



Residents' Building Safety Group

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

- 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 put in place.

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 Bill

STRUCTURE AND MEMBERSHIP

Resident Representatives to include a maximum of ten, comprising of:

- 2 from Tower blocks (Market Hill & TVH)
- 2 from low rise flats (geographical spread)
- 2 from Retirement Living Schemes (geographical spread with communal facilities)
- 1 from house
- 1 from bungalow
- 1 leaseholder
- 1 with specialism expertise in H&S background

Staff representatives attending and contributing to meetings:

- Wendy Wolfe/Hayley Sleight - remit customer engagement
- Emma Atkinson – remit Ongo Property H&S compliance
- Staff representative from Property Compliance
- H & S staff representative

Focus groups may be put in place where appropriate to work on particular themes, co-opted members could be from other partner organisations e.g., H & S experts, 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.

MANAGEMENT AND COORDINATION OF MEETINGS

The Building Safety Manager 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 on a quarterly basis; 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 Customer Engagement Team to help with arranging meetings, preparing the agenda, taking minutes, and distribution of all paperwork.

REPORTING ARRANGEMENTS

The Terms of Reference for the Group will be published on the Staff Intranet site and on the Ongo 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 Community 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.