

LONDON BOROUGH OF CAMDEN	WARDS: All
REPORT TITLE: Work Programme and Action Tracker	
REPORT OF: Director of Property Management	
FOR SUBMISSION TO: Fire Safety and Compliance Advisory Panel	DATE: 21 June 2023
<p>SUMMARY OF REPORT: This report provides an update on the FSCAP's work programme and an update on actions requested at previous meetings.</p> <p>Local Government Act 1972 – Access to information No documents that require listing were used in the preparation of this report</p> <p>Contact Officer: Melissa Dillon, Resident Safety Engagement & Governance Lead Tel: 0207 974 3100 melissa.dillon@Camden.gov.uk</p>	
<p>RECOMMENDATIONS: The FSCAP is asked:</p> <ul style="list-style-type: none"> (i) To agree proposals for items that should be included in the work programme set out in paragraph 1.2 and Appendix A and to confirm the work programme for the year ahead. (ii) To note the action tracker 	



Signed:

Director of Property Management

Date: 7 June 2023

1. **Introduction**

- 1.1 The work plan for the Fire Safety & Compliance Advisory Panel (FSCAP) is attached to this report as Appendix A.

2.0 **Reports to future meetings**

- 2.1 It is proposed that subject to publication of the Government's response to public consultation the Panel receive a report at the October 2023 meeting on proposals for Emergency Evacuation Information Sharing regulations. It is also proposed that the October meeting receives a wider update on the Government's fire and building safety legislation and the Council's progress in relation to implementation.

- 2.2 The FSCAP is invited to make further suggestions or amendments to the workplan for future meetings

3.0 **Action Tracker**

- 3.1 This report includes an update on actions arising from the April 2023 meeting of the Panel attached as Appendix B.

4.0 **COMMENTS OF THE BOROUGH SOLICITOR**

- 4.1 The Borough Solicitor has been consulted and has no specific comments.

5.0 **COMMENTS OF THE EXECUTIVE DIRECTOR OF CORPORATE SERVICES**

- 5.1 Contents of the report are noted.

6.0 **ENVIRONMENTAL IMPLICATIONS**

- 6.1 There are none.

ENDS

APPENDIX A

WORK PROGRAMME

Reports Proposed for October 2023

- Emergency Evacuation Information Sharing – Update Report
- Fire & Building Safety Charter Commitments – Annual Report to Residents
- Regulatory and legislative update

January 2024

- Fire Safety Delivery Progress Update
- Annual panel report

April 24

- LFB Annual Performance report

ENDS

FIRE SAFETY AND COMPLIANCE ADVISORY PANEL - ACTION TRACKER (APRIL 2023)

APPENDIX B

Meeting	Item	Action	Action by	Status
20/4/23	LFB Performance report	The service would also be seeking to develop performance measures based on a core Londonwide approach, and these would be shared with the panel members once they had been finalised.	Borough Commander	The Borough Commander anticipates that performance measures should be agreed by the end of July 2023.
20/4/23	Emergency Services Communication	Officers would provide a response regarding whether the referrals were then being actioned by the appropriate service, along with whether they were being pulled together in a data monitoring system	Director of Housing/Director of Property Management	3 rd May 2023. Landlord Services have set up a monitoring system for actions and information identified during Neighbourhood Officer Home Visits, and will provide a summary of the process.
20/4/23	Fire and Building Safety – Information and Communication Programme	Officers agreed to forward panel members with the link to the Council’s webpage regarding the information on fire and building safety, which panel members had helped to shape.	Director of Property Management	Actioned 21 st April 2023
20/4/23	Fire and Building Safety – Information and Communication Programme	Panel member’s advice would be sought regarding further leaflets and communications with tenants and residents including the revision to the tenants guide, arising from the requirements from the Fire Safety and Building Safety Acts, e.g. fire doors, smoke and carbon monoxide alarms. These would be circulated for comments when available.	Director of Housing/Director of Property Management	3 rd May 2023. Panel members asked to review draft fire doors leaflet for distribution to residents of all Council homes.

20/4/23	Fire and Building Safety – Information and Communication Programme	<ul style="list-style-type: none"> • TRA representative who were managing and running their TRA halls would be offered further fire safety awareness training provided by the British Safety Council in the autumn. This training would also be available for panel members to undertake. • Panel members would be asked to consider what other issues they would wished to see addressed as part of this programme 	Director of Property Management	The Tenant Participation has commissioned BSC Training and invited TRA reps to indicate which training delivery option they would prefer, on-line, virtual classroom or face-to-face. A pilot training session for a small number of volunteers is scheduled for 8 th June.
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