

# BUILDING SAFETY PANEL

## TERMS OF REFERENCE

### PURPOSE

- To equip residents with the skills and knowledge to participate, influence & challenge building health and safety policies and practices to ensure legal compliance and residents' safety
- To create resident health & safety champions that can help to spread the word to residents at large on how to stay safe
- To empower residents to effectively engage in the consultation process for building safety

### OBJECTIVES

#### The objectives of the Building Safety Panel are:

- Ensure a system is in place so residents safety concerns are listened to and responded to quickly
- Develop standards for communicating critical building safety information to tenants, their households and visitors, including those with diverse needs
- Agree a process to ensure residents who wish to, can access more detailed building safety information
- Agree health and safety performance information that residents can easily understand and monitor
- Explore options as to how residents can be made aware of their own role in ensuring their own safety
- Identify partners that can help to keep residents safe and signpost our residents to them
- Ensure collective residents' H&S concerns are considered to identify learning for the future
- To contribute towards achieving the outcomes of the new building safety Legislation and monitor the processes that will be/have been put in place

**Creation Date:** June 2025

**Review Date:** June 2027

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### ROLE OF MEMBERS:

- To undertake training in building safety and compliance
- Participate in meetings and contribute to discussions
- Raise concerns or questions at meetings on behalf of residents at large or specific communities
- Share information with other residents to help increase health and safety knowledge and awareness
- To positively influence future policy and strategy regarding building safety
- To monitor health & safety property compliance in relation to areas such as fire, asbestos, electrics, gas, lifts, water etc.

To monitor compliance with regulations in relation to the new Building and Fire Safety Legislation and Consumer Standards.

### STRUCTURE AND MEMBERSHIP

#### There will be a maximum of ten resident representatives, including:

- A resident from each high-rise: Skerton House, Park House, and Bridge House (*until Bridge House is emptied of residents*)
- A resident from a low-rise flat
- A leaseholder
- An Independent Living Scheme resident (with communal facilities)
- A resident from a house
- A resident from a bungalow

#### Staff representatives attending and contributing to meetings:

- A Compliance Officer (named lead)
- A Community Engagement Team representative
- A Property Compliance Team representative
- A Health & Safety Team representative

Focus groups may be put in place where appropriate to work on themes, co-opted members could be from other partner organisations (H & S experts for example), the wider tenant base and include part of the membership from the main group, dependent on the subject matter. Tenant representatives will be asked to feedback from these groups at the main panel meetings.

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### MANAGEMENT AND COORDINATION OF MEETINGS

The named Compliance Officer will act as Lead Officer to guide the direction of the group and to co-ordinate meetings. This includes the chairing of each meeting. The Lead Officer will decide on the most appropriate method for holding meetings which will include a variety of face to face and virtual using Microsoft Teams. This will depend on the type of meeting, and items to be discussed.

Meetings will normally be held monthly; however sub-groups may meet on an ad hoc basis and will generally be project specific. Administrative support for meetings will be provided by the Community Engagement Team to help with arranging meetings, preparing the agenda, taking minutes, and distribution of all paperwork.

### CONFIDENTIALITY & DATA PROTECTION

Panel members must be aware that the Panel may have access to information not normally available to tenants and leaseholders. Information may also be commercially sensitive if shared outside the organisation. All members of the panel must keep information confidential where requested.

Members of the panel recognise that the Council has a need to comply with the legal requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### REPORTING ARRANGEMENTS

The Terms of Reference for the Group will be published on the staff intranet site and on the Lancaster City Council website.

Minutes and actions of meetings will be e-mailed or posted out to all group members and published on the Intranet to be accessible to the wider staff group.

**A resident representative from the group will provide feedback to Tenants Voice meetings.**

### REVIEW

The Terms of Reference and membership will be reviewed every two years (or earlier if there are any significant changes) by the Residents' Building Safety Group.