



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

Date: MONDAY, 30 NOVEMBER 2020
Time: 1.45 pm
Venue: VIRTUAL MEETING – ACCESSIBLE REMOTELY

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

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Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:
<https://youtu.be/ZvL3quhG6RA> <https://youtu.be/ZvL3quhG6RA>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Reports

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To approve the public minutes and non-public summary of the meeting on 30 September 2020.
For Decision
(Pages 1 - 8)
4. **OUTSTANDING ACTIONS**
Members are asked to note the Sub Committee's Outstanding Actions List.
For Information
(Pages 9 – 10)
5. **FIRE SAFETY UPDATE – HRA PROPERTIES**
Report of the Director of Community & 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 UPDATE AND RISK REGISTER**
Report of the Director of Community & Children's Services.
For Information
(Pages 43 – 64)
8. **HOUSING MANAGEMENT POLICY REVIEW UPDATE**
Report of the Director of Community and Children's Services.
For Information
(Pages 65 – 68)
9. **DOWNSIZING (SHIFT ALLOWANCE) POLICY REVIEW**
Report of the Director of Community and Children's Services.
For Decision
(Pages 69 – 80)

10. **DECANTS POLICY REVIEW**
Report of the Director of Community and Children's Services.
For Decision
(Pages 81 - 92)
11. **HOUSING DELIVERY PROGRAMME - HOUSING DESIGN GUIDE**
Report of the Director of Community and Children's Services.
For Decision
(Pages 93 - 106)
12. **COMBINED PRE-GATEWAY 5 PROJECT CLOSURES**
Report of the Town Clerk.
For Decision
(Pages 107 - 114)
13. **DRON HOUSE WINDOW REPLACEMENT AND COMMON PARTS REDECORATIONS**
Report of the Director of Community & Children's Services.
For Decision
(Pages 115 - 130)
14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
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 non-public minutes of the meeting held on 30 September 2020.
For Decision
(Pages 131 - 132)
18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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**HOUSING MANAGEMENT AND ALMSHOUSES SUB (COMMUNITY AND
CHILDREN'S SERVICES) COMMITTEE**
Wednesday, 30 September 2020

Minutes of the meeting of the Housing Management and Almshouses Sub (Community and Children's Services) Committee held at VIRTUAL MEETING – ACCESSIBLE
REMOTELY on Wednesday, 30 September 2020 at 1.45 pm

Present

Members:

Randall Anderson
Mary Durcan
John Fletcher
Marianne Fredericks
Alderman David Graves
Susan Pearson
William Pimlott
The Revd Stephen Haines
Ruby Sayed

Officers:

Rofikul Islam	- Town Clerk
Alistair MacLellan	- Town Clerk
James Gibson	- Chamberlains
Chris Keesing	- Chamberlains
Aqib Hussain	- Chamberlains
Liam Gillespie	- Community and Children's Services
Paul Murtagh	- Community and Children's Services

1. APOLOGIES

Apologies were received from Jason Pritchard.

The Revd Stephen Haines (Senior Commoner) moved that Alderman David Graves to the Chair.

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

There were no declarations.

3. ELECTION OF CHAIRMAN

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29. John Fletcher, being the only Member expressing willingness to serve, was duly elected Chairman for the ensuing year.

4. ELECTION OF DEPUTY CHAIRMAN

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. Mary Durcan, being the only Member expressing willingness to serve, was duly elected Deputy Chairman for the ensuing year.

5. **TERMS OF REFERENCE**

The Committee received its Terms of Reference.

6. **MINUTES**

RESOLVED – That the public minutes and non-public summary of the meeting held on Monday, 20 July 2020 be approved as a correct record.

7. **OUTSTANDING ACTIONS**

Tenancy Visits

The Sub-Committee was informed the reference to meeting in the tracker was from the meeting 23 March 2020.

Housing Risk Register

The Sub-Committee was informed that this would be removed from the action tracker.

New Portsoken Community Centre – Governance options

The Sub-Committee was advised that this was an item to the Grand Committee but was deferred. A report on this will be presented to the Sub-Committee at a later date.

Housing Revenue

The Sub-Committee was informed that this would be removed from the action tracker.

Fire safety

The Sub-Committee was updated that that as part of the overall fire safety report to the Sub-Committee, the fire safety update will also be included in that report.

Visit the north and south estates

The Sub-Committee was informed that due to COVID-19, no visits are viable; this will be left until the new Committee is appointed in May 2021.

Great Arthur House – Recladding Works

The Sub-Committee was informed that all the necessary submissions relating to the appeal had now been made. The appeal will not be heard until January 2021 at the earliest and as such, this will be left on the action tracker.

Housing Policies Renewal Timetable

The Sub-Committee was advised that the critical policies will be reviewed first and as such, some of the policies will be presented to the Sub-Committee in 2021. A revised timetable will be presented to the Sub-Committee.

Draft Parades Policy

The Sub-Committee was informed that the work to develop a Draft Parades Policy could not be undertaken due to COVID-19, and Members agreed to park the policy for the interim.

In response to a question from a Member, it was confirmed that there is no current Parades Policy.

Tenancy Renewal Policy

The Sub-Committee was advised that this was agreed in March 2020 and, all the approvals which were required are now in place.

Middlesex Street Garage

The Sub-Committee was advised by the Assistant Director that the leak to the podium has now been dealt with.

Presentation relating to the Repairs and Maintenance Service

Officers agreed to facilitate a virtual presentation at the meeting of 30 November 2020, which would be followed by a more detailed presentation at a later date when Committee meetings return to normal.

8. MAJOR WORKS PROGRESS REPORT

The Sub-Committee received a report of the Director of Community & Children's Services on the Housing Major Works Programme – Progress Report.

The Sub-Committee was informed that COVID-19 continues to have a significant impact on the Housing Major Works Programme. Nevertheless, the City of London continues to make good progress with several projects. The Department has decided to temporally defer the heating project at Middlesex Street to allow the completion of other projects to minimize disruptions to residents.

The Chairman asked as to when the Major Works Programme would come to an end, as Members have asked for a timeline for the work period so that this can be tracked. A Member commented that there is funding in place for the current Major Works Programme but, not for future works identified as part of the Savills Stock Condition Survey. With the current loss of income from commercial tenants, there is significant pressure on the HRA and, future funding streams cannot be confirmed at this stage.

The Assistant Director agreed to bring a report to the Sub-Committee on the future Major Works Programme every other meeting cycle to ensure it remains on the radar.

A Member expressed concern that the report indicates that the Window Replacement Programme is showing an end date of 2026, which is significantly beyond the remainder of the current five-year programme. It was explained that the majority of the window programme is expected to be completed by 2022/23. The Member also asked as to where the reroofing programme will sit.

The Assistant Director agreed to bring to the Sub-Committee an update report that sets out the incremental changes from the initial programme to the current one. Members were reminded that the existing Major Works Improvement Programme has increased significantly to incorporate over £25million of extra works including fire safety improvement works and, re-roofing projects.

RESOLVED – That the Sub-Committee noted the report.

9. ESTATE INSPECTIONS PERFORMANCE - NOVEMBER 2019 TO MARCH 2020

The Sub-Committee received a report of the Director of Community & Children's Services on the Estate Inspections Performance – November 2019 to March 2020.

The Head of Housing Management stated that the Members had requested six months data, but the report sets out data from the last five months was due to COVID-19.

The Chairman noted that there is a new and robust reporting system in place, which will allow the City of London to keep track of the works that are being carried out within the Estates. The new system will enable Members to appraise the services across the Estates.

A Member asked how the new system relates to the Service Level Agreements and who is responsible for the inspections. The Head of Housing Management responded that not all estates have Service Level Agreements in place, but Officers are working towards addressing the issue. The inspections are carried out by the Estate Officers and the Estate Service Manager. All the Officers are trained to carry out the inspections, which are moderated.

A Member commented that the narrative on page 40, which states that 75% is the minimum threshold, this will trigger an improvement plan, but he observed that the rating on Middlesex Estate is 60%, an improvement plan would be instigated. The Head of Housing Management responded and reassured the Sub-Committee that an improvement plan for Middlesex Estate had been initiated, which was due to the low results caused by a poor inspection result in a car park, but other areas within the Estate had rated well. Officers are waiting for the latest result from September 2020 to check the most up-to-date data on the matter.

A Member questioned if the Service Level Agreements can be rolled out across all the Estates within the City of London. The Head of Housing Management responded that the Service Level Agreements are still being reviewed. As in more work is required in some areas than other areas. This will be reported to the Sub-Committee bi-annually.

This was followed by a Member who inquired if there can be residents' involvement within the inspection process, which will provide an independent view to the City of London. The Sub-Committee was informed that there is a web page where the results of the inspections are provided, as well as in on notice boards with the averages of all the figures. The Department will explore the options of having a resident scrutiny panel for the future.

A Member commented that the City of London does not have Service Level Agreements for all the Estates; some of the services are covered by the contractors. The Member asked if the Department could look at the specifications, such as the windows cleaning contracts. Members were informed that the windows cleaning contracts are currently under review and will soon be going out to tender.

The Chairman, with the permission of the Sub-Committee, noted that he had a message from the Alderman and Members of the Portsoken Ward, that they wished to place on record that they are deeply concerned that their Estate should be the listed as the worse on the list. They would like additional time to be allocated on their meeting with Officers on the 14 October 2020 to

discuss the performance in detail.

RESOLVED – That the Sub-Committee noted the report.

10. SERVICE IMPROVEMENTS FOLLOWING THE TENANCY VISITS PROJECT

The Sub-Committee received a report of the Director of Community & Children's Services on the Service Improvements Following the Tenancy Visits Project

The Head of Housing Management informed the Sub-Committee that the project had come to an end last year with visits to 95% tenancy households within the City of London being visited; this was later complete with further audits and visits. The project was well executed by the Project Manager and the wider team; the Department is now awaiting a new reporting system, which will permit the pathways for further improvements in the way the City of London delivers its services across the Estates.

This was followed by a Member who queried about the Personal Emergency Evacuation Plan (PEEP) for disabled residents, as this is a statutory duty upon the City of London. The Head of Housing Management informed the Sub-Committee that the Department does not currently have a PEEP for every resident who needs one but will update Members on this later on. He assured the Sub-Committee that the vulnerable resident's list is renewed every three months.

The Assistant Director commented that residents are asked to advise their Estate Offices of any disability or vulnerability so that we can act appropriately in case of emergency.

The Chairman asked that the PEEP is added to the outstanding action with the intention of a report being brought to the Sub-Committee at a future meeting.

As the City of London has gathered a large number of email addresses of residents across the Estates and if the plan is to rely on email communication, the City of London needs to be sure that a large number of residents can access to the internet, as we know there are at least 50 families on the Golden Lane Estate who do not have internet access.

The Head of Housing Management responded that at present, the Department has two-thirds of the tenants on the mailing list, which went up significantly as a result of the exercise being carried out, but the Department does not have data for all the Estates. With the review of communication strategy, the Department aims to ensure that the residents who can access emails are included within the mailing list.

RESOLVED – That the Sub-Committee noted the report.

11. COMPENSATION POLICY REVIEW

The Sub-Committee considered a report of the Director of Community & Children's Services on the Compensation Policy Review.

The Sub-Committee was informed that this is an existing policy which had been reviewed with no material changes and requires approval from the Members. A report

on this will be presented to the Sub-Committee at its next meeting. Furthermore, Members agreed to review the policy every three years.

RESOLVED – That the Sub-Committee approved the Mutual Exchange Policy for use by the Housing Service.

12. **MUTUAL EXCHANGE POLICY REVIEW**

The Sub-Committee considered a report of the Director of Community & Children's Services on Mutual Exchange Policy Review.

RESOLVED – That the Sub-Committee approved the Mutual Exchange Policy for use by the Housing Service

13. **SOCIAL HOUSING TENANCY FRAUD - 2019/20 ANNUAL REPORT**

The Sub-Committee received a report of the Director of Community & Children's Services on the Social Housing Tenancy Fraud – 2019/20 Annual Report.

The Sub-Committee was informed by the Head of Audit & Risk Management that the Department had managed 16 successful outcomes of tenancy fraud cases. When found that tenants were using their properties unlawfully, the Department works with the tenants to hand over their properties back to the City of London without having to go through the court process, saving the City of London further money on the court cases, however where required a court action is initiated.

A Member asked that as there are no evictions notices at present, whether this was open to abuse. The Department had managed to bring back six priorities from residents who were no longer eligible for social housing.

RESOLVED – That the Sub-Committee noted the report.

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

A Member asked about the drainage issues on the Golden Lane Estate. Officers assured the Sub-Committee that the City of London has recently developed a drainage plan for the Golden Lane Estate and across the City of London. Officers agreed to report back to the Committee with the details of the drainage plans.

This was followed by another Member who asked, in terms of the reroofing, if the Sub-Committee could explore energy-saving methods across the Estates. The Member had a supplementary question on having hand sanitizing points installed across the Estates.

The Assistant Director, Barbican Estate & Property Services, responded to the Member that the City of London is exploring at every opportunity through the Major Works Programme. We can make improvements. An example of solar panels being installed in Middlesex Street was noted. The City of London is working with Community Groups to install solar panels at lower levels, which will provide a reduced electricity price across its estates. The Department intends to look at all its buildings and come up with efficiency savings where possible.

The Assistant Director, Barbican Estate & Property Services, agreed to come back to the Sub-Committee on the question with a response to the hand sanitizers.

This was followed by a comment from another Member who observed that the green roofing provides insulation to the building. This is in line with the Climate Change Strategy and may become statutory duty subject to it being approved at the next Court of Common Council.

The Chair of the Grand Committee (CCSC) had requested a report on the funding of the Climate Action Strategy. The Assistant Director, Barbican Estate & Property Services agreed that a report would be presented to the Grand Committee as well as the Sub-Committee.

Roof Plant Installation on Crescent House, Golden Lane Estate

In response to a question about the installation of roof ventilation on Crescent House, which was in breach of planning law. The Assistant Director acknowledged the situation and advised that steps were being taken to rectify it. The Department is waiting on the outcome of the planning application, and the team will work on a permanent solution.

Sydenham Hill Planning Application

The Deputy Chairman informed the Sub-Committee that the City of London has now received an approval on the Sydenham Hill development which will allow social housing and asked that the energy savings are taken into the design stages of the new builds.

A Member asked what the preconditions to the approval were. Officers agreed to update the Member at a later stage, upon the scrutiny of the approval papers.

A Member noted that one of the preconditions for the approval was around the landscaping, which may add to the cost.

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

16. EXCLUSION OF THE PUBLIC

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item

17

Paragraph

3

17. NON-PUBLIC MINUTES

RESOLVED – That the non-public minutes of the meeting held on Monday, 20 July 2020 be approved as a correct record.

18. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

There were no non-public questions.

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

There was no other business.

The meeting ended at 3.30pm.

Chairman

Contact Officer: Rofikul Islam
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**Housing Management and Almshouses Sub Committee (HMASC)
Action Tracker**

Date Added	Subject	Action Agreed	Responsible Officer	Target Meeting Date - HMASC	Update
22/07/19	Tenancy Visits	Members requested a themed report, setting out how the data was being used and where improvements had been made.	Liam Gillespie/ Dean Robinson	March 2020	
16/09/19	New Portsoken Community Centre	A report to HMASC setting out recommendations for governance.	Carol Boswarthack / Simon Cribbens	March/May 2020	
20/11/19	Fire Safety	Update on progress with sprinklers and other fire safety measures.	Paul Murtagh	November 2020	Included in agenda for 30 November meeting.
20/11/19	Member Estate Visits	Members to visit North and South Estates preferably before or after HMASC meeting.	Liam Gillespie / Town Clerk	As soon as possible after May 2021	Following election of new HMASC Members.
20/11/19	Great Arthur House – Cladding Works	Members to receive report on next stages in legal process including, legal costs to date and potential future costs.	City Surveyor / Comptroller / Paul Murtagh	As soon as possible after Court of Appeal hearing	Court of Appeal Hearing expected in January 2021 but, likely delayed due to Covid-19.
20/11/19	Housing Policies – Renewal Timetable	Report listing out all Housing Policies and, their respective renewal dates.	Liam Gillespie	November 2020	
20/11/19	Pets Policy - HRA	In light of the findings of research into social isolation, Pets Policy to be reviewed and submitted to HMASC for approval.	Liam Gillespie	March 2021	
20/11/19	Parades Policy - HRA	A draft Parades Policy be developed and presented to HMASC for approval.	Liam Gillespie	November 2020	Deferred indefinitely by HMASC (to be removed).
30/09/20	Personal Emergency Evacuation Plan (PEEP)	Members to receive a report on PEEPS for our residents.	Paul Murtagh / Liam Gillespie	May 2021	

**Housing Management and Almshouses Sub Committee (HMASC)
Action Tracker**

30/09/20	Climate Action Strategy - Funding	Members to receive a report on the implications of the Corporation's Climate Action Strategy including available funding and projects.	City Surveyor / Paul Murtagh	May 2021	Corporation has published its Climate Action Strategy. Officers working with City Surveyor on implications for Housing.
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Committees:	Dates:
Housing Management & Almshouses Sub-Committee	30/11/2020
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 March 2020.

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. Members of the Community & Children's Services Committee have previously 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. Extensive discussions have been held with colleagues in the CoLC's Planning and Building Control Teams in relation to Great Arthur House, which is undoubtedly the most complex of the five high-rise tower blocks particularly, given its listed status. It had been hoped that Great Arthur House would be the first block to benefit from the fitting of an automatic water suppression system but, it is now likely that work will commence on the other blocks first as, these are much less complex.
6. Members will recall that a Gateway 1-4 report for this project has been approved by this Committee and Projects Sub Committee, which provided for:
 - 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.
7. A further Gateway Issues Report has also been agreed by this Committee and Projects Sub Committee for additional funding to finalise the appointment of Butler & Young Associates as Design Consultant to complete the specification and tender documentation. Approval was also received for an increase in the overall project cost to £3,987,000.
8. The proposed design information is now complete and has been incorporated into the specification documents. Tenders for the works will be invited towards the end of November, with a return date of mid-January 2021, to give tenderers adequate time to price accurately and, to take into account potential delays in surveying due to the impact of the COVID-19 national lockdown.
9. On completion of a, hopefully, successful procurement exercise, a Gateway 5 Report will be submitted to the relevant Committees for approval to appoint the successful contractor.

10. At this stage, the projected start date for the works is the beginning of April 2021 at Petticoat Tower on the Middlesex Street Estate. Completion of all five high-rise tower blocks should be achieved by October 2021.

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. 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). A combined Gateway 1-4 Report has been approved by the Community & Children's Services Committee and Projects Sub Committee included the following:
- A budget of £150,000 for internal staff costs and professional fees to reach the next Gateway.
 - The estimated cost of the project (excluding risk) of £9,100,000.
 - Contracts for the works to be procured on an estate-by-estate basis, with each contract authorised by a separate Gateway 5 Report on the regular approval track.
13. Members will recall from the last report to the Sub-Committee, that we have been working closely with GERDA Security Products Limited, a specialist door manufacturer, to develop a prototype replacement doorset that has been rigorously tested to provide 60 minutes fire resistance and has passed appropriate door smoke tightness tests. The prototype door set has been fitted in one of our homes in Petticoat Tower, Middlesex Street and it has been very well received.
14. As a result of the success we have had working with GERDA and, the submission of a detailed Business Case, it has been agreed with colleagues in City Procurement that the Fire Door Replacement Programme will be procured through the Hyde Framework, a suitably specialist framework that will allow us to proceed swiftly using GERDA as our preferred sole supplier.
15. The specification for the first phase of the Fire Door Replacement Programme (York Way and Holloway Estates) is now complete and, will be sent to GERDA to tender week commencing 16 November 2020. Although GERDA has been approved as our sole provider, we still need to complete a formal procurement exercise on an estate-by-estate basis to ensure transparency in the process and to allow for a robust analysis of the tender submissions. The second phase of the programme (Avondale Estate) will follow in January next year. It is expected that work on Phase 1 will begin in February next year.

16. Members will be aware, that GERDA is already undertaking the replacement of front entrance fire doorsets to 80 properties at Petticoat Tower on the Middlesex Street Estate. Following the completion of all internal surveys, arrangements were being made to temporarily decant 40 of the residents to allow for associated asbestos removal works. Unfortunately, as a result of the second lockdown, this work has, unavoidably, been put on hold and, it has been agreed that the work will recommence in January next year, subject of course, to our ability to comply with government guidelines in respect of COVID-19.

Fire Risk Assessments (FRA's)

17. As Members are 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. Whilst, understandably, our focus has been on continuing the progress we are making on the improvements identified in the Action Plan appended to this report, we will be looking to procure and commission new Type 3 FRA's for each of our residential blocks of flats on our social housing estates early next year.
23. 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. It had been expected that these would be completed by the end of December this year however, as a result of the COVID-19 situation, these surveys will now not be completed until the end of June 2021.

Great Arthur House

24. 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.
25. 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.
26. 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.
27. Following a fully compliant procurement process, Studio Partington was appointed to carry out the design and fire engineering requirements of the project. Despite the restrictions and lockdown, good progress has been made on the options appraisal, fire strategy options and design considerations. In addition, we have recently carried out further investigative works to the communal areas and a small number of flats to appraise the full extent of the works.
28. We are currently at the end of Stage 2 in a three stage design and build process and, the next stage in the process is for the Architects and Fire Engineer to work together to develop detailed designs to enable us to make an application for

Planning and Listed Buildings Consent. We expect to be able to make these applications in March next year.

Fire Signage Project

29. One of the key recommendations from the FRA's completed by Frankhams was the need for us to update the fire safety signage in all our blocks of flats across all our social housing estates. Following a successful procurement exercise, this work was awarded to Britannia Fire & Security Limited. At the time of writing this report, the works to all our blocks of flats, except for the Holloway Estate, is now complete.

London Fire Brigade (LFB)

30. At the time of the last update report in March 2020, 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.

31. Despite the COVID-19 situation and, the two lockdowns, the LFB has continued to carry out these ad-hoc inspections and, one of these has been Corporation owned premises at Crescent House. At the time of writing, we had not received the report from Crescent House.

Appendices

Appendix 1: Fire Safety Action Plan

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Estates	Observation/Issues	Consideration and recommendation	Block	Risk Priority & Action completed by Date	Responsible Team	Time scale	Cost	Comments
Golden Lane Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project Planning	Housing Property Services	31-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Oct-21	£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-22	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-22	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-Mar-21	£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. <ul style="list-style-type: none">· 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-Mar-21	£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-Mar-21	£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 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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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. <ul style="list-style-type: none">· 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-Mar-21	£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-Mar-21	£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 theses 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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£75,000	Initial survey completed - included in upgrade project.
	What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. •Where provided doors are nonfire rated doors to the internal escaperoute (Avondale House, Brettinghurst House, Centre Point, Colechurch House, Eric Wilkins House, Tovy House, Tevatree House & Proctor House,East Point,Longland House & George Elliston House). •As part of the original design; an emergency escape route is provided directly from the bedroom into the hall, via a collapsible panel at the back of the fitted wardrobe (Centre Point, West Point & East Point,). • Compartmentation between the kitchen and the hall does not provide adequate fire resistance (Centre Point, West Point & East Point). •The compartmentation wall against which the internal stair to 1st floor level is fixed appears to be of partial timber construction. (Proctor House) •Glazing to the internal escape route appears to be non- fire rated (Brettinghurst House & Longland House). •The kitchen is situated adjacent to the final exit (Avondale House, Tovy House, Longland House & George Elliston House). •It appears that the original configuration of bedrooms provided a lounge by-pass from one bedroom to another; this is no longer available (Longland House). •The bedroom is an inner room via the lounge, provided with a sliding door. (Proctor House) • Evidence of a communal open chimney was noted (Avondale House) • No means of detection and warning is provided (Avondale House). •Single domestic smoke detector provided in the kitchen (Longland House) • The lounge door has been removed (Avondale House). • The kitchen door has been removed (Eric Wilkins House & Avondale House).	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2.	All blocks except Twelve Acres	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.

	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. The door to the kitchen has been removed. <ul style="list-style-type: none">• The door to the kitchen is a lightweight bi-fold door.• Glazing to the internal escape route is not of fire resisting standard.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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.
William Blake Estate	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-Mar-21	£75,000	Initial survey completed - included in upgrade project.
	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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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	Completed	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-Mar-21	£75,000	Initial survey completed - included in upgrade project.

	<p>Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.</p> <ul style="list-style-type: none">• Non-fire rated plastic ducting has been installed to provide a kitchen extraction system	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Blake House	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	<p>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.</p> <ul style="list-style-type: none">•Non-fire rated ventilation grill noted in hall wall (Blake House).	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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	Completed	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-Mar-21	£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.

	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. What appears to be a non-fire rated vent is provided in the lounge wall. (Packman House) <ul style="list-style-type: none">· Lobby ceiling· Bathroom duct and ventilation (Sumner Building)· Between flats, kitchen and corridors halls	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium Project Planning	Housing Property Services	31-Mar-21	£75,000	Initial survey completed - included in upgrade project.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. It was noted that the kitchen ceiling is decorated with polystyrene tiles (Markstone House flat 5) <ul style="list-style-type: none">• The kitchen is situated adjacent to the final exit.•Lounge door has been removed Sumner Building).• Kitchen door has been removed(Sumner Building).•Bedroom is accessed via lounge (Sumner Buildings).•A bedroom is at the rear of the flat via the lounge(Stopher House)• Lounge door has been removed (Stopher House)• The kitchen is situated adjacent to the final exit (Stopher House).	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2.	All blocks	Priority-B 4 days High	Housing Property Services	Completed	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-Mar-21	£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-Mar-21	£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-Mar-21	£200,000	Signage project commenced March 2020.
	The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information. 1) Estate block plan maps of entire Southwark Estate. 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	All blocks	Priority-D 3 Months Medium	Housing Property Services	Completed	N/A	Part of block inspection procedures.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	The emergency action notices displayed within escape routes do not accurately reflect the ‘stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	31-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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-Mar-21	£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. <ul style="list-style-type: none">• Lounge door has been removed.• Kitchen door has been removed.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	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-Mar-21	£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 theses doors to achieve compliance with current standards.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Property Services	31-Mar-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-Mar-21	£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-Mar-21	£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	Completed	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	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within some flats does not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • It was noted that in some instances doors have been replaced with lightweight concertina type dividers, to escape routes.	As a compensatory feature for any lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading fire alarm system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management/Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	31-Dec-20	£75,000	Initial survey completed - included in upgrade project.

Brixton Estate Almshouses	Internal configuration arrangements within some flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • A door between the lounge and kitchen is not provided.	As a compensatory feature for any lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading fire alarm system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Almshouses	Priority-C 28 days Medium	Housing Estate Management/Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020
	The flat entrance door is consistent with those throughout the block. It does not comply with current standards. • They appear to be of substantial construction, are not universally provided with a self-closing device, no strips, or seals, or substantial rebates. • In some instances the transoms do not appear to be adequately fire rated.	Due to the presence of means of escape routes in only a single direction upon exiting the majority of 1st floor flats; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards.	Almshouses	Priority-C 28 days Medium	Housing Property Services	31-Mar-22		Part of £9million door upgrade programme.
	Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Almshouses	Priority-C 28 days Medium	Housing Property Services	31-Mar-21	£75,000	Initial survey completed - included in upgrade project.
	What appears to be a BS 5839 pt 6 category LD3 grade D fire alarm system is provided. This system is subject to 24hr monitoring. • Information provided by the site warden suggests that single direction of travel escape routes are protected via an unknown category of fire alarm system, via detection within individual flats actuating a general alarm. • It was not possible to definitively determine that the fire alarm system supports the evacuation strategy.	In order to adequately protect single means of escape routes; consideration should be given to the provision of; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. The fire alarm system should be surveyed by a competent person; any deficiencies should be addressed and commissioning certification should be issued.	Almshouses	Priority-B 4 days High	Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020

Committee	Dated:
Housing Management & Almshouses Sub Committee	30 November 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 sixteenth update report highlights specific areas of 'slippage' or 'acceleration' since the last meeting of the Sub-Committee on 30 September 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 £75million 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. This progress report has been submitted to the HPB for consideration at its meeting in November.

10. Members will note from the progress report at Appendix 1 that there are currently two projects that have 'slipped' since the last meeting of this Sub-Committee. Given that we continue to operate in difficult and challenging times as a result of the outbreak of COVID-19, Members will understand the impact this has had on the programme. Members are asked to specifically note the following updates:

Extension of projects in delivery

H26 – Water Tank Replacement/Repairs (Multiple Estates)

The works to all sites, with the exception of Hatfield House, have now been completed. The water supply at Hatfield House is to be switched from tank fed to mains supply as, it is simply not practical to remove the existing water tanks. This is a positive change from a resident perspective as, it removes the risk of legionella that is otherwise present with tank-based systems. This work is scheduled to commence early in November and should be completed within four weeks (subject to further COVID-19 restrictions).

H42 – Petticoat Tower Front Door Replacement

Members have been previously advised that Gerda Security Holdings has been appointed to carry out the replacement of the front entrance doors in Petticoat Tower. However, this project has again been put 'on hold' as a result of restrictions due to COVID-19. Asbestos removal works are required to facilitate the front door replacements and, this will require residents to vacate their homes whilst this work is carried out. Clearly, with the new lockdown restrictions, this is no longer appropriate.

Progress of note on key projects

H23 – Middlesex Street Estate – Lift Refurbishment

All works are now substantially complete, with only relatively minor 'snagging' works outstanding. This project has been completed within budget and, a full Gateway 6 - Outcomes Report will be prepared and submitted in due course.

H24 – Petticoat Tower - Balcony Doors and Windows

Work on this project had been progressing well since the last meeting of this Sub-Committee, with resident satisfaction levels at 100% to date. Unfortunately, with the announcement of a second lockdown, further completions are now subject to delay.

H39/40 – Window Replacements and External Redecorations (Multiple Estates)

A Gateway 5 report for approval to award the contract for Window Replacements and External Redecorations at Dron House is now working its way through the Committee approval process. Tenders have been received for the Window Replacements and External Redecorations at the Southwark, William Blake,

Windsor, Holloway and Sydenham Hill Estates and, the tender evaluation process is underway.

H44 – Refurbishment Works - City of London & Gresham Almshouses

Members will recall from its previous meeting that these works re-started towards the end of September, having previously been put on hold due to the current health crisis and the number of vulnerable residents in our homes. External works to the Almshouses are continuing wherever possible however, internal works are now subject to significant delays.

H47 – Landlord's Electrical Testing Phase IV (Multiple Estates)

The work in this project is well underway and, subject to no further extension of the current lockdown provisions, is expected to be completed at the end of January 2021. In anticipation of the recently announced second lockdown, the contractor was instructed to send a team ahead of schedule to ensure that any dangerous defects or faults were identified and rectified. This has ensured, as far as possible, that our homes and common areas remain safe for our residents.

H54 – Fire Door Replacement Programme (Multiple Estates)

Procurement of the works for Phase 1 of this programme (York Way and Holloway Estates) is set to begin very shortly via the Hyde Framework although, following the re-imposition of COVID-19 restrictions, contractor surveys may be subject to delay.

H55 – Installation of Sprinklers (HRA Tower Blocks)

Following the recent appointment of the Design Team, the procurement process is due to commence in late November, with works due to commence in March 2021. The sequence of the works is yet to be finalised and, progress with this project is also likely to be affected by the re-imposition of COVID-19 restrictions.

11. As Members will appreciate, there will always be problems with contracts and projects such as those contained within the Housing Major Works Programme. In addition, we are currently operating in what are, for most of us, unprecedented times. The COVID-19 situation continues to have a significant impact on service delivery and, the Major Works Programme is particularly adversely affected. That said, we continue to meet with our contractors and consultants on a regular basis to see what can be done to get these projects back up and running.
12. Members will also recognise that progress with any of the projects included in the Housing Major Works Programme can change at short notice. It is often the case that notable changes in projects will have occurred from the time that reports are written to the time that they are presented to this Sub-Committee. Where appropriate, Officers will provide further updates to Members when presenting this report.

Appendices

Appendix 1: Housing Major Works Programme Progress Report (June 2020)

Paul Murtagh

Assistant Director, Barbican & Property Services

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GOLDEN LANE ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST NOVEMBER 2020

[illegible]

MIDDLESEX STREET ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST NOVEMBER 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 NOVEMBER 2020

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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INVESTMENT PROGRAMME	H6	Decent Homes Avondale - Phase II	£461,305	£392,780	works complete																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						</

SOUTHWARK/WILLIAM BLAKE ESTATES INVESTMENT PROGRAMME - DELIVERY FORECAST NOVEMBER 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	H2	CCTV (William Blake)	£23,301	£16,900	works complete																																							
	H5	Decent Homes - Phase II (Southwark as part of multiple estate programme)	£1,270,000	£762,240	works complete																																							
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£67,900	£25,000	works complete																																							
	H10	Door Entry (William Blake in conjunction with Dron House)	£268,500	£212,000	works complete																																							
	H56	Re-Roofing at Blake House (William Blake Estate)	£396,000	£393,000	works complete																																							
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£555,266	£467,000	access to final properties sought																																							
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£170,000	on site																																							
	H39	Window Replacements & External Redecorations (Pakeman, Stopher & Sumner)	£3,330,000	£37,000	procurement																																							
	H39	Window Replacements & External Redecorations (William Blake)	£1,100,000	£52,000	procurement																																							
	H54	Fire Door Replacement Programme (multiple estate programme)	£1,454,000	£4,800	procurement																																							
H50	Southwark Estate Concrete Testing & Repair	£1,500,000	£57,000	specification																																								

HOLLOWAY ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST NOVEMBER 2020

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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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	A	M	J	J	A	S	O	N	D	J	F	M																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
INVESTMENT PROGRAMME	H36	Electrical Rewire (Tenanted Flats)	£225,000	£205,000	works complete																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		</

- 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 NOVEMBER 2020






[illegible]

SYDENHAM HILL ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST NOVEMBER 2020

WORKS TYPE	REF		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)	£173,315	£46,472	works complete		<div><div>ELEC TESTING</div></div>																															
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£555,266	£467,000	access to final properties sought		<div><div></div></div>																															
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£170,000	on site		<div><div></div></div>																															
	H39	Window Replacements & Extenal Redecoration (Sydenham Hill)	£466,500	£23,000	procurement		<div><div>DETAILED DESIGN & PLANNING</div></div>																															
	H54	Fire Door Replacement Programme (multiple estate programme)	£192,500	£4,800	procurement		<div><div></div></div>																															

SMALL ESTATES (DRON, WINDSOR, ISLEDEN, COLA, GRESHAM) INVESTMENT PROGRAMME - DELIVERY FORECAST NOVEMBER 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														
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	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		<div><div>ELEC TESTING</div><div>WIN. & DRON</div><div>ISL/DRN</div><div>OTHER ESTATES</div><div>LEAD IN</div><div>DETAILED DESIGN & PLANNING</div><div>DETAILED DESIGN & PLANNING</div><div>DESIGN</div></div>																																															
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£15,810	£15,810	works complete																																																	
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£555,266	£372,000	access to final properties sought																																																	
	H10	Door Entry (Dron House in conjunction with William Blake)	£120,000	£120,000	works complete																																																	
	H56	Re-Roofing at Dron House	£404,000	£363,000	works complete																																																	
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£170,000	on site																																																	
	H39	Window Replacements & External Redecoration (Dron)	£950,000	£22,000	procurement																																																	
	H39	Window Replacements & External Redecoration (Windsor)	£890,000	£21,000	procurement																																																	
	H54	Fire Door Replacement Programme (multiple estate programme)	£890,000	£4,800	design																																																	
	H53	Play and Ball Games Area Refurbishment (multiple estate programme)	£272,000	£3,000	procurement																																																	
	H44	COLA & Gresham Refurbishment	£838,669	£122,000	on site																																																	

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

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Committee	Dated:
Housing Management and Almshouses Sub-Committee	30/11/2020
Subject: Housing Update and Risk Register	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	Y/N
Report of: Director of Community and Children's Services	For Information
Report author: Liam Gillespie, Head of Housing Management	

Summary

This update on Housing Service performance and management information keeps Members up to date with progress in key areas of our work. The report is normally submitted to Committee twice yearly but, due to lockdown measures causing some Committees to be cancelled, one report cycle was missed.

This report therefore covers a whole year and has been split into two reporting periods (1st October 2019 to 31st March 2020 and 1st April 2020 to 30th September 2020).

Members may wish to note that:

- Rent collection stood at 98.4% at the end of the financial year, though arrears have increased during lockdown
- 839 households were on the housing register at the end of Q2
- Gas safety certification compliance remains high despite the challenges posed by lockdown

Recommendation

Members are asked to:

- Note the report

Main Report

Background

1. This report is normally presented to the Housing Management & Almshouses Sub-Committee every six months, though as the March and May Sub-Committees were cancelled, it was thought best to submit a report covering a full year. The report provides Members with an overview of Housing Service performance and progress on key issues, plus some additional information of interest.
2. This report covers the period 1st October 2019 to 30th September 2020 and is split into two reporting periods:
 - 1/10/2019 to 31/3/2020
 - 1/4/2020 to 30/9/2020
3. It is intended to give Members information on these areas of work:
 - Repairs & Maintenance
 - Estate Management
 - Revenues
 - Allocations
 - Affordable Housing
 - Complaints
4. The report also gives an update on the risk register entries relating to Housing & Neighbourhoods (Appendix 2).
5. The report has two performance dashboards attached (Appendix 1), which give a visual summary of performance in various areas.

Repairs

6. Gas safety compliance (properties with a current valid CP12 gas safety certificate) stood at 100% at the end of March 2020. It decreased to 99.27% by the end of Q2. The non-compliant 0.73% represents nine properties. Gas safety work continued as normal during lockdown, though perhaps unsurprisingly some tenants were reluctant to allow our contractors access to their homes, which might explain the drop in performance. Several cases have been referred for injunction applications to enable us to gain access and complete these vital safety checks.
7. Many landlords experienced significant drops in CP12 gas safety compliance during lockdown, with average compliance being as low as 98.4% in July, recovering to 99.2% in September 2020 (this data was compiled by HouseMark and taken from 108 social landlords nationwide¹). A small number of landlords reported that their compliance in this area fell below 90%. Members may think that our performance has remained very good despite the challenges posed by lockdown.

¹ HouseMark, COVID-19 Impact Monitoring, Membership Report (October 2020)

8. At the end of the financial year 2019/20, 4,410 repairs had been completed, with 95.99% completed within time. This is slightly below the target of 97% and appears to be linked to Priority 4 repairs (the least urgent category) being below target.

Estate Management

9. The Home Ownership Team experienced an increase in enquiries on Right to Buy during Q1 and Q2 of this financial year, which may be due to the temporarily reduced rates of Stamp Duty Land Tax creating interest among tenants. Sales are still relatively low, with only four properties being sold in the year up to 30th September 2020.
10. Estate inspections were paused during lockdown, restarting on most sites in September, with a full set of inspections completed in October. Full results and analysis of the results for Q3 and Q4 will be submitted to Committee early in the next financial year.
11. In the year up to 30th September 2020, a total of 96 cases of anti-social behaviour were investigated, with noise nuisance reports making up almost a third of all cases (29).

Revenues

12. At the end of the financial year 2019/20, rent collection stood at 98.4%; arrears amounted to £221,189.
13. In Q1 and Q2 of this financial year, arrears increased significantly due to the impact of lockdown on our residents' incomes. At the end of Q2, arrears stood at £345,954, which represents an arrears rate of 2.6% on rent due in Q1 and Q2. Arrears peaked in week 15, reaching £405,366, before falling again. While concerning, it appears that arrears have now stabilised as Universal Credit claims have gone into payment.
14. Officers continue to monitor the situation closely and are maintaining contact with tenants in arrears, offering them advice and support, or referrals to City Advice and other agencies as appropriate. We have maintained a supportive approach throughout the pandemic and will carry on with this approach in order to sustain tenancies.

Allocations

15. At the end of September 2020, there were 839 households on the waiting list for accommodation. A significant number of applications were received during Q1 and Q2, with 100 new households being added to the register.
16. The annual census of housing applicants is being conducted and this may result in a reduction in the register once the returns are processed.

17. Lettings were suspended for all but the most urgent cases during lockdown, in line with government guidance. A total of seven lettings were completed in Q1 and Q2, which is significantly lower than normal. Lettings activity has now restarted, with COVID-safe viewings taking place and remote sign-ups being conducted with incoming tenants.

Complaints

18. A total of 49 complaints were received across housing management and repairs in the year up to 30th September 2020.
19. Five complaints were referred to the Local Government Ombudsman or Housing Ombudsman, none of which resulted in any finding of maladministration.

Affordable Housing

20. We plan to deliver 271 additional units of social housing by the end of 2023. Work is underway at the COLPAI development adjacent to Golden Lane Estate, where 66 units of social housing will be provided.
21. Planning permission has been granted for the redevelopment of the Mais House sheltered housing complex at Sydenham Hill, where 110 units of housing will be built. This will include 71 much-needed two, three and four-bedroom homes.
22. A further five new homes will be provided at Great Arthur House on Golden Lane (two accessible ground floor flats) and Isleden House in Islington (three new three-bed flats).
23. Around 90 new homes are proposed for York Way Estate in Islington. This project is at the design and feasibility stage. The proposal includes the potential for a new community centre on the estate.

Risk Register

24. The Departmental Risk Register contains several strategic risks which are either specific or relevant to the Housing & Neighbourhoods Division and/or the Barbican & Property Services Division. Having identified the key strategic risks, officers report actions already taken to mitigate against the likelihood and impact of these risks. The risk is then reassessed.
25. Each risk is then accompanied by an action plan which identifies future actions to be taken. This section of the report is intended to update Members on any action taken.
26. No red risk ratings were identified in the reporting period.

Appendices

- Appendix 1 – Housing Performance Dashboard

- Appendix 2 – Extract from Departmental Risk Register

Liam Gillespie

Head of Housing Management
Department of Community and Children's Services

E: liam.gillespie@cityoflondon.gov.uk
T: 020 7332 3785

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HOUSING UPDATE REPORT | September 2019 - March 2020

OVERALL REPAIRS

Total Repairs

4410

Total Repair Completion



Overall Repair Completion Rate

95.99%!

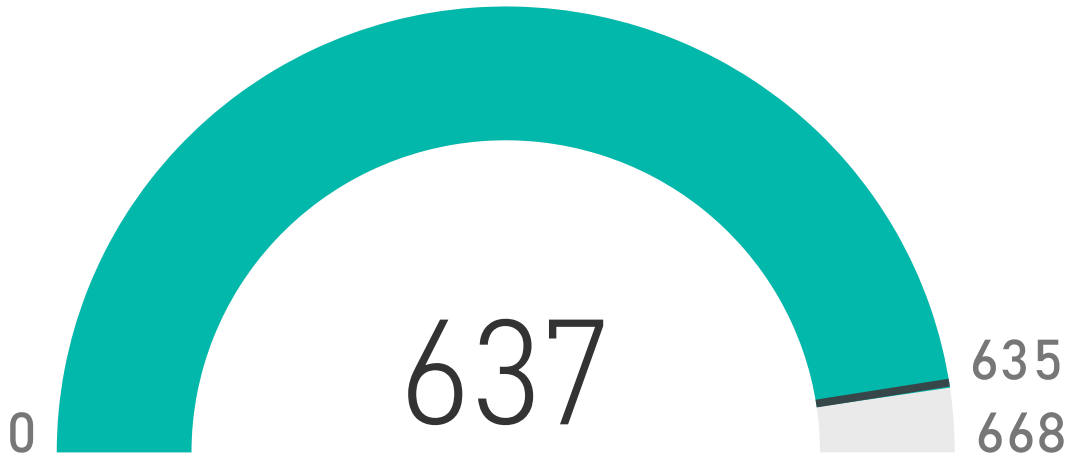
Goal: 97.00%

PRIORITY ONE REPAIRS (COMPLETE WITHIN 24 HOURS)

Total Repairs

668

Total Repair Completion



Overall Repair Completion Rate

95.36%✓

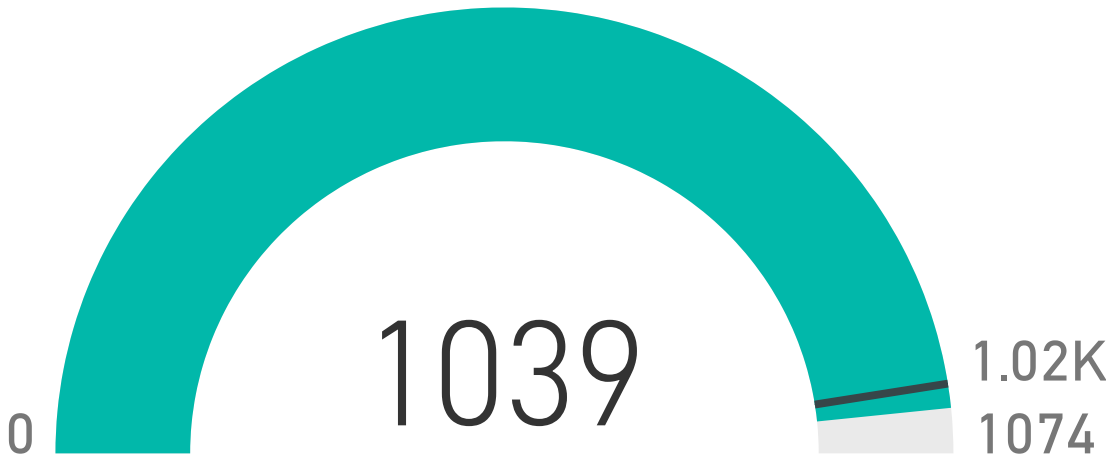
Goal: 95.00%

PRIORITY TWO REPAIRS (COMPLETE WITHIN 3 WORKING DAYS)

Total Repairs

1074

Total Repair Completion



Overall Repair Completion Rate

96.74%✓

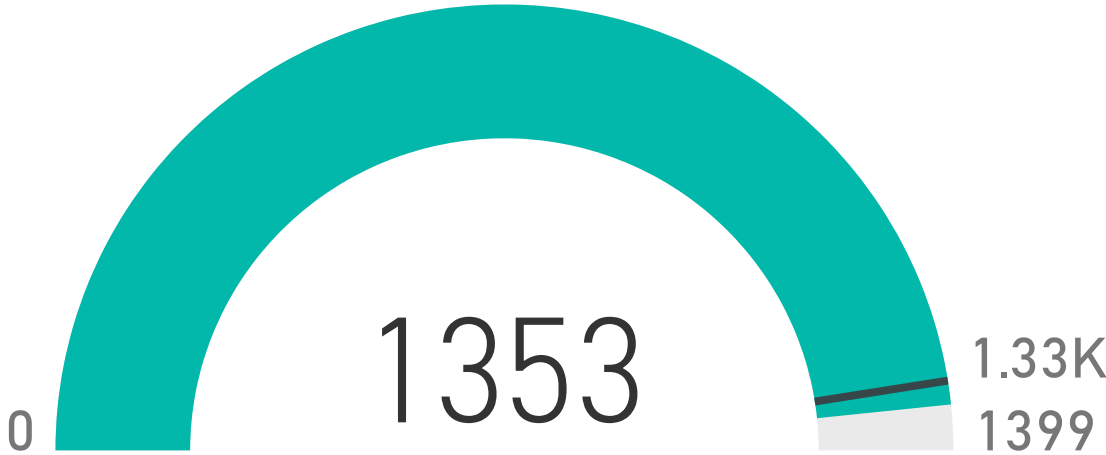
Goal: 95.00%

PRIORITY THREE REPAIRS
(COMPLETE WITHIN 5 WORKING DAYS)

Total Repairs

1399

Total Repair Completion



Overall Repair Completion Rate

96.71%✓

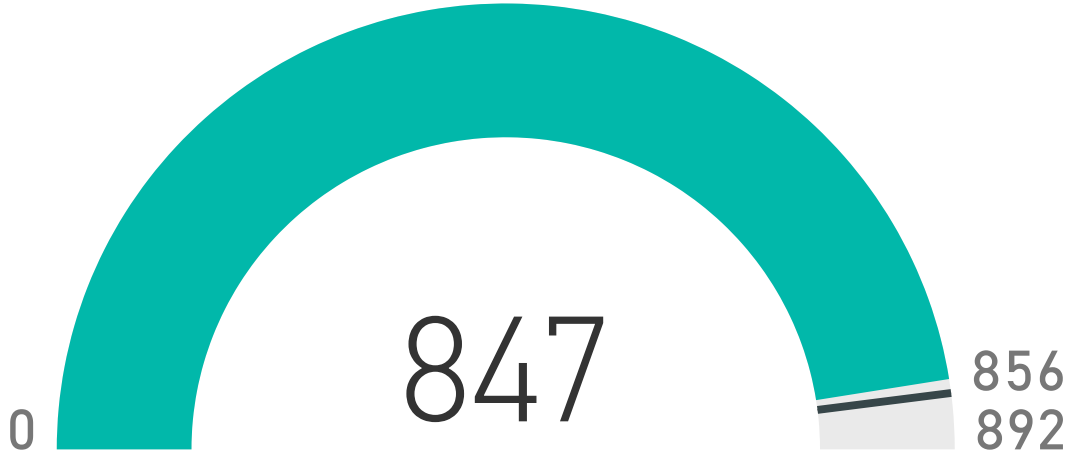
Goal: 95.00%

PRIORITY FOUR REPAIRS
(COMPLETE WITHIN 20 WORKING DAYS)

Total Repairs

892

Total Repair Completion



Overall Repair Completion Rate

94.96%!

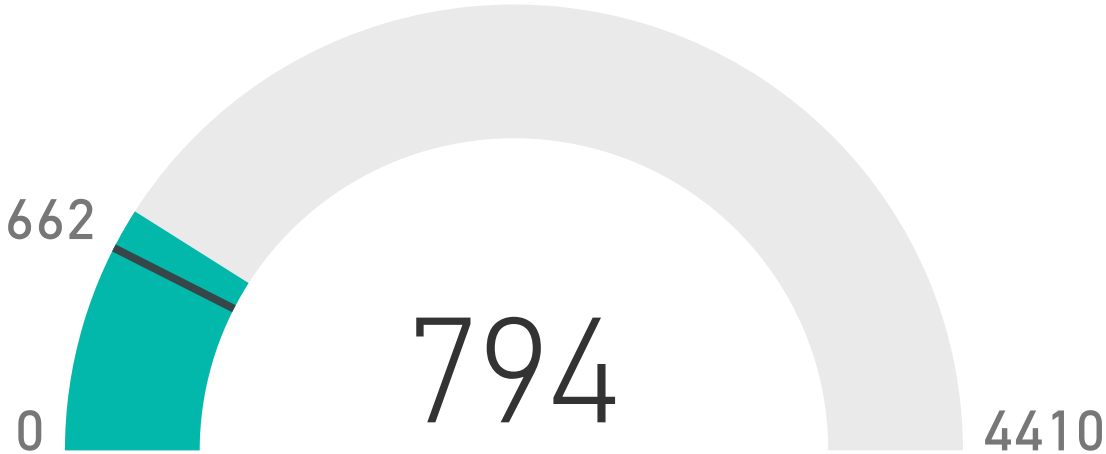
Goal: 96.00%

POST-INSPECTIONS

Total Post-Inspections

794

Total Post-Inspection Completion



Overall Post-Inspection Completion Rate

18.00%✓

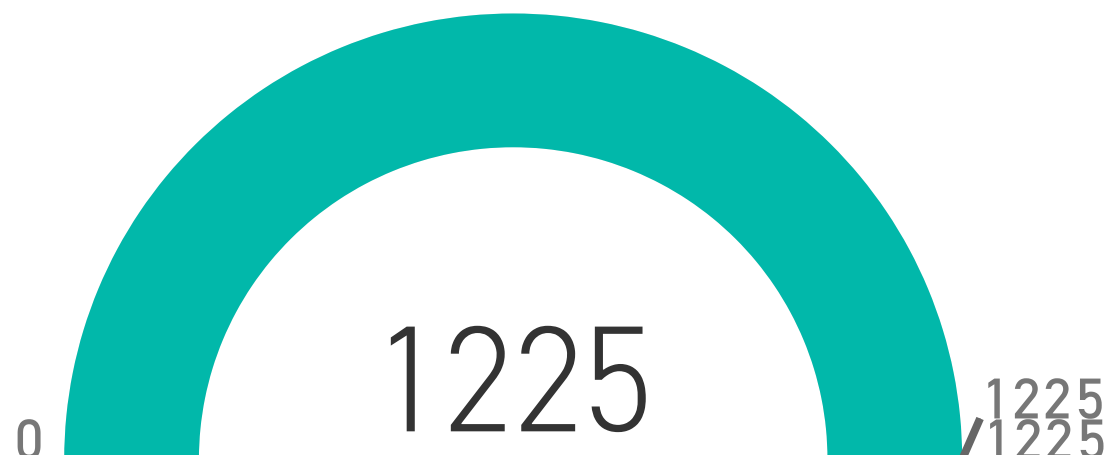
Goal: 15.00%

CP-12 CERTIFICATION

Total Repairs

1225

Total Repair Completion



Overall Repair Completion Rate

100.00%✓

Goal: 100.00%

HOUSING WAITING LISTS

Current Housing Waiting List

782

167

New applications

158

Accepted

5

Removed

The number of removed applications include ineligible new applications as well as historic applicants who are non-responsive or no longer eligible due to a change of circumstance.

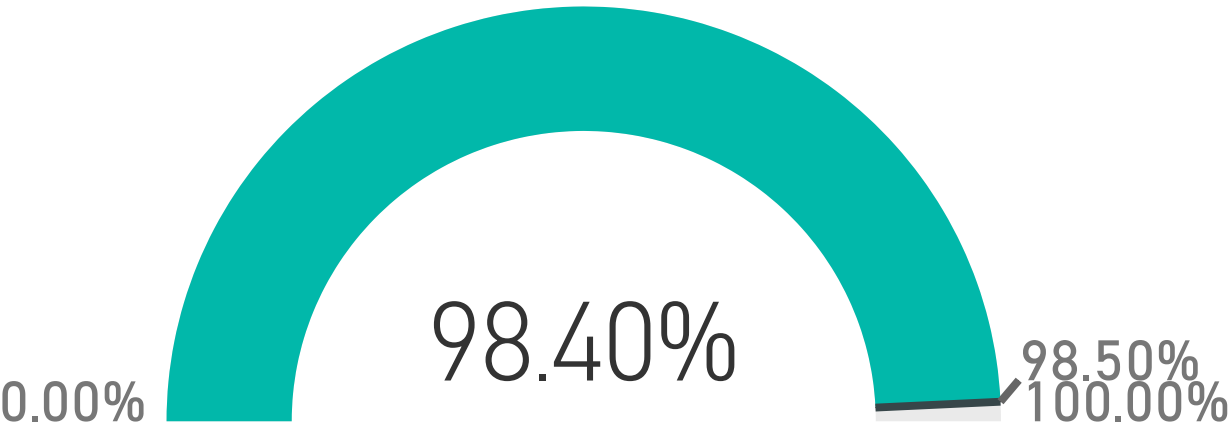
RENT COLLECTION

Total Rent Arrears

£221,189!

Goal: £190,000 (-16.42%)

Total Rent Collection



Rent Collection Rate

98.40%!

Goal: 98.50% (-0.1%)

RIGHT TO BUY APPLICATIONS

ANTI-SOCIAL BEHAVIOUR

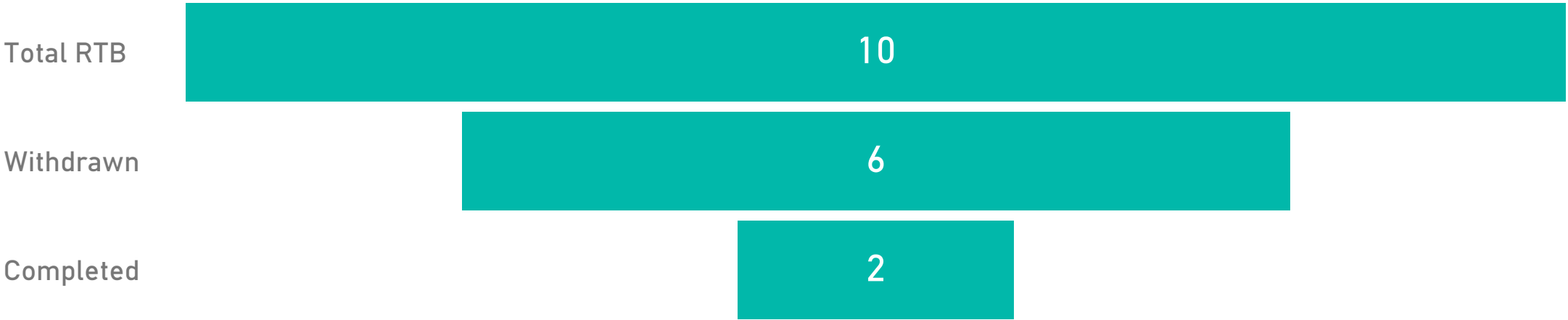
Total Right to Buy Applications

10

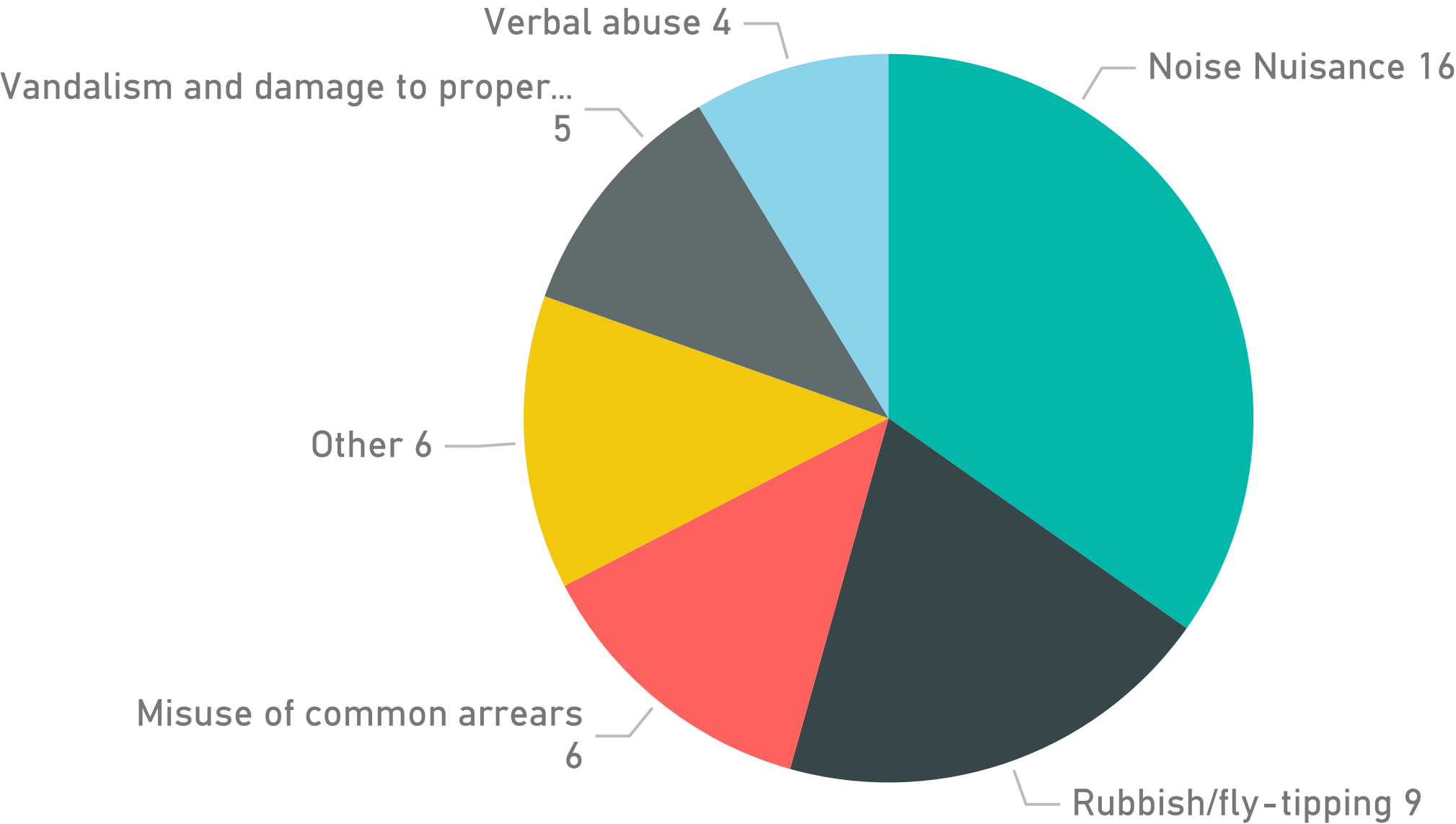
Total ASB Cases

46

Stages of Right to Buy



ASB Type



COMPLAINTS

Total Complaints

26

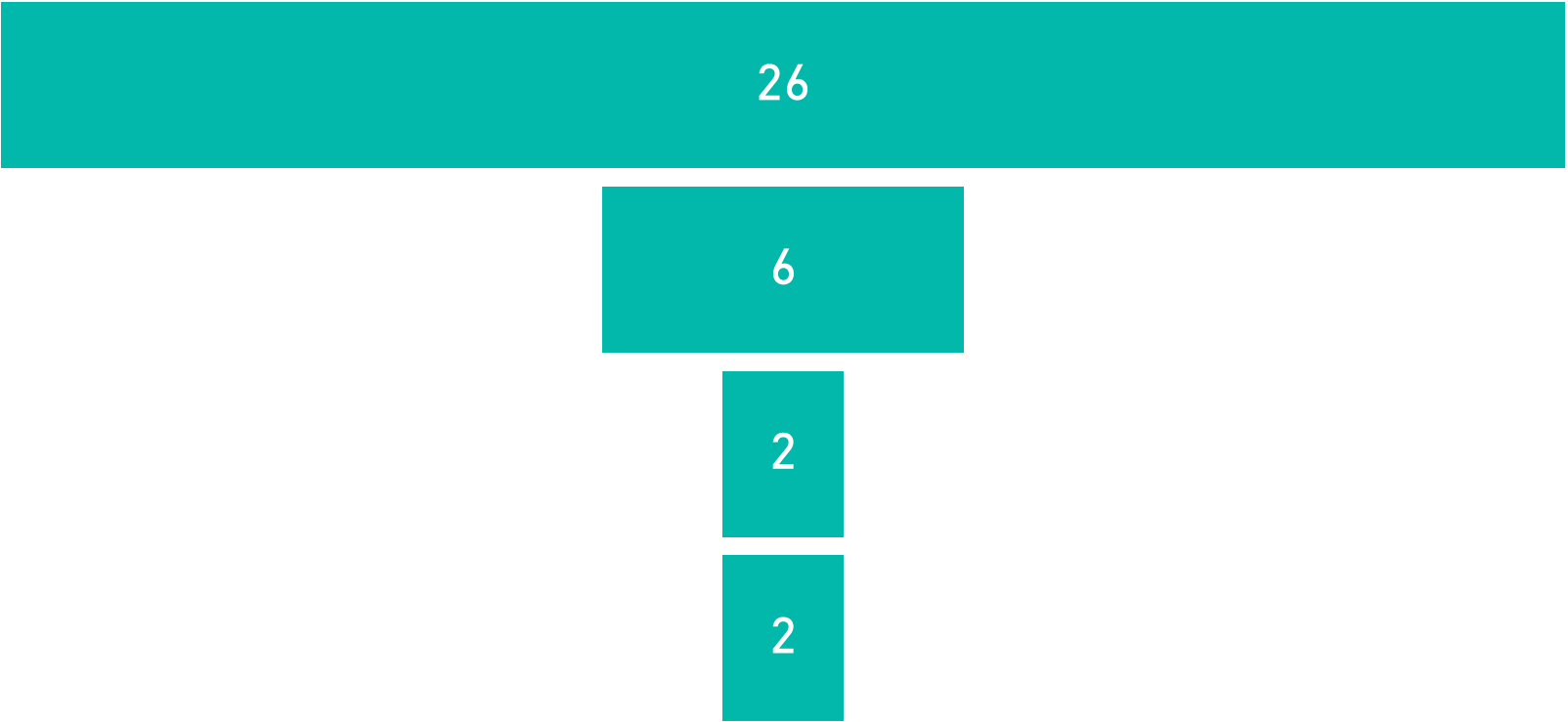
9 upheld

6 partially upheld

11 not upheld

Stages of Complaints

- Stage 1
- Stage 2
- Stage 3
- LG Ombudsman
- Housing Ombudsman



COMPLAINTS

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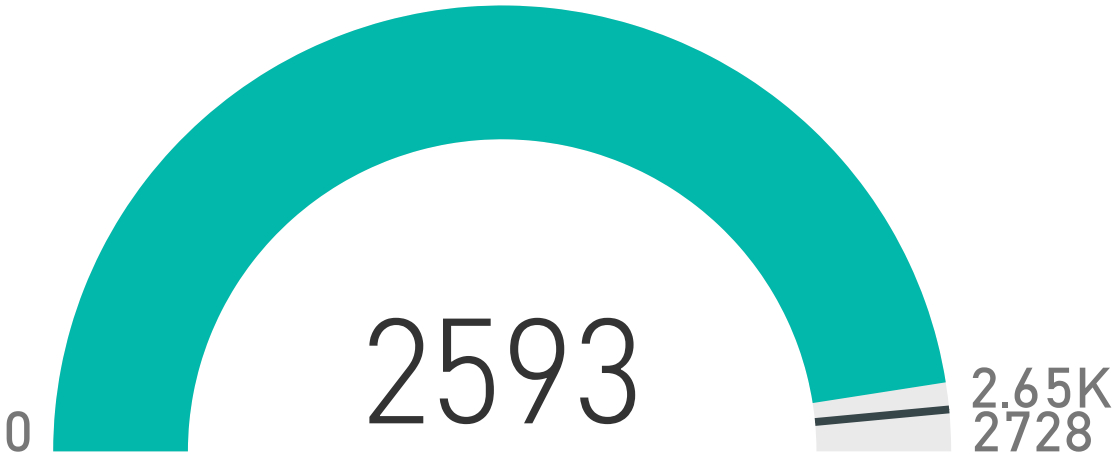
HOUSING UPDATE REPORT | April 2020 - September 2020

OVERALL REPAIRS

Total Repairs

2728

Total Repair Completion



Overall Repair Completion Rate

95.05%!

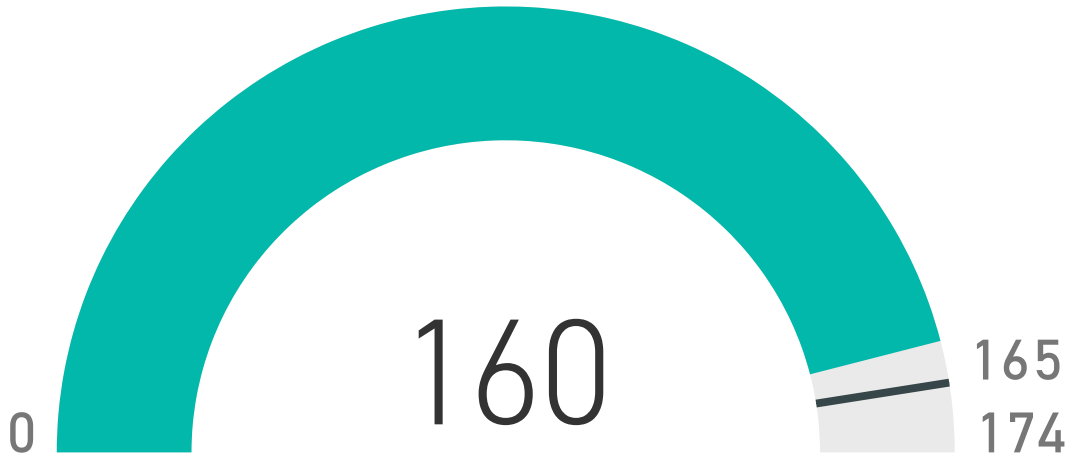
Goal: 97.00%

PRIORITY ONE REPAIRS (COMPLETE WITHIN 24 HOURS)

Total Repairs

174

Total Repair Completion



Overall Repair Completion Rate

91.95%!

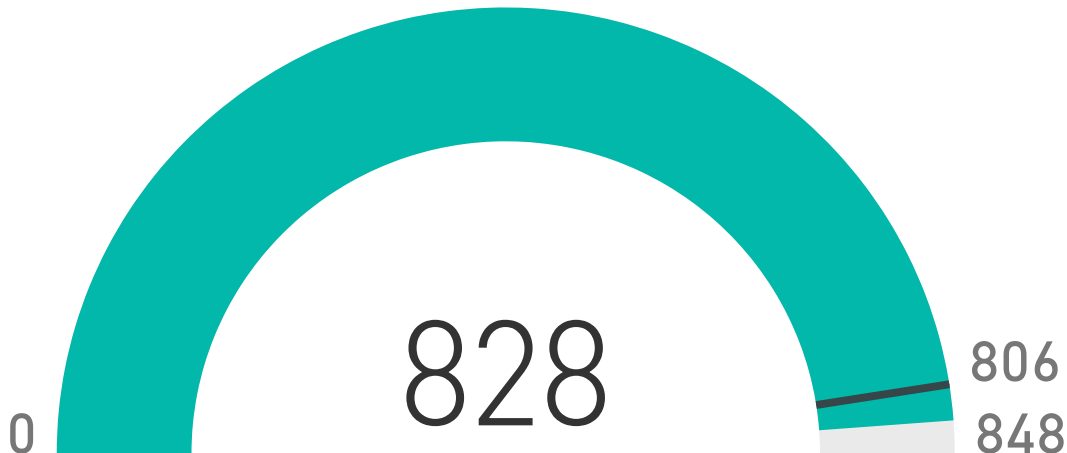
Goal: 95.00%

PRIORITY TWO REPAIRS (COMPLETE WITHIN 3 WORKING DAYS)

Total Repairs

848

Total Repair Completion



Overall Repair Completion Rate

97.64%✓

Goal: 95.00%

PRIORITY THREE REPAIRS
(COMPLETE WITHIN 5 WORKING DAYS)

PRIORITY FOUR REPAIRS
(COMPLETE WITHIN 20 WORKING DAYS)

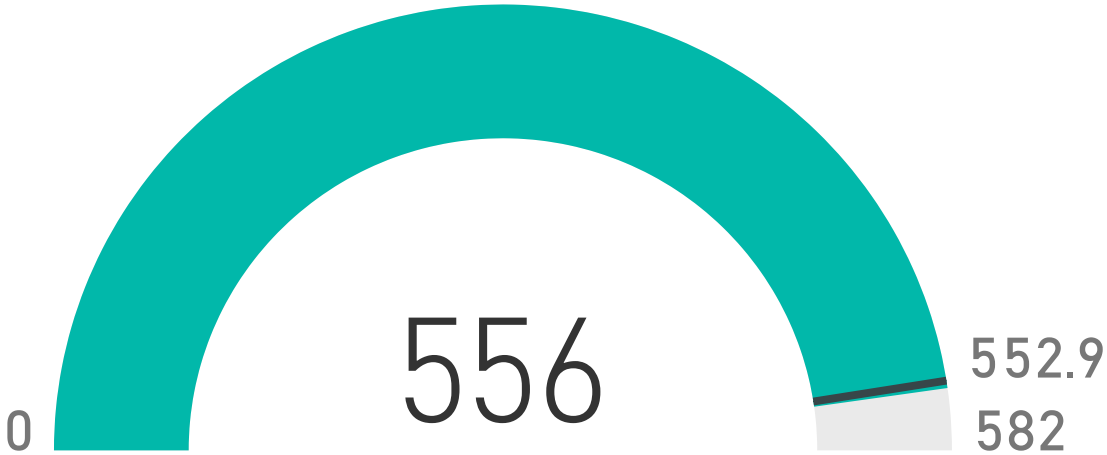
POST-INSPECTIONS

CP-12 CERTIFICATION

Total Repairs

582

Total Repair Completion



Overall Repair Completion Rate

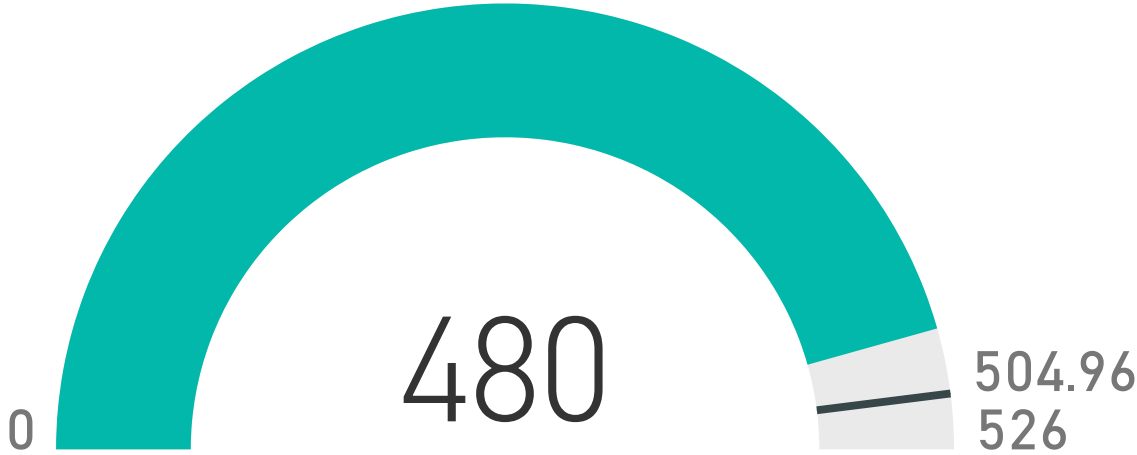
95.53%✓

Goal: 95.00%

Total Repairs

526

Total Repair Completion



Overall Repair Completion Rate

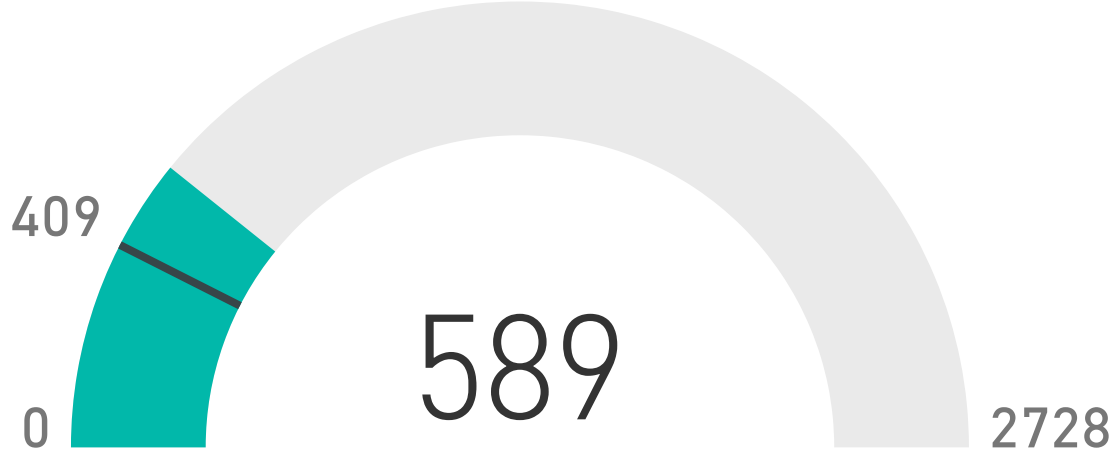
91.25%!

Goal: 96.00%

Total Post-Inspections

589

Total Post-Inspection Completion



Overall Post-Inspection Completion Rate

21.59%✓

Goal: 15.00%

Total Repairs

1231

Total Repair Completion



Overall Repair Completion Rate

100.00 %✓

Goal: 100.00%

HOUSING WAITING LISTS

Current Housing Waiting List

839

115

New applications

100

Accepted

8

Removed

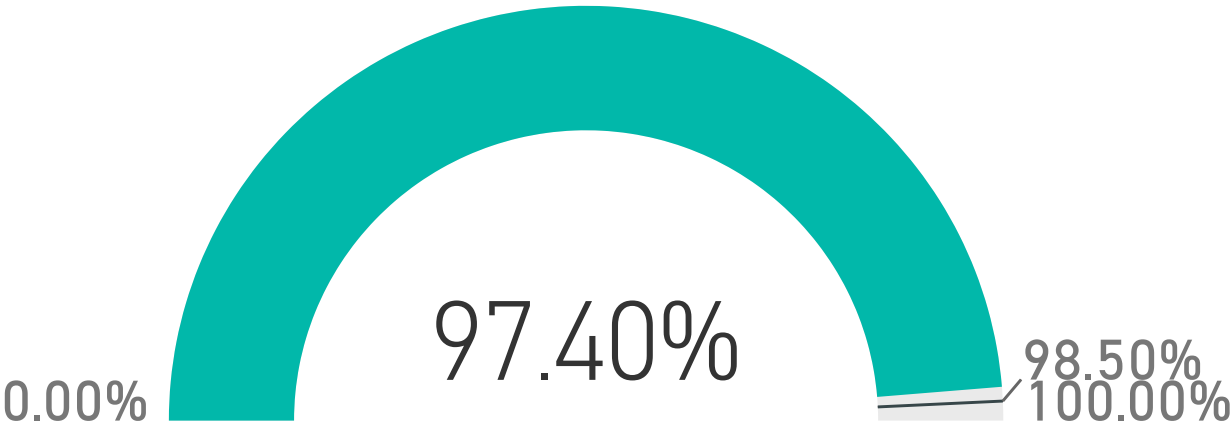
The number of removed applications include ineligible new applications as well as historic applicants who are non-responsive or no longer eligible due to a change of circumstance.

RENT COLLECTION

Total Rent Arrears

£345,954!

Total Rent Collection



Rent Collection Rate

97.40%!

Goal: 98.50%

RIGHT TO BUY APPLICATIONS

ANTI-SOCIAL BEHAVIOUR

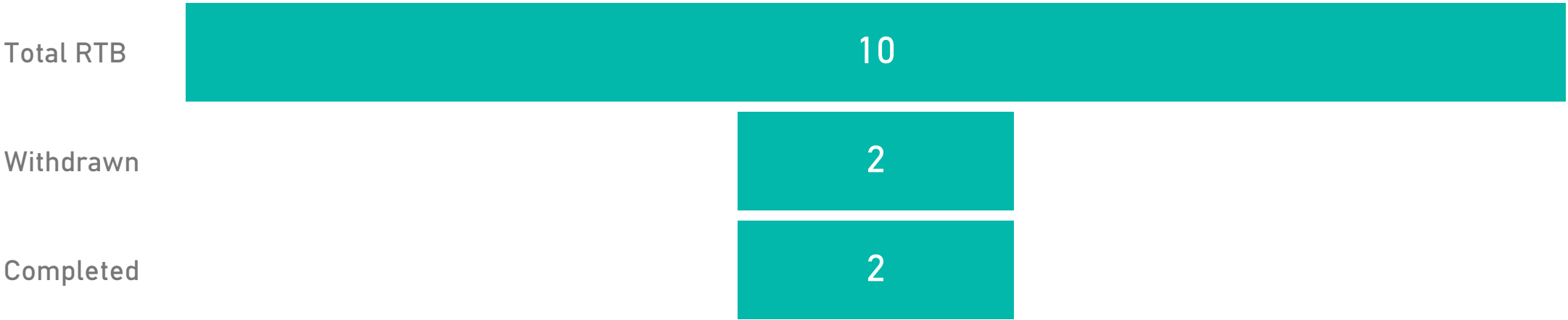
Total Right to Buy Applications

10

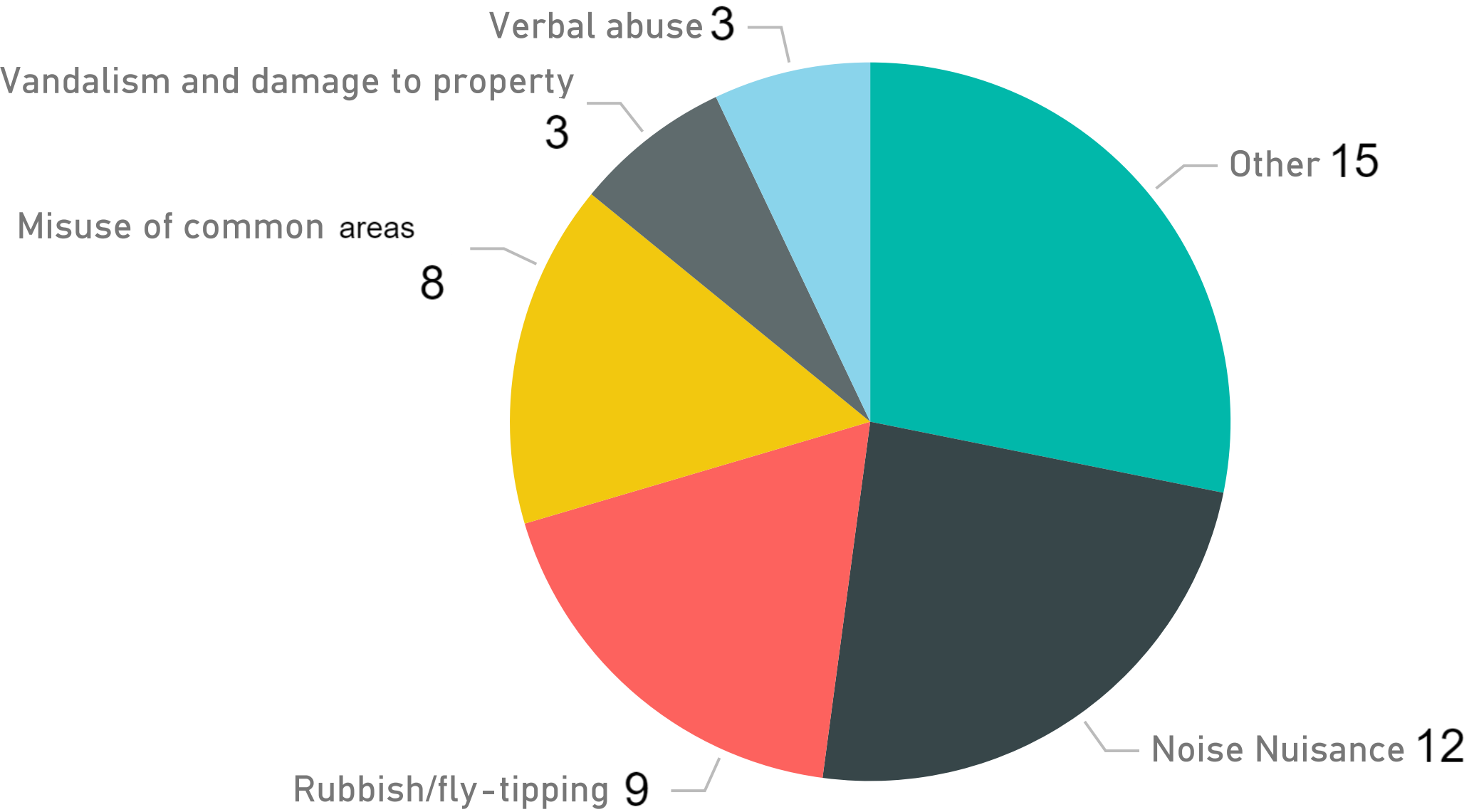
Total ASB Cases

50

Stages of Right to Buy



ASB Type



COMPLAINTS

Total Complaints

23

6 upheld

6 partially upheld

11 not upheld

Stages of Complaints

Stage 1

18

Stage 2

5

Stage 3

2

LG Ombudsman

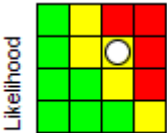
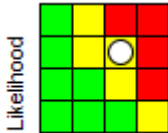

1

Housing Ombudsman

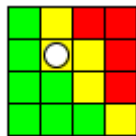


2

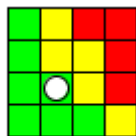


COMPLAINTS

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Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
DCCS HS 003 Lone Working 14-Jan-2016 Liane Coopey; Paul Murtagh	Cause: Not implementing appropriate risk assessment and lone working device to mitigate the risk, not providing training nor effective management supervision to support lone workers. Event: Fail to enforce corporate policy and guidance followed by legislation. Lone working staff not taking adequate control measures if an event was to occur. Effect: Physical or mental harmed to staff can result to investigation and legal action, damaging the reputation of the City of London.	 Likelihood	12 Impact	Audit of users has been undertaken, monitoring is continuing on a monthly basis. Reports are being sent to team managers to encourage them to take ownership of device usage. 11 Nov 2020	 Likelihood	12 Impact	31-Mar-2021	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
DCCS HS 003c	Reviewing and implementing the Personal Safety Visiting Tool (PSVT);	Details now being entered for out of city estates onto Orchard and PSVT for the City Estates, as it is City services like Noise, etc., that would be going out to properties (& they don't have access to Orchard). PSVT list reviewed in March 2020 and several households were removed and a few added Next action will be to integrate the PSVT information into the new housing management system. Go live date is currently anticipated to be January 2021,	Paul Murtagh	09-Nov-2020	31-Mar-2021
DCCS HS 003d	Monthly monitoring of Skyguard usage	72.7% of users have used their Skyguard devices in period 01 July - 28 August 20. This figure mirrors the last reported figure and indicates that Skyguard use has now become embedded in staff behaviours	Paul Murtagh	28-Aug-2020	31-Mar-2021

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
DCCS HS 001 Health and Safety procedures 13-Nov-2014 Paul Murtagh	Cause: Failure to meet Health and Safety regulations and City of London procedures within the department and on the properties and estates managed by the Housing Division Event: Accident or fire in property or estates managed DCCS leading to harm / injury to staff member, resident or visitor Effect: Injury to person/s on property or estates managed by DCCS, possible adverse media coverage, external investigation into incident and potential claims for compensation.	 Likelihood Impact	6	Estate standard project completed - pandemic has resulted in temporary structure being put in place regarding management responsibility. 11 Nov 2020	 Likelihood Impact	4	31-Mar-2021	 Increasing

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
DCCS HS 004 Housing Finance Changes 15-Aug-2016 Paul Murtagh	Cause Changes to housing financing Event Possible shortfall in Housing Revenue Account funding Effect – Inability to fund the estimated 30 year expenditure plans regarding the City of London’s Social Housing	 Likelihood Impact	4	A review and remodel the Housing Revenue Account 30 year Business Plan is being undertaken. This is complex task looking at assets and finances across this period. Review of rent collection processes has been completed and agreed by Housing Management and Almshouses sub-committee in November 19 11 Nov 2020	 Likelihood Impact	4	31-Mar-2021	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
DCCS HS 004d	A review and remodelling of the 30 year Business Plan is being undertaken.	A comprehensive review of the Housing Revenue Account and the 30-year Business Plan has been completed and, a detailed report was presented to, and agreed by the Community & Children's Services Committee. As a result of the review, the Major Works Improvement Programme has been reprofiled and response maintenance and housing management costs reassessed. This will go some way to mitigating the potential risk but, the risk will need to be managed and reviewed on a regular basis.	Paul Murtagh	28-Aug-2020	31-Mar-2021

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Committee:	Dated:
Housing Management and Almshouses Sub-Committee	30/11/2020
Subject: Housing Management Policy Review Update	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	Y/N
Report of: Director of Community and Children's Services	For Information
Report author: Liam Gillespie, Head of Housing Management	

Summary

An exercise to review our housing management policies began in 2018. This involved evaluating current policies and drafting new ones where required. It has resulted in several new policies being approved, which are designed to assist housing staff in providing a consistent service, and to provide a reference point to residents on key issues.

Existing policies have been updated where required and submitted to this Sub-Committee for approval. All policies, whether new or current, have been subject to resident consultation via the Housing User Board (HUB).

The programme is near completion, with all outstanding policies currently in draft form or in the process of being reviewed.

Recommendation

Members are asked to:

- Note the report

Main Report

Background

1. A review of our housing management policies was started in 2018. Some policies were overdue for review and there were several gaps in policy regarding important operational matters. Since 2018, officers have submitted new or reviewed policies for approval and the work is now almost complete, with only a handful now remaining to complete.

Current Position

2. A full list of policies is shown in Appendix 1. Members may wish to note that:
 - Fourteen new policies have been approved since 2018
 - Four existing policies have been reviewed and re-approved at Sub-Committee
3. There are now ten policies remaining to be approved (six existing policies and four new ones).
4. Some policies will require more extensive reviews and more detailed resident consultations. For example, we intend to work with interested residents to take a detailed look at the current Fire Safety Protocol, as the implementation of this policy has been contentious on some estates (especially regarding the placing of plants and other items in communal areas). Our aim is to produce a clearer and more user-friendly document with associated guidance on key areas, the guidance to be written in collaboration with residents.
5. The Pets Policy has been reviewed and a consultation was completed in October and November 2020 in which residents were asked for their views on dog ownership, exotic pets and any other views on the current policy. A separate report will be submitted to Members on this outcome of this exercise before the policy is finalised and submitted for consideration.

Conclusion

6. An exercise to review our policies on housing management began in 2018 and is almost complete, having created fourteen new policies to date. There will be 28 housing management policies governing key areas of our work.
7. Ten policies remain to be considered and all are in the process of being reviewed or re-drafted.

Appendices

- Appendix 1 – List of housing management policies

Liam Gillespie

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Department of Community and Children's Services

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Policy Title	Approval Date	Review Due Date	Review Period	Comments
<i>Current Policies</i>				
Anti-Social Behaviour Policy	23.07.18	July 2021	3 years	
CCTV Policy	26.03.19	March 2022	3 years	
Community Centres Policy	26.03.19	March 2022	3 years	
Compensation Policy	30.09.20	September 2023	3 years	
Disposal of Personal Property Policy	16.04.18	April 2021	3 years	
Domestic Abuse Policy	24.09.18	September 2021	3 years	
Estate Management Policy	27.11.18	November 2021	3 years	
Estate Parking and Storage Sheds Policy	24.09.18	September 2021	3 years	
Filming and Photography on Estates Policy	24.09.18	September 2021	3 years	
Gas Safety Policy	27.11.18	November 2021	3 years	
Guest Rooms Policy	27.11.18	November 2021	3 years	
Hate Incidents Policy	21.01.19	January 2022	3 years	
Insurance Cover and Claims Policy	24.09.18	September 2021	3 years	
Introductory Tenancies Policy	05.06.18	June 2021	3 years	
Lettings and Transfers Policy	24.09.18	September 2021	3 years	
Mutual Exchange Policy	30.09.20	September 2023	3 years	
Rents Policy	22.11.19	November 2022	3 years	
Tenancy Policy	20.01.20	January 2023	3 years	
<i>Outstanding Policies</i>				
Alterations and Improvements Policy	New policy		3 years	Draft in progress
Arrears and Debt Management Policy	New policy		3 years	Draft in progress
Complaints Policy	May 2017	May 2019	2 years	Under review. Longer review period to be suggested

HMASc 30/11/2020
Housing Policy Review Update – Appendix One

Decants Policy	Apr. 2016	Apr. 2019	3 years	Review completed, submitted for approval at HMASc 30/11/20
Fire Safety Protocol	Nov. 2017	Nov. 2019	2 years	Under review, extended consultation with residents required. Longer review period suggested on re-approval.
Pets Policy	May 2017	May 2019	2 years	Review completed. Resident consultation on dogs policy completed, paper to be brought to HMASc with outcome of consultation before policy finalised. Longer review period suggested (3 years)
Safeguarding Policy – Housing Services	January 2016	January 2019	3 years	Under review
Shift Allowance Policy	Feb. 2018	Feb. 2020	2 years	Review completed, submitted for approval at HMASc 30/11/20 Now titled “Downsizing (Shift Allowance) Policy”. Longer review period suggested (3 years)
Leasehold Management Policy	New policy		3 years	Draft in progress
Repairs Policy	New policy		3 years	Draft completed October 2020
Recharging and Debt Recovery Policy	-	-	-	Will now be included in the Arrears and Debt Management Policy

Committee	Dated:
Housing Management and Almshouses Sub-Committee	30/11/2020
Subject: Downsizing (Shift Allowance) Policy Review	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	Y/N
Report of: Director of Community and Children's Services	For Decision
Report author: Liam Gillespie, Head of Housing Management	

Summary

As part of the ongoing review of our housing management policies, the Shift Allowance Policy has been revised and is now being submitted for re-approval. This is an existing policy that was first approved in 2018.

The policy title has been amended and some sections have been simplified to make them clearer. We have also included a commitment to cover up-front removal costs where tenants are unable to pay for this themselves.

Recommendation

Members are asked to:

- Approve the revised Downsizing (Shift Allowance) Policy for use by the Housing Service

Main Report

Background

1. The City's Housing Service operates a discretionary 'shift allowance' scheme, which provides a financial incentive to tenants who are under-occupying their homes to move to a smaller property, freeing up larger homes for those who need them. The Shift Allowance Policy was first approved in February 2018 and has now been reviewed as part of the ongoing programme to update and renew housing management policies.

Current Position

2. Downsizing payments are paid to Secure tenants who move into smaller accommodation, allowing us to allocate the vacated property to a household which needs it. Tenants receive £2,000 for the first bedroom and £1,000 for each subsequent bedroom relinquished.
3. The payment is intended to act as an incentive to tenants living in accommodation which they under-occupy, as they cannot be compelled to move to smaller accommodation. The tenant is expected to cover any expenses, such as moving costs, from the payment they receive.
4. In 2019/20, a total of five payments were made, totalling £12,000 (reduced to £8,400 once arrears and other debts had been offset against the amounts due to individual tenants). This freed up several two and three-bedroom properties and allowed the tenants to move to more suitable accommodation.
5. The policy has been reviewed and the following changes made:
 - Addition of paragraph 5.1 regarding advice and assistance for tenants
 - Paragraph 5.2 on eligibility – clarification of eligibility criteria and making it clear that tenants transferring to a smaller home in another landlord's stock can apply for the payment
 - Making it clear that we will pay for removals if the tenant cannot afford to do so up front, as this may be a concern for those on limited incomes who would otherwise like to take advantage of the scheme
 - Paragraph 5.5 – a statement that we will deduct the cost of cleaning the property or removal costs
6. Additionally, several changes have been made to the formatting of the policy.
7. Once the new housing management database is launched, it will be easier to identify households who might take advantage of the downsizing scheme. In accordance with the policy, the scheme will be promoted periodically, and under-occupying households contacted about it directly as appropriate.

Conclusion

8. The Downsizing (Shift Allowance) Policy has been reviewed and is now recommended for approval with some minor changes. Officers will promote the downsizing scheme periodically to ensure that as many eligible tenants are aware of it as possible.

Appendices

- Appendix 1: Draft Downsizing (Shift Allowance) Policy v.2
- Appendix 2: consultation feedback

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

Downsizing (Shift Allowance) Policy

Approved by:	<i>Housing Management & Almshouses Sub-Committee</i>
Original Approval Date:	<i>February 2018 (as the "Shift Allowance Policy")</i>
Review Date:	<i>October 2020</i>
Re-Approval Date	<i>November 2020</i>
Next Review Date	<i>**3 years from re-approval**</i>

1. **Purpose and scope**

- 1.1 We recognise that there is high demand for social housing in London and our ability to house families in need of larger homes is restricted by the availability of suitable accommodation. At the same time, we are aware that there are tenants who are under occupying their current homes. We want to increase the availability of larger properties and to help us to do this we have adopted a discretionary scheme which pays an allowance to eligible tenants who choose to downsize to a smaller property. This is called a Shift Allowance, commonly referred to as a downsizing payment.
- 1.2 This policy applies to City of London Secure tenants.

2. **Policy aims and objectives**

- 2.1 To meet the demand for larger properties, we aim to increase the number of existing tenants moving to smaller homes. To achieve this aim, we will:
- Promote our downsizing incentive scheme
 - Increase accessibility to the scheme
 - Explain the financial incentives available
 - Set out the eligibility criteria
 - Assist as many people as possible to move

3. **Service standards**

- 3.1 When we deal with downsizing applications, we will:

- Respond fully to downsizing enquiries within 10 working days
- Explain to tenants all the options available to downsize including mutual exchanges
- Explain the eligibility criteria for a downsizing payment
- Support tenants to make applications for a downsizing payment
- Provide tenants with support during the moving process
- Make the downsizing payment within 28 days of the start of a new tenancy.

4. **Legal and regulatory obligations**

- 4.1 This policy will help us to comply with the following regulatory requirements:

Tenancy Standard – Allocations and mutual exchanges

- Required outcomes: make the best use of available housing
- Specific expectations: develop and deliver services to address under-occupation

4.2 There are no direct legal obligations arising from this policy.

5.0 Our approach

5.1 Advice and Assistance

We will provide advice and assistance on housing options, to tenants who are under-occupying. Tenants identified as under-occupying their homes may be contacted periodically to advise them of housing options and available incentives.

5.2 Eligibility

To be eligible for a downsizing payment, tenants must:

- Be a Secure tenant of the City of London Corporation
- Occupy a property that is two bedrooms or larger
- Qualify to join the Housing Register
- Have maintained their home in a satisfactory condition
- Fully vacate their home
- Move into an appropriately sized home with us or another social landlord

The following tenants are excluded from the downsizing scheme:

- Tenants who are moving through a mutual exchange
- Fixed-term tenants who are required to move to a smaller property upon renewal of their tenancy
- Successors or assignees who are required to move to a smaller home by us
- Tenants moving into a studio property
- Tenants subject to a Possession order or who have been served with a Notice of Seeking Possession for anti-social behaviour.
- Tenants subject to anti-social behaviour proceedings

5.3 Allowances and payments

The payment is based on the number of bedrooms released by a move. It is a set amount from which tenants are required to meet all expenses associated with moving including removals and relocation expenses. The current payment is as follows:

- £2,000 for the first bedroom

- £1,000 for any subsequent bedrooms

Removal costs - When a tenant is unable to fund the cost of removals we may arrange and pay for removals ourselves. In these circumstances the cost of removals will be deducted from the tenants Shift Allowance payment.

5.4 Payments

We will aim to make the payment within 28 days of the start of the new tenancy. This timescale is subject to having all the necessary information available.

If a City of London tenant downsizes to another landlord, the payment cannot be made until the tenant provide a copy of their new tenancy agreement showing the number of bedrooms in their new home.

5.5 Deductions

Rent or other tenancy related debts - If the tenant is in rent arrears or has any other debt owed to the City of London Corporation, any money owed will be deducted from the downsizing payment.

Moving support costs - Where tenants require additional support to assist them to move home, such as arranging removals, property clearance or cleaning, the costs will be deducted from the payment.

Rechargeable repair costs – Any costs incurred to rectify that damage to the tenant's old home will be deducted from the downsizing payment.

6. Responsibilities, monitoring and performance

- 6.1 Overall responsibility for this policy and its implementation rests with the Head of Housing Management. The Head of Housing Management will ensure that staff receive the appropriate training and support to achieve the aims of this policy. Where needed we may establish appropriate operational procedures.
- 6.2 Monitoring of the implementation of this policy and our performance in increasing the number of tenants moving to smaller homes will be the responsibility of the Housing Management and Almshouses Sub-Committee.

7. **Associated policies**

- Decants Policy
- Housing Strategy
- Mutual Exchange Policy
- City of London Corporation Housing Allocations Scheme

8. **Document Management**

Policy title	Downsizing (Shift Allowance) Policy
Date created	February 2018
Policy owner	Head of Housing Management
Authorised by	Housing Management and Almhouses Sub-Committee
Date authorised	
Review period	3 years
Date of next review	

Consultation and assessment	
Customer consultation	
Equality Impact Assessment	This Policy has been subject to a full Equalities Analysis and will be implemented in accordance with our responsibilities and duties under relevant legislation, including the Equalities Act 2010.
Data Protection Impact Assessment	Not required. Minimal risk of data breaches. Use of personal data covered by privacy statement.

Document review history

Version	Date amended	Date approved	Key changes
1.0	N/A	February 2018	Original document
2.0	October 2020		Routine policy review.

APPENDIX 2

Results of consultation

Draft Downsizing (Shift Allowance) Policy

	Comments	Response
1.	I have read both policies and found that they are clear and easy to follow and understandable	
2.	I would question why you are paying tenants to give up bedrooms/downsize?	<p>Downsizing is voluntary. It is in our interests to free up larger homes for those who need them. Shift payments are intended to provide an incentive to people to move.</p> <p>Paying someone a relatively small amount to move to a smaller property is a good investment, as it will result in a household on the waiting list being offered a suitable home. Some households wait many years for larger properties, and some may be living in substandard or temporary accommodation while they wait.</p>
3.	There might be people out there who lives in a place bigger than they need. To make one to volunteer to downsize, I believe the financial incentives are valid.	

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Committee	Dated:
Housing Management and Almshouses Sub-Committee	30/11/2020
Subject: Decants Policy Review	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	Y/N
Report of: Director of Community and Children's Services	For Decision
Report author: Liam Gillespie, Head of Housing Management	

Summary

A 'decant' takes place when a tenant is moved to an alternative home, to enable redevelopment or renovation work to take place. This situation is covered by our Decants Policy, which was first approved by Sub-Committee in April 2016, in anticipation of the decanting of residents from Mais House in Sydenham Hill.

The policy has been reviewed as part of our housing management policy programme. It is recommended for re-approval with no material changes.

Recommendation

Members are asked to:

- Approve the Decants Policy for use by the Housing Service

Main Report

Background

1. The Decants Policy was first approved in April 2016, as part of the project to redevelop the Mais House sheltered housing site at Sydenham Hill. Landlords have clear legal obligations in these situations, and the Decants Policy outlines our approach to ensuring that we meet these obligations and provide the necessary support and advice to tenants to ensure that the process runs smoothly.

Current Position

2. The Decants Policy fell due for review and this has now been completed, as part of the housing management policy review.
3. Our obligations in this area of housing management are laid out in legislation and this is reflected in the policy. The review resulted in no material changes being made to the policy.
4. The ongoing redevelopment project at Sydenham Hill was the first occasion on which a large-scale decanting operation had been completed, and Members were updated on the project's success in this regard.
5. The policy will be relied upon should any similar projects be delivered. It is therefore recommended for re-approval to ensure that we have a current and useful policy to support our ambitions to build further homes on our estates.

Conclusion

6. The Decants Policy is recommended for re-approval, following its initial adoption in April 2016 prior to the start of the Mais House redevelopment project. The recent review resulted in no material changes being made to the policy.

Appendices

- Appendix 1 – Decants Policy

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Decant Policy for Social Housing Secure Tenants

Department of Community and Children's Services

Housing Division

1. Purpose and scope

- 1.1 This policy sets out the Corporation's approach to managing the rehousing of residents when it is necessary to move residents from their existing home into temporary accommodation or in order to facilitate modernisation or redevelopment works.
- 1.2 Home loss is not covered by this policy as it refers to situations where residents are permanently moved from their property. Where a resident requires a permanent move, they will be subject to a Home Loss Payment and a new tenancy agreement covered by the Allocations Scheme and the Lettings and Transfers Policy. For Home Loss guidance please refer to the Home Loss Payment (Prescribed Amounts) (England) Regulations 2014 and the Land Compensation Act 1973 which can be found at www.legislation.gov.uk
- 1.3 The policy applies only to housing stock of which the Corporation is the landlord and only to the decanting of residents who are secure tenants of the Corporation.

2. Aims and objectives

- 2.1 The aim of this policy is to outline the arrangements for the rehousing and financial compensation of residents in order to deliver temporary vacant possession of affected properties to allow for renovation or modernisation works and ensure effective use of public funds.
- 2.2 The policy will support the Corporations future and existing approved modernisation programme proposals.

3. Service standards

- 3.1 Consultation with affected residents will be carried out prior to the Committee's consideration of the works. Consultation will continue throughout the decant programme where appropriate on the detail of the modernisation or redevelopment programme.
- 3.2 Programmes will be managed by dedicated officers who will manage communication and consultation with residents and provide the first point of contact for advice and support for all households affected by the decanting programme.
- 3.3 A housing needs survey will be undertaken of all affected residents and households prior to agreeing any temporary move.
- 3.4 The policy aims to ensure no person will receive less favourable treatment on the grounds of race, gender, religion, belief, age, sexual orientation, physical disability, appearance, and economic or marital status

4. Legislation and regulation

- 4.1 This policy will help us to comply with the following regulatory requirements:
 - Decent Homes Standard
 - Health and Safety at Work etc. Act 1974

- Repairs Standard

Required Outcome: to ensure that all housing meets the Corporations Repair Standard

4.2 There are no direct legal obligations arising from this policy.

5. The policy approach

5.1 Decant programmes will be scheme specific. The approach to decanting will take into account scheme proposals, works requirements, residents' choices to be rehoused temporarily or permanently, and residents' rehousing needs and preferences.

5.2 Whilst there is no legal requirement to allow residents to return to properties in a redeveloped site, the Corporation is committed to allowing residents who wish to return to be given priority to do so subject to availability of suitable properties which meet the identified needs and requirements of their household. Local lettings plans may be applied to the letting of new or redeveloped properties units to facilitate this.

5.3 Where residents are to move temporarily and return to their substantive home upon completion of works residents will:

- retain the tenancy of their existing substantive home
- move temporarily with a licence to occupy their temporary decant property
- pay the lower of the two property rents during the period of the works
- have the right to return to their substantive home upon completion of the work.

5.4 Housing needs survey:

All residents will be offered a visit or interview to assess their individual households' rehousing needs, preferences and support requirements, and determine their eligibility for help with rehousing and financial compensation.

Household details will be updated periodically throughout the duration of the programme and further visits will be undertaken prior to rehousing to check requirements and enable claims for financial compensation

5.5 Eligibility – qualifications and exclusions

The following residents will be eligible for rehousing and assistance:

- tenants living in affected property 12 months prior to the date of the Committee decision to proceed with the proposed scheme
- family members including children living with the tenant at the property 12 months prior to the date of the Committee decision to proceed with the proposed scheme
- partners and spouses living with the tenant 12 months prior to the date of the Committee decision to proceed with the proposed scheme

Proof that residents meet the eligibility criteria may be required. The Corporation will not rehouse unauthorised occupants, sub-tenants, lodgers, licensees, children of the tenant whose main or principal home is elsewhere, or other non-secure occupants.

- 5.6 The Housing needs assessment and size of accommodation will be determined using the Corporation's allocation policy in the first instance.

Where necessary, estate-specific decant plans will allow flexibility and discretion to adapt requirements to the particular needs and circumstances of individual estates and works programmes.

- 5.7 Offers of accommodation

Residents will be notified in writing of the size of property they are entitled to, their priority for rehousing, and their stated preferences for rehousing. They will also be notified of their right to return to their substantive property.

- 5.8 Disturbance payments

Disturbance payments are paid to compensate eligible tenants, as defined above, for reasonable expenses incurred in moving. Removal and associated costs eligible for disturbance payments are set out in more detail in Appendix One.

- 5.9 Discretionary payments

The Corporation may, exceptionally, exercise discretion to provide compensation or financial assistance where tenants are not legally eligible for home loss payments or incur costs beyond those set out in this policy. Where applicable this assistance will be defined as part of a scheme-specific decant and works programme and claims will be considered on a case-by-case basis. These discretionary payments cases will not be subject to appeal.

6. Responsibilities, Monitoring and Performance

- 6.1 Overall responsibility for this policy and its implementation rests with the Head of Housing Management. The Head of Housing Management will ensure that staff receive the appropriate training and support to achieve the aims of this policy. Where needed we may establish appropriate operational procedures.
- 6.2 Monitoring of the implementation of this policy and our performance in temporarily decanting tenants will be the responsibility of the Housing Management and Almshouses Sub-Committee.

7. Associated policies or strategies

- Lettings Policy
- Housing Strategy
- City of London Corporation Housing Allocation Scheme
- City of London Corporation Housing Asset Management Strategy

8. Document management

Policy title	Decant Policy
Date created	25 April 2016
Policy owner	Head of Housing Management
Authorised by	Housing Management and Almhouses Sub-Committee
Date authorised	
Review period	3 years
Date of next review	

Consultation and assessment	
Customer consultation	
Equality Impact Assessment	This Policy has been subject to a full Equalities Analysis and will be implemented in accordance with our responsibilities and duties under relevant legislation, including the Equalities Act 2010.
Data Protection Impact Assessment	Not required. Minimal risk of data breaches. Use of personal data covered by privacy statement.

Document review history			
Version	Date amended	Date approved	Key changes
1.0	N/A	April 2016	Original document
2.0	October 2020		Routine policy review.

9. Appendix 1

Table 1
Schedule of disturbance payments

1.	Removal costs	To include packing/unpacking for vulnerable/older tenants where approved
2.	Redirection of mail	For three months
3.	Disconnection and reconnection of domestic appliances	Cooker, dishwasher, washing machine. Must be undertaken by industry approved tradesperson
4.	Disconnection and reconnection of telephone line, broadband, satellite dishes, aerials	
5.	Carpets, floor covering	Uplift, alteration and refitting of existing or disposal and replacement to Corporation-approved standard
6.	Curtains, curtain tracks, blinds	Alteration and refitting of existing or replacement to Corporation-approved standard
7.	Redecoration	Allowance or redecoration to approved re-let standards where Corporation is the landlord. Allowance for non-Corporation properties subject to deduction of any landlord decoration allowance
8.	Security devices	Special or additional alarms, locks where fitted by tenant
9.	Aids and adaptations	To be refitted/re-provided where previously approved by the Corporation; allowance or reimbursement for same where provided by the tenant subject to proof or approval of costs
10.	Fitted furniture	Dismantling and refitting of wardrobes and kitchens where provided by tenant
11.	Other home improvements	Compensation and reimbursement as per existing policy
12.	Sheds, garden furniture	Dismantling and reassembly; reimbursement for loss or replacement
13.	Loss of earnings	For up to two eligible members of household. Written proof required
14.	School uniforms	Where change of school required
15.	Storage	For temporary decants only
16.	Other	Other exceptional or special costs may be considered and approved by the Corporation

Table 2Flat rate disturbance allowance – rates of payment

Flat rate disturbance payments are payable for items 1 to 6 as set out in Table 1 of this Appendix. Current rates are set out below. Rates will be subject to review.

Size of Property	Flat rate allowance
Studio	£1145
One bedroom	£1545
Two bedrooms	£1945
Three bedroom	£2345
Four bedroom	£2465

Table 3Decoration allowance – rates of payment

Where properties are undecorated tenants can claim an allowance at the following rates:

Size of property	Decoration allowance
One bedroom	£274
Two bedrooms	£355
Three bedroom	£517
Four bedroom	£598

Shift allowance - rates of payment

The shift allowance (payable where tenants 'downsize' or give up a bedroom as they move) is payable as follows:

First bedroom released	£2000
Subsequent rooms	£1000

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APPENDIX 2

Results of consultation

Draft Decants Policy

	Comments	Response
1.	I have read both policies and found that they are clear and easy to follow and understandable.	
2.	I believe the Corporation has their tenants' best interests and this is outlined in the policy. Even though it is mentioned that the Corporation will try and return affected tenants to their former home, I personally feel like this should be really looked into. Some people (like myself) have in their home a massive sense of belonging and stability. This is something that could really hit some people hard. I would be someone that would badly struggle with this if no reassurance was given to me.	As the policy outlines, we are committed to enabling people to return to their home if possible (e.g. during a refurbishment project). If this is not possible, such as during a full demolition project, we will do everything we can to provide new homes to tenants in the redevelopment, subject to suitable homes being available.

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Committee(s)	Dated:
Housing Management & Almshouses Sub Committee	301120
Subject: Housing Delivery Programme – Housing Design Guide	Public
<p>The Housing Design Guide supports the following outcomes contained in the City Corporation's Corporate Plan:</p> <ul style="list-style-type: none"> ○ People are safe and feel safe ○ People enjoy good health and wellbeing ○ Communities are cohesive and have the facilities they need ○ Businesses are trusted and socially and environmentally responsible ○ We have clean air, land and water and a thriving and sustainable environment ○ Our spaces are secure, resilient and well maintained 	<p>Corporate Plan Item 1 Corporate Plan Item 2 Corporate Plan Item 4</p> <p>Corporate Plan Item 5</p> <p>Corporate Plan Item 11</p> <p>Corporate Plan Item 12</p>
Does this proposal require extra revenue or capital spending?	No
Report of: Director of Community and Children's Services	For Decision
Report author: Michael Gwyther-Jones	

Summary

This report provides Members with information relating to the City of London Corporation's (the Corporation) commitment to ensure our social housing projects are undertaken in compliance with a consistent and comprehensive Housing Design Guide (HDG). The guidance sets out the design standards required by the Corporation such as space standards and energy performance targets, but also our preference for specific installations and components ensuring synergy and efficiency with our long-term maintenance strategies for housing stock.

As highlighted in the Housing Strategy for 2019-23: 'Healthy Homes; Vibrant Communities', the purpose of the HDG is to set out our employer's requirements for a wide range of aspects which include: sustainability, fire safety, energy & carbon management, environment & biodiversity, promotion of health & wellbeing, accessibility, stimulating social value, security, how we create and work with digital models of buildings, and support for the City's recently published Climate Action Strategy.

The HDG fulfils the client's responsibility to inform and support the procurement of both design services & contractors, forming the basis of a generic employer's requirements for Housing Design Standards, and will be adaptable to the full range of housing projects.

Recommendation(s)

Authorise the use of the 'Housing Design Guide' to inform the City's housing delivery programme and acknowledge the comprehensive guidance and standards which are contained in the primary guidance document and the supporting appendices.

Main Report

Background

1. The City of London is committed to delivering good quality housing which satisfies recognised standards of design & construction, and which can be benchmarked against good practice. The HDG will ensure consistent design standards are implemented and establish the methodology and good practice required to achieve these standards. It is also essential that effective protocol which supports meaningful engagement with residents and stakeholders is given priority and is common practice across the whole of our housing delivery programme.
2. The design of housing can affect the quality of our lives as well as our physical and mental wellbeing. The quality of people's homes matters to their short-term safety and long-term quality of life. For many who live in poor-quality, cramped, unsuitable accommodation, they are far more likely to suffer from a wide range of illnesses, such as cancer, respiratory and cardiovascular diseases. Well-designed housing can support the changing needs of our residents and help create a sustainable environment for new and existing residents. The HDG will enable people to embrace healthy lifestyles, secure socially inclusive developments, and foster more cohesive communities.
3. The City has a responsibility to ensure that the design consultants and contractors we commission have been procured based on comprehensive and adequate briefing information at the outset. The HDG provides that reference point which can be applied to all new build housing projects both large and small.

Current Position

4. The current Housing Design Guide (version 20) is the culmination of 2 years development and consultation involving a wide range of departments and stakeholders within the Corporation. It has been a collaborative exercise led by the City, the appointed consultant Hawkins Brown Architects, and the supporting multidisciplinary team. Members have been provided with a link to download the HDG.
5. This is the third and final report for Members to authorise the implementation of the HDG. The previous committee reports presented have been information reports and these have been supplemented by online presentations and Q&A.
6. The previous information report presented to HMASc in 2018 sought to obtain authorisation to implement specific design requirements for Fire Safety, LABC Warranty, Secured-by-Design and Access & Equality.
7. The Draft HDG has already been issued to design teams as a reference point for proposed housing schemes at Sydenham Hill Estate and York Way Estate.

Corporate & Strategic Implications

- 8 Strategic implications – The HDG supports the outcomes identified in the Corporate Plan as well as corporate strategies such as the Housing Strategy 2019-23; Responsible Business Strategy; Climate Action Strategy 2020-27; Biodiversity Action Plan; and local and national commitments set by the UK Government declaration of Climate Emergency which aims to take the measures needed to achieve Carbon Zero by 2030. Exemplar initiatives such as low-carbon heating and sustainable urban drainage systems are promoted within the HDG.

9 Financial Implications

Turner & Townsend, cost consultants have been commissioned to consider the potential cost impact of the standards contained in the HDG and this overview can be found in appendix 1. Not everything contained in the HDG will be applicable to all housing projects and discretion can be exercised. Financial implications for each project will be assessed on a project-by-project basis and reported to committee via the City's gateway project management protocol.

10 Resource Implications

The guidance contained in the HDG will improve the efficiency of design and project management activities as well as increase the methodology for managing construction data and the synergy of maintenance strategies.

11 Legal Implications

The HDG is a guidance document for design consultants and contractors. Specific contractual obligations will be dealt with on a project-by-project basis.

12 Risk Implications

By providing comprehensive briefing information, greater clarity will be achieved in setting out the City's requirements and leave less opportunity for ambiguity.

- 13 Equalities Implications – The HDG supports the City's obligations to satisfy the Public Sector Equality Duty 2010 - the proposals contained within this report will have a positive impact on people protected by existing equality legislation – age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. The HDG will be available as an accessible PDF and Equality Impact Assessments will be undertaken on a project-by-project basis.

14 Climate Implications

The City's Climate Action Strategy 2020-27 has been included as a key policy reference within the HDG and one which new housing projects need to comply.

15 Security Implications

The HDG stipulates that all new housing must be certified Secured-by-Design

Attachments

You can view the full Housing Design Guide by following the link below:

https://corpoflondonmy.sharepoint.com/personal/kim_starling_cityoflondon_gov_uk/_layouts/15/guestaccess.aspx?guestaccesstoken=vEvrRnUIzaWi1OczGLg22FaC1r%2FHBkrOIoa8e9%2BFpXw%3D&docid=2_10540a79392094e0fb7c7dd2933e1bb35&rev=1&e=dcXrcm

Appendices

- **Appendix 1** – Cost Overview prepared by Turner Townsend
- **Appendix 2** – Statement of Support by Hawkins Brown Architects

Michael Gwyther-Jones, Head of New Developments and Special Projects,
Housing Property Services, Michael.Gwyther-Jones@cityoflondon.gov.uk



Observation Report

FINAL

City Of London Housing Design Guide Issue 16
Hawkins Brown LLP 23rd October 2020

making the **difference**



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Associate Director

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2	Summary of Findings	4
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Rev	Originator	Approved	Date
0 FINAL	Joe Coyne	Nick Sandy	13 July 2020
1 FINAL	Joe Coyne	Nick Sandy	14 July 2020
2 FINAL	Joe Coyne	Nick Sandy	29 July 2020
3 FINAL	Joe Coyne	Nick Sandy	23 October 2020

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1 Executive Summary

This report has been prepared by Turner & Townsend (T&T) in response to the request from Hawkins Brown LLP, whom on behalf of the City of London Corporation have commissioned Turner & Townsend, to undertake a commentary of the '20016_Issue_16_FinalIssue' provided by Hawkins Brown LLP on 23rd June 2020.

The purpose of this report is to review the following:

- Examine the City of London Corporation 'Housing Design Guide to support the expansion of Social Housing' Issue 16 22.06.20 and report observations
- Commentary on the document as a whole and the affect it may have on cost
- Comment on relevant sections and appendices of the Housing Guide
- Comment on Abnormal cost headings
- Highlight risks for consideration

The key document used for this review is:

- City of London Corporation 'Housing Design Guide to support the expansion of Social Housing' Issue 16 22.06.20

The review culminated in identification of a number of observations and potential cost considerations. Our key findings are summarised in the table in Section 2.

We would draw attention to the fact that our report is not based on price assessment. It has focused on any risk implications per our methodology detailed below.

This report summarises the findings from this review process capturing the key findings on risk. For ease of reference, we have given a 'RAG' status to each item. Red denotes a key area of risk that requires immediate attention, Amber denotes concerns that should be reviewed by the project team in the short term, and Green denotes that there are no concerns.

Turner & Townsend are commissioned by Hawkins Brown LLP to conduct a cost assurance review of the City of London Corporation 'Housing Design Guide to support the expansion of Social Housing' Issue 16 22.06.20

2 Summary of Findings

This report summarises the findings from the review. For ease of reference, we have given a 'RAG' status to each item.

RED denotes a key area of risk that **requires immediate attention**: area of risk that requires immediate attention and review by the team

AMBER denotes concerns that should be **reviewed by the project team in the short term**: concerns that should be reviewed by the project team

GREEN denotes that **there are no concerns**: no short term concerns

The following sections of this report set out the detailed findings of our assurance review. The final section sets out a summary for consideration by City of London Corporation.

This report has been prepared for the confidential use of City of London Corporation in accordance with the terms of our appointment with Hawkins Brown LLP and should not be relied upon or used by any other third party. The opinions expressed within this report are those of Turner & Townsend acting in accordance with the terms of this appointment. Turner & Townsend accepts no responsibility or liability for any consequences of this document being used for a purpose other than the purposes for which it was commissioned.

Our key findings are as follows.

RAG status	
	<p><u>Content of the Guide that require better definition</u></p> <ul style="list-style-type: none"> Green roofs: page 106 of the Guide calls up this requirement. The extent and minimum areas required are undefined and should be determined on a project by project basis by a consultant ecologist. PV Cells: page 88 of the Guide calls up this requirement but the extent, quantity and minimum area requirements are not defined. Extent should be determined by energy strategy, unique to each and every project. Fixtures and fittings: Contractors bidding for construction works needs to clearly understand what loose FFE (fridges, ovens etc.) is excluded from the unit specifications. The Guide does not clearly define this and the extent of Landlord/Tenant FFE should be determined on a project by project basis. Pattressing: location and design of WBP plywood backing to stud walls is dictated by FFE locations. The Guide does not set out any criterion for same. Sprinklers: the Guide does not differentiate landlord and tenant area requirements and should be determined on a project by project basis. Appendix A6: Levels of BIM Maturity are not defined and BIM levels should be defined on a project by project basis.
	<p><u>Content of the Guide that attracts additional cost</u></p> <ul style="list-style-type: none"> Comfort cooling: If this is considered with Housing project designs, this will attract a c. £15,000 to £25,000 EX VAT per unit cost uplift (order of cost) and should be determined on a project by project basis. Green roofs: page 106 of the Guide calls up this requirement but the extent and minimum areas required are undefined in the Guide and should be determined on a project by project basis. Energy Centres: the Guide does not appear to consider this and should be determined on a project by project basis.
	<p><u>Potential conflict in Employer's Requirements design</u></p> <p>Page 9 of the Guide states '<i>What is the City of London Corporation Housing Design Guide</i>' and further states '<i>A document which sets out the City Corporation's Employer's Requirements to support and inform the development of new social housing to deliver new homes while providing pleasant places in which to live work and play</i>'.</p> <p>Risk: Conflict between CoL Corporation ERs and design team ERs in ITT documentation may attract higher contractor price returns.</p>

RAG status	
	<p><u>Main Contractor cost headings that need to be included in the Guide.</u></p> <ul style="list-style-type: none"> ▪ The Guide does not factor in any design and cost considerations due to COVID-19 ▪ HQM standard of 4 stars: HQM standards needs to be determined on a project by project basis. ▪ Electric Vehicle Charging points: The Guide p89 refers to points but futureproofing of estates is not defined and futureproofing needs to be determined on a project by project basis.
	<p><u>Procurement Risk</u></p> <p>The guide expresses a preference for single stage Design Build and alternative procurement routes should be considered on a project by project basis. The balance between a tender enquiry based on largely undeveloped design, as compared to a developed design needs to be carefully considered</p>
	<p><u>Statutory undertakings</u></p> <p>Project Risk Registers need to take account of Section 106, Section 278 and Carbon tax and late agreements with Local Authorities may add cost to the programme and Contractor work scope.</p>
	<p><u>CoL Corporation Cost book project budgets</u></p> <ul style="list-style-type: none"> ▪ Budget should include for Clerk of Works (page 21 of the Guide) ▪ Budget should include for Independent Commissioning Manager consultant cost (page 80 of the Guide) ▪ Budget should include for Home Quality Mark requirements (page 121 of the Guide)

3 Summary

Appointed cost consultants acting behalf of the City of London Corporation should not let the design proceed unless it is affordable and the Gateways (section 3.3 of the Guide) should be complied with in order to provide a collaborative process with the City and the designers. For establishment of City of London Corporation cost book budgets, the Guide should be aligned project scope, site location, building and site abnormal costs, site conditions, Client brief, Works programme and Employer Requirements.

For establishment of City of London Corporation cost book budgets, the Housing Design Guide should be aligned to each particular project scope and should inform the design, site location, building and site abnormal costs, site conditions, Client brief, Works programme and Employer Requirements.

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The City of London Housing Design Guide

The document provides a benchmark level to which all consultant teams must design to, and all schemes must meet. This protects the Corporation by ensuring that each of their schemes will reach a level of design and construction quality above what is required under other statutory requirements.

What is the City of London Corporation Housing Design Guide?

- A document which sets out the City Corporation's employer's requirements to support and inform the development of new social housing to deliver new homes while providing pleasant places in which to live, work and play.
- A tool to advocate good standards of build quality.
- An instructive design guide to be used by developers and housing providers.
- Guidance for multi-disciplinary design teams.
- A resource which aids placemaking in the city while retaining its inherent character.
- A guide to ensure all new residential developments are sustainable and resilient to climate change

What it is not..

- It is not a duplication of existing legislation.
- It is not a piece of planning policy.
- It does not replace other (local/national) housing standards or guidance which currently apply.

It is a design guide not a design code which means that teams using the document do not have to adhere dogmatically to the guide. Deviation may take place if benefits can be shown. Using a nascent version of the guide on Sydenham Hill has helped the team to understand the Corporations key requirements. These have been reviewed on a case by case basis and where it was felt, for the benefit of the scheme, the design deviated from the design guide this has been explained to the client and agreed.

The document is not only for design teams but may also be used by 'Contractors & Development Partners' and 'City of London internal stakeholders and departments.'

It covers the Corporations house building history, policy context, communications and engagement, responsible procurement, home design, communal space design, external space and landscape design, environment and wellbeing, performance and process management and includes appendices covering items from lift specifications to BIM EIRS.

The document with its appendices forms a comprehensive guide to ensure the City of London continues to procure housing development in line with its reputation and ambition.

Yours sincerely



Iain Cochran
Partner
Hawkins\Brown

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Committee(s): Corporate Asset Sub (Finance) Committee Housing Management and Almshouses Sub (Community and Children's Services) Committee Streets and Walkways Sub (Planning and Transportation) Committee Projects Sub (Policy and Resources) Committee	Date(s): 18 November 2020 30 November 2020 1 December 2020 17 December 2020
Subject: Combined Pre-Gateway 5 Project Closures	Public
Report of: Town Clerk	For Decision
Report author: Alistair MacLellan	

Summary

This report sets out a number of projects that have not yet reached Gateway 5 of the City's Project Procedure and that are no longer being progressed. It is therefore recommended that Members approve that the projects be closed.

Recommendation(s)

Members of Projects Sub-Committee are asked to:

- Consider and approve all listed projects for closure.

Members of Housing Management and Almshouses Sub-Committee are asked to:

- Consider and approve the two projects submitted by the Department for Community and Children's Services for closure.

Members of the Corporate Asset Sub-Committee are asked to:

- Consider and approve the project submitted by the City Surveyor's Department – Property Projects Group for closure.

Members of Streets and Walkways Sub-Committee are asked to:

- Consider and approve the eleven projects submitted by the Department of the Built Environment for closure.

Main Report

Background

1. The City's Projects Procedure states that a full outcome report is not required for projects closed prior to Gateway 5. Where this is the case, project officers

provide the Corporate Programme Office and the Chamberlain with a short narrative as to why the project should be closed, in advance of the proposed closure being considered by the spending Committee and the Projects Sub-Committee.

2. The Chairmen and Deputy Chairmen of Projects Sub-Committee and the spending Committee retain the right to 'call-in' any of these projects and receive a full Gateway 6 report at their (Sub-)Committee(s).

Current Position

3. The following summaries detail the projects put forward for early closure in the attached appendix.

Department of Community and Children's Services

- a. Two projects are put forward for closure, (i) Gullies and Drains Cleaning and (ii) Windsor House Paths, Water Mains and Boundary Walls.

City Surveyor's Department – Property Projects Group

- b. One project is put forward for closure (iii) 65/65a Basinghall Street (Justice Rooms).

City Surveyor's Department - Investment Property Group

- c. One project is put forward for closure (iv) City's Estate – Strategic Estate: 26/31 Shoreditch High Street, E1. This project has already been approved for closure by the Property Investment Board (Delegated Authority – February 2020) and so only the approval of Projects Sub-Committee is required.

Department of the Built Environment

- d. Eleven projects are put forward for closure (v) 6 Bevis Marks s106 (vi) Bank Alleys and Courts (vii) Blackfriars Bridge Walkway (viii) Bucklersbury House s106 (ix) Bus Reliability Scheme (x) Eastern City Cluster Ph. 2 (xi) Fenchurch Street Improvements (xii) Fleet Street Corridor – Major Scheme (xiii) Guildhall Pond and Green Spaces (xiv) Philpot Lane and Eastcheap Crossing (xv) Refurb Sturgeon Lighting Units.

Appendices

- Appendix 1 – Projects for Early Closure

Alistair MacLellan

Town Clerk's Department

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Appendix 1 – Projects for Pre-Gateway 5 Closure

Department of Community and Children's Services

Project Name:	Gullies and Drains Cleaning
Project UPI (this is the PV ID):	11543 (29800063)
Approval Amount:	£25,000
Spend to date:	£15,802 (survey fees)
Amount Unspent:	£9,698
When project was closed:	2018
Why project was closed early:	Following survey reports the extent of work identified was variable across estates was minimal. The costs for accessing some of the drains and gullies were prohibitive compared to the actual work required. It was therefore decided that any repairs that were needed would be done by response repairs and a future cyclical maintenance contract be looked into, to address routine maintenance of drainage and gullies.
Next steps:	Close project - any drainage repairs that have been reported to response repairs have been addressed. The department's repairs and maintenance team are in the process of setting up a cyclical maintenance contract.

Project Name:	Windsor House Paths, Water Mains and Boundary Walls
Project UPI (this is the PV ID):	11132 (29800061)
Approval Amount:	Staff costs: £1,690 Consultant Fees: £15,210
Spend to date:	Staff costs: £1,690 Consultant Fees: £7,850
Amount Unspent:	£7.360
When project was closed:	2018
Why project was closed early:	Following survey reports the extent of work identified was minimal. Any repairs that were needed would be done by response repairs, to be reported by estate staff.
Next steps:	Close project - any drainage repairs that have been reported to response repairs have been addressed. The department's repairs and maintenance team are in the process of setting up a cyclical maintenance contract.

City Surveyor's Department – Property Projects Group

Project Name:	65/65a Basinghall Street (Justice Rooms)
Project UPI (this is the PV ID):	11446
Approval Amount:	£37,000
Spend to date:	£24,040
Amount Unspent:	£12,960
When project was closed:	2018
Why project was closed early:	The project did not progress in the first instance as the building was required for occupation. Subsequently in March 2018 the building was Grade 2 Listed by Historic England in its entirety. Proposals to building over and under would be very costly and this in the context of other major capital programmes and ongoing occupation requirements for City of London Corporation and its partners the project has not been progressed.
Next steps:	Close project

City Surveyor's Department - Investment Property Group

Project Name:	City's Estate – Strategic Estate: 26/31 Shoreditch High Street, E1
Project UPI (this is the PV ID):	11522
Approval Amount:	£117,000
Spend to date:	£105,218
Amount Unspent:	£11,782
When project was closed:	2019
Why project was closed early:	<p>The properties form part of a wider development site (5% of the overall site by area) and following negotiations during 2018 and 2019 are now contained within an Option Agreement with Hammerson (owner of 90% of the overall site by area) for future development subject to planning permission (Approved by the Property Investment Board on 23rd January 2019 (CS 028/19)). The Option Agreement will run for 10 years and secure the City's involvement in any development of the site. This will maximise value once planning permission is secured.</p> <p>Subsequent to the issue report in January 2017, the consultant team have estimated the cost of refurbishment to bring the property back into a lettable condition at £1.77M (£399psf / £4,297psm) making this option unviable over the 10 years pending redevelopment. The current holding costs associated with the properties are approximately £11,000 per annum. It is proposed that the building be let for advertising purposes to offset holding costs and provide potential future income estimated to be £25,000 per annum.</p>

	Access to the properties is restricted due to the presence of asbestos and parts of the structure need to be made safe before full asbestos surveys and other structural surveys can be undertaken. Although visual structural surveys have not identified the properties at risk of collapse it is considered that the vertical structural cracks will only get worse if action is not taken to stabilise the structure and make it watertight. The cost of the survey and structural works has been estimated at £50,000.
Next steps:	Close project and conduct necessary repair work to ensure buildings are structurally safe.

Department of the Built Environment

Project Name:	6 Bevis Marks S106
Project UPI (this is the PV ID):	10671
Spend to date:	£12,113.75
When project was closed:	2014
Why project was closed early:	Section 278 works delivered majority of improvements to Bury Court. Section 106 funds were transferred to the Aldgate project.
Next steps:	Close project

Project Name:	Bank Alleys and Courts
Project UPI (this is the PV ID):	11010
Spend to date:	£0
When project was closed:	The project was put on hold in 2016
Why project was closed early:	The project was put on hold due to the desire to take forward an area-based approach to the enhancement of the courts and alleys as part of the wider Bank project.
Next steps:	Continue to explore improvements to the courts and alleys through the wider Bank area project

Project Name:	Blackfriars Bridge Walkway
Project UPI (this is the PV ID):	11493 Please note error on Project Vision suggesting the project has received Gateway 5 approval. Gateway 5 has not taken place.
Spend to date:	£21,035.42
When project was closed:	May 2015
Why project was closed early:	The project has been superseded by Tideway's Tunnel public realm design and works
Next steps:	Project officer will continue to liaise with Tideway Tunnel project team

Project Name:	Bucklersbury House s106 functional and environmental enhancements
Project UPI (this is the PV ID):	9466
Spend to date:	£36,846.38

When project was closed:	The project was put on hold in 2015
Why project was closed early:	The project was superseded by the Bloomberg highway improvements project.
Next steps:	To be closed

Project Name:	Bus Reliability Scheme
Project UPI (this is the PV ID):	11694
Spend to date:	£139,816.00
When project was closed:	2019
Why project was closed early:	After investigating the issues raised by various bus affiliated groups/associations there were no further feasible projects that could be progressed.
Next steps:	Close the project

Project Name:	Eastern City Cluster Ph. 2
Project UPI (this is the PV ID):	10719
Spend to date:	£46,130.35
When project was closed:	Put on hold in 2015
Why project was closed early:	The project was put on hold due to the need to update the strategy for the City Cluster as a result of the rapid growth in the area. The area covered by this project (St Mary Axe and Leadenhall Street) has now been included in Phase 2 of the recently adopted City Cluster Vision.
Next steps:	Take forward design and consultation work as part of the City Cluster Vision

Project Name:	Fenchurch Street Improvements
Project UPI (this is the PV ID):	10986
Spend to date:	£49,711.63
When project was closed:	Put on hold in early 2016
Why project was closed early:	Scope of project was not agreed with local stakeholders, and scheme was subsequently superseded by the City Cluster Vision work.
Next steps:	Initiate a new project to take forward a revised scheme as outlined in the City Cluster Vision. Remaining Section 106 funding (approx. £50k) to be reallocated.

Project Name:	Fleet Street Corridor – Major Scheme
Project UPI (this is the PV ID):	10671
Spend to date:	£216,255.97
When project was closed:	Put on hold in mid-2016

Why project was closed early:	Following a public consultation on the proposals in early 2016, the project was paused due to concerns regarding traffic movement in the Temple area. The project has since been superseded as Transport for London no longer allocate 'Major Schemes' funding; a Fleet Street Healthy Streets Plan (recommended in the adopted Transport Strategy) will be developed and will reassess proposals for this area. The design and consultation work to date will be used to inform the Healthy Streets Plan.
Next steps:	Initiate the Fleet Street Healthy Streets Plan.

Project Name:	Guildhall Pond and Green Spaces
Project UPI (this is the PV ID):	10681
Spend to date:	£25,941.77
When project was closed:	Put on hold in 2015
Why project was closed early:	Design options were developed, however, funding to take the proposals forward was limited. Some of the planned improvements have been implemented through the subsequent security improvement works
Next steps:	To be closed

Project Name:	Philpot Lane and Eastcheap Crossing
Project UPI (this is the PV ID):	11378
Spend to date:	The funding was reassigned to the Aldgate Project.
When project was closed:	Reassigned to Aldgate Project in June 2014.
Why project was closed early:	The funding was reassigned to the Aldgate Project. This was approved by Members in the Aldgate G5 report and appendix G, 'Fenchurch St 20 08/01061/FULMAJ – Transport' (June 2014)
Next steps:	Close project

Project Name:	Refurb Sturgeon Lighting Units
Project UPI (this is the PV ID):	9611
Spend to date:	£2,883.94
When project was closed:	2016
Why project was closed early:	The project to refurbish the sturgeon lighting units on the Embankment river wall, did not get beyond the concept stage before the Thames Tideway project began. The project has been superseded by the Street Lighting Strategy and any refurbishments would need to align with this Strategy. The project was created via a capital bid prior to the introduction of the Gateway process and has never been through any Gateway.
Next steps:	Close project and continue lighting upgrades via the Street Lighting Strategy

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Committees: Housing Management & Almshouses Sub Committee Projects Sub Committee	Dates: 30 November 2020 17 December 2020
Subject: Dron House Window Replacement and Common Parts Redecorations Unique Project Identifier: 11548	Gateway 5: Regular Authority to start work
Report of: Director of Community & Children's Services Report Author: Jason Crawford, Asset Programme Manager	For Decision
<h1>PUBLIC</h1>	

1. Status Update	<p>Project Description: This project will address the need for the Window Replacements at Dron House as well as a basis for establishing a platform for programming the future cyclical redecorations for the internal and external common parts across the Estate.</p> <p>RAG Status: Red (Amber at last report to Committee)</p> <p>Risk Status: Medium at last report to committee</p> <p>Total Estimated Cost of Project (excluding risk): £1,598,184 (including spend to date, fees & staff costs)</p> <p>Change in Total Estimated Cost of Project (excluding risk): £641,439</p> <p>Spend to Date: £23,742.32 (Fees £11,945, Staff costs £11,797)</p> <p>Costed Risk Provision Utilised: N/A</p> <p>Slippage: Cost – The estimates provided at Gateway 3/4 were based on uPVC as the preferred option for materials. The uplift in cost is associated with the planning conditions which set out the requirement for Aluminium Windows, which is more costly. In</p>
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	<p>addition to this, additional costs associated with implementing enhanced safe working and social distancing measures have had to be factored in for the works as a result of the Covid-19 outbreak.</p> <p>Time – The uplift in costs and the impacts of Covid-19 meant that many of our projects had to be deferred, during which a detailed financial impact assessment was undertaken with colleagues from the Chamberlains Department. Furthermore, risks of the potential for Leaseholders challenging the service charge recovery were also escalated to the Head of Major Works and Assistant Director of Barbican & Property Services in September 2019 and guidance sought on how to proceed with the project. The risks were raised in HMA Sub Committee.</p> <p>Having completed the financial impact assessments with Chamberlains department and following consideration of the risks, instruction to proceed to tender was issued July 2020 and we are now seeking Committee approval to award the contract originally tendered in 2019.</p>
2. Requested decisions	<p>Next Gateway: Gateway 6: Outcome Report</p> <p>Next Steps:</p> <p>Appoint AD Construction to deliver the window replacements and estate wide redecorations programme.</p> <p>Requested Decisions:</p> <ol style="list-style-type: none"> 1. That the appointment of AD Construction to deliver the windows replacements and estate wide redecorations programme be approved. 2. That additional budget of £1,574,441 is approved to reach the next Gateway; comprised of £1,499,468 for the tendered works contract and £74,973 for fees and staff costs. 3. Note the revised estimated total project budget cost of £1,598,184 (Including spend to date but excluding risk). 4. Note the risks of the potential for Leaseholders to challenge the service charge recovery, as notified under item R1 on the attached risk register (Appendix 2).
3. Budget	<p>In June 2017, an issues report was submitted, and Project Sub Committee gave approval to split the Windows replacement and Redecorations programme into a number of separate work packages.</p>

Following this a Quantity Survey was undertaken by Mooney Kelly, the estimates were revised and an estimated budget of £16,905,452 for all blocks/estates was notified to Committee at Gateway 3/4. This was broken down as follows:

	Golden Lane	Holloway	Southwark	Dron House & Sydenham Hill	William Blake & Windsor House	Tot
Works	£7,497,570	£1,578,788	£2,970,552	£1,270,676	£1,776,569	£15,094,154
Consultancy	£749,757	£157,879	£297,055	£127,068	£177,657	£1,509,415
Staff costs	£149,951	£31,576	£59,411	£25,414	£35,531	£301,883
Total	£8,397,278	£1,768,242	£3,327,018	£1,423,157	£1,989,757	£16,905,452

Having reviewed the intended approach to procurement and due to the uncertainty around the length of time planning applications might take (especially across different planning authorities) it was decided to submit the planning applications and tender the works on Dron House separately from Sydenham Hill. The initial intention being that we would use Dron House as a pilot from which we could apply lessons learned during the planning application and tender processes to the subsequent tenders.

This in hindsight has been deemed to have been a well-considered approach as we have experienced severe delays in some of the planning applications with the relevant planning authorities on some of the other estates (specifically Holloway in Islington and Sydenham Hill in Lewisham, which is still ongoing). These will be addressed separately in the subsequent Gateway 5 reports for the respective Estates.

Having taken on board some of the lessons learned at the planning application stages it was subsequently agreed to do the same for William Blake Estate and Windsor House, insofar that we would submit the planning applications and tender the works for each Estate independently. The main risk was that a delay on the planning applications on one Estate may prevent us tendering the works across both.

A full and compliant tender process has now been completed for the works at Dron House. The tender process was open non-OJEU. The evaluation criteria was split 60% quality and 40% technical. The gap between 1st and 2nd ranked supplier was 0.18 and therefore extensive evaluation and clarifications were carried out. The average quality score was 32/60 and the recommended contractor scored above this at 36/60.

1st- AD Construction 76/100

2nd- Diamond Building 75.49/100

3rd- Mulalley 71/100

	<p>Nine tenders were received and fully evaluated on the quality and cost criteria from which AD Construction were identified as the winning Bidder.</p> <p>AD Construction's submission was evaluated as the highest in the technical evaluation and their pricing submission was the lowest of the tenderers and is around 17% cheaper than the average.</p> <p>Based on AD Construction's bid, the total costs are now estimated as follows:</p> <table><tr><th>Item</th><th>Reason</th><th>Cost (£)</th></tr><tr><td>Works</td><td>Contract Value</td><td>£1,499,468</td></tr><tr><td rowspan="2">Expenditure to date</td><td>Staff Costs</td><td>£11,797</td></tr><tr><td>Fees</td><td>£11,945</td></tr><tr><td>Consultancy Fees</td><td>Design / Surveyors / Structural Survey / Building Regulations Application fees</td><td>£37,487</td></tr><tr><td>Staff Costs</td><td>Staff fees</td><td>£37,487</td></tr><tr><td>Total</td><td></td><td>£1,598,184</td></tr><tr><td>Funding</td><td colspan="2">HRA Capital Works (including 46% proportional recovery from long leaseholders)</td></tr></table> <p>Costed Risk Provision requested for this Gateway: n/a</p>	Item	Reason	Cost (£)	Works	Contract Value	£1,499,468	Expenditure to date	Staff Costs	£11,797	Fees	£11,945	Consultancy Fees	Design / Surveyors / Structural Survey / Building Regulations Application fees	£37,487	Staff Costs	Staff fees	£37,487	Total		£1,598,184	Funding	HRA Capital Works (including 46% proportional recovery from long leaseholders)	
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Staff Costs	Staff fees	£37,487																						
Total		£1,598,184																						
Funding	HRA Capital Works (including 46% proportional recovery from long leaseholders)																							
4. Design summary	<p>This project will address the following:</p> <p>1. Replacement of aging, poorly performing single glazed timber and steel fenestration windows on all residential properties across the estate with thermally efficient double glazed Aluminium fenestrations compliant with current building regulations requirements.</p> <p>2. Redecoration of estate wide internal and external common parts to facilitate future cyclical redecoration programmes. Redecoration in this context applies to the cleaning, sanding and repair of previously decorated surfaces, followed by the application of coatings (undercoats, paints and varnishes) as may be required to achieve the desired finish upon those surfaces.</p>																							
5. Delivery team	<p><u>City of London:</u></p> <ul style="list-style-type: none">• Asset Programme Manager – Jason Crawford• Project Manager – Michael Sunnucks																							

	<ul style="list-style-type: none"> • Clerk of Works – Martin Oscar <p><u>Contractors:</u></p> <ul style="list-style-type: none"> • Principal Contractor – AD Construction • Principal Designer – Playle & Partners
6. Programme and key dates	<ul style="list-style-type: none"> • Committee Approval – October 2020 • Exchange of contracts – November 2020 • Mobilisation – January 2021 • Estimated Start Date – February / March 2021 (TBC, subject to Covid-19 status) • Estimated Completion – August / September 2021 (TBC, subject to Covid 19 status)
7. Risks	<p>Please refer to appendix 2:</p> <p>R1. Leaseholders challenging</p> <p>Officers attended a First Tier Leasehold Tribunal hearing in September 2019 in relation to the Application for Dispensation for the intended approach of tendering the works using a Framework approach, as a number of Leaseholders had submitted objections to City of London's proposed tender approach. Although the First Tier Tribunal granted the Application for dispensation, based on their comments at the hearing a decision was subsequently made to undertake an open tender instead, and the statutory section 20 consultations were reissued.</p> <p>Having noted the comments from the First Tier Tribunal hearing, as well as a number of Leaseholder comments made during the post tender statutory consultations at Dron House, as well as at Holloway and two of the South Bank Estates (Pakeman House & Sumner Building) officers highlighted the potential risk of Leaseholder's challenging the service charge apportionments on the grounds of either disrepair or improvements.</p> <p>Options to mitigate the risks were escalated to the Head of Major Works and Assistant Director of Barbican & Property Services, which were subsequently raised at HMA Sub Committee.</p> <p>Having taken the risks under consideration instruction to proceed to tender award was issued July 2020 and officers were advised to notify committee of the potential risks of Leaseholder challenges at Gateway 5, as noted under R1 on the appended risk register.</p> <p>In the case of Dron House Leaseholders make up 46% of the resident population, and should Leaseholders mount a</p>

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	<p>successful challenge this could equate to a potential loss of approximately £705,000 through service charge recovery.</p> <p>Costed Risk Provision Utilised at Last Gateway: n/a</p> <p>Change in Costed Risk: n/a</p> <p>Further information available in the Risk Register (Appendix 2).</p>
8. Success criteria	<ol style="list-style-type: none"> 1. Completion of all required works to meet statutory and City standards. 2. Achievement of expected lifespan of 30-40 years for new window installations. 3. Improved safety and security. 4. Improved SAP ratings and energy performance of thermal efficiency and acoustic performance. As part of the specification the contractors are required to produce updated Energy Performance Certification for all dwellings upon completion of the works. 5. Establishing a programme for cyclical communal redecorations to preserve the residential buildings of the estate. 6. Works are managed to minimise disruption to residents and impact on the general public and wider public realm.
9. Progress reporting	<p>Internal progress reports will be updated on a monthly basis via Project Vision. Residents will also receive monthly updates via the monthly Estate Newsletters.</p>

Appendices

Appendix 1	Project Coversheet
Appendix 2	Risk Register
Appendix 3	PT8 Procurement Form

Contact

Report Author	Jason Crawford
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Project Coversheet

[1] Ownership & Status

UPI: 11548

Core Project Name: Windows Replacements and Common Parts Redecorations Programme - Dron House

Programme Affiliation: n/a

Project Manager: Jason Crawford

Definition of need: To replace the current steel and timber single glazed windows which are thermally inefficient and past their life expectancy. To replace with Aluminium double glazed windows which conform to current building regulations. At the same time undertake estate wide common parts redecorations while scaffolding is in situ, to facilitate future cyclical redecorations programmes.

Key measures of success:

- Increased resident satisfaction.
- Improvement thermal efficiency in the Standard Assessment Procedure (SAP) energy performance rating of our housing assets.
- Reduction in ongoing repair and maintenance costs.

Expected timeframe for the project delivery:

- Current Estimate: Start Spring 2021 / Estimated Completion Autumn 2021

Key Milestones:

Gateway 5 – November / December 2020

Start on site – Spring 2021

Estimated completion – Autumn 2021

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

Increased tendered costs above those previously estimated at Gateway 3/4, the impact of Covid-19 and additional costs required to facilitate enhanced social distancing measures during the works have meant that a detailed Financial Assessment has had to be undertaken in conjunction with Chamberlains Department. In addition to this, following the First Tier Tribunal hearing in September 2019 the risk of challenges to the Leaseholder Apportionments and options to mitigate the risks were escalated to the Head of Major Works and Director of Barbican & Property Services and subsequently raised at HMA Sub Committee. Instruction to proceed was issued July 2020 and to notify committee at Gateway 5. We are now seeking committee approval to award the contract originally tendered in 2019.

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

Officers attended a First Tier Tribunal hearing in September 2019 in relation to the Application for Dispensation for the intended approach of tendering the works using a Framework approach. Although the First Tier Tribunal granted the Application for

dispensation, based on their comments at the hearing a decision was subsequently made to undertake an Open Tender instead, and the statutory section 20 consultations were reissued.

[2] Finance and Costed Risk

Headline Financial, Scope and Design Changes:

'Project Proposal' G2 report (as approved by PSC 26/09/2013):

- Total Estimated Cost (excluding risk): £4,333,000 (all blocks/estates)
- Resources to reach next Gateway (excluding risk): £175,000
- Spend to date: n/a
- Costed Risk Against the Project: n/a
- CRP Requested: n/a
- CRP Drawn Down: n/a
- Estimated Programme Dates:
 - Gateway 1 – September 2013.
 - Gateway 2 – September 2013
 - Gateway 3 – March 2014
 - Gateway 4 – March 2014
 - Gateway 5 - as per each individual project

Scope/Design Change and Impact: n/a

Issues report (as approved under 'Urgency' by PSC 06/06/2017):

- Total Estimated Cost (excluding risk): £12,610,000 (all blocks/estates)
- Resources to reach next Gateway (excluding risk): n/a
- Spend to date: £43,750
- Costed Risk Against the Project: n/a
- CRP Requested: n/a
- CRP Drawn Down: n/a
- Estimated Programme Dates:
 - Gateway 3/4: September 2017
 - Gateway 5: To be determined.

Scope/Design Change and Impact: as stated in the Issues report, the scope had changed considerably with the addition of new blocks as well as whole estates which resulted in a considerable uplift in the costs reported at the previous Gateway. At Gateway 2 estimates were £4,333,000, at the time of writing the Gateway 3/4 report estimates were £12,610,000 for all blocks and estates that had been subsequently added.

'Options Appraisal and Design' G3-4 report (as approved by Court of Common Council 07/12/17):

- Total Estimated Cost (excluding risk): £16,905,452 (all blocks/estates)
- Resources to reach next Gateway (excluding risk): £638,113
- Spend to date: £42,575
- Costed Risk Against the Project: n/a

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- CRP Requested: n/a
- CRP Drawn Down: n/a
- Estimated Programme Dates:
 - Gateway 3/4 - November 2017
 - Procurement of design team - April 2018
 - Detailed design and Planning application – December 2018
 - Gateway 5 – July 2019
 - Works start – Summer 2019

	Golden Lane	Holloway	Southwark	Dron House & Sydenham Hill	William Blake & Windsor House	Tot
Works	£7,497,570	£1,578,788	£2,970,552	£1,270,676	£1,776,569	£15,094,154
Consultancy	£749,757	£157,879	£297,055	£127,068	£177,657	£1,509,415
Staff costs	£149,951	£31,576	£59,411	£25,414	£35,531	£301,883
Total	£8,397,278	£1,768,242	£3,327,018	£1,423,157	£1,989,757	£16,905,452

Scope/Design Change and Impact: *at the time of writing the issues report the estimates were based on the revised estimates received by Pellings in October 2016. For the purposes of the Gateway 3/4 report we appointed a Quantity Surveyor to review the costs and estimates were revised as £16,905,452 for all blocks.*

‘Authority to start Work’ G5 report (pending approval):

- Total Estimated Cost (excluding risk, including spend to date): £1,598,184 (Dron House only)
- Resources to reach next Gateway (excluding risk and spend to date): £1,574,441.
- Spend to date: £23,742
- Costed Risk Against the Project: n/a
- CRP Requested: n/a
- CRP Drawn Down: n/a
- Estimated Programme Dates:
 - Gateway 5 – November / December 2020
 - Works Start – Spring 2021
 - Estimated completion – Autumn/Winter 2021

Scope/Design Change and Impact: *Cost estimates at Gateway 3/4 were based on the overall preferred option for replacement with double glazed uPVC. However, planning permission for Dron House was granted with the stipulation that replacements should be Aluminium.*

Furthermore, due to the Covid-19 outbreak we also had to ask bidders, following the tender in 2019, to resubmit pricing proposals in order to facilitate enhanced safe working and social distancing measures for the works to be undertaken.

The intended approach to planning applications and tender was also reviewed and it was decided to treat Dron House Estate as a pilot from which we could use the lessons learned during the planning and tender stages and apply them to the

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subsequent tenders. Planning Applications and the Tenders for Dron House have been carried out independently and the lessons learned applied to the remaining Estates. This is covered in more detail in section 3 of the Gateway 5 report.

Total anticipated on-going commitment post-delivery

[£]: Following the defects liability period any ongoing costs will be the remit of periodic repairs and maintenance as stipulated in warranties.

Programme Affiliation [£]: n/a – as requested in the issues report, approval was given to separate the estates into separate works packages.

City of London: Projects Procedure Corporate Risks Register

Project Name: Dron House Window Replacements & Common Pa			PM's overall risk rating: Low		CRP requested this gateway		£ -		Average unmitigated risk		6.0		Open Risks		12														
Unique project identifier: PV11548			Total estimated cost (exc risk): £ 1,598,184		Total CRP used to date		£ -		Average mitigated		4.7		Closed Risks		0														
General risk classification										Mitigation actions										Ownership & Action									
Risk ID	Gateway	Category	Description of the Risk	Risk Impact Description	Likelihood Classification pre-mitigation	Impact Classification pre-mitigation	Risk score	Costed impact pre-mitigation (£)	Costed Risk Provision requested Y/N	Confidence in the estimation	Mitigating actions	Mitigation cost (£)	Likelihood Classification post-mitigation	Impact Classification post-mitigation	Costed impact post-mitigation (£)	Post-Mitigation risk score	CRP used to date	Use of CRP	Date raised	Named Departmental Risk Manager/Coordinator	Risk owner (Named Officer or External Party)	Date Closed OR/Realised & moved to Issues	Comment(s)						
R1	5	(2) Financial	Section 20 Challenges.	Leaseholder(s) may challenge the Section 20 service charge recovery on grounds of the works being improvements or due to disrepair. Following a First Tier Tribunal Hearing in September 2019 recommendations were made to undertake more detailed surveys and tender as a cost in use exercise.	Possible	Major	12	£705,000.00	N	C – Uncomfortable	Risks escalated to Head of Major Works and Director of Barbican & Property Services. Several options were presented (1) More detailed sample survey to quantify numbers in disrepair, (2) deed of variation to the Leases to include "improvement Clauses" or (3) dual tender. Officers have been instructed to continue as planned and highlight the risk to committee at Gateway 5.	£705,000.00	Possible	Major	£705,000.00	12	£0.00		N	08/10/2019	Michael Sunnucks	Jason Hayes		Circa 47% of project costs are recoverable by way of service charge from long leaseholders at Dron House.					
R2	5	(10) Physical	Weather delays.	The weather impact on this project would be high as the majority of works are taking place outdoors. High winds can affect the contractors' ability to complete works at height. Rain and cold weather, in particular snow can prevent items such as sealants from setting properly.	Possible	Serious	6	£0.00	N	B – Fairly Confident	Works are being programmed to start Spring/Summer to minimise risk.	£0.00	Unlikely	Serious	£0.00	4	£0.00		N	17/10/2017	Michael Sunnucks	Michael Sunnucks		Works can be programmed to start to avoid periods in which we expect inclement weather,					
R3	5	(10) Physical	Continued deterioration of windows	Leading to damage to building fabrics of City Assets	Likely	Serious	8	£0.00	N	B – Fairly Confident	Prioritisation to carry out the works in a cost effective and timely way with exclusions where needed	£0.00	Unlikely	Serious	£0.00	4	£0.00		N	17/10/2017	Michael Sunnucks	Michael Sunnucks		It is considered unlikely that the works won't be approved.					
R4	5		Delay to works completion leads to project overrunning	Should works overrun, this may have an impact upon the budget of the project.	Possible	Serious	6	£0.00	N	B – Fairly Confident	No actions can currently be taken, care has been taken assessing works contractors bids to ensure realistic timescales are set. Strong contract monitoring will be undertaken to ensure that the works are progressing as planned.	£0.00	Unlikely	Serious	£0.00	4	£0.00		N	17/10/2017	Michael Sunnucks	Michael Sunnucks							
R5	5	(9) Environmental	Significant Change in sustainability sector	Covid 19 related issues could impact the project if there is a resurgence in lockdown	Possible	Serious	6	£0.00	N	C – Uncomfortable	No action can be undertaken to prevent a resurgence but we have asked contractors to implement enhanced safe distancing measures during the works.	£0.00	Possible	Serious	£0.00	6	£0.00		N	17/10/2017	Michael Sunnucks	Michael Sunnucks		Close monitoring of government guidelines is required.					
R6	5	(3) Reputation	Recommendations not approved	If approval to proceed is not granted project timelines will need to be reviewed.	Possible	Minor	3	£0.00	N	B – Fairly Confident	Ensure that recommendations are validated and well though through, taking cost benefits and potential dis-benefits (such as disrepair claims) into account.	£0.00	Unlikely	Minor	£0.00	2	£0.00		N	17/10/2017	Michael Sunnucks	Michael Sunnucks							
R7	5	(2) Financial	Increase in pricing during works	Increased project costs.	Possible	Serious	6	£0.00	N	B – Fairly Confident	A clear contract and robust contract management will be carried out throughout the project to keep a focus on cost and delivery to budget. Project Managers will be alert to delays to the project, particularly those caused by the City of London as these can be used by contractors as leverage for increases in cost.	£0.00	Unlikely	Serious	£0.00	4	£0.00		N	17/10/2017	Michael Sunnucks	Michael Sunnucks							
R8	5	(3) Reputation	Challenge to tender awarding process	Could lead to project delays & increased costs.	Unlikely	Serious	4	£0.00	N	A – Very Confident	A robust tendering process and cost evaluation has been undertaken. Should a challenge arise, advice will be sought from City Procurement and Legal services to ensure the dispute is resolved rapidly and successfully.	£0.00	Rare	Serious	£0.00	2	£0.00		N	17/10/2017	Michael Sunnucks	Jason Crawford							
R9	5	(2) Financial	Contractor Financial Viability	Could lead to project delays & increased costs.	Possible	Serious	6	£0.00	N	B – Fairly Confident	Procurement colleagues undertake financial viability assessments as part of the tender process.	£0.00	Possible	Serious	£0.00	6	£0.00		N	17/10/2017	Michael Sunnucks	Michael Sunnucks		Whilst a robust tender evaluation process has been undertaken it's difficult to understand fully how the Covid-19 situation has impacted or will continue to impact contractors' ongoing financial viability.					

R10	5	(2) Financial	Works more extensive than planned for	Could lead to project delays & increased costs.	Possible	Serious	6	£0.00	N	B – Fairly Confident	Detailed PCI has been provided as part of the robust tender package. Contractors have been asked to include Provisional Sums to cover any unforeseen works.	£0.00	Unlikely	Serious	£0.00	4	£0.00	N	17/10/2017	Michael Sunnucks	Michael Sunnucks	Whilst measures have been put in place it's possible that deterioration of the unmaintained assets may have led to deterioration of surrounds that may not become apparent until opening up works have been undertaken.
R11	5	(2) Financial	Residents refuse access.	Should residents refuse access to their homes in order to complete works. It would cause cost and time delays to the project.	Possible	Minor	3	£0.00	N	B – Fairly Confident	Early engagement has been carried out with residents to make them aware of the upcoming works. An issues on access will be reported immediately to the Estate Management teams and enforcement undertaken if absolutely necessary.	£0.00	Unlikely	Minor	£0.00	2	£0.00	N	17/10/2017	Michael Sunnucks	Michael Sunnucks	
R12	5	(5) H&S/Wellbeing	Fire risk assessments (FRA's)	It has been noted that many of the FRA's have or are about to expire. There is a potential risk that the Principal Contractor may not start works as the FRAs are out of date which could delay the proposed works affecting the overall programme and potentially an increase in costs.	Possible	Serious	6	£0.00	N	C – Uncomfortable	This has been escalated to Senior managers and previous instruction was to continue as planned. Having taken further advice from Col. Fire Safety Officer this has been escalated again. At present many of the FRAs have or are due to expire. Latest advice is that we can continue.	£0.00	Possible	Serious	£0.00	6	£0.00	N	31/10/2019	Michael Sunnucks	Jason Hayes	It is likely that this may impact the progress of the works and Officers will seek a resolution in the meantime - works are planned to start Spring 2021 so we will aim to resolve the risk without it becoming an issue. We have been liaising with the Principal Designer and continue to highlight any corrective actions prior to commencement of the works.
R13								£0.00				£0.00				£0.00	£0.00					
R14								£0.00				£0.00				£0.00	£0.00					
R15								£0.00				£0.00				£0.00	£0.00					
R16								£0.00				£0.00				£0.00	£0.00					
R17								£0.00				£0.00				£0.00	£0.00					
R18								£0.00				£0.00				£0.00	£0.00					
R19								£0.00				£0.00				£0.00	£0.00					
R20								£0.00				£0.00				£0.00	£0.00					
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R25								£0.00				£0.00				£0.00	£0.00					
R26								£0.00				£0.00				£0.00	£0.00					
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R40								£0.00				£0.00				£0.00	£0.00					
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R44								£0.00				£0.00				£0.00	£0.00					
R45								£0.00				£0.00				£0.00	£0.00					
R46								£0.00				£0.00				£0.00	£0.00					
R47								£0.00				£0.00				£0.00	£0.00					
R48								£0.00				£0.00				£0.00	£0.00					
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R52								£0.00				£0.00				£0.00	£0.00					
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R69								£0.00				£0.00				£0.00	£0.00					
R70								£0.00				£0.00				£0.00	£0.00					
R71								£0.00				£0.00				£0.00	£0.00					
R72								£0.00				£0.00				£0.00	£0.00					
R73								£0.00				£0.00				£0.00	£0.00					
R74								£0.00				£0.00				£0.00	£0.00					
R75								£0.00				£0.00				£0.00	£0.00					
R76								£0.00				£0.00				£0.00	£0.00					
R77								£0.00				£0.00				£0.00	£0.00					
R78								£0.00				£0.00				£0.00	£0.00					
R79								£0.00				£0.00				£0.00	£0.00					
R80								£0.00				£0.00				£0.00	£0.00					
R81								£0.00				£0.00				£0.00	£0.00					
R82								£0.00				£0.00				£0.00	£0.00					
R83								£0.00				£0.00				£0.00	£0.00					
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R85								£0.00				£0.00			£0.00		£0.00						
R86								£0.00				£0.00			£0.00		£0.00						
R87								£0.00				£0.00			£0.00		£0.00						
R88								£0.00				£0.00			£0.00		£0.00						
R89								£0.00				£0.00			£0.00		£0.00						
R90								£0.00				£0.00			£0.00		£0.00						
R91								£0.00				£0.00			£0.00		£0.00						
R92								£0.00				£0.00			£0.00		£0.00						
R93								£0.00				£0.00			£0.00		£0.00						
R94								£0.00				£0.00			£0.00		£0.00						
R95								£0.00				£0.00			£0.00		£0.00						
R96								£0.00				£0.00			£0.00		£0.00						
R97								£0.00				£0.00			£0.00		£0.00						
R98								£0.00				£0.00			£0.00		£0.00						
R99								£0.00				£0.00			£0.00		£0.00						
R100								£0.00				£0.00			£0.00		£0.00						

City of London: Projects Procedure Corporate Risks Register

Project name:

Dron House Window Replacements & Common Parts Redecorations

Unique project identifier:

PV11548

Total est cost (exc risk)

£1598184

PM's overall risk rating	Low	<i>Corporate Risk Matrix score table</i>				
	6.0	Minor impact	Serious impact	Major impact	Extreme impact	
	4.7	Likely	4	8	16	32
		Possible	3	6	12	24
	0	Unlikely	2	4	8	16
	9	Rare	1	2	4	8
Amber risks (open)						
Green risks (open)	3					

Costed risks identified (All)	£705,000.00	44%	Costed risk as % of total estimated cost of project
Costed risk pre-mitigation (open)	£705,000.00	44%	" "
Costed risk post-mitigation (open)	£705,000.00	44%	" "
Costed Risk Provision requested	£0.00	0%	CRP as % of total estimated cost of project

	Number of Open Risks	Avg Score	Costed impact	Red	Amber	Green
(1) Compliance/Regulatory	0	0.0	£0.00	0	0	0
(2) Financial	5	6.6	£705,000.00	0	4	1
(3) Reputation	2	3.5	£0.00	0	0	2
(4) Contractual/Partnership	0	0.0	£0.00	0	0	0
(5) H&S/Wellbeing	1	6.0	£0.00	0	1	0
(6) Safeguarding	0	0.0	£0.00	0	0	0
(7) Innovation	0	0.0	£0.00	0	0	0
(8) Technology	0	0.0	£0.00	0	0	0
(9) Environmental	1	6.0	£0.00	0	1	0
(10) Physical	2	7.0	£0.00	0	2	0

Issues (open)		1	Open Issues		0	0	0	0
All Issues		1	All Issues		0	0	0	0
Cost to resolve all issues (on completion)		£0.00		Total CRP used to date		£0.00		

PT8 - Tender Award Report

This document is used to summarise the procurement process



Report Title	Window Replacement and Internal & External Common Parts Redecorations - Dron House
Report Author	Louise Carroll
Report Date	25/08/20
Procurement Reference	

Key Area	Outcome
Purpose of Report	Recommendation to award
Tender Process	Open non-OJEU
Proposed Provider	AD Construction
Cost (exc. VAT)	£1,499,468.00
Potential Risks	

Detailed Summary

1. Summary

Details of what needs to be approved and a list of key areas covered by the report

To recommend award of Window Replacement at Dron House to AD Construction for a fee of £1,499,468.00. The works are for the replacement of the windows to all three blocks, communal decoration and all other works include within the tender documentation.

2. Recommendations

Details of who the contract is to be awarded to, proposed contract term, extensions and other relevant details

To recommend award of Window Replacement at Dron House to AD Construction for a fee of £1,469,468.00. This will be under E2 terms. The proposed programme length is one year.

3. Current Service Provision

Details of current supplier, contract arrangements, expiry dates and potential exit issues.

N/A

4. Evaluation Summary

Overview of the tender process including SQ and ITT outcomes; evaluation criteria and weighting, evaluation outcomes including overview of the top 3 ranked suppliers.

The tender process was open non-OJEU. The evaluation criteria was split 60% quality and 40% technical. The gap between 1st and 2nd ranked supplier was 0.18 and therefore extensive evaluation and clarifications were carried out. The average quality score was 32/60 and the recommended contractor scored above this at 36/60.

1st- AD Construction 76/100

2nd- Diamond Building 75.49/100

3rd- Mulalley 71/100

5. Savings, efficiencies and benefits

Pricing overview, including cost type (fixed cost, schedule of rates etc) and cashable and non-cashable savings achieved.

The pricing documents included a collections page and priced works schedule.

The pricing ranged from £1.49m to £1.87m with the average price coming in at £1.71m. AD Constructions price was the lowest of the tenderers and is around 17% cheaper than the average.

The PTE of this project was circa £1m. AD Construction's tender price is therefore 40% above the PTE but the lowest submitted price.

6. Lessons Learnt

After reviewing the commercial submissions and having looked at the market we have established that our PTE may not be realistic.

COVID-19 is having an impact on pricing and tenderers bids are increasing to accommodate this.

7. Contract Management Plan

Details of persons managing the contract covering roles and responsibilities of individual staff.

Michael Sunnucks

8. Approval Sign Off

Name of Approver	Michael Harrington
Position	Senior Category Manager
Date approved	25/08/20
Approver comments	The Closeness of the evaluation will require extensive feedback if the 2 nd place tenderer wishes to receive feedback.

9. Appendices

Technical Evaluation

Question	Weight	Evaluator	AD Construction	Axis Europe	Borras Construction	Chas Berger	Cuttle Construction	Diamond Build	Mulalley Co Ltd	Niblock Building	Symphony Windows
Please provide 2 examples of a local authority housing scheme where you have acted as principle/main contractor to	30	Michael Sunnucks	18	12	18	18	12	18	18	18	12
		Peter Smith	18	12	18	18	12	18	24	18	12
		Evaluator 3	0	0	0	0	0	0	0	0	0
		Jason Crawford	18	12	18	18	12	18	18	18	12
Please provide an indicative program, this must contain the following:	10	Michael Sunnucks	6	4	4	6	4	8	8	6	4
		Peter Smith	6	6	6	6	6	8	8	6	4
		Evaluator 3	0	0	0	0	0	0	0	0	0
		Jason Crawford	6	4	4	6	4	8	8	6	4
1. Lead in times for specialist		Michael Sunnucks	12	6	6	9	6	12	9	9	6
		Peter Smith	9	9	9	9	9	15	9	6	6
		Evaluator 3	0	0	0	0	0	0	0	0	0
		Jason Crawford	9	6	6	9	6	12	9	6	6
Due to the nature of the project, it is envisaged that several elements will be required to be sub-contracted	15	Michael Sunnucks	9	3	6	9	6	12	9	6	6
		Peter Smith	9	6	6	6	6	9	9	9	6
		Evaluator 3	0	0	0	0	0	0	0	0	0
		Jason Crawford	9	6	6	6	6	9	9	6	6
As an organisation, the City of London promotes social value within projects of this nature.	10	Michael Sunnucks	6	6	6	8	6	6	8	4	2
		Peter Smith	6	6	4	6	6	8	8	6	8
		Evaluator 3	0	0	0	0	0	0	0	0	0
		Jason Crawford	6	6	4	6	6	6	8	4	6
As an organization, the City of London has residents needs and expectations at its heart. You shall therefore be required	10	Michael Sunnucks	6	4	8	8	6	8	6	4	4
		Peter Smith	6	6	6	6	6	8	6	4	4
		Evaluator 3	0	0	0	0	0	0	0	0	0
		Jason Crawford	6	4	6	6	6	8	6	4	4
Please provide details of your practical completion process in relation the works and aftercare service. This should	10	Michael Sunnucks	6	4	4	6	6	8	6	6	6
		Peter Smith	6	6	4	6	6	8	6	6	6
		Evaluator 3	0	0	0	0	0	0	0	0	0
		Jason Crawford	6	4	4	6	6	8	6	6	6
Weighted Total Must total 100	100										
Score from Quality split			36.00	25.20	28.80	34.20	27.60	41.40	38.40	30.00	26.40
Pricing Score			40.00	37.74	35.26	35.78	32.01	34.09	32.67	35.19	33.45
Total			76.00	62.94	64.06	69.98	59.61	75.49	71.07	65.19	59.85
Rank			1	7	6	4	9	2	3	5	8

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

Document is Restricted

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