

## Select Committee Agenda



### **Communities Select Committee Tuesday, 15th January, 2019**

You are invited to attend the next meeting of **Communities Select Committee**, which will be held at:

**Committee Room 1, Civic Offices, High Street, Epping**  
on **Tuesday, 15th January, 2019**  
at **7.00 pm** .

**Derek Macnab**  
**Acting Chief Executive**

#### **Democratic Services Officer**

Democratic Services Manager  
Tel: (01992) 564243 Email:  
democraticservices@eppingforestdc.gov.uk

#### **Members:**

Councillors H Whitbread (Chairman), J Lea (Vice-Chairman), A Beales, K Chana, S Heap, S Heather, L Hughes, A Mitchell, A Patel, C Roberts, D Roberts, D Stocker, D Sunger and J H Whitehouse

**SUBSTITUTE NOMINATION DEADLINE:**  
**6pm**

#### **1. APOLOGIES FOR ABSENCE**

#### **2. SUBSTITUTE MEMBERS (MINUTE ITEM 39 - 23.7.02)**

To report the appointment of any substitute members for the meeting.

#### **3. NOTES OF PREVIOUS MEETING (Pages 3 - 12)**

(Director of Governance) To agree the notes of the meeting of the Select Committee held on 13 November 2018.

#### **4. DECLARATIONS OF INTEREST**

To declare interests in any items on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Code of Conduct, Overview and Scrutiny members are asked pay particular attention to paragraph 9 of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before an Overview and Scrutiny Committee which relates to a decision of or action by another Committee or Sub-Committee of the Council, a Joint Committee or Joint Sub-Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 9 does not refer to Cabinet decisions or attendance at an Overview and Scrutiny meeting purely for the purpose of answering questions or providing information on such a matter.

**5. UPDATE ON THE WORK OF EFDC FUNDED POLICE OFFICERS (Pages 13 - 18)**

To consider the attached report.

**6. CORPORATE PLAN 2018-2023 - PERFORMANCE REPORT Q3 2018/19 (Pages 19 - 50)**

To consider the attached report.

**7. FIRE SAFETY POLICY (Pages 51 - 98)**

To consider the attached report.

**8. TERMS OF REFERENCE/WORK PROGRAMME (Pages 99 - 104)**

The Overview and Scrutiny Committee has agreed the Terms of Reference of this Committee. This is attached along with an ongoing work programme. Members are asked at each meeting to review both documents.

**9. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

**10. DATA OF NEXT MEETING**

To note that the next meeting of the Select Committee will be held on 12 March 2019.

**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF COMMUNITIES SELECT COMMITTEE  
HELD ON TUESDAY, 13 NOVEMBER 2018  
IN COUNCIL CHAMBER - CIVIC OFFICES  
AT 7.00 - 8.42 PM**

|                               |   |
|-------------------------------|---|
| <b>Members Present:</b>       | H Whitbread (Chairman), J Lea (Vice-Chairman), K Chana, S Heap, S Heather, L Hughes, A Patel, C Roberts, D Roberts, D Stocker, D Sunger, J H Whitehouse and M Owen      |
| <b>Other members present:</b> | S Stavrou, S Kane, H Brady, R Brookes, J Jennings, A Lion, G Mohindra, D Wixley and S Bakalov (EF Youth Councillor)   |
| <b>Apologies for Absence:</b> | A Beales and A Mitchell   |
| <b>Officers Present</b>       | T Carne (Public Relations and Marketing Officer), M Chwiedz (Senior Project Manager), J Leither (Democratic Services Officer) and C Wiggins (Safer Communities Manager) |

**33. WEBCASTING INTRODUCTION**

The Chairman made a short address to remind all present that the meeting would be broadcast on the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

**34. SUBSTITUTE MEMBERS (MINUTE ITEM 39 - 23.7.02)**

It was noted that Councillor M Owen substituted for Councillor A Beales.

**35. NOTES OF PREVIOUS MEETING**

**RESOLVED:**

That the notes of previous two meetings of the Select Committee held on 4 September 2018 and 24 September 2018 be agreed as a correct record.

**36. DECLARATIONS OF INTEREST**

No interests were declared by members of the Committee in any item on the agenda for the meeting, pursuant to the Council's Code of Conduct.

**37. ALAN HALL - DIRECTOR OF COMMUNITIES**

The Chairman expressed thanks to Alan Hall, Director of Communities, for all his help and service to the Communities Select Committee over the years and wished him a happy retirement.

**38. PRESENTATION FROM ESSEX POLICE'S DISTRICT COMMANDER**

Members received a presentation on the current policing and crime issues in the District from Chief Inspector Lewis Basford, District Commander for Brentwood and Epping Forest Community Policing Team. He answered a number of questions that had been sent to him by Members.

Mental Health

What was the Police's approach to dealing with offenders and suspects with mental health problems and what were the pathways used by the Police to help and deal with such people?

Chief Inspector Basford advised that mental health issues had increased significantly on the demands of the Police. All officers were being trained in restraint techniques specifically designed to restrain people in a mental crisis, these techniques were developed between the Police and the NHS. Furthermore, anyone detained under S.135 or S.136 warrant must be transported in an ambulance unless transport in a Police vehicle was authorised in extreme conditions. Patient dignity was at the forefront and this would enable ambulance staff to assess the medical needs of the patient and any issues that might arise or be masked by other factors such as alcohol or drug abuse.

A Police officer was not the best placed professional person to help people who suffered with mental health problems, neither was dealing with an acute health crisis the best use of a police officers time and skills. The Police should not be filling gaps in mental health services. New procedures were being put into place around dealing with people suffering a mental health crisis. A pilot scheme was taking place in Essex with Police officers and mental health nurses attending incidents together. This would help to provide better information and advice to better serve the person in crisis which will in turn improve relations between the Police and mental health staff and would reduce the number of unnecessary detentions under S136.

There was now a Liaison Diversion team in every custody suite across the District, seven days a week twenty-four hours a day, as there were still a number of offenders that needed support to divert them and prevent them from progressing to a crisis stage.

The SIM project was a pilot in Essex following the success of the Hampshire Constabulary which brought together mental health professionals and Police officers to intensively support service users who were struggling to manage high frequency and high risk behaviours. The Police officer along with the mental health nurse professional would engage with identified patients as a combined approach. The role of the Police officer was to reinforce to the patient acceptable boundaries and consequences by way of investigation/prosecution through the criminal justice system should they commit offences.

Retention and Recruitment

What was the retention and recruitment issues for frontline Police officers and the current numbers of Police officers covering the Epping Forest District and the recent forecast and trend?

Chief Inspector Basford advised that retaining Police officers in the District was challenging because of the close proximity of the City of London and Metropolitan Police's more favourable salary scheme and shift patterns. Essex Police were looking at changing shift patterns which might help to stem the tide of experienced officers leaving.

In the last three months Essex Police had seen six experienced Police officers from Loughton leave to join either the Metropolitan Police or the City of London Police for a £5,000+ increase in salary and better shift patterns. These vacancies were being

backfilled by the recruitment process which was established by the last Chief Inspector.

#### Anti-Social Behaviour

Members asked for an overview of anti-social behaviour in the District, particularly over the summer months (compared to last summer).

Chief Inspector Basford advised that there had been a reduction in anti-social behaviour calls over the summer and closer working with British Transport Police around criminals who were coming into the district on the Central line and with a better visible Police presence. The criminal activity in Loughton and Buckhurst Hill had risen in June but all of the other months were on par with last year.

#### 101 and 999 response times

What were the current services levels and response times for handling 101 and 999 calls?

The Chief Inspector replied that the current service response times for handling 999 calls averaged around 8 seconds from dialling to answer. The average response times for answering 101 calls was around 7 minutes, however, that 7 minutes was for the call to be answered, be put through to the correct department and then prioritised in order of urgency over other calls received.

The average response times to 999 emergency calls from taking the call to attending the scene was 15 minutes in urban areas and 20 minutes in rural areas. Essex Police hit 88% of all emergencies and the response times that failed were on the M25 and M11 motorways.

#### Current Crime Clear up statistics

What were the current crime clear up / detection rates and recent trends and the proposed strategies for improving detection rates?

The current clear up rates for crimes was 10% across the district compared to 12.5% across the force. However, the Chief Inspector explained this was mainly down to changes in crime recording methods in the district with one call often generating several crimes whereas before it had been logged as just one. An example of this would be a burglary where if somebody had entered your property when you were at home with 4 other members of your household then that could be recorded as up to 6 crimes, a burglary and 5 robberies. This would then affect the crime rate of solved crimes.

There was currently a business case being put forward for the introduction of 36 Youth Officers across Essex Police within the next 2-3 months. The Chief Inspector stated that he would report back to the Council at a future Select Committee meeting as this was something he felt strongly about.

#### Drugs Operation

Chief Inspector Basford reported on a major drugs operation that he had been involved with that morning. There were 176 police officers involved in the operation, 110 from Essex Police force and 66 from the Metropolitan Police force who gathered at the Metropolitan Police Sports and Social Club in Chigwell at 4am. It had been the

culmination of a six month operation and was jointly led by Essex Police's Operation Raptor Team who had acted on information from the community and targeted the county line drug dealing gangs in Loughton, Buckhurst Hill, Chigwell and Hainault areas.

In the dawn raid a number of addresses were targeted and a number of people arrested for drug offences, including the supply of Class A drugs. A large amount of cash was also seized and expected to be in the region of over £100,000.

Chief Inspector Basford described the operation as significant and stated that it netted not only local drug dealers but high-end suppliers as well. Those arrested were being questioned at locations across Essex and a number were due to appear before Chelmsford magistrates the following morning.

Chief Inspector Basford reinforced Essex Police's continued commitment to fighting gangs and individuals attempting to sell drugs on our streets. He confirmed that a Sky TV crew and two local journalists were invited to accompany the police on the operation and the footage would form part of a documentary due to air on Sky in the next week or two.

Chief Inspector Basford then took questions from members.

Councillor A Patel thanked the Chief Inspector for his presentation and specifically the detailing around the mental health work that the Police were doing. He advised that he had attended a joint health overview and scrutiny committee meeting for North East London and there was a presentation at this meeting about health based places of safety and that they were looking to downsize some of these facilities to make them more beneficial for residents. They were going down from 20 to 9 and would increase the staffing around them with more dedicated staff. What was the situation in Essex with the health based places of safety, where were they and where were they situated and were you looking to restructure them within Essex.

The Chief Inspector replied that the drive was to have places of safety in most Accident and Emergency departments (A&E) but the reality in Essex was mental health facilities were in Rochford, Harlow, Basildon or A&E. The reality was that there weren't really any places of safety outside of mental health facilities in Essex. We as the Police still had a duty of care attending A&E's with individuals as there wasn't that support available within the NHS. Over the next twelve months I would hope to see part of the PCC budget go towards improving places of safety.

Councillor A Patel stated that a fellow Buckhurst Hill Councillor had requested that a public meeting be held for the residents of Buckhurst Hill to discuss crime that residents were concerned with including:

- Knife crime;
- Burglary and theft;
- Children and young adults openly smoking drugs in the street;
- Rogue builders; and
- Parking on pavements.

The Chief Inspector stated that he wasn't supportive in attending the public meeting in Loughton due to a lot of issues currently fuelled by social media without true fact. He stated that he was open to attending public meetings but stressed that they must not be political and have a good cross section of issues.

Parking could be a Police issue when Civil Enforcement Officers did not have powers, for example in the Epping Forest District pavement parking was allowed but if a wheelchair or child's double buggy could not pass the vehicle safely on the pavement then this was an obstruction and was a Police issue. Parking on the pavement per se was not an offence in Essex, but the Metropolitan Policing area, where they had different bylaws, pavement parking was an offence. If there were any issues that you needed to report please provide pictures with evidence of the obstruction.

Councillor S Kane advised that this was an ongoing issue and he was in discussion with the North Essex Parking Partnership to share the enforcement with the Police and would look to enforce pavement parking obstruction.

The Chief Inspector advised that the problem they had with rogue builders was that they came from all over the country to deliver flyers that were branded with legitimate companies with the relevant websites but with a change of contact details. We work closely with trading standards and would urge anyone who had any suspicions especially around older people to report it to the Police.

Councillor Lion expressed concern regarding social media. There was a successful Neighbourhood Watch Group that operated in Chigwell with very good co-ordinators but my concern was that this generated a lot of hearsay on social media and was making residents very nervous about some of the information that was being fed to them. What could we do to improve the communications to residents and what was already being done.

The Chief Inspector advised that the hub was in place and the Facebook and Twitter accounts were now active and the sites were updated daily from Monday to Friday. We needed to educate those who were hosting these sites and needed to direct people to go to the Police Facebook and Twitter sites to ask and report their concerns. There were concerns about policing the District regarding social media as it was causing more fear and harm to residents. I would like to arrange a meeting and look at inviting people from social media groups to educate them as what was acceptable to post and what was not, so as not to cause unnecessary fear and upset to residents.

Councillor C Roberts asked what was the cost of funding for a Special Constable or PCSO and how local town and parish councils could fund PCSO's or Special Constables for their areas.

The Chief Inspector advised that the costs to put funding through for a Special Constable was approximately £2,500 per annum but stated that these were volunteers and could not say from where they would come. For a PCSO the cost was around £40,000 per annum and a Police officer the cost was £51,000 per annum. The preferred option was a Police officer as it would give me greater scope as they were not contractual. There were two parish councils that had recently contacted me regarding this matter and I will be arranging to meet them over the next couple of weeks.

Councillor Mohindra asked about modern slavery and if it was still an issue.

The Chief Inspector advised that the Police had a modern slavery co-ordinator. The Community Safety Manager advised that a lady came into the Civic offices to see housing and after a few disclosures it turned out that she had been groomed by social media in Lithuania and been brought over to this Country for a sham marriage

to a Bangladeshi man and he and his brother had forced her into prostitution and moved around the district. We spent all day with her and by 9pm that night she was being taken to a place safety.

The Chief Inspector stated that they were very active in the areas of modern slavery. Police officers were now receiving training and at least 2-3 shifts a month were spent on investigating and checking out places like car washes, nail bars and restaurants.

Councillor Stavrou stated that we were all aware of how overcrowded our prisons were and appreciated that the Police role was primarily to apprehend criminals, solve crimes and reassure residents that we lived in a relatively safe area. Could you advise if there was an official view on community payback and whether you think that this was a good or bad thing?

The Chairman added that she had recently had a conversation with a resident of Waltham Forest and the scheme they ran in Waltham Forest was to get offenders to clean up the graveyard.

The Chief Inspector advised that he had recently had a meeting with the community payback officer and advised that this was an active scheme running in this area, the right punishment for the right crime. I would like to explore how to get some funding for this scheme and we needed to get parish and town councils to advise what projects they had that needed doing.

The Chairman introduced Youth Councillor S Bakalov to the meeting and advised that the Youth Council had been actively involved in producing a survey regarding young people and drugs and that he would like to talk to the Select Committee about this project

Youth Councillor Bakalov stated that the Youth Council had collated a drugs project which had run for a year asking young people about their awareness of drug use in the area. The survey had been completed by 3,177 young people across the District and the findings were encouraging.

The national average of 11-16 year olds who had taken drugs was 24% compared to the findings of the survey which showed that there were 11.3% in the Epping Forest District. The decision of the 11.3% to take drugs was out of curiosity. It also emerged that 69% said that drugs were readily available on the streets.

Chief Inspector Basford asked Youth Councillor Bakalov to send him a copy of their survey findings and stated that he would be happy to come to a Youth Council meeting to talk to the Youth Council about drug awareness.

The Chairman thanked Chief Inspector Basford for his attendance and presentation to the Select Committee.

### **39. ANNUAL REPORT OF THE COMMUNITY SAFETY PARTNERSHIP**

The Community Safety Manager, C Wiggins, introduced the work of the Community Safety Partnership (CSP) over the last year. The annual report outlined the highlights and gave a flavour of what the Community Safety Team had accomplished during the year. It demonstrated the Council's commitment to the CSP and the work of Essex Police, whose area encompassed both Epping Forest District and Brentwood.



Community Safety Partnerships (CSPs) were first introduced nationally in 1998, to provide a multi-agency solution in response to crime and the fear of crime within communities. They supported the work of the Police and other statutory agencies, this was considered the most effective approach to finding joint solutions to local community safety issues.

In Epping Forest, the responsible authority group, which had a statutory responsibility to reduce crime and disorder, protect the community, reduce reoffending, combat the misuse of drugs, alcohol and other substances and help people feel safe was made up of Epping Forest District Council, Essex Police, Essex Fire and Rescue, Essex Community Rehabilitation Company, Essex County Council and the National Probation Service. However, the delivery of the community safety agenda was not restricted only to the agencies identified as the responsible authority group, they worked with various voluntary sector groups across the district.

The CSP did not replace the work of the Police or the day-to-day business of the organisations involved, they were a channel for agencies to work together. The Strategic Board of the Partnership met quarterly and much of the work that emanated from the CSP was undertaken and led by the Council's Community Safety Team.

In July 2018 the District Community Safety Hub opened. The Hub saw the Council's Community Safety Team working alongside three Council funded Police officers, which created stronger links between the Council and the Police. The Safety Hub was a first for Essex and was being watched closely by other local authorities across the UK.

The Community Safety Manager advised that the CSP had launched a Twitter account and a two-weekly newsletter which was available to the public and advised a more timely detail of the work of the Community Safety Team.

Councillor H Whitbread stated, In terms of community engagement, you advertised your email address online, therefore would it be preferable to report Anti Social Behaviour (ASB), to the CST or the Police. The Community Safety Manager advised that all cases of ASB should firstly be reported to the Police where it would be recorded. The sort of ASB situations the CST would deal with would be for example do we need to remove a bench, was it a crime generator, that was where the CST came into their own strength.

Councillor Patel stated that the work of the CST was fantastic and long might it continue and asked what would the CST like Councillors to do to enable you to do more in the community. The Community Safety Manager stated that it would be helpful if Councillors could get the message out there to residents to report all crime, no matter how small they thought it was to the Police and not advertise it on social media. If residents didn't want to ring 101 they could report any incident online.

Councillor Patel asked, in terms of the work of the CST, what was the extent of their engagement with Parish and Town Councils. The Community Safety Manager replied that A Belgrave, Clerk of Chigwell Parish Council sat on the Community Safety Partnership Board and the team spoke to Parish Councillors on a regular basis. We try to support and give advice to any Parish or Town Councils that contact us and were currently advising Chigwell Parish Council with regard to CCTV that they were installing. She also advised that she would be willing to attend another meeting of the Local Councils' Liaison Committee to advise them on the kind of work that the CST were involved with.

**AGREED:**

That the Annual Report of the Community Safety Partnership be noted.

**40. CORPORATE PLAN 2018-2023 - PERFORMANCE REPORT Q1 & Q2 2018/19**

The Corporate Plan 2018-2023 was the authority's key strategic planning document. The Plan laid out the journey the Council would take to transform the organisation to be 'Ready for the Future'. The plan linked the key external drivers influencing Council services, with a set of corporate aims and objectives, grouped under three corporate ambitions.

A Corporate Specification for each year (previously called the Key Action Plan) detailed how the Corporate Plan was being delivered through operational objectives, with those in turn linked to annual Service business plans.

The success of the Corporate Plan was assessed through the achievement of a set of benefits, each measured through one or more performance indicators, focussed on what the Council achieved for customers. Strategic Board, Cabinet and the Scrutiny Committees had overview and scrutiny roles to drive improvement in performance and ensure corrective action was taken where necessary.

Councillor H Whitbread asked why there were so many actions and measures which fell into the red zone.

The Performance Improvement Officer explained that:

- Red indicated a performance indicator below target or an overdue action based on the deadline date;
- Amber indicated a performance indicator that was unassigned;
- Green indicated an element that was on target or had been completed; and
- Blue indicated that there was data missing.

Councillor A Patel stated that KPI's were yearly observations based on yearly statistics and asked if they could be broken down to quarterly statistics as the Select Committees were unable to influence any changes if they were required.

The Performance Improvement Officer advised that she was aware of this and was liaising with Officers to review the procedure.

**RESOLVED:**

That the Select Committee reviewed and noted the progress of the Corporate Plan 2018-2023 – Performance Report Quarter 1 and Quarter 2 progress in relation to its areas of responsibility.

**41. HOUSING REVENUE ACCOUNT 30-YEAR PLAN**

The Housing and Property Service Director advised that the report on the supplementary agenda was self explanatory and asked the Select Committee to consider the quarter 2 update to the Housing Revenue Account 30-Year Plan 2018/19 and provide any feedback to the Housing Portfolio Holder and Service Director for Housing and Property accordingly.

**RESOLVED:**

That the quarter 2 update to the Housing Revenue Account 30-Year Plan 2018/19 be noted.

**42. TERMS OF REFERENCE/WORK PROGRAMME**

The Committee reviewed its terms of reference for the current municipal year and current progress towards the achievement of its work programme for the year.

The Chairman advised the Select Committee that there was currently a consultation running on the Select Committee framework for implementation in the next municipal year, she urged them to look at the consultation and make their views known.

**43. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

The Chairman confirmed that she would make a brief summary of the meeting's progress to the next Overview and Scrutiny Committee regarding:

- (a) The Essex Police District Commander's presentation; and
- (b) The annual report of the Community Safety Partnership.

**44. FUTURE MEETINGS**

It was noted that the next meeting of the Communities Select Committee would be held on 15 January 2019 at 7.00pm.

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## SCRUTINY



**Report to**  
**Communities Select Committee**  
**Date of meeting: 15<sup>th</sup> January 2019**

**Subject: Update on the work of EFDC Funded Police Officers**

**Officer contact for further information:** J Chandler (01992 564214)

**Committee Secretary:** J. Leither (01992 564756)

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**Recommendations/Decisions Required:**

- 1) That the Communities Select Committee receives a six month report on the work and range of operations of the Council's funded Police team.

**Report:**

The Council's funded Police Officers became officially operational on 20<sup>th</sup> July 2018 following a formal ceremony to mark the event. However, the officers, one sergeant and two constables, undertook a period of orientation within the council's Community Safety Team Hub one month prior to this and have therefore been a deployable resource in the district from 20<sup>th</sup> June 2018.

As a general rule, the team are tasked according to the District Community Safety Partnership (CSP) priorities which are identified through the Annual Strategic Assessment and these are aligned to the Police, Fire & Crime Commissioner's (PFCC) Policing Plan. Outside of this, the team are occasionally deployed to support EFDC Officers in their work, where formal tasking requests identify a risk of threat or harm to staff in carrying out their lawful functions. Close management of this process has ensured that our police resources are targeted most effectively and efficiently.

The core tasking and deployment of the Council's team links into the wider Community Policing priorities for the district, but, the unique position afforded our officers also allows time for self-generation of work, which includes detailed interrogation of Automatic Number Plate Reader (ANPR) systems around the district, enabling prediction and plotting of locations of travelling criminals and preparation of interception tactics.

Since the introduction of the team, close professional working relationships have developed between the officers and members of the Council's Community Safety Team, which has helped to promote fully integrated working between police, ASB officers, CCTV, Safeguarding and ASB investigators. The officers have also worked with other front-line council service areas to support these teams when officers have been faced with threats, intimidation and aggression.

An example of this collaboration was seen when the team supported EFDC Planning Enforcement Officers, who needed to serve enforcement notices on a domesticated Traveller site where officers had been previously subjected to very aggressive threats and intimidation, preventing them carrying out their duty. The police team liaised with the Council's Legal Services and Planning department and developed a plan, Operation Xerses, to allow notices to

be served safely. This operation will continue running until the specific issues at this site have been successfully resolved. Our policing team will take the lead in each phase of the operation in support of EFDC Planning Enforcement.

The team have completed over 30 specific tasking requests over the last six months and have been active in every ward in the district. Examples of work they have undertaken are detailed below;

- High power motor vehicle involved in Organised Criminal Gang activity seized at Limes Farm.
- Work with Parkguard in weapons sweep at Limes Farm, recovering a zombie knife.
- Arrest of two suspects in stolen van at Ongar believed linked to OCG criminality. One of the suspects was subject to international arrest warrant.
- Responded to priority tasking at Buckhurst Hill and arrested two suspects from Kent for going 'equipped' with drugs and offensive weapon.
- Acting on information from EFDC Environmental officers, the team stopped a van suspected of serial fly-tipping and seized it as uninsured.
- Worked with EFDC Community Safety Team on a 'walk in' to council offices, for a female who had been trafficked into the UK and raped on multiple occasions. National Referral Mechanism (NRM) completed and female safeguarded.
- Worked with Integrated Offender Management (IOM) to locate and arrest prolific offender responsible for series of shoplifting offences in Epping. Successfully obtained a Criminal Behaviour Order on the same subject.
- Supported Operation Rose on multiple search warrants and arrests relating to serious gang violence by Hainault/HQ gang active around Limes Farm.
- Worked with Metropolitan Police Safer Neighbourhoods officers in Hainault and jointly prepared 14 Criminal Behaviour Order applications submitted to Crown Court at hearing on 12/12/18 designed to disrupt future gang related violence and drug dealing.
- Supported Housing Officers to prevent breach of the peace in gaining access to a property to carry out essential repairs and maintenance where access was previously refused by tenant
- Worked with Community Safety Team using local knowledge, EFDC CCTV, ANPR and police body worn video to successfully identify suspects and vehicle used in moped enabled attempted robbery High Street, Epping.

Although our EFDC Funded officers do not have a 'patrolling function' per se, they have been involved in policing a wide range of hi-visibility events in the district, such as Halloween, Fireworks night, Epping Christmas market, Debden Broadway Christmas market and Remembrance Sunday at Loughton and Epping. All of these events and occasions proceeded without any incident. They have also been involved in providing additional support to the local Community Policing Team, in areas experiencing high levels of crime.

A full list of the teams' activities can be found in the Activity Log included as Appendix A. (The Activity Log includes support for EFDC staff, under column 6 'EFDC support', where on 16 occasions, a risk or threat to staff existed).

### **Forthcoming Hub Activity in 2019**

In early 2019, our Community Safety Manager and District Commander, Lewis Basford, will be meeting with the Head of Community Safety and Protection for Redbridge Council, to discuss

how we can continue and expand cross border working as work on Operation Rose moves forward. The District Commander will also be meeting his counterpart in the Metropolitan Police to ensure continuity with the operation and to identify where our funded officers can support the ongoing work to prevent a resurgence of County Drug Lines in the district.

At an operational level, we already have a highly regarded cross border working group, chaired by Gary Cootes, one of the Council's Anti-social Behaviour Officers. Gary was recently applauded by the Metropolitan Police, Safer Neighbourhood Team Inspector for his contribution in tackling community safety issues in Hainault and Limes Farm, who stated "It is impossible to quantify the amount of serious violence that has been averted due to our cross border working. As a result of the joint action there are currently 24 Hainault members in prison with sixteen Criminal behaviour orders in place and another eight lodged."

**Reason for decision:** There is no decision related to this report.

**Options considered and rejected:** N/A

**Consultation undertaken:** A range of consultation was undertaken prior to the Council's decision to fund the additional police officers and this included with Nottinghamshire County Council, who had already funded a police team.

**Service review:** The funding of additional policing will be annually reviewed, with a detailed report to be presented to Cabinet in the final year of funding, in 2021.

**Resource implications:** The Council agreed three –year funding for the Police Officers, at a total of £555,000.

**Personnel:** Three Police Officers, including One Sergeant and two Police Constables.

**Land:** N/A

**Community Plan/BVPP reference:** Stronger Communities – Community safety and resilience.

**Relevant statutory powers:** N/A

**Background papers:** Cabinet Report February 2018.

**Environmental/Human Rights Act/Crime and Disorder Act Implications:** Increased resources for the District to tackle crime and disorder.

**Key Decision Ref** (if required) N/A

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|            |   |           |                              |                  |              |  |              |  |   |  |   |
|------------|---|-----------|------------------------------|------------------|--------------|--|--------------|--|---|--|---|
| 2018       | Community Safety Hub - Police Activity & Tasking Record |           |                              |                  |              |  |              |  |   |  |   |
| Date       | M3  | Task 2018 | Location                     | Self gen         | EFDC support | Details of activity/tasking  | Actioned Y/N | Action   | Outcome   | Date concluded                                   | Notes   |
| 20/06/2018 |   |           | Loughton                     | Y                |              | Recidivist MW acquisitive crime  |              | Police introduced themselves   | CPW issued  | 20/06/2018                                       | Michael Witham - MW   |
| 20/06/2018 |   |           | Limes Farm                   | Y                |              | Seized motor bike serial numbers ground off                                  |              | Rider Made off to MPD area   | Bike seized believed used in crime  | 20/06/2018                                       |   |
| 20/06/2018 |   |           | Limes Farm                   | Y                |              | Female detained with rider who made off                                      |              | Drugs search   | Negative parafernalia found   | 20/06/2018                                       |   |
|            |   |           |                              |                  |              | Hornbeam Cl/Rd area directed patrols   |              | ongoing action Operation Agile   | Hornbeam Rd, cannabis warning/ one arrested for class A possession. 3 x stop searches. 30/07/18 vehicle make off driver reported FTS dangerous driving<br>Two arrested 03/08 going equipped, drugs, off weapon Both from Kent RUI | 29/10/2018                                       | Master Task 16/18   |
| 22/06/2018 |   | 01/18     | Buckhurst Hill               | N                |              |  | Y            |  |   |  |   |
| 22/06/2018 |   |           | Nazeing                      | Y                |              | Report of youths seen with knife   |              | Direct contact with informant details obt'd confirmed suspects to CPT  | Two teenage suspects stopped and PACE searched no knife found   | 20/06/2018                                       |   |
| 26/06/2018 | 201740791   | 02/18     | Loughton                     | N                | Y            | Closure Order/Notice   | Y            | 11 Barrington Close - LW   | ongoing   | Closure Order expired                            | Les Watson - LW   |
| 26/06/2018 | 201724687   | 03/18     | Loughton                     | N                | Y            | Possession after Closure Order   | Y            | 102 Hansen Drive - DB  | Possession granted  | 04/09/2018                                       | Darren Bowden - DB  |
| 26/06/2018 |   | 04/18     | Waltham Abbey                | N                |              | Gangs and violence   | Y            | Tasked at District Tasking   |   | 10/07/2018                                       |   |
| 29/06/2018 |   |           | Epping                       | Y                | Y            | Assist EFDC Licensing  |              | Arrest EFDC Licensed taxi driver for drink driving SJ  | Appeared CMC 07/12/18 disqualified from driving12 months  | 07/12/2018                                       | SJ=Stephen Lloyd Jones  |
| Date       | M3  | Task 2018 | Location                     | Self gen         | EFDC support | Details of activity/tasking  | Actioned Y/N | Action   | Outcome   | Date concluded                                   | Notes   |
| 03/07/2018 |   | 06/18     | Loughton                     | N                | Y            | Monksgrove air rifle poss SEC1 firearm                                       | Y            | ASB case Housing Officer shown rifle at address commonly FAC required  | Further enquiries ongoing 23/07/18 checked in order   | 04/09/2018                                       |   |
| 03/07/2018 |   |           | Loughton                     | Y                |              | Gt Easton Path/Loughton tube   |              | Large group male suspects loitering w/i to commit robbery  | Team attended and dispersed group   | 03/07/2018                                       |   |
| 05/07/2018 | 201608611   |           | Loughton                     | Y                | Y            | HRDA MARAC concern for welfare   | Y            | Female HRDA front door found insecure by ASB officer   | Team attended   | 05/07/2018                                       |   |
| 05/07/2018 |   |           | Ongar                        | Y                |              | Suspect drug dealing car stopped   | Y            | Driver arrested drug driving & drug possession   | RUI Blood analysis and drug test  | 05/07/2018                                       |   |
| 05/07/2018 |   | 07/18     | Waltham Abbey                | N                | Y            | Unannounced visit to Topdog security re animal cruelty complaints            |              | Police requested to attend due to potential for breach of peace  | Tasking cancelled at the request of Licensing until result of joint visit with Vet. CW  | 23/07/2018                                       | Cancelled by Licensing - will attend with Vet in first instance |
|            |   |           |                              |                  |              | Dwelling burglar arrest  |              | Brickendon Ct, WA Assist Loughton CID to arrest recidivist and ASB nominal for local dwelling burglary forensic evidence. JS     | Arrested - also witness to GBH  | 10/07/2018                                       | JS = Joe Savage   |
| 09/07/2018 |   |           | Waltham Abbey                | Y                |              |  | Y            |  |   |  |   |
| 10/07/2018 |   | 08/18     | North Weald Airfield         |                  |              | Dangerous parking  | N            |  | Rejected does not fit tasking criteria  | TASK REJECTED                                    | Email to Darren Goody by PG 11/07/18 notifying of outcome       |
| 10/07/2018 |   | 09/18     | Waltham Abbey, Hillhouse     | N                |              | Emerging ASB   | Y            | Work with CYP officer to identify & target perps   | TG arrested for possession of tasers ongoing  | 15/07/2018                                       | Tyler Grey - TG   |
| 10/07/2018 |   | 10/18     | Chigwell                     | N                | Y            | Request for assistance to arrest serial fly-tipper                           | Y            | Team to work with Neighbourhoods officers  | Contact phone with offenders failed to work job cancelled   | 13/07/2018                                       |   |
| 11/07/2018 |   |           | Loughton                     | Y                |              | Prolific shoplifters Aldi Langston Rd  |              | MW arrested JC made off  | MW = CR JC arrested & charged - CBO under consideration   |  | Mark Webb - MW/ Jody Collins - JC                               |
| 16/07/2018 |   |           | Limes Farm                   | Y                |              | Audi R8 containing W/M person  |              | Vehicle chased abandoned Limes Centre connected to OCG criminality   | Attended on 19/7 awaiting an update from Neighbourhoods Officer   |  |   |
| 17/07/2018 |   |           | Waltham Abbey                | Y                |              | ASB Moped  | Y            | Sec 59 warning issued  | If rider offends again bike can be seized   | 04/09/2018                                       |   |
| 20/07/2018 |   | 11/18     | Limes Farm                   | N                |              | Weapons Sweep Red Block  | Y            | Scheduled for 25/07/18 with Parkguard Office and Dog   | Actioned 25/07/18 - modified zombie knife recovered   | 20/07/2018                                       |   |
| 24/07/2018 |   | 12/18     | Waltham Abbey                | N                |              | Gang related activity Highbridge Street & surrounding area                   | Y            |  | Tasking closed no further incidents   | 04/09/2018                                       |   |
| 30/07/2018 |   | 13/18     | Waltham Abbey                | N                | Y            | Support EFD Public Health Team re attempt to access Butlers Drive            |              | Attendance to prevent breach of the peace scheduled for 14:00hrs 08/08/18  | Attended no support required  | 08/08/2018                                       | Mrs Leslie Cook 17 Butlers Drive, WA                            |
| Date       | M3  | Task 2018 | Location                     | Self gen         | EFDC support | Details of activity/tasking  | Actioned Y/N | Action   | Outcome   | Date concluded                                   | Notes   |
| 02/08/2018 |   |           | Ongar                        | Y                |              | Arrest suspect stolen van on false plates                                    | Y            | Prisoners to Grays   | One C&B TWOC / one charged & RIC TWOC International arrest warrant  | 02/08/2018                                       |   |
|            |   |           |                              |                  |              | Targeted patrols B/H arrested 2 from Kent Going equipped, drugs, off weapoin |              | RUI forensics  |   | 04/08/2018                                       |   |
| 03/08/2018 |   |           | Buckhurst Hill               | Y                |              |  | Y            |  |   |  |   |
| 17/08/2018 |   |           | Ongar                        | Y                |              | Random patrol recover LOS Smart car from Epping                              | Y            |  | Vehicle recovered   | 20/08/2018                                       |   |
| 21/08/2018 |   |           | Epping                       | Y                | Y            | People trafficking/modern slavery/rape                                       | Y            | Female victim walked into reception alleging multiple rapes and being trafficked   | NRM referral completed / Safe house identified SOIT referral  | 21/08/2018                                       |   |
| 22/08/2018 |   |           | Limes Farm                   | Y                |              | PWITTS, Off weap knife & baton   | Y            | TM in possession of 3 wraps cocaine recovered with three phones  | Op Raptor dealing   | 22/08/2018                                       | TM=Takudzwa Mashingaidze  |
| 23/08/2018 |   | 14/18     | Loughton                     | N                | Y            | Possible gang activity 137 Grosvenor Dr, Loughton                            | Y            | Attention to address /engagement with occupants  | Police Safeguarding report submitted NFA  |  |   |
| 31/08/2018 |   | 15/18     | Ongar                        | Y                | Y            | Fly tip local drug dealing ASB   | Y            | Suspect vehicle seen at 64 Moreton Rd, Ongar involved in criminality locally   | Suspect = AB Mill Lane, High Ongar van seized   | Vehicle stopped and driver reported no insurance | AB-Andrew Burrows   |
| Date       | M3  | Task 2018 | Location                     | Self gen         | EFDC support | Details of activity/tasking  | Actioned Y/N | Action   | Outcome   | Date concluded                                   | Notes   |
| 04/09/2018 |   | 16/18     | Buckhurst Hill               |                  |              | ASB/gang related violence linked to 01/18                                    | Y            |  |   |  |   |
| 04/09/2018 |   | 17/18     | Loughton                     | N                |              | Concern threat to life   |              | Drug debt linked to Gangs (also on district tasking) AC 119 Chester Rd, Loughton   | Dc Amy Kavanagh OIC   | NFA  | AC=Anthony Cole   |
| 05/09/2018 |   |           | Epping                       | District tasking |              | Joint operation with IOM to locate and arrest outstanding nominals           | Y            | Working with IOM across EFD  | Suspect RW located and arrested appearing Chelmsford MC 06/09   | 05/09/2018                                       | RW=Raphaella Willey   |
| 06/09/2018 |   |           | Epping                       | Y                |              | CBO application  |              | Attending CMC re CBO RW  | CBO granted 5 years   | CBO 5 years                                      | RW=Raphaella Willey   |
| 10/09/2018 |   |           | District wide                | Y                |              | Police staff CBO process   |              | Develop a process for assessing and creating pre-planned CBO applications for prolific offenders                                 |   | Ongoing  |   |
|            |   |           |                              |                  |              | PWITTS Class A and B   |              | ANPR hit arrested AN and DG  | Large bag herbal cannabis, bag of heroin bag of cocaine - scales , deal bags, phones and client lists. CS gas deployed for arrest. Vehicle hire car seized. Driver made off. LPT dealing  | 10/09/2018                                       | AN=Alfie Naylor DG=Dean Gunning                                 |
| 10/09/2018 |   |           | Total Garage Epping New Road | Y                |              |  |              |  |   |  |   |
| 12/09/2018 |   |           | Loughton                     | Y                |              | Arrest WM from Alderton Hill, Loughton JR                                    |              | Stop check sus Nottingham Knockers wanted person   | Breach of Community Order & FTA theft. Taken to Chelmsford MC via Custody.  | 12/09/2018                                       | JR = Jack Robertson   |
|            |   |           |                              |                  |              | LOS Fiesta ST white recovered being used in crime on cloned plates           |              | Analysis of ANPR hits systematic search - second vehicle observed parked next to LOS vehicle also suspected of criminal activity | Intel re possible East European crime team submitted. Completed intel and recovered LOS. Second vehicle LOS Mazda recovered connected to Fiesta 14/09/18  | 14/09/2018                                       |   |
| 12/09/2018 |   |           | Buckhurst Hill               | Y                |              |  |              |  |   |  |   |
| 13/09/2018 |   |           | Epping                       | Y                | Y            | CBO application  |              | RW   | Attended court application granted  |  | RW=Raphaella Willey   |

|            |    |           |                        |          |              |   |              |   |   |   |                                       |           |
|------------|----|-----------|------------------------|----------|--------------|---|--------------|---|---|---|---------------------------------------|-----------|
| 14/09/2018 |    |           | Epping                 | N        | Y            | Assist Housing  |              | Evict trespassers from RW / GO property Birch View  | Property secured and trespassers removed. IOM nominal address both occupants in prison  | 14/09/2018  | RW=Raphaella Willey O'Brien           | GO = Glen |
|            |    |           |                        |          |              | CBO application   |              | GO  | Awaits hearing date. Listed for hearing Colchester MC 12/11/18 Now being dealt with under OP ROSE subjects  |   | GO=Glen Obrien                        | OP ROSE   |
| 14/09/2018 |    |           | Epping                 | Y        |              |   |              |   |   |   |                                       |           |
| 18/09/2018 |    | 18/18     | Loughton/Waltham Abbey | N        |              | Rise in knife crime robbery   | Y            | Spike in robbery Loughton tube vicinity and Winters Way, WA   | Hi-vis targeted patrols stop search conducted   | Offences tailed off - closed 09/10/18   |                                       |           |
| 19/09/2018 |    | 19/18     | Waltham Abbey          | N        |              | Hillhouse flats youths congregating in stairwell ASB and drugs  | Y            | Targeted hi-vis   | no further complaints received  | closed 09/10/18   |                                       |           |
|            |    |           |                        |          |              | Stop check sus circs  |              | Vehicle contained large quantity of suspected stolen vehicle parts all recovered for examintaion linked to organised crime  |   | 25/09/2018  |                                       |           |
| 25/09/2018 |    |           | Ongar/North Weald      | Y        |              |   |              |   |   |   |                                       |           |
|            |    |           |                        |          |              | Tasked long term / ongoing operation  |              | Support EFDC Legal/Planning Enforcement to facilitate service of planning enforcement notices at Roydon Lodge Chalet Estate | Briefing CST/CPT North Weald Airfield. Support given to process servers - 13 pl;ots served without incident. 15 police officers supported operation   | Phase one complete 28/09/18   |                                       |           |
| 28/09/2018 |    | OP XERSES | Roydon                 | N        | Y            |   |              |   |   |   |                                       |           |
| Date       | M3 | Task 2018 | Location               | Self gen | EFDC support | Details of activity/tasking   | Actioned Y/N | Action  | Outcome   | Date concluded  | Notes                                 |           |
|            |    |           |                        |          |              | Car seen on false plates  |              | Vehicle pursuit into MPD pursuit discontinued for public safety after suspect drove against oncoming traffic on A406        |   | 04/10/2018  |                                       |           |
| 04/10/2018 |    |           | Chigwell               | Y        |              |   |              |   |   |   |                                       |           |
|            |    |           |                        |          |              | IOM Nominal offender wanted   |              | FTS vehicle pursuit. Offender SW arrested for breach of court order by team 05/10/18 following investigation.               | Custody   | 05/10/2018  | SW = Sonny Williams                   |           |
| 04/10/2018 |    |           | Ongar                  | Y        |              |   |              |   |   |   |                                       |           |
| 05/10/2018 |    |           | North Weald            | Y        |              | Stop check sus circs  |              | Disqualified driver detained - car seized   | Appearing CMC TBA   | 05/10/2018  |                                       |           |
| 05/10/2018 |    |           |                        |          |              | Stop check sus circs  |              | FTS 5 suspects - decamp after pursuit 5 arrested going equipped and pssn cannabis Class B                                   | All NFA driver charged drink drive FTS and other RT offences.   | 06/10/2018  |                                       |           |
|            |    |           | Thornwood              | Y        |              |   |              |   |   |   |                                       |           |
| 10/10/2018 |    | 20/18     | Roydon                 | N        | Y            | Protect EFDC officers carrying out drone flight   | Y            | Cancelled 15/10 due to adverse weather. Re-scheduled for 14:30hrs 16/10/18  | Flight completed  | 16/10/2018  | OP XERSES                             |           |
| 18/10/2018 |    | OP AIDANT | Ongar                  |          |              | Coopers Hill car wash and High Street   |              | Suspected modern slavery working with EFDC PSH  |   |   | OP AIDANT - Not actioned              |           |
| 22/10/2018 |    | 21/18     | Loughton               | N        | Y            | Attention to 33 Barfields, Loughton   | Y            | Suspected crack house evidence required for closure order   | Attention paid whilst on patrol nothing   |   |                                       |           |
| 30/10/2018 |    |           | Chigwell               | N        |              | Support Raptor arrest and search  |              | Gang related drug dealing Limes Farm  | Two arrested being concerned in supply class A. HQ gang   | Blood stained zombie knife recovered  |                                       |           |
|            |    |           |                        |          |              | Repeat ANPR hits vehicle involved in crime  |              | Vehicle involved in crime   | Vehicle seized suspect arrested after foot chase CP from Romford RUI for FTS accident x 7 No insurance Driving whilst unfit through drink/drugs Dangerous driving Driving whilst disqualified Fail to stop for police | Traffic dealing   | CP = Craig Port Rd, Romford           | Briar     |
| 30/10/2018 |    |           | Ongar                  | Y        |              |   |              |   |   |   |                                       |           |
|            |    |           |                        |          |              | Public Order patrols  |              | Two juveniles detained and taken home poss'n fireworks  | Reported to YOT HS & JF to be dealt with by way of Community Resolution   | 31/10/2018  |                                       |           |
| 31/10/2018 |    | 22/18     | EFD                    | N        |              |   | Y            |   |   |   | HS = Harry Smythe JF = Jordan Foulger |           |
| Date       | M3 | Task 2018 | Location               | Self gen | EFDC support | Details of activity/tasking   | Actioned Y/N | Action  | Outcome   | Date concluded  | Notes                                 |           |
| 05/11/2018 |    | 23/18     | District wide          | N        |              | Fireworks 05/11/18 - LT   | Y            | Support CPT & Parkguard re public order   | Abridge Top Golf cannabis warning CT  | 05/11/2018  | CT = Connor Turner                    |           |
|            |    |           |                        |          |              | HVP 25-31 Paley Gardens   |              | Reports of drug dealing in vicinity   | Incorporated with Op ROSE   | 13/11/18 BG arrested drug supply by Raptor assisted by EFD police charged and RIC. Raptor dealing OP ROSE | BG = Barry Gilbody                    |           |
| 06/11/2018 |    | 24/18     | Loughton               | N        |              |   | Y            |   |   |   |                                       |           |
| 12/11/2018 |    |           | Ongar                  | Y        |              | Vehicle FTS police/drink/drug driving   |              | Suspected occupants involved in crime   | Arrested LW   | 12/11/2018  | LW = Louis Williams                   |           |
|            |    |           |                        |          |              | Support u/c operation to arrest Hainault/HQ gang members involved in serious violent crime and drug dealing | Y            | Team to act as exhibit officers and prisoner transport  | Operation arrested 24 suspects concerned in supply of class A and B drugs   | Ongoing see below   |                                       |           |
| 13/11/2018 |    | OP ROSE   | Chigwell               | N        |              |   |              |   |   |   |                                       |           |
| 15/11/2018 |    |           | Ongar                  | Y        |              | Recovered LOS cloned Ford Focus ST linked to active dwelling burglar  |              | Vehicle recovered   | Vehicle recovered NFA   | 15/11/2018  |                                       |           |
| 20/11/2018 |    | 25/18     | EFD OP ROSE            | N        |              | Preparation CBO applications  | Y            | Work in collaboration Work with MPS SNT/Raptor/FIO & EFDC CST working from Woodford Police Station                          |   |   |                                       |           |
| 21/11/2018 |    |           | North Weald            | Y        |              | Drink drive   |              | Stopped whilst on routine patrol after call for assistance from other police units.   | Subject arrested DB (East European) vehicle seized no valid driving licence   | Charged & Bailed CMC (3rd Offence)  | DB = Dorin Barbuta                    |           |
| 21/11/2018 |    |           | Waltham Abbey          | Y        |              | LOS Howard Close  |              | Range Rover Sport recently stolen from South Woodham Ferrers & laid up for 2 nights   | Vehicle recovered intelligence submitted  | 21/11/2018  |                                       |           |
| 27/11/2018 |    |           | Waltham Abbey          | Y        |              | LOS Howard Close  |              | VW Golf LOS recovered stolen from Croydon   | Recovered   | 27/11/2018  |                                       |           |
| 27/11/2018 |    | 26/18     | EFD OP ROSE            |          |              | Plan and execute warrants x 6   |              | Planning ops organising resources   |   |   |                                       |           |
| 29/11/2018 |    |           | Buckhurst Hill         | Y        |              | Cloned LOS vehicle from North London  |              | Vehicle stopped and driver arrested for burglary and possession cannabis  | MPS dealing - phones seized - RUI MOWP Beds non-res burglary MPD  |   | BH = Beck Harrington                  |           |
| 30/11/2018 |    | 27/18     | Waltham Abbey          |          |              | Public Order patrols  |              | Cavalcade of light  | No incidents  | 30/11/2018  |                                       |           |
| 30/11/2018 |    | 28/18     | Ongar                  |          |              | Public Order patrols  |              | Xmas lights and fayre   | No incidents  | 30/11/2018  |                                       |           |
| Date       | M3 | Task 2018 | Location               | Self gen | EFDC support | Details of activity/tasking   | Actioned Y/N | Action  | Outcome   | Date concluded  | Notes                                 |           |
| 07/12/2018 |    | 29/18     | Epping                 |          |              | Public Order Patrols  |              | Epping Christmas market   | Completed no issues reported  | 07/12/2018  |                                       |           |
|            |    |           |                        |          |              | Chester Rd support grounds maintenance prevent BoP  | Y            | Attended - access granted   | Work completed no issues  | 13/12/2018  |                                       |           |
| 13/12/2018 |    | 30/18     | Loughton               |          | Y            |   |              |   |   |   |                                       |           |
| 17/12/2018 |    |           | Waltham Abbey          |          |              | Miniature rifle range   |              | Support NRA and MPS with warrant regarding range safety   | Completed no issues reported awaiting expert evidence from NRA  | 17/12/2018  |                                       |           |
|            |    |           |                        |          |              | Barfields, Loughton drugs warrant   |              | Op Landslip warrant long term volume crime and drugs issues property being used by IOM nominals and volume crime offenders  |   |   | Valer Fraser 33 Barfields             |           |
| 18/12/2018 |    |           | Loughton               |          |              |   |              |   |   |   |                                       |           |
| 18/12/2018 |    |           | Epping                 | Y        |              | High Street attempted moped enabled robbery   |              | Used CCTV, ANPR, BWV, EFDC local intelligence identified suspects An, DN, JG  | Passed to CID for action  |   | Alfie and Danny Naylor, Joe Gunning   |           |
| 20/12/2018 |    |           | Loughton               | Y        |              | Stolen van on false plates -recovered   |              | Vehicle linked to a prolific offender (TT) linked to localr burglaries and drugs  | CID dealing   |   | TT = Tommy Tonner                     |           |
|            |    |           |                        |          |              |   |              |   |   |   |                                       |           |
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## SCRUTINY



Epping Forest District Council

### **Report to Communities Select Committee**

**Date of meeting: 15 January 2019**

**Portfolio:** Housing Property Services

**Subject:** Corporate Plan 2018-2023 –  
Performance Report Q3 2018/19

**Officer contact for further information:** M Chwiedz (01992 562076)

**Democratic Services Officer:** J Leither (01992 564756)

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#### **Recommendations/Decisions Required:**

- (1) That the Committee review the outturn position for Quarter 3 2018/19, in relation to the achievement of the Corporate Plan for 2018-2023;
- (2) That the Committee identifies any actions and/or projects, performance indicators and/or benefits, which require in-depth scrutiny or further report on performance.

#### **Executive Summary:**

The Corporate Plan 2018-2023 is the authority's key strategic planning document. The Plan lays out the journey the Council will take to transform the organisation to be 'Ready for the Future'. The plan links the key external drivers influencing Council services, with a set of corporate aims and objectives, grouped under three corporate ambitions.

A Corporate Specification for each year (previously called the Key Action Plan) details how the Corporate Plan is being delivered through operational objectives, with these in turn linked to annual Service business plans.

The success of the Corporate Plan is assessed through the achievement of a set of benefits, each measured through one or more performance indicator, focussed on what the Council achieves for customers. Strategic Board, Cabinet and the Scrutiny Committees have overview and scrutiny roles to drive improvement in performance and ensure corrective action is taken where necessary.

#### **Reasons for Proposed Decisions:**

This combined report brings together the performance of the Council against the Corporate Plan and gives 'clear line of sight' for performance across the Council via the new benefits maps and performance indicator set. The benefits maps provide an opportunity for the Council to focus attention on how specific areas for improvement will be addressed, and how opportunities will be exploited and better outcomes delivered. It is important that relevant performance management processes are in place to review and monitor performance against performance indicators to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under performance.

## **Other Options for Action:**

No other options are appropriate in this respect. Failure to monitor and review performance and to consider corrective action where necessary could have negative implications for judgements made about the Council's progress and might mean that opportunities for improvement are lost.

## **Report:**

### **The Corporate Plan – Context, Aims and Objectives**

1. The Corporate Plan is the Council's highest level strategic document. It sets the strategic direction and priorities for the organisation for the lifetime of the plan and provides a framework to demonstrate how the work of the Council fits together at a strategic level.
2. The new Corporate Plan runs from financial year 2018/19 to 2022/23 and was adopted by full Council on 21 December 2017. This plan links the key external drivers influencing Council services, with a set of corporate aims and objectives, grouped under three corporate ambitions. The Corporate Plan is the cornerstone of the Council's performance management framework, called its Benefits Management Strategy. The Corporate Plan also provides the policy foundation for the Council's Medium Term Financial Strategy (MTFS) and is essential for the prioritisation of resources to provide public services and value for money.
3. The Council's external drivers have been identified by Cabinet Members and the Council's Management Board and Leadership Team, for the next five years. They have been further refined through consultation and linked with a set of three interdependent corporate ambitions:
  - Stronger Communities;
  - Stronger Place; and
  - Stronger Council.
4. Each ambition has a set of corporate aims, which are in turn detailed by one or more corporate objective.
5. An annual Corporate Specification details how the Corporate Plan will be delivered through a set of operational objectives for that year. In turn, these operational objectives are responded to through annual Service business plans.
6. The previous regular performance reports covering the annual Corporate Plan Key Action Plan, Key Performance Indicators and Transformation Highlight Report have now been superseded by this single integrated performance report.

### **Benefits Realisation**

7. The Corporate Plan can be viewed as a set of benefits maps – one map for each of the ten corporate aims. The content of these maps is by necessity more technical than is presented in the public document.
8. An explanation of these benefits maps is provided in this section of the report.
9. All benefits from individual corporate objectives, connect back to four key benefits, which are as follows:
  - K1 Improved customer value – recognising what customers' value about our services and placing them as the heart of everything we do;

- K2 Increased efficiency – focussing on our speed of delivery and getting things right first time;
- K3 Increased agility – reducing red tape, simplifying how we work through joined up services; and
- K4 Increased savings and income – delivery of resource savings and income generation, to keep Council Tax low.

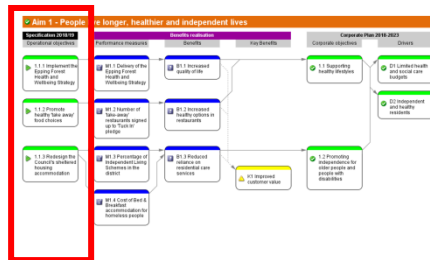
10. In this context, a benefit is defined as: the measurable improvement resulting from an outcome perceived as an advantage by a stakeholder, which contributes towards one or more organisational objectives.

11. Please note that when the benefits maps are created, best practice is to start from the right-hand side and work towards the left, i.e. start with the needs of our customers or the end in mind, and work back to the solutions on the left-hand side. When the organisation delivers services, it starts on the left-hand side and works over to the right, i.e. the delivery goes from left to right.

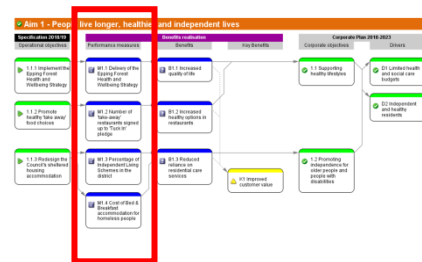
### How to Read the Performance Report

12. The Report works through each Corporate Aim in turn, starting with the headline benefits map, followed by detailed lists of the elements from the map, working from left to right: (a) operational objectives, (b) projects and programmes, and (c) performance indicators.

Working from the left hand side of the benefits maps (see example), the first column contains the annual Specification – formally the Key Action Plan – as a set of operational objectives covering both Businesses As Usual (BAU) and business transformation (projects and programmes).



13. The next column of the benefits maps covers the measurement of performance through a set of Performance Indicators (PIs).



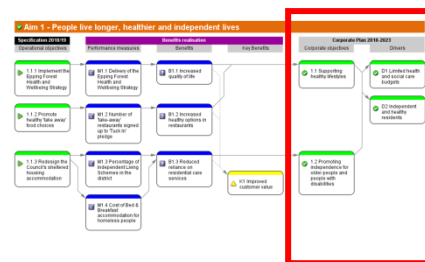
14. The benefits for stakeholders sit at the centre of the benefits maps. One or more performance measures makes up each (intermediate) benefit. Individual performance measures may contribute to one or more benefit. Where this is the case, weightings that show how the performance of these indicators 'roll-up' is given. Similarly, an individual indicator may contribute to the realisation of one or more benefits.



In turn, each (intermediate) benefit contributes to one or more of the four key benefits.

15. The right hand side of the benefits maps shows the corporate aims and objectives and the environmental factors which drive them. The progress of Actions and Benefits Drivers are combined to indicate the 'rolled-up' status of the Corporate Objectives and their respective Drivers.

16. In addition, each performance indicator has been identified as either 'Corporate (C)' or 'Partnership (P)', to show whether there are factors outside of the Council's control which impact on the indicator.



## Red-Amber-Green Status, Targets and Thresholds

17. Individual elements are colour coded using the Red, Amber, Green status indicators – often abbreviated to RAG – to highlight exceptions that may require attention. This enables Members and officers to efficiently focus on areas where performance may be below target, and where remedial actions or further scrutiny may be required. By following the links left-to-right on the benefits maps – between projects / actions, indicators, benefits and objectives – the maps also show the likely cause (to the left) or impact (to the right) of any underperformance.

18. Where appropriate, each individual performance indicator has a target for the Corporate Plan period. This will be profiled across the five years of the plan, and could be a flat line, cumulative, ramp-up or tail-off in shape. In addition, where appropriate each individual performance indicator has an amber threshold tolerance. Between the target and the amber tolerance, performance would be reported as Amber, beyond this threshold, performance would be reported as Red.

19. The key to the icons used on the benefits maps is as follows:

|  |       |   |
|--|-------|---|
|  | Green | Indicates an element that is on target or has been completed  |
|  | Green | Indicates an action that is in progress or is assigned  |
|  | Amber | Indicates: <ul style="list-style-type: none"> <li>Performance Indicator (or Risk) that is neither red nor green; or</li> <li>An Action that is unassigned, i.e. it doesn't have an owner</li> </ul> |
|  | Red   | Indicates: <ul style="list-style-type: none"> <li>A Performance Indicator below target, or</li> <li>An overdue Action based on the deadline date, or</li> <li>A Risk with a high rating</li> </ul>  |
|  | Blue  | Indicates that there is data missing and Pentana Performance is unable to make a calculation for that Performance Indicator, therefore it will not show one of the other traffic light icons        |

20. The scrutiny committee that owns each element for scrutiny purposes is indicated by the following acronyms:

|                |                                 |
|----------------|---------------------------------|
| <b>O&amp;S</b> | Overview and Scrutiny Committee |
| <b>CSC</b>     | Communities Select Committee    |
| <b>GSC</b>     | Governance Select Committee     |
| <b>NSC</b>     | Neighbourhoods Select Committee |
| <b>RSC</b>     | Resources Select Committee      |

21. The progress of performance is reviewed by Strategic Board, the Finance and Performance Management Cabinet Committee and Cabinet at the conclusion of each quarter. Service Directors review performance with the relevant portfolio holder(s) on an ongoing basis throughout the year. Select Committees are each responsible for the scrutiny of quarterly performance within their areas of responsibility.

## **Performance Report**

22. The Committee is requested to review the performance outturn position against the benefits maps, in relation to the achievement of the Corporate Plan for 2018-2023.

23. The Committee is requested to identify any actions and/or projects, performance indicators and/or benefits, which require in-depth scrutiny or further report on performance.

### **Resource Implications:**

None for this report.

### **Legal and Governance Implications:**

There are no legal or governance implications arising from the recommendations of this report.

### **Safer, Cleaner and Greener Implications:**

None for this report.

### **Consultation Undertaken:**

The indicators will be considered by the Finance and Performance Management Cabinet Committee – January 2019 and individual Select Committees during January and February 2019

### **Background Papers:**

Various reports, culminating in:

- Corporate Plan 2018-2023 Report to Cabinet (C-032-2017/18) on 7 December 2017.
- Corporate Plan 2018-2023 Report to Council (Item 12) on 21 December 2017.
- Corporate Plan 2018-2023 – Progress Reporting and Performance Indicator Set:
  - Neighbourhoods Select Committee on 20 March 2018
  - Resources Select Committee on 14 March 2018
  - Governance Select Committee on 27 March 2018
  - Communities Select Committee on 18 March 2018
  - Overview and Scrutiny Committee on 17 April 2018.
- Corporate Plan 2018-2023 – Benefits Maps, Performance Indicator Set, Targets and Progress Reporting (FPM-002-2018/19) report to Finance and Performance Management Cabinet Committee on 21 June 2018.

### **Risk Management:**

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific objectives or benefits will be identified by the responsible service director during business planning and communicated to the Corporate Risk Management Group.

### **Equality Analysis**

This is a quarter 3 position for 2018-19, in relation to the achievement of the objectives and measures contained within the Corporate Plan. There are no equality implications arising from the specific recommendations of this report. Relevant implications arising from individual actions will be identified and considered by the responsible service director.

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# Our Corporate Plan 2018-2023

"Ready for the future"

## Stronger communities

1. People live longer, healthier and independent lives

1.1 Supporting healthy lifestyles

1.2 Promoting independence for older people and people with disabilities

2. Adults and children are supported in times of need

2.1 Safeguarding and supporting people in vulnerable situations

3. People and communities achieve their full potential

3.1 Enabling communities to support themselves

3.2 Provide culture and leisure

3.3 Keeping the district safe

## Stronger places

4. Delivering effective core services that people want

4.1 Keeping the district clean and green

4.2 Improving the district housing offer

5. A district with planned development

5.1 Planning development priorities

5.2 Ensuring infrastructure supports growth

6. An environment where new and existing businesses thrive

6.1 Supporting business enterprise and attracting investment

6.2 People develop skills to maximise their employment potential

6.3 Promoting retail, tourism and the visitor economy

## Stronger council

7. Customer satisfaction

7.1 Engaging with the changing needs of our customers

8. Democratic engagement

8.1 Robust local democracy and governance

9. A culture of innovation

9.1 Enhancing skills and flexibility of our workforce

9.2 Improving performance through innovation and new technology

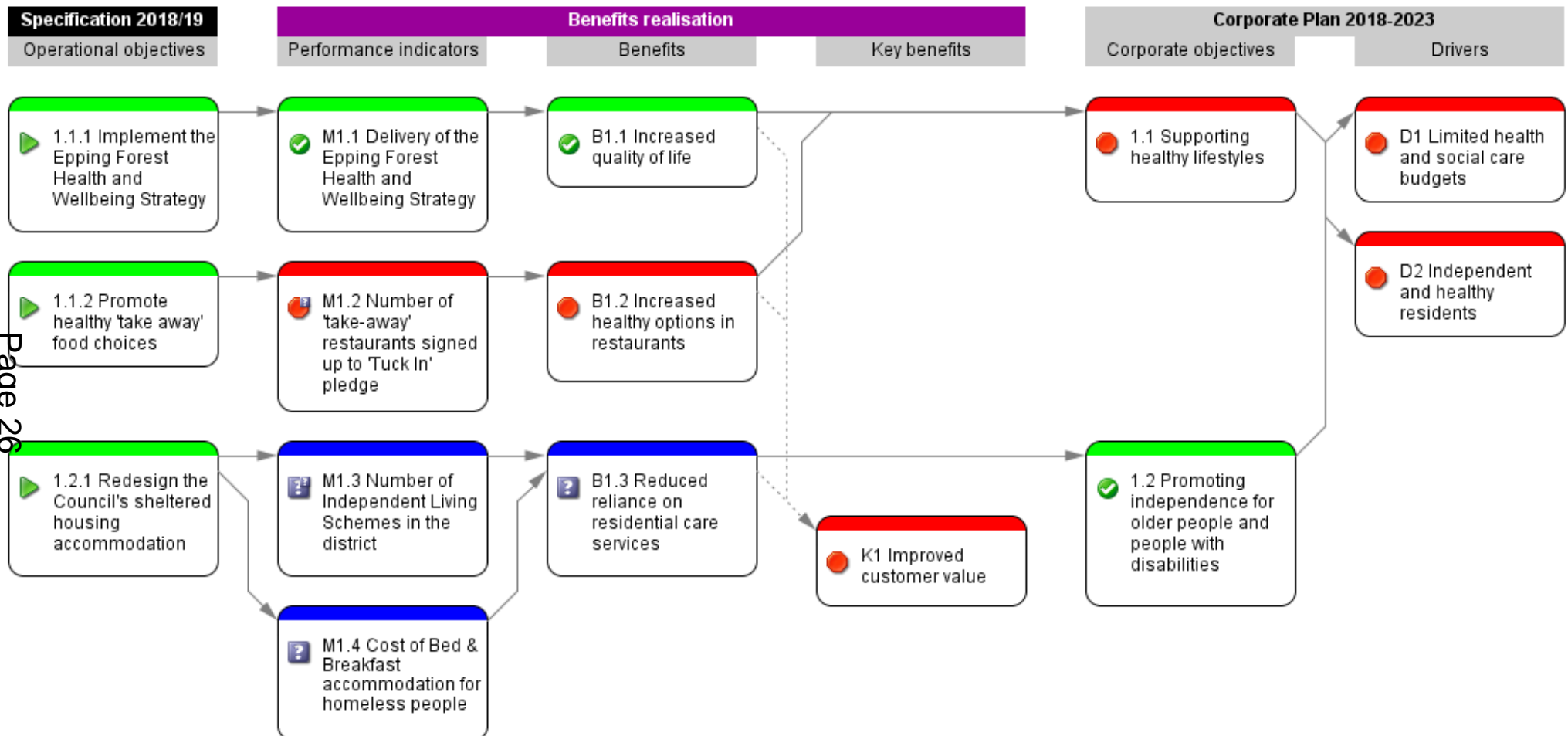
10. Financial independence with low Council Tax

10.1 Efficient use of our financial resources, buildings and assets

10.2 Working with commercial partners to add value for our customers

## Aim 1 - People live longer, healthier and independent lives

Stronger communities



**Aim 1 People live longer, healthier and independent lives**

Stronger communities

To improve the quality of life and life expectancy of all our residents by promoting healthier lifestyles, as well as providing homes and facilities to reduce the future demand on social care services and support the independence of our more vulnerable residents.

**Corporate objective 1.1 Supporting healthy lifestyles**

Improving the quality of life, as well as life expectancy of all our residents by supporting and promoting healthier lifestyles, providing opportunities for physical activity and initiatives to support the emotional and mental health of our children and young people.

**Operational objective 1.1.1 Implement the Epping Forest Health and Wellbeing Strategy**

| RAG     | Description  | Progress | Due date    | Expected outcome | Scrutiny | Manager                                     |
|---------|--|----------|-------------|------------------|----------|---|
|         | Implement the Epping Forest Health and Wellbeing Strategy  | 75%      | 31-Mar-2019 | Action On Target | CSC      | Community and Partnership Services Director |
| Page 27 | Q3 - The three multi-agency health & wellbeing thematic Action Groups continue to make good progress on their priority objectives. Overall, projects are 70% complete.   |          |             |                  |          |   |
|         | Q2 - Each of the three thematic Health & Wellbeing Action Groups have facilitated positive partnership working and are making good progress in the delivery of key projects. Each Action Group has identified and agreed its three priorities for 2018-19. Overall, projects are 30% complete. Action Plans for each multi-agency group will be taken to the next EF Health & Wellbeing Board meeting on 30th October. |          |             |                  |          |   |
|         | Q1 - Multi-agency Action Groups have been established for each of the three health & wellbeing thematic priorities and Action Plans are currently being development in collaboration with the Council's partners.  |          |             |                  |          |   |

**Corporate objective 1.2 Promoting independence for older people and people with disabilities**

Providing additional care facilities as well as future homes which in turn will reduce the demand on social care services and help to support independence.

**Operational objective 1.2.1 Redesign the Council's sheltered housing accommodation**

| RAG | Description  | Progress | Due date    | Expected outcome | Scrutiny | Manager                                |
|-----|--|----------|-------------|------------------|----------|--|
|     | Redesign the Council's sheltered housing accommodation | 75%      | 31-Mar-2019 | Action Pending   | CSC      | Housing and Property Services Director |
|     | Q3 - as per Q2   |          |             |                  |          |  |

|  |   |
|--|---|
|  | Q2 - This action is pending the implementation of the new Senior Management Structure   |
|  | Q1 - Project is currently being held in abeyance, pending the introduction of the new Senior Management Structure, due to the resultant increased commitments of the Director of Communities (who was leading the project) following the departure of the former Chief Executive and two other Directors. |

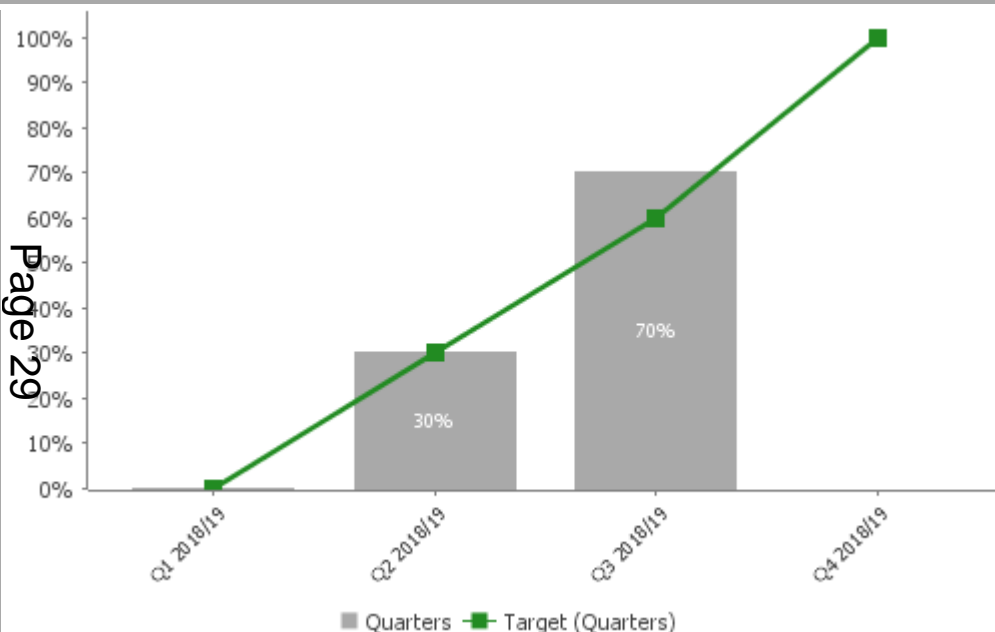
✓ Performance indicator **M1.1 Delivery of the Epping Forest Health and Wellbeing Strategy**

This indicator is a measure of the successful implementation of projects contributing to the multi-agency Epping Forest Health & Wellbeing Strategy 2018-28 (Year 1).

| Is year-end target likely to be achieved? | Live from | Scrutiny |
|---|-----------|----------|
| ▶ Yes                                     | 2018      | CSC      |

| Manager                                     | Good performance | Corporate or Partnership indicator | Annual trend |
|---|------------------|------------------------------------|--------------|
| Community and Partnership Services Director | Aim to Maximise  | Partnership                        | ↑            |

| Trend chart | Comments |
|-------------|----------|
|-------------|----------|



Q3 - The three multi-agency health & wellbeing thematic Action Groups continue to make good progress on their priority objectives. Overall, projects are 70% complete.

Corrective action

| Q1 2018/19 |       |        | Q2 2018/19 |       |        | Q3 2018/19 |       |        | Q4 2018/19 |       |        |
|------------|-------|--------|------------|-------|--------|------------|-------|--------|------------|-------|--------|
| Target     | Value | Status | Target     | Value | Status | Target     | Value | Status | Target     | Value | Status |
| 0%         | 0%    | ✓      | 30%        | 30%   | ✓      | 60%        | 70%   | ✓      | 100%       |       |        |



Performance indicator

### M1.3 Number of Independent Living Homes in the district

To promote an increase in the supply of Independent Living Homes for older people in the District, over the Corporate Plan Period (2018-23).

Is year-end target likely to be achieved?



Not applicable

Live from

2018

Scrutiny

CSC

Manager

Housing and Property Services Director

Good performance

Aim to Maximise

Corporate or Partnership indicator

Corporate

Annual trend

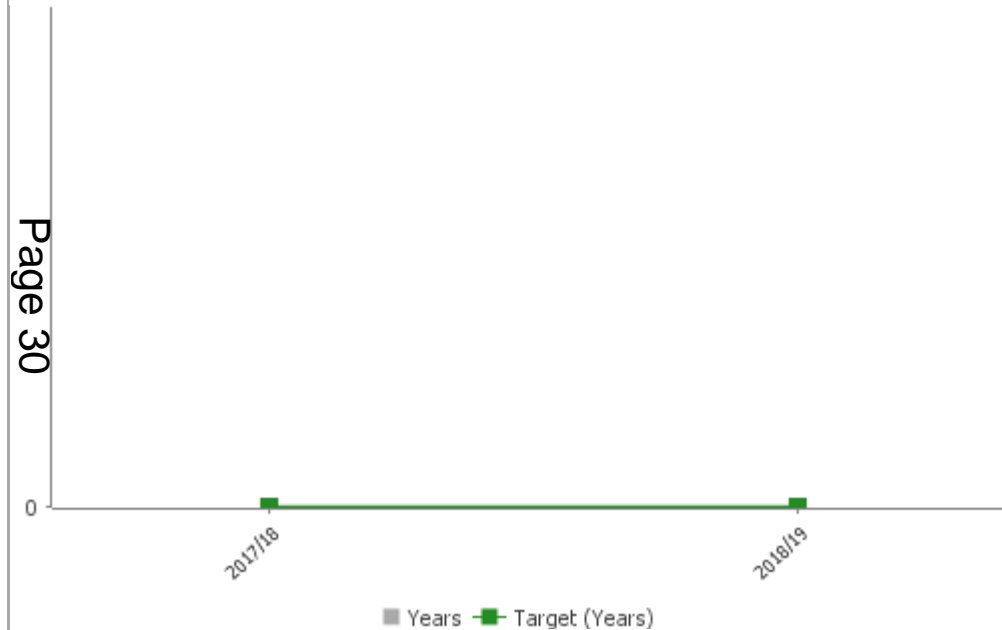


Trend chart

Comments

Q3 - No new schemes have been commenced or completed this year. However, new Independent living scheme planned at Hill House / Waltham Abbey next year.

Corrective action





2018/19

Target

0

Value

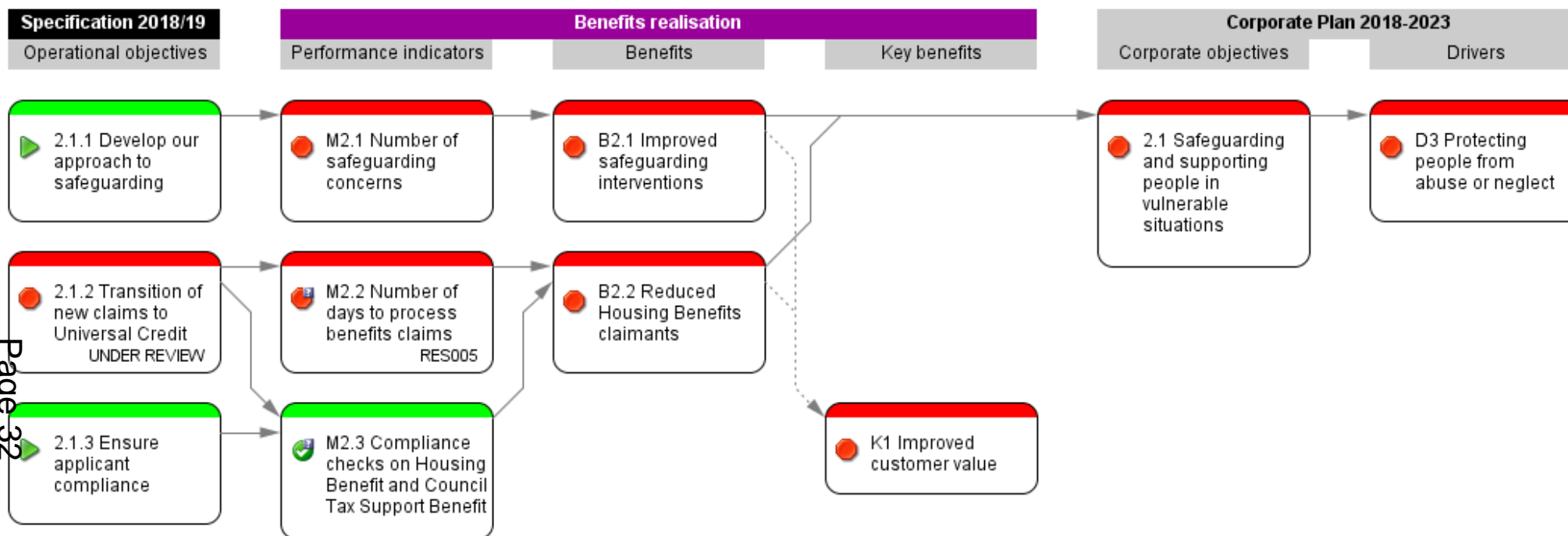
Status

| <div> Performance indicator</div> <div>M1.4 Bed &amp; Breakfast accommodation for homeless people</div>                        |  |                                    |           |  |
|---|--|------------------------------------|-----------|--|
| The indicator is intended to measure the savings generated by the reduction in the cost of Bed & Breakfast (B&B) accommodation for homeless people when accommodated in pods (temporary modular accommodation). | Is year-end target likely to be achieved?                      |                                    | Live from | Scrutiny   |
|   | <div><div></div>Not applicable</div>                           |                                    | 2018      | CSC  |
| Manager   | Good performance   | Corporate or Partnership indicator |           | Annual trend   |
| Housing and Property Services Director  | Aim to Minimise  | Corporate                          |           | <div></div> |
| Trend chart   | Comments   |                                    |           |  |
|   | Q3 - This indicator will now be reported from 2019/20 onwards. |                                    |           |  |
|   | Corrective action  |                                    |           |  |
|   |  |                                    |           |  |

| Page 31 | Q1 2018/19 |       |        | Q2 2018/19 |       |        | Q3 2018/19 |       |        | Q4 2018/19 |       |        |
|---------|------------|-------|--------|------------|-------|--------|------------|-------|--------|------------|-------|--------|
|         | Target     | Value | Status | Target     | Value | Status | Target     | Value | Status | Target     | Value | Status |
|         | £0         |       |        | £0         |       |        | £0         |       |        | £0         |       |        |

## Aim 2 - Adults and children are supported in times of need

Stronger communities





**Aim 2 Adults and children are supported in times of need**

Stronger communities

To protect people in vulnerable situations from abuse and neglect, and progressively remove the barriers which prevent people from accessing the help and support they need.

**Corporate objective 2.1 Safeguarding and supporting people in vulnerable situations**

Protecting people in vulnerable situations from abuse and neglect through a well trained workforce and by challenging the barriers that prevent people from accessing the help and support they need.

**Operational objective 2.1.1 Develop our approach to safeguarding**

| RAG     | Description   | Progress | Due date    | Expected outcome | Scrutiny | Manager                                     |
|---------|---|----------|-------------|------------------|----------|---|
|         | Develop our approach to safeguarding  | 75%      | 31-Mar-2019 | Action On Target | CSC      | Community and Partnership Services Director |
| Page 33 | Q3 - A meeting has been arranged between a Senior mental health practitioner and Safeguarding Lead for NELFT in January, at EFDC to discuss how we can access mental health services swiftly when supporting Epping Forest residents  |          |             |                  |          |   |
|         | Q2 - A large amount of safeguarding cases identified at EFDC involve mental health issues, we are attempting to identify improved referral pathways into the different mental health teams across the County to help support our residents to assist them getting the help and support they need earlier.   |          |             |                  |          |   |
|         | Q1 - The new Safeguarding Awareness e-learning course is now available on i-train and is mandatory for all EFDC staff this is to be completed by the 1 <sup>st</sup> October. The Safeguarding Team are currently piloting the face-to-face Enhanced course for all frontline/call centre staff and hope to roll this out from September onwards. |          |             |                  |          |   |



## Performance indicator M2.1 Number of safeguarding concerns

Safeguarding aims to protect or promote the welfare of individuals and/or groups of people, which ensures prevention of harm for children, young people and adults with care and support needs (*Epping Forest District Council Safeguarding Policy and Procedures*).

Is year-end target likely to be achieved?



Uncertain

Live from

2018

Scrutiny

CSC

Manager

Community and Partnership Services Director

Good performance

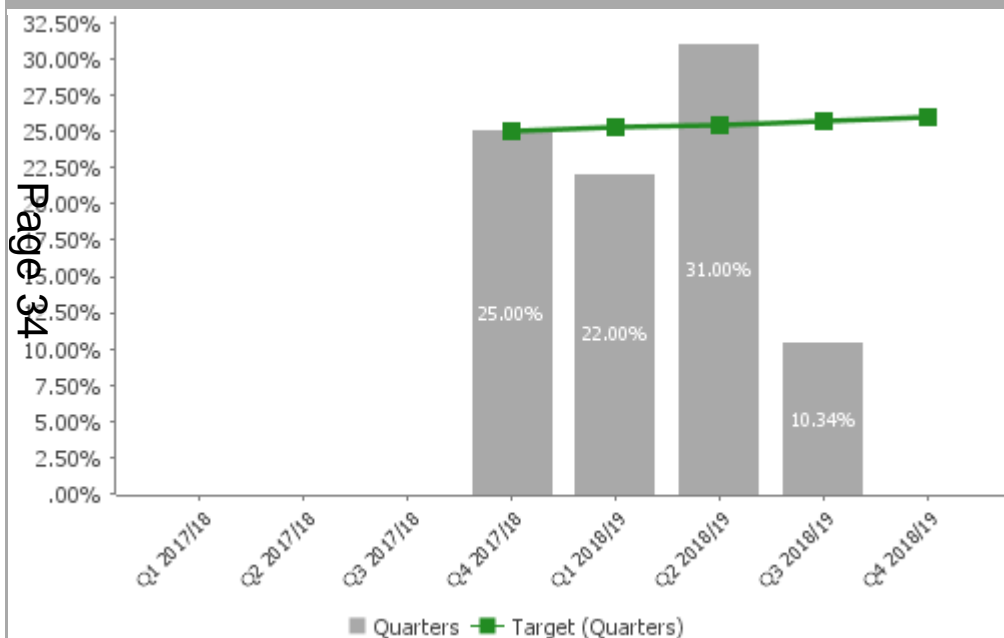
Corporate or Partnership indicator

Corporate

Annual trend



Trend chart



Comments

Q3 - Total no of referrals in Q2 = 64

Total no of referrals in Q1 = 58

Total increase in referrals = 64 - 58 = 6

% Increase in referrals in Q2 = 6 / 58 x 100% = 10.34%

Corrective action

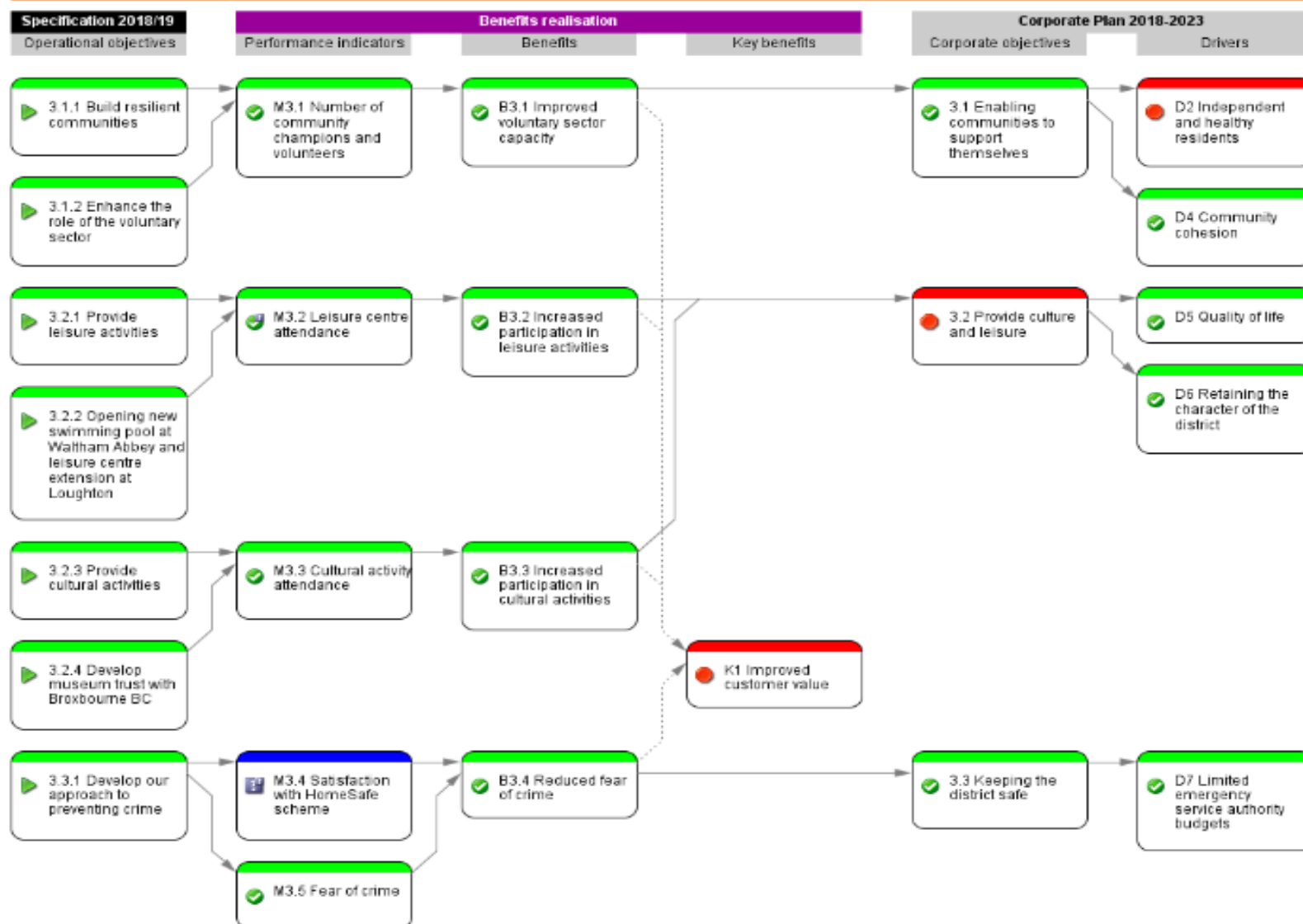
This is a new measure and challenging where there may be seasonal variations to the figures. The baseline has been set with a 1% increase on the cumulative 2017/18 statistics.

A truer reflection may be realised later in the year for any corrective actions.

| Q1 2018/19 |        |        | Q2 2018/19 |        |        | Q3 2018/19 |        |        | Q4 2018/19 |       |        |
|------------|--------|--------|------------|--------|--------|------------|--------|--------|------------|-------|--------|
| Target     | Value  | Status | Target     | Value  | Status | Target     | Value  | Status | Target     | Value | Status |
| 25.25%     | 22.00% |        | 25.50%     | 31.00% |        | 25.75%     | 10.34% |        | 26.00%     |       |        |

### Aim 3 - People and communities achieve their potential

Stronger communities



**Aim 3 People and communities achieve their potential**

Stronger communities

To enable communities to support themselves through the further development of partnership working with Town and Parish Councils and Voluntary Action Epping Forest, as well as provide opportunities for residents to participate in cultural and leisure activities which celebrate the character and heritage of the District. And finally, to prevent crime and ensure our residents feel safer through partnership working with Essex Police.

**Corporate objective 3.1 Enabling communities to support themselves**

Developing partnership working with the voluntary sector to help build community capacity and resilience across the district, enabling communities to support themselves.

**Operational objective 3.1.1 Build resilient communities**

| RAG | Description   | Progress | Due date    | Expected outcome | Scrutiny | Manager                                     |
|-----|---|----------|-------------|------------------|----------|---|
|     | Build resilient communities   | 75%      | 31-Mar-2019 | Action On Target | CSC      | Community and Partnership Services Director |
|     | <p>Q3 - 235 older residents attended four Stay Well this Winter events across the Epping Forest District. The events are a multi-agency approach to delivering core health, safety and wellbeing messages to the older community over the winter months in the Epping Forest District.</p> <p>Buckhurst Hill Social Isolation Project – a multi-agency door knocking exercise and community event were delivered in Buckhurst Hill as part of the process to understand and reduce levels of social isolation in Buckhurst Hill. As a result, EFDC have taken the lead with developing many activities and initiatives which will include raising awareness of the Active Living project, which targets inactive people, a new strength and balance exercise class, day time adult workshops, identifying a local community champion and the development working with the Monkams Public House to start a crochet club.</p> |          |             |                  |          |   |
|     | <p>Q2 - A Buckhurst Hill Social Isolation Pilot Project Report is being produced with key findings, recommendations, lessons learnt and next steps. A number of initiatives have been identified to be developed in Buckhurst Hill to help reduce social isolation which will be implemented in Quarter 3. An Essex wide social isolation and loneliness working group has been set up to develop further initiatives to tackle social isolation and loneliness and EFDC will play an active role within this group. Recruitment of community champions has begun and is on track to meet the target of 6 initial community champions. An induction and training will be delivered to the first cohort of community champions in quarter 3.</p>   |          |             |                  |          |   |
|     | <p>Q1 – The Community, Health &amp; Wellbeing Team, in partnership with the West Essex CCG, Community Matrons, Community Agents, VAEF, Essex County Fire &amp; Rescue Service and Public Health has undertaken a pilot neighbourhood project in Buckhurst Hill. A door knocking exercise was undertaken and a community event will be facilitated in Q2. Intelligence gathered will be used to determine a partnership response to local need identified. A Community Champions Project has been launched and the initial six geographic localities identified.</p>   |          |             |                  |          |   |

**Operational objective 3.1.2 Enhance the role of the voluntary sector**

| RAG | Description   | Progress | Due date    | Expected outcome | Scrutiny | Manager                                     |
|-----|---|----------|-------------|------------------|----------|---|
| ▶   | Enhance the role of the voluntary sector  | 75%      | 31-Mar-2019 | Action On Target | CSC      | Community and Partnership Services Director |
|     | Q3 – Objective relating to Year 3 of the current Grant Aid SLA with VAEF has been agreed and signed by Chair of Trustees.   |          |             |                  |          |   |
|     | Q2 - Objective relating to Year 3 of the current Grant Aid SLA with VAEF have been agreed in line ECC`s pan-Essex targets for CVS`s and that the SLA Objectives will be signed shortly. |          |             |                  |          |   |
|     | Q1 – Objective relating to Year 3 of the current Grant Aid SLA with VAEF are in the process of being agreed in line ECC`s pan-Essex targets for CVS`s.                                  |          |             |                  |          |   |


**Corporate objective 3.2 Providing culture and leisure**

|   |   |
|---|---|
| ▶ | Residents of all ages and backgrounds enjoy opportunities to participate in cultural and leisure activities which celebrate the rural character and heritage of our district. |
|---|---|


**Operational objective 3.2.3 Provide cultural activities**

| RAG | Description  | Progress | Due date    | Expected outcome | Scrutiny | Manager                                    |
|-----|--|----------|-------------|------------------|----------|--|
| ▶   | Provide cultural activities  | 75%      | 31-Mar-2019 | Action On Target | CSC      | Museum, Heritage & Culture Manager (CHC01) |
|     | Q3 - Users in person: 9698. Total usage: 178417. The figures show an increase on the previous year's figures Oct-Dec 17/18 Users in person: 5412 Total usage: 164581                         |          |             |                  |          |  |
|     | Q2 - Total users 157308 (cumulative 287425). Users in person 11176 (cumulative 19902). Both these figures represent an increase on the 2017 -18 usage figures of 91866/7325 for this period. |          |             |                  |          |  |
|     | Q1 - total users for cultural activities during q1 is 130117, where 8726 attended in person  |          |             |                  |          |  |

Operational objective **3.2.4 Develop museum trust with Broxbourne BC**

| RAG   | Description  | Progress | Due date    | Expected outcome | Scrutiny | Manager                                    |
|---|--|----------|-------------|------------------|----------|--|
|  | Develop museum trust with Broxbourne BC  | 75%      | 31-Mar-2019 | Action On Target | CSC      | Museum, Heritage & Culture Manager (CHC01) |
|   | Q3 - The trust has met 5 times, the trust is registered with Companies House but still awaiting registration with the Charity Commission. Following the initial delay caused by internal issues within the charity commission a case officer has now been appointed the application for registration is now being reviewed. There are currently two trustee vacancies. |          |             |                  |          |  |
|   | Q2 - All trustees appointed, trust has met four times, the trust is registered with Companies House registration with the Charity Commission is now proceeding with a case officer allocated. While the 13th October launch has been postponed. The trust is working on a joint bid with MHC for project funding to the HLF  |          |             |                  |          |  |
|   | Q1 - All trustees appointed, trust has met four times, the trust is registered with Companies House but still awaiting registration with the Charity Commission. Trustees supported MHC with its first Crowd funding campaign and has outlined its initial fundraising priorities. A formal launch of the trust will take place on the 13 <sup>th</sup> October.       |          |             |                  |          |  |

Projects & programmes **P008 Museum Development Trust**

| RAG   | Description   | Progress | Due date    | Stage     | Scrutiny | Manager                                     |
|---|---|----------|-------------|-----------|----------|---|
|  | To establish a Development Trust for the Epping Forest and Lowewood Museum services, involving the securing of additional income for activities, exhibitions and events, as well as providing opportunities for the greater inclusion of minority groups. | 98%      | 31-Oct-2018 | Implement | CSC      | Community and Partnership Services Director |

**Corporate objective 3.3 Keeping the district safe**



Working in partnership with Essex Police to prevent crime and ensure our residents feel safe in the community.

**Operational objective 3.3.1 Develop our approach to preventing crime**

| RAG     | Description  | Progress | Due date    | Expected outcome | Scrutiny | Manager                           |
|---------|--|----------|-------------|------------------|----------|-----------------------------------|
|         | Develop our approach to preventing crime   | 75%      | 31-Mar-2019 | Action On Target | CSC      | Safer Communities Manager (CSC01) |
| Page 39 | Q3 - Following on from Operation Rose EFDC Community Safety Hub Police Officers are working with neighbouring Met Police Officers to deliver 5 Criminal Behaviour Orders (CBOs) on nominals identified in the operation resident in Epping Forest. Met Police are pursuing 9 CBOs on their respective nominals.  |          |             |                  |          |                                   |
|         | Q2 - The Hub is now working at full capacity, with a daily call conference facility which enables the co-located Community Safety and Police Officers react to rapidly emerging issues. Fortnightly district tasking is held on a Tuesday where tasking priorities and requests are agreed for the next two weeks. Tasking includes Officers from CID, Integrated Offender Management and Intelligence Teams to provide an accurate assessment of crime across the district. Over the first three months we have received 20 tasking requests, 19 of which were accepted. The CS officers have also carried out 32 self-generated cases and supported EFDC staff carrying out their functions on 16 occasions. |          |             |                  |          |                                   |
|         | Q1 - The Epping Forest Community Safety Hub will be officially launched on 20 <sup>th</sup> July within the Civic Offices in Epping. Three full time police officers a sergeant and two PC's work from the Civic offices using a marked police vehicle. They are working in collaboration with the Community Safety Team as an integrated Community Safety Hub. The officers work activities are directed by tasking requests and must relate to priorities of the Police and Crime Plan or the Community Safety Partnership priorities for the district.  |          |             |                  |          |                                   |

**Projects & programmes P181 EFDC Community Safety Hub**

| RAG | Description  | Progress | Due date    | Stage     | Scrutiny | Manager                           |
|-----|--|----------|-------------|-----------|----------|-----------------------------------|
|     | To create a new Community Safety Hub at the Civic Offices to tackle the rising incidents of crime and anti-social behaviour within the District involving the hosting of 3 Essex Police Officers, the refurbishing of the Community Safety Team Office and the commissioning of Parkguard Security to undertake targeted patrolling. | 66%      | 30-Jun-2021 | Prototype | CSC      | Safer Communities Manager (CSC01) |



### Performance indicator **M3.1 Number of Community Champions and volunteers**

The aim of this indicator is to measure the increase in the number of community leaders and volunteers in the Epping Forest District. Volunteering is of importance in community terms, as it helps to create more resilient, vibrant and self-supporting communities.

Is year-end target likely to be achieved?

Yes

Live from

2018

Scrutiny

CSC

Manager

Community and Partnership Services Director Community, Health & Wellbeing Manager (CHW01)

Good performance

Aim to Maximise

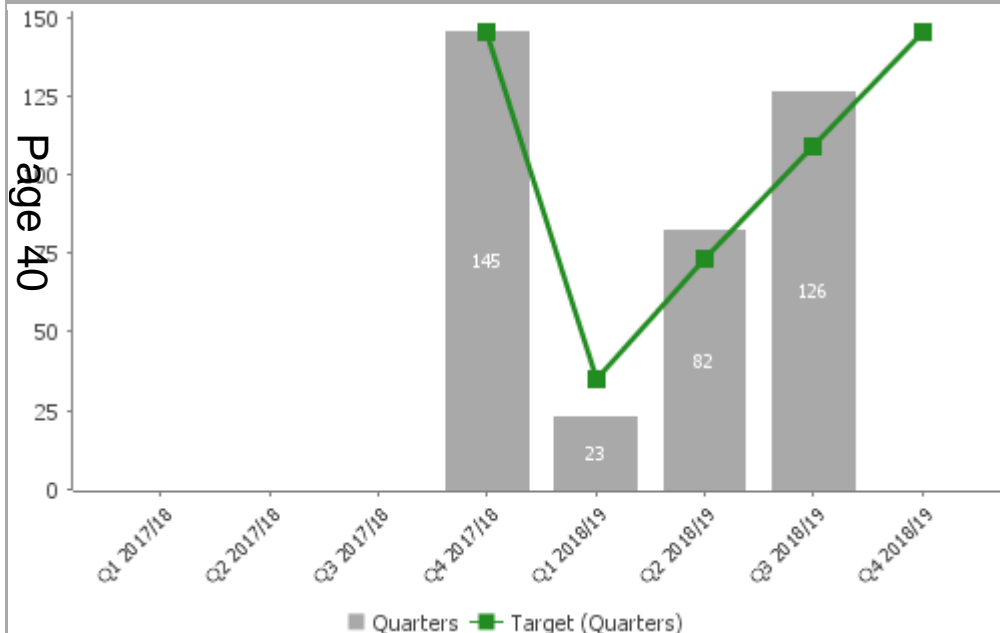
Corporate or Partnership indicator

Corporate

Annual trend



Trend chart



Comments

Q3 - 32 Volunteers were placed within organisations by VAEF across the District. 12 Community Champions have been recruited and undertaking Safeguarding training, Dementia Awareness and Make Every Contact Count training.

Corrective action

| Q1 2018/19 |       |        | Q2 2018/19 |       |        | Q3 2018/19 |       |        | Q4 2018/19 |       |        |
|------------|-------|--------|------------|-------|--------|------------|-------|--------|------------|-------|--------|
| Target     | Value | Status | Target     | Value | Status | Target     | Value | Status | Target     | Value | Status |
| 35         | 23    |        | 73         | 82    |        | 109        | 126   |        | 145        |       |        |





### Performance indicator **M3.3 Cultural activity attendance**

The increased number of attendances at museum, heritage and cultural activities provided by Epping Forest District Council.

Is year-end target likely to be achieved?

▶ Yes

Live from

2018

Scrutiny

CSC

Manager

Community and Partnership Services Director

Good performance

Aim to Maximise

Corporate or Partnership indicator

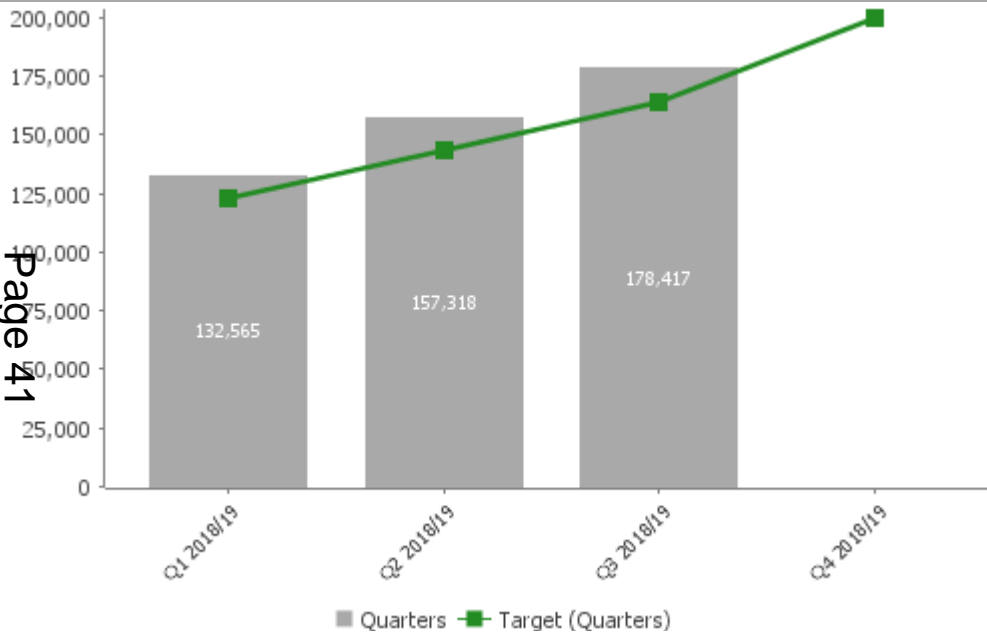
Corporate

Annual trend



Trend chart

Comments



Q3 - Total usage: 178417

Users in person: 9698

The figures show an increase on the previous year's figures at quarter 3 17/18  
- Users in person: 5412 Total usage: 164581

Corrective action

| Q1 2018/19 |         |        | Q2 2018/19 |         |        | Q3 2018/19 |         |        | Q4 2018/19 |       |        |
|------------|---------|--------|------------|---------|--------|------------|---------|--------|------------|-------|--------|
| Target     | Value   | Status | Target     | Value   | Status | Target     | Value   | Status | Target     | Value | Status |
| 122,667    | 132,565 | ✓      | 143,567    | 157,318 | ✓      | 164,466    | 178,417 | ✓      | 200,000    |       |        |



Performance indicator

**M3.4 Satisfaction with HomeSafe scheme**

This indicator relates to the satisfaction levels of the HomeSafe scheme which was reviewed in 2017/18. Baseline data is to be collected in 2018/19 to allow for a target to be set from 2019/20 onwards. The intended measure is to be an increase in the satisfaction levels.

Is year-end target likely to be achieved?



Not applicable

Live from

2019

Scrutiny

CSC

Manager

Community and Partnership Services Director

Good performance

Aim to Minimise

Corporate or Partnership indicator

Partnership

Annual trend

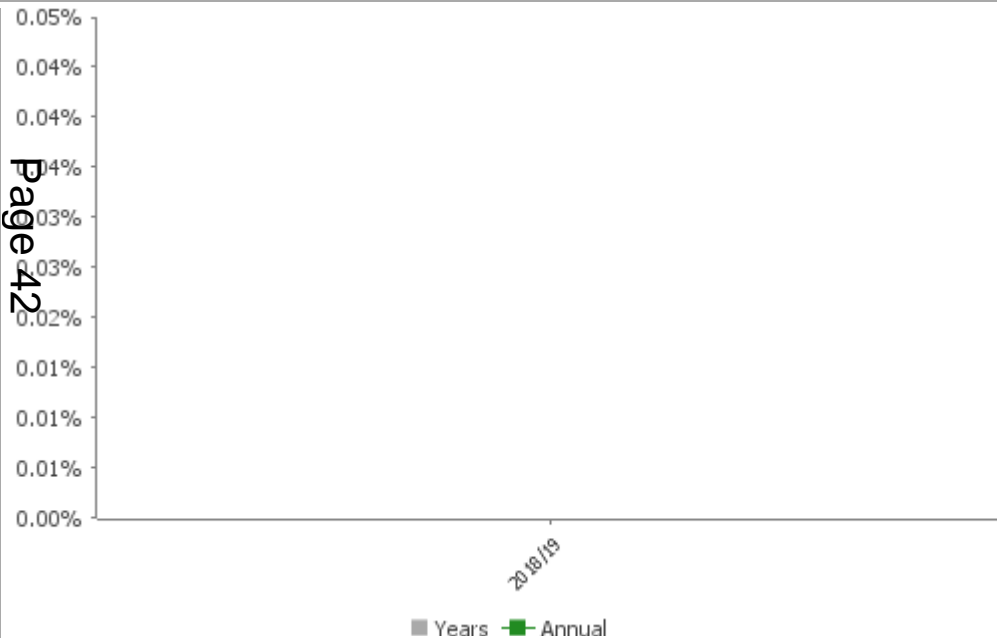


Trend chart

Comments

Q3 - The indicator is for 2019/20 onwards and therefore a baseline will be collected for 2018/19

Corrective action



2018/19

Target

Value

Status



Performance indicator **M3.5 Fear of crime**

This indicator relates to the reduced fear of crime within the Epping Forest District year-on-year. It is informed by the 'Public Views and Experience of Policing and Criminal Justice in Essex' annual survey (Essex Police).

Is year-end target likely to be achieved?



Not applicable

Live from

2018

Scrutiny

CSC

Manager

Community and Partnership Services Director

Good performance

Aim to Minimise

Corporate or Partnership indicator

Partnership

Annual trend

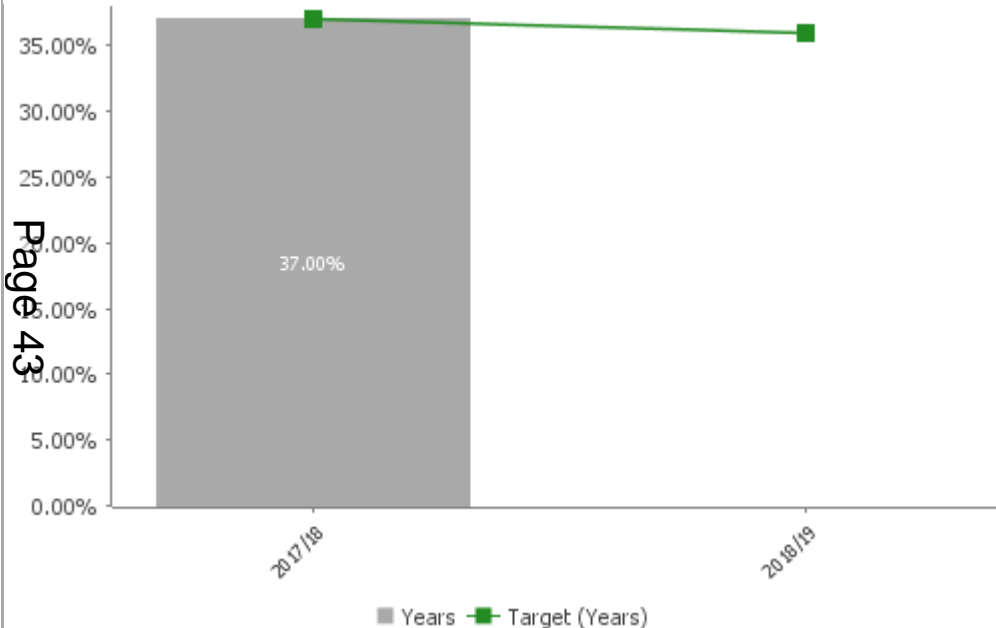


Trend chart

Comments

Q3 - Please note this is an annual indicator

Corrective action



2018/19

Target

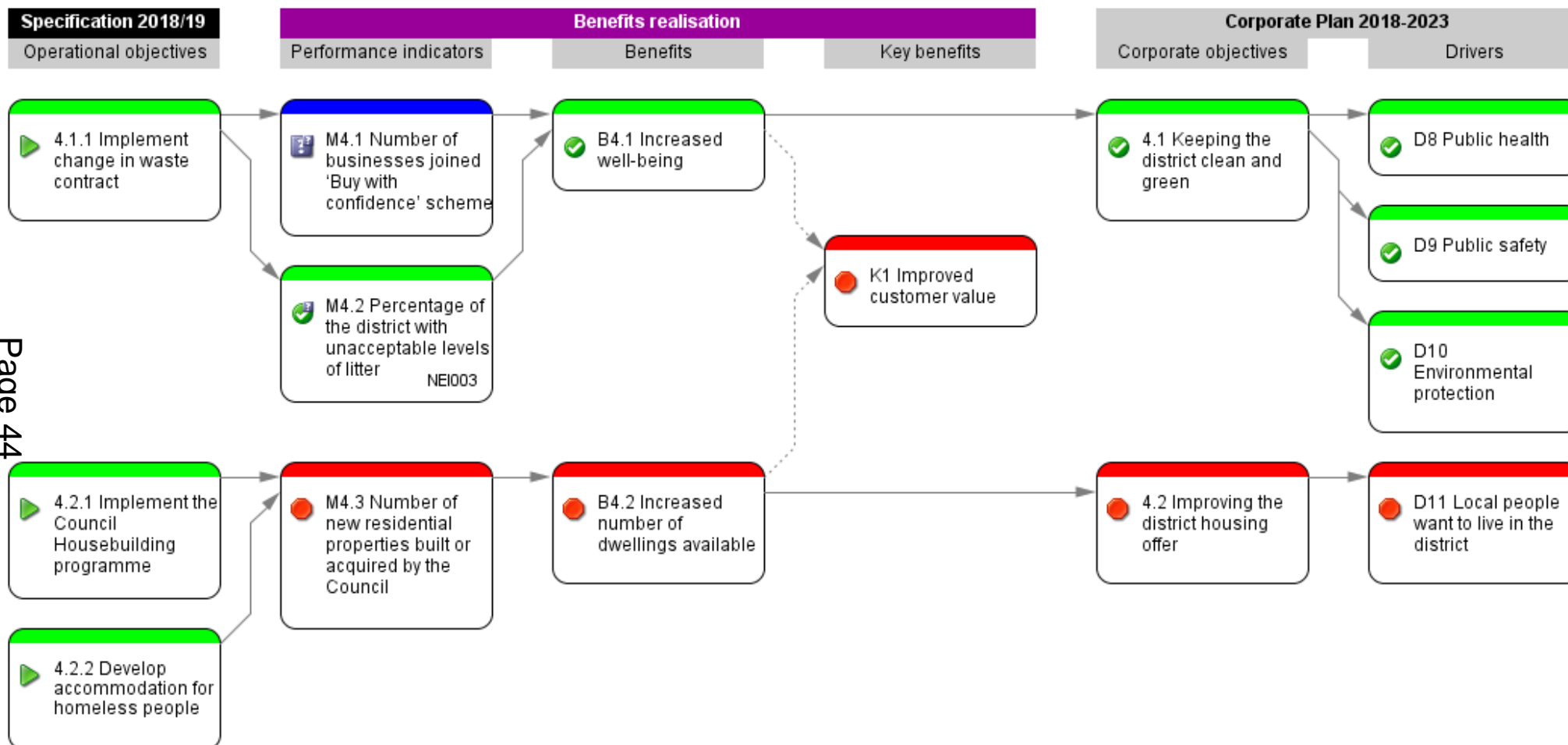
36.00%

Value

Status

## ● Aim 4 - Delivering effective core services that people want

Stronger places



**Aim 4 Delivering effective core services that people want**

Stronger places

To strive for a cleaner, greener and attractive District where people feel proud to live and work, as well as to ensure the District has homes and neighbourhoods which accommodate the needs of those who wish to live in the District – including homeless people.

**Corporate objective 4.2 Improving the district housing offer**

Epping Forest will be a district that has homes and neighbourhoods that are safe, decent and attractive and that can accommodate the needs of those who want to live in the district including homeless people.

**Operational objective 4.2.1 Implement the Council Housebuilding programme**


| RAG     | Description  | Progress | Due date    | Expected outcome     | Scrutiny | Manager                                |
|---------|--|----------|-------------|----------------------|----------|--|
|         | Implement the Council Housebuilding programme  | 75%      | 31-Mar-2019 | Action Under Control | CSC      | Housing and Property Services Director |
| Page 45 | Q3 - 12 units were completed this quarter: Parklands (Verrall Close) 4 units, Centre Avenue (Matthews Close) 4 units and Stewards Green Road (Thorn Terrace) 4 units.<br>Those units were not completed:<br><ul style="list-style-type: none"> <li>• Springfield due to boundary walls issues</li> <li>• Burton Road - two key issues are firstly the damage from the recent fire and secondly a delay in getting the water supply connected by Thames Water.</li> </ul> |          |             |                      |          |  |
|         | Q2 - No handovers were completed in Quarter 2 due to the ongoing contamination and drainage issues. An initial mobilisation workshop was held for the new members of the Framework Alliance during this period.  |          |             |                      |          |  |
|         | Q1 – Ph 2 (Burton Rd, Loughton) is due to complete in Dec. 2018. 5 of the 34 homes on 2 sites in Ph 3 are completed, with the remaining 29 homes due for completion on 5 sites between Jul. 2018 and Aug. 2019 – although issues have arisen at two of the sites that will now delay their completion. The newly-appointed consultants and contractors for Ph 4-6 are working collaboratively on an appropriate prog. of works and will price in due course.             |          |             |                      |          |  |

**Projects & programmes P120 Council Housebuilding Programme**


| RAG | Description  | Progress | Due date    | Stage     | Scrutiny | Manager                                |
|-----|--|----------|-------------|-----------|----------|--|
|     | To undertake a phased housebuilding programme within the District, using the '1-4-1' right-to-buy receipts and underutilised Council-owned land, to provide further social housing within the District for | 57%      | 12-Dec-2020 | Implement | CSC      | Housing and Property Services Director |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  | use by applicants on the Council's Housing Register, and involving the purchase of properties on the open market, as well as the purchase of affordable housing provided by developers under Section 106 Legal Agreements. |  |  |  |  |  |
|--|--|--|--|--|--|--|

*Operational objective* **4.2.2 Develop accommodation for homeless people**

| RAG   | Description  | Progress | Due date    | Expected outcome | Scrutiny | Manager                                |
|---|--|----------|-------------|------------------|----------|--|
|  | Develop accommodation for homeless people  | 75%      | 31-Mar-2019 | Action On Target | CSC      | Housing and Property Services Director |
|   | Q3 - Contractor possession date moved to 17th December due to concerns raised about unexploded bombs. This was classed as Low/Medium risk in the UXO report however at a late stage further investigations were needed due to the requirement to dig to 2 metres deep for foundations. Completion due for 1st March 2019   |          |             |                  |          |  |
| Page 46   | Q2 - ECD Architects went to tender to appoint the approved contractor for construction of the homeless pods to be situated at Norway House. We are looking at an estimated completion date of January 2019. In addition to extra security measures the hostel management team and members of the Housing Options team will be attending a Managing Conflict, Aggression and Lone working training course, tailored to meet their specific needs in the New Year. |          |             |                  |          |  |
|   | Q1 - The contract for the supply and erection of the 3 modular units to accommodate 6 single homeless people at Norway House, North Weald (plus a modular store) is currently out to tender. Completion for the project is scheduled for December 2018.  |          |             |                  |          |  |

*Projects & programmes* **P151 Homeless PODs**

| RAG   | Description   | Progress | Due date    | Stage      | Scrutiny | Manager                          |
|---|---|----------|-------------|------------|----------|----------------------------------|
|  | To provide temporary accommodation for homeless households at a lower cost than either traditional built, permanent accommodation or placing such households in expensive bed and breakfast accommodation. The pilot scheme will assemble three pods at Norway House to accommodate six single, vulnerable, homeless persons. | 55%      | 31-Jul-2019 | Initiation | CSC      | Senior Project Manager (Housing) |

**Performance indicator M4.3 Number of new residential properties built or acquired by the Council**

To increase the level of Council housing in the District. To make better use of the Council's land to provide affordable housing.

Is year-end target likely to be achieved?



Uncertain

Live from

2018

Scrutiny

CSC

Manager

Housing and Property Services Director

Good performance

Aim to Maximise

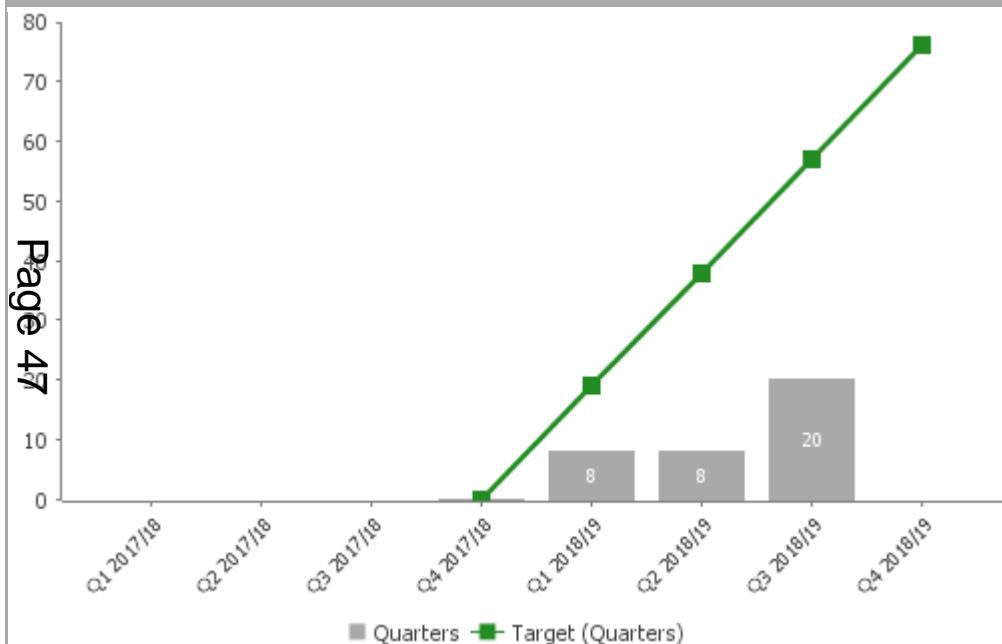
Corporate or Partnership indicator

Corporate

Annual trend



Trend chart



Comments

Q3 - 12 units completed in total:

October'18 – Parklands (Verrall Close) 4 units

November'18 – Centre Avenue (Matthews Close) 4 units

December'18 – Stewards Green Road (Thorn Terrace) 4 units

Corrective action

Those units were not completed:

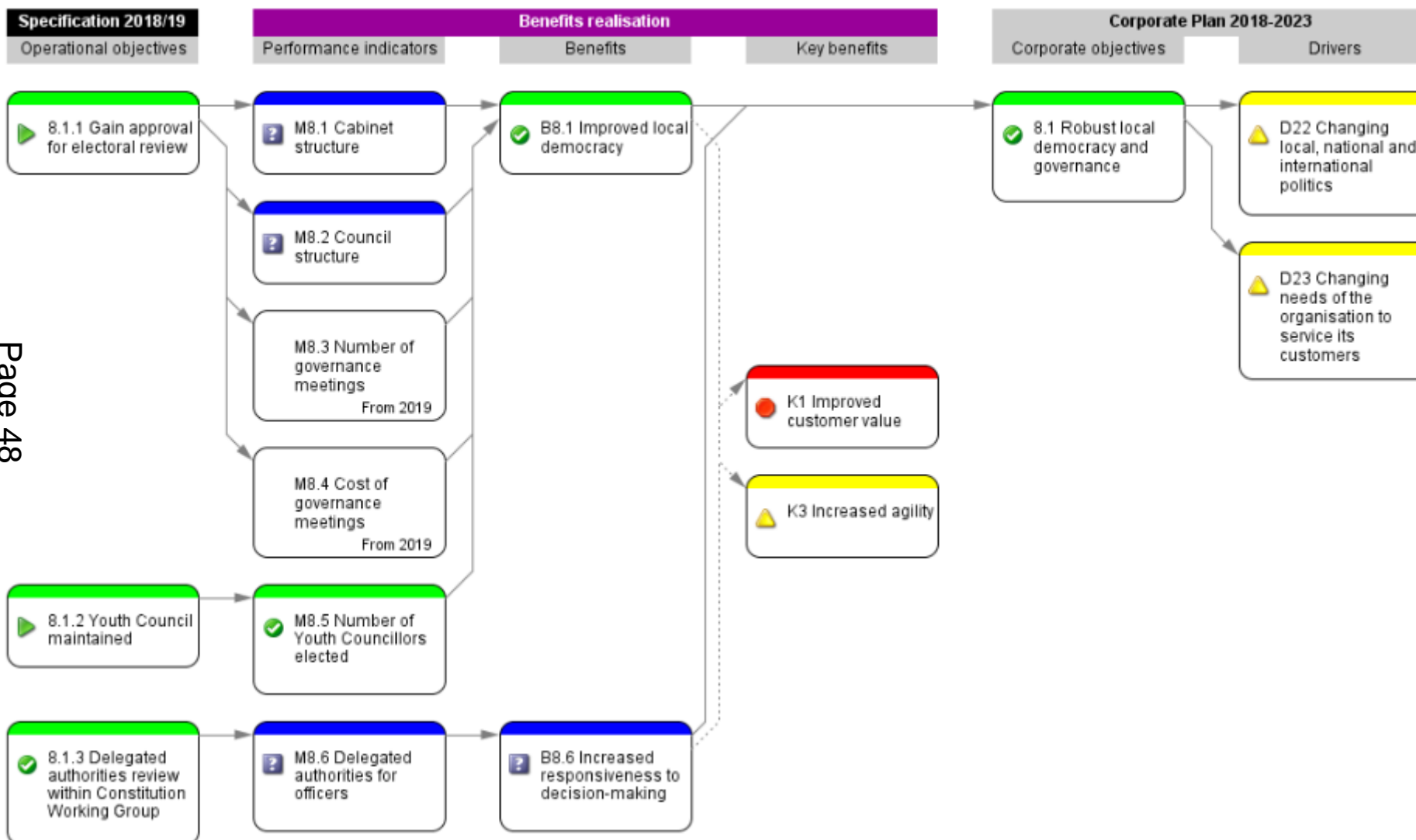
Springfield - 4 units, delay due to boundary wall issues

Burton Road - 51 units, two key issues are firstly the damage from the recent fire and secondly a delay in getting the water supply connected by Thames Water.

| Q1 2018/19 |       |        | Q2 2018/19 |       |        | Q3 2018/19 |       |        | Q4 2018/19 |       |        |
|------------|-------|--------|------------|-------|--------|------------|-------|--------|------------|-------|--------|
| Target     | Value | Status | Target     | Value | Status | Target     | Value | Status | Target     | Value | Status |
| 19         | 8     |        | 38         | 8     |        | 57         | 20    |        | 76         |       |        |

## ▲ Aim 8 - Democratic engagement

Stronger council





**Aim 8 Democratic engagement**

Stronger council

To ensure our decision making processes are ready for the forthcoming changes at local, national and international level, and promote voter registration to give local residents a voice.

**Corporate objective 8.1 Robust local democracy and governance**

The political landscape is going through changes at a Local, National and International level. Our decision making must be ready for these future developments.

**Operational objective 8.1.2 Youth Council maintained**

| RAG     | Description  | Progress | Due date    | Expected outcome | Scrutiny | Manager                                     |
|---------|--|----------|-------------|------------------|----------|---|
|         | Youth Council maintained   | 75%      | 31-Mar-2019 | Action On Target | CSC      | Community and Partnership Services Director |
| Page 49 | Q3 - Youth Council numbers are maintained at 25. The Youth Councillors represent the views of young people across the district. Epping Forest Youth Council have recently completed their Drugs Awareness project and are now developing their next project. The EFLC projects are developed in recognition of the concerns facing people in the district – projects developed by young people, for young people.  |          |             |                  |          |   |
|         | Q2 - Maintained. The Epping Forest Youth Council for 2018-20 is made up of 25 young people. 22 represent Braeside Independent School, Chigwell School, Davenant Foundation School, Debden Park High School, Epping St Johns School, The Ongar Academy, Roding Valley High School and West Hatch High School. In addition., there are 3 young people who reside in the district but go to school outside of the area and are represented on the Council as independents |          |             |                  |          |   |
|         | Q1 - New cohort of Youth Councillors elected and celebration event held to mark 10 year anniversary of the EFYC and youth voice in the district.   |          |             |                  |          |   |



*Performance indicator* **M8.5 Number of Youth Councillors elected**

This indicator measures performance against the Council's objective to support young people to develop skills to maximise their employment potential.

*Is year-end target likely to be achieved?*

 Yes

*Live from*

2018

*Scrutiny*

CSC

*Manager*

Community and Partnership Services Director

*Good performance*

Aim to Maximise

*Corporate or Partnership indicator*

Corporate

*Annual trend*



*Trend chart*

*Comments*

Q3 - Please note this is an annual indicator

*Corrective action*

2018/19

*Target*

25

*Value*

*Status*

## **Report to Communities Select Committee**

**Date of meeting: 15 January 2019**

**Portfolio: Housing and Property Services**

**Subject: Fire Safety Policy**

**Officer contact for further information:**

**Paul Pledger – Housing & Property Service Director (01992 564248)**

**Committee Secretary: Jackie Leither**

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### **Recommendations:**

- 1) That the Select Committee considers the benefits of installing a sprinkler system into its “High Risk” accommodation, taking account of cost and benefit, and makes a recommendation to the Cabinet as necessary;**
- 2) That the Council reverts to a “Stay Put” policy in all its general needs flat blocks, at Norway House and at Hemnall House, whilst maintaining its advice to residents in each of its Sheltered Housing sites to evacuate in the event of a fire; and**
- 3) That the Select Committee considers the Fire Safety Policy set out in Appendix 2, and recommends its endorsement to the Cabinet.**

### **Introduction:**

1. In January 2018, the Select Committee considered a report on Fire Safety in Council-owned Accommodation. The outcome of that meeting led to the following recommendations:

- that a feasibility study be undertaken into retro-fitting sprinklers into the Council’s Sheltered Housing sites, Norway House and Hemnall House;
- that a change in approach would be adopted whereby the Council would promote a “Stay Safe” Policy to replace the previous “Stay Put” Policy;
- that Leaseholders continue to be offered a 75% towards the cost of a replacement fire protected front entrance door; and
- that a detailed Fire Safety Policy for Council owned residential accommodation be prepared and brought back for further consideration.

### Sprinklers

2. A copy of the report that was commissioned into the benefits of installing sprinklers is attached at appendix 1, and is to be considered alongside the estimated costs, when deciding whether to go ahead and install sprinklers. Below is a summary of the key findings:

3. The Council commissioned a specialist company to undertake a full assessment of all the Council's "High Risk" residential properties, including Norway House and Hemnall House, each of the eight Sheltered Accommodation sites as well as two general needs flat blocks listed as high risk due them having a single means of escape staircase.

4. From the report (see appendix 1), it notes that there is currently no legislation in existence that requires existing premises to be retro-fitted with a sprinkler system or watermist protection. Although, it does suggest it may sometimes be appropriate to consider localised fire suppression within a flat of a highly vulnerable resident.

5. The Consultant points out that within the Regulatory Reform (Fire Safety) Order 2005, it is the Landlords responsibility to undertake detailed fire risk assessments of each block, taking account of:

- Measures to reduce risk of fire and fire spread
- Vulnerability of residents
- Means of Escape
- Measures for securing that means of escape can be safely and effectively used
- Means for fighting fires
- Means for detecting and giving warning
- Action to be taken in event of fire - training - instruction - procedures
- Maintenance

6. When assessing the vulnerability of residents, it is recognised that those living in sheltered housing often suffer with mobility difficulties, reduced sensory capability and cognitive difficulties, all of which bring about greater risk from fire, both in terms of the likelihood of fire and vulnerability in the event of fire. It is also recognized that a disproportionate number of deaths from fire occur in blocks of flats and multiple occupancy dwellings, with those living in specialised housing being amongst the most vulnerable to hazards such as fires.

7. The National fire statistics (2015/16) conclude that:

- Vulnerable residents are at high risk
- Stay put is generally safe
- Those who die are, very often, directly involved in the fire
- Justification for high level of monitored smoke/heat detection
- Fire suppression for all **new** sheltered/extra care and high risk supported housing
- Detection/suppression may not save resident in room of origin
- Need for person-centred approach for high risk residents
- High reliance placed on fire prevention
- Possible need for personal protection water mist systems for extreme cases

8. The Consultants assessed the property types, construction, and the vulnerability of its residents. It also considered historical data relating to frequency of fires, detection and monitoring measures, escape procedures as well as systems in place to protect those in need of help. It concludes that:

**Hemnall House** would significantly benefit from the retrofitting of sprinklers, as it has both a mix of vulnerable residents, and is an old building that presents significant compartmentation issues which are unlikely to be easily or cost-effectively addressed due to the age of the building and nature of construction;

**Norway House** has a mix of vulnerable residents but has a significantly more robust level of compartmentation. However, this property has been subject to a number of small fires and therefore the retrofitting of sprinklers may be a consideration based on life safety risk.

**Highwood Lane and Hilltop Court** are both general needs and are reliant on effective compartmentation. Residents are also assumed to be more mobile, but the likelihood of accidental fires may be higher than compared to other premises. Therefore, the retrofitting of sprinkler systems would present a benefit in terms of life safety. However, statistical evidence to date from EFDC and both the Hackitt Review and NFCC definitions would suggest that these premises do not fall within the High-Risk category.

**Sheltered Schemes** all contain the most vulnerable residents. These schemes all have the benefit of high standards of both active and passive fire protection, and 24/7 monitoring. The retrofitting of sprinkler systems into these schemes would present a benefit in terms of life safety, although with high levels of existing active and passive fire protection coupled with increased compartmentation and 24/7 monitoring, benefits may not be as evident as with the other schemes.

9. Based on the risk assessments within the report, and working with the Essex Fire and Rescue Service, the Housing Assets Manager has obtained an estimate for the installation of a retro-fitted sprinkler system at Norway House, which would protect the communal areas as well as individual rooms, of around £145,000 (excluding the chalets) and £40,000 at Hemnall House. Using this information, the Select Committee is to consider the benefits of installing a sprinkler system into its “High Risk” accommodation, taking account of cost and benefit, and makes a recommendation to the Cabinet as necessary.

#### “Stay Put” or “Stay Safe”

10. The report to the Select Committee in January 2018 concluded that the Council would seek to adopt a “Stay Safe” policy for all of the Council’s flat blocks, with the exception of the Sheltered Housing sites, where an evacuation Policy would remain in place.

11. However, since that decision was reached, further discussions have taken place with the Essex Fire and Rescue Service, who firmly advocate the “Stay Put” policy following the release of the Hackitt review into the Grenfell Tower fire. Whilst the Essex Fire and Rescue Service would not make a recommendation one way or the other, they urged the Council to refer to their website, which continues to advise residents to “Stay Put”.

12. Based on the advice contained on the Essex Fire and Rescue Service website, it is recommended that the Council reverts to its policy of advising residents to “Stay Put” in the event of a fire.

#### Fire Safety Policy

12. Attached at appendix 2 is a copy of a draft Fire Safety Policy, which the Select Committee is asked to consider in detail and recommend its endorsement to the Cabinet. This takes account of a “Stay Put” policy in general needs flat blocks and HMPO’s, with an evacuation policy for all Sheltered Housing sites.

#### **Resource Implications:**

An estimate of around £145,000 (excluding the chalets) for the installation of a retro-fitted sprinkler system at Norway House and £40,000 at Hemnall House.

**Legal and Governance Implications:**

Housing Act 1985  
Regulatory Reform (Fire Safety) Order 2005  
Building Regulations

**Safer, Cleaner and Greener Implications:**

This report considers fire safety in Council owned properties

**Consultation Undertaken:**

Essex Fire and Rescue Service

**Background Papers:**

None.

**Risk Management:**

The Fire Safety Policy looks at ways of minimizing the risks to occupiers of all Council owned residential properties.

The decision to install sprinklers should be taken by weighing up the likelihood, impact, costs and benefits. The likelihood and impact assessment within the Consultants report suggests a sprinkler system should be considered at Hemnall House.

**Equality Analysis**

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. Therefore, the required equality information will be provided as part of the further report to the Select Committee and Cabinet.



# **FIRE SAFETY**

## **SPRINKLER STRATEGY**

### **FOR EXISTING HMO's,**

### **SHELTERED ACCOMODATION,**

### **and HIGH-RISK BLOCKS OF FLATS**

## **2018 v1.1**



For : **Haydn Thorpe**; Epping Forest District Council  
Completed By: **Paul Smith** MBA, FCMI, FInstLM; Director,  
**Mark Crowter** MIFE; Fire Safety Consultant  
DDS (International) Limited  
Date : 23<sup>rd</sup> July 2018



DDS (International) Limited is committed to quality management, quality health & safety management, quality food safety management and environmental management systems and is accredited with ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 and ISO 22000:2005 certification, as well as being N.S.I. approved under BAFE SP205.



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### **Document Version Control:**

|      |   |                            |
|------|---|----------------------------|
| v1.0 | Initial working document  | 17th April 2018            |
| v1.1 | Document updated following input/feedback after site Visits to all locations, attendance of the Hackitt Review Seminar 25 <sup>th</sup> June, FPA Advanced Fire Risk Assessment Course 16 <sup>th</sup> & 17 <sup>th</sup> July | 23 <sup>rd</sup> July 2018 |





## Section 1.0

### Introduction

On 14th June 2017 a terrible and horrific tragedy unfolded at the Grenfell Tower in London, as a catastrophic fire spread rapidly across and through the general needs high rise block of flats, London Fire Brigade reported:

- 71 fire-related fatalities
- 109 non-fatal casualties, of which:
  - 67 were 'hospital severe'
  - 10 were 'hospital slight'
  - 1 required 'first aid' and;
  - 31 had 'precautionary checks'. (*Appendix 4.0*)

The Grenfell Tower Inquiry held its first hearing on 14 September 2017, and evidential hearings started in October 2017. Police and fire services believe the fire started accidentally in a fridge-freezer on the fourth floor and the rapid growth of the fire is thought to have been accelerated by the building's exterior cladding, which is of a common type in widespread use. The Public Inquiry commenced in May 2018 and is expected to last until November 2018.

Towards the end of 2017 a new guidance document was published specifically for Specialised Housing (unrelated to the above incident) but this included for the first-time specific further advice and guidance on Sheltered Accommodation and Supported living accommodation. (*See Appendix 1.0*).

This guidance document provided a new focus on the following key areas which were:

- Compartmentation in Roof Voids
- Provision of Extinguishers
- A new Person-Centred Risk Assessment Approach.

Within the new guidance document recommendations are also made for sprinkler installations to be included within all new Sheltered and Supported housing developments. However, no provision is made for retrofitting Sprinkler installations into existing housing schemes.

In May 2018 Dame Judith Hackitt published the Independent Review of Building Regulations and Fire Safety (*See Appendix 2.0*) which was quickly followed by a full day seminar with industry key-note speakers at the Fire Service College, to provide further insight and clarification of the content of the review document on 23<sup>rd</sup> June 2018.



At the above seminar the British Automatic Fire Sprinkler Association (bafsa) re issued a report from the sprinkler coordination group called “Safer High Rise; The Callow Mount Sprinkler Retrofit Project” (See Appendix 3.0). This report provided a detailed insight into the retrofitting of sprinklers to the Callow Mount High Rise General needs block.

On 16<sup>th</sup> & 17<sup>th</sup> July there was also an Advanced Fire Risk Assessment Course held by the Fire Protection Association which provided further consolidation of the above reports and current issues.

## Purpose

Epping Forest District Council (EFDC) have always considered Houses of Multiple Occupants (HMO's), Sheltered Accommodation, and High-Rise flats as “High Risk” with specific regards to fire risk assessment, and the level of both active and passive fire protection systems installed.

However, following the Grenfell tragedy, the Hackitt Report and Specialised Housing Guide, EFDC felt that further investigation into and the analysis of the potential benefits of retrofitting sprinkler systems into the above premises warranted further consideration.

The purpose of this document is to provide a technical report that is clear and easily understandable that can be used to inform EFDC of relevant options and considerations for the retrofitting of sprinkler installations in HMO's, Sheltered, and High-Risk Blocks of Flats.

## Scope

The scope of this report applies to the following Epping Forest District Council (EFDC) locations:

- |                   |  |
|-------------------|--|
| • HMOs            | Norway and Hemnall House,  |
| • SHELTERED       | Buckhurst Court, Chapel Road, Frank Bretton House; Hyde Mead House; Jessop Court; Jubilee Court; Leonard Davis House; Parsonage Court. |
| • HIGH RISK FLATS | Highwood Lane, Hilltop Court   |



## Section 2.0

### Legislative Requirements & Relevant Guidance

This section of document outlines the basic fire safety legislation requirements, making direct reference to the legislation itself and/or reference to any relevant guidance.

Whilst the remainder of this section will focus on legislative requirements, the fundamental principle upon which fire safety legislation is based, is that of the protection of life.

When considering fire safety requirements, the overarching principle should commence with requirements for the protection of Life Safety first.

In the event that a fire safety offence has been committed, a successful prosecution can lead to minor penalties of up to £5,000. Major penalties can have unlimited fines and up to 2 years in prison.

Therefore, this section has been broken down into the following parts, for ease of reading and understanding:

- 2.1. UK law overview,
- 2.2. Approved codes of practise,
- 2.3. British standards,
- 2.4. Building Regulations,
- 2.5. Management of fire safety,
- 2.6. Relevance of Sprinkler Installations.

#### 2.1. UK law overview

UK legislation can take the form of Acts (passed by the Parliament) or Statutory Instruments, made under the authority of an Act of Parliament by either a minister or by the Queen-in-Council.

A statutory instrument (SI) is the principal form in which “delegated” legislation is made in Great Britain.

Regulatory Reform Orders are a reform legislation which has the effect of imposing regulations, with a view to removing or reducing the regulatory burdens.

In the UK, the health and safety and fire safety legislation requirements unfold in several levels (Approved Codes of Practice, Guidance), some of which then also become best practices (not legal requirements).

- Regulatory Reform (Fire Safety) Order 2005
- Housing Act 2004
- Building Regulations 2010.



## Fire Safety Law references

| Full name  | Abbreviation | Content  |
|--|--------------|--|
| Regulatory Reform (Fire Safety) Order 2005, England and Wales    | RRO 2005     | <a href="http://www.legislation.gov.uk/ukxi/2005/1541/contents/made">http://www.legislation.gov.uk/ukxi/2005/1541/contents/made</a>  |
| Fire Safety (Employees' Capabilities) (England) Regulations 2010 |              | <p>The implementation this regulation was purely a technical wording exercise to make sure some wording was added back in to the Fire Safety Order that got omitted first time round in 2006. It has not imposed any additional requirements on businesses</p> <p>The additional bit of regulation is a couple of lines long, and states employers have to think about what a worker is able and unable to do when giving them tasks and how these capabilities may affect their ability to deal with fire-related risk</p> <p><a href="http://www.legislation.gov.uk/ukxi/2010/471/contents/made">http://www.legislation.gov.uk/ukxi/2010/471/contents/made</a></p> |

## 2.2. Approved Codes of Practice (ACOPs)

ACOPs describe preferred or recommended methods that can be used (or standards to be met) to comply with regulations and the duties imposed by the Fire Safety Order.

ACOPs provide flexibility to cope with innovation and technological change without a lowering of standards.

Each ACOP is approved with the consent of the Secretary of State. It gives practical advice on how to comply with the law. If you follow the advice, you will be doing enough to comply with the law in respect of those specific matters on which the Code gives advice. You may use alternative methods to those set out in the Code in order to comply with the law.

However, the Code has a special legal status. If you are prosecuted for breach of health and safety or fire safety law, and it is proved that you did not follow the relevant provisions of the Code, you will need to show that you have complied with the law in some other way or a Court will find you at fault.



### Guidance for Fire Safety

The guidance documents for Fire Safety for Residential Accommodation is as follows:

| Full name   | Abbreviation                       | Content   |
|---|------------------------------------|---|
| DCLG sleeping accommodation guide   | DCLG sleeping accommodation guide  | <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-sleeping-accommodation">https://www.gov.uk/government/publications/fire-safety-risk-assessment-sleeping-accommodation</a>   |
| Local Government Association Purpose-built flats guide  | Fire safety in purpose-built flats | <a href="https://www.local.gov.uk/fire-safety-purpose-built-flats">https://www.local.gov.uk/fire-safety-purpose-built-flats</a>   |
| HOUSING – FIRE SAFETY<br>Guidance on fire safety provisions for certain types of existing housing | LACoRS guide                       | <a href="https://www.rla.org.uk/docs/LACORSFSguideApril62009.PDF">https://www.rla.org.uk/docs/LACORSFSguideApril62009.PDF</a>   |
| Fire Safety in Specialised Housing Guide 2017   | NFCC Specialised Housing Guide     | <a href="https://www.nationalfirechiefs.org.uk/write/MediaUploads/NFCC%20Guidance%20publications/NFCC_Specialised_Housing_Guidance_-_Copy.pdf">https://www.nationalfirechiefs.org.uk/write/MediaUploads/NFCC%20Guidance%20publications/NFCC_Specialised_Housing_Guidance_-_Copy.pdf</a> |



### 2.3. British Standards

British Standards are the standards produced by BSI Group which is incorporated under a Royal Charter (and which is formally designated as the National Standards Body (NSB) for the UK). The application of standards is voluntary, unless required by legislation or as ... “As a code of practice” as stated above. For fire safety such codes are defined below:

#### British Standards and Codes of Practice; Specifically relating to fire safety for Sprinkler Installations

| Full name   | Abbreviation     | Content  |
|---|------------------|--|
| Code of practise in the design, management and use of residential buildings.  | BS 9991:2011     | Offers guidance to those designing or refurbishing buildings and is largely based on fire safety engineering principles.   |
| Fire sprinkler systems for domestic and residential occupancies. Code of practice                                       | BS 9251:2014     | Gives recommendations for the design, installation, components, water supplies and backflow protection, commissioning, maintenance and testing of fire sprinkler systems in domestic and residential occupancies. These systems are primarily intended for the protection of life in case of fire and have additional benefits for property protection, environmental protection, sustainability of buildings and continuity of use, and firefighter safety.   |
| Fixed fire protection systems. Residential and domestic watermist systems. Code of practice for design and installation | BS 8458:2015     | Fixed fire protection systems. Residential and domestic watermist systems. Code of practice for design and installation  |
| Code of practice for fire safety in the design, management and use of buildings   | BS 9999:2017     | BS 9999 gives recommendations and guidance on the design, management and use of buildings to achieve reasonable standards of fire safety for all people in and around them. It also provides guidance on the on-going management of fire safety within a building throughout its entire life cycle, including guidance for designers to ensure that the overall design of a building assists and enhances the management of fire safety.   |
| Fixed firefighting systems. Automatic sprinkler systems. Design, installation and maintenance                           | BS EN 12845:2015 | The guidance given in BS EN 12845 helps ensure that sprinkler systems function as intended throughout their lifecycle and contribute towards the protection of life. The standard covers the classification of hazards, provision of water supplies, components to be used, installation and testing systems, plus the maintenance and the extension of existing systems. It also identifies construction details of buildings which are the minimum necessary for satisfactory performance of sprinkler systems complying with this standard. |



## 2.4. Design and Structure of the Building

Fire safety legislation has a significant impact on the design and structure of buildings and on working practices.

The Building Regulations - typically implemented through adherence to the guidance provided in Approved Document B to the Building Regulations in England and Wales - apply in new build, extensions to an existing building or a 'material' change of use.

These control the design, layout, construction materials and separation of buildings so as to limit fire spread by creating fire-resisting compartments and ensuring that people within the building are made aware that there is a fire and are able to make their way to a place of safety without becoming casualties of the fire.

The requirements for fire compartments including location, size and nominal fire resistance periods in existing buildings will typically have been arrived at so as to achieve compliance with the Building Regulations.

These requirements will therefore normally be minimum requirements in order to ensure that the building is acceptably safe, as far as the building occupants are concerned - i.e. the fire will be contained sufficiently long to enable occupants to safely leave the building in the event of fire.

Building Regulations play a key part in fire safety for EFDC properties as:

- EFDC Need to be alert to material alterations made in premises,
- Residents need to be aware that they cannot affect alterations without EFDC consent,
- Common classic contraventions as identified by fire risk assessments are internal doors and flat entrance doors,
- Material alterations can compromise/damage to compartmentation, which is fundamental to the fire strategy in most EFDC premises.

## 2.5. Management of Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places the emphasis on fire safety on fire prevention and reducing the risk of fire.

The Fire Safety Order differs from previous workplace related regulation in that there is no distinction made between people who are employees and members of the public. It also includes people who have a disability and anyone who needs special assistance to enable them to make their escape in the event of fire.

Risk assessment is now the norm for dealing with the prevention of all types of accidents. This highlights a move away from the use of clear prescriptive rules, to an approach where aspects of health and safety are performance based.

Responsibility is transferred from officials to a particular individual within each company - the 'responsible person'.



The overall requirement is that the risk to people from fire in buildings should be as low as reasonably practicable.

The transfer from firefighting and fire protection in the event of fire towards fire prevention has also put considerable emphasis on identifying how fires start, both accidentally and deliberately. It is possible to have a high fire load present but to reduce the risk of fire to an acceptably low level by ensuring that measures are in place to minimise the probability of an ignition source being present.

There is rigorous enforcement of the regulations within England at present specifically in relation to fire safety risk assessments and making sure that they are “suitable and sufficient”, completed by a competent person, and regularly reviewed. Prosecutions have been successful following enforcement where reviews have not been carried out following a change to the business or operation.

The Regulatory Reform (Fire Safety) Order covers the following key areas at EFDC:

- ✓ Premises
- ✓ Fire Safety Duties
- ✓ Responsible Persons
- ✓ Risk Assessment
- ✓ Relevant Persons
- ✓ General Fire Precautions

The scope of the fire safety order within EFDC properties contained within this report and applies to:

- Common circulation areas (corridors/stairways)
- Communal facilities (e.g. lounges), other than in certain shared houses
- Workplaces (e.g. offices, staff sleepover rooms, etc.)
- Non-domestic ancillary facilities (e.g. laundries, plant rooms)
- Doors/walls between residents' accommodation and common parts
- Monitored smoke detection (in at least hallways) of sheltered /extra care flats
- AFD throughout supported housing (other than shared house)
- Possibly, common roof voids (e.g. where compartmentation supports stay put)

General Fire Precautions apply to:

- Measures to reduce risk of fire and fire spread
- Means of Escape
- Measures for securing that means of escape can be safely and effectively used
- Means for fighting fires
- Means for detecting and giving warning
- Action to be taken in event of fire - training - instruction - procedures
- Maintenance (including measures for FRS)





## 2.6. Relevance of Sprinkler Installations

With regards to the specific consideration of Sprinkler installations for EFDC properties concerned in this report, the new Fire Safety Guide for Specialized Housing is the main focal point.

Recommendations made within the guidance document form two key parts:

- New Premises *(as covered in section 12.8)*  
There is also considerable potential for major reduction in risk by installation of automatic fire suppression systems. Although not required for compliance with building regulations in England, this guide strongly recommends the provision of sprinkler or watermist protection for all new sheltered and extra care housing.

It may also be appropriate to consider sprinkler or watermist protection of certain supported housing, in which there may be difficulties in evacuation of residents.

- Existing Premises *(as covered in section 12.9)*  
While it is not suggested that sprinkler or watermist protection should be retro-fitted in all existing specialised housing, it may sometimes be appropriate to consider this measure, or to consider personal protection watermist systems, comprising localised fire suppression within a flat of a highly vulnerable resident, so enabling the resident to continue to live safely in their own accommodation.



## Section 3.0

### Summary of Risk (Current Locations)

In considering the relevance of retrofitting sprinklers (or similar suppression systems) into EFDC premises it is important to understand the risk to life.

#### General Needs (Appendix 4.0/5.0).

Due to the exceptional circumstances after the Grenfell Tower fire, and the need for timely and appropriate statistics, independent Home Office statisticians produced an ad hoc statistical release focusing on fires, fire-related fatalities and non-fatal casualties in purpose built high-rise flats, the following data has been extracted from these reports:

#### Definition of purpose-built flats

The IRS includes a field for property type, with categories for purpose-built flats as follows:

Purpose-built flat/maisonette:

- Up to 3 storeys
- 4 to 9 storeys
- 10 storeys or more

#### Number of fires

Of the 30,296 dwelling fires attended by fire and rescue services in England in 2016/17 around three-quarters (75%) of dwelling fires attended by fire and rescue services (FRSs) were in houses, bungalows, converted flats and other properties and a quarter (25%) were in purpose-built flats. Of these,

- 16% were in purpose-built low-rise flats (1 to 3 storeys);
- 6% in purpose-built medium-rise flats (4 to 9 storeys) and
- 2% per cent were in purpose-built high-rise flats (10 storeys or more).

**Table 2.1 Number of dwelling fires attended by FRSs by dwelling type, England, 2009/10 to 2016/17**

| Number of dwelling fires                | 2009/10 | 2010/11 | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|---|---------|---------|---------|---------|---------|---------|---------|---------|
| House, bungalow, converted flat, other  | 28,512  | 27,166  | 26,155  | 24,931  | 24,107  | 23,651  | 23,647  | 22,840  |
| Purpose Built Flat - 1 to 3 storeys     | 6,447   | 6,324   | 6,111   | 5,490   | 5,050   | 5,015   | 5,095   | 4,894   |
| Purpose Built Flat - 4 to 9 storeys     | 2,156   | 2,102   | 2,072   | 2,013   | 1,943   | 1,894   | 1,878   | 1,848   |
| Purpose Built Flat - 10 storeys or more | 1,261   | 1,003   | 1,063   | 845     | 799     | 772     | 757     | 714     |

#### Non-fatal casualties

There were 139 non-fatal casualties in fires in purpose-built high-rise flats (defined as 10 storeys or more) in England in 2016/17, compared with 214 in 2009/10 (a decrease of 35%). It should be noted that a casualty includes people not requiring hospital treatment (e.g. given first aid at scene or precautionary checks recommended).



**Table 3.1 Number of non-fatal casualties in dwelling fires attended by FRSs, by dwelling type, England, 2009/10 to 2016/17**

| Number of non-fatal casualties          | 2009/10 | 2010/11 | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|---|---------|---------|---------|---------|---------|---------|---------|---------|
| House, bungalow, converted flat, other  | 4,576   | 5,318   | 5,329   | 5,003   | 4,582   | 4,388   | 4,256   | 3,968   |
| Purpose Built Flat - 1 to 3 storeys     | 1,274   | 1,504   | 1,344   | 1,208   | 1,044   | 1,061   | 1,052   | 951     |
| Purpose Built Flat - 4 to 9 storeys     | 371     | 424     | 395     | 353     | 338     | 334     | 298     | 300     |
| Purpose Built Flat - 10 storeys or more | 214     | 252     | 237     | 177     | 156     | 140     | 157     | 139     |

There were 63 non-fatal casualties requiring hospital treatment from fires in purpose-built high-rise flats in 2016/17. This figure was 87 in 2009/10.

**Table 3.2 Number of non-fatal casualties needing hospital treatment in dwelling fires attended by FRSs, by dwelling type, England, 2009/10 to 2016/17**

| Number of hospitalised casualties       | 2009/10 | 2010/11 | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|---|---------|---------|---------|---------|---------|---------|---------|---------|
| House, bungalow, converted flat, other  | 2,041   | 2,412   | 2,416   | 2,206   | 1,956   | 1,829   | 1,723   | 1,658   |
| Purpose Built Flat - 1 to 3 storeys     | 600     | 673     | 590     | 549     | 469     | 437     | 461     | 381     |
| Purpose Built Flat - 4 to 9 storeys     | 213     | 218     | 165     | 174     | 182     | 144     | 130     | 175     |
| Purpose Built Flat - 10 storeys or more | 87      | 90      | 100     | 65      | 57      | 66      | 67      | 63      |

It is possible to calculate the percentage of fires involving casualties in different types of dwellings. In 2016/17, there were non-fatal casualties requiring hospital treatment in 6.9 per cent of fires in both medium- and high-rise dwellings and 6.5 per cent in low-rise dwellings, compared with 5.7 per cent of fires in houses, bungalows, converted flats and other properties.

**Table 3.3 Percentage of dwelling fires attended by FRSs with a casualty requiring hospital treatment, by dwelling type, England, 2016/17**

|  | House, bungalow, converted flat, other | Purpose Built Flat - 1 to 3 storeys | Purpose Built Flat - 4 to 9 storeys | Purpose Built Flat - 10 storeys or more |
|--|--|-------------------------------------|-------------------------------------|---|
| Number of dwelling fires                                       | 22,840                                 | 4,894                               | 1,848                               | 714                                     |
| Number of fires with casualty requiring hospital treatment     | 1,301                                  | 320                                 | 127                                 | 49                                      |
| Percentage of fires with casualty requiring hospital treatment | 5.7%                                   | 6.5%                                | 6.9%                                | 6.9%                                    |



### Fire-related fatalities

There were three fire-related fatalities in high-rise purpose-built flats (defined as 10 storeys or more) in England in 2016/17. In 2009/10, this figure was 12. It should be noted the number of fire-related fatalities fluctuates year-on-year due to the relatively low numbers

**Table 3.4 Number of fire-related fatalities in dwelling fires attended by FRSs, by dwelling type, England, 2009/10 to 2016/17**

| Number of fire-related fatalities       | 2009/10 | 2010/11 | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|---|---------|---------|---------|---------|---------|---------|---------|---------|
| House, bungalow, converted flat, other  | 197     | 195     | 195     | 178     | 174     | 156     | 185     | 168     |
| Purpose Built Flat - 1 to 3 storeys     | 36      | 38      | 22      | 20      | 30      | 27      | 32      | 27      |
| Purpose Built Flat - 4 to 9 storeys     | 12      | 12      | 7       | 8       | 10      | 8       | 9       | 15      |
| Purpose Built Flat - 10 storeys or more | 12      | 10      | 10      | 3       | 2       | 4       | 3       | 3       |

In 2016/17, three of the 714 fires in high-rise purpose-built flats had fire-related fatalities (0.4%) compared with 0.8% of fires in medium-rise flats, 0.6% of fires in low-rise flats, and 0.7% of fires in houses, bungalows, converted flats and other dwellings.

**Table 3.5 Percentage of dwelling fires attended by FRSs with a fire-related fatality, by dwelling type, England, 2016/17**

|                                   | House, bungalow, converted flat, other | Purpose Built Flat - 1 to 3 storeys | Purpose Built Flat - 4 to 9 storeys | Purpose Built Flat - 10 storeys or more |
|-----------------------------------|--|-------------------------------------|-------------------------------------|---|
| Number of dwelling fires          | 22,840                                 | 4,894                               | 1,848                               | 714                                     |
| Number of fires with fatality     | 151                                    | 27                                  | 14                                  | 3                                       |
| Percentage of fires with fatality | 0.7%                                   | 0.6%                                | 0.8%                                | 0.4%                                    |



### **National Fire Statistics (To Dec 2017)** (Appendix 4.0)

Of the 30,340 primary dwelling fires attended by FRSs in England in the year ending December 2017, three-quarters (75%) were in houses, bungalows, converted flats and Other properties whilst a quarter (25%) were in purpose-built flats.

Of those fires in purpose-built flats, 16 per cent were in purpose-built low-rise flats; seven per cent were in purpose-built medium-rise flats and two per cent were in purpose-built high-rise flats.

FRSs attended 746 fires in purpose-built high-rise flats in England in the year ending December 2017; less than one per cent fewer than in the year ending December 2016 (747) but 41 per cent fewer than in 2009/10 (1,261).

There were 73 fire-related fatalities in purpose-built high-rise flats (defined as ten storeys or more) in England in the year ending December 2017. In the previous year, this figure was six. The year ending December 2017 figure includes 71 fire-related fatalities from the Grenfell Tower fire.

In the year ending December 2017 there were three fires which resulted in a fatality out of the 746 fires in purpose-built high-rise flats (0.4%). This compares with six fires with a fatality out of the 747 fires in purpose-built high-rise flats (0.8%) in the year ending December 2016.

**Table 4.1 Percentage of dwelling fires attended by FRSs with a fire-related fatality, by dwelling type, England; year ending December 2017**

|                                     | House, bungalow,<br>converted flat, other | Purpose-built flat<br>– 1 to 3 storeys | Purpose-built flat<br>– 4 to 9 storeys | Purpose-built flat<br>– 10 storeys or more |
|-------------------------------------|---|--|--|--|
| Number of dwelling fires            | 22,699                                    | 4,919                                  | 1,976                                  | 746  |
| Number of fires with a fatality     | 132                                       | 27                                     | 7                                      | 3  |
| Percentage of fires with a fatality | 0.6%                                      | 0.5%                                   | 0.4%                                   | 0.4%                                       |

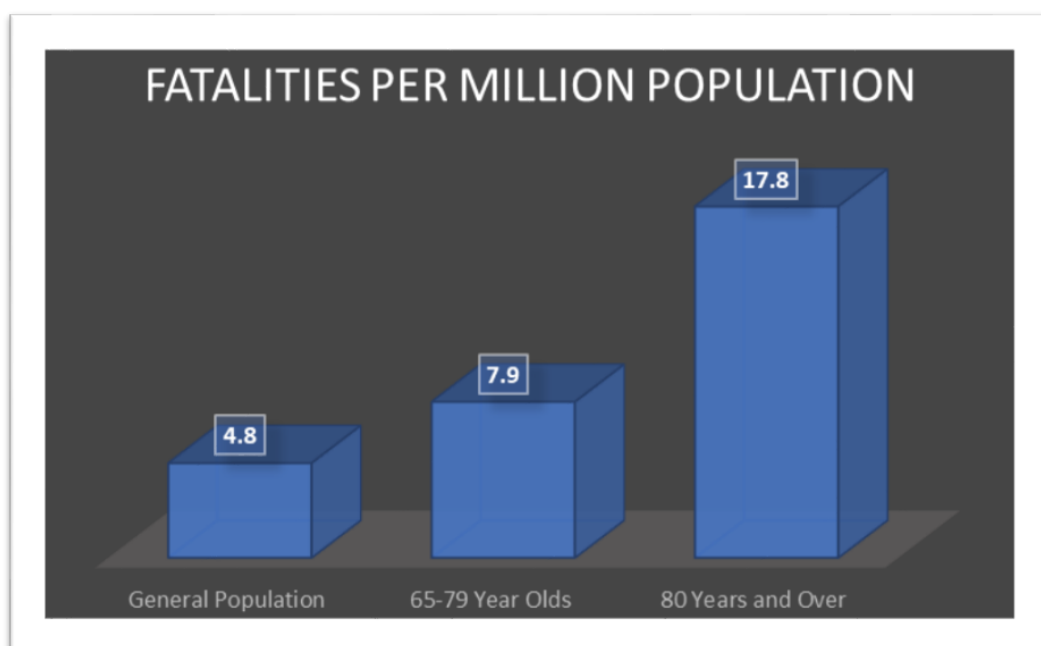


## Specialised Housing (i.e. Sheltered and HMO Accommodation) (Appendix 1.0).

The new Fire Safety Guide for Specialized Housing provides the following information on risk.

*“The demographic change in sheltered housing population has inevitably resulted in an increase in the occurrence of mobility difficulties, reduced sensory capability and cognitive difficulties, all of which bring about greater risk from fire, both in terms of the likelihood of fire and vulnerability in the event of fire” (Page 4).*

*“Most deaths from fire occur in dwellings; a disproportionate number of such deaths from fire occur in blocks of flats and multiple occupancy dwellings. Those living in specialised housing can be amongst the most vulnerable to hazards such as fires” (Page 5).*



National fire statistics (2015/2016) conclude that:

- Vulnerable residents are at high risk
- Stay put is generally safe (Please refer to section 4 for further commentary on this issue)
- Those who die are, very often, directly involved in the fire
- Justification for high level of monitored smoke/heat detection
- Fire suppression for all new sheltered/extra care and high risk supported housing
- Detection/suppression may not save resident in room of origin
- Need for person-centred approach for high risk residents
- High reliance placed on fire prevention
- Possible need for personal protection water mist systems for extreme cases



Following the Judith Hackitt Review, the National Fire Chief Council(NFCC) advised that whilst the Hackitt Review specifically focussed on general needs blocks of 10 storeys or more, the NFCC considers that any general needs of 6 storeys or more, plus any residential premises that contain the most vulnerable persons in society should be deemed “High Risk”.

As such EFDC HMO's and Sheltered Accommodation would fall within this definition.

### EFDC Property Type and Use

For the purpose of this report, three types of property are relevant to consideration for sprinkler retrofitting as follows:

| Property Use                         | Details  | Vulnerability of Residents |
|--------------------------------------|--|----------------------------|
| Sheltered Accommodation              | Buckhurst Court, Chapel Road, Frank Bretton House; Hyde Mead House; Jessop Court; Jubilee Court; Leonard Davis House; Parsonage Court. | High                       |
| Houses of Multiple Occupation (HMOs) | Norway and Hemnall House   | Mixed                      |
| High Rise Blocks of Flats            | Highwood Lane, Hilltop Court   | Mixed                      |



## Section 4.0

### Summary of Evacuation Strategy Implications

#### Sheltered Scheme Considerations

- In EFDC the limitations of the residents are taken into account when undertaking assessments in sheltered schemes, and any particular concerns resulting from the vulnerability of any residents. These tenants are therefore potentially “at risk” and as such have been placed on an “at risk” register. The register is held by the Scheme Manager, and a copy is kept in the GERDA premises information box, inside the front entrance for Fire and Rescue Service information.
- The approach to risk assessing EFDC sheltered schemes is based on the assumption that residents are able to escape unaided from their own flats and can make their way to a place of safety using the common means of escape.
- EFDC Sheltered housing schemes vary in respect of size, design, use and complexity. They generally form part of complexes that may provide communal facilities such as kitchens, laundry rooms, communal lounges and Scheme Managers; who may attend site Monday to Fridays 09.00am – 17.00pm.
- Although some schemes still have an on-site scheme manager (Mon-Fri), they also rely on the Lifeline on-call system to provide support to residents.
- Therefore, in most cases there is limited day-time cover and no management presence during the night to provide any assistance to the residents in the event of a fire.
- Sheltered schemes are designed and constructed on similar lines to purpose-built blocks of flats, with compartment walls and floors and protected escape routes. *Ref: \**

Epping Forest District Council operates a “NO STAY PUT” policy. Therefore, a policy of simultaneous evacuation exists. However, it is recognised that there are some residents who due to poor health/mobility/impairment problems cannot leave their flat and therefore cannot evacuate the building.

#### Perceived Risk Areas

| Area  | Details   | Perceived Risk |
|---|---|----------------|
| Resident Evacuation                                 | Vulnerability of residents reducing ability to escape unaided from their own flats and can make their way to a place of safety using the common means of escape | High           |
| Resident Likelihood of Accidentally Starting a Fire | Likelihood of residents accidentally starting a fire in their own apartment   | High           |
| Compartmentation                                    | Issues with fire breaks within the roof voids not extending from flats underneath to full height of roof  | High           |





## Houses of Multiple Occupation (HMO) Considerations

- In EFDC the limitations of the residents within HMO's are taken into account when undertaking assessments, and any particular concerns resulting from the vulnerability of any residents. It is recognised that the residents in these schemes may have a wide variety of issues and the majority of residents are placed into these schemes on a temporary basis until such time as more suitable permanent accommodation can be found.
- The approach to risk assessing EFDC sheltered schemes is based on the assumption that residents are able to escape unaided from their own flats/rooms and can make their way to a place of safety using the common means of escape.

### Norway House

- Norway House is a building of 1, 2 and 3 floors, consisting of a ground floor central area of single and double height, and an East and West wings of three floors, and contains 38 single unfurnished rooms, plus facilities for bathing and ablutions, cooking and laundry.
- The ground floor incorporates a lounge area, communal kitchen, caretaker workshop and a Housing Dept office. The building is able to accommodate up to 50 families on a short-term basis.
- The premises are covered by an automatic fire alarm system (Heat and smoke), and the fire alarm system is linked into Tunstall system, on activation Careline will call the fire service.
- Staff are on site Housing Office hours are 09.00 - 17.00 Mon. to Fri. and 09.00 - 11.00 on Sat.
- A Simultaneous Evacuation Policy is in place on this site.

### Hemnall House

- Hemnall House is a building of one and two floors, formerly a Cottage Hospital, providing temporary accommodation in 9 self-contained flats (Accommodation approx 20 persons in total).
- The ground floor accommodates a central corridor accessing seven self-contained flats and a laundry room.
- The first floor is contained within a Mansard type roof construction and accommodates two self-contained flats. The basement area houses the boiler for the premises.
- The premises are covered by an automatic fire alarm system (Heat and smoke), and the fire alarm system is linked into Tunstall system, on activation Careline will call the fire service.
- No staff employed in these premises, however, management at Norway House regularly attend Hemnall House.
- A Simultaneous Evacuation Policy is in place on this site.



### Perceived Risk Areas

| Area  | Details   | Perceived Risk |
|---|---|----------------|
| Resident Evacuation   | Vulnerability of residents reducing ability to escape unaided from their own flats and can make their way to a place of safety using the common means of escape | High           |
| Resident Likelihood of Accidentally or deliberately Starting a Fire | Likelihood of residents accidentally or deliberately starting a fire  | High           |
| Compartmentation  | Issues with fire breaks within the roof voids not extending from flats underneath to full height of roof  | High           |



## General Needs Flats Considerations

Highwood Lane (4 floors) and Hilltop Court (4 floors) are the two highest blocks of general needs flats within EFDC. Whilst it is noted that both blocks fall below the definition of “High Risk” within the Hackitt Review; 10 Storeys or NFCC; 6 Storeys, EFDC have included these premises within the scope of this report.

In EFDC the approach to risk assessing EFDC General Needs high rise is based on the assumption that residents are able to escape unaided from their own flats and can make their way to a place of safety using the common means of escape.

A Stay Put Policy is in place within all EFDC Blocks of flats, which means that:

- When a fire occurs within a flat, the occupants alert others in the flat, make their way out of the building and summon the fire and rescue service.
- If a fire starts in the common parts, anyone in these areas makes their way out of the building and summons the fire and rescue service.
- All other residents not directly affected by the fire would be expected to ‘stay put’ and remain in their flat unless directed to leave by the fire and rescue service.
- It is not implied that those not directly involved who wish to leave the building should be prevented from doing so.
- Nor does this preclude those evacuating a flat that is on fire from alerting their neighbours, so that they can also escape if they feel threatened.
- As we have seen with the Grenfell Tower incident, this policy is being brought into question.
- Until investigations are completed, and advice is provided from the Essex fire and rescue services, the Stay Put policy is recognised and accepted.
- However, residents may wish to evacuate instead of remaining within their flats and should not be prevented from doing so.

## Perceived Risk Areas

| Area  | Details   | Perceived Risk |
|---|---|----------------|
| Resident Evacuation   | Vulnerability of residents reducing ability to escape unaided from their own flats and can make their way to a place of safety using the common means of escape | High           |
| Resident Likelihood of Accidentally or deliberately Starting a Fire | Likelihood of residents accidentally or deliberately starting a fire  | High           |
| Arson   | Likelihood of deliberate fire being started   | Possible       |



## Section 5.0

### Options for Consideration

It should be noted that the premises covered as part of this report currently present a very good record of fire safety and no fires have been reported in all the EFDC Sheltered Schemes, or within the High-rise blocks.

Within the latest Guidance documents all premises would fall outside of the scope of the current Hackitt Review document, whilst both Sheltered and HMO Accommodation will fall under the NFCC definition of “Higher Risk” premises as they both contain vulnerable persons.

EFDC do have records of fire related incidents; specifically, in relation to cooking at Norway House.

EFDC Sheltered Accommodation premises benefit from a high level of active and passive fire protection measures including 24/7 monitoring via the Careline system.

EFDC HMO at Norway House also benefit from a high level of active and passive fire protection measures including onsite staffing Mon-Fri. Hemnall House is supported remotely from Norway House Office.

Some EFDC Residential care premises present unique challenges in relation to fire safety, largely because some residents may need help to escape. In addition, some premises may also present issues with compartmentation which will have a direct correlation with the spread of smoke and flame in the event of a fire related incident.

Therefore, in evaluating the potential risk and therefore the benefit of installing sprinkler systems the following table shows the evaluation of premises containing requiring evacuation assistance v's compartmentation issues:

|   |  |  |                                |
|---|--|--|--------------------------------|
| <i>Residents Require Assistance to evacuate</i>     |  | Roof Void Surveys Recommended:<br>Buckhurst Court, Chapel Road, Frank Bretton House; Hyde Mead House; Jessop Court; Jubilee Court; Leonard Davis House; Parsonage Court. |                                |
| <i>Mixed Use</i>                                    | Norway House, Highwood Lane, Hilltop Court |  | Hemnall House                  |
| <i>Majority of Residents able to Escape Unaided</i> |  |  |                                |
|   | <i>Solid Compartmentation</i>              | <i>Possible Compartmentation issues</i>  | <i>Compartmentation Issues</i> |



EFDC Residential care premises present some unique challenges in relation to fire safety, largely because some residents may need help to escape. Currently fire safety guidance in England and Wales does not address this fully;

- where residents require assistance, it is likely that the evacuation process will take longer and sprinklers provide significant benefits to address this risk;
- England and Wales are among the few countries where the official fire safety design guidance does not recommend automatic fire suppression in residential care premises. The fire safety guidance documents for Scotland, USA, Hong Kong and Australia all recommend automatic fire suppression and recognise the benefits in terms of life safety and property protection;
- research undertaken in the USA concludes that sprinklers are considered to be the single most effective fire protection feature and it notes that there has never been a multiple-death fire in a fully sprinklered nursing home;
- fire and smoke modelling was undertaken and showed that the temperatures within the corridors and all rooms beyond the room of fire origin were survivable where sprinklers were provided. The visibility in all rooms beyond the room of fire origin also remained survivable, where sprinklers were provided; this was clearly not the case where they were not provided. It is therefore considered that automatic fire suppression would provide significant benefit particularly beyond the room of fire origin;
- if fire suppression systems are provided in a residential care premises, they can assist in reducing the risks from fire, particular if other fire safety measures (for example, passive fire protection) fail to act as intended;
- the adoption of an automatic fire suppression system within residential care premises is considered a cost-effective means of providing an improved level of safety and can be used to compensate for other areas of the design when all relevant factors are considered;
- A full case study is covered in Appendix 3.0 bafsa Callow Mount Sprinkler Retrofit Project
- The BRE also produced a report on the effectiveness of sprinklers back in 2005  
[https://www.bre.co.uk/filelibrary/pdf/rpts/partb/sprinkler\\_exec\\_summary.pdf](https://www.bre.co.uk/filelibrary/pdf/rpts/partb/sprinkler_exec_summary.pdf)



## Section 6.0

### Recommendations and Next Steps

The guidance document states “Sprinkler and water mist systems provide a high level of protection for vulnerable residents, and, for long-term older residents, these systems “future proof” residents’ accommodation to cater for potential effects of age on mobility, sensory faculties and cognitive ability.”

And also goes on to state “There is also considerable potential for major reduction in risk by installation of automatic fire suppression systems”

It is accepted that in some cases the sprinklers will not save the life of the person in the flat in which the fire starts but will ensure that the fire is contained within that flat (within certain limitations), so thereby protects all other residents and the property itself.

EFDC will need to consider if retrofitting Sprinklers provides any relevant benefit in terms of life safety and property protection.

Key considerations would need to include:

- Risk
- Benefit
- Cost of installation
- Type of system to be installed
- How long it would take to install and implications within the building (i.e. Disruption, structural issues such as false ceilings and voids, decoration)
- Water pressure required (this is a key issue for some systems)
- Local Fire Service views and recommendations (A key point here is that they may be able to support part funding if they sign on to a high risk situation)
- Ongoing maintenance and testing requirements

As we have seen in this report there is no legal obligation to retro fit sprinklers, but as discussed in some cases there may be a distinct benefit in doing so for either:

- On an individual basis; for a particularly high-risk resident
- On a scheme specific basis; where there is a concern over residents, or the building or both!

Ultimately the decision to retrofit, needs to be made by EFDC based on an assessment of risk to an individual, individuals, or property (or them all).

However, the conclusion of this report, would suggest the following:

- Hemnall House; would significantly benefit from the retrofitting of sprinklers, as it has both a mix of vulnerable residents, and is an old building that presents significant compartmentation issues which are unlikely to be easily or cost-effectively addressed due to the age of the building and nature of construction.
- Norway House; also has a mix of vulnerable residents but has a significantly more robust level of compartmentation. However, this property has been subject to a number of small fires and therefore the retrofitting of sprinklers may be a consideration based on life safety risk.



- Highwood Lane and Hilltop Court; are both general needs and are reliant on effective compartmentation. Residents are also assumed to be more mobile, but the likelihood of accidental fires may be higher than compared to other premises. Therefore, the retrofitting of sprinkler systems would present a benefit in terms of life safety. However, statistical evidence to date from EFDC and both the Hackitt Review and NFCC definitions would suggest that these premises do not fall within the High Risk category.
- EFDC Sheltered Schemes all contain the most vulnerable residents, albeit they were all initially offered places within the schemes on the basis that they were able to live independently. These schemes all have the benefit of high standards of both active and passive fire protection, and 24/7 monitoring via Careline.

There is some concern over some compartmentation within the roof voids, and further investigation of this could support a move from a policy of Simultaneous Evacuation to a policy of Stay Put.

The retrofitting of sprinkler systems into these schemes would present a benefit in terms of life safety, although with high levels of existing active and passive fire protection coupled with increased compartmentation and 24/7 monitoring, benefits may not be as evident as with the other schemes above.

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# Epping Forest District Council

## **Fire Safety Policy**

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## **1. Scope;**

- 1.1. The first section of this Fire Safety Policy applies to all of the Council's Sheltered and Temporary Accommodation and General Needs blocks of flats.
- 1.2. The Fire Safety Policy applies to occupiers and visitors of the Council's Sheltered and Temporary Accommodation and General Needs blocks of flats including Introductory, Secure and Non-Secure Tenants, Leaseholders and their Tenants.
- 1.3. The second section of this policy refers to corporate and commercial buildings.

## **2. Policy Statement;**

- 2.1. The Council aims to provide a safe environment in which our residents are assured that the risk of injury or damages to their homes caused by fires is minimised.
- 2.2. In aiming to deliver this environment, the Council will seek to identify, assess and reduce risks to ensure compliance with Regulatory Reform (Fire Safety) Order 2005.
- 2.3. To encourage the assurance and confidence of our residents, regular fire safety awareness information will be made available. This will include making residents aware of their own obligations to safely maintain their tenancies in a way that minimises the risk to themselves and other occupants of the blocks in which they reside.
- 2.4. The Council will foster and maintain good working relationships with partner services to ensure the ongoing safety of our residents, this includes the Fire & Rescue Service.
- 2.5. In discharging our obligations to fire safety, the Council will:
  - 2.5.1. Carry out Fire Risk Assessments in accordance with the Regulatory Reform (Fire Safety) Order 2005;
  - 2.5.2. Ensure relevant staff are properly trained in Fire Risk Assessments and fire safety; Undertake Fire Risk Audits with the Fire & Rescue Service;
  - 2.5.3. Maintain and improve fire safety as required through the recommendations of the Fire Risk Assessments and the Fire Audits;
  - 2.5.4. Carry out all necessary servicing to ensure that fire prevention equipment is in full operation at all times;
  - 2.5.5. Consider fire safety in all improvement programmes carried out by the Council;

## **3. Fire Risk Assessments;**

- 3.1. Regulatory Reform (Fire Safety) Order 2005
  - 3.1.1. Under the fire legislation, Regulatory Reform (Fire Safety) 2005, as the responsible person (landlord) we must carry out a Fire Risk Assessment (FRA) and take reasonable steps to remove or reduce any risks that have been identified.
  - 3.1.2. The Council will ensure that all residential communal blocks owned by the Council have a Fire Risk Assessment (FRA) carried out.
- 3.2. There are four types of FRA surveys;
  - 3.2.1. **Type 1**; is a non-destructive survey covering communal areas. It considers the arrangements for means of escape and includes the examination of a sample of flat entrance doors. It also considers, so far as is reasonably practicable, the

separating construction between the flats and the common parts through visual inspection.

The Council uses Independent Fire Risk Assessment specialists to undertake FRAs on high and medium risk blocks of flats. These specialists, in the next round of FRA Reviews will be instructed to request a Type 2 survey where they have a concern over fire compartmentation during a Type 1 FRA. This is in-line with best practice guidance and reduces the risk of undermining compartmentation by carrying out unnecessary destructive works.

3.2.2. **Type 2;** fire risk assessment is a destructive inspection of common parts of a building. A Type 2 assessment would usually follow deficiencies found in a Type 1 survey.

3.2.3. **Type 3;** FRAs involve carrying out a visual inspection, similar to a Type 1 FRA, but the assessors go into customers' properties.

3.2.4. **Type 4;** FRAs are, again, carried out within customers' properties but also include destructive testing. These levels of survey are rare because the primary fire legislation (the Regulatory Reform (Fire Safety) Order 2005) only applies to communal areas in residential buildings. It is not proposed that the Council uses a type 3 or 4 FRA at the current time. However, this situation will be kept under review to ensure that the Council remains compliant in this regard.

3.3. All current FRA's will be stored centrally and will be accessible by all Housing staff.

3.4. The Council will commence the population of centrally stored FRA's which will be held in a web based location allowing read only access to all residents.

### 3.5. Management and review of Fire Risk Assessments

3.5.1. The FRA is reviewed regularly (at least bi-annually) or if there has been a significant change which has affected the fire risk or the fire safety measures. Situations which might prompt a review include:

3.5.1.1. Introduction of new equipment, structural alterations to the building, including the internal layout, or changes to refuse collection points;

3.5.1.2. Alterations to building such as the addition of external wall cladding, replacement roofs, replacement mains cabling or replacement front entrance doors;

3.5.1.3. The introduction or increase in the storage of hazardous substances;

3.5.1.4. Becoming aware of shortcomings in fire safety measures or potential improvements;

3.5.1.5. If a fire occurs; or

3.5.1.6. Updates in legislation.

3.6. The Council will regularly review the FRA based on the blocks risk rating. Blocks are assigned to a risk rating category, which is based on either a HIGH, MEDIUM or LOW risk – The definitions and timescales for the review of the FRA for each of the categories are as follows:

| <b>HIGH RISK BLOCKS;</b>   |  |  |
|--|--|--|
| Definition;  | Frequency of FRA;                                    | Frequency of review;   |
| Temporary Accommodation (Norway House and Hemnall House).  | FRA biennially or following any significant changes. | Renew the FRA 2-yearly;<br>Review the FRA annually.<br>Undertake and record regular fire alarm checks (where fitted) with sounders tested weekly and fire drills 6-weekly.<br>Carry out and record regular weekly inspections in relation to stored items etc. |
| Sheltered Accommodation blocks.  | FRA biennially or following any significant changes. | Renew the FRA 2-yearly;<br>Review the FRA annually.<br>Undertake and record regular fire alarm checks with sounders tested weekly and fire drills 6-weekly.<br>Carry out and record regular weekly inspections in relation to stored items etc.                |
| General Needs blocks up to 5-story with; <ul style="list-style-type: none"> <li>Commercial premises at ground floor;</li> <li>Enclosed staircase;</li> <li>One communal staircase leading to a place of safety;</li> </ul>   | FRA biennially or following any significant changes. | Renew the FRA 2-yearly;<br>Review the FRA annually   |
| <b>MEDIUM RISK BLOCKS;</b>   |  |  |
| General Needs blocks up to 5-story with changes to one of the above identified risks i.e. <ul style="list-style-type: none"> <li>No commercial premises at ground floor;</li> <li>A galleried or open staircase;</li> <li>Two communal staircases leading to a place of safety;</li> </ul> | FRA biennially or following any significant changes. | Renew the FRA 2-yearly;<br>Review the FRA annually;  |
| <b>LOW RISK BLOCKS;</b>  |  |  |
| General Needs blocks not included as High or Medium risk above.  | FRA 4-yearly or following any significant changes.   | Renew the FRA 4-yearly;<br>Review the FRA biennially;  |

#### **4. Fire Risks;**

- 4.1. The Regulatory Reform (Fire Safety) Order 2005 (FSO) places a duty on Epping Forest District Council as Landlord to take general fire precautions to ensure, as far as is reasonably practicable, the safety of the people on the premises and in the immediate vicinity.

Therefore, the main fire risks identified in communal areas are;

- Arson;
- Faulty electrical installations;
- Accumulation of flammable rubbish;
- Accumulation of stored possessions preventing safe means of escape;
- Carpets and mats;
- Smoking; and
- Failures in construction (fire doors, lack of emergency lighting and smoke ventilation etc.)

- 4.2. The Council will manage its obligations under the FSO as detailed in this policy.

#### **5. Fire Precautions;**

- 5.1. Fire precautions are designed to protect people, property and assets against the loss of life, injury and damage caused by fire.

- 5.2. The Council will undertake and maintain the following fire precautions:

5.2.1. Fire Prevention Measures (expanded in item 6)

- Good housekeeping e.g. keeping all means of escape clear by removal of personal belongings or rubbish from the communal areas, walkways or stairs;
- Adequate security measures, (e.g. maintenance of door entry security where installed);
- Maintenance, inspection and testing of electrical installations and equipment;
- Prohibition of smoking;
- Certified flame retardant carpets and mats;
- Maintenance, inspection and testing of gas pipework, equipment and installations;
- Control of contractor's operations on our premises (i.e. method statement, risk assessment, Permit to works, Hot working permits).

5.2.2. Fire Protection Measures (expanded in item 7)

- Install mains smoke and heat detection equipment – where necessary;
- Install and maintain fire alarms – where necessary;
- Install and service Fire Fighting Equipment where necessary e.g. fire extinguishers;
- Maintain compartmentation and fire doors;
- Maintain and communicate evacuation plan or staying put policy as applicable;
- Maintain Fire Exits;
- Install and maintain emergency lighting;
- Install and maintain smoke ventilation where applicable.

5.2.3. Pre-Planning

- Carry out fire drills – where blocks have a central alarm system;

- Train, educate and inform (residents, staff and contractors);
- Formulate and maintain fire policy and procedures;
- Carry out Fire Risk Assessments and Fire Audits as necessary;
- Co-operation and co-ordination with other premises users;
- Place and maintain clear safety signage
- Install and maintain smoke ventilation where applicable.

## **6. Fire Prevention;**

6.1. Housekeeping – in order to prevent possible sources of fire and to minimise the risk to our residents the following principles will be applied:

- No dumping of rubbish is permitted in chute areas;
- Rubbish should not be left outside of flat doors and should be disposed of in the designated bin chute or taken to the bin outside;
- No rubbish should be left in communal areas especially flammable material;
- Electrical and Service cupboards must not be used for storage of any material;
- Keep clear all corridors, walkway, landings and exit routes (means of escape);
- A 'Zero' tolerance approach is taken by the Council in which residents are not permitted to use the common parts of the block to store or dispose of their belongings (no exceptions apply). This is to ensure the common parts are effectively a 'sterile area' i.e. free of carpets and mats, combustible material, ignition sources and obstructions. However the following are acceptable:
  - Pictures hung on the wall, provided that they do not contain glass in the frame;
  - Certified flame retardant carpets;
  - Mats placed outside front doors, provided that these are rubber backed (non-slip) and have a chamfered edge all around;
  - Curtains at windows that are flame retardant;
  - Non-flammable items which are aesthetically pleasing (eg small plant pots) stored in recesses away from any means of escape routes, and not on window cills (specifically not including prams, pushchairs, wheelchairs, electric scooters, bicycles and motorbikes.)

6.2. Fire stopping – to maintain the integrity of communal areas and prevent the spread of fire the following principles will be applied:

- Contractors working on any block should take care to avoid penetrating walls ceiling or floor slabs for passing through cable, pipes or conduits, where this is unavoidable the contractor will ensure that the penetration is sealed and fire stopped adequately and where necessary with intumescent fillers. This must be agreed with the Council before work commences and inspected directly upon completion;
- Service and electrical cupboards within the communal areas must be kept locked at all times.

6.3. Electricity - in order to ensure the safety of the electrical installation within blocks of flats, the electrical installation to the communal parts of the building will be checked every 5 years in accordance with the guidance provided by the Institute of Electrical Engineers Wiring Regulations 17th Edition (as amended). In addition PAT testing to be carried out to Council supplied electrical equipment in sheltered blocks.

6.4. Installation of Emergency Lighting – the installation or upgrading of Emergency Lighting and regular testing where installed in order to maintain a safe escape route.

- 6.5. Gas Installation – in order to prevent a gas escape or combustible incident with blocks of flats, the building/individual heating systems are annually serviced to ensure compliance with the Gas Safety (Installation and Use) Regulations 1998.
- 6.6. Smoking – to prevent the likelihood of a fire starting, the Council operates a no smoking policy in all communal areas of a building. In accordance with the Health Act 2006 and the Smoke Free (Premises and Enforcement) Regulations 2006. This does not apply to residents smoking in their own dwelling.
- 6.7. Regular testing of Lightning Protection systems where installed.

## **7. Fire Safety Policy;**

- 7.1. The Council have two policies currently in place with regards to fire protection;
- Evacuation Policy implemented at;
    - Sheltered Accommodation blocks;
    - Temporary Accommodation blocks;
  - Stay Put Policy (Staying Put Advice Appendix A) implemented at;
    - General Needs blocks;
  - Fire Action Advice (Appendix B) implemented at;
    - General Needs houses and bungalows;
- 7.2. Both policies have received support from the Essex County Fire and Rescue Service during recent consultation following the Grenfell Tower fire disaster.
- 7.3. The following Fire Safety in Sheltered Housing and Fire Evacuation Guidance detailed below is communicated to all residents of the Councils Sheltered and Temporary Accommodation blocks.



# Fire Safety in Sheltered Housing

**We all have a role to play in reducing fires within our sheltered housing schemes.** By taking simple steps, you can help reduce the risk of fire and make your home safer.

Whenever you leave your property, go on holiday or before you go to bed always ensure that:

- All internal doors are closed to stop fire and smoke from spreading.
- You have unplugged all electric items that are not designed to be left on.
- You have not left anything on charge.
- You have not left anything on standby.
- You have checked that your cooker is turned off.
- You have checked that heaters have been turned off, including electric blankets.



## Did you know?

- About 250 people die in accidental house fires every year in Great Britain.
- Chip pans cause a fifth of all accidental house fires.
- Candles cause more than 5 fires a day.



## Our fire safety tips.....

- ✓ We advise against burning candles, incense sticks, tea lights or oil burners. But if you do use them avoid placing them near materials that could catch fire. Don't leave them unattended and ensure that they are completely out before disposing of them.
- ✓ If you smoke do not leave cigarettes burning in the ashtray and do not leave the ashtray on the arm of the sofa. Ensure that cigarettes are completely out and are disposed of carefully.
- ✓ Try and keep your cooker clean and be careful when using woks or chip pans. Never leave them unattended, even if the door-bell rings.
- ✓ Do not put tin foil in the microwave.
- ✓ Always check the packaging of ready meals as some may use foil containers which are not suitable for heating in a microwave.
- ✓ Ensure extension leads and adaptors are not damaged or overloaded.
- ✓ Keep window keys where you can find them easily in an emergency.
- ✓ Help to keep the building's corridors and escape routes clear of any obstructions or trip hazards that could hinder your escape.
- ✓ If the fire alarm sounds, the fire doors in the corridors will close to prevent the spread of fire. Do not place anything near the doors that may prevent them closing.
- ✓ Plan your escape route. Know where your fire exits are. Plan an alternative means of escape in case the route you would normally use is blocked.
- ✓ If your mobility is affected and you don't think you would be able to get out in an emergency without help, make sure you tell your Scheme Manager.

**The Council does not operate a 'stay put' policy.**

**In the event of a fire you must evacuate the building.**



## **FIRE EVACUATION GUIDANCE**

In the case of the fire alarm being activated please follow the instructions below.

### **On discovery of a fire in your property:-**

1. Leave your flat closing the door behind you and sound the alarm (if not automatically activated)
2. Proceed to the evacuation point. (see below)

### **On discovery of a fire in a communal area:-**

1. Leave the area, close the doors behind you and sound the alarm (if not automatically activated).
2. Proceed to the evacuation point. (see below)

### **General information to follow on hearing the fire alarm:-**

1. If the fire appears to be approaching your property, you **must** evacuate to a point of safety.
2. If capable, evacuate completely out of the building to the evacuation point detailed below.

### **Please note:**

**Epping Forest District Council does not operate a stay put policy**

If you require additional support you must identify this with your Scheme Manager

## **Evacuation Point:**

7.4. In order to minimise the risk from any fire that may occur within the Sheltered and Temporary Accommodation blocks to ensure safe evacuation, the following control measures have been implemented;

#### 7.4.1. Evacuation Plan

Individual tenants with restricted mobility will have a detailed evacuation plan drawn up, a copy of which will be placed in the GERDA box located by the Fire Control Panel, to assist the Fire and Rescue Service when attending an emergency. On the arrival of Essex fire and Rescue Service they will determine:

- When and if to commence a full evacuation.
- When to instigate a visual inspection.
- When residents can return to their premises.
- When to involve the Police or other Emergency Services.
- Any other steps appropriate to the circumstances
- Where the fire is located within the resident's own property then it is necessary to escape the building, this should be carried out in an orderly fashion, through the nearest Fire Exit.
- If possible and it is safe to do so, all windows and doors should be closed to prevent fire spread to other areas of the building.

#### 7.4.2. Evacuation Routes

To ensure safe evacuation, the routes must be kept free of sources of ignition, flammable and combustible material and obstructions at all times.

7.5. In order to minimise the risk from any fire that may occur within the Sheltered and Temporary Accommodation blocks and the Councils General Needs blocks, the following control measures have been implemented;

#### 7.5.1. Fire Exits

Fire exits will not be left open to ensure that security of the building is not compromised, nor shall fire exits be used by the occupants of the building as a main entrance/exit to the building.

#### 7.5.2. Fire Extinguishers

Fire extinguishers are strategically positioned in Sheltered Accommodation blocks, Temporary Accommodation blocks (Norway House and Hemnall House) as well as in boiler / lift rooms to general needs flat blocks, where appropriate;

- are not for use by the residents or the public
- should not be removed from their designated location and
- all fire extinguishers are maintained and tested annually

#### 7.5.3. Signage

Appropriate fire safety signage is displayed throughout communal areas of the block indicating the fire exit/s and action notice information.

#### 7.5.4. Communal areas

All corridors, walkway, landings and exit routes (means of escape) must be kept free of all obstructions, both inside and out, and be available for use when required. The following exceptions apply:

- Pictures may be hung on walls, provided that they do not contain glass in the frame;
- Mats may be placed outside front doors, provided that these are rubber backed (non-slip) and have a chamfered edge all around;

- Curtains may be hung at window so long as they are flame retardant;
- Certified flame retardant carpets;
- A small number of non-flammable items which are aesthetically pleasing (e.g. small plant pots) may be placed stored in recesses away from any means of escape routes, and not on window cills (specifically not including prams, pushchairs, wheelchairs, electric scooters, bicycles and motorbikes);
- The Council will carry out inspections to identify and deal with such issues, and any items not meeting the above policy will be removed.

#### 7.5.5. Fire Doors – common areas

Fire Doors in communal areas are essential to help prevent the spread of smoke and fire within the communal area of the building and all;

- Fire doors must be kept closed.
- Fire doors are marked to keep shut and no smoking signs are displayed inside the communal areas of the block.
- Fire doors are checked regularly to ensure they are operating correctly and are not damaged.
- Fire doors', including entrance doors to tenant's flats and cupboards, should NOT be propped open, tampered with or compromised in any way.
- defects or problems with Fire doors should be reported immediately to the Council.

#### 7.5.6. Fire Doors – Front door to an individual flat

The Council as the flat owner is the duty holder under Article 5(3) of the Regulatory Reform (Fire Safety) Order 2005 (FSO) and as the front door to the flat forms a part of the common areas of the block the front door falls within the scope of the FSO.

As the duty holder to all the flats in Sheltered or Temporary Accommodation, the Council has fitted front entrance doors with a minimum of 30 minutes fire resistance (FD30). Providing the integrity of the FD30 to the flat is maintained and not compromised in any way, this should contain a fire for up to 30 minutes. Where it is necessary for residents to evacuate the building residents should follow the Fire Evacuation Guidance (item 7.3), and therefore it essential that the fire is contained within the flat protecting and maintaining the escape route.

In General Needs blocks the duty holders are the Council and the leaseholder of the property. In leasehold properties, where the Council is responsible for the front entrance door frame and leaseholders are responsible for the front entrance door to the individual flat, the Council has put in place a Policy to pay up to 75% of the cost of a fully compliant FD30. This is offered to all leaseholders on a block-by-block basis. However, where leaseholders do not take up the offer, the Council will consider, by way of a risk assessment, whether or not to seek legal action against the leaseholder to force them to upgrade their door and frame to achieve 30 minute fire protection.

Providing that the integrity of the FD30 to each individual flat is maintained and not compromised in any way, a potential fire within a flat will be contained within the flat. The flat should contain a fire for up to 30 minutes, with the FD30 and walls resisting the fire spreading into the common parts of the block. In addition 'Stay Put' residents in other flats will have 1 hour protection when their own FD30 is taken into consideration.

When actions that have been identified on the Fire Risk Assessment as the responsibility of a leaseholder (mainly front entrance door renewal or remedial actions) the Council will send the relevant leaseholder a letter advising them that action is required. It is then the responsibility of the leaseholder to complete the action and provide any necessary evidence of compliance.

This process is specifically in place to ensure the Council done everything reasonably practicable to make a leaseholder flat FD30 compliant.

#### 7.5.7. Smoke and Heat Detectors

All Council owned flats are fitted with hard-wired smoke and heat detectors which are checked annually.

The Council's Gas Servicing Contractor undertakes the annual check of the smoke and heat detectors and records the testing as part of the Landlords Gas Service Record (LGSR) programme; a separate programme undertaken by the Council's own Housing Repairs Service picks up properties that are not connected to a gas supply.

In blocks of flats that had a communal gas supply or communal heating the Council undertakes the annual check of the smoke and heat detectors and records the testing as part of the LGSR carried out in for leasehold properties.

Where battery operated smoke or heat detectors are fitted in leasehold properties the detectors batteries are changed and where no smoke or heat detectors are fitted the Gas Servicing Contractor notifies the Council. This information is recorded on the Fire Risk Assessment (FRA) for the block and the leaseholder is advised of the smoke detector installation scheme offered by Essex County Fire and Rescue Service.

Smoke detectors are not installed in communal areas of General Needs blocks where FRAs have determined a low level of risk (i.e. where no combustible material or ignition sources should be found in communal areas).

Each Sheltered and Temporary Accommodation blocks has its own communal fire alarm system, which is linked to the Council's Careline Service or the Emergency Out of Hours Service. Smoke detectors fitted within each property and are also connected to the Council's Careline Service.

#### 7.5.8. Mobility Scooters

The Council does not allow mobility scooters, motorised mobility vehicles, motorised wheelchairs, buggies and other motorised mobility vehicles to be charged or stored within the communal areas of blocks under any circumstances. This applies to tenants, leaseholders and their visitors who use such vehicles.

In some Sheltered Accommodation blocks, scooter stores have been provided in designated areas away from buildings and away from means of escapes.

Where scooter stores are not provided, then the Council will consider any requests. However not all General Needs flat blocks have suitable areas for the installation of scooter storage areas. The Council will carry out a thorough investigation and discuss with you the options available prior to your purchase of the mobility scooter.

If you do not have suitable or adequate storage on the Sheltered or Temporary Accommodation or the General Needs block then you must store the scooter inside your home.

## **8. Partnerships;**

8.1. The Council work closely with the Essex County Fire and Rescue Service on the following aspects.

- To carry out Fire Audits of Council blocks of flats;
  - The purpose of the audits is to identify immediate risks and to provide independent expert checks that actions from previous inspection have been implemented;
  - Temporary Accommodation blocks;
- To provide regular training to ensure staff that undertake regular inspections are fully aware of current legislation;
- To consult on suitability of policies and procedures;
- Awareness campaigns for our residents;
- The Council works closely with its specialist Fire Risk Fire Assessor on the following:
  - To carry out Fire Risk Assessments;
  - Technical and expert advice;
  - Compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO).

8.2. The Council will monitor our Contractor's work to ensure adequate fire protection is in place upon completion. This is done in a number of ways:

- Undertaking post inspections on all works to communal areas by a suitably experienced Officer or the Council's nominated Consultant;
- Self-assessment and quality assurance by the Contractor; or
- Resident feedback and satisfaction surveys.

## **9. Reviewing of the Fire Safety Policy;**

9.1. This policy and the 'We Aim To' target dates shown in the table below, will be reviewed and amended periodically to ensure that it meets the needs of the Council and its tenants.

9.2. If the Council wishes to change from an Evacuation Policy to a Stay Put policy in Sheltered and Temporary Accommodation blocks then perhaps the Council could consider the following wording:

THAT RESIDENTS SHOULD REMAIN IN THEIR INDIVIDUAL PROPERTIES UNLESS THEY ARE IN THE IMMEDIATE LOCATION OF THE FIRE, IN WHICH CASE THEY WILL THEN BE LED, BY THE FIRE CREW IN ATTENDANCE, TO A PLACE OF SAFETY.

| WE AIM TO;   |   |
|--|---|
| Definition;  | Target Dates;   |
| Undertake Fire Risk Assessments for; <ul style="list-style-type: none"> <li>• Sheltered Accommodation blocks</li> <li>• Temporary Accommodation (Norway House and Hemnall House);</li> <li>• High and Medium risk General Needs blocks;</li> </ul> | Completion by 2019-20<br>Completion by 2019-20<br>Completion by 2019-20 |
| Review the Fire Risk Assessments for; <ul style="list-style-type: none"> <li>• Low risk General Needs blocks;</li> </ul>   | Completion by 2020-21   |
| Undertake fire extinguisher servicing;   | Completion by 2019-20   |
| Undertake the servicing and maintenance of all Emergency Lighting installed;   | Completion by 2019-20   |
| Install Emergency Lighting as part of the Electrical Testing and Upgrade of the Landlords supplies to blocks of flats;   | Completion by 2021-22   |
| Install FD30 doors to all High and Medium risk blocks of flats;  | Completion by 2021-22   |
|  |   |



## Appendix A – Staying Put Advice

### **Fire Action Advice for Flats**

May we take this opportunity to remind you of the actions to take in the event of a fire.

**CHECK YOUR SMOKE ALARMS ON A WEEKLY BASIS, REPORT ANY FAULTS IMMEDIATELY TO THE HOUSING REPAIRS SERVICE ON 01992 564199**

- We have a “STAY PUT” policy which has been agreed and is recommended by Essex Fire and Rescue Service (further details can be found on the Fire Action Notice Board. This means that unless the fire is in your flat you should stay in the flat. If there is a need to evacuate the Fire service will supervise this.
- If you discover a fire, raise the alarm immediately by telephoning 999 and ask for the Fire Service.
- If the fire is in your flat, then get out immediately taking all other occupants with you, then telephone 999.
- Close all doors and windows on the way out if safe to do so.
- Do not use lifts.
- If a smoke alarm goes off and there is not a fire in your flat, don't open any doors that feel warm, get everybody in one room and close the door. Telephone 999.
- If possible seal the bottom of the door with wet towels, bedding etc.
- If you are near the window open it to get air and to let emergency services see you.

### **Things to check at night before you go to bed**

- Close all internal doors especially the kitchen door to stop a fire from spreading
- Switch off electrical heaters, blankets, TVs etc. and other items that do not need to run all night.
- Put out cigarettes and any candles safely.
- Make sure exits are clear
- Keep door and window keys where everybody can find them

## **Appendix B**

### **Fire Action Advice for Houses & Bungalows**

May we take this opportunity to remind you of the actions to take in the event of a fire.

- **If you discover a fire, alert or wake all other occupants then get out immediately, then telephone 999 and ask for the Fire Service.**
- **Close all doors and windows on the way out if safe to do so.**
- **If a smoke alarm goes off don't open any doors that feel warm, get everybody in one room and close the door. Telephone 999.**
- **If possible seal the bottom of the door with wet towels, bedding etc.**
- **If you are near the window open it to get air and to let emergency services see you.**

### **Things to check at night before you go to bed**

- **Close all internal doors to stop a fire from spreading**
- **Switch off electrical heaters, blankets, TVs etc. and other items that do not need to run all night.**
- **Put out cigarettes and any candles safely.**
- **Make sure exits are clear**
- **Keep door and window keys where everybody can find them**

## COMMUNITIES SELECT COMMITTEE

### TERMS OF REFERENCE 2018/19

**Title:** Communities Select Committee

**Status:** Select Committee

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of the services and functions of the Communities Directorate;
2. To develop a programme of work each year, informed by relevant service aims and member priorities, to ensure that the services and functions of the Communities Directorate are appropriate and responsive to the needs of residents, service users and others;
3. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee, the Cabinet or a relevant Portfolio Holder, and to report and make recommendations directly to the Committee, the Cabinet or such Portfolio Holder as appropriate;
4. To consider the effect of Government actions or initiatives on the services and functions of the Communities Directorate and any implications for the Council's residents, service users and others, and to respond to consultation activities as appropriate;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To undertake pre-scrutiny through the review of specific proposals of the Council and its partner organisations or other local service providers, insofar as they relate to the services and functions of the Communities Directorate, to help develop appropriate policy;
7. To undertake performance monitoring in relation to the services and functions of the Communities Directorate, against adopted key performance indicators and identified areas of concern;
8. To identify any matters within the services and functions of the Communities Directorate that require in-depth scrutiny, for referral to the Overview and Scrutiny Committee; and
9. To recommend the establishment of task and finish panels to the Overview and Scrutiny Committee as necessary, in order to undertake any activity within these terms of reference.
10. To review relevant projects and associated closure and benefits reports arising from initiatives undertaken as part of the Council's Transformation Programme.

**Chairman:** Cllr H Whitbread

# Communities Select Committee (Chairman – Cllr Holly Whitbread)

## Work Programme 2018/19

| Item   | Report Deadline/Priority | Progress/Comments   | Programme of Meetings  |
|--|--------------------------|---|--|
| <b>Standard (Periodic) Items</b>   |                          |   | 12 June 2018<br><del>04 September 2018</del><br><del>24 September 2018x</del><br><del>13 November 2018</del><br>15 January 2019<br>12 March 2019 |
| (1) Performance against Housing Service Standards and Review<br><i>(Recommendations to Housing Portfolio Holder)</i> | June 2018<br>(Medium)    | <b>Completed - June meeting</b><br><i>(Housing Portfolio)</i> |  |
| (2) Communities Key Performance Indicators (KPIs) – 2017/18 Out-Turn   | June 2018<br>(Low)       | <b>Completed - June meeting</b><br><i>(Housing Portfolio)</i> |  |
| (3) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – 2017/18 Out-Turn           | June 2018<br>(Low)       | <b>Completed - June meeting</b><br><i>(All Portfolios)</i>    |  |
| (4) 6-month Progress Report on implementation of the Ageing Population Study Action Plan                             | June 2018<br>(Low)       | <b>Completed - June meeting</b><br><i>(All Portfolios)</i>    |  |
| (5) 6-Month Progress Report on Annual Housing Strategy Key Action Plan 2017/18                                       | June 2018<br>(Medium)    | <b>Completed - June meeting</b><br><i>(Housing Portfolio)</i> |  |
| (6) Transformation – Project Closure Report – P010 Review of the Careline Monitoring Service                         | September 2018           | <b>Completed - September meeting</b>                          |  |

|  |  |  |  |
|--|--|--|--|
| (7) Communities Corporate Plan 2018-2023 – Performance Report Q1 & Q2 2018/19                                | September 2018<br>November 2018<br>(Low) | <b>Completed - November meeting<br/>Re-scheduled for November meeting.<br/>*This report has been amalgamated with the KPI report. (All Portfolios)</b> |  |
| (8) Attendance by Essex Police District Commander at next meeting - Discussion on issues to raise            | September 2018<br>(Medium)               | <b>Completed - September meeting</b><br><i>(Safer Greener Transport Portfolio)</i>   |  |
| (9) Presentation from Essex Police's District Commander on current policing and crime issues in the District | November 2018<br>(Medium)                | <b>Completed - November meeting</b><br><i>(Safer Greener Transport Portfolio)</i>  |  |
| (10) Annual Report of the Community Safety Partnership   | November 2018<br>(Medium)                | <b>Completed - November meeting</b><br><i>(Safer Greener Transport Portfolio)</i>  |  |
| (11) New Housing Strategy Key Action Plan 2018/19  | March 2019<br>(Medium)                   | <i>(Housing Services Portfolio)</i>  |  |
| (12) Six-Month Review of the HRA Financial Plan 2018/19  | November 2018<br>(High)                  | <b>Completed - November meeting</b><br><i>(Housing Portfolio)</i>  |  |
| (13) 6-month Progress Report on implementation of the Ageing Population Study Action Plan                    | TBC<br>(Low)                             | Being reviewed and updated<br><i>(All Portfolios)</i>  |  |

|   |                          |  |  |
|---|--------------------------|--|--|
| (14) HRA Financial Plan 2019/20   | March 2019<br>(High)     | (Housing Portfolio)                                |  |
| (15) Communities Corporate Plan 2018-2023 – Performance Report Q3 2018/19             | January 2019<br>(Low)    | Supplementary Item<br>(All Portfolios)             |  |
| (16) Communities Performance Indicator Set for 2019/20                                | March 2019<br>(High)     | (All Portfolios)                                   |  |
| (17) Presentation of Business Plan – 2019/20  | March 2019<br>(Low)      | (All Portfolios)                                   |  |
| Special (Planned) Items   |                          |  |  |
| (18) Review of Homelessness Strategy<br>(Recommendations to Housing Portfolio Holder) | June 2018<br>(High)      | Completed – at June meeting<br>(Housing Portfolio) |  |
| (19) Fire Safety Policy for residential Council properties                            | January 2019<br>(High)   | (Housing Services Portfolio)                       |  |
| (20) Six-month Progress Report on EFDC-funded police officers                         | January 2019<br>(Medium) | (Community and Partnership Services Portfolio)     |  |

|   |                         |   |
|---|-------------------------|---|
| (21) Options Report for the installation of sprinklers in sheltered housing schemes and homelessness accommodation<br><i>(Recommendations to Cabinet)</i> | January 2019<br>(High)  | Included in the Fire Safety Policy Report<br><i>(Housing Services Portfolio)</i>              |
| (23) Review of the future use of sheltered/grouped housing scheme sites<br><i>(Recommendations to Cabinet / Housing Portfolio Holder)</i>                 | TBC<br>(High)           | Being Reviewed<br><i>(Housing Services Portfolio)</i>   |
| <b>Items added to Work Programme during the year</b>  |                         |   |
| (24) Report on outcome of LGA Peer Review of Museum Heritage and Culture Service  | September 2019<br>(Low) | <b>Completed - September meeting</b><br><i>(Community and Partnership Services Portfolio)</i> |
|   |                         |   |
| <b>Planned Special Items for Future Years</b>   |                         |   |
| 6-month Progress Report on EFDC-funded police officers  | June 2019<br>(Medium)   | <i>(Community and Partnership Services Portfolio)</i>   |