



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

**Date:** FRIDAY, 14 OCTOBER 2022  
**Time:** 11.30 am  
**Venue:** COMMITTEE ROOM 3 - 2ND FLOOR WEST WING, GUILDHALL

**Members:** Deputy Marianne Fredericks (Chair)  
Timothy James McNally (Deputy Chair)  
Deputy John Fletcher  
Mary Durcan  
Ruby Sayed (Chair, CCS)  
Helen Fentimen (Deputy Chair, CCS)

Alderman Gregory Jones KC  
Florence Keelson-Anfu  
Ceri Wilkins  
Jamel Banda  
Deputy Susan Pearson  
Henrika Priest

**Enquiries:** [julie.mayer@cityoflondon.gov.uk](mailto:julie.mayer@cityoflondon.gov.uk)

### Accessing the virtual public meeting

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<https://youtu.be/UpIfEvT97Zc>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic 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 held on 8<sup>th</sup> July 2022.

**For Decision**  
(Pages 5 - 10)

4. **OUTSTANDING ACTIONS**

Members are asked to note the Sub Committee's Actions Tracker.

**For Information**  
(Pages 11 - 12)

5. **CCTV POLICY REVIEW**

Report of the Executive Director, Community and Children's Services.

**For Decision**  
(Pages 13 - 26)

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

Report of the Executive Director, Community and Children's Services.

**For Information**  
(Pages 27 - 44)

7. **WATER CHARGE REBATES UPDATE**

Report of the Executive Director, Community and Children's Services.

**For Information**  
(Pages 45 - 48)

8. **FIRE SAFETY UPDATE**

Report of the Executive Director, Community and Children's Services.

**For Information**  
(Pages 49 - 70)

9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
11. **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**

12. **NON-PUBLIC MINUTES**

To approve the non-public minutes of the meeting held on 8<sup>th</sup> July 2022.

**For Decision**  
(Pages 71 - 72)

13. **MANAGEMENT UPDATE REPORT : THE CITY OF LONDON ALMSHOUSES (REGISTERED CHARITY NUMBER: 1005857)**

Report of the Executive Director, Community and Children's Services.

**For Decision**  
(Pages 73 - 78)

14. **RISK MANAGEMENT UPDATE: THE CITY OF LONDON ALMSHOUSES (REGISTERED CHARITY NUMBER: 1005857)**

Report of the Executive Director, Community and Children's Services.

**For Decision**  
(Pages 79 - 90)

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

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

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**HOUSING MANAGEMENT AND ALMSHOUSES SUB (COMMUNITY AND CHILDREN'S SERVICES) COMMITTEE**  
**Friday, 8 July 2022**

Minutes of the meeting of the Housing Management and Almshouses Sub (Community and Children's Services) Committee held at Guildhall in Committee Room 2 on Friday, 8 July 2022 at 10.00 am

**Present**

**Members:**

Deputy Marianne Fredericks (Chairman)  
Timothy James McNally (Deputy Chairman)  
Jamel Banda  
Mary Durcan  
Helen Fentimen  
Deputy John Fletcher  
Florence Keelson-Anfu  
Deputy Susan Pearson

**Officers:**

Paul Murtagh - Assistant Director, Barbican and Property Services, Community and Children's Services  
Liam Gillespie - Community and Children's Services  
Jason Hayes - Head of Major Projects  
Francis Connolly - Project Manager, Community and Children's Services  
Jayne Moore - Town Clerks

**1. APOLOGIES**

Apologies were received from Henrika Priest and from Ruby Sayed.

Apologies were also received from Ceri Wilkins, who attended via Teams.

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

There were no declarations.

**3. MINUTES**

**RESOLVED**, That the public minutes and non-public summary of the meeting held on 26 May 2022 be approved as a correct record.

On item 10.1, the meeting heard that a report was to be submitted to the Community & Children's Services Committee during July 2022.

On item 13, a Member noted that there were still issues on Golden Lane with obtaining refunds and asked how many rebates were being processed. The meeting heard that 339 claims (including about 100 former tenants) had been raised of the current 1900 tenants, of which 290 had been raised for payment so far. A Member suggested that there was merit in re-contacting tenants, and the meeting heard that further communications would be forwarded to eligible tenants.

A Member asked whether a breakdown by estate could be provided, and the meeting heard that estate representatives would act on those figures and continue communicating with eligible tenants (see outstanding actions).

On item 15, the meeting heard that it was important to work to a timeline in order to avoid missing any funding opportunities.

A Member asked for an updated on CILNF funding, and the meeting heard that those funding opportunities were being pursued alongside other funding opportunities.

#### 4. **OUTSTANDING ACTIONS**

Members received the report of the Clerk.

'Member estate visits' – the meeting heard that visits were scheduled for 11 July 2022, and that further visits would be organised.

'Great Arthur House – cladding works' – the meeting heard that a detailed report, including background information, on the issue was to be submitted to the Community & Children's Services Committee at the end of July 2022. That would include recommendations for future action to avoid such a situation arising again.

'Vehicle charging points at Middlesex Street and Golden Lane' – a report on this is expected in October 2022 to include infrastructure considerations. A Member commented that it was important to ensure that charging points were not located at sites that were likely to change their purpose. A Member commented that

'Portsoken Community Centre' – the WiFi issue has been resolved

'Installation of Ring doorbells' – a report is expected in October 2022.

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

The Committee received the report of the Director of Community and Children's Services.

A Member asked whether sprinklers should be included in the report and whether there was a study on the effectiveness of sprinklers, and the meeting heard that sprinkler information would be included in future, and that a Gateway report was expecting to be submitted during 2022. The meeting heard that a Q&A 'mythbusting' information sheet had been circulated on sprinklers, noting

that they were important safety devices and that a sprinkler project manager had been appointed.

A Member asked whether advance orders had been placed in view of the probably cost increase in doors, as discussed in earlier meetings. The meeting heard that only two blocks were outstanding as far as surveys were concerned, and that advance orders would be placed once the final figures had been received.

Customer satisfaction surveys on doors had revealed that the satisfaction rate was 99.6% rate (with a 69% response rate).

On future programmes, a Member asked whether the Committee might be given the chance to debate the priority areas. The meeting heard that guidance would be provided on what is statutory in order to inform further debate.

## **6. UPDATE ON HOUSING SERVICE PROJECTS AND PRIORITIES**

The Committee received the report of the Executive Director of Community and Children's Services.

A Member asked for greater detail on project start dates and timescales together with a named responsible person, and the meeting heard that such information would be included in future.

On sections 17 and 18 of the report, a Member commented that the door system was not automatic on the Portsoken estate (the lock-release system only released the lock and did not actually open the door), thereby trapping those with accessibility issues and discriminating against such people (as well as those with young children, for example), and commented that a plan was needed to remedy the situation together with timescales. The meeting heard that a detailed response would be submitted to the Committee that covered all the estates based on security audits (see action point).

A Member asked why action was not being taken immediately, and the meeting heard that security audit recommendations would be considered and prioritised in line with the resources available and the requirements that were statutory, once information on all estates was available.

## **7. PORTSOKEN COMMUNITY CENTRE - HEALTHWATCH REFUND - VERBAL UPDATE**

The meeting heard a verbal update on the Healthwatch refund for Portsoken Community Centre.

A Member asked whether the update fell within the Committee's remit. The meeting heard that the update was in response to a question asked at the Committee.

The meeting heard that a response was awaited from Healthwatch.

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

A Member asked whether residents at the Middlesex St estate had been informed that the estate would be managed by temporary agency staff, and sought further details on the arrangement bearing in mind the sense of dislocation at that estate.

The meeting heard that the five estate supervisors across the estates were all recruited on a permanent basis, and that a permanent estate supervisor would start in late July to replace the current interim one at Middlesex St. The meeting also heard that only three of the five planned resident services officers had been recruited due to recruitment difficulties, and that a further two permanent staff were to be recruited with revamped job descriptions by October 2022. Estate-specific training was provided, and contact details for estate supervisors had been circulated.

A Member commented that the training should include customer service training, and the meeting heard that training needs in that area was expecting to be refreshed.

A Member commented that a small ball games area existed on the Golden Lane estate that appeared to not be managed appropriately, and queried whether a policy existed around the timings during which play areas could be used. The Member also asked whether the CoLPAI MUGA was accessible only to tower block residents, and whether railings were secure taking into account safety and suicide risks.

A Member asked whether housing was considered at CoL suicide prevention risks, and the meeting heard that all tall buildings were taken into account.

The meeting heard that timings and management for the play area would be confirmed, signage opportunities clarified, and that the terms of a local lettings plan in respect of people transferring to CoLPAI would be ascertained. CoLPAI was responsible for the MUGA, and that management plan was expected to be submitted during July 2022. It was expected that the MUGA would not be accessible to non-tower block residents - a decision was down to the school. The meeting noted that the issue was likely be raised at a CCS meeting. The meeting heard that railings complied with all applicable regulations and that further information would be provided to the Committee.

A Member asked what elements of those issues related to London Borough of Islington, and the meeting heard that LBI and CoL had 50% of nominations for estates, with LBI having larger flats.

A Member asked whether all options had been explored for giving all residents support during the winter period in view of insulation issues and energy prices. The meeting heard that the matter had already been raised at Grand Committee level and would be discussed further.



9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There was no other business.
10. **EXCLUSION OF THE PUBLIC**  
**RESOLVED** – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.
11. **NON-PUBLIC MINUTES**  
The Committee considered the non-public minutes of the meeting of 26 May 2022.
12. **WINDSOR HOUSE WINDOW REPLACEMENT AND COMMON PARTS REDECORATIONS**  
The Committee considered the report of the Director of Community & Children’s Services.
13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

The meeting ended at 1.15pm

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Chairman

Contact Officer: [Jayne.Moore@cityoflondon.gov.uk](mailto:Jayne.Moore@cityoflondon.gov.uk)

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## Housing Management and Almshouses Sub Committee (HMASC)

### Outstanding Actions

Date Added	Subject	Action Agreed	Responsible Officer	Target Meeting Date - HMASC	Update
20.11.2019	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 this years' elections.	Visits yet to be arranged.
Li22.02.2021	Vehicle charging points at Middlesex Street and Golden Lane	Members noted that it would still be possible to apply for funding for the 2021/22 financial year, and Members will be updated once the initial report is received from the consultants.	Liam Gillespie	May 2022	Verbal update October 2022.
26.05.2022	Use and installation of 'ring' doorbells	Officers to review the current policy in consultation with the local police and in consideration of current guidelines and regulations.	Liam Gillespie	October 2022	Report included October 2022.
08.07.2022	Water rebate claims	A breakdown to be provided by estate of water rebate claims	Liam Gillespie	October 2022	Report included October 2022.
08.07.2022	Automatic door devices	Report to be provided with further detail on automatic door-opening devices at estates	Paul Murtagh	October 2022	To be incorporated into the Security/Access Report to go to C&CS in November and then to HMASC.

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<b>Committee:</b> Housing Management and Almshouses Sub-Committee	<b>Dated:</b> 14/10/2022
<b>Subject:</b> CCTV Policy Review	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1, 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>£</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>Y/N</b>
<b>Report of: Andrew Carter, Executive Director, Community and Children's Services</b>	<b>For Decision</b>
<b>Report author: Liam Gillespie, Head of Housing Management, DCCS</b>	

## Summary

The CCTV Policy was first approved in 2019 and has now been reviewed as part of the usual three-yearly cycle for most policies used by the Housing Division.

The only proposed change relates to the policy on domestic CCTV, which has been clarified in response to the growing prevalence of private CCTV and recording devices, including video-enabled doorbells. The revision is intended to allow a more pragmatic approach to such installations, which aims to balance privacy concerns and effective neighbourhood management with individuals' personal safety and security. This accords with guidance issued by the Information Commissioner's Office (ICO).

## Recommendation

Members are asked to:

- Approve the revised CCTV Policy for use by the Housing Division

## Main Report

### Background

1. The current Closed-Circuit Television (CCTV) Policy was introduced in 2019 as part of the housing management policy review. The policy outlines our approach to the installation and management of CCTV systems on City Corporation housing estates.

2. The policy addresses the private use of CCTV by residents, which has increased in recent years due to the availability of affordable home security CCTV systems and devices with video recording capability.
3. The policy has now been reviewed and, following discussion at previous meetings of this Sub-Committee, and operational experience, the approach to private CCTV has been clarified.

### **Current Position**

4. The 2019 policy contains a section on the private use of CCTV, by residents and commercial tenants:

#### *11. Private CCTV and Recording Devices*

*We do not allow residents or commercial users to install their own CCTV to monitor areas owned or managed by the Housing Service or belonging to third parties. The presence of such cameras can intrude on the privacy of others and potentially cause people to feel harassed, which can lead to conflict between neighbours. Residents and commercial users are permitted to monitor private areas exclusively within their demise or property boundary provided that they seek any necessary permissions and do not affix apparatus to our property. When a resident or commercial user installs any camera or monitoring device without our permission, we reserve the right to take action to seek its removal. If the device is placed on or affixed to our property, we reserve the right to remove it without notice, and we may charge the resident for the cost of doing so and for repairing any damage caused to our property.*

5. Householders and commercial tenants are permitted to use CCTV to monitor areas within their demise for the purposes of security and crime prevention, or personal safety. They need only request our permission to do so if they intend to affix any equipment to property belonging to the City Corporation. This includes building exteriors, which are generally not demised to individual residents under tenancies or leases.
6. The use of CCTV to monitor areas which are not included in the resident's tenancy or lease is generally prohibited at present, as this has the potential to pose an unacceptable intrusion into the privacy of others. It can also cause people to feel harassed or targeted and this can give rise to disputes between neighbours.
7. There is no legal provision explicitly prohibiting the second type of use, however there are several important legal considerations which apply:
  - Operators of CCTV capturing images outside their property become 'data controllers' for the purposes of data protection legislation and have the same obligations as any other entity which operates CCTV covering public areas. Not complying with these obligations can lead to enforcement action being taken by the Information Commissioner's Office ("ICO"), or civil action by affected individuals

- Misuse of private CCTV, for example to monitor or target individuals, or done in such a way that caused harassment to others, can amount to a criminal offence (for example, harassment)
8. Other considerations also apply to the City Corporation as a landlord. Landlords face several potential difficulties in managing the use of private CCTV. Surveillance equipment is readily available and inexpensive, meaning that its presence has grown. While most householders installing such equipment are doing so for entirely legitimate reasons, CCTV can be misused and it can lead to disputes between neighbours which are not easily resolved by landlords.

### **Guidance from the Information Commissioner's Office**

9. The ICO provides clear guidance to householders on the use and operation of domestic CCTV systems. Where a system only captures images or other data (e.g. sound recordings) from the householder's property, the data protection principles do not apply.
10. Where a CCTV system (which the ICO says can include video doorbells) captures images outside the householder's property, they must comply with data protection laws, as they become a 'data controller' for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).
11. In these situations, the ICO says that the householder must have a clear and justifiable reason for capturing such information and they need to take certain steps such as:
- Letting people know that recording is taking place, and why
  - Ensure that they do not capture more footage that is needed to achieve the purpose in using the system
  - Keep the footage securely
  - Only keep the footage for as long as it is needed and delete it regularly
12. The ICO also says that householders using domestic CCTV must respect the data protection rights of others, including:
- Responding to Subject Access Requests (SARs) from those whose personal information (in image form) is held
  - Deleting footage if requested
13. The guidance also states that in most cases, audio recording should be disabled as it is very privacy intrusive.
14. The ICO recommends that householders think carefully about whether CCTV is required and what else they may do instead, short of installing surveillance equipment, that might meet the same aims. They also recommend that householders consult their neighbours on their intentions and listen to any objections and complaints that they may have.

15. In most cases, the use of CCTV for domestic purposes will not give rise to any disputes but it can lead to issues between neighbours when one party believes their privacy is being infringed, or their neighbour's intentions in installing surveillance equipment are not legitimate.

### **Recent Legal Rulings**

16. Recent court cases have discussed the private use of CCTV in cases where householders have come into dispute with others. While the use of CCTV to monitor areas outside the CCTV user's property is potentially of concern, it is not always unlawful. The interests of the householder and those of others must be balanced to decide if the use of CCTV is proportionate and legitimate in the circumstances.

17. In one recent case<sup>1</sup>, a first instance decision, a householder who had installed CCTV cameras on his premises, which captured images from neighbouring properties and land, was found liable for harassment and breach of data protection legislation due to the manner in which the CCTV was used and because the use of one of the cameras to monitor a shared space was deemed disproportionate and not required to protect any legitimate interests of the installer (in that case, vehicle security in a shared car park).

18. Another recent ruling<sup>2</sup> in the Court of Appeal found that the private use of CCTV can be justified, even where it captures images from areas outside the property of the user, if there are legitimate reasons for its use. A victim of repeated antisocial behaviour was found to have been justified in using CCTV at her home which covered a communal pathway. The victim's interests in safeguarding her personal security following harassment were held to outweigh the right to privacy of her neighbour, who was the perpetrator of the antisocial behaviour.

19. It is clear from these examples, and from ICO guidance, that a balancing exercise has to be undertaken and that private CCTV, which monitors areas outside the user's property, may be permitted where there are legitimate reasons and the use of such CCTV is proportionate in the circumstances.

20. The Housing Division has tried to discourage private CCTV for the reasons already stated, however, exceptions have been made where there are reasons to justify it (for example, if there is a known threat to a resident's personal safety).

### **Proposals**

21. It is therefore proposed that the CCTV Policy is clarified, to make it clear that:

- permission must always be sought before installing any CCTV device which covers an area outside a resident's property, or which is to be affixed to City Corporation property

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<sup>1</sup> *Fairhurst v. Woodard*, Oxford County Court, October 2021, full judgment available at [www.judiciary.uk](http://www.judiciary.uk)

<sup>2</sup> *Molloy v. BPHA* [2021] EWCA Civ 1035



- permission may be granted if there is a legitimate reason for the CCTV and the rights of others are not unduly interfered with
- conditions can be placed on any installation and permission may be revoked if the conditions are not complied with, or there is evidence that the CCTV is being used for an illegitimate purpose. Conditions may include limiting the field of vision, disabling sound recording and allowing officers to inspect the system if requested, to ascertain its field of vision and manner of operation
- Officers will draw the applicant's attention to the guidance given by the ICO as part of any discussion about domestic CCTV installations

22. It is proposed that the CCTV Policy is approved as amended (see Appendix).

23. Requests for permission will be considered by the relevant officer (the Resident Services Officer) in consultation with the Area Manager and colleagues in the Information Team if required.

### **Conclusion**

24. The CCTV Policy, first approved in 2019, is re-submitted for approval with one amendment (a revised section 11) relating to the private use of CCTV by residents on City Corporation estates.

25. The amendment is intended to clarify that CCTV, which monitors areas outside the resident's home, may be permitted if there is a legitimate reason to allow it and any conditions are complied with.

### **Appendices**

- Appendix 1 – Revised CCTV Policy (version two – 2022)

### **Liam Gillespie**

Head of Housing Management

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

**Closed-Circuit Television (CCTV) Policy**

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<b>Approved by:</b>	<b>Housing Management &amp; Almshouses Sub-Committee</b>
<b>Original Approval Date:</b>	<i>26/03/2019 (version 1)</i>
<b>Review Date:</b>	<i>September 2022</i>
<b>Re-Approval Date:</b>	
<b>Next Review Date:</b>	

## **1. Introduction**

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

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

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

## **2. Policy Scope**

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

The policy covers:

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

## **3. Policy Aims**

This policy aims to:

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

## **4. General principles**

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

In general, we will:

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

## **5. Siting of Cameras**

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

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

## **6. Management of Systems**

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

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

## **7. Monitoring and Reviewing Data**

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

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

## **8. Covert CCTV Surveillance**

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

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

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

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

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

## **9. Data Protection and Data Security**

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

Specifically, we will ensure that:

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

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

## **10. Subject Access Requests**

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

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

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

All SARs should be sent to us at [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk) or in writing to:

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

## 11. Private CCTV and Recording Devices

***CCTV and video-enabled devices such as camera doorbells can provide welcome reassurance to householders and make people feel safer. However, these devices may also intrude on the privacy of others and cause people to feel harassed.***

***We ask any resident who is considering installing a device to think about whether it is really needed and to discuss their intentions with us before purchasing or installing CCTV or recording devices.***

***Residents are also directed to the guidance issued by the Information Commissioner's Office on domestic CCTV systems (available at [www.ico.gov.uk](http://www.ico.gov.uk)).***

### ***General principles***

- ***Permission must always be sought from us before installing CCTV or recording devices if the installation will be affixed to City Corporation property or monitor an area under our management. There is no automatic right for residents to install CCTV on any property managed by the City of London***
- ***The use of CCTV must only be for domestic purposes such as improving the security of an individual residence, or the personal security of the household, and must not be used for public space surveillance***
- ***Private CCTV must not be used to carry out surveillance of neighbouring properties or specific individuals. It must not be intrusive or be used to harass or intimidate others***
- ***Audio recording is strongly discouraged as this has the potential to seriously intrude into the privacy of others***
- ***We reserve the right to remove unauthorised installations from our property without notice. The costs of removal and any repairs will be charged back to the person responsible***

### **Areas within the resident's property boundary**

- **Residents and commercial users are permitted to monitor private areas exclusively within their demise or property boundary provided that they seek any necessary permissions before any installation takes place (e.g. affixing equipment to external walls, which are usually not demised to leaseholders and tenants)**
- **A small amount of incidental wider coverage (where the device records areas outside the resident's own property) may be allowable if it is minimal and unlikely to adversely impact the rights of others.**

### **Areas outside the demise of a lease or tenancy**

- **Devices which film public areas are not permitted unless there are exceptional circumstances to justify granting permission (e.g., if there is a known risk to the household's safety). In making a decision, we will seek to balance the interests of the applicant with the rights of others whose rights may be affected.**
- **If permission is granted, conditions may be imposed at our discretion, breach of which may result in us withdrawing permission and requiring the installation to be removed.**

## **12. Commercial Premises**

The approach taken in paragraph 11 applies to tenants or licensees of commercial premises also.

## **13. Training**

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

## **14. Complaints**

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

## **15. Monitoring and Performance**

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

## **16. Training**



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

### **17. Equality and Diversity**

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

### **18. Accessibility**

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

### **19. Policy Exceptions**

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

### **20. Policy Review**

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

### **21. Legislation and Guidance**

#### ***Legislation and Regulation***

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

#### ***Guidance***

- *Surveillance Camera Code of Practice* – The Home Office (2013)
- *Covert Surveillance and Property Interference Code of Practice* – The Home Office (2018)

- *Guide to the Regulation of Surveillance – The Surveillance Commissioner (2019)*

<b>Committee(s):</b> Housing Management and Almshouses Sub (Community and Children's Services) Committee	<b>Dated:</b> 08/07/2022
<b>Subject:</b> Housing Major Works Programme – Progress Report	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1, 2, 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Director of Community and Children's Services	<b>For Information</b>
<b>Report authors:</b> Paul Murtagh Assistant Director Barbican & Property Services	

## Summary

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

## Recommendation

Members are asked to note the report.

## Main Report

### Background

1. At its meeting on 27 November 2017, the Housing Management & Almshouses Sub-Committee received a presentation from officers in Housing Property Services on the scope of, and progress with, the Housing Major Works Programme. Members subsequently agreed that it would be useful if further updates and progress reports be brought to future meetings of this Sub-Committee.
2. The first update and progress report was presented to this Sub-Committee at its meeting on 12 February 2018. This latest update report highlights specific areas of 'slippage' or 'acceleration' since the last meeting of the Sub-Committee on 8 July 2022 as well as, progress against the programme as originally reported in November 2017.

3. In line with a request from Members and, as subsequently agreed by the Community & Children's Services Committee (C&CS Committee), this report has been expanded to include information relating to Phase 2 of the Housing Major Works Programme (Future Programme).

## **Considerations**

4. The City of London Corporation (City Corporation) is committed to investing around £95million 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;
  - Fire safety improvement works.
5. The funding for these extensive works, which is 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.
6. 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.
7. The Housing Major Works Programme is monitored and managed at several levels both corporately and within the department. This includes:
  - Gateway Process;
  - Community & Children's Services Committee (C&CS);
  - Projects Sub-Committee;
  - Housing Management & Almshouses Sub-Committee;
  - Housing Programme Board.
8. 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.
9. 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.
10. 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 will be submitted to the HPB at its meeting on 27 October 2022.
11. Following recent requests from Members, projects that have been added to the original five-year Housing Major Works Programme over the last few years have been highlighted in this latest progress report. This helps to demonstrate the extent as to which the scope of the five-year Housing Major Works Programme has increased since its inception. Members will note from the latest progress report that the value of these additional projects is approximately £23.4million (a 43% increase in the cost of the original programme).
12. In line with a request from Members and, as subsequently agreed by the C&CS Committee, attached to this report as Appendix 2 is Phase 2 of the Housing Major Works Programme (Future Programme). The format of Phase 2 has been designed to reflect the following:
- a new, revised five-year programme with the dates reset to the start of the 2022/23 financial year.
  - the carryover and incorporation of projects from the original five-year Major Works Programme that will be incomplete by the beginning of the 2022/23 financial year.
  - the omission of all projects on the original five-year Major Works Programme that were substantially completed before the beginning of the 2022/23 financial year.
13. As members will see from the 'Future Programme' at Appendix 2, there are nearly £30million of new projects that are currently '**unfunded**'. These projects comprise works identified in the Savills Stock Condition Survey (2018) and, projects that have been identified as a result of further surveys and testing works carried out as part of the current Major Works Programme.
14. Members will note that the Future Programme is substantively unchanged from that submitted to the July meeting of this Sub Committee. The projected dates for these future works are still as originally forecast and, do not reflect the potential 'two-year' affordability break reported previously. The Future Programme will also likely be affected by the outcome of the Capital Programme Review and, at some time in the future, a substantial review and redrafting of the Future Programme will

be required. Clearly, this can only be done once we have more clarity on the future funding capacity of the HRA.

15. Although, the Future Programme does include some provision for 'Net Zero Pilots' across all our social housing estates, Members are reminded that no provision has been made for any future Net Zero Capital Projects. The reason for this, as Members will be aware, is that these projects are largely unknown and, will only emerge over the next few years, as further research, surveys, and investigations are completed in line with the Housing Net Zero Action Plan. It is likely that Housing Net Zero Capital Projects will be funded from a combination of external grant funding and the City Corporation's Climate Action Strategy Budget.
16. Members will note from the progress report at Appendix 1 that there have been several changes to the status of the various projects since the last meeting of this Sub-Committee. Members are asked to specifically note the following updates:

***Slippage in relation to timing of contract***

H39 – Window Replacement and External Redecorations (Multiple Estates)

**William Blake Estate** – the Gateway 5 report is written and ready to be submitted to the respective Committees however, it is currently 'on hold' due to the Capital Programme Review. Depending on how long the Review takes, it may be necessary to re-negotiate with suppliers as, the period for which tender prices are held may be exceeded.

A more significant risk, however, is that planning permission for this project expires in January 2023. Failure to commence the works before then, will result in further delays whilst an application to extend the duration of planning permission is made. This may be compounded by further uplifts in material and labour prices if the current economic situation worsens.

We are currently anticipating a delay of at least three months but, this could increase significantly if, we are required to re-engage with the host local planning authority.

**Sydenham Hill** – ETEC Contract Services Limited, has begun the site-mobilisation phase of this project. Unfortunately, however, due to complaints from residents, we had to instruct the contractor to remove its containers from Lammas Green, which had previously been agreed as the most appropriate location for the site compound.

We are presently exploring alternative locations for the site compound and welfare facilities to mitigate disruption to residents. This has meant that the contract has been put on hold until an alternative location can be found. The date for the installation of the replacement windows has, consequently, been put back by several weeks and, the City Corporation will incur significant additional costs as a result.

## ***Progress of note on key projects***

### H39 – Window Replacement and External Redecorations (Multiple Estates)

**Holloway Estate** – we have now exchanged contracts with the successful contractor, Mulalley and, a 'Meet the Contractor' event was held in-person and online in August. Mulalley's appointed Resident Liaison Officer for the project is now in the process of contacting residents to arrange for the surveys of each individual property. The contractor is expected to commence mobilisation on site later this month.

**Southwark Estates** – a pre-start meeting was held with the successful contractor, ETEC Contract Services Limited on Tuesday 30 August and, we expect the works to start later this calendar year. The contract exchange process is underway and, we will shortly be writing to all residents inviting them to a 'Meet the Contractor' event with representatives from the City Corporation's Project Team and the contractor.

**Windsor House** – a pre-start meeting was held with the successful contractor, ETEC Contract Services Limited on Wednesday 31 August and, we expect the works to start later this calendar year. The contract exchange process is underway and, we will shortly be writing to all residents inviting them to a 'Meet the Contractor' event with representatives from the City Corporation's Project Team and the contractor.

### H40 – Golden Lane Estate Window Refurbishment/Replacement (excluding Crescent House)

As members will be aware, we have been concentrating our efforts on the design options for Crescent House, due to the particularly poor condition of the windows across the block. However, now that design options for Crescent House have been drawn up, we are now able to focus more on the needs of the wider estate.

The main objective for us at present is to tackle the issues posed by this Grade II listed estate and, to come up with sustainable design solutions that will last for many decades to come. We are working on an accelerated programme for the Golden Lane Estate that we expect to share with residents later this month.

### H40a – Crescent House Window Refurbishment/Replacement

An application for planning permission for the pilot project at 347 Crescent House was submitted on 25 April 2022. The application was considered by the City Corporation's Planning & Transportation Committee in July and, the Planning Notice was received 21 September.

A newsletter will be distributed to residents in October, with details on the progress that has been made, along with the next steps. We have now received the report following the acoustic surveys at Crescent House and, have prepared a summary report that will be shared through the project website. We will continue to add to

the 'Frequently Asked Questions' document, as well as publicising the notes taken from the Resident Liaison Group, which continues to meet monthly.

#### H45 - York Way Communal Heating

Following successful negotiations with the contractor for an agreed, and legitimate uplift in price, more engineers have been employed on this project, which is now moving at pace. We are keen to have this project completed and the site compound removed in time for the commencement of the new development project in January 2023.

#### H46 - Middlesex Street Estate Communal Heating

We are currently in the process of discharging the planning conditions prescribed in the recently received planning approval before the contractor can return to complete the distribution pipework. The delay will result in an uplift in costs due to significant rise in materials and labour costs, the extent of which is yet to be determined. Once the work resumes, we will have a much clearer idea of the impact the delay has had on completing the works and, when it will be completed.

#### H54 - Fire Door Replacement Programme (multiple estate programme)

**Lot 1 – Holloway and York Way Estates.** The installation of upgraded replacement fire doors on the York Way and Holloway Estates is nearing completion, with just a few 'difficult to access' residential and communal doors still to be installed.

**Lot 2 – Avondale Square Estate.** The Gateway 5 report is ready to be submitted to the respective Committees for approval but, is currently 'on hold' due to the Capital Programme Review.

**Lot 3 – Dron House, Sumner Buildings, William Blake Estate.** The tender package is being finalised and will be released to the contractor (Gerda) shortly to begin the measured survey and costing process.

#### H55 – Installation of Sprinklers

As approved by the respective Committees in July, the contract with United Living to install sprinklers in Petticoat Tower and Great Arthur House has been withdrawn. The works to the Point Blocks on the Avondale Square Estate continue with United Living, with a revised completion date of September 2023. A new tender package for the Petticoat Tower installation is in preparation and will be procured as soon as possible.



17. As Members will appreciate, there will always be problems with contracts and projects such as those contained within the Housing Major Works Programme. The last 18 to 24 months have been particularly challenging and, one of the most significant challenges we are currently facing is the huge increase in the cost of construction projects nationally. The Corporation is not immune from these cost increases which, typically, are between 20 and 30%.

18. 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.

#### Staffing Resources

19. As highlighted at previous meetings of this Sub-Committee, up until recently, the Major Works Team has had significant resource issues (staff). Following a recent focused recruitment process however, we have managed to make several new appointments to vacant posts. We do still have vacancies within the team and, we continue to try and recruit to these vacant posts as quickly as possible.

#### **Appendices**

Appendix 1: Housing Major Works Programme Progress Report (November 2021)

Appendix 2: Housing Major Works Programme (Future Programme)

Paul Murtagh

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**GOLDEN LANE ESTATE INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																			
					YEAR 1 (2022-23)				YEAR 2 (2023-24)				YEAR 3 (2024-25)				YEAR 4 (2025-26)				YEAR 5 (2026-27)			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
INVESTMENT PROGRAMME	H86	Installation of Sprinklers	Great Arthur House only (as part of wider programme)	£750,000																				
	H40	Golden Lane Windows, Redecoration & Roofing		£20,389,400																				
	H81	Golden Lane Area Lighting & Accessibility	External block lighting and podium	£500,000																				
	H41	Great Arthur House Fire Compartmentation		£2,000,000																				
	H84	Fire Door Replacement Programme	Residential front doors, communal fire doors (all blocks excluding GAN)	£1,160,000																				
	H17	Golden Lane Heating - Phase II (Crescent & Cullum Welch)		£3,500,000																				
		Landlords Electrical Remedial Works (Multiple Estate Programme)	Programme of works to emerge from Phase IV testing currently ongoing	TBC																				
		Balcony Balustrade Replacement	Metal Railings: Basterfield, Bayer, Bowater, Cuthbert Harrowing, Hatfield, Stanley Cohen	£60,000																				
		Concrete Repairs - Internal Communal Area	Basterfield, Bayer, Bowater, Cuthbert, Hatfield	£150,000																				
		Concrete Repairs - Podium & Car Park	Patch repair to degraded areas	£150,000																				
		Net Zero Retrofit Pilots		£100,000																				
		Boiler Replacement Programme (Multiple Estate Programme)	69 Boilers, 72 Radiator Systems (subject to Net Zero strategy)	£210,000																				
		Road Markings & Signage Renewal (Multiple Estate Programme)	TBC following survey	£30,000																				
		Play Area Replacement (Multiple Estate Programme)	Ball games Area, Basterfield House/Lesure Centre	£45,000																				
		Golden Lane Podium Waterproofing	Scope TBC	£1,000,000																				
		Internal/External Redecoration (Multiple Estate Programme)	cyclical works - subject to survey (areas not covered in window project)	£500,000																				
		Tenants Electrical Testing	5 year cyclical works	£232,800																				
		Decant Homes 24-26 (Multiple Estate Programme)	221 Kitchens (41 prior refs/no access), 71 Bathrooms(25 prior refs/no access) at GLE	£1,282,500																				
<b>Golden Lane Estate Total</b>				<b>£32,053,700</b>	<b>£8,775,020</b>				<b>£13,915,860</b>				<b>£6,242,520</b>				<b>£2,126,500</b>				<b>£99,750</b>			

**MIDDLESEX STREET ESTATE INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																			
					YEAR 1 (2022-23)				YEAR 2 (2023-24)				YEAR 3 (2024-25)				YEAR 4 (2025-26)				YEAR 5 (2026-27)			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
INVESTMENT PROGRAMME	H86	Installation of Sprinklers	Petticoat Tower only (as part of wider programme)	£750,000																				
		Net Zero Retrofit Pilots		£50,000																				
		MSE Podium & Roof Waterproofing Works	Inc podium planters (project TBC - may be covered by works to car park)	£1,500,000																				
		Road Markings & Signage Renewal (Multiple Estate Programme)	subject to survey	£30,000																				
		Door Entry System Replacement (MSE & partial Southwark)		£150,000																				
		Car Park Sprinkler System Replacement		£50,000																				
		MSE Communal Ventilation (Petticoat Tower)		£65,000																				
		Play Area Replacement (Multiple Estate Programme)	MUGA (ball games), Podium	£45,000																				
		CCTV Programme (Multiple Estate Programme)		£94,000																				
		Tenants Electrical Testing	5 year cyclical works	£133,600																				
	Decant Homes 24-26 (Multiple Estate Programme)	134 Kitchens, 41 Bathrooms at MSE	£772,500																					
	Communal Flooring (Multiple Estate Programme)	Petticoat Tower only	£10,000																					
<b>Middlesex Street Estate Total</b>				<b>£3,650,100</b>	<b>£775,000</b>				<b>£775,900</b>				<b>£1,090,000</b>				<b>£613,850</b>				<b>£396,250</b>			





**WILLIAM BLAKE ESTATE INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																																			
					YEAR 1 (2022-23)					YEAR 2 (2023-24)					YEAR 3 (2024-25)					YEAR 4 (2025-26)					YEAR 5 (2026-27)															
					Q1	Q2	Q3	Q4	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	H98	Window Replacements & External Redecoration		£2,388,250																																				
	H64	Fire Door Replacement Programme	Residential front doors, communal fire doors	£440,000																																				
		Landlords Electrical Remedial Works (Multiple Estate Programme)	Programme of works to emerge from Phase IV testing currently ongoing, Inc street lighting	TBC																																				
		Net Zero Retrofit Pilots		£50,000																																				
		Boiler Replacement Programme (Multiple Estate Programme)	37 Boilers, 50 Radiator Systems (subject to Net Zero strategy)	£110,000																																				
		William Blake Estate Concrete Testing & Remedial Works (Capital Works)	Include balconies, soffits, associated balustrades, any brickwork	£200,000																																				
		Road Markings & Signage Renewal (Multiple Estate Programme)	subject to survey	£30,000																																				
		Internal/External Redecoration (Multiple Estate Programme)	cyclical works - subject to survey	£350,000																																				
		Play Area Replacement (Multiple Estate Programme)	Play Area on Green	£45,000																																				
		Tenants Electrical Testing	5 year cyclical works	£56,000																																				
		Decent Homes 24-26 (Multiple Estate Programme)	20 Kitchens (10 prior refusals/no access), 10 Bathrooms (7 prior refusals/no access)	£125,000																																				
	Communal Flooring (Multiple Estate Programme)		£20,000																																					
<b>William Blake Estate Total</b>				<b>£3,719,250</b>	<b>£2,798,250</b>					<b>£102,500</b>					<b>£427,500</b>					<b>£321,000</b>					<b>£110,000</b>															

**HOLLOWAY ESTATE INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																																			
					YEAR 1 (2022-23)					YEAR 2 (2023-24)					YEAR 3 (2024-25)					YEAR 4 (2025-26)					YEAR 5 (2026-27)															
					Q1	Q2	Q3	Q4	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	H64	Fire Door Replacement Programme	Residential front doors, communal fire doors	£500,000																																				
	H98	Window Replacements & External Redecoration		£3,825,000																																				
		Net Zero Retrofit Pilots		£50,000																																				
		Boiler Replacement Programme (Multiple Estate Programme)	64 Boilers, 52 Radiator Systems (subject to Net Zero strategy)	£192,000																																				
		Road Markings & Signage Renewal (Multiple Estate Programme)	subject to survey	£30,000																																				
		Internal/External Redecoration (Multiple Estate Programme)	cyclical works - subject to survey	£350,000																																				
		Car Park/Podium Asphalt Renewal (Holloway, York Way)	subject to survey, inc paths and paving	TBC																																				
		Play Area Replacement (Multiple Estate Programme)	Whitby Court Green play area	£45,000																																				
		CCTV Programme (Multiple Estate Programme)		£73,000																																				
		Tenants Electrical Testing	5 year cyclical works	£75,200																																				
		Decent Homes 24-26 (Multiple Estate Programme)	76 Kitchens (11 prior refusals/no access), 28 Bathrooms (8 prior refusals/no access)	£450,000																																				
	Communal Flooring (Multiple Estate Programme)		£35,000																																					
<b>Holloway Estate Total</b>				<b>£5,625,200</b>	<b>£4,350,000</b>					<b>£73,000</b>					<b>£296,000</b>					<b>£396,200</b>					<b>£306,000</b>															

**YORK WAY ESTATE INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																																			
					YEAR 1 (2022-23)					YEAR 2 (2023-24)					YEAR 3 (2024-25)					YEAR 4 (2025-26)					YEAR 5 (2026-27)															
					Q1	Q2	Q3	Q4	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	H64	Fire Door Replacement Programme	Residential front doors, communal fire doors	£1,000,000																																				
		Net Zero Retrofit Pilots		£50,000																																				
		Landlords Electrical Remedial Works (Multiple Estate Programme)	Programme of works to emerge from Phase IV testing currently ongoing, Inc street lighting	TBC																																				
		Renew Firefighting Lift Generator		£100,000																																				
		Communal Ventilation		£140,000																																				
		York Way Estate - Communal Flooring, Lighting, Ceilings		£200,000																																				
		Lift Refurbishment York Way	6 Lifts	£1,200,000																																				
		Boiler Replacement Programme (Multiple Estate Programme)	66 Boilers, 52 Radiator Systems (Shepherd House only) (subject to Net Zero strategy)	£200,000																																				
		York Way Estate Concrete Testing & Remedial Works (Capital Works)	Include balconies, soffits, associated balustrades, any brickwork	£300,000																																				
		Road Markings & Signage Renewal (Multiple Estate Programme)	subject to survey	£30,000																																				
		Car Park/Podium Asphalt Renewal (Holloway, York Way)	subject to survey	TBC																																				
	Play Area Replacement (Multiple Estate Programme)	MUGA (ball games), Piazza	£45,000																																					
	York Way Window Replacement & Cladding	explore cladding options to increase energy efficiency	£4,000,000																																					
	Tenants Electrical Testing	5 year cyclical works	£165,600																																					
	Decent Homes 24-26 (Multiple Estate Programme)	152 Kitchens (18 prior refusals/no access), 41 Bathrooms (14 prior refusals/no access)	£862,500																																					
<b>York Way Estate Total</b>				<b>£8,299,100</b>	<b>£1,885,000</b>					<b>£1,325,000</b>					<b>£825,000</b>					<b>£4,396,600</b>					<b>£481,250</b>															

**SYDENHAM HILL ESTATE INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																			
					YEAR 1 (2022-23)				YEAR 2 (2023-24)				YEAR 3 (2024-25)				YEAR 4 (2025-26)				YEAR 5 (2026-27)			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
INVESTMENT PROGRAMME	H30	Window Replacements & External Redecoration	Residential front doors, communal fire doors	£1,217,610	[Timeline bars]																			
	H34	Fire Door Replacement Programme	Residential front doors, communal fire doors	£200,000	[Timeline bars]																			
		Landlords Electrical Remedial Works (Multiple Estate Programme)	Programme of works to emerge from Phase IV testing currently ongoing, inc street lighting	TBC	[Timeline bars]																			
		Net Zero Retrofit Pilots		£50,000	[Timeline bars]																			
		Boiler Replacement Programme (Multiple Estate Programme)	26 Boilers, 13 Radiator Systems (subject to Net Zero strategy)	£78,000	[Timeline bars]																			
		Road Markings & Signage Renewal (Multiple Estate Programme)	subject to survey	£30,000	[Timeline bars]																			
		Internal/External Redecoration (Multiple Estate Programme)	cyclical works - subject to survey	£250,000	[Timeline bars]																			
		Play Area Replacement (Multiple Estate Programme)	Ball Games Area	£45,000	[Timeline bars]																			
		CCTV Programme (Multiple Estate Programme)		£35,000	[Timeline bars]																			
		Tenants Electrical Testing		£27,200	[Timeline bars]																			
	Decent Homes 24-26 (Multiple Estate Programme)	17 Kitchens (4 prior refusals/no access), 11 Bathrooms (4 prior refusals/no access)	£112,500	[Timeline bars]																				
	Communal Flooring (Multiple Estate Programme)		£10,000	[Timeline bars]																				
<b>Sydenham Hill Estate Total</b>				<b>£2,055,310</b>	<b>£1,342,610</b>				<b>£144,000</b>				<b>£219,500</b>				<b>£262,950</b>				<b>£35,750</b>			

**SMALL ESTATES (DRON, WINDSOR, ISLEDEN) INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																			
					YEAR 1 (2022-23)				YEAR 2 (2023-24)				YEAR 3 (2024-25)				YEAR 4 (2025-26)				YEAR 5 (2026-27)			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
INVESTMENT PROGRAMME	H30	Window Replacements & External Redecoration	Windsor House	£1,812,500	[Timeline bars]																			
	H34	Fire Door Replacement Programme	Residential front doors, communal fire doors	£720,000	[Timeline bars]																			
		Landlords Electrical Remedial Works (Multiple Estate Programme)	Programme of works to emerge from Phase IV testing currently ongoing, inc street lighting	TBC	[Timeline bars]																			
		Net Zero Retrofit Pilots		£80,000	[Timeline bars]																			
		Boiler Replacement Programme (Multiple Estate Programme)	73 Boilers, 70 Radiator Systems (subject to Net Zero strategy)	£220,000	[Timeline bars]																			
		Isleden - Domestic heat exchanger & control unit renewal		£150,000	[Timeline bars]																			
		Road Markings & Signage Renewal (Multiple Estate Programme)	subject to survey	£30,000	[Timeline bars]																			
		Internal/External Redecoration (Multiple Estate Programme)	cyclical works - subject to survey	£350,000	[Timeline bars]																			
		Flat Roof Renewal & Insulation (Windsor House)		£400,000	[Timeline bars]																			
		CCTV Programme (Multiple Estate Programme)	Dron (£27,000), Windsor (£34,000), Isleden (£31,000)	£92,000	[Timeline bars]																			
	Tenants Electrical Testing		£150,400	[Timeline bars]																				
	Decent Homes 24-26 (Multiple Estate Programme)	109 Kitchens (19 prior refusals/no access), 91 Bathrooms (10 prior refusals/no access)	£772,500	[Timeline bars]																				
	Communal Flooring (Multiple Estate Programme)		£15,000	[Timeline bars]																				
<b>Small Estates Total</b>				<b>£4,982,400</b>	<b>£2,657,500</b>				<b>£220,000</b>				<b>£658,000</b>				<b>£658,650</b>				<b>£458,250</b>			

**SPITALFIELDS INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																			
					YEAR 1 (2022-23)				YEAR 2 (2023-24)				YEAR 3 (2024-25)				YEAR 4 (2025-26)				YEAR 5 (2026-27)			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
INVESTMENT PROGRAMME	H34	Fire Door Replacement Programme	Residential front doors, communal fire doors	£136,000	[Timeline bars]																			
		Landlords Electrical Remedial Works (Multiple Estate Programme)	Programme of works to emerge from Phase IV testing currently ongoing, inc street lighting	TBC	[Timeline bars]																			
		Net Zero Retrofit Pilots		£20,000	[Timeline bars]																			
		Boiler Replacement Programme (Multiple Estate Programme)	8 Boilers (subject to Net Zero strategy)	£24,000	[Timeline bars]																			
		Internal/External Redecoration (Multiple Estate Programme)	cyclical works - subject to survey	£100,000	[Timeline bars]																			
		Tenants Electrical Testing		£11,200	[Timeline bars]																			
		Decent Homes 24-26 (Multiple Estate Programme)	13 Kitchens (0 prior refusals/no access), 11 Bathrooms (0 prior refusals/no access)	£92,500	[Timeline bars]																			
	Communal Flooring (Multiple Estate Programme)		£5,000	[Timeline bars]																				
<b>Spitalfields Total</b>				<b>£388,700</b>	<b>£146,000</b>				<b>£16,000</b>				<b>£56,000</b>				<b>£113,450</b>				<b>£37,250</b>			

**COLAT INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																			
					YEAR 1 (2022-23)				YEAR 2 (2023-24)				YEAR 3 (2024-25)				YEAR 4 (2025-26)				YEAR 5 (2026-27)			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
A	M	J	J	A	M	J	J	A	M	J	J	A	M	J	J	A	M	J	J	A	M	J	J	
INVESTMENT PROGRAMME		Net Zero Retrofit Pilots		£50,000																				
		Boiler Replacement Programme (Multiple Estate Programme)	18 In 2022, 27 In 2023, 1 In 2024 (subject to Net Zero strategy)	£138,000																				
		CCTV Programme (Multiple Estate Programme)		£20,000																				
		Tenants Electrical Testing		£42,400																				
<b>COLAT Total</b>				<b>£250,400</b>	<b>£25,000</b>				<b>£99,500</b>				<b>£34,500</b>				<b>£95,900</b>				<b>£34,900</b>			

- works programmed (current forecast)
- testing/pre contract surveys etc
- project carried over from previous programme

COMBINED INVESTMENT PROGRAMME		ESTIMATED COST	TIMELINE				
			YEAR 1 (2022-23)	YEAR 2 (2023-24)	YEAR 3 (2024-25)	YEAR 4 (2025-26)	YEAR 5 (2026-27)
<b>5 Year Programme Estimated total</b>		<b>£87,048,548</b>	<b>£35,571,380</b>	<b>£22,605,110</b>	<b>£13,188,770</b>	<b>£11,634,550</b>	<b>£4,051,738</b>
Potential cost variance +25%		£108,811,950	£44,464,225	£28,256,388	£16,483,463	£14,543,188	£5,064,688
Potential cost variance -25%		£65,287,170	£26,678,535	£16,953,833	£9,890,078	£8,725,913	£3,038,813
EXCLUDING TBC SUMS							

Projects carried over from previous programme	£57,734,760
New project value (unfunded)	£29,313,800
Potential cost variance +25%	£38,608,500
Potential cost variance -25%	£22,001,100
EXCLUDING TBC SUMS	



# Agenda Item 7

<b>Committee:</b> Housing Management and Almshouses Sub-Committee	<b>Dated:</b> 14/10/2022
<b>Subject:</b> Water Charge Rebates Update	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	4
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>£</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>Y/N</b>
<b>Report of:</b> Director of Community and Children's Services	<b>For Information</b>
<b>Report author:</b> Liam Gillespie, Head of Housing Management	

## Summary

In February 2022, Members approved the repayment of an element of weekly water charges paid by secure tenants of the Corporation, from 2005-2019. The rebate amounted to approximately £1.4m and was credited to rent accounts for current and former tenants in March 2022.

This paper is intended to update Members on progress in relation to this project.

## Recommendation

Members are asked to:

- Note the report.

## Main Report

### Background

1. Until March 2019, the City Corporation, in common with many other social landlords, had an agreement with Thames Water to collect water charges on its behalf, in return for a 'commission' and a further discount relating to empty properties. Tenants paid weekly water charges as an element of their rent. The Corporation's agreement ended in March 2019.
2. This type of arrangement was successfully challenged in court by tenants of two London Boroughs, with the Court of Appeal finding in October 2020 that such

agreements were contrary to the Water Resale Order of 2001 (as amended), which prohibits “water resellers” from making profit on water services. Some Boroughs therefore chose to make repayments back to April 2001, or a later date depending on the terms of their specific agreement with Thames Water.

3. The Corporation’s own arrangements with Thames Water began in 1996 and ended in March 2019. After considering the implications for the Corporation following legal advice on the issue, Members approved the repayment of charges from April 2005 to March 2019. Members opted to automatically rebate sums from 2005, rather than 2001, as neither the Corporation, nor Thames Water, holds information relating to charges before 2005.
4. Members did however decide that the Corporation would consider claims from tenants for the period 2001 – 2005, subject to them being validated.
5. The rebates were equivalent to 19.56% of charges paid by tenants and interest was payable on the amounts rebated.
6. The rebate was credited to tenants’ rent accounts at the end of March 2022, a total of £1,410,757.85.
7. Of that sum, £1,002,861.34 related to current tenants and leaseholders who purchased their homes via Right to Buy.
8. To carry out the work connected to the rebates, and deal with enquiries and claims, a small team of staff was set up consisting of a Team Leader and three officers. The Team Leader is a permanent staff member on secondment, and the team members were recruited through an agency.
9. All eligible tenants were written to regarding the rebate in March 2022 and a detailed Q&A was enclosed, with similar information being placed on a dedicated web page. This letter was followed by a more detailed communication in April, which informed eligible tenants of the amounts due to them, broken down by year, plus some detail about the method of calculation of the rebate for the period 2005 – 2019.
10. Since that time, the Water Rebates Team has dealt with many enquiries from both current and former tenants, by telephone, post and via the dedicated email address ([waterclaim@cityoflondon.gov.uk](mailto:waterclaim@cityoflondon.gov.uk)).
11. Most enquiries are from current tenants wishing to claim back a credit on their rent account.

### **Current Position**

12. On 30<sup>th</sup> September 2022:

- 423 credit refunds have been raised for payment, totalling £290,828 (these are refunds of credits sitting on rent accounts following the adjustments applied in April 2022)

- Only 10 credit refund claims are still pending (including claims awaiting verification evidence from claimants)
- 92 claims have been received from former tenants
- 108 claims have been received for the 2001-5 period

13. A letter reminding eligible current tenants about claims for the 2001-5 period has also been issued and it is expected that further claims will be received. Calculations for this period have now been settled.

## **Corporate & Strategic Implications**

### **Strategic Implications**

14. The water charge rebate supports our Housing Strategy outcome of “well-managed estates where people are happy and proud to live”.

15. The decision to refund the money to residents has also addressed a key risk to the HRA from potential litigation.

## **Conclusion**

16. The rebate of a proportion of water charges due to our Secure tenants was carried out in March 2022, amounting to approximately £1.4m. The project has made significant progress and the team dealing with the project is now concentrating on processing the final claims for credit refunds, as well as claims for the 2001-5 period.

17. Over 400 refunds have been processed, with only 10 outstanding at the time of writing.

## **Appendices**

- None

### **Liam Gillespie**

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<b>Committee(s):</b> Housing Management & Almshouses Sub-Committee – For Information	<b>Dated:</b> 14102022
<b>Subject:</b> Fire Safety Update – HRA Properties	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	1, 2, 4, 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	<b>N/A</b>
<b>Report of</b> Andrew Carter Executive Director of Community & Children’s Services	<b>For Information</b>
<b>Report author:</b> Paul Murtagh Assistant Director, Barbican and Property Services Department of Community & Children’s Services	

## Summary

The purpose of this report is to provide Members of this Committee with information on how the City of London Corporation (the Corporation), through its Housing Property Services Team, is ensuring that its homes on its twelve social housing estates are managed in a way that meets compliance with current health and safety legislation, best practice, and regulatory standards relating to fire safety.

This report also provides an update for Members on the progress that has been made in relation to fire safety matters since the last report submitted to this Sub- Committee in November 2021.

## 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 Corporation’s 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 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 Corporation'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 Estate;
  - Petticoat Tower, Middlesex Street Estate;
  - West Point, Avondale Estate;
  - Central Point, Avondale Estate;
  - East Point, Avondale Estate.
5. Following completion of a compliant, competitive tendering exercise and, approval of a Gateway 5 Report to the relevant Committees, United Living was appointed to carry out the installation of automatic water suppression systems in each of the Corporation's five social housing high-rise tower blocks. However, due to escalating costs and potential time delays, Great Arthur House and Petticoat Tower have been removed from the contract with United Living. Work started at West Point on the Avondale Square Estate on 20 September and is forecast to complete just before Christmas this year. Work will start at Centre Point in late January and East Point thereafter, with completion of all three blocks expected in September 2023.
6. As part of the works, we completed the sprinkler installation in a 'pilot flat' in Petticoat Tower to give residents the opportunity to see what the installation looks like when finished. Several viewing sessions were held in July and August this year and around 20 residents and members took the opportunity to visit.
7. General feedback from the visits was varied and, we have used the feedback to inform and improve the wider project going forward. In conjunction with our Communications Consultant, PPCR, we continue to develop and update our 'Q & A' documents that we share with residents to help deal with their concerns and answer their questions.
8. We have also installed a sample sprinkler model in a 'pilot flat' on the Avondale Estate, which some members have seen. We still have more work to do on this flat before we offer it to residents for viewing.

9. It has since been agreed that a separate procurement process will be undertaken for the sprinkler installation in Petticoat Tower and, this project will be put out to tender later this month, with an anticipated contract award date of March 2023. A Gateway 5 report will be submitted to the relevant Committees in January next year, seeking approval for the budget.
10. The sprinkler installation at Great Arthur House has been put on hold whilst, a proposal to merge the project with the wider compartmentation works is considered. The application for Listed Building Consent is being updated for submission and, a virtual residents meeting is planned for later this month.

### **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 Corporation has 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).
13. GERDA, our specialist appointed contractor, has now installed the majority of the new upgraded replacement fire doors on the York Way and Holloway Estates (Lot 1), with just a few 'difficult to access' residential and communal doors still to be installed. The Gateway 5 report for the Avondale Estate (Lot 2) is ready to be submitted to the respective Committees for approval but, is currently 'on hold' due to the Capital Programme Review. The tender package for Dron House, Sumner Buildings, and the William Blake Estate (Lot 3) is being finalised and will be released to GERDA shortly to begin the measured survey and costing process.

### **Fire Risk Assessments (FRA's)**

14. 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 Corporation's website in June 2018.
15. 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. An updated version of the Action Plan is included at Appendix 1 to this report.
16. 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.

17. Up until recently, the FRA's for the Corporation's housing stock had 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.

18. 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 does, however, take time.

19. 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, it had previously been agreed that we will carry out new Type 3 FRA's for each of our residential blocks of flats on our social housing estates.

20. Following a Corporate procurement exercise, Turner & Townsend (T&T) was appointed to undertake the next round of FRA's for Housing and Barbican. T&T has now completed the Type 3 FRA's for each of our residential blocks of flats on our social housing estates and, has recently submitted its reports. Officers are currently analysing the reports to develop a new Action Plan.

21. It is intended that a report summarising the findings of the FRA's and the subsequent Action Plan, will be presented to the Community & Children's Services Committee at its meeting in December and then on to the next meeting of this Sub-Committee.

### **Great Arthur House**

22. 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.

23. 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.

24. 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.

25. As Members will be aware from previous reports, following a fully compliant procurement process, Studio Partington was appointed to carry out the design and fire engineering requirements of the project. Stage 3 of the design process has been completed, which provides us with the outline designs and drawings to enable us to consult with planning on our proposals.

26. As reported to this Sub-Committee at its last meeting on 8 July, following further discussions between officers, colleagues in Planning and the respective consultants on the sprinkler project and this Great Arthur House project, it has been decided that this project will be 'put on hold' until the sprinkler project is completed. This makes perfect sense as, the installation of the sprinklers will considerably affect the safety of the building (and its residents) in the event of a fire and, will have a significant impact on the level of additional fire safety measures (such as compartmentation) required in the building.

### **Fire Signage Project**

27. 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. The works to all to all our blocks of flats has now been completed.

### **Evacuation Assessments for Vulnerable Residents**

28. There is no legal requirement for personal emergency evacuation plans (PEEP's) in high-rise housing (the government rejected this proposal earlier this year). However, as part of its work to ensure a high standard of fire safety in the homes we manage, the Corporation has introduced a new procedure for assessing vulnerable residents, who may need help evacuating in an emergency or, who may benefit from further help and advice on fire safety issues in their homes.

29. At its meeting on 14 January 2021, this Sub-Committee received a detailed update report on our progress with the evacuation assessments for vulnerable residents, all of which are now completed. Members were advised that a total of 218 households required an initial assessment under the new procedure. This number is made up of those households on previous 'vulnerable persons' lists and those who requested an assessment following receipt of our letter of July 2021.
30. The assessment involved a discussion with the resident about their individual circumstances and was an opportunity for us to talk about any concerns or additional support needs they may have. During the assessment, officers also explained the action to be taken in an emergency and ensured that the resident understands the fire action policy in force for their respective building. Residents were also offered a referral to the LFB for a home fire safety visit as part of the assessment, and several residents took up the offer.
31. Relevant information has been included in the Premises Information Boxes (PIB) installed across the estates. We have identified 80 residents across all our social housing estates, who have medium/high/critical needs

### **London Fire Brigade (LFB)**

32. Members will be aware from previous reports 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.
33. Although last year, the LFB carried out several ad-hoc fire safety inspections on City Corporation blocks of flats, there have been no further inspections so far this year.

### **Appendices**

Appendix 1: Fire Safety Action Plan

Paul Murtagh, Assistant Director, Barbican and Property Services  
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Estates	Observation/Issues	Consideration and recommendation	Block	Risk Priority & Action completed by Date	Responsible Team	Time scale	Cost	Comments
Golden Lane Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project Planning	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	It was noted that fire stopping issues exist in respect of service enclosures and penetrations at ground floor level and outside flat 13, respectively.	Ensure appropriate remedial actions are implemented.	Stanley Cohen House	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-23	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	Completed	£200,000	Signage project completed.
	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	Completed	£200,000	Signage project completed.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Included in emergency lighting maintenance contract.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Hatfield House, Cuthbert Harrowing House,Bowater House, Bayer House & Basterfield House	Priority-E Project Planning Medium	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	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-23	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-23	N/A	Further detailed investigation reveal level of fire stopping. Project incorporated into door upgrade 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-23	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-23	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-23	£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-23	N/A	Part of £9million door upgrade programme.
	What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	Completed	N/A	Fire alarm installed to BS5839-1:2017.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. · Lobby ceiling · Service duct and ventilation · Between flats, kitchen and corridors halls	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Jul-23	£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-Jul-23	£75,000	Initial survey completed - included in upgrade project.
The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates. The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-23	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	Completed	£200,000	Signage project completed.
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	Completed	£200,000	Signage project completed.
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-Jul-23	£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-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
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-23	N/A	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	Completed	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"> <li>Lobby ceiling</li> <li>Service duct and ventilation</li> <li>Between flats, kitchen and corridors halls</li> </ul>	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
<b>Avondale Estate</b>	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not available to confirm the lightning protection circuit is subject to periodic testing and maintenance.	Ensure a robust program of scheduled testing and maintenance is implemented.	All blocks	Priority-E Project Planning Low	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Low	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices.	All blocks	Priority-C 28 days Low	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges or strips/seals.	Due to the presence of means of escape routes in only a single direction upon exiting dwellings; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	All blocks	Priority-D 3Months Medium	Housing Property Services	31-Mar-23	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	Completed	£200,000	Signage project completed.
	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. <ol style="list-style-type: none"> <li>Estate block plan map</li> <li>Useful telephone numbers list.</li> </ol>	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices	All blocks	Priority-C 28 days Low	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk is low.
	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-Jul-23	£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-23	N/A	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-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
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-23	£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-23	£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-Jul-23	£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-23	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-Jul-23	£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	Completed	£200,000	Signage project completed.
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-Jul-23	£75,000	Initial survey completed - included in upgrade project.

	<p>What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed.</p> <ul style="list-style-type: none"> <li>•Where provided doors are nonfire rated doors to the internal escape route (Avondale House, Brettinghurst House, Centre Point, Colechurch House, Eric Wilkins House, Tovy House, Tevatree House &amp; Proctor House, East Point, Longland House &amp; George Elliston House ).</li> <li>•As part of the original design; an emergency escape route is provided directly from the bedroom into the hall, via a collapsible panel at the back of the fitted wardrobe (Centre Point, West Point &amp; East Point.).</li> <li>• Compartmentation between the kitchen and the hall does not provide adequate fire resistance (Centre Point, West Point &amp; East Point).</li> <li>•The compartmentation wall against which the internal stair to 1st floor level is fixed appears to be of partial timber construction. (Proctor House)</li> <li>•Glazing to the internal escape route appears to be non- fire rated (Brettinghurst House &amp; Longland House).</li> <li>•The kitchen is situated adjacent to the final exit (Avondale House, Tovy House, Longland House &amp; George Elliston House).</li> <li>•It appears that the original configuration of bedrooms provided a lounge by-pass from one bedroom to another; this is no longer available (Longland House).</li> <li>•The bedroom is an inner room via the lounge, provided with a sliding door. (Proctor House)</li> <li>• Evidence of a communal open chimney was noted (Avondale House)</li> <li>• No means of detection and warning is provided (Avondale House).</li> <li>•Single domestic smoke detector provided in the kitchen (Longland House)</li> <li>• The lounge door has been removed (Avondale House).</li> <li>• The kitchen door has been removed (Eric Wilkins House &amp; Avondale House).</li> </ul>	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2.	All blocks except Twelve Acres	Priority-B 4 days High - Project	Housing Property Services	31-Mar-23	N/A	Part of £9million door upgrade programme.
	<p>Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.</p> <p>The door to the kitchen has been removed.</p> <ul style="list-style-type: none"> <li>• The door to the kitchen is a lightweight bi-fold door.</li> <li>• Glazing to the internal escape route is not of fire resisting standard.</li> </ul>	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	<p>Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. Visual inspection of compartmentation between neighbouring dwellings (via walls and ceilings) was inconclusive in respect of adequacy of fire rated integrity.</p> <ul style="list-style-type: none"> <li>· Lobby ceiling</li> <li>· Service duct and ventilation</li> <li>· Kitchen and corridors halls , between flats via a collapsible panel at the back of the fitted wardrobe. What appear to be communal kitchen and bathroom ventilation systems are provided (Twelve Acres)</li> </ul>	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. Ensure appropriate testing, servicing and maintenance schedules are implemented in respect of common ventilation/riser systems( Twelve Acres).	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project.
	<p>Heating is provided via an electric 2 bar heater.</p>	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.
<b>Sydenham Hill Estate</b>	<p>Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.</p>	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.
	<p>Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.</p>	Ensure robust documented management arrangements are implemented.	All Block	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	<p>Individual residents stores, situated within escape routes do not appear to be provided with adequate protection form fire.</p>	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.
	<p>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.</p>	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	Completed	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-Jul-23	£75,000	Initial survey completed - included in upgrade project.
<b>Middlesex Street Estate</b>	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.

	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that the double doors to the ground floor car park were wedged open.	Implement robust management arrangements to ensure designated fire doors are maintained closed at all times	Petticoat Tower	Priority-B 4 days High	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-23	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-Jul-23	£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-23	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	Completed	£200,000	Signage project completed.
	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-23	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	Completed	£200,000	Signage project completed.
	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	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings appear to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •The mains electrical meter is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. •The occupier has access to whatappears to be a communal service riser.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project.
<b>William Blake Estate</b>	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-Jul-23	£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	Completed	£200,000	Signage project completed.
The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-E Project Planning Low	Housing Property Services	31-Mar-23	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	Completed	£200,000	Signage project completed.
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-Jul-23	£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-Jul-23	£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-23		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-Jul-23	£75,000	Initial survey completed - included in upgrade project.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • Non-fire rated plastic ducting has been installed to provide a kitchen extraction system	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Blake House	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Kitchen(Lynton Mansions) Bathroom ventilation is via what appears to be shunt duct. Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •Non-fire rated ventilation grill noted in hall wall (Blake House).	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project.
<b>Southwark Estate</b>	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks (Except Horace Jones)	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-23		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	Completed	£200,000	Signage project completed.
	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-23	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-23	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-23	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-23	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-Jul-23	£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-Jul-23	£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) · 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-Jul-23	£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. <b>It was noted that the kitchen ceiling is decorated with polystyrene tiles (Markstone House flat 5)</b> • 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.
	• 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-23	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-Jul-23	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	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	Completed	£200,000	Signage project completed.
	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	Completed	£200,000	Signage project completed.
	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	Completed	£200,000	Signage project completed.

	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-Jul-23	£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-Jul-23	£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-23	N/A	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-Jul-23	£75,000	Initial survey completed - included in upgrade project.
<b>City Fringe Estate</b>	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available.	Ensure a scheduled program of testing and servicing is implemented.	All blocks	Priority-E Project Planning Low	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	The flat entrance doors are inconsistent throughout the block. They do not comply with current standard. • They appear to be of substantial construction, with non-fire rated glazing, rising butt hinges, are not provided with a 'self-closing device, strips, or seals, or substantial rebates. • Whilst means of escape is provided in 2 directions in some instances; due to the presence of only a single stairway to the rear block, numerous flats/maisonettes are only provided with escape in a single direction (Windsor House).	Whilst means of escape is provided in 2 directions; due to the presence of a single stairway, these issues present an unacceptable risk. Consideration should be given to upgrading/replacing doors on the means of escape routes; to current standards. This includes block A.	All blocks	Priority-D 3 Months Medium	Housing Property Services	31-Mar-23	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-23	N/A	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	Completed	£200,000	Signage project completed.

	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	Completed	£200,000	Signage project completed.
	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	Completed	£200,000	Signage project completed.
	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 warning is not provided. • Lounge door has been removed. • Kitchen door has been removed.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	Completed	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-Jul-23	£75,000	Initial survey completed - included in upgrade project.
<b>Spitalfields Property</b>	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that in some instances residents use services cupboards for storage purposes.	Implement robust management arrangements to ensure these areas are kept free of storage.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	In some instances electrical distribution equipment is situated within escape routes.	Ensure all such equipment within escape routes is enclosed in a fire resisting structure.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Boxing-in completed.
	Final exit doors from flats are mixed. Where sampled they were found to be of solid construction, without positive action self-closing devices, without intumescent strips, smoke seals or substantial rebates/door stops; although they should provide nominal fire resistance, they do not appear to comply with current standards. The glass in borrowed lights above numerous flat doors is not fire rated which compromises the overall fire rating of the door.	Due to the presence of means of escape routes in only a single direction upon exiting flats; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Property Services	31-Mar-23	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	Completed	£200,000	Signage project completed.
	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	Completed	£200,000	Signage project completed.

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	Completed	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-Jul-23	£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	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	The flat entrance door is consistent with those throughout the block. It does not comply with current standards. • They appear to be of substantial construction, are not universally provided with a self-closing device, no strips, or seals, or substantial rebates. • In some instances the transoms do not appear to be adequately fire rated.	Due to the presence of means of escape routes in only a single direction upon exiting the majority of 1st floor flats; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	Almshouses	Priority-C 28 days Medium	Housing Property Services	31-Mar-23		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-Jul-23	£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.

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