity to how the Housing Service runs its community centres.
4. We are developing a Community Centres Strategy, which will form the basis for our management of the centres over the next five years, with an emphasis on enhancing the benefit they bring to our residents and their communities.

Current Position

5. The seven community centres managed by the Housing Service are:
 - Avondale Square Community Centre
 - Dron House Community Centre
 - Golden Lane Community Centre
 - Holloway Community Centre
 - Lammas Green Community Hall
 - Windsor House Community Centre
 - York Way Community Hall
6. The facilities range from small, single-room spaces to larger, multi-purpose buildings with more extensive facilities. Apart from Golden Lane Community Centre, which has a Centre Manager, these facilities are managed by our estate staff.
7. Traditionally, we have managed the centres on quite an informal basis, with little promotion of the facilities beyond the estates and the majority of bookings being one-off hires by residents. There was no service-wide strategy for managing the community centres and ensuring that they were used to their full potential.
8. While there are well-established procedures for revenue management, other processes, such as bookings and hiring terms and conditions, were formulated locally. This approach resulted in multiple ways of working and an internal audit in 2018 identified ways in which our management of the facilities could improve.
9. The Community Centres Policy is intended to bring consistency to the management of the Housing Service's community centres. We are introducing standard documents and processes, and the policy will support their implementation and assist us in improving the way we manage our community centres.
10. We are formulating a strategy for the management of our community centres. This document will contain detail about how we intend to use our community centres, linking in with the aims of the Corporate Plan for 2018-2023. It will also provide clear direction about income generation and management, by examining opportunities for increasing revenue from the use and hire of our facilities or the use of long-term arrangements with third parties where appropriate.

11. Our community centres are valuable assets with great potential to bring opportunities for engagement and involvement to residents of our estates. Ultimately, the planned strategy is intended to support the Housing Service in enhancing the value of community centres to our residents and their broader communities.

Conclusion

12. The Community Centres Policy addresses operational issues including charges for use and hire, the administration of bookings and the standardisation of terms and conditions of use.
13. The new policy will help bring consistency to the management of our community centres and address the recommendations of an internal audit carried out in 2018.
14. This policy will be followed by a Community Centres Strategy, which will inform decision-making about these resources, with a view to increasing their use and enhancing the value they provide to local communities.

Appendices

- Appendix 1 – Community Centres Policy
- Appendix 2 – Feedback and responses from the consultation

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

Approved by:	<i>Housing Management & Almshouses Sub-Committee</i>
Approval Date:	
Review Date:	

1. Introduction

The City of London's Housing Service has seven community centres on its housing estates, and this policy explains how we will manage these community centres.

2. Aims of this Policy

This policy aims to:

- Ensure that our community centres are properly managed
- Support corporate objectives around health, wellbeing and community involvement
- Explain how we manage bookings and income
- Outline how we will manage the facilities, including health and safety considerations

3. Scope

The community centres managed by the Housing Service are:

- Avondale Square Community Centre
- Dron House Community Centre
- Golden Lane Community Centre
- Holloway Community Centre
- Lammas Green Community Hall
- Windsor House Community Centre
- York Way Community Hall

This policy applies to the spaces listed above. The description “community centre” applies to all the above facilities, whether the building in question is a multi-room facility or a single room.

4. Community Centres Strategy

Our Community Centres Strategy sets out in detail how the Housing Service will manage the spaces and use them to meet corporate objectives.

5. Booking Terms & Conditions

All bookings are subject to our standard Terms & Conditions of Hire ("the Conditions"), which are available on request. The Conditions will be provided before we finalise any booking and Hirers must sign a copy of the Conditions before we will confirm the reservation. Refusal to do so will result in the booking being declined.

We may, by prior written agreement, vary the standard Conditions for a booking, or series of bookings for the same hirer. Any changes must be authorised by an Area Manager.

Hirers are responsible for ensuring the security of the premises both during, and on completion of, their period of hire.

Under our standard Conditions, we may operate a system of deposits to cover the loss of items such as keys or fobs, damage to premises, or additional cleaning costs. The deposit amount may differ according to location. Further details can be obtained from the relevant estate office and are contained in Appendix B to this policy.

6. Who Can Book the Facilities?

Our community centres are available for use by City of London Departments, residents' groups, private individuals (resident or non-resident) and third-party organisations (whether commercial or not-for-profit).

7. Induction for Hirers

To ensure that Hirers can use the facilities safely, they will be required to complete an induction on use of the building before the hire taking place. The induction will cover matters such as the location of fire exits, security matters and safe use of the premises/facilities.

Hirers are usually expected to complete one induction for a given centre in any 12 months.

8. Restrictions on Use and Hire

Our community centres are located on residential estates. We may prohibit or restrict some activities on our property, and these restrictions may vary between locations. More information is available from the relevant estate office or community centre (if separately managed).

Any use of our community centres by private hirers or third parties must adhere to our Corporate policies on:

- Safeguarding children and adults
- equality and inclusion
- health and safety

We have absolute discretion on the use and hire of facilities, and we reserve the right to refuse any booking or request for hire for any reason.

Per our standard Conditions, any misuse of the facilities will result in the Hirer being refused any further bookings at any of our facilities. 'Misuse' includes, but is not limited to:

- Causing or allowing damage to City of London property
- Causing nuisance or annoyance to staff, residents or neighbours
- Doing anything to breach licensing or insurance conditions

- Using facilities other than for the agreed purpose of the hire

9. Charges

Charges for the use of the Housing Service's community centres will be determined centrally. The fees will be based on:

- the current standard of facilities available
- demand for hire
- local market rates for similar facilities
- running costs

You can find current booking rates in Appendix B to this policy.

Different rates will be charged for hire according to the status of the hirer. We make the following broad distinctions:

- Commercial organisations or individuals who are non-residents
- Charity or not-for-profit organisations or groups
- City of London Housing Service tenants/leaseholders and residents' groups

Concessionary rates are usually available for residents of City of London housing estates.

We will review the charges for our community centres at least annually.

10. Contact Details

We will ensure that all community centres have public contact details, and we will make them available online, at our estate offices and at the community centre itself. Details are also contained in Appendix A.

11. Income and Budget Management

Income from the community centres will be paid into the Housing Revenue Account. We will report on community centre income and expenditure to the relevant Committee at least annually.

12. Health and Safety

We will comply with our corporate Health, Safety and Wellbeing Policy in managing our community centres. We will inspect our facilities regularly to ensure that they are safe for use. When organising activities and events, we will carry out risk assessments as necessary, to ensure that users are safe when on the premises.

Private hirers, or those organising events in our facilities, must ensure that their event or activity is appropriately risk assessed and that attendees are adequately

supervised in their use of the premises, regardless of whether Corporation staff are also present.

Further information can be found in our standards Terms & Conditions of Hire.

13. Insurance

We will have adequate insurance to cover our buildings, their contents and public liability.

Private hirers must ensure that their activity or event is adequately insured. More information can be found in our Insurance Cover and Claims Policy.

14. Policy Variations

We may make a variation to this policy in exceptional circumstances. The exception can be confirmed in writing to the affected parties as appropriate.

15. Complaints

Any complaints about the implementation of this policy, or any matter relating to the use or hire of a community centre managed by the Housing Service, will be dealt with under the housing complaints procedure. More details about how we handle complaints can be found in our Complaints Policy.

16. Monitoring and Performance

We will monitor our use of this policy and how we implement it, ensuring that any relevant information is reported at appropriate intervals.

17. Training

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

18. Equality and Diversity

We have completed a full Equalities Analysis for this policy, and we will observe our duties under relevant legislation, including the Equalities Act 2010, when implementing it.

19. Accessibility

We will ensure that tenants' needs are considered when implementing this Policy to ensure fairness. 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.

20. 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.

21. Policy Review

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

22. Related documents

- Community Centre Standard Conditions of Hire
- Community Centres Strategy
- Health and Safety Policy
- Safeguarding Policy

Community Centres Policy – Appendix A

Community Centre Contact Details

Centre	Address	Contact Details
Avondale Square Community Centre	Avondale Square, Old Kent Road, London SE1 5PD	Avondale Square Estate Office Tel: 020 7237 3753 AvondaleSquareEstateCommunityCentre@cityoflondon.gov.uk
Dron House Community Centre	Dron House, Adelina Grove, London E1 3AA	Dron House Estate Office, Adelina Grove E1 3AA Tel: 020 7791 0515 (Dron House) or 020 7247 4839 (Middlesex St. Estate Office)
Golden Lane Community Centre	Fann Street, London EC1Y 0RN	Stephanie McDonald, Centre Manager Golden Lane Community Centre goldenlane.communitycentre@cityoflondon.gov.uk
Holloway Estate Community Centre	34b Parkhurst Road, Holloway, London N7 0SF	Holloway Estate Office, Fairweather House, Parkhurst Road N7 0NS Tel: 020 7607 3207
Lammas Green Community Hall	Lammas Green, 44 Sydenham Hill, London SE26 6ND	c/o Southwark Estate Office, Pocock Street, Southwark SE1 0BH Tel: 020 7620 3702

Windsor House Community Centre	Windsor House, Wenlock Road, London N1 7YS	Windsor House Estate Office Tel: 020 7332 6554 (Windsor House) or 020 7247 4839 (Middlesex St.)
York Way Community Centre	York Way Estate, Market Road, London N7 9PX	York Way Estate Office, Lambfold House Tel: 020 7607 3119

Community Centres Policy

Appendix B - Community Centre Charges 2019/20

Avondale Square

Group	Community Hall	Mezzanine	Community Hall and Mezzanine
Commercial	£40	£20	£60
Estate Residents	£20	£10	£30
CoL Departments	£20	£10	£30
Registered Charities	£20	£10	£30
Avondale Resident Groups	£10	£5	£15

All rates are per hour.

£50.00 deposit; £10.00 for late return of keys

Dron House

£15.00 per hour for residents

£25.00 per hour for non-residents

£50.00 deposit required

Golden Lane Community Centre

Space	Commercial	Local Providers/Charity	Local Resident
Sir Ralph Perring Centre	£20	£15	£15
GLCC – Main Hall	£45	£25	£10
GLCC – Lower Ground Space 1	£15	£7.50	Free
GLCC – Lower Ground Space 2	£15	£7.50	Free
GLCC - Music Room	£10	£5.00	Free

All rates are hourly

Holloway

£20.00 per hour non-resident

£16.50 per hour residents

£50.00 deposit required

Lammas Green Community Hall

£15.00 per hour (non-residents)

£13.00 per hour (residents)

Windsor House

£20.00 per hour for residents

£22.00 per hour for non-residents

£50.00 deposit required

York Way

£16.50 per hour non-resident

£13.50 per hour residents

£50.00 deposit required

APPENDIX 2

Results of consultation

Draft Community Centres Policy

March 2019

	Comment	Response
1.	<p>I found it very comprehensive and all the points I needed to know about were included.</p> <p>The usage and facilities of both Avondale Square and Golden Lane have improved tremendously over the years. The events now offered on Golden Lane are wonderful and are helpful to elderly residents as it gives them events to participate in.</p> <p>To sum up then, nothing missing that I can see and contains everything I would need to know about hiring a Community Centre.</p>	
2.	<p>I think the document is easy to read and clearly laid out.</p> <p>One suggestion to add to this document might be to include a policy on the use of volunteer/residents? On Golden Lane, for example, a group meets with City Officers to look at the running of the Community Centre.</p>	The use of volunteers will be covered in the Community Centres Strategy, which is due to be completed shortly.
3.	<p>I have read the document and found it very comprehensive, easy to read and informative.</p> <p>I cannot think of any additional Information needed in the document itself, but the Appendices referred to were not included in the email so cannot say whether these provide all that is needed.</p>	We were seeking comments on the content of the policy only and chose not to circulate the appendices, which contain a list of contact details and current hiring fees. These will be attached once the policy has been approved.
4.	I found the policy easy to read and it is clear and easy to understand.	

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Committee: Housing Management & Almshouses Sub-Committee	Date: 26/03/2019
Subject: Closed-Circuit Television (CCTV) Policy	Public
Report of: Director of Community & Children's Services	For Decision
Report author: Liam Gillespie, Head of Housing Management	

Summary

As part of the ongoing review of housing management policies, we have drafted a new policy relating to the management of closed-circuit television systems (CCTV) on our housing estates.

The policy sets out our approach to managing the CCTV systems currently in place on our estates. It outlines our commitment to ensuring that we comply with our data protection obligations and that we give due consideration to the statutory guidelines relating to the use of CCTV by public authorities.

The policy also outlines our approach to the growing phenomenon of 'private' CCTV installed by individual residents or commercial users for their purposes.

Recommendation

Members are asked to:

- Approve the Closed-Circuit Television (CCTV) Policy for use by the Housing Service

Main Report

Background

1. As a public authority, the City of London has various duties concerning the use and management of CCTV systems. These are outlined in the Protection of Freedoms Act 2012 and the associated guidance issued by the Surveillance Camera Commissioner and the Home Office.
2. The City's Housing Service operates several CCTV systems across its various estates. These systems are made up of cameras situated in communal areas, which link to recording devices where images are stored. Not all estates have CCTV cameras, and many of those that do have CCTV systems enjoy only partial coverage.

3. The approach taken by the City has been to install CCTV when there is an identified need to do so, for example, to enhance safety and security on an estate, or in response to concerns around anti-social behaviour or crime in a particular location.
4. A policy has been drafted to outline how the Housing Service will manage its CCTV systems. This policy forms part of the ongoing review of housing management policies and procedures taking place in 2018-19. It also outlines our approach to private CCTV installed by residents and commercial users.

Current Position

5. The use of CCTV by public authorities is covered by the Surveillance Camera Code of Practice, which is statutory guidance provided for by s.29 of the Protection of Freedoms Act 2012 ("the 2012 Act"). The Code of Practice contains advice on the proper use and management of CCTV systems by public authorities, including the data protection and privacy principles to be considered when using CCTV systems.
6. Section 33 of the 2012 Act places a duty on relevant authorities (of which the Corporation of London is one) to "have regard" to the Code of Practice when exercising functions to which the Code relates.
7. The Code contains twelve guiding principles for the use of CCTV by public authorities. These principles are designed to ensure that any surveillance is necessary and proportionate and that the data captured is stored securely and handled in accordance with data protection principles.
8. The draft CCTV Policy is intended to explain our approach to managing our CCTV systems and underline our commitment to meeting the twelve principles outlined in the Code of Practice.
9. The Policy also addresses the issue of "private" CCTV. CCTV systems and stand-alone recording devices can be bought and installed relatively cheaply, and some residents and commercial users on City housing estates have fitted their own devices. While providing reassurance to the individual householder, private use of CCTV does raise questions about data protection, and private use does still fall within data protection rules.
10. Private CCTV has also led to concern from residents who are worried about privacy issues, and there have been instances of residents complaining to the City about their neighbours installing their own CCTV to monitor property that does not belong to them.
11. The City's standard Tenants' Agreement and Handbook prohibit the use of CCTV by residents to monitor communal areas. The draft policy retains this approach, though officers are given the discretion to make exceptions if justified.

Conclusion

12. The City of London's Housing Service manages several CCTV systems on its estates. The City, as a public authority, is obliged to have regard to the Surveillance Camera Code of Practice in operating these systems and when considering introducing new ones. The new policy aims to provide reassurance to residents around the data protection implications of CCTV systems located on our estates.
13. The CCTV Policy outlines our commitment to complying with the principles contained in the Surveillance Camera Code of Practice and to ensuring that we meet our data protection obligations.
14. We also outline our approach to private CCTV installed by individual residents and commercial users.

Appendices

- Appendix 1 – Closed-Circuit Television (CCTV) Policy
- Appendix 2 – Summary of feedback and responses from the consultation

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

Closed-Circuit Television (CCTV) Policy

Approved by:	
Approval Date:	
Review Date:	

1. Introduction

This policy sets out our approach to the use of CCTV on our housing estates. Closed-circuit television (“CCTV”) systems are used on some estates to monitor public or communal spaces and help in the prevention and detection of crime and anti-social behaviour.

The presence of CCTV can provide reassurance to residents and visitors on our estates, but they must also have confidence that data captured on these cameras is handled in accordance with data protection principles.

Self-installed CCTV is a growing phenomenon, and this policy outlines our approach to the use of CCTV by private individuals on our estates.

2. Policy Scope

This policy applies to City of London housing estates which we manage as part of the Housing Revenue Account (HRA).

The policy covers:

- CCTV systems (generally cameras, recording equipment and viewing screens)
- Self-contained image recording devices (e.g. doorbells with integrated cameras)
- Automated camera systems (e.g. Automatic Number Plate Recognition (ANPR) systems)

3. Policy Aims

This policy aims to:

- ensure a consistent and proportionate approach to the use of CCTV and other recording equipment
- maintain the safety of our housing estates, and our residents, staff and members of the public who access our estates
- ensure that we process recordings with due regard to data protection regulations
- explain our approach to private use of CCTV systems by residents and commercial entities

4. General principles

Under the Protection of Freedoms Act 2012, we must have regard to the *Surveillance Camera Code of Practice* (“the Code”), which sets out principles for the use of CCTV by public authorities.

In general, we will:

- Install CCTV only when there is a pressing need for it at a specific location
- Make clear the specified purpose for which the system is going to be used
- Carry out a Privacy Impact Assessment before any new installation, or the modification of an existing system
- Ensure that there are clear lines of responsibility and accountability for the CCTV systems that we operate as a landlord
- Have clear policies and procedures relating to the use of CCTV and the handling of data captured by such systems
- Ensure that all images and information are held securely and accessed only as necessary, by authorised staff, for legitimate purposes
- Consult affected residents before installing new or additional CCTV

5. Siting of Cameras

If we install CCTV cameras, we will place them in relevant communal areas such as hallways, car parks, block entrances, cycle stores, stairwells, lifts and reception areas.

We will display clear and prominent signage stating that CCTV monitoring is in progress and identifying the data controller and their contact details.

6. Management of Systems

We will keep a central register of all our CCTV systems, including the location and type of system in use.

We will ensure that our systems are regularly serviced and maintained and that components are updated or renewed as required. We will remove obsolete or inoperative parts if we cannot replace them.

7. Monitoring and Reviewing Data

We do not continuously monitor our CCTV systems, and we will only access and review recorded images if there is sufficient reason to do so.

Reviewing footage can be time-consuming. If we receive a request to review footage, we will consider whether the staff time it will take to search for the recorded images is justified given the nature and seriousness of the reported incident. We reserve the right to decline a request to review recorded images if the event is trivial or cannot be narrowed down to a reasonable period.

8. Covert CCTV Surveillance

The *Regulation of Investigatory Powers Act 2000* (as amended) and the *Protection of Freedoms Act 2012* govern the use of covert surveillance by public authorities.

We will comply with our obligations under these Acts and other relevant legislation, as well as the associated *Covert Surveillance and Property Interference Code of Practice*.

Covert surveillance of public areas on our estates will be police-led and will only be considered in exceptional circumstances when it is deemed to be both a necessary and proportionate step in response to a specific case of serious crime or anti-social behaviour (as defined in the legislation and guidance).

We will complete a full assessment of any privacy implications before seeking any authorisation for covert surveillance.

We will work with the City or Metropolitan Police to consider whether covert surveillance is justified in the case in question and to make the relevant application for approval.

9. Data Protection and Data Security

The Housing Service will comply with the City of London's corporate [*Data Subjects' Rights Policy*](#) and relevant legislation.

Specifically, we will ensure that:

- We store all data captured by CCTV devices securely and use password protection. Data encryption may also be employed depending on the equipment in use
- Only authorised personnel have access to recording equipment and data held on these devices
- Data is accessed only as necessary
- Information is kept only as long as needed and deleted when no longer required
- We process data in accordance with the GDPR and Data Protection Act 2018 provisions and associated principles

We may share data with other agencies under data protection legislation and regulations, for instance when the police request CCTV images as part of a police investigation.

10. Subject Access Requests

Individuals may only access recordings or images of themselves, which we hold on our CCTV data storage systems, by making a Subject Access Request (SAR). We will deal with all SARs in accordance with the Data Protection Act 2018 and our corporate *Data Subjects' Rights Policy*.

We will respond to any SAR within one month, explaining whether we can comply with the request and, if not, the reasons why.

When making a SAR, the data subject is required to provide enough information to enable us to identify them as being the subject of the information held on our systems.

All SARs should be sent to us at information.officer@cityoflondon.gov.uk or in writing to:

Information Compliance Team
Comptroller and City Solicitor's Department
City of London
PO Box 270 Guildhall
London EC2P 2EJ

11. Private CCTV and Recording Devices

We do not allow residents or commercial users to install their own CCTV to monitor areas owned or managed by the Housing Service or belonging to third parties. The presence of such cameras can intrude on the privacy of others and potentially cause people to feel harassed, which can lead to conflict between neighbours.

Residents and commercial users are permitted to monitor private areas exclusively within their demise or property boundary provided that they seek any necessary permissions and do not affix apparatus to our property.

When a resident or commercial user installs any camera or monitoring device without our permission, we reserve the right to take action to seek its removal.

If the device is placed on or affixed to our property, we reserve the right to remove it without notice, and we may charge the resident for the cost of doing so and for repairing any damage caused to our property.

12. Commercial Premises

The approach taken in paragraph 11 applies to tenants or licensees of commercial premises also. CCTV may only be installed if the system films exclusively within areas demised in the specific lease or tenancy. Commercial users are not entitled to monitor communal areas or neighbouring premises.

13. Training

We will ensure that we train relevant staff on the use and management of CCTV systems. They will be made aware of their responsibilities and obligations concerning the processing of data captured by CCTV cameras and stored on equipment that we operate.

14. Complaints

Any complaints regarding the implementation of this policy, including any decisions made by City of London Housing Service staff under this policy, can be submitted via the housing complaints procedure at housing.complaints@cityoflondon.gov.uk or to the Housing Complaints Team, Barbican Estate Office, 3 Lauderdale Place, London EC2Y 8EN.

15. Monitoring and Performance

We will monitor our use of this policy and its implementation, and report any relevant information at appropriate intervals.

16. Training

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

17. Equality and Diversity

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

18. Accessibility

We will consider residents' needs when implementing this Policy to ensure fairness. We will make appropriate arrangements to ensure that residents with distinct communication needs are not unreasonably and disproportionately affected. We will provide communications in alternative languages or formats, or provide interpretation or transcription as required.

19. Policy Exceptions

In some circumstances, we may make an exception to this policy. We will provide the reasoning for any relevant decision to the affected parties on request. We will consider each application for an exemption or variation on its specific facts.

20. Policy Review

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

21. Legislation and Guidance

Legislation and Regulation

- Human Rights Act 1998
- Regulation of Investigatory Powers Act 2000 (as amended)
- Protection of Freedoms Act 2012
- Data Protection Act 2018
- General Data Protection Regulation 2018

Guidance

- *Surveillance Camera Code of Practice* – The Home Office (2013)
- *Covert Surveillance and Property Interference Code of Practice* – The Home Office (2018)
- *Guide to the Regulation of Surveillance* – The Surveillance Commissioner (2019)

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APPENDIX 2

Results of consultation

Draft Closed-Circuit Television (CCTV) Policy

March 2019

1.	<p>I've read the draft report and as usual it's a very clear and well written document. However, could you consider my points relating to "Self Installed CCTV?" The document says on page 2 that this is a growing phenomenon, and one of my colleagues has a camera covering the external areas of her house and entrance door. There are many products that can be installed that not only allow recording of the inside of your own demised area for safety, but there are also doorbells that allow the user to see who is at the front door. This obviously means that the common areas are monitored, and the camera could also record other tenants' private front doors, as well as residential communal areas, which section 11 says isn't possible.</p> <p>Any installed camera that looks to see who is at the front door will almost certainly cover residential common areas. I don't know how this can be avoided, as there's an obvious demand for such cameras. A balance between private, residential security needs to be balanced next to the rights of other tenants. Quite a difficult issue.</p>	<p>Door bell cameras are classed as CCTV for the purposes of this policy, as they are capable of capturing and storing moving images.</p> <p>If such a camera is installed, and it monitors a communal area, this would breach our current policy.</p> <p>Cameras installed for private security purposes are still subject to data protection rules.</p> <p>We do appreciate that people may have genuine reasons for wishing to install their own CCTV and if a resident believes their case is exceptional, they should contact us to discuss it.</p>
2.	<p>Re: section 9. I think it is important that a log is kept of all instances of access to CCTV recordings, including when the access occurred, who accessed and viewed recordings, which recordings and what recorded time periods were viewed, and what reason or authorisation justified the access. This log should be kept safe in unalterable form by the City of London, and available for authorised officers to access in order investigate any potential complaints or misuse of the system.</p>	<p>Essentially, this is a record of data processing. We will comply with our corporate obligations in recording the accessing and use of data.</p> <p>New procedures will be implemented for officers and they will reflect our corporate policies on data security and retention.</p>
3.	<p>The bullet "All data captured by CCTV devices is stored securely and password protected/encrypted as appropriate" is ambiguous. It does not make clear whether data has to be BOTH password protected AND encrypted, or</p>	<p>The wording has been clarified to say that password protection will be used and encryption will also be used if possible. This is dependent on the specification of the equipment used to record images.</p>

	whether it only has to be password protected OR encrypted. I think data should be password protected AND encrypted, and this should be clarified in this wording.	
4.	<p>There is no mention of whether it is acceptable to install CCTV inside your own home, for the prevention of burglary etc,?</p> <p>Also, I assume installing CCTV outside and above your front door, to monitor it, would not be acceptable?</p>	<p>It is acceptable to install CCTV in your own home provided you do not film property that does not belong to you (e.g. a camera in your window filming a communal area).</p> <p>In most cases, filming your own front door would not be possible as this would involve affixing a camera to property outside your demise (external walls and ceilings generally belong to the landlord).</p> <p>Residents can contact their Estate Manager if they are unsure about what they can or cannot do within this policy.</p>
5.	The policy reads clearly, and the content covers what would be expected	

Committee: Housing Management and Almshouses Sub-Committee	Dated: 26/03/2019
Subject: Tenancy Visits Project Update	Public
Report of: Director of Community and Children's Services	For Information
Report author: Dean Robinson, Tenancy Visits Project Manager	

Summary

This report updates members on the progress made with the tenancy visits programme. Visits have been underway since August 2018 and the programme is on target for completion the end of March 2019. To date the tenancy inspectors have made a total of 4,464 visits or attempted visits, with 1,690 interviews conducted successfully (at 5th March 2019). This accounts for approximately 87% of the tenanted housing stock. As the project continues, most residents have welcomed the fire safety advice provided by the Tenancy Visits Team.

Recommendation

Members are asked to:

- note the report.

Background

1. The Corporation has a duty to ensure fair, effective and efficient use of its housing assets. This requires it to ensure that stock is properly let and used for its intended purpose and that service delivery arrangements incorporate principles of equality and diversity that meet tenants' needs. A number of these requirements have been given added emphasis in recent years through legislation such as the Prevention of Social Housing Fraud Act 2013 and the Equalities Act 2010, both of which strengthened the powers and responsibilities of social housing landlords in their respective areas.
2. To help ensure these duties are carried out effectively, officers currently visit and inspect up to a third of its tenanted properties each year. Tenancy visits enable the Corporation to ensure properties are being properly occupied and maintained in accordance with tenancy conditions. The visits have also identified various housing management issues, such as changes in household information and additional or changed support needs within households. The information gathered from the visits will enable staff to get to know tenants and their specific needs better.

Current Position

3. The visiting officers have completed the bulk of inspections at the Avondale Square Estate, with some remaining visits and pending appointments. All tenants were contacted and visited at least three times by 16th February 2019.
5. The Tenancy Inspectors commenced visits at the Golden Lane Estate on 18th February 2019, with over 160 interviews completed at the time of writing (5th March 2019) and a view to finalise by 29th March 2019.
6. Some of the residents living on the Avondale Square Estate commented that the visiting teams' leaflets and correspondence had sometimes gone unnoticed. Following this feedback, a decision was made to change the design, colours and size of the visiting teams' documents, making them more eye-catching and bolder. The new look posters, leaflets, calling cards and letters were introduced prior to the Golden Lane Estate visits and have been successful, seemingly prompting a quicker response from tenants for appointments.
7. To ensure that as many visits as possible are completed in full by the end of the programme, a list is currently being compiled of tenants across all estates that, for various reasons, have not completed the survey. These tenants will be contacted, and appointments made for the visiting officers to return to those properties to complete surveys.
8. As of 5th March, a total of 1,934 properties have been visited and 1,690 interviews have been completed across all the estates. This accounts for approximately 87% of the tenanted housing stock.
10. Using the information gathered by the visiting officers, it was discovered that a housing applicant had been offered a two-bedroom property in error due to inaccurate information being held about their current housing needs. The applicant was, in fact, adequately housed and the offer of a larger property was withdrawn. The property was later accepted by another applicant from the housing list.
11. The visits on the Avondale Square and Golden Lane Estates have so far not uncovered any new cases of suspected hoarding. The estate staff have worked closely with the visiting officers to inform them of existing cases. Any new hoarding concerns are referred to the estate office staff for intervention.
12. The visiting team intends to begin the pilot for leaseholder visits on the Golden Lane Estate. This trial will focus on fire safety and any assistance that residents may need in an emergency and will be trialled at two blocks initially before being evaluated.

Corporate & Strategic Implications

12. The tenancy visit programme is a key objective in the Housing & Neighbourhoods division business plan and contributes to the delivery of Strategic Priority 4 - *Supporting homes and communities: Developing strong neighbourhoods and ensuring people have a decent place to live.*

Appendices

- None.

Background Papers

Tenancy Visits Programme, Housing Management and Almshouses Sub-Committee,

23 July 2018

24 September 2018

27 November 2018

21 January 2019

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Committee	Dated:
Housing Management & Almshouses Sub Committee Community & Children's Services	26/03/2019 12/03/2019
Subject: Housing Property Services – Achievements 2018	Public
Report of: Director of Community & Children's Services	For Information
Report author: Mike Saunders Asset Manager	

Summary

The purpose of this report is to provide Members with an update on the work and positive outcomes of the Housing property Services Team for 2018.

Recommendation

Members are asked to note, consider and comment on the contents of the report.

Main Report

Introduction

1. At the start of the 2018, there were 29 projects that made up the HRA Major Works Improvement Programme and, by the end of the year, there were 24, with the majority of those now in progress.
2. The information contained in this report, for ease of reference, is broken down on an estate-by-estate basis and, outlines the internal enhancements made within the Housing Property Services team to improve and expedite the delivery of the HRA Major Works Improvement Programme.

Programme

Golden Lane Estate

3. Great Arthur House has benefited from the installation of a modern, fully compliant fire alarm system along with smoke detectors and carbon monoxide detectors. All detectors are fully interrogatable and connect wirelessly to SMART devices.

4. Many properties in 7 blocks on the Golden Lane Estate (excluding Crescent House and Cullum Welch House) have benefitted from new heating systems and, the new condensing boilers fitted as part of these works comply with the Air Quality Standards for the Square Mile. These new installations will go some way to helping reduce heating bills and the likelihood of fuel poverty.
5. The Concrete Repair contract for the Golden Lane Estate, except for Cullum Welch House, is nearing completion. To achieve this, we have developed an improved methodology for the concrete repairs that meets the requirements of planning and the Grade II listed status of the buildings.
6. The £1.3million refurbishment of the Golden Lane Community Centre has been completed and a very successful opening event was held on 14 July 2018. The newly refurbished building is proving to be extremely popular amongst residents and the demand for bookings is high.

Middlesex Street Estate

7. The project to renew the balcony doors and windows is due to start on site very shortly, subject to the execution of the contract. This will mean that, once complete, the whole of the Middlesex Street Estate will have benefited from replacement double-glazed windows.
8. Works to convert the retail space at podium level into 10 new units for social housing is due to complete at the end of May, three months earlier than programme. This will provide much needed accommodation for residents on our housing waiting list. The contractor carrying out this work, Vinci Construction UK, facilitated a very successful Christmas Community Social Event that was held on 13 December and was very well received by residents and the local community.
9. The Concrete Repair contract for the Middlesex Street is well underway and is on schedule to complete as programmed.
10. Destructive fire testing has been carried out on several doors to tenants' homes across most of our housing estates. A contract for the replacement of fire doors in Petticoat Tower on the Middlesex Street Estate has been procured and, work is due to start on site very shortly.
11. As part of our electrical safety and upgrade programme, all emergency lights across the Middlesex Street Estate have been replaced. The new LED lights have an energy requirement that is three times lower than the original lights and are expected to have paid for themselves within two years.

Holloway Estate

12. A programme of electrical testing and remedial works to our tenanted properties has been completed and the testing of the landlord's installations (common parts and the like) is underway. Customer satisfaction levels were extremely high (100%) and the work included adaptations for less able residents such as, lowering

consumer units, hush switches for smoke detectors and switches and sockets in positions that are more easily accessible.

13. As part of our electrical safety and upgrade programme, new emergency lights have been installed across the estate. The new LED lights have an energy requirement that is three times lower than the original lights and are expected to have paid for themselves within two years.
14. All our tenanted properties on the Holloway Estate have now benefited from the electrical testing programme and subsequent remedial works and rewiring have also been carried out. These homes will not need testing as part of the cyclical maintenance programme for at least another five years.

York Way Estate

15. The bin stores at Penfields House, Kinefold House and Lambfold House have had steel gates fitted to prevent fly tipping and reduce the risk of fires being started in the bin store areas. Residents are obviously provided with access.
16. The redecoration programme is underway across the whole of the York Way Estate and remains on schedule.
17. The Community Centre toilets have recently been renovated and can now be used by residents and visitors. The building was originally a nursery and, as such, the toilets were previously only suitable for children. The new modern facilities are suitable for people of all ages and are Part M compliant for disabled users.

Avondale Estate

18. Phase II of the Decent Homes Programme is now complete, with 77 homes benefiting from new kitchens and/or new bathrooms. Customer satisfaction was extremely high (97%) and it is estimated that the project, which finished on time, will come in 25% below the agreed budget.
19. A survey of the street and estate lighting has recently been completed to identify the work required to bring the lighting up to a modern and high standard. The work will put out to tender shortly.

Multi Estate Works

20. The Decent Homes Programme is nearing completion with work currently underway on the Golden Lane Estate. So far on the Golden Lane Estate, 21 new kitchens and 33 new bathrooms have been fitted. In addition, five new central heating boilers will be fitted. This has been a very challenging project with the need to comply fully with the requirements of planning and the listed status of the block. Other similarly completed works include:
 - York Way Estate – 27 kitchens and 77 new bathrooms installed;
 - Windsor House – 50 kitchens and 54 new bathrooms installed along with three new boilers;

- Dron House – 23 kitchens and 19 new bathrooms installed along with one new boiler;
 - Southwark Estate – 96 kitchens and 108 new bathrooms installed along with five new boilers;
 - Sydenham Hill Estate – 11 kitchens and 13 new bathrooms installed along with two new boilers;
21. Following previous issues with the contractor on the original Decent Homes Programme making significant often unsubstantiated claims for 'extras', Housing Property Services introduced a new form of specification and contract that has proved successful in managing subsequent contracts. This has allowed the inclusion of genuine additional items such as, fire stopping, to be incorporated in the works whilst remaining within budget.
22. The Decent Homes Call Back Programme, which caters for properties that were previously missed due mainly, to tenant refusals to have the works done, delivered a further 29 new kitchens and/or 17 new bathrooms in 35 properties.
23. The Lift Refurbishment Scheme Phase 1 came to a successful conclusion in April 2018. The scheme included the refurbishment of the following existing passenger lifts:
- Golden Lane Estate – 10 lifts;
 - William Blake Estate – 2 lifts;
 - Collinson Court, Southwark Estates – 2 lifts.
- This project was scheduled over a period of 2½ years and was delivered on time, nearly £250,000 below budget and to a very high standard.
24. The cyclical redecoration works have been completed on the Middlesex Street Estate and, in part as an interim measure, on the Golden Lane Estate. Works have now started ahead of schedule on the York Way and Avondale Estates.

Property Services

25. There has been a significant amount of work done in conjunction with colleagues in City Procurement to improve the tender process for works within Housing Property Services and although, as Members will be aware, there is still much to be done, we are seeing an improvement in the quality of the tender process and the submissions we receive.
26. Following an OJEU compliant procurement process, a new Repairs and Maintenance Contract was awarded that will give us more clarity and certainty in the administration of this works. This is a more intrusive contract for a period of five years (with a break clause after three years). The contract provides for better performance monitoring through an improved suite of Key Performance Indicators and post-completion audits, as informed by our tenants. It is intended that the Property Services Officers will also post inspect at least 15% of all jobs completed.

27. An OJEU compliant procurement process for the maintenance of lifts across the whole of our social housing estates (133 lifts in total) has recently been completed. Tenders are currently being analysed and, it is intended that the new contract will commence in July this year.
28. In ensuring that we make the best use of available technology, a new Asset Management Software Application was rolled out across all projects and is actively being used by all Project Managers.
29. In line with our Housing Communications Strategy previously approved by Members, communication with residents has improved significantly through a structured and targeted programme of project consultation, information events such as 'Meet the Contractor', Drop-In sessions and Progress Meetings. Most of these events are very well attended and are proving popular.
30. For the specific benefit of residents on the Golden Lane and Middlesex Street Estates to keep them updated with progress on the multiple projects being carried out on their estate, we produce and deliver, updates and newsletters on a weekly/bi-weekly basis. Newsletters are delivered by email and by hand, as well as being made available on Estate Facebook pages.
31. The Golden Lane Estate now has a dedicated 'Golden Lane Major Works' webpage, which is updated on at least a monthly basis. The webpage provides succinct information on all major works with links to relevant documents for those residents who prefer to receive information on line.

Report Author	Mike Saunders
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Committee	Dated:
Housing Management and Almshouses Sub-Committee	26/03/2019
Subject:	Public
Residents Reassurance and Engagement Support Service Update (Parkguard Ltd)	
Report of:	For Information
Director of Community and Children's Services	
Report author:	
Sonia Marquis, Area Manager – City & Fringe Estates	

Summary

This report provides an update for the Committee on the Residents Reassurance and Engagement Support Service ("the patrol service") provided on City of London Housing Estates. The service has been operating since 2016, following a successful pilot project that ran from August 2015 to July 2016.

The patrol service, currently provided by Parkguard Ltd, is intended to address nuisance anti-social behaviour and provide reassurance to residents and visitors to the sites covered. The service is provided on the City's Golden Lane, Middlesex Street, Dron House and Windsor House estates. It also includes the Guinness Partnership's Mansell Street Estate and Bunhill Fields (managed by the City's Open Spaces team).

This report outlines how the Patrol Service has provided valuable assistance to estate staff and partner agencies in tackling anti-social behaviour and low-level crime, in addition to helping residents feel safer in and around their homes.

Recommendation

Members are asked to:

- note the report.

Main Report

Background

1. The current contract with Parkguard Ltd to provide the Resident Reassurance and Engagement Service commenced in September 2018 following a successful re-tendering exercise.
2. Although rates of crime and anti-social behaviour on our estates are low, residents have, in the past, raised concerns about a range of low level but persistent nuisance which affects their quality of life. For example, in the

vicinity of Middlesex Street Estate, near Liverpool Street Station, there are issues around rough sleepers and street begging, involving drug and alcohol related anti-social behaviour.

3. Residents also report issues around the misuse of communal areas, trespass and loitering. The aim of the Parkguard service is to complement and work in partnership with the City of London agencies who routinely deal with these issues. These include City Police, Environmental Health, Homeless Team and Housing Services.
4. The patrol service provides intelligence-led uniformed patrols designed to engender public reassurance, for a minimum of 50 hours per week. The service is flexible and responsive across seven days a week. While City officers can request targeted patrols at short notice, the service is not an emergency response service and there is no direct number for residents to call. Residents are advised to call the emergency services when a “blue light” response is required.
5. The same officers patrol the estates, often accompanied by a dog. They have become familiar with the estates and are understanding and sympathetic to the needs of our residents and have been able to give targeted reassurance to vulnerable individuals. For example, the patrol officers have regular interaction with rough sleepers, raise alerts and sign post individuals to statutory and voluntary support agencies. The Patrol Officers also engage with young people in a constructive way, which has been effective in deterring nuisance behaviour.
6. The Parkguard contract works on a partnership and information-sharing basis with City Police and other City of London Departments. Information is shared in accordance with current data protection legislation and guidelines. Detailed reports are sent after each patrol, which are circulated to relevant agencies. When required, Parkguard representatives attend the City’s multi agency meetings in relation to individuals or issues they are dealing with.
7. Parkguard is accredited under the Community Safety Accreditation Scheme (CSAS) and is currently in discussion with the City of London Police to begin using enforcement powers within its jurisdiction, as it does elsewhere. If approved, Parkguard will have a range of delegated Police powers under the Police Reform Act 2002. Currently, the Patrol Officers routinely assist in the gathering of evidence to support subsequent enforcement action by City of London Police.

Current Position

8. The Estates covered within the current contract include Golden Lane, Middlesex Street, Dron House, Windsor House and Mansell Street. The City’s Open Spaces team is also involved, with patrols taking place at Bunhill Fields.

9. All stakeholders are sent detailed reports after each patrol which is followed up with action as required. City Police use this information to identify issues and perpetrators. The housing service finds the reports useful in bringing to their attention security or health and safety risks, particularly after office hours. The Patrols help demonstrate that some issues are not as prevalent as residents may perceive. Having a uniformed presence is invaluable in making residents feel safer around the estates.
10. Recent examples of interventions and issues brought to the attention of stakeholders include:
- Youths attempting to gain unauthorised entry to Portsoken Community Centre, they ran away when they saw the Patrol Officers. The Officers later advised a singing group to lock the door during their session to avoid disturbance from uninvited visitors
 - Fireworks being set off in a residential block
 - Communal lighting defects at night, reported to the estate office for action
 - Drugs paraphernalia and litter in the basement of one of the blocks
 - Assisting City of London Police to gain entry to a block
 - Fly- tipping and defective entry doors at Guinness Court
 - Identified and engaged with a rough sleeper at Golden Lane
 - Prevented the unauthorised installation of a refrigeration unit at Golden Lane
11. The contract with Parkguard Ltd is monitored via quarterly review meetings with the Housing Service and the Department of Community and Children's services' commissioning team. Quarterly reports demonstrate the number and nature of Parkguard shifts undertaken, and the number of interventions made. Annual Contract Review meetings are also held. Housing Managers meet Guinness Trust Partnership managers on a quarterly basis and the patrol service is a standing item on the agenda at these meetings.
12. A separate contract between Parkguard Ltd and the City's Homelessness and Rough Sleeping Service exists to deal specifically with the issue of street begging in the City. It is designed to engage with individuals who are begging and link them in with relevant services.

Financial Implications

13. Most of the cost of the current contract is met by the Housing Revenue Account (HRA) and City Fund money. A contribution is also made by the Guinness Partnership and Open Spaces. The cost of the service is not currently re-charged to leaseholders.
14. The current contract is due for review in early 2020 and, as part of this, officers intend to review the scope of the contract and how the service is financed. It is likely that, if the service is to continue after 2020, a proportion will have to be re-charged to leaseholders directly.

Corporate & Strategic Implications

15. Provision of the service is a key objective in the Community and Children's Services Business Plan for 2017-2022. The Service contributes to Strategic Priority 1- People of all ages live in safe communities, our homes are safe and well-maintained, and our estates are protected from harm.
16. The patrol service also contributes towards achieving the outcomes of the Corporate Plan 2018-2023, particularly by ensuring people are safe and feel safe.
17. The Service is endorsed by the Safer City Partnership as contributing to the delivery of their Strategic Plan.

Conclusion

18. This report has provided an update on the Residents Reassurance and Engagement Support Service, which is currently provided by Parkguard Ltd. The service has proved very useful in helping to gather intelligence on crime and anti-social behaviour in the areas of coverage.
19. The service is in place until mid-2020 and will be reviewed by officers in early 2020, who will look at the scope of the contract and the financial arrangements for any proposed extension of the service beyond 2020.

Appendices

- None

Background Papers

- Community Safety Project – City Estates. Report to Housing management and Almshouses Sub Committee 14 September 2015
- Neighbourhood Patrol Service – Report to Housing Management and Almshouses Sub Committee 4 July 2016

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Committee(s): Housing Management and Almshouses Sub (Community and Children's Services) Committee	Date(s): 26/03/2019
Subject: Project to increase recycling on Middlesex Street estate	Public
Report of: Carolyn Dwyer, Director of Built Environment	For Information
Report author: Jim Graham, Assistant Director Cleansing	

Summary

The City of London Corporation has a statutory duty to collect household waste and recycling from residential properties in the Square Mile. Recycling performance across the City has flatlined in line with regional and national patterns. In June – July 2018, 42% properties on Middlesex Street estate were deemed to be participating in the Dry Mixed Recycling (DMR) service and 25% in food waste. Officers intend to trial a project on Middlesex Street estate, which currently receives a twice weekly doorstep collection of DMR and food waste, to incentivise residents to increase and sustain their recycling performance by 5%. A donation of up to £1,000 will be made to a community-based initiative on the estate dependent on performance.

This initiative was presented to the Port Health and Environmental Service Committee

Recommendation(s)

Members are asked to:

Note the report.

Main Report

Background

1. The City of London Corporation has a statutory duty under the Environmental Protection Act 1990 to collect household waste and recycling from domestic properties within its area. Residential properties across the Square Mile are provided with comprehensive household waste and recycling services which includes a Dry Mixed Recycling service (DMR), food waste, textiles, low energy light bulb and battery recycling services.
2. The Middlesex Street estate receives a twice weekly doorstep collection of DMR and food waste. Clear recycling bags and food liners are delivered to residents every six months and are also available from libraries across the Square Mile and the Estate Office to enable participation in the doorstep recycling services.

Current Position

3. Previous communication campaigns to encourage residents to recycle on the estate have included door-stepping campaigns whereby Recycling Advisors visit all properties to inform them about the recycling service. Residents also receive recycling literature via Christmas recycling campaigns and various other literature

and campaigns throughout the year, including articles in the City Resident magazine, social media and the City Corporation's website.

4. Despite these measures, participation in the doorstep recycling services remains low. A participation monitoring project on the estate undertaken between 11 June and 6 July 2018 identified that 42% of properties are deemed to be using the DMR service at the doorstep. This drops to 25% properties using the food waste service.
5. In recent years overall recycling performance has flatlined on a local, regional and national level. Middlesex Street estate's recycling performance is no different and despite the attempts to raise the profile of the recycling services, recycling performance on the estate is not improving. Officers have previously incorporated suggestions made by residents such as placing communal food caddies in the chute room in Petticoat Tower to increase participation in the food waste service and participation remains low.

Proposals

6. To stimulate interest and encourage residents to increase their use of the recycling services, Officers intend to run a trial on the estate to incentivise residents to recycle more. A trial to incentivise residents to recycle in the Square Mile has not been run in the City previously. The incentive would be that if participation in the recycling and food waste services is increased and sustained on the estate by at least 5%, the City Corporation would make a one-off donation of up to £1,000 towards an estate based community initiative.
7. Officers have discussed the potential project with ward Councilman, estate management and Department for Community and Children's Services (DCCS) who have identified that a donation to provide equipment for the youth club on the estate would be welcomed.
8. The Cleansing Department have the support of the DCCS to work with the youth services provider to engage children and young people. If the recycling targets set out in paragraph 6 are met, the donation could be offered to buy equipment for the youth club which is run from Artizan Street Library and the Community Centre. This approach enables the Cleansing Department to target the resource to reward the community where there is currently a gap in provision with the support of the DCCS.
9. To help promote the trial on the estate, the Cleansing Department will work with the Housing Management Team and DCCS to promote this initiative via the estate's communication channels such as Facebook and the estate newsletter. This will be supplemented by presentations and events in accordance with the service provider. The Cleansing Department will also fully brief the Housing Management Team and work with the Community Engagement Team, where appropriate to promote the project.
10. As part of this project, all residents will receive recycling bags, food waste liners and caddies to ensure they are able to participate in the services from the outset of the trial. Officers will monitor performance throughout the trial and will engage

with the properties which are deemed to not be participating in the services to ascertain why they are not recycling and overcome any barriers. The measurement of the success of this project will be if there is an increase in participation in the recycling and food waste services.

11. Upon completion of the trial, findings will be reported back. If the project proves to be successful in increasing recycling, we would explore the option to replicate the project elsewhere in the City.
12. The Cleansing Department have a new Waste Collection, Street Cleansing and Ancillary Services contract due to commence on 6th April 2019. This may impact on the timescales for the delivery of this project and will be communicated to your committee in due course.

Corporate & Strategic Implications

13. This project supports the Corporate Strategic Plan to shape outstanding environments. It also aligns with Outcome 2 of the Responsible Business Strategy and Objectives 2 (Waste Reduction) and Objective 4 (Recycling and Composting) in the Waste Strategy.

Implications

14. The trial is funded from Cleansing Division's local risk budget. If this was to be replicated across the City on a wider scale separate funding would need to be identified.

Conclusion

15. To try and improve recycling levels, Officers intend to trial a different approach to increase recycling on Middlesex Street estate by incentivising residents to increase and sustain their estate's recycling performance by 5%. A one off donation of up to £1,000 will be made to for the benefit of the youth club dependent on improved performance.
16. If the trial is deemed to be successful in increasing recycling over a sustained amount of time, subject to available funding, Officers would explore options to replicate the project in other locations.

Appendices

None

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Committee	Dated:
Housing Management & Almshouses Sub Committee	26 March 2019
Subject: Portsoken Community Energy Project	Public
Report of: Director of Community & Children's Services	For Information
Report authors: Paul Murtagh Assistant Director Barbican & Property Services Afsheen Rashid Repowering London	

Summary

The purpose of this report is to update Members on progress with the development of the City of London's first community-owned solar power station in Portsoken Ward on the Middlesex Street Estate.

Recommendations

Members are asked to:

1. Note and comment on this report.
2. Continue to support the project and consider the funding options to finance the scheme.

Main Report

Background

1. At its meeting on 21 January 2019, Members of the Housing Management & Almshouses Sub-Committee received and considered a Briefing Note on the Portsoken Community Energy Proposal which, provided Members with details of an initiative to establish the City of London Corporation's (CoLC) first community-owned solar power station in Portsoken Ward on the Middlesex Street Estate.
2. The proposal is led by a group of Portsoken residents working in partnership with Repowering London, a not-for-profit organisation with a strong track record in delivering community energy schemes on social housing estates.

3. Members noted and, in principle, gave their support for the proposal and, agreed to consider the final technical and feasibility study that, would be produced in February/March, at its next meeting.

Considerations

4. Since the last committee briefing, Repowering London has completed the technical and financial feasibility study for the scheme. The technical survey confirmed the site has a solar potential of 50kWp that would cost £48,000 to install. However, the solar panels can only be connected to the building's communal supplies and not the Artizan Street Library. As such, the site is not eligible for the Feed-in-Tariff (FIT) pre-accreditation which is only applicable for non-domestic sites.
5. As the project is no longer reliant on the FIT, this removes the time constraints to complete the installation by March 2020. The project can now be planned at a pace to suit the CoLC, particularly in relation to the planned roofing works.
6. The capital finance required for the project will need to be raised through a combination of community shares and alternative finance options including, carbon offset funds, donation from corporate bodies through their Corporate Social Responsibility (CSR) strategies or, the social value element from the procurement of the planned roofing works.
7. Repowering and Portsoken Community Energy have also been successful in securing a grant of £10,000 from the CoLC's Stronger Communities funding to engage the community and develop the project over the next 12 months.

Technical Update

8. The Technical site visit with Repowering London's Technical Director and the solar installer Ecolution, has confirmed that the site has capacity for at least 50 kWp which, would cost £48,000 if the installation was to take place alongside the roof works and the access infrastructure could be shared.
9. The installer would be able to connect the solar panels to the landlord supply for the communal areas and shops but not to the Artizan Street library due to the layout of the meters on-site and the design of the buildings which, makes installing additional cable runs very difficult. This would mean that Repowering cannot apply for pre-registration / pre-accreditation as only 100% non-domestic sites are eligible.
10. The implication of the technical design is that we lose the security of the FIT income. The scheme will therefore only have two revenue streams, the sale of electricity to the CoLC for onsite usage, and the sale of exported electricity to a licensed supplier.
11. Repowering estimates that 80% of the solar generated will be used onsite for the communal areas. Repowering is working on a more detailed analysis of the energy data, but early indications are positive.

12. By working outside of the Feed-in-Tariff, we do not have the time constraint of installing by March 2020 and can plan the solar installation at a pace to suit the CoLC, particularly in relation to the planned roofing works. The roofing works are expected to take place in the next 18 to 24 months.
13. With regard to the financial viability of the scheme, we will need to finance the capital outlay of £48,000 using a combination of community shares, donations and carbon offset funds. We could still retain community-ownership as local residents can join the co-op as a member by way of a nominal £1 subscription and create a community fund from surplus income.

Financial Options

14. Portsoken Community Energy and Repowering's preference is to retain the community-ownership model through community shares that allows for democratic principles of one member one vote, local decision making and governance. However, as the site is not available for the FIT, we will need to consider blended funding options to finance the upfront capital cost of the scheme.
15. Repowering has developed a financial model for the scheme that indicates at least 50% of the capital cost (£24,000) can be raised through community shares. The community shares would still offer investor members an average 3% return on investment whilst also maintaining a community fund of an estimated £10,000. Residents who are unable to invest can join the Society with a £1 membership fee. All members have an equal say in the Society irrespective of the amount invested.
16. It is proposed that the remaining £24,000, that is 50% of the capital costs, can be raised through the following options:
- Carbon offset funds - the London Plan and the CoLC's Local Plan set targets for carbon emission reduction through development relative to Building Regulations requirements. A carbon offsetting contribution is payable where development is unable to meet these carbon emission reduction targets on site.
 - Corporate Social Responsibility (CSR) – Corporates in the City of London can be approached to make a donation towards the cost of installation as part of their Corporate Social Responsibility strategy thereby supporting carbon reduction and the local community. Repowering's project 'Vauxhall Energy' secured a donation of £15,000 from the facilities management contractor for Lambeth Council.
 - Social Value contribution from the successful roof maintenance contractor in line with the CoLC's standard procurement process and described in the Responsible Procurement Strategy.

Project Benefits

17. Despite the varied financial options outlined above, the project will continue to provide the following environmental, financial and social benefits:

Environmental

- Installation of 50 kWp of solar generating capacity;
- Generation of 800 MWh of clean renewable electricity over the 20-year life of the project;
- Carbon savings of 20 tCO₂ per annum and a total 400 tCO₂ over the lifetime of the project.

Financial

- Creation of a Middlesex Street Estate community fund of an estimated £10,000, through the income generated from the sale of electricity to the CoLC and exported electricity;
- Offering residents and businesses a local ethical investment opportunity with an average 3% annual return on investment;
- Providing the CoLC with nominal savings on energy bills for the communal areas within Middlesex Street.

Social

- Allowing the wider community to take positive action against climate change while promoting renewable energy;
- Tackling fuel poverty through direct support and workshops;
- Providing training and work experience for young people;
- Bringing the community together and inspiring wider environmental activities.

Next Steps

18. Repowering will continue to work with the CoLC to progress this project and the next steps include:

- Commissioning a structural survey report subject to approval of grant funding from the Mayor of London;
- Engaging with the community through a series of public meetings, workshops and events. A public event has been organised for Monday 25 March and the Portsoken and Repowering team are door knocking the Middlesex Street Estate from week commencing 18 March;
- Identifying and securing alternative funding for 50% of the installation costs as outlined above;
- Working through the processes to secure legal approval on the Power Purchase Agreement and lease agreement.

Appendices

None

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

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