

## Assurance Report

### COMPLIANCE

Currently, we review 25 commercial sites to provide assurance that they are compliant in 5 key areas. This table summarises the issues identified this quarter (1 October 2022 – 31 December 2022). The full list of sites can be found at the end of this report. Please note this report does not include assurance for the housing assets. These sites are reported separately.

**Table 1 - Summary of Compliance**

Area of Compliance	Frequency	Inspections/ Reviews Undertaken	Outstanding Inspections/ Reviews	Actions Identified for this quarter	Actions beyond target date
Legionella testing	Monthly testing – Quarterly Reporting	2,865	0	0	0
Legionella Risk Assessments	Annual review	25	4	0	0
Asbestos – condition survey and annual review	Annual	0	0	0	0
Fire Risk Assessment	Annual Review	24	1	1	12
Gas Boiler Service	Annual	6	0	2	0
Electrical Inspection condition report	Inspection Regime as Per Building	0	0	1	1

**Table 2 - Compliance Issues identified in Quarter 2 2022/23**

Site	Type of Issue (Legionella , Fire, Electrical)	Detail of Issue	Action to resolve	Named lead from Assets
All sites	Legionella Risk Assessment	Review of all sites undertaken. commissioned a number of risk assessments following this review. 4 of which have not been agreed due to technical inaccuracies.	Site visits undertaken and unsuitable Risk assessments subsequently returned to Contractor for review /refresh	Gareth Goddard
Fire Risk Assessments Various Sites	Fire	12- Outstanding actions from the existing fire risk assessments.  (This report excludes the new FRA for SLC, these actions are reported direct to SLT by Mark Eyre)  8 High risk actions outstanding. 7 of which are for Southwell LC (to be incorporated within next assurance report.		

Table 2 - Compliance Issues identified in Quarter 2 2022/23

Site	Type of Issue (Legionella, Fire, Electrical)	Detail of Issue	Action to resolve	Named lead from Assets
		<p>Remaining items - DLC fire door improvement works</p> <p>4 Medium actions outstanding.</p> <ol style="list-style-type: none"> <li>1. Depot Building D, high level compartmentation work</li> <li>2. NSFC – Fire dampener repairs identified from recent survey</li> <li>3. NSFC Fire door repairs &amp; renewal</li> <li>4. Depot building C – Line marking to escape exit</li> </ol>	<p>(Estimated completion end Jan 23)</p> <p>Quote received. Discussion with Contractor re certification (Estimated completion end Feb 23)</p> <p>Seeking quotes, work in excess of 10k. (estimated completion end Mar 23)</p> <p>Waiting for contractor to start on site (estimated completion end Feb 23)</p> <p>Waiting for contractor to start on site (estimated completion end Jan 23)</p>	<p>Stephen Young</p> <p>Stephen Young</p> <p>Gareth Goddard</p> <p>Stephen Young</p> <p>Stephen Young</p>
Fire Risk Assessment Annual Review	Fire	1x Outstanding fire risk assessment review at the Gilstrap Toilet. We do not have a fire risk assessment for the Gilstrap toilets.	The estates and corporate property team are investigating the responsibilities detailed within the lease documents. This will help identify who is responsible for providing the fire risk assessment for the Gilstrap toilets. (estimated completion end Jan 23)	Pete Preece Gareth Goddard
Hawtonville Community Centre	Gas	2x Gas Boilers fail gas safety checks due to corrosion on the flue joints. The boilers have been classified as at risk and they have been isolated until they are safe to use again.	Due to the age of the boilers, we are seeking quotations to replace the boilers and costs to repair them.	Gareth Goddard
Castle House	Electrical	EICR now complete and is now issued as a satisfactory test report. Limitations have been recorded on the report when testing the server room, this is due to the massive impact of shutting down the servers and equipment.	Requirement is for us to undertake testing of all electrical safety equipment, whilst this testing has not been possible, further advice is being sought from professional bodies	Gareth Goddard

## List of sites covered within this assurance report

Table 5. Commercial Sites assured upon for Compliance

NSDC Commercial Site List	Site Use
Blidworth Leisure Centre	Leisure
Bridge Community Centre	Community
Buttermarket Shopping Centre	Retail
Castle House	Office
Church Farm Business Centre	Office
Depot Building A-MOT	Industrial
Depot Building B- Waste	Industrial
Depot Building C- Pest Control	Industrial
Depot Building D- Museum Store	Industrial
Dukeries Leisure Centre	Leisure
Farrar Close	Office
Gilstrap Centre Public Toilet	Amenities
Hawtonville Community Centre	Community
National Civil War Centre	Visitor
Newark Beacon Innovation Centre	Office
Newark Castle	Visitor
Newark Lorry Park & The Ranch Café	Amenities
Newark Palace Theatre	Visitor
Newark Sports And Fitness Centre	Leisure
Ollerton Housing Office	Office
Queens Sconce Visitor Centre	Leisure
Sherwood Forest Arts & Crafts Centre	Visitor
Southwell Leisure Centre	Leisure
The Tom Mann Pavilion	Leisure
Vicar Water Visitor Centre	Leisure