



## TERMS OF REFERENCE

**Governance  
Arrangements**

<b>Title</b>	Review Board in response to the Grenfell Tower Fire		
<b>Lead</b>	Director of Communities, Housing and Infrastructure (Interim)		
<b>Date</b>	10 October 2017	<b>Version</b>	V0.5

### Purpose

This Review Board is established to co-ordinate services across Aberdeen City Council (ACC) in response to the Grenfell Tower Fire in London on 14<sup>th</sup> June 2017 – its continued operation will be reviewed in 6 months.

The purpose of the Board is to ensure ACC:

- Is co-ordinated across services and operates on an evidenced – led basis and risk based approach and thereby able to provide assurances to residents and communities
- Full co-operation with key agencies inc Scottish Government , SFRS and Police
- Is well placed to be able to respond in the event of a major incident, along with relevant partner agencies
- That requests for information from Scottish Government and other agencies are responded to in a timely way

Meeting Frequency	Quorum
Weekly for first 4 meetings, then fortnightly and subsequently monthly or as needed, to respond to events in a timely way	n/a but must have representation from key service areas inc technical input to support any recommendations made

### Remit and Responsibilities

The key responsibility of the Board is to agree a work programme that will be :

- Kept informed and updated by advice for the Scottish Government and developments from the Grenfell Tower Enquiry (and make recommendations, as necessary )
- Review and confirm all Tower Blocks and any other buildings identified meet the relevant regulations
- Ensure co-ordination of partner safety inspection programmes and sharing of risk information to ensure and improve safety
- Review the processes available to support the outcomes of safety inspections
- Review gas and photovoltaic safety
- Ensure relevant H&S issues raised via the corporate H&S reporting arrangements are escalated and considered and acted upon as appropriate
- Ensure close links with Disaster Emergency Response Co-ordinator arrangements, emergency planning and resilience preparation for emergency responses to large scale events inc links with the Local Resilience Partnership Working Group



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- Ensure lessons learnt from relevant events are acted upon
- To have oversight on press enquiries, media releases, public information ,FOI requests etc

### **Membership**

Membership of the Board will comprise of:

- Bernadette Marjoram – Interim Director of Communities, Housing and Infrastructure (Chair)
- Derek McGowan – Head of Communities and Housing
- Eric Owens – Head of Planning and Sustainable Development
- John Quinn – Head of Land and Property Assets
- Paul Smith – Internal and External Communications Manager
- Named technical colleagues as members (TBC)
- Other internal colleagues as required (ie legal, finance and internal audit, education TBC)
- External partners (ie SFRS and Police TBC)
- Substitutes permitted as required

### **Support Arrangements**

TBC

### **Governance and Reporting Arrangements**

- This Board will review its continued operation in 6 months
- The Board will report directly into the Corporate Management Team
- There will be appropriate reporting to Members
- The Terms of Reference will be reviewed on a monthly basis, for the next 6 months (or as necessary) to ensure they continue to meet the prevailing circumstances

Appendix – to follow

Owner – Eric Owens

1. Review of building approvals signed off since 2005 date when new building regs came into force (confirm legislation and date)
  - a. Head of Planning and Sustainable Development to review all approvals and divide into subsets where cladding - outer skin and insulation - has been used for:
    - i. approvals for modification to existing buildings over 18 metres
    - ii. approvals for new builds over 18 metres
    - iii. approvals for modification to existing buildings under 18 metres
    - iv. approvals for new build under 18 metres
  - b. by subset, look at approvals / certification on cladding and recommend either testing or not testing of panel / construction to satisfy building standards requirements
  - c. look at 'right to buy' properties and potential issues with properties sold on by ACC
  - d. comms plan to be updated and reflective of emerging issues

Owner – Derek McGowan

2. ACC Housing
  - a. Fire Safety in multi-storey towers
    - i. Head of Communities and Housing to chair multi-agency group on fire safety in blocks – not limited to but including emergency service access and response to any identified issues ; testing and maintenance of all equipment within each block; smoke and heat detection installation, maintenance and testing; emergency lighting installation and testing; consideration closing drying rooms and bin stores in each block; keeping landings clear; consideration of evacuation plans
  - b. Review of tenancy management arrangements re: terms of let
  - c. Ongoing dialogue with residents and tenants re: Fire and fabric issues in accordance with workstream 1 above
  - d. Ongoing dialogue with Scottish Government re: emerging issues and agenda
  - e. Reflection on outcomes of workstream 1 above on this workstream
  - f. Head of Communities and Housing to ensure close link between this work and emergency planning through role as Chair of Local Resilience Partnership Working Group

Owner – Derek McGowan

3. Ensuring appropriate ACC Emergency response to large scale issues
  - a. Head of Communities and Housing to review arrangements for emergency response, including comms agreement
  - b. Link to workstream 2(e) above

- c. Debrief to be held
- d. Recommendations on update to Disaster Emergency Response Co-ordinator and organisation structure / training for response based on best practice and lessons learned
- e. Update to risk registers as appropriate

Owner – Derek McGowan / Paul Smith

#### 4. Communication

- a. Head of Communities and Housing to be final approver for comms on this work prior to agreement with Interim Director of Communities, Housing and Infrastructure
- b. To include press enquiries, public releases / information and FOI requests

Owner – John Quinn

#### 5. Statutory compliance - Gas and Photovoltaic safety; electrical wiring etc

- a. Review of all PV installations and assurance work on current status as per Mary Agnew's paper to CMT 29/6/17, focussing on
  - i. Sheltered Housing
  - ii. Children's Homes
  - iii. Schools
  - iv. Leisure and Sport facilities
  - v. Offices
  - vi. Stores
  - vii. Depots
- b. Consideration of any impact on ACC energy strategy in consultation with Head of Planning and Sustainable Development
- c. Recommendations made based on this review to include need for remedial work, training etc (tbc)
- d. Links to workstreams 2 and 4 above

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