



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

Date: MONDAY, 16 SEPTEMBER 2019

Time: 11.30 am

Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members: Mary Durcan (Deputy Chairman)
John Fletcher (Chairman)
Randall Anderson
Marianne Fredericks
Alderman David Graves
Barbara Newman
Dhruv Patel
Susan Pearson
William Pimlott
Peter Bennett
Deputy the Revd Stephen Haines
Jason Pritchard
Ruby Sayed

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Lunch will be served in the Guildhall Club at the rising of the Sub Committee
NB : Part of this meeting may 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 on 22nd July 2019.
For Decision
(Pages 1 - 8)
- 4. OUTSTANDING ACTIONS LIST**
Members are asked to note the Sub Committee's Outstanding Actions list and will receive verbal updates on those items marked in bold.
For Information
(Pages 9 - 10)
- 5. HOUSING MAJOR WORKS PROGRAMME - PROGRESS REPORT**
Report of the Director of Community and Children's Services.
For Information
(Pages 11 - 18)
- 6. FIRE SAFETY UPDATE - HRA PROPERTIES**
Report of the Director of Community and Children's Services.
For Information
(Pages 19 - 42)
- 7. FIRE SAFETY DOORS - GREAT ARTHUR HOUSE**
Report of the Director of Community and Children's Services.
For Decision
(Pages 43 - 68)
- 8. DECENT HOMES WORKS TO AVONDALE SQUARE ESTATE, SE1 - PHASE 2**
Report of the Director of Community and Children's Services.
For Decision
(Pages 69 - 78)
- 9. LETTING/SALES POLICY FOR NEW DEVELOPMENTS**
Report of the Director of Community and Children's Services.
For Decision
(Pages 79 - 82)
- 10. NEW PORTSOKEN COMMUNITY CENTRE UPDATE**
Report of the Director of Community and Children's Services.
For Information
(Pages 83 - 94)

11. **ALMSHOUSES UPDATE**
Report of the Director of Community and Children's Services.
For Information
(Pages 95 - 96)
12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
14. **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**
15. **NON-PUBLIC MINUTES**
To approve the non-public minutes of the meeting held on 22nd July 2019.
For Decision
(Pages 97 - 98)
16. **TENANTS AND LANDLORDS ELECTRICAL SERVICES TESTING AND SMOKE DETECTOR INSTALLATION - PHASE 4**
Report of the Director of Community and Children's Services.
For Decision
(Pages 99 - 118)
17. **CITY OF LONDON PRIMARY ACADEMY ISLINGTON (COLPAI) - GATEWAY 5 ISSUES REPORT**
Report of the City Surveyor.
For Information
(Pages 119 - 140)
18. **REQUEST FOR TRUSTEES PERMISSION TO WITHDRAW A LICENCE TO OCCUPY AN ALMSHOUSE**
Report of the Director of Community and Children's Services.
For Decision
(Pages 141 - 142)
19. **REPORT OF ACTION TAKEN**
Report of the Town Clerk.
For Information
(Pages 143 - 144)

- 20. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
- 21. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Agenda Item 3

HOUSING MANAGEMENT AND ALMSHOUSES SUB (COMMUNITY AND CHILDREN'S SERVICES) COMMITTEE

Monday, 22 July 2019

Minutes of the meeting held at Guildhall at 11.30 am

Present

Members:

John Fletcher (Chairman)
Mary Durcan (Deputy Chairman)
Randall Anderson
Marianne Fredericks
Dhruv Patel
Susan Pearson
Peter Bennett
Jason Pritchard
Ruby Sayed

Officers:

Paul Murtagh	- Assistant Director, Barbican and Property Services, Community and Children's Services
Wendy Giaccaglia	- Community and Children's Services
Liam Gillespie	- Community and Children's Services
Dean Robinson	- Community and Children's Services
Sonia Marquis	- Community and Children's Services
Lee Collins	- Chamberlains

1. APOLOGIES

Apologies were received from Barbara Newman and William Pimlott.

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

There were no declarations.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 16th May 2019 be approved as a correct record, subject to an amendment recording Ruby Sayed as having been present.

4. OUTSTANDING ACTIONS

Members received the Sub Committee's Outstanding Actions list and noted the following updates:

Consultation Strategy for the City of London Primary Academy, Islington (COLPAI) – the Assistant Director, Barbican and Property Services had asked the City Surveyor for an update and would provide a report to the September meeting of the Sub Committee.

Major Works Programme - at the end of the 2019 calendar year, Members would receive a report combining the end of the current Major Works Programme and the new 5 Year Programme (2020-25), based on the Savills Stock Condition Survey report and future planned maintenance programmes.

5. SOCIAL HOUSING TENANCY FRAUD - 2018/19 ANNUAL REPORT

Members received a report of the Chamberlain, which provided an update on Social Housing Tenancy Fraud activity during the 2018/19 reporting year. Members noted that the Anti-Fraud Team had worked with officers on the Tenancy Visits (at item 8 on today's agenda). The Fraud Investigator was sighted on all right-to-buy applications but levels of fraud were very low in this area. Members commended a good report, with some insightful case studies.

RESOLVED, That – the report be noted.

6. HOUSING MAJOR WORKS PROGRAMME - PROGRESS REPORT

Members noted a report of the Director of Community and Children's Services in respect of progress made with the Major Works Programme. Members noted a further setback in respect of the Petticoat Tower balcony doors and windows project in that both the first, and now the second best tenderer, had withdrawn. As City Procurement had advised against selecting the third best tenderer (of 3 bids) Members noted a possible 6-9 month delay to the works.

There was a consensus in that such behaviour by contractors was wholly unacceptable. Members raised concerns as to why it seems to take so long to get the contracts signed. A comparison was made with the Corporate Catering Contract where, the contract had not been signed one year after the supplier had commenced providing the service. Following the 16th May 2019 Housing Management and Almshouses Sub Committee (HMASC), Members had submitted a resolution to the Procurement Sub Committee, asking whether there was any recourse available to the City Corporation as a result of the lowest tenderer having withdrawn its tender at a late stage. The Procurement Sub Committee advised that there was no scope for altering the process in order to penalise contractors.

Members continued to challenge this weakness and suggested that the City Corporation should, at least, be able to keep a record of Contractor's behaviour and performance and use this when deciding to award future contracts. They also queried as to whether other authorities had faced similar predicaments and, if so, was UK Law itself flawed in this area?

In summing up, the Chairman asked the Town Clerk to invite a Senior Procurement Officer to the next meeting of the Housing Management and Almshouses Sub Committee. The Assistant Director assured Members that, in the interim period, his staff were doing their utmost to get the project back on track and the new procurement process would be instigated as soon as possible.

In respect of other items on this report, Members noted the following updates since the agenda had been published:

- York Way and Middlesex Street Communal Heating - A good tender submission had been received, within the estimate, and the project was progressing to Stage 2 of the consultation process with leaseholders.
- Despite the project's challenges, Great Arthur House had won an award for cladding.
- The re-roofing works at Blake House had been nominated for a roofing industry award.

Members asked if slippage from previous reports, as set out in the appendix, could be clearer in future as the arrows could be missed.

RESOLVED, that – the report be noted.

7. HOUSING REVENUE ACCOUNT (HRA) COMMUNITY CENTRES STRATEGY 2019-24

Members received a report of the Director of Community and Children's Services which set out a 5-Year Strategy, in response to an Audit in 2018.

During the discussion, Members noted that officers were seeking to improvement engagement with residents, noting that increased use would minimise costs. In response to comments on the draft Strategy, the language had been tweaked to ensure there could be no perception of placing income above the importance of community engagement and, whilst there was no requirement for the Community Centres to make a profit, they would continue to be managed as efficiently as possible.

Members also noted that the action plan was a live document and welcomed further input from Members, including the following suggestions made during the meeting:

- Members noted a shortage of supported family contact centres and officers agreed to investigate availability of space in the community centres.
- Work was underway to support moving to cashless systems and the Chairman of the Digital Services Sub Committee offered support, if required.
- Some Members had experienced difficulties in making bookings and noted that some activities had multiple classes.
- Green projects could be more visible in the Strategy.

RESOLVED, that - the Community Centres Strategy for 2019-24 be adopted, noting that the Strategy and Action Plans were evolving documents and would incorporate suggestions made today, and any further suggestions from Members, if possible.

8. TENANCY VISITS - FINAL REPORT

Members received a report of the Director of Community and Children's Services which advised them of the completion of the Tenancy Visits Project. Members noted that officers were now analysing the data.

During the discussion, the following points were noted:

- The information gained from the visits will be invaluable when planning future services and meeting the requirements of the Public Sector Equality Duty (PSED). The survey captured useful data on household characteristics, which will be useful when carrying out Equalities Impact Assessments (EIAs).
- The work with the Anti-Fraud Team had assisted by reminding tenants of their responsibility to inform the Housing Service of any changes to their circumstances.
- Members would have liked to see more evidence of improvements in previously poor conditions and unauthorised alterations.
- All issues in respect of Safeguarding and Fire Safety were acted on immediately.

Members asked to receive a themed report, early in 2020, setting out how the data was being used and where improvements had been made.

RESOLVED, that – the report be noted.

9. PARKING CHARGES REVIEW

Members considered a report of the Director of Community and Children's Services, further to their approval of the Estate Parking and Storage Sheds Policy in September 2018. At this meeting, Members had asked for more information about current estate parking arrangements, to enable them to decide on the level of discount to be awarded to disabled parking users.

It was noted that the majority of London Boroughs did not charge disabled drivers and, if they did, the charges were comparatively lower. Members were assured of due diligence to ensure that this scheme was protected from fraud. There was a view expressed in that the City Corporation should seek to maximise income from its assets and, if there was some 40% of voids, should other uses be considered, as had been the case with the Barbican Estate, by introducing more storage facilities. Further suggestions included space for use by car share schemes and electric cycle docking. In respect of gradually harmonising charges across different locations, Members agreed that this would need further work before being presented to the Sub Committee for a decision. The officer would provide Members with an update on the plans for this review at the September meeting.

On being put to a vote, whereby 7 voted for and 1 against, it was

RESOLVED, That – Option 3 in the report be implemented; i.e. the discount be increased to 100%, at a further cost of £16,407.67 annually to the HRA (a total cost of £32,815.35); thereby eliminating parking charges for disabled (blue badge) holders.

10. HOUSING UPDATE AND RISK REGISTER REPORT

Members received a report of the Director of Community and Children's Services which provided a six monthly update on Housing Service performance and management information, from September 2018 to March 2019. Members noted that a new regime was being piloted on 2 estates and would be introduced on all estates later this year. Members would receive a report and briefing session at the September Sub Committee meeting.

Officers advised that the process for routine and non-routine re-lets was being revised to be more straightforward. Members noted that the new lone working procedures were working well and, whilst there was no time frame on fire risk assessments, they were conducted every 3 years at the City Corporation. Members asked if future reports could have more breakdown in respect of anti-social behaviour, by location, including trends from previous years.

RESOLVED, That – the report be noted.

11. REVISED RENT COLLECTION PERFORMANCE TARGETS

Members received a report of the Director of Community and Children's Services in response to an internal audit recommendation to review the targets for both current and former tenants' rent arrears. Members suggested that the target of 2% could be more ambitious and officers agreed to review this. Members also commended officers for coping well in light of recent benefit reforms. In response to a question, Members noted that there was some discrepancy in the actual number of rented properties; i.e. if guest flats were included, but there were approximately 2,000 in the City of London Corporation.

RESOLVED, That – the report be noted.

12. SOUTHWARK ESTATE CONCRETE TESTING & REPAIR - GATEWAY 2 - PROJECT PROPOSAL

Members received a report of the Director of Community and Children's Services, which had been approved by the Project Sub Committee, proposing an initial comprehensive programme of intrusive concrete condition and structural surveys, to inform a subsequent repair contract for the residential buildings comprising the Southwark Housing Estate.

RESOLVED, That:-

1. The project be approved for progression to Gateway 3/4 (Options Appraisal) via the regular approval track.
2. The budget of £210,000 be approved to reach the next Gateway;
3. The project budget of £210,000 (excluding risk) be noted;
4. The total estimated cost of the project at £500,000 - £1,500,000 be noted.

13. DECENT HOMES CALL BACKS 2020-2022 - GATEWAY 1-4 PROJECT PROPOSAL & OPTIONS APPRAISAL

Members received a report of the Director of Community and Children's Services, which had been approved by the Projects Sub Committee, proposing the appointment of a contractor to supply and install replacement kitchen, bathroom and central heating facilities, to City of London tenanted properties, on an ad-hoc basis, to bring them up to the Decent Homes standard.

RESOLVED, that:-

1. The budget of £5,000 be approved for internal staff costs to reach the next Gateway;
2. The project budget of £5,000 (excluding risk) be noted;
3. The total estimated cost of the project at £535,000 (excluding risk) be noted;
4. Option 2, to appoint a contractor on a fixed budget, 3-year contract be approved.

14. HOLLOWAY ESTATE ELECTRICAL REWIRING - HOLLOWAY ESTATE - ELECTRICAL REWIRING - GATEWAY 6 OUTCOME REPORT

Members received a report of the Director of Community and Children's Services, which had been approved by the Projects Sub Committee, providing the outcome of remedial works to electrical supplies at the Holloway Estate. Members noted that whilst economies of scale had been achieved on this occasion by not splitting the services, this might not be the case on future projects.

RESOLVED, That – the report be noted.

15. AVONDALE SQUARE ESTATE SE1 -EMERGENCY AND COMMUNAL LIGHTING REPLACEMENT - GATEWAY 1-4 PROJECT PROPOSAL & OPTIONS APPRAISAL

Members received a report of the Director of Community and Children's Service, which proposed lighting replacement, at Avondale Square Estate, in order to bring it up to compliance and make it energy efficient. Members noted that the Projects Sub Committee had approved the report, subject to the removal of a 10% contingency on the budget.

RESOLVED, That: -

1. The condition of the emergency and communal lighting at Avondale Square be noted;
2. The total estimated cost of the project at £399,000 be noted (excluding risk);
3. The budget of £19,000 for staff costs to reach Gateway 5 be approved;

4. Option 2, as set out in the report be approved; i.e. to replace all communal and emergency lighting, and wiring as necessary.
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no questions.
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was no other business.
18. **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	Paragraphs
20	2,3,4
19. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no non-public questions.
20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was one item of urgent business whilst the public were excluded.

The meeting ended at 1.17pm

Chairman

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HOUSING MANAGEMENT AND ALMSHOUSES SUB-COMMITTEE
Outstanding Actions July/August 2019

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Agenda Item 4

Date Added	ITEM	Action	Officer and target date
26.3.19	MAJOR WORKS PROGRAMME PROGRESS REPORT	<ul style="list-style-type: none"> 1. Members to receive a report combining the end of the current Major Works Programme and the new 5 Year Programme (2020-25), based on the Savills Stock Condition Survey report and future planned maintenance programmes. 2. Contractors withdrawal pre-Contract 3. Slippage from previous reports, as set out in the appendix to the report, could be clearer in future as the arrows could be missed. 	Paul Murtagh 1. Report to the November 2019 Sub Committee 2. Senior City Procurement Officer to attend September 2019 Sub Committee. 3. Noted.
22.7.19	CONSULTATION STRATEGY FOR THE CITY OF LONDON PRIMARY ACADEMY, ISLINGTON (COLPAI)	City Surveyor has been asked to provide an update	Paul Murtagh Report to the September 2019 Sub Committee
22.7.19	TENANCY VISITS	Members requested a themed report, setting out how the data was being used and where improvements had been made.	Dean Robinson/Liam Gillespie March 2020
22.7.19	PARKING CHARGES REVIEW – Gradually harmonising charges across different locations.	Members agreed that this would need further work before being presented to the Sub Committee for a decision.	Liam Gillespie Members to receive a verbal update at the September Sub Committee
22.7.19	HOUSING UPDATE AND RISK REGISTER REPORT	<ul style="list-style-type: none"> 1. A new regime was being piloted on 2 estates and would be introduced on all estates later this year. 2. Members asked if future reports could have more breakdown in respect of anti-social behaviour, by location, including trends from previous years. 	Liam Gillespie 1. To be covered by a Members' Briefing on Estate Standards/Inspections before the Sub Committee in September 2. Noted.
22.7.19	REVISED RENT COLLECTION PERFORMANCE TARGETS	Members suggested that the target of 2% could be more ambitious and officers agreed to review this.	Liam Gillespie Members to receive a verbal update at the September Sub Committee

HOUSING MANAGEMENT AND ALMSHOUSES SUB-COMMITTEE
Outstanding Actions July/August 2019

Agenda Item 5

Committee	Dated:
Housing Management & Almshouses Sub Committee	16 September 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 tenth update report highlights specific areas of 'slippage' or 'acceleration' since the last meeting of the Sub-Committee on 22 July 2019 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 26 September 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:

H45 - York Way Communal Heating & H46 - Middlesex Street Communal Heating

There is a projected further delay of 1 month for these two projects to allow for alignment with the Committee cycle. However, the tenders have been analysed and, Gateway 5 reports seeking Committee approval to appoint contractors have been submitted to the relevant Committees.

H1 – Avondale Window Overhaul

An uplift to the budget has been sought under the Urgency Procedure to enable the project to proceed. The extent of the works required has significantly exceeded the initial estimate and budget for the works. The main reason for this, is that original estimates were based on a very limited sample survey of the flats included in the programme. This limited survey has not proven to be representative of the amount of work required in most of the flats. The need to seek approval for additional funding and, the additional works required, has meant that the programme of works has been extended by 4 months.

H43 – Decent Homes, Harman Close

The programme for the delivery of this project has been extended by 3 months to allow for the extended lead-in time for our nominated supplier to manufacture and deliver the replacement fire doors to be used in the project. All other works, however, have been completed to programme.

H24 – Petticoat Tower Balcony Windows and Doors

As Members will be aware from previous reports, this project has been significantly delayed as a result of two contractors withdrawing their tender bids at a very late stage. The contract has now been retendered with four bids received. It is expected that the tender evaluation will be completed early in September. Assuming there is a successful tender to proceed with, we expect to submit a Gateway 5 report to the relevant Committees in October and, have contracts exchanged in November.

H20 - Redecorations, Internal & External (Multiple Estates)

This multi-estate programme of works is now complete, and we are working to agree the Final Account. An Outcomes Report will be submitted to the relevant Committees in due course.

H17 – Golden Lane Heating Replacement Phase 2 (Crescent House & Cullum Welch House)

The tender evaluation process for the Design Team is now complete following final clarifications on the financial submissions. It is expected that the contract will be awarded early in September. We will then work with the Design Team to review the programme dates and key milestones for this project to ensure they remain realistic and achievable.

H39 - Window Replacement Programme (Wider Estates)

Pre-planning feedback has been received from all the host boroughs, except for Southwark. We have been working with our consultant, Playle & Partners, to ensure that the feedback received is addressed as part of the final designs and, we will be submitting full planning applications in the next few weeks. Officers continue to chase Southwark planning counterparts with a view to securing a date for the required pre-planning meeting.

H40 - Window Replacement Programme (Golden Lane)

An OJEU compliant tender process for the appointment of the Design Team is underway, with a closing date of 27 August. We expect to have the tender submissions evaluated by mid-September (subject to there being no additional clarifications required on pricing submissions). Once the Design Team is in place, we will be able to determine a more definitive programme for the delivery of the project.

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 are 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 continues to grow, and good progress is being made.

Appendices

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

Paul Murtagh
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GOLDEN LANE ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST SEPTEMBER 2019

MIDDLESEX STREET ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST SEPTEMBER 2019

works delivery baseline (as forecast November 2017)

works on site/complete
works programmed (curr)

works programmed (current forecast)
testing/preparatory/offsite works

→ testing/preparatory/offsite works programme slippage from previous

→ programme slippage from previous report (length of arrow denotes length of delay)
← programme brought forward from previous report (length of arrow denotes extent)

AVONDALE SQUARE ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST SEPTEMBER 2019

SOUTHWARK/WILLIAM BLAKE ESTATES INVESTMENT PROGRAMME - DELIVERY FORECAST SEPTEMBER 2019

HOLLOWAY ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST SEPTEMBER 2019

 works delivery baseline (as forecast November 2017)

works on site/complete works programmed (our)

works programmed (current forecast)
testing/preparatory/offsite works

 testing/preparatory/offsite works
programme slippage from previous

→ programme slippage from previous report (length of arrow denotes length of delay)
← programme brought forward from previous report (length of arrow denotes extent)

YORK WAY ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST SEPTEMBER 2019

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																	
							2017/18				2018/19				2019/20				2020/21					
							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
INVESTMENT PROGRAMME	H5	Decent Homes - Phase II (multiple estate programme)	£608,000	£574,297	York Way works complete		ELEC TESTING		YORK WAY		OTHER ESTATES													
	H20	Redecorations (multiple estate programme)	£596,000	£541,000	complete						OTHER ESTATES		YORK WAY WORKS											
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£130,653	£35,985	on site															YORK WAY		OTHER ESTATES		
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£405,000	£171,000	on site																			
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£1,700	appointment of contractor																			
	H45	Communal Heating	£3,087,990	£23,550	appointment of contractor	+1 month														LEAD IN				
	-	Door Replacement Programme (multiple estate programme)	£4,000,000	£0	design															MULTI ESTATE PROGRAMME TBD				
	-	Play and Ball Games Area Refurbishment (multiple estate programme)	£272,000	£0	design															MULTI ESTATE PROGRAMME TBD				

SYDENHAM HILL ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST SEPTEMBER 2019

WORKS TYPE	REF		ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																	
							2017/18				2018/19				2019/20				2020/21					
							A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
INVEST PROG	H5	Decent Homes - Phase II (multiple estate programme)	£173,315	£46,472	Sydenham Hill works complete		ELEC TESTING									SYD H								
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£405,000	£171,000	on site																			
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£1,700	appointment of contractor																			
	H39	Window Replacements & External Redecoration (Sydenham Hill)	£466,500	£24,240	design & planning											DETAILED DESIGN & PLANNING					LEAD IN TBC		SYDENHAM HILL	
	-	Door Replacement Programme (multiple estate programme)	£4,000,000	£0	design																MULTI ESTATE PROGRAMME TBD			→

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

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																	
							2017/18				2018/19				2019/20				2020/21					
							A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
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													
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£15,810	£4,278	complete															ISL/DRN	OTHER ESTATES			
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£405,000	£171,000	on site																			
	H10	Door Entry (Dron House in conjunction with William Blake)	£100,000	£2,492	on site						SURVEY									LEAD IN				
	-	Re-Roofing at Dron House	£370,000	£0	on site																			
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£0	appointment of contractor																			
	H39	Window Replacements & External Redecoration (Dron)	£950,000	£24,240	design & planning						DETAILED DESIGN & PLANNING									LEAD IN TBC	DRON HOUSE			
	H39	Window Replacements & External Redecoration (Windsor)	£890,000	£24,240	design & planning						DETAILED DESIGN & PLANNING									LEAD IN TBC	WINDSOR HOUSE			
	-	Door Replacement Programme (multiple estate programme)	£4,000,000	£0	design															MULTI ESTATE PROGRAMME TBD				→
	-	Play and Ball Games Area Refurbishment (Windsor, as part of multiple estate programme)	£272,000	£0	design															MULTI ESTATE PROGRAMME TBD				

 works delivery baseline (as forecast November 2017)
 delivery baseline

works on site/complete works programmed (e.g.

works programmed (current forecast)
testing/preparatory/offsite works

 testing/preparatory/offsite works programme slippage from previous

→ programme slippage from previous report (length of arrow denotes length of delay)
← programme brought forward from previous report (length of arrow denotes extent)

programme brought forward from previous report (length of arrow denotes extent)

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Agenda Item 6

Committees:	Dates:
Community and Children's Services Housing Management & Almshouses Sub-Committee	13/09/2019 16/09/2019
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 in March 2019.

Recommendations

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

Main Report

Background

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

Considerations

Automatic Water Fire Suppression Systems (Sprinklers)

4. At its meeting on 11 May 2018, Members of the Community & Children's Services Committee agreed a recommendation from its Director to retrofit automatic water suppression systems in each of its five social housing high-rise tower blocks below:
 - Great Arthur House, Golden Lane;
 - Petticoat Tower, Middlesex Street;
 - West Point, Avondale Estate;
 - Central Point, Avondale Estate;
 - East Point, Avondale Estate.
5. Discussions have been held with colleagues in the CoLC's Planning and Building Control Teams in relation to Great Arthur House, which Members agreed was the priority as a result of the complex compartmentation issues. A Gateway 1-4 report, which was approved by this Committee on 2 November 2018 and Projects Sub Committee on 7 November 2018, agreed:
 - A total project cost of £3,200,000 including design, project management and staff costs;
 - Survey, planning, design and tender costs of £75,000 to get to the next stage of the Gateway process (Gateway 5);
 - That a compliant procurement exercise be undertaken for the installation of sprinklers in our five social housing high-rise tower blocks;
 - That Committee approval be sought at Gateway 5 for the appointment of a contractor to carry out the installation works.
6. Further preparatory and investigative work has been done to enable the production of the Employer's Requirements to appoint a consultant to carry out the necessary planning, design and specification works. We are currently working with colleagues in City Procurement to procure and appoint a suitable consultant to do this work.
7. The preparatory and investigative work has taken longer than originally anticipated to complete and, as such, we have revised the outline programme as set out below:
 - Survey, planning and design – November 2019;
 - Resident consultation – November 2019;
 - Procurement process – January to February 2020;
 - Contract awarded and contractor appointed – June 2020;
 - Works commence – August 2020;
 - Works completed – March 2021;
 - End of Defects Liability period – March 2022.

Fire Doors

8. As Members will be aware from previous reports, random sample testing of several front entrance doors to individual flats in our residential blocks has been carried

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

9. As a result of the further testing that has been carried out, officers have carried out a more detailed and comprehensive survey of front entrance doors to all 63 blocks of flats. We have subsequently reviewed and revised the programme and delivery schedule for the main Door Replacement Programme.
10. Although this necessary, additional preparatory work has slowed up progress to some extent, we are still expecting that overall programme will be completed by March 2021, as previously indicated.
11. The Gateway 1 report for this project has been approved and signed off by the Chief Officer and, a Gateway 2-4 report is being prepared for submission to this Committee at its next meeting on 9 October 2019.
12. As Members will be aware, the CoLC is committed to replacing all front entrance doors in its residential blocks of flats with fire doors that give up to 60 minutes fire resistance (30 minutes as an absolute minimum). The estimated cost of this programme is in the region of £4million.
13. We have been working closely with GERDA Security Products Limited, a specialist door manufacturer, to develop a prototype replacement doorset that has been rigorously tested to provide 60 minutes fire resistance and has passed appropriate door smoke tightness tests. The prototype door set has been fitted in one of our homes in Petticoat Tower, Middlesex Street and it has been very well received.
14. It is intended, subject to final agreement from City Procurement, that the GERDA prototype will be specified for the remainder of the Door Replacement Programme at Petticoat Tower, which is now due to commence later this month.

Fire Risk Assessments (FRAs)

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

reviewed. However, the Local Government Association (LGA) has published guidance on fire safety in purpose-built blocks of flats, which recommends the following procedure for FRA's:

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

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

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

- reviewed every year;
- redone every 3 years.

18. The FRA's for the CoLC's housing stock have been done annually for the last 3 years. The FRA's from October/November 2017 have again been reviewed and mandated in line with the Corporation's auditing procedures for FRA's.

19. Clearly, simply carrying out FRA's is worthless if they are not updated regularly and the improvement work identified is not undertaken. As Members will be appreciate, a considerable amount of fire safety work has been done, is being done and is scheduled to be done to bring our housing stock up to the required standard. It will, however, take time.

20. There is no requirement for, or value in, commissioning further FRA's this year and the focus will be on continuing the progress we are making on the improvements identified in the Action Plan appended to this report. This includes carrying out more intrusive Type 4 FRA's that focus on areas highlighted by the recently completed Type 3 FRA's.

Great Arthur House

21. As Members will be aware, due to the unique nature of the building and its issues, Great Arthur House is being dealt with as a 'special project' in terms of the fire safety works.

22. In March this year, we undertook the installation of a temporary door set at one property in Great Arthur House so that, the original door set could be removed and sent away for destructive testing to assess its level of fire and smoke resistance. The notional expectation for a door set of this type and age, is 15 to 20 minutes fire resistance however, in this instance, the door set failed in less than five minutes.

23. As Members will be aware, as a result of concerns with the level of compartmentation in Great Arthur House, we have carried out a series of precautionary improvement works including:

- the installation of a permanent hard-wired fire alarm system to the whole of the building;

- the delivery, and installation where required, of individual smoke detectors to all flats in Great Arthur House;
 - the completion of a detailed ‘fire safety signage survey’ and subsequent upgrading of all fire safety signage to reflect the new evacuation arrangements and to pick up the deficiencies noted in the FRA’s, to ensure, that the signage in the block is accurate, up-to-date and compliant;
 - the introduction of an evacuation process for residents in the event of a fire.
24. A Gateway 3/4 Options Appraisal report has been prepared for consideration by the Housing Management & Almshouses Sub Committee at its meeting on 16 September. The report is seeking approval from the Committee to procure and appoint a design time and fire engineering consultant to carry out the necessary preparatory works to progress the project to Gateway 5.

Appendices

Appendix 1: Fire Safety Action Plan

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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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	It was noted that fire stopping issues exist in respect of service enclosures and penetrations at ground floor level and outside flat 13, respectively.	Ensure appropriate remedial actions are implemented.	Stanley Cohen House	Priority-D 3 Months Low - Project Planning	Housing Property Services	29-Nov-19	£7,500	Work to be procured using new Fire Safety Framework.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates. The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that the doors to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Property Services	29-Nov-19	£20,000	Signage survey completed. Works out to tender.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.'	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Included in emergency lighting maintenance contract.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Hatfield House, Cuthbert Harrowing House, Bowater House, Bayer House & Basterfield House	Priority-E Project Planning Medium	Housing Property Services	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	It was noted that glazed transoms and frames to cross corridor doors, between lobbies and the protected stairs x2 do not adequately prevent the passage of smoke and fire between compartments.	Ensure appropriate remedial actions are implemented.	Great Arthur House	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.

	<p>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.</p>	<p>Consideration should be given to upgrading relevant compartmentation to achieve adequate protection between escape routes and dwellings.</p>	Great Arthur House	Priority-C 28 days Medium	Housing Property Services	31-Mar-20	N/A	Further detailed investigation reveal level of fire stopping. Project incorporated into door upgrade programme. Mitigated by fire alarm system.
	<p>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.</p>	<p>Consideration should be given to implementing appropriate short term remedial actions whilst suitable upgrades are undertaken.</p>	Great Arthur House	Priority-B 4 days High	Housing Property Services	Completed	N/A	Project initiated. Mitigated by fire alarm system.
	<p>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.</p>	<p>Ensure all glazed units within escape stairs are adequately fire stopped, fixed shut and upgraded with fire resistant glazing.</p>	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.
	<p>It was noted that in some instances escape routes are used by residents for storage/display purposes.</p>	<p>Ensure all such items are removed.</p>	Crescent House	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	<p>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.</p>	<p>It is recommended that CoL review the specific evacuation strategy for Crescent House and address any identified issues accordingly</p>	Crescent House	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	<p>Via sampling of riser cupboards examples of inadequate fire stopping were noted in some examples</p>	<p>Ensure appropriate remedial actions are implemented.</p>	Crescent House	Priority-D 3 Months Low - Project Planning	Housing Property Services	29-Nov-19	N/A	Work to be procured using new Fire Safety Framework.
	<p>Evidence was not provided to confirm the sprinkler installations are subject to appropriate maintenance and servicing.</p>	<p>Implement a robust program of testing and servicing.</p>	Crescent House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing and maintenance programme in place.
	<p>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.</p>	<p>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.</p>	All blocks	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	<p>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.</p>	<p>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.</p>	All blocks	Priority-B 4 days High	Housing Property Services	Completed	N/A	Fire alarm installed to BS5839-1:2017.
	<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>CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.</p>	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance 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.</p> <ul style="list-style-type: none"> - Lobby ceiling - Service duct and ventilation - Between flats, kitchen and corridors halls 	<p>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.</p>	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
Holloway Estate	<p>Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.</p>	<p>Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.</p>	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.

	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates. The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low Project Planning	Housing Property Services	29-Nov-19	£20,000	Signage survey completed. Works out to tender.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.'	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium Project Planning	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Most blocks deemed okay. Works out to tender.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	It was noted that the access panel(s) to a service riser within the single direction of travel escape route does not appear to provide adequate resistance to fire.	Ensure appropriate remedial actions are implemented.	All blocks except Whitby House	Priority-C 28 days Medium Project Planning	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches do not appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being situated in the single means of escape, consideration should be given to the provision of additional protection via, fire dampers or similar devices.	All blocks except Whitby House	Priority-C 28 days Low	Housing Property Services	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	It was noted that flat 17 is provided with what appears to be an unauthorized security gate.	Should it be deemed necessary to authorize the use of these devices, it should be confirmed that they satisfy the guidance provided by LFB; in respect of means of escape.	Hilton House	Priority-D 3Months Medium	Housing Estate Management	31-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.

	What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. · Lobby ceiling · Service duct and ventilation · Between flats, kitchen and corridors halls	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium Project Planning	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
Avondale Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not available to confirm the lightning protection circuit is subject to periodic testing and maintenance.	Ensure a robust program of scheduled testing and maintenance is implemented.	All blocks	Priority-E Project Planning Low	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Low	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices.	All blocks	Priority-C 28 days Low	Housing Property Services	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges or strips/seals.	Due to the presence of means of escape routes in only a single direction upon exiting dwellings; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards.	All blocks	Priority-D 3Months Medium	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put' evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium Project Planning	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Most blocks deemed okay. Works out to tender.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	It was noted that the shutters to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.

Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
The emergency services box, situated externally at the ground floor of Colechurch House contains the following information. 1) Estate block plan map 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices	All blocks	Priority-C 28 days Low	Housing Property Services	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
It was noted that in a number of instances service ducts within riser cupboards are inadequately fire stopped	Ensure appropriate remedial actions are implemented to achieve current standards	Colechurch House, Centr Point, Avondale House, Brettinghurst House, WestPoint, Tovy House, Proctor House, East Point	Priority-D 3 Months Medium	Housing Property Services	29-Nov-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
It was noted that in some instances final exit doors from flats are fitted with security grills.	Consideration should be given to the removal of these devices; in line with LFB guidance	Colechurch House, West Point (33.34 &66), Tovy House(15)	Priority-E Project Planning Medium	Housing Estate Management	31-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Centre Point, Brettinghurst House, West Point, East Point	Priority-E Project Planning Medium	Housing Property Services	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
It could not be determined that fire stopping within ceiling level lobby service ducts and individual flats is adequate.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Centre Point, West Point, East Point	Priority-C 28 days Medium Project Planning	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
It was noted that riser ducts within escape routes, in some instances do not appear to provide adequate protection from fire.	Ensure appropriate remedial actions are implemented to achieve accepted standards of fire resistance.	Avondale House, Longland Court	Priority-E Project Planning Low	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
Lobby doors to the 1st and 2nd floors were found to be damaged; compromising their integrity.	Ensure adequate repairs are implemented or replacement doors provided.	West Point	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
It could not be determined that composite panels below the windows to duplex maisonettes on the open balconies provide adequate fire resistance; it was also noted that occupants are required to pass non fire rated glazing on the single direction of escape route.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Tovy House	Priority-C 28 days Medium Project Planning	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
The level of fire resistance provided by the doors sets and transoms to resident's stores does not appear adequate.	Implement appropriate remedial actions to ensure current standards are achieved.	Tevatree House, Longland Court	Priority-D 3 Months Medium	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
It could not be determined that fire stopping within the 2nd floor enclosed escape route ceiling and individual maisonettes is adequate.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Proctor House	Priority-C 28 days Medium	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.

	It was noted that a pane of fire rated glazing is missing within the escape stair at 14th floor level.	Ensure appropriate remedial actions are implemented.	East Point	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
	It was noted that insufficient directional signs are provided to the external escape route from the communal gardens.	Ensure appropriate signs are displayed.	Harman Close	Priority-D 3 Months Medium - Project	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	It was noted that in some instances residents use communal areas for storage purposes.	Ensure all unauthorized storage is removed.	Longland Court	Priority-E Project Planning Low	Housing Estate Management	Completed	N/A	Part of block inspection.
	It appears that false ceilings are present within the communal lobbies and elsewhere. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within voids.	Consideration should be given to undertaking a specific survey. Any identified deficiencies should be addressed.	Longland Court	Priority-D 3 Months Medium - Project	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. <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.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. The door to the kitchen has been removed. <ul style="list-style-type: none">• 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.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. Visual inspection of compartmentation between neighbouring dwellings (via walls and ceilings) was inconclusive in respect of adequacy of fire rated integrity. <ul style="list-style-type: none">• 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	29-Nov-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	Heating is provided via an electric 2 bar heater.	It is recommended that this appliance be replaced by means of heating which does not present and accessible ignition source.	Harman Close	Priority-B 4 days High	Housing Property Services	Completed	N/A	Gas servicing and maintenance contractor completed works.

Sydenham Hill Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All Block	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All Block	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Individual residents stores, situated within escape routes do not appear to be provided with adequate protection from 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.

	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Lammas Green & Otto Close	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings appear to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •An open hearth to a chimney flue is provided in the lounge (Lammas Green).	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Lammas Green & Otto Close	Priority-C 28 days Medium - Project Planning	Housing Property Services	29-Nov-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
Middlesex Street Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that the double doors to the ground floor car park were wedged open.	Implement robust management arrangements to ensure designated fire doors are maintained closed at all times	Petticoat Tower	Priority-B 4 days High	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	At the time of inspection it was not possible to determine that what appear to be composite panels 2nd and 3rd floor levels as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Petticoat Tower	Priority-E Project Planning Medium	Housing Property Services	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	It was noted doors to lobbies and refuse chute rooms at each level are of an undetermined standard of fire resistance.	Consideration should be given to upgrading or replacing them to current standards.	Petticoat Tower	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. 'Do not use lift in case of fire' signs are not displayed adjacent to each lift enclosure.	Ensure appropriate signs are displayed.	Petticoat Tower	Priority-D 3 Months Low - Project Planning	Housing Property Services	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	It was noted doors to lobbies and refuse chute rooms at each level are of an undetermined standard of fire resistance.	Consideration should be given to upgrading or replacing them to current standards.	Petticoat Tower	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.'	Ensure notices providing clear and concise information are displayed.	Petticoat Square	Priority-C 28 days Medium - Project Planning	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.

	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. •Detection and warning is via a single battery operated smoke detector. •No means of detection and warning is provided.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings appear to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •The mains electrical meter is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. •The occupier has access to whatappears to be a communal service riser.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium Project Planning	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
William Blake Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that in some instances floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route.	A survey should be undertaken to determine the standard of compartmentation. In order to maintain the current 'stay put' evacuation strategy; any identified deficiencies should be addressed.	York House	Priority-C 28 days Medium Project Planning	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put' evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium Project Planning	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-E Project Planning Low	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. 'Do not use lift in case of fire' signs are not displayed adjacent to each lift enclosure.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	It was noted that fire extinguishers are in some instances provided within the communal areas. It is not normally considered appropriate to provide such equipment for use by untrained individuals.	Consideration should be given to reviewing this arrangement.	York House, McAuley Close Flats	Priority-E Project Planning Medium	Housing Estate Management	Completed	N/A	Removed.
	It was noted that in some instances floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route.	Consideration should be given to reviewing the existing evacuation strategy.	York House	Priority-C 28 days Medium Project Planning	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.

	Evidence was not provided to confirm the emergency lighting installation is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that perforations exist in the ceiling of the electrical intake cupboard.	Ensure appropriate remedial actions are implemented.	James Mansion House, McAuley Close Flat,	Priority-C 28 days Low	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
	It was noted that the access panel(s) to a service riser and the loft within the escape route do not appear to provide adequate resistance to fire.	Ensure appropriate remedial actions are implemented.	McAuley Close Flats, Lynton Mansion & Blake House & Donnelly House	Priority-C 28 days Medium	Housing Property Services	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	In some instances, redundant signage relating to portable firefighting equipment are displayed.	Ensure all such signs are removed	McAuley Close Flats	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Repairs and maintenance contractor completed works.
	It was noted that communal cross corridor fire doors do not satisfy current standards and can only be considered to provide nominal fire resistance.	Consideration should be given to upgrading/replacing to BS 476 standard.	Lynton Mansions	Priority-C 28 days Medium Project Planning	Housing Property Services	31-Mar-20		Part of £4million door upgrade programme.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. A single domestic smoke battery operated smoke detector is provided. No provision of detection and warning (McAuley Close Flats). <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 - 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. <ul style="list-style-type: none"> • The door to the internal lobby, provided to give 2 door protection to the communal escape route has been removed(McAuley Close Flats) • These arrangements do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling. 	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	It was noted that floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route	A survey should be undertaken to determine the standard of compartmentation. In order to maintain the current 'stay put' evacuation strategy; any identified deficiencies should be addressed. Consideration should be given to reviewing the existing evacuation strategy. Subject to confirmation of the standards of compartmentation; consideration should be given to the provision of a BS 5839 pt 1 category L2 fire alarm system to potentially support a 'simultaneous evacuation' strategy.	York House, McAuley Close Flats	Priority-C 28 days Medium Project Planning	Housing Property Services	29-Nov-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. <ul style="list-style-type: none"> • Non-fire rated plastic ducting has been installed to provide a kitchen extraction system 	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Blake House	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Kitchen(Lynton Mansions) Bathroom ventilation is via what appears to be shunt duct. Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. <ul style="list-style-type: none"> • Non-fire rated ventilation grill noted in hall wall (Blake House). 	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium Project Planning	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
Southwark Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.

Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates. The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks (Except Horace Jones)	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-20		Part of £4million door upgrade programme.
It was noted that the doors to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	Great Suffolk Street	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
It was noted that what appears to be an unauthorised security gates are fitted to flats 34, 44 & 45.	Consideration should be given to the removal of these devices; in line with LFB guidance	Collinson Court	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information. 1) Estate block plan maps of entire Southwark Estate. 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	Collinson Court	Priority-D 3 Months Low	Housing Property Services	Completed	N/A	Part of block inspection procedures.
It was noted that what appears to be an unauthorised security gate is fitted to flat 31.	Consideration should be given to the removal of this device; in line with LFB guidance	Bazeley House	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.

	It was noted that what appears to be an unauthorised security gates are fitted to flats 1, 13, 16, 20 & 35.	Consideration should be given to the removal of these devices; in line with LFB guidance.	Stopher House	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	It was noted that what appears to be an unauthorised security gates are fitted to flats 42	Consideration should be given to the removal of these devices; in line with LFB guidance.	Pakeman House	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	Evidence was not provided to confirm the fire alarm system is subject to a scheduled program of testing and maintenance.	Implement a robust program of testing and servicing.	Pakeman House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	It appears that false ceilings are present within the communal lobbies and elsewhere. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within voids.	Consideration should be given to undertaking a specific survey. Any identified deficiencies should be addressed.	Horace Jones House	Priority-D 3 Months Low	Housing Property Services	29-Nov-19	£10,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available.	Ensure a scheduled program of testing and servicing is implemented.	Horace Jones House	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm the AOV installation is subject to a scheduled program of testing and maintenance. Some records were available but were not comprehensive.	Implement a robust program of testing and servicing.	Horace Jones House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	It should be noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling.	As a compensatory feature; consideration should be given to upgrading this system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises..	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	A communal vent-axia ventilation system appears to be provided throughout the block. <ul style="list-style-type: none">• Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.• It appears that false ceilings are present within the communal lobbies and elsewhere; which extend into flats. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within these voids.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Horace Jones House	Priority-C 28 days Medium	Housing Property Services	29-Nov-19	£10,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. What appears to be a non-fire rated vent is provided in the lounge wall. (Packman House) <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	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.

	What appears to be a BS 5839 pt 6 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	29-Nov-19	£10,000	Work to be procured using new Fire Safety Framework.
	It was noted that inadequate directional signage is provided in respect of escape routes within the car park garage.	Ensure sufficient signage is prominently displayed.	All blocks	Priority-D 3 Months Medium	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	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	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	It was noted via sampling of risers cupboards that in some instances fire stopping to penetrations between floors does not appear to be of fire resisting standard.	Ensure all such fire stopping is undertaken using certified materials and techniques.	All blocks	Priority-E Project Planning Low	Housing Property Services	29-Nov-19	£18,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	It was noted that fan assisted ventilation is provided in communal areas. It was not possible to determine if adequate compartmentation and dampers are in place.	Consideration should be given to the targeted inspection to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-D 3 Months Medium	Housing Property Services	29-Nov-19	£12,000	Type 4 FRA to be undertaken as part of new FRA Programme.

	It was noted that in some instances flats are accessed via a communal timber staircase; giving means of escape in only in a single direction.	It was not possible to determine the standards of compartmentation that prevail in respect of these structures. It is recommended that CoL implement a program of periodic inspections to ensure adequate levels of compartmentation are maintained.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Procedures in place.
	It was noted that flat 17 has a security gate to the final exit. It was not possible to determine it is capable of being opened from the inside without the use of a key and can they be breached by the fire service in under three minutes using hand held equipment.	CoL should inspect to ensure compliance.	Penfield House	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested. The kitchen is adjacent to the final exit. An alternative means of escape is provided from the lounge via a rotating window arrangement to a shared external balcony.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
City Fringe Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available.	Ensure a scheduled program of testing and servicing is implemented.	All blocks	Priority-E Project Planning Low	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	The flat entrance doors are inconsistent throughout the block. They do not comply with current standard. • They appear to be of substantial construction, with non-fire rated glazing, rising butt hinges, are not provided with a 'self-closing device, strips, or seals, or substantial rebates. • Whilst means of escape is provided in 2 directions in some instances; due to the presence of only a single stairway to the rear block, numerous flats/maisonettes are only provided with escape in a single direction(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-Mar-20	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.

	Directional signage, identifying the opportunity for means of escape via the rooftop is not provided.	Ensure appropriate signage is provided where relevant.	All blocks	Priority-D 3 Months Medium	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	It was noted that in some cases doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with current 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.'	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	29-Nov-19	£2,500	Signage survey completed. Works out to tender.
	Evidence was not provided to confirm the fire alarm system is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
	Evidence was not provided to confirm the emergency lighting installation is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	A zone map is not provided for the administrative block.	Ensure a fire alarm zone map is displayed adjacent to the fire alarm control panel.	Isilden	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Procedures in place and zone map provided.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. A single domestic smoke battery operated smoke detector is provided. A means of providing detection and warning is not provided. <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	Completed	N/A	Review completed. New guidance drawn up.
Spitalfields Property	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.

It was noted that in some instances residents use services cupboards for storage purposes.	Implement robust management arrangements to ensure these areas are kept free of storage.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
In some instances electrical distribution equipment is situated within escape routes.	Ensure all such equipment within escape routes is enclosed in a fire resisting structure.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Boxing-in completed.
Final exit doors from flats are mixed. Where sampled they were found to be of solid construction, without positive action self-closing devices, without intumescent strips, smoke seals or substantial rebates/door stops; although they should provide nominal fire resistance, they do not appear to comply with current standards. The glass in borrowed lights above numerous flat doors is not fire rated which compromises the overall fire rating of the door.	Due to the presence of means of escape routes in only a single direction upon exiting flats; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Property Services	31-Mar-20	N/A	Part of £4million door upgrade programme.
It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management	29-Nov-19	£250	Signage survey completed. Works out to tender.
The emergency action notices are not displayed within escape routes.	Ensure emergency action notices which reflect the simultaneous evacuation strategy are prominently displayed in escape routes.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management	29-Nov-19	£250	Signage survey completed. Works out to tender.
What appears to be a BS 5839 pt 1 category L4 automatic fire alarm system is provided within the communal escape routes.	Due to the absence of adequate confirmation in relation to the standards of compartmentation between individual flats and between flats and the escape route; it is recommended that this system be upgraded to; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
It was noted that the main fire alarm panel at 111-113 Commercial St was showing a zone fault.	Ensure all such issues are resolved as a matter of urgency by a competent person.	Brushfield St, Lambs St and Commercial St	Priority-B 4 days High	Housing Property Services	Completed	N/A	Repairs carried out.
Zone maps are not provided.	Ensure fire alarm zone maps are displayed adjacent to the main fire alarm control panels.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Low	Housing Estate Management	Completed	N/A	Procedures in place and zone maps provided.
Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
Evidence was not available to confirm the fire alarm system is subject to a program of periodic testing and maintenance.	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance.	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
It was noted that portable firefighting equipment provided within communal areas was out of test date.	Ensure all such equipment is subject to a robust programme of servicing and testing. Typically fire extinguishers are not provided within this type of property as residents are unlikely to have been appropriately trained. Consideration should be given to their removal.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.

	What appears to be a BS 5839 pt 6 category LD3 grade D fire alarm system is provided.	In order to adequately protect single means of escape routes; consideration should be given to the provision of; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. Due to the absence of adequate confirmation in relation to the standards of compartmentation between individual flats and between flats and the escape route; it is recommended that this system be upgraded to; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. The fire alarm system should be surveyed by a competent person; any deficiencies should be addressed and commissioning certification should be issued.	Brushfield St, Lambs St and Commercial St	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within some flats does not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • It was noted that in some instances doors have been replaced with lightweight concertina type dividers, to escape routes.	As a compensatory feature for any lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading fire alarm system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management/Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	29-Nov-19	£30,000	Sample surveys of voids completed. Type 4 FRA to be undertaken as part of new FRA Programme.
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 these doors to achieve compliance with current standards.	Almshouses	Priority-C 28 days Medium	Housing Property Services	31-Mar-20		Part of £4million door upgrade programme.
	Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Almshouses	Priority-C 28 days Medium	Housing Property Services	29-Nov-19	£30,000	Type 4 FRA to be undertaken as part of new FRA Programme.
	What appears to be a BS 5839 pt 6 category LD3 grade D fire alarm system is provided. This system is subject to 24hr monitoring. • Information provided by the site warden suggests that single direction of travel escape routes are protected via an unknown category of fire alarm system, via detection within individual flats actuating a general alarm. • It was not possible to definitively determine that the fire alarm system supports the evacuation strategy.	In order to adequately protect single means of escape routes; consideration should be given to the provision of; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. The fire alarm system should be surveyed by a competent person; any deficiencies should be addressed and commissioning certification should be issued.	Almshouses	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.

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Agenda Item 7

Committees: Housing Management and Almshouses Sub Committee Projects Sub	Dates: 16 September 2019 20 September 2019
Subject: Fire Safety Doors - Great Arthur House Unique Project Identifier: 11983	Gateway 3/4: Options Appraisal (Regular)
Report of: Director of Community & Children's Services Report Author: Jason Crawford	For Decision
PUBLIC	

1. Status update	<p>Project Description: Replacement of front doors to meet statutory requirements for fire safety as laid out in Part B of the Buildings Regulations 2010. The scope of this project has been expanded to include the replacement of all panel compartmentation surrounding the front doors, replacement of internal/external common area fire doors and internal fire escape doors to achieve compartmentation requirements.</p> <p>Due to listed building consents and bespoke nature of the works we will be looking to install FD30 (30 minute) rated fire doors.</p> <p>RAG Status: Green (Green at last report to Committee)</p> <p>Risk Status: Low (Low at last report to committee)</p> <p>Total Estimated Cost of Project (excluding risk): £1,993,000</p> <p>Change in Total Estimated Cost of Project (excluding risk): Increase of £1,318,000 since last report to Committee</p> <p>Spend to Date: £6,000 (£1,250 Architect fees, £750 compliance tests & £4,000 staff fees)</p> <p>Costed Risk Provision Utilised: n/a</p> <p>Slippage: Following the Gateway 1-2 report a Fire Safety Review (FSR) was undertaken by Frankham's, our specialist fire safety consultant. We also undertook destructive testing to one of the existing door sets. The scope has been adjusted to incorporate additional works, outlined in more detail under section 4.</p>
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2. Next steps and requested decisions	<p>Next Gateway: Gateway 5: Authority to Start Work</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • Gateway 3/4 - September 2019 • Tender/appoint design team – November 2019 • Interim Design – January 2020 • Manufacture & Interim Installation – May 2020 • Removal & Destructive Testing – July 2020 • Review / Final Design – September 2020 • Destructive testing / Final Planning Approval – December 2020 • Tender for works – February 2021 • Gateway 5 – April 2021 • Start on site – June 2021 <p>Requested Decisions:</p> <ol style="list-style-type: none"> 1. Committee is asked to note that the above timelines are estimates based on the assumption that the works will be considered as improvements and there will be no recharge to leaseholders; 2. Committee is asked to give authority to proceed (unless told otherwise) on the assumption that the works, as per advice from counsel, are considered as improvements and cannot be recharged to long leaseholders; 3. Committee is asked to approve the increased scope of works; 4. Committee is asked to approve the appointment of a design team and fire safety consultant to assess the increased scope of works required to achieve full compartmentation and fire stopping; 5. Committee is asked to approve the additional budget of £119,000 to reach next Gateway stage. This covers additional design stage testing related to the increased scope, design fees, and works associated with temporary installations to reach the next Gateway; 6. Committee is asked to note the revised project budget (works) of £1,856,000 (excluding risk); 7. Committee is asked to note the total estimated cost of the project at £1,993,000 (including spend to date, additional consultancy fees & staff costs / risk not included); 8. That Option 1 is approved. Replacement of front doorsets and frames, fanlights, all panel compartmentation, internal and external common area fire doors as well as internal fire escape doors within the individual properties.
3. Resource requirements to	<i>For recommended option 1:</i>

reach next Gateway	Item	Reason	Funds/ Source of Funding	Cost (£)
	Works	Temporary installations & destructive testing	HRA	£56,000
	Fees	Design fees, Principal Designer & Fire Consultant	HRA	£46,000
	Staff Time	To engage with and facilitate design, temporary installations and coordinate testing	HRA	£17,000
	Total			£119,000
	Costed Risk Provision requested for this Gateway: N/A (however a Risk Register has been included at Appendix 2).			
	At the moment there is a pending payment of £750 for compliance testing to be processed. This is a payment to be offset against the existing budget from Gateway 1/2. Once this payment is processed the remaining unspent budget can be set to zero			
4. Overview of project options	<p>In the Gateway 1-2 report approved by Corporate Project Board in January 2018 and Project Sub-committee in February 2018, the original scope was to replace the front door sets, including top window lights and all associated door furniture (hinges, door closers etc) with FD60 (60 minute) rated door-sets, at an estimated cost of £675,000.</p> <p>The original estimate has been reviewed to incorporate some of the additional measures recommended following the Fire Safety Review which was undertaken after the original Gateway 1/2 report was approved.</p> <p>In April 2018 a report entitled Fire Safety Review – HRA Properties was submitted to Community and Children's Services</p>			

	<p>Committee. The report highlighted several relevant matters which are summarised as follows:</p> <ul style="list-style-type: none"> • Vast majority of front entrance doors are as originally installed and are expected to provide notional 15 to 20 minutes fire resistance • A small number of front entrance doors were identified to be sent away for destructive fire resistance testing, and that the average resistance on the doors tested at the time was 16 minutes • Leaseholder recharges – Counsel's advice was sought on the issue of being able to recharge leaseholders for fire safety improvement works. The advice received was that the works could not be recharged. As such, for the purpose of this report there is no provision made forthwith regarding recharging leaseholders. • Furthermore, no provision has been made in the timelines to accommodate the time required to undertake leaseholder Section 20 consultations, which would normally be undertaken where there is a recharge to leaseholders. • Frankhams reported that, although not as serious as first thought, there are issues with compartmentation at Great Arthur House. • The report also highlighted that as a result of the FRA carried out under the provisions of the Regulatory Reform (Fire Safety) Order 2005, deficiencies were highlighted in the structure of the building undermining the required level of compartmentation in relation to fire safety. In such cases, these deficiencies must be addressed and remedied, and it is no defence to argue that the building complied with the Building Regulations at the time it was built. • The report also referenced the works being undertaken as part of this project to undertake destructive resistance testing of front entrance doors, details of which are given below. <p>The above matters have been taken into account and considered within the context of the works being proposed as part of this project.</p> <p><u>Destructive testing</u></p> <p>In March 2019 we undertook the installation of a temporary door set to one property in Great Arthur House so that the existing door set could be removed and destructively tested to establish fire and smoke resistance.</p> <p>Due to the backlog at UK test centres the door set was tested at a facility in Poland, which conforms to the same standards for testing and compliance as the facilities in the UK.</p>
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	<p>The tests are undertaken to establish both fire and smoke resistance and are normally terminated at the point of failure on fire breach or insulation failure.</p> <p>As mentioned previously, the notional expectation is for door sets of this type and age to resist for 15 to 20 minutes, however in this instance the door set failed in under 5 minutes - point of failure being sustained flame (lasting more than 10 seconds) penetrating top of the glass pane.</p> <p>Following the results of the testing we installed communal fire alarms as an immediate measure. We also undertook some interim works to upgrade the fanlights to a number of properties, however we have not been able to gain access to all.</p> <p>In light of the above it is apparent that the amount of work required to achieve the full compartmentation (in line with the guidance in Approved Document B of Building Regulations) has to be given full consideration.</p> <p>We are proposing to appoint a Design Team and a Fire Safety Consultant to establish whether the entire screen, including its hardwood framing may need to be removed and replaced as well as any additional fire stopping measures that may be required.</p> <p>These additional works will also require the removal and reinstatement or re-siting of gas and electric Meters, as well as a design solution to the current ventilation of the gas service pipes, as these form an integral feature of the existing screens and currently ventilate into the communal areas.</p> <p>As such the original scope has now been expanded significantly and this report, as well as the cost estimations is based on the assumption that we need to include the replacement of all panel compartmentation, replacement of internal and external common area fire doors as well as internal fire escape doors.</p> <p>Having engaged with Planning and undertaken advice on requirements of Listed Building Consent we have established that we are unable to accommodate FD60 rated fire doors due to the sizes of the door profiles on the FD60 door sets.</p> <p>As such, we are now looking to install FD30 rated door sets. A Design Team and Fire Consultant will be appointed to fully assess the current compartmentation and compliance with fire stopping requirements as well as to recommend additional fire stopping works that may be required to achieve compliance and ensure the safety of our residents.</p> <p>Milestones have been reviewed to take into account the requirement to re-design, achieve planning and listed building consent on the new designs, and undertaking destructive testing of both the existing and proposed new designs before tendering for the works.</p> <p>Option 1: As per option 2 but in order to achieve full compartmentation this has been expanded to include the</p>
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	<p>internal communal doors as well as the doors and associated glazing on the communal doors leading to the stairwells.</p> <p>Furthermore, we are looking at the need to replace the internal fire escape doors as well as allowing for compartmentation of the walls separating the flats from common corridors, which necessitates replacement of the entire screen between the flats, including its hardwood framing.</p> <p>We have incorporated the requirement for all the additional works on the assumption that they will be required to achieve full compartmentations and compliance with Fire Safety. However, by appointing a fire Safety Consultant post Gateway 3/4 we will ascertain which of these works are actually required to achieve statutory compliance. Any works that aren't required will be omitted when we go out to procure the works and final costs will be submitted at Gateway 5.</p> <p>Option 2: The original approach was to consider the replacement of front doors, including additional works to counter sink the raised door thresholds, replacing side and top window lights and the adjacent wall panels in order to meet statutory requirements and compliance with Fire Safety as laid out in Part B of the Buildings Regulations 2010. These works remain a requirement, but a desktop review has been undertaken by the Asset programme manager and project Manager (Delivery) to include the additional fire stopping works and re-assess the original estimates that were provided at Gateway 1/2.</p>
5. Recommended option	<p>Option 1 is recommended because it allows for complete compartmentation, enhanced statutory compliance and greatly increased safety for residents.</p> <ul style="list-style-type: none"> • Greater compliance with Building Regulations Approved Document B Fire Safety. • Better accessibility for residents in compliance with Equality Act 2010. • Improved security, acoustics and thermal efficiency. • Fully addresses the lack of compartmentation leading to a significant increase in the level of fire safety / protection for residents. • Along with the works already undertaken we are mitigating multiple risks and significantly improving the overall safety. • Potential costs savings – economies of scale.
6. Risk	Although a risk register has been included there is no costed risk provision.

	<p>The overarching risk is that we don't meet statutory compliance and let monetary concerns override the safety of residents. The approach we're taking is to assume all additional works are required at this stage. We will appoint a Design Team & Fire Safety Consultant to fully assess, in detail what works are required and omit any unnecessary works before we go out to tender.</p> <p>Costed Risk Provision Utilised at Last Gateway: N/A</p> <p>Change in Costed Risk: N/A</p>
7. Procurement approach	Procurement consultation has been undertaken and advice received as per the attached PT4 report at Appendix 3.

Appendices

Appendix 1	Project Coversheet
Appendix 2	Risk Register (for recommended option)
Appendix 3	PT4 Procurement Form

Contact

Report Author	Jason Crawford
Email Address	Jason.crawford@cityoflondon.gov.uk
Telephone Number	020 7332 3010

Options Appraisal Matrix

Option Summary	Option 1	Option 2
1. Brief description of option	Replacement of front doors to meet statutory requirements as laid out in Part B of the Buildings Regulations 2010. This has now been expanded to include replacement of all panel compartmentation and replacement of internal/external common area fire doors as well as individual fire escape doors.	Replacement of front doors to meet statutory requirements as laid out in Part B of the Buildings Regulations 2010. Panel compartmentation and internal and external common area fire doors to be replaced at another time.
2. Scope and exclusions	<ul style="list-style-type: none"> • Replacement of 120 front doors with 30 minute fire doors. • Replacement of all panel compartmentation. • Replacement of internal and external common area fire doors. 	<ul style="list-style-type: none"> • Replacement of 120 front doors with 30 minute fire doors. <p><u>Exclusions:</u></p> <ul style="list-style-type: none"> • Replacement of all panel compartmentation. • Replacement of internal and external common area fire doors. • Replacement of individual fire escape doors.
Project Planning		
3. Programme and key dates	<ul style="list-style-type: none"> • Gateway 3/4 - September 2019 • Tender/appoint design team – November 2019 • Interim Design – January 2020 • Manufacture & Interim Installation – May 2020 • Removal & Destructive Testing – July 2020 	<ul style="list-style-type: none"> • Gateway 3/4 - September 2019 • Tender/appoint design team – November 2019 • Interim Design – January 2020 • Manufacture & Interim Installation – May 2020 • Removal & Destructive Testing – July 2020 • Review / Final Design – September 2020

	<ul style="list-style-type: none"> • Review / Final Design – September 2020 • Destructive testing / Final Planning Approval – December 2020 • Tender for works – February 2021 • Gateway 5 – April 2021 • Start on site – June 2021 	<ul style="list-style-type: none"> • Destructive testing / Final Planning Approval – December 2020 • Tender for works – February 2021 • Gateway 5 – April 2021 • Start on site – June 2021
4. Risk implications	<p>Overall project option risk: Low</p> <ul style="list-style-type: none"> • By addressing all of the compartmentation and fire stopping issues we're reducing the overall risk. • By addressing these as a single contract we mitigate the risk of adding further cost if these are addressed through a separate procurement at a later date. 	<p>Overall project option risk: Low</p> <ul style="list-style-type: none"> • By not addressing all of the compartmentation and fire stopping issues we may be deemed to be putting residents at risk. • By not addressing these as a single contract we risk potentially adding further cost if these are addressed through a separate procurement at a later date.
5. Stakeholders and consultees	Residents, Departments of Community and Children's Services, City Surveyor's, Town Clerks and Chamberlain's (including CLPS). City of London Building Control and Planning Department, Heritage England.	Residents, Departments of Community and Children's Services, City Surveyor's, Town Clerks and Chamberlain's (including CLPS). City of London Building Control and Planning Department, Heritage England.
6. Benefits of option	<ul style="list-style-type: none"> • Greater compliance with Building Regulations Approved Document B Fire Safety. • Better accessibility for residents in compliance with Equality Act 2010. • Improved security, acoustics and thermal efficiency. 	<ul style="list-style-type: none"> • Lower overall cost £839,000 • Part compliance with Building Regulations Approved Document B Fire Safety. • Better accessibility for residents in compliance with Equality Act 2010. • Improved security, and partially improved acoustics and thermal efficiency.

	<ul style="list-style-type: none"> • Fully addresses the lack of compartmentation leading to a significant increase in the level of fire safety / protection for residents. • Along with the works already undertaken we are mitigating multiple risks and significantly improving the overall safety. • Cost savings through economies of scale & procuring works under one contract. 	
7. Disbenefits of option	<ul style="list-style-type: none"> • Higher overall cost £1,993,000 • Higher levels of disruption for residents. • Need to re-site gas & electric meters. 	<ul style="list-style-type: none"> • Does not address the lack of compartmentation leading to a significant impact in the level of fire safety / protection for residents. • Does not feed into a cohesive strategy to address/mitigate multiple risks. • Works will still need to be procured at a later date. • Potential of increased costs through not procuring all works as one contract. • Additional staff / committee member time required if the works are all procured separately.

Resource Implications																							
8. Total estimated cost	<p>Total estimated cost of recommended option 1: £1,993,000 (no costed risk provision).</p> <table border="1"> <thead> <tr> <th>TOTAL COST</th><th><u>Option 1</u></th><th><u>Option 2</u></th></tr> </thead> <tbody> <tr> <td>Works</td><td>£1,856,000.00</td><td>£745,000.00</td></tr> <tr> <td>Consultancy</td><td>£90,000.00</td><td>£47,000.00</td></tr> <tr> <td>Spend to date (architect fee £1250 / compliance testing £750))</td><td>£2,000.00</td><td>£2,000.00</td></tr> <tr> <td>Staff Costs</td><td>£41,000.00</td><td>£41,000.00</td></tr> <tr> <td>Spend to date</td><td>£4,000.00</td><td>£4,000.00</td></tr> <tr> <td>GRAND TOT</td><td>£1,993,000.00</td><td>£839,000.00</td></tr> </tbody> </table> <p>The estimates for works and staff fees are based on a desk top exercise undertaken by the Asset Programme Manager and Project Manager. Consultancy fees have been estimated using quotes received currently.</p> <p>The estimates from G1/2 have been updated in the table above, to reflect some of the additional recommendations (fire stopping etc) highlighted following the Fire Risk Assessments undertaken by Frankhams.</p> <p>There is a pending payment of £750 to be processed and offset against the remaining budgets from Gateway 1/2. Once this payment has been processed the remaining un-spent budget can fall away.</p>	TOTAL COST	<u>Option 1</u>	<u>Option 2</u>	Works	£1,856,000.00	£745,000.00	Consultancy	£90,000.00	£47,000.00	Spend to date (architect fee £1250 / compliance testing £750))	£2,000.00	£2,000.00	Staff Costs	£41,000.00	£41,000.00	Spend to date	£4,000.00	£4,000.00	GRAND TOT	£1,993,000.00	£839,000.00	
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GRAND TOT	£1,993,000.00	£839,000.00																					
9. Funding strategy	Housing Revenue Account & assumption is that these are improvements so no contributions from leaseholders through service charge recovery.	Housing Revenue Account & assumption is that these are improvements so no contributions from leaseholders through service charge recovery.																					

10. Investment appraisal	(Option 1) The costs of reactive, one-off replacements are up to 20% higher than replacing as part of a planned project, due to economies of scale in larger projects. As such, it is considered a sounder investment approach to procure and deliver at a fixed price via a contracted programme of works rather than reactive works.	
11. Estimated capital value/return	N/A There is no estimated capital return and as it's being considered as an improvement there is likely to be no return through leaseholder contributions.	
12. Ongoing revenue implications	The responsive repairs and maintenance budget will resume responsibility for these assets following the completion of the works and lapsing of the guarantee period. The responsive repairs budget will benefit from savings as fewer repairs will be required to the replaced installations.	The responsive repairs and maintenance budget will resume responsibility for these assets following the completion of the works and lapsing of the guarantee period. The responsive repairs budget will benefit from savings as fewer repairs will be required to the replaced installations.
13. Affordability	This approach of procuring the works and addressing all compartmentation issues as one contract is considered not only more commercially viable but as a better approach to ensuring the overall safety of residents by undertaking the works as a single contract.	The approach of procuring the original scope of works as laid out in the original Gateway 1/2 (incorporating some of the additional items highlighted by Frankham) will keep the overall cost down but is not as commercially sound, and costs should not override safety of residents.
14. Legal implications	<ul style="list-style-type: none"> • Need to ensure statutory compliance with Building Regulations Approved Document B Fire Safety. • Fully meets the above and further addresses wider compartmentation and fire safety issues. 	<ul style="list-style-type: none"> • Need to ensure statutory compliance with Building Regulations Approved Document B Fire Safety. • Only partially meets the above.

15. Corporate property implications	<p>It is important that the City's assets remain in good, safe and statutorily-compliant condition. Therefore, all necessary action should be taken to ensure that assets are kept as such throughout the assets' lifetime.</p>	<p>It is important that the City's assets remain in good, safe and statutorily-compliant condition. Therefore, all necessary action should be taken to ensure that assets are kept as such throughout the assets' lifetime.</p>
16. Traffic implications	<p>These are not anticipated; however, any traffic implications would be negotiated with the works contractor(s) at the pre-contract and pre-start stages.</p>	<p>These are not anticipated; however, any traffic implications would be negotiated with the works contractor(s) at the pre-contract and pre-start stages.</p>
17. Sustainability and energy implications	<ul style="list-style-type: none"> • The works should help to improve the energy efficiency of the dwellings and should help residents reduce their own domestic fuel costs. • Better accessibility for residents in compliance with Equality Act 2010. • Improved security, acoustics and thermal efficiency. 	<ul style="list-style-type: none"> • The works should help to improve, to a lesser extent, the energy efficiency of the dwellings and should help residents reduce their own domestic fuel costs. • Better accessibility for residents in compliance with Equality Act 2010. • Improved security, and (to a lesser extent) acoustics and thermal efficiency.
18. IS implications	N/A	N/A
19. Equality Impact Assessment	<p>(Option 1) N/A – we are not changing the design or dimensions and therefore there is no negative impact on accessibility. We are looking to replicate the existing design, using materials that will enable full compliance with Building regulations approved document B, at the same time improving security (secure by design), thermal comfort and acoustics.</p>	
20. Data Protection Impact Assessment	N/A	N/A

21. Recommendation	Recommended	Not recommended
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Project Coversheet

[1] Ownership & Status
UPI: 11983 Core Project Name: Fire Safety Doors - Great Arthur House Programme Affiliation (if applicable): n/a Project Manager: Jason Crawford Definition of need: to meet statutory requirements for fire safety as laid out in Part B of the Buildings Regulations 2010 Key measures of success: 1. Compliance with Building Regulations Approved Document B Fire Safety. 2. Increased level of fire safety / protection for residents 3. Better accessibility for residents in compliance with Equality Act 2010. 4. Improved security, acoustics and thermal efficiency. Expected timeframe for the project delivery: Start on site expected July 2021 (expanded scope, additional pre-planning, design, installation, additional destructive testing, certification and final design/planning required to cover additional elements) Key Milestones: <ul style="list-style-type: none">• Gateway 3/4 - September 2019• Tender/appoint design team – November 2019• Interim Design – January 2020• Manufacture & Interim Installation – May 2020• Removal & Destructive Testing – July 2020• Review / Final Design – September 2020• Destructive testing / Final Planning Approval – December 2020• Tender for works – February 2021• Gateway 5 – April 2021• Start on site – June 2021 Are we on track for completing the project against the expected timeframe for project delivery? No There have been initial delays in getting the design approved and planning approval for the replacement of interim door sets to facilitate the removal and destructive testing of one of the existing doors. We anticipate this may occur again as we have now expanded the scope to include replacement of the existing panel compartmentation and replacement of internal / external common area fire doors, as well as individual secondary fire escape doors. Once the design has been agreed with Planning we will need to facilitate testing of the existing doors included in the expanded scope and again for new designs prior to works being procured and installations commencing. The current timeframes are based on the previous expectation of replacing using an existing door set / design for the front doors; however the inclusion of the panelling, secondary fire escape doors, communal doors & requirements for the re-testing mean that the overall programme / milestones will need to be reviewed again.

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Has this project generated public or media impact and response which the City of London has needed to manage or is managing?

Not so far, but due to the listed status it's likely that members, senior officers and residents will be keenly interested.

This is normal for most of the projects I'm currently managing on this estate so I will continue to manage in the same way.

[2] Finance and Costed Risk

Headline Financial, Scope and Design Changes:

'Project Briefing' G1 report (as approved by Chief Officer 19/01/2018):

- Total Estimated Cost (excluding risk): £675,000
- Costed Risk Against the Project: N/A
- Estimated Programme Dates:
 - February 2018 – Gateway 1 & 2 approved.
 - June 2018 – Gateway 3-4 report.
 - September 2018 – Procurement
 - November 2018 – Works commence.

Scope/Design Change and Impact: n/a

'Project Proposal' G2 report (as approved by PSC 14/02/2018):

- Total Estimated Cost (excluding risk): £675,000
- Resources to reach next Gateway (excluding risk): £39,000
- Spend to date: n/a
- Costed Risk Against the Project: n/a
- CRP Requested: n/a
- CRP Drawn Down: n/a
- Estimated Programme Dates: As above

Scope/Design Change and Impact:

'Options Appraisal and Design' G3-4 report (Pending approval by PSC 20/09/19):

- Total Estimated Cost (excluding risk): £1,993,000
- Resources to reach next Gateway (excluding risk): £119,000
- Spend to date: £6,000
- Costed Risk Against the Project: n/a
- CRP Requested: n/a
- CRP Drawn Down: n/a
- Estimated Programme Dates:
 - Gateway 3/4 - September 2019
 - Tender/appoint design team – November 2019
 - Interim Design – January 2020
 - Manufacture & Interim Installation – May 2020
 - Removal & Destructive Testing – July 2020
 - Review / Final Design – September 2020

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- Destructive testing / Final Planning Approval – December 2020
- Tender for works – February 2021
- Gateway 5 – April 2021
- Start on site – June 2021

Scope/Design Change and Impact: The original scope was to replace door sets, side and top window lights and door panels. However, ongoing investigations and a fire risk assessment carried out by our fire safety consultant Frankhams, have made it apparent that the amount of work required to achieve the full compartmentation of the apartments (in line with the guidance in Approved Document B) is likely to be much more considerable than previously anticipated. It could well mean that the entire screen, including its hardwood framing may need to be removed.

As such the original scope has now been expanded to include replacement of all panel compartmentation as well as replacement of internal and external common area fire doors as well as individual fire escape doors. Impacts are on cost and programme dates.

Milestones have now been amended to take into account the requirement to test the additional doors included in the expanded scope, re-design, achieve planning and listed building consent on the new designs, and undertake destructive testing of the new design before achieving final planning & listed building consent prior to tendering for the works & undertaking new installations.

'Authority to start Work' G5 report (as approved by PSC xx/yy/zz):

- Total Estimated Cost (excluding risk):
- Resources to reach next Gateway (excluding risk)
- Spend to date:
- Costed Risk Against the Project:
- CRP Requested:
- CRP Drawn Down:
- Estimated Programme Dates:

Scope/Design Change and Impact:

Total anticipated on-going commitment post-delivery [£]: unquantifiable general repairs & maintenance will be undertaken as and when required

Programme Affiliation [£]: n/a

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City of London: Projects Procedure Corporate Risks Register

Project name: Fire Safety Doors - Great Arthur House

Unique project identifier: PV11983

Total est cost (exc risk) £1993000

PM's overall risk rating

Low
5.1
2.9
0
6
3

Costed risks identified (All)

£0.00	0%
£0.00	0%
£0.00	0%
£0.00	0%

Corporate Risk Matrix score table				
	Minor impact	Serious impact	Major impact	Extreme impact
Likely	4	8	16	32
Possible	3	6	12	24
Unlikely	2	4	8	16
Rare	1	2	4	8

Costed risk pre-mitigation (open)

Costed risk post-mitigation (open)

Costed Risk Provision requested

- (1) Compliance/Regulatory
- (2) Financial
- (3) Reputation
- (4) Contractual/Partnership
- (5) H&S/Wellbeing
- (6) Safeguarding
- (7) Innovation
- (8) Technology
- (9) Environmental
- (10) Physical

Number of Open Risks	Avg Score	Costed impact	Red	Amber	Green
1	8.0	£0.00	0	1	0
4	4.8	£0.00	0	3	1
1	3.0	£0.00	0	0	1
1	6.0	£0.00	0	1	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
2	5.0	£0.00	0	1	1

Issues (open)

0
0

Open Issues

Extreme	Major	Serious	Minor
0	0	0	0
0	0	0	0

Cost to resolve all issues (on completion)

£0.00

Total CRP used to date

£0.00

City of London: Projects Procedure Corporate Risks Register

Project Name: Fire Safety Doors - Great Arthur House							PM's overall risk rating: Low	CRP requested this gateway £ -	Average unmitigated risk 5.1	Open Risks 9		
Unique project identifier: PV11983			Total estimated cost (exc risk): £ 1,993,000	Total CRP used to date £ -	Average mitigated risk score 2.9	Closed Risks 0						
General risk classification												
Risk ID	Gateway	Category	Description of the Risk	Risk Impact Description	Likelihood Classification pre-mitigation	Impact Classification pre-mitigation	Risk score	Costed Impact pre-mitigation (£)	Costed Risk Provision requested Y/N	Confidence in the estimation	Mitigation actions	Mitigation cost (£)
R1	3	(1) Physical	Residents refuse access.	Should residents refuse access to their homes in order to complete works, it would cause cost and time delays to the project.	Unlikely	Serious	4	£0.00	N	8 – Fairly Confident	To mitigate against this, early engagement will be carried out with residents to make them aware of the specific works. Explanation will be provided of the benefits of the works, and any queries or concerns that residents may have will be answered.	£0.00
R2	3	(2) Financial	Increase in pricing during works	A contractor may attempt to re-price the works during the contract causing increase in project costs.	Possible	Serious	6	£0.00	N	8 – Fairly Confident	A clear contract will be used in the first instance, and robust risk management will be carried out throughout the project to keep a focus on cost and delivery to budget. Project Managers will be responsible for the project, particularly those caused by the City of London as these can be used by contractors as leverage for increases in cost.	£0.00
R3	3	(2) Financial	Challenge to tender awarding process	An unsuccessful contractor may challenge the tender process.	Rare	Minor	1	£0.00	N	8 – Fairly Confident	A robust tendering process will be put in place in conjunction with CLIPS. Should a challenge arise, advice will be sought from CLIPS and legal services to ensure the dispute is resolved rapidly and successfully.	£0.00
R4	3	(4) Contractual/Partnership	Contractor Financial Viability	A contractor may cease to be financially viable during the progression of the project. At a minimum, this would cause delays to the project. It could also cause a temporary suspension to the project. These impacts would cause the cost of the project to increase.	Possible	Serious	6	£0.00	N	8 – Fairly Confident	Advice will be sought from CLIPS when assessing and appointing a contractor to ensure they have a sound financial position and track record. Should a contractor cease to be available, advice will be sought from legal services to protect the City of London's interests.	£0.00
R5	3	(2) Financial	Significant Change in sustainability sector	Should there be a significant change in the sustainability sector between the design and construction of the project this may lead to out-of-scheme costs being put into our properties where better solutions are available.	Possible	Serious	6	£0.00	N	8 – Fairly Confident	Care will be taken to stress the importance of longevity of design when the scheme is being planned.	£0.00
R6	3	(3) Reputation	Section 20 Challenges.	Legislator(s) may challenge the Section 20 process or appointment of contractor on the grounds of price, quality or any other reason.	Possible	Minor	3	£0.00	N	8 – Fairly Confident	This will be mitigated by undertaking on tightly controlled Section 20 process, explaining reasons for the work and justifying the choice of contractor. Should a challenge be received, legal advice will be sought and the appropriate process followed to resolve the matter as soon as possible and minimise delays to the project.	£0.00
R7	3	(10) Physical	Works more extensive than planned for	Should the extent of works required be greater than planned, the project would be delayed and costs would increase.	Possible	Serious	6	£0.00	N	8 – Fairly Confident	Detailed surveys will be carried out early in the project to determine the level of works required, and enable the costing to be as specific as possible.	£0.00
R8	3	(1) Compliance/Regulatory	Recommendations not approved	The consultant is being appointed to make recommendations for the works that could be carried out to these properties. Should none of the recommendations be approved by planning / heritage england this could delay the project.	Likely	Serious	8	£0.00	N	8 – Fairly Confident	Early engagement with Col planning and Heritage England to seek advice on planning restrictions, and co-ordination with design consultants to ensure appropriate options are considered.	£0.00

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PT4 - Committee Procurement Report

This document is to be used to identify the Procurement Strategy and Purchasing Routes associated with a project and only considers the option recommended on the associated Gateway report.

Introduction

City Procurement Project Reference:	19/300/PS		
Project / Contract Title:	Great Arthur House – Fire Safety Doors		
Project Lead & Contract Manager:	Jason Crawford & Peter Smith	Lead Department: DCCS	Community and Children's Services
Category Manager:	Diana Morris	Other Contact:	Jason Crawford Peter Smith
Total Contract Value (excluding VAT and inc. extension options):	£1.6 - £1.9m tbc	Contract Duration (inc. extension options):	TBC
Budget approved Capital/Revenue:	No Capital	Capital Project reference (if applicable):	29800113
Gateway Approval Process			
<ul style="list-style-type: none"> - Is this project subject to the Gateway process? Yes - If so, what was the last Gateway report, and date of approval, and what is the next Gateway report and scheduled date for recommendation for approval? Last Gateway report 1-2 - January 2018 Next Gateway 3-4 - HMASC 16 September 2019 			
Opportunity for Inter-City Collaboration (is there another site/department that could benefit from this project)?			
N/A			

Procurement Strategy Recommendation

City Procurement team recommended option
Traditional – Client Led (Single Stage)

Route to Market Recommendation

City Procurement team recommended option
Sub OJEU Open Tender Process – because of the specialist nature of these works, I would recommend approaching the open market to attract specialist firms to undertake this work.

Specification and Evaluation Overview

Summary of the main requirements: Replacement of front doors to meet statutory requirements as laid out in Part B of the Buildings Regulations 2010. The original scope has been expanded and will now include:
<ul style="list-style-type: none"> • Replacement of all panel compartmentation and replacement of internal/external common area fire doors, which could include the entire screen, hardwood framing. • Hardwood framing may need to be removed and replaced. • The additional works will also require the removal and reinstatement or re-siting of Gas and Electric Meters, as well as a solution to the current ventilation of the gas services pipes, as these form an integral feature of the existing screens and currently ventilate into the communal areas
Technical and Pricing evaluation ratio 70% (Technical) / 30% (Price)

Overview of the key Evaluation areas (if known at this stage):
Does contract delivery involve a higher than usual level of Health & Safety, Insurance, or Business risk to be allowed in the procurement strategy?

No	
Are there any accompanying documents with this report? e.g. PT0/outlined project plan identifying roles and responsibilities as appropriate	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please include information in the appendices section below	Page 65

Will this project require the winning supplier(s) to process personal data on our behalf?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, please make sure you've defined roles and responsibilities within your project specification. For more information visit Designing Specifications under GDPR . You may include your Privacy Impact Assessment or other relevant report as an appendix to this PT form when submitting to category board (for information).	
Evaluation Panel – Please enter Names and Departments below (if known)	

James Crawford
Peter Smith
Jason Hayes

Community and Children's Services

Procurement Strategy Options This could include inter-departmental usage, external collaborative opportunities, existing contracts integrated once expired or adding it to an existing contract. Options for Make (In-house delivery) versus Buy (Outsource) decision to be considered; also indicate any discarded or radical options.

Option 1: Traditional – Client Led (Single Stage)

Advantages to this Option:

Cost certainty before commitment to start works
Client responsible for the design development and maintain control over design
Contractor is responsible for achieving the stated quality
Full design pre-tender

Disadvantages to this Option:

Contractor involvement in design development in this process is minimal

Please highlight any possible risks associated with this option: Any design changes as variations maybe costly and increase whole cost as well as time for completion.

Route to Market Options: Route to market is the way in which the City will invite suppliers to bid for the procurement.

Option 1: OJEU – N/A

Advantages to this Option:

Disadvantages to this Option:

Please highlight any possible risks associated with this option:

Option 2: Sub OJEU Open Tender Process

Advantages to this Option:

Engage with specialist fire door suppliers
Larger selection of suppliers

Disadvantages to this Option:

Longer procurement process depending on the number of responses
Evaluation of a larger number of suppliers

Please highlight any possible risks associated with this option: Suppliers that respond do not have the relevant experience or are unable to undertake these works due to other commitments. This could put a strain on resources to evaluate responses depending on the number of responses received.

Option 3: External Framework

Advantages to this Option:

Specialist suppliers on the framework
Quicker route to market, suppliers have already been approved
Fewer suppliers to evaluate

Disadvantages to this Option:

Limited response from framework suppliers if the project is not of interest or the framework is oversubscribed.
Anticipated volume levels are uncertain and could lead to suppliers building in a risk premium for this uncertainty.

Please highlight any possible risks associated with this option: Suppliers may not have the capacity to deliver our requirement.

Price Mechanism

Option 1: Lump sum fixed price with breakdown

Advantages to this Option:

Fixed lump sum price for all the works is agreed before the works start.
Clear cost for individual doors/works

Disadvantages to this Option:

If additional works are required could be costly.

Form of Contract**Option 1: CoL Standard amendments to JCT****Advantages to this Option:**

Risk is on the contractor who is liable for the technical design and must ensure that it is in line with the Specification.
Claims dealt with retrospectively

Disadvantages to this Option:

Does not support collaborative working

Please highlight benefits and possible risks associated with this option relative to the specifics of the project : Any fault, defect, error or omission in the design of the works (other than design provided by the contractor). Can lead to variations.

Option 2: CoL Standard amendments to NEC3**Advantages to this Option:**

Pro-Active approach to delivery
Using the spirit of mutual trust
Support collaborative working

Disadvantages to this Option:

SME's may not have experience dealing with these terms.

Terms favour the supplier

Please highlight benefits and possible risks associated with this option relative to the specifics of the project:

PM must ensure that the contract is managed well as delays can incur additional costs.

Outline of appendices

- N/A

Report Sign-offs

Senior Category Manager Chamberlain's Department	Michael Harrington	Date	21/06/2019
Departmental Stakeholder DCCS	Jason Crawford	Date	21/06/2019

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Agenda Item 8

Committees: Corporate Projects Board - <i>for information</i> Projects Sub - <i>for decision</i> Housing Management & Almshouses Sub - <i>for decision</i>	Dates: 29 August 2019 20 September 2019 16 September 2019
Subject: Decent Homes works to Avondale Square Estate SE1 (Phase II)	Gateway 6: Outcome Report Regular
Unique Project Identifier: 11789	
Report of: Director of Community & Children's Services Report Author: David Downing	For Decision
PUBLIC	

Summary

1. Status update	<p>Project Description: Replacement of kitchens, bathrooms and heating equipment to meet statutory requirements in tenanted properties previously omitted from other Decent Homes programmes on the Avondale Square Estate.</p> <p>RAG Status: Amber (due to programme delay) (Green at the last report to Committee)</p> <p>Risk Status: Low (Low at the last report to Committee)</p> <p>Costed Risk Provision Utilised: £0</p> <p>Final Outturn Cost: £461,305.30</p>
2. Next steps and requested decisions	<p>Requested Decisions:</p> <p><u>Projects Sub Committee and Housing & Almshouses Sub Committee</u></p> <ol style="list-style-type: none"> 1. To note the content of this report, 2. To note the lessons learnt, 3. To authorise closure of this project.

v.April 2019

3. Key conclusions	<p>1. Works were completed within budget but not to the initial timescales envisaged.</p> <p>2. Works to 63 properties were completed (with these works comprised of 57 kitchen, 54 bathroom and 9 heating system replacements). Twenty of the original 72 properties (27.78%) did not grant access and were therefore omitted from the project. A further 11 eligible properties where works had been previously refused opted for inclusion. Upgrades for non-access properties will be referred to the Decent Homes Callbacks project once access has been secured (typically when these flats become vacant).</p> <p>3. A tight 'all-inclusive' specification with clearly defined cost reductions for omissions as opposed to a looser basket rate with an accompanying schedule of rates for additions (as was used in the preceding project) enabled costs to be managed effectively.</p> <p>4. Cost of works was over-estimated at earlier Gateways. This was due to the use of cost data from previous Decent Homes projects where cost control had been a challenge to produce forecasts. The costs from this project can be used as realistic benchmarks for future Decent Homes projects.</p>
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Main Report

Design & Delivery Review

4. Design into delivery	<p>As described to Committee at earlier Gateways, the works to the tenanted properties which comprise this project had previously been omitted from a prior Decent Homes programme. This prior contract had been curtailed early as the approved budget had been exhausted due to unforeseen cost escalation in the properties where works were completed. A decision was taken to procure a new contract to carry out works to these omitted properties incorporating lessons learnt from the management of the previous contract.</p> <p>The project design, consisting of tightly defined 'all-inclusive' specifications, was a large factor in the successful delivery of the project and a significant aid to overall cost control.</p>
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5. Options appraisal	The selected option to procure a contractor to deliver a structured programme of works via open tender successfully delivered the projects objectives. No changes were required during project delivery.
6. Procurement route	The works contract was successfully procured via open tender. The tender generated an appropriate and manageable number of competitively priced bids for evaluation. This procurement route can be recommended for future projects of this nature. Procurement Reference: itt_COL_5729
7. Skills base	The City of London project team had the required skills and experience to deliver the project. An external quantity surveyor was employed to verify contractor valuations and to aid in ensuring rigorous cost control.
8. Stakeholders	Satisfaction surveys have been completed; the project was completed with a 97% resident satisfaction level (based on a survey response rate of 14%).

Variation Review

9. Assessment of project against key milestones	<p>The project progressed as expected throughout the design period with a contractor appointed for October 2017 as anticipated. The start on site however, was delayed for six months at the request of City officers to align the Avondale Square programme with the wider Decent Homes contract which was being delivered by the same contractor. Once underway, the programme was extended to allow for the inclusion of additional properties (as detailed below) and to allow for additional time to secure access to properties where residents were slow or unwilling to respond. The programme delay and extension were not caused by the actions of the contractor and there was no financial implication to the City.</p> <p>Expected completion date at Gateway 5: Early 2018</p> <p>Final completion date: May 2019</p>
10. Assessment of project against Scope	<p>The scope of the project remained largely unchanged throughout both the design period and project delivery with only the number of properties scheduled for inclusion subject to variance. At the previous Gateway, 72 properties were designated for inclusion in this project. However at project delivery, 20 of these scheduled 72 properties designated for Decent Homes works did not grant</p>

	<p>access for the works and were therefore omitted from the project. As works progressed an additional 11 qualifying properties (where works had previously been refused in the preceding project) opted for inclusion. Works were therefore completed to 63 properties in total only, 9 less than those originally budgeted for.</p> <p>Furthermore, on commencement of project delivery, 7 of the scheduled 19 heating system replacements had already been carried out as urgent reactive works due to component failure and were therefore also omitted from the project.</p>
11. Risks and issues	The project proceeded as planned with no significant risks realised. This is largely attributable to the successful application of lessons learnt from previous Decent Homes projects which were incorporated into the project design, specification and procurement which greatly aided the management of the resultant contract. Costed Risk Provision was not applicable to this project.
12. Transition to BAU	The new installations have a defect liability period of 12 months commencing from the date of practical completion (02/05/2019). At the close of this period, the ongoing maintenance of these new installations will transfer to the general Repairs & Maintenance contract.

Value Review

13. Budget	<i>Estimated Outturn Cost (G2)</i>	Estimated cost (including risk): £1,000,000 Estimated cost (excluding risk): £1,000,000 Costed Risk Provision was not applicable to this project																	
		<table border="1"> <thead> <tr> <th></th> <th><i>At Authority to Start work (G5)</i></th> <th><i>Final Outturn Cost</i></th> </tr> </thead> <tbody> <tr> <td><i>Fees</i></td><td>£40,000.00</td><td>£7,015.25</td></tr> <tr> <td><i>Staff Costs</i></td><td>£60,000.00</td><td>£18,322.71</td></tr> <tr> <td><i>Works</i></td><td>£623,081.57</td><td>£435,967.34</td></tr> <tr> <td><i>Purchases</i></td><td>£0</td><td>£0</td></tr> <tr> <td><i>Other Capital Expend</i></td><td>£0</td><td>£0</td></tr> </tbody> </table>		<i>At Authority to Start work (G5)</i>	<i>Final Outturn Cost</i>	<i>Fees</i>	£40,000.00	£7,015.25	<i>Staff Costs</i>	£60,000.00	£18,322.71	<i>Works</i>	£623,081.57	£435,967.34	<i>Purchases</i>	£0	£0	<i>Other Capital Expend</i>	£0
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<i>Other*</i>	£0	£0												
Total	£723,081.57	£461,305.30												
	<p>Please confirm whether or not the Final Account for this project has been verified.*</p> <p>Not Verified</p> <p>Verification by Chamberlains not required as project does not exceed risk or budgetary thresholds.</p>													
14. Investment	N/A													
15. Assessment of project against SMART objectives	<p>This project brought 63 residents homes up to required standards and ensured compliance with statutory obligations. The objective at project initiation was to upgrade 72 homes.</p> <p>The programme of works was delivered to the desired specification and within the agreed costs with minimal variation. Value for money has been demonstrated by the cost savings apparent when compared to previous Decent Homes projects.</p>													
16. Key benefits realised	<ol style="list-style-type: none"> 1. Improved and modernised facilities for the residents living in the 63 properties where works were completed. 2. The value of the City's Housing assets was maintained. 3. Compliance with statutory measures. 4. Newly installed kitchens have expected lifespans of 20 years. 5. Newly installed bathrooms have expected lifespans of 30 years. 													

Lessons Learned and Recommendations

17. Positive reflections	<p>Works were done to a high standard with a resident satisfaction level of 97% (the survey had a response rate of 14%).</p> <p>There was a significant improvement in cost control as compared to the earlier phase of Decent Homes works to the Avondale Square Estate. A tightly defined specification,</p>
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whereby tendered costs for component installation were ‘all-inclusive’ and generally only subject to variation by reduction (by the instructed omission of any priced for item not required) has proved a far more effective way to control costs than the model previously applied where a more loosely defined basket rate for key components was subject to multiple additions by variation where extra items were added in from a schedule of rates to complete the installation.

This is demonstrated by a direct cost comparison between this contract and its precursor. Although the basic component rates for the ‘all-inclusive’ Phase II were, as would be expected, in some cases in significant advance of the Phase I rates,

Component	% Cost Increase in basic rate from Phase I to Phase II
Small Kitchen	20.75%
Medium Kitchen	26.57%
Large Kitchen	16.00%
Bathroom	36.78%
Heating System	6.21%

the average final cost per property for Phase II, once variations are taken into account, were considerably lower than Phase I.

The Phase I contract, which concluded in 2016, had an average spend per property of £10,507. This sum included costs for electrical testing and any identified remedial works to the internal electric supply within each property. By contrast, the Phase II average spend per property was only £6,920 although this excluded electrical works which were carried out to these properties in advance of this project. In order to make a meaningful comparison therefore, a sum of £450 per property (the average spend from the pre-contract electrical works) should be added to give a revised per property total of £7,370.

There was therefore an average saving of £3,137 per property between the two contracts despite the tendered main component costs for Phase II being significantly higher than those for Phase I. The change in emphasis in contract

	<p>management from varying the contract to increase the price of initially lower priced, yet less defined, basic rates by the addition of necessary extras to complete the installations to varying the contract to reduce the cost of a higher priced complete installation by omission of unneeded items has proved significant.</p> <p>The improvement in project delivery cost control has had the associated benefit of minimising the expenditure on professional fees and staff costs which were far lower than anticipated. Contract valuations were non-contentious with only limited oversight from the external quantity surveyor required. The contractor, TSG Building Services Ltd, was already familiar with the City's requirements and only light touch project management was necessary to see the project through to a successful conclusion.</p>
18. Improvement reflections	<p>As detailed above, 20 of the 72 properties specified at the previous gateway (27.78%) scheduled for improvement works in this project did not grant access for the works. Although this a lower refusal rate when compared to other Decent Homes projects carried out recently (the prior 2016 project had a no access rate of 34.26%), additional work engaging with residents should be considered for future projects to reduce this rate further (with the acceptance that there are always likely to be some residents, particular the elderly or those with young families, who may not desire the short disruption that these works would necessarily entail at any given time).</p> <p>Increasing early engagement with residents would have the associated benefit of reducing pressure on the programme as time lost repeatedly seeking access to hard to reach properties would be minimised.</p> <p>Aligning this project with the wider Decent Homes contract could have been done at an earlier stage.</p> <p>The budget estimated at earlier Gateways was over-estimated as was largely based on previous Decent Homes projects where cost control had proved challenging. This project will now form a realistic benchmark for estimating future projects of this nature.</p> <p>The Gateway 5 estimate for fees and staff costs were in hindsight over-stated. Estimates were based on previous Decent Homes projects where cost control had been an issue which had required far more intrusive project management</p>

	and independent oversight. Similar estimates could be adjusted downwards as appropriate for future similar projects.
19. Sharing best practice	<ol style="list-style-type: none"> 1. Dissemination of key information through team and project staff briefings. 2. Lessons learned logged and recorded on departmental SharePoint.
20. AOB	N/A

Appendices

Appendix 1	Project Coversheet
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Contact

Report Author	David Downing
Email Address	david.downing@cityoflondon.gov.uk
Telephone Number	020 7332 1645

Project Coversheet

[1] Ownership & Status

UPI: 11789

Core Project Name: Decent Homes works to Avondale Square Estate (Phase II)

Programme Affiliation (if applicable): N/A

Project Manager: David Downing / James Illsley

Definition of need: Replacement of kitchens, bathrooms and heating equipment to meet statutory requirements in 72 tenanted properties previously omitted from other Decent Homes programmes on the Avondale Square Estate.

Key measures of success:

1. Completion of all necessary kitchen, bathroom and central heating replacements at Avondale Square Estate to ensure properties achieve the decent homes standard.
2. Ensuring value for money in the completion of all necessary kitchen, bathroom and central heating replacements at Avondale Square Estate.

Expected timeframe for the project delivery: Project Completed.

Key Milestones: Anticipated Completion at Gateway 5: Early 2018

Practical Completion: May 2019

Gateway 6 Outcome Report: September 2019

Are we on track for completing the project against the expected timeframe for project delivery? No

The project progressed as expected throughout the design period with a contractor appointed for October 2017 as anticipated. The start on site however, was delayed for six months at request of City officers to align the Avondale Square programme with the wider Decent Homes contract which was being delivered by the same contractor. There was no financial implication to the City for this programme delay.

Has this project generated public or media impact and response which the City of London has needed to manage or is managing?

No

[2] Finance and Costed Risk

Headline Financial, Scope and Design Changes:

'Project Briefing' G1 report (as approved by Chief Officer 10/01/17):

- Total Estimated Cost (excluding risk): £1,000,000
- Costed Risk Against the Project: £0
- Estimated Programme Dates: August 2017 – Summer 2018

Scope/Design Change and Impact: No change.

'Project Proposal' G2 report (as approved by PSC 31/01/17):

- Total Estimated Cost (excluding risk): £1,000,000
- Resources to reach next Gateway (excluding risk): £1,000

- Spend to date: £0
- Costed Risk Against the Project: £0
- CRP Requested: £0
- CRP Drawn Down: £0
- Estimated Programme Dates: August 2017 – Summer 2018

Scope/Design Change and Impact: No change.

'Options Appraisal and Design' G3-4 report (as approved by PSC 10/05/17):

- Total Estimated Cost (excluding risk): £1,035,000
- Resources to reach next Gateway (excluding risk): £7,000
- Spend to date: £1,000
- Costed Risk Against the Project: £0
- CRP Requested: £0
- CRP Drawn Down: £0
- Estimated Programme Dates: September 2017 – Summer 2018

Scope/Design Change and Impact: No change.

'Authority to start Work' G5 report (as approved by Chief Officer 08/09/17):

- Total Estimated Cost (excluding risk): £723,081.57
- Resources to reach next Gateway (excluding risk): £715,081.57
- Spend to date: £3,000
- Costed Risk Against the Project: £0
- CRP Requested: £0
- CRP Drawn Down: £0
- Estimated Programme Dates: October 2017 – Spring 2018

Scope/Design Change and Impact: The number of properties scheduled for inclusion was 72. However, as detailed in the main report, 20 of these 72 properties did not grant access to complete the works and were therefore omitted from the programme. As works progressed an additional 11 qualifying properties (where works had previously been refused in the preceding project) opted for inclusion. Works were therefore completed to 63 properties in total only, 9 less than those originally budgeted for. The duration of the programme was extended to accommodate this change; practical completion was agreed May 2019.

Total anticipated on-going commitment post-delivery [£]: £0
Programme Affiliation [£]: N/A

Agenda Item 9

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

Summary

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

Recommendations

Members are asked to agree the following:

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

Main Report

Background

1. Local Lettings Plan.

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

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

2. Tenants Charter

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

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

3. Existing Developments

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

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

4. Tenure

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

- **Private Rented Sector/Private Sales**

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

- **Shared Ownership**

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

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

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

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

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

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

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

5. Conclusion

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

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

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

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Agenda Item 10

Committee(s):	Date(s):
Community and Children's Services	13 September 2019
Housing Management and Almshouse Sub-Committee	16 September 2019
Subject: New Portsoken Community Centre update	Public
Report of: Director of Community and Children's Services	For Information
Summary	
<p>A new community centre to replace the existing Portsoken Health and Community Centre (the Green Box) is currently being built as part of The Minories development in Aldgate.</p> <p>In order to inform the fit-out of the space, consultation exercises have been carried out by City of London officers and commissioned space planners, Studio Partington. To inform design options Studio Partington staff undertook stakeholder engagement to refine and clarify themes emerging from the earlier consultation and investigated other local facilities to avoid unnecessary and damaging duplication. Four public consultation meetings were held (including two with Youth Group members and organisers) to which all Mansell Street and Middlesex Street residents were invited along with other stakeholders. The main theme that emerged from all meetings was that the space needs to be flexible, suitable for a variety of uses and as future-proof as possible. Their final design has been produced and is attached at Appendix 2.</p>	
Recommendation(s)	
Members are asked to:	
<ul style="list-style-type: none">• Note the report	

Main Report

Background

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

problems with the structure of the existing building and a permanent replacement is required.

Current Position

2. The Green Box provides a range of activities for local residents and City Workers including table tennis, martial arts, youth groups, a Muslim women's group, a gardening club, creative sewing classes, health and advice sessions. It is anticipated the new community centre would provide for these and other activities.
3. At 300m², the new site is much larger than the current community centre and will be spread over three floors: the basement, the ground floor and a mezzanine floor of the new hotel. The basement space will contain toilet facilities and storage space only.
4. In 2018, a consultation exercise was carried out to inform the fit-out of the space. Questionnaires were printed and distributed to all homes on the Mansell Street and Middlesex Street Estates. They were also given to current hirers of the Green Box and made available at Artizan Street Library. A link to a Survey Monkey version was widely publicised and Spanish and Sylheti translations were also made available.
5. The survey ran for most of December 2018 and closed on 7th January 2019. It cannot be said to be representative as in total, only 31 completed questionnaires were received; 23 paper versions and 8 which were submitted online.
6. At the request of Mansell Street residents, we offered residents the opportunity to attend an afternoon or evening workshop held in the Iveagh Room on the Mansell Street estate. Unfortunately, only one resident and one Member took part.
7. At the same time as the consultation was taking place, a campaign for a "quality community kitchen" was initiated by a local ward member who also delivered a petition signed by fifty people.
8. In early 2019, design consultants Studio Partington were appointed to assess user need and provide a design for the fit-out of the space.
9. Four public consultation sessions were organised. Invitations were delivered to every household on the Mansell Street and Middlesex Street estates. Two of these sessions specifically targeted the needs of local youth and included organisers and members of youth groups. Two further meetings were attended by Portsoken residents and stakeholders such as representatives of Toynbee Hall and Age UK. In total, 21 people attended these consultations.
10. People attending the meetings made a number of suggestions regarding how they would like the space to be used. More detail is attached at Appendix 1. Overall, most user groups were agreed on a single large open

space that is flexible and/or can be divided into smaller spaces via an acoustic, movable wall. They also requested the provision of smaller ancillary spaces for more private and/or confidential activities.

11. Since the original S106 agreement underpinning the delivery of the community centre, St Botolph's church has announced the delivery of a community centre at Aldgate Square. In order to avoid unnecessary and damaging duplication, a meeting to investigate the scope and nature of that resource took place in January.
12. Based on the consultations, their understanding of need and their expertise in this field, Studio Partington has now produced a design for the fit out (Appendix 2).
13. All residents on the two Portsoken estates have been informed of the consultation results in writing and invited to view the plans at Artizan Street Library and Community Centre or the Portsoken Health and Community Centre. They will be available for people to see until the end of October 2019.
14. Indicative timeline (subject to confirmation)
Fit out to start after building work is complete – End September/early October 2020

Corporate & Strategic Implications

15. The provision of community centres addresses the following Corporate Plan outcomes:
Contribute to a flourishing society:
 1. People are safe and feel safe.
 2. People enjoy good health and wellbeing.
 3. People have equal opportunities to enrich their lives and reach their full potential.
 4. Communities are cohesive and have the facilities they need.

Implications

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

Conclusion

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

Appendices

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

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portsoken community centre

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

1.0 Description

As part of a wider mixed-use development currently under construction at the Minories site in Aldgate, City of London Corporation is to be provided with a shell at the base of the development to house a community facility. This is also to replace the existing Portsoken Health and Community Centre, colloquially known as the 'Green Box'. The current structure is built of shipping containers and was originally intended to be a temporary structure; at present it has outlived its expected life span. The proposed space is approximately 300m² set across a ground and mezzanine level with some ancillary basement spaces for storage and services. The fit-out of the community centre shell is due to take place in the summer of 2020.

2.0 Brief

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

2.1 General spatial requirements

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

2.2 Specific spatial / programme requirements

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

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

2.3 Specific amenity / facility requirements

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

2.4 Wider context

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

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

Design Proposal Presentation Boards



Portsoken Health and Community Centre
City of London Corporation

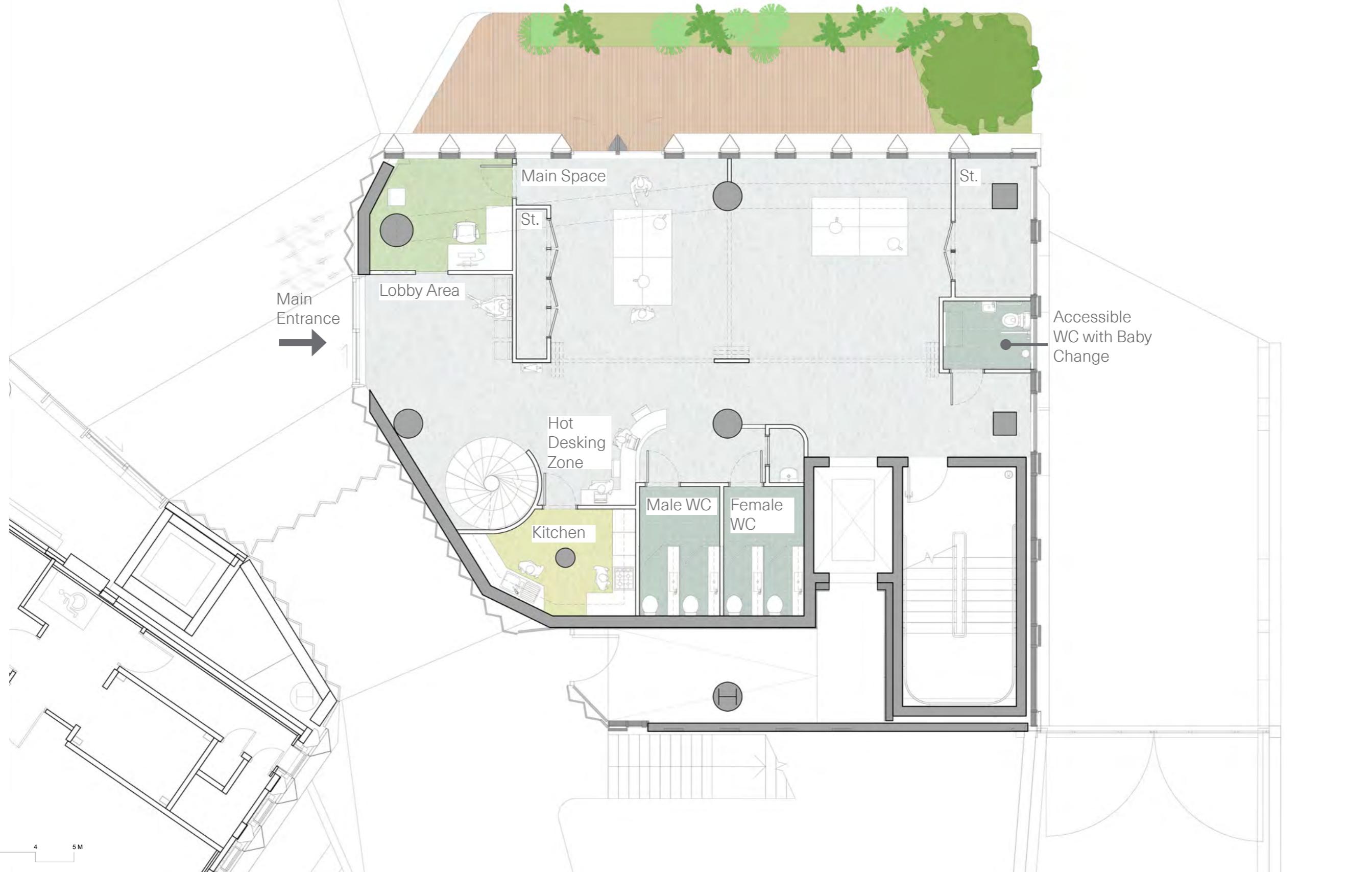
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-- First Issue

13.08.2019

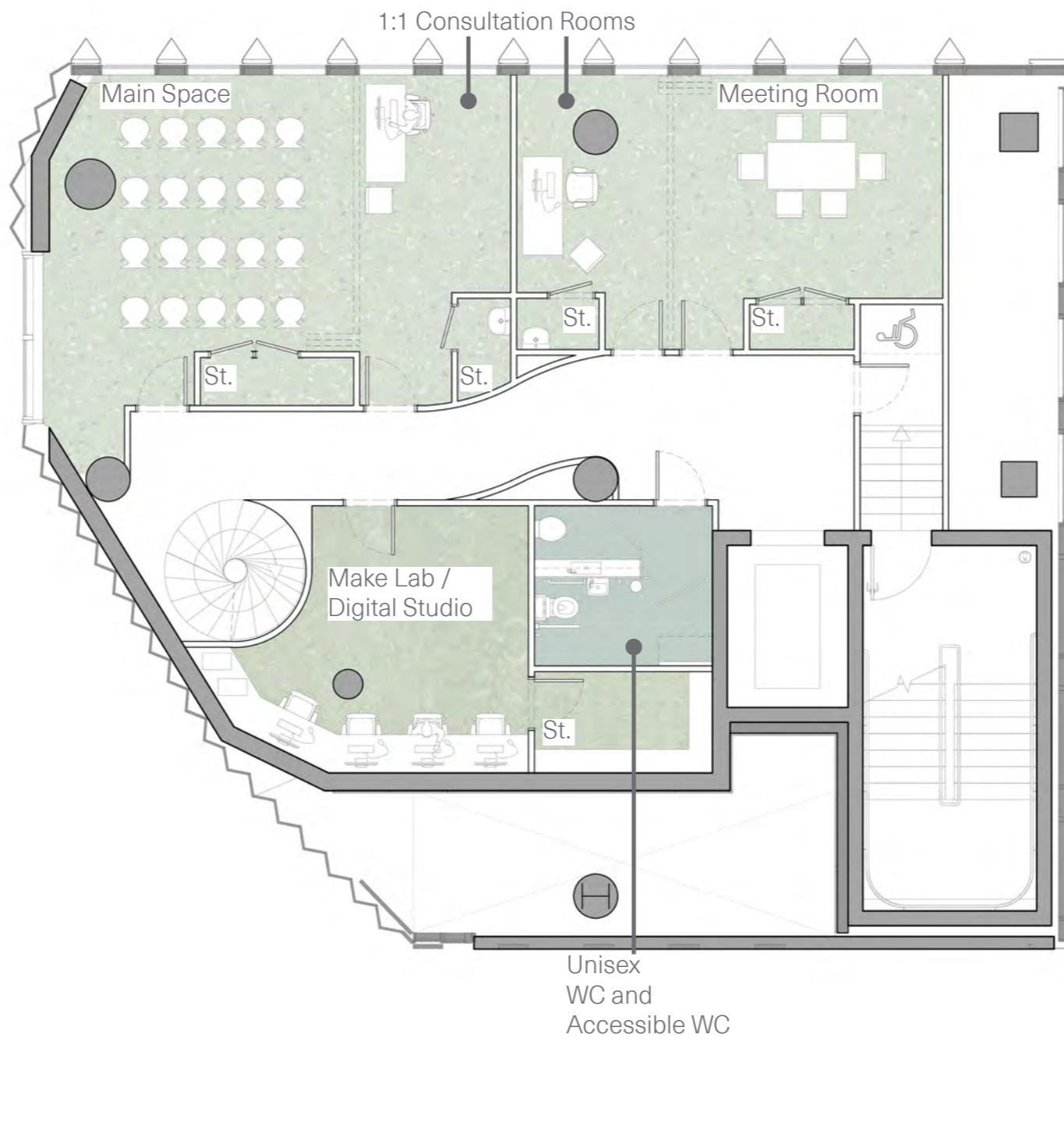
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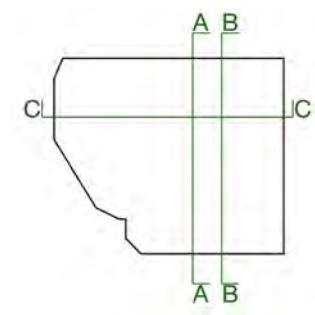
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Mezzanine Floor Plan

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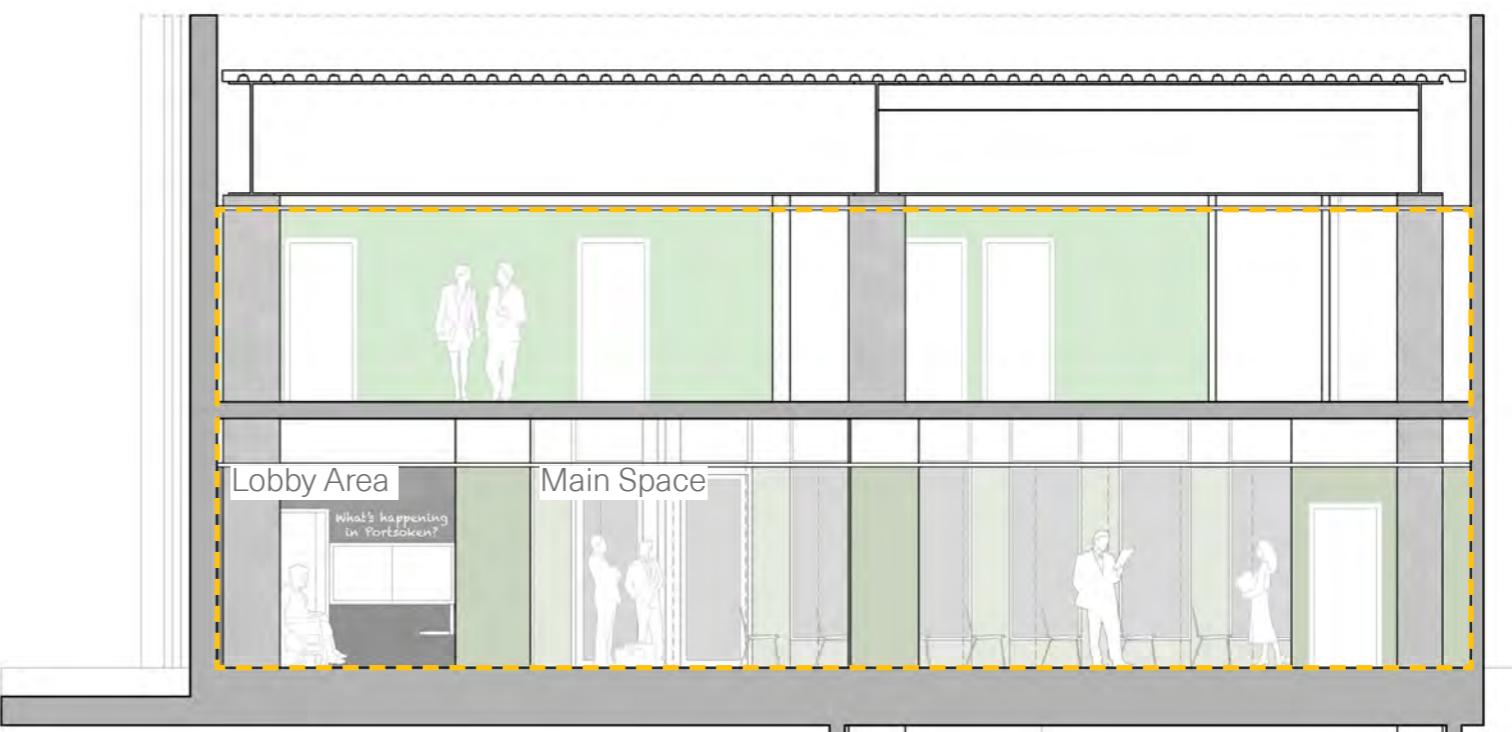


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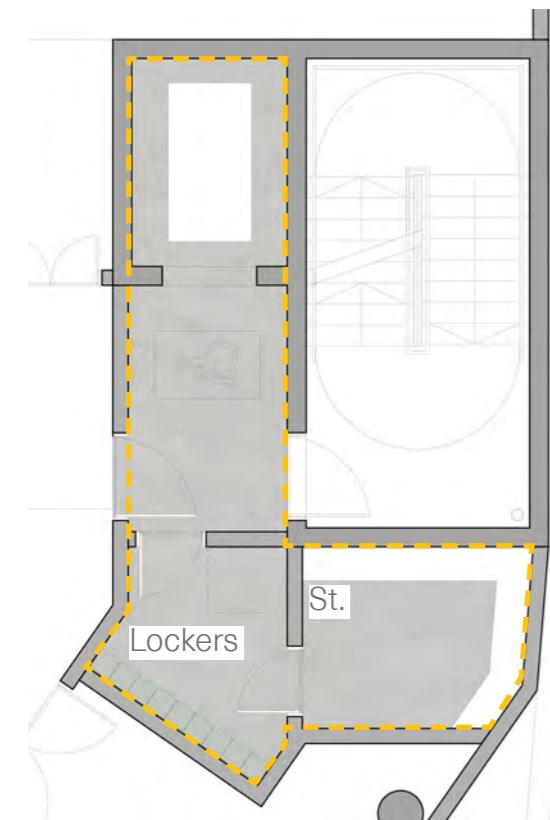
Section A-A



Section B-B



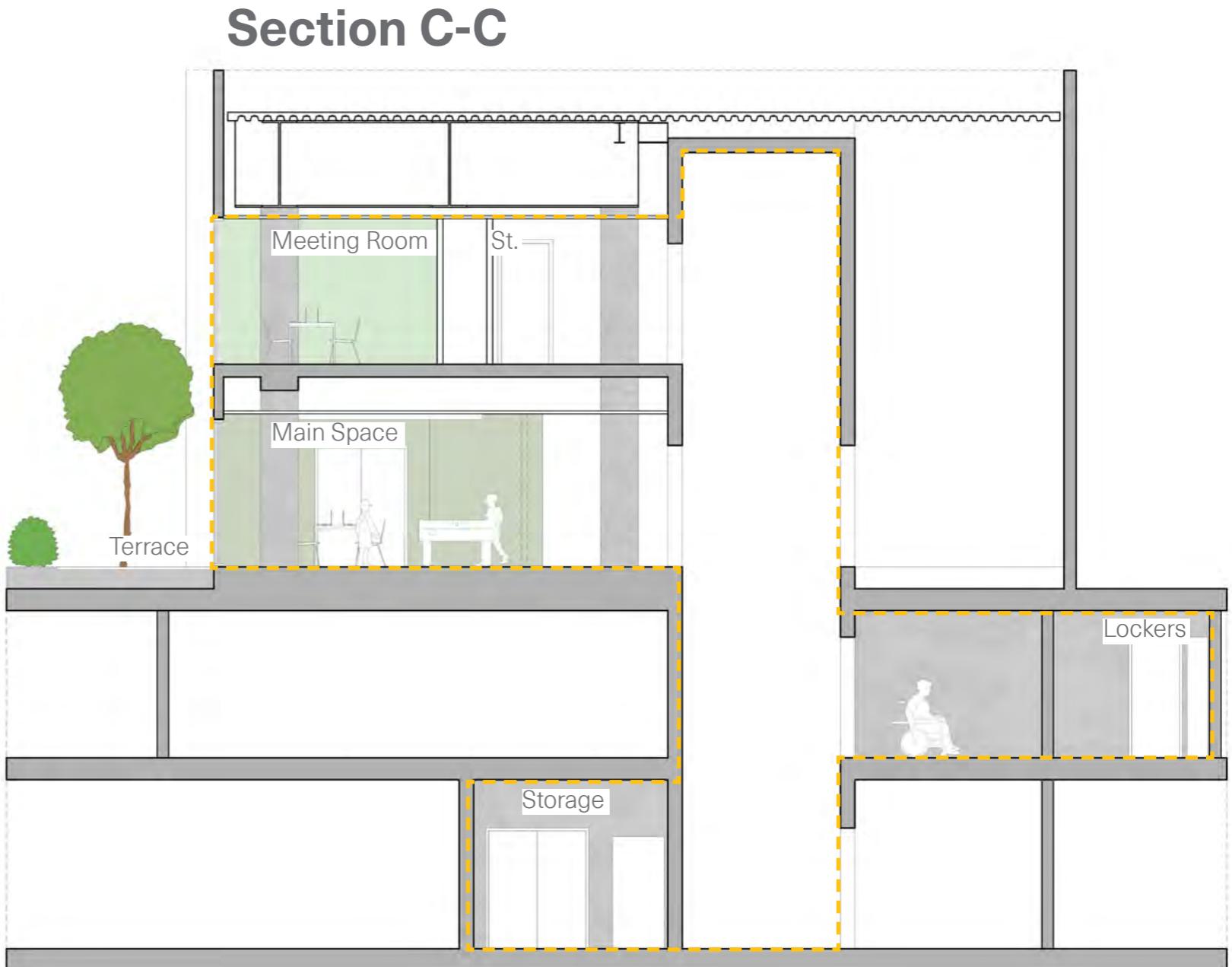
Basement Floor Plans



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Agenda Item 11

Committee Housing Management & Almshouses Sub-Committee	Dated: 16 Sep 2019
Subject: City of London Almshouses Update	Public
Report of: Director of Community & Children's Services	For Information
Report author: Jacqueline Whitmore, Sheltered Housing Manager	

Summary

This report gives Members an information update on the City of London Almshouses, in Lambeth. Some of the information in the report also relates to the eight Gresham Almshouses on the estate.

Recommendation

Members are asked to note the report.

Main Report

Background

1. This report is presented to alternate meetings of the Housing Management and Almshouses Sub-Committee, it updates Members on operational matters relating to the Almshouses and their residents.

Current Position

2. Waiting List

There are currently 3 vacant properties we have 2 new residents since the last report who are very pleased with their new homes, and a further applicant awaiting her property to have the final void work complete, which should be finished by 9 September. There are several applications in process to fill the current voids; officers will submit for approval as soon as references and required assessments are undertaken.

3. Social activities

Residents were not interested in having an “away day” trip this year. The Almshouses Manager, Mrs Taylor, has agreed to arrange an old-fashioned picnic tea with a quiz after, in September. Mrs Taylor arranged something similar last year which was well received. Residents continue to enjoy their weekly activities ie coffee morning, movie night.

4. Residents financial status

Officers undertook a review of residents' individual financial status to ensure they still met the agreed eligibility criteria. The work took several months to complete, however all residents currently meet the financial criteria (income of less than £17,000 per year and savings of less than £30,000).

After his secondment to project work ended, our Income Recovery Officer Dean Robinson has returned to his role monitoring and supporting residents who are in difficulty paying their Weekly Maintenance Charge. Dean undertakes regular "surgeries" in the office where he can speak to residents directly about any financial issues and support any resident in arrears to agree a payment plan. This is working well and residents he has interviewed have found this support helpful.

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Agenda Item 15

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Agenda Item 18

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