

# Stevenage Borough Council

## Resident Led Safety Compliance Panel

### Terms of Reference

#### 1. Purpose

1.1 The Resident Led Safety Compliance Panel (RLSCP) supports Stevenage Council's housing service to manage safety risks in council homes relating to fire, legionella, asbestos and Gas.

This involves:

- Discussing potential risks in and around council tenants homes
- Making recommendations to the Housing Management Advisory Board
- Carrying out reviews to facilitate effective prevention, preparedness, response and recovery strategies relating to safety.

1.2 The Panel supports the council's Assistant Directors in ensuring that tenant and leaseholder voices are at the centre of the council's approach to property safety.

#### 2. Objectives

2.1 The Panel will meet regularly to:

- Receive reports on the status of work being carried out in and around council owned homes.
- Consider and ensure compliance with current safety legislation and regulation.
- Consider whether arrangements for reviewing safety issues in and around council owned homes are adequate.
- Ensure a firm staff recognition of safety breaches and that any appropriate action has been taken.
- Consider any training that may be appropriate for residents to improve safety awareness and readiness in the event of a fire or other safety issue.
- Receive reports summarising recent safety concerns raised by tenants, leaseholders and tenants of leaseholders across the borough; and consider the Council's actions in response to these concerns.
- Understand the nature of and reasons for any recent safety issues in Council owned homes in order to inform the Panel's own safety recommendations.
- Find ways to encourage residents to become more aware of safety issues and to take responsibility for safety in and around their homes.
- Review relevant Council's tenancy conditions and leases (rules and regulations for leaseholders generally) to ensure that they are sufficiently robust around safety issues and to receive reports on appropriate action being taken by officers if any breaches occur.
- Review tenant and leaseholder guidance in relation to safety and make proposals for amendments to address any new requirements developed as a result of the

findings of the Panel.

- Consider wider best practice and recommend to the council where good safety initiatives are implemented elsewhere that might also work in Stevenage.
- Work with the Council to develop effective regular communications in appropriate formats for Stevenage residents around safety.

### **3. Membership**

3.1 The Panel is jointly chaired by a Stevenage Council resident and the council's Corporate Health and Safety Manager.

3.2 The Panel comprises of the following membership:

- Five tenants and leaseholders
- Two councillors
- One member of the investment compliance team (Steve McAlinden?)
- Nominated representative from the Fire Service
- Nominated representative from the repairs service
- Nominated representative from the Council's Tenancy Service.

Tenants and leaseholder representatives on the Panel include:

- The Chair of the Customer Scrutiny Panel or HMAB
- At least two council tenants and one leaseholder
- At least one resident representative living in each of the following: a high rise block, property, a street property).

3.3 The resident Chair will be elected annually on the anniversary of the Panel's inception.

### **4 Agendas**

4.1 Agendas are agreed in advance of the meetings, to ensure that all Panel members can be fully prepared.

4.2 Items for the agenda will be submitted a minimum of two weeks prior to each meeting. These items are discussed with the Chairs in order to finalise the agenda prior to circulation.

4.3 Items for the agenda are submitted by any Panel member, or by any Stevenage senior staff member.

### **4. Meetings**

4.1 The Chair with the support of the Council will:

- Facilitate no less than four formal meetings of the Panel per year
- Consult members prior to setting each agenda

- Ensure that the meeting is run fairly and appropriately
- Hold a second formal vote, if this is required to agree a recommendation

## **6. Attendance**

6.1 There is an expectation that Panel members will attend at least 75% of all formal meetings. It will be assumed that members who fail to attend 2 consecutive meetings without having given apologies will have stepped down and a new nomination will be formally requested.

6.2 A minimum of 5 Panel members (including 2 resident representatives) must be present at the meeting for recommendations to be made.

6.3 Other residents may be invited to the meeting to provide information. Other Staff members may be invited to present reports or provide legal advice.

## **7 Decision making**

7.1 The Panel does not have direct decision making powers, but recommendations agreed by the Panel will be fully considered by the Leader of the Council, who in turn will send a report back to the Panel on action taken against each recommendation.

7.2 (TBC) will be responsible for ensuring that recommendations are actioned.

## **8 Disputes**

8.1 An independent method will be sourced in order to find resolution in cases where disputes arise between Panel members.

## **9 Annual review**

9.1 The performance of the Panel against its objectives and its Terms of Reference will be reviewed annually.