

AGREED POINTS AND ACTIONS

Fire Safety Steering Group: 10th September 2024

MEMBERSHIP / PROMOTING THE GROUP		
ACTION	Ask Area Housing Panels to nominate people to join the group. Add Building Safety to agenda of future meetings and the Building Safety Lead to attend.	Assistant Director for Resident and Estate Services
ACTION	Building Safety Lead to attend the Borough Residents' Forum.	Building Safety Lead

TERMS OF REFERENCE / CODE OF CONDUCT		
AGREED	That future meetings of the Fire Safety Steering Group should be in-person but with a dial-in option.	Building Safety Lead
AGREED	Terms of Reference and Code of Conduct to be circulated to each meeting.	Building Safety Lead
ACTION	Include a confidentiality clause in the Terms of Reference.	Head of Policy and Performance
ACTION	Add date to code of conduct.	Head of Policy and Performance
ACTION	Include within Terms of Reference option for additional meetings to be agreed with the group and approved by the Chair.	Head of Policy and Performance

RISKBASE RESIDENT ENGAGEMENT PORTAL / COMMS AND ENGAGEMENT MATERIAL		
ACTION	Include the building's fire action notice on the portal if possible.	Building Safety Lead
ACTION	Include the stay put guidance on the portal.	Building Safety Lead
ACTION	Provide details on how to report a fire safety issues to the Council on the portal: this needs to emphasise that residents can report to us in confidence.	Building Safety Lead
ACTION	Provide links to key fire safety docs / messages on the Council's website.	Building Safety Lead
AGREED	Future material for the group to review: a campaign / poster / advert on the fire risk of e-bikes.	Building Safety Lead / all

OTHER POINTS		
ACTION	Building Safety Team to send all documents including Terms of Reference code of conduct and Portal link / presentation to those unable to attend the meeting – to give people until 15 September to share comments and feedback.	Head of Policy and Performance