

PROPERTY & OCCUPANTS RISK MANAGEMENT GROUP

1. Terms of Reference

The Group exists for the following purposes: -

For identifying and implementing practical ways of reducing the likelihood of damage to the Council's owned, shared and procured properties where the Council's staff, visitors and/or service users may be present.

To minimise the risk of injury and/or harm to employees and other users of the owned, shared and procured properties.

To minimise the likelihood of disruption to the services we provide. To provide assurance to a range of external and internal stakeholders that the Council's overall buildings risk management process is robust

The purpose of the Group will be achieved by the following means: -

- a) By promoting standards, initiatives, and working practices which serve to effectively reduce risk. This to be achieved by the evaluation and ranking of risk across the County's owned, shared and procured property portfolio with reference to:
 - The design and layout and ongoing maintenance of the built environment.
 - The specification of building materials in accordance with relevant British and European Standards and Building Regulations taking into account insurer requirements.
 - The inclusion of suitable security measures, fire protection arrangements and other controls (including 'stay put' and evacuation procedures) in accordance with relevant British and European Standards and Building Regulations, the law, building regulations and consistent with local policy.
 - The effective management of contractors
 - The effectiveness of the supply chain should a major incident occur
- b) By drawing on the technical expertise available in property services and more generally across the services directorates. In addition advice will be sought externally from Leicestershire Police, Leicestershire Fire & Rescue Service, the Council's property and liability insurers – AIG and QBE respectively – along with the Council's insurance broker AON. The Group will also make use of building risk consultants to undertake risk assessments, including fire risk assessments, in support of compliance with The Regulatory Reform (Fire Safety) Order 2005.
- c) By periodic consideration of the terrorism threat level and the implications for building and people security.
- d) By consideration of business continuity planning arrangements.
- e) By liaison with the local Resilience Planning Group.

Appendix

- f) By implementing the County's Sprinkler Policy and the monitoring of its application to schools and residential properties.
- g) By managing contributions to and disbursements from an approved annual budget, (currently £150,000), in accordance with agreed timescales and priorities for action.
- h) By the periodic publication of Leics. Risk with the aim of raising risk awareness amongst those with responsibility for the local control of LCC buildings and sharing good practice and matters arising with other property owners responsible for the safety of County Council staff and service users

2. Membership of the Property & Occupants Risk Management Group

- Chair – Neil Jones - Head of Internal Audit and Assurance Service
 - Corporate Resources Department
 - Strategic Property Services – John Liddell - Asset Manager
 - Operational Property Services
 - Steve Grant - Corporate Facilities and Operations Manager
 - Richard Tebbatt - Technical Manager (Hard FM)
 - Steve Linnett - Regulatory Compliance Manager
 - Insurance - David Marshall-Rowan – Insurance Manager
 - Health, Safety and Wellbeing - Colin Jones – HS&W Manager
 - Business Services - Lesley Woodward, Head of Business Services
 - Communications – Liz Biswas - Communications Manager
 - Procurement & Commissioning –Harmeet Bhatti, Commercial Specialist
 - Chief Executives Department
 - Legal Services – Katy Jobanputra - Solicitor
 - Children & Family Services
 - David Atterbury - Head of Service Education Sufficiency
 - Sue Owen - Service Manager School Organisation
 - Liz Perfect - Head of Commissioning & Planning
 - Adults and Communities Department
 - Caroline Harray – Business Support Manager Operations
 - Zubear Patel - Service Manager Provider Services
 - Insurance Broker/Insurers
 - Risk Assessors
 - Emergency Services as and when required
3. The Group will meet every month until such time that quarterly meetings are deemed appropriate. It will produce a work plan that will be updated at every meeting.

4. The Group will report to: -
 - a. the Director of Corporate Resources (quarterly)
 - b. CMT as and when required if a significant matter arises but also annually to note work undertaken, findings and progress and agree the next year's plan of work
 - c. Corporate Governance Committee - annually.

181001 Property and occupants risk management group ToR and membership (updated 1 October 2018)

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