



LONDON BOROUGH OF CAMDEN FIRE SAFETY ADVISORY PANEL TERMS OF REFERENCE

1 PURPOSE

- 1.1 The Fire Safety Advisory Panel supports Camden Council's landlord service to manage the risk of fire by making recommendations and carrying out reviews to facilitate effective fire prevention, preparedness, response and recovery strategies. The Panel will support the Director Resident Safety in ensuring that tenant and leaseholder voices are at the centre of the Council's innovative approach to property safety.

2 OBJECTIVES

- 2.1 The Fire Safety Advisory Panel meets regularly to;

- Receive officer reports on the status of work being carried out in and around council owned homes in order to achieve compliance with current fire safety legislation and regulation.
- Consider whether arrangements for reviewing fire safety and related safety issues in and around council owned homes are adequate.
- Receive reports on relevant staff training to ensure that there is improved recognition of fire safety breaches and appropriate action taken.
- Consider what training might be appropriate for residents to improve fire safety awareness and readiness in the event of a fire.
- Receive officer reports summarising recent fire safety concerns raised by residents who are tenants, leaseholders and tenants of leaseholders across the borough; and consider Council actions in response to those concerns.
- Understand the nature of and reasons for recent fires in Council owned homes in order to inform the Panel's own fire safety recommendations.
- Find ways to encourage residents to become more aware of fire safety issues and to take responsibility for fire safety in and around their homes.
- Review the Council's tenancy conditions and new residential leases (and rules and regulations for leaseholders generally) to ensure that they are sufficiently robust around fire safety issues and to receive reports on appropriate action being taken by officers where breaches occur.

- Review the *Tenants Guide* in relation to fire 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 fire safety initiatives implemented elsewhere might also work in Camden.
- Work with the Council to develop effective regular communications in appropriate formats for Camden residents around fire safety.

3 MEMBERSHIP

3.1 The Panel is jointly chaired by a Camden Council resident and the Cabinet Member for Better Homes and comprises of the following membership:

- Five tenants and leaseholders selected for their expertise in this area including:
 - 1 DMC Chair
 - 4 council residents
(There should be at least one resident representative living in each of the following: a high rise block, a TMO managed property, a street property).
- The Cabinet Member Better Homes plus two other nominated Council Members.
- The Council's Director Resident Safety.
- Two nominated representative of the Borough Fire Brigade Commander. (Including a representative from the Regulatory Fire Safety Department).
- A nominated representative from the Council's Property Service.
- A nominated representative from the Council's Housing Management Service.

3.2 The majority of the resident members will be Council tenants.

3.3 The resident Chair is rotated annually on the anniversary of the Panel's establishment.

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 Camden senior staff member.

5 MEETINGS

5.1 The Chair(s) 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 in accordance with the Engagement Code of Conduct
- Be non-voting (in circumstances where a formal vote 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 officers may be invited to present reports or provide legal advice.

7 DECISION MAKING

7.1 Whilst the Panel does not have direct decision making powers, 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 The Director, Resident Safety 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.