

**RESIDENT SCRUTINY PANEL 7TH FEBRUARY 2012 – 7PM**  
**STOCKHOLM HOUSE RESIDENTS MEETING ROOM**

**Present:**

**Resident Members**

Usha Begum  
Margaret Hughes  
Margaret Donovan  
John Courtney (Acting Chair)

**EEH Officers and Independent**

Raj Kumar – Independent Support  
to the Panel  
Debbie Davis  
Keiron Carroll Surveyor  
Peter Griffiths

**Apologies**

Rubiya Begum  
Amina Rashid

**1. Introductions and Welcome**

- 1.1 Raj asked everyone at the meeting to introduce themselves and welcomed Margaret Hughes a new member of the group.
- 1.2 John Courtney agreed to Chair the meeting in the absence of the elected Chair.

**2. Minutes of the last meeting**

- 2.1 Minutes of meeting 5<sup>th</sup> September 2011 were agreed.
- 2.2 Raj confirmed that following the last Scrutiny Panel, several Members of the Scrutiny Panel were interviewed by a TPAS assessor with regard to EastendHomes application for resident involvement accreditation. The good news is that EEH were successful and have gained the accreditation. Margaret Donovan and John Courtney said they felt that they were questioned very thoroughly by Oonah Lacey the Southern Area Director of TPAS. Debbie said that all the Scrutiny Panel Members would be invited to attend the TPAS accreditation presentation in the near future.
- 2.3 Debbie informed the group that before Christmas each of the Scrutiny Panel Members were given a void bucket (containing cleaning materials and a torch) which is given to each household when they become a tenant(s) of EEH.

- 2.4 Debbie confirmed that since the last meeting copies of the risk assessments relating to the block in which each scrutiny panel member lives were circulated to each panel member. Also, a copy of the lettable standard (describing the condition which each empty property should be in before its let) was circulated to each panel member.
- 2.5 Debbie stated that that Usha Begum had successfully completed EEH training session to become a Void Inspector.

### **3. Matters Arising**

- 3.1 Raj said that following the group raising their concerns in regard to EEH'S Fire/Safety Policy Keiron Carroll (EEH Surveyor) had been invited to give the group a presentation on the Fire Safety Strategy. This panel session will focus wholly on EastendHomes Fire Safety strategy with a view to making recommendations on how this process could be improved.

### **4. Fire Risk Assessment – Presentation by Keiron Carroll**

- 4.1 Keiron explained the background to why a Fire Risk Assessment (FRA) was necessary for the properties owned by EastendHomes, and stated that recently there had been over 100 changes to the Fire Regulations. Keiron highlighted the main changes such as until recently it was the Fire Brigade's responsibility to visit EastendHomes properties to carry out a Fire Risk Assessment. Now EastendHomes is responsible.
- 4.2 Keiron went through his presentation explaining the different elements that all go into the overall FRA – Identifying Hazards, Identifying Persons At Risk, Evaluate, Remove, Reduce and Protect from Risk, Record, Plan, Inform, Instruct and Train, Review, Summary.
- 4.3 The group then had a general discussion around members of the group's own experiences in regard to the cause of fire and measures that can be taken to prevent and reduce the risk of fire. Margaret Hughes said that EEH should send out better publicity in regard to the key points of the strategy, particularly the need to ensure all landings and walkways are kept clear of rubbish and other residents items to all EEH residents. Further that the group will need to see copies of any publicity that is sent to residents to ensure that a clear message is sent to residents that EEH will not tolerate any breaches of this policy.
- 4.4 The chair queried whether EastendHomes were running an inspection programme regarding internal half hour fire doors like kitchen doors. Debbie Davies advised that although EastendHomes do carry out a tenancy audit programme, the focus of the recent guidelines leant towards hard wired smoke alarms rather than internal compartmentation and focused on the front door as the main means of protecting individual properties and communal areas.

- 4.5 Keiron explained that every block owned by EEH will need to have an FRA and that some blocks may require more frequent assessments needing to be carried out than others.
- 4.6 Summary Recommendations from the Scrutiny Panel regarding EastendHomes Fire Safety Strategy:
- Promotion of the strategy needs to be improved. The panel felt this could take the form of an information event run in the foyer of one of the high risk blocks within each housing centre and that the Fire Brigade could be asked to participate.
  - The key messages from the strategy which need to be promoted are:  
Stay Put  
Front entrance doors are the primary means of protection  
Rubbish is fuel- that is why correct rubbish disposal is central to EastendHomes housing management activity.
- 4.7 Debbie confirmed that management action is being taken to ensure that all front doors are half hour fire resistant and that security grills are removed where they impose an increased risk. Debbie informed the group that around 50 security grills on residents front entrance doors (FEDs) had been removed, and that action was been taken against a number of residents for not complying with EEH'S Fire Safety Policies, specifically legal action against nine householders in the Mile End area.
- 4.7 The group were asked if they had decided which EEH function they would like to subject to scrutiny next. The group, following discussion, decided that Void Inspections together with the Lettable Standard would be the chosen topic for the next Scrutiny Panel. The Chair said that having worked in the building maintenance and construction industry in the past, he welcomed the opportunity to review the EastendHomes practices and standards relating to Voids.
- 4.8 It was agreed that the topic for the next Scrutiny Panel meeting would be Void Inspection and Lettable Standard.

## **5. NEXT MEETING DATE, TIME AND VENUE**

21<sup>ST</sup> March 2012 at 6pm Island Gardens Neighbourhood Office, 137 Manchester Road, London E14 3DN