



HILLINGDON
LONDON



Property, Highways and Transport Select Committee

Councillors on the Committee

Councillor Keith Burrows (Chair)
Councillor Steve Tuckwell MP (Vice-Chair)
Councillor Alan Chapman
Councillor Darran Davies
Councillor Elizabeth Garelick
Councillor Kamal Preet Kaur
Councillor Peter Money BSC (Hons) MSc
(Res) PhD (Opposition Lead)

Date: WEDNESDAY 6 MARCH
2024

Time: 7.00 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE

**Meeting
Details:** Members of the Public and
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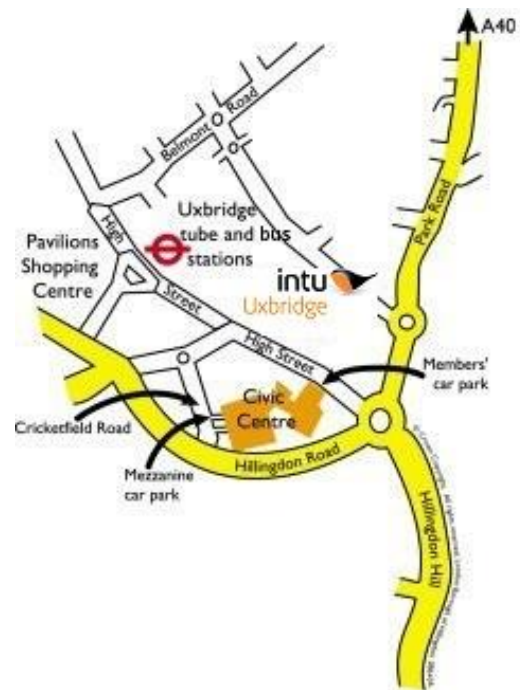
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Terms of Reference

Property, Highways and Transport Select Committee

To undertake the overview and scrutiny role in relation to the following Cabinet Member portfolio(s) and service areas:

Cabinet Member Portfolios	• Cabinet Member for Property, Highways & Transport	
Relevant service areas	1. 1)	Property & Estates
	2. 2)	Capital Programme - Major Projects
	3. 3)	Transportation
	4. 4)	Highways
	5. 5)	Repairs & Engineering (including housing repairs)
	6. 6)	Building Safety / Facilities Management

Cross-cutting topics

This Committee will scrutinise and review the work of utility companies whose actions affect residents of the Borough.

This Committee will also act as lead select committee on the monitoring and review of the following cross-cutting topics:

- Civic Centre, Property and built assets

Specific portfolio responsibilities of the Cabinet Member for Property, Highways and Transport

To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-

- Major construction projects
- Housing stock development and construction
- Housing maintenance and refurbishment
- Facilities management including Energy / Carbon use and consumption
- Building Safety
- The Council's land and property holdings including its industrial and business units, shops, car parks and meeting halls
- Maintenance of Heritage Assets
- Highway maintenance
- Bus routes and transportation
- Fleet and Passenger Services
- Road safety
- Traffic management and parking management schemes

The Cabinet Member for Property, Highways & Transport, in conjunction with the Leader of the Council and Chief Officers, will oversee the acquisition, development, use and disposal of land and property assets across all Cabinet portfolios.

Agenda

- 1 Apologies for absence and to report the presence of any substitute Members
- 2 Declarations of interest in matters coming before this meeting
- 3 To receive the minutes of the previous meeting 1 - 4
- 4 To confirm that the items of business marked as Part 1 will be considered in Public and that the items marked Part 2 will be considered in Private
- 5 Building Safety Update 5 - 70
- 6 Review Into The Council's Road Safety Initiatives and Activities Around The Borough's Schools 71 - 98
- 7 Cabinet Forward Plan 99 - 108
- 8 Work Programme 109 - 112

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Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

8 February 2024



Meeting held at Committee Room 5 - Civic Centre

	<p>Committee Members Present: Councillors Keith Burrows (Chair), Steve Tuckwell (Vice-Chair), Elizabeth Garelick, Kamal Preet Kaur and Peter Money (Opposition Lead)</p> <p>LBH Officers Present: Anisha Teji (Democratic Services) and Michael Naughton (Head of Capital Programme)</p>
53.	<p>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillor Darran Davies and Councillor Alan Chapman.</p>
54.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
55.	<p>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>RESOLVED: That the minutes from the meeting on 10 January 2024 be agreed subject to amending the Committee Members present and noting that data from the Enforcement team was requested.</p>
56.	<p>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items would be heard in Part I.</p>
57.	<p>CIVIC CENTRE WORKS - PROJECT UPDATE (<i>Agenda Item 5</i>)</p> <p>The Head of Capital Programme introduced the report on Civic Centre Works – Project Update which provided an outline of completed work, current work, proposed works and issues/decisions that needed to be confirmed to take the project forward.</p> <p>The Committee was updated about work undertaken in 2 East, 1 North and the Middlesex Suite. As part of de-carbonisation plans, heat pumps, heating system controls PV panels, building fabric insulation, loft insulation, secondary glazing and lighting was being installed. A ‘fly through’ for the proposed layout and break out area had been added to the intranet page and areas were being explored for where tenants could make use of space. Officers were also looking at suitable options for coffee and concession supply in the main reception area.</p>

	<p>The Committee heard about the next steps of the project and funding. Weekly meetings took place with all stakeholders involved in the project and updates were regularly provided to the Corporate Management team. Briefings were also provided to Members. The overall aim of the project was to configure and refurbish the existing listed building to bring more functions to the Council buildings and create a multipurpose hub with reduced running costs for the Council.</p> <p>In response to Member questions regarding timescales and the involvement of staff, it was explained that some aspects of the project were on track, ahead of track and dependent on decisions being made by other people before action could be undertaken. Overall officers were comfortable with the way the project was progressing. Staff had been included in the shaping the project through drop in sessions, information provided on the intranet and a ‘flythrough’ demonstration of what areas would look like. Sample desks and chairs had been requested. Accessibility had also been considered with works planned to lifts and ramps.</p> <p>During Member discussions it was noted that materials taken into consideration for the project were all sustainable and secondary glazed windows were being incorporated into plans.</p> <p>Members commented that the adult education space was a nice place and welcomed the plans for the Civic Centre. Officers were thanked for the extensive update and it was agreed that the ‘fly through’ demonstration would be sent to Members.</p> <p>RESOLVED: That the Committee noted the report.</p>
58.	<p>CRANFORD PARK HERITAGE ASSET PROJECT (<i>Agenda Item 6</i>)</p> <p>The Head of Capital Programme introduced the Update on Restoration Project at Cranford Park report which provided an outline of planned works and work undertaken.</p> <p>The Committee was informed that the project consisted of the restoration of historic buildings, structures, and landscapes of Cranford Park, building a new café, upgrading the playground and upgrading the park for education, recreational and community purposes. The overall aim was to try to rejuvenate the area and it was being largely funded by the National Heritage Lottery Fund and Community Lotteries Fund.</p> <p>Members heard about progress including work undertaken to the cellars, bridge over the river and updates to the St Dunstons subway. A big challenge was securing electricity for the café kitchen which required a 500 kva electrical transformer however there had been issues with Southern and Scottish Electricity (SSE) installing this due to pending outcomes of legal matters. Although the Cabinet had authorised works, SSE would not commence writing contracts with their outsourced haulage and installation operators until the land transfer was in place. It was noted that once a date for installation was received, contractors would be commissioned to dig the cable trenching and commence works required for the installation of electricity. A contractor had already been lined up.</p> <p>The Committee also heard about the foul drainage and the challenges with the sewers that led to a large septic tank that appeared to discharge to the ground. It was decided that a sewage treatment plant would be the most economical solution and works were pending permits from the Environment Agency. The Cranford Park Steering Group was</p>

	<p>involved with the project and included representatives from Friends Group the nearby church, Wildlife Trust and local resident groups.</p> <p>The Committee agreed that the challenges with the transformers were an issue and enquired about contact with SSE. Members were informed that officers contacted SSE weekly for updates but it was difficult to speak to the relevant contacts. A contractor for the works had been identified and the costs had been fixed for a few months.</p> <p>During Member discussions, clarification was provided on the location of the public sewer. It was also noted that there would be annual costs for the treatment plant, and there was a small overspend on the heritage budget. It was hoped that the café would be up and running by the summer, subject to the electricity challenges.</p> <p>Members thanked officers for the report and the works undertaken to restoring the area. Although disappointment was expressed about SSE and the transformer issue, Members were keen to see the park up and running and pleased to see the Cranford Steering Group assisting with the project.</p> <p>RESOLVED: That the contents of the report be noted.</p>
59.	<p>SELECT COMMITTEE REVIEW: THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS <i>(Agenda Item 7)</i></p> <p>The Committee agreed that it would be useful to receive a written statement or attendance from the Enforcement Team. It was important to hear information from the Enforcement Team to identify whether there were any patterns, first hand experiences and areas for improvement.</p> <p>Members also agreed that it would be useful to hear from the School Travel Team again to consider any final findings and recommendations. Information such as emergency accident data, traffic offences and the number of road safety initiatives agreed would aid the Committee in its findings session.</p> <p>RESOLVED: That the Committee agreed it would be useful to hear from the Enforcement and the School Travel Team.</p>
60.	<p>CABINET FORWARD PLAN <i>(Agenda Item 8)</i></p> <p>The Committee was informed that the Cabinet reports on the Disposal of Land at Willowtree Marina, Yeading had been deferred until to early spring and the School Capital Programme Update had been deferred to April 2024.</p> <p>It was noted that if Cabinet reports were to be shared with Members prior to Cabinet, this would require Cabinet Member approval. Other factors would also need to be considered such timings and whether the report was ready.</p> <p>RESOLVED: That the updated and Cabinet Forward Plan be noted.</p>
61.	<p>WORK PROGRAMME <i>(Agenda Item 9)</i></p> <p>The Committee considered the work programme.</p> <p>Members were keen on undertaking a site visit to the Jubilee Leisure Centre. It was</p>

	<p>agreed that Democratic Services would liaise with officers to arrange this.</p> <p>RESOVLED: That Democratic Services liaise with officers to arrange a site visit to the Jubilee Leisure Centre and the work programme be noted.</p>
	<p>The meeting, which commenced at 7.00 pm, closed at 7.55 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Anisha Teji on 01895 277655 or ateji@hillington.gov.uk. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

This meeting was filmed live on the Council's YouTube Channel to increase transparency in decision-making; however, these minutes remain the official and definitive record of proceedings.

Building Safety Update

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Gary Penticost, Place Directorate Alana Martin – Place Directorate
Papers with report	Appendix A – Building Safety Strategy - Operational Delivery Plan Appendix B – Fire Door Information for Residents Appendix C – High Rise Blocks Evacuation Strategy Appendix D – Building Safety Case Appendix F – Residents Safety Information Pack
Ward	All Wards

HEADLINES

The report has been prepared to provide Members with details on the Building Safety Strategy for Council Owned residential dwellings including High Rise Buildings.

RECOMMENDATIONS

That the Property, Highways and Transport Select Committee notes the updates received.

SUPPORTING INFORMATION

Hillingdon's Building Safety Strategy 2022-2025

Following Grenfell Tower fire on 14 June 2017, the Government have reformed the building safety regulations to improve building and fire safety across residential tower blocks. This includes changes to the design and development phase, construction stage, building control sign off and occupancy.

The Building Safety Act, which represents the changes in the regulatory framework for tower blocks over 7 floors or at least 18 meters and have 2 residential units bringing changes from 1 October 2023.

The required changes for each area are all set out within the Building Safety Strategy report and highlighted each area for the accountable persons to ensure the changes are in place.

Gary Penticost, Director of Operational Assets is the Principal Accountable Person, as it is a requirement when there is more than one, a lead accountable person needs to be appointed. We request quarterly updates from the 3 additional accountable persons, for quarter 3 we received an update from Rod Smith, Head of Housing Management and Julie Johnson, Director of Plan, Regen & Environment. Please see attached appendix A that includes points 5.2.1- 10.4.4 and the comments from each area lead.

Building Safety Compliance

- Completed registered 10 Tower blocks that fall within the scope of the Building Safety Act to the Building Safety Regulator (BSR). This was a requirement for 30th September 2023.
- Completed the upload of the key building information for the 10 tower blocks to the building safety Regulator online portal. This was a requirement for 30th September 2023.
- Complete and shared Residents fire safety pack to all 10 tower blocks tenants and leaseholders. These have been created and hand delivered to all high-rise residents. Please see attached appendix B. This is a copy of the document that has been delivered to the residents within Fairlie House.
- Stay Put policy document. This is a key document as the strategy as advised from the fire risk assessments within all 10 tower blocks is to stay put unless directly affected by the fire. The document has been hand delivered to all tenants and advised residents of the policy but if they are directly affected or instructed by the LFB to leave the premises. Please see attached appendix C.
- DLO Repairs carpenters undertaken TRADA fire door training to provide a qualification to ensure fire door checks and installations of reactive doors can be carried out in house. This ensure fire doors are compliant and is a cost saving for LBH as we do not need to outsource the remedials.
- The DLO undertakes 12 weekly checks of the communal fire doors across the 10 high rise blocks, this is a total of 808 fire door checks completed. Repairs required are completed on site to ensure continued compliance.
- Annual fire door checks are carried out by the building safety inspector for medium and low-rise properties across the LBH (London Borough of Hillingdon) stock to ensure continued compliance. Repairs here are completed by the TRADA qualified DLO carpenters.
- Shared key building information with the LFB online portal when this became live. This is an ongoing project if anything changes the documents are updated and uploaded.
- It is a requirement to log faults on the LFB portal, where lifesaving equipment has failed for more than 4 hours, to date we have not been required to use this service.
- Building Safety Case complete for all 10 high rise buildings to be shared with the BSR (Building Safety Regulator) from April 2024 when requested. Please see appendix D.

Fire Door replacement programme

- Fire door replacement program, we have completed 21 Phase of door set replacement, giving a total of 4869 installed since 2017. This includes the high-rise blocks, sheltered schemes and we are now working through the medium and low-rise stock is a priority of risk.

Phase 22 Fire Doors- Number of doors sets to be installed 283.



Communal Fire door set



Front Entrance Fire door set



Before photo of a front entrance door

High Rise Block Fire equipment installation:

- Fire Sprinkler systems installed in 6 high rise blocks, these provide coverage to the dwellings main living spaces and the communal areas. We have 7 properties that have refused the sprinkler system installed to date, tenancy and legal are working with these properties. These were not a requirement to be retrospectively installed.
- 9,719 Dwellings have completed installation of fired rated consumer units & CO2 & Fire Detection to a minimum of LD2 standard. LD2 Standard is fire alarms installed within the kitchen, hall stairs and landing (where appropriate) and the most habitable room.
- Premises information boxes have been installed across all high-rise blocks, sheltered schemes and dwellings of high risk or complex floor plans, bringing the total to 41. These hold floor plans and information on key firefighting equipment. Tenants that are high risk they would require assistance to be evacuated from the building.



- Additional Wayfinder signage is required in all lobbies for fire fighters to locate their way round tower blocks. This has been installed to Wellings house to date and the signs are on order for the additional blocks.



High Rise Building Assessment Tool – Government Portal

We have used the government portal to assess the high-rise blocks and all 10 are a minimal risk.

UPRN	Site Address	Government score
RBL351005	134-228 Sutcliffe House Addison Way Hayes Middlesex UB3 2DJ	Tire 5 (Very Low)
RBL351001	2-96 Harding House Addison Way Hayes Middlesex UB3 2DH	Tire 5 (Very Low)
RBL371139	1-48 Glenister House Avondale Drive Middlesex UB3 3PP	Tire 5 (Very Low)
RBL371278	1-48 Wellings House Avondale Drive Hayes UB3 3PN	Tire 5 (Very Low)
RBL371126	1-48 Fitzgerald House Avondale Drive Hayes UB3 3PW	Tire 5 (Very Low)
RBL240753	1-72 The Gouldings Pantile Walk Uxbridge Middlesex UB8 1LR	Tire 5 (Very Low)
RBL240618	1-72 Fairlie House Pantile Walk Uxbridge Middlesex UB8 1LY	Tire 5 (Very Low)
RBL290706	1-79 Rabbs Mill House Chiltern View Road Uxbridge Middlesex UB8 2PB	Tire 5 (Very Low)
RBL311200	1-96 Melbourne House Yeading Lane Hayes Middlesex UB4 9LJ	Tire 5 (Very Low)
RBL361259	1-75 Skeffington Court Silverdale Road Hayes Middlesex UB3 3BY	Tire 5 (Very Low)

Implications on related Council policies

A key role of Select Committees is to monitor the performance of Council services within their remit. Select Committees may also make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

This reports provides an update on building safety regulations and the measures in place to ensure resident safety.

Financial Implications

There are no direct financial implications associated with this report.

It is important that the Committee considers cost effective proposals that benefit resident taxpayers in relation to this review, which would ultimately be determined by Cabinet as part of the Council's broader budget planning process.

Legal Implications

None.



HILLINGDON’S BUILDING SAFETY STRATEGY 2022 - 2025 - Version 4- February 2024

Following the Grenfell Tower fire on 14 June 2017, the Government has been planning a wholesale reform of the building safety system to improve building and fire safety, with the primary aim of ensuring that residents will feel and be safer in their homes. At the centre of this is the Building Safety Bill (the **Bill**) and its associated regulations and guidance.

As part of the reform the council will require the development or purchase of suitable IT (Infrastructure and Technology) systems to enable the effective management and control of building safety “Golden thread” of data for all appropriate buildings.

The Fire Act 2022 will come into force on 23rd January 2023 following publication of guidance which was published on 6th December 2022.

The Fire & Building Safety Act 2022 creates the role of ‘Accountable Person’ who has several specific responsibilities including the development and implementation of a single Residents’ Engagement Strategy for the whole building. The Council’s approach to engagement is set out in Appendix 2 – [draft] Higher Risk and Complex Buildings Engagement Strategy. For the first time it will be a statutory requirement for a resident engagement strategy to be produced for each in-scope high rise building. The Council’s draft reflects a generic approach which can be tailored to the needs of residents across the 11 tower blocks. The key purpose of the strategy will be for residents aged 16 years and over (including non-resident owners) to be encouraged to participate in the making of building safety decisions.

Please see below pages and items for Lead Officer.

Work together with the Building Safety Regulator to discharge our reformed building control responsibilities effectively- Page 2

Take responsibility for ensuring building safety is carefully considered in design and building projects – Page 4

Ensure those working on our design and building projects and on or in our higher-risk buildings are competent to do so- Page 6

Effectively carry out our new statutory responsibilities for our occupied higher-risk buildings- Page 7

Engage and communicate with residents meaningfully about building safety for higher-risk buildings - Page 11

Establish systems and share building safety information with the Regulator and others- Page 12

Version 4- February 2024 Comments by 21 st February 2024	Date completed
Gary Penticost, Director of Operational Assets- Principal Accountable Person	07/02/2024
Rod Smith, Head of Housing Management- Accountable Person	07/02/2024
Michael Naughton, Head of Capital Programme- Accountable Person	Last updated September 2023
Julie Johnson, Director of Plan Regen & Environment- Accountable Person	24/02/2024

Action plan: Work together with the Building Safety Regulator to discharge our reformed building control responsibilities effectively

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG rating
Work together with the Building Safety Regulator to discharge our reformed building control responsibilities effectively					
5.2.1 Implement the new building control regime whereby the Regulator becomes the building control authority for higher-risk buildings in the borough.	<p>Identify, maintain, and keep up to date a list of all higher-risk buildings in Hillingdon which the Council is the building control authority for and prepare to liaise with the Regulator in relation to these.</p> <p>Draft new procedures for responding to a Regulator's notice (clause 31 of the Bill) that the Regulator will be building control authority for a non-higher-risk building on a multi-building site which also comprises a higher-risk building.</p> <p>Deliver training on the role of the new building control regime for all relevant staff.</p>	Central Services Development Management and Building Control	2022 - 25	<p>Update July 2023</p> <p>The latest government figures suggest that there are 29 existing HRBs in Hillingdon within the scope of the new regime.</p> <p>It is assumed that this would be an isolated situation where a multi-use site is constructed which contains an HRB. A process of information sharing should be put in place with our planning colleagues to provide an early indication of such a development coming forward. If the BSR becomes the BCB for such a development, it is anticipated that our own BC team will be required to support the regulators MDT (providing our BC team has the capability and capacity and there is no conflict of interest e.g., it is a Hillingdon lead scheme).</p> <p>Update Feb 2024</p> <p>Under the interim staffing arrangements, the council will not have surveyors qualified at the relevant levels to work with the BSR. It is hoped that once a new structure has been agreed, we will be able to recruit permanent staff with the necessary qualifications.</p> <p>It should be noted that other boroughs could perform the BCB and MDT function in Hillingdon if required.</p>	Amber
5.2.2 Make effective use of our new powers to provide assistance requested by the Regulator (ensuring careful consideration is given to such requests) and ensure all staff assisting the Regulator are competent to do so;	<p>Draft new procedures for responding to Regulator requests for assistance.</p> <p>Audit skills base across the Building Control team in the light of the new duty to ensure staff assisting the Regulator are competent.</p> <p>Deliver training on the role of the new Regulator for all staff in building safety roles and specific training where any gaps in knowledge or skills are identified.</p> <p>Review relevant job descriptions to ensure they include any specific competency requirements in relation to the new Regulator.</p>	Central Services - Development Management and Building Control	2022 - 25	<p>Flow Chart for Section 13 requests.</p> <p>February 2024</p> <p>A business case has been progressed to update the Ocella Building Control system to incorporate the new procedures.</p> <p>Interim staff are in place and are progressing through the registration process. Relevant training will be provided.</p> <p>New job descriptions will be provided as part of the service restructure and will incorporate the requirements set out by the new Regulator.</p>	Amber

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG rating
Work together with the Building Safety Regulator to discharge our reformed building control responsibilities effectively					
				It should be noted that other boroughs could perform the BCB function in Hillingdon if required.	
5.2.3 Comply with our new duties, including to co-operate and share information with the Regulator and other relevant persons in order to ensure effective delivery of our statutory functions.	<p>Draft new procedures for sharing information and deliver training to ensure staff understand them.</p> <p>Deliver training on the role of the new building control regime for all relevant staff.</p>	Central Services - Building Control	2022 - 25	<p>Feb 2024 Update</p> <p>A business case has been progressed to update the Ocella Building Control system to incorporate the new procedures.</p>	Amber
5.2.4 Implement new enforcement powers in relation to contravention of building regulations, including the introduction of compliance and stop notices.	<p>Review and where necessary redesign building control procedures to incorporate the amended system.</p> <p>Deliver training on the role of the new building control regime for all relevant staff.</p>	Central Services - Building Control	2022 - 25	<p>Feb 2024 Update</p> <p>A business case has been progressed to update the Ocella Building Control system to incorporate the new procedures.</p> <p>Interim support is in place from Capita to perform the compliance functions as required.</p>	Amber
5.2.5 Where appropriate, register staff members as, and comply with new rules in relation to, registered building inspectors.	<p>Review guidance on general/ specific competency requirements for registered building inspectors and conduct an audit of current skills, knowledge, experience, and behaviours in the team.</p> <p>Make arrangements for registering staff members as registered building inspectors.</p> <p>Review and redesign building control procedures to incorporate new rules on registered building inspectors.</p> <p>Deliver training on the role of the new building control regime for all relevant staff.</p>	Central Services - Building Control	2022 - 25	<p>Feb 2024 Update</p> <p>Interim staff are in place and are progressing through the registration process. Due to delays with the registration process this may not complete by 1st April 2024. However, this is a national issue that is being raised with government and an extension to the registration period has been sought.</p>	Amber
5.2.6 Ensure we meet the performance standards set by the Regulator.	<p>Once published, conduct a review of the Operational Standards Rules defining the minimum performance standards that building control bodies must meet to ensure the Council complies with these.</p> <p>Put in place arrangements continuously to assess performance against the standards.</p> <p>Deliver training on the role of the new building control regime for all relevant staff.</p>	Central Services - Building Control	2022 - 25	<p>Feb 2024 Update</p> <p>The standards have not yet been published.</p>	Green

Action Plan: Take responsibility for ensuring building safety is carefully considered in design and building projects

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Take responsibility for ensuring building safety is carefully considered throughout the design and construction process					
6.3.1 Comply with our duties as the Client in Projects, including ensuring: (a) we make suitable arrangements for planning, managing, and monitoring Projects. (b) building information is provided as soon as is practicable to designers and contractors on a Project, including in relation to any HRB work.	<p>Review current building management procedures for planning, managing, and monitoring Projects to ensure they are fit for purpose.</p> <p>Review member oversight arrangements for the design and building process and consider whether further member oversight is required.</p> <p>Review current processes for sharing building information with designers and contractors.</p> <p>Develop new processes to identify and share information on HRB work.</p>	Directorate of Place - Development & Capital Works	2022 - 25	<p>Updated August 2023</p> <p>This is our current practice and procedures are in place to ensure these items are considered. Procedures will be reviewed following any new legislation.</p> <p>Designers, consultants and contractors are required to carry out their duties using reasonable skill and care, and this is referred to in the agreements and contracts executed. In addition, the works are inspected through the construction process. As constructed documents and operation and maintenance manuals form part of the Health and Safety File, which is made available following completion of the building.</p> <p>Information is shared electronically through appropriate software during the construction process and is stored on internal shared folder following completion. A hard copy file is generally issued to managed buildings.</p>	Green
6.3.2 Identify and appoint the other Duty holders in the Projects where we are the Client, in line with all regulatory requirements.	<p>Review processes to include any necessary new appointment processes in all Projects.</p> <p>Review current Construction (Design and Management) Regulations 2015 (CDM) processes for appointing designers and contractors to ensure they incorporate the new requirements, particularly as the Client may certify, in writing, that those persons who are appointed under CDM may also be appointed under the relevant building safety regulations.</p>	Directorate of Place - Development & Capital Works	2022 - 25	<p>Updated August 2023</p> <p>All necessary statutory positions under the CDM Regulations are appointed, e.g., Principal Designer and Principal Contractor. Any positions required under the Building Safety Regulations will be appointed for the construction process. Any further positions required in new legislation (if any) will be appointed.</p>	Green
6.3.3 Work together with the other Duty holders to plan, manage and monitor the Project, ensure they cooperate and communicate with each other, coordinate their work, and have systems in place to ensure that the Project complies with all relevant building regulations.	Review processes for working with designers and contractors to ensure compliance with this objective.	Directorate of Place - Development & Capital Works	2022 - 25	<p>Updated August 2023</p> <p>This is current practice and all projects have Building Control Signoff. Any new legislation will be taken into account from the relevant implementation date(s).</p> <p>The entire team delivering a construction process work together and this is implemented using programmes, regular meetings, coordinated data transfer, etc.</p>	Green
6.3.4 Where we fulfil any of the other Duty holder roles, comply with the specific duties and regulatory requirements required for that role.	<p>Review the requirements for other Duty holder roles which are separate to the Client role and ensure the Council can comply with them.</p> <p>Implement systems to identify which roles the Council holds on all Projects and the requirements for each role and</p>	Directorate of Place - Development & Capital Works	2022 - 25	<p>Updated August 2023</p> <p>This is current practice, and it will continue. All parties in the construction process have defined roles and must comply with the statutory requirements.</p>	Green

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Take responsibility for ensuring building safety is carefully considered throughout the design and construction process					
	implement such processes as are necessary to comply with the Council's different roles.				
6.4.1 In our capacity as Client (and any other Duty holder roles), comply with the requirements of: (a) planning gateway one to ensure fire safety matters are incorporated in applications at the planning stage.	These changes have already come into effect. Ensure applicable applications include the required fire statement setting out fire safety considerations specific to the development. Ensure Planning Committee members are fully appraised on the changes.	Directorate of Place - Development & Capital Works		Updated August 2023 This is now incorporated into our processes since it became legislation. Applicable applications take account of fire safety considerations and this is incorporated into the design including planning gateway one.	Green
6.4.1 In our capacity as Client (and any other Duty holder roles), comply with the requirements of: (b) gateway two to seek the Regulator's approval before commencing any HRB work, including: i submitting a signed application containing the required information together with the relevant fee. ii ensuring that a signed competence declaration is submitted with the application; and iii if such approval is given, give the Regulator at least 2 working days' notice of our intention to commence the work.	Amend procedures to include the new gateways. The Council will need to include a signed "competence declaration" regarding the other Duty holders' competence. To do this, a framework/ checklist will be required to set out (once the guidance has been published) what evidence the Council will need to satisfy itself of a Duty holder's competence before making this declaration. The Council will review its current procedures for the appointment of persons involved in all aspects of a HRB work to ensure that are fit for purpose and in particular that they enable the Council to complete the required declaration to the Regulator as to the competence of those working on the HRB work Project.	Directorate of Place - Development & Capital Works	2022 - 25	Updated August 2023 This is part of our processes for in scope buildings.	Green
6.4.1 In our capacity as Client (and any other Duty holder roles), comply with the requirements of: (c) gateway three to seek the Regulator's approval when the HRB work is complete before registering and commencing occupation of the building, including: i submitting a signed application containing the required information together with the relevant fee. ii submitting a signed statement confirming that to the best of our knowledge the building, as built, complies with all applicable requirements of the building regulations.	Amend procedures to include the new gateways. The Council will need to include a signed statement confirming that to the best of its knowledge the building, as built, complies with all applicable requirements of the building regulations. To do this, a framework/ checklist will be required to set out what evidence the Council will need to satisfy itself of before making this declaration.	Directorate of Place - Development & Capital Works	2022 - 25	This will become part of our processes for in scope buildings.	Amber

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Take responsibility for ensuring building safety is carefully considered throughout the design and construction process					
iii ensuring a compliance declaration signed by the appropriate Duty holder is submitted with the application; and iv before or at the same time a gateway 3 application is submitted, notifying the Regulator in writing that the work has been completed: and					
6.3.2 In our capacity as Client (and any other Duty holder roles), comply with the requirements of: (d) the Regulator's change control procedures where a change is proposed in relation to the HRB work between gateways 2 and 3.	Review procedures to ensure that the relevant changes which require notification or approval of the Regulator can be identified. Draft and implement procedures to ensure that the changes are submitted to the Regulator in compliance with The Building (Higher-Risk Buildings) (England) Regulations [2022].	Directorate of Place - Development & Capital Works	2022 - 25	This will become part of our processes for in scope buildings.	Amber

Action Plan: Ensure those working on our design and building projects and on or in our higher-risk buildings are competent to do so

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Ensure those working on our design and building projects and on or in our higher-risk buildings are competent to do so					
7.2.1 Comply with the new general competency duty to ensure that the Council has the organisational capacity to carry out any building or design work covered by The Building (Appointment of Persons, Industry Competence and Duty holders) (England) Regulations [2021] (the Competency Regulations);	Review the Council's management policies, procedures, systems, and resources to ensure the Council has the organisational capacity to comply with the new duty. Review guidance on general/ specific competency requirements and conduct an audit of current skills, knowledge, experience and behaviours in all relevant teams. Where any gaps are identified, the Council will devise a specific action plan as to how the gaps are to be filled in, which might include training, additional resources or new appointments.	Directorate of Place - Building Safety	2022 - 25	Updated August 2023 All consultants, suppliers and contractors involved in the design and construction of buildings are required to comply with all legislation and ensure they have the competency and resources to carry out their duties. Where the council does not have inhouse expertise it will commission the necessary specialists to undertake the work.	Green
7.2.2 Take all reasonable steps to ensure that those who the Council appoints to carry out any building or design work covered by the Competency Regulations meet the general competence requirement, the competence requirements for their roles and can fulfil their duties to plan, manage and monitor any building work or design work.	Consider the steps that the Council will need to take to be comfortable that external Duty holders are competent. Review all template procurement documents and procedures to reflect the evidence the Council will require from contractors and designers. This links with the competence statement that will need to be provided under Error! Reference source not found. Consider the preparation of checklists to help ensure all requirements are met (and continue to be met) throughout the lifecycle of a project.	Directorate of Place - Building Safety	2022 - 25	Updated August 2023 All consultants, suppliers and contractors involved in the design and construction of buildings are required to comply with all legislation and ensure they have the competency and resources to carry out their duties. Where the council does not have inhouse expertise it will commission the necessary specialists to undertake the work.	Green
7.2.3 Where the Council appoints a Principal Designer or Principal Contractor in relation to HRB work, keep written records of the steps taken under 7.2.2; and	Draft new templates to record this information.	Directorate of Place - Building Safety	2022 -25	Updated August 2023	Green

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Ensure those working on our design and building projects and on or in our higher-risk buildings are competent to do so					
				All written records required by legislation shall be kept by the Principal Designer and Principal Contractor and they shall be made available in the Safety File and/or any other format required by law.	
7.2.4 Ensure we meet the specific competency requirements where the Council is appointed in any other Duty holder role, including, where required, designating an individual to manage the Council's functions under a particular role.	Consider which individual should be appointed in cases where the Council fulfils the Principal Designer and Principal Contractor roles. Review guidance on general/ specific competency requirements and conduct an audit of current skills, knowledge, experience and behaviours in the team. Deliver training where any gaps are identified.	Directorate of Place – Building safety	2022 - 25	Updated August 2023 All consultants, suppliers and contractors involved in the design and construction of buildings are required to comply with all legislation and ensure they have the competency and resources to carry out their duties. Where the council does not have inhouse expertise it will commission the necessary specialists to undertake the work. Where further training is required, this shall be undertaken.	Green
7.2.5 Ensure that where the Council appoints specific persons (such as Building Safety Managers) to work on our higher-risk buildings, they meet the competency requirements to do so. Page 17	Review guidance on general/ specific competency requirements and conduct an audit of current skills, knowledge, experience and behaviours in the team. See paragraph Error! Reference source not found. for specific requirements for the Building Safety Manager role. Review job descriptions for any role working on higher-risk buildings to ensure compliance with competency regulations and guidance.	Directorate of Place – Building Safety	2022 - 25	In July 2022 the British Standards Institution published a number of new competency standards for roles responsible for safety management in the built environment. This included PAS 8673, which sets out competency requirements for the management of safety in residential buildings. PAS 8673 had originally been intended to set out competency requirements for the Building Safety Manager role in the higher-risk regime in the Building Safety Act. The standard now sets out competency requirements for safety management in the occupation phase of a higher-risk building, against which duty holders can assess all people performing necessary tasks in higher-risk buildings. Fire Safety Board are now considering the need to align the competencies of key staff involved in the management and maintenance of higher risk buildings against PAS 8673 during 2023/24. There is no longer a requirement to appoint Building Safety Managers. Following Cabinet Member approval, the Head of Housing Management will assume the role of Accountable Person to support the Principal Accountable Person [Director of Operational Assets] with specific delivery and management tasks associated with the Council's approach to 'people, property and prevention' in the context of the management of its own in-scope buildings. 2 new appointments, Fire Safety Advisor and Fire Safety Inspector.	Green

Action Plan: Effectively carry out our new statutory responsibilities for our occupied higher-risk buildings

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Effectively carry out our new statutory responsibilities for our occupied higher-risk buildings					
8.3 We will be proactive and clear about our role within a higher risk building and comply with all our duties and responsibilities under the new legislation.	Audit each existing higher risk building to identify all the Accountable Persons for each and ensure this information is documented. Where the Council is the only Accountable Person, it will automatically become the Principal Accountable Person under legislation. Consider whether amendments to the Council's constitution are required to provide for these new roles. Consider amending the Forward Plan to include any reporting to Cabinet on Accountable Person/ Principal Accountable Person issues.	Directorate of Place – Building Safety	2022 - 2025	See 7.2.5 above in relation to Principal Accountable Person / Accountable Person roles in relation to occupied higher risk buildings. Principal Accountable Person: Gary Penticost (GP) Accountable Person: Rod Smith (RS) Michael Naughton (NS) Julia Johnson (JJ) Duty Holder: Alana Martin (AM)	Green

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Effectively carry out our new statutory responsibilities for our occupied higher-risk buildings					
8.4.1 Ensure that: (a) new higher-risk buildings are registered with the Regulator before they become occupied or as soon as the relevant section of the Bill comes into force and identify the Council as the Principal Accountable Person; and (b) existing higher-risk buildings are registered with the Regulator within the appropriate transition period or as soon as the relevant section of the Bill comes into force and identify the Council as the Principal Accountable Person.	The Council has identified its existing higher-risk buildings that will need to be registered. Once the Government has published details on the transition period and regulations on registration requirements, arrangements should be made to ensure each building is registered. Identify any higher-risk buildings in the pipeline and draft a specific action plan for that building, including compliance with registration requirements. Deliver training for all teams involved in higher-risk buildings on the regime.	Directorate of Place – Building Safety and Capital works	2022 - 2025	(a) Any necessary registration of new HRB will be undertaken as set out in the legislation. (b) We have identified the 10 higher-risk buildings that require registration within LBH Stock. All buildings have been registered with the regulator in June 2023 by the Building Safety Advisor. Training provided: Direct Labour Team are attending Trada training W/C 24 th February. This will ensure that LBH staff are complaint when installation of new fire doors and repairs and completed check on Fire door sets that have been installed are all to a competent standard. Tenancy officers and scheme managers have complete fire door training in April 2023 to ensure they are competent to undertake fire door checks. RS comments to ensure Refresher training to be delivered in 2024 and review this annually moving forward.	Green
8.4.2 Be responsible for applying for a Building Assessment Certificate for the whole building after the higher-risk building has been registered, as directed by the Regulator.	After registration, the Accountable Person for a high-risk residential building will need to apply for a Building Assessment Certificate within 28 days of a direction from the Regulator. Therefore, procedures should be drafted to ensure that the Council complies with this timescale and the documentation required to be submitted with it under section 74 of the Bill.	Directorate of Place – Building Safety	2022 - 2025	This stage will be completed by Building Safety Advisor, following registration being completed we will need to apply for the building assessment certificate. Documents will need to be shared including, the Safety Case Report, mandatory Occurring Reporting System and the Residents Engagement Strategy. The Regulator will assess the documents and inspect the building if passed they will provide a building assessment certificate. This stage is live in April 2024.	Green
8.4.3 Establish and operate a system for Mandatory Occurrence Reporting and comply with Mandatory Occurrence Reporting requirements as set out in paragraph 10.	See paragraph 10.	Directorate of Place - Building Safety & Capital works	2022 - 2025	Any mandatory occurrence reporting will be undertaken in accordance with the requirements set out in legislation. Occupation Stage: Any incidents that occur will be reported by Building Safety Advisor.	Green
8.4.4 Comply with our responsibilities for resident engagement set out in paragraph 9.	See paragraph 9.	Directorate of Place - Building Safety and Housing Management	2022 - 2025	A Tenant & Leaseholder Engagement Strategy has been completed and adopted following consultation and Cabinet approval. This overarching strategy includes specific proposals for resident engagement associated with the Council's management and maintenance of its portfolio of tower blocks. Engagement with tower block residents will support the Council's approach to taking a partnership approach in delivering safe, well managed and maintained higher-risk buildings. Copies of the strategy have been delivered to all households / persons over 16 years of age residing in the 10 in-scope blocks. The engagement strategy will be reviewed in conjunction with residents in 2024 to bring forward more tailored plans linked to the needs of residents across each of the 10 in-scope blocks.	Green
8.4.5 Develop and maintain a Safety Case for each higher risk building by: (a) conducting an assessment of fire and structural safety risks for areas of responsibility as soon as reasonably practicable after the building becomes occupied or, if later, when the Council becomes an Accountable Person for the building. (b) conducting further assessments of fire and structural safety risks for areas of	The Council has a hierarchy of control approach which applies to all Hillingdon's residential buildings but is focussed on higher-risk buildings. All existing higher-risk buildings have been surveyed to identify areas of potential issues and this has generated a work schedule that has ensured that all buildings meet or exceed the requirements of the Bill. This information should be stored and maintained in order to form part of the golden thread and Safety Case for all of the Council's higher-risk buildings. Ensure there are systems in place going forward to identify and assess "building safety risks" (as defined in the legislation) and take reasonable steps to ensure those risks are reduced and controlled to a proportionate level on an ongoing basis. Procedures should be developed to ensure	Directorate of Place - Building Safety and Housing Management	2022 - 2025	A Housing Management Offer has been developed which sets out the Council's approach to the day-to-day management of its tower block portfolio. The Council has adopted an effective approach which considers the 'people' and 'property' relates risks as part of its approach to the assessment, prevention and mitigation of building safety risks. This provides for a more robust and holistic approach to housing management which will ultimately feed into the Safety Case Reports. The Housing Management Offer is now being delivered by 2 FTE dedicated staff within Tenancy Management. Following pilot delivery of the offer, the 'Housing Management offer to residents living in higher risk buildings' has been formally adopted and hand delivery along with the engagement plan and the tailored fire safety information packs to all residents will be completed by the end of March 2024.	Amber

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Effectively carry out our new statutory responsibilities for our occupied higher-risk buildings					
<p>responsibility at regular intervals, at any time we have reason to suspect the current assessment is no longer valid and at direction of the Regulator; and</p> <p>(c) taking all reasonable steps to prevent a major incident occurring because of a building safety risk materialising and to reduce the severity of the incident.</p>	<p>the assessments are done within the timescales prescribed by the Bill and in line with the definition of "building safety risks" in clause 59 of the Bill. Ensure assessments are recorded.</p> <p>Deliver training to relevant teams on identifying and managing "building safety risks." When taking steps to manage building safety risks within their buildings, the "prescribed principles" must be followed, which build on existing best practice in relation to risk assessment and management. These are:</p> <ul style="list-style-type: none"> • avoid building safety risks. • evaluate building safety risks that cannot be avoided, including identifying the proportionate measures required to reduce address and mitigate the building safety risks. • combat building safety risks at source by introducing proportionate measures to reduce, address and mitigate that risk at the earliest opportunity. • ensure suitable and proportionate systems are in place for the effective inspection, testing and maintenance of the efficacy of measures taken. • give collective protective measures priority over individual protective measures. • adapt to technical progress. • where reasonable to do so, replace the dangerous with the non-dangerous or less dangerous. • where reasonable to do so, consider the impacts on residents within the higher risk building and carry out engagement with those residents, and • give appropriate instructions and information to employees and persons working on or in the higher-risk building. <p>Review the current approach to ensure it follows these prescribed principles.</p> <p>The Council should consider drawing together relevant information for each higher-risk building's Safety Case, based on the early-adopter safety cases on existing buildings and the HSE's "Safety case principles for high-rise residential buildings."</p>			<p>See comments regarding training above in 8.4.1 as well as 'accreditation under PAS 8673</p>	
<p>8.4.6 Bring together the Safety Case Report to show the steps taken to identify, assess, remove, reduce, and manage building safety risks, demonstrating that reasonable and proportionate steps have been taken, and where required, submit these to the Regulator for assessment.</p>	<p>The Safety Case Report is a document that summarises your safety case. It should provide a narrative describing why the most important parts of the safety case are necessary and how these parts work together to keep the building safe to occupy. Documents or information used in the safety case may be referenced in the report to support that narrative.</p> <p>The report should show that you have a clear understanding of the major hazards associated with your building and how the measures you have in place are effective in managing and controlling the risk of a major accident. This should give the reader confidence that the major fire and structural risks have been identified and are being properly managed and controlled.</p>	<p>Directorate of Place - Building Safety and Housing Management</p>	<p>2022 - 2025</p>	<p>See 8.4.5 above.</p> <p>A housing management offer has been developed and is being delivered to residents living in higher-risk buildings. Residents were consulted on the draft offer prior to formal adoption.</p> <p>The more intensive approach to housing management reflected in the offer underpins the effective management of people / behaviours to deliver safe, well managed and maintained higher-risk buildings.</p> <p>Resident information packs have been completed and hand delivery to all residents across the 10 in-scope blocks will be completed by the end of March 2024.</p> <p>Key building information has been uploaded to the online portal by end of September.</p>	<p>Amber</p>

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Effectively carry out our new statutory responsibilities for our occupied higher-risk buildings					
	The Council should consider drawing together relevant information to contribute to each higher-risk building's Safety Case Report, based on the early-adopter safety cases on existing buildings and the HSE's. "Safety case principles for high-rise residential buildings."			Building Safety Cases have been created for all 10 LBH owned tower blocks.	
8.4.7 Apply a Safety Management System to make and implement arrangements which deliver the effective planning, organisation, control, monitoring, and review of all the measures in place to prevent an incident involving building safety risks materialising and to limit the impact should one occur.	<p>Review/ implement a tailored Safety Management System to suit the Council's size and nature, meeting the complexity of the Council's operations, with the hazards and associated building safety risks unique to each individual building directly considered.</p> <p>Ensure this is in line with the "Plan, Do, Check, Act" methodology and includes processes to identify, select, define, implement, monitor, maintain, review and improve the range of control measure on which safety depends.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>See above – the management of risks associated with people and behaviours is set out with the Housing Management Offer.</p> <p>Once the Housing Management Offer is hand delivered to residents across all the 10 in-scope blocks by the end of March 2024-, a quality assurance framework will be developed and delivered during 2024 to ensure that 'the right thing is being done at the right time to the required standard'. The development of the framework will include standards relating to training and refresher training.</p>	Amber
8.4.8 Appoint a Building Safety Manager for the whole higher risk building with the necessary skills, knowledge, experience and behaviours or organisational capacity to carry out the role (or, where appropriate, carry out the role ourselves, appointing an individual to manage and direct the appropriate teams).	<p>Implement a staffing structure that will fully meet the Council's requirements in respect of the new building safety regime, including the appointment of a sufficient number of Building Safety Managers.</p> <p>Once guidance is published, job descriptions should be tailored, and skills of current staff members audited to ensure Building Safety Managers meet the competence requirements for the role. This should be regularly reviewed and documented.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>2 FTE dedicated staff have been engaged to deliver the Housing Management Offer across the higher risk buildings portfolio.</p> <p>There is no longer a requirement to appoint Building Safety Managers. Following Cabinet Member approval, the Head of Housing Management will assume the role of Accountable Person to support the Principal Accountable Person [Director of Operational Assets] with specific delivery and management tasks associated with the Council's approach to 'people, property and prevention' in the context of the management of its own in-scope buildings.</p>	Green
8.4.9 Be responsible for displaying information about the most recent Building Assessment Certificate, compliance notices and details of those responsible for managing building safety for the higher risk building.	<p>Draft procedures to ensure these requirements are complied with, where necessary.</p> <p>Deliver training for all teams involved in higher-risk buildings on the regime.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>All higher risk buildings contain appropriate notice boards in prominent locations. 2 FTE dedicated Tenancy Management Officers [High Rise Living] have taken ownership of these boards to ensure information presented is compliant, up to date, is helpful to residents and supports the adopted engagement strategy</p> <p>Standards will be set in the context of a uniform approach to information displayed within the tower blocks.</p> <p>The Fire Safety Board has assumed responsibility for identifying relevant training needs by staff group and ensuring delivery. The training needs will be identified in Q4 2023/24 delivered in 2024/25 and will be the subject of annual refresher training where appropriate.</p> <p>The BSR will produce the Building assessment certificate after April 2024, they will assess the Key Building Information that has been uploaded and will produce the certificate. The tower blocks needs to be audited by BSR before a certificate can be produced. This will then be displayed within the ground floor communal areas of all tower blocks.</p>	Amber
8.4.10 Where a special measures order has been made, ensure that no Building Assessment Certificate relating to the building is displayed in the building; and	<p>Draft procedures to ensure these requirements are complied with, where necessary.</p> <p>Deliver training for all teams involved in higher-risk buildings on the regime.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Once a special measure order is made to the Accountable Persons as they are not meeting their duties, the Duty Holder and Fire Safety Inspector will ensure that the building Assessment Certificate is not displayed within the building.</p> <p>Note comment in 8.4.9: <i>The BSR will produce the Building assessment certificate after April 2024, they will assess the Key Building Information that has been uploaded and will produce the certificate. The tower blocks needs to be audited by BSR before a certificate can be produced. This will then be displayed within the ground floor communal areas of all tower blocks.</i></p>	Green

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Effectively carry out our new statutory responsibilities for our occupied higher-risk buildings					
8.4.11 Take the lead responsibility for coordinating the golden thread of safety information for the higher risk building as set out in paragraph 10.	See paragraph 10.	Directorate of Place - Building Safety and Housing Management	2022 - 2025	The Fire Safety Board has assumed responsibility for implementing a programme of self-assessment / audit to ensure that safety related information is available and meets the threshold for compliance at individual block level. A programme of desktop / site visit audits will be developed in Q4 2023/24 and rolled out in 2024/25 with outcome reported to Landlord Board and Cabinet leads as part of engendering assurance.	Amber
8.5 Where there is more than one Accountable Person in a higher-risk building, more complex arrangements arise. We will comply with all of our additional duties, including those to co-operate, consult and co-ordinate with other Accountable Persons and Responsible Persons for fire safety.	Identify and record whether there are other Accountable Persons and Responsible Persons for each higher-risk building. Where there are, consider what additional requirements are needed under the Bill in relation to the Principal Accountable Person, consulting or co-ordinating with others (for example, in relation to appointing a Building Safety Manager). Review information sharing systems to ensure co-ordination.	Directorate of Place - Building Safety and Housing Management	2022 - 2025	Following Cabinet Member approval, the Head of Housing Management will assume the role of Accountable Person to support the Principal Accountable Person [Director of Operational Assets] with specific delivery and management tasks associated with the Council's approach to 'people, property and prevention' in the context of the management of its own in-scope buildings. The coordination of responsibilities between the Principal Accountable Person and the Accountable Person is undertaken via the Fire Safety Board. Terms of reference for this Board will be reviewed during Q4 2023/24.	Green
8.6 The Bill also makes changes to the fire safety system which places duties on the Responsible Person. Where the Council is the Responsible Person for a building regulated by the Regulatory Reform (Fire Safety) Order 2005 (FSO), we will comply with our new duties.	Update documents, precedents, and procedures to ensure that the Council: <ul style="list-style-type: none"> Records fire risk assessments in full. Does not appoint a person to assist with making or reviewing a fire risk assessment unless the person is competent. Records fire safety arrangements. Co-operates and co-ordinates with any other Responsible Persons and Accountable Persons in line with legislative requirements; and Keeps records of relevant fire safety information. Key actions include: <ul style="list-style-type: none"> Review guidance on general/ specific competency requirements for persons and conduct an audit of current skills, knowledge, experience, and behaviours in the team Take steps to ascertain who the other Responsible Persons are in buildings regulated by the FSO and Accountable Persons in higher-risk buildings 	Directorate of Place - Building Safety and Housing Management	2022 - 2025	In relation to PAS 8673 competency levels mentions LBH staff currently managing HRB's and our term contractors completing works adhere to the below comments: <i>'Those managing HRBs (or those appointed to do so) should have sufficient working knowledge to make informed decisions, ask intelligent questions, understand when to bring in any expert help and understand how to co-ordinate action based on this expert advice.'</i> LBH building safety team and managers are being competent with the necessary skill in relation to PAS 8673. As part of the statutory engagement plan for residents living in higher risk buildings, core documents and other safety and maintenance related information will be made available to residents in simple, easy to access formats. Transparency will underpin the Council's approach to engagement and information sharing. See comments under 8.4.11 and 8.4.9 above. Frankham's undertake fire risk assessment for Hillingdon stock in line with the currently regulations and PAS 8673. These are undertaken on a yearly basis and all recommendations are completed within a timely manner.	Green

Action Plan: Engage and communicate with residents meaningfully about building safety for higher-risk buildings

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Engage and communicate with residents meaningfully about building safety for higher-risk buildings					
9.3.1 ensure residents are informed about, and are involved in decisions that concern the safety of their higher-risk building, including providing residents with relevant safety information about	Develop training to relevant teams to understand what information must be provided to residents and when.	Directorate of Place - Building Safety and	2022 - 2025	The tailored residents fire safety packs and other relevant documentation is to be hand delivered by the end of March 2024. Processes are in place to share the tailored fire safety packs and other relevant documentation to all new tenants via the 'sign-up process' / "new tenant visit and to all new leaseholders via the assignment process / solicitors' enquiries.	Amber

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Engage and communicate with residents meaningfully about building safety for higher-risk buildings					
the building and enabling residents to request further safety information (in line with data protection legislation);	<p>Amend cross-departmental procedures to ensure information is communicated to residents in a timely manner.</p> <p>Where the Council is the Responsible Person for buildings regulated by FSO containing two or more sets of domestic premises, we must provide residents with relevant and comprehensible information about relevant fire safety matters. These buildings will need to be identified and tailored information provided.</p>	Housing Management			
9.3.2 implement (and share with residents) a Residents' Engagement Strategy that promotes residents' engagement and involvement in decision-making about the management of their higher risk building in relation to building safety.	<p>The tenancy management team have produced a document Service Offer – High Rise Living 2021 outlining the Council's commitment to its residents. This should be reviewed in line with the requirements of the Bill.</p> <p>Produce a Residents' Engagement Strategy that meets the requirements of the Bill. Consider whether this will be a new strategy, or a current strategy will be updated. The strategy should contain:</p> <ul style="list-style-type: none"> what information will be provided to residents what residents will be consulted on how residents' views will be sought how the effectiveness of the strategy will be measured. 	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>See above 8.4.5</p> <p>The Housing Management Offer has been reviewed and updated to reflect the changes linked to the enactment of the Building Safety Act 2022. This Offer will be the subject of ongoing review and amendment, in conjunction with residents, as detailed Regulations are implemented.</p>	Green
9.3.3 establish and operate a complaints system which ensures residents' safety concerns are heard and dealt with.	Once regulations are published, develop, and implement a new complaints system. Consider whether this will be separate or part of the current complaints system and how cross-departmental working will need to be amended.	Directorate of Place - Building Safety and Housing Management	2022 - 2025	The role of complaints is reflected within the statutory engagement plan as part of demonstrating that 'the voice of residents' will be heard and acted upon. A complaints process has been developed which captures 'safety related concerns' at individual block level has been developed and promoted via the Housing Management offer. To date no complaints have been received via the new complaints process.	Green
9.3.4 clarify our responsibilities and residents' responsibilities to ensure their homes remain safe, including implementing and where necessary, enforcing, the three new safety-related obligations on residents to help them to play their part: and	<p>Consider how the Council will communicate with residents regarding their new responsibilities.</p> <p>Implement new procedures for issuing Contravention Notices and applications for access to premises.</p> <p>Consider whether any amendments to the Council Tenancy Handbook or related documents should be made to reflect the proposed new tenant statutory duties.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>New and existing landlord and tenant responsibilities are clearly set out in the housing management offer to residents living in higher risk buildings.</p> <p>Supporting the delivery of the offer will be more detailed operational practices which support staff in effectively enforcing rights and obligations. Regulations are awaited following enactment of the Building Safety Act 2022. A revised 'new tenant handbook' will be introduced following any new Regulations.</p> <p>Estate Regulations are to be developed in conjunction with Legal Services for consultation with Leaseholders. If implemented, they will assume the status of 'express lease conditions' and support the Council in 'levelling up' obligations between tenures to support a more uniform and robust approach to enforcement. Consultation with leaseholders in higher risk buildings is planned for Q2 2024/25</p>	Amber
9.3.5 ensure relevant tenants and leaseholders are aware of the new implied terms relating to building safety and consult on and implement new provisions for the Building Safety Charges in respect of costs incurred in connection with building safety measures.	<p>Consider amends to relevant leases to explicitly set out the new implied terms.</p> <p>Introduce the new Building Safety Charge in accordance with the new Schedule 2 of the Landlord and Tenant Act 1985 and update service charge procedures accordingly.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Leasehold charges are referenced in the housing management offer.</p> <p>The proposals within the Building Safety Bill associated with leasehold accounting and charges were 'watered down' following the enactment of the Building Safety Act 2022. Leaseholders will be updated on the extent of charges which can be passed on and the statutory safeguards which are in place once Regulations are issued.</p>	Amber

Action Plan: Establish systems and share building safety information with the Regulator and others

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Establish systems and share building safety information with the Regulator and others					
<p>10.4.1 During the design and construction phase:</p> <p>(a) As a client, take all reasonable steps to ensure that the Principal Designer or Principal Contractor:</p> <p>i. Before the construction phase begins, establishes, and thereafter operates and maintains an effective Mandatory Occurrence Reporting System to enable those on the site or in the building to report safety occurrences to the Duty holder(s).</p> <p>ii. Takes reasonable steps to ensure that those on the site or in the building know how to use the Mandatory Occurrence Reporting System and can identify which safety occurrences to report before they start work or enter the site; and</p> <p>iii Reports certain safety occurrences to the Regulator within the prescribed timescales.</p> <p>iv. Ensures an appropriate frequency of inspections for safety occurrences throughout the construction phase.</p> <p>(b) As a Principal Designer or Principal Contractor, we will take responsibility for the duties set out in paragraphs 10.4.1(a);</p> <p>(c) As a client, submit key building information to the Regulator and others in accordance with regulatory requirements.</p>	<p>Establish a Mandatory Occurrence Reporting System in cases where the Council will be the Principal Designer or Principal Contractor. Train staff to identify when and how to use the system.</p> <p>Embed procedures to report "key building information" to the Regulator in accordance with The Building (Higher-Risk Buildings) (England) Regulations [2022]. There will be prescribed information (listed in those regulations) which must be uploaded to the Regulator's online portal and shared with others before the occupation period begins.</p> <p>Where the Council is the Client and other persons take the role of Principal Designer or Principal Contractor, consider what the Council will need to assure itself that the Principal Designer or Principal Contractor can comply with the Mandatory Occurrence Reporting Requirements.</p>	Directorate of Place – Capital works and Building Safety	2022-2025	<p>Update August 2023</p> <p>A Principal Designer and Principal Contractor are appointed for all construction applicable projects in accordance with the Construction Design and Management Regulations 2015. Any mandatory occurrence reporting required by law will be undertaken and systems set up for its use and any relevant reporting to the Regulator. Principal Designers and Principal Contractors shall be responsible for their duties as set out in legislation and any contractual requirements.</p>	Amber
10.4.2 Introduce and comply with a system of voluntary reporting of information about building safety to promote a positive culture within safety management systems.	Once further regulations are issued, review current procedures, and amend as necessary so there are clear processes for when and how to voluntarily report certain issues to the Regulator.	Directorate of Place - Building Safety and ICT	2022-2025	New Regulations will be added to this document and circulated with all to implement to the correct areas. No additional regulations have been provided to date.	Green
10.4.3 During the occupation phase, we will establish, oversee, and comply with a Single Mandatory Occurrence Reporting System and process, capture and report certain fire and structural safety issues to the Regulator.	<p>Establish a Mandatory Occurrence Reporting System, to be operated by the Building Safety Managers. This is likely to require new information systems.</p> <p>Deliver training to all those whose role means they may need to make a report.</p>	Directorate of Place - Building Safety and ICT	2022-2025	<p>There is no requirement for a Building Safety Manager who would manage this action. Under Review with the Building Safety Advisor.</p> <p>Comments from the HSE website:</p> <p>Provide an overview of your organisation's mandatory occurrence reporting system, as defined in the legislation. Include:</p> <ul style="list-style-type: none"> how this has been communicated to, and arrangements for liaison with, other accountable persons the arrangements for reporting required occurrences to BSR 	Green

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
Establish systems and share building safety information with the Regulator and others					
				<ul style="list-style-type: none"> a summary of any reports in the period since the building safety case was last submitted to BSR. If this is your first assessment, cover the period since the duty came into effect. The summary should include any learning points or remedial actions identified from the incident 	
<p>10.4.4 As the Client for any HRB work and also during the occupation phase, take the lead responsibility for coordinating the golden thread of safety information for the building, keeping it updated, ensuring it is accurate and accessible and meeting our responsibilities in providing golden thread information to other parties.</p>	<p>Make arrangements for an electronic system/ facility to be created and maintained by the Client (or someone on their behalf) for the purpose of holding the golden thread information. The exact requirements for the golden thread are yet to be published by the Government but its policy intentions are set out in "Building Regulations Advisory Committee: golden thread report."</p> <p>As the Client, develop procedures for handling this over to the relevant person in occupation so that building owners have to hand well-documented and accurate evidence of their risk assessments and safety arrangements, as well as the documentation supporting these. In many cases, this is likely to be one department in the Council handing over information to another.</p> <p>Develop procedures for persons involved with the higher-risk buildings to maintain any golden thread information in the electronic system.</p> <p>Develop procedures to ensure the required information is stored on the facility and uploaded within the required timescales and that the system is kept up to date.</p>	Directorate of Place - Building Safety and ICT	2022-2025	<p>Electronic system are in progress.</p> <p>Building Safety update: The below documents have been created and will be hand delivered by the high-rise tenancy officers to ensure everyone has received and understood</p> <p>Building Safety pack for tenants- 6632 - LBH - Resident Fire Safety Information Pack - Phase One - Sutcliffe House (Flat Type 1A).pdf</p> <p>Stay Put Policy document- Draft Stay Put Policy Housing High Rise Blocks January 2023 (1).pdf</p> <p>Fire Doors Policy document - Fire Doors Residents Informaion - High Rise - Jan 23 v1.pdf</p> <p>Building Safety case- SC- Fairlie House V3 .docx (sharepoint.com)</p>	Green



FIRE DOOR INFORMATION FOR RESIDENTS

Fire Doors are a vital part of your building's 'passive fire resistance' – this is a blanket term for measures 'built-in' to your home and the building it is situated in that are designed to stop fires from spreading.

What are fire safety doors and their role?

Flat entrance doors form an integral part of a protected box or fire compartment. They are one of the most important features of a building's fire precautions and have two key functions:

- to stop a fire inside a flat spreading to the communal parts of the building and preventing residents from escaping via the corridor or staircase
- to stop a fire in the communal areas of a block spreading into a flat where residents may be sheltering until the fire and rescue service arrives

Fire doors to stairways and lobbies and in communal corridors are designed and positioned to keep communal areas free from fire and smoke. These areas can then be safely used by residents and who might need to leave the building during a fire. They also assist the fire and rescue service during firefighting operations.

Your building operates a "stay put policy." It is therefore especially important that all flat entrance doors can prevent a fire spreading throughout the building.

The Council, as your landlord and building manager, has several statutory duties in connection with fire doors. The two key duties are set out below:

- It must provide information to all residents in connection with fire doors and
- It must undertake routine checks of fire doors to ensure that they are operating correctly and can fulfil their intended purpose.

What the Law Requires

The Regulatory Reform (Fire Safety) Order 2005 (as amended) and The Fire Safety Act 2023 requires that there are suitable fire precautions in place to ensure that the common parts are safe to use as a means of escape in the event of fire. The appropriate fire precautions are determined by carrying out a fire risk assessment.

The Council has undertaken Fire Risk Assessments of your building which enables it to deal with and manage all risks identified.

One of the most important measures to safeguard the means of escape from fire are fire doors. Our fire risk assessments have already identified the doors in question and, following a comprehensive door replacement programme, the Council are satisfied that the doors are adequate to resist the spread of fire and smoke into, or within, the common parts.

As with all fire safety measures, fire doors need to be kept in good working order and in good repair. Wear and tear can result in defects. Therefore, the Council must ensure that such defects do not undermine the ability of the doors to prevent fire and smoke spread.

Your responsibilities

Residents have a key role to play in ensuring that, if there is a fire in their flat, the flat entrance door presents as an effective barrier to the spread of fire and smoke into the common parts. You should not interfere with self-closing devices and ensure that any defects in the door receive prompt attention by reporting defects to the Council repairs team online to schedule a repair.

Fire Regulations require the Council as your landlord and building manager to inform you that:

- fire doors should be kept shut when not in use
- residents or their guests should not tamper with self-closing devices; and
- residents should report any fault or damage immediately to the Council's Repairs Service:
 - www.hillingdon.gov.uk/emergencyrepairs
 - www.hillingdon.gov.uk/non-emergencyrepairs
 - 01895 556600

Routine Checking of Fire Doors

The Council is committed to implementing the recommendations of the Grenfell Tower Public Inquiry in relation to routine checking of fire doors given their importance in ensuring the safety of residents.

The council will therefore:

- use best endeavours to check all flat entrance doors at least every 12 months. The council will need access to each flat so that the door can be checked on both sides. Arrangements will be made with residents in advance to carry out these checks
- carry out checks of any fire doors in communal areas at least every three months

- keep a record of the steps taken to check flat entrance doors including any case where access to a flat was not granted during any 12-month period. This will include the process of legal action where access is not granted to the Council for the purpose of survey and inspection., the steps you have taken to try to gain access.

Flat Entrance Doors

In relation to flat entrance doors the Council will:

- Check the resident has not replaced a fire-resisting flat entrance door with a new, non-fire-resisting door
- Ensure there is no damage to, or defects in, the door or frame that might affect the ability to resist the spread of fire or smoke
- Ensure there is an effective self-closing device. This is especially important. A fire door that does not close fully into its frame will not adequately hold back fire and smoke. It is important to check that the door will close fully into its frame when opened to any angle and allowed to close under the action of the self-closing device

Doors to stairways and lobbies and doors within corridors

These doors are subject to greater wear and tear and potential for damage compared to flat entrance doors. They must therefore be examined more regularly. While the Fire Safety (England) Regulations require that they be checked every three months, it is a simple matter for them to be monitored by the Council on an ongoing basis when any other checks in the common parts are carried out or the building is visited.

Some corridor and lobby doors might be held open on magnetic door hold-open devices. Such doors are linked to smoke detectors which would cause the door to close on activation.

Fire door checks are vital in making sure your home and the block in which you live is safe for residents. The checks are not a substitute for periodic assessment of fire doors by fire safety specialists. However, the simple fire door checks set out in this guide and the reports which residents raise with the Repairs Service will enable the council to proactively identify defects that prevent a fire door from doing its job and ensure they are swiftly rectified.

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High Rise Blocks Evacuation Strategy

‘Stay Put’ Policy

Following extensive fire safety upgrade work within your building, including new fire doors, smoke alarm systems, emergency lighting and the installation of a fire sprinkler system, your building is considered to be **LOW RISK**.

As your landlord and building manager, the Council’s guidance to all residents living in the building is to stay put unless your flat is being affected by fire or smoke. This guidance is based on the fire protection provided in your building. Although fires in flats do take place they rarely spread beyond the flat where the fire started. By staying put you reduce the risk of entering a smoky corridor unnecessarily and potentially being overcome by smoke.

What is the ‘Stay Put’ policy?

The **‘Stay Put’** policy encompasses purpose-built flats in buildings. Where residents are not in an area directly impacted by fire should stay inside their purpose-built flat with doors and windows shut.

When a fire occurs within your purpose-built flat, or in a common part of the building, you are advised to leave the premises and call the fire and rescue service.

Residents who are not directly affected by the fire should remain in their flat unless and until told otherwise by the fire and rescue service. Those residents who wish to leave are not legally required to stay put, but this would be contrary to the Council’s policy.

Why is it used?

There are several reasons why the **‘Stay Put’** approach has been adopted for your building as an evacuation process.

Firstly, where concrete floors and walls are used to construct homes along with compliant fire doors, it creates a protective ‘box’ or compartment against fire, ensuring that it is contained and enabling the fire and rescue service to have the time to extinguish the fire. Whilst concrete might be unsightly to look at, it has very good fire-resistant properties which limits the transfer of heat and provides structural integrity for longer periods of time.

Secondly, for firefighters to do their job safely and quickly, clear corridors and stairwells help significantly. If people can be kept safe from fire by the compartmentation of their individual flats, fire and rescue services can focus their efforts on extinguishing the fire without the immediate need for large scale evacuation or panic by residents.

The Council's clear guidance is for residents to stay put unless their flat is being affected by fire or smoke. This guidance is robustly supported by the active and passive fire protection provided in your building. By staying put you reduce the risk of entering a smoky corridor unnecessarily and potentially being overcome by smoke.

If you would like to discuss any aspect of the **stay put** policy to your building, please do not hesitate to contact your Tenancy Management Officer.



Building Safety Case

Building Name	Fairlie House
Construction date	1965-1974
Building Owner	London Borough Hillingdon- Place Building Safety team
Building Type	General Residential- High Rise
UPRN (Unique Property Reference Number)	RBL240618
Address	1-72 Fairlie House Pantile Walk Uxbridge Middlesex UB8 1LY
Block Assessment- Gov website	LOW
Report written Building Safety Officers	Michael Emmett – Alana Martin
Version	3: September 2023

Internal Sign off details			
	Name	Date	Signature
Principle Accountable Person	Gary Penticost	22/09/2023	
Accountable Person	Rod Smith	22/09/2023	

Underlined text is for information and will be removed for the final draft

This report is to show how and why the building is safe and of a good standard to ensure these are safe for residents living within the High-Rise Residential building.

All the information used to manage the risk of fire spread and structural safety. The safety case will need to report the current and ongoing safety of the building. All the things we do to stop or reduce the impact of fire spread and impact of structural failure. That we have the necessary measure in place to Prevent, Control and Mitigate the risks.

Last Review- September 2023

Next Review- September 2024

Building Information

Fairlie House comprises 9 floors above ground floor with 72 general needs flats. Each floor from level 1 to 9 has 8 flats per floor. There are 2 lower levels, -1 comprises of storage areas for the tenants and the water tank room and -2 is the basement that provide access to the bin store room, storage areas for tenants and brings you into the shopping centre basement. The basement is managed by the Pavillions shopping centre.

The building is constructed using precast concrete and features decorative panels made of Glass Reinforced Concrete (GRC), as well as a pebble dash render to all 4 facades. The ground floor of the building serves as the main entrance from the shopping centre and houses various facilities, including a main foyer with a sprinkler system panel, staircases and 2 lifts accessing all floors. No general needs flats are located on the ground floor, -1 and -2. A central staircase provides access to all floors, while two lifts serve all floors including -1 and -2. Chute rooms connect the upper floors to the bin store that is located in the basement. The lift motor room is situated on the flat roof.

This building is part of a larger complex, you can access the shopping centre and additional tower blocks these are controlled via secure fob entry. The building has a height of approximately 29 meters.

Building fire safety strategy

Stay put (Defend in place)

Occupancy

72 flats as of September 2023 this is broken down to 67 LBH (London Borough of Hillingdon) tenanted dwellings and 5 Leaseholders.

Block plan

Please see appendix A:

Construction and External Wall details

Date of construction between 1965-1974. The building construction is concrete and brickwork with two facades have GRC (Glass reinforced concrete) decorative over-clad panel and pebble dash render. The over clad system comprises a 40mm tissue faced Phenolic insulation board, this is bonded to the existing concrete facade with a trowel applied adhesive compound. The render incorporates a 10-15mm reinforced

Last Review- September 2023

Next Review- September 2024

mesh pebble dash finish. The windows across the building are all double glazed and were replaced in 1999.

Internal wall

Including internal wall construction and the paint covering fire rated class 0 Hubden paint throughout. Refuge store FD30s full 3rd part certificate fire doors, external ventilation wall.

Fire Doors Specification

The building is equipped with fully accredited third-party approved front entrance doors for all 72 residential units. These doors are specifically designed to prevent the spread of fire and smoke, providing a minimum of 30 minutes of fire resistance per door set. They have undergone comprehensive testing as complete fire door sets, and we possess the primary test evidence to support their effectiveness.

The installation of these doors has been carried out by Gerda TRADA trained engineers, ensuring proper expertise and adherence to safety standards. To further guarantee the quality of our fire doors, our direct labour organisation (DLO) has undergone TRADA training. This training enables them to assess fire doors and perform any necessary remedial work to a competent standard.

In addition, our tenancy officers have received fire door training in April 2023. This training equips them with the necessary knowledge to identify and report any defects or issues related to fire doors, ensuring that they are promptly addressed and maintained in optimal condition.

Communal Fire doorsets: Replaced in 2018

These fire doors undergo quarterly servicing conducted by our TRADA qualified repairs operative. Any necessary remedial work is carried out on-site whenever possible, and return appointments are scheduled to ensure that the fire doors are fully operational and meet safety requirements.

The fire doors play a crucial role in our horizontal escape routes. To enhance safety, all communal doorsets are equipped with vertical glazing. This feature allows individuals to view the compartmentation they are heading towards and assess whether it is safe to enter in case of an emergency.

Residents fire front entrance doorsets: Replaced in 2018

The front entrance doorsets of the residents undergo annual servicing by our high riser tenancy officers. Any required repairs are completed by our TRADA qualified repairs operative by scheduled appointments to ensure that the fire doors are fully operational and compliant with safety regulations.

Sprinkler system: Installed 2023

Last Review- September 2023

Next Review- September 2024

In 2023, the installation of a sprinkler system was completed at Fairlie House. Each dwelling within the building now has a sprinkler system installed in the kitchen, living room, and bedroom areas. The communal corridors are also equipped with sprinklers, but they are not installed within the escape staircase.

The sprinkler system is connected to an external generator for power supply. To ensure an adequate water supply, the system is connected to tanks that hold sufficient water reserves. These tanks are also connected to the main water supply of the building. Regular servicing of the sprinkler system is conducted every six months by our term contractor.

The sprinkler system panel is connected to a remote monitoring system. If the system is activated due to a fire, it will automatically notify the fire brigade. The sprinklers are designed to activate in the event of a fire, providing water to extinguish the fire and protect the affected area.

During the handover process, we conducted a walkthrough with the local fire brigade stations to familiarize them with the location of shut-off points and other relevant information. This ensures efficient coordination in emergency situations.

In addition to the LBH maintained sprinkler system, the Pavillions basement has a sprinkler system included to and this is extended into the 12 level storage areas and bin store room. This servicing is completed by the Pavillions contractors 6 monthly.

Automatic opening vents (AOVs)

Fairlie House is equipped with automatic opening vents (AOVs) located within the communal areas. These AOVs are strategically positioned at the ends of the corridors, with 2 vents per floor. Each AOV (Automatic Opening Ventilation) is connected to an individual smoke detector within the communal areas. In the event of a fire, when the smoke detector is triggered, the AOVs will activate, providing ventilation and preventing the accumulation of smoke.

To ensure their proper functioning, the AOVs are serviced quarterly by our term contractors. Any necessary repairs are promptly undertaken to maintain their reliability and effectiveness.

In the upcoming financial year 2024-25, we are in the process of preparing tender specifications for the upgrade of the AOVs. This initiative aims to enhance the performance and capabilities of the ventilation system, ensuring optimal safety measures for the residents of Fairlie House.

Fire risk Assessments: Annual

At Fairlie House, we conduct fire risk assessments on an annual basis. These assessments thoroughly evaluate the fire safety measures and identify any areas that require improvement or attention.

Last Review- September 2023

Next Review- September 2024

Electrical: Later and rising mains replaced in 2021 and LD1 and consumer units in 2022-23

We have successfully replaced the lateral and rising mains, resulting in improved fire safety, efficiency, and reliability within the building, these were replaced in 2021. As part of ongoing upgrades, fire rated consumer units have been installed in individual tenanted dwellings, further enhancing safety measures.

In addition to fire rated consumer units to tenanted properties, we have also taken additional precautions within both tenanted and leasehold properties. LD1 fire upgrades have been implemented, which include heat or CO2 detection systems installed in all rooms, apart from the bathroom. This decision was made following a consultation with the London Fire Brigade and in consideration of the sprinkler system installation.

The purpose of this additional detection is to provide localized smoke detection that can alert the tenant to a fire before the sprinkler system is activated.

These measures collectively aim to provide early warning and enhance fire safety within the building, ensuring the well-being and protection of the residents.

Lifts: Replaced 2023

There are 2 lifts within Fairlie House that were replaced to BS EN81:73 in 2019. They serve all floors from ground to level 9. These are not firefighting or evacuation lifts, but the fire brigade can control the lifts via a firemans drop key. These undergo monthly servicing.

Security

Fairlie House is equipped with an access control system that regulates entry to the main entrance door. Additionally, a CCTV system has been installed both 10 externally and 3 internal within foyer area. In addition to this we have roof hatch cameras and 2 cameras locates on the roof. This system was implemented and is connected to a control centre located in the Civic Centre.

Communal areas

On the ground floor of Fairlie House, you will find the main foyer areas, this only provide access to the central stair case and the lifts, there is the sprinkler system panel and duplicated of the PIB box. On floor 1 to 9 within the communal areas there are shared bin cute rooms that are protected with FD30 fire doors. From level 4 you can gain access over to a shared rooftop garden areas, this is only shared with LBH tower block The Goulding's. In addition to the garden room there is a lounge room that is accessible for the sheltered scheme tenants within the Goulding's. On -1 level there

Last Review- September 2023

Next Review- September 2024

are storage areas that are allocated to a tenant for use -2 level provides access to the basement and parking areas. There is an additional escape route from level 1, this bring you out into open air on the roof of the shopping centre, following the green floor this will bring you to the granges car park that provides residents with 3 escape routes to follow leading them to ground floor safety.

The bin chutes in the building have their own fire doors for additional protection. These fire doors are communal and are designed to provide a minimum of 30 minutes of fire resistance. This helps to contain any potential fire incidents within the designated areas and prevent the spread of fire throughout the building.

Assembly point- Please see appendix B: Location in green.

Fire Risk Assessment Prioritisation Tool: Tire 5 (Very Low)

In line with government guidelines and collaboration with the National Fire Chief Council, we have employed the Fire Risk Assessment Priority Tool to evaluate fire risks. After conducting the assessment, Fairlie House has been assigned a score of 5, placing it in Tier 5 as a category of Very low risk. It should be noted that the lower the score, the lower the risk within the building.

Risk assessment of occupants

From the month of August 2023, we currently have 9 residents who fall under Category 1 and would require immediate evacuation assistance. This category includes individuals who require rescue by 3 or more fire fighters, need additional equipment (e.g., bariatric person, wheelchair users, stretcher users), or require medical assistance.

Additionally, we have 1 residents who fall under Category 2, necessitating assistance from 2 or less fire fighters. In this category, no additional equipment is required, and it encompasses individuals with conditions such as visual impairment, hearing impairment, or cognitive impairment. However, these residents are still mobile.

We conduct a quarterly review of these categories and their associated residents through our High-Rise Tenancy Officers. For further details, please refer to Appendix C.

Fire Signage

At Fairlie House, we have implemented Wayfinder signage on each floor within the escape staircase, indicating the floor numbers. To further enhance this system, we have placed orders for additional signage that will indicate the flat numbers on the Wayfinder signage. These new signs are scheduled to be installed by March 2024.

In addition to the Wayfinder signage, we have green fire signage strategically placed on each floor, guiding residents to the nearest fire escape routes. Furthermore, on

Last Review- September 2023

Next Review- September 2024

every floor, we have prominently displayed signs stating, "do not use lift in even on a fire" and "keep closed fire door" on all communal doors. These signs are regularly reviewed during the weekly walkabouts conducted by our high-rise tenancy officers. If any signage is found to be damaged, defaced, or removed, it is logged, and repairs are promptly carried out. As part of our ongoing improvement efforts, we are gradually replacing the glue-based wall attachments of the signs with secured fittings. This replacement process will be completed by the end of October.

Emergency Lighting: Installed in 2018

To ensure the safety of residents in the event of a fire or mains failure, we have installed an intelligent emergency lighting system in all communal areas of Fairlie House. This includes the staircase, bin chute rooms, boiler plant rooms, lift motor rooms, and water tank rooms. This system provides 9 hours of emergency lighting, illuminating the escape routes and ensuring visibility for both the London Fire Brigade (LFB) and tenants who may need to evacuate the floors. The system is installed using fire resisting cable and incorporates a remote monitoring feature. Any defects are promptly reported to us, and we are immediately alerted when the system switches to emergency lighting mode.

Fire Brigade Access

Fairlie House has a secure information box located outside the main entrance. This box contains detailed floor plans of the building, including the locations of the shut-off switches for the sprinkler system. Access to the plant rooms is restricted and can only be obtained through the Gerda master key system, which is carried on every fire tender. The information box also contains key contact information for authorized contractors and emergency repairs outside of regular hours. Additionally, it includes a record of tenants who may require assistance from the fire brigade to evacuate the building, categorized into Cat 1 and Cat 2. The floor plans and details of the external wall system have been uploaded to the London Fire Brigade's online portal. The main entrance is easily accessible to the fire brigade without any obstructions.

Dry Risers

Fairlie House is equipped with dry risers on each floor, starting from the 1st floor. These risers are serviced alternately in wet and dry conditions every 6 months. The inlet valve is conveniently labelled and located in close proximity to the entrance doors in the basement.

Lightning Protection

A lightning protection system made of copper has been installed on the external walls of Fairlie House. This system undergoes regular servicing by our contracted term contractors every 11 months, following the guidelines set by BSEN62305 to ensure compliance. The lightning protection system plays a crucial role in providing low-resistance paths to earth for lightning currents, redirecting them safely to the ground. This is essential in preventing a fire in the event of a lightning strike. Any necessary

Last Review- September 2023

Next Review- September 2024

remedial work identified during the 11-month servicing is promptly carried out to maintain the system's effectiveness.

Gas

All flats within Fairlie House are connected to the communal gas supply. They operate a 24 hour call out service for any break downs. The boiler room is located within the basement of the larger complex.

Gas and electrical L/H certification

We are currently seeking to align aspects of compliance between tenants and leaseholders to ensure a uniform approach across all tenures / occupation arrangements in our high-rise blocks.

Management of Building

The Housing Management Service, in conjunction with residents, have developed and implemented a Housing Management Offer across the Council's high-rise building portfolio. This offer has introduced:

- A more intensive approach to housing management with two dedicated Tenancy Management Officers as a key point of contact who are well trained with appropriate levels of management oversight to ensure they are doing the right thing at the right time to the expected quality threshold
- Regular inspections of the shared areas of the building in addition to a regime of property inspections and flat entrance door checks
- Improved levels of customer insight gathered on the occupiers of 'higher risk buildings' to ensure that any presenting risks can be managed and mitigated
- Changes to the Council's Approved Social Housing Allocation Policy to restrict access to new tenants who cannot self-evacuate from the building within a reasonable timeframe and the assessment and move-on of existing tenants who are unable to meet this threshold
- A structured approach to engaging with residents on building safety matters and building safety decisions linked to a resident engagement strategy which seeks to encourage participation in the management of the building and improve the effectiveness of communication with all occupiers who are aged 16 years or over
- Clear guidance for 'staying put' and carrying out partial or total evacuation of the building following direction by the fire and rescue service
- Awareness of the rights and obligations of all households who reside in 'higher risk buildings' including tenants, resident leaseholders and those who rent their home from a leaseholder

Last Review- September 2023

Next Review- September 2024

- The concept of a social contract between the Council and all occupiers of high-rise buildings which not only sets out the Council's responsibilities, but the obligations placed on residents to ensure they are 'fire aware' and 'fire safe'
- Greater levels of financial and safety related prescribed information to tenants and leaseholders including tenants exercising their Right to Buy and to prospective leaseholders who are looking to purchase an existing leasehold interest in a high-rise building
- Establishes and documents a clear list of building safety costs which the law says can be passed onto leaseholders alongside the statutory protections regarding such costs
- Establishes a new Complaints system dedicated to 'high rise living' and building safety concerns

Taking a 'whole building approach' to fire safety necessitates the need to be more transparent, develop new relationships and improve existing ones with every household across the 10 high-rise buildings. The Council is committing to more contact with residents, more inspections, more information sharing and improved channels of communication. The Council knows that the people living in our high-rise blocks are our greatest source of intelligence about the buildings and must be listened to. Within its Housing Management Offer the Council is keen to 'get the balance right' between safety, intrusion, and cost.

Caretaking is on site 5 days a week and report any defects and clear/report communal areas. This includes weekend bin rotation.

Residents Fire Safety Packs

We have provided customized information packs to all residents, containing crucial details about key areas within their building. The purpose of these packs is to ensure that residents are aware of the safety features in their building, giving them confidence and encouraging them to report any damages they may notice. Each pack is specifically tailored to the corresponding block and includes key contacts for reporting concerns, specific escape routes from each flat, block-specific details, advice on appropriate actions during emergencies, instructions regarding the "stay put" policy, and information about fire doors.

Electrical charging in communal areas

It is strictly prohibited to store any items, including charging mobility scooters and e-bikes, in the communal walkways. The responsibility for managing and monitoring this policy lies with the high-rise tenancy officers, who conduct weekly walk rounds to ensure compliance.

Last Review- September 2023

Next Review- September 2024

Ongoing maintenance

We maintain internal records of safety inspections and maintenance performed on shared systems. These records are diligently kept providing evidence of compliance history.

Servicing Area	Intervals	Term Contractor or in house repairs
Emergency Lighting	Monthly servicing and 6 hours drain down annually	Remote monitoring testing completed
Fire Risk Assessment	Annual	Term Contractor
Automatic Opening Vents	Quarterly	Term Contractor
Fire Extinguishers	Annual	Term Contractor
Dry Risers	6 Monthly	Term Contractor
Lightning Protection	11 Month	Term Contractor
Sprinkler System	6 Monthly	Term Contractor
EICR- Communal and dwelling	5 yearly	Term Contractor
Passenger Lifts	Monthly	Term Contractor
Ventilation	6 Monthly	Term Contractor
Communal Fire Doors	Quarterly	In house repairs team
Front Entrance Doors	Annually	High Rise Tenancy Officers
Gas	Annually	Term Contractor
CCTV	6 Monthly	Term Contractor
Asbestos	Annual	Term Contractor

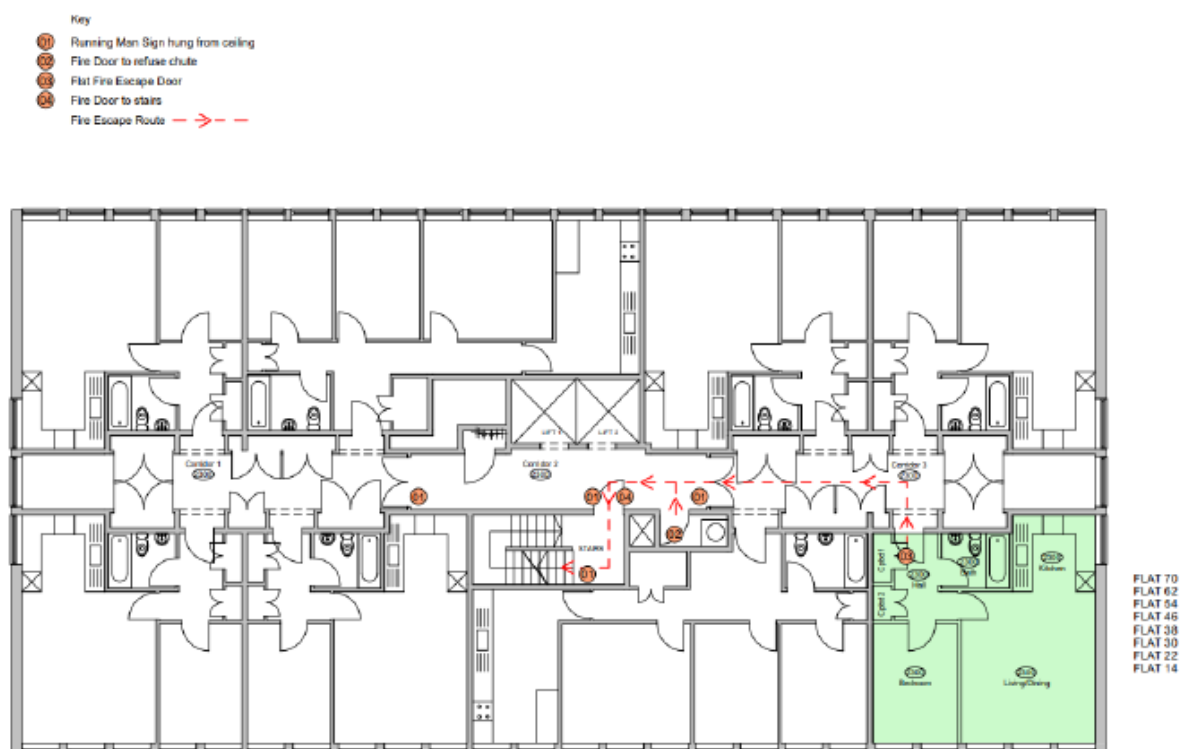
Continual improvements:

Building safety is a continuous process that requires regular review and prompt adaptation. We have implemented a yearly planned review to ensure that any necessary updates are made promptly. In the event of any changes, this document will be urgently updated with all relevant information.

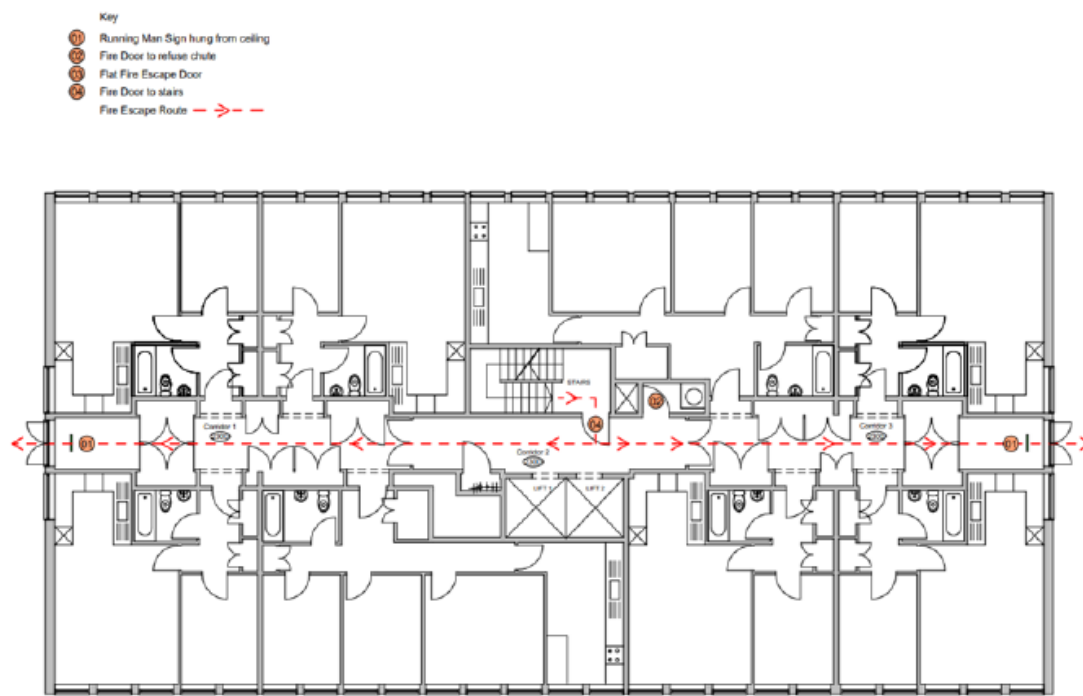
Last Review- September 2023
Next Review- September 2024

Appendix A:

Will be added following the receipt of the resident fire safety packs



Last Review- September 2023
Next Review- September 2024



01 Fire Escape Route First Floor
1:100

Appendix B:

Site location plan and assembly point in green.

Last Review- September 2023
Next Review- September 2024



Appendix C:

Last Review- September 2023
Next Review- September 2024

Cat 1 Red- Person requiring rescue by 3 or more fire fighters and/or additional equipment e.g. bariatric person or wheelchair user or requires stretcher or medical assistance.

Cat 2 Orange - Person requiring rescue or evacuation by 2 or less fire fighters with no additional equipment required. e.g. visual impairment, hearing impairment or cognitive impairment but mobile.

9th Floor	65	66	67	68	69	70	71	72
8th Floor	57	58	59	60	61	62	63	64
7th Floor	49	50	51	52	53	54	55	56
6th Floor	41	42	43	44	45	46	47	48
5th Floor	33	34	35	36	37	38	39	40
4th Floor	25	26	27	28	29	30	31	32
3RD Floor	17	18	19	20	21	22	23	24
2nd Floor	9	10	11	12	13	14	15	16
1st Floor	1	2	3	4	5	6	7	8
Basement		Electrical intake Room						



RESIDENTS FIRE SAFETY INFORMATION PACK



Flat Type 1
Flat No. 3
Fairlie House
Pantile Walk
Uxbridge
Middlesex
UB8 1LR

Issued: January 2024

Rev: 0

Risk Rating: **LOW**

This building is considered to be a low risk.

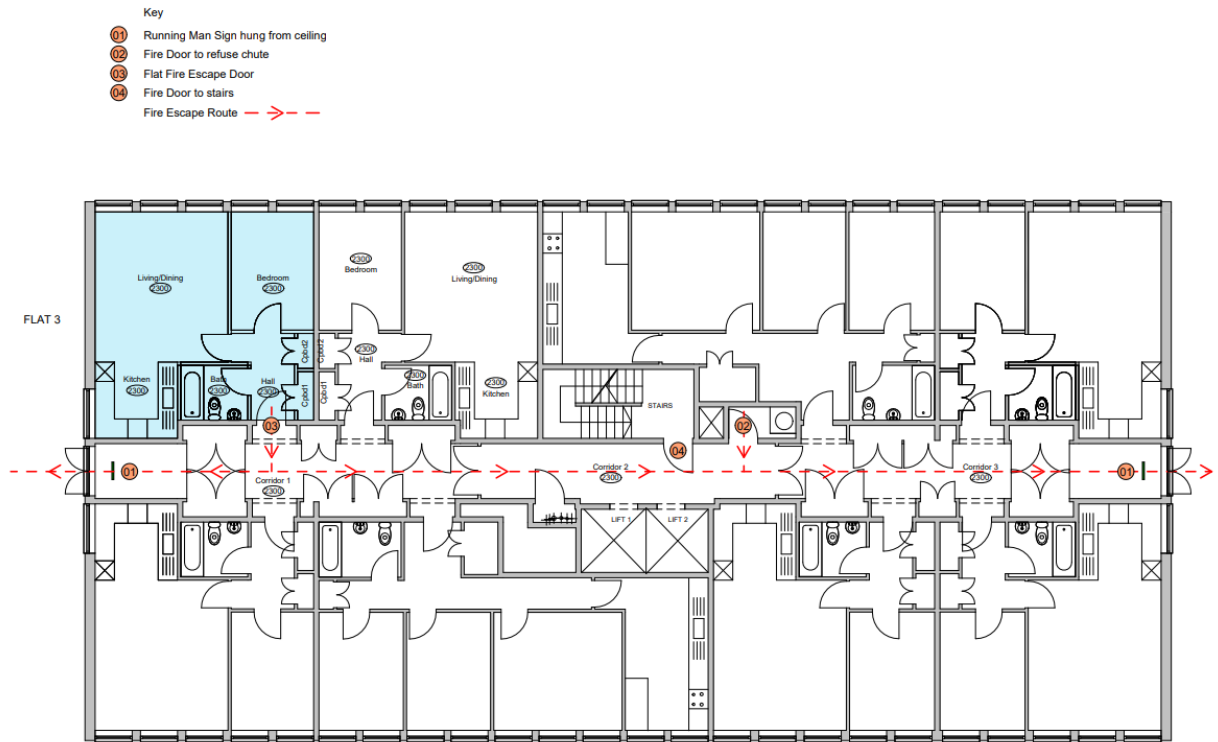
THE CONTENTS OF YOUR PACK

Section PageNo.

0.	4.	CONTACTS This section will give you information on who to call for advice or to report a Fire Safety issue.
1.	5.	INTRODUCTION Here we will explain the purpose of the Fire Safety Information Pack and why it is important that you read the contents.
2.	6.	YOUR ESCAPE ROUTES We have provided specific information on how to make your way out of your home and block to a place of safety away from the building.
3.	10.	YOUR BLOCK & YOUR HOME – SKEFFINGTON COURT We have provided information within this section of the Fire Safety measures that you can find within your block and within your home.
4.	16.	ADVICE ON WHAT TO DO AND WHAT NOT TO DO No information pack would be complete without a Do's and Don'ts section. We have given some examples of potentially harmful practices that are common in a lot of blocks.
A1.	18.	APPENDIX 1 – BUILDING RISK RATING Gov.uk Fire Prioritization Tool
A2.	19.	APPENDIX 2 – RESIDENTS STAY PUT POLICY See Details
A3.	22.	APPENDIX 3 – FIRE DOOR RESIDENT INFORMATION See Details

FLAT TYPE 1

FLAT NO. 3



01 Fire Escape Layout FF Flat Type 1
1 : 100

RESIDENTS FIRE SAFETY INFORMATION PACK

SECTION 0 - CONTACTS

If you have any queries or concerns relating to Fire Safety help is available from a number of sources. Equally, if you see something within your block that you feel compromises your safety please let us know.

London Borough of Hillingdon

Fire Safety Team hhs-firesafety@hillington.gov.uk

London Fire Brigade Tele: 02085 551200 Email: info@london-fire.gov.uk

Tenancy Contact Details www.hillingdon.gov.uk/chase-tenancy-management

LBH Repairs www.hillingdon.gov.uk/non-emergencyrepairs

Emergency Repairs www.hillingdon.gov.uk/emergencyrepairs

HHS hhs-housingrepairs@hillington.gov.uk

For further information on the London Fire Brigade and General Fire Safety, please refer to the London Fire Brigade's website. (<http://www.london-fire.gov.uk/FireSafety.asp>)

RESIDENTS FIRE SAFETY INFORMATION PACK

SECTION 1 - THE INTRODUCTION

This Resident Fire Safety Information Pack contains some extremely valuable information relating to the Fire Safety measures both in your block and within your home and in compliance with the Fire Safety Act 2022 and Fire Safety Regulations 2023. We encourage you to take time to read all the contents.

The purpose of producing this Pack is to provide you with as much information as possible in helping you become more aware of the various Fire Safety measures that exist within your block and within your home. We have also provided information on measures that you can adopt to ensure that yourself, your family, and your neighbours are kept safe and secure and are aware of what you need to do in the event of a fire in the building.

We have included information on Fire Safety measures within your home. This includes your detection systems, fire doors and escape routes. We explain what the hazards are within your home and tips on checks you can make to reduce the risk of a fire breaking out.

You will also find information about your block including the equipment and construction materials that exist to ensure that if a fire does break out it is contained in the area where it started. If you need to evacuate the building, we have provided detailed instructions of your escape route(s) in both graphic and text formats.

Not everyone takes Fire Safety seriously and we have added examples of hazardous practices that could hamper residents needing to escape and emergency services trying to fight a fire and assist evacuation.

If you require any further information on issues regarding Fire Safety, we have included a number of contacts that you can call or email who will help you with any query you may have.

Hillingdon Council have an in-house Fire Safety Team with a primary role to ensure Fire Safety. These involve visiting buildings and assessing various aspects of Fire Safety, possible sources of fire and checking escape routes. Fire Risk Assessments are required to cover the communal areas in a block and not the inside of each individual property. The Fire Risk Assessment is updated and reviewed as part of a programme of inspection dependent on the overall risk.

The Hillingdon Fire Safety Team also advise, assist and train Hillingdon staff, residents and attend evening tenant and residents' meetings when required.

The Hillingdon Fire Safety Team work closely with the London Fire Brigade to ensure compliance is being met across the Hillingdon stock.

RESIDENTS FIRE SAFETY INFORMATION PACK

SECTION 2 - YOUR ESCAPE ROUTES

This block has been built to protect residents in the event of a fire and operates a stay put policy in the event of a fire unless the fire is in your property, so do not automatically assume you must leave your flat. The emergency services will decide whether the building needs to be evacuated. If it does, use your front door & stairs.

Basic advice:

- Familiarise yourself with the escape route(s) from your flat before an emergency. All residents and visitors must use a staircase to escape (NEVER A LIFT).
- Keep all emergency access routes clear; your life or those of your family and neighbours could be endangered if you do not.
Large plants, furniture, electrical charging equipment, bikes, mobility scooters etc., or other belongings should not be stored in escape routes for this reason.
- If the fire is in your flat:
 - DO NOT stay to fight a fire.
 - Evacuate everyone from the flat.
 - Close all doors behind you.
 - Call the Fire Brigade (999) when safely away from the building and when it is safe to do so.
- If you detect a fire in another part of the building:
 - Stay in your flat unless evacuated by the emergency services.
 - Call the Fire Brigade (999).
 - DO NOT tackle the fire yourself.
 - Close all doors & windows to restrict the spread of smoke.
 - If you become affected by heat or smoke, leave your flat as described above.
 - IF IN DOUBT GET OUT!!!

YOUR ESCAPE ROUTES

If, and only if, fire and smoke is affecting you or your home, you should evacuate the premises immediately. Make your way to the stairwell as soon as possible, exit the building and remain a safe distance from the fire/building. Never attempt to use the lift if you are aware that there is a fire in the building.

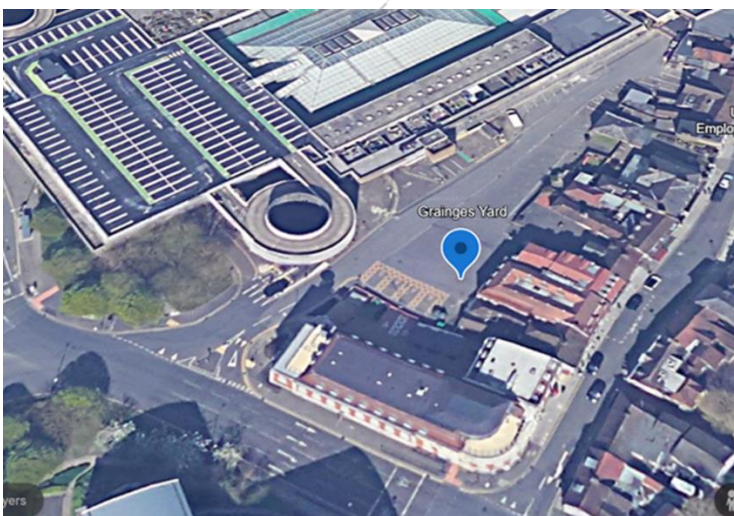
Your means of escape route is shown on plan at Page 3.

Please have a look at the floor plans on Page 3 and follow the directions on the plan so that you are aware of your escape route. You have been issued with the appropriate pack for your floor and building.

In all cases, in the event of evacuation, you should leave your flat by the front entrance door and proceed to the Fire Exit at either end of your floor as shown on the floor plans above. Once outside follow the green signs with arrows, like this:



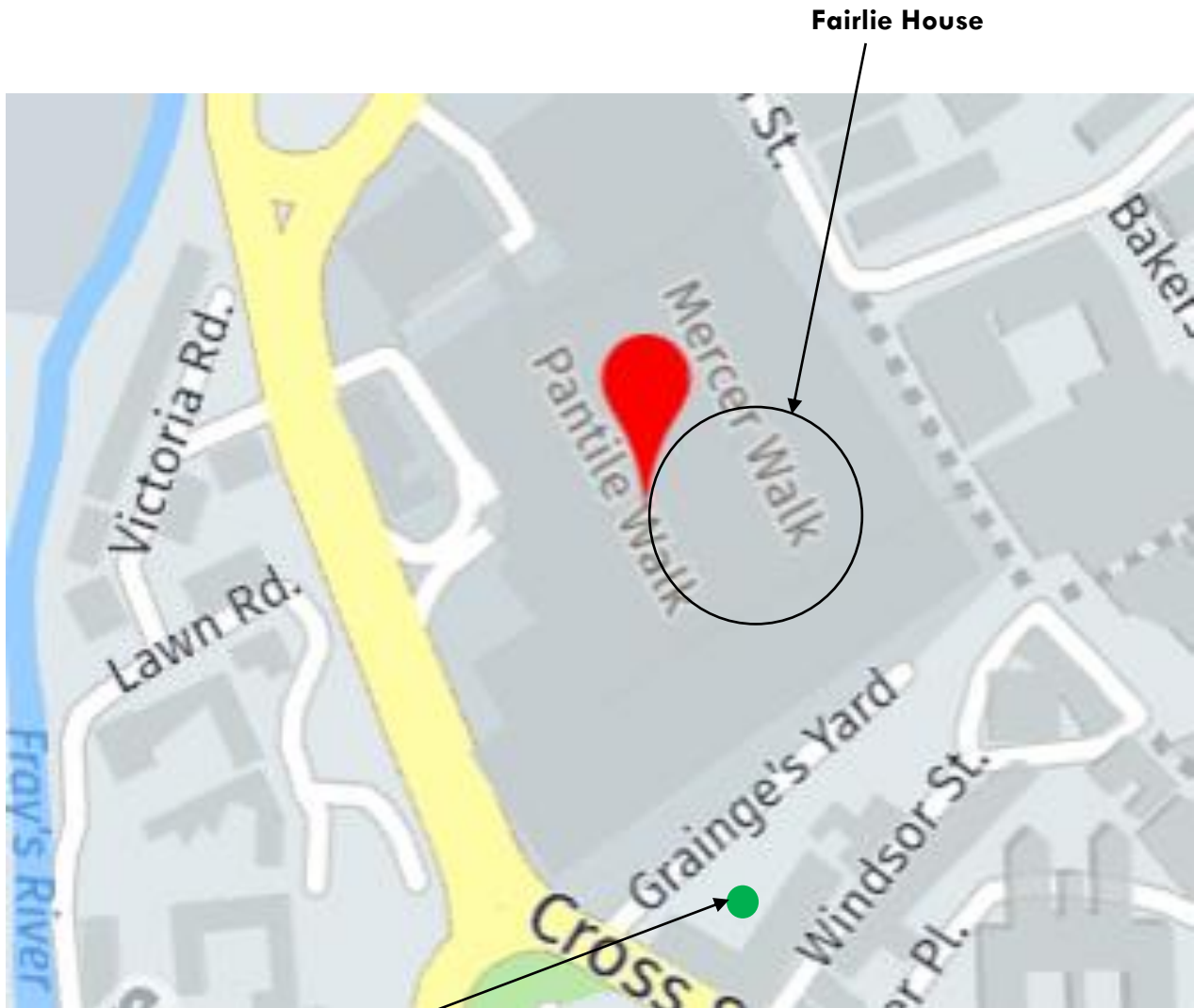
Follow the arrows on these signs through the Grainges Car Park, keeping to the pedestrian foot path, down the stairs, to Grainges Yard. **DO NOT ENTER THE SHOPPING PRECINCT**



The fire escape routes are vitally important to your safety and that of everyone in the building, and so must be kept clear at all times.

Site Location Plan – Fairlie House

Assembly Point



Fire Assembly Point

RESIDENTS FIRE SAFETY INFORMATION PACK

SECTION 3 - YOUR BLOCK AND YOUR HOME

YOUR HOME

Your home was designed as a fire compartment. This means that all four walls, the ceiling and floor were constructed to provide at least 60 minutes protection from fire and smoke. Unless a fire starts in your home it should remain unaffected by smoke or fire for at least 60 minutes during which time the emergency services will either deal with the fire or instruct you to leave your home. If a fire starts within your home, it should be contained there for the same length of time, however, you should evacuate immediately. (See Appendix 2 for further details). Some of the Fire Safety Measures in your home are detailed below.

Detection/Warning	Mains powered automatic smoke detectors with battery back up are installed within your home. In kitchens a heat detector rather than a smoke detector is installed. Heat detectors are installed in kitchens to reduce the number of 'false alarms' caused by frying, grilling or toasting food. Detectors should be interlinked so that if one detector is triggered, the alarm sounds in each & every alarm location. Remember to test your alarm on a weekly basis.
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Flat Entrance Door Fire Door	Your Flat Entrance Door (FED) is a fire door. It is self-closing and has strips and seals that will prevent smoke and flames from entering the protected escape route if your flat is on fire. It will also prevent smoke and flames from entering your flat from the Protected Escape Route. It is therefore vitally important that if you have to leave your flat, as a result of a fire, that you ensure the door latches shut behind you. In addition, DO NOT make alterations to your door such as fitting extra locks and cat flaps, as this will compromise your safety. DO NOT store electrically charged items, such as mobility scooters, electric bikes etc., within your entrance hallway, as these are a potential source of fire. See Appendix A3.
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RESIDENTS FIRE SAFETY INFORMATION PACK

SECTION 3 - YOUR BLOCK AND YOUR HOME

YOUR BLOCK

Your block contains many safety measures that have been introduced both when the block was built and subsequently, this section intends to let you know what these measures are and the role they play in protecting residents from the effects of fire and smoke.

Emergency Lighting	<p>These are lights that are provided in the protected escape routes and in the event of the electricity failing they will stay lit and guide you along the escape route and out of the building.</p> <p>Generally, there are two types of emergency lighting. Some will not normally be lit but will have a small green or red light that indicates they are working. If the electricity fails, they will illuminate. The other type remains lit and are on a protected circuit so even if the electricity is cut, they will remain lit.</p>
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Dry Risers	<p>A Dry Riser is used by the Fire Brigade to get water to the floors of high-rise blocks. On the ground floor there is a Dry Riser Inlet that the Fire Brigade connect their hoses to, and water is pumped up the vertical pipe to each floor. The fire-fighters connect up to the outlet to fight the fire on each floor.</p> <p>Dry Risers Inlets must have fire engine access within 18 metres of the dry riser inlet so this area must be kept clear at all times.</p>
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Protected Escape Routes	<p>The protected escape routes are designed to allow for residents from all parts of the building to reach the outside without passing through a higher fire risk area. These routes are protected by materials that will provide a minimum of 60 minutes protection from fire and smoke and will enable residents and visitors to reach a place of safety should a fire occur in the block. All walls, floors and ceilings protect the route.</p> <p>It is vitally important that the protected routes be kept clear of obstructions & combustible materials, which could catch fire, so that residents evacuating the building do not trip over bags of rubbish or discarded furniture.</p>
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Fire Hydrants	<p>Fire Hydrants are found in the ground near your block. They are sometimes painted yellow but also are marked with 'FH' or 'Fire Hydrant'. Near to the hydrant on the wall there is a yellow 'H' plate.</p> <p>Obstructing a hydrant is an offence and you may be fined if convicted. Please remember to park considerately and away from any adjacent hydrants.</p>
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Fireman's Lift Control	<p>If a fire breaks out in your block and the Fire Brigade are called it is likely that the electricity to the block will be switched off when they arrive. This means that the lift will not be operational. <u>It is imperative that residents do not use the lift when they are aware of a fire as they may become trapped in the lift.</u> The Fire Brigade however can control the lift for their own fire fighting purposes by using the control switch that you will find adjacent to the lift doors. REMEMBER – NEVER USE THE LIFT IF YOU ARE AWARE OF A FIRE.</p>
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Fire Exit Signs & Fire Action Notices

Fire Exit Signs are designed to identify the means of escape in the event of a fire. These have been strategically positioned throughout the common areas of your block to identify the direction of travel in the event of a fire occurring.

Fire Action Notices are designed to inform the occupants of the block what to do in the event of a fire. These have been strategically positioned throughout the common areas of the block.



ACCESS FOR EMERGENCY SERVICES

The Dry Riser Inlet to your block will look like the picture opposite. Do not park within 18 metres of the Dry Riser Inlet or over the Fire Hydrant.



FIRE ACTION NOTICES

The following is a breakdown of the guidance given in the Fire Action Notices and an explanation of what the advice means.

If you discover a FIRE anywhere in the building:

Discovery of a fire can be by:

- sight - seeing fire or smoke
- hearing (sound of burning, sound of alarm - mechanical or verbal)

Anywhere in the building can be:

- your own home or other homes in your block
- communal area cupboards and rooms
- staircase, corridors, etc
- basement or roof
- refuse system – waste chutes and bin chambers
- areas around (or close to) the external areas of the building

1. Raise the alarm by shouting “FIRE FIRE”

Attempt to alert others by shouting but don't expose yourself to danger by trying to make physical contact with neighbours.

2. If you are not in your own home or someone else's home in the building, evacuate the building immediately if it is safe to do so

- Attempt to leave the building by the most direct route that does not expose you to smoke or flames. REMEMBER – KNOW YOUR ESCAPE ROUTES.
- Exit the building and move to a safe distance away. If your route out of the building is blocked by smoke or fire, move away from the fire and seek refuge in a protected area as far away from the fire as possible. A protected area is a place that is free of fire and has at least one substantial wall and door between yourself and the fire. Avoid placing yourself in a confined space.

3. Telephone the Fire Brigade on 999

- Use a mobile phone or landline to contact the Fire Brigade (999), keep calm and follow the operator's instructions. Further advice on calling the Fire Brigade is available at <http://www.fireservice.co.uk/safety/dialling999>
- Remember! 999 emergency calls to the Fire Brigade are free of charge and can be made on a mobile phone that does not have any credit.

RESIDENTS FIRE SAFETY INFORMATION PACK

SECTION 4 – ADVICE ON WHAT TO DO AND WHAT TO AVOID

General Advice for Fire Prevention:

- Ensure a smoke alarm is fitted within the room/lobby (and landing where appropriate) opening onto the escape route.
- Do not use Calor gas or paraffin fires. Do not use electric bar fires where possible, instead use plug-in radiators with safety electric plugs.
- Do not block access points in your flat or the communal areas of your block.
- Do not use rooms for storage or as workshops.
- Do not smoke in the communal areas or escape routes.
- Do not overload electrical sockets, do not cover heating appliances or leave lit candles or heaters close to curtains or furniture.
- Ensure electrical equipment is regularly inspected & serviced.
- Common ignition sources which should not be used include; naked flames, sparks, portable heaters, barbecues, smoking materials, paper, batteries, combustible fabrics, plastics, paints, thinners, chemicals, flammable gases.
- Do not leave bicycle or scooter batteries, which are being charged, unattended.
- No barbecues of any type are allowed on balconies or within flats.

The following is some valuable Do's and Don'ts relating to Fire Safety measures in your block and within your home.

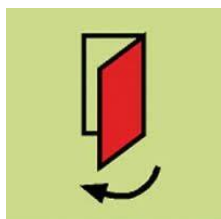
ESCAPE ROUTES...

- DO familiarise yourself with the escape route from your home & the communal areas (including any alternative escape routes).
- DO NOT block the escape routes. These must be kept clear at all times ☐
- DO NOT wedge/prop open any fire doors

IN THE EVENT OF A FIRE...



DO raise the alarm by shouting 'FIRE' and leave the building.



DO close the fire doors including your flat if you evacuate.



DO NOT use the lifts if you are aware of a fire.



DO use the stairs to leave the building.



DO call 999 but only when you are safely out of the building.



DO NOT smoke in the common areas of the building or the escape routes.

Some of this information has been produced from literature provided by the London Fire Brigade. For further information on Fire Safety, please refer to their website. (www.london-fire.gov.uk/FireSafety.asp)



APPENDIX A1 BUILDING RISK RATING

BETA This is a new service – your [feedback](#) will help us to improve it.

Fire Risk Assessment Prioritisation Fairlies House has been created.

Fairlies House

Score:
10

Priority: Tier 5 (Very Low)

You (the responsible person) should consider those duties in the FSO amended by the Fire Safety Act when you next review the fire risk assessment (as already required under the FSO).

You should not expect to be contacted by the Home Office.

APPENDIX A2

RESIDENTS STAY PUT POLICY

RESIDENTS - IF THE FIRE IS INSIDE YOUR HOME

If you are at home and discover a fire in your home

1. Evacuate the building closing your Front Door behind you
 - If the fire is behind a closed door do not attempt to open the door and do not attempt to tackle the fire.
 - If the door of the room in which there is a fire is open from the outside close the door if safe to do so.
 - Alert anyone else inside your home and leave by the nearest exit door of your home (that leads to a route out of the building) closing it shut behind you. REMEMBER – KNOW YOUR ESCAPE ROUTES.
 - Leave the building by the most direct route.
2. Remain a safe distance from the building and await the Fire Brigade
 - A safe distance from the building is a place where you will not be affected by smoke, flames or debris from a developing fire or where you may obstruct the passage of other evacuees or fire fighters.
 - When the Fire Brigade arrives, identify yourself as a resident and cooperate with their instructions.

RESIDENTS - IF THE FIRE IS NOT IN YOUR HOME

If the fire is in any other part of the building or grounds

1. 'STAY PUT' in your home unless you are directly affected by smoke or fire

Remain in your home unless the internal parts of your home are experiencing smoke or fire. Your home is designed to be a 'fire resistant' box that should offer you resistance against fire or smoke for a reasonable time during which the Fire Brigade will arrive and effect a rescue if necessary. If lots of people, try to evacuate the building at the same time (if not under the control of the Fire Brigade) it may cause panic or injury and affect fire fighting or rescue operations.

2. If you are directly affected by smoke or fire - evacuate the building closing your Front Door behind you

- a. Alert any other people you live with and leave by the nearest exit door of your home (that leads to a route out of the building) closing it shut behind you. REMEMBER – KNOW YOUR ESCAPE ROUTES.
- b. Leave the building by the most direct route.

3. Remain a safe distance from the building and await the Fire Brigade

- a. A safe distance from the building is a place where you will not be affected by smoke, flames or debris that may emanate from a developing fire or where you may obstruct the passage of other evacuees or fire fighters.
- b. When the Fire Brigade arrives, identify yourself as a resident and cooperate with their instructions.

If you do evacuate the building

DO NOT use the lifts

The lifts are not fireproof and may leave you trapped in the lift if the fire causes a power failure.

DO NOT stop to collect personal belongings

Collecting personal belongings will delay your evacuation and carrying belongings may hinder your own and other evacuees escape.

DO NOT re-enter the building until authorised to do so

During a fire fighting and rescue operation the Fire Brigade will take charge of the building. They will inform all evacuees if and when it is safe to re-enter the building. If you re-enter the building before you are authorised by the Fire Brigade you may put yourself in danger and obstruct fire and rescue operations.

A decorative diagonal line with a dashed center and solid outer lines, extending from the bottom left towards the top right.

APPENDIX A3

FIRE DOOR INFORMATION FOR RESIDENTS



FIRE DOOR INFORMATION FOR RESIDENTS

Fire Doors are a vital part of your building's 'passive fire resistance' – this is a blanket term for measures 'built-in' to your home and the building it is situated in that are designed to stop fires from spreading.

What are fire safety doors and their role?

Flat entrance doors form an integral part of a protected box or fire compartment. They are one of the most important features of a building's fire precautions and have two key functions:

- to stop a fire inside a flat spreading to the communal parts of the building and preventing residents from escaping via the corridor or staircase
- to stop a fire in the communal areas of a block spreading into a flat where residents may be sheltering until the fire and rescue service arrives

Fire doors to stairways and lobbies and in communal corridors are designed and positioned to keep communal areas free from fire and smoke. These areas can then be safely used by residents and who might need to leave the building during a fire. They also assist the fire and rescue service during firefighting operations.

Your building operates a "stay put policy." It is therefore especially important that all flat entrance doors can prevent a fire spreading throughout the building.

The Council, as your landlord and building manager, has several statutory duties in connection with fire doors. The two key duties are set out below:

- It must provide information to all residents in connection with fire doors and
- It must undertake routine checks of fire doors to ensure that they are operating correctly and can fulfil their intended purpose.

What the Law Requires

The Regulatory Reform (Fire Safety) Order 2005 (as amended) and The Fire Safety Act 2023 requires that there are suitable fire precautions in place to ensure that the common parts are safe to use as a means of escape in the event of fire. The appropriate fire precautions are determined by carrying out a fire risk assessment.

The Council has undertaken Fire Risk Assessments of your building which enables it to deal with and manage all risks identified.

One of the most important measures to safeguard the means of escape from fire are fire doors. Our fire risk assessments have already identified the doors in question and, following a comprehensive door replacement programme, the Council are satisfied that the doors are adequate to resist the spread of fire and smoke into, or within, the common parts.

As with all fire safety measures, fire doors need to be kept in good working order and in good repair. Wear and tear can result in defects. Therefore, the Council must ensure that such defects do not undermine the ability of the doors to prevent fire and smoke spread.

Your responsibilities

Residents have a key role to play in ensuring that, if there is a fire in their flat, the flat entrance door presents as an effective barrier to the spread of fire and smoke into the common parts. You should not interfere with self-closing devices and ensure that any defects in the door receive prompt attention by reporting defects to the Council repairs team online to schedule a repair.

Fire Regulations require the Council as your landlord and building manager to inform you that:

- fire doors should be kept shut when not in use
- residents or their guests should not tamper with self-closing devices; and
- residents should report any fault or damage immediately to the Council's Repairs Service:
 - www.hillingdon.gov.uk/emergencyrepairs
 - www.hillingdon.gov.uk/non-emergencyrepairs
 - 01895 556600

Routine Checking of Fire Doors

The Council is committed to implementing the recommendations of the Grenfell Tower Public Inquiry in relation to routine checking of fire doors given their importance in ensuring the safety of residents.

The council will therefore:

- use best endeavours to check all flat entrance doors at least every 12 months. The council will need access to each flat so that the door can be checked on both sides. Arrangements will be made with residents in advance to carry out these checks
- carry out checks of any fire doors in communal areas at least every three months
- keep a record of the steps taken to check flat entrance doors including any case where access to a flat was not granted during any 12-month period. This will include the process of legal action where access is not granted to the Council for the purpose of survey and inspection., the steps you have taken to try to gain access.

Flat Entrance Doors

In relation to flat entrance doors the Council will:

- Check the resident has not replaced a fire-resisting flat entrance door with a new, non-fire-resisting door
- Ensure there is no damage to, or defects in, the door or frame that might affect the ability to resist the spread of fire or smoke
- Ensure there is an effective self-closing device. This is especially important. A fire door that does not close fully into its frame will not adequately hold back fire and smoke. It is important to check that the door will close fully into its frame when opened to any angle and allowed to close under the action of the self-closing device

Doors to stairways and lobbies and doors within corridors

These doors are subject to greater wear and tear and potential for damage compared to flat entrance doors. They must therefore be examined more regularly. While the Fire Safety (England) Regulations require that they be checked every three months, it is a simple matter for them to be monitored by the Council on an ongoing basis when any other checks in the common parts are carried out or the building is visited.

Some corridor and lobby doors might be held open on magnetic door hold-open devices. Such doors are linked to smoke detectors which would cause the door to close on activation.

Fire door checks are vital in making sure your home and the block in which you live is safe for residents. The checks are not a substitute for periodic assessment of fire doors by fire safety specialists. However, the simple fire door checks set out in this guide and the reports which residents raise with the Repairs Service will enable the council to proactively identify defects that prevent a fire door from doing its job and ensure they are swiftly rectified.

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REVIEW FINDINGS: REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Anisha Teji – Democratic Services
Papers with report	Appendix 1 – Guidance on Policy Reviews Appendix 2 – Updated Scoping Report Appendix 3 – Minutes of previous meetings relating to the review
Ward	All Wards

HEADLINES

Background

As part of the review into the Road Safety, Members will be advised to start considering findings, conclusions and early draft recommendations on the review for broader discussion and stocktake of the review to-date.

Summary

The Committee has, to date, held three witness sessions. The intention of these sessions was to obtain feedback from a range of stakeholders with a view to improving the service.

At its meeting on 20 September 2023, the Property, Highways & Transport Select Committee formally agreed to commence a scrutiny review into the Council's road safety initiatives and activities around the Borough's schools.

The Select Committee held their first witness session with internal officers and the Cabinet Member for Property Highways and Transport on 18 October 2023. On 14 November 2023 Members heard from a variety of witnesses including the Council's Road Safety and School Travel Manager, the School Travel and Road Safety Officers and representatives from two schools. At the third witness session, the Committee heard from residents that lived in close vicinity of schools and students who attended schools.

Notwithstanding the final additional witness session, as the bulk of witness testimony is now complete, it is considered timely for Members to start to consider their early collective findings so these can be worked up in more detail, and ultimately incorporated into the final report to Cabinet. Any subsequent findings from the final witness session can still be fed into the process.

RECOMMENDATION

That the Committee consider possible conclusions, findings and early draft recommendations in relation to the review.

SUPPORTING INFORMATION

In considering this item, Members should bear in mind the following:

1) Scoping report – looking at the original parameters of the review

The updated review scoping report is attached so Members can be reminded of the original Terms of Reference as set out below, and whether the Committee has met these:

1. To understand the Council's current position and procedures with regard to road safety initiatives;
2. To explore the national legislative setting and initiatives undertaken by other London Boroughs and local authorities in relation to road safety, particularly outer London Boroughs;
3. To explore road safety trends both locally and nationally;
4. To assess the Council's approach to road safety within the vicinity of schools;
5. To influence any emerging Council plans with respect to road safety and traffic calming;
6. Subject to the Committee's findings, to make any conclusions, propose actions, service and policy recommendations to the decision – making Cabinet.

2) Policy review guidance

Members will recall the guidance issued in July 2022 on undertaking policy reviews. This guidance is attached to this report for reference again, and Members are asked to take into account Point 4 on Findings and draft recommendations and in particular whether they:

- Meet the initial aims / objectives of the review (as above)
- Be SMART, Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Consider the financial aspect, e.g. cost neutral, provide savings or if at a cost, then affordable – and if possible aligned with the MTFF (budget planning process)
- Are based on a broad evidence base as possible and 'user or resident' insight
- Not create additional bureaucracy, e.g. if it relates to a policy, then to seek to review or amend existing policies (unless there is an absolute imperative for a new policy)
- If publicity or wider engagement or education is recommended, to target such communications as best as possible rather than generally
- Consider 'conclusions' as well as any specific recommendations.

3) Minutes of previous meetings

Attached as Appendix 3 are the minutes of previous meetings relating to the review, which may assist in Members' considerations.

4) Possible areas for emerging recommendations

In discussion with the Chairman, Members may wish to consider the following 'areas' to develop and refine possible findings, conclusions and draft recommendations:

1. Continue the important partnership with schools
2. Customising and adapting approaches to different schools

3. Consider pedestrian training for school children to encourage road safety
4. How we can increase awareness of the current procedures in place in regards to road safety.
5. How communications can be better developed
6. Explore ways to engage with schools that don't engage

Committee Members may also wish to bring their own findings and thoughts based upon the various witness testimony received.

Democratic Services will then "road-test" any draft recommendations from the Committee, looking at their feasibility with the relevant service area and report back to the Committee to a subsequent meeting, in preparation for shaping the final draft report for the Committee's approval.

Implications on related Council policies

A key role of Select Committees is to monitor the performance of Council services within their remit. Select Committees may also make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

The vision for the Council's road safety initiatives sits within some of the Council's core commitments and ambitions to residents contained within the Council Strategy 2022 - 2026 (*To be / feel safe from harm and Safe and Strong Communities*).

Financial Implications

There are no direct financial implications associated with this report.

It is important that the Committee considers cost effective proposals that benefit resident taxpayers in relation to this review, which would ultimately be determined by Cabinet as part of the Council's broader budget planning process.

Legal Implications

None.

APPENDICES

NIL.

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Appendix 1 - Guidance on undertaking policy reviews

Over the years, Hillingdon's overview and scrutiny committees have undertaken successful in-depth reviews of Council services and policies. This has resulted in a number of positive changes locally, with some also affecting policy at a national level. Such committees engage Councillors in a wide range of Council activity and build a greater understanding about service provision to residents.

Policy reviews generally seek to:

1. Address a [significant] matter affecting the Borough
2. Seek to improve the delivery and/or efficiency of local services
3. Consider changes to policies or procedures to improve outcomes to residents/users

REVIEW PHASES

The typical phases of a review are as follows and set out further below:

- 1 Selection of topic
- 2 Scoping the review / setting out objectives
- 3 Witness & evidence stage (this is the main activity)
- 4 Findings and Draft recommendations (possible early report draft)
- 5 Final report approved by Committee
- 6 Referred to Cabinet for consideration
- 7 Monitoring the implementation of recommendations once approved / amended by Cabinet at meetings, i.e. in six months

1. Selection of topic

It is always best to sound out and check the feasibility of potential review topics early on, as there will be lots of ideas coming forward and often knowing what topic will add most value will be difficult to gauge at this stage. It is important not to generalise, e.g. a review into waste services.

It may also not be known whether a topic is currently under review by the Cabinet or Council officers or part of a planned service transformation in due course. All of this and other factors need to be investigated and in particular, any duplication of review activity should not take place.

Whilst most policy reviews last a number of months, not all policy review ideas will suit this and may benefit from a single meeting review. It really depends on the scope of the review. It very narrow, i.e. a particular service policy, then a single meeting review may suffice. If a review seeks to look at an entire way a service operates then a number of months may be required to ensure you can undertake all your witness sessions and secure the necessary evidence and information before you formulate your findings.

Ideas for review topics can come from a number of sources including:

- Committee Members
- Cabinet Members.
- Council officers
- External partners / organisations
- Residents
- Ombudsman findings

When Councillors or the Committee itself considers a potential review topic, it is recommended running it through the Scrutiny Topic Scorecard (see Annex A). This gives you the opportunity to 'score' topics based upon their impacts under the following criteria:

Resident focused	Influence	Achievable
Correct remit	New	Wider support
Drives improvement	Drives transformation and efficiency	National impact

Another way to consider a potential review topic, is to add this as an information item at an upcoming meeting on your work programme, to probe the matter further with Council officers and ascertain whether it merits a fuller review – again perhaps running it through the Scorecard above.

It is strongly advised that one review topic is undertaken at any one time, given resources.

2. Scoping report

Once a topic is agreed upon by the Committee, then officers will prepare a scoping report setting out the objectives of the review for your consideration. The scoping report will show how the review can be timetabled and structured, i.e. through themed witness sessions, along with details of potential witnesses and other contextual information to get the review started, e.g. lines of enquiry or questioning of witnesses.

The scoping report is a 'live' document owned by the Committee. Should the review's focus change mid-review, then the scoping document and its objectives can be adapted.

3. Witness and evidence stage

Ultimately, the Committee's efforts are at their best when external witnesses and residents participate, adding value to intelligence gathering and findings. In support of this, Committees have undertaken a variety of both formal and informal activity "in meetings" and "outside meetings". It is important to pull together a broad evidence based for any potential findings later on. Additionally, the ability for Councillors to bring their 'local' insight is highly valuable. Activities the Committee can undertake include:

- Surveys / social media
- Promotion of review to seek views
- Invite the relevant Cabinet Member to attend for their views
- Question key council officers
- Hold informal workshops
- Networking events, e.g. with partners
- Have closed meetings, i.e. confidential, such as social care clients

- Commission reports from council officers / externally
- Request data and intelligence on the topic
- Visits to other local authorities
- Undertake site visits within the Borough or council facilities
- Appoint experts or advisors to join the Committee throughout its review
- Selecting the best range of witnesses to get a real user / resident perspectives
- Invite national experts in their field

Whilst information will be provided to Councillors, it may be helpful when preparing for this stage of a review, that Councillors:

- Prepare their draft questions for each witness in advance;
- Read a witness bio or find out more about their organisation;
- Do their own additional research on the topic - you may find something officers don't!
- Use their network of councillors in other local authorities to seek views;
- Tell residents at Surgeries / Ward Walks about your review, get their thoughts.

4. Findings and draft recommendations & 5. Final Report

After hearing from witnesses and receiving evidence, the Committee then will meet to pull together all the information and shape its collective findings, i.e. what needs to be improved or changed as a result.

The Committee will form 'draft' recommendations from this, which consistent with the Protocol on Cabinet and Scrutiny Relations, are usually shared with the Cabinet Member for their feedback and valuable insight.

In developing any recommendation, the Committee should bear in mind the following:

- Meet the initial aims / objectives of the review
- Be SMART, Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Consider the financial aspect, e.g. cost neutral, provide savings or if at a cost, then affordable – and if possible aligned with the MTFF (budget planning process)
- Be based on a broad evidence base as possible and 'user or resident' insight
- Not create additional bureaucracy, e.g. if it relates to a policy, then to seek to review or amend existing policies (unless there is an absolute imperative for a new policy)
- If publicity or wider engagement or education is recommended, to target such communications as best as possible rather than generally
- Consider 'conclusions' as well as any specific recommendations.

Around this time, the Democratic Services Officer supporting the Committee will advise further on findings and drafting recommendations. Throughout this process, their role is critical to the Committee, to guide Members and secure the information and any witness activity that Members wish to undertake. They also work with the Chairman to bring the final draft report for the Committee to approve before it is scheduled to Cabinet.

6. Referred to Cabinet & 7. Monitoring of recommendations

The Committee's report will be shared with the Leader and Cabinet Member and scheduled to a Cabinet meeting as soon as possible. There is a legal requirement for any such report to be considered by the Cabinet.

Should Cabinet approve the Committee's recommendations, then they become official policy and officers are charged with implementing them.

A post report review is undertaken in say 6 months or a years' time to see how the Committee's recommendations have been implemented. This is scheduled on your work programme.

Annex A – Scrutiny Topic Scorecard 2022-2026

	<i>Criteria scores showing 1-5 (5 being the highest, 0 the lowest). Then add up the total score. The higher the better review.</i>									
Topic	Resident focused	Correct remit	Influence	New	Achievable	Wider support	Drives improvement	Delivers transformation and efficiency	National impact	Score

--	--	--	--	--	--	--	--	--	--	--

See criteria descriptions overleaf...

Detailed criteria to assess review scoring (5 being the highest, 0 the lowest)

Resident-focused – The topic will have high impact on residents and the community, with public interest and scope for making a positive difference (can be universal or a targeted group of people or an area of the Borough e.g. young people or a particular town centre)

Correct remit – A topic that is clearly covered in the Committee's Terms of Reference and does it cut clearly into the domain of other Committees (unless a cross-cutting brief). If it does, then see if you can narrow the focus of the topic.

Influence - A topic that relates to a service, event or issue in which the Council is in control of, has a significant stake in or influence over the matter, e.g. with partners.

New - A new, fresh topic preferably. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally by Cabinet Members and Officers, e.g. through service transformation.

Achievable – A topic that is not open ended. One where the Committee's work programme can accommodate the review. Where there is likely to be a good level of expertise and information to draw on to complete. Does the topic need to be narrowed to make it more achievable?

Wider support - A topic that is likely to receive buy-in from the Committee and wider Council, e.g. Cabinet Members, Officers. Or support is welcome from partner organisations to review the matter.

Drives improvement - A topic where performance levels of a service have dropped on a consistent basis, or the contractor is not performing against agreed standards or there are significance (evidenced) complaints or feedback from residents on the matter.

Delivers transformation and efficiency – a topic in support of the Council budgetary objectives, any areas where service re-modelling is under consideration in the medium to longer-term, that with Members' insight can help to deliver future savings, efficiencies and value for money services to residents. A topic where new ways of working could be adopted to benefit service delivery.

National impact – A topic where emerging or recent legislation mean that it would be timely to review the matter to ensure Hillingdon Council is well prepared. Or a topic, that whilst Hillingdon focussed, could potentially be of benefit to other local councils or governmental authorities.

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Property, Highways & Transport Select Committee

Review Scoping Report - 2023/24

Draft Working Title: “A Review of the Council’s Road Safety Initiatives and Activities”

1. REVIEW OBJECTIVES

Aim and background to review

At its meeting on 11 July 2023, the Property, Highways & Transport Select Committee suggested a number of topics for its next major scrutiny review. These topics were explored with officers for feasibility with the frontrunning topic being a review looking into how the Council addresses road safety matters.

The aim of the prospective review, for the Committee to consider, would be to take a broad assessment of road safety in Hillingdon and to make recommendations to Cabinet for ways in which the Council could enhance its activities for the safety of the Borough’s residents. By looking at the local context within Hillingdon, the London-wide setting, and the national picture, the Select Committee will be in a position to offer their findings and recommendations to the decision-making Cabinet.

This document serves as an introduction to the topic and sets out, in general terms the legislative and national context to road safety at a local government level. The scoping report also offers a framework for any subsequent review.

Topics suggested to be considered as part of the review are set out within the Terms of Reference:

Terms of Reference (DRAFT):

The following Terms of Reference are suggested for the review, subject to any changes agreed by the Committee:

1. To understand the Council's current position and procedures with regard to road safety initiatives;
2. To explore the national legislative setting and initiatives undertaken by other London Boroughs and local authorities in relation to road safety, particularly outer London Boroughs;
3. To explore road safety trends both locally and nationally;
4. To assess the Council's approach to road safety within the vicinity of schools;
5. To influence any emerging Council plans with respect to road safety and traffic calming;
6. Subject to the Committee's findings, to make any conclusions, propose actions, service and policy recommendations to the decision-making Cabinet.

2. SUPPORTING INFORMATION

Key information and issues

Local authorities play an important role in facilitating the safety of their highways for all types of road users. Central government sets the regulatory framework for highways, vehicles and road users, and the UK's national road safety strategy by:

- Providing funding and resources to local government and others to deliver road safety initiatives;
- Commissioning research into the nature, causes of, and potential solutions to road casualties;
- Collecting and publishing road casualty data;
- Conducting education and publicity campaigns;
- Setting standards for road design, construction and maintenance;
- Setting requirements for driver licensing, training and testing;
- Setting standards for vehicles and requirements for vehicle licensing; and
- Setting road use laws, including offences and penalties, and guidance on safe road use, such as the ever evolving Highway Code.

Legislative context

There is a raft of legislation which covers management of the highway, both in terms of how the roads and footways are looked after (e.g. The Highways Act 1980) and also how people and traffic moves over them (e.g. The Road Traffic Act 1988 and 1991, and the Road Traffic Regulation Act 1984).

Local authorities are the main delivery agent of tangible road safety schemes. Local authorities have a statutory duty under **section 39 of the 1988 Road Traffic Act** to “take steps both to reduce and prevent accidents”.

39 (1) The Secretary of State may, with the approval of the Treasury, provide for promoting road safety by disseminating information or advice relating to the use of roads.

39 (2) Each local authority must prepare and carry out a programme of measures designed to promote road safety and may make contributions towards the cost of measures for promoting road safety taken by other authorities or bodies.

39 (3) Each local authority –

[a] must carry out studies into accidents arising out of the use of vehicles on roads or part of roads, other than trunk roads, within their area,

[b] must, in the light of those studies, take such measures as appear to the authority to be appropriate to prevent such accidents, including the dissemination of information and advice relating to the use of the roads, the giving of practical training to road users or any class or description of road users, the construction, improvement, maintenance or repair of roads for which they are the highway authority (in Scotland, local roads authority) and other measures taken in the exercise of their powers for controlling, protecting or assisting the movement of traffic on roads, and

[c] in constructing new roads, must take such measures as appear to the authority to be appropriate to reduce the possibilities of such accidents when the roads come into use.

Current data, best practice and research

Further data and research will be identified as the review progresses.

Connected work

The Council has an ongoing Road Safety Programme and undertakes general road safety initiatives regularly. This work will be identified in further detail as part of the Committee’s review.

Executive Responsibilities

The review would fall under the Property, Highways & Transport Select Committee's remit as set out in the Constitution. The Cabinet Member responsible for Highways is Councillor Jonathan Bianco - Cabinet Member for Property, Highways & Transport.

3. EVIDENCE & ENQUIRY

Lines of Enquiry

Lines of enquiry can be expanded as the review progresses or included in relevant witness session reports. However, lines of enquiry may include:

- The securing of funding for road safety schemes;
- The development of the Council's Road Safety Programme and the methods by which road safety initiatives are chosen and prioritised;
- Enquiring as to the Council's approach to road safety within the vicinity of schools, including the School Streets Scheme;
- Examining the level of engagement and cooperation with schools with regard to road safety, including cycle safety and pedestrian safety;
- Assessing the way in which road safety concerns and service requests from residents and Members are handled by the Council;
- Enquiring as to the emergence of any road safety trends, be it trends in reported accident data, traffic offences, or trends in the number service requests or concerns raised by residents;
- Exploring road safety initiatives undertaken elsewhere, both locally and nationally.

Potential witnesses

Witnesses will be identified by the Committee in consultation with relevant officers; although some suggested witnesses could include;

- Testimony from LBH Officers;
- Representatives of Hillingdon's schools, including parents and/or school leaders;
- Hillingdon residents;
- Representatives from other local authorities.

Surveys, site-visits or other fact-finding events

Such opportunities will be identified as the review progresses. It is expected that witness sessions within the Committee's meetings will act as the primary method of enquiry. There is the possibility of conducting site visits to witness works or programmes undertaken by the Council with regard to road safety, cycle safety or pedestrian safety.

Future information that may be required

Further information may be identified as the review progresses.

4. REVIEW PLANNING & ASSESSMENT

The proposed timeframe and milestones for the review are set out below:

Meeting Date	Action	Purpose / theme	Witnesses / officers attending
20 September 2023	Agree Scoping Report		
18 October 2023	Witness Session 1	Understand the Council's current position and national setting	LBH Officers
14 November 2023	Witness Session 2	Exploring levels of engagement with schools	TBC LBH Officers Representatives of the Borough's schools
Possible site visit			
10 January 2024	Witness Session 3	Exploring initiatives undertaken by other local authorities	TBC LBH Officers Representatives from other local authorities.
08 February 2024	De-brief and emerging findings	To discuss key findings and identify potential recommendations	LBH Officers
March/April 2024	Approval of draft final report	Proposals – agree recommendations and final draft report to Cabinet	
TBC 2024	Submission of final report for endorsement by Cabinet		

Resource requirements

None.

Equalities impact

TBC.

Background reading

[LBH Website – School Streets in Hillingdon](#)

[Road Traffic Act 1988](#)

[Department for Transport – The Highway Code](#)

[Police.UK – Road Safety](#)

[TfL Road Network \(TLRN\) Boundaries](#)

Previous Related Reviews:

None.

Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

18 October 2023



Meeting held at Committee Room 5 - Civic Centre

SELECT COMMITTEE REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVE AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS *(Agenda Item 5)*

The Chairman introduced the item highlighting that the first witness session for the Select Committee's review into road safety initiatives and activities around the Borough's schools would focus on evidence gathering from internal officers and the relevant Cabinet Member. With the following session focussing on external stakeholders such as school representatives and pupils.

The Chairman welcomed the witnesses to the meeting and thanked them for attending. Witnesses for this session included:

- Councillor Jonathan Bianco - Deputy Leader of the Council and the Cabinet Member for Property, Highways and Transport
- David Knowles – Head of Transportation and Town Centre Projects
- Sophie Wilmot – Senior Transport Planner
- Lisa Mayo – Road Safety and School Travel Manager
- Steve Austin – Traffic, Parking, Road Safety and School Travel Team Manager

In giving an overview of road safety around the Borough's schools, officers stressed the importance of having a working partnership between the Council and Hillingdon's schools. Of the dozens of schools across the Borough, each school was different in terms of its students, road environment, accessibility, outlook and attitudes. The Council aims to collaborate with the Borough's schools although it requires responsiveness from the schools themselves, which varied from school to school. Where the Council does work with schools, officers can offer a range of tools and projects to help improve road safety in the local vicinity of schools, these were outlined further in the report.

The Committee heard from Lisa Mayo, Road Safety and School Travel Manager, who's remit included the School Travel and Road Safety Team (STaRS). The team ensure the safety and well-being of students on their journeys to and from school; working closely with schools, parents, and local communities to promote safer and more sustainable travel options for students and develop Transport for London (TfL) Accredited School Travel Plans. The STaRS Team including a manager, two officers, a Borough Cycling Support Officer, a team of Practical Pedestrian Trainers, a team of cycle instructors, and the School Crossing Patrol Officers (SCPOs). The team was available to work with any school in the Borough, not just those maintained by Hillingdon as the local education authority.

The Committee were informed that recent changes had taken place regarding the naming of TfL's road safety education programmes; since September 2023, all road safety education programmes now came under the umbrella of TfL Travel for Life.

The Committee sought clarification regarding the Council's School Crossing Patrol Officers (SCPOs) as to the reasons why their numbers had dwindled in recent years, why it was difficult to recruit new SCPOs, and what was being done to combat the difficulty in recruiting. Officers highlighted that SCPOs tended to be very dedicated personnel, likely to be of an older generation and often had a link to the school at which they operated as an SCPO for example as a parent or ex-parent of a pupil at the school. It was a notoriously difficult role to recruit into given the unusual daily working hours through all seasons and there was a huge challenge in finding the right people for the role. Some neighbouring London Boroughs had suspended their SCPO programmes indefinitely where Hillingdon still had 12 SCPOs. By way of clarification, officers informed the Committee that, in terms of what was being done to ensure road safety was maintained, officers were looking at alternative methods. Engineering means were able to compensate for a lack of SCPOs in many cases and more investment in road safety engineering was deemed to be a more appropriate use of efforts due to the difficulty in recruiting SCPOs; more vivid and suitably located pedestrian crossings were highlighted as useful engineering means of helping to ensure road safety at the start and end of the school day. The Committee noted that engineering solutions were among the best solutions that can be achieved and discussions between officers and any schools identified as in need of possible assistance were paramount to identifying what kind of help could be delivered. Officers highlighted a recent example of productive cooperation between Council officers and St Helens College who were in need of improvements to an adjacent pedestrian crossing, it was noted that the school were a useful partner which resulted in the necessary crossing improvements being implemented.

The Committee discussed with officers the possibility of promoting the SCPO roles as a volunteer position among parents at schools. Officers confirmed that schools had been approached to this effect in the past and it was regarded as an additional responsibility that staff and parents were not willing to take on; this was respected by officers as the primary function of schools and staff was education matters. Members sought clarification whether an engineering approach was more cost-effective than SCPOs; it was noted that there had been instances of schools having a member of staff, and in some instances a SCPO, present at traffic lights merely to press the zebra crossing button which was clearly an inefficient use of time.

With regard to the free Adult Cycle Training that was due to resume in 2024 following the Covid-19 pandemic, it was highlighted that a trial session had taken place in mid-October 2023 to scope the delivery of these sessions going forward; the trial was a success and Members were encouraged by the commencement of these sessions from April to October 2024. Members also sought clarification regarding the attendance data around Cycle Training/Bikeability schemes. Officers noted that they report the attendance of these schemes to the Bikability Trust quarterly and that this information could be provided for the Committee.

The Committee queried the impact that the rise in popularity of electric bikes was having on the delivery of cycle safety programmes. Officers confirmed that there were concerns regarding the power and speed of e-bikes, it was noted that it was an emerging area and

advice may need to be forthcoming. The Council had issued advice previously on e-scooters and there was a possibility that similar such advice would be needed.

The Committee noted that a lot of the secondary schools in the Borough were academies and wanted to know what challenges officers faced when communicating with these schools. Officer confirmed that, following the Covid-19 pandemic, there had been a steady return to engagement from academies in the Borough, however it was noted that there were challenges with regard to engagement. All of the schemes offered by the Council were free of charge but it was dependent on the appetite from the schools as to whether they take up the Council's offer. Officers regularly approached all varieties of schools to offer sessions but the response received was dependent on the schools' willingness to engage. If concerns had been raised from residents or parents regarding specific schools and their road safety conditions then the team would be inclined to use local Ward Councillors as a means of facilitating engagement from schools.

The Committee particularly praised officers efforts with regard to Practical Pedestrian Training where the report had stated:

"In 2013/14, Hillingdon trained 5310 children in both KS1&2. In 2022/2023, the borough has trained 13,484 pupils ranging from 3 to 11 years old. This identifies a 154% increase in 9 years."

It was confirmed that this increase could be attributed to the improved levels of engagement and communication between officers and schools over that time period. In comparison to other London Boroughs, it was noted that Hillingdon was highly regarded in the delivery of these types of sessions. The Chairman confirmed this as a member of the London Road Safety Council. Hillingdon was in the minority of Boroughs that provide these schemes in-house, it was noted that a number of London Borough's outsourced the delivery of these schemes.

The Committee noted that the 'Safe Drive Stay Alive' programme was no longer being funded by TfL. Since the removal of funding for this programme, TfL had developed a similar programme called 'Travel Smart' which touched upon cycling and pedestrian safety in addition to driving, the resource had a quiz element to it; it was noted that the new resource was engaging but it lacked the emotional impact of the 'Safe Drive Stay Alive' sessions. Officers highlighted that Hillingdon was the only London Borough to have delivered this programme in schools, however the future of 'Travel Smart' was uncertain as TfL had put the programme on hold.

The Cabinet Member for Property, Highways and Transport addressed the Committee noting that in the last year there had only been one petition heard with regard to road safety specifically around the vicinity of a school in the Borough. It was noted that, on occasion there were requests to reduce the speed limit around some schools to 20mph; whilst the Cabinet Member was reluctant to consider 20mph zones generally, the exception to that was around the Borough's schools where further consideration of these requests and the circumstances would be made. The Cabinet Member emphasised the road safety schemes offered to schools for free by the Council and sought to highlight the need for the Borough's schools to engage with these programmes where there would be any road safety concerns as education of these matters was important in improving

the road safety risk. On a separate level, it was noted that the Borough utilised other means of road safety around schools including zigzag lines by the entrance.

The Committee congratulated officers on the excellent work they did educating the Borough's children in road safety matters at such a formative and important age. However, it was noted that a common issue communicated to Ward Councillors regarding road safety around schools was the behaviour of parents; instances of blocking driveways, double parking and inconsiderate parking were endemic at the start and end of the school day.

The Committee thanked officers for providing a list of schools whereby engineering measures were proposed in the coming years and were minded to explore what further detail there was for school related engineering measures and proposals in the 2023/24 year as these would currently be in various stages of development.

The Chairman thanked officers for attending and congratulated them on the positive work they do for the Borough.

RESOLVED: That the Select Committee used the first witness session of the review to broaden understanding of the Council's practical and strategic approach to road safety around the Borough's schools.

Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

14 November 2023



Meeting held at Committee Room 5 - Civic Centre

42. **SELECT COMMITTEE REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS - WITNESS SESSIONS 2** (Agenda Item 5)

The Chairman introduced the item and welcomed a number of witnesses to the meeting with regard to the Committee's major scrutiny review into road safety initiatives and activities around the Borough's schools. It was noted that this session would focus on gathering evidence from external stakeholders such as school representatives, travel leads and pupils.

The Chairman welcomed the witnesses to the meeting and thanked them for attending. Witnesses for this session included:

- Lisa Mayo - Road Safety and School Travel Manager
- Danielle Stanley-Watts - School Travel and Road Safety (STaRS) Officer
- Rayna Ramtohl-Butler – Representative from Grange Park Junior School (School Travel Plan Lead)
- Leo Harrington - Representative from St Helen's College (School Travel Plan Lead)
- Sharon Cargill - Representative from St Helen's College
- Charlee Green – Junior Travel Ambassador, St Helen's College
- Raiden Bhabara – Junior Travel Ambassador, St Helen's College

The two Junior Travel Ambassadors (JTAs) from St Helen's College addressed the Committee delivering a presentation and summary of their work on the JTA programme. They noted how proactive the programme was and informed the Committee of a number of different projects and activities the JTAs had engaged in, including:

- The JTAs submitted a Dragon's Den style pitch to apply for funding for their projects.
- They ran a comic strip competition for students of St Helen's College years 2 – 6 with prizes for the winners and entrants including a road safety box with high visibility clothing and cycle helmets.
- The St Helens College JTAs had also won an award for 'top road safety influencers', the award was presented at an evening event held at the Kennington Oval.
- They had written to Blue Peter to propose the introduction of a new road safety Blue Peter badge to raise awareness for road safety within the younger community. The JTAs had created some eye-catching designs to go with the

letter, unfortunately they were unsuccessful, however in their response, Blue Peter were supportive of the children's efforts.

- They noted that the Hillingdon School Travel and Road Safety (STaRS) Team had run sessions with the school promoting road safety and various projects that the pupils could take part in.
- Other projects run by the JTAs at their school included their weekly meetings, a walk to school loyalty card scheme, Be Bright Be Seen days, having police officers attend the school to teach pupils about speed awareness, Parents Parking Pledges and a JTA suggestion box.

The Committee commended the JTAs and the staff supporting them on the work they were doing for the safety of pupils, staff, parents and residents around their school, Members commented that it was important to have a good level of enthusiasm and engagement at both student and staff levels. It was noted that there were six JTA positions at St Helen's College, the students were asked to apply for the positions in the style of a job application. It was noted that there were over 20 applications for the JTA positions. It also was noted that the JTA role would soon be rebranded by Transport for London to Travel for Life Explorers (TfL Explorers). Officers noted that they would look into contacting other London Boroughs to see if it would be possible to adopt a cross London approach to taking forward the JTAs idea of a bespoke road safety Blue Peter badge.

In terms of suggestions that the witnesses had for actions that could improve the levels of road safety around their schools, it was highlighted that encouraging parents who drive to school to use the correct locations for drop-off/pick-up, and to adopt usage of the Park and Stride maps which detailed the locations at which parents could drop-off/pick-up whilst causing the least disruption to the school and highways in the immediate vicinity of the school. A further prominent issue that was primarily caused by parents of pupils at the schools was inconsiderate parking and blocking of residents driveways during pick-up and drop-off, it was a huge issue that caused considerable amounts of disorder at the school gates on a regular basis. The JTAs had attempted to combat this by installing "Think before you park" signs at the school gates.

The Committee highlighted that engagement with schools was paramount and discussed the difficulties of engaging with schools who were less willing to reach out and access the positive projects that the Council offered. Officers noted that every school willing to engage would receive support from the STaRS Team. The school representatives present highlighted that programmes such as the JTAs were reliant on school leaderships willingness to put in the additional work required to facilitate them, this enthusiasm from school staff was seen as the crux of making programmes such as the JTAs viable.

School representatives highlighted that a key thing the Council could do to assist schools in cooperating with parents and residents on road safety matters was to give schools effective and comprehensive advice as to what they could do as schools to intervene, communicate and advise parents and residents when instances of inconsiderate parking were taking place.

It was highlighted that parking restrictions had been implemented outside of a number of schools which were deemed incredibly useful and effective by school staff in terms

of alleviating pressures; however, the levels of enforcement varied and once parents were aware that they may not receive any enforcement action, they were more willing to disregard the restrictions and park illegally.



Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

10 January 2024

Meeting held at Committee Room 5 - Civic Centre

**49. SELECT COMMITTEE REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES
AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS - WITNESS SESSION 3
(Agenda Item 5)**

The Committee considered its third and final witness session on its review into the Council's Road Safety Initiatives and Activities Around the Borough's Schools.

Witness testimony from local resident

Mr Rakesh Kumar, a local resident who lived in close vicinity of a school, addressed the Committee. The Committee was informed that on Wood End Green Road there were several education establishments all near each other.

Concerns were expressed about the traffic and safety issues caused by school-related activities in the area. It was noted that the proposed development at the school would cause even further issues with traffic congestion and road safety. Issues highlighted included chaotic road conditions during drop-off and pick-up times, lack of bus stops, disregard for parking rules, and the need for better traffic management and safety measures. The school days started early from 7.30am and activities went on until 6pm where local residents were impacted by school related parking violations and traffic. There was often anti-social behaviour including beeping, swearing and near miss fatal accidents with children crossing roads. The traffic on the road was described as 'horrendous' with 'wild west' driving tactics.

Solutions such as improved infrastructure, increased awareness through multilingual communication, and the possibility of bringing certain services like CCTV monitoring in-house to enhance community involvement. It was also suggested that students become involved in addressing parent behaviour and parking enforcement was undertaken more regularly. There was an overall concern for the safety and well-being of children, residents and the community.

During Member discussions it was noted that there were similar school and road safety issues across the borough. Schools, parents and the Council all had a responsibility to put measures in place to uphold road safety particularly near schools.

The Committee thanked the witness for attending and their frank account.

Witness testimony from a teacher and representatives from Youth Travel Ambassadors (YTA), Guru Nanak Sikh Academy

The Committee heard from Ms Marina Botros, a teacher at Guru Nanak Sikh Academy and a number of Youth Travel Ambassadors who all provided an insight into the different activities undertaken to increase road safety and suggestions for improvements.

It was noted that there had already been a lot of work undertaken between the school, Transport for London and the Council to encourage sustainable methods of school drop offs and pick ups.

Members heard about the YTA's experience with zebra crossings, cycle lanes and walking groups. It was noted that there were issues with the right turn junction on Springfield Road and concerns were raised regarding abandoned vehicles in the area which were sometimes left for months.

It was suggested that staggered drop offs and pick ups, better signage and working with local businesses to manage traffic congestion in the area could improve the situation. The Committee was informed that the YTA hosted competitions to encourage students to ride and walk to school.

In terms of how parents were being engaged with, it was reported that coffee mornings took place, correspondence from the school was sent out and students often relayed the message to be more mindful of the safety issues caused around drop offs and pick ups.

The YTA were encouraged to speak to local businesses in the area to highlight the issues and discuss proposed solutions to manage the issues.

The Committee welcomed initiatives such as the walking group with older students encouraging younger students to walk to school and alleviate any parental safety concerns.

It was acknowledged that Guru Nanak Sikh Academy was located in an usual location with many industrial sites nearby and commercial businesses.

The Committee noted the YTA's passion for road safety. Members were pleased to hear from YTA and thanked them for the useful and positive contribution to the review.

Witness testimony from Mr Sidhu, headteacher at Guru Nanak Sikh Academy

The Committee heard about the school's alternative car park at Minnet Although Minnet country car park was available for car parking on a daily basis. Although the use of this car park helped during rush hour times, many parents were often in a rush so did not always use the car park. Staff members usually directed parents to areas of safe parking and ensured the flow movement of traffic. There were some safety issues with using the Minnet country car park however the introduction of lighting and CCTV could improve the situation. .

A new initiative had been introduced encouraging parents to use the Lombardy car park, a 10-minute walk from the school. Students were encouraged to walk to school as much as possible particularly as many children lived nearby. This initiative had been welcomed by parents.

In response to questions about the use of the Lombardy car park, it was noted that parents and children usually travelled underbridge to attend the school and there were some safety issues. There was a good relationship with the Safer Neighbourhoods Police Team but it was noted that it would be difficult to deploy someone on a daily basis. It acknowledged that this area needed to be looked into particularly in relation to lighting. In terms of managing parent behaviours such parking on pavements and blocking driveways, correspondence was sent from the school through a regular newsletter and road safety was always an agenda item for the school's Health and Safety Committee. It was noted that some schools had used a "name and shame" policy for parents violating rules and it had worked to prevent road safety issues.

It was agreed that educating children about road safety was a good way to hold parents accountable.

There was an issue with abandoned lorries and enforcement help was requested.

The Committee thanked all the witnesses for their attendance and useful input into the review. The Committee was pleased to hear from a diverse range of witnesses. It was clear to the Committee that discussions emphasised the importance of collaboration between the school, local authorities, and parents to address safety concerns and traffic issues around school areas.

RESOLVED: That the Committee noted the evidence received.

CABINET FORWARD PLAN

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Anisha Teji, Democratic Services
Papers with report	Appendix A – Latest Forward Plan
Ward	As shown on the Forward Plan

HEADLINES

To monitor the Cabinet's latest Forward Plan which sets out key decisions and other decisions to be taken by the Cabinet collectively and Cabinet Members individually over the coming year. The report sets out the actions available to the Committee.

RECOMMENDATION

That the Property, Highways and Transport Select Committee notes the Cabinet Forward Plan.

SUPPORTING INFORMATION

The Cabinet Forward Plan is published monthly, usually around the first or second week of each month. It is a rolling document giving the required public notice of future key decisions to be taken. Should a later edition of the Forward Plan be published after this agenda has been circulated, Democratic Services will update the Committee on any new items or changes at the meeting.

As part of its Terms of Reference, each Select Committee should consider the Forward Plan and, if it deems necessary, comment as appropriate to the decision-maker on the items listed which relate to services within its remit. For reference, the Forward Plan helpfully details which Select Committee's remit covers the relevant future decision item listed.

The Select Committee's monitoring role of the Forward Plan can be undertaken in a variety of ways, including both pre-decision and post-decision scrutiny of the items listed. The provision of advance information on future items listed (potentially also draft reports) to the Committee in advance will often depend upon a variety of factors including timing or feasibility, and ultimately any such request would rest with the relevant Cabinet Member to decide. However, the 2019 Protocol on Overview & Scrutiny and Cabinet Relations (part of the Hillingdon Constitution) does provide guidance to Cabinet Members to:

- Actively support the provision of relevant Council information and other requests from the Committee as part of their work programme;
- Where feasible, provide opportunities for committees to provide their input on forthcoming executive reports as set out in the Forward Plan to enable wider pre-

decision scrutiny (in addition to those statutorily required to come before committees, *i.e. policy framework documents – see para. below*).

As mentioned above, there is both a constitutional and statutory requirement for Select Committees to provide comments on the Cabinet's draft budget and policy framework proposals after publication. These are automatically scheduled in advance to multi-year work programmes.

BACKGROUND PAPERS

- [Protocol on Overview & Scrutiny and Cabinet relations adopted by Council 12 September 2019](#)
- [Scrutiny Call-in App](#)

Therefore, in general, the Committee may consider the following actions on specific items listed on the Forward Plan:

	Committee action	When	How
1	To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide its influence and views on a particular matter within the formal report to the Cabinet or Cabinet Member before the decision is made.</p> <p>This would usually be where the Committee has previously considered a draft report or the topic in detail, or where it considers it has sufficient information already to provide relevant comments to the decision-maker.</p>	<p>These would go within the standard section in every Cabinet or Cabinet Member report called “Select Committee comments”.</p> <p>The Cabinet or Cabinet Member would then consider these as part of any decision they make.</p>
2	To request further information on future reports listed under its remit.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to discover more about a matter within its remit that is listed on the Forward Plan.</p> <p>Whilst such advance information can be requested from officers, the Committee should note that information may or may not be available in advance due to various factors, including timescales or the status of the drafting of the report itself and the formulation of final recommendation(s). Ultimately, the provision of any information in advance would be a matter for the Cabinet Member to decide.</p>	<p>This would be considered at a subsequent Select Committee meeting. Alternatively, information could be circulated outside the meeting if reporting timescales require this.</p> <p>Upon the provision of any information, the Select Committee may then decide to provide specific comments (as per 1 above).</p>
3	To request the Cabinet Member considers providing a draft of the report, if feasible, for the Select Committee to consider prior to it being considered formally for decision.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide an early steer or help shape a future report to Cabinet, e.g., on a policy matter.</p> <p>Whilst not the default position, Select Committees do occasionally receive draft versions of Cabinet reports prior to their formal consideration. The provision of such draft reports in advance may depend upon different factors, e.g., the timings required for that decision. Ultimately any request to see a draft report early would need the approval of the relevant Cabinet Member.</p>	<p>Democratic Services would contact the relevant Cabinet Member and Officer upon any such request.</p> <p>If agreed, the draft report would be considered at a subsequent Select Committee meeting to provide views and feedback to officers before they finalise it for the Cabinet or Cabinet Member. An opportunity to provide specific comments (as per 1 above) is also possible.</p>
4	To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny ‘call-in’ power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

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Ref	Scheduled Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
Cabinet meeting - Thursday 15 February 2024 (report deadline 29 January)										
195	Mead House, Hayes End	Cabinet will be asked to consider the future of Mead House on Mead House Lane, Hayes End.	Charville		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven / Julia Thompson		NEW ITEM	Private (3)
194	Queens Lodge Garages	Cabinet will consider a report regarding the disposal of the garages at the Queens Lodge, which is a Council owned apartment property in Margate.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven / Julia Thompson			Private (3)
197	Purchase of Heavy Plant and Machinery for Fleet	Cabinet will consider the purchase of Heavy Plant and Machinery in support of the waste management operation at New Years Green Lane & Harlington Road.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Steve Gunter / Trudie Eldriny			Private (3)
198	Willowtree Marina, Yeading	Cabinet will consider a report regarding the disposal of land at the Willowtree Marina, Yeading.	Yeading		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven / Julia Thompson			Private (3)
199	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
Cabinet Member Decisions expected - February 2024										
172	Planned Works Window Replacement Program	Cabinet Member approval will be sought to appoint the successful contractor, following competitive tender for future phases of the Council's replacement window programme in council housing.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance	Property, Highways & Transport / Finance	P - Merrick Knight / Michael Breen			Private (3)
Cabinet meeting - Thursday 21 March 2024 (report deadline 4 March)										

Ref	Scheduled Upcoming Decisions		Further details		Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
	SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services											
201	Fire Door Replacement Programme & Associated Works	The London Borough of Hillingdon requires a suitably qualified and experienced contractor to supply and install fire rated door sets designed for compartmentation and means of escape which have been tested and certified at a UKAS accredited test house for thirty and sixty minute performance. The contract will be for a 3 year programme.	N/A			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Mike Emmett / M Breen			NEW ITEM	Private (3)
155	Supply and delivery of fuel for Fleet	Cabinet will consider the supply and delivery of fuel for the Council's Fleet. Two types of fuel are required – Ultra Low Sulphur Diesel (ULSD) for road vehicles and Gas Oil (also known as Red Diesel) for mechanical plant vehicles. Ad Blue being an additive for euro 6 engine powered vehicles is also required.	N/A			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Trudie Eldriny / Stephen Gunter			NEW ITEM	Private (3)
166	Planned Works Roofing Program - Melbourne House	Cabinet approval will be sought to appoint the successful contractor for roofing and associated works at Melbourne House, a high rise housing block, Yeading Lane, Hayes	Yeading			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P/R - Merrik Knight - P Soward				Private (3)
056	Fleet Replacement Programme	As part of the Council's 7-year fleet replacement programme, Cabinet will consider the procurement of circa 90 vehicles required across Housing, Maintenance and Green Spaces.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Steve Gunter / Trudie Eldriny				Private (3)
SI	Housing Forward Investment Programme 2024/25 (and 2023/24 review)	Following Cabinet's decision in September 2023, this new annual report will agree the forward programme of specific Housing Revenue Account works for the ensuing financial year and provide suitable delegated authority to the Director to implement the programme over the period. The report will also include a look-back at delivering the past year's programme and the investment being made by the Council to upgrade the Council's housing stock.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Gary Penticost				Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC			All Cabinet Members	All	CS - Democratic Services				Public
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven				Private (3)

Scheduled Upcoming Decisions			Further details		Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
Ref	SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services											
Cabinet Member Decisions expected - March 2024												
157	Hillingdon Cycling Strategy	The Cabinet Member will consider approval of a new Hillingdon Cycle Strategy outlining the Council's proposals for improving cycling provision across the Borough.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Sophie Wilmot				Public
Cabinet meeting - Thursday 18 April 2024 (report deadline 1 April)												
SI	School Capital Programme Update	The twice yearly update to Cabinet on the Council's major school infrastructure programme and upgrading of educational facilities to deliver a good quality education for all children in the Borough.	Various			Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Susan O'Brien - Children, Families & Education	Property, Highways & Transport	P - Bobby Finch				Public
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven				Private (3)
Cabinet meeting - Thursday 23 May 2024 (report deadline 3 May)												
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven				Private (3)
Cabinet meeting - 27 June 2024 (provisional)												
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven				Private (3)
Cabinet meeting - Thursday 25 July 2024 (provisional)												

Ref	Scheduled Upcoming Decisions		Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
	SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
AUGUST 2024 - NO CABINET MEETING											
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various			All	TBC	C - Democratic Services	Various		Public
Cabinet meeting - Thursday 12 September 2024 (provisional)											
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
Cabinet meeting - Thursday 10 October 2024 (provisional)											
SI	Transport for London Local Implementation Plan - Annual Spending Submission	Cabinet will consider the Council's submission to Transport for London for funding on local transport infrastructure projects.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Alan Tilly / Sophie Wilmot			Public
SI	School Capital Programme Update	The twice yearly update to Cabinet on the Council's major school infrastructure programme and upgrading of educational facilities to deliver a good quality education for all children in the Borough.	Various			Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Susan O'Brien - Children, Families & Education	Property, Highways & Transport	P - Bobby Finch			Public

<div> <div>Scheduled Upcoming Decisions</div> <div>Further details</div> </div>			Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
Cabinet meeting - Thursday 7 November 2024 (provisional)										
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month										
SI	Business, shops and commercial rents, leases, surrenders and renewals	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
SI	To consider rent reviews	To consider rent reviews of commercial and other premises.	tbc		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (1,2,3)
SI	Housing Buy-Back / The purchase of ex Council properties or new private properties for the Council's housing supply	Cabinet Member may determine, as and when required, the purchase and aquisition of new properties as part of the Housing Buy-back Scheme or using HRA funds to increase the affordable housing stock within the Borough.	TBC		Relevant Portfolio Cabinet Members	Property, Highways & Transport	C - Dan Kennedy / Ben Sargent			Private (1,2,3)
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles	Traffic Liaison Group		Public

Ref	Scheduled Upcoming Decisions		Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
	SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities	TBC			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles			Public
SI	Transport - Local Implementation Programme	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.	TBC			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles			Public
SI	Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.	TBC			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (1,2,3)

The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE - WORK PROGRAMME

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Anisha Teji - Democratic Services
Papers with report	Appendix A – Work Programme
Ward	All

HEADLINES

To enable the Committee to track the progress of its work in 2024/25 and forward plan its work for the current municipal year.

RECOMMENDATION

That the Property, Highways and Transport Select Committee considers the Work Programme and agrees any amendments.

SUPPORTING INFORMATION

1. The Committee's meetings tend to start at 7pm and the witnesses attending each of the meetings are generally representatives from external organisations, some of whom travel from outside of the Borough. The forthcoming meeting dates for the Committee are as follows:

2023/24 Municipal Year Meetings	Room
06 March 2024, 7pm	CR5
09 April 2024, 7pm	CR5
6 June 2024, 7pm	CR5
9 July 2024, 7pm	CR5
19 September 2024, 7pm	CR5
20 November 2024, 7pm	CR5
8 January 2025, 7pm	CR5
6 February 2025, 7pm	CR5
6 March 2024, 7pm	CR5
8 April 2024, 7pm	CR5

Implications on related Council policies

A role of the Council's Select Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

The Council's Select Committees directly engage residents and external partners in the work they

do.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL

MULTI-YEAR WORK PROGRAMME 2022 - 2026

2023/24

[illegible]

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