

REVISED DRAFT: 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 and land where the Council's staff, tenants, visitors and/or service users may be present.

To minimise the risk of injury and/or harm to all users of the aforementioned properties and land.

To minimise the likelihood of disruption to the services the Council provides. To provide assurance to a range of external and internal stakeholders that the Council's overall buildings, land and people risk management processes are 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 is to be achieved by the evaluation of risk across the County's owned, shared and procured property and land 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, 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 Operational and Strategic Property Services and more generally across other departments. In addition advice will be sought externally from Leicestershire Police, Leicestershire Fire & Rescue Service, the Council's property and liability insurers along with the Council's insurance broker. The Group will also make use of building and security 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 as and when required.
- f) By informing and/or reminding Leicestershire Academies and 3rd party providers supporting service users of emerging risks and compliance with relevant regulations/legislation changes (as and when required)
- g) By liaison with Council's Prevent and Protect Groups as and when required.
- h) By reviewing and approving (before submission to CMT and/or Cabinet) relevant property and occupants risk policies e.g. the Council's Sprinkler Policy and the monitoring of its application to schools and residential properties, counter terrorism training plan and policy
- i) By communicating necessary building and personal safety information regularly to staff, tenants and visitors
- j) By understanding and acting upon any buildings and people risks, raising risk awareness amongst those with responsibility for the 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 Property & Occupants Risk Management Group

Corporate Resources Department

- Chair – Neil Jones, Head of Internal Audit and Assurance Service
- Operational Property Services
 - Steve Grant, Head of Operational Property & Facilities Management
 - Richard Tebbatt, Technical Manager (Hard FM)
 - Steve Linnett, Regulatory Compliance Manager
 - Mark Watts, Manager of Workplace Facilities Service
- Strategic Property Services
 - Jenny Herrington, Business Partner
 - James Forman, Operational Real Estate Manager
 - John Liddell, Asset Manager – as and when required
- James Colford, Technical Underwriting Manager, Insurance Service
- Colin Jones, Health, Safety and Wellbeing Manager
- Business Support
 - Lesley Woodward, Head of Business Services
 - Daniel Bromley-Travis, Team Leader
- Communications
 - Emily Fox, Communications Officer
- Procurement & Commissioning – as and when required

Other Departments

- Chief Executives
 - Mark Warden, Resilience Manager
 - Andrea Gardner, Resilience Officer
 - Katy Jobanputra, Team Leader – Property, Legal Services

- Children & Family Services
 - Ian Sharpe, Place Planning Officer
- Adults & Communities - Caroline Harray, Service Manager - Business Support
- Environment & Transport
 - Linda R Wilson, Team Manager – Business Support
 - Julie Bolton, Office Manager

External

- Insurance Broker/Insurers
 - Emergency Services as and when required
3. The Group will meet quarterly on the first Monday of the months of March, June, September, and December. It will produce an annual work plan for its meeting in December that will be reviewed at every meeting and updated where appropriate.
4. The Chair will report to: -
- a. the Director of Corporate Resources twice a year (mid-June and mid-December)
 - b. CMT as and when required if a significant matter arises but also annually (early January) to note work undertaken, findings and progress and agree the next year's plan of work as an appendix to the Risk Management Update report
 - c. Corporate Governance Committee – annually (towards the end of January) as an appendix to the Risk Management Update report

Original – September 2017

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