

Tower Block Fire Safety Action Tracker v2

Task No.	Action	In support of Hackitt Review Recommendations	Owner	start date	target date	completion date	overdue	Identified Resources	Dependencies	Comments 27/07/2020	Comments 06/07/2020	Comments 01/06/2020	Comments 09/03/2020	Comments 17/02/2020	Comments 22/01/2020	Comments 06/01/2020	Comments 04/11/19	Comments 02/10/2019
1	Cost analysis to be carried out of the impact of the new guidance and legislation		Martin Tolley	23/07/2018						A briefing note has been created for this and FSSG will confirm this action can be completed at the next meeting								
6.6	Consider fire procedure notices and information for low rise		Wendy Carroll		01/10/2020					This is on track to be completed by the end of September 2020			JF Chased this last week and these notices are available and Wendy is going to arrange these to go out to local teams this w/c 06/07/2020. Over the next two months these notices will be going up in the low rises with completion by the end September 2020	Await costs John F. arranging for a quote for the provision of sign which was agreed to be displayed in each low rise block.	FSSG agreed low rise procedure and WMFS approved the content. John Flaherty to chase printing to get costs for printing procedure which Local Teams can then display across low rise blocks.		Hopefully get decision on getting printed on 04/11/19. Escalation sent.	
1.3	Identify the cost of implementing Building Safety Managers		Martin Tolley		30/09/2020			BSM pilot group	Legislation (task 21)									
2	Review all decisions made at FSSG		Martin Tolley	23/07/2018	31/08/2018	28/11/2018												
2.3	Ensure the project plan falls in line with the Fire Safety Bill & Building Safety Bill currently and update as this progresses through parliament.		All		31/03/2021													
3	Governance		Martin Tolley		04/10/2018	28/01/2019												
4	Fire Risk Assessment		Martin Tolley	01/01/2018														
4.1	Fire Risk Assessment Proposals	3.4 a & b	Martin Tolley	01/01/2018	01/08/2020		Yes	Sarah Ager				This is included in the BSM proposal that is with the re-structure. In-house CWOs are undertaking HRRB FRAs			Comprehensive Training completed in November 2019 for CWO undertaking FRA Duties	CWOs are undertaking FRAs for all high rise. JF is arranging comprehensive training for additional CWO resources	Decision made at FSSG 04/11/19 that inhouse resources should be utilised to carry out FRA on all high rise blocks. Existing FRA through contractors should be used for low rise and this reviewed as more CWOs are trained on FRAs.	
4.9	Process for issues identified with FRAs		John Flaherty, Wendy Carrol									John Flaherty, Wendy Carrol & Carl Hides have a meeting in May around the issues identified with FRAs. John has a meeting tomorrow with the contractors who undertake these FRAs this week to go over how these should be filled in and where issues should be signposted.						
5	Compiling Safety Case for each block	3.2b	Ricky Jones															
5.3	Collate information for safety case file for all high rise blocks	3.4 c, 3.5c, 4.2b, 4.3b, 4.5b, 4.6b,	Ricky Jones		20/01/2020			BSM pilot group						Met with Sid and made a list of what is missing from the safety case file. This has since been chased for the missing information and we are still waiting for a couple pieces of information	Meeting booked with Sid on 23/01/2020 to look at the safety case files (where to get the information and any issues with getting it)	Ricky to progress with Sid re. the pilot 5 safety case files. These need to be completed by 20/01/20	Martin Tolley has advised that the CIT Admin staff will be compiling the safety case files with technical support from Geraldine Keane. These will be signed off by John Flaherty and Wendy Carroll. Ricky Jones will be managing the Admin Staff and providing updates at FSSG	
5.4	Define what needs to be included in the safety case file for low rise	4.2a, 4.3a	Ricky Jones		31/03/2020			BSM pilot group						This will not be determined until the above safety case files are finalised	This will not be determined until the above safety case files are finalised			
5.5	Safety Case Files - Block Profiles - hard copy in blocks		John Flaherty		30/06/2020							John Flaherty is going to look at the block profiles and if they are complete (It is believed they are) then John is going to arrange for hard copies of block profiles to be in each block. John will give a briefing note to Martin Tolley on 12/05/2020 to advise when and how this will happen. John will also be arranging for electronic copies to SSM's in Housing Management and AMMD. Martin Tolley will be taking these to DMT also.						
6	Low rise flat Project	3.4 c, 3.5c, 4.2b, 4.3b, 4.5b, 4.6b,	Sarah Ager															
6.3	Review FRA property list for low rise	3.4 c, 3.5c, 4.2b, 4.3b, 4.5b, 4.6b,	Carl Hides		31/06/2020					This is not an action for Carl Hides, the list I understand has gone from AMMD to the local housing teams and has been verified?		Sarah to action.	CH update - The list needs to be communicated to and reviewed by the local housing management teams.		Change owner as this is not Carl Hides. Martin Tolley owner. It has previously been confirmed that Sid Turner/Asset Management have photographs of all low rise blocks.	List to be run off Northgate to understand all on the programme that are required		
6.4	Scope how to collect images of all low rises	3.4 c, 3.5c, 4.2b, 4.3b, 4.5b, 4.6b,	Sarah Ager		30/10/2020					This is being carried out by the stock condition surveyors - they have completed 362 low rise block surveys as of 24/07/2020. Need to meet targets and milestones around these (6 per day between 4 surveyors)		CWOs are undertaking this through COVID19 capacity		PMS is carrying out this exercise		Ricky / Paul to do analysis of where there are missing images	Pictures have been obtained and they will be saved on BSU	Pictures are available for all low rise. Need to be added to low rise block folders
7	Fire Risk Management Assessment & Remediation	3.2a 3.2b	Martin Tolley															
12.1	Finalise policy for mobility scooters		Wendy Carroll		31/08/2020					JJ needs to take this to DMT (Date to be confirmed) WC will reforward to JJ and ask him for an update.				JJ requested WC prepare a briefing note to take to DMT. WC awaiting indicative costs for shed area conversion prior to submission.	WC forwarded to John Jamieson to go to DMT for agreement.		The scooter policy is completed. This will be re-vamped as a briefing note for cabinet	
7.4	Recently fitted fire doors need to be inspected to ensure they are up to Qmark standard. This needs to be independent testing to ensure the correct fitting has been carried out		John Flaherty		31/08/2020					A test was carried out at BJT independently - there were a few minor concerns and JF will confirm at the next FSSG that these have been rectified.		Update required		Commenced Testing Inspection in December 2019 in Barry Jackson Tower Blocks, All Test will be completed end of March 2020	Commenced Testing Inspection in December 2019 in Barry Jackson Tower Blocks, All Test will be completed end of March 2020	BJT audits have been carried out. (Cost of contractor). Remedial works will need to be carried out by contractors and satisfy audit team.		

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7.5	Training staff of fire risk awareness		John Flaherty		01/10/2020			fl		JF is looking to continue training in September - JF has sent the list of currently completed to CH and DP		John Flaherty has advised around 60% of estate-based staff have been trained. He is going to provide the details of who has been trained and the name of the training to Carl Flaherty and Dave Prosser.		Commenced on the 11 November 2019 Fire Risk Assessment Training for AMMD Staff and Housing Management, this Training is ongoing into July 2020	Commenced on the 11 November 2019 Fire Risk Assessment Training for AMMD Staff and Housing Management, this Training is ongoing into July 2020	Training ongoing	Fire awareness training set up from November - February for a range of staff. Day 1 Class Room The Regulatory Reform (Fire Safety) Order 2005 Alongside the Housing Act 2004, the Regulatory Reform (Fire Safety) Order 2005 (FSO) introduced duties in relation to fire safety in the common areas of HMOs flats, maisonettes and sheltered accommodation The duty is placed on the responsible person, who is required to carry out a fire risk assessments, Or those who manage Fire Risk The aims of the fire risk assessment are: •to identify the fire hazards; •to reduce the risk of those hazards causing harm •to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start. Day 2 All delegates will be required to carry out on site FRA in the Morning, and in the afternoon period Delegates will be required to complete an exam. The above Training will commence 11 November 2019 for all Grades 4,5 in AMMD,HM. I am also arrange for Housing Grade 3 Staff half a day re Fire Risk Assessment/Keeping Tower Blocks Safe.	
7.8	Telecomms - prevention of third party of breaching firestopping		Wendy Carroll	06/01/2020	31/03/2020									WC attempted second contact with Wolverhampton Homes but no response. WC will contact Simon Heath to see if we can get this off the ground ourselves by contacting all key internet and telecom providers.	WC contacted Phil Reilly at Wolverhampton Homes after last meeting and await a response. WC to chase again 24/01/2020.	Need to get signage in blocks that no work should be carried out without written permission from BCC. Liaise with Wolverhampton for best practise and how to get memorandum of understanding. Briefing note for estate based staff that unauthorised work should be stopped. Also look at the satellite dish aspect.		
7.10	LACORS - Fire safety Guidance		John Flaherty	11/05/2020	30/06/2020							LACORS – fire safety related guidance – John Flaherty is going to provide an update on this at the next FSSG 01/06/2020						
8	Leaseholder Works	3.2b	Keith Harris		30/08/2020													
8.2	Doors at Manor Close		Keith Harris		30/08/2020													
9	Smoke Detectors		Regan Taylor		31/07/2019	02/10/2019												
10	Communication	4.1a,	Martin Tolley															
10.17	Continuity between contact centres		Geraldine Collins		30/09/2020					Geraldine needs to be invited to a future FSSG							MT advised we need to ensure we have continuity between our contact centres (caroline/ ooh contact centre/in hours contact centre to ensure they have relevant information and can provide it to emergency services	
10.18	Website - Communication and fire safety information on BCC website		John Flaherty / Ricky Jones / Maz Dad		30/09/2020					Good news story information was provided by Wates and passed onto Lauren Rainbow by JF. JF needs to check what has happened with this. New action 27/07/2020 Need to Look at current website and what can be added/created for a fire safety page - RJ/JF/MD			Good news story news brief has been created by Natalie Smith. MT is asking for any future good news stories to go through his team so a press response can be coordinated.	Sent info to Lauren Rainbow in December 2019		Stay put policy to be put on the website - WC to liaise with comms JF to obtain details for good news story at Copple House fire and liaise with comms for website update and to brief cabinet. Need to look at regular bulletins and updates		
10.19	We need to ensure the Fire Kills Campaign is used as part of our fire safety communication/tenant engagement material		All/BSM		01/10/2020													
11	Tenant Engagement	4.1/4.2/4.3	Louise Fletcher	01/08/2018	31/12/2020													
11.1	Develop block champions		Louise Fletcher	01/08/2018	Ongoing											We now have 50 block champions recruited across the city, and they are awaiting fire safety training which is being organised by JF	LF comments - Ongoing with LF/BSM Pilot group	
11.2	Develop a framework for ongoing tenant engagement		Louise Fletcher	01/08/2018	31/12/2020											Tenant Engagement report to be approved by Cabinet Member prior to external review.	LF Comment - target date unrealistic as report regarding tenant engagement currently with JG	
11.3	Respond to the Hackitt Report regarding tenant engagement		Louise Fletcher	01/08/2018	31/12/2020											Tenant Engagement report to be approved by Cabinet Member prior to external review. Government still to confirm legislative actions following Hackitt Report	LF Comment - target date unrealistic as report regarding tenant engagement currently with JG and also awaiting government guidance	
11.4	Work with current tenant movement structure		Louise Fletcher	01/08/2018	31/12/2020											Tenant Engagement report to be approved by Cabinet Member prior to external review.	LF Comment - target date unrealistic as report regarding tenant engagement currently with JG	
11.5	Understand the influence of housing green paper		Louise Fletcher	01/08/2018	31/12/2020											Tenant Engagement report to be approved by Cabinet Member prior to external review. Government still to confirm recommendations from Housing Green Paper	LF Comment - target date unrealistic as report regarding tenant engagement currently with JG and also awaiting government guidance	
5.1	Customer Access to Safety Case files	4.1a. 4.3 a	Ricky Jones		30/10/2020			Data repository		This is still in development - Owner to be chnaged to Ricky who is leading on this with ICTDS. Traget date is expended for a further 3 months.	Ricky to provide update							
12	Estate Management	3.2a	Wendy Carroll															
13	Resilience Management	3.2a 3.2c	Martin Tolley		31/03/2019	09/04/2019		Wendy Carroll, John Flaherty										
13.6	Resilience Emergency plan		John Flaherty		31/04/2020									Details have been revised by JF and this will be sent to Andrew Daw	Held Meeting with Michael Enderby Head of Resilience and Emergency Planning, and Adrew Daw on the 10 January 2020 to discuss Housing Emergency Plan,JF to revised some details of Housing Plan	Procedures written - F to get sign off by Gary Messenger and then will go to DMT. Gas supply info in block profile so will be onsite. Part of BCC major incident response	Review the resilience emergency plan and ensure that it is robust. Link in with audit of TMO procedures. Is gas supply isolation included in plan. Is the a process where technical support is onsite within 1 hour when there is a fire? Is there a way for family members to have access about survivors?	
14	Managing High Rise Living	3.2a	Maz Dad / John Jamieson															
14.1	Night Security Service Expansion		Maz Dad		31/07/2020		Yes			Final Draft to be sent to JJ by end of July 2020				Maz is awaiting information from West Midlands Police around criminal activity and Housing Benefit regarding receiving 100% benefit	Visit undertaken, to Legal Service by MD/WC, awaiting feedback. Email sent to NHS web-portal and notification. Follow-up email sent to Pip Mayo , with regards to home visits.		MD in process of finalising draft project scope document	Update from CH 26 9 10 - Maz Dad to produce report for MT consideration?
14.1.1	Scope project		Maz Dad / John Jamieson		31/07/2020		Yes			Final Draft to be sent to JJ by end of July 2020							MD in process of finalising draft project scope document	
14.1.2	Develop business case		Maz Dad / John Jamieson		31/07/2020		Yes			Final Draft to be sent to JJ by end of July 2020							MD in process of finalising draft project scope document	
14.1.3	Commission Service Birmingham		Maz Dad / Martin Tolley						14.1.2									
14.1.4	Specify requirements		Maz Dad / Martin Tolley						14.1.3									
14.1.5	Review options appraisal		Maz Dad / Martin Tolley						14.1.4									
14.1.6	Select preferred contractor (via Service Birmingham)		Maz Dad / Martin Tolley						14.1.5									

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1	Cost analysis to be carried out of the impact of the new guidance and legislation		Martin Tolley	23/07/2018						A briefing note has been created for this and FSSG will confirm this action can be completed at the next meeting									Cost analysis is ongoing and will be determined once Hackitt review implementations are finalised
1.1	Initial cost review in relation to fire risk management works		Martin Tolley		01/09/2019	03/08/2018													
2	Review all decisions made at FSSG		Martin Tolley	23/07/2018	31/08/2018	28/11/2018													
2.1	in relation to AMMD		Martin Tolley		31/08/2018	09/08/2018													
2.2	in relation to Housing Management		Tracey Radford		31/08/2018	28/11/2018													
3	Governance		Martin Tolley		04/10/2018	28/01/2019													
3.1	Create briefing note for the fire risk management strategy and approach to date for CX / leader and cabinet member for their feedback		Martin Tolley		04/10/2018	28/01/2019													
4	Fire Risk Assessment		Martin Tolley	01/01/2018															
4.2	Devise FRA SOP	3.4 b	Sarah Ager	01/01/2018	30/09/2018	30/10/2018													
4.3	Develop Northgate to issue FRA and record all documentation on APEX	3.2 b	Sarah Ager	01/01/2018	30/09/2018	23/07/2018													
4.4	Training provision for new definition of competency for FRAs	3.4 a	John Flaherty	01/01/2018	31/01/2020	17/02/2020								All training has taken place for FRAs		Still on track for end of Jan. Inhouse FRA to be sent to WMFS Feb.	Interim solution of Type 1 is running alongside the BSM pilot of Type 3. The type 1s carried out by current FRA and a audit regime is in place. WMFS are auditing 20 of the HR Type 1 FRAs. 4 BCC trained FRA will audit the repairs as a result of the FRA in 50 blocks by the end of January.		Martin Tolley has signed off the training and this has been arranged for Mid October (4 days training for 8 members of staff)
4.5	Develop type 3 FRA inspection regime for all future voids	3.4 a & b	Martin Tolley	01/01/2018	31/08/2019	04/11/2019											This will be consumed by the FRA process when type 3 will be carried out		Smoke machine testing will not be taking place. Type 3 FRA's have been carried out on a sample of void properties and a decision needs to be made by Martin Tolley whether we do this for all high rise flats that become void.
4.7	Need to meet with Capital guys working on Shelley and Browning to work with them on their Type 3 FRA's and see if there are any gaps and ask them to carry out the assessment to our standard. Any additional costs will need to be met through Capital investment budget from the sprinkler and fire protection budgets.					04/11/2019											Won't be progressed - type 3 FRA to be carried out upon completion of works		
4.8	The current type 1 FRAs need to be carried out by internal trained staff. A process needs to be put into place for this to be managed internally		Martin Tolley		31/03/2020	06/01/2020										Links in with 4.1			
5	Compiling Safety Case for each block	3.2b	Ricky Jones																
11.6	Stay put policy video for high rise to be sent to COMMS for guidance around whether this should be on our site		BSM/BSC Pilot Group		30/11/2019	27/07/2020				Have not been able to find notes on whether this was confirmed or not. It has been agreed that we will not be putting this on the website currently following advice from Lauren Rainbow	RJ to check meeting notes to confirm it was agreed we would add this to our website.			Email exchange between Lauren Rainbow/WC. Comms not happy with certain aspects of video but request submitted anyway - no further communication from Comms regards request to insert video or make alteration to Housing fire safety pages to include further information going forward. WC seeks advice from FSSG for next step.					
5.2	Define what needs to be included in the safety case file for high rise	4.2a, 4.3a	Ricky Jones		30/08/2019	30/08/2019		BSM pilot group											
6	Low rise flat Project	3.4 c, 3.5c, 4.2b, 4.3b, 4.5b, 4.6b,	Sarah Ager																
6.1	Publish definition	3.4 c, 3.5c, 4.2b, 4.3b, 4.5b, 4.6b,	Sarah Ager		31/01/2020	27/07/2020				Definition is currently being used by Stock condition surveyors to create block profiles and are checking them as they do this								The briefing note was written Nov 2018 - should this go to DMT?	
6.2	Create business case with regard to additional financial and physical resource for renewed approach to managing low rise as a result of Hackitt Review	3.4 c, 3.5c, 4.2b, 4.3b, 4.5b, 4.6b,	Sarah Ager		31/01/2020	27/07/2020				The aspects of this action have been covered in the restructure requirements moving forward and can form part of the business case for the restructure of the division									
17.4.10	Review photographs of tanks/tank rooms that have been fitted for sprinklers and ensure they are fit for purpose. Specification of the tank rooms need to be reviewed to ensure it is up to standard		Ricky Jones		28/02/2020	01/03/2020								Tom has had costs from Wates but Phil is disputing it as it is different to costs that were originally given to him.	Keith has advised all of Fortem tanks are currently inside so do not require fencing. Tom is awaiting a cost for security fencing from Wates. (Albany & Brunswick is fenced in. Adelaide, Needwood & Rayleigh have not been fenced yet. No information has been provided for Engie as of yet	tank provisions to be photographed for all blocks - include in safety case file		Martin to review provided pictures and provide guidance on process.	Keith, Tom and Steve today (11/09/2019) need to get photographs of all tanks/tank rooms immediately
7	Fire Risk Management Assessment & Remediation	3.2a 3.2b	Martin Tolley																
7.1	Issue and Monitor all remedial works packages by block in relation to cladding		Martin Tolley		31/03/2019	23/05/2019												All work issued 25/05/19 - due for completion M	
7.6	Internal fire doors need to be post rechargeable.		John Flaherty		31/01/2020	17/02/2020								Internal fire doors are post rechargeable in the script	Awaiting updates from QMark after Shellforce ES Test	Repair - like for like. Change script to replace door and do re-charge post install. Do analysis on number of doors this will impact.	John is contacting Qmark for guidance. Scripting will need to be amended to have these repairs go through a post recharge process		
7.7	Firestopping work with contractors		John Flaherty	04/11/2019	31/03/2020	24/02/2020								Appointment booked with Contractors to look at this on 24/02/2020 24/02/2020 - training session took place at Kings Road. All Contractors in attendance. Fire Stopping training conducted by MFSS, with examples of tower blocks where fire stopping concerns. Confirmation contractors saving before and after fire stopping photos on Impact system. JF/MD		JF to find out what is happening - liaise with Ricky to ensure SOP is accurate and complete	Need to look at how Contractors are recording before and after fire stopping works. This needs to be a joint meeting and process with contractors & CTMs. We should have evidence of the state of fire stopping before and after work takes placeCheck that any work related to windows (moving forward) has full fire stopping worksSid to confirm with Steve Walker - check from minutes in the meeting re. detail		

7.9	Confirm if we have any fireman lifts in any of our high rise blocks		Wendy Carroll			28/01/2020									Initially it was though that BIT may have had a fire lift installed however WC has had confirmation from WMFS that we do not have any fireman lifts in any of our high rise blocks however we do have fireman switches which allow the fire service to take control of a lift to use and bring them to the ground floor.					
8	Leaseholder Works	3.2b	Keith Harris		30/08/2020															
8.1	Define which leaseholders have had what works and which are still outstanding for completion. Link in with refusal process for sprinklers as to further actions		Keith Harris		31/08/2018	01/05/2018													CH comments - The electronic messaging system from blocks to Careline is not in place.	
9	Smoke Detectors		Regan Taylor		31/07/2019	02/10/2019														
9.1	Cross reference smoke detectors exist on all low rise flats and high rise.		Regan Taylor		31/07/2019	02/10/2019													Validation has been carried out using CP12 data as well as Off Gas inspections to create a priority list of replacement	Regan needs to advise whether a smoke detector replacement program has been created. Email sent to Regan 11/09/2019 to provide this.
9.2	Deliver programme to install smoke detectors where needed in HR blocks		Regan Taylor		31/07/2019	02/10/2019													Data has been loaded to Apex for Regan to put together a replacement program annually. This will fall under BAU	Regan needs to advise whether a smoke detector replacement program has been created. Email sent to Regan 11/09/2019 to provide this.
10	Communication	4.1a,	Martin Tolley																	
10.1	Communication Strategy		Martin Tolley		14/09/2018	14/09/2018														
10.2	To draft messaging that permeates through all content material creation		Stephen Arnold	09/08/2018	13/08/2018	20/09/2018														
10.3	Create required material incl video, printed literature, storyboards, infographic that sets out safety steps which are already in place (to align with delivery plan for Adelaide/staff briefing).		Sarah Ager / Wendy Carroll	09/08/2018	30/10/2018	28/11/2018														
10.4	Manage city-wide messaging that will cover: reconfirming the commitment to the programme of works, outline the rollout schedule, joint messaging with WMFS and, our commitment to tenants. Activity will incl. Full Council marketplace, associated briefings and media relations activity		Stephen Arnold / Martin Tolley	09/08/2018	28/11/2018	28/01/2019														
10.5	Draft introductory joint letter between BCC, WMFS and contractors incl. messaging around ways tenants can get involved and stay informed.		Sarah Ager	09/08/2018	01/10/2018	01/10/2018														
10.6	To co-ordinate with web team for creation of relevant information on website incl. FAQs, online rollout scheme etc, process map.		Sarah Ager	09/08/2018	01/10/2018	01/10/2018														
10.7	List of tenants who have or are likely to raise concerns and begin direct engagement		Tracey Radford	20/08/2018	30/03/2020	09/04/2019														
10.8	ID block champions and start engagement		Louise Fletcher Dave Prosser	20/08/2018	30/03/2020	02/10/2019												LF Comment - Recruitment of block inspectors has started, and this is an ongoing process. This action is a repeat of 11.1		
10.9	Develop staff briefing incl. session for CS team. Messaging includes myth tackling/issues (all tenants want this, installation in communal areas, domestic equipment will affect system, sequencing of programme, flooding, our own councillors opposed the installation, possibility of flooding)		Tracey Radford	09/08/2018	27/09/2018	30/10/2018														
10.10	Broader tenant engagement incl. initial briefing and visit to see an installation		Tracey Radford		31/10/2018	28/01/2019														
10.11	Define role of TLO		Martin Tolley	09/08/2018	31/08/2018	20/09/2018														
10.12	Ensure all groups have been communicated to:		Stephen Arnold	09/08/2018		09/04/2019														
10.12.1	Customers		Tracey Radford	09/08/2018	01/10/2018	01/10/2018														
10.12.2	Leaseholders		Louise Fletcher	09/08/2018	01/10/2018	01/10/2018												LF Comment - Leaseholders are the responsibility of Guy Chaundy		
10.12.3	TMOs		Colin Hanno	09/08/2018	01/10/2018	23/10/2018														
10.12.5	Elected Members / MPs		Martin Tolley	09/08/2018	01/10/2018	11/10/2018														
10.12.6	Local teams - estate based staff		Tracey Radford	09/08/2018	01/10/2018	01/10/2018														
10.12.7	Contact Centre		Martin Tolley	09/08/2018	27/09/2018	27/09/2018														
10.12.8	Complaints Team		Martin Tolley	09/08/2018	27/09/2018	27/09/2018														
10.12.9	Voids and lettings team		Martin Tolley	09/08/2018	27/09/2018	27/09/2018														
10.12.10	SMT / DMT		Martin Tolley / Tracey Radford	09/08/2018	14/09/2018	27/09/2018														
10.12.11	Existing engagement structures e.g. CHLB, block champions		Tracey Radford	09/08/2018	01/10/2018	25/09/2018														
10.12.12	Temporary Accommodation		Martin Tolley	09/08/2018	27/09/2018	27/09/2018														
10.13	Liaise with Careline regarding fire activation process		John Flaherty	09/08/2018	31/12/2019	17/02/2020									This has been completed and tested and is working	Held Meeting with Tracey Lee Careline Manager on the 11 November 2019 re Sprinkler Activation process,no issues raised		There are several blocks fully commissioned with careline connected currently. John Flaherty will carry out a trial run/sample once 6 blocks are commissioned.	There are several blocks fully commissioned with careline connected currently. John Flaherty will carry out a trial run/sample once 6 blocks are commissioned.	Tom to provide update on this
10.14	Launch event (CX, Leader of Council and Cabinet Member)		Martin Tolley	09/08/2018	30/10/2018	30/10/2018														
10.15	Develop process regarding missing letter plates		Martin Tolley		31/12/2018	28/11/2018														
10.16	Creation of admit units for concierge office/ sluice rooms to add to fire alarm testing program and provide training to estate based staff		John Flaherty		31/12/2019	17/02/2020									Complete	Now on Repairs Maintenance Programme	Admin units created and added to the sundry programme			
11	Tenant Engagement	4.1/4.2/4.3	Louise Fletcher	01/08/2018	31/12/2020															
12	Estate Management	3.2a	Wendy Carroll																	
1.2	Identify the cost of this project including resources and a budget allocation specifically around remedial works		Martin Tolley		31/03/2020	27/07/2020				Closed - Needs to be moved up to correct heading										

13	Resilience Management	3.2a 3.2c	Martin Tolley		31/03/2019	09/04/2019		Wendy Carroll, John Flaherty										
13.1	Resilience Planning		John Flaherty	02/01/2019	31/03/2019	09/04/2019												
13.2	Training Exercise with WMFS		John Flaherty	11/07/2018	31/12/2018	05/01/2019												
13.3	Training Package agreed		John Flaherty	02/11/2018	30/11/2018	24/01/2019												
13.4	Practical testing of evacuation procedure		John Flaherty	13/02/2019	30/11/2018	13/02/2019												
13.5	Strengthened SLA to ensure structural engineer on site		John Flaherty	04/11/2019		06/01/2020									OOH structural engineer from Acivico available			
14	Managing High Rise Living	3.2a	Maz Dad / John Jamieson															CH comments 5 9 19 - Needs to be changed to Martin Tolley/John Jamieson
15	Tenancy Management	4.6a	John Jamieson		31/12/2020													
16	Waste Management Review	3.2a	Carl Hides	01/10/2018						Comments as previous; this is not overdue								
16.1	Review lessons learnt from refuse collection strike		Carl Hides	01/10/2018	31/03/2020	11/09/2019				This is not feasible and FSSG are not in a position to look at a high rise only refuse collection system		CH - Please include previous comments					CH comments - HM provide WM with a Daily Bin Position Statement of issues at flattened accommodation relating to refuse collection issues; JJ and CH have performance meetings with WM to raise/problem solve ongoing refuse collection issues; The WM service is subject to a review. CH comments 26 9 19 same as previous comments.	CH comments - HM provide WM with a Daily Bin Position Statement of issues at flattened accommodation relating to refuse collection issues; JJ and CH have performance meetings with WM to raise/problem solve ongoing refuse collection issues; The WM service is subject to a review.
16.2	Undertake feasibility study of new high rise refuse collection system		Carl Hides		31/03/2020	27/07/2020				This is not feasible and FSSG are not in a position to look at a high rise only refuse collection system		CH - Please include previous comments		CH comments - Not feasible presently - this would require collaboration of HM/AMMD/WM. I am not aware of any proposals. Does Martin want to convene a related meeting with WM ?			CH comments - Not feasible presently - this would require collaboration of HM/AMMD/WM. CH comments 26 9 19 as previous. This requires collaboration of WM HMMD and HM. I am not aware of any proposals.	CH comments - Not feasible presently - this would require collaboration of HM/AMMD/WM
16.3	Develop new tenant approach to high rise waste disposal and recycling		Carl Hides		31/03/2020	27/07/2020				see previous comments		CH - Please include previous comments		CH comments - Not feasible presently - this would require collaboration of HM/AMMD/WM. Does Martin want to convene a related meeting with WM?			CH comments - Not feasible presently - this would require collaboration of HM/AMMD/WM. CH comments 26 9 19 - as previous not feasible presently and requires collaboration of AMMD WM and HM	CH comments - Not feasible presently - this would require collaboration of HM/AMMD/WM
17	Sprinkler Installation		Martin Tolley		31/03/2021													
17.1	Documentation		Martin Tolley		07/11/2019	17/02/2020												
17.1.1	Cabinet Sign off		Martin Tolley			23/05/2018												
17.1.2	Specification Sign off		Alla	23/05/2018	30/08/2018	31/07/2018												
17.1.3	Develop SOP (including customer engagement, non access, refusal, contractors)		Sarah Ager	21/06/2018	30/08/2018	03/10/2018												
17.1.4	Contract variation for repairs under PPP		Alla		30/09/2018	29/08/2018												
17.1.5	Agree specification and cost for servicing		Alla		07/11/2019	17/02/2020						Complete			Confirmation required that this is all agreed - emailed Alla 06/01/2020			Alla needs to provide an update following the meeting in August. Email sent to chase 11/09/2019
17.1.6	Pre-contract mobilisation		Alla		27/09/2018	25/01/2019												
17.1.6.1	Pre-contract stages to be developed including defects liability process		Alla		31/08/2018	31/08/2018												
17.2	Sprinkler Programme		Sarah Ager	23/07/2018	16/07/2018	14/06/2018												
17.2.1	Prioritisation		Sarah Ager	01/01/2018	21/06/2018	14/06/2018												
17.2.2	Programme Issued		Sarah Ager	23/07/2018	16/07/2018	14/06/2018			17.4.1									
17.3	Sprinkler System Build		Sarah Ager	01/07/2018	30/09/2018	18/10/2018												
17.3.1	Northgate Build		Sarah Ager	01/01/2018	01/04/2018	21/06/2018												
17.3.2	APEX Build - work packages		Sarah Ager	01/01/2018	01/04/2018	21/06/2018												
17.3.3	Omfox Script		Sarah Ager	01/07/2018	30/09/2018	18/10/2018		CIT, CC	17.1.4									
17.3.4	Build the servicing mechanism		Alla	21/06/2018	05/08/2019	07/11/2019			17.1.5									Alla needs to provide an update following the meeting in August. Email sent to chase 11/09/2019

18.3	Operational review meetings with contractors, landlord service and TLO		Keith Harris /Steve Veraca / Tom Taplin		30/09/2020	28/09/2018												
19	Contractor auditing & management		Martin															
20	Develop BSM role		Martin Tolley		31/03/2020													
20.2	Define role of Building Safety Manager	3.1a. 3.1b. 3.1c.	Martin Tolley		09/03/2020	27/07/2020			Role of BSM has been completed and we have a draft person specification					Will be presented at FSSG on 9/03/2020				
21	Legislation		Martin Tolley		31/03/2020			Final report to be published 31st October 2019										
22	Private High Rise		Martin Tolley		31/03/2020													
22.1	MHCLG data collection for ACM cladding on private high rise blocks in Birmingham		Sarah Ager		31/12/2018	30/11/2018												
23	LPS blocks		Martin Tolley		31/12/2019													
24	IT Development		Sarah Ager		31/03/2020													
25	Evacuation process to be developed to alert all residents when fire in block		Maz Dad	04/11/2019					MFSS currently working on draft plan and will present at FSSG Aug 2020							Soft market testing to be undertaken to see what options are available. Look at door entry systems provision where available		

Parameters and principles of a new regulatory framework			BCC Comment
1	1.1	The new regulatory framework should apply to residential properties which are 10 or more storeys high in the first instance. New HRRBs should be identified by the Local Planning Authority and notified to the regulator. Existing buildings in scope should be identified through other means, learning from the MHCLG Building Safety Programme experience.	There are elements of Hackitt Review in Green Paper that BCC are responding to individually. We await further guidance to the building regs and the RRO.
2	1.2	The government should set up a ‘Joint Competent Authority’. This should comprise Local Authority Building Standards, fire and rescue authorities and the Health and Safety Executive, working together to maximise the focus on building safety within HRRBs across their entire life cycle. The optimum model for ensuring effective joint working should be discussed with all relevant parties, but should draw on the model set out above. The JCA should design and operate a full cost recovery model.	Who is leading on this for Building Consultancy? Need an update.
3	1.3	The regulatory framework should treat the building as a single entity (a system encompassing sub-systems) and a new over-arching Approved Document should be published describing the system and the holistic analyses that must be completed when undertaking building work. This should define the requirement to understand the interactions of the system and its comprising subsystems in both normal operation and outside normal conditions.	Richard Cymler to provide feedback on how implemented in Birmingham.
4	1.4	a. A system of mandatory occurrence reporting to the JCA similar to that employed by the Civil Aviation Authority should be set up for HRRBs. The requirement to report should be for key identified dutyholders on a no-blame basis. The outputs of these reports (and statistical analysis of this data) should be publicly available. Non-reporting should be regarded as non-compliance and sanctions applied appropriately.	Richard Cymler to provide feedback on how implemented in Birmingham.
		b. It would be appropriate for the JCA to be a prescribed person under PIDA.	Richard Cymler to provide feedback on how implemented in Birmingham.
		c. For all other buildings the current CROSS scheme should be extended and strengthened to cover all engineering safety concerns and should be subject to formal review and reporting at least annually.	Richard Cymler to provide feedback on how implemented in Birmingham.
Design, construction and refurbishment			BCC Comment
5	2.1	Government should specify the key roles that will ensure that the procurement, design and construction process results in HRRBs that are safe. These should be, as a minimum, those identified in Table 1 above. The definition of these roles should reflect those in the CDM Regulations to avoid unnecessary confusion.	John Flaherty to brief AMMD once updated CDM regs released and to provide audit framework against all future HRRB refurbishment projects. Structural Investment checklist to be designed.
6	2.2	Government should allocate broad responsibilities to Clients, Principal Designers and Principal Contractors responsible for HRRBs as set out in Table 2 above.	See above checklist
7	2.3	Government should make the creation, maintenance and handover of relevant information an integral part of the legal responsibilities on Clients, Principal Designers and Principal Contractors undertaking building work on HRRBs. The four information products (the digital record, the Fire and Emergency File, Full Plans and Construction Control Plan) represent a minimum requirement.	Tom Taplin and John Flaherty to work with Steve Walker to identify which high rise blocks have adequate O&M manuals for and which we don't. Consider legal action against Carillion. O&M checklist should inform the payment decision - review payment SOP.
8	2.4	Government should consider applying the key roles and responsibilities and information product recommendations to other multi-occupancy residential buildings and to institutional residential buildings whilst bearing in mind necessary adjustments to keep the requirements proportionate.	No action
9	2.5	The LPA should be required in law to undertake a consultation with the JCA where it identifies that a building is a HRRB. This process should also apply where planning permission for another building in the near vicinity is sought (where such a building might impact on fire service access to a HRRB). This is the first Gateway Point.	Richard Cymler to provide feedback on how implemented in Birmingham.
10	2.6	Government should ensure that there is thorough assessment by the JCA of detailed design plans for HRRBs and sufficient assurance that dutyholders are in place and relevant responsibilities are being met in order to give permission for building work to legally commence. This should be in line with paragraphs 2.29-2.32. This ‘Full Plans Approval’ is the second Gateway Point.	Richard Cymler to provide feedback on how implemented in Birmingham.
11	2.7	Government should ensure that:	
		a. the JCA undertakes a thorough test of the dutyholders’ as-built construction of HRRBs, supported by clear documentary evidence from the Principal Contractor that the design intent has been delivered as proposed (and any changes are documented and justifiable) and that handover of key golden thread information has occurred. This should be as set out in paragraphs 2.33-2.35 above; and	Tom Taplin, Alla, John Flaherty to build JCA gateways into payment and completion process.
		b. the building owner must have completed a pre-occupation Fire Risk Assessment and resident engagement strategy. All of this must be signed off by the JCA (and a safety case review cycle established) to enable occupation to commence. This ‘Completion Certificate’ process is the third Gateway Point.	Tom Taplin, Alla, John Flaherty to build JCA gateways into payment and completion process. Include in BSM role.
12	2.8	Government should consider also applying Gateway Points 2 and 3 to other multi-occupancy residential buildings and to institutional residential buildings.	No action

13	2.9	<p>a. there should be a clearer, statutory change control process that places requirements on the relevant dutyholder to notify the regulators of significant changes post-Full Plans sign-off. Within that context, two types of changes should be defined – ‘major’ and ‘minor’.</p> <p>‘Major’ changes would be a limited list of significant changes for example (a) changes in use, changes in number of storeys, changes in number of units or (b) changes which could impact on previously signed-off building safety plans. Major changes would require an update from the dutyholder to the JCA (for reconsideration) before such work is commenced.</p> <p>‘Minor’ changes (i.e. all other changes) would need to be recorded and identifiable at the completion of the work for dutyholders to demonstrate that Building Regulations are still satisfied.</p>	Richard Cymler to provide feedback on how implemented in Birmingham.
		b. Government should consider also applying this change control process to other multi-occupancy residential buildings and to institutional residential buildings.	Richard Cymler to provide feedback on how implemented in Birmingham.
14	2.10	In HRRBs, building work that is carried out by ‘persons in a competent person’s scheme’ should be subject to full oversight by the JCA to enable it to fully discharge its duties in line with paragraph 2.38-2.39 above.	Richard Cymler to provide feedback on how implemented in Birmingham.
15	2.11	a. It should not be possible for a client to choose their own regulator or for a regulator to be unable to apply sanctions against a dutyholder where such action is warranted.	Richard Cymler to provide feedback on how implemented in Birmingham.
		b. As part of the JCA oversight of HRRBs there should be a single, streamlined, regulatory route for the provision of building control as set out in paragraphs 2.43-2.45 above with oversight solely provided through Local Authority Building Control	Richard Cymler to provide feedback on how implemented in Birmingham.
		<p>c. The Approved Inspector regime should be utilised such that it can:</p> <ul style="list-style-type: none"> • provide accredited verification and consultancy services to dutyholders; and also • expand LABCs’ expertise/capacity (whilst always operating under LABCs rules and standards) 	Richard Cymler to provide feedback on how implemented in Birmingham.
		d. But no AI can be used to provide both functions in respect of the same building work (i.e. where regulatory oversight is provided the AI must be completely independent of dutyholders).	Richard Cymler to provide feedback on how implemented in Birmingham.
		e. This avoidance of conflict of interest should apply to all actors in the regulatory system – so no fire and rescue authority should be able to support the JCA in its oversight of a particular building if it (i.e. the individual or the company) has provided professional design services in respect of that building through its commercial arm.	Richard Cymler to provide feedback on how implemented in Birmingham.
		f. Recommendations a.,b. and c. should also apply to all other multi-occupancy residential buildings and to institutional residential buildings. Recommendation d. and e. should apply to all building work.	Richard Cymler to provide feedback on how implemented in Birmingham.
		g. Local Authority Building Control should be re-named the Local Authority Building	Richard Cymler to provide feedback on how implemented in Birmingham.
16	2.12	a. As part of the establishment of the JCA, the fire and rescue authorities need to be engaged in a more consistent manner with a robust dispute resolution mechanism established for use by the organisations within it (as per paragraph 2.46).	Richard Cymler to provide feedback on how implemented in Birmingham.
		b. Comparable processes should also be adopted for other multi-occupancy residential buildings and to institutional residential buildings where Local Authority Building Standards and fire and rescue authority will also need to interact to ensure Building Regulation requirements are met.	Richard Cymler to provide feedback on how implemented in Birmingham.
17	2.13	The sanctions and enforcement regime should be reinforced so that penalties are an effective deterrent against non-compliance. These stronger enforcement tools should generally look to replicate and align with the approach in the Health and Safety at Work Act. More specifically:	Richard Cymler to provide feedback on how implemented in Birmingham.
		a. the JCA/Local Authority Building Standards should have additional powers to issue formal Improvement and Prohibition (or ‘Stop’) Notices to dutyholders where there is a sufficient concern about, for example, the degree of oversight of the work; accurate record-keeping; or the likelihood of meeting Building Regulations requirements;	Richard Cymler to provide feedback on how implemented in Birmingham.
		b. the JCA/Local Authority Building Standards should have the clear power to require changes to work that fail to meet the Building Regulations requirements alongside any broader penalties sought;	Richard Cymler to provide feedback on how implemented in Birmingham.
		c. time limits for bringing prosecutions against dutyholders should be increased to five or six years for ‘major’ deficiencies in building requirements identified at a later date;	Richard Cymler to provide feedback on how implemented in Birmingham.
		d. the JCA cost recovery model should be weighed appropriately to create a fund for enforcement action to be taken where needed; and	Richard Cymler to provide feedback on how implemented in Birmingham.
		e. the new powers should be available, wherever appropriate, to support either the JCA or Local Authority Building Standards in respect of all non-compliant building work.	Richard Cymler to provide feedback on how implemented in Birmingham.
18	2.14	Where a HRRB has not yet had its first safety case review and seeks to carry out refurbishment work then this should trigger a full safety case review as set out in paragraphs 2.58-2.59 above. Once the safety case review cycle is established then further major refurbishments may also bring forward the next safety case review.	Richard Cymler to brief AMMD on how they can meet requirements moving forward on structural projects.
Occupation and maintenance			BCC Comment
19	3.1	a. Government should specify that responsibility for the safety of all parts of a HRRB must be held by a clear, senior dutyholder which should be the building owner or superior landlord.	FSSG building BSM role.
		b. The JCA and residents must be kept notified of the name and UK-based contact information of the dutyholder (whether that is an entity or a named person).	FSSG building BSM role.

		c. The dutyholder must nominate a named 'building safety manager' with relevant skills, knowledge and expertise to be responsible for the day-to-day management of the building and act as a point of contact for residents. The building safety manager's name and contact information must be notified to the JCA and to residents and should be displayed in the building.	FSSG building BSM role.
20	3.2	Government should allocate clear responsibilities to dutyholders of HRRBs to:	
		a. take such safety precautions as may reasonably be required to ensure building safety risk is reduced so far as is reasonably practicable;	FSSG building BSM role. Consider TMOs.
		b. ensure that information management systems are in place in order to maintain relevant documentation and compile and maintain a safety case file (see paragraph 3.34);	FSSG building BSM role. Consider TMOs. FSSG Developing IT solution to hold safety case.
		c. ensure that there is a resident engagement strategy and that residents receive information on fire safety in an accessible manner; and	FSSG building BSM role. Block champion campaign in conjunction with WMFS. General communication and training - engagement strategy being developed
		d. handover all of the relevant information to a new dutyholder when a building changes hands.	FSSG building BSM role.
21	3.3	The dutyholder for a HRRB should proactively demonstrate to the JCA through a safety case at regular intervals (as determined by level of risk) that they are discharging their responsibilities. The safety case must identify the hazards and risks, describe how risks are controlled, and describe the safety management system in place.	Richard Cymler to help design response to this element.
22	3.4	a. The dutyholder for a HRRB should demonstrate that the fire risk assessment for the whole building has been undertaken by someone with relevant skills, knowledge and experience and reviewed regularly (dependent on risk and as agreed with the regulator) so as to keep it up to date and particularly if: <ul style="list-style-type: none"> • there is a reason to suspect it is no longer valid; • they have received a notice from a regulator; or • there has been a significant change to the premises. 	FSSG to sign off approach and report once linked to BSM role.
		b. The dutyholder should ensure that any recommendations/requirements outlined in the fire risk assessment are undertaken and completed in a timely manner. Fire risk assessments should be reviewed at least annually until a first safety case review has been completed, where this applies.	FSSG to sign off approach and report once linked to BSM role.
		c. The government should consider applying this requirement to other multi-occupancy residential buildings.	FSSG to sign off approach and report once linked to BSM role.
23	3.5	a. For HRRBs, residents should have clearer obligations in relation to maintaining safety of flats and should cooperate with the dutyholder (or building safety manager) to the extent necessary to enable them to fulfil their duty to keep the building safe for all those living there.	Block champion campaign Review of tenancy conditions Update website
13		b. The dutyholder should educate, influence and inspect to ensure residents meet these obligations and the JCA should be able to intervene where there is any immediate risks to persons.	Block champion campaign Review of tenancy conditions Update website
14		c. The government should consider applying this good practice on rights and responsibilities to other multi-occupancy residential buildings.	Sarah to distribute the low rise blocks to Traceys team to sense check list. Image of low rise blocks to be considered to include on Northgate
24	3.6	The JCA should be empowered to regulate across all parts of a HRRB, be clearly identifiable to dutyholders and residents, and should have the following roles in the occupation and maintenance phase:	
		a. hold a register of dutyholders;	Richard Cymler to provide feedback on how implemented in Birmingham.
		b. ensure that dutyholders meet their responsibilities through effective inspection, assessment and enforcement; and	Richard Cymler to provide feedback on how implemented in Birmingham.
		c. deal with immediate risk – the JCA should have powers of access to inspect the whole building and take action where necessary	Richard Cymler to provide feedback on how implemented in Birmingham.
25	3.7	a. For HRRBs, Environmental Health Officers should raise any fire and structural safety concerns to the JCA.	Update from Jim Crawshaw required in relation to PRS
		b. For other multi-occupancy residential buildings, local authorities and fire and rescue authorities should work more closely to ensure that the fire safety of the whole building is assessed and regulated effectively.	Update required from Housing Strategy on how legislation will affect housing and how it will be communicated
26	3.8	For HRRBs there should be robust sanctions and strong incentives in place to drive compliance by dutyholders during occupation. The JCA should use a staged approach comprising education, statutory notices, fines and ultimately criminal sanctions.	Richard Cymler to provide feedback on how implemented in Birmingham.
Residents ' voice			BCC Comment
27	4.1	a. The dutyholder for a HRRB should have a statutory duty to proactively provide residents with a set of information that supports residents to understand the layers of protection in place to keep their building safe.	FSSG building BSM role. Consider TMOs. FSSG Developing IT solution in order to provide block tenant summary reports.
		b. The government should consider applying this requirement to other multi-occupancy residential buildings.	FSSG building BSM role. Consider TMOs. FSSG Developing IT solution in order to provide block tenant summary reports.
28	4.2	The government should consider applying this requirement to	

		a. Residents of HRRBs should have the right to access fire risk assessments, safety case documentation and information on maintenance and asset management that relates to the safety of their homes.	FSSG building BSM role. Consider TMOs. FSSG Developing IT solution in order to provide block tenant summary reports.
		b. The government should consider applying this requirement to other multi-occupancy residential buildings.	FSSG building BSM role. Consider TMOs. FSSG Developing IT solution in order to provide block tenant summary reports.
29	4.3	a. The dutyholder for a HRRB should have a resident engagement strategy in place to support the principles of transparency of information and partnership with residents. The strategy should outline how the dutyholder will share information with residents, how they inform them of their rights and responsibilities, and how they involve residents in decision-making on changes to the building that could impact on safety.	Engagement strategy being developed. Tenancy conditions, campaigns, block champions. BSM role
		b. The government should consider applying this requirement to other multi-occupancy residential buildings.	Engagement strategy being developed. Tenancy conditions, campaigns, block champions. BSM role
30	4.4	a. Government should provide funding for organisations working at both local and national level to provide advice, guidance and support to residents, landlords and building owners on effective resident involvement and engagement in order to develop a national culture of engagement for residents of all tenures.	Clarification required from MHCLG
		b. This recommendation should not be limited to the residents of HRRBs – culture change for the residents of these buildings will only happen as part of a wider process of change across the sector.	Clarification required from MHCLG
31	4.5	a. After internal processes have been exhausted, if residents still have safety concerns about their homes, there should be a clear and quick escalation and redress route available for residents of all tenures to an independent body with access to appropriate knowledge, resources and enforcement powers.	When developing BSM role ensure processes are in place to respond accordingly
		b. This route of redress should be open to all residents of all tenures, and not limited to those living in HRRBs.	
32	4.6	a. The dutyholder for a HRRB should provide residents with clear information about their obligations in relation to building and fire safety, and residents should meet their obligations to ensure their own safety and that of their neighbours.	BCC are renewing tenancy conditions and BSM will be responsible for enforcing
		b. The government should consider applying this requirement to other multi-occupancy residential buildings.	BCC are renewing tenancy conditions and BSM will be responsible for enforcing
Competence			BCC Comment
33	5.1	The construction sector and fire safety sector should:	
		a. demonstrate more effective leadership in relation to developing a responsible approach to delivering building safety and integrity;	No action - await feedback from industry
		b. work with other sectors to learn and translate good practice and implement it within the sector; and	No action - await feedback from industry
		c. develop continuous improvement approaches to competence levels.	No action - await feedback from industry
34	5.2	a. The professional and accreditation bodies working within the construction and fire safety sectors should continue the work started in response to the interim report and present a coherent proposal to government within one year. As a minimum, this proposal should cover the role and remit of an overarching body to provide oversight of competence requirements and support the delivery of competent people working on HRRBs, including: <ul style="list-style-type: none"> the professional bodies, professions and disciplines in scope; its membership and governance; its role in receiving, agreeing and monitoring the individual competence frameworks for those bodies, professions and disciplines in scope for individuals within their membership or on their register, and/or whether a single competence framework for professional bodies in scope should be established; its role in agreeing and monitoring accreditation and reaccreditation, and the period within which the competence of individuals should be reassessed and reaccredited; its role in establishing a method for demonstrating or proving competence; how the correct balance between construction sector skills and fire safety skills should be balanced; and whether the competence requirements for those working on HRRBs should also be extended to cover other multi-occupancy residential buildings and to institutional residential buildings. 	No action - await feedback from industry
		b. Progress should be monitored by government, with the professional and accreditation bodies providing government with quarterly progress reports.	No action - await feedback from industry
		Progress should be monitored by government, with the professional and accreditation bodies providing government with quarterly progress reports.	No action - await feedback from industry
		c. If government does not consider that the proposed approach provides the necessary assurance to the JCA, or there is evidence that the fragmented approach to the oversight of competence will continue, then government should mandate a body to establish the competence levels required and oversee its implementation.	No action - await feedback from industry
35	5.3	Relevant parties, along with the relevant professional bodies, should:	
		a. Continue to work together to develop a new common approach and competence framework which meets the requirements of the new regulatory framework and the new skills required of Building Standards Inspectors when working on HRRBs, and those offering consultancy and verification services to dutyholders.	No action - await feedback from industry

		b. This framework should apply to all Building Standards Inspectors whether they are LABS Inspectors and part of the JCA or Als offering their services to Building Standards or to dutyholders.	No action - await feedback from industry
		c. Consider whether these competence requirements for Building Standards Inspectors working on HRRBs, and Als, should also be extended to cover those working on other multi-occupancy residential buildings and institutional	No action - await feedback from industry
36	5.4	Relevant parties should work together, along with the relevant professional bodies, to develop and define a robust, comprehensive and coherent system for:	
		a. the competence requirements for the role of building safety manager of HRRBs; and	MHCLG working with social housing providers to get ideas. MT and TR to get clarity at meeting 21/11/18
		b. the remit of this role in introducing and overseeing the process by which residents in HRRBs would be able to access fire safety awareness training.	Role of BSM in conjunction with WMFS
Guidance and monitoring to support building safety			BCC Comment
37	6.1	a. Government should work towards a long term aim that guidance on how to meet the building regulations is to be owned by industry, while government sets out regulatory requirements and provides oversight of the regulatory system.	No action
		b. Government should reserve the right to create guidance if industry has not proven that it is able or is deemed unable to produce suitable guidance.	No action
38	6.2	a. The government should create a new structure to validate and assure guidance, oversee the performance of the built environment sector and provide expert advice.	No action
		b. There should be a periodic review (at least every five years) of the effectiveness of the overall system of building regulation including accountabilities, responsibilities, guidance, and the effectiveness of the regulator.	No action
39	6.3	The Government should take forward the recommendations made by the Expert Group included at Appendix F. To summarise these are:	No action
		a. clear user friendly language and formatting of the guidance (including Approved Document B);	No action
		b. multiple points of entry for different users to the document set, to provide clear advice for different types of building work;	No action
		c. facilitating the prioritisation of fire and structural safety while encouraging a holistic approach that considers all building safety objectives; and	No action
		d. a building regulation manual to explain the role of the Approved Documents.	No action
Products			BCC Comment
40	7.1	a. A clearer, more transparent and more effective specification and testing regime of construction products must be developed. This should include products as they are put together as part of a system.	No action
		b. Clear statements on what systems products can and cannot be used for should be developed and their use made essential. This should ensure significantly reduced scope for substitution of any products used in a system without further full testing. Until such time, manufacturers should ensure that they adhere to the current limitations set out in classification reports in the current regime.	No action
		c. The scope of testing, the application of products in systems, and the resulting implications must be more clearly communicated in plain, consistent, non-technical language.	No action
41	7.2	a. Manufacturers must retest products that are critical to the safety of HRRBs at least every three years. Manufacturers should consider the need to test more frequently, focusing especially on the testing of products as they operate in systems rather than individual elements.	No action
		b. The testing of products that are critical to the safety of HRRBs should be subject to independent third party certification.	No action
		c. The introduction of the JCA should drive the introduction of reactive testing when particular issues of concern arise regarding products installed that are critical to the safety of HRRBs.	No action
		d. Additional test houses should be established and certified.	No action
		e. All test houses should produce an annual report providing summary details of tests carried out and the number of passes and failures reported.	No action
42	7.3	A simpler, more streamlined set of standards relating to the testing of products used in HRRBs, and the health and safety of people in and around those buildings, needs to be developed. This should ensure that where new standards are required, these are identified quickly and in the case of conflicting standards, that these are identified and reviewed.	No action
43	7.4	Test methods and standards should be maintained under a periodic review process in order to drive continuous improvement and higher performance through the development of new test methods, and encourage innovative product and system design under better quality control.	No action
44	7.5	a. The construction products industry should work together to develop and agree a consistent labelling and traceability system, making use of the digital technologies that are already available and learning from other sectors.	No action

		b. The dutyholder for any given HRRB should ensure that the documentation that supports the performance claims for products and systems incorporated within the HRRB should be maintained throughout the life cycle of a building through the golden thread of building information (see Chapter 8).	No action
45	7.6	a. Government should ensure that there is a more effective enforcement, complaint investigation and market surveillance regime with national oversight to cover construction product safety.	No action
		b. Government should consider whether this could be achieved by extending the remit of the Office for Product Safety and Standards.	No action
		c. The introduction of national level market surveillance should drive the introduction of risk-based testing of products that are critical to the safety of HRRBs.	No action
Golden thread of building information			BCC Comment
46	8.1	a. Government should mandate a digital (by default) standard of record-keeping for the design, construction and during the occupation of new HRRBs. This is to include any subsequent refurbishments within those buildings.	Role of BSM in conjunction with WMFS Develop the IT solution to feed in to Government
		b. Digital records are to be in a format which is appropriately open and non-proprietary with proportionate security controls.	Await for Government to define format
47	8.2	Government should work with industry to agree what information must be held in the digital record for new HRRBs.	Await for Government to define format
48	8.3	a. Government should work with industry to agree the type of information to be collected and maintained digitally (by default) to enable the safe building management of existing HRRBs.	Await for Government to define format
		b. Dutyholders must identify and record where gaps in the above information exist and the strategy for updating that relevant information.	Await for Government to define format
49	8.4	a. Dutyholders must hold, transfer and update information throughout the life cycle of the HRRB.	Await for Government to define format
		b. Information from this record is to be provided to the JCA in the event that this may be required	Await for Government to define format
Procurement and supply			BCC Comment
50	9.1	a. For higher risk residential buildings (HRRBs), principal contractors and clients should devise contracts that specifically state that safety requirements must not be compromised for cost reduction.	Await for Government to define format
		b. The government should consider applying this requirement to other multi-occupancy residential buildings and to institutional residential buildings.	Await for Government to define format
51	9.2	a. For HRRBs, tenders should set out how the solution that is proposed will produce safe building outcomes, approaching the building as a system. Those procuring should use the tender review process to test whether this is the case.	Await for Government to define format
		b. The government should consider applying this requirement to other multi-occupancy residential buildings and to institutional residential buildings.	Await for Government to define format
52	9.3	For HRRBs the information in the contracting documentation relating to the safety aspects should be included in the digital record set out in Chapter 8.	Await for Government to define format
International examples			BCC Comment
53	10.1	The government should re-join the Inter-jurisdictional Regulatory Collaboration Committee (IRCC).	Richard Cymmler to provide an update