

LONDON BOROUGH OF CAMDEN	WARDS: All
REPORT TITLE: Terms of Reference Review in Response to Grenfell Inquiry Phase 2 Recommendations	
REPORT OF: Director of Property Management	
FOR SUBMISSION TO: Housing Fire & Building Safety Panel	DATE: 10 July 2025
<p>SUMMARY OF REPORT: This report recommends that the terms of reference for the Panel be updated in line with the Grenfell Phase 2 Inquiry recommendations subject to the approval of the Leader of the Council.</p> <p>Local Government Act 1972 – Access to information No documents that require listing were used in the preparation of this report.</p> <p>Contact Officer: Melissa Dillon: Resident Safety Engagement & Governance Lead, Supporting Communities Tel: 0207 974 3100 melissa.dillon@camden.gov.uk</p>	
<p>RECOMMENDATIONS:</p> <p>The Panel is asked:</p> <ul style="list-style-type: none"> (i) To comment on the proposed amendment to their terms of reference (ii) Recommend to the Leader of The Council that the Terms of Reference be updated as set out in section 2 of the report and in the proposed ToR document attached as an appendix to the report, 	

Signed:



Director of Property Management

Date: 1 July 2025

1. INTRODUCTION

- 1.1 The Terms of Reference (ToR) for the Panel provide for an annual review to ensure that they remain relevant to the developing regulatory environment for residential fire and building safety. At the January 2025 Panel meeting, members agreed to defer the ToR review pending the publication of the government response to the recommendations of the Grenfell Inquiry Phase 2 recommendations.
- 1.2 On 26th February 2025 the Government published their response to the 58 recommendations of the Phase 2 Grenfell Inquiry report, accepting in full 49 recommendations and in principle a further 9 all directed at government processes.
- 1.3 Whilst detailed regulations and new requirements will emerge incrementally the Council has adopted a Grenfell work programme and is reviewing services, systems and practice and making changes based on the recommendations accepted by government.
- 1.4 This report proposes that subject to the agreement of the Leader of the Council, the ToR for the Panel be updated to provide oversight of the Grenfell work programme and the requirements of the Fire Safety Act 2021, Building Safety Act 2022, Social Housing (Regulation) Act 2023 (Safety & Quality consumer standard) and Awaab's Law 2024.
- 1.5 The Council's Grenfell work programme will look at:
 - Building control functions
 - Design standards, technical requirements and contract management
 - Landlord Services and Tenant Management Organisations(TMOs)
 - Fire Risk Assessment
 - Personal Emergency Evacuation Plans
 - Major incident plans

2.0 PROPOSAL

- 2.1 To ensure that terms of reference for the Panel remain relevant and cover the ongoing development of the regulatory framework for fire and building safety it is proposed that the Panel recommend to the Leader of the Council update that sections of the ToR dealing with Purpose and Objectives be updated as follows:

ToR: 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 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 Directors of Housing, and*

Property Management in ensuring that tenant and leaseholder voices are at the centre of the Council's innovative approach to property safety.

ToR 2:OBJECTIVES

ToR 2.1 *The Housing Fire and Building Safety Panel will meet regularly to receive officer reports on how the Council is working to comply with the requirements of the following legislation:*

- *Fire Safety Act 2021*
- *Building Safety Act 2022*
- *Social Housing (Regulation) Act 2023 Safety & Quality consumer standard, as monitored by the Regulator for Social Housing.*
- *Awaab's Law 2024*
- *The Housing Health & Safety Risk Rating System*

ToR 2.2 *The Panel will review the Government response to and plans for implementation of the recommendations of the Grenfell Inquiry Phase 2 report as they are published and provide oversight on the implementation of the LB Camden Grenfell recommendations workstreams which are:*

- Building control - Consideration of the Inquiry recommendations and points to raise in Government consultations*
- Design, technical requirements and contract management - Review of construction design guides, employer's requirements, procurement and contract management processes.*
- Landlord services and TMOs - Review of the Council's TMO agreements and how duties are managed across the Council and by TMOs, to include the oversight, landlord services and engagement recommendations in the Inquiry report.*
- Fire risk assessment - Review of current FRA arrangements with external specialists appointed to deliver the FRA programme for Council homes,*
- Personal Emergency Evacuation Plans (PEEPs) - Evaluation of work to gather household information and undertake person-centred fire risk assessments (PCFRAs).*
- Major incident plans - Review the Inquiry findings on Emergency Response Planning and the systems Camden already has in place*

ToR 2.3 *The Panel will:*

- Receive officer reports on the status of work being undertaken, in and around council owned homes to achieve compliance with current fire and building safety legislation and regulation and provide oversight on the delivery of the LB Camden Fire & Building Safety Charter commitments.*

3.0 COMMENTS OF THE BOROUGH SOLICITOR

- 3.1 The Borough Solicitor has reviewed this report and is satisfied that the TORs for the Panel have been updated in line with the Grenfell Phase 2 Inquiry Recommendations. The panel is not a decision making body and any decision as to whether or not to change the Panels terms of reference rests with the Leader’.

4.0 COMMENTS OF THE EXECUTIVE DIRECTOR OF CORPORATE SERVICES

- 4.1 The purpose of this report is to recommend that the terms of reference for the Panel be updated in line with the Grenfell Phase 2 Inquiry recommendations. There are currently no financial implications arising from this report.

5.0 ENVIRONMENTAL IMPLICATIONS

- 5.1 There are none.

6. APPENDICES

- 6.1 Appendix 1 – Proposed Terms of Reference.

ENDS

Appendix 1



LONDON BOROUGH OF CAMDEN HOUSING FIRE & BUILDING SAFETY PANEL

PROPOSED TERMS OF REFERENCE JULY 2025

1. PURPOSE

- 1.1 The Housing Fire & Building Safety 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 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 Directors Housing, and 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 Fire and Building Safety Panel will meet regularly to receive officer reports on how the Council is working to comply with the requirements of the following legislation:

- Fire Safety Act 2021
- Building Safety Act 2022
- Social Housing (Regulation) Act 2023 Safety & Quality consumer standard, as monitored by the Regulator for Social Housing.
- Awaab's Law 2024
- The Housing Health & Safety Risk Rating System

2.2 The Panel will review the Government response to and plans for implementation of the recommendations of the Grenfell Inquiry Phase 2 report as they are published and provide oversight on the implementation of the LB Camden Grenfell recommendations workstreams which are:

- **Building control** - Consideration of the Inquiry recommendations and points to raise in Government consultations
- **Design, technical requirements and contract management** - Review of construction design guides, employer's requirements, procurement and contract management processes.

- **Landlord services and TMOs** - Review of the Council's TMO agreements and how duties are managed across the Council and by TMOs, to include the oversight, landlord services and engagement recommendations in the Inquiry report.
- **Fire risk assessment** - Review of current FRA arrangements with external specialists appointed to deliver the FRA programme for Council homes,
- **Personal Emergency Evacuation Plans (PEEPs)** - Evaluation of work to gather household information and undertake person-centred fire risk assessments (PCFRAs).
- **Major incident plans** - Review the Inquiry findings on Emergency Response Planning and the systems Camden already has in place

2.3 The Panel will:

- Receive officer reports on the status of work being undertaken, in and around council owned homes to achieve compliance with current fire and building safety legislation and regulation and provide oversight on the delivery of the LB Camden Fire & Building Safety Charter commitments.
- Consider whether arrangements for reviewing fire and building 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 and building safety awareness and readiness in the event of a fire or other emergency. Understand the nature of and reasons for recent fires in Council owned homes to inform the Panel's own fire safety recommendations.
- Receive officer reports summarising recent fire and building safety 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.
- 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.
- From time to time 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 and building 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 and building 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 & Building Safety 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 As far as possible 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