

Cabinet

Tuesday 18 July 2017

4.00 pm

Ground Floor Meeting Room G02A - 160 Tooley Street, London
SE1 2QH

Supplemental Agenda No.1

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Contact

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Date: 14 July 2017

Item No. 7.	Classification: Open	Date: 18 July 2017	Meeting Name: Cabinet
Report title:		Deputation requests	
Ward(s) or groups affected:		All	
From:		Proper Constitutional Officer	

RECOMMENDATION

1. That cabinet considers whether or not to hear a deputation from the following:
 - The Walworth Society
 - Southwark Artists at Occupation Studios in Newington Ward
 - Bankside Residents' Forum.

BACKGROUND INFORMATION

2. When considering whether to hear the deputation request, cabinet can decide
 - To receive the deputation at this meeting or a future meeting; or
 - That the deputation not be received; or
 - To refer the deputation to the most appropriate committee/sub-committee.
3. A deputation shall consist of no more than six people, including its spokesperson. Only one member of the deputation shall be allowed to address the meeting for no longer than five minutes. After this time cabinet members may ask questions of the deputation for up to five minutes. At the conclusion of the questions, the deputation will be shown to the public area where they may listen to the remainder of the open section of the meeting.

KEY ISSUES FOR CONSIDERATION

4. The deadline for receipt of deputation requests for this cabinet meeting was Midnight 12 July 2017. The requests were received in line with this constitutional deadline.

Deputation requests

The Walworth Society

5. The Walworth Society would like to provide a response to cabinet on the council's proposals for the Walworth Town Hall, as well as give the society's views on the future of the town hall buildings, the significance of civic buildings in the future of the Walworth area, the location of the proposed replacement library, the future of the Cuming collection and related issues.

Occupation Studios Artists

6. Artists at the Occupation Studios, Walworth SE17 have submitted a deputation request in connection with item 16 of the agenda "Appropriation of former Manor Place Depot for Planning Purposes." They wish to raise issues around the significant impact on the light available at the studios they occupy due to the proposed development on the Manor Place Depot site and discussions with the developers around building based adaptations to the studios to mitigate loss of light.

Bankside Residents' Forum

7. The Bankside Residents' Forum has submitted a deputation request regarding creating affordable housing through community-led housing at Transport for London's (TfL) Landmark Court on Southwark Street. In their request, they have expressed their wish to work with the council and relevant stakeholders to achieve this.

Community impact statement

8. The Southwark Constitution allows for deputations to be made by groups of people resident or working in the borough.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Cabinet procedure rule 2.11 on deputations:	160 Tooley Street London SE1 2QH	Paula Thornton 020 7525 4395
Link: (copy and paste into browser) http://moderngov.southwark.gov.uk/documents/s63344/Cabinet%20procedure%20rules_July%202015.pdf		

APPENDICES

No.	Title
None	

AUDIT TRAIL

Lead Officer	Everton Roberts, Principal Constitutional Officer	
Report Author	Paula Thornton, Constitutional Officer	
Version	Final	
Dated	14 July 2017	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments sought	Comments included
Director of Law and Democracy	No	No
Strategic Director of Finance and Governance	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team		14 July 2017

Item No. 20.	Classification: Open	Date: 18 July 2017	Meeting Name: Cabinet
Report title:		Borough-wide Fire Safety	
Ward(s) or groups affected:		All	
Cabinet Member:		Leader of the Council	

FOREWORD FOR COUNCILLOR PETER JOHN, LEADER OF THE COUNCIL

Southwark Council takes fire safety extremely seriously. After the devastating fire at Lakanal in 2009, in which six people tragically lost their lives, we have learned many lessons and transformed the way we assess and respond to fire risk. The fire at Grenfell Tower has been an unimaginable tragedy and again highlights to all of us the threat from fire and our responsibility to continually improve fire safety.

Southwark Council has already taken extensive action to improve fire safety in our tower blocks. Since 2009 we have spent £62 million on our fire risk assessment programme and associated fire safety works, for all council housing in the borough. However, it is right in the wake of this tragedy that we consider the fire safety implications for our own residential housing stock, as well as office accommodation, leisure centres and libraries, and other buildings.

The government has asked all landlords to provide samples of their cladding, and we are keeping a close eye on the results from local Housing Associations, schools and hospitals. If major issues are identified we will work with the landlords/owners to make sure swift action is taken to make the buildings safe. In response to Grenfell the council has carried out an immediate review of cladding and related installation on council properties, confirming that none of the 174 tower blocks in the borough have combustible cladding. Where we have found concerns we are taking action to reassure the public and keep them safe.

While this report focuses on what Southwark can do, we also believe that the Government must take action. It is essential that the Government takes urgent action to investigate and respond to the causes of the Grenfell fire through a robust and thorough inquiry, working with local authorities to identify and take immediate action on any buildings at risk. I have written to the Secretary of State to seek this assurance.

Despite making huge improvements in Southwark we must never be complacent and must always ensure that fire safety is at the forefront of our minds. Working with the Government, Fire Brigade and other partners we will not take anything for granted and this report sets out the steps that the council has taken and is taking to ensure fire safety in the borough.

RECOMMENDATIONS

Recommendations for the Cabinet

1. To note the steps being taken to ensure the fire safety of the council's residential, commercial and office accommodation and other public council

buildings.

2. To note the efforts being made to collate fire safety information for the borough's non-council residential property.
3. To agree to seek confirmation of timely fire risk assessments for buildings owned by housing association providers and managing agents of private residential properties.
4. To require licensed private sector landlords to confirm they have carried out FRA assessments for their properties that comply with the Regulatory Reform (Fire Safety) Order 2005.

BACKGROUND INFORMATION

5. Following the devastating fire in Kensington and Chelsea at Grenfell Tower, officers from across the council met to consider fire safety implications for our own residential housing stock, office accommodation, leisure centres and libraries, commercial property portfolio and other public buildings.
6. We also considered the role the council had to play in determining the safety of non-council buildings, and how the council might give reassurance to residents living in other rented accommodation owned by housing association providers, private sector landlords, or managed by managing agents assuming landlord responsibilities.

KEY ISSUES FOR CONSIDERATION

Council residential buildings with cladding

7. A review of all buildings above 18m with cladding was commissioned to determine if there were properties containing the same or similar type of cladding to that installed at Grenfell Tower. Landlords nationally were also required to submit this information to the Department of Communities and Local Government so that the cladding could be tested.
8. Investigations were undertaken and established that there were nil council housing blocks which had cladding containing Aluminium Composite Material (ACM's) installed. This is the material associated with the cladding system at Grenfell Tower.
9. There were however four low rise council blocks with cladding, all of which has now been tested by Bureau Veritas, an accredited testing company. On three of these blocks on the Hawkstone estate, the testing concluded that the exterior surfaces were robust, would withstand fire without spreading, and no further action is required.
10. On the other block, Medina House, at Rye Hill Estate, the testing concluded that the external surface is likely to prevent the spread of fire, and that provided the insulation is sealed within the stainless steel facings, it should remain completely protected. However, we intend to go beyond the current building regulations and are considering removing the panel system, and replacing the insulation before refixing the cladding, or removing the panel system completely and replacing it with a fascia which is compliant with the regulations required for higher buildings.

The Ledbury Towers

11. At a joint council/LFB public meeting to discuss the implications of the Grenfell Tower tragedy for Southwark on 26 June, a resident alerted the council to a potential fire safety issue in the tower blocks on the Ledbury Estate. They were concerned about large cracks in walls in their flat, which could breach compartmentation and allow smoke and fire to spread between flats. The council immediately asked the LFB to carry out an urgent inspection, and on their advice installed 24-hour wardens, and changed our advice to evacuate immediately in the event of a fire. We then instructed structural engineers Arup to carry out a structural survey of the buildings.
12. We held a subsequent public meeting for residents of the Ledbury towers on Tuesday 12 July to update residents on our investigations. At the meeting Arup confirmed that they have not found anything in their investigations that gives concern about the structural stability of the building but are continuing their assessment. Once Arup have completed their structural work, the council will assess what needs to be done to ensure the blocks are fire safe. We have already begun level 4 fire risk assessments in the blocks to identify all issues that may affect compartmentation.
13. The council has committed to keeping residents of the towers fully informed of our progress, and have written regularly to them with updates. All the information shared to date is also available on our website at www.southwark.gov.uk/ledburytowers. We are aware of the disruption and concern caused to those living in the towers, and are developing a compensation package to reflect this.

Housing Association buildings with cladding

14. Housing associations were also required to report any buildings with cladding over 18m high to DCLG and for this cladding to be tested. Four housing associations have advised the council that they have properties with cladding which requires testing – L&Q, Peabody, Hyde and Clarion Housing Group.
15. Housing associations have advised the council formally including briefing ward councillors directly. The council has no role in determining the action which the housing association takes with regards to reassuring residents and putting in place remedial actions pending a long-term solution to resolving cladding issues, however for the most part the actions being taken are those which we would expect to see and include:
 - Notifying and carrying out joint inspections with the fire brigade
 - 24-hour fire wardens and patrols
 - Reassurance letters to residents
 - Enhanced staffing presence
 - Additional alarms and early warning systems to alert residents in the event of a fire
16. Officers also checked and investigated other property types within the corporate operational estate and properties where occupants have restricted mobility and other medical issues.

17. These investigations were undertaken by Regeneration and Corporate Facilities Management (CFM) and the findings outlined below.

Regeneration – Annex A

18. A review of the council's non-residential properties was undertaken. A breakdown of building/project, type of cladding and any further action required and associated action plan are contained within Appendix A.
19. There are a few sites where we are awaiting some clarification on the exact nature of cladding from contractors, and any sites on the spreadsheet that do not clarify the exact composition of the cladding will continue to be investigated.
20. A small number of schools built via the Building Schools for the Future programme investigations are ongoing, and we hope to have responses to our enquiries about those imminently.
21. To date, it does not appear that any of these are particularly high risk but we do not yet have complete confirmation until the information from the design manufacturers has been returned.

Corporate facilities management

22. CFM identified 8 buildings for further investigation, outlined below. Investigations were carried out on the 5 and 6 July 2017. Investigations determined that nil properties had cladding containing ACMs installed. A full list of findings is attached within Appendix A.

Below are the 8 sites which CFM identified for further investigation;

- New Camberwell Library
- Peckham Library
- Ann Bernadt Children's Centre
- Canada Water Library
- Bournemouth Road Housing Options
- Southwark Resource Centre
- South Bermondsey Nursery
- Tooley Street

Precautionary Requirements

23. CFM undertook a review of the existing fire risk assessments (FRAs) and emergency plans within the above properties. Where remedial works or further action is necessary, these have been planned and prioritised accordingly.
24. CFM are also checking the fire compartmentation within Canada Water and Tooley Street. This is to check that the fire breaks have been installed as per regulation. This is a precautionary measure only and not directly linked to the type of cladding installation.
25. CFM are working closely with site staff at Anchor Care homes to review the FRA, emergency plans and evacuation procedures. There is no cladding at these sites but occupants may have physical impairment which could slow down the evacuation process in the event of a fire.

26. CFM are also supporting residential and day care centres, reviewing FRAs and emergency plans and assisting site staff with fire evacuations.
27. For supporting people, residential nursing, learning and development sites that are not under the CFM corporate compliance programme, CFM are meeting with managers on 1 August to understand what support is required. This is expected to be a review of the FRA and emergency planning.

Fire safety measures in council dwellings

28. The council has a rolling programme of FRAs and performance for completion of these within target time is included in the departmental performance monitor which is reviewed on a monthly basis by the housing and modernisation departmental management team, and also by the cabinet member for housing. Performance is currently green with 100% of FRAs completed within target time.
29. However, in view of the current fire safety concerns, the fire safety team, irrespective of when the last FRA was carried out, has been asked to carry out a new FRA for each of our 174 tower blocks, together with the repairs compliance team, so that any follow on repair issues can be immediately ordered.
30. At the same time, resident services officers will continue to carry out frequent checks of these blocks to address any management issues such as, dumped rubbish, obstructed access or general clutter.
31. The council has also engaged the services of an industry expert independent consultancy, BB7, to undertake an independent fire risk management audit and a top down review of the council's fire safety processes and procedures. This will include a comprehensive audit of Southwark Council's fire risk management system and an audit of the organisations fire risk assessment programme.
32. BB7 will undertake an audit following a systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which the organisation complies with the requirements of legislation and national guidance.
33. The review will consider a mix of each type of location, along with a cross section of storeys and unit size and will include hostels, travellers sites, sheltered housing schemes, barrow stores, flat conversions and purpose build blocks ranging from low rise to the highest rise.
34. The sample locations will be selected randomly by BB7 and will comprise 36 locations in total. BB7 will undertake this work throughout August 2017 and will report back to the council through OSC in September 2017.
 - i. A working group has been set up led by the development delivery manager which will review the processes and procedures developed for the new build programme. This will include the overarching design standards for the new build programme, the detailed employers' requirements, and bespoke procedures for the programme. In addition, the review will consider whether allowances will need to be made for future proofing developments to take into account potential changes in legislation, review the proposed on site quality control regime and whether additional resources are required to enhance this area.

- ii. A working group has been set up led by the head of investment to review current refurbishment specifications. The group will include technical staff, project managers and fire safety team representatives and a draft report will be prepared for a wider group of managers in asset management and then the final report for the lead cabinet member for housing by the end of August.
- iii. In addition to the above, officers also ensure that reviews are carried out of contractors' fire safety training and competence, and that they are up to expected standards and levels.
- iv. Officers will consider the fire safety of other high rise blocks across the borough and will request and review the fire risk assessments from housing association providers in the borough.

The council's commercial estate

35. The significance of the commercial estate is threefold:
- a) in some cases commercial properties are located under residential properties, including some of the 174 tower blocks of seven storeys and over owned by Southwark
 - b) elsewhere they are situated within or close to residential estates and
 - c) the units may accommodate potentially higher risk activities including food/takeaway uses and light industrial activities.
36. The property team, which is responsible for the management of the council's commercial estate of 820 units, will supplement its programme of periodic property inspections by commissioning specialist third party construction and compliance specialists, to be appointed. A programme of inspections is being drawn up, prioritised according to risk taking into account construction, situation and use. All priority inspections will be completed by 30 September 2017.
37. We will seek to ensure that tenants comply with obligations set out in their leases in relation to fire and means of escape, building compartmentation, electrical certification and storage of hazardous materials. Where non-compliance is identified enforcement will be pursued through the relevant statutory agencies or, where appropriate, pursuant to lease terms.

Tenants and residents association halls

38. The engineering & compliance team undertakes a rolling programme of fire risk assessments and other checks to tenants and residents association (TRA) halls and progress with this is monitored. The compliance regime is set out in the table below. This includes TRA halls in tenant management organisation (TMO) managed areas.
39. The communities team also offers accredited training to volunteers who manage TRA halls and this includes a module on fire safety and evacuation.
40. A new licence agreement is to be rolled out across the whole halls portfolio that clarifies the respective responsibilities of the council and the TRA and this

includes that the council retains responsibility for the maintenance and repair of the property and all safety compliance procedures relating to fire. A review is being undertaken of these policies and procedures.

Activity	Current Arrangements
Electrical	
PAT testing asset register of all portable appliances.	Complete with asset register. Contract procured for future PAT and electrical installation testing.
Testing of electrical installations	Complete with asset register. Contract procured for future PAT and electrical installation testing.
Fire	
Equipment – extinguishers, blankets, signage etc.	Complete and annual inspection and maintenance incorporated into existing contract
Fire alarms, emergency lighting systems	Fire risk assessments currently under annual review. Resulting works to be progressed through major works contract.
Fire doors - renewal	Incorporated into major works contract
Fire risk assessments	Annual review taking place
Gas	
Gas safety checks (annual servicing)	Annual inspection completed with halls having current gas certificates. Contract in place for annual inspection and maintenance.

Building control

41. Southwark Council's building control division assesses building plans and inspects ongoing building work to ensure that as far as reasonably practicable that the building regulations have been met. The main purpose of building regulation is to protect the health and safety of people when in and around buildings.
42. Fire safety is one of 15 principal areas where the regulations seek to reduce risk and ensure that the built environment is safe. When assessing buildings for fire safety, building control work with architects and developers to provide both the regulatory challenge and information and advice should a design appear to fall short of the national requirements. The building control division also works closely with the London Fire Brigade (LFB) to ensure that sufficient provision for firefighting is available once construction work has completed.
43. The council's resources are finite and the building regulation inspection regime forms a snapshot of work in progress. Inspections are spot checks and are not a replacement for high quality day-to-day site supervision by the client, developer and contractor.
44. It is important to note that not all building regulation work is undertaken by the council. A number of years ago the government deregulated building control and introduced private sector competition. In the financial year 2016-17, 58% of

building sites in Southwark were under private sector building control bodies.

45. Notwithstanding this, the council's building control division works with the biggest developers delivering the council's regeneration programmes. We work in partnership with public and private organisations as an integral part of the team ensuring that standards are maintained and that the built-environment forms safe places for people to live and work.

Community awareness and engagement

46. LFB carry out routine fire safety community engagement and awareness activities across the borough and undertake free home fire safety visits that can be booked by residents at any time. The visits consist of firefighters visiting residents in their homes and providing bespoke advice on how to minimise the risk of fire. This can include fitting of free smoke alarms and recommendations on other equipment. Where people may have increased risk of fire due to for example a specific health or lifestyle factor (for example being a smoker, a hoarder, having an alcohol dependency or suffering from mobility issues that make escape more difficult) then LFB encourage booking of a visit at which they will undertake a risk assessment and advise accordingly. Officers in the communities team have offered support to LFB in arranging a further programme of wider community awareness events across the borough.
47. The council has published a special edition of Southwark Life focusing on fire safety, to go to every home in the borough. This reinforces key messages around fire safety, and seeks to reassure residents of our commitment to making all our homes as safe as they can be. We have also developed a specific area on our website with key messages and frequently asked questions, to keep residents up to date.

Tenant management organisations (TMOs)

48. Southwark has 15 TMOs but the council retains responsibility for the refurbishment and major works of all TMO managed properties with the exception of Leathermarket JMB. In all cases including Leathermarket the council reviews all major works on completion and the fire safety team does a new fire risk assessment (FRA). The council's fire safety team also carries out the FRAs for all TMOs including Leathermarket JMB. In the case of Leathermarket JMB the JMB have been reviewing their fire safety strategies in liaison with the council. The TMO Liaison Committee brings together council officers and all TMOs to discuss issues of concern to all TMOs in the borough and fire safety issues have also been discussed here. The council's communication with residents on fire safety has also been shared with TMOs so they can pass this on to residents in TMO manage homes where their details are not on the council's systems.

The voluntary and community sector

49. Discussions have been held through the quarterly council/voluntary and community sector (VCS) liaison meeting on fire safety and emergency planning issues. VCS representatives and Community Southwark have committed to raising awareness of fire safety issues among staff of VCS organisations across the borough including promoting and supporting training for staff and volunteers. While some VCS organisations because of the nature of the clients they work

with are already using the LFB fire risk assessment tool where they are concerned about increased fire risk among vulnerable people others are less aware and work will also be carried out with the VCS to widen awareness and use of this. Age UK Lewisham & Southwark provide a range of support to older people in both boroughs that aims to increase their independence and keep them safe in their own homes including through the Safe and Independent Living (SAIL) project and this can also include access to support with fire safety issues where it is needed.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Director of Law and Democracy

50. The Regulatory Reform (Fire Safety) Order 2005 places duties upon the council as the owner or user of premises and as an employer of people working in buildings, to maintain fire safe premises.
51. The Localism Act 2011 gives councils a general power of competence whereby they have power to do anything that individuals generally may do. This would allow the council to set up a register of fire risk assessments for buildings owned by housing association providers and managing agents of private residential properties.
52. This power can be used even if legislation already exists that allows a local authority to do the same thing. However the general power of competence does not enable a local authority to do anything which it was restricted or prevented from doing under that previous legislation. The director of law and democracy is not aware of any pre-commencement or other limitation.
53. However the director of law and democracy is not aware of any power to compel compliance.
54. The Housing Act 2004 requires houses in multiple occupation (HMO) of a certain size to be licensed and gives discretion to councils to require other types of private rented housing to be licensed. Southwark introduced an additional licensing scheme for HMOs and a selective scheme for other types of private rented housing in certain areas in 2015.
55. The property licence standard conditions require compliance with Southwark's HMO standards, LACORS fire guidance and Southwark Private Rental Standards. If the property is not a single self contained dwelling it must have a Fire Risk Assessment that complies with the Regulatory Reform (Fire Safety) Order 2005. The council may require licence applicants to produce documentary evidence of compliance with licence requirements.
56. In order to comply with the Equalities Act with regard to buildings under our control in identifying and carrying out any works associated with fire safety, officers must to identify any persons, whether they are our tenants, leaseholders, private tenants or others who may have special needs or requirements that affected by the works.

Strategic Director of Finance and Governance (Ref: 17/026)

57. This report sets out the measures currently being undertaken to ensure fire safety across the council's own residential, commercial and operational estate and the wider public domain. Since 2009 the council has invested around £62m in fire prevention measures to its housing and operational estate and continues to do so through its major works programmes (WDS and QHIP). This includes the installation of sprinklers to all sheltered and hostel accommodation and the on-going installation of LD2 smoke alarms to all residential council properties (including ex-council stock).
58. However, following the recent tragedy, the council is reviewing and re-doubling its efforts in this regard. Much work has already been undertaken to ensure the council's buildings are compliant, but further investigation is required and will be concluded as a matter of urgency. At this stage, it is not possible to quantify what further measures will be required or the potential cost, but the council is committed to taking all necessary steps to ensure the safety of tenants and residents.
59. The latest capital programme monitor/refresh report (elsewhere on this agenda) indicates a shortfall of resources for both the council's general fund and housing investment programmes over the medium-term. These programmes are influenced by the scale and timing of resources available from grants, S106/CIL, capital receipts and revenue support and require careful management to ensure commitments can be met. Given the current circumstances and urgency to implement any high priority actions arising from the review, it is possible that the programmes as currently planned may be subject to alteration over the coming months.

REASONS FOR URGENCY

60. The next decision period is September and the council needs to give residents assurance and confidence in the safety precautions undertaken by the council in conjunction with the London Fire Brigade in the event of fire. Given the concerns this cannot wait for September.

REASONS FOR LATENESS

61. Following the tragic incident at Grenfell Tower the council is reviewing the risks, policies and procedures relating to fire safety in Southwark. The council is also looking at fire safety issues in non-council public buildings, collating information on these and on the measures that owners and landlords are taking across the borough. The review commenced in June 2017.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
None.		

APPENDICES

No.	Title
Appendix A	Fire cladding briefing

AUDIT TRAIL

Cabinet Member	Councillor Peter John, Leader of the Council	
Lead Officer	Gerri Scott, Strategic Director of Housing and Modernisation	
Report Author	Gerri Scott, Strategic Director of Housing and Modernisation	
Version	Final	
Dated	14 July 2017	
Key Decision?	Yes	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments included
Director of Law and Democracy	Yes	Yes
Strategic Director of Finance and Governance	Yes	Yes
Cabinet Member	Yes	Yes
Date final report sent to Constitutional Team	14 July 2017	

Project	Lead Officer	Contractor	Cladding material	Type / Properties	Verified	Fire Strategy	Comments
New Charter Academy Dulwich Hospital (E-1406-0340)	Omar Villalba / plus Charter team	Kier	The facades are made of mainly brick with some small elements of curtain walling and glazing which is aluminium framing with glass.	Main teaching block has a concrete frame and the sports hall block has a concrete and steel frame solution.	No combustible cladding	Design informed by Fire Surgery	Work starting on site. Mainly brick. Re checking materials and fire rating
St Michael's new build expansion	Lee Wilson	Lakehouse	Brick tile	Brick.	Requested, in progress		Sports hall - Corus Building Systems Faizinc on 25mm plywood sheet. Curtain Walling - insulated aluminium cladding panels by Reynaers Ltd
Dulwich Wood Primary	Susan Fuller/Andy Brown	Neilcott/Archtype	tbc	tbc	Requested, in progress		Clarification sought from project managers, Lend Lease, on cladding design and specification queries.

Project	Lead Officer	Contractor	Cladding material	Type / Properties	Verified	Fire Strategy	Comments
Primary Schools Albion (E-1101-0310)	John Ryan	Morgan Sindall - Haverstock	mainly brick work and high level zinc cladding to front elevation .	<ul style="list-style-type: none"> Zinc cladding – 0.7mm thick(Class 0 fire rating) Zinc also has fire rating of AA (to BS 476) with Kingspan K15 PIR insulation (Class 0 fire rating) Splayed reflective panels around windows – alucobond plus (composite panel: mineral filled polymer core clad in aluminium) (Class 0 fire rating) 	See comments.	Design informed by Fire Engineer's report prepared by Waterman	Contractor has confirmed that there is no combustible material being used in the external cladding of the building. Designed to meet Part B, Vol 2 of Building Regs. Full specification is listed here. Sprinkler installation included.
Belham Free School (New Free School to be run by the Dulwich Hamlet Educational Trust in the Old Bellenden School Building, Peckham) (E-1305-0310)	John Ryan	Morgan Sindall - Haverstock	Brickwork and cladding	<ul style="list-style-type: none"> Boundary wall – solid masonry with Kingspan K12 insulation (Class 0 fire rating) Other facades: <ul style="list-style-type: none"> brickwork with Kingspan K15 insulation on cementitious particle board (Class 0 fire rating) Cor-Ten cladding with Kingspan K15 insulation and cementitious board (Class 0 fire rating) 	See comments.	Design informed by Fire Engineer's report prepared by Waterman	Designed to meet Part B, Vol 2 of Building Regs Full specification is listed here
Charles Dickens (E-1108-0310)	Alfred Akpo-Teye	Morgan Sindall - Haverstocks	Mainly brickwork	2-storey school extension with CLT structure	Requested, in progress	Design informed by Fire Engineer's report prepared by Waterman	
Grange Primary School Expansion (1.5FE to 2FE) (E-1120-0310)	Lauren Sharkey	Morgan Sindall - MacCranor Lavington	Mainly brickwork	Single storey school extension with CLT structure	Requested, in progress	Design informed by Fire Engineer's report prepared by Waterman	
Bellenden Primary School (New Build - Expansion of current 1FE school to 2FE school on new site) (E-1104-0310)	Jeremy Peakin	Morgan Sindall - Cottrell and Vermeulen	Mainly brickwork, but includes some areas of polycarbonate cladding	Mainly brickwork, but includes some areas of polycarbonate cladding. For breakdown please see comments	Polycarbonate to be tested	Design informed by Fire Engineer's report prepared by Waterman	<p>Polycarbonate Cladding : Double Skin to Areas at First Floor Level.</p> <p>Polycarbonate Cladding has been used fixed back to a secondary steel structure on either side. This is used to staircase areas and areas of corridor at first floor level only. The product achieves a surface spread of flame to British Standards BS476-Part 7 Class 1 [Y]. BS 476 is the British Standard that refers to combustibility of which Class 1[Y] is the highest class. The polycarbonate achieves European Class B-s2-d0 spread of flame which is the equivalent to UK Class 0 as defined in the Building Regulations for fire rating.</p> <p>Polycarbonate Cladding over Kingspan Insulated Wall Panel at First Floor Level.</p> <p>Polycarbonate Cladding has been used over areas of Kingspan Insulated Wall Panels for decorative purposes at first floor level. The polycarbonate cladding being used is as above.</p> <p>The insulated panels are Kingspan Benchmark Evolution flat architectural secret fix.</p> <p>The steel outer and inner facings have Class 1 surface spread of flame to British Standards</p>
Cherry Garden (E-1803-0310)	John Ryan	Galliford Try - Hawkins Brown	Mainly brickwork, but includes some small areas of cladding	Two-storey SEN school building	See comments	Design informed by Fire Engineer's report prepared by Waterman	<p>Awaiting technical specification details from contractor. Galliford Try. Sprinkler installation and fire escape lifts included for life safety.</p> <p>Primary structure – Cross laminated timber. Clad in plasterboard for service cupboards, risers and classroom walls to BS 476: Part 22 to achieve 60 minutes integrity and surface spread of flame. Where CLT is exposed is coated with Envirograft QVFR TVT1597 paint- Fire Rating: BS476: Part 6 & 7, Class 0</p> <p>External cladding Traditional 1/2 brick thick masonry, Weinberger Terca and Floren Castor To BS EN 771-1 2003, insulation is Kooltherm K12 Framing Board 140mm Reaction to fire class: Class A1. ARC Cavity Stop Sock installed at floor and windows compliant with BS 476: Part 20</p> <p>Bay windows and entrance soffit - Formed of Baily platinum modular cassettes, 3mm thick aluminium as per EN485/515/573. Insulation is Kooltherm K12 Framing Board 140mm Reaction to fire class: Class A1.</p> <p>Panels to Velfac windows – Outer panel consists of Perforated PPC steel panel 3mm thick with bespoke pattern as part of ventilation panel, inner opening section is formed a 48mm composite sandwich panel</p>
Ivydale (E-1124-0310)	Joanna Roberts	Galliford Try - Hawkins Brown	Mainly brickwork, but includes some small areas of cladding	2-storey school extension with CLT structure. For breakdown, please see comments.	Requested, in progress	Design informed by Fire Engineer's report prepared by Waterman	

Project	Lead Officer	Contractor	Cladding material	Type / Properties	Verified	Fire Strategy	Comments
Keyworth School (expansion from 1.5fe to 3fe) New build and adaptation work (E-1128-0310)	Joanna Roberts	Galliford Try - Hawkins Brown	Mainly brickwork, but includes some small areas of cladding	2-storey school extension with CLT structure. For breakdown, please see comments.	Requested, in progress	Design informed by Fire Engineer's report prepared by Waterman	Primary structure – Cross laminated timber. Clad in plasterboard for service cupboards, risers and classroom walls to BS 476: Part 22 to achieve 60 minutes Integrity and surface spread of flame. Where CLT is exposed is coated with Envirograf QVFR TVT1597 paint- Fire Rating: BS476: Part 6 & 7, Class 0 External cladding Traditional 1/2 brick thick masonry. Heritage Red Blend To BS EN 771-1:2003. Insulation is Kooltherm K12 Framing Board 140mm Reaction to fire class: Class A1. ARC Cavity Stop Sock installed at floor and windows compliant with BS 476: Part 20 Pitched Roof – Structure formed of CLT exposed on inside and coated with Envirograf QVFR TVT1597 paint- Fire Rating: BS476: Part 6 & 7, Class 0. Timber tile batten, Clay tiles and Kingspan Kooltherm K7 Pitched Roof Board rated as per BS 476-3 Flat roof - Insulation Kingspan Thermaroof TR26 LPC/FM rated as per BS 476-3 with local triple layer felt Sprinklers - Full sprinkler system installed to meet Part B, Vol 2 of Building Regs. Full specification is listed here
Robert Browning Primary School (E-1138-0310)	Jeremy Peakin	Morgan Sindall - Haverstock	Brick and brick slip cladding	<ul style="list-style-type: none"> Boundary wall – brickwork with Kingspan K15 insulation on cementitious particle board (Class 0 fire rating) East street boundary – brickwork as above with brick slip cladding; brick slips adhered to non-combustible backing boards with Kingspan K15 insulation and cementitious particle board (Class 0 fire rating) All other facades – Brick cavity and brick slip as above 	See comments.	Design informed by Fire Engineer's report prepared by Waterman	<p>Sprinklers - Full sprinkler system installed to meet Part B, Vol 2 of Building Regs. Full specification is listed here</p>
Crawford School (Expansion from 2fe to 3fe) Mix of new build and adaptation works (E-1112-0310)	Joanna Roberts	Galliford Try - Hawkins Brown	Mainly brickwork, but with small aluminium faced panels at main entrance and at 1st floor play deck.	2-storey school extension with CLT structure. For breakdown, please see comments.	Requested, in progress	Design informed by Fire Engineer's report prepared by Waterman	<p>Primary structure – Cross laminated timber. Clad in plasterboard for service cupboards, risers and classroom walls to BS 476: Part 22 to achieve 60 minutes Integrity and surface spread of flame. Where CLT is exposed is coated with Envirograf QVFR TVT1597 paint- Fire Rating: BS476: Part 6 & 7, Class 0</p> <p>External cladding - Fastclad brick slips comprising of 15mm brick slip bonded to 18mm cement board, with aluminium help hand brackets. Insulation is Kingspan Kooltherm K15 Rainscreen Board, 160mm Reaction to fire class: Class A1. ARC rain screen Sock installed at floor and window compliant with BS 476: Part 20, 30 minutes integrity.</p> <p>Louvers in facade clad with steel louvres with aesthetic face 1mm thick steel Caddish panels</p> <p>Roof – Structure form of CLT exposed on inside and coated with Envirograf QVFR TVT1597 paint- Fire Rating: BS476: Part 6 & 7, Class 0. Timber tile batten, Clay tiles and Kingspan Kooltherm K7 Pitched Roof Board rated as per BS 476-3</p> <p>Clarification sort from project managers, Lend Lease, on cladding design and specification queries.</p> <p>4futures (Amber) have been contacted to confirm the details of the construction and if this complies with Building Regulations.</p> <p>4futures (Amber) have been contacted to confirm the details of the construction and if this complies with Building Regulations.</p>
Bessemer Grange (E-1105-0270)	Andy Brown	Balfour Beatty - Architype	Mainly brick but some cladding around window surrounds	Under investigation	Requested, in progress		
Southwark Park Primary School	Jacqui Flynn	4 Futures - Balfour Beatty	Trespa cladding system		Requested, in progress		
Lyndhurst Primary School	Jacqui Flynn	4 Futures - Balfour Beatty	Brick slip and timber weatherboard cladding		Requested, in progress		
Secondary Schools							
St Michael's College	Lee Wilson	4 Futures - Balfour Beatty	brick plus metal cladding on sports hall.	Sports hall - Corus Building Systems Faizinc on 25mm plywood sheet; Curtain Walling - insulated aluminium cladding panels by Reynaers Ltd	Requested, in progress	Sprinkler system installed throughout	Timber rainscreen cladding, Siberian Larch on plywood panel and secondary steelwork system; Rodeca translucent polycarbonate cladding system
Sacred Heart School	Lee Wilson	4 Futures - Balfour Beatty	brick plus metal cladding on sports hall.	Timber rainscreen cladding, Siberian Larch on plywood panel and secondary steelwork system; Rodeca translucent polycarbonate cladding system.	Requested, in progress	Sprinkler system installed throughout	Sports Hall and Link Block - Kingspan KS1000TD Topdek insulated single ply deck roof; Curtain Walling- insulated aluminium panels by Reynaers Ltd

Project	Lead Officer	Contractor	Cladding material	Type / Properties	Verified	Fire Strategy	Comments
St Thomas the Apostle College	Lee Wilson	4 Futures - Balfour Beatty	brick plus metal cladding on sports hall.	Sports Hall and Link Block - Kingspan KS1000TD Topdek, insulated single ply deck roof; Curtain Walling - insulated aluminium panels by Reynaers Ltd	Requested, in progress	St Thomas the Apostle College has sprinklers in new building blocks A, B and D. It does not have sprinklers in blocks C and E where there is direct escape straight to outside, or two exits from rooms. The dining hall (in block C) is provided with multiple escape routes via staircases. All the escape routes are within the recommended travel distance from room to point of escape	the curtain walling system that forms part of the main elevations includes ACM panels manufactured by Reynaers Ltd, installed as solid panels within the framework of the system
University Academy of Engineering Southbank	Lee Wilson	4 Futures - Balfour Beatty	timber cladding on sports hall	Timber	Requested, in progress	University Academy of Engineering South Bank has sprinklers in new building and main hall. It does not have sprinklers in the retained building and sports hall. The retained building has three staircases and the sports hall has exits direct to the outside. The escape routes from the non-sprinklered areas are within the recommended travel distance from room to point of escape	Partial timber cladding on sports hall only.
Noire Dame	Lee Wilson	4 Futures - Balfour Beatty	brick walling	Brick.	Requested, in progress	Design informed by fire engineer's report prepared by Fusion Fire Engineering	Technical curtain walling system and Meteon board
St Saviour's and St Olave's School	Lee Wilson	4 Futures - Balfour Beatty	brick and curtain walling.	Brick and	Requested, in progress	Design informed by fire engineer's report prepared by Fusion Fire Engineering	Limited Trespa cladding to a courtyard soffit and parapet lining
ARK All Saints Academy	Lee Wilson	4 Futures - Balfour Beatty	timber cladding above ground floor to sports hall. Rainscreen cladding to main buildings.	timber cladding above ground floor to sports hall. Rainscreen cladding to main buildings.	Requested, in progress	The building is compartmentalised into areas less than 800 m². Exit via multiple protected staircases. No sprinklers	anodised aluminium cladding system to main buildings including brickwork and louvered metal panels, agreed as part of RDD process
Special Educational Needs Schools							
Tulke School	Lee Wilson	4 Futures - Balfour Beatty			Requested, in progress	The building is single storey, compartmentalised into areas of less than 800 m² and rooms have exits directly to the outside. No sprinklers	Details awaiting confirmation.
Newlands School	Lee Wilson	4 Futures - Balfour Beatty	brick walling	Brick.	Requested, in progress	Sprinkler system installed throughout	Trespa cladding system
Highshore School	Lee Wilson	4 Futures - Balfour Beatty	Rainscreen cladding to main buildings.		Requested, in progress	The building is compartmentalised into areas less than 800 m². Exit via multiple protected staircases. No sprinklers	anodised aluminium cladding system to main buildings including brickwork and louvered metal panels, agreed as part of RDD process

Project	Lead Officer	Contractor	Cladding material	Type / Properties	Verified	Fire Strategy	Comments
Adult Services Review							
Day Centres							
345 Southwark Park Road, SE16 2JN (S-0030-0102) (Vacant Possession)	Prince Kamanda		No Cladding	NA	Requested, in progress		
Fred Francis centre 269 Lordship Lane, SE22 8JG (S-0030-0101)(Relocation)	John Ryan		Brick	Brick	Requested, in progress		
Queen's Road New Council Offices (Day Centre) 133-137 Queens Road SE15 2ND	John Ryan		Brick	Brick	Requested, in progress		
Maaron Resource Centre					Requested, in progress		
Care Homes							
Anchor - Rose Court, 253 Lower Road, SE8 8DN	Maurice Duncan	CFM	Brick cladding				Verified by CFM. CFM working with Anchor to review FRA and emergency procedures
Anchor - Blue Grove House SE16 2JN 325 Southwark Park Road SE16	Maurice Duncan	CFM	Brick cladding with render				Verified by CFM. CFM working with Anchor to review FRA and emergency procedures
Anchor - Greenhivie, 50 Brayards Road SE15 2BQ	Maurice Duncan	CFM	Brick cladding				Verified by CFM. CFM working with Anchor to review FRA and emergency procedures
Anchor - Water Side Care Home, 40 Sumner Road, SE15 6LA	Maurice Duncan	CFM	Brick cladding				Verified by CFM. CFM working with Anchor to review FRA and emergency procedures

Project	Lead Officer	Contractor	Cladding material	Type / Properties	Verified	Fire Strategy	Comments
Office Accommodation 19 Orient Street SE11 4SR (S-0030-0100.2)	Maurice Duncan	CFM	Tin profiled sheeting				Works underway. Asked CFM to confirm if cladding part of the work. Only repairs to the tin sheeting
2-2a Crebor Street, SE22 OHF	Maurice Duncan	Standage Building & Refurbishment contractor.	No Cladding	NA	Requested, in progress		
Major Projects							
Revitalise Peckham Rye Mint Street (R-4020-0120)	Laura Wannop	Neilcott Construction Ltd	Zinc / CLT	Zinc / CLT	Requested, in progress		
46 Half Moon Lane	Laura Wannop	Neilcott Construction Ltd	Brick / Zinc & CLT	Brick / Zinc & CLT	Requested, in progress		
Crossway Church (R-5011-2000.711)	Jeremy Peakin	Standage and Co.	No cladding	NA	Requested, in progress		
Elephant & Castle Leisure Centre (The Castle) (L-2200-0053)	Jeremy Peakin	Van Heyningen Hayward	Brick	Brick.	Requested, in progress		elevations include brickwork, render and cladding systems. The cladding comprises either brass metal strip vertical panels or hardwood timber slats (above the entrance and South Façade) mounted on a sub-frame with Kingspan KST1000R/TS 100mm thick composite walls panels
	John Ryan	John McAlsan & Partners /AFLS&P/Balfour Beatty	Mainly brick work with Copper cladding and Cedar wood cladding to some elevations.	Mainly brick work with Copper cladding and Cedar wood cladding to some elevations.	Requested, in progress		
Camdenwell Library (R-4020-0040.8)	Jacqui Flynn	John McAslan & Partners/ Balfour Beatty	Brick slip	Brick	Requested, in progress		Cladding limited to surrounding windows
Nunhead Community Centre (R-4020-0030)	Susan Fuller/Tendai Mbiba	AOC/Neilcott	Mainly brick	ibc	Requested, in progress		Further information/verification being sort from contractor, Neilcott.

Project	Lead Officer	Contractor	Cladding material	Type / Properties	Verified	Fire Strategy	Comments
Direct Housing Delivery							
Direct Housing Delivery Programme (Phase 1) - Lot 1 - Gatebeck & Southdown (East Dulwich Estate)	Jeremy Peakin	Bailey Garner/Alan Camp/Geoffrey Osborne	Brick	Brick	Requested, in progress	No Sprinklers	
Direct Housing Delivery Programme (Phase 1) - Lot 2 - Summer Rd. Site A	Alfred Akpo-Teye	Morgan Sindall (Lovell Homes)/Levitt Bernstein/Ingleton Wood	Residential element - Brick Community Centre - Sotech - Secret Fix System	Residential element - Brick Community Centre - Sotech - Secret Fix System	Requested, in progress	No Sprinklers	Further information/verification being sort from contractor, Lovell Homes.
Summer Rd Site B	Alfred Akpo-Teye	Morgan Sindall (Lovell Homes)/Levitt Bernstein/Ingleton Wood	Mainly brick	Residential - six storeys	Requested, in progress	No Sprinklers	Further information/verification being sort from contractor, Lovell Homes.
Blackfriars Road development - Barratt	Alfred Akpo-Teye	N/A	ALUCOBOND® PLUS - with a fire-retardant mineral filled core (class 0 or Euroclass Bs1,d0)	Alucobond Plus has a fire retardant mineral core. These panels occur in isolated areas along the otherwise brickwork external walls.	Requested, in progress	Sprinklered	Cladding to be tested as per manufacturer's recommendation
Direct Housing Delivery Programme (Phase 1) - Cator Street Extra Care	Jeremy Peakin		Brick to majority of Building		Requested, in progress		
Direct Housing Delivery Programme (Phase 1) - Lot 2 - Nunhead Green Site B	Alfred Akpo-Teye	Levitt Bernstein/Ingleton Wood	Residential element - Brick/ Sotech - Secret Fix System. Location: 2nd floor (top floor) living rooms of 2no. Mews units	Residential	Requested, in progress. Site visit being arranged.	No Sprinklers	The 2nd floor cladding ultimately used by Lovell at Nunhead Green Site B is Vitrabond which has a polyethylene core and would therefore not be deemed of limited combustibility. However, because the building is less than 18m tall the external wall construction is not required by the regulations to be of limited combustibility.
Direct Housing Delivery Programme (Phase 1) - Lot 2 - Long Lane	Alfred Akpo-Teye	Levitt Bernstein/Ingleton Wood	Mainly Brick. Composite Trespa cladding in ground floor communal entrance, which is on a metal bracket system built on a blockwork wall	Residential/ Commercial	Requested, in progress	No Sprinklers	More information is required on the type of Trespa specified, from Lovell Homes.
Salter Road development - Fairview	Alfred Akpo-Teye	N/A	Predominantly Brick with cladding to stair core - Awaiting confirmation of type from Osborne	Residential	Requested, in progress	No Sprinklers	The council's architect, David Jenkin, has advised that no Aluminium Composite Material Cladding has been used. Details of cladding used in the stair core awaited from Osborne.
Direct Housing Delivery Programme (Phase 1) - Lot 1 - Masterman	Jeremy Peakin	PRP Architects/Alan Camp	Brick	Residential	Requested, in progress	No Sprinklers	
Direct Housing Delivery Programme (Phase 1) - Willow Walk	Andy Brown	PRP/Hunters	Brick/ Equitone natura	Residential	Requested, in progress	Sprinklers installed in short stay housing only	Further details awaited of Equitone Natura installation from Mott MacDonald.
Housing Regeneration Schemes							
East Dulwich Estate Regeneration: Drying Room Conversions Phase 3	Bernadette Kiernan	Saltash	No Cladding	NA	Requested, in progress		
East Dulwich Estate Regeneration: Environmental and H&S Works	Bernadette Kiernan	Lark Landscape	No Cladding	NA	Requested, in progress		
East Dulwich Estate Regeneration: Void Disposal	Bernadette Kiernan	Saltash	Goldwell House has cladding		Requested, in progress		
Elmington Estate Regeneration: Phase 2/Edmund Street/Camberwell Fields		Notting Hill Housing (NHH)			Requested, in progress		
Elmington Estate Regeneration: Phase 3/Sites C,D,E&G		Bellway & Family Mosaic			Requested, in progress		
Acorn Estate/Energy Centre Reprovision (including decommission of existing plant, Carlton Grove diversion, demolition costs and fees)		Calford Seaden	No Cladding	NA	Requested, in progress		Non rest energy centre, no cladding present.
Castlemead (former housing office and nursery)	Maurice Duncan	Contractor not selected yet. Project Manager is CFM & Designer is Faithful and Gould Ltd	Existing cladding on Nursery building to be removed and replaced - see comments		Requested, in progress		Nursery building - we will be removing the existing panel below the single glazed windows and renewing the panels to current building regulations energy efficiency standards. The panel will however not be an aluminium composite panel board material. CFM to confirm type / name of panels to be used.
East Dulwich Estate Regeneration: Badminton House Refurbishment	Nicola Keeley	Keepmoat	No Cladding	NA	Requested, in progress		
Corporate Facilities Management							
New Camberwell Library	Thomas Londra		Brick external walls with plastic composite board cladding to tank room on roof.	Library	Site visit		Fire strategy documents could be provided by area facility officers for buildings identified.
Peckham Library	Thomas Londra		Clad in metal sheeting assumed copper, composite panels and metal sheeting to pods on roof	Library	Site visit		Full review of FRA carried out by CFM and any actions outstanding have been identified and scheduled
Canada Water Library	Thomas Londra		Aluminium sheet cladding with water proof plastic membrane and masonry behind	Library	Site visit		Full review of FRA carried out by CFM and any actions outstanding have been identified and scheduled
Ann Bernadett Children Centre	Thomas Londra		Brick external walls, render with timber cladding	Childrens centre	Site visit		Full review of FRA carried out by CFM and any actions outstanding have been identified and scheduled
Bournemouth Road Housing Option	Thomas Londra		Brick walls, with plastic composite boards above	Housing offices	Site visit		Full review of FRA carried out by CFM and any actions outstanding have been identified and scheduled
Southwark Resource Centre	Thomas Londra		Tin metal panels, plastic coated metal panels	Centre for Disabled persons	Site visit		Full review of FRA carried out by CFM and any actions outstanding have been identified and scheduled

Project	Lead Officer	Contractor	Cladding material	Type / Properties	Verified	Fire Strategy	Comments
South Bermondsey Nursery	Thomas Londra		Render system with tin sheet panels and composite board cladding	Nursery school	Site visit		Full review of FRA carried out by CFM and any actions outstanding have been identified and scheduled
Tooley Street	Thomas Londra		Brick external walls, concrete cladding, glazed curtain walling	Council Headquarters	Site visit		Glazed barrel roof to rear of the property with metal cladding panels, to inspect metal cladding as a precaution.

Item No. 21.	Classification: Open	Date: 18 July 2017	Meeting Name: Cabinet
Report title:		Borough Emergency Plan	
Ward(s) or groups affected:		All	
Cabinet Member:		Councillor Barrie Hargrove, Cabinet Member for Communities and Safety	

FOREWORD - COUNCILLOR BARRIE HARGROVE, CABINET MEMBER FOR COMMUNITIES AND SAFETY

The council has clear legal and moral obligations to provide effective, robust and demonstrable emergency arrangements to mobilise its resources at short notice to deal with a broad range of incidents. This may be on a localised departmental level where a simple out-of-hours activity is required, or on a much larger scale, where a multi function response requires dedicated coordination, liaison and communication. In either case, high quality planning provides the foundation for this flexible response, whatever the initiating event may be.

Southwark has in place a generic emergency plan which sets out the framework that is used to deploy and control its resources during emergency incidents. The framework within the plan is flexible enough to be adapted dependent on circumstances but sufficiently structured to allow the same principles to be employed for all incidents which in turn gives a better understanding of specific responsibilities and roles.

The arrangements detailed in the plan also support the deployment of London Local Authority Gold (LLAG), and give due regard to the requirements detailed in the Local Authority Panel (LAP)

The overarching generic plan is supported by a number of supporting plans/handbooks that cover specific roles integral to the effective management of emergency incidents and a further set of individual plans covering identified risks that reflect the National Risk Register, the London Risk Register and local Risk Register.

A recent external audit confirmed the importance of governance and ownership of the emergency plan at a corporate level.

Recent tragic events both within Southwark and across London have highlighted the requirement for each borough to be confident that it has robust and proven plans in place. The frame work of our plan has been used to good effect for a number of years and continues to evolve. Recently the full activation of the plan was used during the funeral of PC Keith Palmer and during the London Bridge Terrorist attacks.

RECOMMENDATIONS

Recommendations for the Cabinet

1. That the cabinet approve the generic borough emergency plan.

Recommendation for the Leader of the Council

2. That the future governance for the borough emergency plan is discharged through the cabinet member for communities and safety.

BACKGROUND INFORMATION

3. The generic emergency plan sets out the council's strategy for dealing with a broad range of incidents. It ensures that as the local authority we are meeting our moral responsibility to the community, and as a designated Category 1 responder we are meeting our legal obligations in accordance with the Civil Contingencies Act 2004.
4. The London Borough of Southwark Generic Emergency Plan is available for public view and outlines what the council will do in the event of an emergency.
5. The Civil Contingencies Act 2004 requires that emergency plans are in situ and recommends they be reviewed annually. It is also vital that each supporting plan/handbook is revised annually to ensure the council's moral and legal compliance to maintain our reputation of good practice and to capture additional response capability.
6. Detailed operational procedures are not captured in the generic emergency plan due to the complexity and occasional sensitive nature; they are captured in the supporting plans and handbooks.

KEY ISSUES FOR CONSIDERATION

7. That the council are satisfied the generic plan provides a simple but robust framework that enables the council to respond to emergency incidents affecting the borough.
8. The plan enables the council to effectively deploy its resources to mitigate the effect of any incident and facilitate the return to normality.
9. That the council are satisfied that the annual review and post incident review of the generic emergency plan and of the supporting plans/handbooks provide assurance that our arrangements are both appropriate and effective.

Policy implications

10. Overview and scrutiny committee will also receive the emergency plan as part of their 2017-18 work programme.

Community impact statement

11. The plan ensures that as the local authority we are meeting our responsibilities to the community.

Resource implications

12. A broad range of facilities and equipment are in place to support any emergency response. These include:
 - A fully equipped Borough Emergency Control Centre (BECC)
 - A fully equipped Alternative Borough Emergency Control Centre (ABECC)

- A general use van to assist in emergency operations
- A range of rest centre equipment
- An ongoing MOU with British Red Cross to support staffing and equipment provision in rest centres
- Nominated rest centres within the borough (usually schools, leisure centres and halls)
- Tools and equipment associated with specific council services
- A range of communications and data infrastructure and equipment.

Legal implications

13. The Civil Contingencies Act 2004 (CCA) requires each Category 1 responder to put in place plans deal with emergencies. As a Category 1 responder we are also required to co-operate and liaise with a broad spectrum of stakeholders in the planning process. The Southwark Emergency Planning Forum (SEPF) and the Local Resilience Forum (LRF) provide the opportunity to liaise and interact with these parties on a regular basis.

Financial implications

14. The recourses identified above are all in place. There are no additional financial implications other than planned renewal and updating.

Consultation

15. There has not been any specific consultation in respect of this report. The emergency plan is developed in conjunction with officers across the council and our key partners.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Director of Law and Democracy

16. Cabinet has the power to make this decision under Part 3C of the constitution. The Leader may delegate any executive function to an individual cabinet member.
17. As detailed in this report, pursuant to the Civil Contingencies Act 2004 schedule 1, Southwark as a Category 1 responder has statutory responsibility for emergency planning.

Strategic Director of Finance and Governance (FC17/056)

18. The strategic director of finance and governance notes the recommendations in this report. There are no additional financial implications arising from the report.

REASONS FOR URGENCY

19. The next cabinet meeting is scheduled for September 2017. In light of the recent tragic events the council wishes to confirm the generic emergency borough plan at the earliest opportunity. In addition the cabinet is due to consider at its July meeting a report on borough wide fire safety. It is therefore timely that the emergency plan is considered alongside this report.

REASONS FOR LATENESS

20. It has not been possible to circulate this report five clear days in advance of the meeting because officers were awaiting the outcome of the scrutiny consideration on the borough wide fire safety report in case there were implications for the borough emergency plan. The scrutiny meeting was only held on 13 July 2017.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
None.		

APPENDICES

No.	Title
Appendix 1	Southwark Generic Emergency Plan

AUDIT TRAIL

Cabinet Member	Cllr Barrie Hargrove, Cabinet Member for Communities and Safety	
Lead Officer	Eleanor Kelly, Chief Executive	
Report Author	Andy Snazell, Emergency Planning and Resilience Manager	
Version	Final	
Dated	13 July 2017	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
	Officer Title	Comments sought
	Director of Law and Democracy	Yes
	Strategic Director of Finance and Governance	Yes
	Cabinet Member	Yes
	Date final report sent to Constitutional Team	14 July 2017



GENERIC EMERGENCY PLAN

LONDON BOROUGH OF SOUTHWARK
Corporate Emergency Handbook #0

CLASSIFICATION:

PROTECT
(For those on the
distribution list)

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Issue and Review Register

SUMMARY OF CHANGES	ISSUE NUMBER	DATE
New issue	Issue 1	September 2005
General update and inclusion of business continuity information and the community risk register	Issue 2	
General update and inclusion of emergency support officers, mutual aid arrangements, updated mandate and specific contingency plans	Issue 3	August 2006
General review.	Issue 4	January 2008
Change of person details	Issue 5	August 2008
Complete review.	Issue 6	February 2012
Update and review. Addition of emergency scheme information.	Issue 7	February 2014
Update and review. Addition of emergency scheme information.	Issue 8	November 2016
Inclusion of JESIP principles. Updated links and contact details . deleted command and control diagram	Issue 9	January 2017

All queries relating to this document should be directed to the Emergency Planning and Resilience Team, Chief Executives department

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Compiled by:

Andy Snazell
Emergency Planning and Resilience Manager

Approved by:

Eleanor Kelly
Chief executive

Date:

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1 INTRODUCTION

1.1 Aim

This document aims to comply with the Civil Contingencies Act 2004 and to detail the council's strategy for dealing with a broad range of incidents.

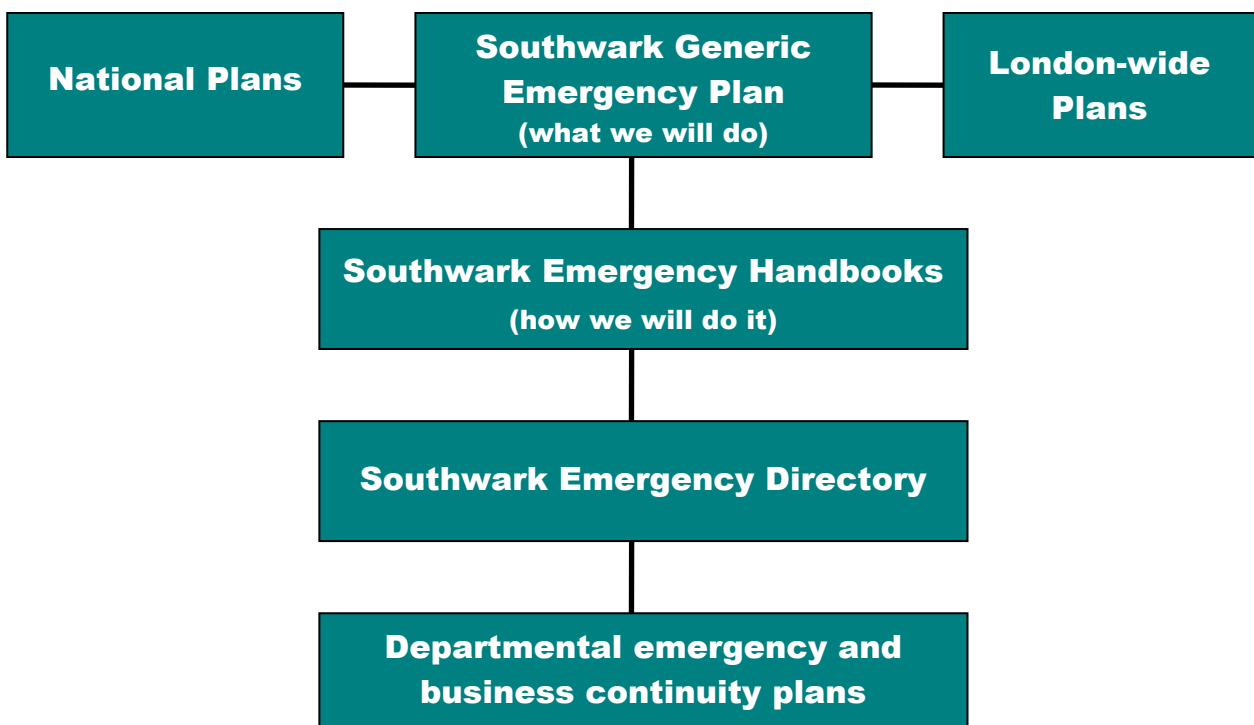
The council has clear legal and moral obligations to provide effective, robust and demonstrable emergency arrangements to mobilise its resources at short notice to deal with a broad range of incidents. This may be on a localised departmental level, where a simple out-of-hours activity is required, or on a much larger scale, where a multi-function response requires dedicated coordination, liaison and communication.

This document explains the structures in place to deal with any incidents in the borough that requires a council response.

1.2 Scope

The corporate Generic Emergency Plan is Southwark's councils published plan that brings together existing departmental emergency and business continuity plans within the council, as well as links in with national and London-wide plans.

This document covers the operational requirements for the Southwark Council only; and not the emergency arrangements for any other third party organisation, council or emergency service.



Underpinning this published document there are seven internal Southwark Emergency Handbooks. These internal documents (referenced below #1 to #7) cover detailed operational procedures on how the council will respond to an incident, and are complemented by the Emergency Directory. Detailed operational procedures are not captured in the generic emergency plan due to the complexity and occasional sensitive nature of the information contained therein.

Corporate Handbook #	DOCUMENT
#0	Generic Emergency Plan
#1	Local Authority Liaison Officer (LALO) Handbook
#2	Rest Centre Manager (RCM) Handbook
#3	Borough Emergency Control Centre (BECC) Handbook
#4	Council Gold Handbook
#5	London Local Authority Gold (LLAG) and Gold Support Team (GST) Handbook
#6	Council Services Handbook
#7	Departmental Business Continuity handbooks

Specific plans exist to deal with risks that may affect the borough. Examples include the multi-agency flood plan, fuel shortage plan, animal health plan and the winter service plan.

The Generic Emergency Plan does not cover the emergency arrangements for any third party organisations. The London Emergency Services Liaison Panel (LESLP) publishes a Major Incident Procedure Manual setting out these key responsibilities. The current version of the manual can be accessed from the LESLP web site

<https://www.met.police.uk/about-the-met/the-london-emergency-services-liason-panel/>

The emergency response arrangements of the council are aligned with the principles of the Joint Emergency Services Interoperability Programme (JESIP)

<http://jesip.org.uk/home>

1.3 Risks

Under the Civil Contingencies Act 2004, all Category 1 responders must contribute to and update a Community Risk Register, which assesses the risks within the community and the likelihood of them occurring. The community risk register is maintained and administered on behalf of all London local authorities by the London Resilience Team and may be found at:

<https://www.london.gov.uk/about-us/organisations-we-work/london-prepared/identifying-risks-london>

All Category 1 responders (including local authorities) are required to:

- Assess the risk of emergencies occurring and use this to inform contingency planning
- Put in place emergency plans
- Put in place Business Continuity Management arrangements
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- Share information with other local responders to enhance coordination
- Co-operate with other local responders to enhance coordination and efficiency
- Provide advice and assistance to businesses and voluntary organisations about business continuity management

<https://www.gov.uk/preparation-and-planning-for-emergencies-responsibilities-of-responder-agencies-and-others>

The council works closely with partners through the Borough Resilience Forum known as the Southwark Emergency Planning Forum. This statutory forum meets quarterly and includes representatives from the emergency services, voluntary sector, utilities, transport, health and businesses.

1.4 Role of the council

The council's primary role during an incident or emergency in the borough is:

- To assess, mobilise, manage and coordinate the relevant resources and technical services of the Council in response to the emergency, to support the community and residents, and to assist in the emergency response
- To provide specialist care or humanitarian services in the event where people have been displaced or affected by an emergency
- To assess, agree, assist and lead on the implementation of a recovery strategy with all key stakeholders
- To ensure that as far as reasonably practical, day-to-day critical services are maintained

The council is compliant with the requirements detailed in the Minimum Standards for London (MSL) tranche 2, which is regularly audited and peer-reviewed.

1.5 Warning and informing arrangements

Category 1 responders under the Civil Contingencies Act 2004 are required to maintain arrangements to warn the public if an emergency is likely to occur or has occurred. The council has a specific communications plan in place for this.

The council provides advice on steps that everyone can take to prepare for emergencies on the Southwark website:

http://www.southwark.gov.uk/info/200039/emergencies/1299/be_prepared

1.6 Recovery

Recovery management encompasses the physical, social, psychological, political and financial consequences of an emergency. The council takes the lead on the recovery phase undertaking activities that will provide as rapid a return to normality as possible for the community and responders.

1.7 Business continuity planning and resilience

To complement the council's capability to respond to emergencies and in compliance with relevant legislation, the council has its own business continuity arrangements in place ensuring that it can continue to provide its core services during an emergency or incident.

The council also promotes business continuity planning and provides advice to local businesses.

http://www.southwark.gov.uk/info/200013/business_support_and_advice/238/business_continuity_management

2 ACTIVATION OF THE GENERIC EMERGENCY PLAN

2.1 On-call arrangements

The council has trained personnel to fulfil its duties under the Civil Contingencies Act (2004) and to respond to incidents out of hours.

The emergency scheme rota consists of a local authority liaison officer (LALO), an emergency support officer (ESO), a rest centre manager (RCM) and a senior manager designated as local authority “Silver” being on-call at any one time.

There is a cohort of council staff trained to operate within the borough emergency control centre (BECC), should one be required. These roles are on voluntary basis, contact details for all volunteers are held in the emergency directory.

2.2 Procedures for activation

An initial notification requiring the council to consider the deployment of the emergency arrangements may come from an internal or external source. In either case, notifications are made via the 24-hour Customer Service Centre (CSC) number **0207 525 5000**.

The CSC will refer the call onto the duty officer of the relevant department who will make the decision to deal with the incident, and/or escalate it to the LALO.

2.3 Triggers for activation

The generic emergency plan may be activated as a direct response to an event, or as a pro-active measure to prevent or reduce the effects of a ‘rising tide’ incident.

The following is a guide as to whether or not the council will consider activating its plan to respond to an emergency:

- An event where the council is obliged to provide a direct service or services to mitigate its effects
- An event where the council may wish to take an interest in the mitigation process by a third party, providing support where required
- An event where the council would contribute to a multi-agency response to a civil event
- An event where assistance has been specifically requested by the emergency services or other public body

3 EMERGENCY SCHEME STAFF

3.1 Local authority liaison officer (LALO)

The LALO is the initial single point of contact for the council.

LALOs have delegated authority from the chief executive, allowing them to activate the emergency scheme at the appropriate level, mobilise council resources as necessary and make decisions on behalf of the council.

The duty LALO will be called to make an assessment of the response, respond to requests for assistance, ensure that the correct resources have been mobilised and to assess whether further action or escalation is required.

The LALO's responsibilities include:

- Provide 24-hour cover typically for one week in every six on a rota basis
- Assess, mobilise, manage and coordinate the council resources in response to an emergency for a level 2 or 3 response
- Maintain the provision of information, liaison and advice to all public, political and emergency scheme stakeholders during the course of the emergency
- Line manage the departmental responders
- Initiate a level 3 response if necessary
- Assess, agree and implement a recovery strategy with all relevant council departments and key stakeholders
- Record all relevant details of the incident and to submit a report following the closure of the incident

Depending on the circumstances, the LALO may be on-site at the incident and attend Silver meetings. Alternatively the LALO can carry out the duties remotely.

3.2 Emergency support officer (ESO)

The primary role of the ESO is to provide support and assistance to the LALO, and / or the Rest Centre Manager as required.

This could include making / receiving phone calls, log keeping, procuring additional rest centre essentials, and other tasks as delegated by the LALO.

If a BECC is required, it is the ESO's role to establish the BECC. Further instructions can be found in the BECC Handbook (Corporate Emergency Handbook #3).

3.3 Rest centre manager (RCM)

The overall responsibility for setting up, operating and closing a rest centre lies with the duty RCM. More information can be found in the Rest Centre Manager Handbook (Corporate Emergency Handbook #2).

4 EMERGENCY SCHEME STRUCTURE

4.1 Response levels

The council's emergency scheme can be deployed at three different levels, depending on the initiating event or a subsequent assessment.

LEVEL ONE

- Single departmental response
- Standard response to most out-of-hours activities by relevant departments

LEVEL TWO

- Two or more departments respond
- Local Authority Liaison Officer (LALO) to coordinate

LEVEL THREE

- LALO requests for additional support due to size or complexity of incident
- Borough Emergency Control Centre (BECC) established to support

4.2 Level 1 response

This is the standard response to most out-of-hours activities conducted by the relevant departments, as catered for in their own departmental plans.

The LALO is not usually activated for this, although the duty LALO should be contacted if:

- a Level 1 response has the potential to escalate to a Level 2
- there is any doubt as to which level of response is required.

4.3 Level 2 response

This response will be required when:

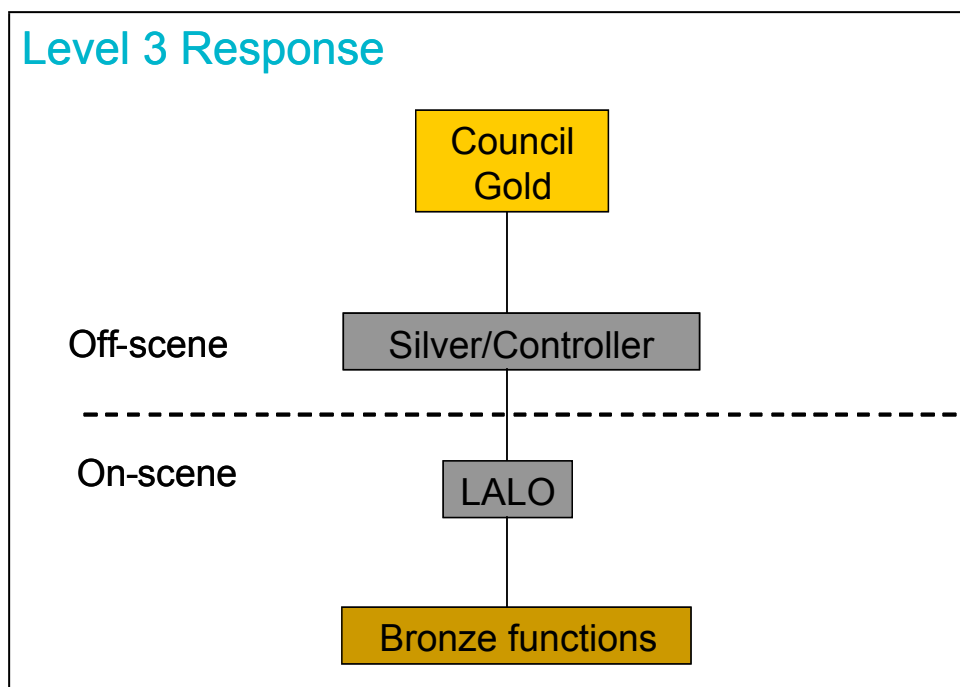
- two or more departments have responded to the same incident
- a direct request by the emergency services or the council for the LALO to attend an incident
- if, for any reason, the LALO needs to be alerted as a precautionary measure or for emergency advice

4.4 Level 3 response

This may be deployed as a result of a major incident being declared by the emergency services, or if the event deems it necessary as a direct response or as a proactive measure in case of event escalation.

Level 3 underpins a full multi-departmental response, usually with a dedicated Borough Emergency Silver operating from the Borough Co-ordination Centre (BECC) coordinating all activities in the council's response.

In a level three response, Council Gold would be activated in order to give clear strategic direction and take the lead in the recovery process.



BECC activation can be initiated by the London Local Authority Coordination Centre (LLACC) to support a major incident in London.

Further instructions on BECC operations can be found in the BECC Handbook (Corporate Emergency Handbook #3).

In addition to the designated category 1 and 2 responders the council has in place a memorandum of understanding with the British Red Cross who provide support across range of functions and specifically support in establishing and running rest centres.

The local authority also has the ability to request mutual aid from other local authorities. This may be either physical resources or personnel depending on the nature of the incident.

5 COMMAND AND CONTROL

5.1 London-wide arrangements

Category 1 responders are the core responders which are mainly the emergency services (police, fire brigade and ambulance), Environment Agency and local authorities.

Category 2 responders are the co-operating agencies which include transport providers and utility companies.

All Category 1 and 2 responders adhere to the same command and control arrangements as defined in the London emergency services liaison panel (LESLP) major incident procedure manual. This ensures that all partner agencies work to the same structure and communicate with each other at the equivalent levels.

There are three levels of command and control – gold, silver and bronze.

Gold represents the strategic level, responsible for formulating the strategy for the incident and has overall command of resources of their own organisation.

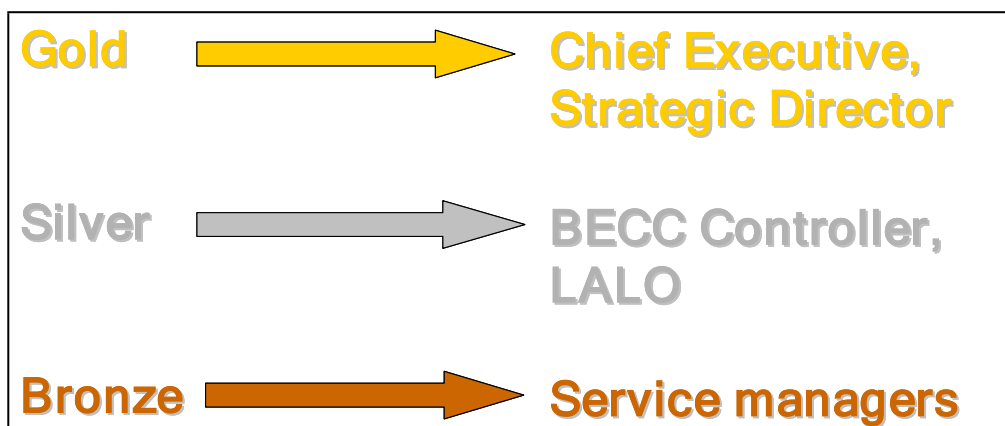
Silver is the tactical level, in charge of devising the tactics to achieve the overall strategy set out by Gold. Silver may on scene to direct the response.

Bronze is the operational level, responsible for controlling and deploying resources of their respective organisations to deliver the tactics set out by silver.

5.2 Southwark Council arrangements

In accordance with LESLP& JESIP, the council has its own Gold (Strategic), Silver (Tactical) and Bronze (Operational) representatives during an incident.

The level of representation is dependent on the scale of the incident and the level of response required.



Further information on council gold can be found in the Council Gold Handbook (Corporate Emergency Handbook #4).

6 RECOVERY PHASE

Consideration for recovery issues should begin as soon as possible and run alongside the response phase. Decisions made during response can affect those made in recovery, and as such it is important to have recovery considerations and outcomes in mind whilst responding to an incident.

There will be a point where it is desirable or necessary to stand down the emergency response and manage the recovery phase using normal business processes or project teams.

Ultimately it is the Chief Executive's decision about large scale and long term recovery based on a variety of inputs. This will be decided as part of the council gold group function.

7 STAND DOWN PROCEDURES

As and when it is clear that the emergency phase is winding down and recovery can be placed in to business as normal processes, initiating the standing down of the emergency response will be considered.

Stand down will be agreed and planned with other emergency responders and with council departments involved in the response. Suitable stand down actions will be identified and monitored as they are undertaken.

8 POST INCIDENT

The council will undergo a debrief process as soon after the incident as possible in order to identify issues and lessons for the emergency response.

Full participation in the debrief process at all levels will be encouraged.

9 PLAN MAINTENANCE PROCEDURES

The council's generic emergency plan will be reviewed annually by the emergency planning and resilience team and updated with relevant information.

10 EXERCISE AND TRAINING SCHEDULE

All staff undertaking roles within this plan will receive regular training on their roles. This plan will be exercised annually in accordance with the requirements under the Civil Contingencies Act.

Records of training and exercising will be maintained by the emergency planning and resilience team.

ANNEX 1 : LIST OF ACRONYMS AND EXPLANATIONS

ACRONYM	WHICH STANDS FOR...	WHICH MEANS....
BECC	Borough emergency control centre	The location at which the council response to a level three incident is managed
BT	British Telecom	Utilities company. Category two responder.
BTP	British Transport Police	Responsible for policing the railways and the London underground. One of London's three police forces.
COLP	City of London Police	Responsible for policing within the city of London – "the square mile". One of London's three police forces.
EDO	Emergency duty officer	Out of hours call centre operative. Activates the LALO on receipt of a message from the emergency services.
EPRT	Emergency planning and resilience team	Maintains and co-ordinates the emergency scheme and the Council's readiness to respond.
ESO	Emergency support officer	'On call officer as part of Southwark Council's emergency scheme. Supports the LALO at the scene of the incident. Extra pair of hands, eyes and ears.
FCP	Forward Control point	Co location point at the scene of an incident of commanders from each agency. Location at which the Silver meetings would take place.
FFRC	Friends and family reception centre	A place for friends and family of those involved in the incident to gather. Run by the police but may require local authority assistance.
GCG	Gold co-ordinating group	The multi-agency Gold group who would convene at a nominated location to determine the strategic response to the emergency. 'Also known as SCG.
GIS	Geographic information system	Software used for mapping purposes.
GSST	Guys and St Thomas's Trust	
HAC	Humanitarian assistance centre	A centre set up post incident to provide support and assistance to those who have been affected by a regional (pan London) emergency. Can also be used for taking witness statements post event.
ICP	Incident control point	Used by LFB to denote location of incident command function. See also FCP
LALO	Local authority liaison officer	On call officer as part of Southwark Council's emergency scheme. Has delegated authority from the chief executive; responds to the scene of the incident, liaises with the emergency services at the Silver level and co-ordinates the resources of the council
LAS	London Ambulance Service	
LBS	London Borough of Southwark	Southwark Council

GENERIC EMERGENCY PLAN
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ACRONYM	WHICH STANDS FOR...	WHICH MEANS....
LESLP	London emergency services liaison panel	London based body which meets quarterly and determines and agrees multi agency major incident procedures and protocols. Includes representatives of emergency services, local authorities and others.
LFB	London Fire Brigade	Responsible for emergency response to fires and other incidents in London.
LFB-EP	London Fire Brigade - Emergency Planning	Undertakes certain functions on behalf of local authorities such as the provision of the LLACC and the co-ordination of the LLAG rota.
LLACC	London local authority co-ordination centre	Co-ordinates the communication, activity and resources between the LLAG and all 33 London local authorities. Run by LFB-EP and based at Merton.
LLAG	London local authority gold	A single London local authority chief executive who would represent all London local authorities within the GCG in response to a pan London emergency. As part of a rota.
MPS	Metropolitan Police Service	Responsible for policing in 32 London Boroughs (not the City of London). One of London's three police forces.
PPE	Personal protective equipment	Issued to emergency responders to ensure their protection against hazards and inclement weather.
RCM	Rest centre manager	'On call officer as part of Southwark Council's emergency scheme. Responsible for setting up, operating and closing a council run emergency rest centre
RVP	Rendezvous point	Location to which emergency services vehicles should head initially for the response.
SCC	Strategic co-ordination centre	The location at which the GCG / SCG convenes.
SCG	Strategic co-ordinating group	The multi-agency Gold group who would convene at a nominated location to determine the strategic response to the emergency. 'Also known as GCG.
SRC	Survivor reception centre	A place for survivors to be gathered together for evidence gathering / support providing purposes. Run by the police but may require local authority assistance.
TfL	Transport for London	Transport operator. Category two responder.

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