



BRENTWOOD
BOROUGH COUNCIL

Housing Compliance Report

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31st March 2023

Executive Summary

The purpose of this report is to provide senior management and members with a quarterly update of the compliance within the Housing Department. This report covers quarter four (1st January 2023 – 31st March 2023).

This document breaks down each compliance area within then reports on the progress of their respective areas accordingly.

Positives

- Only 65 EICR tests are outstanding at 31 March 2023.
- All communal electrical testing has been 100% completed
- No asbestos related immediately dangerous risk actions outstanding
- All fire risk assessments for 2022/23 financial year are completed
- Domestic Gas Servicing remains 100% compliant at 31 March 2023.

Neutral

- Planned Asbestos surveys continue at same levels as previous quarter.
- Water Hygiene Survey programme has reduced to 215 risk assessment to be completed since the last quarterly report.

Negatives

- None

1. Gas Compliance

Commentary

Brentwood Council adheres to the Gas Safety (Installation and Use) Regulations 1998 (GSIUR) Approved Code of Practice and guidance which came into force on 6th April 2018.

Social Landlords also capture their statutory gas compliancy information through a national housing indicator/benchmark (Housemark) however, some organisations do not include non-access in their compliancy performance, whilst Brentwood Council does to show transparency. The data is captured and submitted monthly for the previous month.

Our responsibility as a Social Landlord is to ensure an annual gas safety record (LGSR) is completed in each property we own to fulfil our legal obligation. Properties the Council manages on behalf of an external agent are also our responsibility to ensure this annual safety check is completed. Council residents will receive a copy of the LGSR in the post 28 calendar days after it has been completed, subject to postal schedules.

Gas compliancy is split into two categories; domestic which covers individual flats/houses and commercial/communal which relates to a block of flats connected through a central heating system. When a resident moves out, before reletting a subsequent LGSR is completed as part of the change of tenancy.

DOMESTIC

A weekly gas domestic compliance spreadsheet is supplied by Axis which notes which addresses will be past the last annual service date and therefore classified as overdue.

COMMERCIAL/COMMUNAL

The Council have a total stock of 6 commercial plantrooms which are located at

1. The Gables
2. Chichester House
3. Drake House
4. St Georges Court
5. Four Oaks
6. Victoria Court

Each plant room has a valid gas safety certificate. These records are held on our asset management system, Keystone.

Key Performance Indicators

As at 31/03/2023	No. on contract	No. Overdue	As % of contract	Contractual Compliance %
Total	2,092	0	100%	100%

Position statement as of 30th April 2023; we are 99.95% compliant with one property overdue. This was completed in May 2023.

2. Electrical Compliance

Commentary

Our responsibility as a Social Landlord is to ensure an Electrical Installation Condition Report (EICR) is completed every five years and retested on the anniversary year. When a resident moves out, before reletting a property, a subsequent EICR is completed as part of the change of tenancy.

Key Performance Indicators

As at 31/03/2023	Total Number Required	Total Number Completed	Outstanding
EICRs (Communal)	122	122	0
EICRs (Dwellings)	2399	2334	65

Position statement as of 30th April 2023; there are no communal EICR's outstanding, and there are 62 EICR dwellings outstanding to be completed.

In 2019, the Council committed to delivering a completed EICR testing programme within 5 years. From the figures in the table above, taken directly from the asset management system, we have exceeded this timescale and almost completed the programme within 2 ½ years. This ensures the Council has accurate and up to date electrical testing records.

3. Asbestos Compliance

Commentary

As part of the partnering contract, Axis is responsible for the removal of all non-licensed asbestos.

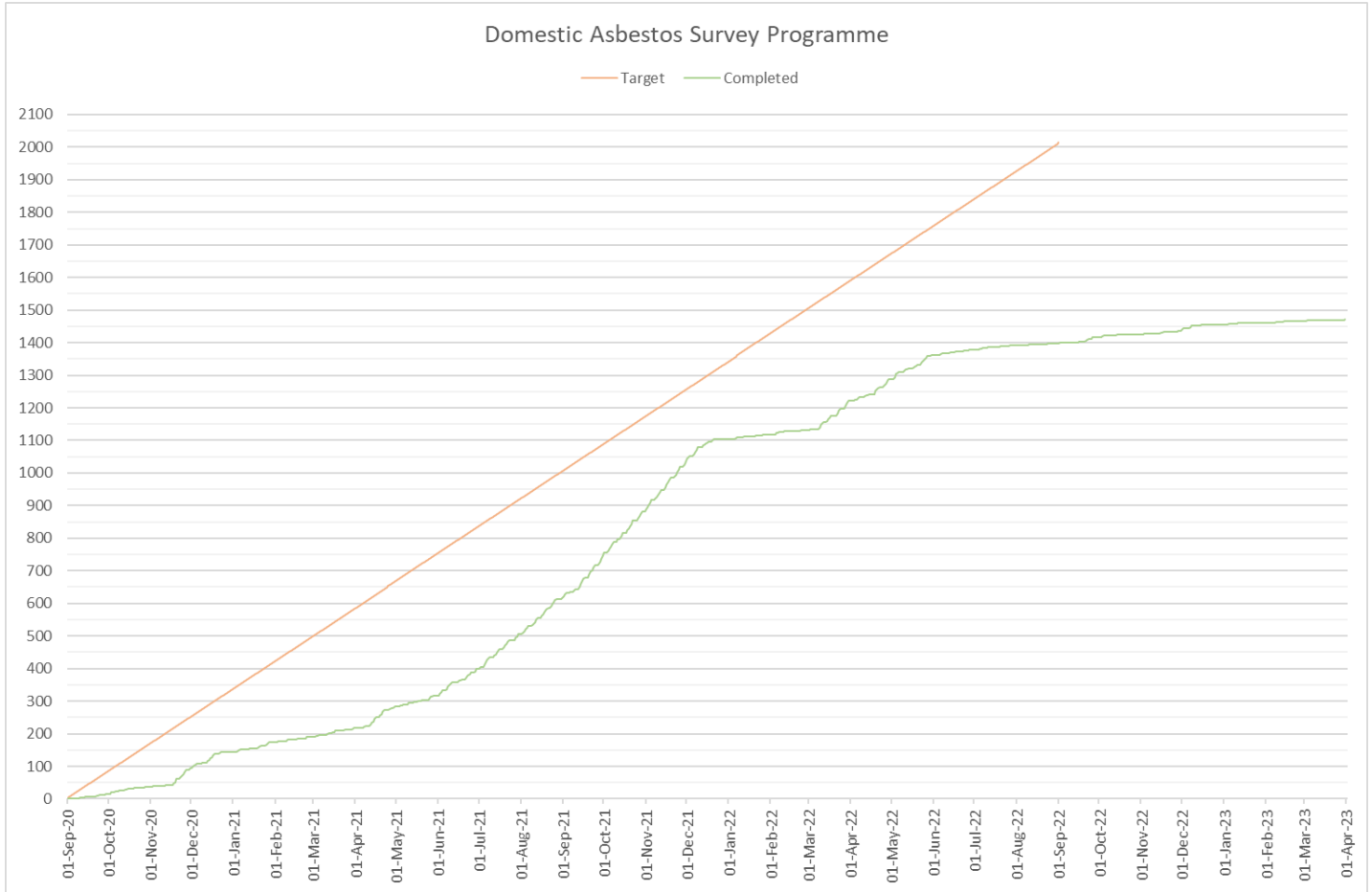
The Council employs two contractors, in addition to the partnering contractor, to undertake asbestos surveys and asbestos removal in our social housing assets. The asbestos register holds all asbestos survey data in central location.

Key Performance Indicators

PLANNED ASBESTOS MANAGEMENT SURVEYS

Our asbestos surveying contractor, Thames Labs, were originally provided with 2064 addresses to undertake a management survey. The list has now reduced to 2016 which is due to properties being sold and decanted properties ready for refurbishment.

The Council asked Thames Labs to undertake the asbestos management surveys within one year, from the date of mobilisation (September 2020), to ensure the Council had a complete register of its asbestos risks.

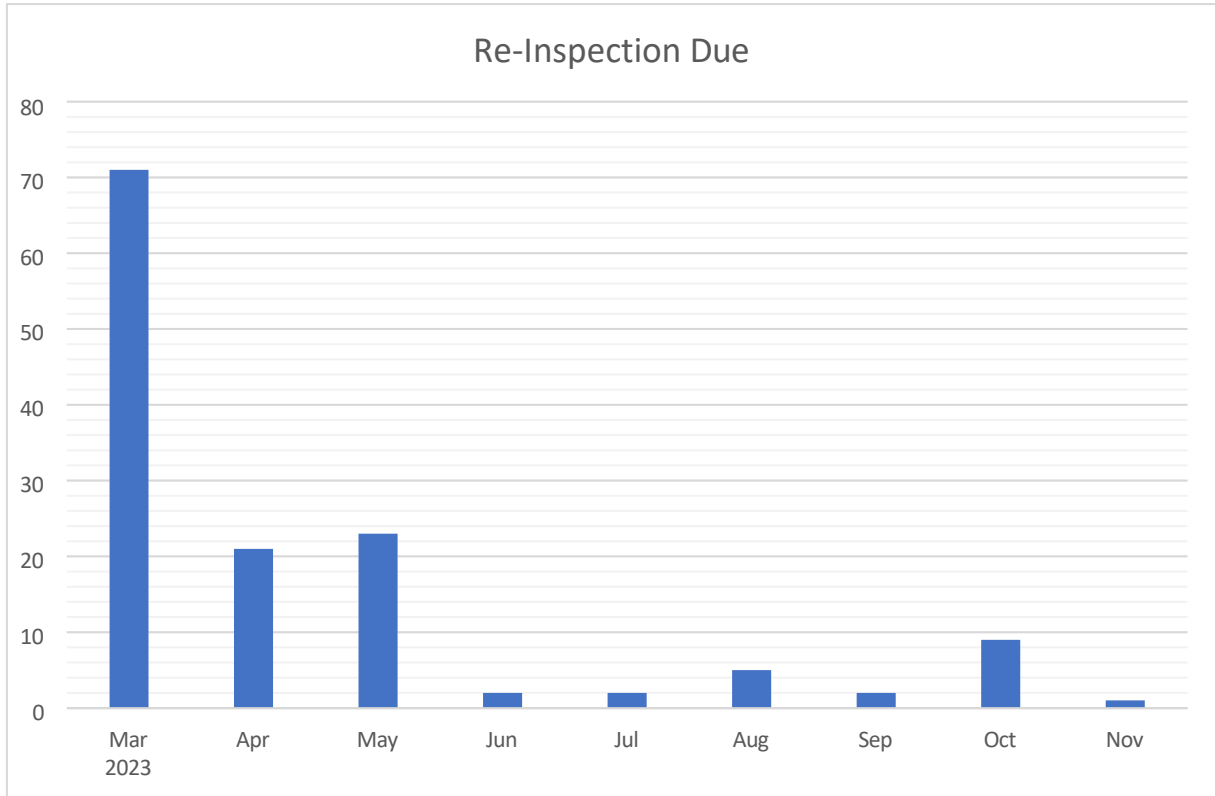


The chart above shows the current position of the inspection programme. Starting this programme during the national lock down proved very challenging and was met with a lot of resistance from tenants. Unfortunately, Covid-19 and the fear of contracting it has never gone away and there is still resistance from tenants to allow access.

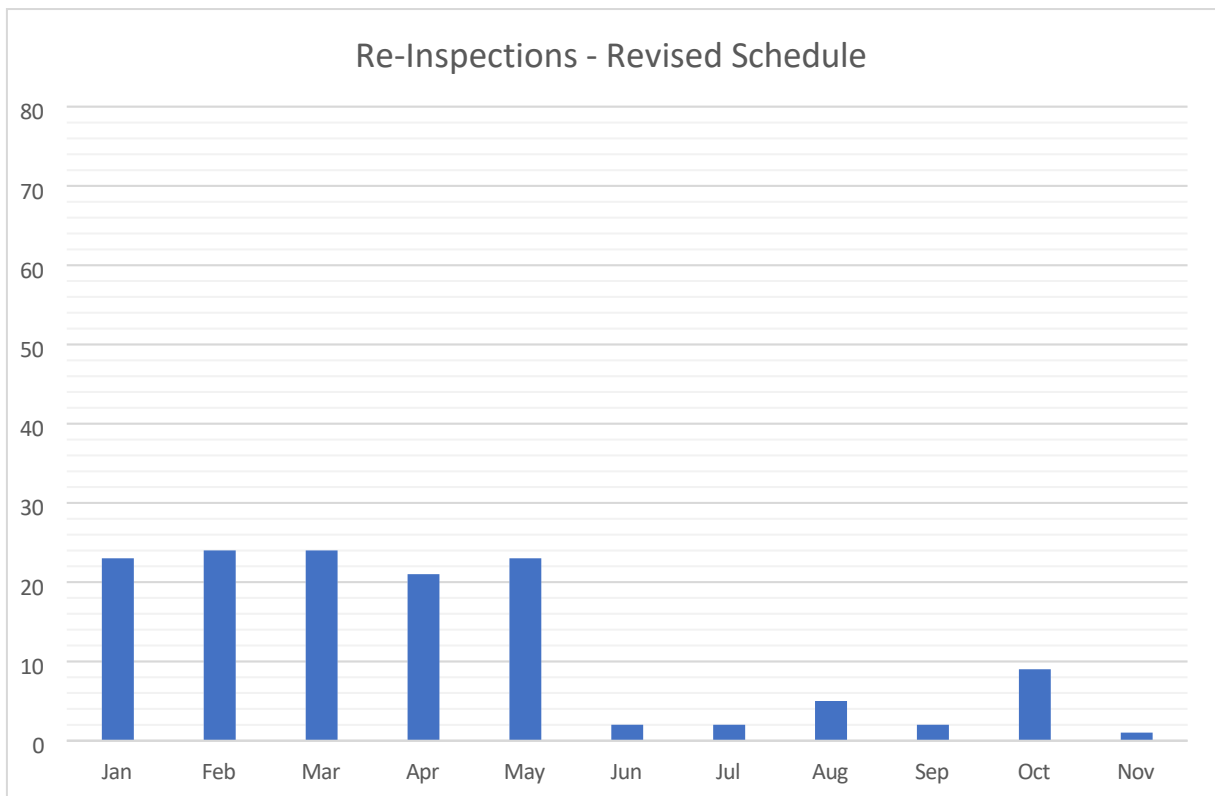
Despite surveying 1476 properties which is 73% of the overall programme, access is still required to 540 properties or 27% to complete the entire programme. This is a slight reduction on the previous quarter. The compliance team are working closely with the Estates and Sheltered Housing teams to gain access to these properties.

COMMUNAL RE-INSPECTION SURVEYS

The Council have a duty of care to ensure all communal areas are re-inspected annually to make certain all risks are captured as communal areas have most foot traffic.



Most re-inspections fall within the month of March due to when the previous survey was undertaken. The compliance team have worked with our contractor to produce a revised programme spreading the surveys over the year which ensures a manageable programme.



The table above sets out the revised programme of re-inspection surveys for 2023. None of the surveys will fall outside of the target completion date.

Position statement as of 30th April 2023:

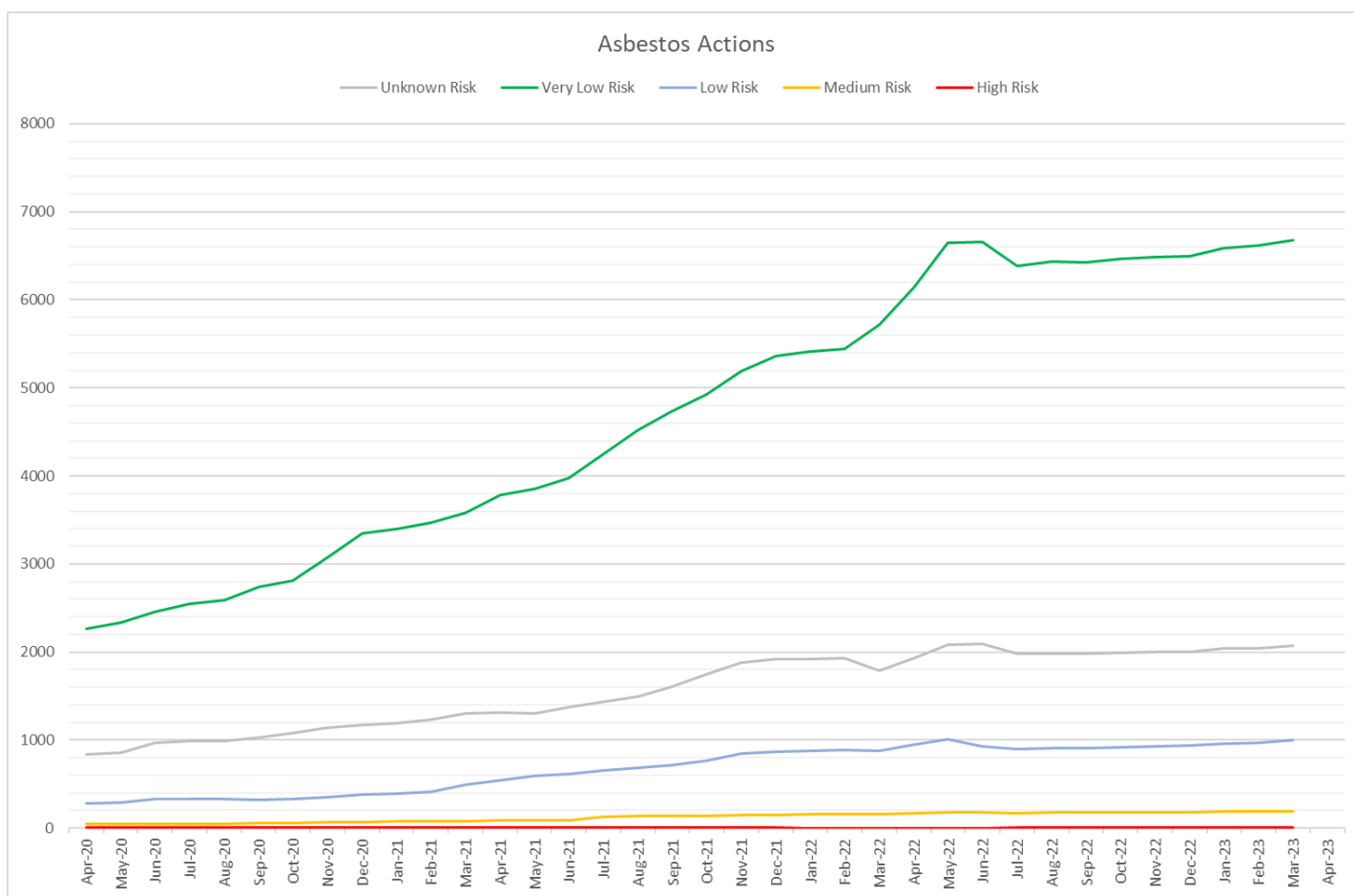
71 re-inspections were completed between January - March 2023

21 re-inspections were completed by the end of April 2023

34 re-inspections are due to be completed throughout the remainder of the calendar year.

ACTIONS FOLLOWING SURVEYS

The chart below provides the latest progress update for the actions required following an asbestos survey. These results include both management surveys and refurbishment & demolition (R&D) surveys.



Taking the above chart and breaking each one down further, the below chart shows where each action is.

Below is a table showing the compliance data at the end of March 2023.

Unknown Risk	2044
Manage	0
Inspection Required	2044
Remove	0
No Recommendation	0
Encapsulate / Repair	0
Very Low Risk	6616
Manage	6035
Inspection Required	25
Remove	243
No Recommendation	24
Encapsulate / Repair	289
Low Risk	969
Manage	691
Inspection Required	25
Remove	78
No Recommendation	1
Encapsulate / Repair	174

Medium Risk	187
Manage	48
Inspection Required	4
Remove	55
No Recommendation	0
Encapsulate / Repair	80
High Risk	0
Manage	
Inspection Required	
Remove	
No Recommendation	
Encapsulate / Repair	
Grand Total	9820

There is an increase in the number of recommendations when compared to the previous quarter. This is due to the ongoing programme of asbestos surveys.

From the information set out above, there are no high-risk actions outstanding. A high-risk item is mainly amosite which can be found in thermal insulation. An example of this is unsealed lagging and sprayed on insulation.

The medium risks are currently being reviewed and cross referenced with capital planned projects to ensure these works are captured at the same time. The rest of the medium actions will then be actioned on a risk-based approach. A medium risk item is a mixture of chrysotile and crocidolite. An example of this is unsealed asbestos insulation board, asbestos cement, and vinyl floor tiles.

A low-risk item can be a range of either amosite, crocidolite, or chrysotile as it depends on what the item is made from. An example of this is ropes and woven textiles, thermal insulation, and undamaged asbestos insulation board.

A very low risk item can be a range of either amosite, crocidolite, or chrysotile as it depends on what the item is made from. An example of this is composite materials containing asbestos, decorative finishes and vinyl floor tiles which require to be managed and monitored for deterioration.

There is no set legislative criteria to undertake a re-inspection in a dwelling. This will only be undertaken once the actions have been completed which provides a holistic approach and safe way of ensuring no action has been missed.

4. Water Hygiene

Key Performance Indicators

RISK ASSESSMENTS

There is no set legislative guidance to undertake water hygiene risk assessments to individual dwelling. However, it is best practice to undertake individual dwelling risk assessments, as well as blocks. This is the approach Brentwood Council has adopted.

Our partnering contractor, Axis, was provided with an address list of 100 blocks of our social housing assets, and prioritised sheltered schemes first due to residents in these schemes being the most vulnerable. Once the sheltered housing schemes were completed, they moved on to general needs blocks, then 1095 individual dwellings that have a hot or cold or both stored water tank.

Progress to date

100 block risk assessments have been completed.

880 individual dwelling risk assessments have been completed.

215 individual dwelling risk assessments have not been completed due to non-access.

This is a reduction in the number of properties where access cannot to be gained to complete the risk assessment when compared to the previous quarter. As with other areas of compliance, the team are working closely with the Housing Estates team to gain access to these properties.

ACTIONS FOLLOWING SURVEYS

The tables below show the number of actions following the completed risk assessment.

Note: the term PCAF means Priority Corrective Action Form. This form is issued if an anomaly is identified after monthly samples are taken.

Below is a table showing the compliance data at the end of March 2023.

Level of Action	Rolling Number of Actions	Number of Completed Actions	Number of Actions to be completed (not overdue)
PCAF	87	87	0
High	3276	2841	435
Medium	4914	2832	2082
Low	1735	951	784

The number of actions in the table have increased when compared to the previous quarter due to an additional 69 risk assessments being completed in this period.

An example of the level of actions are:

PCAF – following a monthly sample, the action can be to replace a cold-water storage tank because the tank is corroded, or the tank requires a clean and disinfection because there is sludge/sediment in the bottom of the tank.

High – small used outlets are not working and require replacement i.e. outside tap, the hot water has failed to reach 50°C which is usually a result of hot water immersions being turned down or, non-WRAS (water regulations advisory scheme which is a certification mark that demonstrates the item complies with the high standards set out by water regulations) approved flexible hoses has been fitted which either require being replace with a WRAS approved flexi hose or changed to copper pipping.

Medium – cold water storage tank outlet pipework not coded or labelled, there is inadequate lighting within the tank room area, shower head and/or hose can be immersed in water, or no backflow protection is present.

Low – a filling loop left attached to both lengths of pipework which requires removal to prevent any backflow issues.

The table below shows the timescale of when these actions are due to be completed.

Level of Action	Number of Actions	Timescale to complete
PCAF	0	2 months
High	435	3 months
Medium	2082	6 months
Low	784	12 months

5. Fire Safety

This section shows the Council's progress in relation to fire risk assessments and actions over the last 3 years.

All fire risk assessments have been completed and are up to date. The actions from risk assessments form a rolling programme of remedial and planned improvements. Due to the nature of some of the work required, some actions may have longer target dates for completion.

Key Performance Indicators

Sheltered Housing risk assessments are carried out annually due to their high-risk nature.

Current overall total no. of actions – 44

Current overall total no. closed actions – 3

Number of actions from 2020 risk assessment: 9 actions

Number of actions from 2021 risk assessment: 37 actions

Number of actions from 2022 risk assessment: 49 actions

Number of actions from 2023 risk assessment: 44 actions

The term used by the Fire & Rescue Service is **High Rise** which takes in to account the Council's high-rise blocks which are over 18 metres. These assets are Gibraltar House, Drake House, Masefield Court, and Mayflower House. Risk assessments for these 4 blocks are undertaken every year.

Overall total no. of actions – 28

Over total no. closed actions - 2

Number of actions from 2020 risk assessment: 0 actions

Number of actions from 2021 risk assessment: 0 actions

Number of actions from 2022 risk assessment: 43 actions

Number of actions from 2023 risk assessment: 28 actions

General needs assets are classed as the rest of the Council's communal blocks within the housing stock that requires a risk assessment with enclosed stairwells. The risk assessments are undertaken every two years because the risk is lower.

Overall total no. of actions – 127

Over total no. closed actions - 9

Number of actions from 2020 risk assessment: 35 actions

Number of actions from 2021 risk assessment: 115 actions
 Number of actions from 2022 risk assessment: 15 actions
 Number of actions from 2023 risk assessment: 127 actions

This table shows the open actions split into 3 categories.

Open Actions - Priority					
Buildings		High	Medium	Low	Total Open
Sheltered	15	13	28	0	41
High Rise	4	15	13	0	28
General Needs	78	1	126	0	127
Total	97	29	167	0	196

All actions are within current target timeframes and are included in current planned projects.

6. Lifts and Lifting Equipment

Key Performance Indicators

This is split into two areas;

1. Lifting equipment - which relate to stair lifts, hoists, scissor lifts or through lifts which are mainly in residents' homes
2. Lifts – which relate to passenger lifts in residential blocks of flats

January 2023 – March 2023

Area of Compliance	Total number of stock	Complete	Outstanding	% Complete
Lifting Equipment	39	31	8	79.49%
Lifts	12	12	0	100.00%

The 8 outstanding individual dwellings are due to non-access and have been referred to the Housing Officer for assistance.

Position statement as of 30th April 2023:

Lifting equipment – 90%

Lifts – 100%

7. Tunstall

Tunstall provide a warden control service to 25 sites and communal fire alarms and

communal boiler CO alarms in the plantroom (to Chichester House, the Gables, St Georges Court, and Victoria Court, Juniper Court is all electric) maintenance service to 5 of our sheltered blocks to Chichester House, the Gables, St Georges Court, Victoria Court, and Juniper Court.

The communal fire alarms and CO alarms are inspected every 6 months and any defects noted on the engineer’s report for remedial action.

Each of the 25 sites were installed at different dates:

- 1 in 2000
- 19 in 2013
- 5 in 2014

Key Performance Indicators

Area of compliance	Contractor	Total number of stock	Complete	Outstanding	% Complete
Communal Fire Alarm Systems	Tunstall	5	5	0	100.00%

8. Emergency lighting

Commentary

Through our partnering arrangements, Axis provide a maintenance and repair service to the 116 Council owned housing blocks in the borough.

The testing regime includes a monthly operational test and an annual drain down where the lights at each block are turned on for a period of 2.5 – 3 hours to monitor the performance of the backup battery and lights for this duration.

Key Performance Indicators

Below is a table showing the annual compliance position at the end of March 2023.

Area of compliance	Contractor	Total number of stock	Complete	Outstanding	% Complete
Emergency Lighting	Axis	115	115	0	100%

Position statement as of 30th April 2023; 100% compliant.

9. The Building Safety Act 2022

The Building Safety Act 2022 came into force on 1st April 2023 and introduces new duties for the management of fire and building safety in high rise residential buildings. As a landlord, Brentwood Council has a legal duty to register all high-rise residential buildings 18 metres tall or higher or at least 7 storeys tall with 2 or more residential units by the 1st October 2023.

The registration of these buildings is in two parts;

- 1) the first part of the application is for general information on the block such as number of floors, height of the residential block in metres, number of residential units, year it was built and it's address.
- 2) the second part is more detailed and requires key building information. This includes building use, structure, roof, number of staircases, external wall system, external features and attachments to the buildings, energy supply to and within the building, fire evacuation strategy, list of fire and smoke control equipment, number of fire doors, their fire rating and certain building works carried out on the original building.

The first part of the application for registration of our high-rise residential buildings has been completed. We were one of the first landlords to complete this and was selected to provide feedback to Building Safety Regulator on the initial registration process.

10. Closing Comments

Commentary

Overall compliancy has continued to improve over the last quarter. It is very important as a responsible landlord that our tenants and leaseholders can be confident they are safe in their home and immediate environment.

We continue to review our policies and procedures to ensure they comply with legislation and are clear and concise.