

## **WANDSWORTH BOROUGH COUNCIL**

### **FIRE SAFETY STEERING GROUP – TERMS OF REFERENCE**

#### **1. Purpose**

The purpose of the Fire Safety Steering Group is to:

- (a) review key documents relating to fire safety, including newsletters, booklets, web pages and other forms of media.
- (b) assess, scrutinise and review building safety strategies and policies that have been developed by the Council; and
- (c) make recommendations to the Council on improving resident involvement in building safety decision-making.

#### **2. Meetings**

The group will meet two times a year at Wandsworth Town Hall. Meeting dates for the calendar year will be agreed by the group membership.

Meetings will be chaired by the Building Safety Lead and the Council will be responsible for circulating an agenda and relevant paperwork seven calendar days before each meeting.

Key actions will be agreed at the end of each meeting and circulated to all attendees with responsibilities assigned, where relevant.

The group may choose to establish dedicated task and finish groups on specific matters or areas of interest, subject to approval from the Chair.

#### **3. Membership**

The Fire Safety Steering Group shall comprise of two nominated representatives from each of the four Area Housing Teams in the Borough: Central, Eastern, Southern and Western.

Membership is limited to those who live in a 'high rise' building. The legal definition of a high rise is a property that has seven or more storeys or 18 metres or more in height.

Membership of the Fire Safety Steering Group is restricted to tenants and resident leaseholders of Council owned properties. Freeholders, absentee leaseholders, private sub tenants of leaseholders and Council tenants' or leaseholders' household members are not eligible to join the group but may attend as observers.

Guest presenters may be invited to attend the group to discuss areas of expertise subject to prior agreement by group members.

#### **4. Quorum**

The meeting is considered quorate if fewer than four group members are in attendance. If the meeting is not quorate, decisions will be deferred.

#### **5. Non-Attendance**

In the event of multiple non-attendances, a member may be removed and an alternative nomination sought from the group.

#### **6. Code of Conduct**

All group members are expected to abide by the group's code of conduct. Any breaches shall be addressed by the group and may, in serious cases, result in expulsion from the group and an alternative nomination sought from the membership.

#### **7. Confidentiality**

No member of the group shall disclose to any person or organisation, any confidential information arising out of the group's discussions.