

## **BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE**

**26 OCTOBER 2017**

### **BUILDING SECURITY AT COUNCIL OFFICES**

Report from: Perry Holmes – Chief Legal Officer

Author: Robert Dennis – Head of Capital Projects.

#### **Summary**

This report sets out details of building security arrangements at Council offices, including details of a review of security at Gun Wharf Council Office and the options to mitigate risks identified.

#### **1. Budget and Policy Framework**

1.1 The Cabinet approved a Corporate Property Strategy for 1 April 2017 to 31 March 2022 and has responsibility for our property portfolio.

#### **2. Background**

2.1 A building condition report is being completed for the 150+ properties the Council operates across our portfolio. This will establish what routine repairs and maintenance is required across the portfolio. This work is then commissioned through Medway Norse.

2.2 Following the Westminster Bridge attack on the 23<sup>rd</sup> March, a group of specialist officers from across the Council met to consider in particular security arrangements at Gun Wharf. Subjects considered were:

- Communications
- Updates from the emergency and security services
- Health and safety advice
- Building operations
- Review of security in house and at public meetings
- Events
- Operational buildings vigilance and security arrangements.

2.3 During Business Continuity Awareness Week in May 2017 a pass check was carried out on all four entrances to the Gun Wharf building between 8.30 am – 9.30am. 56 people attempted to access the building with no identification pass. Usual occupancy levels in Gun Wharf are 1000+.

- 2.4 As a result of the heightened national security level a free initial assessment of the Gun Wharf Office was completed on 30 May 2017 by a Fire, Security and Continuity Consultant (BB7).
- 2.5 BB7 concluded that the Council should complete a self risk assessment of the Gun Wharf Office. That has been carried out by the Head of Capital Projects.
- 2.6 The Head of Capital Projects completed the self assessment in the form of a Health and Safety Fire/Security Assessment on 7 June 2017. This assessment showed the Council as having 'very good' arrangements. It also identified some suggested areas for improvement.
- 2.7 A separate Fire Risk Assessment has also been carried out by BB7 to ensure the council has an up to date fire review, and the building has been assessed and updates will make it compliant under a fire condition to current regulations. This report sets out the items from the fire risk assessment that require completion.
- 2.8 Building Operations have been further reviewed through a condition survey of Gun Wharf. The main health and safety issues have been highlighted in the condition report and passed to Medway Norse for action. The survey has also highlighted that the original plant in the building requires replacement. The budget for Facilities Management will not currently support all works, an appraisal will therefore be carried out to identify alternative funding via Salix (a Government fund that allows savings against energy revenue costs to be reinvested) to enable maintained building service.

### **3. Options**

- 3.1 The areas for consideration are set out in the attached exempt Appendix 2 which due to the risks identified is not appropriate to put in the public domain.

### **4. Advice and analysis**

- 4.1 The scoring mechanism for the self risk assessment involves looking at a 65 features to building security and other issues and assigning a score of 0,1 or 2. There are some areas where there is potential to increase a score to achieve 2. This is not possible in all cases. For example, the fact that there is a public right of way during some hours at the riverside of Gun Wharf is something that increases building risk but is not capable of resolution at this stage.
- 4.2 The score for the assessment is 207 with a score of 200 or more seen as "very good" which is the highest category. It is suggested that the works on appendix 1 should however be carried out to provide even greater resilience.
- 4.3 Work is on-going to establish what if any works would be needed for our other operational offices. Broadside the building where our Children's Services teams are based, is leased from MHS and so responsibility for building security is with the landlord. The same would be true of Kingsley House which is our front of house benefit and housing office and is also leased. We will be conducting a review of our other portfolio of corporate buildings in the coming months.

## 5. Risk management

- 5.1 Risk management is an integral part of good governance. The Council has a responsibility to identify and manage threats and risks to achieve its strategic objectives and enhance the value of services it provides to the community.

<b>Risk</b>	<b>Description</b>	<b>Action to avoid or mitigate risk</b>
Security and Fire risks have been identified in an industry standard self-assessment.	The building is compromised, staff are affected adversely, services are disrupted, customers are inconvenienced.	Carry out the works identified in Appendix 1

## 6. Financial and legal implications

- 6.1 There are no direct legal implications in this report.
- 6.2 There is a limited Building Repairs and Maintenance Fund which will fund the £24,000.00 of works suggested by substituting for less urgent scheduled works.

## 7. Recommendations

- 7.1 Business Support Overview and Scrutiny Committee is asked to note the steps taken to review security and fire requirements initially at Gun Wharf and comment as appropriate.

### Lead officer contact

Rob Dennis, Head of Capital Projects.

### Background papers

None.

### Appendices

Appendix 1 - Suggested Security and Fire works and approximate costs

Appendix 2 (Exempt) - Security Assessment Options



**Suggested Security and Fire works and approximate costs**

<b>Security</b>	£
Enhancement to CCTV	5,000
Additional access control measures	4,000
<b>Fire</b>	
Door push bar	1,000
Automatic grills in stair corridors	1,000
3 double sets of fire doors	10,000
Hold backs on doors	1,000
Additional fire signage	2,000
<b>Total</b>	<b>24,000</b>

Plus VAT and fees