

Please note that all of the dates and tasks could be subject to change until the Building Safety Bill and associated legislation become law

This gap analysis may change and new additional measures may need to be incorporated as this is a constantly evolving situation

	Status	Task Required	Current Position	What Needs to be Done?	By When	By Who	Other Factors / Legislation Driven By
General							
1)	Complete	Identify and agree the Accountable Person	MM agreed as AP	N/A	2023	SMBC	Training required?
2)		Ensure appropriate risk are recorded for both SMBC/SCH	Risks on both risk registers for SMBC and SCH	SCH under review, SMBC risk to be reviewed after that process	Nov-21	SCH/SMBC	SMBC risk update will be reviewed after SCH risk workshop
3)		Governance structure to support the Accountable Person	Limited arrangements not supportive of BS regime	New structure to be designed with supporting dashboard	2021/22	SMBC/SCH	Align with AR and existing arrangements
4)		Ensure there is a robust residents engagement strategy	RES rolling out until end of financial year	To be reviewed at end of financial year	Apr-22	SMBC/SCH	BS Bill
5)		Competence to be demonstrated for those working with HRBs	Varying degrees of competence- some training may be required	Training followed by review of competence, competence matrices produced	Dec-21	SMBC/SCH	BS Bill
6)		Appoint Building Safety Managers	SCH Plans to recruit 1/4 to 6 to review ways of working	Review consultation on BSM, produce JD/PS move to recruit 1 BSM as a trial	2022	SCH/SMBC	Competence requirements to be published by BSI in Spring 2022- BS Bill
7)		Ensure that IT system is in place to support AP/BSM	Separate systems SCH/SMBC BC	System needs to be identified that meets need to produce safety cases and live info	2021/22	SCH/SMBC	Need to identify possible options and commission this
8)		Build safety cases for each HRB	Information is held both digitally and on paper by various teams	Consolidation and review of this information, construct safety cases	2022	SCH/SMBC	Both organisations hold information but this needs to be consolidated
9)		Golden Thread- the right people have the right information, at the right time.	Not in place	Needs to be developed once requirements are confirmed- currently out for consultation	2022	SMBC/SCH	BS Bill
10)		Policy developed by both SMBC and SCH on BSB	Not in place	Needs to be developed once legislation is clear	2021/22	SMBC/SCH	BS Bill
11)		Understand funding needs to be compliant with BSB etc	Funding agreed for elements of remedial work and sprinkler installation	Need to understand budget to support revised governance and delivery of new regime	Mar-22	SMBC/SCH	BS Bill
12)		Apply for a Building Assessment Certificate for each HRB.	N/A	Review consultation, Safety cases need to be prepared for each building	2022	SCH/SMBC	Should then obtain a Building Assessment Certificate BS Bill
13)		Maintain Building Safety cases once certificate is in place	N/A	Ensure robust systems are in place to deliver and then maintain this within both organisations	2022 onwards	SCH/SMBC	BS Bill
Property Services							
14)	Complete	Does the BSB apply to other Council owned buildings?	Buildings currently not covered by BSB but this may change	Monitor for changes to scope- need to also consider any new tall buildings proposed	2021 review in 2022	SMBC	Possible that definition could shift again as Hospitals/ residential care homes are caught by Gateways 1 and 2 which wasn't in the original draft
Planning							
15)	Complete	Gateway 1- Planning	In place following discussions with Planning colleagues	N/A	01/08/22	GW/KA/SF PDES	Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) Amendment Order (2021)
Building Control							
16)		Understand requirements of the BRB and implications for BC	Some understanding which needs to be built on	Further exploration of bill and its significant implications for BC as part of the BSR process	2022	BC	Understand funding position for team that generate its own income and is cost neutral to the authority currently BSB
17)		Review quantity and competency of officers	Currently have 8 BCS in place- with varying degrees of competency	Develop a Competency matrix- which helps to decide training needs for the team- analyse gaps	Oct-21	BC	Only LABC level 6 surveyors can work on HRBs
18)		Become accredited to UKAS 9001 QMS standard	Attained probationary accreditation April 2021	To be formally audited in October 2021- must have BC Dashboard in place to support	Oct-21	BC	Initial audit passed, LABC Soft Audit September 21, external Audit October 21
19)	Complete	Access to IHS Markit to ensure BC can access most up to date BSI in Place	In place		Oct-20	BC	Gives access to current BS/other information
20)		Need an ICT system that records the data we hold on HRBs	Information on a spreadsheet or MHCLG system that we do not own	Review and benchmark what is happening in other LA BC Services	Dec-21	BC	BC currently use IDOX Uniform which uses application numbers to store data and is not compatible as it stands with what we are trying to achieve
21)		Review structure of the Service	BC service sits within PDES and reports into a Hos via a Group Manager	Review how this fits into any new Governance Structure- make recommendations	Dec-21	BC	
22)		Introduction of Gateway 2	N/A	Ensure team are ready to take on new regulatory role	Apr-22	BC	Role is not fully mapped, expect significant additional work hard to quantify- this work can only be carried out by Level 6 surveyors
23)		Introduction of Gateway 3	N/A	Ensure team are ready to take on new regulatory role	Apr-22	BC	Lifecycle of building not previously covered by BC
24)		Make recommendations on how to deliver the new regime	Role is not fully mapped, expect significant additional work hard to quantify	Watching brief to develop a detailed plan as legislation progresses	Nov-21	BC	Will new burdens funding flow with this change?
Other Council Teams							
25)		Those involved in commissioning, design, construction or refurbishment of in scope buildings will have new formal responsibilities.		Teams need to be aware of this and take appropriate action to demonstrate competence		All teams	Driven by professional bodies as well as the BS Bill
26)		TS Confirmed as regulators for Construction Products under new draft regs		Need to check their understanding with the HoS/TL for EH Compliance	Nov-21	GW	It is unclear if the draft regulations will stay as they are with TS at the enforcement body for new regs but will be a potentially significant new burden.