





Berneslai Homes Board 29th September 2022

Public Agenda

Instructions	16:00
<i>Instructions</i>	
Click here to join the meeting.	
BOARD PUBLIC AGENDA	16:00
<i>For Information</i>	
1.0 Apologies - Lee Winterbottom, Adriana Rrustemi	16:00
2.0 Declarations of Interest	16:00
3.0 CEO Presentation	16:00 (5m)
<i>For Information</i>	
 <i>CEO presentation Sept 2022.pdf</i>	<i>Page 1</i>
4.0 Governance Update	16:05 (10m)
<i>For Approval</i>	
SR Presenting	
 <i>Final Governance Update.pdf</i>	<i>Page 7</i>
5.0 Annual Governance Statement	16:15 (5m)
<i>For Decision</i>	
Presented by Sam Roebuck	
 <i>Final Annual Governance Statement Report.pdf</i>	<i>Page 15</i>
6.0 BH Report and Accounts	16:20 (10m)
<i>For Decision</i>	
Norma Wright presenting	
 <i>Final Report and Accounts.pdf</i>	<i>Page 23</i>
7.0 Sustainability Strategy	16:30 (5m)
<i>For Decision</i>	
AGu presenting	

8.0 Fire Safety Document Approvals **16:35 (5m)**

For Approval

AGu presenting

Final Fire Safety Document Approvals.pdf

Page 111

9.0 Delivery against HRA and Capital Programme **16:40 (5m)**

For Information

AGu presenting

Final HRA Capital Programme Update.pdf

Page 179

10.0 Q1 Performance Report **16:45 (10m)**

For Information

DF presenting

Final Q1 Performance Report.pdf

Page 184

11.0 Strategic Housing and Growth Update **16:55 (15m)**

For Information

Sarah Cartwright (BMBC) presenting

Strategic Housing and Growth.pdf

Page 199

Minutes/actions of last Public Board Meeting held 21st July 2022

BREAK (10 MINS) **17:10 (10m)**

CONFIDENTIAL AGENDA **17:20**

12.0 Repairs, Maintenance and Investment - Update **17:20 (10m)**

For Decision

AGu Presenting

Final Repairs Maintenance Investment update report.pdf

Not included

13.0 Berneslai Homes Financial Performance Quarter 1 **17:30 (10m)**

For Information

KS Presenting

📄 *Final BH Financial Performance Report.pdf*

Not included

14.0 Princess Street - Verbal Update

17:40 (5m)

For Information

AGu presenting

15.0 Minutes, Actions and Debriefs

17:45

15.1 Board 21/7/22 - Minutes and Actions

17:45 (3m)

For Approval

📄 *Public and Confidential Board Minutes 20220721.pdf*

Not included

📄 *Board Actions 20220721.pdf*

Not included

15.2 Customer Services Draft Minutes 18/8/22 and Debrief

17:48 (2m)

For Information

📄 *Draft Customer Services Committee Minutes 20220818 Final.docx.pdf*

Not included

📄 *Final Customer Services Committee Debrief for 18 August 2022.pdf*

Not included

16.0 New Risks Identified

17:50 (1m)

Date of Next Meeting - 8/12/22 (Virtual)

17:51



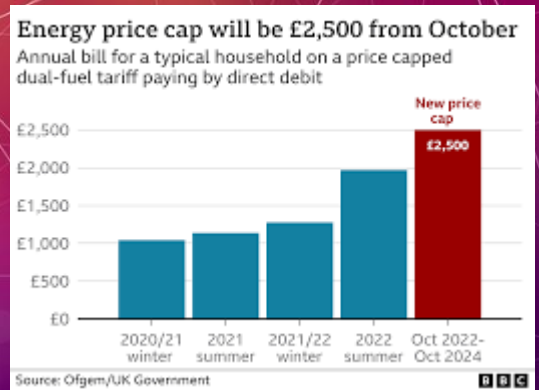
**MISSION ACCEPTED:
THE LEVELLING UP
WHITE PAPER AND
HOUSING IN THE NORTH**



Brian Robson
Executive Director
(Policy & Public Affairs)



Simon Clarke has been appointed housing secretary in new prime minister Liz Truss' cabinet (picture: Alamy)



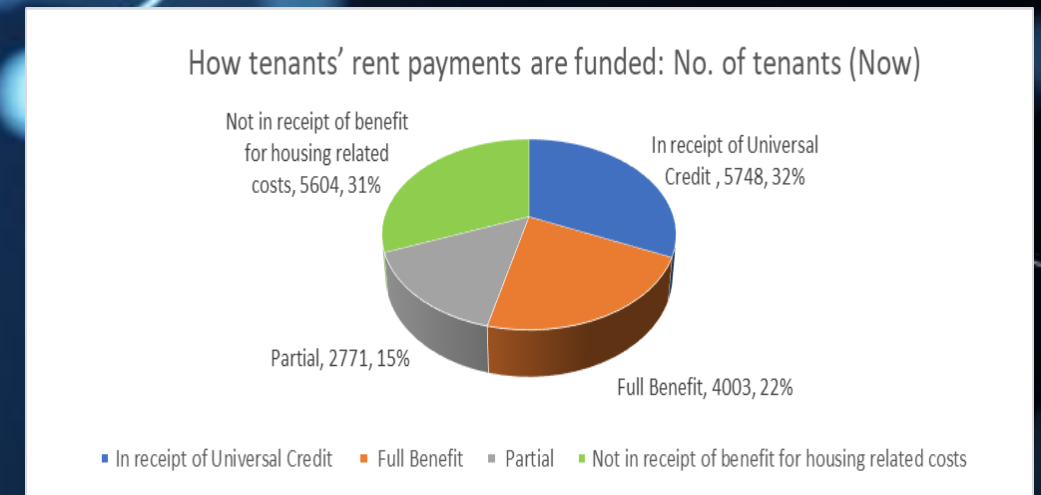
CEO Update

Big Ticket Items

September 2022

Berneslai Homes Focus

- Business Continuity Plan around Cost of Living
- Working with BMBC and tenants on Rent Cap consultation & implications
- Business Plan modelling with BMBC
- Implications
 - Budgets & zero carbon agenda
 - Tenant's warm hubs, support and practical advice
 - Investment plans & scale of works
 - Ongoing efficiency review



Cost of Living Support



Tenants

- Warm hubs & activities
- Support and advice
- More Money in Your Pocket jointly with BMBC
- Credit Union & CAB support
- Hardship Fund launched

Staff

- **Advice and support – 3rd party**
- **Agile working**
- **More money in your pocket**
- **Mental wellbeing support**

HRA Budget 2023/24



INSIDE HOUSING

- CORONAVIRUS
- FINANCE
- DEVELOPMENT
- REGULATION
- MORE TOPICS
- NEWS
- IH LIVE
- COMMENT
- INSIGHT
- NEWSLETTERS

Government puts forward 5% rent cap as preferred option

Woodlands Drive Fire



- Tenants rehoused
- Site made safe
- Structural surveys complete
- Specialist report – all non trades on fire prevention/spread



Creating great homes and communities
with the people of Barnsley

Report Title	Governance Update	Confidential	No
Report Author	Head of Governance and Strategy	Report Status	For Approval
Report To	Board	Officer Contact Details	samantharoebuck@berneslaihomes.co.uk

1. Executive Summary

1.1 To update Board on key governance issues including the light touch assessment against the NHF (National Housing Federation) Code of Governance.

1.2 Board recruitment

The Board approved the recruitment of new Board members in September 2021, and this has been progressed over the last 12 months.

	Position	Retirement Date	New Board Member to be appointed at AGM
Gary Ellis	Board Member and Chair of Audit and Risk	September 22	Adam Hutchinson
Councillor Caroline Makinson	Cllr Board Member	May 22	Councillor Kevin Osborne
Liana Khachatryan	Tenant Board Member	September 22	Eric Smith

Councillor Caroline Makinson retired from the Board in May 2022. A recruitment process has taken place over the last few months and following interviews held on the 25th of August the panel and BMBC have recommended the appointment of Councillor Kevin Osborne to replace Councillor Makinson from the AGM on the 29th of September 2022.

1.3 Code of Governance and DTP Actions

Berneslai Homes undertake an annual assessment against the National Housing Federation (NHF) Code of Governance. Berneslai Homes have committed to the code and in 2021 carried out an in-depth assessment. There were two areas where Berneslai Homes did not meet the code, and these were quickly actioned to ensure compliance.

This year a light touch review has been carried out. The light touch review has ensured we have updated the areas where we have continued to improve and has also created further actions to develop a plan for continuous improvement over the next 12 months.

The self-assessment update is attached at Appendix A for Board comments. These are highlighted as amber meet the code, but actions are required to continually improve and green meet the code no actions required.

The full list of development actions from the self-assessment and the DTP light touch review reported to Board in July is attached at Appendix B. One of the key areas is to clarify the role of the BMBC representative at BH Board. BMBC Legal Services have confirmed that the role is not an observer and has full voting rights at Board. The role will be amended and agreed with BMBC through their Legal and Governance Team before coming to Board for sign off at December Board.

It is best practice to undertake a self-assessment against the NHF code of Governance and implement improvement actions. It is felt a light touch review is appropriate this year due to the extensive review carried out last year including an Audit of the findings and action plan. This is the recommendation.

2. Recommendation/s

Board are requested to:

- I. Approve in principle Councillor Kevin Osborne to be appointed as a Board member. The appointment will be formalised at the AGM 29th September 2022.
- II. Approve the action plan proposed from the self-assessment which also incorporates the actions recommended from DTP to further improve our governance arrangements.
- III. Agree that the action plan progress be monitored by Audit and Risk Committee.

3. Background

- 3.1 The purpose of this report is to provide an update to Board on a range of governance issues. This report builds on the previous reports and changes made in governance and provides an update on current Board membership recruitment.
- 3.2 To be a successful well-managed company, Berneslai Homes must uphold Governance as a priority. By ensuring that board members are fully informed and curious, we are supporting the role of good governance and the delivery of the Strategic Plan.

4. Current Position /Issues for Consideration

Board recruitment

- 4.1 The Board approved the recruitment of new Board members in September 2021, and this has been progressed over the last 12 months.

	Position	Retirement Date	New Board Member to be appointed at AGM September 2022
Gary Ellis	Board Member and Chair of Audit and Risk	September 2022	Adam Hutchinson
Councillor Caroline Makinson	Cllr Board Member	May 2022	Councillor Kevin Osborne
Liana Khachatryan	Tenant Board Member	September 2022	Eric Smith

4.2 Recruitment Update

Councillor Board member

Councillor Caroline Makinson retired from the Board in May 2022 with immediate effect, due to new commitments as a Councillor for BMBC. A recruitment process has taken place over the last few months and following interviews held on the 25th of August the panel and BMBC have recommended the appointment of Councillor Kevin Osborne to replace Cllr Makinson from the AGM 29th September 2022.

Code of Governance and DTP Actions

- 4.3 Berneslai Homes undertake an annual assessment against the National Housing Federation (NHF) Code of Governance. Although the governance standard does not directly apply to Berneslai homes it is important that we continue to self-assess our governance arrangements to ensure that we are adhering to best practice.
- 4.4 Berneslai Homes have committed to the code and in 2021 carried out an in-depth assessment against the code. There were two areas where Berneslai Homes did not meet the code, and these were quickly actioned to ensure compliance.
- 4.5 The assessment was reviewed by BMBC Internal Audit who agreed with the assessment and supported the action plan to continually improve our governance arrangements.
- 4.6 DTP as part of their governance review in 2022 found the gap analysis carried out by the Governance team to be fair and realistic. They also supported the agreed actions to work towards further compliance.

- 4.7 This year (2022) a light touch review has been carried out as the two actions carried out last year ensured that Berneslai Homes meet the code.
- 4.8 The light touch review has ensured we have updated the areas where we have continued to improve and embed the code and has also created further actions to develop a plan for continuous improvement over the next 12 months.
- 4.9 The self-assessment update is attached at Appendix A for Board comments. These are highlighted amber and green. There are no areas highlighted red this year as Berneslai Homes now meet the code.

Amber – We meet the code but could do more to embed this further and an action is required.

Green – We fully meet the code, and no actions are required.

- 4.10 The full list of development actions from the self-assessment is attached at Appendix B. The actions recommended as part of the DTP light touch review have been incorporated so the governance team have one plan to work from.
- 4.11 The progress on the previous action plan has been reported on a regular basis to Audit Committee and they are aware of the carried over actions – the Governance action carried over into the 2023 plan is the delayed review of the delegated decision framework, including revised financial regulations to Audit Committee in October.
- 4.12 It is best practice to undertake a self-assessment against the NHF code of Governance and implement improvement actions. It is felt a light touch review is appropriate due to the extensive review carried out last year including an audit of the findings and action plan carried out by Internal Audit. This is the option recommended in the report however Board may choose to request a full review including a workshop with Board to assess our compliance with the code. Due to the comprehensive assessment completed last year and the audit by Internal Audit and DTP of our gap analysis this is not the option recommended in the report.

5. Customer Voice/Impact

- 5.1 This report is an update around the governance of the Board and therefore customer views have not been sought specifically for this report. The actions from the GAP analysis against the code will look to further enhance the customer voice so their views are heard to assist Board in their decision making.

6. Risk and Risk Appetite

- 6.1 Concern - We do not retain knowledge within the board due to ineffective succession and recruitment planning in line with the 6-year terms of office (NHF).

Response Rating - **Important**

Strategic Risk Appetite – Risk Adverse: We aim to comply with all relevant legislation and have zero tolerance for regulatory compliance issues. We give high priority to internal audit recommendations and take immediate action to resolve concerns. We have zero tolerance for failure to meet deadlines from regulators.

The actions within this report, and including the following mitigations, ensure that we continue to remain within our risk appetite:

1. DTP review and follow up review – completed
2. Succession planning and early recruitment – ongoing
3. NHF Code of Governance self-assessment (assurance given by Internal Audit) - annual light-touch review – for approval.
4. Review of skills matrix – Completed new template and with board members to complete.

7. Strategic Alignment

7.1 The report aligns to the requirements from BMBC (Barnsley Metropolitan Borough Council) for the effective governance of Berneslai Homes. Good governance links to the successful achievement of all our ambitions:

- Hearing Customers
- Keeping tenants Safe
- Growth of Homes and Services
- Technology and Innovation
- Employment and Training
- Zero Carbon

8. Data Privacy

There are no data privacy implications arising from this report. No personal data has been processed and no DPIA (Data Protection Impact Assessments) is required.

9. Consumer Regulatory Standards

This report relates to the following elements of the Regulatory Standard:

- Governance and Financial Viability Standard - Good Governance ensures the organisation always act in the best interests of the business. This ensures improvement of performance, unlocks new opportunities, and reduces risk.

10. Other Statutory/Regulatory Compliance

To provide Board with assurance around our governance arrangements.

11. Financial

11.1 There are no financial implications arising directly from this report.

12. Human Resources and Equality, Diversity and Inclusion

12.1 The recruitment of new Board members provided an opportunity to further diversify the Board. A priority within the Code is Equality, Diversity, and Inclusion performance. The actions within the self-assessment seek to develop ED&I policies and procedures further.

13. Sustainability Implications

13.1 No specific zero carbon implications from this report

14. Associated Background Papers

14.1 NHF Code of Governance – Available to view in Decision Time Resources – Governance Handbook

15. Appendices

15.1 Appendix A – NHF Code of Governance Self-Assessment 2022 ([In Decision Time Resources](#))

15.2 Appendix B - NHF/Governance review Action Plan

Appendix B – Action Plan – Combined DTP and NHF Code

Action	By Who	Target Date
1. Items for approval to be first on the agenda rather than a mix between approval and information. (DTP recommendations)	Head of Governance and Strategy	September 2022
2. Online chat function during Board and Committee meetings not to be used for debate – Board attendees from September Board. (DTP recommendations)	Board	September 2022
3. Updated Agreement of Services to include termination clause and payment in such circumstances (DTP recommendations)	Risk and Governance Manager	October 2022
4. Amend clause 2.4 to make it clear that Audit Committee can co-opt additional members to those co-opted to Board. (DTP recommendations)	Risk and Governance Manager	October 2022
5. Absence from meetings and conflicts of interest to be removed from Board and Committee terms of reference and added to code of conduct. (DTP recommendations)	Risk and Governance Manager	October 2022
6. Review section 4 of the Customer Services terms of reference to ensure its clear around the delegations from Board and is reflected in the new delegation's framework. Ensure there is no duplication between Customer Services Committee and Audit and Risk Committee. (DTP recommendations)	Head of Governance and Strategy	October 2022
7. Review the BMBC Attendee Role Profile. (DTP recommendations)	Head of Governance and Strategy	December 2022
8. Review how the Customer voice is heard by Board, how Board triangulates this, and invitations to Board for customer events. (DTP recommendations and NHF Code)	Head of Governance and Strategy	October 2022
9. To ensure they are hearing our customer. (DTP recommendations and NHF Code)	Head of Customer Services Board	
10. Review information we give to residents – full transparency (NHF Code of Governance)	Head of Customer Services	To commence October 2022 with TVP consultation. Delayed from April due to number of projects underway.
11. Review Board template to hear the customer voice, ensure exec summary and provide guidance for staff writing reports. (DTP recommendations)	Head of Governance and Strategy	December 2022

Action	By Who	Target Date
12. Full review of Delegated Decision Framework (NHF Code of Governance)	Head of Governance and Strategy	December 2022 Delayed due to the size of the task
13. Annual Customer survey plan to be refreshed: Consultant appointed to plan out 15-week review of Customer Insight (NHF Code of Governance)	Head of Customer Services	December 2022
14. Develop the Customer Insight Strategy and enhance IT systems: Consultant appointed to plan out 15-week review of Customer Insight (NHF Code of Governance)	Head of Customer Services	December 2022
15. Review the annual co-regulation self-assessment framework (NHF Code of Governance)	Head of Customer Services	December 2022 – commenced – working with TVP for tenant-led self-assessment against existing consumer standards. Then in 2024, the new Framework will have been developed in line with the revised TSM and Consumer Standards.
16. Assign a board champion responsible for complaints (NHF Code of Governance)	Head of Customer Services	December 2022
17. Report to Board on succession Planning following skills matrix assessments (DTP recommendations)	Head of Governance and Strategy	February 2023
18. Board to review performance as a Board and committees – 3 yearly facilitated session with external consultant. (NHF Code of Governance)	Head of Governance and Strategy	October 2023



Creating great homes and communities
with the people of Barnsley

Report Title	Annual Governance Statement 2021 – 22	Confidential	No
Report Author	Chief Executive	Report Status	For Approval
Report To	Board	Officer Contact Details	Sam Roebuck, Head of Governance and Strategy samantharoebuck@berneslaihomes.co.uk Claire Denson, Risk & Governance Manager clairedenson@berneslaihomes.co.uk

1. Executive Summary	<p>1.1 To receive the review of the internal controls for Berneslai Homes for the financial year 2021-22 and agree the Chief Executive's assurance statement for inclusion in the Director's Annual Report and Accounts. Audit and Risk Committee approved the Statement in June 2022, which is now being submitted to Board in line with the Accounts (it has been reviewed again to ensure it is up to date and accurate at this time). The full Audit Committee report is available on Decision Time.</p> <p>1.2 External Consultants DTP have undertaken a light-touch follow-up review of their 2020 Governance review with positive results and recommendations for further developments.</p> <p>1.3 Internal Audit completed their review of the implementation of the Risk Management Framework with positive assurance. The report identified further developments to embed the new risk system that are scheduled to be actioned.</p> <p>1.4 Berneslai Homes has achieved in excess of £36m turnover and is therefore legally obliged to publish a slavery and human trafficking statement for the financial year. The statement for 2021-22 is attached at Appendix B of the Audit Committee Report.</p> <p>1.5 The company continue to focus on compliance against the Housing Ombudsman Complaint Handling Code, high quality complaint handling, learning from complaints and promoting the complaints process by telling people 'It's Okay to Complain'. A total of 770 informal complaints were resolved during 2021-22. The company received 140 Stage 1 complaints, which is comparable to 2020-21. The number of Stage 2 complaints increased by 76%, this is of concern and demonstrates the need to focus on resolution and customer satisfaction at stage 1. However, it is extremely positive that the company had no complaints investigated by the Housing Ombudsman during 2021-22, demonstrating effective complaint resolution at stage 2. With 1,422 complaints registered during 2021-22, this is an increase of 16.7% compared to the previous year.</p>
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increased significantly in 2021-22 to 99 requests; with 40 in 2020-21 and 47 in 2019-20.

1.7 The Senior Information Risk Owner (SIRO) Annual Report has been prepared to provide assurance to the SIRO that Berneslai Homes has sufficient policies and procedures in place to effectively manage its information. The report highlights key activities that have been delivered over 2021-22 and identifies actions for 2022-23 (Decision Time Resource and App C of the report).

1.8 The actual number of reported information security incidents have remained relatively stable in comparison to previous years. It's important to note that none of these were reportable to the ICO.

Incident type	2019/20 Quarterly averages	2020/21 Quarterly averages	2021/22 Quarterly averages
Actual breaches	10	7	9

1.9 The Anti-Fraud and Corruption Policy documents have undergone their full two-year review in line with this report. Whilst they have been tweaked to ensure they remain dynamic; no processes have been changed and they remain fit for purpose. Audit and Risk Committee approved the reviewed documents at the June Audit Committee. (Appendices D,E,F,G).

1.10 Berneslai Homes have investigated 48 incidents of tenancy fraud during 2021/22. Of these alleged frauds we had either insufficient evidence to pursue, are ongoing or were resolved without legal proceedings for example the tenants voluntarily terminated their tenancies.

1.11 There were no staff-related fraud or whistleblowing during 2021 to 2022.

1.12 The annual Assurance Framework self-assessments for 2021-22 concluded that there were no fundamental issues around Berneslai Homes' internal controls. However, the assessments highlighted areas of development and improvement that are underway, which are being addressed during 2022-2023. Whilst these actions were already in place and not identified as a result of the self-assessment, they have been included in the Action Plan (at section 1.16) to highlight our ongoing developments with regards to these areas of internal control.

2. Recommendations

Audit and Risk Committee recommend:

- i. That Board satisfies itself that the assurance provided in this report, in relation to internal control arrangements, is sound and forms a satisfactory basis for the Statement attached as Appendix A for inclusion in the 2021-22 Accounts.
- ii. That Board note the proposed 2022 - 23 Plan outlined at 4.13 for improving the robustness of the system of internal control.
- iii. That Board approve the Modern Slavery Statement 2021-22 for signature by the Board Chair.

3. Background

and culture and values, by which Berneslai Homes is directed and controlled. This also includes accountable activities and engagement with the community. It enables the organisation to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

- 3.2 The Annual Governance Statement demonstrates how Berneslai Homes is doing the right things, in the right way in a timely, inclusive, open, effective, honest and accountable manner.

4. Current Position /Issues for Consideration

- 4.1 An evidence-based evaluation by SMT and EMT has been undertaken of the internal control framework, in the form of our Assurance Framework self-assessment (Background paper).
- 4.2 The recommendations from the external reviews of the Governance and Risk Management Frameworks in 2020 were successfully implemented in 2020-2021. A follow-up review by Internal Audit in May 2021 reported positive findings. External Consultants DTP have undertaken a light-touch follow-up review of their 2020 Governance review with positive results and recommendations for further developments.
- 4.3 Internal Audit completed their review of the implementation of the Risk Management Framework with positive assurance. The report identified further developments to embed the new risk system that are scheduled to be actioned.
- 4.4 Berneslai Homes have committed to the new 2020 NHF Code of Governance Code and have undertaken an in-depth self-assessment of the code in consultation with EMT, SMT and Board. This was audited with positive results by Internal Audit. The 2022 review and action plan will be combined with the DTP action plan into an overall governance action plan to be monitored by Board.
- 4.5 Modern Slavery Statement pursuant to Section 54(1) of the Modern Slavery Act 2015.
- Berneslai Homes has achieved in excess of £36m turnover and is therefore legally obliged to publish a slavery and human trafficking statement for the financial year. However, in the years that Berneslai Homes do not achieve in excess of £36m turnover, we continue to publish our Annual Statement as we feel it is important that supplier and contractors are aware of our commitment to reducing Modern Slavery in our supply chain. The statement for 2021-22 is attached at Appendix B of the Audit Committee Report.
- 4.6 The company maintained positive tenant feedback from the STAR survey recording an overall 85% satisfaction rating during 2021-22. A 96.37% rent collection rate was achieved. The number of tenants in receipt of Universal Credit has increased from 4,850 in 2020-2021 to 5359 in 2021-2022 and the collection rate for Universal Credit accounts is at 94.48%.
- 4.7 Whilst the challenging target for re-letting properties was not met, it has improved significantly from last year's performance and reduced by over 9 days to 31.02 days against the 23-day target.
- 4.8 The company continue to focus on compliance against the Housing Ombudsman Complaint Handling Code, high quality complaint handling, learning from complaints and promoting the complaints process by telling people 'It's Okay to Complain'. A total of 770 informal complaints were resolved during 2021-22. The company received 140 Stage 1 complaints, which is comparable to 2020-21. The number of Stage 2 complaints increased by 76%, this is of concern and demonstrates the need to focus on resolution and customer satisfaction at stage 1. However, it is extremely positive

2021-22, demonstrating effective complaint resolution at stage 2. With 1,422 complaints registered during 2021-22, this is an increase of 16.7% compared to the previous year.

4.9 **Data Protection and GDPR Reporting**

4.9.1 Subject Access (SAR) and Freedom of Information (FOI) requests have increased significantly in 2021-22 to 99 requests; with 40 in 2020-21 and 47 in 2019-20.

Data Incidents

4.9.2 The actual number of reported information security incidents have remained relatively stable in comparison to previous years. It's important to note that none of these were reportable to the ICO.

Incident type	2019/20 Quarterly averages	2020/21 Quarterly averages	2021/22 Quarterly averages
Actual breaches	10	7	9

4.9.3 However, if comparing this year's (21/22) total average data incidents with previous years, then we can observe an encouraging decrease in incidents in comparison to 2020/21 and 2019/20.

All incidents	2019/20	2020/21	2021/22
Total number of average quarterly data incidents	17	19	14

4.9.4 The holding of records which are out of retention remains the largest risk for the Information Governance Team. Cleansing work has been at the forefront of activities throughout 2021-22, with approximately 200,000 records being deleted or anonymised from Berneslai Homes systems, which were being retained unlawfully. In addition, a further 380,000 pages of physical records have also been destroyed as part of ongoing risk mitigation activities.

4.9.5 The Senior Information Risk Owner (SIRO) Annual Report has been prepared to provide assurance to the SIRO that Berneslai Homes has sufficient policies and procedures in place to effectively manage its information. The report highlights key activities that have been delivered over 2021-22 and identifies actions for 2022-23 **(Appendix C)**.

4.10 Internal Audit provide an annual report which gives an assurance opinion in relation to the Company's Governance, Risk and Internal Control Framework. This is based on their advisory and compliance work undertaken during the year, in accordance with the approved plan of activity and for which the Audit & Risk Committee receive updates at each meeting. In terms of the 2021/22 report, which the Berneslai Homes Audit and Risk Committee considered at its meeting on the 16th June 2022, Internal Audit gave a Reasonable (positive) annual assurance opinion. Whilst a reasonable assurance opinion was given, the Audit and Risk Committee were asked to ensure that the agreed management actions included in the audit reports are fully and timely implemented to improve the framework. All 2021/22 agreed management actions were implemented on a timely basis.

4.11 Annual Fraud Update

4.11.1 The Anti-Fraud and Corruption Policy documents have undergone their full two-year review in line with this report. Whilst they have been tweaked to ensure they remain dynamic; no processes have been changed and they remain fit for purpose. Audit and Risk Committee approved the reviewed documents at the June Audit Committee. (Appendices D,E,F,G on Decision Time Resources).

4.11.2 Berneslai Homes have investigated 48 incidents of tenancy fraud during 2021/22. Of these alleged frauds we had either insufficient evidence to pursue, are ongoing or were resolved without legal proceedings for example the tenants voluntarily terminated their tenancies. We gained full possession on 1 of the properties which went through the legal process to obtain possession due to the properties being abandoned.

4.11.3 There were no staff-related whistleblowing during 2021 to 2022.

4.12 The annual Assurance Framework self-assessments for 2021-22 concluded that there were no fundamental issues around Berneslai Homes' internal controls. However, the assessments highlighted areas of development and improvement that are underway, which are being addressed during 2022-2023. Whilst these actions were already in place and not identified as a result of the self-assessment, they have been included in the Action Plan to highlight our ongoing developments with regards to these areas of internal control.

4.13 2022-2023 Action Plan:

Action	Head of Service	Timetable
Assess consumer standards at Board to ensure we have the balance right - Board session arranged and Board Away Day to discuss visibility of board and involvement with customers and their views.	Head of Customer Services	July 2022
Refresh the ISCUP policy and issue to all users via corporate comms. More regular reminders on acceptable use.	Head of Performance and Improvement	September 2022
Risk assessment training to be developed and delivered in house.	Health and Safety Manager	November 2022
Financial Regulations – review to be approved by new Executive Director of Corporate Services.	Executive Director of Corporate Services	December 2022
Working with BMBC to establish Clear Roles, Responsibilities and Stronger Financial Controls to ensure effective resource management.	Head of RMBS	December 2022

Update to leaders once new framework is in place for decision making to ensure rules are followed this includes launch of new financial regulations.	Head of Governance and Strategy	December 2022
Construction Services Business Continuity/Resilience plan produced for adverse weather.	Health and Safety Manager Construction Services	December 2022
Review how we provide/offer training to make sure new budget holders have sufficient knowledge.	Head of Finance	March 2023
Review the procurement training material.	Procurement Manager	March 2023
Review how we empower staff with knowledge and understanding of the new regulatory framework and their key responsibilities (develop a culture of challenging themselves/service to see things from a customer perspective).	Head of Customer Services	March 2023
Implementing solutions to ensure documents are not stored beyond their retention period.	Head of Governance and Strategy	March 2023
Developments to the Information Security Management System, including regular risk monitoring.	Head of Performance and Improvement	March 2023
SMT to agree learning and development to ensure horizon scanning on legislation and guidance scanning across leadership.	SMT	March 2023
Develop a role specific training plan as part of the white paper professionalisation agenda.	Head of HR and OD	March 2023
Reviewing all Housing Management Team policies and procedures.	Head of Estate Services	March 2023
Business Continuity and Resilience Plan – full review and ongoing communications. Ensure all service heads are aware of their responsibilities and disseminated to staff. To review how the ISCUP policy and systems effect this - to run a mock session and ensure our plans cover cyber-attack.	Head of Governance and Strategy and Head of Estate Services	March 2023
Refresher training for managing projects (delayed due to recruitment to key roles).	Head of Asset Management	March 2023
Ensure as the TSMs are developed, the compliance framework is amended develop and implement revised Customer Insight Strategy.	Head of Customer Services	April 2023

5. Customer Voice/Impact

- 5.1 The aim of the review of internal controls is to scrutinise the internal risk management system and therefore customer views are not sought for this report. A number of actions arising from this report seek to enhance the customer voice.

6. Risk and Risk Appetite

- 6.1 Internal controls are high level mitigations to ensure compliance with corporate governance. Therefore, where required these controls are monitored via such as:
- the Strategic and operational risk register reviews
 - as part of the Annual Governance Statement.
 - Specific reporting to board, such as financial reports, compliance reports etc
 - Performance monitoring
- 6.2 Strategic Risk Appetite – Risk Adverse: We aim to comply with all relevant legislation and have zero tolerance for regulatory compliance issues. We give high priority to internal audit recommendations and take immediate action to resolve concerns. We have zero tolerance for failure to meet deadlines from regulators.

7. Strategic Alignment

- 7.1 The report aligns to the requirements from BMBC (Barnsley Metropolitan Borough Council) for the effective governance of Berneslai Homes. Good governance links to the successful achievement of all our ambitions:
- Hearing Customers
 - Keeping tenants Safe
 - Growth of Homes and Services
 - Technology and Innovation
 - Employment and Training
 - Zero Carbon

8. Data Privacy

- 8.1 There are no data privacy implications arising from this report. No personal data has been processed and no DPIA (Data Protection Impact Assessments) is required.

9. Consumer Regulatory Standards

- 9.1 This report relates to the following elements of the Regulatory Standard:
- Governance and Financial Viability Standard - Good Governance ensures the organisation always act in the best interests of the business. This ensures improvement of performance, unlocks new opportunities, and reduces risk.

10. Other Statutory/Regulatory Compliance

- 10.1 To provide Board with assurance around our internal control arrangements.

11. Financial

- 11.1 There are no financial implications arising directly from this report.

12. Human Resources and Equality, Diversity and Inclusion

- 12.1 Human Resources Policies and Procedures, including Equality, Diversity and Inclusion are key internal controls and seek to mitigate any associated risks.

13. Sustainability Implications

- 13.1 No specific zero carbon implications from this report

14. Associated Background Papers

14.1 [Assurance Framework Self-Assessment Template 2022](#) (Decision Time Resources – Performance Monitoring).

15. Appendices

15.1 Appendix A – Draft Statement for inclusion in the 2021-22 Report and Accounts ([Attached to the Audit Committee report](#)).

15.2 Appendix B – Modern Slavery Statement 2022 ([Attached to Audit Committee Report](#)).

15.3 Appendix C – [Senior Information Risk Owner Annual Report](#) (Attached and also available in Decision Time Resources).

15.4 Appendix D – [Anti-Fraud and Corruption Policy](#) (Decision Time Resources).

15.5 Appendix E – [Prosecutions Policy](#) (Decision Time Resources).

15.6 Appendix F – [Fraud Response Plan](#) (Decision Time Resources).

15.7 Appendix G – [Whistleblowing \(Confidential Reporting\) Policy](#) (Decision Time Resources).



Creating great homes and communities
with the people of Barnsley

Report Title	Berneslai Homes Limited Report and Accounts for the period ended 31 March 2022	Confidential	No
Report Author	Interim Executive Director of Corporate Services	Report Status	For Approval
Report To	Board	Officer Contact Details	Norma Wright Lead Financial Advisor normawright@berneslaihomes.co.uk

1. Executive Summary	To seek approval to the report and accounts for the period ended 31 March 2022 and to inform Board Members of the outcome of the external audit of the Company's financial statements.
2. Recommendation/s	<ul style="list-style-type: none"> i) That the Berneslai Homes Ltd. Report and Accounts for the period ended 31 March 2022 be approved; ii) That the Accounts be signed by the Chair plus 1 other Board Member on behalf of the Board; iii) That the report of the External Auditor be noted; iv) That the letter of representation be approved; and v) That the letter Chair sign of representation on behalf of the Board

3. Background

- 3.1 Berneslai Homes Ltd was incorporated on 30 September 2002 and commenced trading on 1 December 2002. The Company provides both management and maintenance services for Barnsley Metropolitan Borough Council Dwellings and other HRA assets. The Report and Accounts for the period ending 31 March 2022 are attached at Appendix A.

4. Income Statement

- 4.1 The Company reports a deficit of £0.407M in 2021/22 (£2.267M deficit in 2020/21) which is adjusted to a **deficit** of **£5.418M** (£5.870M deficit in 2020/21) after accounting for pension costs in accordance with FRS102.
- 4.2 The reported deficit is partially due to the release of an approved payment of £1.184M to the Council in 2021/22, as part of an overall sum earmarked from reserves to support housing growth.

Statement of Financial Position

- 4.3 The Statement of Financial Position shows net current assets of £11.278M compared to £11.654M in 2020/21. Current assets are stock (£0.614M), debtors and work in progress (£4.309M), short term investments and cash (£10.715M) being partly offset by liabilities in relation to creditors (£4.360M).
- 4.4 The retained **surplus** excluding pension liabilities under FRS102 is £11.413M. Based upon the financial assumptions used in FRS102, the value of pension scheme assets is £25.716M less than the estimated value of the liabilities. This deficit is required to be included in the Company Statement of Financial Position. After deducting this Pension Deficit of £25.716M (£39.626M in 2020/21) the overall position is a retained **deficit** of £14.303M (£27.807M in 2020/21).
- 4.5 Following the request of our External Auditors (BDO) the Council now provides an annual letter attached as Appendix B which acknowledges the FRS102 deficit and guarantees the availability of the funds to ensure the Company remains as a going concern.

Statement of Cash Flows

- 4.6 The Statement of Cash Flows shows an increase in cash of £2.307M compared to the position at 31 March 2021. This is largely due to a decrease in debtors (£2.124M).

Pension Scheme

- 4.7 The Pension Deficit has decreased by £13.910M from March 2021 to March 2022. This is based on the valuation of the assets in the Pension Scheme being valued at 31 December 2021. If the valuation had been undertaken at the 31 March 2022 the asset valuation would have increased by £456K.
- 4.8 External Audit have evaluated the assumptions used by the actuary and concluded that they are consistent to those used by similar schemes.

Current Position /Issues for Consideration

- 4.9 A key focus of the audit each year is an assessment of the Company's going concern position, that is that we are financially viable for a minimum of 12 months from when the accounts are signed in September. Taking into consideration current and future income forecasts and the current long-term contracts in place with the Council on the Management Services and Construction Services (CS) the auditors agreed with our assessment that our entity is a going concern. Both contracts are for a period of 10 years and the CS PRIP contract ending 2029/30 and the Management Service Contract 2030/31.
- 4.10 The External Auditors BDO LLP have completed their audit of the Company's financial statements for the period ended 31 March 2022 and expect to give an unqualified opinion.
- 4.11 They have prepared a Report to Management in accordance with ISA 260, "Communication of audit matters to those charged with governance".
- 4.12 The report is attached at Appendix C and was presented to the Audit Committee by BDO LLP on 15 September 2022.
- 4.13 BDO LLP did not identify any significant weakness in control or other observations and deficiencies as part of the audit this year.
- 4.14 The External Auditors require a signed letter of representation from the Board. A copy of the letter is included at Appendix D. The letter confirms for the External Auditors that the Board acknowledges its responsibilities, has followed proper accounting practice and provided all relevant information in relation to the following: -
- statutory responsibilities to report a true & fair view;
 - accounting estimates;
 - related party disclosures
 - fraud & error;
 - Law & regulations;
 - Commitments and Contingent Liabilities
 - Post balance sheet events
 - Going Concern
- 4.15 The representation should be made on the basis of experience and enquiries of management and staff.
- 4.16 Audit Committee of 15 September 2022 recommended the Report and Accounts to the Board for approval.

5. Customer Voice/Impact

None arising directly from this report.

6. Risk and Risk Appetite

Set out in the External Auditors report attached.

7. Strategic Alignment

Production of the accounts is a statutory requirement

8. Data Privacy

This involves the processing of personal data and on completion of Part A of the DPIA form no new data privacy risks have been identified

9. Consumer Regulatory Standards

None arising directly from this report.

10. Other Statutory/Regulatory Compliance

None arising directly from this report.

11. Financial

The audit approach adopted by the auditors has been designed to obtain the required level of assurance in accordance with the UK auditing standards.

12. Human Resources and Equality, Diversity and Inclusion

There are no employee implications arising directly from this report.

13. Sustainability Implications

There are no implications arising directly from this report.

14. Associated Background Papers

Berneslai Homes Ltd 2022/23 Final Accounts as at 31st March 2022.

15. Appendices

Appendix A - Berneslai Homes Ltd Report and Accounts for the financial period to 31 March 2022

Appendix B – BMBC letter to Board

Appendix C - External Audit Report to Management

Appendix D – Letter of Representation

16. Glossary

CS - Construction Services.

FRS - Financial Regulation Standard.

Registered company number 4548803

BERNESLAI HOMES LIMITED

(A Company Limited by Guarantee)

Report and Accounts for the year ended 31 March 2022

Berneslai Homes Limited

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Berneslai Homes Limited

Board of Directors

Sinéad Butters
Chair of the Board

Gary Ellis
Independent Member

Mark Johnson
Independent Member

Richard Fryer
Independent Member

Jo Sudgen
Independent Member

Liana Khachatryan
Tenant Member

Adriana Rrustemi
Tenant Member

Councillor Caroline Makinson
(Date of resignation 31.05.22)

Councillor Sarah Tattersall

Executive Officers

Amanda Garrard
Chief Executive

Alison Rusdale
Executive Director of
Corporate Services
(Date resigned 31.05.22)

Kulvinder Sihota
Acting Executive Director
of Corporate Services
(Date of appointment 30.05.22)

Dave Fullen
Executive Director of Customer
and Estates Services

Arturo Gulla
Executive Director of
Property Services

Lee Winterbottom
Managing Director
Construction Services

Samantha Roebuck
Company Secretary
(Date appointed 01.10.21)

Auditor

BDO LLP
6th Floor
Central Square
29 Wellington Street
Leeds
LS1 4DL

Bankers

Barclays Bank PLC
10 – 18 Queen Street
Barnsley
S70 1SJ

Solicitors

Walker Morris LLP
33 Wellington Street
Leeds
LS1 4DL

Registered Office

10th Floor
Gateway Plaza
Off Sackville Street
Barnsley
S70 2RD

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Statement from the Chair

Berneslai Homes, like others in our Sector, has seen continued challenge in delivering services to thousands of customers during a global pandemic. Despite these challenges, the Berneslai Team have continued to deliver high quality housing and responsive maintenance services, supporting tenants into work, and transitioned the business through pandemic to endemic. I am very proud of our Teams on the ground delivering against this challenging backdrop, and grateful for the hard work of all our colleagues in helping to deliver our ambitions for a modern forward looking, technology enabled Berneslai Homes. In progressing these plans, we have transformed our former Head Office into an agile working hub, supporting our move to an agile culture, which in turn will help transform and improve our services for the people that matter – Berneslai customers and tenants.

We move into year two of a 10-year contract with Barnsley Metropolitan Borough Council, providing housing management and maintenance services across the council housing stock. The council is a crucial partner for Berneslai and by building on this successful relationship we can drive improvements in the delivery of housing services. This partnership will ensure that we keep customers at the heart of everything we do. A key aspect of the Board has been the work to reshape our 10-year strategic plan, to ensure alignment with the Council's 2030 Plan. I am excited by the impact our social housing business can have on jobs, skills, and training and this is something our Board are keen to support going forward, with the launch of our new Employment and skills Plan. As part of our work on our strategic plan we also launched our new company values, Customer First, Can Do and Curious. These values are the fundamental principles on which Berneslai is based and which reflect our ethics and culture.

We plan to implement significant improvements to strengthen assurance around building and fire safety. This is a key area for us as we improve compliance in this area to ensure we can meet the requirements of the Building Safety Act and keep our tenants safe. The Board has greater visibility of delivery of safety actions and will provide a strong level of scrutiny as we look to deliver our ambitions in our Strategic Plan.

Our Tenant Voice Panel and Scrutiny Panel have worked closely with us to make sure that we are in a strong position as the Regulator for Social Housing develops their proactive framework for both setting high standards for tenants and measuring how landlords deliver against those standards. We have listened harder than ever to our tenant feedback through their, social media posts, opinions at meetings, views in surveys and mapped out their experiences of the service we deliver day in and day out. Most importantly we have developed a new service improvement framework which will deliver those on the ground and practical changes that our tenants deserve.

As we move into this new regulatory era, we are strengthening our partnership with tenants, supporting our Tenants and Resident Associations in their communities, involving tenants openly in our governance and assurance arrangements, co-designing services, and supporting tenants as they test and inspect our service.

I would like to thank all of my fellow members of the Board for their hard work and dedication throughout the year. In particular to Gary Ellis, Chair of Audit and former interim chair, Councillor Caroline Makinson and Liana Khachatryan who have all worked tirelessly for Berneslai Homes, and all stand down in September 2022. I would also like to welcome, Eric Smith our new Tenant Board member and Adam Hutchinson, our new Chair of Audit. We look forward to working with you!

And finally, On behalf of the Board, I would also like to thank all members of staff for their continued hard work and commitment to Berneslai Homes. I am looking forward to working with you all as we deliver on our new Berneslai Homes strategy and live our values as we deliver high quality services, keep our tenants safe, support people into work and invest in our neighbourhoods.



Sinéad Butters
Chair
29th September 2022

Berneslai Homes Limited

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Strategic Report

Activities of the Company

Berneslai Homes Limited is a wholly owned and controlled Company of Barnsley Metropolitan Borough Council (BMBC) and is limited by guarantee. The Company manages and maintains the Housing stock and other Housing Revenue Account assets on behalf of the Council.

Business review

The financial year 2021/22 was again a challenging year for the housing sector following on from the global pandemic.

The new Property Repairs and Improvement Partnership (PRIP) contract began its second year with Construction Services (CS) responsible for delivering two thirds of the contract. The financial year saw the PRIP contract operating as intended, moving away from the arrangement of the previous year where actual cost was charged and no profit, due to disruption around the pandemic. CS began operating for the first time, in the new PRIP contract, against the pricing structures of the commercial sector partner, Wates. The outturn for the year was the strongest in CS's existence, turning over just under £25M, with a surplus of £904K. An allowance was earmarked for disallowed costs of £315K. This is a form of risk pricing for where the pricing caps have been breached. The pricing cap breaches tend to be linked to pricing rates that are unachievable and market conditions relating to inflationary increases on material and from suppliers.

Berneslai Homes staff responded positively to the challenges and the Company has now embedded agile working arrangements. The head office refurbishment was completed and work commenced on the refurbishment of Carlton Depot to provide more locations for agile working. As lockdowns lifted and staff were able to return to the office environment year end sickness figures returned to pre-pandemic norms at 11.1 days.

Performance in relation to compliance has been a key focus during the year. A revised reporting framework is now in place and reviewed regularly by the Board, SMT, the Council and verified independently by third party auditors.

The Arm's Length Management Organisation continues to deliver for tenants, the Council and the communities we serve. Despite the pandemic overall tenant satisfaction with the services we deliver remains high at 85% (20/21 88%).

Rent collection performance remained strong with a 96.37% collection rate exceeding the target of 96%. There has been a continued focus on supporting customers in financial crisis. The number of tenants receiving Universal Credit (UC) has increased to almost 30% (26% 20/21) but the arrears for this group account for 71% of all arrears. Through our tenant support team and the Money Advice Worker we fund at Citizen Advice we have secured £811,770 benefit gain/grants for tenants. Performance on re-letting void properties saw a recovery in this area which was severely impacted by the pandemic reporting 40.26 days at the end of 2020/21. Void turnaround time in 2021/22 reduced to 31.02 days. A focus on more difficult to let properties being brought back into use resulted in only 125 properties being void at the end of the year, achieving lower levels than in the 3 preceding years.

The pandemic has had a big impact on the repairs and maintenance service due to the effect of lockdowns and increasing no access issues as a result of tenants self isolating. We quickly implemented covid safe working practices and responded to customer demand for repairs and continued wherever possible our planned programmes of work.

Our benchmarking club continues to evidence that we are high performing and low cost with high levels of satisfaction.

Berneslai Homes Limited

Principal risks and uncertainties

Risk is a key consideration throughout our business planning process and the Risk Management Framework Strategy is an important component of Berneslai Homes' assurance framework. The Board and the Chief Executive have overall responsibility for risk management. The Head of Governance and Strategy, supported by the Risk & Governance Manager, is responsible for the organisation and promotion of risk management within Berneslai Homes.

The strategic risks, issues and concerns register is reviewed quarterly by the Executive Management Team (EMT), by Audit and Risk Committee and the Board. Every two years, a complete review of the corporate issues and concerns is also undertaken, during which a brainstorming session is undertaken providing an opportunity for everyone to discuss the significant areas of concern. A zero-based review of the strategic issues and concerns will be undertaken in 2022 by EMT and Board Members.

Each Directorate has a separate issues and concerns register, which assesses the concerns at an operational level. Operational concerns, the day-to-day issues arising whilst managing a service, are the responsibility of managers. They are monitored and reviewed quarterly by the respective senior manager and departmental managers. Each Directorate also undertakes two-yearly register reviews, which follow the same format as the strategic review. These reviews are also due in 2022.

EMT monitor the red (critical response) concerns from each of the operational registers. The process involves evaluating the critical response assessment and deciding whether it has been assessed correctly. If it remains critical, EMT will decide whether to accept the concern or whether to recommend further controls to mitigate it.

Key current issues and concerns

There are currently 20 active strategic issues and concerns, of which five have been identified as requiring a Critical (Red) Response, which ensures they are given priority.

Financial Performance for the year

The Board reports a deficit of £5,418k for the year (2021: deficit £5,870k). The deficit principally arose from expenses in relation to the company's share of the Local Government Pension Scheme to which it contributes, excluding such expenses the company made a surplus of £1,294K (2021: deficit of £714K). The Company had net liabilities of £14.3m (2021: net liabilities £27.8m) after accounting for net pension liabilities of £25.7m (2021: £39.6m). Turnover for the Company was £38.3m (2021: £32.9m).

Key performance indicators

Performance management is linked to the aims and objectives of the Company and is central to ensuring the delivery of key business and service priorities.

The following key performance indicators are part of a suite of indicators reported quarterly to the Board and our shareholder Barnsley Metropolitan Borough Council.

Berneslai Homes Limited

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Table of key performance indicators.

Indicator	2020/21 Target	2020/21 Performance	2021/22 Target	2021/22 Performance
The percentage of all tenants satisfied with the overall service provided	87-93%	88% (Unweighted 89%)	86 - 92%	85%
The percentage of tenants satisfied with the repairs and maintenance service	83-89%	80% (Unweighted 83%)	86 – 92%	79%
The proportion of local authority dwellings which are non-decent dwellings	4.00%	1.09%	0.00%	0.29%
Average time to re-let local authority housing (calendar days)	23	40.28	23	31.02
Rent collected by the local authority as a proportion of rents owed on HRA dwellings	96.00%	97.18%	96.00%	96.37%

Note : Performance during 2020/21 not achieving targets due to the impact of Covid restrictions.

S. S. Roebuck

Samantha Roebuck
Company Secretary
29th September 2022

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Directors' Report

The directors present their report and accounts for the year ended 31 March 2022.

Activities of the Company

The activities of the Company are shown in the Strategic Report.

Board Members and Executive Directors

The Board members and the Executive Officers of the Company are set out on page 1. The Board comprises an Independent Chair, 2 tenant representatives, 2 BMBC nominees and 4 independents.

The Executive Officers are the Chief Executive and the Functional Directors. All Executive Officers served throughout the year. A new Company Secretary was appointed in October 2020. The Board Members and Executive Officers have no financial interest in the Company.

Employee Involvement and Development

It is recognised that the commitment of every employee is critical for the success of the Company. Employees are kept well informed by a variety of methods including team briefings, key messages, 1-2-1s, toolbox talks and focus groups to examine and consult upon specific issues. Berneslai Homes also has its own intranet site. We constantly seek feedback from our employees, using a variety of methods which include annual employee satisfaction surveys, regular pulse surveys and the Performance and Development Review (PDR) Process.

We recognise a number of trade unions and have a well-established consultation framework. We also utilise the Berneslai Involvement Group (BIG), which provides a forum for employees to generate ideas and oversee the development and implementation of plans to improve employee engagement, wellbeing and satisfaction across the organisation.

In 2020, the Company has successfully been re-accredited with the Investor in People (IIP) Gold Award. The IIP standard sets out the criteria for high performance through people. It is a framework to benchmark the effectiveness of leadership and management practices. The 3 year full assessment confirmed that we had improved and now have 6 areas all at the advanced level and 3 at the high performing level. The company was also assessed against Health and Wellbeing good practice award under the new generation 6 framework and achieved advanced level in all 3 areas. Our next full 3 year assessment is due March 2023.

We reviewed our Leadership training in 2021 and developed/launched our new cohesive Leadership model. Procurement of training providers has commenced, and briefing sessions provided to existing, new and potential leaders to encourage them to utilise these opportunities. We also developed a Coaching Culture model that includes Managers mandatory training and opportunities for those that wish to become accredited coaches.

Training needs are identified through the annual Learning and Development Plan and Performance and Development Reviews for all employees. This captures all training and development undertaken in the previous year together with evaluations, business outcomes and costs to ensure value for money.

Development is not limited to attending courses and conferences and we encourage our employees to job shadow, undertake back to the floor days, networking with other internal and external colleagues and organisations to maximise their potential.

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Employees with Disabilities

It is our policy that people with disabilities should have full and fair consideration for all vacancies, and those who meet the essential criteria are guaranteed an interview. In employment we ensure that reasonable adjustments are made for disabled employees and we have a Supporting Disabled

People at Work Policy. The policy ensures a consistent approach to the implementation of adjustments.

Those employees who become disabled during their employment are provided with support where possible to enable them to remain in their existing roles. The number of employees who have disabilities over the last few years has been stable at around 6%.

We have achieved repeated accreditation with Job Centre Plus through their Disability Confident Scheme. We have an “improving skills improving neighbourhoods” programme which provides work experience for disabled people, in addition to others who have been excluded from the workforce for some time, such as young offenders. We also target young disabled people to apply for our Office Apprenticeships and we successfully recruited young disabled people in our recruitment campaigns, some of whom have gained full time permanent employment with us. In 2020 we were successful in our application for employing 30 kickstart placements and already seeing positive outcomes with the majority who have already completed their programme gaining employment.

Equality, Diversity and Inclusion

Berneslai Homes is committed to equality and inclusion, previously holding the accreditation at Excellent Level under the Social Housing Equality Framework and Equality being cited as a strength by Tenants Participation Advisory Service (TPAS) and IIP assessors. We have just recently been awarded the HDN ED&I accreditation with 10 distinctions.

We see equality and inclusion as core business values, which are embedded in our services, policies and procedures; from recruitment and selection, through to training and development, from service delivery that meets customers’ needs to involvement and engagement of diverse customers. Our 3 year Equality and Inclusion Strategy and action plan received Board approval in 2021 and Board will review the action plan and progress made on an annual basis.

The Company recognises that equality is an integral part of delivering a first class service. It is our policy to promote equality of opportunity for all, in an environment free from discrimination, harassment and victimisation. We embrace and promote diversity, recognising the benefits that it will bring in terms of culture, employee retention and recruitment, and business excellence. The EDI training provision was reviewed in 2021 and a more comprehensive and mandatory EDI training model has been approved and currently being implemented.

We continue to be a key partner in Your Voice Barnsley which supports all the equality forums, including the Lesbian, Gay, Bisexual and Transgender (LGBT), Black and Minority Ethnicity (BME), Gender and Disability forums. Support includes modest financial assistance and in-kind resources. We are a key partner in the Hate and Harassment Strategic Board and have a well-tested and robust approach to all forms of hate and harassment.

Internal Controls Assurance

The Board is accountable for the Company’s management and internal control system. The Chief Executive has responsibility for maintaining a sound system of control which supports the achievement of the organisation’s aims and objectives. The systems are designed to manage rather than eliminate the risk of failure to achieve these objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness.

The Chief Executive has reviewed the Internal Control framework developed by the Executive Team and taken account of comments made by Internal and External Audit, the IIP External Accreditation Report, and the Audit & Risk Committee and has confirmed that adequate procedures are in place. She is satisfied that there is sufficient evidence to confirm adequate systems of internal control

Berneslai Homes Limited

existed and were operated throughout the year to ensure the proper management of significant risks facing the Company. No weaknesses were identified which have resulted in material misstatement or loss, which would have required disclosure in the financial statements.

Financial Instruments

The Company’s financial risk management objective is broadly to seek to make neither profit nor loss from exposure to currency or interest rate risks. The Company has no borrowings and the policy is to finance working capital from the retained cash surplus.

The Company does not actively use financial instruments as part of its financial risk management.

Going Concern

The Company’s balance sheet shows a net liability due to the inclusion of pension liabilities required under FRS 102. Berneslai Homes Limited does not have sufficient reserves to offset the pension liability and therefore the parent organisation, the Council, has undertaken to provide continuing financial support to enable the financial statements of Berneslai Homes Limited to be prepared on a going concern basis.

The Company’s Construction Services PRIP contract with BMBC covers the period from 2020/21 to 2029/30. The management service contract is for a 10 year period from 2021/22 to 2030/31, thereby securing the Company’s income streams for the foreseeable future. Together with cash and short term cash equivalents amounting to £10.7m as at 31 March 2022, the directors are therefore satisfied that the Company is a viable going concern for at least the next 12 months from the date of approval of these financial statements, which have thus been prepared on a going concern basis.

The Company has been closely monitoring rising inflation figures and the potential impact this may have on budgets and the delivery of repairs and maintenance jobs. Keeping the Board informed and liaising with BMBC with regards to the Housing Revenue Account and the allocation of funds.

Directors Qualifying Indemnity Provision

The Directors benefited from qualifying third party indemnity provisions in place during the year and at the date of this report.

Modern Slavery Act – Transparency Statement

Berneslai Homes is committed to eliminate as far as possible the risk of modern slavery and human trafficking in our organisation and in our supply chain. Our turnover for the year ended the 31 March 2022 is in excess of £38m, therefore we are now legally obliged to publish a Modern Slavery Statement each financial year which can be obtain by writing to the Company.

Auditor

A resolution to reappoint BDO LLP as auditor of the Company will be agreed at the Annual General Meeting on 29th September 2022.

Information Given to Auditors

So far as each of the Directors are aware at the time the report is approved:

- There is no relevant audit information of which the Company’s auditors are unaware, and
- The Directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by the Board of Directors and signed on behalf of the Board on 29 September 2022.

S. Roebuck

Samantha, Roebuck, Company Secretary
29th September 2022

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Statement of Directors' Responsibilities

The directors are responsible for preparing the strategic report, the directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period.

In preparing these financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Financial statements are published on the company's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the company's website is the responsibility of the directors. The directors' responsibility also extends to the ongoing integrity of the financial statements contained therein.

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Independent Auditor's Report to the Members of Berneslai Homes Limited

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Company's affairs as at 31 March 2022 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

We have audited the financial statements of Berneslai Homes Limited ("the Company") for the year ended 31 March 2022 which comprise the income statement, the statement of comprehensive income, the statement of financial position, the statement of changes in equity, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

We remain independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

Other information

The directors are responsible for the other information. The other information comprises the information included in the Report and Accounts other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

Berneslai Homes Limited

We have nothing to report in this regard.

Other Companies Act 2006 reporting

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Strategic report and the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic report and the Directors' report have been prepared in accordance with applicable legal requirements.

In the light of the knowledge and understanding of the Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Directors

As explained more fully in the Statement of Directors' Responsibilities, the Directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Extent to which the audit was capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the Company and the sector in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the Company's compliance

Berneslai Homes Limited

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with Companies Act and tax legislation and we considered the extent to which non-compliance might have a material effect on the Financial Statements or the Company's continued operation.

We evaluated management's incentives for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to the posting of inappropriate journal entries to manipulate financial results and revenue cut off around year end.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Directors and other management and inspection of regulatory and legal correspondence if any.

The audit procedures to address the risks identified included:

- Challenging assumptions made by management in their significant accounting estimates and judgements in particular in relation to the estimation of the defined pension liability.
- Identifying and testing unusual journal entries, in particular any journal entries posted with certain key words.
- In respect of income from contracts and projects, agreement to support providing evidence of delivery and timing of delivery.
- Reading minutes of meetings of those charged with governance, reviewing internal audit reports and reviewing correspondence with HMRC.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities is available on the Financial Reporting Council's website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Matthew Whitehouse

For and on behalf of BDO LLP, statutory auditor

Manchester

Date:

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

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Income statement for the year ended 31 March 2022

	Notes	Year ended 31 March 22 £'000	Year ended 31 March 21 £'000
Turnover	4	38,344	32,859
Other operating income	7	933	408
Operating Costs		<u>(43,828)</u>	<u>(38,395)</u>
Operating deficit	6	(4,551)	(5,128)
Other finance costs	12	(875)	(752)
Interest receivable	8	<u>8</u>	<u>10</u>
Deficit on ordinary activities before taxation		(5,418)	(5,870)
Taxation on deficit on ordinary activities	13	-	-
Retained deficit for the year		<u>(5,418)</u>	<u>(5,870)</u>

All activities are continuing.

The notes on page 18 to 29 form part of these financial statements.

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Statement of comprehensive income for the year ended 31 March 2022

	Notes	Year ended 31 March 22 £'000	Year ended 31 March 21 £'000
Deficit for the financial year		(5,418)	(5,870)
Actuarial gain/(loss) on defined benefit pension scheme	12	18,921	(3,922)
Total comprehensive income/(expenditure) for year		<u>13,503</u>	<u>(9,792)</u>

The notes on page 18 to 29 form part of these financial statements.

Berneslai Homes Limited

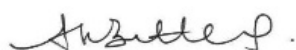
Registered Company Number 4548803

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Statement of financial position at 31 March 2022

	Notes	As at 31 March 22 £'000	As at 31 March 21 £'000
Fixed assets			
Tangible assets	14	135	165
Intangible assets	15	-	-
		<u>135</u>	<u>165</u>
Current assets			
Stock	17	614	565
Debtors	16	4,309	6,433
Short Term Investments		9,300	8,142
Cash at bank and in hand		1,415	266
		<u>15,638</u>	<u>15,406</u>
Creditors: amounts falling due within one year	18	<u>(4,360)</u>	<u>(3,752)</u>
Net current assets		<u>11,278</u>	<u>11,654</u>
Total assets less current liabilities		11,413	11,819
Creditors: amounts falling due after more than one year	19	-	0
Pension liabilities	12	(25,716)	(39,626)
Net liabilities		<u><u>(14,303)</u></u>	<u><u>(27,807)</u></u>
Capital and reserves			
Retained surplus (excluding pension liability)		11,413	11,819
Pension reserve		(25,716)	(39,626)
Retained deficit		<u><u>(14,303)</u></u>	<u><u>(27,807)</u></u>

The financial statements were approved and authorised for issue by the Board and were signed on its behalf on 29 September 2022.



Sinéad Butters
Chair Berneslai Homes Board



Mark Johnson
Board Member

The notes on page 18 to 29 form part of these financial statements.

Berneslai Homes Limited

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Statement of changes in equity for the year ended 31 March 2022

	Notes	Pension Reserve £'000	Retained Surplus £'000	Total Equity £'000
Comprehensive (deficit)/income brought forward at 1 April 2021		(39,626)	11,819	(27,807)
Deficit for the year		-	(5,418)	(5,418)
Current service cost of pension scheme	12	(5,837)	5,837	-
Actuarial Gain on pension scheme	12	18,921	-	18,921
Employer contributions to pension scheme	12	1,701	(1,701)	-
Past service cost of pension scheme	12	-	-	-
Net interest from pension scheme	12	(875)	875	-
Other comprehensive income for the year		<u>13,910</u>	<u>5,011</u>	<u>18,921</u>
Comprehensive (deficit)/ income carried forward at 31 March 2022		<u>(25,716)</u>	<u>11,413</u>	<u>(14,303)</u>
	Notes	Pension Reserve £'000	Retained Surplus £'000	Total Equity £'000
Comprehensive (deficit)/income brought forward at 1 April 2020		(32,101)	14,086	(18,015)
Deficit for the year		-	(5,870)	(5,870)
Current service cost of pension scheme	12	(4,228)	4,228	-
Actuarial loss on pension scheme	12	(3,922)	-	(3,922)
Employer contributions to pension scheme	12	1,553	(1,553)	-
Effect of curtailments	12	(176)	176	-
Net interest from pension scheme	12	(752)	752	-
Other comprehensive (expenditure)/income for the year		<u>(7,525)</u>	<u>3,603</u>	<u>(3,922)</u>
Comprehensive (deficit)/ income carried forward at 31 March 2021		<u>(39,626)</u>	<u>11,819</u>	<u>(27,807)</u>

The pension reserve forms part of the Company's Retained Surplus but is disclosed separately to show separately the movements in relation to the Company's Pension Scheme.

The notes on page 18 to 29 form part of these financial statements.

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Statement of cash flows for the year ended 31 March 2022

	Notes	Year ended 31 March 22 £'000	Year ended 31 March 21 £'000
Cash flows from operating activities			
Deficit for the financial year		(5,418)	(5,870)
Adjustments for:			
Depreciation of tangible assets		38	36
Amortisation of intangible assets		-	21
Increase in stocks		(49)	(91)
Decrease/(increase) in debtors		2,124	(2,925)
Increase/(decrease) in creditors		608	(26)
Tax expense		-	-
Net interest receivable		(8)	(10)
Other costs		875	752
Difference between net pension expenses and cash contribution		4,136	2,851
		<u>2,306</u>	<u>(5,262)</u>
Cash from operations			
Taxation paid	13	-	-
Net cash generated from/(absorbed by) operating activities		<u>2,306</u>	<u>(5,262)</u>
Cash flows from investing activities			
Interest received	8	8	10
Purchases of tangible assets	14	(7)	(57)
Net cash generated from investing activities		<u>1</u>	<u>(47)</u>
Net increase/(decrease) in cash and cash equivalent		2,307	(5,309)
Cash and cash equivalents at beginning of year		8,408	13,717
Cash and cash equivalents at end of year		<u>10,715</u>	<u>8,408</u>
Cash and cash equivalents comprise:			
Cash at bank and in hand		1,415	266
Short term investments		9,300	8,142
		<u>10,715</u>	<u>8,408</u>

The notes on page 18 to 29 form part of these financial statements.

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Notes to the Accounts

1 Company Status and Parent Undertaking

Berneslai Homes Limited is a company 100% owned by Barnsley Metropolitan Borough Council (BMBC). The Company is limited by guarantee. The guarantors are listed in the Company's Register of Members. The liability in respect of the guarantee as set out in the memorandum, is limited to £1 per member of the Company.

2 Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with FRS 102, the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland and the Companies Act 2006.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company's accounting policies (see note 3). The following principle accounting policies have been applied:

Going Concern

The Company's balance sheet shows a net liability due to the inclusion of pension liabilities required under FRS 102. Berneslai Homes Limited does not have sufficient reserves to offset the pension liability and therefore the parent organisation, the Council, has undertaken to provide continuing financial support to enable the financial statements of Berneslai Homes Limited to be prepared on a going concern basis.

The Company's Construction Services arm secured the PRIP contract with BMBC, covering the period from 2020/21 to 2029/30, and the Company has also agreed a new management service agreement. The new management service contract is for a 10 year period from 2021/22 to 2030/31, thereby securing the Company's income streams for the foreseeable future. Together with cash and short term cash equivalents amounting to £10.7m as at March 2022, the directors are therefore satisfied that the Company is a viable going concern for at least 12 months from the date of approval of these financial statements, which have thus been prepared on a going concern basis.

Tangible fixed assets and depreciation

Depreciation is provided on a straight line basis on the cost of tangible fixed assets, to write them down to their estimated residual values over their expected useful lives.

The principal annual rates used are:

Long leasehold improvements	over the term of the lease
Fixtures and fittings	20 - 33%

Where there is evidence of impairment, fixed assets are written down to their recoverable amount.

Intangible assets and depreciation

Development costs for computer software are amortised over their estimated useful live of 5 years.

Stocks

Stocks comprise costs incurred on Programme Maintenance Jobs, net of amounts transferred to cost of sales after deducting foreseeable losses and related payments on account.

Berneslai Homes Limited

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Accounting Policies continued:

Stocks (cont.)

Costs include all direct material and labour costs incurred in bringing a contract to its state of completion at the year end including an appropriate proportion of indirect expenses. Provisions for estimated losses on contract are made in the period in which such losses are foreseen. Programme Maintenance Jobs balances do not include attributable profit.

The excess of payments received over amounts recorded as turnover is classified under creditors due within one year. Amounts recoverable on contracts, being the amount by which recorded turnover is in excess of payments on account is classified under debtors.

Other stocks are stated at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Deferred Taxation

Deferred tax balances are not recognised in respect of permanent differences except in respect of business combinations, when deferred tax is recognised on the differences between the fair values of assets acquired and the future tax deductions available for them and the differences between the fair values of liabilities acquired and the amount that will be assessed for tax.

Deferred income tax is determined using tax rates and laws that have been enacted or substantively enacted by the reporting date.

Deferred Income

Deferred Income is received for a specific activity which is to be delivered in the following financial year.

Pension Costs

The company participates in a funded defined benefit scheme, the South Yorkshire Local Government Pension Scheme (LGPS). Triennial actuarial valuations of the pension scheme are performed by an independent, professionally qualified actuary, using the projected unit method.

Pension scheme assets are measured using market values. Pension scheme liabilities are measured using a projected unit method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liability.

The pension scheme deficit is recognised in full and presented on the face of the statement of financial position. The movement in the scheme deficit is split between operating charges, financing items and, in the statement of comprehensive income, actuarial gains and losses in accordance with FRS 102.

Holiday Pay Accrual

A liability is recognised to the extent of any unused holiday pay entitlement which has accrued at the at the Statement of Financial Position date and carried forward to future periods. This is measured at the undiscounted salary cost of the future holiday entitlement so accrued at the Statement of Financial Position date.

Short Term Investment Policy

The company's treasury management strategy for 2021/22 is to use financial institutions with a minimum credit rating of A-. Money Market funds need a rating of "AAA".

Short term investments comprise money market funds and other short term deposit investments.

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Accounting Policies continued:

Financial Instruments

The company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from other third parties and loans to related parties.

For financial assets measured at cost less impairment, the impairment loss is measured as the difference between an asset's carrying amount and best estimate, which is an approximation of the amount that the company would receive for the asset if it were to be sold at the reporting date.

Financial assets and liabilities are offset and the net amount reported in the Statement of Financial Position when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

3 Judgements in applying accounting policies and key sources of estimated uncertainty

In preparing these financial statements, the directors have had to make the following judgements:

Pensions

The critical underlying assumptions in relation to the estimates of the pension defined benefit scheme obligation include standard rates of inflation, mortality, discount rate and anticipated future salary increases. Variations in these assumptions have the ability to significantly influence the value of the liability or asset recorded and annual defined benefit expense.

Stocks

Stock is assessed annually and an impairment charge made where it is considered that the net realisable value is less than the carrying value.

4 Turnover

Turnover represents amounts invoiced to Barnsley Metropolitan Borough Council (BMBC) for the provision of housing management and construction services excluding value added tax during the year.

The management fee is agreed annually and received on a monthly basis. Construction Services invoice monthly for works undertaken under the Property, Repair and Improvement Partnership (PRIP) contract.

5 Government Grants (Other Operating Income)

Government grants are recognised when it is reasonable to expect that the grants will be received and that all related conditions will be met.

Other operating income includes a financial contribution from BMBC for the implementation of a new IT repairs system.

Berneslai Homes Limited

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6 Operating Deficit

This is stated after charging:

	Year ended 31 March 22 £'000	Year ended 31 March 21 £'000
Depreciation of tangible assets	38	36
Amortisation of intangible assets	-	21
Contribution to BMBC Housing Growth Programme	1,184	2,160
<i>Auditor's remuneration:</i>		
Fees payable to the company's auditor for the audit of the financial statements	19	17
Fees payable to the company's auditor for other services -services relating to tax	7	5
Inventory recognised as an expense	<u>2,149</u>	<u>2,057</u>

7 Other Operating Income

Other operating income comprises of the following Government Grants received in 2021/22 and BMBC Contribution to new IT Repairs System

	Year ended 31 March 22 £'000	Year ended 31 March 21 £'000
Education and Skills Grant	9	3
European Social Fund (ESF) - Tenants First Project	2	16
Kickstart Scheme	112	35
Job Retention Scheme (Furlough Payments)	-	354
BMBC Contribution	810	-
	<u>933</u>	<u>408</u>

8 Interest Receivable

	Year ended 31 March 22 £'000	Year ended 31 March 21 £'000
Cash deposits held with the Bank and Money Market Funds	<u>8</u>	<u>10</u>
	<u>8</u>	<u>10</u>

9 Staff Costs

	Year ended 31 March 22 £'000	Year ended 31 March 21 £'000
Wages and salaries	15,458	14,002
Social security costs	1,479	1,352
Other pension costs	1,702	1,493
	<u>18,639</u>	<u>16,847</u>

Berneslai Homes Limited

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9 Staff Costs continued:

Average number of employees during the year:

	Year ended 31 March 22	Year ended 31 March 21
	No.	No.
Customer & Estate Services	140	136
Assets & Regeneration	49	51
Construction Services	248	229
Senior Management and Corporate Services	66	46
	<u>503</u>	<u>462</u>

10 Directors' Emoluments

	Year ended 31 March 22	Year ended 31 March 21
	£'000	£'000
Directors' emoluments	40	37
Total non executive directors' expenses in respect of qualifying services	<u>-</u>	<u>-</u>

There were no executive directors.

Emoluments disclosed above include £11,733 (2021:£8,219) paid to the highest paid director.

The Company did not make any contributions under pension arrangements on behalf of any directors (2021:nil).

11 Executive Officers Emoluments

	Year ended 31 March 22	Year ended 31 March 21
	£'000	£'000
Executive Officers' emoluments	<u>633</u>	<u>619</u>

The executive officers are considered to be key management personnel under FRS 102.

12 Pension Obligations

Local Government Pension Scheme

Berneslai Homes Limited is a scheduled employer of the South Yorkshire Local Government Pension Scheme (LGPS) a funded defined benefit pension scheme. The Company entered into the scheme upon TUPE transfer of its staff from the Council. Under the guidance issued by the ODPM, the pension liabilities accrued at the time of the TUPE transfer of staff will remain with the Council.

The LGPS is a funded defined benefit scheme, with the assets held in separate trustee administered funds. The total contribution made for the year ended 31 March 2022 was £2,303,146 (2021:£2,352,593) of which employers contributions totalled £1,414,504 and employees' contributions totalled £888,642.

Berneslai Homes Limited

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Local Government Pension Scheme continued:

The disclosures required under FRS 102 have been calculated by a qualified independent actuary, Hymans Robertson LLP. The date of the last full actuarial valuation was 31 March 2019.

The actuaries estimate that the net pension liability as at 31 March 2022 is £25,716,000 (31 March 2021 : £39,626,000). It is Berneslai Homes' intention to continue to contribute towards the scheme at the recommended contribution rate in future years. Berneslai Homes have no additional plans to actively address the current net pension liability.

The financial assumptions used for the purpose of the FRS 102 calculation as at 31 March 2022 were as follows:

	At 31 March 2022	At 31 March 2021
Pension increase rate (CPI)	3.2%	2.8%
Salary increase rate	4.20%	3.95%
Discount rate	2.7%	2.1%

**An adjustment has been made for short term pay restraint in line with the latest actuarial valuation*

Mortality assumptions

The post-retirement mortality assumptions used to value the benefit obligation at March 2021 and March 2022 are based on the S2PA series projected to calendar year 2042 for non-pensioners.

Within the past three years, investigations have been carried out by the scheme actuaries into the mortality experience of the company's scheme. These investigations concluded that the current mortality assumptions include sufficient allowance for future improvements in mortality rates.

The assumed life expectations on retirement at age 65 are:

	2022 No. of years	2021 No. of years
Retiring today:		
Males	22.6	22.5
Females	25.4	25.3
Retiring in 20 years:		
Males	24.1	24.0
Females	27.3	27.2

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Local Government Pension Scheme continued:

Amounts recognised in the balance sheet:

	2022	2021
	£'000	£'000
Present value of funded obligations	(177,216)	(177,942)
Present value of unfunded obligations	(594)	(620)
Fair value of plan assets	152,094	138,936
	<u>(25,716)</u>	<u>(39,626)</u>
Present value of unfunded obligations	-	-
Unrecognised past service cost	-	-
Deficit	<u>(25,716)</u>	<u>(39,626)</u>
Related deferred tax asset	-	-
Net liability	<u><u>(25,716)</u></u>	<u><u>(39,626)</u></u>

Analysis of the amount charged to income and expenditure account:

	2022	2021
	£'000	£'000
Current service cost	(5,837)	(4,228)
Net Interest cost	(875)	(752)
Administration expenses	-	(68)
Past Service cost	-	-
Effect of curtailments	-	(108)
Total operating charge	<u><u>(6,712)</u></u>	<u><u>(5,156)</u></u>

£5,837k charged (2021: £4,228k charged) to the operating surplus and £875k credited (2021: £752k credited) to other finance income and costs.

Amounts recognised in the statement of total recognised surpluses and deficits

	2022	2021
	£'000	£'000
Actuarial gains/(losses) relating to pensions	<u>18,921</u>	<u>(3,922)</u>

The company expects to contribute £1,698k to its defined benefit pension scheme in 2022/23.

Changes in present value of defined benefit obligation:

	2022	2021
	£'000	£'000
Opening defined benefit obligation	(39,626)	(32,101)
Service cost	(5,837)	(4,296)
Interest cost	(875)	(752)
Past service (cost)/gain	-	-
Effect of curtailments	-	(108)
Actuarial (losses)/gains	18,921	(3,922)
Employer contributions	1,701	1,553
Closing defined benefit obligation	<u><u>(25,716)</u></u>	<u><u>(39,626)</u></u>

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Local Government Pension Scheme continued:

Major categories of plan assets as a percentage of total plan assets:

	2022	2021
Equities	66%	69%
Bonds	24%	21%
Property	9%	9%
Cash	1%	1%

Amounts for current and previous four periods are as follows:

	2022 £'000	2021 £'000	2020 £'000	2019 £'000	2018 £'000
Present value of defined benefit obligation	(177,810)	(178,562)	(148,289)	(153,262)	(136,407)
Fair value of scheme assets	152,094	138,936	116,188	118,931	112,438
Deficit on scheme	(25,716)	(39,626)	(32,101)	(34,331)	(23,969)
Experience adjustments on plan liabilities	-	-	-	-	-
Experience adjustments on plan assets	-	-	-	-	-

13 Tax on ordinary activities

Berneslai Homes Limited has been granted non trading status by HM Revenue & Customs. The directors have prepared the accounts based on this assumption.

(a) Analysis of charge in period

	Year ended 31 March 22 £'000	Year ended 31 March 21 £'000
Current Tax:		
UK corporation tax on deficit for period	-	-
Adjustments in respect of prior periods	-	-
Total current tax (note 13b)	<u>-</u>	<u>-</u>

13(a) Analysis of charge in period

Deferred Tax		
Origination & reversal of timing differences	-	-
Total deferred tax	<u>-</u>	<u>-</u>
Total tax on deficit on ordinary activities	<u>-</u>	<u>-</u>

Berneslai Homes Limited**Tax on ordinary activities continued:****(b) Factors affecting tax charge for period**

The tax assessed is lower than the standard rate of corporation tax in the UK of 19% (2021: 19%). The differences are explained below:

	2022 £'000	2021 £'000
Deficit on ordinary activities before tax	<u>(5,418)</u>	<u>(5,870)</u>

13(b) Factors affecting tax charge for period

Deficit on ordinary activities multiplied by the standard rate of corporation tax 19% (2021: 19%)	(1,029)	(1,115)
Effects of:		
Expenses not deductible for tax purposes	8,443	7,399
Deferred tax not recognised	2	7
Income not taxable	(7,421)	(6,302)
Fixed asset differences	7	11
Remeasurement of deferred tax for changes in tax rate	(2)	-
	<u>-</u>	<u>-</u>

Provision for Deferred Tax

There is a potential deferred tax asset of £5K (2021: £11K) which is not provided for in these accounts as the directors do not believe that it is likely to reverse in the foreseeable future.

14 Tangible Assets

	Leasehold Improvements £'000	Fixtures + Fittings £'000	Total £'000
Cost or valuation			
At 1 April 2021	719	186	905
Transfers	-	-	-
Additions	-	7	7
At 31 March 2022	<u>719</u>	<u>193</u>	<u>912</u>
Depreciation			
At 1 April 2021	619	121	740
Transfers	-	-	-
Charged in year	16	22	38
At 31 March 2022	<u>635</u>	<u>143</u>	<u>778</u>
Net book value			
At 31 March 2022	<u>84</u>	<u>50</u>	<u>134</u>
At 31 March 2021	<u>100</u>	<u>65</u>	<u>165</u>

Berneslai Homes Limited**15 Intangible Assets**

	Development Costs £'000
Cost or valuation	
At 1 April 2021	249
Additions	-
Disposals	-
At 31 March 2022	<u>249</u>
Amortisation	
At 1 April 2021	249
Charged in year	-
Disposals	-
At 31 March 2022	<u>249</u>
Net book value	
At 31 March 2022	<u>-</u>
At 31 March 2021	<u>-</u>

16 Debtors

	As at 31 March 22 £'000	As at 31 March 21 £'000
Trade debtors	45	22
BMBC debtors	3,703	6,001
Other debtors	498	325
Prepayments & accrued income	64	89
Less provision for bad debts	(1)	(4)
	<u>4,309</u>	<u>6,433</u>

The gain recognised in the deficit for the period in respect of bad and doubtful trade debtors was £2,964 (2021 gain of £3,305).

The BMBC debtors are interest free and repayable on demand.

17 Stock

	As at 31 March 22 £'000	As at 31 March 21 £'000
Raw materials	614	565
	<u>614</u>	<u>565</u>

Berneslai Homes Limited

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18 Creditors: amounts falling due within one year

	As at 31 March 22 £'000	As at 31 March 21 £'000
Trade creditors	1,405	1,421
BMBC creditors	709	389
Corporation tax	-	-
VAT	596	474
Other tax and social security	449	337
Other creditors	369	294
Accruals & deferred income	832	837
	<u>4,360</u>	<u>3,752</u>

The BMBC creditors are interest free and repayable on demand.

19 Creditors: amounts falling due after one year

	As at 31 March 22 £'000	As at 31 March 21 £'000
Other creditors	-	-
	<u>-</u>	<u>-</u>

20 Financial instruments

	As at 31 March 22 £'000	As at 31 March 21 £'000
Financial assets		
Financial assets that are debt instruments measured at amortised cost	<u>14,566</u>	<u>14,539</u>
Financial liabilities		
Financial liabilities that are debt instruments measured at amortised cost	<u>3,315</u>	<u>2,940</u>

Financial assets measured at amortised cost comprise cash and debtors (excluding corporation tax and prepayments).

Financial liabilities measured at amortised cost comprise creditors (excluding corporation tax, VAT, social security and deferred income).

Berneslai Homes Limited**21 Financial commitments**

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Operating lease commitments

The total payments which the company is committed to make under operating leases are as follows:

	2022	2021
	£'000	£'000
Equipment, leases expiring:		
within one year	320	9
one to five years	1,554	-
beyond five years	1,243	-
	<u>3,117</u>	<u>9</u>

22 Related parties transactions

Board members Liana Khachatryan and Adriana Rrustemi are residents in properties owned and maintained by the parent undertaking, Barnsley Metropolitan Borough Council. These residents have a standard tenancy agreement and are required to fulfill the same obligations and receive the same benefits as other tenants.

The Company leases its Head Office based at Gateway Plaza from its parent Company and pays a rental charge of £310,796 per annum.

23 Parent undertaking

The company is a wholly owned subsidiary of Barnsley Metropolitan Borough Council, which is the largest and smallest group for which consolidated accounts are prepared. In the opinion of the directors this is the company's ultimate parent company and ultimate controlling party. Consolidated accounts are available from Barnsley Metropolitan Borough Council's website.

**Appendix B**

Core Services Directorate
Finance Business Unit
Neil Copley - Service Director

Berneslai Homes Board
Gateway Plaza
10th Floor
Off Sackville Street
Barnsley S70 2RD

My Ref:
Your Ref:
Date: 22 September 2022
Enquiries to: Phil Danforth
E-Mail: phildanforth@barnsley.gov.uk

Dear Sirs,

REPRESENTATION LETTER IN RESPECT OF BERNESLAI HOMES LIMITED

This representation letter is provided in connection with your audit of the financial statements of Berneslai Homes Limited for the year ended 31 March 2022 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the state of affairs of the company as of 31 March 2022 and of its profit and cash flow for the period 1 April 2021 to 31 March 2022 in accordance with Companies Act 2006.

I confirm, to the best of my knowledge and belief by having made appropriate enquiries, the following representations:

Management fee

The management fee payable to Berneslai Homes Limited, in respect of services provided to Barnsley Metropolitan Council, amounts to £13,422,030 for the period 1 April 2021 to 31 March 2022.

Intercompany balances

All amounts due to and payable by Barnsley Metropolitan Council as of 31 March 2022 in respect of services exchanged between Berneslai Homes Limited and the Council have been identified and notified to Berneslai Homes Limited so that accounting entries in relation to these can be considered complete. The amounts owing to Berneslai Homes are £3.290 million and amount due are £0.652 million.

Pension liabilities – FRS102

Under FRS102 the company must account for the net surplus or deficit arising from its share of the pension assets and liabilities in respect of its employees who are members of the South Yorkshire Pension Fund. As at the 31 March 2022, there was a net deficit of £25,716,000 in respect of the company's pension liabilities. The company does not have sufficient reserves to offset this deficit and therefore the parent organisation, Barnsley Metropolitan Council undertakes to provide continuing financial support to enable the financial statements of Berneslai Homes Limited to be prepared on a going concern basis.

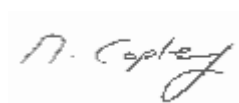
Company Reserves

£8.9M of Berneslai Homes surplus has been approved by the Board to be earmarked to contribute to Housing Growth in the Company and in the Council. As at the end March 2022 the Council have advised of a drawdown of £4.642K to contribute to the Council's Housing Growth expenditure. The earmarked reserves balance is not contractually committed and is billed in arrears.

Going concern and service agreement

The Council agreed a new five plus five-year extension to the Service Agreement with Berneslai Homes Limited with a commence date of 1 April 2021. We confirm based upon the information available at the date of signing this letter we have no reason to believe the Council will terminate this agreement prior to September 2023.

Yours Faithfully,



Neil Copley
Service Director – Finance & s151 Officer

Draft Audit Completion Report: year ended 31 March 2022
BERNESLAI HOMES LIMITED
Report to the Audit Committee

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In accordance with International Standards on Auditing (UK) we submit our Report to the Audit Committee setting out certain matters relating to the audit for the year ended 31 March 2022 that we are required to bring to your attention.

It summarizes the results of completing the planned audit approach, specific audit findings and areas requiring further discussion and/or the attention of the Audit Committee. At the completion stage of the audit, it is essential that we engage with the Audit Committee on the results of audit work on key risk areas, including significant estimates and judgements made by Management, critical accounting policies, any significant deficiencies in internal controls, and the presentation and disclosure in the financial statements.

If you would like to discuss any aspects in advance of the meeting, we would be happy to do so.

We would also like to take this opportunity to thank the Management and staff of the Company for the co-operation and assistance provided during the audit.

Matt Whitehouse

23 September 2022



Matt Whitehouse
Engagement Lead

m: +44(0)7870 409086
e: Matt.Whitehouse@bdo.co.uk



Samuel Esene
Audit Manager

m: +44(0)7890 328510
e: samuel.esene@bdo.co.uk

The contents of this report relate only to those matters which came to our attention during the conduct of our normal audit procedures which are designed primarily for the purpose of expressing our opinion on the financial statements. This report has been prepared solely for the use of the Board and should not be shown to any other person without our express permission in writing. In preparing this report we do not accept or assume responsibility for any other purpose or to any other person. For more information on our respective responsibilities please see the appendices.

OVERVIEW

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This summary provides an overview of the audit matters that we believe are important to the Audit Committee in reviewing the results of the audit of the financial statements for the Company for the year ended 31 March 2022.

It is also intended to promote effective communication and discussion and to ensure that the results of the audit appropriately incorporate input from those charged with governance.

There were no significant changes to the planned audit approach and no additional significant audit risks have been identified.

No restrictions were placed on our work.

Final Materiality

The Materiality was determined based on Gross income

The materiality and triviality levels, as communicated in our planning report, were re-assessed at the preliminary stages of our audit fieldwork based upon year end balances and has slightly changed from that reported in the planning report.

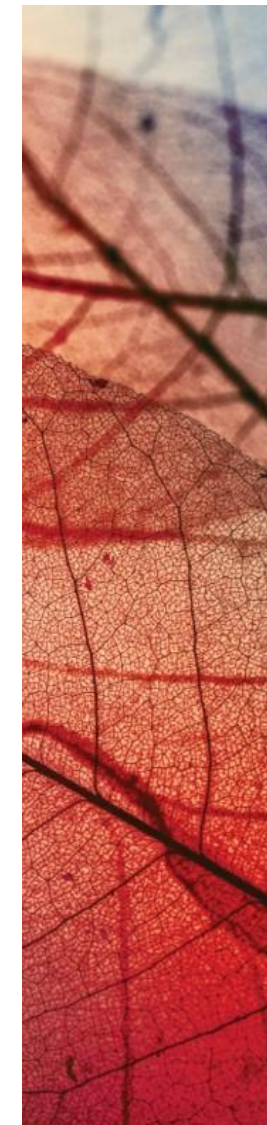
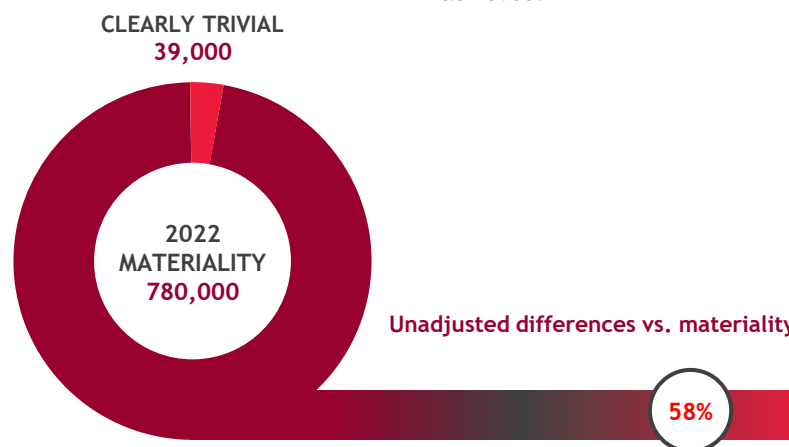
Financial statements materiality for the 2021 financial year was £653,000 and was calculated on the same basis.

Unadjusted audit differences

We have identified one unadjusted misstatement which if posted would increase the net assets of the company by £456k. This in relation to the share of the pension assets held on the company balance sheet and is commented on further on page 9.

Audit scope

Our approach was designed to ensure we obtained the required level of assurance in accordance with UK auditing standards (ISAs (UK)). This objective has been achieved.



OVERVIEW

As identified in our audit planning report dated 19 April 2022, we assessed the following matters as being the most significant risks of material misstatement in the financial statements. These include those risks which had the greatest effect on the overall audit strategy; the allocation of resources in the audit and the directing of the efforts of the engagement team.

Significant Audit Risk	Significant Management Judgement Involved	Use of Experts Required	Error Identified	Control Findings to be reported in Management letter	Specific Letter of Representation Point
Going concern	Yes	No	No	No	Yes
Management override	Yes	No	No	No	No
Revenue recognition	No	No	No	No	No
Pension liability	Yes	Yes	No	No	Yes



■ Areas requiring your attention

GOING CONCERN

Appropriate adoption of the going concern assumption

- Significant management judgement
- Use of experts
- Unadjusted error
- Adjusted error
- Additional disclosure required
- Significant Control Findings to be reported in Mgmnt letter
- Letter of Representation point

Risk description

- The directors are required to state whether they consider it appropriate to adopt the going concern basis of accounting in preparing the financial statements, and identify any material uncertainties to the Company’s ability to continue to do so over a period of at least twelve months from the date of approval of the financial statements.
- In order to provide the above disclosure, management have prepared a FY22 budget forecast covering the period to September 2023, and provided information on the 10 year contract extension with BMBC regarding the continuation of the repairs contract, which funds the company’s construction services operations and the management fee.

Discussion

- The increasing inflation, significant higher cost bases, shortage of materials and labour continues to impact companies’ financial statements to varying degrees. For Berneslai Homes, the two main income streams are the management services fee from Barnsley Metropolitan Borough Council (BMBC), and income from Construction Services invoiced to BMBC for works undertaken under the Property, Repairs and Improvement Partnership (PRIP) contract. Both income streams have historically been relatively stable, and whilst we note that 10 year agreements for both services have been agreed in the past year (thereby providing some certainty around future income streams), the continuing impact of the above mentioned economic situation on BMBC may result in downward pressure on future revenues for Berneslai Homes.
- For the previous three financial years, the Company has sustained losses (after pension costs) and this thus increases the risk around going concern. In addition to this, within the Statement of Financial Position, the Company carries a sizeable pension liability (£25.7m at 31 March 2022), resulting in overall net liabilities for the Company of £14.3m at that date, necessitating a letter of support from BMBC as they are the funder of last resort.
- Management believe that the company is a viable going concern and that there is no material uncertainty in this regard. The Company’s Construction Services PRIP contract with BMBC covers the period from 2020/21 to 2029/30, and the Company also have a management service agreement with the Council from 1 April 2021. The management service contract is for a 10 year period from 2021/22 to 2030/31, thereby securing the Company’s income streams for the foreseeable future. Together with cash and short term cash equivalents amounting to £10.7m as at 31 March 2022, the directors are therefore satisfied that the Company is a viable going concern for at least the next 12 months from the date of approval of these financial statements, which have thus been prepared on a going concern basis.

Conclusion

- We concur with management’s assessment that the financial statements should be prepared on a going concern . There are no further significant points for discussion with or reporting to the committee.

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MANAGEMENT OVERRIDE OF CONTROLS

ISA (UK) 240 presumes that management is in a unique position to perpetrate fraud.

Significant management judgement

Use of experts

Unadjusted error

Adjusted error

Additional disclosure required

Significant Control Findings to be reported in Mgmt letter

Letter of Representation point

Risk description

- Under International Standards on Auditing (UK) 240, there is a presumed significant risk of management override of the system of internal controls.
- The primary responsibility for the detection of fraud rests with management. Their role in the detection of fraud is an extension of their role in preventing fraudulent activity. They are responsible for establishing a sound system of internal control designed to support the achievement of departmental policies, aims and objectives and to manage the risks facing the organisation; this includes the risk of fraud.
- Our understanding is that the most likely areas where management override could take place are the posting of journals and in the judgements involved in accounting estimates within the financial statements.

Details

- We obtained a complete list of journals and, using information gathered during the audit and our understanding of the entity, we target tested those journals and adjustments that we considered may be inappropriate or unusual.
- We also reviewed material journals and transactions outside what is considered the normal course of business.
- Key characteristics of the journal entries which we reviewed included journals posted by user, material journals by cycle, journals posted without description, and journals posted to revenue/cash nominal accounts. We also reviewed board minutes and made enquiries of management to establish if there had been any significant transactions that appeared to have been outside the normal course of business.
- We reviewed accounting estimates, including those used in the assessment of going concern, fixed asset depreciation and judgement on bad debt recoverability.

Results

No issues have been identified that we need to bring to your attention.

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REVENUE RECOGNITION

Per ISA 240, there is a rebuttable presumption over the risk of revenue recognition.

Significant management judgement

Use of experts

Unadjusted error

Adjusted error

Additional disclosure required

Significant Control Findings to be reported in Mgmnt letter

Letter of Representation point

Risk description

- Under International Standard on Auditing 240 it is “The Auditor’s responsibility to consider fraud in an audit of financial statements”. There is a presumption that income recognition presents a fraud risk. For companies, the risks can be identified as affecting the completeness of income, although there are also risks regarding the accuracy and existence of income.

Details

- As part of our audit work, we have gained an understanding of the Company’s significant income streams (construction services and management fee) and observed the operation of relevant financial controls to prevent the loss of income and ensure that income is recorded in the correct period.
- We also made enquiries of management as to whether they are aware of any cases of fraud (including income related fraud) occurring during the year. We have not been made aware of any significant frauds that occurred during the year.
- The management fee has been agreed to a signed confirmation letter from BMBC, and agreed to sales invoices and cash receipt. In addition, all 12 monthly construction services invoices were obtained and confirmed as being appropriately recognised.
- We also separately considered revenue recognised around the year end to ensure that this had been correctly included in the appropriate period. No evidence of any misstatement has been identified.
- The revenue recognition policy for Berneslai Homes was reviewed to ensure it was in line with relevant accounting standards.

Discussion

- The revenue recognition risk arises from the use of inappropriate accounting policies, failure to apply the company’s stated accounting policies or from an inappropriate use of estimates in calculating revenue. Our audit work was designed to focus and assess these areas.

Conclusion

- We are satisfied from our testing that appropriate accounting policies are being adhered to, cut off has been applied appropriately, and revenue is not materially misstated in the financial statements.

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PENSION LIABILITY

An actuarial valuation report was obtained for the Defined Benefit Pension Scheme. Through the use of an Auditor's expert, we have challenged the reasonableness of the assumptions underlying the pension scheme.

Significant management judgement

Use of experts

Unadjusted error

Adjusted error

Additional disclosure required

Significant Control Findings to be reported in Mgmt letter

Letter of Representation point

Risk description

- Berneslai Homes is a member of the South Yorkshire Local Government Pension Scheme (SYPF), a multi-employer defined benefit scheme.
- The valuation of the defined benefit pension scheme requires the use of several actuarial assumptions. There is a risk that incorrect actuarial assumptions may be used and that the SYPF scheme may not be appropriately accounted for and disclosed.

Details

- At 31 March 2022 there was a net pension liability within the financial statements of £25.7m (2021 - £39.6m) in relation to the company's share of the SYPF. The reduction in the deficit position on the prior year was due to a combination of an increase in the fair value of plan assets with a slight decrease in the present value of pension obligations, driven by favorable movements in assumptions.
- FRS102 Section 28 requires you to reflect the assets and liabilities arising from your retirement benefit obligations at fair value. The assumptions are ultimately the responsibility of the Board but should be set based upon advice given by an actuary.
- The pension liability causes the Company to be in a net liability position. As at 31 March 2022 the Company had net liabilities of £14.3m (2021: net liability £27.8m). As such, and as in previous years, management have obtained a letter of support from BMBC in support of the pension liability at 31 March 2022, which has also been provided to us.
- Our review of the year end liability and transactions for the year did not highlight any issues. The assumptions used for the actuarial calculations are consistent to those utilised by similar schemes. These are commented on further on page 10. In forming our conclusions, we engaged our own independent actuaries (Broadstone) to assess the reasonableness of the assumptions applied in calculating the scheme liability.
- This year we completed more extensive work on the assets held by the pension scheme. We held discussions direct with SYPF and understood the controls they have in place surrounding the valuation of these assets, in particular investments which are level 3 investments where these are deemed difficult to value assets. We have agreed a sample of these assets direct to the underlying investment reports received from SYPF. From completion of this work it was identified that a number of these assets were valued as at 31 December 2021 as opposed to 31 March 2022. This is regular practice as for level 3 investments the year end valuations are not readily available at an early stage in time for the preparation of the FRS102 disclosures. From discussion with SYPF it has been determined that if the 31 March 2022 valuations had been used this would have led to an increase in the asset valuation of £456k at the year end. As such an unadjusted misstatement has been proposed to highlight this difference.

Discussion and conclusion

- We are satisfied that the treatment of the pension liability is in accordance with FRS 102, and that the accounting entries in respect of the movement in the scheme assets and liabilities during the year were made correctly.

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PENSION LIABILITY (CONTINUED)

Pension scheme financial and demographic assumptions

Assumptions as reported at 31 March 2022

Financial Assumptions	Typical Minimum	Maximum	Most common	Impact on liability
Discount rate	2.6%	2.9%	2.71%	A higher discount rate would decrease the liability
	<p>LGPS: 2.70%</p>			
RPI inflation	3.3%	4.2%	3.7%	A higher RPI inflation rate would increase the liability
	<p>LGPS: 4.20%</p>			
CPI inflation	2.6%	3.6%	3.1%	A higher CPI inflation rate would increase the liability
	<p>LGPS: 3.20%</p>			

Assumptions as reported at 31 March 2021

Financial Assumptions	Typical Minimum	Maximum	Most common	Impact on liability
Discount rate	2.0%	2.2%	2.15%	A higher discount rate would decrease the liability
	<p>LGPS: 2.10%</p>			
RPI inflation	3.48%	3.58%	3.55%	A higher RPI inflation rate would increase the liability
	<p>LGPS: 3.50%</p>			
CPI inflation	2.52%	2.82%	2.68%	A higher CPI inflation rate would increase the liability
	<p>LGPS: 2.70%</p>			

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OTHER AUDIT MATTERS

Nature of Other Matter

Comment

Designation of resources to BMBC

It has been agreed between Berneslai Homes and its parent BMBC that allocated resources of the former are to be allocated to assist with strategically aligned activities of the council. An amount of £4.6m has been advised to be drawn by the council as expenditure in the year as part of a total of £8.9m being allocated going forward.

The company have previously obtained relevant legal advice from Trowers and Hamlins, which outlines the relevant criteria required in order for these amounts to be recorded as payments/expenditure through the income statement (rather than as a distribution through equity). This advice ultimately concluded that in order for these amounts to be classified as expenditure, and not as a distribution, they must show how the project is 'strategically aligned' to the objectives of Berneslai Homes, as defined in the Company's Memorandum.

We examined this matter in depth in our prior year audit testing, and as there have been no changes in the circumstances, we are comfortable over the decision made to record the payments as expenditure in the income statement.

We have obtained clarification from BMBC, in their notification of continued support letter provided to the Company, that the allocated amount going forward has not been committed and is at the discretion of the Company's directors.

Based on the information outlined above, we concur with the treatment adopted.



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MATTERS REQUIRING ADDITIONAL CONSIDERATION

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Fraud

Whilst it is the directors have ultimate responsibility for the prevention and detection of fraud, we are required to obtain reasonable assurance that the financial statements are free from material misstatement, including those arising as a result of fraud. Our audit procedures did not highlight any instances of fraud. We will also seek confirmation from you whether you are aware of any known, suspected or alleged frauds, in the letter of representation.

Laws & Regulations

We have discussed compliance with management and noted that, with the exception of the data breach referred to below, all relevant laws and regulations have been complied with in the year.

Some of the key regulations are employment and health and safety regulations, as well as the Companies Act and Data Protection Legislation. In prior year, we made enquiries of management, and were notified of a data breach that occurred in February 2021 whereby paper records had been identified by a passer-by after been thrown into a skip in black bags as part of an office strip out by a contractor. One of the bags was found to be torn and paper work relating to one data subject was visible in the skip. The data that was obtained was health data as well as basic personal information such as name and contact details.

We note that a report was made to ICO afterwards and the response received from ICO indicates no further actions is necessary or would be taken. As such no adjustment or disclosure has been made in the financial statements in regard to this matter.

Related Parties

Whilst you are responsible for the completeness of the disclosure of related party transactions in the financial statements, we are also required to consider related party transactions in the context of fraud as they may present greater risk for management override or concealment of fraud.

We did not identify any significant matters in connection with related parties.

Directors are requested to complete certificates of confirmation of related party transactions in preparation for the audit. We have completed a review of the Directors and their other interests and have not identified any additional related party transactions that require disclosure. Given the stable nature of the organisation and the high degree of oversight by management, we consider that the likelihood of omitting disclosures is low risk.

We have reviewed the Directors' disclosures and confirmed that the financial statements have been updated where relevant.

Contingencies

We request input from the Audit & Risk Committee on any recent claims against the Association/Group. We are not aware of any such claims which would have a material impact on the financial statements.

Any other matters

We will report to you on any other matters relevant to the overseeing of the financial reporting process. Where applicable this includes why we consider a significant accounting practice that is acceptable under the financial reporting framework not to be the most appropriate.

UNADJUSTED AUDIT DIFFERENCES

Summary for the year

We are required to bring to your attention audit adjustments that the Committee is required to consider.

We have identified one unadjusted adjusted difference. All other identified errors are below triviality level and are therefore not included in this report; we are content that these error are not adjusted for, on the grounds of immateriality.

	Income and expenditure			Balance sheet	
	£'000	£'000	£'000	£'000	£'000
Unadjusted audit differences					
Deficit for the year before adjustments	(5,418)				
Being correction of year end pension asset valuation to update for 31 March 2022 valuations					
DR Pension liability			-	456	
CR Actuarial gains and losses (SOCl)			-	-	456
Total unadjusted audit differences			-	456	456
Deficit for the year if adjustments accounted for	(5,418)				

CONTROL ENVIRONMENT: DEFICIENCIES

We are required to report to you, in writing, significant deficiencies in internal control that we have identified during the audit. These matters are limited to those which we have concluded are of sufficient importance to merit being reported to the Audit Committee.

As the purpose of the audit is for us to express an opinion on the Company's financial statements, you will appreciate that our audit cannot necessarily be expected to disclose all matters that may be of interest to you and, as a result, the matters reported may not be the only ones which exist.

As part of our work, we considered internal controls relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No control deficiencies were noted as a result of our work for the year. An update on control observation raised in prior year is included below.

Below we provide an update on control observations communicated as part of our prior year audit. We note this issue remains unresolved.

Area	Observation & implication	Recommendation made in the prior year	Management response
Journal dates	<p>Document dates can be manually entered. The client must take care when entering dates as transposition errors can occur.</p> <p>It also makes it difficult for management to track the actual dates of postings given that individuals can manipulate journals that are posted at the weekend or outside of normal working hours.</p> <p>This is a computer control deficiency.</p>	Manually overtyping of the journal entry creates inaccurate audit trails and can make it difficult to track actual postings in order for management to appropriately review and identify any unusual timings of postings	No issues have been noted during the journal testing in the current year audit.

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Opinion on financial statements

We anticipate issuing an unmodified audit opinion on the Company's financial statements for the year ended 31 March 2022.

Going concern

We note that the directors' report and accounting policies note in the financial statements disclose that Berneslai Homes Limited does not have sufficient reserves to offset the pension liability and therefore the parent organisation, the Council, has undertaken to provide continuing financial support to enable the financial statements of Berneslai Homes Limited to be prepared on a going concern basis.

We noted that the Company entered into a new Construction Services PRIP contact with BMBC for 10 years from 2020/21 to 2029/30, and the Company also has management service agreement with the Council from the 1 April 2021. The management service contract is for a 10 year period from 2021/22 to 2030/31, thereby securing the Company's income streams for the foreseeable future. Together with cash and short term cash equivalents amounting to £10.7m as at 31 March 2022.

We also note that the directors have assessed the company to be a going concern for at least the next 12 months from the date of approval of the 2022 financial statements, based on letters of support received from the council in respect of the management contract and the pension liability.

We are content with the wording shown.

Comments on the directors' report

We have identified no material misstatements in the statutory other information accompanying the financial statements.

Other information

We have reviewed the other information accompanying the financial statements in the Company's annual report. We have not identified any material misstatements that would need to be referred to in our report.

INDEPENDENCE

Under ISAs (UK) and the FRC's Ethical Standard we are required, as auditors, to confirm our independence.

Under ISAs (UK) and the FRC's Ethical Standard, we are required as auditors to confirm our independence.

We have embedded the requirements of the Standards in our methodologies, tools and internal training programmes. Our internal procedures require that audit engagement partners are made aware of any matters which may reasonably be thought to bear on the integrity, objectivity or independence of the firm, the members of the engagement team or others who are in a position to influence the outcome of the engagement. This document considers such matters in the context of our audit for the year ended 31 March 2022.

Details of services, other than audit, provided by us to the Company during the period and up to the date of this report were provided in our planning report. We understand that the provision of these services was approved by the Audit Committee in advance in accordance with the Company's policy on this matter.

Details of rotation arrangements for key members of the audit team and others involved in the engagement were provided in our planning report.

We have not identified any other relationships or threats that may reasonably be thought to bear on our objectivity and independence.

We confirm that the firm, the engagement team and other partners, directors, senior managers and managers conducting the audit comply with relevant ethical requirements including the FRC's Ethical Standard or the IESBA Code of Ethics as appropriate and are independent of the Company.

We also confirm that external audit experts involved in the audit comply with relevant ethical requirements including the FRC's Ethical Standard and are independent of the Company.

Should you have any comments or queries regarding any independence matters we would welcome their discussion in more detail.

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FEES

Fees summary for year ended 31 March 2022

	£
Audit fee for year ended 31 March 2022	19,375
Non-audit services (see summary below)	3,225
Total fees	22,600

	£
Corporation tax compliance	1,975
iXBRL tagging services	1,250
Total fees	3,225

2023 audit fees

For the year ended 31 March 2022, an audit fee of £28,875 has been proposed. Non audit fees will be confirmed in due course.



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INDEPENDENCE THREATS AND SAFEGUARDS

Under ISAs (UK) and the FRC's Ethical Standard, we are required as auditors to confirm our independence.

We have embedded the requirements of the Standards in our methodologies, tools and internal training programmes. Our internal procedures require that audit engagement partners are made aware of any matters which may reasonably be thought to bear on the integrity, objectivity or independence of the firm, the members of the engagement team or others who are in a position to influence the outcome of the engagement. This document considers such matters in the context of our audit for the year ended 31 March 22.

We have provided services other than audit as set out below. We also describe below any relationships between the company, its subsidiaries and directors and the firm. We do not consider there to be any other threats that may be considered to bear on our objectivity and independence. Our overall assessment is that the safeguards described below are appropriate and effective.

Non-audit services	Threats	Safeguards
Tax provisioning work and VAT advisory services	Self review threat	Tax provisioning and VAT work is carried out by a separate team of corporation tax specialists. The audit team carries out an independent review from an audit perspective. Based on this review, there are no subjective judgements involved.
iXBRL tagging of financial statements	Making judgement and policy decisions which are the responsibility of management	iXBRL tagging work is carried out by a separate team.

Other than the items identified above, we have not identified any potential threats to our independence as auditors.

We confirm that the firm complies with the FRC's Ethical Standards and, in our professional judgement, is independent and objective within the meaning of those Standards. In our professional judgement the policies and safeguards in place ensure that we are independent within the meaning of all regulatory and professional requirements and that the objectivity of the audit engagement partner and staff is not compromised. Should you have any further comments or queries regarding this confirmation we would welcome their discussion in more detail.

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Our responsibilities and reporting

We are responsible for performing our audit under International Standards on Auditing (UK) to form and express an opinion on your company financial statements. We report our opinion on the financial statements to the members.

We read and consider the 'other information' contained in the Annual Report such as the additional narrative reports. We will consider whether there is a material inconsistency between the other information and the financial statements or other information and our knowledge obtained during the audit.

For statutory other information such as the strategic report and the Directors report, we will form an opinion on whether the information given in the other information is consistent with the financial statements and our knowledge obtained in the audit and whether the reports have been prepared in accordance with applicable legal requirements.

What we don't report

Our audit is not designed to identify all matters that may be relevant to the Audit Committee and cannot be expected to identify all matters that may be of interest to you and, as a result, the matters reported may not be the only ones which exist.



ADDITIONAL MATTERS WE ARE REQUIRED TO REPORT

	Issue	Comments
1	Significant difficulties encountered during the audit.	No exceptions to note.
2	Written representations which we seek.	We enclose a copy of our draft representation letter.
3	Any fraud or suspected fraud issues.	No exceptions to note
4	Any suspected non-compliance with laws or regulations.	No exceptions to note
5	Significant matters in connection with related parties.	No exceptions to note

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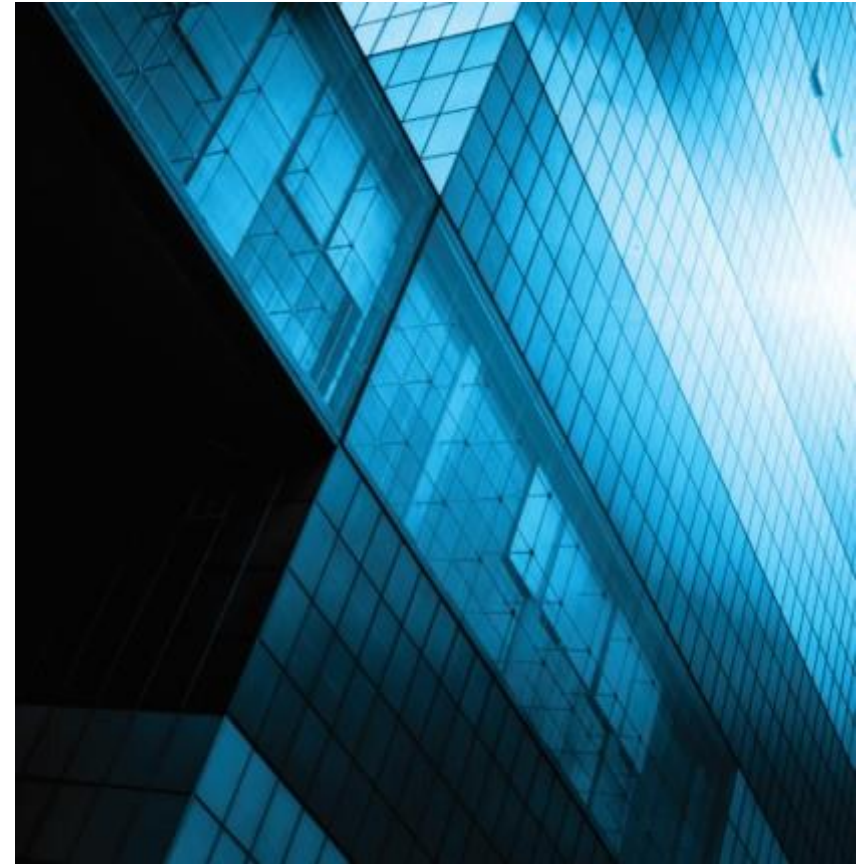
Letter of representation

OUTSTANDING MATTERS

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Below are the outstanding audit work yet to be completed as at date of the report.

1. Completion of final subsequent events review
2. Receipt of signed letter of representation



AUDIT QUALITY

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BDO is totally committed to audit quality

It is a standing item on the agenda of BDO's Leadership Team who, in conjunction with the Audit Stream Executive (which works to implement strategy and deliver on the audit stream's objectives), monitor the actions required to maintain a high level of audit quality within the audit stream and address findings from external and internal inspections.

BDO welcomes feedback from external bodies and is committed to implementing a necessary actions to address their findings.

We recognise the importance of continually seeking to improve audit quality and enhancing certain areas. Alongside reviews from a number of external reviewers, the AQR (the Financial Reporting Council's Audit Quality Review team), QAD (the ICAEW Quality Assurance Department) and the PCAOB (Public Company Accounting Oversight Board who oversee the audits of US companies), the firm undertakes a thorough annual internal Audit Quality Assurance Review and as member firm of the BDO International network we are also subject to a quality review visit every three years.

We have also implemented additional quality control review processes for all listed and public interest audits.

More details can be found in our Transparency Report at www.bdo.co.uk

LETTER OF
REPRESENTATION

BDO LLP
3 Hardman Street
Spinningfields
Manchester
M3 3AT

Dear Sirs,

Financial Statements Berneslai Homes Limited for the year ended 31 March 2022

This representation letter is provided in connection with your audit of the financial statement of Berneslai Homes Limited for the year then ended 31 March 2022.

We confirm that the following representations given to you are made to the best of our knowledge and belief, and after having made appropriate enquiries of other directors and officials of the company.

We have fulfilled our responsibilities as directors for the preparation and presentation of the financial statements as set out in the terms of the audit engagement letter, and in particular that the financial statement gives a true and fair view of the financial position of the company as at 31 March 2022 and of the results of the company's operations for the year then ended in accordance with United Kingdom Generally Accepted Accounting Practice and for making accurate representations to you.

We have provided you with unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence. In addition, all the accounting records of the company have been made available to you for the purpose of your audit and all the transactions undertaken by the company have been properly reflected and recorded in the accounting records. All other records and related information have been made available to you.

Going concern

We have made an assessment of the company's ability to continue as a going concern for a period of at least twelve months from the date on which the financial statements were approved for release. As a result of our assessment, we consider that the company is able to continue to operate as a going concern and that it is appropriate to prepare the financial statements on a going concern basis.

In making our assessment we did not consider there to be any material uncertainty relating to events or conditions that individually or collectively may cast significant doubt on the company's ability to continue as a going concern.

Laws and regulations

In relation to those laws and regulations which provide the legal framework within which our business is conducted and which are central to our ability to conduct our business, we have disclosed to you all instances of possible non-compliance of which we are aware and all actual or contingent consequences arising from such instances of non-compliance.

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Post balance sheet events

There have been no events since the balance sheet date which either require changes to be made to the figures included in the financial statements or require additional disclosure other than what we already disclosed. Should any material events of this type occur, we will advise you accordingly.

Fraud and error

We are responsible for adopting sound accounting policies, designing, implementing and maintaining internal control, to, among other things, help assure the preparation of the financial statements in conformity with generally accepted accounting principles and preventing and detecting fraud and error.

We have considered the risk that the financial statements may be materially misstated due to fraud and have identified no significant risks.

To the best of our knowledge, we are not aware of any fraud or suspected fraud involving management or employees. Additionally, we are not aware of any fraud or suspected fraud involving any other party that could materially affect the financial statements.

To the best of our knowledge, we are not aware of any allegations of fraud or suspected fraud affecting the financial statements that have been communicated by employees, former employees, analysts, regulators or any other party.

Misstatements

We attach a schedule showing uncorrected misstatements that you identified, which we acknowledge that you request we correct. Where appropriate we have explained our reasons for not correcting such misstatements below.

In our opinion, the effects of not correcting such identified misstatements are, both individually and in the aggregate, immaterial to the financial statements as a whole.

Related party transactions

We have disclosed to you the identity of all related parties and all the related party relationships and transactions of which we are aware. We have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of the applicable accounting framework.

Other than disclosed to you there were no loans, transactions or arrangements between company and the company's directors or their connected persons at any time in the year which were required to be disclosed.

Other

We have no plans or intentions that may materially affect the carrying value or classification of assets or liabilities reflected in the company's financial statements.

There were no loans, transactions or arrangements between any group company and the company's directors or their connected persons at any time in the year which were required to be disclosed.

The disclosure in the financial statements concerning the controlling and ultimate controlling party of the company is accurate.

We confirm that all revenue is recognised in accordance with the applicable framework and arose in the normal course of business.

We confirm that the director's emoluments disclosed are correct.

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Pension liability

We confirm that to us the valuation of the pension liability is calculated with reference to market levels and the most relevant demographic and financial assumptions as at 31 March 2022.

Litigation and claims

We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements and these have been accounted for and disclosed in accordance with the requirements of accounting standards.

Confirmation

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

We confirm that the financial statements are free of material misstatements, including omissions.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware. Each director has taken all the steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully

(Signed on behalf of the board of directors)

Date:

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FOR MORE INFORMATION:

Matt Whitehouse
Director

m: +44 (0)7870 409086

e: Matt.Whitehouse@bdo.co.uk

The matters raised in our report prepared in connection with the audit are those we believe should be brought to your attention. They do not purport to be a complete record of all matters arising. This report is prepared solely for the use of the company and may not be quoted nor copied without our prior written consent. No responsibility to any third party is accepted.

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www.bdo.co.uk

Appendix D



Creating great homes and communities for the people of Barnsley.

www.berneslaihomes.co.uk

Chief Executive, Amanda Garrard,
Berneslai Homes, P.O.Box 627, Barnsley S70 9FZ.

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BDO LLP
3 Hardman Street
Spinningfields
Manchester
M3 3AT

My Ref: NW/JAT
Enquiries to: Norma Wright

Direct Dial: 01226 772760 Date: 29 September 2022
Email: normawright@berneslaihomes.co.uk

Dear Sirs

Financial Statements of Berneslai Homes Limited for the period ended 31 March 2022

This representation letter is provided in connection with your audit of the financial statement of Berneslai Homes Limited for the year then ended 31 March 2022.

We confirm that the following representations given to you are made to the best of our knowledge and belief, and after having made appropriate enquiries of other directors and officials of the company.

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- 2 -

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- 3 -

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Litigation and claims

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Confirmation

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Yours faithfully

A handwritten signature in cursive script, appearing to read 'A. Butler'.

(Signed on behalf of the board of Directors)

Date: 29 September 2022



Creating great homes and communities
with the people of Barnsley

Report Title	BH Sustainability Strategy 2022-27	Confidential	No
Report Author	Arturo Gulla – Executive Director of Property Services	Report Status	For Approval
Report To	Board 29/9/2022	Officer Contact Details	<u>johndowle@berneslaihomes.co.uk</u>

1. Executive Summary	<p>As part of Berneslai Homes Strategic Plan 2021-31 zero carbon is one of the key priorities as an organisation we have agreed to focus on in the future.</p> <p>The Council’s ambition is Berneslai Homes will become net zero by 2045, or earlier if possible, and the government has set a target for social housing providers to attain a minimum rating of Energy Performance Certificate (EPC) C for homes by 2030.</p> <p>To support our ambitions on zero carbon and working towards achieving local and national targets a five-year Sustainability Strategy 2022-27 and accompanying position statement has been developed for Board approval.</p> <p>The developed Sustainability Strategy and position statement provides Berneslai Homes with an effective approach to reducing carbon emissions and helping to limit the effects of climate change, through our operational activities and the council homes across Barnsley.</p>
2. Recommendation/s	<p>It is recommended the Berneslai Homes Sustainability Strategy 2022-27 be approved by Board.</p>

3. Background

- 3.1 Within Berneslai Homes Strategic Plan 2021-31 zero carbon is one of the key priorities as an organisation we have agreed to focus on in the future. To support our ambitions on zero carbon it was agreed a suitable Strategy would be developed.
- 3.2 Berneslai Homes earlier in the calendar year commissioned Savills to carry out a zero-carbon study of the council housing stock and a corporate decarbonisation assessment. This work provided our estimated baseline emissions position and key interventions which have been incorporated into the new Strategy.
- 3.3 The new draft Sustainability Strategy was reviewed at July's 2022 Board. Whilst the Board acknowledged the draft Sustainability Strategy was a good document. There was consensus of opinion a number of amendments were required to the Strategy before approval. In addition, it was agreed a position statement would be beneficial to be provided. This would allow for an understanding of the current position and future approach by the organisation connected to the Strategy from a sustainability perspective.
- 3.4 The proposed Sustainability Strategy clearly aligns with to BH vision and values as an organisation.

4. Current Position / Issues for Consideration

- 4.1 The revised 5 year Sustainability Strategy 2022-27 and accompanying position statement has been developed for Board approval. The Strategy focuses on
- Addressing emissions across our organisation, from operation activities through to the homes we manage.
 - A focus on managing better quality, higher performing homes that help our tenants save on fuel costs whilst also reducing carbon emissions.
 - Making sure that our plan feeds into the council's wider ambition to become net zero carbon by 2045
- 4.2 To support the Sustainability Strategy, a roadmap, annual plan 2022/23 and success measures 2027 has been included to provide clear milestones and objectives. Through our current monthly and quarterly performance reporting mechanisms we will be able to monitor energy efficiency improvements across the housing stock.
- 4.3 As part of the consultation process, the revised Strategy has been shared with key officers from Berneslai Homes and Barnsley Council for comments and feedback to be provided.

The revised Sustainability Strategy and position statement has been reviewed by a number of Board members in preparation for Board to ensure the documents meet the requirements.

The revised document has been amended to ensure it is clear and concise which can be understood by varied audiences.

4.4 The developed Sustainability Strategy and position statement provides Berneslai Homes with an effective approach to reducing carbon emissions and helping to limit the effects of climate change, through our operational activities and the council homes across Barnsley.

5. Customer Voice/Impact

5.1 Consultation has been undertaken with customers via our tenant's voice panel (TVP). Customers views and feedback sought from the exercise have been fed into the Strategy where applicable. The Strategy will provide customers with Berneslai Homes planned approach for future years.

6. Risk and Risk Appetite

6.1 Financial – there are considerable estimated costs to bring the housing stock to net zero carbon by the 2045 target. The additional funding required is not currently included in the councils HRA business plan.

6.2 Reputational – the Strategy will positively enhance our credibility and brand reputation as an organisation. It will give us the ability to increase stakeholder confidence with us settings out a plan towards achieving net zero carbon.

6.3 Change – the Strategy can have the ability to influence cultural and behavioural change towards sustainability for individual's and the organisation. This can be achieved through embedment of the Strategy with staff, customers and other stakeholder.

7. Strategic Alignment

7.1 The Sustainability Strategy aligns with Berneslai Homes Strategic Plan and ambitions of "Zero Carbon". It supports the councils 2030 vision and the key theme of a sustainable Barnsley and its aims, to reduce carbon emissions of the council and borough wide.

8. Data Privacy

8.1 The Sustainability Strategy 2022-27 does not involve the processing of personal data.

9. Consumer Regulatory Standards

9.1 This report relates to the following elements of the Regulatory Standard:

Home Standard – as a registered provider Berneslai Homes has an obligation to provide quality accommodation to a required standard as set by the Decent Homes guidance. The Sustainability Strategy will only serve to improve the council housing stock, increasing energy efficiency, reducing carbon emissions and alleviating the effects of fuel poverty to our customers through our agreed approach.

10. Other Statutory/Regulatory Compliance

- 10.1 The Councils ambition is Berneslai Homes will become net zero by 2045, or earlier if possible, and the government has set a target for social housing providers to attain a minimum rating of Energy Performance Certificate (EPC) C for homes by 2030. The Sustainability Strategy provides a roadmap for improving the energy of the housing stock to achieving local and national targets.

11. Financial

- 11.1 There are no financial implications arising directly from the report.

12. Human Resources and Equality, Diversity and Inclusion

- 12.1 The Strategy will mean we must endeavour to adapt our approach and upskill our staff accordingly to continue to deliver services effectively to customers as individual's and an organisation to drive of ambitions.

13. Sustainability Implications

- 13.1 The Sustainability Strategy ultimately drives Berneslai Homes ambitions in reducing its carbon footprint of its operations activities and the emissions of the homes we management on behalf of the Council.

14. Associated Background Papers

- 14.1 Sustainability Strategy Board Report – July 2022:-

[Click here to view document in Resources Decision Time](#)

15. Appendices

- 15.1 Appendix A - Berneslai Homes Sustainability Strategy 2022-27.
Appendix B - Berneslai Homes Sustainability Position Statement.

16. Glossary

- 16.1 None



Sustainability Strategy 2022-27

SUSTAINABILITY STRATEGY

Here at Berneslai Homes we recognise that we have a responsibility to protect future generations by reducing carbon emissions and helping to limit the effects of climate change.

Working alongside Barnsley Council, we have developed our ambitious new Sustainability Strategy and Zero Carbon plan for Council homes across Barnsley.

Key pillars of our strategy include:

- Addressing emissions across our organisation, from our operational activities through to the homes we manage.
- A focus on managing better quality, higher performing homes that help our tenants save on fuel costs whilst also reducing their carbon emissions.
- Making sure that our plan feeds into the Council's wider ambition to become net zero carbon by 2045.

WHO WE ARE

We are Berneslai Homes, working in partnership with Barnsley Council as their local housing company.

Our values: everyone who works for Berneslai Homes will embrace these values and make them relevant to their role.

Our vision is clear:

Creating great homes and communities with the people of Barnsley.

Our mission supports our vision:

Great place, great people, great company.

Creating and developing vibrant neighbourhoods where diverse communities thrive and develop; attracting and retaining talented people, serviced by a diverse organisation.

Customer first

focus on residents being included on the zero-carbon journey.

Can do attitude

work purposefully to achieve zero-carbon objectives.

Curious

explore zero-carbon innovative solutions.



OUR AMBITIONS

Strategic Plan 2021-31

How will we measure our success?



Use of own vehicles to travel to work and mileage claims reduced by **50%**.



Fleet **100%** electric.



100% success rate in obtaining Social Housing Decarbonisation Funding up to 2030.



100% EPC 'C' for all properties.



HRA business plan **100%** funded with additional income for zero carbon work.



25% tenant heating replaced with green alternatives – air/ground sourced or hydrogen.

ZERO CARBON OUR AMBITION



Zero carbon - our ten year ambition

Meeting the targets locally and nationally by changing the way we work and investing in homes.

We will:

- Replace all Construction Services fleet to electronic vehicles (EV) by 2030.
- Increase staff expertise to deliver zero carbon measures throughout the borough.
- Work closely with the council to maximise the success of the decarbonisation and future zero carbon initiatives.
- Align with the councils, active travel, transport and, climate change strategies and the targets within these.
- Procure green energy for our operations.
- Fit solar panels to our properties.
- Have a modern and effective energy performance certificate process in place.
- Introduce new heating systems with green alternatives for our customers.

What we are doing now

- Utilising different funding mechanisms and opportunities available to deliver "retrofit" energy efficiency measures to homes.
- Supporting Construction Services route to PAS2030 accreditation.
- Collaborating with the Council on tree planting initiatives.
- Increasing our stock condition and energy performance data.
- Partnering with the Council and Energise Barnsley to install new renewable technology to homes.
- Networking with sector peers on decarbonisation through various forums.

OUR AMBITION FOR COUNCIL HOMES

Our aim: we will:

- Work with the Council to achieve EPC C by 2030 and net zero carbon by 2045.
- Use information on the stock to develop improvement programmes.
- Evaluate asset performance (financial and social) and undertake options appraisals where necessary.
- Engage with our customers on how to get maximum benefit from the investment we make.
- Reduce energy consumption to homes to minimise energy costs to customers.

Planning: we will...

- Engage and consult with our customers as part of our plans.
- Enhance data we hold to improve energy efficiency and reduce emissions.
- Target homes in fuel poverty and with lowest EPC bandings first where we can .
- Align to existing investment plans to achieve value for money and minimise disruption.

Fabric first: we will...

- Improve the building fabric to reduce heat loss and demand for heat.
- Focus on “quick wins” measures , which when actioned are cost effective and provide relatively large benefits.
- Consider renewable technology solutions when fabric improvements aren’t possible.

Low-carbon heating: we will:

- Monitor and trial new heating technologies as we move towards no new gas boilers from 2035.
- Work with our customers to understand new technologies.
- Select technologies offering affordable warmth, carbon reduction, suitability and affordability.
- Prioritise investment according to energy performance subject to cost benefit analysis.

BERNESLAI HOMES' CARBON FOOTPRINT

What is a carbon footprint?

A carbon footprint is a measure of the total greenhouse gas emissions (GHG) generated both directly and indirectly by an organisation:



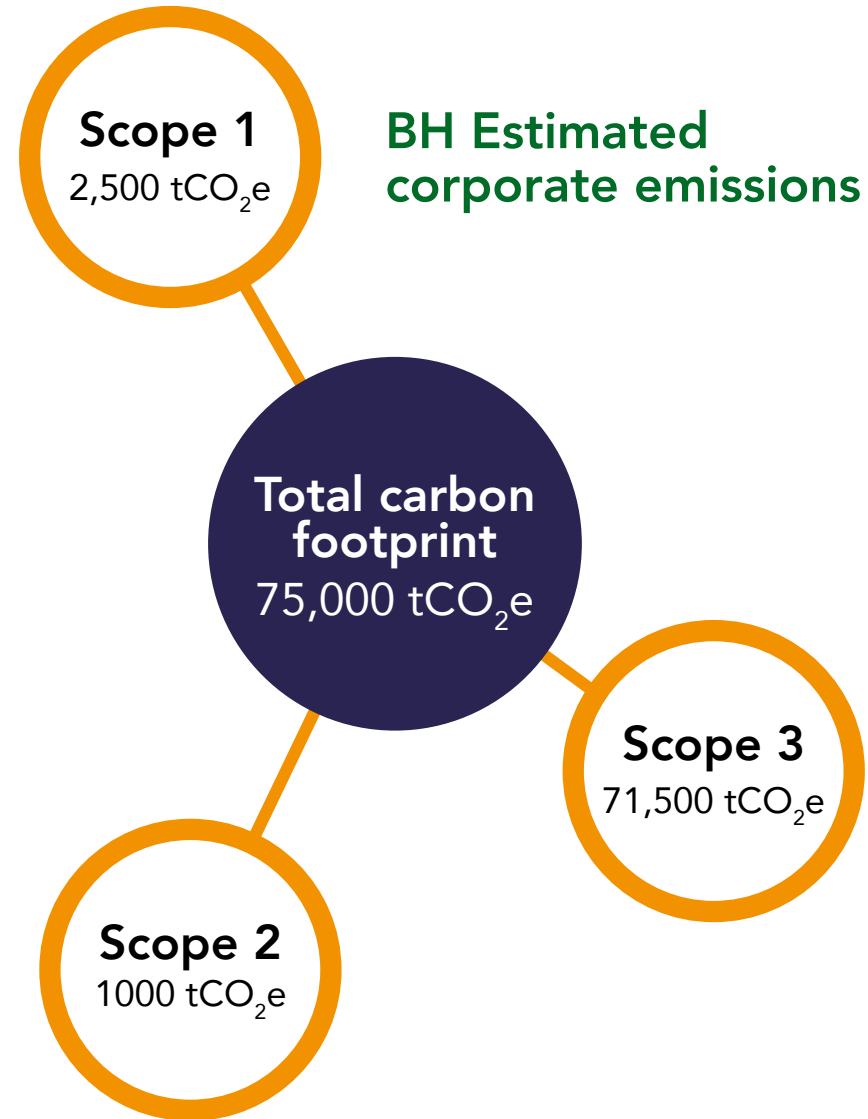
Scope 1: Emissions associated with fuels.



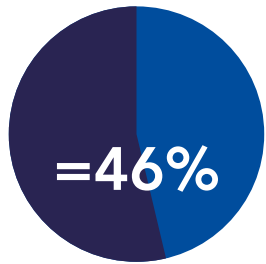
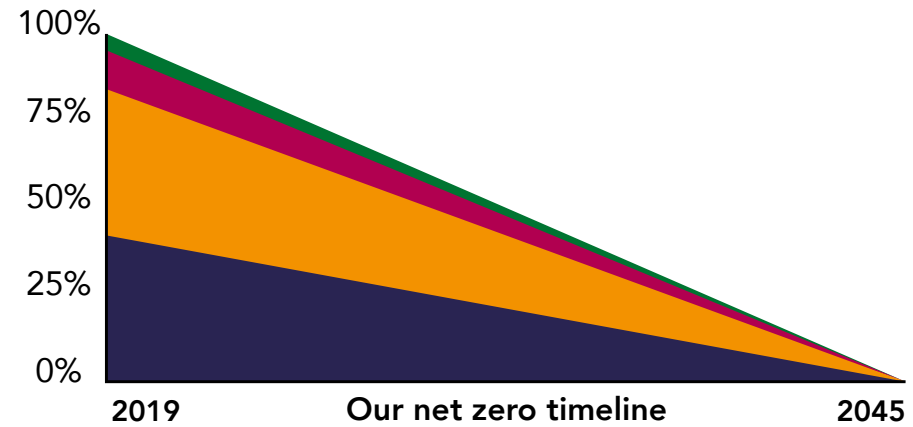
Scope 2: Emissions associated with fuels that are consumed indirectly, such as heating and cooling.



Scope 3: Emissions associated with activity in your value chain.

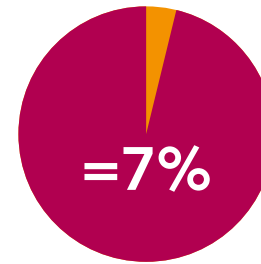


BERNESLAI HOMES MOVING TO NET ZERO



Procurement and capital expenditure

- Continue engaging with our most significant suppliers.
- Ensure more proactive net zero procurement initiatives.
- Review minimum environmental standards for all our contractors to meet.

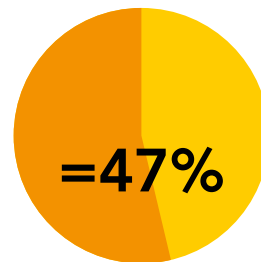


Business travel and commuting

- Introduce a staff sacrifice scheme for electric vehicles.
- Introduction of electric vehicles for fleet use.
- Work with the Council on the installation of EV charging infrastructure to buildings.

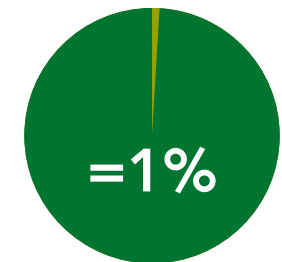
Corporate building energy

- Align with the Council on energy reduction plans for buildings.
- Continue educating all officers, customers and other stakeholders on climate change through carbon literacy training.
- Continue fitting solar panels and green heating to our properties.



Waste and water

- Review waste and water contracts and consolidate them.
- Review zero waste to landfill targets.
- Review waste minimisation strategy.



OUR PLANS FOR MOVING TO NET ZERO

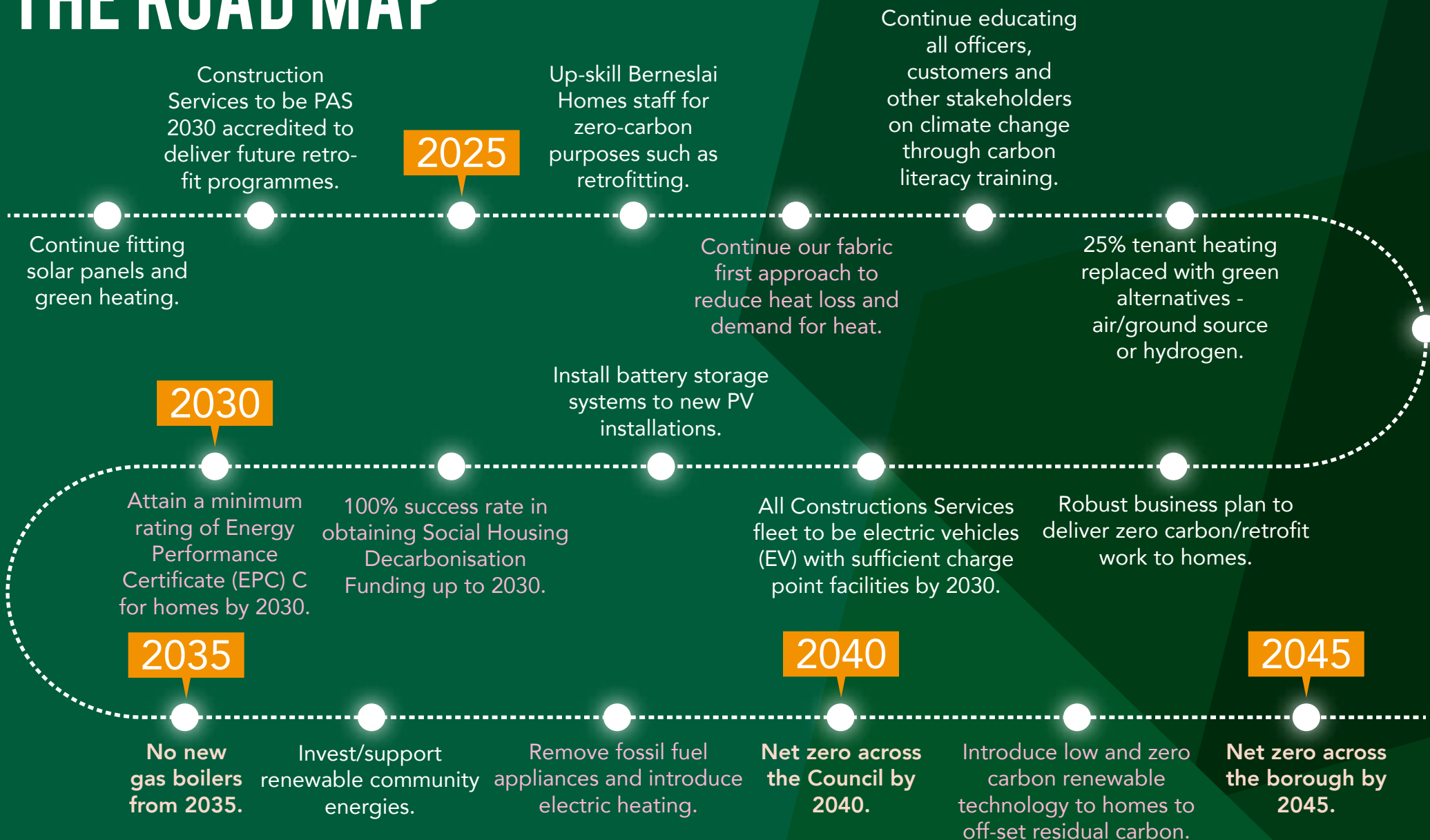
Our other plans

We will:

- review our policies to ensure support for cycling and walking.
- continue working to identify other ways that emissions can be reduced through effective management of the fleet.
- look to widen our search for sustainable suppliers. We will find the correct balance between supporting local business and procuring sustainably for our homes to meet our customers needs.
- reduce waste disposal and water consumption at our buildings to increase efficiency.



THE ROAD MAP



SUCCESS MEASURES 2027

- 100% Energy Performance Certificates (EPC) in place for all Council Homes.
- Successful with 100% funding through SHDF.
- HRA funded programme to retrofit/decarbonise homes.
- No homes with an EPC lower than 'D' rated.
- Customer behavioural change to the use of low carbon heating technologies.
- Measured reduction of BH corporate green house gas emissions.
- Continued partnership working with Council and Energise Barnsley to deliver sustainability initiatives to homes.
- Use of own vehicles to travel to work and mileage claims is reduced by 50%.
- On track for 25% of heating through renewable sources in homes.
- Construction Services fleet 65% electric vehicles (EV).



ANNUAL PLAN 2022/23

- Deliver LAD2 and SHDF Wave 1 “Retrofit” programmes to approx. 250 Council Homes.
- Work with the Council on SHDF Wave 2 bid submission for funding for further retrofit programmes.
- Berneslai Homes sign up to the Councils Affordable Warmth Charter.
- Consult with our Tenants Voice Panel to understand the approach to future decarbonisation.
- Complete Retrofit Pilot with Construction Services and Wates.
- Construction Services to be accredited to PAS2030.
- Carbon Literacy eLearning to be completed by staff.
- Green upskilling of staff.
- Review Voids Standard to increase energy efficiency of homes through suitable measures.
- Collaborate with Council in its Tiny Forests Tree planting initiatives.
- Liaise with Wates to plant 500 trees.
- Partner with the Council and Energise Barnsley to install 1000 Solar PV systems to Council Homes.
- Continue to network and share best practice.



GLOSSARY OF TERMS

Carbon Footprint – the amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organisation, or community.

Carbon Literacy – an awareness of the carbon dioxide costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational basis.

Climate Change – significant changes in global temperature, precipitation, wind patterns and other measures of climate that occur over several decades or longer.

Decarbonisation – the process of stopping or reducing of carbon gases, especially carbon dioxide, being released into the atmosphere.

Energy Performance Certificate (EPC) – are a ratings scheme to measure the energy efficiency of buildings.

Electric Vehicles (EV) – mode of transport which powered by electricity.

Fabric First – an approach to building design that involves maximising the performance of the components and material that make up the building fabric itself, before considering additional systems.

Fuel Poverty – is the condition by which a household is unable to afford to heat or cool their homes to an adequate temperature.

Green House Gas Emissions (GHG) – the emission into the earth's atmosphere of any gases, especially carbon dioxide, that contribute to the greenhouse effect.

Local Authority Delivery Scheme (LAD2) – Government funding for local authorities to improve the energy efficiency of domestic properties in England.

Low Carbon Heating – systems that release little to no carbon into the atmosphere as it works to heat a building.

Net-Zero Carbon – achieving a balance between the carbon emissions emitted into the atmosphere, and the carbon removed from it.

PAS 2030 – is the industry specification for which all energy efficiency installers must be certified to, and compliant with, when carrying out energy efficiency measures under government initiatives.

Retrofit – the process of making changes to existing buildings so that energy consumption and emissions are reduced. Changes should provide the benefit of a more comfortable and healthier home with lower fuel bills.

Social Housing Decarbonisation Fund (SHDF) – Government funding that will support the installation of energy performance measures in social homes in England.

tCO₂e – the amount of greenhouse gas emitted during a given period, measured in metric tons of carbon dioxide equivalent.



www.berneslaihomes.co.uk

Berneslai Homes Limited is a company controlled by Barnsley Metropolitan Borough Council. A company limited by guarantee, registered in England and Wales, number 4548803. Registered office: 10th floor, Gateway Plaza, Off Sackville Street, BARNSELY, South Yorkshire S70 2RD.

July 2022

Berneslai Homes Sustainability Strategy Position Statement

Context

In June 2019 the UK government passed legislation which committed the UK to bring all greenhouse gas emissions to net zero carbon by 2050.

In September 2019 Barnsley Metropolitan Borough Council declared a climate emergency to bring issues to everyone's attention. To help reduce its carbon emissions the council have two programmes. 'Zero 40' will focus on improvements in the council's environmental performance. This will be measured by reducing the councils carbon emissions against agreed milestones. The ambition will see the council being net zero carbon in the work that it does by 2040. 'Zero 45' is a programme where the council will help the whole of Barnsley including its, residents, communities, partners, and businesses to support Barnsley's changeover to be net zero carbon by 2045.

Barnsley Councils ambition is Berneslai Homes will become net zero carbon by 2045, or earlier if possible, and the Government has set a target for social housing providers to attain a minimum rating of Energy Performance Certificate (EPC) C for homes by 2035 (2030 for 'fuel poor' households).

Berneslai Homes is working to align its high-level sustainability ambitions with Barnsley Council. Our approved BH Strategic Plan 2021-31 has been developed in collaboration with the Council and the key strategic objectives of the Barnsley 2030 Vision.

Current Position

Berneslai Homes has a key role in reducing carbon emissions to protect future generations and help limit the effects of climate change. We understand the importance of ensuring we are proactive in reducing fuel poverty and creating healthy and energy efficient homes for our customers to live in.

To develop a suitable BH Sustainability Strategy, it has been necessary to commission Savills for a zero carbon study of the housing stock and a high-level carbon emissions estimate of the Berneslai Homes corporate activities to understand the baseline position.

The zero carbon study of the housing stock assessed each archetype we manage and developed a cost for each energy efficiency measure and a permutation of measures which could be applied across the portfolio. This established the scope and cost of works that would be required to bring all of the dwellings in the stock to the required standards. Based on the outcomes of the zero carbon study through the planning model created, it showed that it would cost circa £59 million pounds to bring all homes to EPC C by 2030. To bring the properties to net zero carbon for 2045 this was calculated to cost circa £630 million pounds with an average cost per property of £28 thousand pounds. This was based on 1000 homes per annum being "retrofitted" from 2025 to achieve the 2045 net zero carbon target.

The high-level estimate of Berneslai Homes carbon emissions generated directly and indirectly by the organisation was also undertaken by Savills. This exercise provided us with an estimated baseline carbon footprint from our corporate/operational activities. It has provided key interventions to consider as part of our approach to tackle our emissions through activities such as corporate buildings energy use, procurement and construction activities, business travel and commuting and waste and water reduction to achieve a net zero carbon position by 2045.

Future approach aligned to strategy

Berneslai Homes has developed a 5 year sustainability strategy and roadmap for energy decarbonisation that provides a structured approach to improving energy performance of the housing stock and reduction BH corporate carbon emissions to work towards achieving local and

national targets. Improving the environmental performance of the Council stock can help keep customers warm, reduce energy costs and alleviate fuel poverty. Our intention through the continually enhancements of our energy performance data of the stock, is to target homes that are “worst first” and identified as within fuel poor areas within the borough.

With approximately 70% of the total housing stock estimated to have a rating of EPC D or below our aim is to move as many properties as possible to EPC C starting with the worst first i.e., our G, F and E properties. It has been agreed we will take a “fabric first” approach, retrofitting properties through the installation of energy efficiency measures i.e., cavity wall, external wall, loft and underfloor insulation. These measures will improve the thermal performance of the property minimising carbon emissions and energy usage for the customer. Low carbon heating technology to replace gas conventional systems will be considered for installation but only when a property has been insulated effectively to support the technology to work efficiently within the customers home. This staged approach provides assurance that we are working to decrease the risk of moving customers into fuel poverty by the installation of renewable technology.

With the council we will continue to maximise the different funding mechanisms and opportunities available to deliver “retrofit” to homes. The Government have committed to a £3.8 billion social housing decarbonisation fund over a 10 year period to improve the energy performance of social rented homes, on the pathway to net zero carbon 2050. Successful in wave one to deliver retrofit to up to 150 council homes. It has been agreed the council and Berneslai homes will maintain the approach and submit bids for future waves of grant funding for this type.

Whilst we do not have a current HRA fully funded programme to retrofit our properties our aim is to work collaboratively with the council to develop a robust business plan to deliver zero carbon / retrofit works to homes in the close future. Until this time Berneslai Homes will continue to take the opportunity to install energy efficiency measures through the ongoing investment programmes, such as, the Barnsley Homes standard programme, elemental/component replacement programmes and via void standard works.

The council are in the process of developing their climate change strategy, which is expected to be released no later than March 2023. Berneslai Homes will ensure it aligns itself appropriately, incorporating their plans for decarbonisation from both a strategic and practical approach to achieving ambitions for net zero carbon.



Creating great homes and communities
with the people of Barnsley

Report Title	Fire Safety Document Approvals	Confidential	No
Report Author	Arturo Gulla	Report Status	Approval
Report To	Board	Officer Contact Details	arturogulla@berneslaihomes.co.uk

1. Executive Summary	<p>The following documents have been produced to comply with the requirements of the new Building Safety Act 2022 and Fire Safety Act 2021:-</p> <ul style="list-style-type: none"> Fire Safety Policy Fire Management Plan Fire Risk Assessment Policy Fire Risk Assessment Process Map Fire Risk Assessment Procedure Building Safety Resident Engagement Strategy <p>The documents will underpin the building safety regime and will support the role of the Accountable Person (BMBC) who will be legally responsible for the safety of high risk residential buildings. Accountable Persons have ongoing obligations to assess and prevent fire safety risks, update prescribed building safety information (known as “the golden thread”) and apply for a Building Assurance Certificate.</p> <p>The documents will assist the Building Safety Manager to prepare the required Building Safety Cases for Berneslai Homes ‘in scope buildings’.</p>
2. Recommendation/s	<p>Board to approve the following documents:-</p> <ul style="list-style-type: none"> Fire Safety Policy Fire Management Plan Fire Risk Assessment Policy Fire Risk Assessment Process Map Fire Risk Assessment Procedure Building Safety Resident Engagement Strategy

3. Background

- 3.1 For occupied higher-risk buildings, which are buildings in England of at least 18 metres (7 storeys) and containing at least 2 residential units, a new Accountable Person will be the duty holder.

The Accountable Person will have statutory duties to register the building prior to occupation, apply for the Building Assessment Certificate, and proactively manage and assess building safety risks through a Safety Case report which they will be required to keep up to date and submit to the Building Safety Regulator.

Higher-risk buildings will need to be registered with the Building Safety Regulator before occupation. Registration of existing higher-risk occupied buildings will also be required. Once registered the Building Safety Regulator will manage the Building Assessment process by calling in higher-risk buildings. Existing higher-risk buildings will be called-in in tranches by the Building Safety Regulator and this process is unlikely to start until April 2024 according to dates noted by the HSE.

In order to meet the requirements of the Building Safety Act 2022 and Fire Safety Act 2021, Berneslai Homes has developed the following documents:-

- Fire Safety Policy
- Fire Management Plan
- Fire Risk Assessment Policy
- Fire Risk Assessment Process Map
- Building Safety Resident Engagement Strategy

4. Current Position /Issues for Consideration

- 4.1 An Internal Audit undertaken in May 2022 provided a reasonable assurance rating and reported that:

Building Safety Act

- An action plan and task list had been developed and this included all requirements as included within the draft legislation and associated best practice (i.e. HSE safety case principles for high-rise residential buildings). The document clearly defined each action / task, responsible officers, timescales for completion and resources required (including budget);
- Structures had been established with roles, responsibilities and reporting lines clearly defined and assigned i.e. Accountable Persons, Building Safety Manager, Responsible Officers and Competent Persons to facilitate compliance with the legislation;
- Identified actions (i.e. policy / procedure development, resident engagement strategy, completion of building safety assessments / surveys etc) were in the process of delivery and were being completed by competent officers within required timescales;

- Building golden thread information was retained (and maintained) in accordance with specified retention periods to evidence / support risk reduction and mitigation measures to be included within Building Safety Case Reports.

Fire Safety Act

- A performance management framework had been developed with measures / targets clearly defined and agreed specific to fire safety. Performance data / information was periodically reported to Management / the Board and the Council for review and monitoring of areas of concern (i.e. mitigating actions are agreed and followed up);
- Fire risk assessments had been updated to incorporate recent changes to legislative requirements (i.e. Fire Safety Act 2021);
- Fire Risk Assessments were undertaken by competent persons and by anniversary due dates;
- The EMT and Board proactively challenged areas of non-compliance, with evidence of agreed actions and decisions made retained for future reference;
- The FRA Policy and Operational Procedures require review and update to reflect current working practices following recent process revisions and to include detail with regards to equipment service and maintenance programme formulation, monitoring and management arrangements (including roles and responsibilities).

5. Customer Voice/Impact

Consultations have taken place with the High Rise Residents Panel, Housing Management, South Yorkshire Fire and Rescue and the Accountable Person (BMBC).

6. Risk and Risk Appetite

The documents ensure the company is managing Building safety risks effectively, which will reduce the level of risk to the organisation. The documents ensure we comply with recent legislation relating to building safety. The risk appetite is cautious.

7. Strategic Alignment

The documents supports the following Barnsley 2030 outcomes:-

- Hearing Customers
- Keeping tenants Safe

8. Data Privacy

There is no processing of personal data in the reports.

9. Consumer Regulatory Standards

The report relates to the following elements of the Regulatory Governance:-

- Home Standard
- Tenancy Standard
- Neighbourhood and Community Standard
- Tenant Involvement and Empowerment Standard

10. Other Statutory/Regulatory Compliance

The documents will comply with the Building Safety Act 2022 and the Fire Safety Act 2021.

11. Financial

BMBC will provide the funding required to meet the requirement of the above Acts. The 22/23 financial year a total of £4.28m is available for Fire Safety works across the stock.

12. Human Resources and Equality, Diversity and Inclusion

Berneslai Homes has a dedicated Building Safety Manager, Fire Project Manager, Fire Officers and Person Centred Officer to manage the requirements of the Acts.

13. Sustainability Implications

N/A.

14. Associated Background Papers

None.

15. Appendices

Appendix 1 - Fire Safety Policy
Appendix 2 - Fire Management Plan
Appendix 3 - Fire Risk Assessment Policy
Appendix 4 - Fire Risk Assessment Process Map
Appendix 5 – Fire Risk Assessment Procedure
Appendix 6 - Building Safety Resident Engagement Strategy

16. Glossary

BMBC – Barnsley Metropolitan Borough Council
HSE – Health & Safety Executive



Building Safety Fire Safety Management Policy

POLICY TITLE:	Fire Safety Management Policy
LEAD OFFICER:	Building Safety Manager
DATE APPROVED:	
APPROVED BY:	
DATE FOR NEXT REVIEW:	
ADDITIONAL GUIDANCE:	<ul style="list-style-type: none"> • Regulatory Reform (Fire Safety Order) 2005 • Fire Safety Act 2021 • Building Safety Act 2022 • Fire Safety Regulations 2022 • Housing Act 2004
TEAMS AFFECTED:	All teams within Berneslai Homes and Berneslai Homes Board

DOCUMENT CONTROL

Revision History

Date of this revision:	May 2022
Date of next review:	May 2023
Responsible Officer:	Building Safety Manager

Version Number	Version Date	Author/Group commenting	Summary of Changes
1.0	2022	N/A	New policy drafted

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1. Introduction

- 1.1. Berneslai Homes (BH) provides housing services across Barnsley. BH manage a diverse portfolio of approximately 18,500 properties on behalf of Barnsley Metropolitan Borough Council.
- 1.2. The purpose of this policy is to set out how BH will ensure all reasonable measures are taken to protect the health and safety of tenants, residents, staff, visitors, contractors and members of the public from fire in premises for which BH have responsibility.
- 1.3. This Fire Safety Management Policy details the approach that BH will take for the management of fire safety in premises for which they are responsible and how it will comply with the relevant legislation.
- 1.4. This policy is relevant to all BH employees, tenants, residents, contractors and other persons or other stakeholders who may work in, occupy, visit, or use BH managed premises, or who may be affected by activities, services or works carried out on behalf of BH.

2. Legal and Statutory Requirements

- 2.1 This policy sets out how BH will meet its statutory and legal obligations in relation to fire safety. The current relevant legislation, as referenced in BH's legal register includes:
 - The Regulatory Reform (Fire Safety) Order 2005 (FSO) – applies to common areas.
 - Fire Safety Act 2021- amendments to the FSO including Fire Doors and external wall systems.
 - Building Safety Act 2022 – Management of High-Rise Buildings
 - Fire Safety Regulations 2022 – supplementary legislation
 - The Housing Act 2004 – applies to common areas and individual domestic premises.
 - The Building Regulations 2010 – applies to the building holistically.
 - Regulator for Social Housing Consumer Standards, in particular the Homes Standard.

3. Berneslai Homes Context

The diagram below sets out how this policy fits within the wider business governance and policy framework.



4. Objectives

4.1. The specific objectives of this policy are to ensure:

- COMPLIANCE. That BH complies with all its statutory and legal obligations in relation to fire safety.
- INFORMATION. That BH holds sufficient, accurate and up to date information and records for the premises it is responsible for, in relation to fire safety, and makes this accessible as and where appropriate.
- MANAGEMENT. That BH's day to day management of fire safety in its premises is effective, fit for purpose and carried out by competent persons.
- MAINTENANCE. That BH will ensure necessary maintenance in relation to fire safety is carried out in a timely manner and by competent persons.
- PREVENTION. That BH will seek to reduce fire risk as far as practicably possible within the portfolio for which it is responsible. This could include undertaking pro-active enhancement works to the portfolio – over and above normal maintenance.
- ENGAGEMENT. That BH will actively engage with all relevant stakeholders, in particular tenants and residents, in relation to effective fire safety management.
- COMPETENCY. That BH will ensure that staff involved in fire safety are adequately trained and competent to undertake their fire safety related duties.

4.2. The principles and approaches BH will employ to achieve these objectives is outlined in the Fire Management Plan.

5. Property Portfolio covered by this Policy

5.1 BH has a diverse property portfolio to which this fire safety management policy applies. For the purposes of this policy, the portfolio can be best categorised into distinct property types based on risk as identified through our fire risk assessment programme:

Risk Level	Type of Building	Description
1	<ul style="list-style-type: none"> • High Rise Residential • Specialised Housing (as defined in NFCC guidance) these are Independent Living Schemes 	<p>These are purpose built blocks of flats of 18m or six or more storeys, providing general needs accommodation in self-contained units.</p> <p>These are purpose built housing schemes providing accommodation in self-contained flats with a level of shared facilities, which may include a combination of community rooms, kitchens, laundries, and office accommodation. Tenants and residents may require specific elements of living support</p>
2	<ul style="list-style-type: none"> • Low Rise Flats 1-3 Storeys up to 10 flats • Offices, 1 to 2 storeys • Communal Centres • Laundry • Commercial Depot • Shops • Boiler Houses • Houses or Flats in Multiple Occupation / Group homes • Caravan Site 	<p>Purpose-built low-rise blocks of flats providing general needs accommodation in self-contained flats.</p> <p>These cover the majority of our office buildings</p> <p>One or two storeys</p> <p>Self-contained communal laundry – One Storey</p> <p>One or two storeys</p> <p>One or two storeys</p> <p>Boiler houses serving communal heating</p> <p>General needs housing provided in properties converted into self-contained accommodation</p> <p>Residential and Gypsy and Traveller. Model Standards 2008 for Caravan Sites in England covers density, spacing and parking between caravans and plots.</p>

Fire risk assessments are carried out on these properties dependent on the level risk and if there are any significant physical or management changes to the property. Risk level 1, Annually, risk level 2, every two years.

Recommendations from fire risk assessments are managed by Berneslai Homes' Fire Safety Officer to ensure that timescales are achieved and reviewed.

6. Policy Responsibilities

The Chief Executive is the Responsible Person in terms of fire safety under the Regulatory Reform (Fire Safety Order) 2005. They will delegate operational responsibilities through the organisation.

The Head of Repairs Maintenance and Building Safety is responsible for keeping this document up to date and the oversight of this policy.

All staff have a responsibility to act responsibly and report any unsafe practices.

7. Delivery of Policy Objectives: Fire Management Plan

7.1 The detail of how BH will deliver the objectives of this fire safety policy are set out in the Fire Management Plan.

7.2 The Fire Management Plan is a live, working document, that will continually evolve to take on board changes in national and local circumstances, legislation and best practice. The plan will be formally reviewed annually, and will be made publicly available (digitally) on our website. Hard copies will be made available only on request and where digital access is not possible.

8. Resources

8.1 There is a commitment to ensure adequate provision of resources, both people and budget, are made available to meet the commitments set out in this policy. This will necessitate full support of the council as the client and company shareholder in discharging this commitment.

9. Performance Monitoring

9.1 Regular reporting on all areas of health, safety and compliance is provided to Executive Management Team, Barnsley Council (as the shareholder), and Board as part of the overall governance framework. This will continue and will include updates and commentary as applicable in relation to the achieve of this policy and the supporting fire management plan.

9.2 Improved mechanisms to report on fire safety performance to tenants and residents will be developed as part of the introduction of a new resident's engagement strategy.

10. Audit and Review

10.1 The effectiveness and compliance with this policy will be assessed as part of the wider health, safety and compliance audit programme. This will involve a combination of both internal self-assessments, audits and checks, as well as assessment from independent external organisations, in line with the agreed audit programme.

10.2 This policy document will be reviewed a minimum of every 12 months, or sooner where there are significant changes to legislation or national or local circumstances relevant to this policy.



Building Safety Fire Management Plan

DOCUMENT CONTROL

Date of this revision:	May 2022
Date of next review:	May 2023 (or sooner if legislation changes)
Responsible Officer:	Head of Repairs Maintenance and Building Safety

Version Number	Version Date	Author/Group commenting	Summary of Changes
1.0	May 2022	Kerry Storrar	New document

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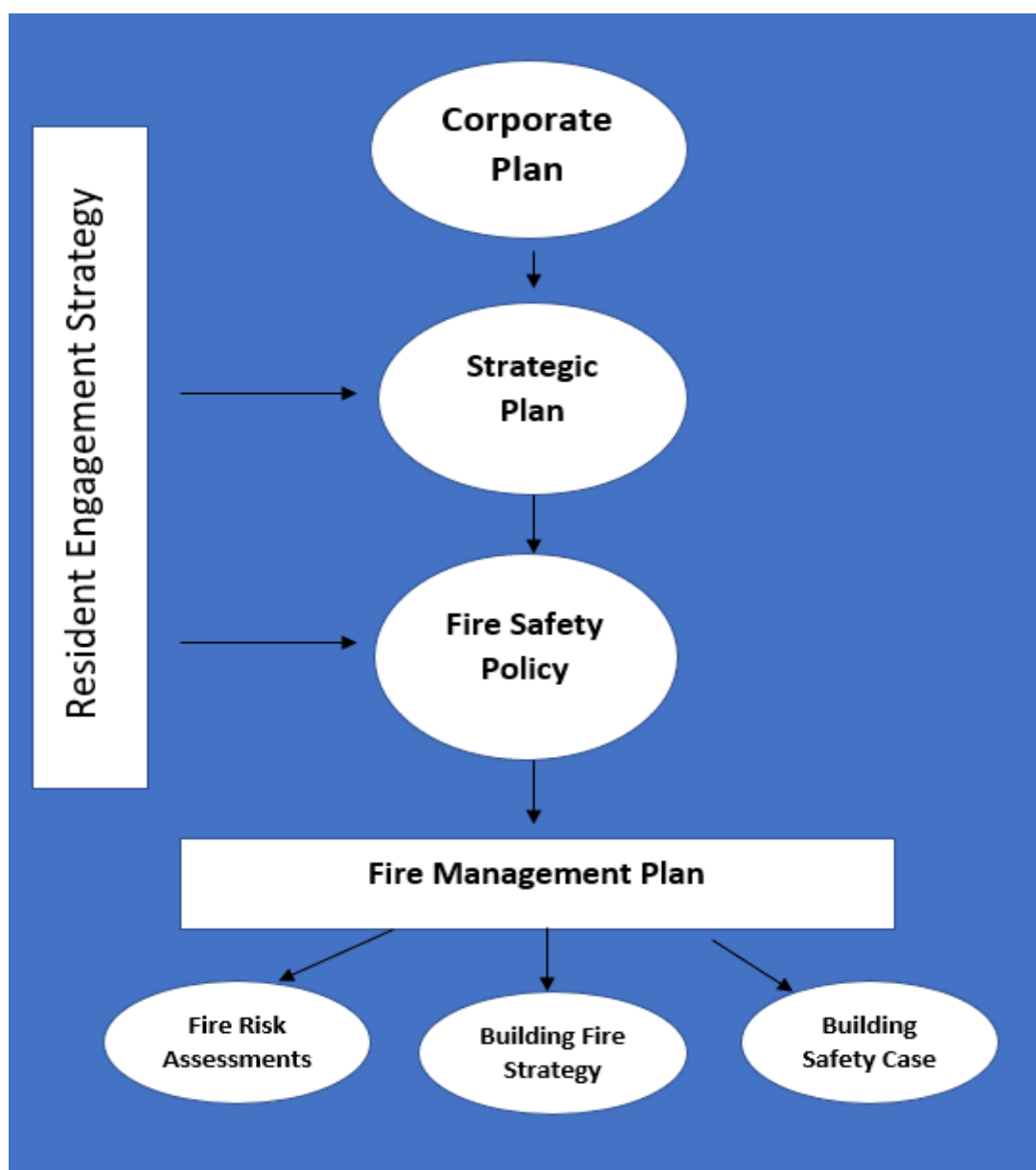
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1.0 Introduction

This Fire Management Plan sets out how Berneslai Homes (BH) will meet its legal and moral obligations around fire safety, and more specifically the commitments made and objectives outlined in the Fire Safety Management Policy.

2.0 Berneslai Homes Context

The diagram below sets out how this plan fits within BH’s wider business governance and policy framework.



This fire management plan applies to **all** properties managed by BH that fall within the scope of the Regulatory Reform (Fire Safety) Order 2005.

Whilst this plan encompasses all buildings within scope of the Regulatory Reform (Fire Safety) Order 2005, BH recognises that certain buildings are classed as 'higher risk'. This could be for several factors such as the height, use or occupant make-up within the buildings. For these buildings different approaches and mitigation measures may be required in comparison with those that are lower risk.

The upcoming Building Safety Bill identifies buildings over 18m as being at higher risk. For the purposes of this plan, BH has expanded on these criteria to include other buildings where, through a fire risk assessment, it has been identified that the building and / or tenants and residents within them require specific support.

For clarity, any references in this document to higher risk residential buildings relate specifically to the following:

- Albion House
- Britannia House
- Buckley House
- Pendon House
- Churchfields Flats
- King Street Flats
- Hudson Haven
- Saville Court
- Church Street Close
- Woodhall Flats
- Shipcroft
- Glebe Court
- Willowcroft
- Heather Court

3.0 Responsibility

BH's overarching legal responsibilities in relation to fire are fully set out in the Company's Legal Register.

In summary the key obligation is to comply with the Regulatory Reform (Fire Safety) Order 2005. This will shortly be supplemented by the requirements of the Building Safety Bill once enacted and the Fire Safety Act. The plan will be reviewed with any subsequent legislation that may follow this.

BH's Chief Executive is the Responsible Person in terms of fire safety under the Regulatory Reform (Fire Safety Order) 2005. They will delegate operational responsibilities throughout the organisation.

The Repairs Maintenance and Building Safety Team are responsible for keeping this document up to date and the oversight of this management plan and the supporting fire safety policy.

All staff have a responsibility to act responsibly and report any unsafe practices.

BH recognises and acknowledges the emerging Building Safety Bill and the changes this will bring, below are the named officers who are named as the AP and BSM.

Accountable Person (AP)	Kathy McArdle
Building Safety Manager (BSM)	Kerry Storrar

4.0 Fire Management Plan

The Fire Safety Policy outlines 7 key objectives that BH are committed to delivering in relation to fire safety:

- COMPLIANCE. That BH complies with all its statutory and legal obligations in relation to fire safety.
- INFORMATION. That BH holds sufficient, accurate and up to date information and records for the premises it is responsible for, in relation to fire safety, and makes this accessible as and where appropriate.
- MANAGEMENT. That BH's day to day management of fire safety in its premises is effective, fit for purpose and carried out by competent persons.
- MAINTENANCE. That BH will ensure necessary maintenance in relation to fire safety is carried out in a timely manner and by competent persons.
- PREVENTION. That BH will seek to reduce fire risk as far as practicably possible within the portfolio for which it is responsible. This could include undertaking pro-active enhancement works to the portfolio – over and above normal maintenance.
- ENGAGEMENT. That BH will actively engage with all relevant stakeholders, in particular tenants and residents, in relation to effective fire safety management.
- COMPETENCY. That BH will ensure that staff involved in fire safety are trained and competent to undertake their fire safety related duties.

The following sections of this Fire Management Plan set out how BH will achieve these objectives, as set out in the Fire Safety Policy.

5.0 Achieving the COMPLIANCE objective

COMPLIANCE OBJECTIVE

That BH complies with all its statutory and legal obligations in relation to fire safety.

BH will achieve this objective through the following mechanisms:

5.1 Understanding our responsibilities

BH has a legal register that is regularly reviewed and updated. This register ensures that BH is aware of all its statutory and legal obligations in relation to all health, safety, and compliance matters, including fire. More importantly it summarises the mechanisms BH has in place to meet these requirements.

5.2 Resources

BH, in conjunction with Barnsley Council (as its major shareholder and landlord of the assets managed by BH), will ensure that adequate resources (people and financial) are made available to ensure both parties can discharge their duties. This will be achieved through existing annual and long-term financial planning and budget setting processes.

5.3 Fire Risk Assessments (FRAs)

Fire Risk Assessments (FRAs) will be carried out and documented for all new premises and all existing premises subject to the Fire Safety Order. These will usually be 'Type 3' surveys.

In limited circumstances, other types of FRAs, in particular Type 4 intrusive surveys, will be carried out periodically as required. This will be determined by several factors including:

- Risk level of the building in question.
- Building use.
- Any concerns identified.
- Recent history – improvements, fires etc.

The layout and format of the documented FRA will be in accordance with the general approach taken in PAS 79.

Type 3 FRAs and reviews will be carried out by competent and suitably qualified external fire risk assessors.

The frequency of FRAs will be as detailed in Table (A) below. Frequency is determined by the risk level attached to the building and may be increased if there are any significant physical alterations or management concerns with the property.

Table A – Fire Risk Assessment Frequency

Risk Level	Type of Building	Frequency of Completing new FRA	By Who
1	• High Rise Residential	Once every year	External Fire Risk Assessors
	• Specialised Housing (as defined in NFCC guidance) these are sheltered and supported living housing	Once every year	External Fire Risk Assessors
	• Caravan Sites	Once every year	External Fire Risk Assessors
2	• Low Rise Blocks of Flats – 2 to 3 storeys	Once every 2 years	External Fire Risk Assessors
	• Group Homes	Once every 2 years	External Fire Risk Assessors
	• Caravan Sites	Once every 2 years	External Fire Risk Assessors
	• Offices, 1 to 2 storeys	Once every 2 years	External Fire Risk Assessors
	• Community Centres	Once every 2 years	External Fire Risk Assessors
	• Boiler Houses	Once every 2 years	External Fire Risk Assessors
	• Offices	Once every 2 years	External Fire Risk Assessors
	• Commercial Depot	Once every 2 years	External Fire Risk Assessors
• Shops	Once every 2 years	External Fire Risk Assessors	

In addition to completing the FRAs, the external fire risk assessors will provide a list of prioritised recommended actions arising from these. These will be issued, managed,

and monitored electronically by the Fire Safety Officer. The current system for this is PIMSS however a new management system is imminent (Cloud 365).

The allocation of resources to complete works identified in the action plans of fire risk assessments, will, in general, be in accordance with the risk level detailed in Table B Below.

Where possible, any actions required will be built into existing planned programmes of works (In Plan Works). Where this is not feasible, actions will be dealt with independently either individually or as part of new, standalone programmes of work. As indicated above, all actions will be monitored through PIMSS.

Table B – FRA Actions Timescales

PRIORITY	Immediate	Same Day or 24 hours
	High	2 months
	Medium	6 months
	Low	12 months
	Recommendation	Unlimited

Timescales for the completion of actions arising from FRAs will be regularly reviewed and managed pragmatically between BH and the external fire risk assessors and may be changed where appropriate. Where it is sensible and safe to do so timescales may be amended, for example to fit in with pre-existing plans and programmes of work, specifically BHS (Barnsley Homes Standard) Works.

The Repairs Maintenance and Building Safety Team will monitor progress on an ongoing basis. Progress will also be reported monthly to Executive Management Team, BH Board and Tenant Voice Panel.

The type 3 FRA will be reviewed on a regular basis to ensure the assessments are kept up to date, and will also be reviewed whenever:

- There is reason to suspect that it is no longer valid
- Following a fire.
- Change in building use.
- Change in working practices that may affect fire safety.
- Extensive refurbishment works.
- Following any inspection or audit that identifies significant issues or new risks.

Copies of FRAs will be held centrally on Share Point. BH will digitally publish all FRAs for Residential buildings on BH Website. All other FRAs will be available upon request.

More intrusive fire risk assessments or surveys around compartmentation will be carried out as identified by any FRA recommendations or if there are reasons to believe that the compartmentation is not suitable in the building. Type 4 FRA's will, whenever possible be carried out on Void flats in the HR blocks.

5.4 Self-Assessment

BH will continue to undertake self-assessments of its approaches, actions, policies, and procedures in relation to fire safety, taking appropriate action as required following any assessment. BH will continue to assess its performance against the Consumer Standards as set out by the Regulator of Social Housing. Compliance against these standards is regularly reported to BH Board as part of existing governance arrangements.

5.5 Audit and Inspection

In addition to the formal FRA process and self-assessment against the consumer standards as outlined above, BH will from time to time, carry out their own further inspections and assessments of buildings, policies, and processes. Any such assessments or inspections will be recorded, along with any resultant actions identified.

BH will also commission, from time to time, as per the Health, Safety and Compliance Audit programme, independent audits and checks on buildings, policies, and processes for continual compliance assurances. Any findings from these will be shared accordingly as per existing governance structures.

BH will also undertake joint inspections and/or building visits with key stakeholders as and when required. This will include facilitating and supporting any inspections by statutory bodies, regulators and the local Fire and Rescue Service as and when required. Again, any findings from these will be shared accordingly as per existing governance structures.

5.6 Responding to Change

BH will continue to monitor for any future proposed changes to legislation and compliance requirements in relation to fire. Where possible BH will not wait for change to occur and be prepared as an organisation to make changes that are likely to be required in advance of new legislation being enacted.

6.0 Achieving the INFORMATION objective

INFORMATION OBJECTIVE

That BH holds sufficient, accurate and up to date information and records for the premises it is responsible for, in relation to fire safety, and makes this accessible as and where appropriate.

BH will achieve this objective through the following mechanisms:

6.1 Digital Building Folder

Documents relating to BH managed buildings are currently stored digitally in SharePoint. BH will move towards storing this information in Cloud 365 when this becomes available.

6.2 Building Safety Case

In advance of the forthcoming Building Safety Bill, BH will commence developing Building Safety Cases, initially for all high-rise buildings during 2022 and 2023. The timescale for their completion will be in line with the new legislation once it comes into force. Longer-term this may be expanded to include more high-risk buildings such as the independent living schemes.

6.3 Individual Building Fire Strategies

Bespoke fire strategies will be produced for all higher risk residential buildings by December 2022. The details of these will be provided to the local fire service as well as tenants and residents of the building.

6.4 Premises Information Boxes (PIB)

All higher risk residential buildings have a personal information box (PIB) located in the common area, which can be accessed by the fire service in the event of an emergency. The Building Safety Team are responsible for ensuring that all PIBs are kept up to date. The content of the PIB will be bespoke to each building, but may include such things as:

- Floor plans, including details / locations of all relevant firefighting equipment.
- Flat numbers of occupants with specific vulnerabilities that may affect their escape in the case of a fire / need for evacuation (Personal Emergency Evacuation Plans – PEEPs).
- Keys to specific/ relevant equipment.

The contents of PIBs will be regularly reviewed by the Building Safety Team and will meet all requirements as set out in legislation.

6.5 Access to Information

Advice on what to do in the event of fire is already readily available to tenants and residents living in all accommodation managed by BH. This is especially the case in high-risk residential buildings where tenants and residents are regularly provided with updated information and reminders in relation to fire safety.

BH's also provide this information to all residents in general needs flats.

6.6 Sharing Information

In addition to sharing relevant information with tenants and residents, BH is committed to sharing information with other key stakeholders as appropriate. This includes ensuring that the local Fire and Rescue Service has key information around our high-risk residential buildings, including but not limited to:

- General construction information.
- Basic floor plans.
- Information about fire-fighting equipment within buildings.
- Evacuation Strategy for these buildings.
- Any plans for significant refurbishment or changes in the way in which these buildings are used.
- Copies of FRAs for high-risk residential buildings upon request.

6.7 Keeping information up to date

BH will periodically undertake an asset data reconciliation to ensure adequate assurance is if fire safety data held against the organisations' property assets is accurate and up to date.

7.0 Achieving the MANAGEMENT objective

MANAGEMENT OBJECTIVE

That BH's day to day management of fire safety in its premises is effective, fit for purpose and carried out by competent persons.

BH will achieve this objective through the following mechanisms:

7.1 Housekeeping

It is important that the common parts that form escape routes from premises are kept free of combustible materials and ignition sources. Staff, tenants, and residents are required to ensure that common corridors and staircases, which form the escape routes from the premises, are kept free of personal effects and possessions, and are not permitted to leave combustible materials or refuse in the common areas.

The storage of combustible materials and personal belongings is not permitted in electrical meter rooms, plant rooms and ancillary rooms.

Tenants and residents are not permitted to store or recharge mobility scooters or any other electrical device in the common parts of blocks of flats or sheltered housing, including corridors and staircases.

It is possible for mobility scooters to be stored inside a tenant's or resident's own flat. However, it is the tenant's or resident's responsibility to ensure that there is sufficient space to store it safely without obstructing their escape route from the flat. Scooter storage and charging rooms are available in independent living schemes but are only available upon request, there may be a waiting list as spaces are limited

7.2 Inspection

All residential buildings will be subject to monthly 'walk-arounds.' These will be undertaken by Housing Management Officers. Any items left in the 'sterile' communal areas will be removed and disposed of if not removed by the resident in a timely manner, any other issues or repairs identified are reported accordingly.

All Flat Fire Doors and communal Fire Doors are subject to an inspection programme. Flat fire doors are inspected every 12 months and fire doors in communal areas (cross corridor doors, riser doors) will be inspected every 3 months. All Fire Door Inspections are Carried out by BH's Fire Door Inspectors, records of inspections are stored on PIMSS. All remedial actions resulting from the inspections are logged on SharePoint then orders raised by Performance and Business Development Team.

7.3 Tenancy Management

Collaboration and engagement with tenants and residents will always be the preferred option and approach in ensuring the safety of all concerned. Resident Engagement Strategies will be put in place to help and support tenants and those living in higher risk residential buildings.

Specific safety and compliance related conditions are built into the tenancy agreement to ensure all parties are clear about their responsibilities in this regard.

Where there is continued failure to adhere to tenancy conditions that compromise safety or where reasonable safety requests/instructions are repeatedly ignored, BH will take all appropriate and available action to ensure the wider safety of all tenants, residents, and staff. This includes taking appropriate action where reasonable access is refused to individual properties to carry out essential safety inspections and works.

7.4 Leasehold Management

Collaboration and engagement with leaseholder residents will always be the preferred option and approach in ensuring the safety of all concerned. However, where there is

continued failure to adhere to leaseholder conditions that compromise safety or where reasonable safety requests/instructions are repeatedly ignored, BH will take all appropriate and available action to ensure the wider safety of all tenants, residents, and staff. This includes taking appropriate action where reasonable access is refused (when given prior notice) to individual properties to carry out essential safety inspections and works.

7.5 Communal Areas

All communal areas will be kept 'sterile.' Any items left in these areas may be removed by BH if not removed by residents in a timely manner after notice is given. Repeat occurrences will be dealt with under the principles identified at points 7.3 and 7.4.

There is a strict 'no smoking' policy in place across all communal areas covered by the Fire Safety Order. Housing Management Officers are responsible for ensuring the implementation and maintenance of this policy. Appropriate 'no smoking' signs are clearly displayed at the entrances to, and within these premises. The smoking policy applies to the enclosed internal common areas including common staircases, corridors, plant rooms and communal rooms. Private domestic dwellings are exempt from the smoking policy. The policy does not prevent tenants or others from smoking in the privacy of their own homes, where it is acknowledged that some people may smoke.

7.6 Balconies and walkways

BH will provide guidance to tenants and residents living in high rise buildings on the safe use of balconies. Where guidance is not followed, BH will follow the principles outlined in section 7.3 and 7.4 of this document.

7.7 Personal Emergency Evacuation Plans (PEEPs)

All tenants and residents will be encouraged to notify the Building Safety Manager or housing management team should they have any issues or concerns that would impact on them being able to self-evacuate in the case of fire. This will be reinforced in other information and literature provided to tenants and residents. The Building Safety Team will then work with any individuals who self-identify and with given consent to develop a bespoke PEEP (Personal Emergency Evacuation Plans). The flat number only will be provided to the local fire and rescue service as well as being included in premises information boxes in buildings where these are present.

7.8 Arson Threat

Arson is one of the most common causes of fire. BH will seek to limit the potential for arson by:

- The fitting of secure door entry controls to the entrance doors to premises where possible.

- Provision of additional security measures where appropriate, including, CCTV surveillance, periodic inspections, and general vigilance by staff.
- The storage of refuse and combustible material near premises provides readily available ignition sources. Accordingly refuse bins will, whenever possible, be in secure compounds and/or in safe areas kept clear of the premises to reduce the risk of arson.
- Refuse storage areas, including bin chutes where these are in operation, will be checked and emptied on a regular basis. Where provided, designated recycling areas and bins should be used.
- Periodic inspection of the communal areas of blocks of flats, as previously described, will be undertaken to prevent any unnecessary accumulation of refuse or combustibles being left in common areas by residents and contractors.

7.9 Permit to Work

BH will implement a Permit To Work System by April 2023. All contractors working within any multi-occupancy buildings, either on behalf of the company or behalf of the tenant will be required to 'sign-in' with the relevant area housing office. No works that will impact on communal areas, including flat doors or compartmentation in any areas of the building will be permitted to proceed without prior approval from BH. This may include the need to review relevant documentation such as risk assessments and method statements.

BH reserves the right to refuse both access to buildings and actual works taking place where these could impact on the wider safety of the building or tenants and residents.

7.10 Evacuation Strategies

The fire risk assessment will identify the evacuation strategy for each building. It will usually be either:

- Stay put
- Simultaneous evacuation

Signage will be provided in common areas identifying what action is required in the event of a fire or an alarm sounding. In all residential buildings residents will be communicated with on an annual basis with a reminder of this information. All new tenancies will have a follow up call / visit (within 6 weeks) to discuss building safety and to check the understanding of the evacuation strategy for that building.

7.11 Non-Residential Buildings

Common areas in non-residential buildings will be managed in a comparable way to those in residential buildings. The fire risk assessment will be used to manage the requirements of specific buildings.

Where buildings are workplaces, PEEPs will be carried out for employees as required. General emergency evacuation plans will be in place for any visitors to the building.

Housekeeping will be managed to ensure that escape routes are kept sterile and free from obstructions. Fire detection and alarm systems will be in place as required with suitable testing, maintenance, and servicing in place. Signage and firefighting equipment will be in place as identified.

Employees will be trained in general fire safety awareness using e-learning. Specific building fire safety information will be provided on induction and refreshed at regular periods. This will include fire drills and planned evacuations. Specific roles such as fire wardens will be provided with training and instruction, refreshed periodically.

8.0 Achieving the MAINTENANCE objective

MAINTENANCE OBJECTIVE

That BH will ensure necessary maintenance in relation to fire safety is carried out in a timely manner and by competent persons.

BH will achieve this objective through the following mechanisms:

8.1 Inspection and Testing

BH has rigorous ongoing inspections and testing programme for key pieces of fire safety related equipment and building safety measures, in addition to other statutory areas of compliance (such as gas, electricity, asbestos and lifts). Frequencies of inspection and testing will always comply with minimum statutory requirements. In some instances, BH may choose to carry out inspection and testing over and above minimum requirements in higher risk buildings where it feels there is a benefit to do this.

Details of BH's inspection and testing regime will be published on the company's website under the Building Safety Section once up and running.

8.2 Maintenance

BH will continue to undertake all statutory planned and cyclical maintenance programmes. These will include but are not limited to:

- Annual inspection and test of gas installations.
- Five yearly inspection and test of fixed electrical wiring in common areas.
- Annual re inspection surveys of asbestos in none domestic premises.
- Annual servicing of passenger lifts.

8.3 Repairs

All staff, tenants and residents have a responsibility to immediately report any safety issues through our normal repairs reporting process, unless there are serious concerns which should immediately be reported to a member of the Executive Management Team. All repairs reported, either by customers or staff, will be dealt with in accordance with the company's repairs policy.

9.0 Achieving the PREVENTION objective

PREVENTION OBJECTIVE

That BH will seek to reduce fire risk as far as practicably possible within the portfolio for which it is responsible. This could include undertaking pro-active enhancement works to the portfolio – over and above normal maintenance.

BH will achieve this objective through the following mechanisms:

9.1 Fire Safety and Prevention Measures

BH will adopt and implement appropriate fire safety and prevention measures as appropriate to each building and the level of risk. These could include any of the following:

- Fire Detection and Alarms
- Fire Extinguishers
- Fire Suppression Systems (Sprinklers)
- Fire Doors
- Signage
- Sterile Areas
- Emergency Escape Lighting
- Ventilation
- Compartmentation, including roof spaces

9.2 Best practice and innovation

BH will continue to monitor forthcoming changes or examples of innovation or best practice that emerge from within the wider housing, safety, and construction sectors. This will be achieved through a range of mechanisms including but not limited to liaison and networking with peers, participation in webinars, conferences, briefings and seminars, formal training, carrying out peer visits and benchmarking and undertaking pilot studies.

BH will also continue to participate in relevant pilots and exercises that help test and strengthen overall approaches taken to achieve fire safety. This may include participating in further physical on-site exercises to test response and evacuation strategies in high-risk residential buildings, such as exercises undertaken in the past at our high-rise buildings in conjunction with South Yorkshire Fire and Rescue Service.

9.3 Responding to Fire Risk Assessment Actions

All fire risk assessment actions are reviewed upon receipt and allocated to the appropriate department to progress. Wherever possible, recommendations are incorporated into existing planned improvement programmes (In Plan Works), and BHS works.

Timescales for the completion of actions arising from FRAs will be regularly reviewed and managed pragmatically between BH and the external fire risk assessors, and may be changed where appropriate. Where it is sensible and safe to do so timescales may be amended, for example to fit in with pre-existing plans and programmes of work (BHS works).

Progress against these actions is monitored monthly by the Fire Safety Officer and reported as part of the existing performance and governance framework to the Executive Management Team, Board and Barnsley Council.

Capital and revenue funding is set aside to support the delivery of the recommendations.

9.4 Management and Maintenance

As indicated earlier in this document (see sections 7 and 8), BH will continue to implement rigorous management and maintenance regimes as part of its approach to proactive fire safety prevention.

9.5 Adopting gateway principles

Prior to its legal implementation, BH will work towards adopting the 'gateway' principles as outlined in the Building a Safer Future review when undertaking future improvement and maintenance works. This will ensure that the impact of any major changes to buildings through maintenance and improvement works are fully understood and appropriate measures are put in place to continue to ensure the safety of the buildings in question.

9.6 Capital Investment Programmes

In addition to ongoing maintenance programmes, and addressing specific actions arising from FRAs, BH will continue to carry out enhancement and improvement programmes, some of which will contribute to improved fire safety across the asset portfolio. Investment programmes will usually be funded via the Housing Capital Programme, although other external funding may be pursued from time to time where

this is appropriate. Examples of investment programmes that have historically been implemented or may be considered going forward include, but are not limited to:

- Retrofit of fire suppression systems
- Fire door replacement programmes
- Enhancing existing ventilation systems
- Removal and replacement of spandrel panels
- Relocation of bin stores
- Upgrading of smoke, heat, and carbon monoxide detection
- Changing fire alarm systems as required

9.7 Stakeholder support

Prevention is more effective if all relevant stakeholders continue to work together to support a common aim and objective. For the avoidance of doubt, the key stakeholders in the delivery of this fire management plan will include:

- Barnsley Council
- Tenants and Residents
- South Yorkshire Fire and Rescue Service
- Appointed Passive and Active Fire Safety Contractors

BH will continue to utilise the experience, skills, and input of these key stakeholders in ensuring fire safety across all the assets it manages. This will also require all stakeholders to fulfil their responsibilities and obligations in full and continue to cooperate, challenge, support and 'play their part' in keeping the buildings BH manages, and the people who live, work, and visit these buildings, safe.

9.8 Procurement

BH has always placed safety and quality at the heart of its approach to procurement and recognises that cheapest is not always the best. BH will continue to take this approach and ensure that good quality and compliant materials and competent, skilled contractors remain central to all future procurement exercises.

9.9 Management of Contractors

Contractors appointed by BH are carefully managed both contractually and physically on site. Key, large scale construction projects will be managed centrally by a dedicated project delivery manager (new post created, out to advert) with support as and when required from the Building Safety Team.

BH takes a zero-tolerance approach to the use of sub-standard, non-compliant materials and poor workmanship, and will take all necessary precautions to prevent such instances occurring. BH will take all necessary action and use all powers available to deal with any failures by appointed contractors to adhere to these standards.

10.0 Achieving the ENGAGEMENT objective

ENGAGEMENT OBJECTIVE

That BH will actively engage with all relevant stakeholders, in particular tenants and residents, in relation to effective fire safety management.

BH will achieve this objective through the following mechanisms:

10.1 Tenant and Resident Engagement Strategy

BH has developed a dedicated tenant and resident engagement strategy specifically for higher risk residential buildings that will link to the company's wider customer engagement strategy. This will set out the many ways in which BH will engage, involve, and empower tenants and residents in all relation to the safe and effective management of our high-risk residential buildings.

The Building Safety Manager will have responsibility for overseeing and ensuring the delivery of this strategy.

10.2 Leaseholders

BH will continue to work with leaseholders in a variety of ways. Firstly, leaseholders will be actively encouraged to engage through the mechanisms identified at 10.1 above. However, in addition, BH will continue to meet its legal obligations around involvement and consultation in relation to works where any financial contribution is being sought through the terms of the lease.

10.3 High Rise Residents Meetings

A high-rise resident engagement meeting has already been established as a specific mechanism to engage and involve tenants and residents living in high rise accommodation on all aspects of service delivery affecting their homes. This includes both safety as a whole and ongoing management issues.

BH is fully committed to growing and developing this engagement further, ensuring that tenants and residents living in high rise accommodation are empowered and involved in decisions that affect their home.

The resident engagement group will continue to meet regularly, as determined by its members, and will be actively involved in shaping and influencing decisions and policies. This will include but is not limited to:

- Discussing outcomes of fire risk assessments
- Influencing planned programmes of work
- Platform for raising safety concerns and issues
- Influencing individual building fire strategies

- Sharing ideas and best practice for improving management and safety of these buildings

10.4 Listening to concerns

BH welcomes feedback from all key stakeholders, especially from those living in any properties we manage. Where possible and appropriate, tenants, residents and all other key stakeholders are encouraged to provide feedback or raise concerns directly with the relevant department.

If the matter relates to the building itself, its condition, or the need for a repair, these should be reported through the normal repairs process by contacting the Hotline on 01226 787878.

If the matter relates to any persons living or accessing the building, these concerns or issues should be raised with their named Housing Management Officer.

Any immediate safety concerns can also be raised through the above channels or directly with the Building Safety Manager or a member of the Executive Management Team.

Whilst BH will always aim to resolve any concerns or issues at first contact, there may be occasions where an individual feels the need to escalate their issue. These issues can be escalated through the company's normal complaints procedure.

10. Liaison with key stakeholders

As indicated throughout this document, BH will continue to work and share information with all relevant key stakeholders, and not just tenants and residents.

BH is keen to continue real engagement and involvement of key stakeholders by encouraging challenge, sharing of advice and expertise in all areas of fire safety. It will achieve this through the various mechanisms mentioned earlier in this plan, including participation in regular liaison meetings, forums, and targeted exercises.

11. Achieving the COMPETENCY objective

COMPETENCY OBJECTIVE

That BH will ensure that staff involved in fire safety are adequately trained and competent to undertake their fire safety related duties.

BH will achieve this objective through the following mechanisms:

11.1 Staff training and development

BH reviews and updates its corporate training plan on an annual basis. This plan makes provision for a range of training and up-skilling of staff in relation to fire safety.

Fire safety training provided covers several different topics/issues and includes a range of learning medium from e-learning, webinars, conferences, job shadowing through to formal accredited, nationally recognised qualifications.

BH continues to monitor the emerging work of the national competency steering group and will further review and enhance if necessary, its approach to fire safety training and competence, once the findings of this group are finalised. This will include linking into and adhering to any proposed national competency standards for specific job roles associated with fire safety. This will ensure that all relevant staff are trained to at least the minimum standards required.

11.2 Accreditation

BH will continue to strive to achieve appropriate accreditations, both at an organisational and individual staff level, to demonstrate its commitment to and competence in relation to fire safety. Examples of accreditation include, but are not limited to:

- FIRAs
- BM TRADA

11.3 Building Safety Manager

BH has appointed a Building Safety Manager to manage its high-risk residential buildings, they will be responsible for building a safety case for each building and keeping up to date the golden thread of building safety information.

12. Measuring Performance

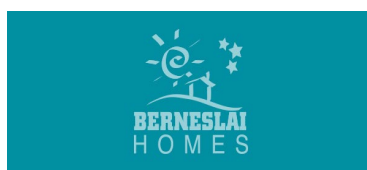
The success of this Fire Management Plan will be monitored in 2 ways:

1. Through the existing performance management framework, including the monthly reporting of performance indicators via the health, safety, and compliance performance report.
2. By an annual statement of progress against the qualitative aspects, to be considered by the Executive Management Team.

13. Review

This plan will be formally reviewed again in April 2024 or sooner should there be any material changes nationally or locally that affect this plan, including any changes to legislation.

Fire Risk Assessment Policy



Name	Fire Risk Assessment Policy
Owner	Executive Director of Property Services
Last Review	August 2022
Next Review	August 2023
Consultation Board	September 2022
Consultation SMT / EMT	TBA
Consultation Residents (if applicable)	N/A
Equality Impact Assessment	12 th May 2021
Confidentiality	Low
Board Approval	TBA

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Introduction

- 1.1 Berneslai Homes is responsible for carrying out fire risk assessments (FRAs) and taking required actions to identify, manage and mitigate risks associated with fire within its buildings and properties.
- 1.2 Berneslai Homes has a duty to take general fire precaution measures to ensure, as far as is reasonably practicable, the safety of the people within these buildings and properties and in the immediate vicinity.

Policy Objectives and Scope

- 1.3 The key objective of this policy is to ensure that our board, staff, partners and tenants are clear on our legal and regulatory obligations and how we will meet them. It provides the framework our staff and partners will operate within in respect of fire risk assessments and the risks and issues they identify.
- 1.4 Berneslai Homes must establish a policy which meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO), the Fire Safety Act 2021 which has been introduced to amend the Fire Safety Order And the Building Safety Bill. In addition to this, the policy must provide assurance that measures are in place to identify, manage and/or mitigate risks associated with fire.
- 1.5 The policy is relevant to all our employees, tenants, contractors and other persons or other stakeholders who may work on, occupy, visit, or use our buildings or properties, or who may be affected by our activities or services.
- 1.6 It should be used by all to ensure they understand the obligations placed upon Berneslai Homes to maintain a safe environment for tenants and employees within the homes of each tenant, and within all communal areas of buildings and 'other' properties owned and managed (offices, commercial shops, depots, etc.). Adherence to the policy is mandatory.

Regulatory Standards, Legislation and Codes of Practice

- 1.7 **Regulatory Standards** - we must ensure that we comply with the requirements of the Regulator of Social Housing's (RSH) regulatory framework and consumer standards for social housing in England. The delivery of this policy will ensure our compliance with the relevant standards, with the Homes Standard being the key one.
- 1.8 **Legislation** - the principal legislation applicable to this policy is the Regulatory Reform (Fire Safety) Order 2005 (FSO), The Fire Safety Act 2021 which has been introduced to amend the Fire Safety Order, Fire Safety Regulations 2022 And the Building Safety Act 2022 . These regulations place a duty on Berneslai Homes to take general fire precaution measures to ensure, as far as is reasonably practicable, the safety of the people on their premises and in the immediate vicinity. Berneslai Homes is the 'responsible person' for the purposes of the legislation by virtue of the fact that they manage over 18,500 homes and buildings owned by Barnsley Metropolitan Borough Council, housing tenants and leaseholders through the tenancy agreement and lease obligations.
- 1.9 **Guidance** - the relevant guidance documents applicable to this policy are:
 - **LACORS - Housing - Fire Safety:** Guidance on fire safety provisions for certain types of existing housing
 - **Local Government Association:** Fire safety in purpose-built blocks of flats
 - **HHSRS Operating Guidance - Housing Act 2004:** Guidance about inspections and assessment of hazards given under Section 9

- **HHSRS Operating Guidance - Housing Act 2004:** Addendum for the profile for the hazard of fire and in relation to cladding systems on high rise residential buildings
 - **Ministry of Housing, Communities & Local Government (MHCLG):** Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings (January 2020)
 - **National Fire Chief Council's Guidance (NFCC) - Fire Safety in Specialist Housing - May 2017,** covers sheltered schemes, supported schemes and extra care schemes
 - **Practical Fire Safety Guidance for Existing Premises with Sleeping Accommodation 2018** - guidance for those with responsibility for ensuring fire safety in certain premises within sleeping accommodation in Scotland
 - **NFCC Specialised Housing Guidance. Fire Safety in Specialised Housing 2017.**
- 1.10 **Interim Guidance** - the relevant documents of interim fire safety guidance applicable to this policy are as follows, although these documents are subject to change and should be reviewed regularly:
- **Building a Safer Future** - Proposals for reform of the building safety regulatory system: A consultation (June 2019)
- 1.11 **Sanctions** - we acknowledge and accept our responsibilities in accordance with the regulatory standards, legislation and approved codes of practice, and that failure to discharge these responsibilities properly could lead to a range of sanctions including prosecution by the Health and Safety Executive under the Health and Safety at Work Act 1974, prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007, prosecution by the Fire and Rescue Service under the FSO and via a serious detriment judgement from the Regulator of Social Housing.

Additional Legislation

- 1.12 This fire safety policy also operates in the context of the following additional legislation:
- 1.12.1 Housing Act 2004
 - 1.12.2 Health and Safety at Work Act 1974
 - 1.12.3 The Management of Health and Safety at Work Regulations 1999
 - 1.12.4 Management of Houses in Multiple Occupation (England) Regulations 2006
 - 1.12.5 Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006
 - 1.12.6 Gas Safety (Installation and Use) Regulations 1998
 - 1.12.7 The Furniture and Furnishings (Fire Safety) Regulations 1988
 - 1.12.8 The Health and Safety (Safety Signs and Signals) Regulations 1996
 - 1.12.9 The Building Regulations 2000: Approved Document B Fire Safety
 - 1.12.10 Electrical Equipment (Safety) Regulations 2016
 - 1.12.11 Construction (Design and Management) Regulations 2015
 - 1.12.12 Data Protection Act 2018

- 1.12.13 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- 1.12.14 Homes (Fitness for Human Habitation) Act 2018
- 1.12.15 The Charter for Social Housing Residents. Social Housing White Paper 2021

Obligations

- 1.13 The responsible person (Berneslai Homes) must carry out a fire risk assessment (FRA) for the purpose of identifying the general fire precautions and other measures needed to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO). Although under the FSO this requirement only applies to the common parts of premises, in practice the responsible person will need to take into account the entire premises - including, to some extent, the units of residential accommodation.
- 1.14 The responsible person must implement all necessary general fire precautions and any other measures identified by a fire risk assessment.
- 1.15 The responsible person must put in place a suitable system of maintenance and appoint competent persons to implement any procedures that have been adopted.
- 1.16 The responsible person must periodically review fire risk assessments in a timescale appropriate to the premises and/or occupation fire risk level. This timescale is determined by the fire risk assessor carrying out the fire risk assessment.

Statement of Intent

- 1.17 Berneslai Homes acknowledges and accepts its responsibilities under the Regulatory Reform (Fire Safety) Order 2005 (FSO), The Fire Safety Act 202, Fire Safety Regulations 2022 and Building Safety Act 2022.
 - 1.17.1 The evacuation strategies in place across our different property types will be implemented and followed as per the recommendations of the competent fire risk assessor. Therefore, the future fire safety strategy to be adopted will be confirmed on a building by building basis in accordance with the fire risk assessor's recommendation.
- 1.18 We will operate programmes to deliver servicing and maintenance in accordance with all relevant British Standards and manufacturer's recommendations for all fire detection, prevention and fire-fighting systems and equipment within buildings owned or managed by the organisation.
- 1.19 Each building or property requiring an FRA will have a fire risk assessment in place which has been carried out by a competent fire risk assessor and which is PAS79 compliant (the British Standards Institute's Publicly Available Specification).
- 1.20 All FRAs will be reviewed no later than the review date set within the FRA.
- 1.21 The FRA to a building will be reviewed following a fire, change in building use, change in working practices that may affect fire safety, following refurbishment works to the building or if required following an independent fire safety audit. An FRA will be completed for all new build sites upon the first occupant moving in.
- 1.22 We will operate robust processes to implement all mandatory fire precaution measures identified by FRAs.
- 1.23 Robust processes will be in place to record and action any 'near miss' reports with regard to fire safety. A 'near miss' is an unplanned event which does not result in an injury but had the potential to do so.

- 1.24 All domestic properties are provided with hard-wired smoke alarm systems. We will test hard-wired smoke alarms as part of the annual gas safety check visit (or at void stage).
- 1.25 Where appropriate, personal emergency evacuation plans (PEEPs) will be developed. South Yorkshire Fire and Rescue Service require none ambulant persons to be identified by flat number in the Premises Information Box.
- 1.26 We will operate robust processes and controls when letting properties to ensure consideration as to the suitability of the accommodation for the prospective tenant in respect of fire safety.
- 1.27 We will offer a referral to any new tenancies and other tenants that are vulnerable to South Yorkshire Fire and Rescue Service for a free home safety check (also known as 'Safe and well visits').
- 1.28 We will operate a robust process to gain access should any tenant or leaseholder refuse access to carry out essential fire safety related inspection and remediation works (as tested in the case Croydon Council v. Leaseholder 1st August 2014).
- 1.29 We will operate robust processes to gain access to properties where tenant vulnerability issues are known or identified, whilst ensuring we can gain timely access to any property in order to be compliant with this policy and safeguard the wellbeing of the tenant.
- 1.30 We are committed to working with South Yorkshire Fire and Rescue Service to create safer places to live and work. Joint working will include sharing information, having our fire risk assessments audited by the fire service, and benefitting from training to our staff.
- 1.31 We will establish and maintain a plan of all continuous improvement activity undertaken in respect of fire safety.
- 1.32 We will ensure contracts/service level agreements are in place with the consultants and contractors responsible for delivering fire risk assessments and other fire safety work.
- 1.33 We will operate effective contract management arrangements, in the form of regular client-led meetings, with standard agendas and minutes produced, key performance indicators analysed and programmes and performance scrutinised.
- 1.34 We will operate a robust process for the management of immediately dangerous situations identified during the fire safety programme.
- 1.35 We will adopt a managed approach to fire safety in the communal areas of our properties.
- 1.36 We have a separate policy (Mobility Scooter Storage Policy) in place for the management of mobility scooters within the communal areas of our buildings and properties.
- 1.37 We will operate a robust process to manage properties with hoarding issues.

Resident Involvement and Engagement

- 1.38 We consider good communication essential in the effective delivery of fire safety, and we will establish and maintain a resident engagement strategy and programme to support tenants in their understanding of fire safety generally and within their building, and to assist us in engaging with vulnerable tenants successfully.
- 1.39 We will share information clearly and transparently and will ensure that information is available to tenants via leaflets and by publishing FRAs on our website. We will issue FRAs directly to residents upon request only.

Fire Risk Assessment Programme

- 1.40 **Risk assessment** - we will establish and maintain a risk assessment for fire safety management and operations. This risk assessment will set out our key fire safety risks together with appropriate mitigations.
- 1.41 **CDM** - to comply with the requirements of the Construction, Design and Management Regulations 2015 (CDM) a Construction Phase Plan will be completed for all repairs work to void and tenanted properties (at the start of the contract and reviewed annually thereafter), component replacement and refurbishment works where applicable.
- 1.42 **Fire risk assessments (non-domestic and other)** - we will complete a programme of fire risk assessments to all non-domestic (communal blocks) and 'other' properties (offices, commercial shops, depots etc.) in our management and ownership.
- 1.43 All fire risk assessments will be reviewed no later than the review date set by the fire risk assessment. Typically, this will be annually for high rise blocks and independent living schemes, and every two years for low rise blocks and medium rise blocks, community centres and offices. The review will be carried out by a competent fire risk assessor. All fire risk assessments to residential blocks will be Type 3 surveys.
- 1.44 Type 4 Fire Risk Assessments will take place for in scope buildings as and where possible when properties become void.
- 1.45 Fire door inspections will take place annually on flat doors and 3 monthly on doors in escape routes (for high rise and independent living schemes).
- 1.46 We will carry out a programme of servicing and maintenance, in accordance with all relevant British Standards and manufacturer's recommendations, to all fire detection, prevention and firefighting systems and equipment within buildings we own or manage.
- 1.47 We will carry out a programme of regular property inspections to all properties with a fire risk assessment in place to audit that all required management actions are taking place. These inspections will be undertaken at regular intervals by housing officers, site-based staff and caretakers and inspections records will be retained.
- 1.48 **Properties managed by others** - we will obtain records of a valid FRA where our properties are managed by others. We will step in and carry out the FRA and re-charge the managing agent for the cost of this work where they do not provide the required assessment.

Compliance Follow up Work

- 1.49 We will ensure that robust processes are in place to implement all mandatory fire precaution measures identified by fire risk assessments. This will be done in accordance with the following timescales:
 - Immediate - same day or 24 hours
 - High risk actions - 2 months
 - Medium risk actions - 6 months
 - Low level actions - 12 months

Any works that require budget approval and are of a planned works nature will be placed in to the "In Plan" works section in PIMSS. These works will be planned over a longer period to allow for project planning, budget approval and tender processes.

- 1.50 We will ensure that robust processes are in place to implement all fire precaution measures identified by the regular property inspections carried out by housing officers, site-based staff and caretakers.
- 1.51 We will ensure there is a robust process in place for the management of any follow-up works required following the completion of servicing and maintenance checks to fire detection, prevention and fire-fighting systems and equipment.
- 1.52 All Fire Risk Assessment Actions (where possible), once completed will be backed up by photographic evidence. This evidence will be submitted by the relevant person via email to the Fire Safety in box.

Record Keeping

- 1.53 We will establish and maintain a core asset register of all properties we own or manage, setting out the requirements for having a fire risk assessment in place, including the communal blocks and 'other' properties that require a fire safety risk assessment. This register will also identify all fire safety equipment, systems and installations within each building.
- 1.54 The register will show the date of the previous and current fire risk assessment (where applicable), along with the due date of the next fire risk assessment. The register will also be used to record and track the progress of all fire safety actions required, as identified from the fire risk assessments.
- 1.55 We will operate a robust process to deal with all changes to stock, including new property acquisitions, disposals and stock transfers, in order to ensure that properties are not omitted from the compliance programme, and to ensure the programme remains up-to-date.
- 1.56 FRA inspection and re-inspection dates, FRA surveys and FRA actions will be stored electronically in PIMMS, although we are actively adopting a more robust and efficient electronic approach through the introduction of a specific compliance management system.
- 1.57 We will hold accurate records against each building and property we own or manage setting out the requirements for servicing, maintenance and repair of fire prevention, detection and fire-fighting equipment. These include fire alarm systems, emergency lighting, smoke/heat detectors, hose reels, dry and wet risers, auto window/door openers, fire extinguishers, fire blankets, sprinkler systems and any other equipment relating to fire safety.
- 1.58 We will establish and maintain a register against each property asset of any smoke/heat detection equipment contained within domestic dwellings.
- 1.59 We will establish and maintain accurate records of all completed fire risk assessments, fire risk assessment reviews and associated completed remedial works from these reports, and keep these as per our Data Retention Policy.
- 1.60 We will establish and maintain accurate records of all completed servicing and maintenance checks on fire safety equipment, systems and installations and details of associated completed remedial works, and keep these as per our Data Retention Policy.
- 1.61 We will ensure that all consultants and contractors' employee and public liability insurances are up to date on an annual basis, and maintain a record of this.
- 1.62 We will establish and maintain records of all fire safety related training undertaken by staff. Mandatory Fire Safety staff training will be monitored through the PDR process by managers.

Key Roles and Responsibilities

- 1.63 Berneslai Homes Board will have overall governance responsibility for ensuring the fire risk assessment policy is fully implemented to ensure full compliance with the regulatory standards, legislation and approved codes of practice. The Board will need to confirm this is the case to Barnsley Council under the terms of the current ALMO arrangement.
- 1.64 As such, the Board will formally approve this policy and review it periodically. The review will be undertaken 2 years after the approval of this new policy, and then every two years thereafter (or sooner if there is a change in regulation, legislation or codes of practice).
- 1.65 The Board will receive regular updates on the implementation of the fire risk assessment policy and fire safety performance along with notification of any non-compliance issue which is identified. This is so they have assurance that the policy is operating effectively in practice.
- 1.66 The Executive Management Team (EMT) will receive reports in respect of fire safety management performance and ensure compliance is being achieved. They will also be notified of any non-compliance issue identified.
- 1.67 The Executive Director of Property Services has strategic responsibility for the management of fire safety and ensuring compliance is achieved and maintained. They will also oversee the implementation of the Fire Risk Assessment Policy.
- 1.68 The Building Safety Manager will be responsible for overseeing the delivery of the agreed risk assessment and inspection programmes and for the prioritisation and implementation of any fire safety actions arising from these assessments and inspections. The Building Safety Manager will receive operational support from the Fire Safety Officer with this.
- 1.69 The housing teams will provide key support in gaining access into properties where access is proving difficult and use standard methods to do so. They will also facilitate the legal process/controlled access process to gain access as necessary.
- 1.70 The Executive Director of Property will be responsible for ensuring the policy is reviewed every two years, and will notify the Council, Board, EMT and operational team responsible for the delivery of the fire safety programme, of the upcoming review. The Executive Director of Property Services will ensure that this review process takes place before the policy expires in September 2023.
- 1.71 The Executive Director of Property Services will ensure that this policy is saved on our shared drive and distributed to all relevant members of staff.

Competent Persons

- 1.72 The Fire Safety Officer with lead responsibility for operational delivery should have, or be working towards, the NEBOSH National Certificate in Fire Safety and Risk Management. If they do not have it, they will obtain it within 12 months of the approval of this policy.
- 1.73 Only suitably competent fire risk assessors and fire safety engineers, certified by BAFE and on a UKAS accredited certification scheme that meets the competency criteria established by the Fire Risk Assessment Competency Council, will undertake fire risk assessments or fire safety works. The operational team with responsibility for delivery will check the relevant accreditations for these contractors.
- 1.74 Only suitably competent consultants, contractors and engineers, certified by a UKAS accredited certification scheme, will undertake works to fire safety equipment, systems

and installations. The operational team with responsibility for delivery will check the relevant accreditations for the work that these contractors are carrying out. These checks.

- 1.75 All contractor checks will be undertaken as part of the procurement process and thereafter on an annual basis and evidenced appropriately.

Training

- 1.76 Training will be delivered on this policy and the procedure that supports it.
- 1.77 Training will include team briefings for those employees who need to have a basic understanding and awareness of fire safety but who may not be actively involved in the delivery of the fire safety policy. This will be basic fire safety awareness training.
- 1.78 On the job training will be provided as required to those employees who will be responsible for managing or delivering the programme of fire risk assessments, planned maintenance and repair works as part of their daily job.

Performance Reporting

- 1.79 Robust key performance indicator (KPI) measures will be established and maintained to report on performance in relation to fire safety.
- 1.80 KPI measures will be produced and provided at EMT level on a monthly basis and at Board level on a quarterly basis. As a minimum, these KPI measures will include reporting on:

Data - the total number of:

- Properties - split by communal blocks and 'other' properties;
- Properties on the FRA programme;
- Properties not on the FRA programme;
- Properties with a valid 'in date' FRA. This is the level of compliance expressed as a number and a %;
- Properties where the FRA has expired and is 'out of date'. This is the level of non-compliance expressed as a number and a %;
- The number of fire safety actions arising from the risk assessment programme, and the numbers shown as 'In Date Compliant', or 'Expired Non-Compliant' by the 4 categories - immediate, high, medium and low.

Narrative - an explanation of the:

- Current position;
- Corrective action required;
- Anticipated impact of corrective action.

In addition:

- Compliance with the fire safety equipment, systems and installations servicing and maintenance programme;
- Recording and reporting on property fires to identify trends and target awareness campaigns.

Quality Assurance

- 1.81 Berneslai Homes will carry out independent third-party quality assurance audits of fire risk assessments, on a 5% sample.
- 1.82 We will carry out an independent audit of fire safety every two years. This audit will specifically test for compliance with the regulation, legislation and approved codes of practice and identify any non-compliance issues for correction.
- 1.83 We will implement a programme of regular property inspections to all properties with a fire risk assessment in place to audit that all required management actions are taking place. These inspections will be carried out by housing officers, site-based staff and caretakers and be undertaken at regular intervals, with inspection records evidenced and kept against each property. In addition to this we will ensure regular testing of all fire alarms and emergency lighting systems.

Non-Compliance/ Escalation Process

- 1.84 The definition of non-compliance in relation to this policy refers to any incident which results in a potential breach of legislation or regulatory standard, or which causes a risk to health or safety.
- 1.85 Any non-compliance issue identified at an operational level will be formally reported to the Executive Director of Property Services in the first instance.
- 1.86 The Executive Director of Property Services will agree an appropriate course of corrective action with the Building Safety Manager in order to address the non-compliance issue and report details of the same to the EMT.
- 1.87 The EMT will ensure the Board are made aware of any non-compliance issue so they can consider the implications and take action as appropriate.
- 1.88 In cases of a serious non-compliance issue the EMT and Board will consider whether it is necessary to discuss the issue with the Council; and potentially disclose the issue to the Regulator of Social Housing in the spirit of co-regulation, or any other relevant organisation such as the HSE, as part of the Regulatory Framework.

Approval

Strategic Lead: Executive Director of Property Services

Sign/date: _____

Chair Board: _____

Sign/date: _____

Board Member: _____

Sign/date: _____

Glossary

- 1.89 This glossary defines the key terms used throughout this FRA policy:

1.89.1 **FRA:** Fire Risk Assessment - an assessment involving the systematic evaluation of the factors that determine the hazard from fire, the likelihood that there will be a fire and the consequences if one were to occur.

1.89.2 Type of FRA survey - the FSO states that an FRA is required but does not prescribe how intrusive or destructive this should be. There are four types of FRA that can be carried out:

- Type 1 - common parts only (non-destructive) - basic level to satisfy the FRO;
- Type 2 - common parts only (destructive) - element of destruction on sample basis;
- Type 3 - common parts & flats (non-destructive) - considers means of escape and fire detection within at least a sample of the flats;
- Type 4 - common parts & flats (destructive).

PEEP: Personal Emergency Evacuation Plan - a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

1.89.3 **PAS79:** is a Publicly Available Specification published by the British Standards Institution which focuses on making sure that all the required information that pertains to both a fire risk assessment and the findings are recorded.

Audits

1.90

Audit		
Date	Internal/external	Outcome
31/05/2022	Internal	Reasonable Assurances

Berneslai Homes – Fire Risk Assessment Process

Appendix 4



Document Version

FINAL

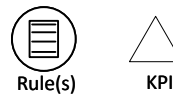
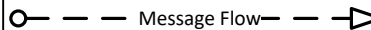
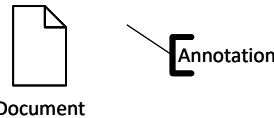
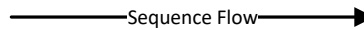
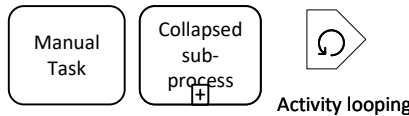
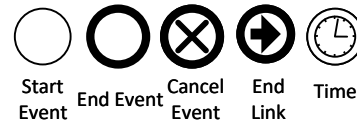
Background:

This document has been created as the output of a request to capture the future state process for fire safety. This future state process map has been created with the involvement of key Berneslai staff and includes process improvements that could be implemented at the publishing of this document.

A facilitated workshop was undertaken via Teams with Berneslai staff as part of a wider compliance review. The enclosed process map is at a high to mid level, providing clarity of the process flow and systems used, without identifying elements used within a system at key stroke level.

The following document should be subject to review continually, with records of amendments being captured in the box to the right.

Key:



The notation standard followed below is BPMN (<http://www.bpmn.org>). Key symbols are explained below:

Events – which signal the start or end of a process, (or an intermediate event that awaits another trigger before continuing or is used to connect pages in a large map). The line styles indicate the type of event. Icons within the events indicate what type of information triggers the event. The exception is the Link icon which acts as a connector.

Activities and sub-processes – which describe what happens at that point in the process. The activity is an uninterrupted piece of work that is carried out by a person. When one activity completes a flow arrow directs the reader to the next activity. A sub-process is a compound activity that is included within a process in the same way as an activity. It differs from the latter in that it can be broken down into finer level of detail. Sub-process are expanded on separate pages.

Decisions – which control the flow along different pathways. They branch, fork, merge or join paths depending upon conditions/criteria.

The symbols are connected by arrows which indicate the direction of flow.

Artefacts which indicate objects such as documents, which do not affect the direction of flow, but are utilised or produced by the process. They include data objects and annotations.

Message flows and associations which indicate the flow of information, or an association rather than work. Message flows are used to show where work may await receipt of information or provide information to someone outside of the workflow and associations may link a data object to the activity that utilises it or produces it.

Other symbols – rules are where a particular task depends on the fulfilment of certain criteria. KPI symbols are used to show where a KPI has been highlighted within the process.

Amendment Record:

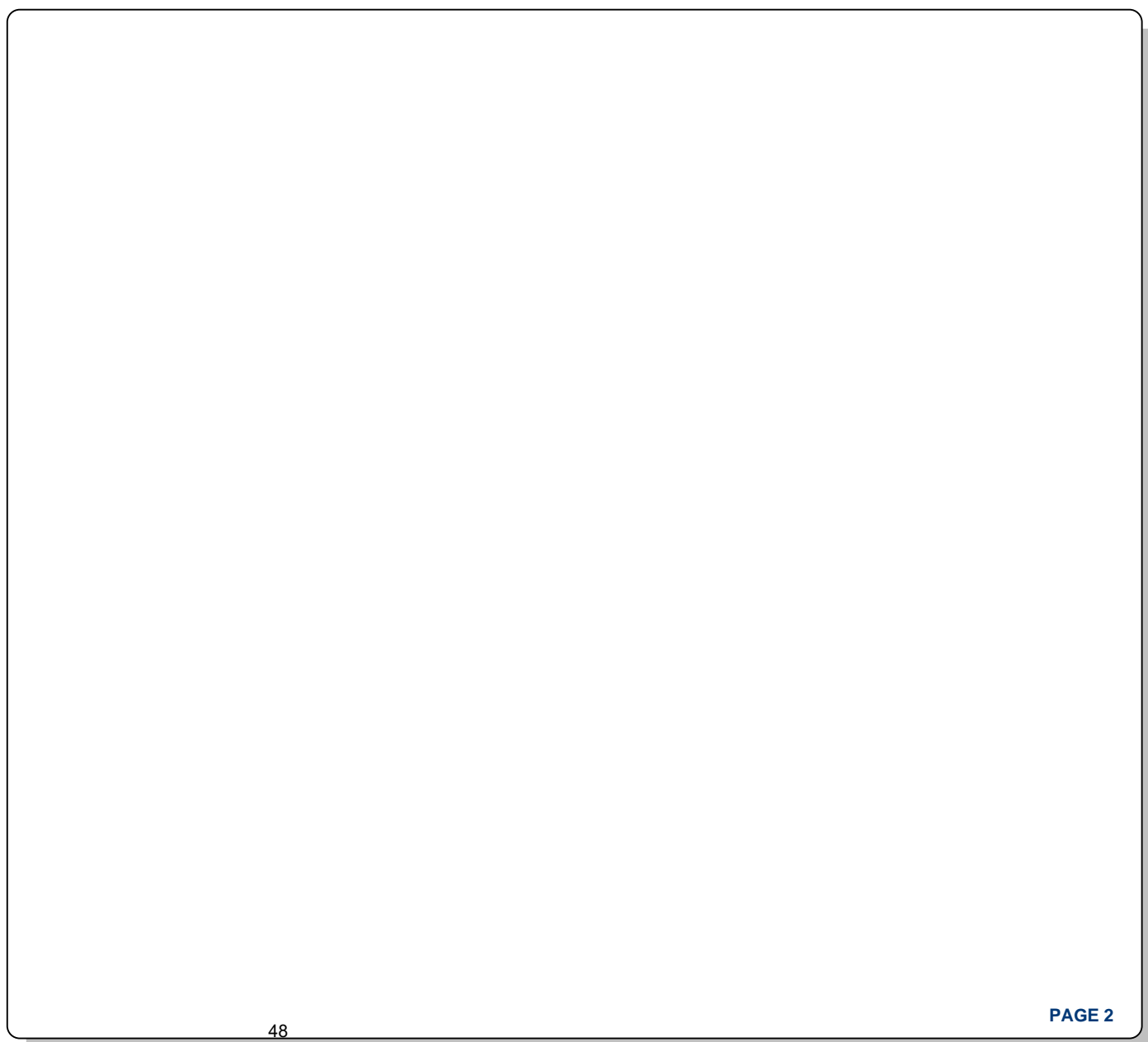
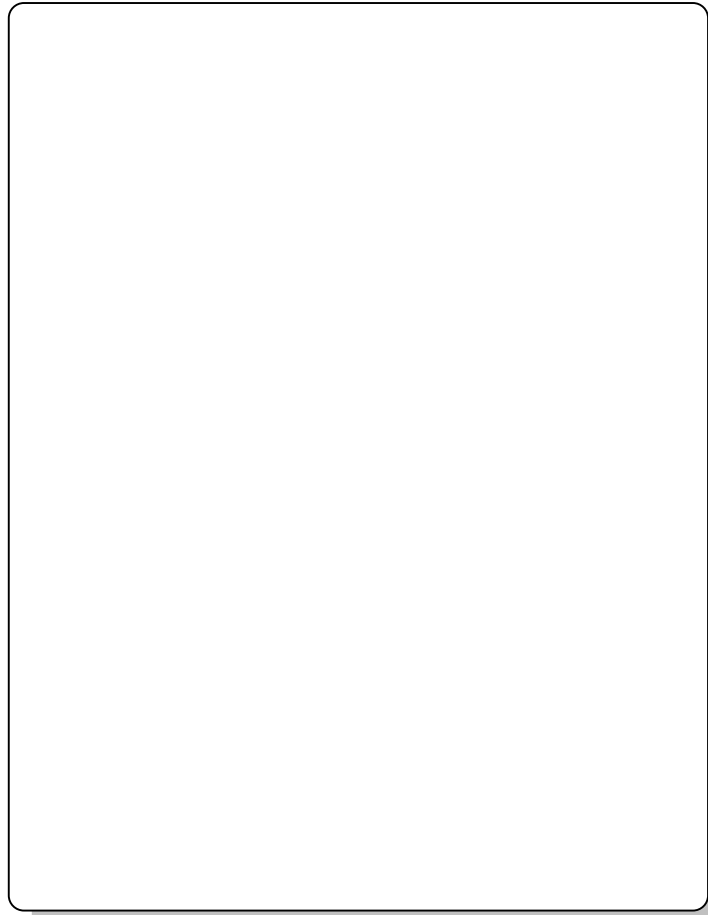
Status	Version	Date	Author(s)	Comments
Draft	V1	18/06/20	Tom Wilkinson	First Draft
Draft	V2	25/06/20	Tom Wilkinson	Second Draft
Draft	V3	09/07/20	Tom Wilkinson	Third Draft
Final	V4	22/07/20	Tom Wilkinson	Final
Final	V5	26/6/21	Kerry Storrar (Buildings Safety Manager)	Amendments made to Point 11,12,23,24,26 &30
Final	V6	08/09/22	Kerry Storrar (Building Safety Manager)	Amendments made to point 25,26 &27

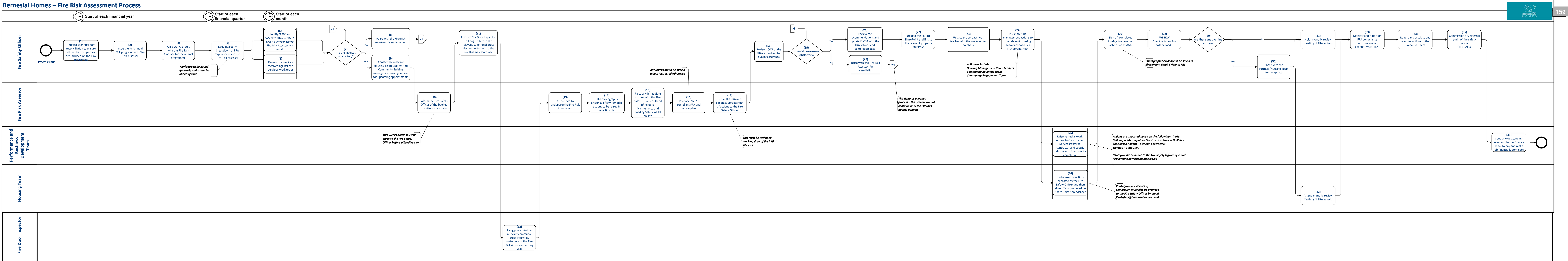
Berneslai Homes – Fire Risk Assessment Process



Contents:

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Fire Risk Assessment Procedure



Name	Fire Risk Assessment Procedure
Owner	Director of Property Services
Last Review	September 2022
Next Review	September 2023
Consultation Board	N/A
Consultation EMT	TBC
Consultation Residents (if applicable)	N/A
Equality Impact Assessment	N/A
Confidentiality	Low
Board Approval	N/A

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1 Scope

- 1.1 Berneslai Homes has established a Board approved Fire Risk Assessment (FRA) Policy which is designed to ensure the organisation meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO).
- 1.2 In addition to this Berneslai Homes must establish a procedure which staff, field operatives and other service providers can work to, to ensure the process for delivering fire safety (risk assessments, follow up works, maintenance and servicing of fire safety equipment, etc.), works effectively and consistently and ultimately enables Berneslai Homes to ensure full compliance with the relevant regulations, legislation and approved codes of practice (as detailed in section 3 and section 4 of the FRA Policy).
- 1.3 This procedure is relevant to all Berneslai Homes employees, customers, contractors and other persons or other stakeholders who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services. It should be used by all to ensure they understand the obligations placed upon Berneslai Homes to maintain a safe environment for customers and employees within the home of each customer and within all communal areas of buildings.
- 1.4 This procedure is also relevant for maintaining a safe environment for all customers and employees within all Berneslai Homes non-domestic properties.
- 1.5 This procedure should be read in conjunction with the Berneslai Homes FRA Policy and the Berneslai Homes Fire Safety Process Map.

2 Fire Risk Assessment Programme, Records and Data

2.1 Fire Risk Assessment Programme

Berneslai Homes will complete a programme of fire risk assessments (FRA) to all non-domestic (communal blocks) and 'other' properties in its management and ownership.

2.2 Risk Assessment Cycle

Berneslai Homes will carry out a programme of fire risk assessment reviews ensuring that all fire risk assessments are reviewed no later than the review date set by the fire risk assessment and that this review is carried out by a competent fire risk assessor (annually or 2 yearly). All future fire risk assessments will be Type 3 surveys as a minimum.

2.3 Properties

The fire risk assessment and re-inspection programme needs to ensure that all non-domestic (communal blocks) schemes and 'other' properties owned or managed by Berneslai Homes are included.

Berneslai Homes will test all properties with a hard-wired smoke alarm or CO alarm as part of the annual gas safety check visit or at void stage.

2.4 Equipment

This Fire Safety Procedure will require Berneslai Homes to ensure that there is a programme in place to deliver servicing and maintenance in accordance with all relevant British Standards and manufacturer's recommendations for all fire detection, prevention and fire fighting systems and equipment within schemes and buildings owned or managed by the organisation.

2.5 Asset Lists

The address lists of all domestic properties, non-domestic (communal) schemes and 'other' properties and buildings owned and managed by Berneslai Homes will be drawn from the core asset register and/or the Excel workbook at the start of each annual cycle of risk assessments/re-inspections, which will commence at the start of each financial year. These assets will also be validated at the start of each financial year to ensure Berneslai Homes factors in new property acquisitions, property disposals and any changes in use within communal schemes and buildings. Works orders will be issued to the Fire Risk Assessor annually and a further breakdown issued on a quarterly basis, a quarter ahead of time.

2.6 Data and Records

Berneslai Homes will hold accurate records against each property it owns or manages setting out the requirements for servicing, maintenance and repair of fire prevention, detection and fire-fighting equipment. These include fire alarm systems, emergency lighting, smoke/heat detectors, hose reels, dry and wet risers, auto window/door openers, fire extinguishers, fire blankets, sprinkler systems and any other equipment relating to fire safety.

2.7 Sanctions

Berneslai Homes acknowledges and accepts its responsibilities in accordance with the regulatory standards, legislation and codes of practice and that failure to discharge these responsibilities properly could lead to a range of sanctions including prosecution by the Health & Safety Executive under the Health & Safety at Work Act 1974, prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007 and via a serious detriment judgement from the Regulator of Social Housing.

2.8 Customers

Berneslai Homes will use the legal remedies available within the terms of the tenancy agreement should any customer refuse access to carry out essential fire safety related inspection and remediation works.

2.9 Leaseholders

Berneslai Homes will use the legal remedies available within the terms of the lease agreement should any leaseholder refuse permission and/or access to carry out essential fire safety related inspection and remediation works (as tested in the case Croydon Council v Leaseholder 1st August 2014).

3 Fire Risk Assessments - Main Process

3.1 **Process Map** - details of the end to end process for fire risk assessments are shown in the process map at Appendix 1 in this procedure. The process map includes details of

the 'high-level' key stages in the process along with who is assigned accountability at each key stage (i.e. Fire Safety Officer, Fire Risk Assessor, Performance & Business Development Team, Housing Team).

- 3.2 **Establish FRA and FRA Review Asset List for the Year** - The process starts with the Fire Safety Officer undertaking an annual data validation exercise in order to ensure all properties requiring a Fire Risk Assessment (FRA) are captured on the programme. The Fire Safety Officer will then review whether there have been any changes in the organisations compliance requirements and identify the properties to be included on the FRA programme by drawing up a list of domestic properties, non-domestic schemes or buildings, which will require an FRA.
- 3.3 **Scheduling the Works** - once the properties to be include on the annual FRA programme have been agreed the Fire Safety Officer will issue the programme to the Fire Risk Assessor and raise the relevant works orders. The Fire Safety Officer will also issue a quarterly breakdown of the required works to the Fire Risk Assessor on a quarterly basis - this will be issued a quarter ahead of time. At the start of each month, the Fire Safety Officer will also identify any properties categorised in PIMSS as 'red' or 'amber' and alert the Fire Risk Assessor that these need to be completed as a priority. Finally, the Fire Safety Officer will review the monthly invoices received with the works orders raised for the previous month in order to confirm they match. Any discrepancies will be raised with the Fire Risk Assessor for remediation.
- 3.4 **Customer Notification** - Once the works orders have been raised with the Fire Risk Assessor, the Fire Safety Officer will contact the relevant Housing Team Leaders and Community Building Managers to arrange access for upcoming appointments. They will also instruct the Fire Door Inspectors to hang posters in the communal areas of the relevant buildings that will alert customers to the fact that the fire risk assessor will be attending.
- 3.5 **Attend Site** - the Fire Risk Assessor will provide two weeks' notice to the Fire Safety Officer before attending site in order to allow them time to arrange the appropriate customer notification. The Fire Risk Assessor will then attend site to undertake the FRA and will take photographic evidence of any remedial actions to be raised in the action plan. They will also raise any immediate fire safety actions with the Fire Safety Officer or Building Safety Manager whilst on site.
- 3.6 **Fire Risk Assessment Survey Report** - the Fire Risk Assessor will produce a PAS79 compliant fire risk assessment, and supporting action plan, and issue it via email to the Fire Safety Officer within 10 working days of the initial site visit.
- 3.7 **Quality Assurance** - The Fire Safety Officer will review 100% of the FRAs submitted by the Fire Risk Assessor in order to provide quality assurance. If any element of the risk assessment is not satisfactory then it will be returned to the Fire Risk Assessor for remediation. If the FRA is satisfactory, then the Fire Safety Officer will update PIMSS with the date of completion and the required remedial actions. They will also upload the FRA to SharePoint and link the record to the relevant property on PIMSS.
- 3.8 **Allocating remedial actions** - The Fire Safety Officer will update the spreadsheet tracker with the works orders numbers of the required remedial actions and email this to the Performance and Business Development Team. The Performance and Development Team will then raise the works orders with Construction Services/external contractor and specify a priority and timescale for completion.
- 3.9 Any housing management actions will also be issued to the relevant Housing Team 'actionee' by email (Housing Management Team Leaders, Community Buildings Team,

Community Engagement Team). Once these have been completed by the relevant Housing Team 'actionee,' they will sign them off as complete on SharePoint and provide the required photographic evidence to the Fire Safety Officer.

- 3.10 **Completing remedial actions** - The Fire Safety Officer will review the Housing Management actions recorded as complete on SharePoint and sign them off as such. They will also check for outstanding orders on SAP on a weekly basis. If there are any overdue, they will chase with the Performance and Business Development Team/Housing Team for an update.
- 3.11 **Monitoring Performance** - once the required FRA actions have been completed, the Fire Safety Officer will take the following action:
 - Hold the monthly review meeting on FRA actions (attended by the Housing Team)
 - Monitor and report on monthly FRA compliance performance, including actions
 - Report and escalate any overdue actions to the Executive Team
 - Commission the external annual 5% audit of all fire safety works
- 3.12 **Process ends** - The Performance and Business Development Team would then send any outstanding invoices to the Finance Team to pay and make the job financially complete.

4 Key Roles and Responsibilities

- 4.1 Berneslai Homes Board will have overall governance responsibility for ensuring the Fire Risk Assessment Policy is fully implemented to ensure full compliance with the regulatory standards, legislation and approved codes of practice. The Board will need to confirm this is the case to Barnsley Council under the terms of the current ALMO arrangement.
- 4.2 As such, the Board will formally approve the policy and review it periodically. The review will be undertaken 2 years after the approval of the new policy, and then every two years thereafter (or sooner if there is a change in regulation, legislation or codes of practice).
- 4.3 The Board will receive regular updates on the implementation of the Fire Risk Assessment Policy and fire safety performance along with notification of any non-compliance issue which is identified. This is so they have assurance that the policy is operating effectively in practice.
- 4.4 The Executive Management Team (EMT) will receive reports in respect of fire safety management performance and ensure compliance is being achieved. They will also be notified of any non-compliance issue identified.
- 4.5 The Director of Property Services has strategic responsibility for the management of fire safety and ensuring compliance is achieved and maintained. They will also oversee the implementation of the Fire Risk Assessment Policy.
- 4.6 The Asset Manager will be responsible for overseeing the delivery of the agreed risk assessment and inspection programmes and for the prioritisation and implementation

of any fire safety actions arising from these assessments and inspections. The Asset Manager will receive operational support from the Fire Safety Officer with this.

- 4.7 The housing teams will provide key support in gaining access into properties where access is proving difficult and use standards methods to do so. They will also facilitate the legal process/controlled access process to gain access as necessary.
- 4.8 The Executive Director of Property will be responsible for ensuring the policy, and this supporting procedure, is reviewed every two years, and will notify the Council, Board, EMT and operational team responsible for the delivery of the fire safety programme, of the upcoming review. The Executive Director of Property Services will ensure that this review process takes place before the policy expires in September 2023.
- 4.9 The Executive Director of Property Services will ensure that the policy, and this supporting procedure, is saved on our shared drive and distributed to all relevant members of staff.

5 Competent Persons

- 5.1 The Fire Safety Officer with lead responsibility for operational delivery should have, or be working towards, the NEBOSH National Certificate in Fire Safety and Risk Management. If they do not have it, they will obtain it within 12 months of the approval of the policy.
- 5.2 Only suitably competent fire risk assessors and fire safety engineers, certified by BAFE and on a UKAS accredited certification scheme that meets the competency criteria established by the Fire Risk Assessment Competency Council, will undertake fire risk assessments or fire safety works. The operational team with responsibility for delivery will check the relevant accreditations for these contractors.
- 5.3 Only suitably competent consultants, contractors and engineers, certified by a UKAS accredited certification scheme, will undertake works to fire safety equipment, systems and installations. The operational team with responsibility for delivery will check the relevant accreditations for the work that these contractors are carrying out. These checks.
- 5.4 All contractor checks will be undertaken as part of the procurement process and thereafter on an annual basis and evidenced appropriately.

6 Training

- 6.1 Training will be delivered on the policy and this procedure that supports it.
- 6.2 Training will include team briefings for those employees who need to have a basic understanding and awareness of fire safety but who may not be actively involved in the delivery of the fire safety policy. This will be basic fire safety awareness training.
- 6.3 On the job training will be provided as required to those employees who will be responsible for managing or delivering the programme of fire risk assessments, planned maintenance and repair works as part of their daily job.

7 Performance Reporting

- 7.1 Robust key performance indicator (KPI) measures will be established and maintained to report on performance in relation to fire safety.
- 7.2 KPI measures will be produced and provided at EMT level on a monthly basis and at Board level on a quarterly basis. As a minimum, these KPI measures will include reporting on:

Data - the total number of:

- Properties - split by communal blocks and 'other' properties;
- Properties on the FRA programme;
- Properties not on the FRA programme;
- Properties with a valid 'in date' FRA. This is the level of compliance expressed as a number and a %;
- Properties where the FRA has expired and is 'out of date'. This is the level of non-compliance expressed as a number and a %;
- Properties which are due for a new FRA within the next 90 days. This is the early warning system;
- The number of fire safety actions arising from the risk assessment programme, and the numbers 'completed', 'in time' and 'overdue' by the 4 categories - immediate, high, medium and low.

Narrative - an explanation of the:

- Current position;
- Corrective action required;
- Anticipated impact of corrective action.

In addition:

- Compliance with the fire safety equipment, systems and installations servicing and maintenance programme;
- Recording and reporting on property fires to identify trends and target awareness campaigns.

8 Quality Assurance

- 8.1 Berneslai Homes will carry out independent third party quality assurance audits of fire risk assessments, on a 5% sample.
- 8.2 We will carry out an independent audit of fire safety every two years. This audit will specifically test for compliance with the regulation, legislation and approved codes of practice and identify any non-compliance issues for correction.
- 8.3 We will implement a programme of regular property inspections to all properties with a fire risk assessment in place to audit that all required management actions are taking place. These inspections will be carried out by housing officers, site-based staff and caretakers and be undertaken at regular intervals, with inspection records evidenced

and kept against each property. In addition to this we will ensure regular testing of all fire alarms and emergency lighting systems.

9 Non-Compliance/Escalation Process

- 9.1 The definition of non-compliance in relation to the policy refers to any incident which results in a potential breach of legislation or regulatory standard, or which causes a risk to health or safety.
- 9.2 Any non-compliance issue identified at an operational level will be formally reported to the Executive Director of Property Services in the first instance.
- 9.3 The Executive Director of Property Services will agree an appropriate course of corrective action with the Head of Repairs Maintenance and Building Safety in order to address the non-compliance issue and report details of the same to the EMT.
- 9.4 The EMT will ensure the Board are made aware of any non-compliance issue so they can consider the implications and take action as appropriate.
- 9.5 In cases of a serious non-compliance issue the EMT and Board will consider whether it is necessary to discuss the issue with the Council; and potentially disclose the issue to the Regulator of Social Housing in the spirit of co-regulation, or any other relevant organisation such as the HSE, as part of the Regulatory Framework.

10 Approval

Strategic Lead: Director of Property Services

Sign/date: _____

Chair Board: _____

Sign/Date: _____

Board Member: _____

Sign/Date: _____

11 Appendices

Appendix 1 - Berneslai Homes Fire Safety Process Map



Berneslai Homes Resident Engagement Strategy



Contents

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1. Version details

Document Information	
Version	V.0.1
Author	Building Safety Manager
Owner	Berneslai Homes
Sign Off	Executive Management Team
Timescales	2022-2024
Review	2024

2. Introduction and objectives

This is Berneslai Homes’ first Building Safety Resident Engagement Strategy. It focuses on our Higher-Risk Residential Buildings which are Albion House, Britannia House and Buckley House. Following the tragic fire at Grenfell Tower a new regulatory regime is being introduced for these buildings, although many of the principles will apply to other buildings. The strategy sets out our approach to resident engagement relating to building safety for new and existing buildings from 2022-2024 and should be considered the first steps on the path towards meaningful engagement with residents about the safety of their homes. Berneslai Homes’ Strategic Plan 2020-2030 number one priority is to keep our residents safe. “We will ensure homes are safe and decent, we want to empower residents and make sure their voices are heard”. Our Asset Management Strategy also echos the ethos of keeping our residents safe, “Our homes will be safe, secure and well maintained to enhance the lives of our customers”

The key aims of this strategy are to:

- Ensure residents are empowered to play an effective role in ensuring their building is, and continues to be safe;
- Set out the ways in which residents can get involved and the benefits to them from participating in engagement on building safety;
- Identify the building safety information residents wish to be provided with
- Identify the way in which residents wish to be provided with building safety information;
- Establish methods of improving our approach to engaging with residents in relation to the safety of their home;
- Engage staff with regards to importance of residents' rights to have a say in relation to their homes;
- Clarify our responsibilities and residents' responsibilities to ensure their homes remain safe.
- Ensure residents are aware of how to request repairs and report Building and Fire Safety concerns

The strategy will be reviewed as part of our preparations for when changes of legislation come into place, and in response to priorities identified by the Building Safety Regulator.

3 Our Vision for our Building Safety Resident Engagement Strategy

Our vision for our Building Safety Resident Engagement Strategy is that our customers that reside in our homes have a voice, are encouraged to share their thoughts and views freely with us, and in return we listen and respond to their voices. The underlying principle to this strategy is that “every voice matters”.

4. Internal and external context

Following the tragedy at Grenfell in June 2017, the Government commissioned the Independent Review of Building Regulations and Fire Safety led by Dame Judith Hackitt which was published in May 2018. In December 2018 the Government accepted all 53 of her recommendations.

Berneslai Homes have made good progress implementing these recommendations. A large emphasis has been placed on how landlords engage with residents around building safety and this strategy seeks to outline the approach Berneslai Homes will take to engage with and involve residents in the safety of their homes.

In June 2019 the Government published a consultation document setting out how they plan to overhaul the system for high rise residential buildings through:

- clearer responsibilities for those building or managing these buildings;
- a stronger voice in the system and better information for residents;
- greater oversight by regulators; and
- tougher enforcement when things go wrong.

The Building Safety Bill was introduced into parliament on 30th of June 2021, it is a large and complex bill and the passage through parliament will be lengthy. Following Royal Assent is intended that a number of changes will come into force within the first 12 months. In the spirit of this welcome direction of travel we have taken the decision to implement as many as possible of the recommendations in advance of their going through the legislative process.

The Grenfell Inquiry – Phase 1 Report was published on the 30 of October 2019 with 16 recommendations for either landlords or the Fire Brigade to review. Berneslai Homes has established a new Building Safety team and have reviewed all recommendations that apply to our buildings.

5. Our approach

This strategy will detail our approach to engaging and involving residents in relation to building safety across all our homes. This strategy will be further supplemented by bespoke plans tailored to properties where there is deemed to be a need, setting out how the strategy will work in practice for each building.

It has been developed in conjunction with residents, adopting a culture of openness and transparency, to ensure it addresses their needs and requirements. It details what residents can expect in terms of communication and how they can get involved and raise concerns.

To clarify there is a difference between building safety and building security. Issues around the security of a building may arise from the front door of the building being left open (for example). This may then impact on the safety of the building.

Issues around building security should be reported via the Housing Management Officer or the Repairs Hotline 01226 787878

The following section outlines our intended approach to engaging with residents around building safety. There are three main strands:

- Information and understanding;
- Resident and landlords' responsibilities;
- Action to take in the event of a fire;

5.1. Information and understanding

5.1.1 Communication and engagement

We will use a range of ways to communicate with residents to cater for, as much as possible, the diverse needs of our residents. We will endeavour to make adequate provisions for residents, for example, who have a physical or visual impairment, have other disabilities or who do not speak English on request.

Examples of the way in which we can communicate with residents may include but is not limited to:

- At sign up
- Website
- Social Media
- Notice boards
- Text
- Email
- Letter
- Pop up sessions to talk about building safety
- On line Videos
- One to one conversations

- Focus Groups
- Every day interactions with Officers/operatives

We will also ensure we cater for residents who may prefer face to face meetings to discuss the strategy and the specific action plan for their building. Following all meetings information provided will be delivered to each resident's home. If there are any significant changes to the strategy or action plan, we will update residents during our regular meetings (frequency to be decided by the group).

Where we have identified a serious issue with a building affecting the safety of all residents, we will keep residents updated on a monthly basis in relation to any interim safety measures necessary, remedial works and further investigations that are required. These updates may be in the form of monthly meetings and/or updates on our website and/or monthly newsletters.

Fire Action Notices are displayed throughout all buildings.

We will encourage residents to get involved in decision making relating to the safety of their building. If you would like to get involved the Resident Engagement team welcome your input. You can contact them directly at engagement-buildingsafety@berneslaihomes.co.uk

Building safety is the responsibility of all residents, as well as Berneslai Homes as the Management Agent and BMBC as the Landlord.. While we will endeavour to ensure that all residents are aware of key building safety messages it is important that this is reinforced by residents. Where residents see one of their neighbours acting in a way that suggests they have not understood or remembered building safety information they should remind them of it as a matter of priority, or contact The Building Safety Manager.

We will seek to work with residents to identify a process that we can implement to measure the success of this strategy and the satisfaction of our residents. One way of doing this may be a reduction in the number of occasions upon which we have to remove fire hazards left by residents in the communal parts or outside the building. We will commit to reviewing feedback from our residents to ensure we continuously improve the service we provide to them.

5.1.2 Clarity and accessibility of information

We will proactively provide all residents with the information they need to help them understand the protections that are in place to keep their building safe.

We will ensure that the information provided is sufficient, timely, relevant and in a format that can be understood by residents. As a standard practice we will provide:

- The measures we have in place to mitigate potential fire and building safety risks to residents, e.g. fire precautions;
- Information for residents detailing how they can reduce the risk of fire in individual dwellings e.g. by not storing flammable materials;
- A process for reporting a fire risk and/or raising any other safety concerns;
- Procedures to follow where a fire occurs in the building, including for evacuation;
- The different roles and responsibilities of the accountable person, Building Safety Manager and residents;

- Key information such as the contact details of the accountable person and Building Safety Manager.

Residents will also be entitled to obtain further and more detailed information about the safety measures in their building if they wish and such information may include (but is not limited to):

- Full, current and historical fire risk assessments;
- Planned maintenance and repairs schedules;
- Outcome of building safety inspection checks;
- How assets in the building are managed, e.g. frequency of lift maintenance;
- Details of preventive measures, e.g. smoke alarms;
- Fire protection measures in place, e.g. sprinklers, fire extinguishers;
- Information on the maintenance of fire safety systems;
- The fire strategy for the building;
- Structural assessments;
- Planned and historical changes to the building.

We will implement a process for dealing with requests for information. We will aim to provide residents with the documents they request within 2 weeks. Eventually most documents will be accessible online, until this is in place residents can request documents from the Building Safety Manager.

Within this process we will provide guidelines to enable vulnerable residents to nominate an advocate, caregiver or representative who can request more detailed information on their behalf.

We will not release draft reports, which by their nature are likely to be subject to change but will aim to release information as swiftly as possible.

Residents who have a concern about building safety can contact our Hotline 01226 787878 who will follow our repairs process and arrange for a contractor to attend. Any resident who is not happy with the outcome and wishes to escalate the issue can submit a complaint. Your Building Safety Manager can deal with these issues. You can contact the Building Safety Manager here 07802847790

5.1.3 How safety information should be provided at the start of the tenancy

At the start of every tenancy we will provide a fire action notice within the sign-up pack.

Within 6 weeks of a tenancy starting we will contact residents to discuss building safety and check their understanding of the evacuation plan for the building, we will answer any queries they may have at that point.

5.2 Resident and landlords' responsibilities

5.2.1 Supporting residents to understand their responsibilities

Residents have an obligation to work with us to keep their building safe and to let us know of any safety concerns they have identified following the process outlined in this strategy.

Residents are expected to provide reasonable access by allowing us to inspect and carry out necessary works for several types of safety inspections such as

- Routine maintenance of Fire Alarms
- 6 monthly fire door inspections
- Routine maintenance of Sprinklers
- Periodic electrical testing
- Asbestos surveys
- Fire Risk Assessments

Where information or access is required, we will provide the resident (Including Leaseholders) with reasonable notice. Where access is not provided, we will try several measures to gain access to the property with the final measure being legal action and forced entry. We will look to recover the costs of such legal action directly from the resident. If entry is required to Leasehold flats a clause in the lease (in most cases) permits to council to enter twice a year to examine the condition of the property and identify works. Reasonable notice will be provided in writing prior to any visits, and a recharge will be issued if the works are not carried out by the leaseholder in a reasonable timescale.

We have a zero-tolerance policy for residents leaving possessions in communal areas. Any items stored in communal areas will be removed and disposed of if not removed within 7 days of being notified by the Housing Management Team.

5.2.2 Landlord Responsibilities

Within our High-Rise Blocks we follow specialised housing guidance which involves undertaking person-centred fire risk assessments to evaluate the needs of individual residents. This enables us to evaluate their specific situations, minimise risks and put in place specific measures accordingly (an example of this is to use visual fire alarms for residents who are hearing impaired).

At high-risk schemes (High Rise) we establish specific vulnerabilities for residents within that scheme using a combination of data held on internal systems and questionnaires completed by each resident. We will identify any flat that houses a resident who requires assistance to leave their flat. This information will be a flat number only and is held on site in a premise's information box which (only) South Yorkshire Fire and Rescue have access to in case of an emergency.

We will work with South Yorkshire Fire and Rescue Service to electronically provide any information about the building they require, (such as Building Plans) and work with them to ensure Fire Fighters are trained to respond to emergencies in High Rise Buildings. We will do this by allowing them to use our buildings for training exercises throughout the year.

In line with our process for reporting safety concerns, all legitimate concerns will be treated seriously, and remedial action will be taken to rectify the issue.

We will produce a new complaints procedure specifically for our Higher Risk Buildings so that residents can escalate their concerns to the Building Safety Regulator where they feel Berneslai Homes have not resolved the issue. We aim to have a new complaints procedure up and running by (September 2022?) Until the new procedure is produced more information about complaints can be found here: <https://www.berneslaihomes.co.uk/contact-berneslai-homes/make-a-complaint-complaint-or-suggestion/>

5.2.3 Encouraging residents to keep their buildings safe

We will ensure that residents are empowered to play an effective role in making sure that their building is, and remains, safe. This includes identifying and reporting hazards that may impact on the

safety of the building and meeting their responsibilities to ensure their own safety and that of their neighbours. We will do this by inviting all residents to regular building safety meetings and encourage residents to be part of a Residents Panel. For those who do not wish to attend meetings we will establish how they would like to communicate with us so that all relevant information can be given to everyone in a way that is best for them.

Residents are encouraged to assess the needs of their household and any members of their family who may be vulnerable (such as young children or someone with a disability). They are encouraged to ensure they understand the action plan for their building so they know what they should do in the event of an emergency.

Upon advice from fire brigades we no longer provide fire safety equipment (such as fire blankets and fire extinguishers) within either residents' homes or in communal areas. The Fire Service advise that unless individuals have the relevant training on the use of fire safety equipment then they are encouraged not to attempt to fight the fire but to close all fire doors to contain the fire and follow the action plan for their building.

Residents are also encouraged to consider the wellbeing of their neighbours in the building and recognise that their actions may put the lives of others at risk. For example, residents should ensure they do not prop open any communal fire doors or flat entrance doors and they do not store items in the communal hallway which may impede an escape route in the event of an emergency. Residents must not make any changes to their fire doors. Residents who smoke should ensure they do so in a safe place and fully extinguish their cigarettes afterwards. Barbecues and patio heaters should never be used inside buildings, on balconies or in close proximity to any flammable material.

Where residents see one of their neighbours acting in a way that suggests they have not understood or remembered building safety information they should remind them of it as a matter of priority or report to their Building Safety Manager. An example of this could be neighbours who are suspected to be hoarding, who are storing combustible items in the communal hallway or neighbours who may be considered vulnerable. If residents are not comfortable discussing this with their neighbours, they should report it as a building safety concern to us.

5.2.4 Improving communications on safety (i.e reporting safety concerns; works to the property)

We will work in partnership with residents to ensure that they are involved in decisions about their building's safety and, where possible, provide them with reasonable information on works due to be carried out to their property enabling them to have an opportunity to consult with us.

If any resident feels their concerns have not been addressed, they can follow our formal complaints process to escalate the issue. You can find details about this here:

<https://www.berneslaihomes.co.uk/contact-berneslai-homes/make-a-compliment-complaint-or-suggestion/>

A new complaints procedure specifically for Albion, Buckley and Britannia Houses will be produced by August 2022.

4.3. Action to take in the event of fire

There is an action plan for each building, Albion, Buckley and Britannia Houses with specific details for the action residents should take in the event of a fire. This information is contained on a Fire Action Notice which are on the walls in every building.

All our buildings are designed to keep residents safe. Buildings are compartmented which means that they are built in such a way to contain a fire within a single room or multiple rooms. This limits the spread of fire, smoke and flue gases. One of the key safety measures to aid compartmentation is fire doors. It is important that you do not make alterations to fire doors within your home and keep them free of obstruction which may prevent them from closing.

Fire Brigades advise that it is best for residents to keep fire doors closed to contain a fire rather than risking injury trying to fight a fire themselves.

Most tall buildings are designed to contain fire, smoke and heat within individual homes for a long enough period to enable the Fire Brigade to extinguish the fire. In such buildings it is safe for residents to remain in their home, as long as it is not affected by fire, smoke or heat, while it is extinguished. This is known as 'stay put' advice.

5.3.1 Understanding a building evacuation plan

A building evacuation plan means that all residents must leave the building and go to the assembly point for the building in the case of an emergency.

5.3.2 Understanding 'stay put' and when it should be used

All buildings which have been built in such a way as to contain a fire within one of the compartments of the building will have a stay put policy in place. Fire Brigades advise us that the best option for residents is to remain in their own homes, unless that's where the fire started or fire, heat or smoke has spread to their home, rather than trying to evacuate which may result in them being in more danger.

If Fire Breaks Out In Your Flat:

- leave the room where the fire is straight away, and then close the door;
- tell everyone in your home and get them to leave. Close the front door of your flat behind you;
- do not stay behind to put the fire out;
- call the fire service; and
- wait outside, away from the building

If You See Or Hear Of A Fire In Another Part Of The Building:

- The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat if the fire is elsewhere.
- You must leave immediately if smoke or heat affects your home, or if you are told to by the fire service. **If you are in any doubt, get out.**

5.3.3 Understanding what "Next place of safety" means

Any residents required to evacuate their homes should go to the "next place of safety". This means you should move away from the building to a place of safety from a fire or any falling debris.

5.3.5 Evacuating a building safely

If residents are required to evacuate their homes, they must do so by walking to the safest and closest exit and/or stairway. Where possible, they should close any fire doors behind them. They should never use a lift to exit during a fire alarm activation. Once outside the building, residents must move away from the building and go nearest safest place.

The front of the building may be where the fire fighters and fire trucks will be operating. Residents must move away from the building and must not obstruct their access to the building.

If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious injuries will happen. Residents must not remain in or near this area.

Once residents have left the building they must not re-enter until they are told to do so by the fire brigade.

5.3.6 Responding to fire alarms and contacting the fire brigade

If the fire or smoke alarm in your home sounds, call 999, ask for the fire service and follow their advice. If you hear the fire or smoke alarm sound in any communal area or a neighbour's home, call 999, ask for the fire service and follow the plan for your building.

6. Monitoring the Strategy

It is important that we monitor and share the difference the Resident engagement and resident involvement has made. This demonstrates not only are we listening to our residents but also shows respect for those who have contributed and given their time to be involved, and highlights anything that we can do differently.

We will monitor the effectiveness of the strategy by

- An annual customer Building & Fire Safety survey
- Share and analyse the results with the Residents Panel
- Share and analyse the results with the Tenant Voice Panel
- Publish the results to all residents in the High Rise blocks
- Ask the Tenant Voice Panel to review our Strategy on an annual basis with us
- An annual report to the Customer Services Committee

Appendix

Building Safety Manager	Kerry Storrar	07802847790	Kerrystorrar@berneslaihomes.co.uk
Fire Safety Officer	Ryan Beardshall	07976532071	Ryanbeardshall@berneslaihomes.co.uk
Housing Management Officer	Marie Jackson	07976532307	Mariejackson@berneslaihomes.co.uk
Housing Management Group Leader			
Berneslai Homes Hotline 24 hours		01226 787878	
Complaints	https://www.berneslaihomes.co.uk/contact-berneslai-homes/make-a-compliment-complaint-or-suggestion/		
Berneslai Homes Web Site	https://www.berneslaihomes.co.uk/		
Resident Engagement enquiries	engagement-buildingsafety@berneslaihomes.co.uk		



Creating great homes and communities
with the people of Barnsley

Report Title	HRA Capital Programme Update	Confidential	No
Report Author	Arturo Gulla – Executive Director of Property Services	Report Status	For Information
Report To	Board	Officer Contact Details	arturogulla@barneslaihomes.co.uk

1. Executive Summary	<p>The Barnsley Homes Standard (BHS) programme 2022/23 consists of 1259 properties split between Construction Services and Wates (807/452). The total resource envelope is £10.45M.</p> <p>Five of the Ten schemes total works costs/Guaranteed Maximum Price (GMP) have been agreed. Three of six for Construction Service and Two of Four for Wates, all five of these are on site.</p> <ul style="list-style-type: none"> • Properties completed – 124 • Properties currently open - 58 <p>In addition to the scope of works agreed to maintain decency standards we have also included programmed replacement orders transferred from day-to-day repairs operations to BHS. Furthermore, the property works also include work to support the zero-carbon agenda, compliance and building safety.</p> <p>The current financial position with five of the ten GMPs agreed is an underspend against the budget of approximately £347,000. Two retrofit pilot properties which Construction Services are to undertake have been added to the Barnsley West scheme. Once the GMP is agreed the costs will be taken from the total resource envelope.</p>
2. Recommendation/s	That Board note the progress report.

3. Background

- 3.1 The 2022/23 Barnsley Homes Standard programme (BHS) consists of 1259 properties across ten schemes. Six of these schemes are being completed by Construction Services with a total of 807 properties. The remaining 452 properties are being completed by Wates across four schemes
- 3.2 The total resource envelope approved by cabinet for the Barnsley Homes Standard programme for 2022/23 is £10.45M
- 3.3 The focus of the works is primarily to ensure that properties are maintained to decency standards i.e. kitchens, bathrooms, boiler replacements, electrical rewires. In addition, we look to utilise any of the remaining budget allocation to make improvements to building safety/compliance, energy efficiency and ventilation to homes

4. Current Position /Issues for Consideration

- 4.1 As part of the Property Repairs and Improvement Partnership (PRIP), total works costs/Guaranteed Maximum Price (GMP) have been agreed with contract partners for five of the ten schemes, all of which are now live on site. Of the remaining schemes, three are planned to start between September and November 2022 and the final two in January 2023.
- 4.2 Construction Services are working to the agreed pre-contract programme dates and have three GMPs agreed, with the next due to be agreed 07/10/2022 which is for the Wilthorpe Scheme. The scope of works for this scheme is currently with the Asset Management team for verification.
- 4.3 Wates have two GMP's agreed which are on site but have delayed the Jump scheme and the Darfield scheme due to issues with pricing and surveying. This has caused a delay in GMP submission which has pushed the start date back from 15/08/22 to 26/09/22. This has also caused a delay with the Darfield scheme which is now planned to start 03/10/22. The schemes will be completed in this financial year with no implications.
- 4.4 The below table shows the progress across the 2022/23 BHS Programme as of 31/08/2022. The schemes highlighted in red are not currently on site.

BHS Programme	Planned/Actual Start Date	Planned/Actual Completion Date	Total Property No.'s	Open - WIP	To Open	Ready to Complete	Completed	Total	% Complete	Est % Complete to Date
22/23 BHS Barnsley West (CS)	20/06/2022	31/03/2023	215	20	153	42	0	215	0%	20%
22/23 BHS Wombwell (Wates)	04/07/2022	30/09/2022	61	6	19	31	5	61	12%	88%
22/23 BHS Worsbrough Common/Dale (CS)	18/07/2022	31/03/2023	179	16	150	13	0	179	0%	7%
22/23 BHS Gilroyd/Dodworth (CS)	01/08/2022	31/03/2023	297	10	259	28	0	297	0%	9%
22/23 BHS Hoyland St Peters (Wates)	08/08/2022	17/02/2023	116	6	100	10	0	116	0%	9%
22/23 BHS Jump (Wates)	26/09/2022	31/03/2023	163	0	163	0	0	163	0%	0%
22/23 BHS Darfield (Wates)	03/10/2022	31/03/2023	112	0	112	0	0	112	0%	0%
22/23 BHS Wilthorpe (CS)	24/10/2022	16/12/2022	24	0	24	0	0	24	0%	0%
22/23 BHS Athersley South (CS)	09/01/2023	31/03/2023	45	0	45	0	0	45	0%	0%
22/23 BHS Shafton (CS)	09/01/2023	31/03/2023	47	0	47	0	0	47	0%	0%
BHS Programme Total			1,259	58	1,072	124	5	1,259	0%	11%

- 4.5 Property handovers for the Barnsley West Scheme have been delayed due to the lead time on the external doors which has held up full completion of the works. These will now be completed on a separate handover to ensure handovers are completed on a rolling basis and that there is no backlog.
- 4.6 In addition to the original scope of works for the BHS programme, works have been transferred from Planned Replacements into BHS. This has been where the properties for the replacement works are at the addresses or on the same streets included within the BHS address list. This has been to assist with other Capital budgets as well as to improve customer satisfaction. These works have been priced and included in the agreed GMP's. There has also been three Equipment and Adaptation wet rooms added into the Barnsley West, Dodworth/Gilroyd and Jump schemes.
- 4.7 There has been an increased focus on ventilation across all BHS schemes for 2022/23. Every property will have an extractor fan fitted in the kitchen and bathroom where there isn't an existing fan, as well as replacing any existing non-operational fans.
- 4.8 With an emphasis around energy efficiency and building safety there has been 71 uPVC window panels added to the Dodworth/Gilroyd scheme, that will be replaced with fire rated insulated External Wall Insulation (EWI). In addition to this there are 7 properties having full EWI at Dodworth as well as 12 as part of the Jump Scheme. We have also added approximately £100,000 of asbestos removal works to the Wombwell scheme. As part of the Barnsley West scheme we have included the replacement of 117 timber external doors to outhouses where the properties have a boiler or battery storage unit fitted for additional security purposes.
- 4.9 As part of our project planning for future BHS programmes, it has been identified that there is a high number of possible kitchen replacements that were fitted during the Decent Homes Programme between 2004-2006. These components whilst not failing necessarily are reaching the end of their lifecycle in the coming years. To be proactive and assist with the smoothing of this demand within the 2022/23 BHS programme, 43 additional kitchens have been added into the Dodworth/Gilroyd scheme, utilising part of the underspend from the agreed GMP. These were selected following surveys which determined whether the kitchens had less than 2 years life left, based on their condition and functionality.
- 4.10 With five GMP's being agreed at this stage, the current underspend against the agreed total budget is approximately £347,000. This takes into account the additional works added to the Dodworth/Gilroyd scheme.
- 4.11 We are awaiting costs to be submitted for two retrofit pilot properties that Construction Services will be carrying out as part of the Barnsley West Scheme. The deadline for the GMP submission from Construction Services is 23/9/2022. Once the GMP is agreed, the costs for this project will be taken from the overall BHS resource envelope. This will see two properties with an Energy Performance Certificate (EPC) rating E being brought up at least an EPC C rating. The retrofit pilot is also supporting Construction Services become PAS 2030 Accredited to allow them to carry out retrofit works in the future across the housing stock.

5. Customer Voice/Impact

- 5.1 Customers are informed the previous financial year that they are part of the following years BHS Programme. Included in this letter they are informed of who will be carrying out the surveys on behalf of the contract partner. They are then kept up to date with the agreed scope of works and programme dates, as well as receiving a pre-works induction and continual support through the duration of works, from our BH Project Liaison Officers and our contract partners.

6. Risk and Risk Appetite

- 6.1 Timescales - due to the contract partners commencing the BHS surveys later than in previous years, the start dates for the schemes are later than originally planned. This will pose a risk to schemes being completed in the 2022/23 financial year. This will be regularly monitored by the Asset Management Team who will be working closely with the contract partners to mitigate.
- 6.2 Supply Chain - material costs are continually being monitored through the appropriate mechanisms by project and finance teams. This is due to the significant increases across the construction/building sector.
- 6.3 Financial - there are minimal risks in terms of managing the allocated funding, as all BHS schemes are protected by an agreed GMP prior to any works commencing on site. The work across each scheme has also been analysed prior to GMP agreement, to ensure that we stay within the resource envelope. For example, dry roof systems were not included as part of the Barnsley West Scheme due to being in an anticipated overspend position prior to the GMP being agreed. The 5% contingency allocated to each scheme will also be closely monitored and appropriate action taken in regard to additional works being added to the scheme.

7. Strategic Alignment

- 7.1 The BHS programme aligns with the BH strategic plan and in some part contributes to all six ambitions. Alongside maintaining decency standards across the stock, it supports the Councils 2030 vision.

8. Data Privacy

- 8.1 This report does not involve the processing of any data.

9. Consumer Regulatory Standards

- 9.1 This report relates to the following elements of the Regulatory Standard:

Home Standard – as a registered provider Berneslai Homes has an obligation to provide quality accommodation to a required standard as set by the Decent Homes guidance. The BHS Programme will only serve to improve the council housing stock, with its main aim being to maintain decency across the housing stock. Alongside this there are reductions in carbon emissions, increasing energy efficiency and improving building safety.

10. Other Statutory/Regulatory Compliance

- 10.1 The BHS programme helps to maintain compliance with the Decency Standards as well as building safety requirements such as electrical and gas compliance.

11. Financial

11.1 There are no financial implications arising directly from the progress report. The total resource envelope approved by cabinet for the Barnsley Homes Standard programme for 2022/23 is £10.45M

12. Human Resources and Equality, Diversity and Inclusion

12.1 There are no Human Resources and EDI arising directly from the progress report.

13. Sustainability Implications

13.1 This report details how the BHS programme contributes to the zero carbon initiatives.

14. Associated Background Papers

14.1 There are no background papers associated to this report.

15. Appendices

15.1 None.

16. Glossary

16.1 None.



Creating great homes and communities
with the people of Barnsley

Report Title	Quarter 1, Corporate Performance Summary	Confidential	No
Report Author	Sarah Drafz	Report Status	For Information
Report To	Board - 29 September 2022	Officer Contact Details	Sarahdrafz3@berneslaihomes.co.uk

1. Executive Summary	<p>This report presents an assessment of Berneslai Homes performance for Quarter 1 (April to June) of the 2022/23 financial year.</p> <p>Overall performance for the quarter was positive with just 2 of the 28 Key Performance Indicators (KPIs) reported as behind target - rent collection levels and the percentage of staff defining under the Equality Act definition of disability.</p> <p>The format of the main quarterly performance report has changed to show a more visual performance summary. Customer Services Committee welcomed the new report format and were satisfied with core performance at the end of the first quarter. Discussion around rent collection and the cost-of-living crisis ensued and members heard of the measures in place to address performance and were assured tenants are being supported.</p>
2. Recommendation/s	<p>2.1 Board are asked to consider and comment on the performance of the organisation during the first quarter of the financial year.</p> <p>2.2 In so doing, they should ensure they are satisfied that where performance targets have not been achieved that the issues causing this are clear and that there are adequate controls and actions in place to address the reasons for this.</p> <p>2.3 Board should identify any areas where they feel as though more detailed consideration is required by Customer Services Committee.</p>

3. Background

- 3.1 Berneslai Homes performance is measured so that we can monitor the success of our Strategic Plan commitments, see how well different parts of the business are doing and see the difference we are making to our customers. On a quarterly basis a report showing company performance against a suite of KPIs is received by and scrutinised at Customer Services Committee.
- 3.2 From quarter 1 of 2022/23 a revised performance report format was adopted showing a more succinct, visual assessment of performance. Red, amber, green (RAG) status was used to show performance against target and where key exceptions were identified commentary was provided.
- 3.3 The key performance indicators measured are segmented according to the organisations mission; great place, great people, great company which supports the organisations vision; creating great homes and communities with the people of Barnsley.

4. Current Position /Issues for Consideration

- 4.1 Overall performance for the quarter was positive with just two of the 28 KPIs measured reported as behind target - rent collection levels and the percentage of staff defining under the Equality Act definition of disability.
- 4.2 Rent collected as a proportion of rents owed on Housing Revenue Account dwellings has decreased this quarter and stands at 94.43% against an annual target of 97%.
- 4.3 Whilst performance against this measure in the first quarter of the financial year is typically lower than in subsequent quarters, this is the first-time rent collected has dropped to this level. Various factors have been identified as contributing to performance including the cost-of-living crisis, welfare reforms and internal challenges. An action plan has been developed and is in place to address performance against this measure.
- 4.4 National benchmarking data shows a consistent, steady increase in rent arrears, demonstrating the cost-of-living crisis and associated pressure on household finances is not unique to Barnsley. As an organisation, we have a number of initiatives in place to help support tenants who are struggling with the cost-of-living; including drop-in money advice sessions, access to specialist financial support and personalised packages of help for tenants experiencing real difficulties. Since the quarter 1 performance report was produced, monthly data for July shows a slight improvement in performance for this measure.
- 4.5 For quarter 1, 5.19% of staff defined under the Equality Act definition of disability against a target of 8%. Whilst the number of disabled employees is comparable to previous quarters, the overall number of employees has increased which shows a slightly lower representation of disabled employees. Specific actions to improve representation are identified in our Equality of Opportunity report. The National Housing Federation (2021 data) report shows an overall underrepresentation of disabled employees across the sector.
- 4.6 Void performance during the first quarter of the financial year improved but the cumulative performance at 27.85 is still above target of 25 calendar days. When considering performance monthly, the latest data for July shows a marginal increase in the average relet time from 24.37 days in June to 25.88 days.

4.7 After discussions with tenants, it was agreed that the target for answering phone calls at the call centre would be amended this year in-line with other services and housing providers. In previous years, the aspiration was to answer phone calls within 20 seconds, but this was an incredibly challenging target. Having such a stretching target could potentially lead to a poor experience when trying to deal with customer's issues so a new target of answering calls within less than 3 minutes has been agreed by all parties. In quarter 1, just over 85% of calls were answered within less than 3 minutes (against a target of 80%). The most recent monthly data for July shows performance has slipped to 74.35% of calls answered in target time. We continue to monitor this closely and work with the provider to ensure continual improvement in call handling.

5. Customer Voice/Impact

5.1 To ensure that tenant's voices are represented, Tenant Voice Panel members sit on the Customer Services Committee and are involved in scrutiny of quarterly performance. In addition, two tenant Board representatives are members of Customer Services Committee and provide scrutiny of company performance.

6. Risk and Risk Appetite

6.1 There are no risk register items which directly link to this report.

7. Strategic Alignment

7.1 Our KPIs are aligned to our mission; Great place, great people, great company, which supports our vision 'Creating great homes and communities with the people of Barnsley.' We work closely with the council to ensure we align our services and Strategic Plan to meet the challenges and opportunities of their new Corporate Plan and the Barnsley 2030 vision

7.2 The performance report links to all the Barnsley 2030 Strategic Ambitions (listed below) as it one of the mechanisms by which we monitor our performance against plan.

- Hearing Customers
- Keeping tenants Safe
- Growth of Homes and Services
- Technology and Innovation
- Employment and Training
- Zero Carbon

8. Data Privacy

No processing of personal data has taken place in the creation of this report.

9. Consumer Regulatory Standards

9.1 This report relates to the following elements of the Regulatory Standard:

- Governance and Financial Viability Standard
- Value for Money Standard
- Home Standard
- Tenancy Standard
- Neighbourhood and Community Standard
- Tenant Involvement and Empowerment Standard

By measuring and monitoring performance against our KPIs and involving tenants in this process we can effectively ensure we demonstrate progress towards achievement of our strategic objectives and compliance with multiple regulatory standards.

10. Other Statutory/Regulatory Compliance

10.1 There are no specific statutory or regulatory compliance implications arising directly from this report.

11. Financial

11.1 There are no specific financial implications arising directly from this report.

12. Human Resources and Equality, Diversity and Inclusion

12.1 There are no human resource implications arising directly out of the recommendations in this report.

13. Sustainability Implications

13.1 Various performance measures reported assess progress towards achieving our net zero ambitions which in turn links to our sustainability strategy.

14. Associated Background Papers

None

15. Appendices

Appendix 1 - Quarterly Performance Report Q1

16. Glossary

None

Quarterly Performance Report

Quarter 1 - 2022/2023





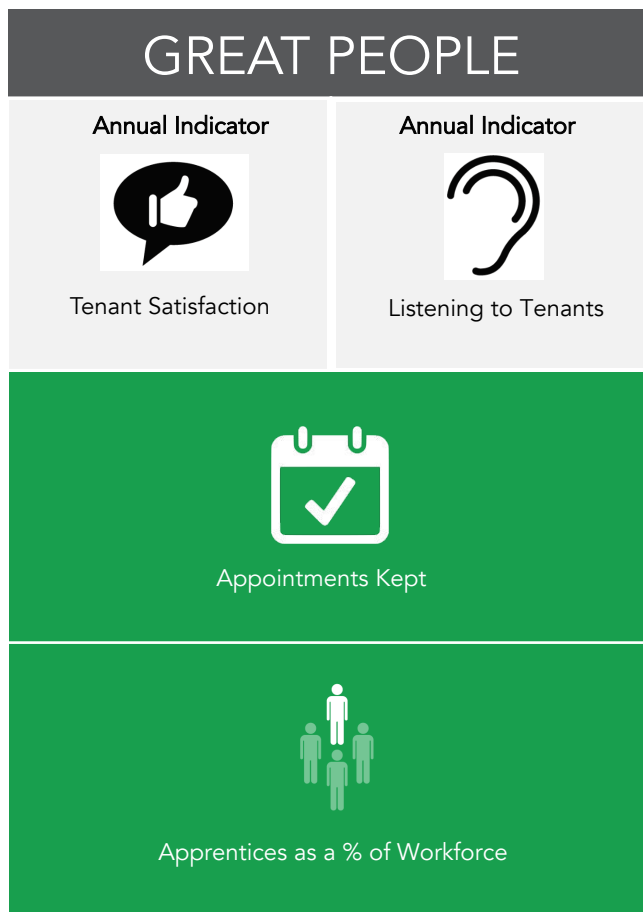
Pulse Pls

Q1 Overview - Council Pls



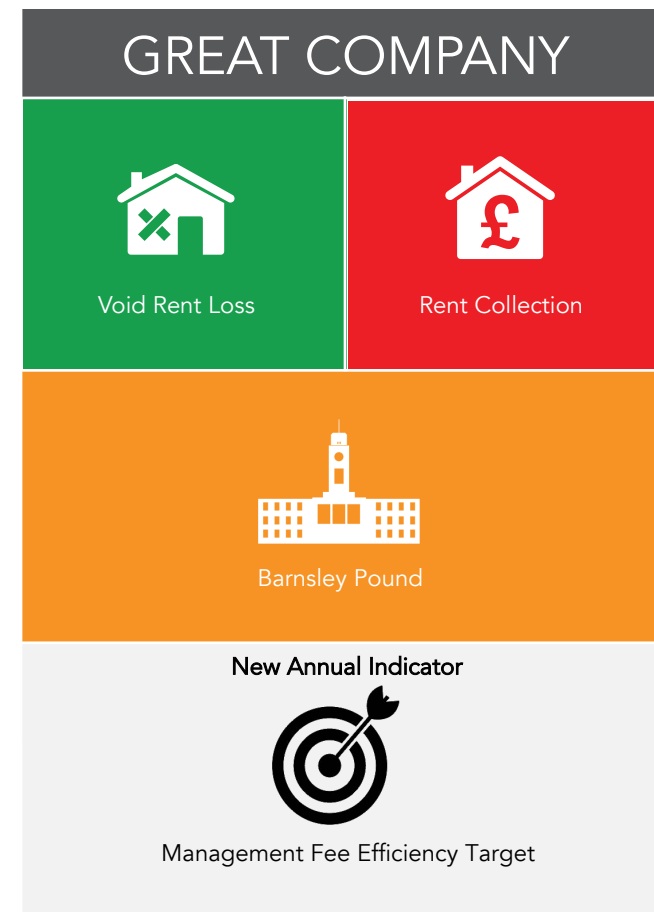
HEADLINES

Average re-let days is improving



HEADLINES

Apprentices ahead of target but a 1.01 percentage point decrease on last quarter












HEADLINES

Percentage of rent collected has reduced by 1.94 percentage points and is now rated as red



Pulse Pls

GREAT PLACE

GREAT PLACE			YEAR END 2021/22	CURRENT QUARTER	TARGET 2022/23	
Annual Indicator  Safe and Secure Home	Annual Indicator  Tenant Satisfaction with Repairs	Bi-Annual Indicator  DHS Compliance	83%	Annual	86%	Safe and Secure Tenant satisfaction with neighbourhood as a place to live (STAR survey question).
			79%	Annual	82%	Keeping properties in good repair Tenant satisfaction with landlord's repairs and maintenance service (STAR survey question).
			99.71%	99.71%	100%	Keeping properties in good repair Compliance with Decent Homes Standard.
 Priority 1 Repairs	 Non-Emergency Repairs	 Average re-let days	99.02%	99.73%	99.5%	Priority Repairs Priority 1 Repairs - 24 hours percentage completed on time.
			8.83	9.11	9.0	Non-Emergency Reactive Repairs Average length of time taken to complete non-emergency reactive repairs.
 H&S Compliance	New Indicator  Average SAP Ratings	New Indicator  EPC C or Above	31.02	27.85	25.00	Average re-let days Average time to re-let local authority housing (calendar days).
			99.08%	99.01%	100%	Maintaining Building Safety Compliance with health and safety obligations.
			New	65.98	New	SAP Ratings Average SAP ratings across stock.
			New	29%	New	EPC Ratings Percentage of Properties with an EPC C or above.


Year end performance was assessed based on whether a target was achieved (denoted by green formatting) or missed (denoted by red formatting)



GREAT PEOPLE


GREAT PEOPLE

Annual Indicator




Tenant Satisfaction


Annual Indicator



Listening to Tenants



Appointments Kept



Apprentices as a % of Workforce

YEAR END 2021/22	CURRENT QUARTER	TARGET 2022/23
85%	Annual	89%
70%	Annual	78%
99.37%	99.18%	99%
7.66%	6.65%	3%

Tenant Satisfaction

The percentage of all tenants satisfied with the overall service provided (STAR survey question).

Listening to Tenants

The percentage of tenants who feel that their views are listened to and acted upon (STAR survey question).

Appointments Kept

Percentage of appointments kept.

Apprentices


We will employ as a minimum 3% of our workforce as apprentices.

Year end performance was assessed based on whether a target was achieved (denoted by green formatting) or missed (denoted by red formatting)




GREAT COMPANY


GREAT COMPANY



Void Rent Loss




Rent Collection



Barnsley Pound

New Annual Indicator



Management Fee Efficiency Target

YEAR END 2021/22	CURRENT QUARTER	TARGET 2022/23
0.73%	0.83%	1.05%
96.37%	94.43%	97%
71.36%	70.15%	72%
New	New	New

Void Rent Loss
Number of days to re-let – measured from termination to re-let.

Rent collection
Rent collected as a proportion of rents owed on Housing Revenue Account dwellings.

Local Spend
To spend at least 75% of funds locally supporting the Barnsley economy (with locally based businesses, traders and suppliers).

Management Fee
Management Fee Efficiency target as part of annual Value For Money report.

Year end performance was assessed based on whether a target was achieved (denoted by green formatting) or missed (denoted by red formatting)



Exceptions

GREAT PLACE

No Exceptions

GREAT PEOPLE

No Exceptions

GREAT COMPANY


Rent Collection
Rent collected as a proportion of rents owed on Housing Revenue Account dwellings.




Q1 Overview - Company Pulse

GREAT PLACE

New Annual Indicator



Tenant Satisfaction with H&S









Right First Time

HEADLINES

Responsive repairs being completed right first time is improving

GREAT PEOPLE


 <p>Complaints</p>	<p>Annual Indicator</p>  <p>Tenant Satisfaction with Complaints Handling</p>
 <p>Staff Satisfaction</p>	 <p>Staff Attendance</p>
 <p>Diversity - Equality Act</p>	 <p>Diversity - BME</p>

HEADLINES


Staff attendance is improving and is now rated as amber

GREAT COMPANY


Annual Indicator



Net Promoter



Current Tenant Arrears



Contact Centre

HEADLINES


Current rent arrears has increased by 0.28 percentage points




GREAT PLACE

GREAT PLACE

New Annual Indicator



Tenant Satisfaction with H&S



Right First Time

YEAR END 2021/22	CURRENT QUARTER	TARGET 2022/23
New	New	New
72.45%	78.21%	81%

Maintaining Building Safety

Tenant satisfaction with the health and safety of their home.

Keeping properties in good repair

Right first time.



GREAT PEOPLE

GREAT PEOPLE		YEAR END 2021/22	CURRENT QUARTER	TARGET 2022/23
<p>Complaints</p>	<p>Annual Indicator</p> <p>Tenant Satisfaction with Complaints Handling</p>	87.9%	85.29%	75%
<p>Staff Satisfaction</p>	<p>Staff Attendance</p>	63%	Annual	70%
<p>Equality Act</p>	<p>BME</p>	New	68%	New
		11.10	10.00	9.0
		5.41%	5.19%	8%
		2.16%	1.97%	2%

Complaints

Percentage of complaints resolved in agreed time (local offer).

Complaints

Tenant satisfaction with complaints handling (STAR).

Staff Satisfaction

Employee satisfaction rate. My organisation is a great place to work.

Staff Attendance

Average number of days absent per full time equivalent employee.

Diversity

Percentage of staff defining under the Equality Act definition of disability.

Diversity

Percentage of BME staff in total workforce.



GREAT COMPANY

GREAT COMPANY

Annual Indicator

Net Promoter

Current Tenant Arrears

Contact Centre

YEAR END 2021/22	CURRENT QUARTER	TARGET 2022/23
26	Annual	>30
3.29%	3.57%	3%
New	85.27%	80%

Net Promoter

Likely to recommend Berneslai Homes.

Current Rent Arrears

Percentage of Current Tenant Arrears.

Contact Centre

We will answer 80% of priority calls in less than 3 minutes (Contact Centre).



Exceptions

GREAT PLACE

No Exceptions

GREAT PEOPLE



Diversity - Equality Act

Percentage of staff defining under the Equality Act definition of disability.

GREAT COMPANY

No Exceptions



Strategic Housing & Growth Update

Berneslai Homes Board - September 2022



Laites Lane, Athersley South

7x Bungalows for
Social Housing

Billingley View, Bolton upon Dearne

10 x 2 bed semi-detached houses & 6 x 3 bed semi-detached houses

- Pilot for the Barnsley Low Carbon Standard new build specification.
- The Council is working with Leeds Sustainability Institute (part of Leeds Beckett University) on the build specification.
- Properties have been designed to be highly energy efficient and fossil-fuel free to respond to the Council's Zero 40/45 Strategy to reduce carbon emissions.

Main building contractor : Torpoint Ltd.

Work started in February 2022 and will complete **Spring 2023.**





St Michael's, Monk Bretton


- A mixed-tenure development of 35 homes for private sale and social rent, across a range of property types including 2, 3 and 4 bedroomed houses and 2-bedroom bungalows and apartments.
- **16 Homes for social rent** : 8 x 2-bed houses, 2 x 4-bed houses, 2 x 2-bed bungalows & 4 x 2-bed apartments

Property Acquisitions (106 funding)


- Purchase and Repair – 3x empty homes (linked to training and development for apprentices)
- 106 Acquisition x 5
- Significantly reduced budget due to HRA pressures
- Going Forward, Strategic Opportunities (subject to funding)



Future Delivery CHALLENGES

- Lack of funding/land/resources & costs of DIRECT delivery - it doesn't stack up!
 - Lack of contractors and supply chains
 - Mismatch of Supply vs Demand
 - Right to Buy
 - Cost of Retrofit, Compliance & Decency (need to robustly consider investment/disinvestment)
 - Future of Council Housing
- 

Future Delivery OPPORTUNITIES

- Meeting the Housing Needs of those who can't access market housing or where the market isn't willing/able to respond
 - Leading by Example – Quality of Design/Low Carbon
 - Stimulates Growth when market slows
 - HRA Revenue – continued investment/service delivery
 - Investment in S106 stock on key growth sites – sustainable communities
 - Alternative Delivery Models ??
- 

Thank you



Minutes of Berneslai Homes Board 21st July 2022

Virtual

Present:

- Sinead Butters - Chair
- Liana Khachatryan - Board Member
- Adriana Rrustemi - Board Member
- Jo Sugden - Board Member
- Sarah Tattersall - Board Member
- Mark Johnson - Board Member
- Richard Fryer - Board Member
- Mahara Haque - Co-optee of Customer Services Committee (Board observer)
- Eric Smith - Board Member (from September 2022)
- Adam Hutchinson - Board Member (from September 2022)

In attendance

- Amanda Garrard - Chief Executive
- Lee Winterbottom - Managing Director Construction Services
- Dave Fullen - Executive Director, Customer & Estate Services
- Kulvinder Sihota - Interim Executive Director, Corporate Services
- Samantha Roebuck - Head of Governance & Strategy and Company Secretary
- Kathy McArdle - Service Director Regeneration & Culture BMBC
- John Dowle - Head of Asset Management (for Sustainability Strategy item only)
- Amanda Bennett - Head of HR and Organisational Development (for Comms Strategy item only)
- Angela Lomax - Angela Lomax (for Item DTP Review item only)

The Chair opened and welcomed everyone to the meeting. Introductions followed.

PUBLIC AGENDA	ACTION
<p><u>Item 1 - Apologies</u></p> <p>Apologies were received from:-</p> <p>Gary Ellis, Independent Board Member Arturo Gulla – Exec Director Property Services</p>	

	<u>ACTION</u>
<p><u>Item 2 - Declarations of Interest</u></p> <p>None were declared.</p>	
<p><u>Item 3 – Repairs IT Project Update</u></p> <p>As this is a confidential Item. The minute is included in the Confidential section.</p>	
<p><u>Item 4 – CEO Presentation - This item has been replaced with an update on the serious incident at Woodland Drive</u></p> <p>AGa provided the meeting with a situation update following the fire on Tuesday 29th July.</p> <p>4 houses are completed gutted with a further 2 damaged. Properties are of a non-traditional structure. Structural advice has been sought. Asbestos Contractor also assessed properties and deemed them low risk. 1 property is privately owned, the remainder are Council. Accommodation was secured overnight and the Council and BH are working closely together, including supporting the wider estate, providing reassurance etc. The Council provided immediate financial assistance and there has also been other support. Demolition will be taking place as soon as possible once insurance checks are finalised on the owner-occupied property. Highway closures are in place and the site is fully secure with a security presence. Checks are being made on those properties in the exclusion zone so that residents can move back into their homes where possible. The properties are large 3 bed semi-detached houses in a very desirable area, therefore rehousing will be challenging.</p> <p>DF advised he had authorised immediate payment for essentials and is arranging for Your Homes Newcastle to deliver a basic furniture pack to temporary/permanent homes allocated when required (this is part of the furnished tenancy programme and BH will cover these costs).</p> <p>DF referred to the fantastic joint/team working that has taken place with everyone pulling together. Board also referred to the positive press in relation to BH and the Council.</p> <p>Board questioned the Executive on their opinion on this property type’s increased susceptibility to fire damage, due to design and what is in place to mitigate. Board were advised that there are 77 of this type in the borough. In this instance the fire did not start in the property, it was in the garden. There are no known fire type incidents in relation to this construction and whether its prone to more rapid spread. The Fire Service also have no concerns for the safety of those living in the properties, including in the one attached with some damage . Compartmentation has also been checked between properties.</p> <p>Board requested more information for the next meeting.</p>	<p>AGu</p>

	ACTION
<p><u>Item 5 – Governance Update</u></p> <p>SR presented the report and highlighted the key governance issues around the Code of Conduct and the Customer Services Committee Terms of Reference. Board are requested to approve.</p> <p>SR advised that recruitment has also commenced for a Councillor Board Member to replace Caroline Makinson. Close date is 31/7, with interviews taking place in August.</p> <p>SR confirmed that she is looking at the National Housing Federation’s new Code of Conduct and this will be reviewed and discussed at EMT with a proposal to Board should it be decided to adopt the code. The code covers Board and employees.</p> <p>Reference was made to the recent session on the Social Housing White Paper where the triangulation of Board members was discussed. A question was raised regarding Board Members observing other Committees. Chairs present agreed this would be good practice to stay connected across the business.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • Board approved the new Board Code of Conduct. • Board approved the new Customer Services Committee Terms of Reference, recommended for approval by the Customer Services Committee. • Board noted the update on the DTP light touch review and our recruitment for a new Councillor Board member. 	SR
<p><u>Item 6 – Smoke and Carbon Monoxide Alarm (Amendment)</u></p> <p>AGa presented the report and summarised the key points.</p> <p>Social Landlords will be required to be compliant by 1st October 2022. Discussions have taken place with the Council to bring forward funding. Specific teams have been set up to progress the installations by the deadline at an additional cost. As Berneslai Close is no longer progressing reserves are available.</p> <p>Implications for the HRA Business Plan was raised in relation to life-cycle compliance issues.</p> <p>Board were advised that Initially battery detectors will be installed. However, when DH works are carried out these will be changed to a hard-wired system, serviced as part of the gas servicing process and this will need to be taken into consideration.</p> <p>Assurance was requested on whether this complies with the Reserves Policy rules. AGa confirmed this work can be carried out under the rules. A report on the Reserves Policy will be brought to Board in September.</p>	KS

<u>Item 8 – Communications Strategy</u>	<u>ACTION</u>
<p>AJB presented the report. 2 specific key issues were brought to Board’s attention:-</p> <ul style="list-style-type: none"> • Extensive consultation undertaken. Tenants were particularly pleased to be involved and emphasising the need to ensure two-way meaningful conversations. This has been taken on board and is now one of the promises within the Strategy . Regular feedback will continue. • VFM and Efficiency – developing a self-serve model, which will also result in delays being minimised in circulating information. Reviews will be undertaken regularly, identifying gaps and whether this approach is working etc. <p>Reference was made to success measures and the intention to build on this, looking at qualitative data and benchmarking standards too.</p> <p>Board questioned if the wording ‘digital by default’ was the correct phrase to use. Following discussion, it was agreed this be changed to.‘digital by design’.</p> <p>AJB confirmed that liaison has also taken place with the Council’s Communications Team and a good working relationship exists. It was agreed this be referenced in the Strategy.</p> <p>An observation was made regarding the images used in the Strategy. It was felt that these could have been more diverse. It was also felt that the comments regarding EDI being embedded was not a strong enough statement and did not reflect the ‘Hard to Reach – Reach Harder’. It was agreed this be expanded to reflect this.</p> <p>Resolved:</p> <p>The Board approved the Communication Strategy 2022 - 2025</p>	<p></p> <p>AJB</p> <p>AJB</p> <p>AJB</p>
<p><u>Item 9 – Sustainability Strategy</u></p> <p>JD presented the report. He provided some background information regarding the zero-carbon study work carried out by Savills and the options/model/costs they provided. This gives BH with a base line emissions position which have been incorporated into the Strategy.</p>	<p></p>

	<u>ACTION</u>
<p>Lengthy discussion followed and it was concluded the document was more of an ambition/aspirational strategy. It was therefore felt that this be explained in the document. Board also felt that as the Strategy is not only for staff, but the wider audience, an explanation of net zero carbon also be provided in the glossary which would give some context. It was noted that as the Council will be delivering the Climate Change Strategy, close working will be required on alignment of this strategy with the Council.</p>	JD
<p>Board were advised of the significant work being carried out on zero carbon in the organisation and it is the intention for BH to keep up this momentum.</p>	
<p>Affordability with regard to green heating technology was raised, in particular in relation to the cost-of-living crisis. JD advised that the government are taking this on board. BH are taking a fabric first approach, technology will be looked at later. It was felt important to clarify in the Strategy that using less energy will reduce costs.</p>	JD
<p>Board requested further work on strategic decision making/delivery and a position statement of the first 5 years, followed by the remaining timeframe be produced. Of benefit would be a confidential report on the real issues, funding, national picture etc for discussion with the Council to find a solution. KMcA agreed a joint approach is required around financing and felt it also important to have proposals ready – this could be at a Yorkshire level or Yorkshire and Humber level. It was agreed a report be brought to September Board.</p>	JD
<p>KMcA advised that 2 workshop on the Borough’s Climate Strategy had been arranged, with invitations to partners, anchor organisations etc to work on an overarching Strategy. These will be held in September and October – this document will be a good contribution.</p>	
<p>Similar to the Communications Strategy, Board felt the images used could be more diverse.</p>	
<p>Resolved :</p>	
<p>Board did not approve the Strategy and requested further work as detailed above and a document be brought back to September Board.</p>	

Board Meeting 21 July 2022 - Actions

PUBLIC AGENDA			
Item	Action	By Whom	Comments
Item 4 – Woodland Drive	Woodland Drive – Further information to be provide for September meeting regarding fire risk to non traditional property type	AGu	As of 22 nd August we await the report from Penington Choices and the independent structural engineer. Further info will be provided once we have received the final reports
Item 5 – Governance Update	NHF Code of Conduct to be looked at and proposal to be submitted to Board on decision to adopt	SR	Currently being reviewed against terms of reference and discussions with HR as this is companywide. Low priority due to already having codes of conduct in place. To be reviewed by March 23.
Item 6 – Smoke and Carbon Monoxide Alarm (Amendment)	Reserves Policy report to be produced for September Board	KS	Deferred to December
Item 7 – Risk Management Annual Report 2022	Risks (App B of report) more emphasis to be included on rental income Away Days – 1 half day session to be arranged plus a 2 hour session dedicated to risk	EMT SR	To be picked up as part of regular reviews by EMT Complete
Item 8 – Communications Strategy	Digital by default to be changed to Digital by Design Reference to liaison with Council’s Communications Team be referenced in the Strategy Expand on EDI beng embedded and ‘hard to reach – reach harder’	AJB	All amends picked up and made to Communications Strategy, document ready to launch internally mid-September

<p>Item 9 – Sustainability Strategy</p>	<p>Explanation of Net Zero Carbon to be included in glossary for wider audience and to give context.</p> <p>Include narrative that using less energy reduces costs</p> <p>Position statement to be produced on first 5 years, followed by remaining timeframe.</p> <p>Report on real issues, funding, national picture etc be produced for discussion with the Council.</p> <p>Report on real issues, funding, national picture etc be produced for discussion with the Council.</p>	<p>JD</p>	<p>Glossary of terms will be included in revised strategy document</p> <p>Will include in revised Strategy Document</p> <p>Position statement to be developed to sit with the Strategy document</p> <p>Will initially explore the issues with the Council which can be discussed at their Climate Change Strategy Workshop</p> <p>Will initially explore the issues with the Council which can be discussed at their Climate Change Strategy Workshop</p>
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