

Somerset Council Building and Resident Health & Safety Action Plan 2023-2025 (DRAFT) (Appendix 1 to Building and Resident Health and Safety Strategy)

(DATE) Version 1.0

Last Update Completed By:

Date:

(Also see Version Control Tab)

Task Complete
Task On Target
Task at Risk - Intervention
Task Overdue - Review



Action Plan Section 1.0 - Commitments Prioritised for Delivery by April 2023 and completion of LGR									
No.	Task Category	Task Name	Owner	Support	Strategy Cross-Reference	Start	Finish	% Complete	Progress Comments/Links
1	Policy	Check and assess existing body of SW&T and SDC (i.e. HiS) 'Big 6' (Gas, Electrical, Fire, Asbestos, Water and Lifts) Building and Resident Health and Safety Policy Documentation to ensure that minimum regulatory, statutory and legislative requirements are met	CS (Savills)	TH	Section 1.0 (Aim/Purpose)	03.01.23	31.03.23		26/01 All policies sent to Savills Note - upon completion, potential outcomes from this Action will produce and 'feed' new Tasks into Action Plan Section 2.0
2	Policy	So as to be able to confirm the Building and Resident Health and Safety Strategy's <i>scope</i> , fully establish and agree content of the definitive Landlord/Housing Service Assets Register (i.e. Master Core Housing Stock List) for the new Council	Chris Brown	NM and Assets Teams	Section 2.0 (Scope)	01.12.22	31.03.23		26/01 Subject to LGR Scope of Service product in Housing 1 sub workstream
3	Procedure & Process	Undertake a full Internal Review of any and all Housing Stock subject to Lease/Management Agreements with Third Party Owners - for the purpose of providing residential accommodation capacity to the Council (whether Temporary or Permanent) - in order to establish assurance that (i) the liability/responsibility for the completion of Building and Resident Health and Safety requirements (Servicing/Inspection/Risk Assessment/Remedial Works) is clearly established within the applicable Lease/Management Agreement and that (ii) if such liability/responsibility sits with the Third Party Owner that the Council retains appropriate evidence that these requirements are being fulfilled and hence the accommodation safe for use and occupation	Chris Brown	NM,AE, Assets Teams, SSDC	Section 2.0 (Scope)	01.02.23	31.03.23		26/01 Review process underway
4	Procedure & Process	As required by the Building Safety Act 2022 (Part 4), identify the Accountable Person(s)* in respect to the Council's sole Higher Risk Residential Building (of at least 7 storeys/18 metres in height) and confirm this via entry within Section 5.0 (Key Strategic Roles and Responsibilities) of the Building and Resident Health and Safety Strategy 2023-2025 as well as to any relevant external body (including, via either initial registration and/or submission of a Building Safety Case, the Building Safety Regulator). *If more than one Accountable Person, a Principal Accountable Person must be named.	TH	JB/PH	Section 3.0 (Our Obligations for Building and Resident Health and Safety – including Higher Risk Residential Buildings - HRRBs)	01.01.23	31.03.23		26/01 On Track. DS proposed as Accountable Person. NB: notification to Building Safety regulator to be completed by Oct 2023.
5	Procedure & Process	Check and assess existing body of SW&T and SDC (i.e. HiS) 'Big 6' Building and Resident Health and Safety Procedure and Process Documentation ('Management Plans') in place to ensure they are consistent with the commitments provided in equivalent Policies, and provide clarity on an end-to-end basis as to the organisation's approach and this meets minimum standards (regulatory, statutory) legislative - 'safe and legal' threshold) for each activity/risk area	CS (Savills)	TH	Section 4.0 (Building and Resident Safety as a System/Framework)	03.01.23	31.01.23		26/01 All procedures currently with Savills for review. Note - upon completion, potential outcomes from this Action will produce and 'feed' new Tasks into Action Plan Section 2.0
6	Data	Data Management and Controls - ensure that the existing Controls environment surrounding the maintenance of data accuracy and integrity in respect to Property/Assets Data (including Building and Resident Health and Safety) is effective (including the extent to which this Controls environment is documented). This is to include data sampling and query testing for both HiS and SW&T - plus (as already completed for HiS in 2020 and 2021) full application of the Savills Data Assessment Model to SW&T's Master Core Housing and Individual Building and Resident Health and Safety 'Big 6' datasets in order to test and establish accuracy and consistency (and hence assurance) levels	CS (Savills)	TH	Section 4.0 (Building and Resident Safety as a System/Framework)	03.01.23	28.2.23		26/01 Datasets and Data control document for SWT being reviewed by Savills. HIS sent updated documentation to Savills. End date changed from 31 Jan to 28 Feb. Note - upon completion, potential outcomes from this Action will produce and 'feed' new Tasks into Action Plan Section 2.0
7	Performance	KPI Monitoring and Reporting - Savills UK Limited to undertake 'critical friend' review of current Building and Resident Health and Safety KPI Reporting in respect to format/s, scope, quality and coverage relative to sector norms, good practice and provide suggestions for any required improvements for implementation. Review will also consider extent of readiness for measurement and capture of Regulator of Social Housing's new Tenant Satisfaction Measure (TSMs) mandatory requirements from April 2023	CS (Savills)	TH	Section 4.0 (Building and Resident Safety as a System/Framework)	03.01.23	28.2.23		26/01 Data provided to Savills to enable review. Note - upon completion, potential outcomes from this Action will produce and 'feed' new Tasks into Action Plan Section 2.0
8	Assurance	Savills UK Limited to independently assess the level and effectiveness of existing sources of internal and external assurance that the current Landlord Services provided by SW&T and HiS are being provided in accordance with minimum regulatory, statutory and legal requirements - and to provide suggestions for any required improvements for implementation on a prioritised basis as per No.15 below	CS (Savills)	TH	Section 4.0 (Building and Resident Safety as a System/Framework)	03.01.23	28.2.23		26/01 Data provided to Savills to enable review. Note - upon completion, potential outcomes from this Action will produce and 'feed' new Tasks into Action Plan Section 2.0

9	Resource (i.e. Structure)	Consideration and assessment of whether any immediate changes are required to Building and Resident Health and Safety-related Staffing Structures in order to ensure that a 'safe and legal' position is fully maintained in regard to Building and Resident Health and Safety requirements and obligations upon commencement of the new Council Service April 2023. Savills UK Limited as 'critical friend' to provide copies of Staffing Structures seen at other Landlord Providers for comparison/assistance processes	CS (Savills)		Section 4.0 (Building and Resident Safety as a System/Framework)	1.1.23	31.3.23		26/01 To review end of March. Any structural changes to be considered in 23/24 as part of LGR process.. Do we now need to push this back as our ability to change structures ahead of vesting day is limited, the change to
10	Resource (i.e. Structure)	Training/Briefing/Awareness Requirement across Senior Officer and Member roles in respect to scale and extent of changes being introduced via current Social Housing Regulation Bill, Building Safety Act and changes to role of the Regulator of Social Housing, the new Building Safety Regulator, Independent Housing Ombudsman et al. Session to be modelled upon delivery from Savills UK Limited to original Workshop No.1 July 2022	CS (Savills)	TH	Section 5.0 (Key Strategic Roles and Responsibilities)	1.10.22	31.3.23		26/01 Contained in the Building and Resident Health & Safety product Housing Summit, Briefing Paper, All Members Summit and Governance process for decision sign off on Strategy.
11	Resource (i.e. Structure)	Identification of key strategic postholders and roles involved in ensuring the maintenance of an effective System/Framework for Building and Resident Safety at Somerset Council upon creation of the new Council - including in respect to those attending the Training/Briefing/Awareness Requirement as above No.11 - for inclusion and confirmation of responsibilities within the Building and Resident Health and Safety Strategy (itemised Table Section 5.0)	CS (Savills)	TH	Section 5.0 (Key Strategic Roles and Responsibilities)	1.1.23	31.3.23		26/01 To be fulfilled by adoption of new Building and Resident H&S strategy.
12	Procedure & Process	Evidence position provided by both SW&T and HIS Landlord Services that - upon transfer of operations to new Council from April 2023 - they maintain a fully compliant, self-assessed and evidenced position relative to the Independent Housing Ombudsman's Complaint Handling Code of 1 April 2022	SH/CT		Section 6.0 (Our Accountability to Residents – including the provision of/access to information Key Strategic Roles and Responsibilities)	01.01.23	31.03.23		26/01 Ongoing self assessments published on websites and new council policy effective from 01 April 23 includes all necessary requirement of Housing Ombudsman code. Need to cross referecne work on complaints and task Shari and Claire to cover this
13	Assurance	For non-HRRB Housing Stock, ensure roll-over to new Council of any and all existing works-based Quality Assurance/Quality Control (QA/QC) measures (Works Post-Inspection, Certification Quality Assessment/Sign-Off et al) operated by External, Independent Third-Parties for the 'Big 6' activity/risk areas - and plans formulated and in place, if such provision is absent for any of these areas, for this to be implemented within 6 months (by October 2023) of new Council's commencement of service delivery	IC/NM		Section 8.0 (External, Independent Third-Party Scrutiny)	1.1.23	1.3.23		26/01 Confirm existing arrangements will roll over into new Council.
14	Assurance	Ensure at all times, in advance of the commencement of operations by the new Council, the continued operation by SW&T and HIS of active, co-regulatory engagement with the Regulator of Social Housing in respect to evidenced compliance with its Consumer Standards (including – though not limited to – the Home Standard and any requirements regarding Building and Resident Health and Safety, the submission of any required Statistical Returns et al)	SH/NM		Section 8.0 (External, Independent Third-Party Scrutiny)	As required by returns and data requests.	As required by returns and data requests.		26/01 Confirm existing arrangements will roll over into new Council.
Action Plan Section 2.0 - Commitments Prioritised for Delivery after April 2023									
1	Policy	Detail of the Council's operational approach – including its prescribed format /scope for the required Building Safety Case and Safety Case Report – to its HRRBs and the requirements of the Building Safety Act to be set out within a new 'Building Safety Policy' (as then attached to the Building and Resident Health and Safety Strategy as Appendix 9)	NM	PH	Section 3.0 (Our Obligations for Building and Resident Health and Safety – including Higher Risk Residential Buildings - HRRBs)	01.04.23	31.10.23		
2	Procedure & Process	HRRBs - A fully compliant position will be established and maintained regarding the provision of/access to information for residents relating to the key health and safety-related risks of the building they occupy as their home as per Clauses 91 and 92 of the Building Safety Act 2022	NM	PH	Section 6.0 (Our Accountability to Residents – including the provision of/access to information Key Strategic Roles and Responsibilities)	01.04.23	31.10.23		

3	Procedure & Process	HRRBs - Leaseholders will be provided with the same building and resident health and safety information, and access to the same in-person access point for the highlighting and subsequent discussion of any concerns	NM	PH	Section 6.0 (Our Accountability to Residents – including the provision of/access to information Key Strategic Roles and Responsibilities)	01.04.23	31.10.23		
4	Procedure & Process	Tenant Engagement - in relation to the whole of its Housing Stock, the Council will operate a diverse range of methods and access points for residents in respect to health and safety-related information about the building in which they live, as well as active opportunities to become involved in decision-making regarding the management and delivery of services to their home	CT/SH		Section 6.0 (Our Accountability to Residents – including the provision of/access to information Key Strategic Roles and Responsibilities)	01.04.23	31.03.24		
5	Assurance	Initially compile and subsequently ensure the maintenance of a Council 'Landlord Compliance/Resident and Building Safety Competency Matrix' (to then be attached as Appendix 11 to the Building and Resident Health and Safety Strategy) which sets out the involved competency thresholds, standards and expectations and their consistent application across the range of operational Policies which form a key part of the Council's overall System/Framework (see Strategy Section 4.0) for maintaining building and resident health and safety	IC/NM	Human Resources	Section 7.0 (The Importance of Competence)	01.04.23	31.12.23		
6	Policy	External Competency re Contractors - the Council's approach (including individual Officer/s responsibilities) to the continuous management and oversight of its contractors – including those engaged in building and resident health and safety activities – and the establishment of regular, routine assurance as to their competence is set out within a 'Contractor Management Policy' (to then be attached as Appendix 12 to the Building and Resident Health and Safety Strategy)	IC/NM	Health & Safety	Section 7.0 (The Importance of Competence)	01.07.23	31.12.23		
7	Assurance	Establishment and maintenance of active, open engagement with the Building Safety Regulator in respect to the submission of Building Safety Cases/Safety Case Reports regarding the Council's Higher-Risk Resident Buildings (HRRBs) and any and all subsequent dialogue which may result.	NM		Section 8.0 (External, Independent Third-Party Scrutiny)	01.04.23	31.03.25		
8	Procedure & Process	Both design and subsequently implement - by ensuring its completion and submission to the new Council - an 'Annual Building and Resident Health and Safety Compliance Assurance Statement' by which any organisation/body fulfilling the landlord function/role on behalf of the Council confirms its awareness of and evidenced compliance with the requirements of the Council's Building and Resident Health and Safety Strategy 2023-2025	NM/IC	LH/AE	Section 2.0 (Scope)		30.09.23		
9	Assurance	Programme of Independent External Audit (IEA) is prepared and approved for the new Council's Landlord/Housing Service which - as a minimum - sees the traditional 'Big 6' activity/risk areas subject to IEA within the period prior to April 2025 and on a subsequent 'rolling' basis thereafter of 2 activity/risk areas re-examined each year. IEA Programme Planning will also consider scale/extent to which wider, cross-cutting thematic reviews can be undertaken re areas of relevance to Building and Resident Health and Safety (such as Data Management/Control, Performance Management, Quality Assurance and Resourcing)			Section 8.0 (External, Independent Third-Party Scrutiny)				

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