

Report to: Policy & Performance Improvement Committee Meeting: 1.09.2025

Director Lead: Sanjiv Kohli, Director - Resources and Deputy Chief Executive

Lead Officer: Kevin Shutt, Development Manager - Corporate Property

Report Summary	
<b>Report Title</b>	Annual Report on Property Compliance across the Corporate Estate
<b>Purpose of Report</b>	To update Members of Policy & Performance Improvement Committee on Compliance Management across the Estate, focusing on the Corporate Estate and Tenanted Properties
<b>Recommendations</b>	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.

## 2.0 Update

- 2.1 The corporate compliance budget for the 2025/26 financial year is £291,760.00 p.a. This budget is for the full program of statutory compliance servicing across 22 corporate sites.

- 2.2 Compliance servicing, inspections and testing 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, fire doors. fire risk assessments

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

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

**Legionella-** 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.

- 2.3 Compliance servicing is carried out as per legislative and regulatory requirements. This is currently managed by a dedicated Corporate Property Compliance manager and a dedicated compliance officer. This new compliance management structure was introduced in March 2025, as part of the corporate property wider restructure. The compliance manager role is a new role, which gives greater assurance and resource to manage the compliance responsibilities and duties.
- 2.4 Monthly meetings between the Business Unit Manager and the Compliance Manager take place, to review general compliance performance ensuring a pro-active service is delivered. In addition to the monthly meetings a quarterly executive summary report is presented to the Councils Risk Management group. **(Appendix 1).**

**Service Improvements:**

- 2.5 Following the Corporate Property restructure in March 2025, a full review of the compliance processes and procurement, has been carried out. The review has been done to ensure the service is well managed and has adequate resources.
- 2.6 The review has seen all compliance areas processed mapped, to ensure robust systems are in place. See Example of fire safety process. **(Appendix 2).**
- 2.7 The processes reviewed now ensure that all compliance services are managed and delivered in a consistent manner, with better compliance management.  
Processes mapped out include:
- Contractor H&S Management.
  - Repairs and Maintenance Work Progression.
  - Contractor Works Order Process.
  - Corporate Property Repairs Process.
  - Fire Safety Compliance inspection, testing and remedial works.
  - Legionella Compliance inspection, testing and remedial works.
  - Asbestos Compliance inspection, testing and remedial works.
  - Electrical Compliance inspection, testing and remedial works.
  - Gas Compliance inspection, testing and remedial works.
  - Mechanical Compliance inspection, testing and remedial works.
  - Bridge Compliance inspection, testing and remedial works.
  - Passenger Lifts and lifting equipment inspection, testing and remedial works.
- 2.8 The corporate property compliance service, has also carried out a full review of all service contracts. The review has resulted in many of the service contracts being re-procured. The former compliance service contracts were procured on a 12 monthly basis.
- 2.9 The main compliance contracts such as legionella, electrical inspections, gas services, mechanical inspections, lifts and fire safety are now being awarded as 3-year contracts with options to extend for a further 2 years. The freeing up of officer time previously spent on procurement and inductions of new suppliers, is now being focused on inspections and surveys.

- 2.10 This change to the procurement will also enable our suppliers to gain a greater knowledge of our assets. This will ensure better performance in relation to building safety and will result in reduced costs.
- 2.11 By procuring the service delivery on a longer time frame, we have attracted new service suppliers to our estate, as the contracts on offer are of greater value. This has also resulted in better rates being obtained for the compliance servicing. The legionella contract alone has achieved a cost saving of £11,996 (18%) PA, with further savings expected as we conclude the procurement of the other service areas.

#### **Tenant Compliance Monitoring Details**

- 2.12 As previously reported in last year's report to this committee all Corporate Property commercial leases capture a requirement of the tenant to maintain the property to a standard set by the Estates team. The Council, as landlord, ensures that the property is fully compliant and in a good state of repair before handover.
- 2.13 A review has taken place of the maintenance responsibilities within our leased properties, and a guidance document has been issued to the Estates team for inclusion with all new lease agreements. The document sets out clear responsibilities for both the landlord (NSDC) and the leaseholder in relation to each building component.

#### **Future Work Plan**

- 2.14 The fire door surveys program, is nearing completion. (fire door surveys are carried out by an independent fire door consultant) The consultant produces an in-depth report on each door inspected. We have completed the survey on 17 of the 22 buildings that require the inspections. The remaining 5 buildings will have their fire door surveys completed by September 2025.
- 2.15 The fire door surveys have identified a large number of doors which require remedial actions, to ensure on going fire safety compliance. All surveys will be reviewed by the compliance manager. A procurement exercise will need to be carried out to identify a fire door works contractor. The remedial works are forecast to be in excess of £250,000. The full extent of the works and costs can not yet be established until all fire door surveys have been concluded.
- 2.16 Training has been approved for all members of the compliance team including Level 3 Award in Inspection & Testing of Fire Door Installations. This will ensure future, fire door inspections and remedial works can be identified earlier. This will avoid the need for large remedial fire door works programmes, to be carried out.
- 2.17 All members of the corporate property compliance, repairs, maintenance and capital projects team, have completed training in relation to contractor H&S management including CDM regulations refresher and Building safety act regulations courses.
- 2.18 Corporate Property has appointed Gelder Ltd as the main contractor for repairs and maintenance works. This appointment provides assurance on aspects relating to the contractors H&S credentials and shortens timescales for reactive works. This has also enabled better rates to be obtained in relation to priority attendance on small remedial works.

- 2.19 Gelder have been carrying out most of the reactive works since their appointment in January 2025. Contractor performance including first time fixes, jobs completed within target, safety and costs, are reviewed monthly. At the time of writing the report Gelder had completed 335 works requests, of which 2 were past the target date and nil had safety incidents. The 2 past target date are awaiting parts.
- 2.20 The 1<sup>st</sup> Quarter financial review of reactive works is currently underway early indicators are that the change to one service provider, working under a schedule of rates contract, is producing costs savings against previous years' service delivery.

### **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.

None