



Report to: Policy & Performance Improvement Committee Meeting: 24.06.2024

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Report Summary	
Report Title	Annual Report on Property Compliance across the Corporate Estate
Purpose of Report	To update Members of Policy & Performance Improvement Committee on Compliance Management across the Estate, focusing on the Corporate Estate and Tenanted Properties
Recommendations	That the Policy & Performance Improvement Committee note the content of the report and acknowledge the work being done across the Corporate Estate.

1.0 Background

1.1 This report provides a high-level overview of the core elements of the compliance related activities undertaken by the Corporate Property Business Unit across the corporate and commercial tenanted estate. It also highlights the software applications used and proposed for the monitoring of compliance and the importance of the application in the management of building compliance.

1.2 In addition to the 23 directly managed sites Corporate Property also manage 58 commercial industrial units, 12 retail shops and 18 retail studios are visited and audited.

2.0 Update

2.1 Since the report at last year's Committee compliance costs are now more accurately budgeted for with a separate budget to ensure accountability and transparency. The corporate compliance budget for the 2024/25 financial year is £282,000 p.a. This budget is for the full program of statutory compliance servicing across 23 corporate sites. Which includes service provision for some of the following key areas: fire safety, Asbestos management, electrical safety, gas servicing and water hygiene and Legionella control.

2.2 Some examples of compliance servicing and repairs throughout the Corporate Property Estate include:

Fire Safety- Fire alarms, disabled refuge, fire extinguishers, smoke vents, fire hydrants, fire suppression system, fire dampers, sprinkler systems.

Gas Safety- Gas safety inspections, boilers, heaters, cookers.

Electrical Safety- EICR, Swimming pool routine inspections, annual routine electrical inspections, PAT testing, emergency lighting and lightning protection systems. Automated door servicing.

Legionella- Monthly temperature monitoring, water sampling, calorifier inspections, de-scale showers, flushing, TMV servicing, system disinfection, storage tank cleans.

Asbestos- Asbestos register, management/ R&D Surveys, annual inspection of ACMs.

Air Conditioning Systems- Servicing and F-gas leakage testing.

Lifts & Lifting Equipment- Servicing and repairs.

Fall Arrest Systems- Inspection and testing.

Security Systems- Service and repairs for CCTV, Intruder alarms and access control systems.

2.3 Compliance servicing is carried out as per legislative and regulatory requirements. This is currently managed between Concerto and other datasets. Corporate Property are reviewing SharePoint to assist with the way operational building checks will be monitored. Options are currently being discussed to move to an electronic database for recording fire logbook and building checks. The ICT team are confident we can implement a system to records site checks electronically and report data as a KPI format for each site. This will provide a greater assurance to SLT and members that site management teams are undertaking the checks that they have allocated to them in the capacity.

2.4 On a quarterly basis the following items are reported at the Council's Risk Management Group:

Legionella- No more than 6 legionella non-conformities per month. All non-conformities to be resolved within 3 working days of the issue been reported to the corporate property team.

Asbestos- Annual Inspection of ACMs, 100% of inspections must be completed each year, in line with the inspection due dates.

Fire Risk Assessment's- Annual review, 100% of annual reviews must be completed each year.

Gas Boiler Service- Annual Inspection. 100% of inspections must be completed each year, in line with the inspection due dates.

Electrical Inspection Condition Report. 100% of inspections must be completed in line with the inspection due dates.

To demonstrate compliance performance, the 23/24 Q4 Assurance Report (General Fund) is attached (**Appendix 1**).

We also carry out reviews of Fire & Legionella Risk Assessments at least every 12 months to ensure the risk assessment is still sufficient for the building, an annual review of our Asbestos Management Plan. This checks that inspections regimes are sufficient and highlights any changes in materials or operations.

2.5 Monthly meetings with the Health & Safety Manager to report on and review any non-conformities across the estate. Quarterly meeting with Director for Resources and H&S manager to report on any non-conformities ahead of reporting to SLT and Risk Management group. We have a Legionella and fire safety contractor meeting to discuss non-conformities each month. We also have an annual electrical and gas safety review with our current contractors for these services.

Software for Monitoring:

- 2.6 Corporate Property continue to use Concerto as a facilities management software application that to manage the General Fund corporate and tenanted estates. It is a bespoke web-based application that has been populated to reflect the Council's asset registers and provide an integrated database and central source of information for officers.
- 2.7 We now use the software SFG20, it is a library of compliance maintenance schedules. This software helps maintain compliance and keep up to date with ever changing regulations. We are using this software alongside Concerto to migrate our existing records and regimes onto our new Concerto compliance database (This is currently in progress).
- 2.8 Zetasafe is a compliance software that enables checks to be recorded by scanning the QR code on the relevant assets. Data is received back real time so at any point the data can be viewed to check compliance. This system is a more robust way of ensuring compliance, with its powerful reporting system that highlights real-time compliance. Legionella based checks now in place through contract with Mitie. SharePoint or a similar electronic data base will be used to record all other operational site checks.

Tenant Compliance Monitoring Details

- 2.9 As previously reported in last years report to this committee all Corporate Property commercial leases capture a requirement of the tenant to maintain the property to a standard as defined in the schedule of condition (**Appendix 2**), which forms part of the lease. The Council, as landlord, ensures that the property is fully compliant and in good repair and condition before handover. To support this, a potential tenant is informed of their responsibilities during negotiation and a copy of the Council's Tenant handbook (**Appendix 3**) is presented to them when they are offered Heads of Terms. The handbook is a guide for those who wish to lease commercial premises from the Council and these obligations are included. All our existing tenants have received a copy of the handbook.
- 2.10 The Estates Management team conduct regular visits and audits (**Appendix 4**) to tenanted properties. As part of these visits, compliance and basic condition checks are undertaken to ensure the tenant is maintaining the property as defined by legislation and lease requirements.
- 2.11 At the end of a lease or activation of a break clause, a full property survey (**Appendix 5**) is taken 3 months prior to departure and the tenant informed as to what improvements, including compliance are required to bring the property back to the documented schedule of condition. Any shortfalls form the basis of the dilapidation report, to which the tenant is legally obliged to rectify. Whilst the Council as landlord is not obliged to maintain compliance in a property under the passing of duty of care to the tenant, it is nonetheless good estates management to do so with these robust processes and monitoring in place. The vacant property is returned to a Minimum Voids Standards to ensure a universal standard of quality for a for new lettings. A copy of the draft standard can be viewed at **Appendix 6**.

Future Work Plan

- 2.12 Fire Strategy Program – We have identified high, medium, and low risk sites based on operational risk and building type. We have now produced specification to aid in the procurement of our fire strategies. This specification is currently being reviewed by the team. Once the specification is agreed we will then start the tender process to procure.
- 2.13 Fire Door Inspection and maintenance regimes – As part of the fire Strategy process the fire engineer will confirm the location of all the fire doors at each site, this will include the fire resistance rating for each door set. Once confirmed this will give us a fire door asset list and then we can start to implement the 6-monthly inspection regime for each fire door set. The corporate property fire door inspection policy is currently being written and will be completed for approval in June this year.
- 2.14 Digitisation of fire logbooks and all operational/ H&S building checks to be recorded on an electronic database, options for delivery of this is currently being explored.
- 2.15 New technology into repairs schedules. Trailing new technology such as self-testing lighting. Self-testing emergency lighting systems are easy to install and installing them is one of the best ways to meet fire safety regulations. The systems also stop the need to manually test and record all the emergency lighting within our building, saving valuable time and money. We are currently arranging demonstrations of the systems from various suppliers, with a view to implement a program of works to upgrade systems to self-testing. The program will be implemented as current emergency light systems reach the end of life.
- 2.16 It is anticipated that come the autumn of 2024 Corporate Property will have appointed of a sole contractor for repairs and maintenance – provides assurance on aspects relating to the contractors H&S credentials and shortens timescales for reactive works such as FRA works with timescales.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.