## NON-CONFIDENTIAL



Marmion House, Lichfield Street, Tamworth, Staffordshire B79 7BZ.

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# HEALTH AND WELLBEING SCRUTINY COMMITTEE

16 August 2017

**Dear Councillor** 

A Meeting of the Health and Wellbeing Scrutiny Committee will be held in Committee Room 1, Marmion House, Lichfield Street, Tamworth, B79 7BZ on Thursday, 24th August, 2017 at 6.00 pm. Members of the Committee are requested to attend.

Yours faithfully



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- 1 Apologies for Absence
- 2 Minutes of the Previous Meeting (Pages 1 6)
- 3 Declarations of Interest
- **4 2017/18 Forward Plan** (Pages 7 26)
- 5 Update from Chair
- 6 Update from Staffordshire Health Select Committee

#### 7 Update on Retirement Offer for Tamworth

People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709267 or e-mail committees @tamworth.gov.uk preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.

To Councillors: A James, S Goodall, T Clements, C Cooke, A Couchman, J Faulkner, M Gant, M Oates, R Rogers and County Councillor A Little

# MINUTES OF A MEETING OF THE HEALTH AND WELLBEING SCRUTINY COMMITTEE HELD ON 8th AUGUST 2017

PRESENT: Councillor A James (Chair), Councillors S Goodall, T Clements,

C Cooke, A Couchman, M Gant, M Oates, R Rogers and

County Councillor A Little

The following officers were present: Ryan Keyte (Senior Legal Officer), Janine Bryant (Scrutiny and Corporate Support Officer), John Murden, Tina Mustafa (Head of Landlord Services) and Paul Weston (Head of Asset Management - Property Services)

Cabinet Member: Councillor M Thurgood

#### 15 APOLOGIES FOR ABSENCE

Apologies for absence were received by Councillor J Faulkner

#### 16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous Health and Wellbeing Scrutiny committee held on 22nd June 2017 were approved and signed as a correct record.

(Moved by Councillor M Gant and seconded by Councillor A Couchman)

#### 17 DECLARATIONS OF INTEREST

Councillor T Clements declared that she sits on the Fire Authority for Staffordshire County Council.

#### 18 PROCEDURES AND PROTECTION OF HIGH RISE BLOCKS

A presentation was made to the Committee by Tina Mustafa - Head of Landlord Services, with the assistance of Paul Weston – Head of Asset Management; John Murden – Repairs Contract Manager and Paul Richins from Staffordshire Fire & Rescue Service (SFARS).

The presentation outlined the position of Tamworth Borough Council in respect of Fire and Safety within all Council owned residential properties and the National Focus in the aftermath of Grenfell Fire Tragedy in June 2017. Assurance was provided to the Committee that it is business as usual for Tamworth Borough Council continuing to work closely with SFARS with whom there is already an excellent working relationship. The points discussed included:

- Reassurance letters to residents since the Grenfell Fire Tragedy
- Drop in sessions centred around Fire Safety at the high-rise social club
- Sheltered accommodation support
- Development of the Web http://www.tamworth.gov.uk/fire-safety
- Freedom of information and access to Fire Risk Assessments
- Regular performance discussions with the Tenant Consultative Group
- SFARS offer to facilitate visits to support on Sprinkler system with links to David Garrick Gardens where the system is show cased

The Committee had tabled questions through the Chair and the answers discussed, as detailed below:

- 1. Have all of the council owned blocks of flats been checked for cladding?
  - a. If yes, when were they checked?

All the Councils owned blocks are checked in accordance with Landlord Regulatory Standards. In addition to periodic inspections by a range of housing staff, annual Fire Safety Risk Assessments (FSRA) are routinely undertaken by Graham Environmental Services. In an open letter sent by the DCLG on the 28<sup>th</sup> June 2017 cladding subject to testing is that containing Aluminium Composite Material (also known as ACM).

There is no Aluminium Composite Material (ACM) cladding on the Councils landlord stock.

2. Are fire doors fitted in all public areas of all council owned blocks?

Yes, the fire doors are fire rated and provide a 30 minute protection. Each flat is designed to provide a 1 hour (60 minute) fire resistant compartmentalisation. Each fire door provides 30 minutes protection and in the high rise there are 2 fire doors; 1 leading from the flat onto the landing &/or corridor space plus a second fire door leading from the living space into the hallway.

a. How regularly are the fire doors tested?

This is in line with Fire Regulations. The Annual Fire Risk Assessment, along with periodic inspections on flat doors, checks that these fit and close correctly and where issues are identified they are repaired within policy timescales.

3. Are fire call points fitted in all public areas of all council owned blocks?

There is no requirement for manual call points in the majority of Council owned flatted accommodation. Where they are required, such as in Sheltered Schemes, they are provided. There are also some low-rise blocks where alarms have been installed despite not being required. There is no requirement for manual call points in the high-rise blocks, and the installation of manual call points is not recommended.

a. How regular is each fire call point tested?
 In line with British Standards (BS5839); manual call points, where fitted are checked weekly.

4. Are smoke alarms fitted in all public areas of all council owned blocks and council owned properties?

Heat and smoke detection units are installed and hard wired in all flats in accordance with British Fire Standards (Part 6: BS5839). (There are no battery operated heat and smoke detection units in any Council flats.)

Heat and smoke detectors are not fitted in all communal areas where the design is such that this is a sterile area, such as stairwells. This is also because the advice from SFARS, is that, in order to effect a 'delayed evacuation', if the fire is elsewhere in the block and tenants stay put – the flat is designed to give an hour protection to allow for rescue.

Where the Fire Risk Assessment identifies the potential for a non-sterile environment then smoke and heat detection is installed. This is the case of the communal basements within the High Rise and for some of the communal rooms within sheltered schemes. Areas do have heat and smoke detection in line with the Fire Risk Assessment.

a. How regular are the smoke alarms tested?

These are tested weekly in accordance with the British Standards referenced at question 3.

5. How many fire evacuation tests have taken place in each council owned block during the last two years?

There are Annual fire safety exercises done at the high-rise and sheltered housing schemes. It should be noted that these exercises are tailored to the type of accommodation and are run by SFARS, supported by Tamworth Borough Council.

With regard to the High Rise, SFARS have undertaken 2 exercises in the last two years, the latest on the 30<sup>th</sup> June 2017; which had been scheduled since December 2016. The exercise is designed to test a range of factors and is not called an evacuation test as the guidance is around delayed evacuation.

With regard to sheltered schemes, there is an annual plan, involving SFARS that tests personal evacuation planning and seeks to reassure and support residents with what to do in the event of a fire. This does include

evacuation scenarios and again there have been two exercises at each scheme over the last two years.

6. How regularly are the public areas of all Council owned blocks checked for fire hazards?

As indicated the Annual Fire Safety Risk Assessment is undertaken by an accredited contractor Graham Environmental Services. In addition there is a full suite of local and operational inspections undertaken by a range of housing based staff including caretakers, cleaners and housing officers. This is weekly at all flatted estates, in the case of sheltered and high-rise often daily.

We welcome feedback from Scrutiny members on the method and frequency of these checks as it is intended to build these into a formal Fire Safety Strategy, set for Cabinet approval in October 2017.

7. Are all of the checks documented?

Yes and they are held on a web portal currently accessed by council staff, contractors and partners. This portal details all the Fire Risk Assessments as well as checks for asbestos; legionella and fire risk. Against each block; files with photos, completed checklists and remedial action undertaken and completed is also listed.

In addition each Month, the Head of Landlord Service chairs a Health & Safety Meeting with a range of partners including SFARS (when appropriate) and Corporate Health & Safety staff to review assessments and actions being undertaken to ensure these are done in accordance with the policy and procedures.

8. How many flats in the high rise blocks are privately owned?

46 (as at 4/8/17). Application to purchases can be made at any time and is being promoted by the Government. The distribution of the privately owned flats is spread throughout the development with no concentration in any particular area.

9. What is the maximum height the fire brigade can reach from outside the building?

SFARS have confirmed their aerial appliance will reach 30meters (approximately to the 9<sup>th</sup> - storey). It should be noted the ladder is considered to be a piece of firefighting equipment and is not intended for the purposes of affecting a rescue of residents.

10. Is the health and safety guide for the high rise flats written into the tenancy agreements?

The Health & Safety Guidance produced in partnership with SFARS is intended to support and compliment the Council tenancy agreement. Whilst the guidance does not translate into a tenancy clause; there are sufficient clauses to tackle tenancy breaches. In fact punitive sanction have been successfully sought (including injunctions and Notices to Seek Possessions) where rubbish has been left on landings for example.

The Tenancy Agreement was reviewed in 2012/13 and was subject to detailed discussion by the then scrutiny committee. It is due for review in 2018 and will take account of any specific guidance around fire safety.

11. If infrastructure work to fit sprinklers is taking place should this include the fitting of mains powered smoke alarms linked to the fire alarm system?

It is understood Scrutiny committee members are asking whether alarms be linked to the planned sprinkler systems.

Sprinklers and heat/smoke detectors are not linked. Should a fire start in the flat then the heat and smoke detector would be activated alerting the tenant to leave their flat. When the temperature reaches 68 degrees centigrade the sprinkler head nearest the source of the fire will activate. The sprinkler system is linked to an alarm panel for notification purposes for SFARS so they are aware a sprinkler has been discharged and can prioritise attendance.

The answers were informed by discussions with Staffordshire Fire & Rescue Services.

Clarification was sought on a number of points, which included:-

- The register of assets that SFARS can call upon if the need arose. It was confirmed that there is an Over Boarder agreement that is set up and comes into effect if a major incident is declared.
- Training available on Fire Safety with SFARS Business Support. This is delivered to an NVQ standard with bespoke courses available, the involvement of the Tenants Consultative Group to develop the scope of the training that is wanted.

The Committee discussed a number of aspects for example periodic electrical testing; smoking at home, however, it was agreed that each tenant has a responsibility for their own safety and if following an incident a tenant was negligent then there may be a case to follow this up as a breach to the individuals tenancy agreement.

The Committee thanked the presenters for attending and their thorough work in this area.

County Councillor A Little provided an update from the Staffordshire County Strategy coordination meeting held on 23<sup>rd</sup> July 2017. It has been identified that there are 41 High Rise blocks in Staffordshire. The feedback provided by the County was a complete success and congratulations were extended to all with thanks for Tamworth Borough Council for communicating well.

The Portfolio Holder for Housing Services – Councillor M Thurgood, confirmed that she was confident that Tamworth Borough Council has done everything within their power to mitigate risk if an incident similar to Grenfell was to arise within the Borough and would be prepared to respond appropriately. The focus on continual improvement and development is key to maintaining our strong position in leading the way within this area, the priority of the sprinkler system installation currently at the forefront.

Councillor A James thanked all for attending the meeting and extended congratulations on an excellent piece of scrutiny, confirming that the Committee were happy with the responses received.

Chair			



# **TAMWORTH BOROUGH COUNCIL**

### **FORWARD PLAN**

# Executive and Key Decisions for the period 1 August 2017 - 30 November 2017

Published by Janice Clift on 28 July 2017 01827 709264

Conf/Non- Con GO O O O	Decision to be taken by/Date	Key Decision	Subject	Portfolio and Contact Officer details/Author	Principal Groups & Organisations proposed to be consulted prior to making the decision and the means of consultation	Background Papers (All Papers are available for inspection via the Contact Officer)
Open	Cabinet 17/08/17	No	Grants To Voluntary Organisations (Small Grants Scheme)/Local Arts Grant Scheme/Sports Grants Scheme  Grants awarded 2016/2017	Portfolio Holder for Communities Karen Clancy Partnership Funding Officer karen- clancy@tamworth.gov.uk		Grants To Voluntary Organisations (Small Grants Scheme)/Local Arts Grant Scheme/Sports Grants Scheme

Open	Cabinet 17/08/17	No	Quarter One 2017/18 Performance Report	Leader of the Council John Day Corporate Performance Officer john- day@tamworth.gov.uk		Quarter One 2017/18 Performance Report
Open	Cabinet 17/08/17	No	Release of Capital Contingency Funding  Capital Funding of £60k was made available for 2017/18 only for building a new play area.	Management sarah- mcgrandle@tamworth.go		Release of Capital Contingency Funding
Page 8	1	1		1	1	

Open	Cabinet 17/08/17	Yes	Installation of Fire Sprinkler Systems to Leasehold Flats and Flats at Eringden  This report:-  • Seeks approval for the waiving of standing orders to allow fire sprinklers to be installed in Leasehold flats at no cost to the Leaseholder.  • Seeks approval to extend the installation of fire sprinklers to the flats located at	Management - Property	Installation of Fire Sprinkler Systems to Leasehold Flats and Flats at Eringden
Page 9			the waiving of standing orders to allow fire sprinklers to be installed in Leasehold flats at no cost to the Leaseholder.  • Seeks approval to extend the installation of fire sprinklers to the	Management - Property Services paul- weston@tamworth.gov.u	
			installation checks. Sets out budget virements to be used to fund the installation of fire sprinklers.		

Open Page 1	Cabinet 7/09/17	Yes	Private Sector Housing- Housing Enforcement Policy  To approve the revised Private Sector Housing Enforcement Policy and accompanying sub-policies including adoption of new powers granted in relation to smoke detection, letting agent redress schemes and the updated provisions of the Housing and Planning Act 2016.	Portfolio Holder for Housing Services Steve Pointon Head of Strategic Housing Services stephen- pointon@tamworth.gov.u k	Private Sector Housing- Housing Enforcement Policy
Open	Cabinet 7/09/17	Yes	Increase Disabled Facilities Grant Budget To Reflect Better Care Fund Allocation  This report seeks to increase the Disabled Facilities Grant capital budget to reflect the final allocation from the Better Care Fund.	Paul Weston Head of Asset Management - Property Services paul- weston@tamworth.gov.u	Increase Disabled Facilities Grant Budget to Reflect Better Care Fund Allocation

Open Page 11	Cabinet 7 Sep 2017  Council 12/09/17	Yes	Annual Report on the Treasury Management Service and Actual Prudential Indicators 2016/17  The Annual Treasury report is a requirement of the Council's reporting procedures.  It covers the Treasury activity for 2016/17, and the actual Prudential Indicators for 2016/17.  The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes in accordance with Regulations issued under the Local Government Act 2003.	Portfolio Holder for Assets and Finance Joanne Goodfellow joanne- goodfellow@tamworth.go v.uk		Annual Report on the Treasury Management Service and Actual Prudential Indicators 2016/17
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Open	Cabinet 28/09/17	Yes	Mandatory and Discretionary Rate Relief Policy  To seek Cabinet approval for the proposed Mandatory and Discretionary Rate Relief Policy	Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael- buckland@tamworth.gov. uk		Mandatory and Discretionary Rate Relief Policy
Open Page 12	Cabinet 28/09/17	Yes	Temporary Reserves, Retained Funds and Provisions  To seek approval for the establishment or retention of Temporary Reserves, Retained Funds and Provisions, to write back to balances those reserves that have been identified as no longer being required.	Portfolio Holder for Assets and Finance Stefan Garner Director of Finance stefan- garner@tamworth.gov.uk	CMT following requests from budget managers  CMT Budget Managers	Temporary Reserves, Retained Funds and Provisions

Open Page 13	Cabinet 28/09/17	Yes	Council Landlord Service Performance Report  As part of the Landlord Regulatory Framework landlords are required to demonstrate compliance with consumer standards around tenant involvement and empowerment; home; tenancy and neighbourhood & community services to its tenants'. The report will detail end of year performance for 2016/17	Portfolio Holder for Housing Services Tina Mustafa Head of Landlord Services tina- mustafa@tamworth.gov. uk	Tenants' support the scrutiny of performance via the tenant consultative group(TCG)  TCG	Council Landlord Service Performance Report
Open	Cabinet 28/09/17	Yes	Castle HLF project update  To update on the current HLF project and seek permissions to progress should stage 2 funding be approved by HLF	mason@tamworth.gov.u		Castle HLF project update

Open	Cabinet 28/09/17	Yes	Planning Obligations Expenditure And Allocation  Section 106 budget update and allocation of unspent monies; and proposed new scheme of delegation and approval for the release of section 106 monies.			Planning Obligations Expenditure and Allocation
open OPage 14	Cabinet 19/10/17	Yes	Council Tenants Fire Safety Strategy  The Council landlord service has a robust approach to managing fire risk in conjunction with its partners. The strategy will set out the overall approach within its own landlord stock including high rise fire safety along with provisions in sheltered and general flatted estates.	Portfolio Holder for Housing Services Tina Mustafa Head of Landlord Services tina- mustafa@tamworth.gov. uk	The approach to fire safety is being reviewed by scrutiny on the 8th August 2017.  Staffordshire Fire and Rescue Service (SFARS)	Council Tenants Fire Safety Strategy

Open	Cabinet 19/10/17	Yes	Future Delivery of the Disabled Facilities Grant Programme  Report sets out proposals for the delivery of the new disabled facilities grant contracts that will be run across the County. The report will detail the participation agreement and delivery arrangements as well as seeking approval to enter into contract at the end of	Services paul- weston@tamworth.gov.u	Future Delivery of the Disabled Facilities Grant Programme
Page 15					

Under the 'Tenancy' national consumer standard; landlords are required to co-operate with LA's strategic housing function to support and meet identified local housing needs. This pilot is therefore designed to demonstrate and evidence how its landlord service is supporting its overall attempts to reduce the use of B&B for homeless households requiring temporary accommodation (TCC)  Head of Landlord Services tina-mustafa@tamworth.gov. uk  Head of Landlord Services tina-mustafa@tamworth.gov. uk		
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	Open	Cabinet 2/11/17	Yes	Variable Rent Policy for Council Tenants  Affordable housing development allows for social and affordable rents to be charged. This report will detail the overall income management policy to maximise rent and commercial opportunity within the Housing Revenue Account (HRA)	Portfolio Holder for Housing Services Tina Mustafa Head of Landlord Services tina- mustafa@tamworth.gov. uk	Part of statutory rent setting process  Tenant Consultative Group (TCG)	Variable Rent Policy for Council Tenants
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Open Page 19	Cabinet 2/11/17	Yes	Lettable Standard for Council Tenants  The efficient management of void/empty propertied within the Councils housing stock is crucial to reducing rent loss as well as minimising applicants time on the housing register. The void lettable standard will set out the service offer for prospective council tenants aimed at improving overall tenancy satisfaction and sustainment of people in their own homes.	Services tina- mustafa@tamworth.gov.	Tenant Consultative Group (TCG)	Lettable Standard for Council Tenants
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Open	Cabinet 30/11/17	Yes	Tamworth Borough Council CCTV Resiliance and Development  To consider the resilience and future development of the public CCTV system in line with the Surveillance Camera Commissioner Code of Practice	Portfolio Holder for Communities Joanne Sands Head of Community Safety joanne- sands@tamworth.gov.uk	Councillors Police Surveillance Camera Commissioner	Tamworth Borough Council CCTV Resiliance and Development
Page 20	Cabinet 30/11/17	No	Write Offs 01/04/17 - 30/09/17  To provide Members with details of Write Offs from 01 April 2017 to 30 September 2017	michael- buckland@tamworth.gov.		Write Offs 01/04/17 - 30/09/17
Open	Cabinet 20/07/17	No	Write Offs 01/04/17 - 30/06/17  To provide Members with details of Write Offs from 01 April 2017 to 30 June 2017	michael-		Write Offs 01/04/17 - 30/06/17

Open	Cabinet 30/11/17	Yes	Draft Base Budget Forecasts 2018/19 to 2022/23  To inform Members of the re-priced base budget for 2018/19, base budget forecasts for the period 2018/19 to 2022/23 and the underlying assumptions and to consider the future strategy to address the financial trends	Leader of the Council Stefan Garner Director of Finance stefan- garner@tamworth.gov.uk	Discussions with EMT following Budget Consultation with local stakeholders  Local residents, businesses and stakeholders	Draft Base Budget Forecasts 2018/19 to 2022/23
Page 21	Cabinet 30/11/17	Yes	Council Tax Base 2018/19  To report the Council Tax Base for the Borough Council for 2018/19	michael-		Council Tax Base 2018/19

Exempt	Cabinet 30/11/17	Yes	Community Development Review  The review will detail the options for the service and the opportunities available to build community resilience and connectivity.  Supporting the councils operating model around demand management	Portfolio Holder for Communities, Portfolio Holder for Housing Services Tina Mustafa Head of Landlord Services tina- mustafa@tamworth.gov. uk	Scrutiny will be reviewing the proposals to inform the cabinet recommendations	Community Development Review
Page 22						

Open Page 23	Cabinet 30 Nov 2017 Council 12/12/17	Yes	Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2017/18  This report is presented in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management which suggests that members should be informed of Treasury Management activities at least twice a year, but preferably quarterly. This report	Portfolio Holder for Assets and Finance Joanne Goodfellow joanne- goodfellow@tamworth.go v.uk	Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2017/18
23			at least twice a year, but preferably		

#### **DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND**

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes
Page	(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
2	(b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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