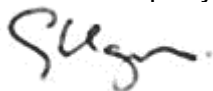


<b>LONDON BOROUGH OF CAMDEN</b>	<b>WARDS: ALL</b>
<b>REPORT TITLE:</b> Annual report – work of the Panel, terms of reference review	
<b>REPORT OF DIRECTOR OF PROPERTY MANAGEMENT</b>	
<b>FOR SUBMISSION TO:</b> Housing & Fire Safety Advisory Panel	<b>DATE</b> 29 <sup>th</sup> January 2025
<p><b>SUMMARY OF REPORT:</b> The report reviews the range of issues the Housing &amp; Fire Safety Advisory Panel has considered over the last 12 months. The Panel also reviews its terms of reference each year and this report proposes that the review takes place at the Panel’s Summer 2025 meeting, the date of which is to be confirmed as part of the next Municipal Year. This is so that any changes in Government policy following the Grenfell Inquiry Phase 2 report can be considered.</p> <p><b>Local Government Act 1972 – Access to Information</b> The following documents have been used in the preparation of this report:</p> <p>No documents that require listing have been used in the preparation of this report,</p> <p><b>Contact Officer:</b> Melissa Dillon, Resident Safety Engagement &amp; Government Lead.</p> <p>Email: <a href="mailto:Melissa.dillon@camden.gov.uk">Melissa.dillon@camden.gov.uk</a> Tel.0207 974 3100</p>	
<p><b>RECOMMENDATIONS</b></p> <p>The Panel is asked to:</p> <ol style="list-style-type: none"> <li>i. Review activity over the preceding 12 months against the objectives in the Terms of Reference attached as the appendix to the report.</li> <li>ii. Agree the to defer the main review of the Terms of Reference as proposed in paragraph 1.2 of the report.</li> <li>iii. To agree the minor amendment of the Terms of Reference to allow for the appointment of a deputy resident co-chair as set out in paragraph 1.2 of the report.</li> </ol>	

Gavin Haynes  
Director Property Management



Date 17 January 2025

## 1. Purpose of Report

- 1.1 The Housing & Fire Safety Advisory Panel Terms of Reference (ToR) require that a review of the work of the Panel against its objectives is undertaken every year. Terms of Reference are normally reviewed in January every year as part of the overall review of the work of the panel.
- 1.2 In December 2024 the Grenfell Inquiry Phase 2 report was published and makes 58 recommendations for consideration; the Government said it would review the report and publish a response to the recommendations over a period of six months. This being the case it is proposed that the main ToR review be deferred until the Summer 2025 Panel meeting so that any changes in Government policy may be taken into account. It is however, proposed that paragraph 3.1 of the Terms of Reference be amended as set out below, to allow for the appointment of a deputy resident co-chair:

*Meetings of the Panel will be chaired in rotation by a Camden Council resident and an independent safety expert, with a resident co-chair and deputy resident co-chair nominated by the Panel.*

A copy of the terms of reference, with the above proposed amendment marked in red text, is provided as an Appendix to this report.

- 1.3 This report also reviews the activity of the Panel over the last 12 months as set out in section 2.

## 2.0 Panel Activity January – December 2024

- 2.1 The pace of change and introduction of new regulatory requirements has continued to accelerate with the publication by the Building Safety Regulator (BSR) of detailed building safety case requirements and the phased call in of Building Safety Case reports for high-rise buildings.
- 2.2 The Panel met formally four times in 2024 requesting and considering 19 reports. The Panel also received 12 monthly updates on the Council's performance against the Voluntary Undertaking Action Plan on Fire Safety agreed with the Regulator of Social Housing.
- 2.3 In addition to the formal meetings Panel members received 18 written briefings, invitations to participate in conferences or external panels and invitations to trial and review communication materials. Brief details of activity in 2024 are set out in the following table:

Date	Training	Topic
11/1/24	<b>Operation of the Panel</b>	<b>Panel Induction</b>
13/1/24	<b>Terms of Reference</b>	Induction slide deck, Terms of Reference & links to fire & building safety information on Council website
<b>Panel Meeting 25 January 2024</b>	<b>Report Title 4 reports</b>	<b>Report Summary</b>

<b>Objective 2.</b> Status of work being undertaken	<b>Annual Review of the Operation of the Panel</b>	Terms of Reference for the Fire Safety & Compliance Advisory Panel require that they are reviewed every 12 months. The report looked at the work of the Panel during 2023 & how it was meeting its objectives & proposes an amendment to panel Terms of Reference.
<b>Objective 12.</b> Consider wider best practice	<b>Needs of Residents with Hearing Impairment</b>	Set out the how the needs of deaf & hard of hearing residents are taken into consideration when alarm installations are being carried out to their homes.
<b>Objective 2.</b> Status of work being undertaken	<b>Forward Plan &amp; Action Tracker</b>	An update on the work programme of the Panel & actions requested at previous meetings.
<b>Objective 2.</b> Status of work being undertaken  <b>Objective 3.</b> Provide quarterly oversight of progress in delivering Fire & Building Safety commitments	<b>Performance on Compliance</b>	Update on compliance across fire, legionella, asbestos, gas, electrics, and lifts for the housing for Q2 of 2023/24 provides additional detail behind the annual summary info reported each year as part of the fire and building safety charter. Update included January 2024 position on Fire Risk Assessments (FRAs) & FRA actions.
<b>Date</b>	<b>Written Briefing</b>	<b>Topic</b>
28/2/24	<b>Minutes of Panel meeting on 24<sup>th</sup> January 2024</b>	Opportunity to check & query minutes ahead of April Panel meeting. Link to Democracy pages on Council website and advice on finding agendas and meeting details on line.
1/3/24 <b>Objective 4.</b> Consider whether arrangements for reviewing fire safety and related safety issues in & around council owned homes are adequate	High-Rise building fire safety survey	Details of the High-Rise building fire safety survey run by Building Safety Team. Survey to inform the Resident Engagement strategy for council blocks where building safety case reports are in preparation for assessment by the Building Safety Regulator.
4/3/24	High-Rise building fire safety survey	Opportunity to test online survey
21/3/24 <b>Objective 4.</b> Consider whether arrangements for reviewing fire safety and related safety issues in & around council owned homes are adequate	Building Safety Complaints Categories	Opportunity to review proposed building safety complaints categories
<b>Panel Meeting 17 April 2024</b>	<b>5 Reports</b>	<b>Report Summary</b>
<b>Objective 8.</b> Understand the nature of and reasons for recent fires in Council owned homes	<b>London Fire Brigade Annual Performance report</b>	Report by the London Fire Brigade on their performance in Camden. Including selected operational statistics, community fire safety performance and regulatory fire safety information.
<b>Objective 2.</b> Status of work being undertaken	<b>Building Safety Act implementation</b>	Progress report on how the Council is meeting the requirements of the Building Safety Act 2022. Describes the changes and investment the Council has made in

		relation to fire and building safety regulations.
<b>Objective 2.</b> Status of work being undertaken	<b>Social Housing Regulator Consumer Standards update</b>	Report on the publication by the Regulator of Social Housing of their revised Consumer standards which came into effect in April 2024. Explanation of new regulatory regime for council homes & what is required of landlords.
<b>Objective 3.</b> Provide quarterly oversight of progress in delivering Fire & Building Safety commitments	<b>Compliance Performance Report</b>	Report on compliance across fire, legionella, asbestos, gas, electrics and lifts for Q3 2023/24. Included progress on completion of fire safety actions included in the Voluntary Undertaking Action Plan.
<b>Objective 2.</b> Status of work being undertaken	<b>Work Plan</b>	Update on the work programme of the Panel & actions requested at previous meetings.
<b>18/4/24</b>	<b>Written Briefing</b>	<b>Topic</b>
<b>Objective 9.</b> Find ways to encourage residents to become more aware of fire & building safety issues & take responsibility for safety in & around their homes	LFB Saturday Surgeries	Details of LFB Saturday Surgery drop-in service for residents at 3 fire stations in borough
<b>8 May 2024</b>	<b>Training Session</b>	<b>Topic</b>
<b>Objective 8.</b> Understand the nature of and reasons for recent fires in Council owned homes	Fire Risk Assessment	Fire Safety
<b>16/5/24</b>	<b>Written Briefing</b>	<b>Topic</b>
<b>Objective 13.</b> Work with the Council to develop effective regular communications in appropriate formats for Camden residents around fire safety	Resident Action Day invitation to participate	Resident engagement & involvement in service development
<b>22/5/24</b>	<b>Written Briefing</b>	<b>Topic</b>
<b>Objective 7.</b> Receive reports about recent fire safety and compliance concerns raised by tenants & leaseholders.	Holly Lodge Estate Roof access & fire evacuation strategy	LFB Enforcement Action
<b>28 May 2024</b>	<b>Training Session</b>	<b>Topic</b>
<b>Objective 8.</b> Understand the reasons/causes of fires in Council homes,	Fire Risk Assessment	Fire Safety
<b>8/7/24</b>	<b>Written Briefing</b>	<b>Topic</b>
<b>Objective 2.</b> Status of work being undertaken	List of HRBs & their registration details.	Council High-Rise Residential Buildings Registered with the Building Safety Regulator
<b>8/7/24</b>	<b>Written Briefing</b>	<b>Topic</b>
<b>Objective 8.</b> Understand the nature of and reasons for	Information about the causes of fire in Camden Council homes	Fire Safety

recent fires in Council owned homes		
<b>16/7/24</b>	<b>Written Briefing</b>	<b>Topic</b>
<b>Objective 9.</b> Find ways to encourage residents to become more aware of fire and building safety issues and to take responsibility for safety in and around their homes. <b>Objective 13.</b> Work with the Council to develop effective regular communications in appropriate formats for Camden residents around fire safety	Opportunity to comment on draft strategy document	High Rise Building Safety Resident Engagement
<b>16/7/24</b>	<b>Written Briefing</b>	<b>Topic</b>
<b>Objective 13.</b> Work with the Council to develop effective regular communications in appropriate formats for Camden residents around fire safety	Invitation to meet and talk to the Council's Housing and Property Management Heads of Service on 2nd September.	Provision of Council Services
<b>Panel Meeting 18 July 2024</b>	<b>6 Reports</b>	<b>Report Summary</b>
<b>Objective 4 -</b> Consider whether arrangements for reviewing fire safety and related safety issues in and around council owned homes are adequate. <b>Objective 3.</b> Provide quarterly oversight of progress in delivering Fire & Building Safety commitments	<b>Compliance &amp; Tenant Satisfaction Measures</b>	A presentation to the Panel of the Tenant Satisfaction Measures (TSMs) related to compliance on which the Council reports to the Regulator of Social Housing. TSMs cover gas, fire, water, lift and asbestos safety checks. The presentation also covered the results of the recent Tenant Satisfaction Survey undertaken by the Council.
<b>Objective 2.</b> Status of work being undertaken	<b>Gateway 2 &amp; 3 Building Control Regime for Higher Risk Buildings</b>	An update on the Building Safety 2022 Building Control Gateway approval regime. The regime applies to high-risk residential buildings where the Building Safety Regulator is the Building Control Authority for building regulation purposes.
<b>Objective 2.</b> Status of work being undertaken. <b>Objective 3.</b> Provide oversight of progress in delivering Fire & Building Safety commitments	<b>Communal and Flat Entrance Fire Doors Program and Testing</b>	Provided information on the communal and flat entrance fire door renewal and testing programmes and updates on smoke alarm & carbon monoxide alarm installation.
<b>Objective 2.</b> Status of work being undertaken	<b>Social Housing Regulator Consumer Standards</b>	Report on revised Consumer Standards introduced by the Regulation of Social Housing Act 2023 and the confirmed Tenants Satisfaction Measures (TSMs) on which the Council must report to Council tenants and the Social Housing Regulator.

<b>Objective 2</b> , Status of work being undertaken.	<b>Forward Plan Work Programme</b>	Update on the FSCAP's work programme and on actions requested at previous meetings.
<b>Panel Meeting 22<sup>nd</sup> October 2024</b>	<b>4 Reports</b>	<b>Report Summary</b>
<b>Objective 4</b> - Consider whether arrangements for reviewing fire safety and related safety issues in and around council-owned homes are adequate.	<b>Quarterly Safety Compliance Performance</b>	Report on compliance across fire, legionella, asbestos, gas, electrics and lifts for Q3 2023/24. Included progress on completion of fire safety actions including in the Voluntary Undertaking Action Plan and Tenant Satisfaction Measures,
<b>Objective 3</b> – Oversight of progress in delivering Fire & Building Safety Charter commitments.	<b>Annual Fire &amp; Building Safety Charter</b>	A report on the Council's performance against the measurable charter commitments, and any improvement action required.
<b>Objective 4</b> - Consider whether arrangements for reviewing fire safety and related safety issues in and around council-owned homes are adequate.	<b>BS9997 Fire Safety Management Audit</b>	Results of the independent audit of the Council's Fire Safety Management System
<b>Objective 2</b> - Status of work being undertaken	<b>Work Programme</b>	Update on the work programme for the remainder of the year and consider what to add to the 2025 programme. Summary of the Grenfell Inquiry Phase 2 Report and action by the Council in response.

2.4 As noted in paragraph 1.2 the Government is also due to respond to the Grenfell Inquiry Phase 2 report which made wide-ranging recommendations concerning construction practices, regulation and the duties of landlords, construction designers and contractors.

2.5 The activity of the Building Safety Regulator and Government's response to the Grenfell Inquiry Phase 2 report recommendations is expected to have an on-going impact on the regulation of residential fire and building safety and hence the work of the Panel in next 12 months.

### 3.0 Legal Comments

3.1 Legal Services have been consulted in the preparation of the report and have no specific comments.

### 4.0 Comments of Executive Director Corporate Services (Finance Comments)

4.1 The purpose of this report is to review the range of issues the Housing & Fire Safety Advisory Panel have considered over the last 12 months and timing of the review of the Panels Terms of Reference. There are currently no financial implications arising from this report.

Finance will work with the service to monitor and ensure as much as possible that associated costs are funded from existing resources

## **5.0 Environment Implications**

5.1 There are no specific implications arising from this work.

## **APPENDIX**

Terms of Reference

ENDS

## APPENDIX



### LONDON BOROUGH OF CAMDEN HOUSING AND FIRE SAFETY ADVISORY PANEL TERMS OF REFERENCE JANUARY 2025

#### 1. PURPOSE

- 1.1 The Housing and Fire Safety Advisory Panel supports Camden Council's landlord service to meet its regulatory requirements to tenants and leaseholders in relation to the safety of residents' homes. This includes how the Council monitors the condition of its stock, including damp and mould, as well as compliance with fire, electrical, gas, legionella, asbestos and lift safety checks.
- 1.2 The panel will also support how the Council manages risk of fire by making recommendations and conducting reviews to facilitate effective fire prevention, preparedness, and response and recovery strategies. The Panel will scrutinise and advise on the Council's fire and building safety compliance in line with the Fire Safety Act 2021, Building Safety Act 2022 and the Social Housing (Regulation) Act 2023. The Panel will support the Director of Property Management in ensuring that tenant and leaseholder voices are at the centre of the Council's innovative approach to property safety.

#### 2 OBJECTIVES

- 2.1 The Housing and Fire Safety Advisory Panel meets regularly to:
  - Receive officer reports on how the Council is working to comply with the Safety & Quality consumer standard, as monitored by the Regulator for Social Housing.
  - Receive officer reports on the status of work being undertaken, in and around council owned homes to achieve compliance with current fire safety legislation and regulation.
  - Provide quarterly oversight of progress in delivering Fire & Building Safety Charter commitments.
  - Consider whether arrangements for reviewing fire safety and related safety issues in and around council owned homes are adequate.
  - Receive reports on relevant staff training to ensure that there is improved recognition of fire and building safety breaches and appropriate action taken.
  - Consider what information and training might be appropriate for residents to improve fire safety awareness and readiness in the event of a fire.
  - Receive officer reports summarising recent fire safety and compliance concerns raised by residents who are tenants, leaseholders, and tenants of leaseholders across the borough; and consider Council actions in response to those concerns.



- Understand the nature of and reasons for recent fires in Council owned homes to inform the Panel's own fire safety recommendations.
- Find ways to encourage residents to become more aware of fire and building safety issues and to take responsibility for safety in and around their homes.
- Review the Council's tenancy conditions and new residential leases (and rules and regulations for leaseholders generally) to ensure that they are sufficiently robust around fire safety issues and to receive reports on appropriate action being taken by officers where breaches occur.
- Review the *Tenants Guide* and make proposals for amendments to add any new requirements developed as a result of the findings of the Panel.
- Consider wider best practice and recommend to the Council where good fire safety initiatives implemented elsewhere might also work in Camden.
- Work with the Council to develop effective regular communications in appropriate formats for Camden residents around fire safety.

### **3 MEMBERSHIP**

3.1 Meetings of the Panel will be chaired in rotation by a Camden Council resident and an independent safety expert, **with a resident co-chair and deputy resident co-chair nominated by the Panel.** The membership of the Panel is as follows:

#### **3.1.1 Resident Membership**

Up to 12 resident (tenant and leaseholder) members selected for their expertise, with speaking and voting rights, to include where possible:

- 1 District Management Committee representative with speaking and voting rights
- 1 Tenant Management Organisation representative with speaking and voting rights

During recruitment the Council will be mindful of trying to achieve a Panel that includes residents living in:

- a high rise block
- a TMO managed property
- a street property.

A resident member may be co-opted to serve on the Housing & Fire Safety Advisory Panel to achieve this balance.

#### **3.1.2 Other Membership**

- The Leaders of all groups on the Council (3 places)
- The Green Party (1 place)
- The Cabinet Member, Better Homes (1 place)
- Nominated Councillors (2 places)
- The Council's Director of Property Management

- Two nominated representatives of the Borough Fire Brigade Commander (Including a representative from the Regulatory Fire Safety Department)
- A nominated representative from the Council's Property Service (observer)
- A nominated representative from the Council's Housing Management Service (observer)

3.2 The majority of the resident members will be Council tenants.

3.3 Resident Panel Members may serve up to a three-year term subject to review at the end of year's one and two.

3.4 The resident Chair is rotated annually on the anniversary of the Panel's establishment.

3.5 An independent safety expert will be appointed to serve as co-chair.

## **4 AGENDAS**

4.1 Agendas are agreed by the Co-Chairs in advance of the meetings, to ensure that all Panel members can be fully prepared.

4.2 Potential agenda items may be submitted to Co-Chairs, for consideration by Panel members or Council Officers. Items may be submitted up to three weeks prior to each meeting. These proposals will be added to the standard work plan report for discussion by the Panel, and subject to their agreement added to the report forward plan and allocated to a Panel agenda to allow time for the preparation of the appropriate report

4.3 Nothing goes on the agenda that is subject to investigation; or should the Borough Solicitor advise that for any reason that an item would be inappropriate.

## **5 MEETINGS**

5.1 The Chair(s) with the support of the Council will:

- Facilitate no less than four formal meetings of the Panel per year
- Consult members prior to setting each agenda
- Ensure that the meeting is run in accordance with the Engagement Code of Conduct
- Be non-voting (in circumstances where a formal vote is required to agree a recommendation)

5.2 Alongside four formal meetings, members may be asked to attend up to two private workshops per year for additional training and information gathering. They will also be invited to attend other informal briefings where relevant.

## **6 ATTENDANCE**

- 6.1 There is an expectation that Panel members will attend at least 75% of all formal meetings. It will be assumed that members who fail to attend 2 consecutive meetings without having given apologies will have stepped down and a new nomination will be formally requested.

### **Quorum**

- 6.2 A minimum of 5 Panel members (including 2 resident representatives) must be present at the meeting for recommendations to be made.
- 6.3 Other residents may be invited to the meeting to provide information. Other officers may be invited to present reports or provide legal advice.

## **7 DECISION MAKING**

- 7.1 The panel will make recommendations to decision makers in the Council and the results of those recommendations will be reported back to the panel.
- 7.2 The Director of Property Management will be responsible for ensuring that recommendations are reported to the appropriate officer, action taken and feedback given.

## **8 DISPUTES**

- 8.1 An independent method will be sourced in order to find resolution in cases where disputes arise between Panel members.

## **9 ANNUAL REVIEW**

- 9.1 The performance of the Panel against its objectives and its Terms of Reference will be reviewed annually.

**ENDS**