Safety Performance Report

1. Purpose of Report
To provide Housing Improvement Board with an update on key areas of Housing and Asset management, including the 'Big 6' compliance themes (plus Damp & Mould).

2. Recommendation
To NOTE the contents of the report and provide guidance on the considerations within 'additional information' sections

3. Detail

Figure 1: Month end figures (n.b. FRA data captured from 8/6/26)

		Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	RAG
1(a).	FRA % compliance (assessment)	100	100	100	100	*100*			
1(b).	FRA % compliance (action)	95	95	95	95	*94*			
1(c).	FRA No. outstanding (action)	3,117	2,876	2,691	2,447	*2,330*			
1(d).	FRA No. overdue (action)	115	160	148	124	*117*			
2.	Gas % compliance	100	100	100	100				
3.	LOLER % compliance	100	100	100	100				
4.	Legionella % compliance	100	100	100	100				
5.	Electrical % compliance	98.1	98.3	98.38	97.91				
6(a).	Asbestos % communal compliance (assessment)	100	100	100	100				
7(a)	D&M No. outstanding	233	142	104	106				
7(b)	D&M No. outstanding >12 weeks	119	41	30	31				
7(c)	D&M No. new cases reported	60	67	43	26				

Fire Risk Management

1. Detail

Figure 2 highlights the number of current actions related to the prioritisation and risk level identified by Savills Any information in 'red' identifies the categories where actions are overdue. These actions (133 in total) are being acted upon as a matter of urgency.

Priority	Responsible function	Risk Level 1	Risk Level 2	Risk Level 3	Totals
U	Urgent	1 day (0)	1 day (0)	1 day (0)	**0**
A	Contractor	3 months (33 / 27)	6 months (4 / 2)	12 months (408 / 21)	445
B	Contractor	12 months (58)	18 months (4)	24 months (372)	434
C	Contractor	18 months (49)	24 months (5)	30 months (116)	170
R	Contractor Recommended	Unlimited (25)	Unlimited (1)	Unlimited (73)	99
Man1	Management function	1 month (2 / 2)	1 month (1 / 1)	1 month (0 / 0)	3
Man2	Management function	3 months (94 / 64)	12 months (6)	24 months (1,076)	1,176
Man3	Management function	6 months (0)	18 months (0)	30 months (0)	0
ManR	Management function (Recommended)	Unlimited (0)	Unlimited (0)	Unlimited (3)	3
	total	267	22	2,057	**2,330**

Figure 3 highlights the current state of actions.

Item	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26
Contractor actions	1683	1440	1319	1134	1148		
A	(606)	(487)	(476)	(473)	(445)		
B	(620)	(539)	(492)	(466)	(434)		
C	(316)	(276)	(248)	(195)	(170)		
R	(141)	(138)	(102)	(98)	(99)		
(overdue)	(19)	(32)	(29)	(32)	(50)		
(overdue <60 days)	(34)	(16)	(15)	(3)	(9)		
Management actions	1434	1,436	1,372	1,215	1,182		
Man 1	(15)	(23)	(16)	(6)	(3)		
Man 2	(1,413)	(1,407)	(1,350)	(1,203)	(1,176)		
Man 3	(0)	(0)	(0)	(0)	(0)		
Man R	(6)	(6)	(6)	(6)	(3)		
(overdue)	(96)	(128)	(119)	(92)	(67)		
(overdue <60 days)	(52)	(16)	(2)	(38)	(8)		
Total	**3,117**	**2,876**	**2,691**	**2,447**	**2,330**		

2. Additional information

- **Mitigation**
  - Change Delivery Manager has worked with key colleagues to develop the mitigation plan. Please refer to appendix 1 for an overview of the plan.
  - Please refer to appendix 2 for an overview of the overdue actions.

- **Communication**
  - The tenant fire safety booklets and leaflets have been distributed to relevant tenants.

- **Resource**
  - The Capital Works Manager has taken back accountability of the FRA programme.

- **Risks / Issues**
  - The number of overdue actions has decreased from 124 to 117. Extra scrutiny in place to review and mitigate.
  - There are currently delays to the implementation of actions related to doors due to procurement timelines

- **HIB to consider the following…**
  - There may be periods where the completion run rate may drop (e.g. the completion of more technical / structural actions)
  - Completion of some FRA actions may generate further work or follow-up recommendations (e.g. upgrading of emergency lighting)

Gas Servicing

1. Detail

Gas

100% compliance was achieved in this period.

2. Additional information

There were 330 completed services throughout the month. Two properties had a legal letter, but no cases required progression to court. One external meter was capped to maintain compliancy.

LOLER (Lifts)

1. Detail

100% compliance was achieved in this period.

2. Additional information

One lift required inspection in this period. All lifts remain compliant.

Legionella

1. Detail

100% compliance was achieved in this period.

2. Additional information

All sites have had new risk assessments completed, which has identified 85 remedial actions:

High risk - 2
Medium risk - 56
High risk - 24

Completed in this period
High risk - 12
Medium risk - 3
Low risk - 2

High risk actions will be completed within one month of the survey. Medium and low risk actions will be completed within three months of the survey. There are no concerns that these deadlines will not be met.

Electrical

1. Detail

97.91% compliance was achieved in this period.

2. Additional information

There are currently 99 properties overdue.

There are no communal areas overdue.

There has been admin resource issues to upload certificates into the system. We believe we have approximately 15 properties which are overdue to upload which would sit us around the 84 overdue mark which would be approx. 98.2%

Asbestos

1. <u>Detail</u>

All communal blocks (318 identified for this work stream) have received an annual survey. A rolling programme of re-inspection has commenced with our contractor MCP (as each report is valid for 12 months). With regards to current inspections:

- A total of 19 blocks have been identified as having no asbestos.
- 17 areas of asbestos have been identified as needing removing (the 4 highest priority areas have been completed)
- 3 areas of asbestos have been identified as needing encapsulation

Our Asset Management Consultants (Focus) continue to work with MCP and the removals specialists EAS to plan and complete the remedial action.

Figure 4 highlights the status of the 17 areas of removal

Building Name	**Location Description**	**Item**	**Material**	**Status**
Block 6 Martell Court	External	Debris	Cement	Complete
1-15 Bradley Court	External	Profiled roof sheets	Cement	Complete
1-15 Bradley Court	External	Profiled roof sheets debris	Cement	Complete
2-12 Manor Road	Flat 2/4 Entrance Hall 1	Floor	Thermoplastic floor tiles & bitumen adhesive	Complete
Regency Court	Electric cupboard	Flue seal	Woven product	To be programmed
Blocks 1-4 Beacon Flats	Block 1	Cowls	Bituminous product	To be programmed
Blocks 1-4 Beacon Flats	Block 1	Undercloaking	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 1	Wall panels	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 2	Cowls	Bituminous product	To be programmed
Blocks 1-4 Beacon Flats	Block 2	Undercloaking	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 2	Wall panels	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 3	Cowls	Bituminous product	To be programmed
Blocks 1-4 Beacon Flats	Block 3	Undercloaking	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 3	Wall panels	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 4	Undercloaking	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 4	Wall panels	Cement	To be programmed
1-36 Yew Tree Court	External	Roof tiles	Cement	To be programmed

Damp and Mould

1. Detail

As this is the first time Damp and Mould has been included in the Safety Performance Report, it was deemed prudent to give an overview of recent activity. Over the last nine months, significant progress has been made in strengthening the Council's approach to damp and mould in line with the implementation of Awaab's Law. Key achievements include:

- A comprehensive review and re-write of the Damp and Mould Policy
- Development and implementation of an in-house damp and mould tracking system.
- Recruitment of an interim D&M Inspector to provide additional operational oversight and support.
- Strengthened working arrangements with the Council's repairs contractor (Bagley & Jenkins)

Whilst the service is responding effectively to the highest-risk cases, several operational challenges continue to affect overall performance and the Council's ability to adhere to policy timescales. Challenges include:

- Difficulties gaining entry into properties can delay inspections, surveys and remedial works
- Not having any dedicated administrative support to help the interim D&M inspector with coordination, progress monitoring and performance reporting
- The absence of key colleagues within other areas of Housing reducing operational oversight on Damp and Mould performance
- Limited number of internal painters dedicated to this workstream

Although there have been challenges, the number of outstanding cases has reduced by 55% over the last 4 months. The Housing Repairs and Compliance Manager is planning to review the performance of this workstream during the summer period to ensure readiness for increased winter demand. This planning will also coincide with the proposed restructure of compliance.

Appendix 1: FRA mitigation plan

No.	Theme	Action Item	Priority	Lead Officer (s)	Support team	Target Date
1	Fire booklet / leaflets	approval of draft documents	complete	Andy		
2	Fire booklet / leaflets	send to printers	complete	Jon		
3	Fire booklet / leaflets	Update distribution spreadsheet	complete	Clare		
4	Fire booklet / leaflets	Liaise with Business Support re: General Needs distribution	complete	Andy		
5	Fire booklet / leaflets	Arrange for volunteers to help with IL distribution	complete	Andy		
6	Fire booklet / leaflets	distribute to General Needs	complete	BS		
7	Fire booklet / leaflets	distribute to IL	complete	Clare		
8	Fire booklet / leaflets	Handover of process	medium	Clare		30/06/2026
9	Fire booklet / leaflets	plan for 2027 (review / refresh literature)	low	Harriet		31/12/2026
10	Toolbox talks re: bin storage	Liaise with Emma G re: dates for toolbox talk	medium	Steve	Harriet	31/07/2026
11	Toolbox talks re: bin storage	meet with operatives to share key message	medium	Steve	Harriet	31/07/2026
12	Toolbox talks re: bin storage	monitor impact of toolbox talk / arrange follow-up session if required	medium	Steve	Harriet	31/07/2026
13	Charley P training	Liaise with relevent training providers on potential rollout	complete	Louise		
14	Charley P training	Arrange for all relevent tenancy and IL colleagues to receive face-to-face Charlie P training	complete	Louise		
15	Charley P training	Organise online training for all new starters (or in person if running)	complete	Louise		
16	Charley P training	Train tenancy team on the development of PCRA when relevent vulnerability is identified	complete	Louise		
17	Charley P training	Train allocations team on process of passing information across to tenancy team relevent vulnerability is identified	complete	Louise		
18	Charley P training	Rollout online training for all relevent tenant-facing staff (e.g. mods officers / operatives)	medium	Louise		on-going
19	Monitor the sterile area approach	Communication to tenants on sterile areas approach	complete	Louise	Clare	
20	Monitor the sterile area approach	complete all actions aligned to sterile areas from FRA	complete	Louise	Clare	
21	Monitor the sterile area approach	Housing Officers to identify and resolve any sterile area issues within estate inspections	complete	Louise		
22	Monitor the sterile area approach	ILC to identify and resolve any sterile area issues within estate inspections	complete	Clare		
23	Monitor the sterile area approach	Train mobile cleaners / caretakers on process to identify / and report issues with sterile areas	complete	Louise		
24	Monitor the sterile area approach	Monitor progress and report any issues to HIB	medium	Louise	Clare	on-going
25	Monitor the sterile area approach	prepare teams for FRA anniversary	medium	Louise	Clare	on-going
26	Programme of coffee mornings re: Fire safety advice / NRFS	Liaison with the Fire service on options for rollout	medium	April	Tuesday	31/05/2026
27	Programme of coffee mornings re: Fire safety advice / NRFS	ensure key messages from NFRS align with policy	high	April	Tuesday	10/06/2026
28	Programme of coffee mornings re: Fire safety advice / NRFS	scheudule a programme of rollout (aligned to the FRA remedial plans)	high	April	Andy	10/06/2026
29	Programme of coffee mornings re: Fire safety advice / NRFS	Work with the activities coordinators to schedule the dates	medium	April		10/06/2026
30	Programme of coffee mornings re: Fire safety advice / NRFS	Liaise with internal colleagues regarding invites / sessions	medium	April		30/06/2026
31	Programme of coffee mornings re: Fire safety advice / NRFS	Agree with senior management attendees (e.g. Cllrs)	medium	April		30/06/2026
32	Programme of coffee mornings re: Fire safety advice / NRFS	Organise supplies (e.g. refreshments / freebies etc)	medium	April		30/06/2026
33	Programme of coffee mornings re: Fire safety advice / NRFS	create feedback process	medium	April		30/06/2026
34	Programme of coffee mornings re: Fire safety advice / NRFS	Communicate / invite tenants	medium	April		30/07/2026
35	Programme of coffee mornings re: Fire safety advice / NRFS	review feedback and improve	medium	April		30/09/2026
36	Community events / pop ups	Trial and test pop up at Hemlock Happening (6/6/2026)	medium	April		06/06/2026
37	Community events / pop ups	Organise supplies (e.g. refreshments / freebies / fliers / games / quizes etc)	medium	April		06/06/2026
38	Community events / pop ups	review feedback and improve	medium	April		10/06/2026
39	Community events / pop ups	Plan to utilise the organised Playdays across the summer	medium	April		30/06/2026
40	Community events / pop ups	Utilise Housing News for compliance articles	medium	April		30/07/2026
41	Community events / pop ups	Utilise Housing Magazine for compliance artiles	medium	April		30/08/2026
42	Community events / pop ups	Rolling programme of Socials - for compliance topics	medium	April		30/08/2026
43	Contractor method statements	develop, share and communicate	medium	Steve	Harriet	30/08/2026

Appendix 2: overview of overdue actions

The Grade A common area fire alarm system should be confirmed as having been designed and installed to support the Stay Put strategy. This requires there to be no common system smoke detectors and sounders in flats and that the sound pressure level within flats from the common system does not exceed 45dB(A). (No. of Flats to check is 36)	24
Common area doors and frames as noted should be replaced with E30S (FD30S) lockable fire door sets, installed strictly in accordance with the manufacturer's test certification, including appropriate 'Fire door keep locked' signage to the outer face.	19
30-minute fire resisting material should be installed in the fanlights and/or side panels to common area fire doors as noted.	17
It should be confirmed/ensured that the wall/ceiling linings noted achieve the required period of fire resistance.	8
Compartmentation within the roof space over the common area should be checked to confirm that there is adequate separation between the flats and the common area, and where applicable, between individual flats.	7
A sample check should be made of the boxed-in services ductwork to confirm that the construction is adequately fire resisting and that compartmentation behind has not been compromised at services penetrations etc.	4
An inspection of the hidden voids noted should be undertaken to confirm/ensure that compartmentation within is adequate.	3
It should be confirmed/ensured that the external attachments as noted are suitably non-combustible to reduce the possibility of external fire spread.	3
Minor joinery repairs are required to the door/frame as noted - Common area doors where incorrectly fitted or missing the floor plate/threshold plate should be remediated. This should ensure the threshold gaps do not exceed 10mm when correctly fitted.This related to cross corridor doors, stairway doors and cupboard doors.	3
E 30 (30-minutes integrity) fire resisting glazing (and associated glazing channel and beading) should be installed in the common area fire doors as noted.	2
It should be arranged for an assessment of the external wall construction to be completed by a competent person. The findings of this assessment should be shared with Savills so that any impact on fire safety can be considered before reviewing this FRA.	2
It should be confirmed/ensured that the fire blankets provided in the kitchen are serviced annually in accordance with BS 5306-3 and records kept on-site or in a central database.	2

It should be confirmed/ensured that the infill panels are adequate to reduce the possibility of external fire spread.	2
It should be confirmed/ensured that the scaffolding contractor's fire risk assessment has taken account of the potential for external fire spread and any possible impact on smoke ventilation from protected routes within the building.	2
The locking device to the gate on the escape route as noted should be removed or replaced with a lock which can be easily opened without the use of a key.	2
All fire extinguishers and associated signage should be removed from this general needs, purpose-built block of 18 flats, operating a stay put policy	1
An effective self-closing device should be fitted to the doors as noted.	1
Doors and frames as noted should be replaced with E30S (FD30S) self-closing fire door sets, installed strictly in accordance with the manufacturer's test certification.	1
It should be confirmed/ensured that staff are nominated to use fire extinguishing appliances in the event of a fire.	1
It should be ensured that all common area cupboard/riser doors are kept locked when not in use.	1
Management should confirm the guest room has the required means of escape and AFD.	1
Services casing as noted should be checked to confirm that they are appropriately enclosed with fire-resisting construction and adequately fire-stopped where services pass through compartment walls/floors.	1
The BS5839-1 category L5 common area automatic fire detection system should be checked to confirm that it has been extended into individual flats if required in accordance with the NFCC publication 'Guidance to support a temporary change to a simultaneous evacuation strategy in purpose-built blocks of flats', Version 4, Appendix A (25 flats). This is in addition to any Waking Watch/Evacuation Management service provided.	1
The central mechanical ventilation system should be confirmed as being designed and installed to prevent the transfer of fire and smoke through the building.	1
The damaged lock fitted to the building entrance door should be replaced with an easy opening device (e.g. thumb turn) to enable the door to be opened from the inside without the use of a key. 'Turn to Open' signage indicating the turn direction of the lock should be provided where appropriate.	1
The detector heads as noted should be checked by an approved competent fire alarm engineer to determine if the type is suitable for the risk presented. The correct detector types should be fitted where appropriate.	1

The Euro key lock on the door should be replaced with an easy opening device (e.g. thumb turn) to enable the door to be opened from the inside without the use of a key. 'Turn to Open' signage indicating the turn direction of the lock should be provided where appropriate.	1
The locked riser/cupboard doors as noted should be checked to confirm that adequate intumescent strips and smoke seals are fitted.	1
The self-closing devices fitted to the doors as noted should be repaired or adjusted to ensure the door closes fully from all angles.	1
The Tunstall fire alarm systems can be configured to meet a BS 5839-6 Grade A Category LD2 system common area fire alarm system should be confirmed as having been designed and installed to support the Stay Put strategy. This requires there to be no common system smoke detectors and sounders in flats and that the sound pressure level within flats from the common system does not exceed 45dB(A). (No. of Flats to check is 4)	1
The ventilation points should be confirmed as being designed and installed to prevent the transfer of fire and smoke through the building.	1
The windows between the balconies and the common area, as noted, should be upgraded with fixed shut fire-resistant units to provide 30 minutes fire resistance (integrity and insulation).	1