
Fire Safety Briefing Report

Lead Member Briefing

Decision to be taken by: Cllr Elly Cutkelvin

Date of meeting: 2nd. June 2025

Housing Scrutiny Commission

Date of Meeting: 10th. July 2025

Lead director: Chris Burgin

Useful information

- Ward(s) affected: Potentially all
- Report author: Simon Nicholls
- Author contact details: simon.nicholls@leicester.gov.uk
- Report version number: v.1

1. Summary

This report has been prepared to update members of the Housing Scrutiny Commisison how the Housing Division manage fire safety in its residential buildings.

Different property types have different risks, and the division manage fire safety based on the risk a particular building type poses; this risk will determine the fire safety measures we have in place.

This report will give an overview of our approach to managing fire safety from our tower blocks, that are in scope of the Building Safety Act to stand alone residential houses where we have no legislative fire safety responsibility.

2. Recommended actions/decision

That the contents of this report are noted.

3. Scrutiny / stakeholder engagement

4. Background and options with supporting evidence

The Housing Division manages fire safety in our properties based on risk, this report will provide an overview of how we achieve this.

The management of the fire safety in our residential building's cuts across Technical Service and Tenancy Management, Chris Burgin, Director of Housing is the health and safety lead for tenants.

The Compliance Team, headed by the Building Safety Manager, in Technical Services main function is to ensure that we have contacts in place to ensure that the different fire protection measures are maintained such as emergency lighting, door entry systems, fire extinguishers and communal alarms etc. They also arrange for Fire Risk Assessments to be carried out and are the link to Leicestershire Fire and Rescue Service (LFRS). The Compliance Team are also responsible for water hygiene and will also look after asbestos management after the implementation of the organisational review in Technical Services.

Tenancy Managements main function is to ensure that the cyclical programme of block inspections are carried out and action taken as a result of any non-compliance are reported and recorded as complete and that all the policies in place that ensure the communal areas in blocks of flats are safe are implemented.

The management of fire safety across all our property types is governed by legislation:

- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022

High Rise Buildings

The highest risk buildings we have are our 5 high rise blocks, these buildings are in scope of the Building Safety Act. A separate report has been prepared which can be found at APPENDIX A, in summary:

- Relates to building in excess of 18m or 7 storeys which have been registered with the Building Safety Regulator
- Provides an overview of the safety measures, risk assessments and management systems in place
- Assess the buildings compliance with regulations and identifies any potential risks or areas for improvement
- Provides layouts of the buildings and details of the responsible persons
- Details the Safety Management System in place
- Details the Golden thread of information
- Details RES and Specific requirements that relate to knowing who occupies the building
- Details Specific information about the passive fire protection measures
- Has a Resident Engagement Strategy in place.

The Building Safety Regulator (BSR) has requested building safety cases for 4 of the 5 blocks, these have all been provided. The Regulator have since asked for additional information which again was provided. More recently they have asked us to carry out some additional structural surveys of the buildings, these have been commissioned and are due to take place in the next few weeks, once we have the results for the surveys they will be provided to the Regulator. Once approved we hope to receive our first Building Safety Certificate, however we understand that no Local Authority has yet received a Building Safety Certificate.

Fire safety in all other flatted accommodation

The fire safety of all other blocks is managed as per our Fire Safety Management Standard (FSMS) APPENDIX B. in summary:

All blocks have had a fire risk assessment (FRA) carried out, the frequency of these is based on risk and typically range from 2 to 5 years, however it can be longer.

FRA's are currently being carried out by MGR Fire Safety Consultants LTD, and we are currently in the process of procuring a new supplier to carry out more FRA's for us.

We also have a directly employed Fire Safety Compliance Officer, who is qualified to carry out FRA's who oversees the FRA process and also carries out FRA's and audits those FRA's carried out by procured suppliers.

We are audited by Leicestershire Fire and Rescue Service (LFRS) who audit 20 of our blocks every 12 months. These are on site audits conducted with the Building Responsible Officer (BRO) and our Fire Safety Compliance Office present. Leicestershire Fire and Rescue Service (LFRS) issue a certificate based on the outcome of the audit, this can either confirm that the block is broadly compliant, issue a deficiency notice (informal action) or an enforcement notice (formal action). This is a formal process and if a response or works are required, we are given a specific timeframe in which to comply with the notice. In certain circumstances LFRS can also issue an alteration notice, in which a change to the premises or services would be required or a prohibition notice which would mean that we would have to empty the block, neither of these actions have ever happened.

We received the following statement from Vince Hyde, Group Manager, Leicestershire Fire and Rescue Service:

"Leicester City Council pro-actively carry out joint visits with Leicestershire Fire and Rescue Service on housing stock. If issues are identified these are quickly resolved and officers work together to identify solutions to any Fire Safety concerns. If improvements are considered following a visit Leicestershire Fire and Rescue Service and Leicester City Council work together to agree improvements across all affected sites not just the single site being visited"

Each block has a nominated Building Responsible Office (BRO) who ensures that regular block fire safety inspections are carried out, the frequency depends on the block type, and this is documented. Cyclical inspections are carried out by Assistant-NHOs, with the BRO undertaking regular spot checks, dependant on risk. In real terms, this means the BRO visits blocks which have a weekly check on a monthly basis, and blocks that are due monthly checks are visited by the BRO quarterly. See APPENDIX C.

All BRO's have received the appropriate training.

All staff who undertake cyclical fire inspections have completed bespoke BRO e-learning. The package was developed by a leading industry expert and covers the essential items that a BRO needs to know when dealing with fire safety in blocks.

Fire safety is managed alongside the ongoing tenancy management of the block, which includes other areas such as anti-social behaviour, cleaning, zero tolerance policy for items in communal spaces etc.

Dates of inspections are recorded on the fire safety data base, this is currently a standalone system, to ensure compliance, an example of a report can be seen at

APPENDIX D. Once the Fire Safety Modules is implemented this will be recorded on NEC.

All residents in blocks of flats receive annual fire safety information.

All fire doors are inspected annually.

Fire Safety Repairs

If during a block inspection works are identified, these are given a category for completion based on the risk of the block and the work required. For example, a damaged communal fire door in a high-risk block would be given a higher priority than a similar repair in a low-risk block, this is to make sure that the repairs are completed in priority order. The following is a list of outstanding fire safety repairs and their category.

Priority	Timeframe	Total Outs
F2	FINSPW (10 Working Days)	32
F2A	FINSPW (13 Weeks)	22
F2B	FINSPW (26 Weeks)	29
F3	FINSPW (12 Months)	452
Total	N/A	535

Domestic dwellings

There is no specific legislation or guidance that relates to fire safety in domestic properties, however we do the following to help reassure our tenants:

- Provide fire safety advice at the start of their tenancy
- Send out fire safety information as and when we become aware of an issue such as the dangers of e scooters etc.
- Carry out annual gas safety checks
- Carry out annual checks on their smoke detection to check it's to current standards that is working.
- General fire safety advise is available online

5. Financial, legal, equalities, climate emergency and other implications

5.1 Financial implications

There are no direct financial implications arising from this report. However, Leicester City Council have an obligation to comply with the outlined legislation. £500k is included in the 2025/26 capital budget to support the ongoing programme of fire risk works.

Signed: Jade Draper, Principal Accountant

Dated: 20/05/2025

5.2 Legal implications

As the report is generally for note only, there are no legal implications arising from the report itself. However, the report details statutory requirements under a range of complex pieces of legislation. Failure to comply with that legislation and the resultant failure to comply with housing statutory duties brings about extensive and wide-ranging implications including a range of potential legal action, which is too large a field to provide specifics implications.

Signed: Zoe Iliffe, Principal Lawyer (Property Highways & Planning)

Dated: 1/7/25

5.3 Equalities implications

Under the Equality Act 2010, public authorities have a continuing Public Sector Equality Duty (PSED) which means that, in making decisions and carrying out their activities they have a statutory duty to pay due regard to the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity between people who share a protected characteristic and those who don't and to foster good relations between people who share a protected characteristic and those who don't.

Protected Characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

This report provides an overview of the council's approach to managing fire safety in its residential buildings

People will be from across many protected characteristics, and fire safety plans should work for all residents, especially those who might need extra help. It is important that communication with residents about fire safety must be inclusive and effective. Fire safety information, including emergency procedures and notices, should be provided in accessible formats.

Signed: Equalities Officer, Surinder Singh, Ext 37 4148

Dated: 20 May 2025

5.4 Climate Emergency implications

Where fires occur in buildings of any kind, they can generate substantial carbon and air pollution emissions, alongside the obvious risk of death or serious injury. In addition, the subsequent need to refurbish or, in the most serious cases, demolish and rebuild properties can also generate substantial embodied carbon emissions from the manufacture and transport of the construction materials needed and from the refurbishment or construction process. Therefore, all measures in place to reduce the risk of fire and to prevent its spread are extremely important from a climate emergency perspective as well as a health and safety one.

Signed: Duncan Bell, Change Manager (Climate Emergency). Ext. 37 2249

Dated: 19th May 2025

5.5 Other implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply?)

6. Background information and other papers:

7. Summary of appendices:

APPENDIX A-

APPENDIX B –

APPENDIX C-



FRI frequency.xlsx

APPENDIX D –



Sample FRI Report
01012025 to 31012025

8. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

9. Is this a “key decision”? If so, why?