



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

Date: MONDAY, 23 MARCH 2020
Time: 1.45 pm
Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

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

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**Lunch will be served in the Guildhall Club at 1pm.
N.B. Part of this meeting could be the subject of audio or video 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 summary of the meeting held on 20th January 2020.
For Decision
(Pages 1 - 6)
4. **OUTSTANDING ACTIONS**
Members are asked to note the Committee's Outstanding Actions list.
For Information
(Pages 7 - 10)
5. **FIRE SAFETY UPDATE**
Report of the Director of Community and Children's Services.
For Information
(Pages 11 - 32)
6. **HOUSING MAJOR WORKS PROGRAMME - PROGRESS REPORT**
Report of the Director of Community & Children's Services.
For Information
(Pages 33 - 42)
7. **HOUSING REVENUE ACCOUNT PARKING CONSULTANT**
Head of Housing Management to be heard.
For Information
8. **SOUTHWARK ESTATE'S NEW DOOR ENTRY INSTALLATION - STOPHER AND PAKEMAN HOUSES AND SUMNER BUILDING**
Report of the Director of Community and Children's Services.
For Decision
(Pages 43 - 48)
9. **TENANCY POLICY REVIEW**
Report of the Director of Community and Children's Services.
For Decision
(Pages 49 - 64)

10. **FORMER TENANT ARREARS - PROPOSAL TO WRITE OFF UNRECOVERABLE DEBTS (PART 1 OF 2)**
Report of the Director of Community and Children's Services.
For Decision
(Pages 65 - 68)
11. **FORMER TENANT ARREARS - PROPOSAL TO WRITE OFF UNRECOVERABLE DEBTS (PART 2 OF 2)**
Report of the Director of Community and Children's Services.
For Decision
(Pages 69 - 72)
12. **CITY OF LONDON ALMSHOUSES UPDATE**
Report of the Director of Community and Children's Services.
For Information
(Pages 73 - 74)
13. **PROJECT TO INCREASE RECYCLING ON MIDDLESEX STREET ESTATE**
Report of the Director of Built Environment.
For Information
(Pages 75 - 78)
14. **GREAT ARTHUR HOUSE RECLADDING**
Assistant Director of the Barbican & Property Services to be heard.
For Information
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
16. **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
17. **NON PUBLIC MINUTES**
To approve the public minutes and summary of the meeting held on 20th January 2020.
For Decision
(Pages 79 – 80)
18. **MIDDLESEX STREET CAR PARK – DECANT CAR PARKING – CITY OF LONDON POLICE**
Report of the Director of Community and Children's Services.
For Information
(Pages 81 – 88)

19. **HRA COMMERCIAL ESTATE - HISTORIC DEBTS**
The joint report of the City Surveyor and the Director of Community & Children's Services.
For Decision
(Pages 89 - 96)
20. **RESTRUCTURE OF HOUSING AND ESTATE MANAGEMENT SERVICE**
Report of the Director of Community and Children's Services
For Information
(Pages 97 - 110)
21. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
22. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

**HOUSING MANAGEMENT AND ALMSHOUSES SUB (COMMUNITY AND
CHILDREN'S SERVICES) COMMITTEE**
Monday, 20 January 2020

Minutes of the meeting held at Guildhall at 1.45 pm

Present

Members:

Mary Durcan (Deputy Chairman)
John Fletcher (Chairman)
Randall Anderson
Marianne Fredericks
Alderman David Graves
Barbara Newman
Susan Pearson
William Pimlott
Peter Bennett
Deputy the Revd Stephen Haines

Officers:

Paul Murtagh	- Assistant Director, Barbican and Property Services, Community and Children's Services
Julie Mayer	Town Clerks
Sonia Marquis	Community and Children's Services
Jason Hayes	Community and Children's Services

1. APOLOGIES

Apologies were received from Jason Pritchard.

**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 20th November 2019 be approved as a correct record.

4. OUTSTANDING ACTIONS

Members received the Sub Committee's outstanding actions list and an updated version was tabled, showing updates since the despatch of the agenda.

The Assistant Director, Barbican and Property Services, was heard in respect of a recent meeting with the Deputy Commander of the London Fire Brigade. Members noted that, post Grenfell, the 'stay put' advice remained, with more emphasis on the Fire Brigade, service providers, the City of London Corporation and its residents working together to ensure our premises are as

safe as possible. The Deputy Commander was aware of and satisfied with the work of the City Corporation is doing in keeping fire safety at the forefront.

The sprinkler installation project was underway, and a Design Consultant had been appointed. The Community and Children's Services and Housing and Almshouses Sub Committees would receive a fire safety update report at their respective March meetings. Members noted that no fire safety concerns had been raised in respect of the ventilation ducts in the City's HRA properties.

5. HOUSING MAJOR WORKS PROGRAMME - PROGRESS REPORT

Members received a report of the Director of Community and Children's Services which provided an update on the progress on the Housing Major Works Programme and advised Members on issues affecting progress on individual schemes.

There was some discussion on planning delays, noting that resourcing for dealing with planning applications was an issue generally in local authorities. Members suggested that timescales should take into account the likely delays in the planning process, so as not to show regular unavoidable slippage. Officers explained that they have tried to assist the planning process by arranging pre-planning meeting. Tenders were sent out very quickly once the approval notice was received.

Officers now kept a comprehensive 'Issues Log' which documented all stages in the programme for each project, including details on delays and slippage and why they had occurred. The Assistant Director advised that, currently, only 2 planning applications were awaiting decision; one from Islington (Holloway Estate) and one from Lewisham (Sydenham Hill). Members were reminded that the Housing Major Works Programme, by its very nature, will continue to generate a large number of Planning and Building Regulations applications, particularly in respect of the fire safety improvement works such as sprinklers and fire doors. Members noted that, in some cases, developers were able to assist with resourcing in local planning authorities, to get large applications through quicker. However, this could be problematic if, as in the City's case, multiple boroughs were involved.

In response to a question about window replacement at Crescent House, Members noted that this would be a separate stream of work, running parallel with the wider window replacement programme on the Golden Lane Estate.

In concluding, the Chairman suggested, and Members agreed, that future estimates should come with a health warning that they might be subject to planning delays in other authorities. Given that poor resourcing in planning departments and subsequent delays was a London-wide issue, the Chairman of the Community and Children's Services Committee agreed to speak to the Chairman of the Policy and Resources Committee about the possibility of raising this at the Local Authority Leaders' Committee.

RESOLVED, That – the report be noted.

6. UPDATE ON MIDDLESEX STREET GARAGES

The Assistant Director, Barbican and Property Services was heard in respect of the Middlesex Street garages project. Members noted that completion of the City of London Police project in the basement of the car park had now slipped from the beginning of February 2020 to the first week in April. Officers were working with residents in respect of their necessary relocation and had found them very co-operative. The Assistant Director advised that the Memorandum of Understanding would be presented to the March meeting of the Sub Committee.

The next meeting of the Middlesex Street Development Working Group would involve a presentation from 'Studio Weave', who had been commissioned to research the best use of the ground floor car parking space, alongside the Petticoat Lane Markets. Members noted that the top floor had limited access and Montague Evans, who has also worked on the Islington Arts Factory, had been commissioned in respect of commercial advertising. The Director agreed to investigate a leak to the Podium, which had just come to his attention.

In concluding, the Chairman thanked the Assistant Director for this update and welcomed the opportunity this project provided to maximise a City Corporation asset. The Chairman and Members were keen for this project to progress within the next 15 months.

7. GREAT ARTHUR HOUSE RECLADDING SERVICE CHARGE FIGURES

The Assistant Director, Barbican and Property Services was heard in respect of service charge figures for Great Arthur House recladding works. Members noted that the outturn figure for the project, as of today, was £11.1m (£10m negotiated settlement for works). Members would receive a report of the City Surveyor at their next meeting, formally closing the project.

The Assistant Director advised that most residents had been visited in respect of the end of defects liability survey and there would be a further inspection on the external façade over the next two weeks. If Members were aware of any residents who had not been visited, they were asked to let the Assistant Director know as soon as possible.

Members noted that the City Corporation had lost its appeal against the decision of the First Tier Tribunal's; i.e. - that leaseholders were not liable to contribute towards the cost of the recladding works. The City has applied to seek Leave to Appeal further. Members noted that Counsel's opinion was that the City had strong grounds to appeal. There was some discussion about the level of legal fees, should the matter be escalated to the Supreme Court, and Members noted that it was unusual for these to be fully indemnified. Members were concerned at the impact on Leaseholders but, accepted that this was an aspect of Right to Buy Leases which had never been properly addressed.

Members were reminded that, given its wider significant impact, this matter was a responsibility of the Community and Children's Services Committee (the Grand Committee of this Sub Committee). The Chairman and Deputy Chairman (of the Grand Committee) had been sighted on Counsel's opinion and supported the decision to appeal. Members would receive a report as soon as possible on the next stages in the legal process, the legal costs to date and, Counsel's estimate for potential future legal costs.

In the interim, Members noted that the service charge was being invoiced and collected but no action was being taken for non-payment. The City Solicitor had advised that it was a legal requirement to continue to collect service charges for this work, despite the legal proceedings, otherwise the City Corporation would forfeit the right to do so. The Assistant Director was not aware of how many residents had taken up the City's offer of a loan but agreed to check (***Post Meeting Note – 5 leaseholders had taken out a loan with the City***) . Furthermore, as the final cost of the works had only just been finalised, the final bill to Leaseholders could now be confirmed.

8. **HOUSING MANAGEMENT POLICIES - PROGRESS UPDATE**

Members received a report of the Director of Community and Children's Services in response to a Member's request for a review of those policies which had been completed, those in progress and/or those due to be started. In respect of the outstanding reviews, as set out in Appendix 2 to the report, the Chairman suggested, and Members agreed, that every effort should be made to complete all outstanding reviews by the end of 2020. Officers agreed to confirm whether this would be achievable at the next meeting. Members also suggested that it would be helpful to see a table showing existing policies, with their renewal dates, on a more regular basis, so that progress could be monitored. As previously advised to Members, the Pets Policy was due for review and, in light of findings from the recent work on social isolation, it would be given priority.

RESOLVED, that – the report be noted.

9. **TENANCY POLICY REVIEW**

Members considered a report of the Director of Community and Children's Services in respect of the Tenancy Policy, which was first approved in 2017 and was now due for review. Member noted that the Policy had been modified to clarify the City of London Corporation's approach to joint tenancies following a relationship breakdown. No other material changes had been made to the Policy.

Members expressed some concerns in that, in its current form, the draft policy might not give residents enough protection against them becoming 'voluntarily homeless'. Whilst residents were advised to seek legal advice and officers worked with them to ensure this would not happen, Members suggested that it should be more visible in the Policy and the City Solicitor should be asked for his input. Members also suggested that 'significant period' and 'appropriate action' should be more specific and all references to legislation and available assistance should have a web page link.

RESOLVED, that – the Draft Tenancy Policy for use by the Housing Service be amended, in accordance with the suggestions set out above, and presented to Members at the March meeting of the Sub Committee for approval.

10. **DECENT HOMES KITCHEN AND BATHROOM CONTINGENCY 2: GATEWAY 6 - OUTCOME REPORT**

Members considered a report of the Director of Community and Children's Services in respect of compliance with the Decent Homes Criteria. Members noted that the Projects Sub Committee had granted an amnesty to ensure that all long-outstanding completed projects were closed properly. This was one of those reports and, whilst the project had been completed within budget, there was a concern expressed about the records kept. The Assistant Director advised that this project had been completed several years ago and there was now an asset management database in place, which had considerably improved record keeping and project management tools.

RESOLVED, that – the project be closed.

11. **DECENT HOMES - CENTRAL HEATING INSTALLATION PROGRAMME (CHIP) - VARIOUS 2010/11, 2011/12 AND 2012/13: GATEWAY 6 - OUTCOME REPORT**

Members considered a report of the Director of Community and Children's Services in respect of bringing heating systems up to the Decent Homes Criteria. As with the previous report, Members noted that the Projects Sub Committee had granted an amnesty to ensure that all long-outstanding projects were closed properly.

RESOLVED, that – the project be closed.

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

There were no questions.

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

Members noted that the Community and Children's Services Committee would receive a presentation on the repairs service at its March meeting. The Assistant Director advised that this was timely, as the repairs service had recently been re-tendered and there had been a recent dip in performance. Members were asked to speak to the Assistant Director in respect of any specific concerns. The Chairman agreed to meet with the Assistant Director in respect of emerging trends concerning mould, damp and slow progress by some sub-contractors. Any other Members of the sub committee, who felt that could make a contribution, were also invited to attend this meeting.

14. **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
15

Paragraph
3

15. **NON-PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 20th November 2019 be approved as a correct record.
16. **NON- PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no non-public questions.
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.

The meeting ended at 3.20 pm

Chairman

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HOUSING MANAGEMENT AND ALMSHOUSES SUB-COMMITTEE (HMASC)
Outstanding Actions – January 2020 update

Date Added	ITEM	Action	Officer and target date
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 On HMASC Agenda for 23 March
22.7.19	HOUSING UPDATE AND RISK REGISTER REPORT	<ol 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 <ol style="list-style-type: none"> 1. Members asked to receive a further report on the new inspection system once it had been fully rolled - expected May 2020. 2. Noted.
16.9.19	NEW PORTSOKEN COMMUNITY CENTRE – GOVERNANCE OPTIONS	Officers are working with 'Locality' in respect of scoping the community work. Handover of the building is expected late 2020.	Carol Boswarthack Governance report expected at either the March or May meeting of the Sub Committee
20.11.19	HOUSING REVENUE ACCOUNT PARKING	Brief for the Housing Revenue Account Parking Consultant had been drafted and advice would be taken with colleagues in the Commissioning Team, with a view to engaging someone to carry out an initial review.	Liam Gillespie On HMASC Agenda for 23 March
20.11.19	FIRE SAFETY	The sprinkler installation project was underway and a Design Consultant had been appointed.	Paul Murtagh Update Report on agendas for March Community and Children's Services and Housing Management and Almshouses Sub Committee.

HOUSING MANAGEMENT AND ALMSHOUSES SUB-COMMITTEE (HMASC)
Outstanding Actions – January 2020 update

20.11.19	VISITS TO THE NORTH AND SOUTH ESTATES	Members suggested that these be split across 3 visits, possibly before or after a meeting of the Sub Committee.	Liam Gillespie/Julie Mayer To be arranged once the new Sub Committee is elected in May 2020.
20.11.19	GREAT ARTHUR HOUSE – RECLADDING WORKS	1-Gateway 6 Project Report 2-Report on next stages in the legal process, the legal costs to date and Counsel's estimate for potential future legal costs.	Paul Murtagh/City Surveyors 1-On HMASC agenda for 23 March. 2-Members to receive a report as soon as possible.
20.11.19	HOUSING POLICIES RENEWAL TIMETABLE	1-Update to next meeting as to whether all outstanding reviews could be completed by the end of 2020. 2-Members to see a table showing existing policies, with their renewal dates, on a more regular basis. 3-In light of findings from the recent work on social isolation, Pets Policy to be given priority.	Liam Gillespie 1- HMASC on 23 March 2 – tba 3 - tba
20.11.19	DRAFT PARADES POLICY	Draft Policy to be presented to the Community and Children's Services Committee (CCSC).	Liam Gillespie On CCSC agenda for 6 March 2020.
20.1.20	TENANCY RENEWAL POLICY	Work to avoid voluntary homelessness to be more visible in Policy. 'Significant period' and 'appropriate action' should be more specific.	Liam Gillespie/Sonia Marquis Revised report on agenda for HMASC 23 March 2020.

HOUSING MANAGEMENT AND ALMSHOUSES SUB-COMMITTEE (HMASC)
Outstanding Actions – January 2020 update

		All references to legislation and available assistance should have a web page link	
20.1.20	HOUSING MAJOR WORKS PROGRAMME	<p>Future estimates to have a health warning that they might be subject to planning delays in other authorities.</p> <p>The Chairman of the Community and Children's Services Committee to speak to the Chairman of the Policy and Resources Committee about raising this at the Local Authority Leaders' Committee.</p>	Randall Anderson/Paul Murtagh
20.1.20	MIDDLESEX STREET GARAGES	<p>Members to be sighted on Memorandum of Understanding</p> <p>The Director agreed to investigate a leak to the Podium, which had just come to his attention.</p>	<p>Paul Murtagh</p> <p>MoU on HMASC Agenda for 23 March</p>

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Committees:	Dates:
Housing Management & Almshouses Sub-Committee	23/03/2020
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 September 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. Following the completion and production of the Employer's Requirements, a competitive procurement exercise was undertaken and, Butler & Young Associates was appointed to carry out an initial design and structural assessment for the retrofitting of a sprinkler system in the five high-rise tower blocks.
7. Butler & Young has recently completed and submitted its initial report, the purpose of which, in the main, was to obtain input from its Structural Engineer (PGCS), its Fire Engineers (Ashton Fire), the CoLC's Corporate Fire Safety Advisor and the LFB in order to achieve a definitive formal structural assessment of the proposed sprinkler installation and the overall fire safety observations for each of the high-rise tower blocks.
8. The initial report has concluded that retrofit sprinkler systems can be installed in all five blocks without the need for major structural works. However, the project is complex particularly, in relation to the likely need for external plant rooms at on the Avondale Estate.
9. The next stage in the process is to establish the design fee requirements based on the initial report submitted by Butler & Young. This will be concluded by the end of March after which, a decision can be taken on the appointment of a specialist Design Consultant to finalise the specification and tender documentation.

10. Whilst it is still possible that the project could be completed by the end of March 2021, as previously reported, it will be challenging not only because of the complexity of the project but also, due to the demands on the industry and the shortage of suitable contractors. A more detailed and definitive programme for the project will be agreed once the Design Consultant is appointed.

Fire Doors

11. 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.
12. 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.
13. 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 £9million.
14. 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.
15. We are currently working with our colleagues in City Procurement to find a suitable expedient route to market that will allow us to reduce the timescale for the completion of the overall programme. A suitable specialist framework has been identified (the Hyde Framework) that will allow us to proceed swiftly using GERDA as our preferred supplier. However, due to the extent and scale of this project, Member support will be needed to allow us to proceed along this route.

Fire Risk Assessments (FRAs)

16. 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 2018.
17. 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.

18. 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.

19. Up until recently, 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.
20. 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.
21. 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. However, it is intended that new Type 3 FRA's will be procured and carried out for each of our residential blocks of flats on our social housing estates early in 2021.
22. As can be seen from the Action Plan at Appendix 1, initial surveys have been carried out on those areas identified by the previously completed Type 3 FRA's as requiring further investigation. Whilst these surveys have shown that some of the concerns raised are not of concern, further detailed surveys and works are required in some blocks to deal with issues around compartmentation. As shown in the Action Plan, this specific area of work is in progress and will be completed by the end of December this year.

Great Arthur House

23. As Members have been advised previously, 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.

24. 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.
25. 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.
26. A Gateway 3/4 Options Appraisal report was considered and agreed by the Housing Management & Almshouses Sub Committee at its meeting on 16 September last year, for the procurement and appointment of a specialist Design Team and fire engineering consultant to carry out the necessary preparatory works to progress the project to Gateway 5.
27. A procurement exercise for the appointment of the Design Team has been completed and, the evaluation of tenders is also complete. Contracts should be exchanged by mid-March to allow the Design Team to commence its work. The role of the Design Team includes the appointment of a Fire Safety Consultant to assist with compliance in relation to the doors and, in relation to the associated compartmentation issues. The next stages will include the development of interim designs and planning approval for the temporary replacements whilst, we undertake further destructive testing of area that have not, as yet been tested.

London Fire Brigade (LFB)

28. At the time of the last update report in September 2019, it was reported that the LFB was carrying out more frequent ad-hoc inspections on residential flat blocks across the City to ensure that they comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and to ensure that appropriate FRAs are being carried out.
29. In October last year, the LFB carried out an unannounced formal inspection at block 1-87 Longland Court on the Avondale Estate. During the inspection, it was noted that some fire safety matters required attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters were outlined in a 'Notification of Fire Safety Deficiencies' notice dated 11 October 2019.

30. In the main, the deficiencies noted related to the following matters:

- general issues relating to 'unsuitable storage' where, residents had left items such as children's toys and bicycles in communal areas potentially, hindering means of escape;
- ambiguity with some of the fire action notices installed throughout the protected staircases;
- repairs to the self-closers to the communal fire doors;
- front entrance doors to the flats do not conform to the current fire resistance standard.

31. Except for the front entrance doors to the flats, the deficiencies highlighted by the inspection were dealt with swiftly and efficiently. Further discussion has been had with the LFB reiterating our commitment to replacing front entrance doors to all our flats over the next 18 months to two years. The LFB has also been advised that the Avondale Estate will be prioritised.

Appendices

Appendix 1: Fire Safety Action Plan

Paul Murtagh, Assistant Director, Barbican and Property Services

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Estates	Observation/Issues	Consideration and recommendation	Block	Risk Priority & Action completed by Date	Responsible Team	Time scale	Cost	Comments
Golden Lane Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project Planning	Housing Property Services	31-Oct-20	£75,000	Initial survey completed - included in upgrade project.
	It was noted that fire stopping issues exist in respect of service enclosures and penetrations at ground floor level and outside flat 13, respectively.	Ensure appropriate remedial actions are implemented.	Stanley Cohen House	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Oct-20	£75,000	Initial survey completed - included in upgrade project.
	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-22	N/A	Part of £9million door upgrade programme.
	It was noted that the doors to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Oct-20	£200,000	Signage project commenced March 2020.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Included in emergency lighting maintenance contract.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Hatfield House, Cuthbert Harrowing House,Bowater House, Bayer House & Basterfield House	Priority-E Project Planning Medium	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	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-22	N/A	Part of £9million door upgrade programme.
	It was noted that compartmentation between individual flats and lobbies appears to be of lightweight timber panelling provided with hatches, which directly open into flats, together with non-fire rated letter slots.	Consideration should be given to upgrading relevant compartmentation to achieve adequate protection between escape routes and dwellings.	Great Arthur House	Priority-C 28 days Medium	Housing Property Services	31-Mar-21	N/A	Further detailed investigation reveal level of fire stopping. Project incorporated into door upgarde programme. Mitigated by fire alarm system.

	Due to the issues identified in relation to standards of compartmentation between individual flats and lobbies the current 'stay put' evacuation strategy is not considered appropriate.	Consideration should be given to implementing appropriate short term remedial actions whilst suitable upgrades are undertaken.	Great Arthur House	Priority-B 4 days High	Housing Property Services	Completed	N/A	New alarm system installed. Evacuation strategy in place.
	It was noted that within the alternative means of escape stair core, at each half landing level; a pair of non-fire rated, inadequately fire stopped glazed units, which appear to be capable of being opened; are present. A similar scenario exists in respect of the glazing provided to opening windows from individual residencies adjacent the shared balcony emergency escape facilities. These arrangements provide a breach in the compartmentation between residential accommodation and escape routes.	Ensure all glazed units within escape stairs are adequately fire stopped, fixed shut and upgraded with fire resistant glazing.	Cuthbert Harrowing House, Bowater House, Bayer House & Basterfield House	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-21	N/A	Part of £9million door upgrade programme.
	It was noted that in some instances escape routes are used by residents for storage/display purposes.	Ensure all such items are removed.	Crescent House	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	It was noted that cross corridor doors are provided. These are of glass construction; it is assumed their purpose is to act as smoke stop doors, due to the length of enclosed walkways. However the nature of design and fitting does not provide adequate protection.	It is recommended that CoL review the specific evacuation strategy for Crescent House and address any identified issues accordingly	Crescent House	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-21	N/A	Part of £9million door upgrade programme.
	Via sampling of riser cupboards examples of inadequate fire stopping were noted in some examples	Ensure appropriate remedial actions are implemented.	Crescent House	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	Evidence was not provided to confirm the sprinkler installations are subject to appropriate maintenance and servicing.	Implement a robust program of testing and servicing.	Crescent House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing and maintenance programme in place.
	The original letterbox/pass door has been disabled to an undetermined fire rated standard. Non-fire rated air bricks from the internal boiler cupboard vent directly into the escape route, adjacent to the final exit.	As part of any future refurbishment,consideration should be given to;protecting the air brick ventilation, via the provision of an internal intumescent seal within the boiler cupboard and where necessary as an arson protection measure; upgrading/disabling the original letterbox/pass door to current standards.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	Completed	N/A	Fire alarm installed to BS5839-1:2017.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. · Lobby ceiling · Service duct and ventilation · Between flats, kitchen and corridors halls	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
Holloway Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.

	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-22	N/A	Part of £9million door upgrade programme.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low Project Planning	Housing Property Services	31-Oct-20	£200,000	Signage project commenced March 2020.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium Project Planning	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	It was noted that the access panel(s) to a service riser within the single direction of travel escape route does not appear to provide adequate resistance to fire.	Ensure appropriate remedial actions are implemented.	All blocks except Whitby House	Priority-C 28 days Medium Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches do not appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being situated in the single means of escape, consideration should be given to the provision of additional protection via, fire dampers or similar devices.	All blocks except Whitby House	Priority-C 28 days Low	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	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-22	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	31-Dec-20	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.

Avondale Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not available to confirm the lightning protection circuit is subject to periodic testing and maintenance.	Ensure a robust program of scheduled testing and maintenance is implemented.	All blocks	Priority-E Project Planning Low	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Low	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices.	All blocks	Priority-C 28 days Low	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges or strips/seals.	Due to the presence of means of escape routes in only a single direction upon exiting dwellings; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	All blocks	Priority-D 3Months Medium	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	It was noted that the shutters to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	The emergency services box, situated externally at the ground floor of Colechurch House contains the following information. 1) Estate block plan map 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices	All blocks	Priority-C 28 days Low	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	It was noted that in a number of instances service ducts within riser cupboards are inadequately fire stopped	Ensure appropriate remedial actions are implemented to achieve current standards	Colechurch House, Centr Point, Avondale House, Brettinghurst House, WestPoint, Tovy House, Proctor House, East Point	Priority-D 3 Months Medium	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	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-22	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	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	It could not be determined that fire stopping within ceiling level lobby service ducts and individual flats is adequate.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Centre Point, West Point, East Point	Priority-C 28 days Medium Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	It was noted that riser ducts within escape routes, in some instances do not appear to provide adequate protection from fire.	Ensure appropriate remedial actions are implemented to achieve accepted standards of fire resistance.	Avondale House, Longland Court	Priority-E Project Planning Low	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	Lobby doors to the 1st and 2nd floors were found to be damaged; compromising their integrity.	Ensure adequate repairs are implemented or replacement doors provided.	West Point	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
	It could not be determined that composite panels below the windows to duplex maisonettes on the open balconies provide adequate fire resistance; it was also noted that occupants are required to pass non fire rated glazing on the single direction of escape route.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Tovy House	Priority-C 28 days Medium Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	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-22	N/A	Part of £9million door upgrade programme.
	It could not be determined that fire stopping within the 2nd floor enclosed escape route ceiling and individual maisonettes is adequate.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Proctor House	Priority-C 28 days Medium	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	It was noted that a pane of fire rated glazing is missing within the escape stair at 14th floor level.	Ensure appropriate remedial actions are implemented.	East Point	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
	It was noted that insufficient directional signs are provided to the external escape route from the communal gardens.	Ensure appropriate signs are displayed.	Harman Close	Priority-D 3 Months Medium - Project	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	It was noted that in some instances residents use communal areas for storage purposes.	Ensure all unauthorized storage is removed.	Longland Court	Priority-E Project Planning Low	Housing Estate Management	Completed	N/A	Part of block inspection.
	It appears that false ceilings are present within the communal lobbies and elsewhere. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within voids.	Consideration should be given to undertaking a specific survey. Any identified deficiencies should be addressed.	Longland Court	Priority-D 3 Months Medium - Project	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	<p>What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed.</p> <ul style="list-style-type: none"> •Where provided doors are nonfire rated doors to the internal escape route (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	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. 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	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	Heating is provided via an electric 2 bar heater.	It is recommended that this appliance be replaced by means of heating which does not present and accessible ignition source.	Harman Close	Priority-B 4 days High	Housing Property Services	Completed	N/A	Gas servicing and maintenance contractor completed works.
Sydenham Hill Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All Block	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All Block	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Individual residents stores, situated within escape routes do not appear to be provided with adequate protection form fire.	It is recommended the stores be surveyed by a competent person; any identified deficiencies should be addressed.	Mais House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Property has been decanted and is empty awaiting demolition.
	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 has been decanted and is empty awaiting demolition.
	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 has been decanted and is empty awaiting demolition.
	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 has been decanted and is empty awaiting demolition.
	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	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
Middlesex Street Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that the double doors to the ground floor car park were wedged open.	Implement robust management arrangements to ensure designated fire doors are maintained closed at all times	Petticoat Tower	Priority-B 4 days High	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	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-22	N/A	Part of £9million door upgrade programme.
	At the time of inspection it was not possible to determine that what appear to be composite panels 2nd and 3rd floor levels as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Petticoat Tower	Priority-E Project Planning Medium	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.

	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-22	N/A	Part of £9million door upgrade programme.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with ‘fire door keep locked shut’ signs. ‘Do not use lift in case of fire’ signs are not displayed adjacent to each lift enclosure.	Ensure appropriate signs are displayed.	Petticoat Tower	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Oct-20	£200,000	Signage project commenced March 2020.
	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-22	N/A	Part of £9million door upgrade programme.
	The emergency action notices displayed within escape routes do not accurately reflect the ‘stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	Petticoat Square	Priority-C 28 days Medium - Project Planning	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	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	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
William Blake Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that in some instances floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route.	A survey should be undertaken to determine the standard of compartmentation. In order to maintain the current ‘stay put’ evacuation strategy; any identified deficiencies should be addressed.	York House	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	The emergency action notices displayed within escape routes do not accurately reflect the ‘stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	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-22	N/A	Part of £9million door upgrade programme.

	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. 'Do not use lift in case of fire' signs are not displayed adjacent to each lift enclosure.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	It was noted that fire extinguishers are in some instances provided within the communal areas. It is not normally considered appropriate to provide such equipment for use by untrained individuals.	Consideration should be given to reviewing this arrangement.	York House, McAuley Close Flats	Priority-E Project Planning Medium	Housing Estate Management	Completed	N/A	Removed.
	It was noted that in some instances floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route.	Consideration should be given to reviewing the existing evacuation strategy.	York House	Priority-C 28 days Medium Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	Evidence was not provided to confirm the emergency lighting installation is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that perforations exist in the ceiling of the electrical intake cupboard.	Ensure appropriate remedial actions are implemented.	James Mansion House, McAuley Close Flat,	Priority-C 28 days Low	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
	It was noted that the access panel(s) to a service riser and the loft within the escape route do not appear to provide adequate resistance to fire.	Ensure appropriate remedial actions are implemented.	McAuley Close Flats, Lynton Mansion & Blake House & Donnelly House	Priority-C 28 days Medium	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	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-22		Part of £9million door upgrade programme.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. A single domestic smoke battery operated smoke detector is provided. No provision of detection and warning (McAuley Close Flats). • Lounge door has been removed. • Kitchen door has been removed.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Where provided doors are nonfire rated doors to the internal escape route. •The door to the internal lobby, provided to give 2 door protection to the communal escape route has been removed(McAuley Close Flats) • These arrangements do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	It was noted that floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route	A survey should be undertaken to determine the standard of compartmentation. In order to maintain the current 'stay put' evacuation strategy; any identified deficiencies should be addressed. Consideration should be given to reviewing the existing evacuation strategy. Subject to confirmation of the standards of compartmentation; consideration should be given to the provision of a BS 5839 pt 1 category L 2 fire alarm system to potentially support a 'simultaneous evacuation' strategy.	York House, McAuley Close Flats	Priority-C 28 days Medium Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.

	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • Non-fire rated plastic ducting has been installed to provide a kitchen extraction system	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Blake House	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Kitchen(Lynton Mansions) Bathroom ventilation is via what appears to be shunt duct. Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •Non-fire rated ventilation grill noted in hall wall (Blake House).	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
Southwark Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks (Except Horace Jones)	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-22		Part of £9million door upgrade programme.
	It was noted that the doors to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	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-22	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-22	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-22	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-22	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	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available.	Ensure a scheduled program of testing and servicing is implemented.	Horace Jones House	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm the AOV installation is subject to a scheduled program of testing and maintenance. Some records were available but were not comprehensive.	Implement a robust program of testing and servicing.	Horace Jones House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	It should be noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling.	As a compensatory feature; consideration should be given to upgrading this system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises..	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	A communal vent-axia ventilation system appears to be provided throughout the block. • Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. • It appears that false ceilings are present within the communal lobbies and elsewhere; which extend into flats. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within these voids.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Horace Jones House	Priority-C 28 days Medium	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	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.

	<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. What appears to be a non-fire rated vent is provided in the lounge wall. (Packman House)</p> <ul style="list-style-type: none"> · Lobby ceiling · Bathroom duct and ventilation (Sumner Building) · Between flats, kitchen and corridors halls 	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	<p>What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed.</p> <p>It was noted that the kitchen ceiling is decorated with polystyrene tiles (Markstone House flat 5)</p> <ul style="list-style-type: none"> • 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-22	N/A	Part of £9million door upgrade programme.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the disposition of the access hatches, within a protected vented room, this is not considered to present an unacceptable risk; subject to the comments within 16.4.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
	It was noted that inadequate directional signage is provided in respect of escape routes within the car park garage.	Ensure sufficient signage is prominently displayed.	All blocks	Priority-D 3 Months Medium	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	<p>The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information.</p> <p>1) Estate block plan maps of entire Southwark Estate.</p> <p>2) Useful telephone numbers list.</p>	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	All blocks	Priority-D 3 Months Medium	Housing Property Services	Completed	N/A	Part of block inspection procedures.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	It was noted via sampling of risers cupboards that in some instances fire stopping to penetrations between floors does not appear to be of fire resisting standard.	Ensure all such fire stopping is undertaken using certified materials and techniques.	All blocks	Priority-E Project Planning Low	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.

	It was noted that fan assisted ventilation is provided in communal areas. It was not possible to determine if adequate compartmentation and dampers are in place.	Consideration should be given to the targeted inspection to undertake. Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-D 3 Months Medium	Housing Property Services	31-Oct-20	£75,000	Initial survey completed - included in upgrade project.
	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-22	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed.Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested. The kitchen is adjacent to the final exit.An alternative means of escape is provided from the lounge via a rotating window arrangement to a shared external balcony.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
City Fringe Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available.	Ensure a scheduled program of testing and servicing is implemented.	All blocks	Priority-E Project Planning Low	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	The flat entrance doors are inconsistent throughout the block. They do not comply with current standard. • They appear to be of substantial construction, with non-fire rated glazing, rising butt hinges, are not provided with a 'self-closing device, strips, or seals, or substantial rebates. •Whilst means of escape is provided in 2 directions in some instances; due to the presence of only a single stairway to the rear block, numerous flats/maisonettes are only provided with escape in a single direction(Windosr House).	Whilst means of escape is provided in 2 directions; due to the presence of a single stairway, these issues present an unacceptable risk. Consideration should be given to upgrading/replacing doors on the means of escape routes; to current standards. This includes block A.	All blocks	Priority-D 3 Months Medium	Housing Property Services	31-Mar-22	N/A	Part of £9million 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-22	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	31-Oct-20	£200,000	Signage project commenced March 2020.
	It was noted that in some cases doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with current 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	Evidence was not provided to confirm the fire alarm system is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
	Evidence was not provided to confirm the emergency lighting installation is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	A zone map is not provided for the administrative block.	Ensure a fire alarm zone map is displayed adjacent to the fire alarm control panel.	Iselden	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Procedures in place and zone map provided.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. A single domestic smoke battery operated smoke detector is provided. A means of providing detection and warninmg is not provided. • Lounge door has been removed. • Kitchen door has been removed.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.
Spitalfields Property	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that in some instances residents use services cupboards for storage purposes.	Implement robust management arrangements to ensure these areas are kept free of storage.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	In some instances electrical distribution equipment is situated within escape routes.	Ensure all such equipment within escape routes is enclosed in a fire resisting structure.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Boxing-in completed.

	Final exit doors from flats are mixed. Where sampled they were found to be of solid construction, without positive action self-closing devices, without intumescent strips, smoke seals or substantial rebates/door stops; although they should provide nominal fire resistance, they do not appear to comply with current standards. The glass in borrowed lights above numerous flat doors is not fire rated which compromises the overall fire rating of the door.	Due to the presence of means of escape routes in only a single direction upon exiting flats; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	The emergency action notices are not displayed within escape routes.	Ensure emergency action notices which reflect the simultaneous evacuation strategy are prominently displayed in escape routes.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management	31-Oct-20	£200,000	Signage project commenced March 2020.
	What appears to be a BS 5839 pt 1 category L4 automatic fire alarm system is provided within the communal escape routes.	Due to the absence of adequate confirmation in relation to the standards of compartmentation between individual flats and between flats and the escape route; it is recommended that this system be upgraded to; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	It was noted that the main fire alarm panel at 111-113 Commercial St was showing a zone fault.	Ensure all such issues are resolved as a matter of urgency by a competent person.	Brushfield St, Lambs St and Commercial St	Priority-B 4 days High	Housing Property Services	Completed	N/A	Repairs carried out.
	Zone maps are not provided.	Ensure fire alarm zone maps are displayed adjacent to the main fire alarm control panels.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Low	Housing Estate Management	Completed	N/A	Procedures in place and zone maps provided.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not available to confirm the fire alarm system is subject to a program of periodic testing and maintenance.	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance.	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that portable firefighting equipment provided within communal areas was out of test date.	Ensure all such equipment is subject to a robust programme of servicing a testing. Typically fire extinguishers are not provided within this type of property as residents are unlikely to have been appropriately trained. Consideration should be given to their removal.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
	What appears to be a BS 5839 pt 6 category LD3 grade D fire alarm system is provided.	In order to adequately protect single means of escape routes; consideration should be given to the provision of; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. Due to the absence of adequate confirmation in relation to the standards of compartmentation between individual flats and between flats and the escape route; it is recommended that this system be upgraded to; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. The fire alarm system should be surveyed by a competent person; any deficiencies should be addressed and commissioning certification should be issued.	Brushfield St, Lambs St and Commercial St	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.

	<p>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.</p> <ul style="list-style-type: none">• It was noted that in some instances doors have been replaced with lightweight concertina type dividers, to escape routes.	<p>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.</p>	<p>Brushfield St, Lambs St and Commercial St</p>	<p>Priority-C 28 days Medium</p>	<p>Housing Estate Management/Housing Property Services</p>	<p>In progress</p>	<p>N/A</p>	<p>Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.</p>
	<p>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.</p>	<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>	<p>Brushfield St, Lambs St and Commercial St</p>	<p>Priority-C 28 days Medium</p>	<p>Housing Property Services</p>	<p>31-Dec-20</p>	<p>£75,000</p>	<p>Initial survey completed - included in upgrade project.</p>
Brixton Estate Almshouses	<p>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.</p> <ul style="list-style-type: none">• A door between the lounge and kitchen is not provided.	<p>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.</p>	<p>Almshouses</p>	<p>Priority-C 28 days Medium</p>	<p>Housing Estate Management/Housing Property Services</p>	<p>In progress</p>	<p>N/A</p>	<p>Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.</p>
	<p>The flat entrance door is consistent with those throughout the block. It does not comply with current standards.</p> <ul style="list-style-type: none">• 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.	<p>Due to the presence of means of escape routes in only a single direction upon exiting the majority of 1st floor flats; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards.</p>	<p>Almshouses</p>	<p>Priority-C 28 days Medium</p>	<p>Housing Property Services</p>	<p>31-Mar-22</p>		<p>Part of £9million door upgrade programme.</p>
	<p>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.</p>	<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>	<p>Almshouses</p>	<p>Priority-C 28 days Medium</p>	<p>Housing Property Services</p>	<p>31-Dec-20</p>	<p>£75,000</p>	<p>Initial survey completed - included in upgrade project.</p>
	<p>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.</p> <ul style="list-style-type: none">• Information provided by the site warden suggests that single direction of travel escape routes are protected via an unknown category of fire alarm system, via detection within individual flats actuating a general alarm.• It was not possible to definitively determine that the fire alarm system supports the evacuation strategy.	<p>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.</p>	<p>Almshouses</p>	<p>Priority-B 4 days High</p>	<p>Housing Property Services</p>	<p>In progress</p>	<p>N/A</p>	<p>Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.</p>

Committee	Dated:
Housing Management & Almshouses Sub Committee	23 March 2020
Subject: Housing Major Works Programme – Progress Report	Public
Report of: Director of Community & Children’s Services	For Information
Report author: 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 thirteenth update report highlights specific areas of ‘slippage’ or ‘acceleration’ since the last meeting of the Sub-Committee on 20 January 2020 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;
 - 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, that was submitted to the HPB at its meeting on 27 February 2020.

10. Members will note from the progress report at Appendix 1 that overall, there has been no significant 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:

Slippage in relation to timing of contract

None of the projects included in the Housing Major Works Programme have slipped significantly since the last meeting of this Sub-Committee.

Progress of note on key projects

H15 – Cullum Welch Concrete Balustrades

Works have progressed smoothly and are due to complete on schedule and, within budget. The contractor, Concrete Repairs Limited, has performed well in what was a relatively complex and challenging project. The work is due to be completed by 20 March 2020.

H41 - Great Arthur House - Front Entrance Door Replacement

A procurement exercise for the appointment of the Design Team has been completed and, the evaluation of the tenders is nearing completion. Assuming there are no problems with the evaluation process, contracts should be exchanged by mid-March.

The role of the Design Team includes the appointment of a Fire Safety Consultant to assist with compliance in relation to the doors and associated compartmentation issues. The next stages will include the development of interim designs and planning approval for the temporary replacements whilst we undertake further destructive testing on areas that have not yet been tested.

H42 – Petticoat Tower Front Door Replacement

Following the significant ongoing problems with this programme, an alternative contractor has now been identified through the Hyde Framework (a specialist OJEU compliant framework set up for Fire Safety Services) and, we are awaiting the completion of the due diligence and financial checks by our colleagues in City Procurement. Once the appointment has been confirmed, the works programme can be agreed and notified to residents.

H52 – Avondale Square Communal and Emergency Lighting

Following a recently completed competitive tendering exercise, Guardian Consultancy Services Limited has been appointed to carry out the replacement/upgrade of the communal and emergency lighting across the Avondale Square Estate (excluding Twelve Acres House). The successful tender was lower than our budget estimate and, work is due to commence mid-March.

H54 – Fire Door Replacement Programme

A Gateway 1-4 Report has now been approved by the Community & Children's Services Committee, Projects Sub Committee and the Court of Common Council at a revised total budget estimate of £9.1million. We are now in the process of putting together the tender and contract documentation and, are expecting to procure this work as a priority through the Hyde Framework.

As would be expected for a programme of this size, we have prioritised the various blocks of flats contained within the programme to allow us to deal with higher priority blocks first. High priority blocks are defined as those where front entrance doors access on to enclosed, protected corridors/escape routes. It is envisaged that the procurement process will be phased as follows:

i. High Priority Blocks

Holloway Estate and York Way Estate (estimated at £1,650,000).
Avondale Square Estate (estimated at £2,787,000).
Dron House/William Blake Estate/Sumner Buildings/Spitalfields/Lammas Green (estimated at £1,146,000).

ii. Lower Priority Blocks

Southwark Estate/Windsor House/Isleden House/Otto Close (estimated at £1,358,000).

iii. Heritage Blocks

The heritage blocks, where Listed Building Consent is required will be procured separately due to the anticipated time frames in securing the various approvals that are needed.

Golden Lane Estate (estimated at £1,157,500).

H39 – Window Replacement and External Decoration (Multiple Estates)

As reported previously, these works require planning permission from the various host Borough Planning Authorities and, as such, the scheduled delivery of these works is, to a large extent, dependent on timely outcomes from the host Borough Planning Authorities.

At its last meeting on 20 January 2020, Members of the Housing Management and Almshouses Sub Committee were advised that there had been significant delays in securing the necessary planning permissions from the various host Borough Planning Authorities and, this has caused the expected contract start times of all the associated workstreams to slip.

Since the meeting on 20 January 2020, we have received planning approval from the London Borough of Lambeth for the Window Replacement Programme on the William Blake Estate.

There are now only two outstanding planning applications relating to the Window Replacement Programme as below:

- Holloway Estate – London Borough of Islington.
- Sydenham Hill Estate – London Borough of Lewisham.

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 (March 2020)

Paul Murtagh

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GOLDEN LANE ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2020

[illegible]

MIDDLESEX STREET ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2020

[illegible]

- works delivery baseline (as forecast November 2017)
- works on site/complete
- works programmed (current forecast)
- testing/preparatory/offsite works
- programme slippage from previous report (length of arrow denotes length of delay)
- programme brought forward from previous report (length of arrow denotes extent)

AVONDALE SQUARE ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2020

[illegible]

SOUTHWARK/WILLIAM BLAKE ESTATES INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2020

[illegible]

HOLLOWAY ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2020

[illegible]

- works delivery baseline (as forecast November 2017)
- works on site/complete
- works programmed (current forecast)
- testing/preparatory/offsite works
- programme slippage from previous report (length of arrow denotes length of delay)
- programme brought forward from previous report (length of arrow denotes extent)

YORK WAY ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2020

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		Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4					
							A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
INVESTMENT PROGRAMME	H5	Decent Homes - Phase II (multiple estate programme)	£608,000	£574,297	works complete		ELEC TESTING		YORK WAY		OTHER ESTATES																															
	H20	Redecorations (multiple estate programme)	£596,000	£541,000	works complete						OTHER ESTATES		YORK WAY WORKS		A		M		J																							
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£130,653	£48,775	York Way works complete												YORK WAY		OTHER ESTATES																							
	H48	Electical Testing - Phase III (tenanted flats multiple estates)	£555,266	£372,000	on site																																					
	H47	Electical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£1,700	on site																																					
	H45	Communal Heating	£3,087,990	£23,550	contractor mobilising																DESIGN & LEAD IN																					
	H54	Fire Door Replacement Programme (multiple estate programme)	£1,112,500	£1,000	design																																					
	H53	Play and Ball Games Area Refurbishment (multiple estate programme)	£272,000	£1,000	design & consultation																																					

SYDENHAM HILL ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2020

WORKS TYPE	REF		ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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SMALL ESTATES (DRON, WINDSOR, ISLEDEN, COLA, GRESHAM) INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2020

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		Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4							
							A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M		
INVESTMENT PROGRAMME	H5	Decent Homes - Phase II (Dron & Windsor as part of multiple estate programme)	£686,216	£451,412	works complete		ELEC TESTING				WIN. & DRON																																	
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£15,810	£15,810	complete												ISL/DRN		OTHER ESTATES																									
	H48	Electical Testing - Phase III (tenanted flats multiple estates)	£555,266	£372,000	on site																																							
	H10	Door Entry (Dron House in conjunction with William Blake)	£120,000	£120,000	works complete				SURVEY												LEAD IN																							
	H56	Re-Roofing at Dron House	£404,000	£363,000	works complete																																							
	H47	Electical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£1,700	on site																																							
	H39	Window Replacements & External Redecoration (Dron)	£950,000	£24,240	Procurement								DETAILED DESIGN & PLANNING																															
	H39	Window Replacements & External Redecoration (Windsor)	£890,000	£24,240	design & planning								DETAILED DESIGN & PLANNING																															
	H54	Fire Door Replacement Programme (multiple estate programme)	£890,000	£1,000	design																																							
	H53	Play and Ball Games Area Refurbishment (multiple estate programme)	£272,000	£1,000	design & consultation																																							
H44	COLA & Gresham Refurb	£838,669	£23,341	on site																																								

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Committees: Corporate Projects Board [for information] Projects Sub [for decision] Housing Management and Almshouses Sub [for decision]		Dates: 04 February 2020 24 February 2020 23 March 2020
Subject: Southwark Estate, New Door Entry Installation – Stopher and Pakeman Houses and Sumner Buildings 2012/13 Unique Project Identifier: <i>9362 (29100020 Stopher and Pakeman Houses)</i> <i>9363 (29100019 Sumner Buildings)</i>	Gateway 6: Summarised Outcome Report Light (unspecified at Gateway 5)	
Report of: Director of Community & Children's Services Report Author: Lochlan MacDonald		For Decision
<p style="text-align: center;">PUBLIC</p>		

Summary

1. Status Update	Project Description: <p>Installation of brand new secure door entry systems to 216 dwellings at three separate blocks at the City's Southwark estate was undertaken: Stopher House (60 flats) and Pakeman House (56), and Sumner Buildings (100). All other blocks at Southwark estates already had working secure door entry systems, to prevent unauthorised access to the blocks and these works were undertaken to:</p> <ul style="list-style-type: none"> • achieve parity with other Southwark blocks • prevent potential criminal and anti-social behaviour in the blocks. <p>The Metropolitan Police support the installations, which were a response to an attempted serious crime in one of the open stairwells at these blocks.</p>
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	<p>RAG Status: Red (project completed, Project status at Gateway 5 was Green).</p> <p>Risk Status: Low (project completed, low risk status given at Gateway 5 Report, December 2013).</p> <p>Final Outturn Cost: £258,637 (Combined cost)</p> <p>Slippage: Six Months</p> <p>Works completed are: The works covered installation of new main entrance doors, call panels at each stairwell entrance, receiving units in all flats and new electronic door opening fob controls for residents.</p>
2. Next steps and Requested decisions	<p>Requested Decisions:</p> <p>That the projects are now closed.</p>

3. Budget

The original approved budgets, actual expenditure and underspend (saving) on each project are shown below

Stopher & Pakeman Houses, and Sumner Buildings Door Entry Installation			
Project	Approved Budget	Actual Spend	Underspend
9362	£153,006	£159,304	See below
9363	£116,480	£99,333	See below
TOTALS	£269,486	£258,637	£10,849

Capital projects and funding were set up on the City’s Oracle system for expenditure to be made against. However, orders were raised through separate revenue codes, meaning the capital works budgets on each remain unused. Fees and staff costs have been incurred and correctly charged to the capital projects.

Chamberlains have been advised and are taking the necessary action to reconcile the finances.

The table below illustrates the total expenditure across both projects.

Estimated Total Project Cost G2

This was not subject to a G2 report but reports requesting permission to tender were submitted to the Chief Officer. The combined costs of both projects was £400,000 (see appendix one for more details)

	At Authority to Start work (G5)	Final Outturn Cost (G6)
<i>Fees Staff Costs</i>	<i>£29,943</i>	<i>£31,374</i>
<i>Works</i>	<i>£239,543</i>	<i>£227,263</i>
<i>Purchases</i>	<i>£0</i>	<i>£0</i>
<i>Other Capital Expend</i>	<i>£0</i>	<i>£0</i>
<i>Costed Risk Provision (Contingency)</i>	<i>£0</i>	<i>£0</i>
<i>Recharges</i>	<i>£0</i>	<i>£0</i>
<i>Other</i>	<i>£0</i>	<i>£0</i>
Total	£269,486	£258,637

The Final Account for these works has not been verified due to how expenditure was made and coded. Chamberlains have been notified of how expenditure was attributed.

4. Programme

Activity	Authority to Start work (G5) Programme	Final (G6) Programme
Appointment of Contractor	January 2014 (gateway 5)	June 2014
Start on Site	December 2013	June 2014
Finish On Site	June 2014	December 2014

Actual dates cannot be verified. However, the first order was issued in June 2014 and the final order was issued in December

	2014. From this information, the dates above have been extrapolated.
5. Key Conclusions	<ol style="list-style-type: none"> 1. The Project was delivered below budget but not on time. Reasons for these conclusions cannot be given as the project manager for the works has since retired from the City. 2. The use of orders on revenue codes rather than the use of specified capital budgets may have adversely affected the ability to carry out other revenue works. A capital works programme is now in place. 3. Lessons learned include the need for a more robust monitoring, checking and storage of data on works undertaken. 4. Property information is now stored on our asset management system and will allow better future planning, programming and monitoring. Details of all completed works are now immediately uploaded to the Department's Keystone Access Management System, allowing details of works done on estate, block and dwelling level to be accessed.

Appendices

Appendix A	Summary of estimates and costs

Contact

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APPENDIX ONE:

Pakeman and Stopher Houses, And Sumner Buildings New Door Entry System Installation 2013/14

Summary Of Estimates and Spending

At Permission to Seek Tender Stage:			
Blocks	Estimates		
	Fees, Staff	Works	Totals
<i>Pakeman & Stopher</i>	£20,000.00	£194,000.00	£214,000.00
<i>Sumner</i>	£8,000.00	£150,000.00	£158,000.00
Overall Total Estimate			£372,000.00

At Gateway Five:			
Blocks	Estimates		
	Fees, Staff	Works	Totals
<i>Pakeman & Stopher</i>	£17,000.00	£136,005.00	£153,005.00
<i>Sumner</i>	£12,943.00	£103,538.00	£116,481.00
Overall Total G5 Estimate			£269,486.00

At Gateway 6				
Blocks	Works	Fees	Staff Costs	Sub Totals
<i>Pakeman And Stopher</i>	£135,967.21	£15,337.00	£8,000.00	£159,304.21
<i>Sumner</i>	£91,296.21	£8,037.00	£0.00	£99,333.21
Sub Totals	£227,263.42	£23,374.00	£8,000.00	£258,637.42
TOTAL PROJECTS COST				£258,637.42

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Committee: Housing Management and Almshouses Sub-Committee	Date: 23/03/2020
Subject: Tenancy Policy (Review)	Public
Report of: Director of Community and Children's Services	For Decision
Report author: Liam Gillespie, Head of Housing Management	

Summary

The Housing Service's Tenancy Policy was reviewed in late 2019 and some minor amendments were made to the text (originally approved in 2017). At committee in January 2020, Members considered the revised policy and requested that officers provide additional detail in certain sections of the document.

These additions have now been made and the policy is now ready for reconsideration by Members.

Recommendation

Members are asked to:

- Approve the Tenancy Policy for use by the Housing Service

Main Report

Background

1. The Tenancy Policy was last approved by the Housing Management and Almshouses Sub-Committee in 2017. It was reviewed in late 2019 and some changes were made to incorporate suggestions made by the Comptroller and City Solicitors' Department.
2. Members made some suggestions for additions to the policy and these have been addressed by officers. Approval is now sought from Members to adopt the revised policy for use on the City's housing estates.

Current Position

3. The suggestions made by Members related to the following parts of the policy:

Not occupying the property for a 'significant period'

4. Section 9 of the draft Policy as presented in January stated, “In certain circumstances tenancies must be ended, for example if the tenant will not be able to occupy the property for a significant period of time”.
5. This section essentially concerns security of tenure and the City’s duty to actively manage use of social housing properties. To retain security, tenants must satisfy the ‘tenant condition’ in s. 81 of the Housing Act, 1985, which requires them to use the property as their ‘sole or principal home’. This allows tenants to live elsewhere, provided that the City property remains their only or main home and they intend to return to it.
6. If the tenant does not satisfy this tenant condition, they lose security of tenure and the City may proceed to seek possession of the property. Security may be lost if, for instance, the tenant abandons the property, sub-lets, or moves to another home (for example, moving in with their partner elsewhere, with that home being their principal residence).
7. The City has a duty to ensure that properties it allocates as social housing are being used for that purpose. We require that tenants tell us of any absences of more than three months and explain why they are going to be away, in order to satisfy us that they intend to return and that they are not sub-letting, for instance.
8. It is not possible to put a timescale on absence that may result in loss of security of tenure, as the main issue is whether the tenant meets the ‘tenant condition’. They may be absent for many months and still meet the condition if they intend to return and they have not sub-let the property (for example, if they are serving a prison sentence or they are caring for a relative elsewhere).
9. Each case is a question of fact and degree and depends on the evidence available. Officers will always seek legal advice before deciding on what action to take.
10. The reference to those serving prison sentences has been removed as this was an unhelpful example, as loss of security of tenure for this reason is also a question of degree.

Taking steps to end the tenancy

11. Section 9 also stated that, “...the City will take appropriate legal steps to end the tenancy.” Members asked for clarification on the steps that would be taken.
12. The City may only recover possession of a residential property by obtaining a possession order from the County Court. A notice will be served on the tenant, giving four clear weeks’ warning of our intention to apply to court for possession. Before awarding possession, the court must be satisfied that there is enough evidence to make out the relevant ground in the 1985 Act or show that security of tenure has been lost.
13. This section of the policy is intended to reinforce the point that tenants must live in their homes as their sole or principal home. The requirement to inform us of

any long-term (i.e. over three months') absence is to show that they have an intention to return and for arrangements to be made for emergency access in their absence.

14. We may take steps to end a tenancy and seek possession at any time if there is enough evidence that the property has been abandoned, or that the tenant does not meet the 'tenant condition'. Any action taken will depend on legal advice.

Helping tenants to avoid homelessness on relationship breakdown

15. When a joint tenancy is ended due to relationship breakdown, our duty to the party intending to leave the property is limited to referring them to sources of advice. Officers must be careful not to be seen to influence the parties in deciding who should remain in the property if they cannot agree themselves.
16. We are unable to 'split' tenancies and allocate properties outside the Allocations Scheme, though we will assess any application made by the departing tenant in accordance with that scheme.
17. Officers are sensitive to potential vulnerabilities and reference is made in the policy to assistance that can be provided to victims of domestic abuse, for example. Our Housing Needs team can always provide initial advice and make referrals to the Homelessness Team or another authority's services, or an advice agency, as required.
18. A new paragraph (no.18) has been included regarding homelessness prevention and advice generally.

Conclusion

19. Members requested that additional information was included in the draft Tenancy Policy as presented to committee in January 2020, in order to clarify some sections. This has now been addressed and Members are asked to approve the revised draft, subject to any further comments they may have.

Appendices

- Appendix 1 – Draft Tenancy Policy (revised wording is indicated)

Background Papers

- Tenancy Policy Review, Housing Management and Almshouses Sub-Committee, 20/01/2020

Liam Gillespie

Head of Housing Management

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City of London Housing Service

Tenancy Policy

DRAFT

Approved by:	Housing Management and Almshouses Sub-Committee
Original Approval Date:	January 2017
Version No.	2
Approval Date	

1. Equal opportunities

The City of London Corporation operates an Equality & Diversity policy and this applies to all aspects of its services. We will ensure that no resident or service user is treated less favourably on the grounds of age, race, religion or belief, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, marriage or civil partnership status. This policy and all related information can be made available in different formats and translated upon request.

2. Aims

We are committed to providing excellent services that meet agreed service standards. The aim of this policy is: to set out the approach that we will take when issuing new tenancies to existing tenants or occupants and when undertaking changes to an existing tenancy.

3. Legislative and regulatory framework

The Housing Act 1985, 1988, 1996 as amended
The Landlord and Tenant Act 1985
The Housing & Planning Act 2016 (further regulations pending)
The City of London Housing Service Tenancy Agreement
The Localism Act 2011

4. Related Policies and Strategies

City of London Decant Policy
City of London Housing Allocation Policy
City of London Social Housing Tenancy Fraud – Anti-Fraud & Prosecution Policy
City of London Tenancy Strategy

5. Scope of the policy

The policy applies to current tenants, occupants and prospective tenants of residential properties owned and managed by the City of London Corporation on our social housing estates.

6. Introduction

Tenancies will be issued to eligible people in accordance with the City's Housing Allocation Policy requirements and priorities. This policy applies to changes to existing tenancies. The tenancy changes covered by this policy are:

- ☐ Ending a Sole tenancy
- ☐ Creating a joint tenancy
- ☐ Ending a joint tenancy
- ☐ Succession - where an existing tenant has died and the tenancy is 'passed' to another individual

- ☐ Assignment – where an existing tenancy is ‘passed’ by the tenant to another individual
- ☐ Mutual Exchange
- ☐ Name Changes relating to an existing tenancy
- ☐ Moving Home

This policy is supported by Estate Management Procedures which detail the actions that officers will take and includes the documentation that officers will issue.

7. Types of Tenancy

Sole Tenancy

A sole tenancy is where only one person is named on the tenancy agreement. They are the only legal tenant even though other people may live in the property with them. A sole tenant is responsible for all aspects of the tenancy.

Joint Tenancy

A joint tenancy is where two people are named on the tenancy agreement. They are ‘jointly and severally liable’, meaning both tenants are responsible for all aspects of the tenancy.

All of the following types of tenancy may be sole or joint tenancies.

Introductory Tenancy

As first agreed by the Community Committee in 1996 and confirmed again in 2002, the majority of new tenants will be introductory tenants for the first year of their tenancy. All introductory tenants will receive a tenancy agreement setting out the introductory tenancy period and terms and the type of tenancy that it will convert to (e.g. secure or secure flexible) subject to the compliance with the tenancy terms during the introductory tenancy period.

Secure Tenancy

Secure tenancies are lifetime tenancies with the right of one succession to the tenancy. To date, these are the types of tenancy that have been issued by the City of London Corporation.

Secure Flexible (Fixed Term Tenancy)

Secure Flexible (Fixed Term Tenancy) are a form of tenancy that gives tenants the right to live in a property for a certain amount of time. They are therefore not ‘lifetime’ tenancies; however, they may be renewed or extended at the discretion of the landlord.

At the time of writing, the City has the option, but is not obligated to issue Fixed Term Tenancies and our policy is to continue to issue Secure Tenancies where appropriate. In certain circumstances, in accordance with the City’s Tenancy Strategy, Fixed Term Tenancies may be offered. This policy will be updated should the situation change.

8. Preventing Fraud

In every tenancy change outlined in this document, our staff will take all reasonable steps to confirm identities and prevent fraud. The actions to be taken will include, but are not limited to:

- ☐ Requiring up-to-date identity documents and proof of address – including checking current passport, driving license, utility bills, council tax bills and any immigration or leave to remain documents.
- ☐ Undertaking a credit check to both ascertain links to the property and verify the information provided by the applicant. This may also identify where another property may be owned or occupied by the applicant, tenant or successor that may mean they are ineligible for the City of London property.
- ☐ Taking a photograph of the tenant(s).
- ☐ In any cases where an immigration concern is identified or suspected, these will be referred to the City's Anti-Fraud Team who will undertake further checks with the Home Office.
- ☐ In any cases where Fraud is identified or suspected, these will be referred to the City's Anti-Fraud Team for consideration of formal investigation.
- ☐ The City may undertake or participate in data-matching exercises designed to detect and prevent fraud, this includes the National Fraud Initiative (NFI).

9. Ending a Sole Tenancy

Sole tenants may end their tenancy at any point if they wish to. To end a tenancy, the tenant must write to the City and give 28 days of notice and the tenancy must end on a Sunday.

>>> If a tenant no longer uses a City of London property as their only or main home, they must give us notice to end the tenancy. The City of London may apply to court for a possession order if it becomes aware that a tenant is no longer occupying the property as their only or main home. In such circumstances, the City will serve notice on the tenant and seek possession of the property through the County Court <<<

10. Creating a Joint Tenancy

A tenancy is capable of being placed in the names of more than one individual, which is referred to as a joint tenancy. The tenancy agreement is the same for joint tenants as it is for sole tenants and each tenant must sign the agreement.

Joint tenants have equal rights of occupation of the dwelling and can only be excluded or evicted from the property by a Court Order. Each joint tenant is 'jointly and severally liable', meaning both tenants are equally responsible for meeting all obligations of the tenancy including paying the rent. On the death of one joint tenant, the tenancy automatically continues for the surviving joint tenant.

Where a joint application was submitted for housing, a joint tenancy will be issued at the point of a new letting. If the application for housing was made in one person's name, a sole tenancy will be issued.

The City policy is to only create joint tenancies between couples. This is because inter-generational or family tenancies may lead to future conflict when lifestyles and needs change.

There is no legal right to add another tenant onto a tenancy. Where a request is received to create a joint tenancy, the City will consider the request carefully. Both parties to the proposed joint tenancy will be interviewed separately to ensure both parties are equally willing to enter into the joint tenancy.

For a joint tenancy to be created, the following conditions are required to be met:

- The current tenant must not be the subject of any legal action relating to the property including possession proceedings or a possession order whether it is final, suspended or postponed.
- The proposed new tenant must be eligible, have the necessary immigration status, for example 'access to public funds' or 'leave to remain in the United Kingdom'.
- Any rent arrears or other debts owed to the City of London Corporation must be paid before the process may take place.

Any sole tenant should fully investigate all the advantages and disadvantages and is advised to seek independent legal advice before deciding to make a request for another person to be added to a tenancy. Some things to bear in mind include:

- (1) that each joint tenant is equal, and it makes no difference that one of them was a sole tenant of the property before the joint tenancy was created.
- (2) That creating a joint tenancy can affect any (if any) succession rights.
- (3) That either joint tenant can end the whole of the joint tenancy by giving a Notice to Quit to the landlord, they do not need the consent or agreement of the other joint tenant to do this and this can mean that the joint tenant not ending the tenancy could lose their home.
- (4) That whilst it is very easy to create a joint tenancy, a joint tenancy part of a joint tenancy can only be ended by a Court Order or on the death of a joint tenant.

11. Ending a Joint Tenancy

Either joint tenant can (acting on their own) end the whole of the joint tenancy by giving a valid notice to quit to the landlord. If this happens all parties will probably have to move out of the home.

Unless a joint tenant dies it is only possible for a joint tenant to be removed from a joint tenancy by a Court Order. The Corporation cannot obtain such a Court Order; it is up to the party wanting to be removed (or wanting another to be removed) to seek their own legal advice. This means that even if a joint tenant moves out, they are still liable for the rent and other tenancy matters in just the same manner as if they had continued to live there. They will still be classed as having a tenancy of social housing, so may not be able to obtain another social housing tenancy elsewhere, and would also have the legal right to move back in.

In cases of domestic abuse or other criminal behaviour being caused by one joint tenant against the other, and the victim wishes for the other joint tenant to leave the home, we will refer them to advice agencies who can assist them to obtain the necessary legal help and take the necessary action to obtain a Court Order. Please refer to the *Domestic Abuse Policy* for more details.

12. Succession

Each secure or introductory tenancy has one statutory right to assign or one succession right.

Tenancies that Started Prior to 1st April 2012

For all secure tenancies granted prior to 1st April 2012, upon the death of a tenant, the following people would have the right to succeed to the tenancy (in order of priority):

- ☐ The deceased tenant's joint tenant;
- ☐ The deceased tenant's spouse or civil partner provided they were residing with the deceased tenant at the time of their death as their main home, or
- ☐ A member of the deceased tenant's family who had been residing with the deceased tenant for a minimum of twelve months prior to the tenant's death as their main home. Family members are defined as; parents, grandparents, children, grandchildren, siblings, uncles, aunts, nephews and nieces and partner.

The law does not allow for joint succession, so if there are a number of potential successors, they must decide between them who will take over the tenancy. If they cannot agree, they should seek legal advice and the courts may confirm the successor if necessary.

Tenancies that Started on or After 1st April 2012

For all new tenancies granted on or after 1 April 2012 the law allows one statutory succession to a spouse or civil partner of the deceased tenant, who was living in the property as their main home at the time of the tenant's death. A person that was living with the tenant as their husband or wife will be treated as their spouse and a person who was living with the tenant as if they were civil partners will be treated as the tenant's civil partner. The statutory right of succession of a member of the family has been removed.

Government regulations are currently being drafted which are expected to require all successions to be treated as per 'Tenancies that Started On or After 1st April 2012'. This policy will be updated should the situation change.

Under 18

Those under the age of 18 can succeed to a tenancy. In such cases, a trustee would need to be agreed to hold the tenancy in trust for the child. The trustee is not a guarantor and is not liable for the rent.

Under-occupation

The right of succession is linked to the tenancy rather than the property. If the successor is a family member (i.e. not the deceased tenant's spouse or registered

civil partner), and the property that was occupied by the deceased tenant is larger than their needs (defined in accordance with the City's Housing Allocation Policy) then the successor will be offered one reasonable offer of suitable alternative accommodation.

If the successor chooses not to move into the suitable accommodation, appropriate legal action will be taken where necessary.

Property adapted for disabled use

The right of succession is linked to the tenancy rather than the property. If the successor is a family member (i.e. not the deceased tenant's spouse or registered civil partner), and the property that was occupied by the deceased tenant has been designed or adapted for the needs of a disabled person and the successor has no such requirements, the successor will be offered one reasonable offer of suitable alternative accommodation.

If the successor chooses not to move into the suitable accommodation, appropriate legal action will be taken where necessary.

No Right of Succession – Move On

Where the right of assignment or succession has been used, and there are occupants remaining in a property after the death of a tenant, the City will confirm the situation and offer advice and support to assist them to move on. The City should seek possession of the home within a reasonable time frame, but not allow more than six months to pass.

No Right of Succession – Discretionary Succession

In exceptional circumstances, the City may offer a 'Discretionary Succession'. This is where there is no remaining right of succession, but an occupant would be entitled to succeed if there were a remaining right. In this instance, they would be offered a tenancy agreement. This will only apply where the occupant meets all requirements for high priority in accordance with the City's Allocation Policy.

13. Assignment

A tenant may assign their tenancy to another, this means they transfer their 'interest' in the property to this person. The tenancy continues and the tenancy terms and conditions do not change, a new tenancy does not commence but the tenant changes.

There are three situations when a City of London secure tenancy may be assigned:

- ☐ Assignment to a Potential Successor
- ☐ Assignment by Court Order
- ☐ Mutual Exchange.

Assignment to a Potential Successor

An assignment to a potential successor is to a person who would be qualified to succeed the tenancy if the tenant died. If the tenancy is assigned, the right to statutory succession is used and there is no further right of succession.

The tenant wishing to assign must not be a statutory successor or have become a sole tenant upon the death of a joint tenant or have become a tenant by an assignment. In this circumstance only a sole tenancy can be assigned and it can only be assigned to a sole person. A sole tenant cannot assign a sole tenancy to two people as a joint tenancy. In effect the assignee becomes a successor and there can be no further succession.

The person assigning the property must not remain in the property after the assignment and must not be transferring to another City of London property.

A number of checks will be made before the assignment may proceed; these include but are not limited to:

- ☐ Whether the property will be under-occupied or overcrowded after the assignation.
- ☐ Whether the property has adaptations which the proposed new tenant has no need for.
- ☐ The current tenant or assignee must not be the subject of any legal action relating to the property, including possession proceedings or a possession order whether it is final, suspended or postponed.
- ☐ The proposed new tenant must be eligible, have the necessary immigration status for 'access for public funds'.
- ☐ Any rent arrears or other debts owed to the City of London Corporation must be paid before the assignation could take place.

The officer managing the case will also undertake identity and fraud checks, and require appropriate documentation from both the tenant and the assignee in order to process the change.

The officer managing the case will explain the legal situation carefully to ensure both the current tenant and assignee fully understand the legal rights and responsibilities involved.

Assignment by Court Order

A tenancy can be assigned by Court Order in a number of circumstances, including family law or relationship breakdown.

Where a Court Order is received, the assignment decreed by the court must be accepted by the City of London, no assessment of the suitability of the property may be carried out. The signing of the Deed of Assignment is not required as the Court Order itself implements the assignment. The date of assignment is effective from the date specified by the court.

14. Mutual Exchange

Existing City of London tenants can register for a mutual exchange as a means of gaining suitable housing. Mutual exchanges can only occur between those with appropriate tenancies e.g. assured or secure. The tenants are responsible for finding

the exchange partner and the property that they would like to exchange with. The following conditions must also be met to ensure the exchange may proceed:

- There must be no rent arrears, outstanding repairs charges or possession orders on file.
- There must be no existing tenancy management issues such as anti-social behaviour.
- The incoming tenant must accept the current condition of the property, subject to safety checks such as gas safety.

15. Name Change

We accept that an existing tenant may wish to change their name, for example if they have married or for religious reasons. Where we receive a request to change a name, we will endeavour to meet the request.

We will require supporting evidence such as a deed poll or marriage certificate to effect the name change, and we will undertake checks to confirm identity and prevent fraud.

We will not alter the original tenancy documentation, however, we will provide a letter confirming the recognition of the name change, and we will make amendments to our Housing Management System to ensure items such as letters are addressed appropriately.

16. Moving Home

Management Transfers

A management transfer occurs in situations where a tenant has an immediate need to move from their current property. Management transfers are carried out in accordance with the City's Allocation Policy. We will ensure that no tenant gains or loses tenancy rights if they need to move.

Decants

A 'decant' is the term used where a tenant is required to move from their current property. This may be due to redevelopment or major works. The City has a Decant Policy which sets out the steps that will be taken and support that will be provided.

Downsizing

Tenants may apply to move to a smaller home, and we provide a financial incentive to do so. Downsizing is carried out in accordance with the City's Allocation Policy. We will ensure that no tenant gains or loses tenancy rights if they need to move.

17. Right to Appeal

If current tenants, occupants or prospective tenants disagree with the decision made by the Estate Manager, they have the right to appeal the decision. The reasons for the appeal must be provided in writing to the Area Manager. The Area

Manager will make the decision, and the decision and reasons for the decision will be provided in writing to the relevant parties.

>> 18. Homelessness Prevention

We will comply with our duties under the Homelessness Reduction Act 2017 and provide advice to anyone facing homelessness or refer them to an appropriate agency who can provide them with help.

Within the City of London, we will refer people to the City's Homelessness Service. In other boroughs, we will refer people to that local authority's housing advice or homelessness service.

We may also refer people to a law centre or Citizens' Advice Bureau if appropriate. <<

19. Policy Exceptions

In exceptional circumstances, the City of London Corporation may consider variations to this policy. The variation will depend upon the individual situation, any extenuating circumstances and the evidence available. The decision and reasons for the decision will be provided in writing to the relevant parties.

20. Monitoring the policy

The Estate Managers are responsible for enacting the tenancy changes within this policy. The Area Housing Managers will monitor the tenancy changes that take place on the estates in each of the areas they are responsible for, to ensure this policy is being implemented consistently and fairly.

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Committee: Housing Management and Almshouses Sub-Committee	Date: 23/03/2020
Subject: Former Tenant Arrears – Proposal to Write Off Unrecoverable Debts	Public
Report of: Director of Community and Children’s Services	For Decision
Report author: Hassan Choudhury, Rents Officer	

Summary

This report seeks approval to write off the rent arrears incurred by a former tenant, as this debt is considered uneconomic to pursue.

A provision is included in the Housing Revenue Account for bad and doubtful debts. If Members agree to the proposed write off, the total debt will be charged against this provision.

Recommendation

Members are asked to:

- Agree to write off a debt totalling £8,817.55

Main Report

Background

1. Former tenant arrears become the responsibility of the Rents Section when a tenancy terminates with rent outstanding. The termination of the tenancy may be for reasons such as eviction, the tenant dying, abandonment of the property or when the tenant moves to accommodation not provided by the City of London Corporation.
2. Rent arrears accrued by current tenants are dealt with by the Income Recovery Officers (IRO) who follow a staged recovery procedure. When a tenancy is terminated, any arrears are passed to the Rents Section, which follows comprehensive procedures to attempt to recover the money owed.
3. A provision of £120,472.95 is included in the Housing Revenue Account budget for bad and doubtful debts. If Members agree to the proposed write off the debts will be charged against this provision.

Case Details

4. The former tenant's tenancy began on 29 October 2012 and they were in receipt of partial Housing Benefit up to and including 18th May 2015.
5. Their Housing Benefit claim was suspended on 25th May 2015 as a fraud investigation was being carried out.
6. The Income Recovery Officer carried out the arrears procedures in accordance with the City's policies.
7. Legal action commenced in respect of rent arrears and the tenant was also prosecuted for possession of false identity documents with improper intention (contrary to the Identity Documents Act 2010) and making false representations to obtain Council Housing and Housing Benefits, contrary to the Fraud Act 2006. The tenant was convicted of all offences and sentenced on the 15th July 2016 to 15 months' imprisonment. During the criminal trial it transpired that the tenant had no legal right to remain in the UK and the judge ordered that the tenant be deported on the completion of the prison sentence.
8. The possession hearing was originally listed for 17th February 2016 but was stayed pending the outcome of the criminal proceedings. It was re-listed for 4th November 2016 when a possession order was granted, and the eviction took place on 29th January 2017. The arrears are approximately twice what they should have been at the time of the eviction due to the delay in securing a possession order caused by the stay and other matters beyond our control.
9. The City of London Corporation repossessed the property and the tenancy legally ended on 29th January 2017. The final balance on the account was £8,817.55.
10. The former tenant is liable for repayment of the debt.

Current Position

11. The total debt is £8,817.55. Attempts have been made to trace the former tenant following their release from prison, without success. It is believed that the tenant may have been deported pursuant to the order made by the Crown Court during their sentencing for the fraud offences.
12. The usual checks via tracing agencies and the National Anti-Fraud Network (NAFN) without success.
13. Due to the circumstances any attempts by the Rents Team to recover this debt would involve more expenditure with no guarantee of tracing the debtor and subsequent recovery of the debt. It is considered highly unlikely that this debt could be recovered.

Proposals

14. It is proposed that:

- The total debt of £8,817.55 is written off

Conclusion

15. This report has presented one former tenant arrears case which we believe is uneconomic to pursue. In view of the actions taken to recover the debt and the absence of the debtor, it is recommended that the arrears are written off.

Appendices

- None

Hassan Choudhury

Rents Officer

Department of Community & Children's Services

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Conclusion

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Appendices

- None

Hassan Choudhury

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Committee Housing Management & Almshouses Sub-Committee	Dated: 23/03/2020
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 three vacancies at the Almshouses and there are 6 applicants on the waiting list. One flat is ready to be occupied, however the applicants on the waiting list require ground floor properties and this flat is on the first floor. There are further applicants at varying stages of approval who may be suitable, officers are keen to ensure this property is let as soon as possible. As the refurbishment works have just commenced the remaining properties will undergo all the internal work required (new kitchen, bathroom etc) prior to new occupancy. Officers are aware that there will be three vacancies in the next few months and will ensure the internal upgrade works are completed prior to letting, to avoid further disruption to new occupants.

3. Social activities

Residents will be canvassed regarding summer activities this month, the Almshouses Manager is also planning a VE day event if there is enough interest.

4. Refurbishment Programme - Update

The contractors TSG have completed their site setup and welfare facilities. Work has commenced in the first properties, residents are being supported to pack up belongings as required, while the work is underway. The external fabric repairs are due to start shortly, weather permitting. The window replacements will be undertaken towards the end of the project as it would be too disruptive and cold to commence these until later in the project. A staff member has been appointed as Clerk of Works and is available on site 2 – 3 days per week as required. The project manager will also attend the estate on a weekly basis to monitor progress.

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Committee(s): Port Health and Environmental Services	Date(s): 15/01/2019
Subject: Project to increase recycling on Middlesex Street estate	Public
Report of: Carolyn Dwyer, Director of Built Environment	For Information
Report author: Jim Graham, Assistant Director Cleansing	

Summary

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

Recommendation(s)

Members are asked to:

Note the report.

Main Report

Background

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

Current Position

3. Previous communication campaigns to encourage residents to recycle on the estate have included door-stepping campaigns whereby Recycling Advisors visit

all properties to inform them about the recycling service. Residents also receive recycling literature annually via Christmas recycling campaigns and council tax statements. This is in addition to various other literature and campaigns throughout the year, including articles in the City Resident magazine, social media and the City Corporation's website.

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

Proposals

6. To encourage residents to increase their use of the recycling services, Officers intend to run a trial on the estate to incentivise residents to recycle more. A trial to incentivise residents to recycle in the Square Mile has not been run in the City previously. The incentive would be that if participation in the recycling and food waste services increase on the estate by at least 5%, the City Corporation would make a one-off donation of up to £1,000 towards an estate based community initiative.
7. Officers have discussed the potential project with ward Councilman and estate management who have identified that a donation towards the estate's Gardening Club to be ring-fenced for the benefit of young people and children would be welcomed.
8. As part of this trial project, all residents will receive recycling bags, food waste liners and caddies to ensure they are able to participate in the services from the outset of the trial. Officers will monitor performance throughout the trial and will engage with the properties which are deemed to not be participating in the services to ascertain why they are not recycling and overcome any barriers.
9. Upon completion of the trial, findings will be reported back. If the project proves to be successful in increasing recycling, we would explore the option to replicate the project elsewhere in the City.

Corporate & Strategic Implications

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

Implications

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

Conclusion

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

Appendices

None

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